

Regular City Council Meeting

July 28, 2014

Agenda

7:30 p.m. **Call to Order**
Pledge of Allegiance
Roll Call
Approval of Minutes: June 14, 2014
Approval of Bills
Approval of Agenda
Public Comment

I. Old Business

1. Resignations/Appointments:
 - a. Confirm appointment of Anne Levy to the Cultural Arts Commission
2. Second reading of ordinance amending Section 62-31 of the Code of Ordinances – Parks and Recreation

II. New Business

1. Consider approval of resolution related to the issuance and use of City credit card to the City Manager
2. Consider approval of attendance at ICMA conference in Charlotte, NC by City manager per contract and to act as a presenter at conference
3. Consider approval for purchase of new zero turn mower as budgeted in the 2014-2015 FY budget
4. Consider approval of resolution authorizing the request for reimbursement from Oakland County West Nile Virus fund in the amount of \$1,546.13
5. Discuss issues related to the hiring of an independent contractor as wedding facility coordinator, rental of the gazebo and chapel and development of a formal contract for both items.

III. Manager's Report

IV. Council Comments

V. Adjournment

CITY OF SOUTH LYON
REGULAR CITY COUNCIL MEETING
July 14, 2014

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: Dixon, Kivell, Kramer, Kopkowski, Rzyzi, and Wedell

Also Present: City Manager Cook, Chief Collins,
Department Head Martin, City Attorney Wilhelm,
and Clerk/Treasurer Deaton

MINUTES

CM 7-1-14 MOTION TO APPROVE MINUTES

Motion by Kopkowski, supported by Wedell

Motion to approve minutes as presented

VOTE: MOTION CARRIED UNANIMOUSLY

BILLS

Councilman Wedell requested the revenue expense reports be added at the next meeting.

CM 7-2-14 MOTION TO APPROVE BILLS

Motion by Kivell, supported by Dixon

Motion to approve bills as presented

VOTE: MOTION CARRIED UNANIMOUSLY

AGENDA

CM 7-3-14 MOTION TO APPROVE AGENDA

7/14/14

Motion by Wedell, supported by Rzyzi
 Motion to approve agenda as presented

VOTE: MOTION CARRIED UNANIMOUSLY

PUBLIC COMMENT

Carl Richards of 390 Lennox stated he spoke with Mr. Pelchat and they plan on having a Cable Commission meeting within the week. He further stated it will probably take 6 months to a year to get the cable channel up and running. Mr. Richards stated he thinks it will cost up to \$200,000.00 to \$2,000,000.00 if we want to have something similar to Wayne and Westland. It doesn't look like we will have any football games on the cable channel unless we hire a production company.

Carrie Jones of 883 Hidden Creek stated her house shook from all the fireworks across the street. She stated she doesn't feel she needs to live like that. She understands municipalities can only regulate the day before, the day of and the day after. Ms. Jones stated she spoke with Hugh Crawford and he threw it back into Council's lap. He was under the impression there was something the Police Department can do. She stated she called the Police Department and she was told they cannot do anything the day before, day of and the day after a holiday. Ms. Jones stated she would like to see the state law appealed. Councilman Kivell stated there is a lot of pressure on the State to change the current law. Councilman Rzyzi stated she may want to remind him he was a co-sponsor of the current bill. She stated she will do that, but she hopes the City will do anything they can to help with this situation. Councilman Kopkowski asked Attorney Wilhelm asked if there is anything in the law or ordinance regarding anyone setting off fireworks it must stay on their own property. Attorney Wilhelm stated he believes there is something in the ordinance regarding if any damage is done because of someone lighting fireworks. He further stated he will review the ordinance and let Council know.

OLD BUSINESS

1. Resolution to Opt-In to Oakland County's Urban County Community Development

City Manager Ladner stated this resolution was missed when Council approved it originally. Councilman Wedell stated the current resolution states it will be automatically renewed for three years. City Manager Ladner stated this is new language Oakland County is requesting so it will not have to be done every year. Councilman Wedell stated we don't have to re-consider

the original resolution; we just have to pass this resolution. Councilman Kivell stated there is an opt out option in the language as well.

CM 7-4-14 MOTION TO APPROVE RESOLUTION FOR CDBG WITH OAKLAND COUNTY

Motion by Wedell, supported by Kramer

Motion to approve resolution to opt into Oakland County's Urban County Community Block Grant programs for the years 2015, 2016 and 2017. We further Resolve to remain in Oakland County's Urban County Community Development Programs, which shall be automatically renewed in successive three-year Qualification periods of time, or until such time that it is in the best interest of the local Community to terminate the Cooperative Agreement

VOTE: MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

1. First Reading: Proposed Ordinance Amending Section 62-31 of the Code of Ordinances- Parks and Recreation

City Manager Ladner stated the Parks and Recreation Commission have had problems gaining a quorum. They are requesting to change the number of members from 6 to 7 people. This ordinance amendment will also remove the City Manager as a member. The past two City Managers have not attended the meetings on a regular basis. She further stated she is part of the South Lyon Recreation Authority and by being a member of that she will be aware of anything with the Parks and Recreation Commission. City Manager Ladner stated the South Lyon Recreation Director attends all of the SLARA meetings as well.

CM 7-5-14 MOTION TO APPROVE FIRST READING OF ORDINANCE AMENDMENT 62-31

Motion by Kramer, supported by Rzyzi

Motion to approve the first reading of Ordinance 4-14 amending Section 62-31 of the Code of Ordinances to increase the number of members of the Parks and Recreation Commission from six to seven members, and to eliminate the City Manager as an Ex-officio member, and to provide for length of terms of office

VOTE: MOTION CARRIED UNANIMOUSLY

CITY MANAGERS REPORT

City Manager Ladner stated she did not get the weekly report out because she is waiting for a couple of the Department Heads information. She stated she enjoyed a ride along with the Police Department and she appreciates their patience with her that evening. She further stated she attended the Blues Brews and Brats and really enjoyed that community event and would like to thank all of the volunteers and the Chamber. She stated South Lyon has a lot of great events and volunteers and she is excited to be here.

COUNCIL COMMENTS

Councilman Kivell stated he would like to know when Bricco will be finished with the work on people's yards. Department Head Martin stated they are about a week out from completing the alley and yards. Councilman Kivell stated he observed an event at the Chapel over the weekend, and asked if that is all cleared up. City Manager Ladner stated she has met with Kelley Smith to get the background information and she is hoping by the end of July and the beginning of August to have someone facilitating weddings once again. Councilman Kivell asked when the barrels will be removed from the construction that was completed downtown. City Manager Ladner stated all of the driveway restorations have been marked and when it is completed they will be removing the barrels and signs. Councilman Kivell stated the Blues, Brews and Brats was a great time, even with the rain we had.

Councilman Rzyzi stated Blues, Brews and Brats was a great event and the location was perfect. He further stated it would be nice to see more events in that area during the summer and he would encourage the Chamber to sponsor and the City to partner with more events. Councilman Rzyzi asked if we will be posting CSX's phone number on our website. City Manager Ladner stated we have names and emails for two representatives from CSX and two from the Road Commission on our website. She further stated if anyone would like to contact them to put pressure on them to fix the problems they are welcome to.

Councilman Wedell stated the Concert in the Park was nice, and the Blues Brews and Brats was a good event. The line for the brats was a little long, but he didn't hear anyone complain. He further stated it was a great event and would like to thank the volunteers and City employees that helped with the event.

Councilman Kramer stated his windows and doors were shaking as well from the fireworks. He wouldn't mind seeing the cut off time changed to a little earlier. Attorney Wilhelm stated he will check into the ordinance and the State statute.

Councilman Dixon stated she would like to commend the City Manager on the weekly reports, they are very informative. She further stated she attended the Blues, Brews and Brats and enjoyed the event and it was very well planned.

Councilman Wedell asked if there is a provision in our ordinance regarding the size of the lot where they can be fired off. He had a lot of debris the following day to pick up. Councilman Kivell asked Chief Collins why the dispatch would not send someone out when they were called by Ms. Jones. Chief Collins stated he does not know why she was told they would not respond. He further stated we will always respond to our residents. Chief Collins stated the Police Department is empowered to make sure the residents are only using consumer fireworks or the low impact fireworks. More discussion was held regarding the fireworks issue.

Mayor Wallace stated last year the Oakland County's Mayors members signed petitions to address the concerns residents have with the current firework statute. He further stated it is much easier for people to get their hands on them now more than ever before. Mayor Wallace stated he is empathetic to the concerns of our residents; his dog was scared as well. He further stated our Attorney will check into this issue to see if there is anything else we can do. Mayor Wallace stated he attended the Blues, Brews and Brats and he would like to thank the Kiwanis as well as Phil Wiepert for opening the hall and allowing everyone to use their restrooms and parking lot. Mayor Wallace stated the Movie in the Park was highly attended. Mayor Wallace asked Chief Collins to let the public to know about some motor-cycle thefts that have happened in our area. Chief Collins stated there were two motor-cycles stolen during one night last month, then about a month later an additional motor-cycle theft. There were also thefts of saddlebags stolen from bikes as well. He stated it has happened in Canton and Plymouth Township as well.

ADJOURN

Motion by Kramer, supported by Rzyzi
Motion to adjourn meeting at 8:09 p.m.

Respectfully submitted,

Tedd Wallace, Mayor

7/14/14

Lisa Deaton Clerk/Treasurer

REVENUE REPORT
FINANCIAL REPORT FOR JUNE 2014

Page: 1
7/21/2014
9:01 am

City of South Lyon

For the Period: 7/1/2013 to 6/30/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Revenues							
Dept: 000.000							
402.000 REAL PROPERTY TAX	3,297,159.00	3,297,159.00	3,277,345.60	92,901.82	0.00	19,773.40	99.4
423.000 SOUTH LYON WOODS TAX	930.00	920.00	1,340.50	80.00	0.00	-420.50	145.7
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	28,000.00	20,000.00	8,621.65	0.00	0.00	11,378.35	43.1
451.000 BUILDING PERMITS	56,000.00	132,000.00	97,089.45	7,436.75	0.00	34,990.55	73.5
452.000 HEATING & PLUMB. REFG. PERMIT	0.00	0.00	23,768.75	1,598.00	0.00	-23,768.75	0.0
453.000 ELECTRICAL PERMITS	0.00	0.00	13,421.00	1,354.00	0.00	-13,421.00	0.0
454.000 LICENSES & BUSINESS MISC.	0.00	0.00	5,911.50	585.00	0.00	-5,911.50	0.0
570.000 STATE SHARED REV.	897,000.00	897,000.00	895,570.80	148,443.00	0.00	1,479.20	99.8
600.000 BOARD OF APPEALS	0.00	0.00	800.00	0.00	0.00	-800.00	0.0
630.000 ADMIN FEE PROPERTY TAX	93,600.00	90,500.00	91,581.65	2,363.33	0.00	-1,001.65	101.1
634.000 GRAVE OPENINGS & FOUNDATIONS	30,000.00	31,000.00	28,670.00	2,070.00	0.00	2,330.00	92.5
642.000 POLICE	0.00	19,540.00	37,088.21	6,048.70	0.00	-17,558.21	189.9
661.000 PARKING VIOLATION	5,600.00	4,000.00	2,815.00	40.00	0.00	1,185.00	70.4
662.000 LOCAL COURT FINES	19,500.00	21,000.00	24,751.55	3,762.52	0.00	-3,751.55	117.9
664.000 INTEREST	9,500.00	6,000.00	4,423.95	464.93	0.00	1,576.05	73.7
664.200 PARK AND REC. INTEREST	0.00	0.00	328.73	27.11	0.00	-328.73	0.0
665.200 INTEREST-TRANSFER FROM C&S	0.00	0.00	1,107.30	0.00	0.00	-1,107.30	0.0
666.000 INTEREST-EQUALIZ.& CONTINGENCY	0.00	0.00	548.91	55.17	0.00	-548.91	0.0
668.200 RENTS AND ROYALTIES-CABLE	90,000.00	144,000.00	144,283.79	0.00	0.00	-283.79	100.2
668.300 LEASE--ANTENNA	46,000.00	46,000.00	41,507.23	400.00	0.00	4,492.77	90.2
668.400 RENTAL PROPERTIES	9,000.00	10,000.00	10,693.93	747.09	0.00	-603.93	106.0
669.209 CONTRIBUTION-PERPETUAL CARE	97,200.00	97,200.00	53,234.00	0.00	0.00	43,966.00	54.8
675.600 DONATIONS TO CULTURAL ARTS COM	0.00	0.00	1,035.00	1,035.00	0.00	-1,035.00	0.0
676.005 CONTRIBUTION TO PARKS & REC	0.00	0.00	28.00	0.00	0.00	-28.00	0.0
698.000 MISCELLANEOUS	210,000.00	160,000.00	142,823.91	7,879.56	0.00	17,176.09	89.3
698.600 GRANT MONIES--FIRE DEPT.	0.00	1,348.00	1,317.50	0.00	0.00	0.50	100.0
698.800 GRANT MONIES-POLICE DEPT.	15,428.00	31,000.00	0.00	0.00	0.00	31,000.00	0.0
699.000 TRANSFERS IN	25,878.00	25,878.00	19,103.00	0.00	0.00	6,775.00	73.8
Dept: 000.000	4,933,795.00	5,037,545.00	4,928,990.91	277,291.98	0.00	108,554.09	97.8
Revenues	4,933,795.00	5,037,545.00	4,928,990.91	277,291.98	0.00	108,554.09	97.8

EXPENDITURE REPORT
FINANCIAL REPORT FOR JUNE 2014

Page: 1
7/21/2014
9:02 am

City of South Lyon

For the Period: 7/1/2013 to 6/30/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
ADMINISTRATION	1,014,095.00	1,181,400.00	1,150,528.63	98,973.34	0.00	30,871.37	97.4
CEMETERY	97,200.00	73,250.00	75,874.76	12,245.08	0.00	-2,624.76	103.6
SENIOR TRANSPORTATION	67,007.00	67,007.00	67,008.00	22,336.00	0.00	-1.00	100.0
POLICE	2,349,242.00	2,349,242.00	2,264,309.65	219,447.03	0.00	84,932.35	96.4
FIRE	492,805.00	524,550.00	531,203.03	33,604.92	0.00	-6,653.03	101.3
AMBULANCE	2,575.00	2,575.00	2,186.43	25.19	0.00	388.57	84.9
DEPT. OF PUBLIC WORKS	634,075.00	781,225.00	790,086.77	98,400.13	0.00	-28,861.77	103.8
PARKS AND RECREATION	126,475.00	133,975.00	109,936.47	20,879.27	0.00	24,038.53	82.1
HISTORICAL DEPOT	29,800.00	29,800.00	24,766.36	3,792.93	0.00	5,033.64	83.1
CULTURAL ARTS	6,501.00	6,501.00	6,392.23	59.94	0.00	138.77	97.9
Expenditures	4,819,875.00	5,129,525.00	5,022,262.33	507,763.83	0.00	107,262.67	97.9

EXPENDITURE REPORT
FINANCIAL REPORT FOR JUNE 2014

Page: 1
7/21/2014
9:04 am

City of South Lyon

For the Period: 7/1/2013 to 6/30/2014
Fund: 202 - MAJOR STREETS

Expenditures	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
ACCOUNTANT	3,200.00	3,500.00	3,500.00	0.00	0.00	0.00	100.0
CONSTRUCTION	0.00	3,600.00	196.09	196.09	0.00	3,403.91	5.4
STREET-ROUTINE MAINT.	165,960.00	128,560.00	105,668.86	22,067.43	0.00	22,891.14	82.2
TRAFFIC SERVICES	14,600.00	14,600.00	8,030.72	660.69	0.00	6,569.28	55.0
SNOW PLOWING	78,550.00	87,200.00	84,882.83	0.00	0.00	2,317.17	97.3
SNOW REMOVAL	3,700.00	3,940.00	3,927.49	0.00	0.00	12.51	99.7
TRANSFER BETWEEN FUNDS	89,000.00	89,000.00	69,000.00	69,000.00	0.00	20,000.00	77.5
STORM SEWER	7,400.00	15,900.00	12,483.96	613.34	0.00	3,416.04	78.5
Expenditures	362,410.00	348,300.00	287,689.95	92,537.55	0.00	58,610.05	83.1

Fund: 203 - LOCAL STREETS
Expenditures

ACCOUNTANT	3,200.00	3,500.00	3,500.00	0.00	0.00	0.00	100.0
CONSTRUCTION	0.00	15,000.00	1,111.20	1,111.20	0.00	13,888.80	7.4
STREET-ROUTINE MAINT.	154,770.00	154,770.00	102,458.16	22,620.41	0.00	52,311.84	66.2
TRAFFIC SERVICES	8,200.00	8,200.00	4,152.80	247.25	0.00	4,047.20	50.6
SNOW PLOWING	74,350.00	74,350.00	67,675.04	0.00	0.00	6,674.96	91.0
STORM SEWER	13,600.00	13,600.00	10,607.36	911.74	0.00	2,992.64	78.0
Expenditures	254,120.00	269,420.00	189,504.56	24,890.60	0.00	79,915.44	70.3

EXPENDITURE REPORT
FINANCIAL REPORT FOR JUNE 2014

Page: 1
7/21/2014
9:05 am

City of South Lyon

For the Period: 7/1/2013 to 6/30/2014	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 592 - WATER & SEWER							
Expenditures							
WATER/SEWER CONSTRUCTION	1,847,000.00	1,755,000.00	1,036,361.13	24,435.90	0.00	718,638.87	59.1
WATER / REPAIR	148,000.00	148,000.00	114,823.78	28,870.39	0.00	33,176.22	77.6
SEWER / REPAIR	122,000.00	122,000.00	87,395.84	22,022.86	0.00	34,604.16	71.6
REFUSE COLLECTION	481,000.00	481,000.00	484,558.71	40,565.39	0.00	-3,558.71	100.7
WATER	897,795.00	897,795.00	1,450,152.44	133,470.73	0.00	-552,357.44	161.5
WASTEWATER	1,144,920.00	1,144,920.00	1,882,886.44	217,204.86	0.00	-737,986.44	164.5
Expenditures	4,440,715.00	4,548,715.00	5,056,178.34	466,570.13	0.00	-507,463.34	111.2

AGENDA ITEM INFORMATION FORM

Agenda Item: Confirm City Manager's appointment of Anne Levy to the Cultural Arts Commission

Department: City Manager

Background/Description:

We have received an application from Anne Levy to fill the current vacancy on the Cultural Arts Commission and she has been recommended to the City Manager by the members of the Commission as someone that will fill a niche within the organization.

Funding Source: Not Applicable

Recommendation: Make a motion to confirm the City Manager's appointment of Anne Levy to the Cultural Arts Commission.

Prepared by: Lynne Ladner
Council Date: July 24, 2014

CITY OF SOUTH LYON
Application for Appointment

Date: 7/21/14

Name: Anne Levy

Address: 5342 Red Fox Dr

City, State, Zip Code: Brighton, MI 48114

Home Phone: 810 229-1861 Business Phone: 810 278-0850

Occupation: RETIRED

Employer: _____

Education & Related Experience: BA, MA English; J.D; MA in Theatre

Are you a citizen of the United States? Yes No

Are you in default to the City? Yes No

Is any member of your family an elected official of the City? Yes No

If so, who? _____

Please select which position(s) you are interested in

Board/Commission	
Planning Commission	<input type="checkbox"/>
Parks & Recreation Commission	<input type="checkbox"/>
Board of Review	<input type="checkbox"/>
Housing Commission	<input type="checkbox"/>
Zoning Board of Appeals	<input type="checkbox"/>
Historical Commission	<input type="checkbox"/>
Building Authority	<input type="checkbox"/>
Beautification Committee	<input type="checkbox"/>
Cultural Arts Commission	<input checked="" type="checkbox"/>
Other	<input type="checkbox"/>

Special qualifications: President and artistic director of The Phoenix Players, MA in Theatre

Describe why you are interested in this position: To further the role of the arts in the community

How long have you lived in South Lyon? —

Previous place of Residence? —

References:

1. available if needed
2. _____
3. _____

Applicant's Signature: Anne C. Levey Date: 7/21/14

Please print this application and submit to:

City of South Lyon
Attn: Clerk's Office
335 S. Warren Street
South Lyon, MI 48178
Tel. (248) 437-1735

You may also copy & paste application into an email message and send to: jzemke@southlyonmi.org

For Office Use Only

Comments: _____

Appointed to: _____ Date: _____

ANNE C. LEVY
810.229.1861(h) 810.278.0850 (c)
Anne.C.Levy@gmail.com

EDUCATION

BA & MA in English, Oakland University
MA in Theatre, Michigan State University
JD, Wayne State University

PROFESSIONAL

Director of the Phoenix Players Acting Academy 2010-Present
Teach classes in acting (children basic and advanced), auditioning, character development, classical acting, & directing
Founder, President, and Artistic Director, The Phoenix Players and The Phoenix Players Phire Phlies Youth Acting Ensemble 2005- Present
Retired Professor of Theatre and Business Law, Michigan State University

SELECTED RECENT THEATRE WORK:

ACTING

Ouiser Boudreaux, *Steel Magnolias* (Brighton Theatre)
Liz Essendine, *Present Laughter* (Crystal Gardens Theatre) Mrs. Bradmann, *Blithe Spirit* (Green Oak Theatre)
Louise Carmichael, *Dilemmas With Dinner* (South Lyon Theatre)
Florence Unger, *The Odd Couple, Female Version* (Mill Pond Theatre)
Mildred Sloan, *Squabbles* (Mill Pond Theatre)
Vivian Trachtman, *Love, Sex, and the IRS* (Mill Pond Theatre)

DIRECTOR

Macbeth and Hamlet for Children (The Phoenix Players Theatre, Green Oak Township)
The Just So Stories (The Phoenix Players Theatre, Green Oak Township)
The House at Pooh Corner (The Phoenix Players Theatre, Green Oak Township)
Anne of Green Gables (The Phoenix Players Theatre, Green Oak Township)
The Adventures of Peter Rabbit and His Friends (The Phoenix Players Phire Phlies, Green Oak Township)
Blithe Spirit (Michigan State University Summer Circle Theatre)
The Secret Garden (The Phoenix Players Theatre, Green Oak Township)
Plaza Suite (Michigan State University Summer Circle Theatre)
Laura Ingalls Wilder: Voice of the Prairie (The Phoenix Players at the South Lyon Theatre)
Waking Beauty (The Phoenix Players Phire Phlies Youth Theatre at the South Lyon Theatre)
The Unexpected Guest (The Phoenix Players at the South Lyon Theatre)

PLAYWRIGHT

Waking Beauty (produced in 2007)
Queen Cinderella (produced in 2008)
The Night Before Christmas or Who Took the Stockings Hung by the Chimney With Care? (produced in 2009)
It's Not Easy Being Green (produced in 2011)
Hamlet Lite (produced in 2013)

SPECIAL ABILITIES

Character acting
Comedic timing
Dialects, including British, French, Jewish

AGENDA NOTE

OLD ~~New~~ Business: Item #2

MEETING DATE: July 28, 2014

PERSON PLACING ITEM ON AGENDA: Parks and Recreation Commission

AGENDA TOPIC: Proposed Ordinance Amending Section 62-31 of the Code of Ordinances - Parks and Recreation.

EXPLANATION OF TOPIC: At its May 14, 2014, meeting, the Parks and Recreation Commission voted to expand the number of commission members from 6 to 7 to avoid split votes and to address difficulty in getting a quorum of members for meetings. Under the current ordinance, there are 6 appointed members and the city manager is an ex officio member of the Commission with full voting rights. As an ex officio member, the city manager counts toward the membership of the commission and the number required for a quorum. The city manager has not traditionally attended the Commission's meetings which has led to split votes and the difficulty in getting a quorum.

The proposed ordinance amendment increases the number of commission members from 6 to 7 and eliminates the city manager as an ex officio member.

The proposed amendment also addresses the appointment of members and their respective staggered initial terms with 3-year terms thereafter which is required due to the change from 6 to 7 members. Thus, each year two or three members will be appointed to 3-year terms.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:

- Proposed Ordinance 04-14 (shows redline changes)
- Minutes of 5/14/14 Parks and Recreation Commission meeting

POSSIBLE COURSES OF ACTION: Approve/do not approve second reading of Ordinance 04-14

RECOMMENDATION: Approve second reading of Ordinance 04-14 Amending Section 62-31 regarding the Parks and Recreation Commission.

SUGGESTED MOTION: Motion to approve the second reading of Ordinance 04-14 Amending Section 62-31 of the Code of Ordinances to increase the number of members of the Parks and Recreation Commission from six (6) to seven (7) members, and to eliminate the city manager as an ex officio member, and to provide for the length of terms of office.

ORDINANCE NO. 04-14

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

AN ORDINANCE TO AMEND THE CITY OF SOUTH LYON CODE OF ORDINANCES, CHAPTER 62 - PARKS AND RECREATION, ARTICLE II - PARKS AND RECREATION COMMISSION, BY AMENDING SECTION 62-31 - APPOINTMENT, TO INCREASE THE NUMBER OF COMMISSION MEMBERS TO SEVEN AND TO PROVIDE FOR APPOINTMENT OF MEMBERS AND THEIR TERMS OF OFFICE.

THE CITY OF SOUTH LYON ORDAINS:

PART I. Amendment of Section 62-31. Chapter 62 - Parks and Recreation, Article II - Parks and Recreation Commission, Section 62-31 - Appointment, is hereby amended to read as follows in its entirety:

Sec. 62-31. – Appointment.

The city council may appoint a parks and recreation commission. Said commission shall consist of ~~seven~~^{six} members. The city council shall appoint the members of said commission for the following terms: two for one year, three for two years, two for three years, and thereafter such members annually for a three year term~~Two members shall be appointed by the city council each year to serve a three year term~~ commencing on March 1 of the year of their appointment. The city council shall fill any vacancy occurring in the membership for the remainder of the unexpired term. The city council may remove any member for cause. Members serving on the parks and recreation commission shall continue in office until their successor is appointed. All members shall serve as such without compensation. ~~The city manager shall be an ex-officio member of the parks and recreation commission with full voting rights.~~

PART II. Severability. Should any section, subdivision, clause, or phrase of this Ordinance be declared by the courts to be invalid, the validity of the Ordinance as a whole, or in part, shall not be affected other than the part invalidated.

PART III. Savings Clause. The amendment of the City of South Lyon Code of Ordinances set forth in this Ordinance does not affect or impair any act done, offense committed, or right accruing, accrued, or acquired or liability, penalty, forfeiture or punishment, pending or incurred prior to the amendment of the City of South Lyon Code of Ordinances set forth in this Ordinance.

PART IV. Repealer. All other Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

PART V. Effective Date; Publication. The provisions of this Ordinance shall become effective fifteen (15) days after its adoption and shall be published within fifteen (15) days of its adoption by publication of a brief notice in a newspaper circulated in the City, stating the date of enactment and the effective date of the ordinance, a brief statement as to the subject matter of this Ordinance and such other facts as the Clerk shall deem pertinent, and that a copy of the Ordinance is available for public use and inspection at the office of the City Clerk.

Made, Passed and Adopted by the South Lyon City Council this ____ day of _____, 2014.

Tedd M. Wallace, Mayor

Lisa Deaton, City Clerk

Certificate of Adoption

I hereby certify that the foregoing is a true and complete copy of the ordinance adopted at the regular meeting of the South Lyon City Council held on the ____ day of _____, 2014.

Lisa Deaton, City Clerk

Adopted:
Published:
Effective:

SOUTH LYON PARKS AND RECREATION COMMISSION

MINUTES May 14, 2014

Meeting was called to order at 7:02 pm by Chairperson Orlando.

Present: Dianne Beagle
Alex Clark
Keith McCormick
Mike Orlando
Erica Wilson

Kristen Delaney – City of South Lyon
Amy Allen – South Lyon Area Recreation Authority

Mark Russell – Russell Design

Marty Gaut – Marty Gras Volleyball
Jason LaPerna – South Lyon Panther Football
Matt Cepak – Mat Cat Wrestling
Stephanie Harris – South Lyon Football Club
Carl Richards - Resident

Absent: Ed McLoud

New Commissioner – Commissioners welcomed Alex Clark as the newest member, filling the position vacated by Jeff Thompson. She was appointed and sworn in at the last City Council meeting.

Approval of Agenda – Orlando stated that Mr. Gaut requested to be first on the agenda because he had to leave, however he was not present at the start of the meeting. Wilson suggested that the meeting proceed through the agenda and fit Mr. Gaut in when he arrives. Orlando requested that item F.2. Commissioner Resignation be added. Orlando requested that item G.2. McHattie Park Walk-Through be removed. Motion by Wilson, supported by Clark, to approve the agenda as amended. Motion carried unanimously.

Approval of Minutes – Motion by Wilson, supported by Thompson, to approve the minutes from the March 12, 2014 Commission meeting. Motion carried unanimously. The April meeting, which was a public hearing on the Parks & Recreation Master Plan Update, did not have a quorum present.

Citizen Comments – Mr. Richards gave a brief presentation on some of the history of McHattie Park, the mobile home park in town and the Michigan Seamless Tube site. He also gave information on the soils in these areas.

1. OLD BUSINESS

1. **SLARA Updates** – Allen stated that the summer brochures had been mailed. Two Safety Town programs will be held in June/July, one for younger children and one for older students. The popular Kids Camp at Island Lake is currently taking reservations. A new activity, McHattie Fun Day, will be held on Wednesdays from 11-12 during June and July. Each week will feature different activities for kids. No reservations are needed, just stop in at the park.
2. **Eagle Scout Project Updates** – Beagle stated that Devon Walrath has received BSA Troop and Council approval of his proposed project to install trail marking signs in Volunteer Park. Devon plans to begin installation this month. He will contact the Commission to schedule a review upon project completion.
3. **Community Center Committee Update** – Allen stated that the Committee is on hiatus after learning that the cost for the center is much higher than anticipated and Salem Township does not wish to participate. They will reconvene in the fall to explore alternative funding sources. It most likely will be several years before a Community Center millage could be placed in front of voters.
4. **Parks and Recreation Master Plan Update** – Mr. Russell stated that all of the online survey data had been collected and will be analyzed and incorporated into the revised Master Plan. Delaney will email the data to all Commissioners. A draft of the Master Plan will be provided to all Commissioners prior to the June meeting.
5. **Volunteer Park Field Plan** – Mr. Russell and Mr. LaPerna presented the final conceptual design drawings for the proposed field, trail and facility additions to Volunteer Park. They had incorporated suggestions made previously by the Commission as well as input from residents and all of the organizations that would be utilizing the park. Mr. LaPerna, Mr. McCormick and Ms. Harris all stated that there were many residents in the South Lyon area that were in full support of this project. Most of the parents from the various youth sports groups have offered the labor and/or monetary contributions to help it succeed. Mr. LaPerna stated that he had met with a representative of Hitch Holdings who said they were expanding from sponsoring hockey and soccer into lacrosse and baseball/softball. They expressed interest in the project as well. Further discussions will take place. Mr. LaPerna stated that they were seeking official approval of the conceptual design from the Commission prior to presenting it to City Council. Specifics such as funding, phases, responsibilities and maintenance still must be addressed. Allen stated that SLARA is in full support of the project and offered to attend any future meetings to assist Mr. LaPerna and his planning group. Commissioners were pleased with the design but requested that emergency vehicle access be added extending from the park's main entrance drive south between the fields. Mr. Russell will make the change. Motion by Wilson, supported by McCormick, to approve the conceptual design for Volunteer Park presented by Mr. LaPerna and Mr. Russell with the requested addition of emergency vehicle access. Motion carried unanimously.

6. Commission Expansion – Commissioners continued the discussion regarding increasing the number of Commissioners from six to seven. Having an odd number prevents ties when voting and an extra member would make reaching a quorum easier. Delaney stated that the City Manager is considered a voting member of the Commission. Orlando pointed out that the Manager does not attend meetings on a regular basis as the citizen Commissioners do. Wilson stated that the extra member is needed and the By-Laws should be reviewed by the city's attorney to insure the revised wording is correct and legal. Motion by Wilson, supported by McCormick, to increase the number of citizen Commissioners from six to seven and revise the By-Laws accordingly. Motion carried unanimously. Delaney will provide a copy of the By-Laws to the city's attorney and inform him of the Commission's vote.

II. NEW BUSINESS

1. Marty Gras Volleyball – Mr. Gaut stated that it has been approximately six years since the volleyball courts in McHattie Park had new sand applied. The courts have deteriorated and now collect quite a bit of water which is very slow to drain or evaporate. Safety is becoming an issue as the existing sand has packed down and is very hard. He obtained quotes for new mason sand which ranged from \$400-\$700 if the City DPW department picked it up. Delaney would add an additional \$400-\$500. New sand has been on the list of McHattie Park maintenance items for several years and was supposed to have been included in the budget for the 2013-2014 fiscal year. Orlando requested that Delaney pursue this with the City Manager and Bookkeeper to see if the sand could be purchased in the next few weeks. Mr. Gaut stated that the courts really need to be rebuilt with a better drainage system underneath. Once that is completed, he would request that better, Lake Michigan sand be installed. Commissioner requested that he obtain an estimate as to what this would cost to determine if it could be added to next year's budget, which is currently being finalized. Mr. Gaut also asked if a delay switch could be installed on the foot wash. Currently, it takes two people to operate one holds the switch on and the other washes. A delay would allow the water to stay on and shut itself off after a set period of time. Delaney will pursue this with the DPW. Mr. Gaut also inquired about the possibility of installing a permanent schedule board for posting league, tournament and reservation information. Beagle stated that this would be a good Eagle project and Commissioners agreed. Allen provided a temporary solution of paper schedules inserted into waterproof plastic protectors that could be wire tied to the fence.

2. Resignation of Commissioner – McCloud submitted his letter of resignation to Orlando on May 14, 2014. He stated that due to his absences during the winter months when he lives in Florida, he felt he was compromising the work of the Commission. Commissioners stated that McCloud's ideas and point of view will be greatly missed. His official resignation will occur after the letter has been submitted to City Council at its next meeting.

Delaney stated that there were no applications for Commissioner on file at City Hall. She will post a notice seeking new applicants on the City's Facebook page. Commissioners will also solicit applications from City residents when possible.

AGENDA NOTE

New Business: Item # 1

MEETING DATE: July 28, 2014

PERSON PLACING ITEM ON AGENDA: Lynne Ladner – City Manager

AGENDA TOPIC: Approval of resolution related to the issuance and use of Credit Card from PNC bank for use by City Manager.

EXPLANATION OF TOPIC: By having a credit card issued to the City for the use of the City Manager this allows for the City to utilize online purchasing options for supplies, pay for City Council and City Manager attendance, hotel and meals expenses when traveling for City business without the need to issue a reimbursement check to individuals.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: State statute related to the issuance and use of Credit Cards by municipalities, resolution drafted by the City Attorney related to the issuance of a Credit Card to the City Manager

POSSIBLE COURSES OF ACTION: Pass or decline to pass resolution regarding issuance and use of city credit card.

RECOMMENDATION: Approve resolution

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the issuance and use of a credit card issued to the City Manager for use on approved city expenditures as outlined by state statute.

RESOLUTION NO. __-14

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

**RESOLUTION TO ESTABLISH A CREDIT CARD USE POLICY
IN ACCORDANCE WITH PUBLIC ACT 266 OF 1995.**

WHEREAS the City of South Lyon wishes to use credit cards for the purchase of goods and services for the official business of the City, and

WHEREAS, in accordance with Public Act 266 of 1995, the City is required to adopt a credit card use policy;

THEREFORE, BE IT RESOLVED, that the City of South Lyon hereby adopts the following:

CREDIT CARD USE POLICY

A. The City Manager is responsible for the issuance, accounting, monitoring and retrieval, and generally for the overseeing compliance with the credit card use policy.

B. The authorized City credit cards, as of the adoption of this policy, are as follows:

<u>CARD</u>	<u>CREDIT LIMIT</u>	<u>ISSUED TO</u>
<u> PNC Visa </u>	<u> \$10,000 </u>	<u>City Manager, Lynne Ladner</u>
<u> </u>	<u> </u>	

C. The City Manager shall notify the City Council regarding the issuance any additional City credit cards, or an increase the credit limits on any existing credit cards.

D. City credit cards may be used only by those officers or employees authorized and only for the purchase of goods or services for official business of the City of South Lyon. City credit cards shall be used in conformance with the City's purchasing policies.

E. The officer or employee using any City credit card must submit documentation detailing the goods or services purchased, cost, date of the purchase, and the specific official City business for which it was purchased.

F. The City officer or employee issued or using any City credit card is responsible for its protection and custody and shall immediately notify the City Manager if the card is lost or stolen.

G. Any City officer or employee issued a City credit card must immediately surrender the card upon termination of his or her employment or upon request.

H. The City Treasurer, in conjunction with the affected operating department, shall establish a system of internal controls to monitor the use of any City credit card.

I. The relevant department head shall approve all credit card purchases and invoices before payment.

J. The balance including interest due on an extension of credit under all credit card arrangements shall be paid not more than 60 days of the initial statement date.

K. Unauthorized or inappropriate use of any City credit card is subject to disciplinary action or measures.

L. The total combined authorized credit limit on all credit cards issued by the City of South Lyon shall not exceed 5% of the total budget of the local unit for the current fiscal year.

At a regular meeting of the City of South Lyon City Council, a motion was made by Council member _____, supported by Council member _____, to adopt the above resolution.

Motion by:
Supported by:

Ayes:
Nays:
Absent:

RESOLUTION **DECLARED ADOPTED / FAILED.**

CERTIFICATION

I certify that this resolution was duly adopted by the City Council of the City of South Lyon on August ____, 2014.

Lisa Deaton
City Clerk
South Lyon

CREDIT CARD TRANSACTIONS
Act 266 of 1995

AN ACT to authorize and regulate credit card transactions involving local units of government, including the use of credit cards by officers and employees of local units of government; and to provide for powers and duties of certain state and local agencies, officers, and employees.

History: 1995, Act 266, Eff. July 8, 1996.

The People of the State of Michigan enact:

129.241 Definitions.

Sec. 1. As used in this act:

(a) "Budget" means a plan of financial operation for a given period of time, including an estimate of all proposed expenditures from the funds of a local unit and the proposed means of financing the expenditures. As used in section 4(1), budget does not include any of the following:

- (i) A fund for which the local unit acts as a trustee or agent.
- (ii) An intragovernmental service fund.
- (iii) An enterprise fund.
- (iv) A public improvement or building and site fund.
- (v) A special assessment fund.

(b) "Credit card" means a card or device issued under a credit card arrangement by a person licensed under 1984 PA 379, MCL 493.101 to 493.114, by a person licensed under the consumer financial services act, 1988 PA 161, MCL 487.2051 to 487.2072, or by a depository financial institution as defined in section 1a of the mortgage brokers, lenders, and servicers licensing act, 1987 PA 173, MCL 445.1651a.

(c) "Credit card arrangement" means an unsecured extension of credit for purchasing goods or services from the credit card issuer or any other person that is made to the holder of a credit card and that is accessed with a credit card.

(d) "Credit card policy" means a policy adopted by resolution of a local unit under section 3.

(e) "Governing body" means any of the following:

- (i) The council, commission, or other entity vested with the legislative power of a village.
- (ii) The council or other entity vested with the legislative power of a city.
- (iii) The township board of a township.
- (iv) The county board of commissioners of a county.
- (v) The board of county road commissioners of a county.
- (vi) The board of education of a local school district.
- (vii) The board of education of an intermediate school district.
- (viii) The board of trustees of a community college district.

(ix) The official body to which is granted general governing powers over an authority or organization of government established by law that may issue obligations under the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, and that may expend funds of the authority or organization.

(x) A community mental health authority created under section 205 of the mental health code, 1974 PA 258, MCL 330.1205.

(f) "Local school district" means a school district organized under the revised school code, 1976 PA 451, MCL 380.1 to 380.1852, or a district governed by a special or local act.

(g) "Local unit" means any of the following:

- (i) A village.
- (ii) A city.
- (iii) A township.
- (iv) A county.
- (v) A county road commission.
- (vi) A local school district.
- (vii) An intermediate school district.
- (viii) A community college district.

(ix) An authority or organization of government established by law that may issue obligations under the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, and that may expend funds of the authority or organization.

(x) A community mental health authority created under section 205 of the mental health code, 1974 PA 258, MCL 330.1205.

History: 1995, Act 266, Eff. July 8, 1996;—Am. 2000, Act 169, Imd. Eff. June 20, 2000;—Am. 2002, Act 257, Imd. Eff. May 1, 2002.

129.242 Credit card arrangement; use of credit cards.

Sec. 2. (1) Subject to sections 3 and 5, the governing body of a local unit may enter into a credit card arrangement.

(2) A credit card arrangement or the use of credit cards under this act is not subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt by a local unit.

History: 1995, Act 266, Eff. July 8, 1996;—Am. 2002, Act 257, Imd. Eff. May 1, 2002.

129.243 Adoption of resolution; written policy; provisions.

Sec. 3. A local unit shall not be a party to a credit card arrangement unless the governing body of the local unit has adopted by resolution a written policy that provides all of the following:

(a) That an officer or employee designated by the credit card policy is responsible for the local unit's credit card issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with the credit card policy.

(b) That a credit card may be used only by an officer or employee of the local unit for the purchase of goods or services for the official business of the local unit. In addition, the credit card policy may limit the specific official business for which credit cards may be used. This subdivision does not limit the applicability of chapter XXIVA or section 174, 175, 219a, or 490a of the Michigan penal code, Act No. 328 of the Public Acts of 1931, being sections 750.157m to 750.157w, 750.174, 750.175, 750.219a, and 750.490a of the Michigan Compiled Laws; section 1a of the code of criminal procedure, Act No. 175 of the Public Acts of 1927, being section 769.1a of the Michigan Compiled Laws; or any other law, or ordinance, applicable to use of a credit card, issued by a local unit, for other than official business of the local unit.

(c) That an officer or employee using credit cards issued by the local unit shall submit to the local unit documentation described in the credit card policy detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which purchased.

(d) That an officer or employee issued a credit card is responsible for its protection and custody and shall immediately notify the local unit if the credit card is lost or stolen.

(e) That an officer or employee issued a credit card shall return the credit card upon the termination of his or her employment or service in office with the local unit.

(f) For a system of internal accounting controls to monitor the use of credit cards issued by the local unit.

(g) For the approval of credit card invoices before payment.

(h) That the balance including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than 60 days of the initial statement date. The local unit shall comply with this provision of the credit card policy.

(i) For disciplinary measures consistent with law for the unauthorized use of a credit card by an officer or employee of the local unit.

(j) Any other matters the governing body considers advisable.

History: 1995, Act 266, Eff. July 8, 1996.

129.244 Total combined authorized credit limit; limitation; payment of balance, annual fee, and interest.

Sec. 4. (1) The total combined authorized credit limit of all credit cards issued by a local unit shall not exceed 5% of the total budget of the local unit for the current fiscal year.

(2) The governing body of a local unit may include in its budget and pay the balance due on any credit cards, including the annual fee and interest.

History: 1995, Act 266, Eff. July 8, 1996.

129.245 Limiting or suspending authority to issue and use credit cards; issuance of order; hearing.

Sec. 5. After a hearing conducted under the administrative procedures act of 1969, Act No. 306 of the Public Acts of 1969, being sections 24.201 to 24.328 of the Michigan Compiled Laws, the department of treasury may issue an order limiting or suspending the authority of a local unit to issue and use credit cards under this act for failure to comply with the requirements of this act or with the requirements of the local unit's credit card policy.

History: 1995, Act 266, Eff. July 8, 1996.

129.246 Validity of credit card arrangement before effective date of act.

Sec. 6. A credit card arrangement entered into by a local unit before the effective date of this act is valid but may not be used for credit card transactions on or after the effective date of this act unless the requirements of sections 3 and 4 are complied with.

History: 1995, Act 266, Eff. July 8, 1996.

129.247 Effective date.

Sec. 7. This act shall take effect 6 months after the date of its enactment.

History: 1995, Act 266, Eff. July 8, 1996.

AGENDA NOTE

New Business: Item # 2

MEETING DATE: July 28, 2014

PERSON PLACING ITEM ON AGENDA: Lynne Ladner - City Manager

AGENDA TOPIC: Approval for City Manager to attend the International City/County Managers conference as stated in contract in Charlotte, NC

EXPLANATION OF TOPIC: I would be attending for several reasons for the purpose of completing and graduating from Leadership ICMA and acting as a presenter for the Conference. The conference is Sept. 13 through the Sept. 17

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Leadership ICMA article from PM magazine related to projects and the presentation of final reports.

POSSIBLE COURSES OF ACTION: Approve City Manager's attendance at Conference.

RECOMMENDATION: Approve Attendance

SUGGESTED MOTION: Motion by _____, supported by _____ to approve the attendance at the ICMA conference in Sept. 2014 as outlined in contract for professional development and to act as a presenter representing the City of South Lyon.

Leadership ICMA 2014

June 4, 2014

The Leadership ICMA Class of 2014, also known as the Centennial Leadership Class, met for the first time in December 2013 at ICMA in Washington, D.C. Since then, the team has shared learning, Q2, teambuilding, and self-discovery time in Charlottesville, Boston, and Phoenix. The class is working on four Capstone Projects in Edmonton, Alberta, Canada; Milton, Georgia; Decatur, Georgia; and Lee's Summit, Missouri.

Leadership ICMA Class of 2014 will complete its two-year journey at the 100th ICMA Annual Conference in Charlotte, North Carolina, with Capstone presentations on Sunday, 12:45-2:45pm. Everyone is invited to attend, though seating might be limited.

TEAM DECATUR: TRAFFIC CALMING TOOLBOX

The city of Decatur faced an issue that all cities have heard: "I want a speed bump and I want one now!" This toolbox, developed with city staff through a Lean Process Improvement method, builds awareness of a multitude of traffic-calming techniques. It shares how residents can work with the city to address their concerns--from pictures, to the step by step approach, to friendly forms. The city staff team is working behind the scenes to implement the recommendations that came out of the 2-day Lean event. Once the new process flow is ready to launch internally, staff will have the process, resources, and toolbox to calm traffic.

ICMA Team Decatur: Amy Knowles, Fort Lauderdale, Florida; Jennifer Payne, Gwinnett County, Georgia; and Aaron Otto, Roeland Park, Kansas.

TEAM EDMONTON: ENRICHING LIVABILITY THROUGH STRATEGIC PARTNERSHIPS

Leadership ICMA Team Edmonton has submitted its report for ICMA review. The report includes four key recommendations for the city's



Leadership ICMA, 2014! Celebrating 100 years of professional management.

Community Services Division to go from “good to great” in establishing, maintaining, and monitoring partnerships. The team conducted a literature review, on-site staff focus group, and interviews with leading municipalities in this field. Based on this research, recommendations and action steps were identified to build on existing knowledge and success to create a more proactive approach in the partnership program.

ICMA Team Edmonton: Mike Bennett, Hickory, North Carolina; Tony Cain, Hillsboro, Texas, Rob Carty, ICMA; and Lena Stevens, Decatur, Georgia.

TEAM LEE’S SUMMIT: IMPROVING THE FLEET

The city of Lee’s Summit requested assistance from ICMA in conducting a review and analysis of its Central Vehicle Maintenance and Central Building Services divisions in order to identify areas for improved efficiency and effectiveness of operations. The team has visited the community twice and has experienced the quality services, welcoming presence, and resourceful environment Lee’s Summit has to offer its residents. The team is wrapping up its final recommendations and report, planning to present the findings in early July.

ICMA Team Lee’s Summit: Kurt Fenstermacher, El Paso, Texas; Jerome Fletcher, Alexandria, Virginia; Lynne Ladner, South Lyon, Michigan; and Tom Quist, Quist Consulting, Athens, GA.

TEAM MILTON: PRESERVING OPEN SPACE

To help preserve Milton, Georgia’s character and quality of life, ICMA Team Milton recently completed a “playbook” of applicable land preservation tools. This project also considers financial strategies and the need for public engagement. Incorporated in 2006, Milton is a fairly new city. Its passion surrounding preservation of open space, however, isn’t. The Milton community is deeply rooted in protecting and preserving its beloved rural character.

Meanwhile, Milton’s beauty and strong sense of community are attracting more and more homebuyers to town, increasing the development pressure. Most of Milton (85 percent) is zoned for one house per acre, and property owners have the right to develop. While it looks and feels like there is a lot of green open space in Milton, only four percent is actually protected. Milton’s challenge is to find a balance between growth and preservation.

ICMA Team Milton: Autumn Monahan, Issaquah, Washington; Jason Glidden, Park City, Utah; Andrew Flanagan, Arlington, Massachusetts; and Mark Rothert, Peoria County, Illinois.

THE TEAM

Leadership ICMA 2014 developed a team statement after its initial meeting at ICMA:

Our Centennial ICMA Leadership Class respects and honors the rich history of our profession, while serving as a bridge to the future. We value smart and visionary leadership, discipline, and having fun. We do not expect perfection from each other, but assume good intent, and support and empower each other to achieve our personal and team goals.

The team has greatly enjoyed its experience together and made lasting professional and personal friendships. [Learn more about Leadership ICMA](#) or contact any of the program’s alumni. Leadership ICMA is supported by a generous contribution from ICMA-RC and program alumni.

AGENDA NOTE

New Business Item #: 3

MEETING DATE: July 28, 2014

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

AGENDA TOPIC: Purchase of EXMARK (LZX801KA606SS) Zero Turn Mower.

EXPLANATION OF TOPIC:

At this time, we would like to add to our fleet of Zero Turn mowers. We currently own and operate a John Deere Commercial 997 Z-Track Zero Turn with a diesel engine. This unit is great for large areas and rough cutting. We would like to purchase the EXMARK (LZX801KA606SS) Zero Turn Mower. This unit has a 60" cutting deck and gives a neat finished cut. The two quotes included in this bid package are from the MIDEAL program through the State of Michigan. This item has been funded for in the 2014-2015 FY budget. Along with the purchase of the mower we would like to acquire an Ultra Vac Collection System. This attaches to the mower and will pick up grass clippings in areas where needed.

Normally we obtain three (3) quotes for purchases, but due to the MI Deal Program, pricing is fixed therefore I have obtained two (2) quotes. The two (2) quotes differ by seven (\$7.00) dollars with the higher cost being the Weingartz quote. Weingartz will deliver the unit and include an extra set of mower blades and qualify us for exclusive zero down time for the remainder of the season. This means we will be given a loaner in the event our unit is in need of service at no additional cost.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:

Quotes from Weingartz and D&G Equipment.

POSSIBLE COURSES OF ACTION:

To approve or not approve the purchase of an EXMARK (LZX801KA606SS) Zero Turn Mower and Ultra Vac Collection System.

RECOMMENDATION:

To purchase the EXMARK (LZX801KA606SS) Zero Turn Mower

60" Deck Kawasaki V-Twin	\$ 9,519.00
Ultra Vac X-Series 11 BU Dump 60	\$ 2,399.00
Completing Kit	<u>\$ 119.00</u>
TOTAL	\$12,037.00

SUGGESTED MOTION: Motion by _____, supported by
_____ to approve

7-28-14

WEINGARTZ EVERYTHING FROM LAWN TO SNOW

QUOTATION

To: **CITY OF SOUTH LYON**
 335 S.WARREN
 SOUTH LYON, MI 48178

Quote #: **2665709-00**
 Date: **07/21/14**
 Exp Date: **10/01/14**

Attn: **Bob**
 Phone:
 Email:

Prepared By: **James Moeller - Sales Manager**
 Phone: **(248) 893-5899**
 Email: **jmoeller@weingartz.com**

Product number	Product and Description	Qty	Sale Price	Total
EXLZX801KA606	60" Deck Kawasaki V-Twin List Price: \$13,208.00	1	\$9,519.00	\$9,519.00
EXLZUVQD11	Ultra Vac X-Series 11 Bu Dump 60 List Price: \$2,999.00	1	\$2,399.00	\$2,399.00
EX109-9627	Completing Kit List Price: \$149.00	1	\$119.00	\$119.00

Total \$12,037.00
 Invoice Total \$12,037.00

IF AWARDED THIS SALE, AN EXTRA SET OF MOWER BLADES WILL BE PROVIDED AT NO EXTRA COST. ADDITIONALLY, THIS MACHINE WILL QUALIFY FOR OUR EXCLUSIVE ZERO DOWN TIME FOR THE REMAINDER OF THE SEASON. THIS MEANS YOU WILL BE GIVEN A LOANER IN THE EVENT YOUR MACHINE IS IN NEED OF SERVICE AT NO ADDITIONAL COST! PRICE INCLUDES FREE SETUP AND DELIVERY. - JAMES MOELLER
 248-893-5899

Approved By

Customer

Date

Weingartz Representative

Date

Page 1 of 1

Weingartz, 39050 Grand River Ave, Farmington Hills, MI 48335,

WWW.WEINGARTZ.COM



Quote Summary

Prepared For:

City Of South Lyon Department Of Public Works
335 S Warren St
South Lyon, MI 48178
Business: 248-437-6914

Prepared By:

Mike Hugenot
D & G Equipment, Inc.
2 Industrial Park Drive
Williamston, MI 48895
Phone: 517-655-4606

Service calls and transportation fees are the responsibility of the customer.

Quote Id: 10047096
Created On: 22 July 2014
Last Modified On: 23 July 2014
Expiration Date: 22 August 2014

Equipment Summary	Suggested List	Selling Price	Qty	Extended
EXMARK LZXR801KA606SS	\$ 13,208.00	\$ 9,510.00 X	1 =	\$ 9,510.00
EXMARK LZUVQD11 Ultra Vac Collection System	\$ 2,999.00	\$ 2,400.00 X	1 =	\$ 2,400.00
EXMARK 109-9627 Completing Kit for Ultra Vac Collection System	\$ 149.00	\$ 120.00 X	1 =	\$ 120.00
Equipment Total				\$ 12,030.00

Quote Summary	
Equipment Total	\$ 12,030.00
Freight	\$ 0.00
Setup	\$ 0.00
SubTotal	\$ 12,030.00
Total	\$ 12,030.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 12,030.00

Salesperson : X _____

Accepted By : X _____

AGENDA NOTE

New Business: Item # 4

MEETING DATE: July 28, 2014

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 April 30, 2014. We provide insect repellent for residents and apply mosquito larviciding to catch basins.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS: Letter to Oakland County regarding the City's program, letter of approval from Oakland County, quotes for insect repellent and briquettes and a letter for reimbursement request.

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

Department of Public Works

Robert J. Martin - Superintendent

248-467-0936

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 2014 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 July 28, 2014, 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

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



OAKLAND COUNTY EXECUTIVE L. BROOKS PATTERSON

HEALTH DIVISION

Kathleen Forzley, Manager
(248) 858-1280 | health@oakgov.com

April 30, 2014

Lynn Sonkiss, Manager
Oakland County Fiscal Services Division
Executive Office Building
2100 Pontiac Lake Road
Waterford, MI 48328

RE: West Nile Virus Reimbursement Program

Dear Ms. Sonkiss:

I am in receipt of a West Nile Virus fund reimbursement request from the City of South Lyon. After reviewing their documentation, I find them in partial compliance (pending resolution and invoices) with Oakland County's 2014 West Nile Virus Reimbursement Program and in compliance with at least one of the three major categories for reimbursement. Therefore, this letter will certify that all expenses submitted for reimbursement are for qualifying mosquito control projects. Should you have any questions, please contact me at 858-1410.

Sincerely,

OAKLAND COUNTY HEALTH DIVISION
Department of Health and Human Services

Kathleen Forzley, R.S., M.P.A.
Manager/Health Officer

KF/js

Cc: Bob Martin, Superintendent, City of South Lyon; Marianne Jamison



City of South Lyon

Department of Public Works

Robert J. Martin - Superintendent

248-467-0936

September 4, 2014

Ms. Julie Smith, NOHC
1200 N. Telegraph 34E
Pontiac, MI 48341-0432

RE: West Nile Virus Fund Reimbursement Request

Dear Ms. Smith:

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 request are the following:

1. Project Description – The city of South Lyon has focused on resident education through the dissemination of educational materials related to the West Nile Virus and its management including brochures created to distribute from City Hall with information on how to manage mosquito habitat. The City website provides links to both Oakland County and the State of Michigan websites for current and additional information regarding the West Nile Virus.

Our DPW Superintendent has continued the program to fill in standing water in public areas, reducing prime environment for mosquito reproduction. In addition, the City has purchased two (2) cases of larvacide for use in City owned catch basins and 1000 individual Insect Repellent towelette pack, available for city residents.

Project Expense – The cost of 660 Altosid XR Briquettes was \$1,374.58. Also, the cost of 1,000 individual Insect Repellant towelette packages was \$759.40 for a total of **\$2,133.98**.

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

City of South Lyon Department of Public Works

Robert J. Martin, Superintendent

Page 2 of 2

Ms. Julie Smith
Page 2
September 4, 2014

This amount exceeds the \$1,546.18 funding available from Oakland County.

2. Enclosed is the Governing Body resolution supporting 2014 authorization for expenditure and to apply for reimbursement.
3. Enclosed are the invoices for the briquettes and Insect Repellent packages.

The City of South Lyon understands that the review and processing of this reimbursement request will be governed by the Health Division and certifies that all expenses submitted for reimbursement has been incurred in connection with the approval letter dated April 30, 2014 from the Oakland County Health Division for our 2014 Mosquito Smarts Program.

Our inventory consists of one (1) case of Altosid XR Briquettes and we intend on distribution in the beginning of August 2014.

Sincerely,



Lynne Ladner
City Manager

LL/maj

Enclosures

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

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

E-Mail: bmartin@southlyonmi.org

Phone: (248) 437-6914

Fax: (248) 587-0080

Web Site: www.southlyonmi.org



P.O. BOX 34325
SEATTLE, WA 98124-1325

www.univarusa.com

ORIGINAL INVOICE

UNIVAR CHICAGO PPS
3642 S KEDZIE AVE
CHICAGO IL 60632-2727
1-800-888-4897

Page 1 OF 1

CUST. NO./SHIP TO

3.1.808 1 MB 0.435 47587811.ps 695859 - 1 Pgs



SOUTH LYON, CITY OF
DEPT OF PUBLIC WORKS
335 S WARREN ST
SOUTH LYON MI 48178-1317

695859 001
CITY OF SO. LYON
DEPT OF PUBLIC WORKS
520 ADA ST
SOUTH LYON MI 48178

Univar's Privacy Notice is posted on www.univarusa.com

UNIVAR'S PRIVACY NOTICE IS POSTED ON WWW.UNIVARUSA.COM				FREIGHT TERMS PREPAID AND ADD	FOB SHIP POINT		
INVOICE NO. IL261256	INV. DATE 04/17/14	ORDER NO. 161481	CUSTOMER P.O. NUMBER 37743	WAREHOUSE LOCATION CINCINNATI-ES	ON TIME DELIVERY FEDEX GROUND		
SHIP DATE 04/17/14	TAX EXEMPT NO. GOVT	SALES REP. DAVID DRIVER		SALES DEPARTMENT PROF. PRODUCTS & SERVICES	ENTERED BY STEVE JOHNSON		
PRODUCT DESCRIPTION			TAX	QUANTITY ORDERED	QUANTITY SHIPPED B.O.	BILLING QTY./ UNIT PRICE	EXTENDED AMOUNT
801935 ALTOSID XR BRIQ INGOT 1.0000 CS CS 220/CS AGCY WELLMRK TECH BRIKT CASE NO RECOMMENDATION HAS BEEN MADE COVERING THE USE OF THE MATERIALS COVERED BY THIS SALES INVOICE. MERCHANDISE RETURNS WILL BE SUBJECT TO RESTOCKING FEE			N	2.00	2.00	2.00 682.0000 CS	1364.00
TERMS: NET 30							
						MERCHANDISE: 1364.00 DELIVERY CHG: 10.58 INVOICE TOTAL: 1374.58	

RECEIVED APR 30 2014

Buyer agrees that all orders or purchases are subject to Univar's Standard Terms and Conditions of Sale as of the date of shipment available at www.univarusa.com/salesterms. All sales and orders are expressly limited to such terms, which may be updated from time to time. No other terms and conditions apply to any purchase order unless agreed to in writing by both parties.

PLEASE DETACH HERE AND RETURN BOTTOM PORTION WITH YOUR PAYMENT



CUST. NO./SHIP TO

INVOICE NO.	INVOICE DATE	AMOUNT DUE	AMOUNT PAID
IL261256	04/17/14	1374.58	

695859
SOUTH LYON, CITY OF
DEPT OF PUBLIC WORKS
335 S WARREN ST
SOUTH LYON MI 48178-1317

REMIT TO

UNIVAR USA INC
13009 COLLECTIONS CTR DR
CHICAGO IL 60693



ORIGINAL INVOICE

23800 HAGGERTY RD.
FARMINGTON HILLS, MI 48335-2617
www.grainger.com

GRAINGER ACCOUNT NUMBER 824628077
INVOICE NUMBER 9422886334
INVOICE DATE 04/23/2014
DUE DATE 05/23/2014
AMOUNT DUE 759.40

Ship to information is listed below
in the description section

BILL TO
MDG2014 00001560 1 AT 0406

PO NUMBER: MARIANN
CALLER: MARIANN JAMISON
CUSTOMER PHONE: (248) 437-1735
ORDER NUMBER: 1206910958
INCO TERMS: FOB ORIGIN

CITY OF SOUTH LYON
335 WARREN ST
SOUTH LYON, MI 48178-1178



Interested in receiving invoices via email?
Sign up for paperless invoicing at:
www.grainger.com/paperlessinvoicing

THANK YOU!

FEI NUMBER 36-1150280

FOR ANY QUESTIONS ABOUT THIS INVOICE OR ACCOUNT **CALL 1-800-472-4643**

PO LINE #	ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
		The following items were shipped to: MARIANN CITY OF SOUTH LYON 520 ADA ST SOUTH LYON MI 48178-0000			
	6AZ07	INSECT REPELLENT,PK50 MANUFACTURER # 122004X Delivery# 6258052730 Date shipped: 04/23/2014 Carrier: UPS GROUND No. of pkgs: 0 Wt: 40.00 Trk #: 123018W70325726123 123018W70325726196	20	37.97	759.40
INVOICE SUB TOTAL					759.40

**

RECEIVED APR 28 2014

These items are sold for domestic consumption. If exported, purchaser assumes full responsibility for compliance with US export controls. Diversion contrary to US law prohibited.

PAYMENT TERMS NET 30 DAYS. PAY THIS INVOICE NO STATEMENT SENT. PAYABLE IN U.S. DOLLARS.

AMOUNT DUE 759.40

PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT.

BILL TO:
CITY OF SOUTH LYON
335 WARREN ST
SOUTH LYON, MI 48178-1178

REMIT TO:
GRAINGER
DEPT. 824628077
PALATINE, IL 60038-0001

824628077942288633410000759401000000010000000100000014052300

X

ACCOUNT NUMBER
824628077

DATE
04/23/2014

INVOICE NUMBER
9422886334

AMOUNT DUE
759.40

Rec'd 4-28-14



CITY OF SOUTH LYON

April 28, 2014

Ms. Julie Smith, NOHC
1200 N. Telegraph, 34E
Pontiac, MI 48341-0432

RE: 2014 West Nile Virus Proposal

Dear Ms. Smith:

Pursuant to the Oakland County Board of Commissioners, the City of South Lyon hereby submits our West Nile project purpose and scope, estimate costs to ensure compliance with the Board of Commissioners for reimbursement under Oakland County's West Nile Virus Fund Program for expenses incurred in connection with an eligible mosquito control activity by our City. We have one (1) case of Altosid XR Briquet Ingot left. Lot #1304085784 (2013/04/08)

In support of this request are the following:

- 1. Project Description** – The City of South Lyon has focused on resident education through the dissemination of educational materials related to the West Nile Virus and its management including brochures created to distribute from City Hall with information on how to manage mosquito habitat. The City website provides links to both Oakland County and the State of Michigan websites for current and additional information regarding the West Nile Virus. Our DPW Superintendent has continued the program to fill in standing water in public areas, reducing prime environment for mosquito reproduction. In addition, the City will purchase two (2) cases of larvicide for use in City owned catch basins (existing product will be used first application).
- 2.** The City is also proposing to purchase 1,000 individual Insect Repellant towelette packs, available for City residents at a cost of \$759.40.
- 3. Project Expense** – The cost for 2 cases of Altosid XR Briquettes is \$1,364.00. The total cost for the larvicide and repellant packs total \$2,123.40. This amount exceeds the \$1,546.18 funding available from Oakland County.

I hope this project is sufficient for reimbursement under Oakland County's West Nile Virus Fund Program.

If you should have any questions, please do not hesitate to contact me.

Sincerely,

Rodney L. Cook
City Manager

RLC/maj

Enclosures

Mayor

Tedd M. Wallace

Council Members

Beverly Dixson

Glenn Kivell

Erin Kopkowski

Michael Kramer

Joseph Rzyzi

Harvey Wedell

City Manager

Rod Cook

Clerk/Treasurer

Lisa Deaton

385 S Warren,
South Lyon, MI 48178
248-487-1735
Fax 248-486-0049
www.southlyonmi.org

AGENDA NOTE

New Business: Item 15

MEETING DATE: July 28, 2014

PERSON PLACING ITEM ON AGENDA: Lynne Ladner – City Manager

AGENDA TOPIC: Discussion regarding independent contractor and rental fees/agreement for the Historic Chapel

EXPLANATION OF TOPIC: Until the recently the City has had an individual that managed the coordination of events at the Historic Chapel. Due to family issues and concerns with issues being not formalized in terms of responsibilities, pay, and frequency of rental for the facility the person chose to step down.

I have spoken at great length with Kelly Smith and she is willing to work with the City and the Historic Society once again to coordinate the rental of the chapel. Attached is a document outlining several concerns and requests from Mrs. Smith related to the work necessary to coordinate use of the chapel. Additionally, I have with the help of Kelly identified several locations in the area with similar facilities and identified that our rental rates for the facility may be well below market for the area.

I have worked with Kelly Smith and spoken and drafted documents for the City Attorney to review regarding the establishment of the coordinator position as a paid independent contractor position with clearly defined roles and responsibilities. I have also drafted and have the City attorney reviewing a preliminary draft of a new rental agreement for the facility. It is my hope to have all of these documents finalized and ready for review and approval by the City Council during their first meeting in August.

At this point I am seeking input from the Council as to how they would like to see the role of the facility coordinator work, discussion on the increase of rental charges for any future bookings to be closer to market rate (retaining resident and non-resident rates) and any other input the council would like to give.

MATERIALS ATTACHED AS SUPPORTING DOCUMENTS:

- Sample wedding package pricing for facilities of like style in the near market area
- Notes and suggestions from Kelly Smith regarding the role and the possible future expansion of use of the facility
- Preliminary draft rental contract – under review by the City attorney at this thime

POSSIBLE COURSES OF ACTION: Discussion on the supporting documents

RECOMMENDATION: Provide insight and feedback for the City Manager to move forward with filling what seems to be a position with great potential and support from the community.

Job Description

For each client

- Receive and return phone calls, emails and texts from clients. Using personal phone which is listed on city website.
- Set up site visits and tours of Village. Initial before contract signing, secondary to sign contract, third review of grounds for decorations and photography planning purposes, Rehearsals and Weddings.
- Discuss and review contract: terms and conditions, payment and Village features. In essence SELL , close and book events. Add events: rehearsals and weddings to City Calendar.
- Collect and deposit all monies to City Hall. Initial Deposit at contract signings, call to collect additional balances before events. Keep record of Contracts and determine City residents/vs/Non. Regularly check mailbox for checks to deposit and mail out deposit and balance payment receipts.
- Keep accurate records of contracts with client contact and event details, deposits and balances due. Turn in compensation PO's to City Billing with pertaining records after being signed by City Manager.
- Make sure Chapel, freight house and school are clean before and after events. A quick vacuum may be required. Make sure bridal party has not left personal effects. Wipe down bathroom.
- Arrive to Village before meeting times to unlock and disarm village alarms. Adjust heat/air conditioning if needed on event days. Lock and arm facilities at end of tours and events.
- Assist clients with use of buildings on event day.
- Parking Monitoring???

General

- Coordinate with Historic Commission: Communicate general maintenance issues and set up and coordinate repair so buildings are in good working order for events. Example (chapel threshold was cracking and splitting and was catching dresses. Needed repair before next event.)
- Coordinate with Historic Society regarding building use, event dates and times.
- Keep a dialogue with DPW to ensure grounds are freshly mowed for events but not when unnecessary.

Future Growth: What I will bring to the table

- Signing Packet with info and references to all pertaining South Lyon businesses for cross promotion. (Salons, Reception venues, rentals, florists, musicians, gift boutiques, officiate, photographers etc....) I believe that selling this Chapel and Village as a ceremony site is all inclusive if our small town charm is part of the package. Bringing as much business to our city as possible.
- To-scale floor plan of chapel detailing pews, isle width and length, seating capacity with additional chairs, and general layout. This will in effect hopefully reduce return site visits for each bride.
- Facility map showing handicap accessible entrances and village layout. This will also detail how each building may be utilized during an event.
- Trifold of village and chapel rental: with cost info, showing photo opportunities and marketing the charm factor of village, giving chapel capacity etc. A simple yet effective sales tool that does not currently exist.
- Parking map showing where parking is available. Detailing McHattie park parking, Historic village parking, adjacent church lot and lot behind water department tower. This will hopefully assist with current parking issue.
- All of this reference info along with detailed calendar showing booked events can be added as links onto city website to help clients more easily navigate information and make decisions.
- Focused marketing hours dedicated to future growth and promotion of venue. Attending bridal shows with free admittance to promote venue.

Contract additions outside of general job requirements

General understandings: I may not always be available for site visits and certain weekends. Childcare at the last minute is not an option. Some weekends will be unavailable. I always plan around scheduled weddings so this is not usually a problem unless people are interested in a very last minute booking.

Cancelation compensation: If an event has been booked, contract signed and NON-refundable deposit paid, I have done the work to achieve that contract thus I should still be compensated for my time. I will then be able to make that date/time available again.

Support: I may use city offices for contract copies, mailing receipts and other general office support. Could I use a city email address??? Can I check that from home? Business cards?

Current Problems

Parking issues with baseball games. Irate baseball parents have caused problems when there is an event and also baseball games in McHattie Park. Or conversely wedding party and or attending guests have been upset because of a lack of parking.

Resident vs nonresident: Clear definition added to client contract.

Extra chairs in church: do they belong to HS or city? Can they be used to set up seating for gazebo ceremonies? If so additional set up fee or wording should be added to client contract in addition to a rain plan for gazebo rental.

The freight house is detailed as the area brides can use to get ready and stay concealed before ceremony but sometimes the freight house is promised to other groups via HS???

Available bookings: Thursday rehearsals, Friday, Saturday and Sunday ceremonies, Friday and Sunday could be less??? 2-3 bookings on Saturdays.

Other Web References and Sources for info

<http://www.millracenorthville.org/weddingsrentals/weddings.html>

<http://www.allsaintschapel.net/wedding-packages.html>

http://www.thehenryford.org/privateevents/venues_village.aspx

<http://troyhistoricvillage.drupalgardens.com/weddings>

<http://www.meridianhistoricalvillage.org/weddings.html>

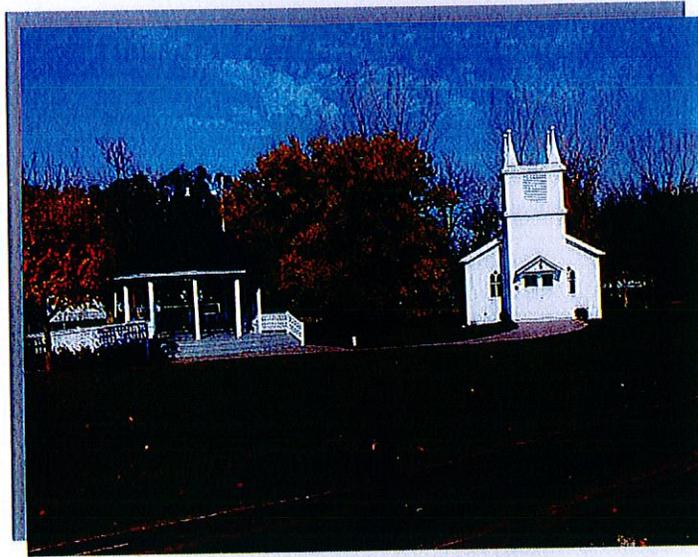
<http://www.thelittleweddingchapel.com/pricing.php>

<http://www.cornmanfarms.com/weddings/packages/>

Historic Village Wedding Agreement

Planning a Wedding

Please consider our accessible charming historic Chapel or Gazebo

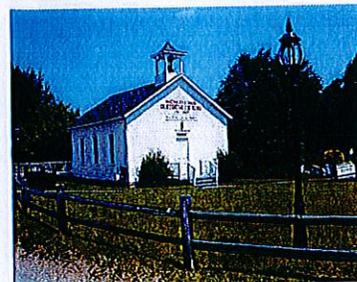


Includes use of the School and Freight House

Freight House



School



PLEASE CALL Kelly Smith at 248-880-4416 to book your wedding or call THE CITY OF SOUTH LYON 248-437-1735

Historic Village Wedding Agreement

Contact Info:

Name of Bride or Groom:

Address:

City:

State:

Zip Code:

Phone:

Email

Date of Wedding:

Time:

Date of Rehearsal:

Time:

Number of Guests: 75 Guests MAX _____

Requested Facility: Chapel and Gazebo

(Check one)

Gazebo: X

Church: X

**Each option includes use of school and freight house*

Historic Village Wedding Agreement

Pricing and Deposits

Church Rental:

South Lyon Resident RATE: \$350.00

\$150.00 **non- refundable** deposit is due upon signing the agreement.

Remaining balance of \$200.00 **must** be paid by () ()initial

Non-resident RATE: \$450.00

\$150.00 **non- refundable** deposit is due upon signing the agreement.

Remaining balance of \$300.00 **must** be paid by ()initial

Gazebo Rental:

South Lyon Resident RATE: \$200.00

\$150.00 **non- refundable** deposit is due upon signing the agreement.

Remaining balance of \$50.00 **must** be paid by (enter date) ()initial

Non-resident RATE: \$300.00

\$150.00 **non- refundable** deposit is due upon signing the agreement.

Remaining balance of \$150.00 **must** be paid by (enter date) ()initial

****PAYABLE TO: City of South Lyon**

Historic Village Wedding Agreement

RULES AND REGULATION

- The maximum capacity of the Chapel is **75 people** (this includes the wedding party, officiate, performers and guests) () *Initial*
- NO alcoholic beverages are allowed on the grounds of the Historic Village. () *Initial*
- The unity candle consists of three (3) candles and is the only source of flame permissible inside the Chapel () *Initial*
- Rice and confetti are not allowed for use inside or outside the grounds of the Historic Village. Birdseed or bubbles will be permitted. () *Initial*
- Decorations may NOT be attached anywhere inside or outside that may cause damage to surfaces. Flowers will be permitted. () *Initial*
- No moving pews, alter, lectern, landscaping, etc. () *Initial*
- NO tents or receptions are allowed. () *Initial*
- Fire Lane compliance must be met at all times during your event. () *Initial*
- Personal property is the sole responsibility of the wedding party and must be secured before, during and after the event. () *Initial*
- All decorations must be removed within one hour following your event. () *initial*
- Applicant(s) agree to conduct their event in a respectful manner and in full compliance with all applicable Historic Village Rules and Regulations and the City and State laws and regulations. Failure to comply may result in expulsion from the Village and cancellation of your event without refund. () *initial*
- Applicant(s) agree to assume full responsibility of all persons, employees and independent contractors on-site and/or in attendance for the duration of their event at the Historic Village. () *initial*
- This agreement allows access and usage of the selected areas of the Historic Village (as agreed upon within the approved application) and the services of the Historic Village on-site coordinator for your rehearsal, pre/post event and ceremony usage not to exceed four hours. () *initial*
- Request for changes must be a written request and submitted to the wedding coordinator for consideration 30 days prior to the scheduled event and is contingent upon approval of the wedding coordinator. () *initial*
- Historic Village agreements are accepted, considered and reserved on a case by case basis. () *initial*

Historic Village Wedding Agreement

I fully understand that a non-refundable payment of \$150.00 payable to **City of South Lyon** is required to hold the date of _____

Remaining balance of \$200.00 **must** be paid by () () initial

Non-Resident

Remaining balance of \$300.00 **must** be paid by () () initial

Checks payable to the order of **City of South Lyon** is required on.

Signature _____ Date _____

I have read and agree to abide by all of the Historic Village Wedding Agreement Rules and Regulations. I agree that the City of South Lyon and their perspective officers, employees, agents and consultants are not liable for any injury, theft, or damage to the applicant(s) wedding party, officiate, performers, employees, independent contractors, guests of the applicant(s) or their property arising out of or pertaining to preparation for or during your event at the Historic Village; whether such injury, theft or damage occurred prior, during or after your event at the Historic Village. Applicant(s) agree to indemnify, defend and hold harmless the City of South Lyon and their perspective officers, employees, agents and consultants for any claims such as injury, theft or damage.

Premier

Signature of Applicant

Wedding Coordinator

Wedding Information



On behalf of the hundreds of volunteers who have made Mill Race Village a reality, we thank you for choosing our village for your wedding. The Village is maintained by volunteer labor and financial contributions. Please be sure your wedding party, guests, florist, chauffeur, and any others involved in your rental are aware of the following:

- ∞ NO RICE OR CONFETTI -- bird seed is much appreciated by us and the birds.
- ∞ NO SMOKING is allowed in any structure.
- ∞ The UNITY CANDLE is to be the ONLY SOURCE OF FLAME. No other open-flame device is allowed. Church candelabra's are for decoration only and not to be lit.
- ∞ NO PARKING IS ALLOWED WITHIN THE VILLAGE PROPER -- this is a fire lane. Vehicles may enter the Village to drop off and pick up, and then return to the parking lot.
- ∞ NO ALCOHOL may be consumed on the premises (grounds, parking lot, buildings).
- ∞ All folding chairs or furniture moved must be returned prior to end of rental time. Upon availability, for a \$100 fee, we have someone to set chairs up and put them away.
- ∞ Evening lighting in the Village is very dim.
- ∞ Across the bridge is FORD FIELD, a public park not connected with our Village. If you are interested in what events they are planning on a specific weekend, call Parks and Recreation at (248) 349-0203
- ∞ We have a handicap lift located behind the Church to access the main floor. If you would like to use the lift you MUST make arrangement with the Office Manager.

Our docent (on-site representative) will be available during your rehearsal and ceremony. The docent is not a wedding coordinator but rather someone who will help you enjoy and be comfortable in the historical surroundings by answering questions. However, your celebrant (minister, priest, judge) should conduct the rehearsal.

The most important thing to remember is -- *ENJOY* your wedding at Mill Race Village!

Please keep the form below in a prominent place to help remind you when your rental payment is due as well as a reminder to schedule your rehearsal. When sending in your final payment, detach the form below and send it with your payment.

Wedding Rental due: _____ **two months prior to ceremony**

Renter _____ Amount Enclosed \$ _____

Date of Wedding _____ Time of Wedding _____

Date of Rehearsal _____ Time of Rehearsal _____

Please call (248) 348-1845 to schedule your rehearsal time as soon as you know the time.

For Security Deposit Refund:

Check should be made out to (Name) _____ and sent to

(Address) _____ City _____ State _____ Zip _____



Wedding Rental Contract

Northville Historical Society at Mill Race Village
215 Griswold Ave., Northville, MI 48167-1664
Monday - Friday, 9 am - 1 pm (248) 348-1845 phone
(248) 348-0056 fax

Return the ORIGINAL COPY of the contract with the \$200 security deposit

Wedding Date _____ Rental Time _____ Ceremony Time _____

Rehearsal Date _____ Rehearsal Time _____ Phone# _____

Names _____ Phone# _____

Address _____ City _____ Zip _____

First Choice of Setting: ___ Gazebo ___ Church ___ Other Approximate number of guests _____ (maximum 100)

\$200.00 Security Deposit due: _____ refunded 2 wks. after ceremony
IF CONTRACT IS CANCELED WITH A **MINIMUM SIX MONTH NOTICE**, THE SECURITY DEPOSIT IS REFUNDED.

\$685.00 Rental due: _____ two months prior to ceremony
IF NOT RECEIVED BY THIS DATE, YOUR RESERVATION IS CANCELED AND SECURITY DEPOSIT IS FORFEITED.
IF CONTRACT IS CANCELED WITH **LESS THAN A TWO-WEEK NOTICE**, THE RENTAL FEE IS FORFEITED.

Rental Price Includes:

- 1. The village is reserved for two hours on the wedding day for your ceremony, set-up, photography, and returning the premises to the condition in which it was on your arrival, this includes the chairs.
- 2. A one hour rehearsal Mon.-Fri. prior to the ceremony (based on availability).
- Please be advised that you are renting a historical site where many hours of volunteer labor and money have gone into restoring Mill Race Village. This is a village of the late 1800's when landscaping was rural. We trust you will respect the historical value of the premises.
- If you do not pay the Rental Fee by the date indicated on the contract, the Northville Historical Society will not be responsible for holding that date and time span open for you and you will forfeit your security deposit. Failure to pay will remove you from our wedding list and allow the Northville Historical Society to schedule another wedding on that date and in that same time span. The Northville Historical Society is not responsible for reminding you of your need to pay by the due date; consider any reminder complimentary.
- Any variation from your original contract needs to be submitted in writing to the Northville Historical Society's office and will not be a confirmed commitment to alter the original dates and times until the Northville Historical Society acknowledges such change in writing

PLEASE be advised that:

- The maximum capacity is 100 people (regardless of plans for an outdoor or indoor ceremony).
- No alcoholic beverages will be allowed on the Mill Race Village site.
- The unity candle consisting of 1-3 candle(s) can be the **only** source of flame. No smoking is allowed in any structure.
- Rice and confetti are not allowed. Bird seed is allowed (please have it thrown on a grassy area).
- Decorations may not be attached anywhere that may leave a hole or damage any surface. Renter will not make any structural or landscaping improvements. All decorations must be removed by the close of the contract time (listed above). No tents or receptions are allowed.
- No vehicles, including limousines and handicapped, will be allowed within the Village except for loading and unloading -- EVERY VEHICLE MUST PARK IN THE LOT. This is a fire lane and must be kept clear. Public parking is available in the lot directly south of the Village.
- Any personal property brought onto the premises shall be at the sole risk of the renter, and the Northville Historical Society shall not be liable for any loss or damage for any reason.
- Winter events: Renter is responsible for snow removal.
- The Church is the only building that will be open and available to the renters and their guests.

The Renter undertakes to conduct the event in an orderly manner, in full compliance with all applicable laws, regulations and rules. The Renter assumes full responsibility for the conduct of all persons in attendance and for any damage to any part of the premise during any time such premises are under the control of the Renter, Renter's agents, guests, employees or independent contractors employed by the Renter.

I hereby accept and agree to abide by the conditions set forth in this contract and on the additional "Wedding Information" page.

Renter's Signature

Date

N.H.S. Representative

Your Charming Historic Wedding Destination

The Troy Historic Village is home to lovely weddings of both intimate indoor ceremonies in Old Troy Church and beautiful outdoor ceremonies on the iconic Gazebo. Our wedding package reserves the Village and buildings for a one hour rehearsal and for up to four hours on the wedding day. This provides time for the wedding ceremony to be completed and memories to be captured. To schedule a tour and meet with a Troy Historic Village representative, call 248.524.3570 or email Loraine Campbell at lorainemcampbell@gmail.com.

Indoor Ceremonies in Old Troy Church

Built in 1837, this church chapel:

- Accommodates 110 guests on cushioned pews.
- Offers a vintage piano and modern sound system for recorded music. Rental parties may provide their own musicians if desired.
- Looks stunning when decorated with any of the following: flowers, tulle and candles. Upon request, the Troy Historic Village may permit other decorations as well.

Upcoming Events

- July 14 – 19 :
Brooksie Way Games on the Green
- July 21 - July 23: *Activity Days "Cobbling"*
- July 31: *Thursday Tea at Two "Cranbrook House "*

[Vintage Wedding List](#)

Welcome to the Village



Name *

E-mail *

- Is heated, air-conditioned and has public restrooms.

More

Outdoor Ceremonies on the Gazebo

Hours

M-F: 10 am - 3 pm
Saturday: 9 am - 2 pm

Contact Us:

60 W. Wattles Rd.
Troy, MI 48098

Phone: 248.524.3570
Fax: 248.524.3572

General Admission

Adults: \$5
Seniors: \$3
Children (6-12): \$3
Children (Under 6): FREE

Troy Historical Society

Membership
Free admission to the Village (excludes special events)

Family: \$45/year
Individual: \$30/year

- Archivist: Making a Difference
- Intro: Archivist - Mission Possible
- A Summer of Discovery with the Troy Historic Village and Stage Nature Center

More



Where History Lives and Happily Ever After Begins...

- Two on-site parking lots accommodate 48 vehicles. Overflow parking with access to the Village is available along Lange Street (on the north side of the Village).
- A list of local clergy, photographers, tent companies, florists and musicians is available to the rental party upon request. It is the responsibility of the rental party to obtain these services.
- Couples may reserve the Village for photographs even if their wedding is held elsewhere. Indoor and outdoor photos are permitted. Artifacts may not be moved or used as props, but the Troy Historic Village staff can provide some reproductions for creative poses.
- A heated/air-conditioned room in the Parsonage is provided for the bride and her attendants before the ceremony.
- All ten historic buildings are ADA-accessible and remain open before and following the ceremony for wedding guests to explore and enjoy.
- Troy Historic Village staff remain on-site during the entire event to answer questions and provide assistance if necessary.

Payment Policy for Weddings and Wedding Photography

The Church and/or Village may be rented out for a wedding at the cost of \$650. This provides the bridal party use of the site for a one hour rehearsal and up to four hours before the wedding. This cost cannot be prorated. The total fee is due 60 days before the wedding and may be paid by cash or check payable to the Troy Historical Society. To reserve the Troy Historic Village for a wedding, the bridal couple or their representative must meet with a Troy Historic Village representative, sign a Wedding Agreement and provide a \$200 deposit.

- The deposit will be refunded after the event if no additional charges are incurred. Any custodial service or staff time (beyond the scheduled five total hours) will be charged against the deposit at a rate of \$60/hour. The rental party also assumes financial responsibility for any damages to buildings, furnishings, the grounds or artifacts, and these charges will be deducted from the deposit. Deposits may be paid by cash, check or credit card. All checks are payable to the Troy Historical Society.
- When the Wedding Agreement is signed within 90 days of the event, the deposit and fee are due at signing.
- Rental parties who wish to use the Village for a longer event, or who schedule an outdoor reception, are charged an additional \$60 for each hour, including time for set-up and clean-up. Rental parties must use tents and furnishings from approved rental agencies and retain their own caterers.
- The fee for weddings scheduled within any three-day holiday weekend, including Easter, Memorial Day, the Fourth of July, Labor Day, or the weekend following Thanksgiving and the five days between Christmas and New Year's Eve is \$825. Additional custodial or staff time for holiday events is charged at \$90/hour. Please note that events are not scheduled on Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve or New Year's Day.
- The rental party forfeits the deposit and fee if the event is cancelled within 59 days of the event.
- Discounts are no longer provided to those living or working in the City of Troy, because the City of Troy no longer operates the Troy Historic Village.
- Couples whose wedding is held elsewhere may reserve the Troy Historic Village for a 90 minute photo session for \$100. The fee during holiday weekends (see description above) is \$200. The rental party must schedule their session with a Troy Historic Village representative and sign a Wedding Photo Agreement. The fee is due when the agreement is signed. The fee is forfeited if the photo session is cancelled within 60 days of the event.

General Wedding Policies

- We ask that all guests respect the Troy Historic Village as a unique site that preserves history and heritage, and refrain from eating or drinking (except water) in the buildings. The Village and buildings are smoke- and alcohol-free



environments. Guests may blow bubbles outdoors, but are asked not to release balloons, throw rice, confetti, flower petals or bird seed.

- The Troy Historic Village does not provide dressing rooms for the bride or her attendants.
- We do not schedule multiple or overlapping weddings.



Meridian Historical Village

Operated by the Friends of Historic Meridian (I)

Search

Contact Us (<http://www.meridianhistoricalvillage.com/contact-us.html>)

[Home \(/\)](#) [About Us \(/about-us.html\)](#) [Village Buildings \(/village-buildings.html\)](#) [School Tours \(/school-tours.html\)](#)
[Weddings \(/weddings.html\)](#) [Annual Events \(/annual-events.html\)](#) [Support Us \(/support-us.html\)](#)
[Contact Us \(/contact-us.html\)](#)

Making a Reservation

To book the Village Chapel, or the Park, Gazebo and Schoolhouse, please check the [Village Calendar \(/the-village-calendar.html\)](#) for an available date, then confirm your date with the Village office by phone or *email*. (<mailto:meridianhistoricalvillage@gmail.com>)

The Village Chapel and Park are available for weddings at the following times:

Fridays	5 p.m. to dusk
Saturdays	
(May-October)	4 p.m. to dusk
(November-April)	11 a.m. to dusk
Sundays	11 a.m. to dusk

Weekday weddings are available with prior special arrangements made through the Village office.

Rental Fees

Please confirm your desired wedding date with the Village office before making an online deposit. It is our policy to meet with every potential couple prior to booking in order to answer any questions you might have. If you are unable to meet with a member of our staff prior to making your deposit, please notify us by *email* (<mailto:meridianhistoricalvillage@gmail.com>) before making an online payment.

The fee to rent the **Chapel** is \$800. Our fee includes a refundable \$150 deposit. Payments can be made by check payable to the "**Friends of Historic Meridian**," or by credit card by clicking on the link below:

The Village Chapel [View Cart](#)
Refundable Deposit \$150.00 USD ▼
Wedding Date
Bridal Couple Names
[Add to Cart](#)

The fee to rent the **Gazebo** is \$250. The fee includes a refundable \$75 deposit. Payments can be made by check payable to the "**Friends of Historic Meridian**," or by credit card by clicking on the link below:

Gazebo (including Schoolhouse) [View Cart](#)
Deposit \$75.00 USD ▼
Wedding Date
Bridal Couple Names
[Add to Cart](#)

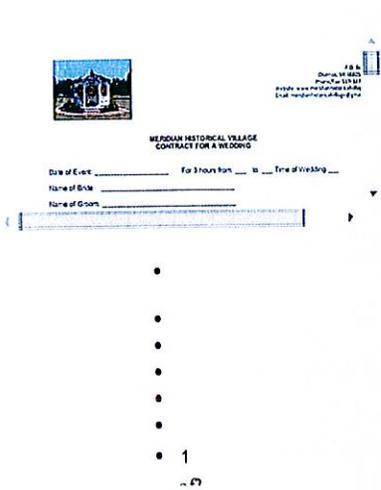
Paypal

Payments made by Paypal are confirmed by an email from the Village office within 24 hours of receipt. If you do not receive a confirmation email within 24 hours, please contact the Village office.

Deposits are due at booking and refunded if the Chapel/Park remain in good condition at the end of the scheduled event. The remaining **balance** is due no later than **one week prior** to the scheduled event. The **Chapel rental fee** includes the use of the Chapel for three hours during the reserved time slot, an on-site coordinator, changing rooms, and the use of the Chapel's audio system. The **rental fee for an outdoor wedding** includes the use of the Gazebo and the one-room Schoolhouse, with two handicapped-accessible bathrooms and ample changing space.

Village Forms

Reservation forms and a map of the Village are available for download below. Signed and completed Village rental forms should be mailed to the Village office at P.O. Box 155, Okemos, MI 48805-0155 within two (2) weeks of making your reservation.



Thumbnail of a Meridian Historical Village contract form for a wedding. The form includes fields for Date of Event, Name of Bride, and Name of Groom. It also features a list of bullet points, with the number '1' visible at the bottom.



(/uploads/7/4/4/9/7449507/map_of_village.jpg)
map_of_village.jpg
Download File (/uploads/7/4/4/9/7449507/map_of_village.jpg)



(/uploads/7/4/4/9/7449507/rental_form_-_updated_2-6-14.pdf)

rental_form_-_updated_2-6-14.pdf
Download File
(/uploads/7/4/4/9/7449507/rental_form_-_updated_2-6-14.pdf)

Additional Meridian Township Requirements and Fee

At the time of reservation, the Meridian Township Parks & Recreation Office must also be contacted at 517-853-4608 to determine whether the park grounds and facilities are available for your event. The Township Park Reservation Form, available for download below, and the township fee (\$75.00) should be mailed directly to the Township office at Meridian Township Parks & Recreation, 2100 Gaylord Smith Court, East Lansing, MI 48823. Checks for Township fees should be made payable to "Meridian Township."



(/uploads/7/4/4/9/7449507/township_reservation_form__4.26.12.pdf)
township_reservation_form__4.26.12.pdf
Download File (/uploads/7/4/4/9/7449507/township_reservation_form__4.26.12.pdf)

Find an Officiant

Click here (http://www.localofficiants.com/michigan/wedding_officiants/lansing_mi.php) for help in finding an officiant for your wedding ceremony.

The Meridian Historical Village is owned and operated by the Friends of Historic Meridian, a 501c3 non-profit organization committed to creating and sustaining an active appreciation of local history and all donations are tax-deductible.

P. O. Box 155
Okemos, MI 48805-0155
Phone/Fax: 517-347-7300

The Little
Wedding
Chapel

877.707.6421

Theresa@thelittleweddingchapel.com

- [Home](#)
- [About Us](#)
- [Services](#)
- [Photos](#)
- [FAQ](#)
- [Contact Us](#)



CHOOSE AMONGST TWO
UNIQUE CHAPELS WITH
TWO DISTINCT
PROPERTIES

Allow us to plan the perfect wedding for you and turn your dreams into lasting memories.



Pricing

Lakeside Chapel

PRIME SEASON - April-October

		Ceremony Pricing	Included Minister/Officiant	Live Music Pianist/Organist	Recorded Music	Included Day of Rehearsal	Not Included Evening Rehearsal	*Holiday Premium
Mon-Thurs	ALL TIMES	\$850.00	Yes	No	Yes	Yes	\$75.00	\$100.00
Friday	ALL TIMES	\$950.00	Yes	No	Yes	Yes	\$75.00	\$100.00
Saturday	1, 3, 5 PM	\$1,250.00	Yes	Yes	No	Yes	\$75.00	\$100.00
	11 AM, 7 PM	\$950.00	Yes	Yes	No	Yes	\$75.00	\$100.00
Sunday	ALL TIMES	\$950.00	Yes	No	Yes	Yes	\$75.00	\$100.00

OFF SEASON - November-March

		Ceremony Pricing	Included Minister/Officiant	Live Music Pianist/Organist	Recorded Music	Included Day of Rehearsal	Not Included Evening Rehearsal	*Holiday Premium
Mon-Thurs	ALL TIMES	\$700.00	Yes	No	Yes	Yes	\$75.00	\$100.00
Friday	ALL TIMES	\$850.00	Yes	No	Yes	Yes	\$75.00	\$100.00
Saturday	ALL TIMES	\$950.00	Yes	Yes	No	Yes	\$75.00	\$100.00
Sunday	ALL TIMES	\$850.00	Yes	No	Yes	Yes	\$75.00	\$100.00

NOTE: HOLIDAYS New Years Eve, New Years Day, Easter Sunday, July 4th, Thanksgiving weekend, Christmas Eve, Christmas Day, New Years Eve, New Years Day Memorial Day, Labor Day

NOTE: The wedding industry considers "Prime Ceremony Times" to be Saturday afternoons 04/01-10/31 Those times book first and avg 12 months out !

NOTE: "Short Term Bookings" (booking within 45 days of wedding date) Can often be eligible for substantial additional discounts. Obviously availability may be very limited.

NOTE: A 35% NON REFUNDABLE deposit is required to reserve/hold any date and time. Balance DUE 90 days prior to Wedding.

NOTE: Military Discount extended to active duty Brides and Grooms 5% NOTE: Brides and Grooms who are current City of Taylor Residents receive 5% discount

NOTE: Live music/organist can be added to any ceremony for an additional fee.

NOTE: You are welcome to bring your own minister/officiant

2013/2014 Victorian Chapel Pricing

8357 South Telegraph Road Taylor, Michigan

Year round ceremony times scheduled an hour and 1/2 apart starting at 10:00 am "standard and stimulus"

	Mon- Thurs	Fri	Sat	Sun	Inlcuded PewBows/ AltarFlowers	Inlcuded Minister/ Officiant	Live Music Pianist	Recorded Music	Included Day of Rehersal	Not Included Evening Rehersal	* Holiday Premium
Court House 2 Person	\$150.00	\$200.00	\$200.00	\$200.00	Yes	Yes	No	Yes	N/A	N/A	\$100.00
10 Guest Mini	\$200.00	\$250.00	\$250.00	\$250.00	Yes	Yes	optional	Yes	Yes	Yes	\$100.00
30 Guest Standard Stimulus	\$400.00	\$400.00	\$400.00	\$400.00	Yes	Yes	optional	Yes	Yes	Yes	\$100.00
50-65 Guest Standard	\$550.00	\$550.00	\$550.00	\$550.00	Yes	Yes	Yes either/or	Yes	Yes	Yes	\$100.00

NOTE: Our Chapel is lavished in flowers, the only flowers you may want to bring would be a bouquet for the bride, boutonier for groom, etc ...

NOTE: Guest lists are defined as the bride, the groom, and 10 additional beating hearts into the building. \$10 per each additional coverage up to 15

NOTE: HOLIDAY Premiums apply to: New Years Eve, New Years Day, Easter Sunday, July 4th, Thanksgiving weekend, Christmas Eve, Christmas Day, New Years Eve, New Years Day Memorial Day, Labor Day, Halloween Eve, Halloween Day. (We pay our staff "extra" on all of these days)

NOTE: The wedding industry considers "Prime Ceremony Times" to be Saturday afternoons 04/01-10/31 Those times book first and avg 12 months out !

NOTE: A 35% NON REFUNDABLE deposit is required to reserve/hold any date and time. Balance DUE 90 days prior to Wedding.

NOTE: Military Discount extended to active duty Brides and Grooms 5%

NOTE: Brides and Grooms who are current City of Taylor Residents receive 5% discount

NOTE: Live music Pianist/Organist can be added to any ceremony f

[Home](#) [About Us](#) [Services](#) [Photo, Video, TAD, Pricing](#) [Contact Us](#)

[Wedding Packages](#) [Wedding Services](#) [Wedding Venues](#) [Wedding Locations](#)

Follow us on  

Packages



PHOTO BY CHELSEA BROWN PHOTOGRAPHY (<http://www.chelseabrownphotography.com/>)

We are superb at planning according to what you want, knowing how to make your occasion sparkle and shine, and making it truly memorable. We will extend to you all the Cornman Farms amenities that make our venue so unique, including our distinctive event barn, our historic farmhouse, and the lovely grounds.

Plum Regal

- Friday, Saturday or Sunday
- Full day rental, 8:00am-midnight
- Includes use of the Barn, Farmhouse and Grounds
- Accommodates 2-400 guests

\$6,000

Plum Regal 2

- Friday, Saturday or Sunday
- Full day rental, 8:00am-midnight
- Includes use of the Barn, Farmhouse, Tent and Grounds
- Accommodates 2-400 guests

\$8,500

Classic Brandywine

- Monday, Tuesday, Wednesday or Thursday
- Includes use of the Barn, Farmhouse and Grounds
- Accommodates 2-400 guests

\$4,000

Classic Brandywine 2

- Monday, Tuesday, Wednesday or Thursday
- Includes use of the Farmhouse
- Accommodates 2-55 guests

\$1,500

Classic Brandywine 3

- Monday, Tuesday, Wednesday or Thursday
- Includes use of the Tent
- Accommodates 2-400 guests

\$2,000**Classic Brandywine 4**

- Monday, Tuesday, Wednesday or Thursday
- Includes use of the Barn
- Accommodates 2-110 guests

\$2,000

Rates may not include all furniture/equipment, depending upon your unique event. Since no two events are exactly alike, we can develop a package that fits your specific needs. Please contact us (<http://www.cornmanfarms.com/test/contact-us/>) for details and customized pricing.

8540 island lake road dexter, mi 48130 • 734-619-8100

(<https://www.facebook.com/pages/Zingermans-Cornman-Farms/296679217124157>)

(<http://instagram.com/cornmanfarms>)

(<http://www.pinterest.com/cornmanfarms/>)

Lynne Ladner

From: Bob Martin
Sent: Monday, July 21, 2014 9:41 AM
To: Lynne Ladner
Subject: FW: Thank you!

Robert J. Martin
Superintendent
Water & Wastewater Dept.
Department of Public Works

Work: 248-437-4006
Cell: 248-467-0936

From: The Rittles [rittles@comcast.net]
Sent: Sunday, July 20, 2014 11:38 PM
To: Bob Martin
Subject: Thank you!

Dear Mr. Martin,

Our family visited your water treatment facility last Tuesday with a group of homeschoolers. We wanted to learn about what happens to waste water when it leaves our home.

We would like to express our gratitude to you for taking time out of your day to teach us about water. We appreciate the time you spent with us and are excited that we got to learn so much! We loved that you were enthusiastic about what you do! Your skill at explaining water treatment went a long way towards helping us learn. You covered a large amount of information, and our understanding of waste water treatment is greatly enhanced.

We are grateful to you for what you are doing. Removing waste water from homes and cleaning it is a vital service to the community. Everyone's health is positively impacted by what you do. Your attitude about it makes what you do even better.

Thank you so much!!!