

**City of Swartz Creek
AGENDA**

**Regular Council Meeting, Tuesday May 26, 2009, 7:00 P.M.
City Hall 8083 Civic Drive, Swartz Creek Michigan 48473**

1. **CALL TO ORDER:**
2. **INVOCATION AND PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**
 - 4A. Regular Council Meeting of May 11, 2009 MOTION Pg. 7,11-19
5. **APPROVE AGENDA**
 - 5A. Proposed / Amended Agenda MOTION Pg. 7
6. **REPORTS & COMMUNICATIONS:**
 - 6A. [City Manager's Report](#) (Agenda Item) MOTION Pg. 7,2-6
 - 6B. Monthly Fire Report Pg. 20-48
 - 6C. 2008 Fire Audit Pg. 49-68
 - 6D. Sr. Center Addition, Planning Commission Packet (Agenda Item) Pg. 69-106
 - 6E. MDOT State Trunk-Line Agreement (Agenda Item) Pg. 107-139
 - 6F. Road Salt Bids (Agenda Item) Pg. 140-143
 - 6G. Governor's Labor Day Walk Event (Agenda Item) Pg. 144-151
 - 6H. LOCC Ordinance Pg. 152-153
 - 6I. Act 51 Forecasts Pg. 154-163
 - 6J. City Pamphlet Pg. 164-165
 - 6K. Summer Fine Arts Concert Schedule Pg. 166
 - 6L. MTT Appeals, MML Tax System Report Pg. 167-182
 - 6M. MPSC Letter, Tele-Comm Complaint Process Pg. 183
 - 6N. Rep Gonzales Ltr, Rev Sharing Pg. 184-187
 - 6O. Legislative Updates Pg. 188-202
7. **MEETING OPENED TO THE PUBLIC:**
 - 7A. General Public Comments
8. **COUNCIL BUSINESS:**
 - 8A. Final Site Plan Approval, Senior Center RESO. Pg. 8,69-106
 - 8B. MDOT Agreement #2009-0387, Miller & I-69 Park & Ride RESO. Pg. 8,107-139
 - 8C. Appropriation & Bid Award, Purchase Road Salt RESO. Pg. 9,140-143
 - 8D. Governor's Annual Labor Day Walk DISC. Pg. 144-151
9. **MEETING OPENED TO THE PUBLIC:**
 - 9A. General Public Comments
10. **REMARKS BY COUNCILMEMBER'S:**
11. **ADJOURNMENT:** MOTION N/A

City of Swartz Creek
CITY MANAGER'S REPORT
Regular Council Meeting of Tuesday May 26, 2009 7:00 P.M.

TO: Honorable Mayor, Mayor Pro-Tem & Council Members
FROM: PAUL BUECHE // City Manager
DATE: 22-May-2009

OLD / ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

✓ **2009-2010 FISCAL BUDGET** (*Status*)

Schedule:

April 13 th :	Present Draft, Discussion, Set Public Hearing
May 11 th :	Public Hearing, Discussion
Special Meeting:	If Desired By Council
June 8 th :	Adopt Budget, Truth in Taxation Hearing (<i>If Needed</i>), Set Levy, Set 2009-2010 Meeting Schedule, Year End Fiscal Adjustments
June 22 nd :	Buffer Date, If Needed
June 30 th :	Fiscal Year End
September 14 th :	Review 2008-2009 Year End Postings
October 12 th :	Review First Quarter Standings
Mid-December:	Review Half-Year Standings

As you can see, I have set a fairly aggressive review schedule for our financials. We need to stay on top of these, specifically the revenues. Budgeting revenues has become a pure guess. What's more, we have the good fortune of having to create our budget without a single clue as to what surprises the state has in store for us. Now I'm not a gambler, but I'll wager that the state will significantly surprise us later this summer. We'll be back at the next meeting for final adoption, levy and meeting schedule.

✓ **FEES, RATES & SERVICE CHARGES** (*Status*)

As you are aware, we have two water rate increases and a sewer rate increase, passed along from the County over the last two years. We have absorbed these increases by scaling back, but cannot continue. We need to go to a ready to serve charge with a commodity purchase charge. Sewer will be charged based on water consumption. As we have discussed at past meetings, we have some models that can be very easily implemented. There is still a couple of loose ends, being irrigation systems and outside isolated faucets, as they pertain to separate meters. We are working to resolve this now. I have a tentative November date in mind for the billing system switch and implementation of the new rates. We will probably have a draft ordinance later in the summer.

- ✓ **PERSONNEL POLICIES & PROCEDURES** (*Status*)
Pending.
- ✓ **DISASTER, EMERGENCY RESPONSE POLICY COMMITTEE** (*Status*)
We should be back before the Council for discussion on this in the near future.
- ✓ **VETERANS MEMORIAL** (*Status*)
No new activity.
- ✓ **NON-RESIDENT SERVICES STUDY, RAUBINGER BRIDGE** (*Status*)
The Raubinger Bridge Project has a tentative start date of July 2009.
- ✓ **OVERHEAD UTILITY REORGANIZATION PROJECT, VERIZON INVOICE** (*Status*)
As we discussed, the utility companies have lobbied the passing of a number of pieces of legislation that have stripped us of virtually all control of our rights of way. In regards to the aesthetics, we have little power other than to pay for changes. The next step is to get a contractor's quote for the second round of the technical review of the poles. From here, we may have some power by filing complaints on the safety issues. REI is getting a quote together from their survey division and should be back with it shortly. My thinking is to narrow down the inventory to the downtown, Miller & Elms and Bristol Road. This will hold the cost down and we can always go back and pick up additional sections of the City. Regarding the invoice we sent to Verizon, we have someone's attention here. I have sent data that was requested by Verizon under FOIA. I will keep the Council informed.
- ✓ **MAJOR STREET FUND, TRAFFIC IMPROVEMENTS** (*See Individual Category*)
 - ❑ **2010-2013 T.I.P. APPLICATION** (*Status*)
Pending.
 - ❑ **MILLER & I-69 REPAIRS** (*Status*)
Out to bid.
 - ❑ **TRAIL SYSTEM, PHASE I ELMS ROAD – PARK ENHANCEMENTS** (*Status*)
The work is completed, save for some minor cleanup and restoration. If you get a minute, take a look at the lighting at night. The HPS looks great after dark. During the day, the decorative poles and bump-outs look great. Verizon's nearby infrastructure, as always, is junk.
 - ❑ **MORRISH ROAD NORTH CONSTRUCTION PROJECT - MEIJER'S** (*Status*)
We have asked the County TAC-MPO to transfer the Federal Aid grant (\$368,000) over to 2010, which would also move the project to next summer. We are working with the County Road Commission to resolve the disagreements in design. We may need to update the traffic study done in 2006 before we can settle the design disputes. I'll keep the Council posted on progress.
 - ❑ **MORRISH ROAD SOUTH CONSTRUCTION PROJECT** (*Status*)
Design and grade inspection has been completed. A tentative bid letting in August is scheduled with construction in the fall.
- ✓ **LOCAL STREET FUND, TRAFFIC IMPROVEMENTS**
 - ❑ **2008 REPAIR ROSTER** (*Status*)
Pending a decision as to how we wish to proceed. The bottom line is, we can repair a single block, or preserve a handful of streets from deteriorating to complete re-constructs.

- ✓ **SEWER REHABILITATION PROJECT, I&I, PENALTIES** (*Status*)
Phase II was approved on October 13th and field evaluation work is complete. We are currently assembling a price list. As you recall, we have a cap on this phase of \$220k. We'll be back with the results at the next meeting.
- ✓ **FIRE DEPARTMENT EVALUATION, CONTRACT RENEWAL, BUDGET** (*Status*)
We have a draft contract that we are looking at. We should be back in the near future for a contract approval and discussion on cost recovery.
- ✓ **WWS INTERGOVERNMENTAL JURISDICTION SEWER ORDINANCE** (*Status*)
WWS has some changes they desire in our draft. In my opinion, they are related more to form. Discussion between the City Attorney's office and the attorney for WWS are in progress. We are on opposite ends of the spectrum on the IJA (Inter Jurisdictional Agreement). The County's position is that under Act 342 (in which the WWS Consortium is set up under), we have to sign it. Mine, supported by Mr. Figura's is we do not. If Act 342 gives them the power to do what they need to do to operate such a system, then why do we need an agreement? As of yet, we have not set a public hearing. We will do so after the text issues with the ordinance are settled.
- ✓ **SR. CENTER, LEVY, BUILDING & FUTURE FUNDING PLAN** (*Resolution*)
Included with tonight's agenda is final site plan approval for the addition to the Sr. Center. The Planning Commission's packet is attached with recommendation letters and a compliancy report from Mr. Zettel. The major hurdle is the engineer's recommendation of an emergency overflow for the underground storm water detention. REI recommends a solution other than sheet flow to the south, onto private property, be established. There is no cost effective solution. The current calculations are rated at a 100 year event, which isn't the real problem. The more likely issue is the failure of the system in, say, a five year event. We'll have some additional discussion at tonight's meeting. The Planning Commission recommends approval as per the resolution.
- ✓ **LABOR CONTRACTS & RETIREE HEALTHCARE** (*Status*)
Mr. Kehoe still needs a basic employment agreement and the Supervisors', AFSCME and POLC Agreements are open for full negotiations. Additionally, my contract needs an evaluation. As we discussed with the presentation of the Budget, I am seeking wage freezes on all our labor contracts. I will be back in the near future with a progress report on negotiations.
- ✓ **MARATHON STATION BLIGHT & NON-CONFORMING USE** (*Status*)
Patiently waiting for an open door.
- ✓ **COUNTY E.M.S. ORDINANCE, AMBULANCE SERVICE** (*Status*)
Pending.
- ✓ **SALE OF CITY PROPERTY 5129 MORRISH ROAD** (*Status*)
As the Council is aware, there has been a significant change in the status of the business we awarded the bid to. Adam recommends we let this sit until late fall. If at that time the entity is still unable to consummate the deal, then we'll have to explore another option.
- ✓ **WWS, STORM WATER MANAGEMENT AGREEMENT** (*Status*)
We are still looking at this.

- ✓ **2009 MASTER PLAN REVIEW** (*Status*)
The City's Master Plan experienced a complete overhaul in 2004. MZEA drives a review every five years. The plan is good in its current form and for the most part, will need some tweaking only. Adam is working on a review and will be back before the Council in the near future.
- ✓ **SWARTZ AMBULANCE AGREEMENT** (*Status*)
Pending.
- ✓ **NEIGHBORHOOD STABILIZATION PROGRAM** (*Status*)
Watching.
- ✓ **MDOT PARK & RIDE** (*Resolution*)
The Council may recall that literary work of art disguised as an MDOT contract for the Park & Ride, that we passed at the April 13th meeting. Well that one was for the State's Fiscal Year that we are in now, ending on September 30th. The new masterpiece for the fiscal year beginning on October 1st has, in all its glory, arrived. Actually, this one has a bit more detail in regard to the Park & Ride. At any rate, I have a resolution to execute this agreement, included with tonight's program.
- ✓ **LOCAL OFFICERS COMPENSATION COMMITTEE** (*Status*)
At the last meeting, the consensus of the Council was to take a reduction in the per-meeting compensation. Mr. Figura is looking into the authority of the LOCC to lower Council Compensation. When I get this question answered, I'll call a meeting of the LOCC.
- ✓ **HOMETOWN DAYS PERMITS** (*Status-Information*)
The annual festival is scheduled to be held between Thursday May 28th and Sunday May 31st. Councilmember Krueger is sponsoring a "Council" float entry in the parade, scheduled for Saturday May 30th at 12:00 Noon. I'll be the driver. If you trust my driving, and want to ride on the float in the parade, please let me know. On another note, Councilmember Krueger has initiated a door to door meet & greet of residents to discuss taxes and street repair. As an introductory, a tri-fold pamphlet has been drafted by councilmember Krueger and the staff. I've included a copy with tonight's packet. This is something we can print inexpensively in the office. Any Councilmembers that would like some for distribution please get with me and we'll print them for you.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

- ✓ **APPROPRIATION & BID AWARD, PURCHASE ROAD SALT** (*Resolution*)
Although we are just chugging into the summer months, it's time to think about salt for the upcoming long hard winter. As in the past, we get a great per ton rate when we ride along on the County Road Commission's bid. As an info item, the cost of road salt in the 2007 award was \$32.88 per ton. In 2008, it was \$41.43 per ton. This year it's \$49.72 per ton (16.5% increase from last year and 66% overall increase since 2007). The positive side of this is the private sector last winter was paying between \$125 and \$160 per ton. Included with tonight's agenda is a resolution for the commitment to purchase and corresponding bid tabulation report from the County.

✓ **GOVERNOR’S LABOR DAY WALK EVENT** (*Discussion*)

Included with tonight’s packet is an event notice from the Governor’s Office regarding the annual Labor Day Community Walk. Adam will be present at tonight’s meeting and has a few comments on this event.

✓ **MTT APPEAL HEARINGS** (*Information*)

I’ve included some data with tonight's packet that indicates a growing trend that we are seeing. Commercial entities are pointing at the economy and filing for MTT appeal hearings requesting ludicrously low reductions of their taxable values. If we ignore them, the business wins by default. If we fight them, they drag on and become very costly in appraisals and legal fees. We foot the entire cost of the battle for all the taxing authorities. Typically, after a lengthy back and forth exchange that includes lots of discussion and appraisals, the final number is negotiated somewhere between the requested amount and the current amount. This number is then capped until the business transfers, irrespective of whether the economy changes. Many of these businesses are now filing an appeal every year and when they get several years back, they negotiate settlements for the group and re-file another the very next year. It’s a win-win for the business as they are almost always successful with some reduction, many times significant, and they can then book the expenses as a “soft cost” that comes out of their operating. Some of these entities are asking for reductions that put them at a taxable value equal to some of our residential properties. I expect that as this concept catches on, we’ll have many more of these in the next several years. I have no solution other than we continue to look at each case independently and make the best decision we can. On a similar note, and as an informational document, I’ve included the summary copy of a study that the MML did a number of years ago, long before the crash of the housing market. Most of the Council may recall this study. The study was done by Plante Moran and is entitled “System Failure: Michigan’s Broken Municipal Finance Model”. It’s an accurate prediction of how bad legislation that has been thrown at good legislation will doom Michigan Municipalities. The recent depressed economy has accelerated this process.

Council Questions, Inquiries, Requests and Comments

- *C.S.O. Plaques, Lobby.* I am looking at options.
- *Paperless, Credit, ACH, On-Line Utility & Tax Payments.* I am still looking at this and will be back in the near future for some discussion.
- *Mast Arm Traffic Lights, Street Sign Anchors (Silver vs. Black).* The sign bands have been ordered and should be replaced shortly. The bands that support the cross walk lights may be a bit more challenging to find. We’ll take a peek at them when we get the street ones switched out.

City of Swartz Creek
RESOLUTIONS
Regular Council Meeting, Tuesday May 26, 2009 7:00 P.M.

Resolution No. 090526-4A MINUTES, MAY 11, 2009

Motion by Councilmember: _____

I Move the Swartz Creek City Council hereby approve the Minutes of the Regular Council Meeting held May 11, 2009, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 090526-5A AGENDA APPROVAL

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of May 26, 2009 to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 090526-6A CITY MANAGER'S REPORT

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the City Manager's Report of May 26, 2009, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 090526-8A

SENIOR CENTER ADDITION, FINAL SITE PLAN APPROVAL

Motion by Councilmember: _____

I Move the City of Swartz Creek, upon recommendation of the Planning Commission, approve the Swartz Creek Senior Center Expansion, with site plan dated May 5, 2009 to with the following conditions:

1. Waiver of the westerly fence requirement.
2. Acceptance of the collective parking agreement based upon a common calendar of events.
3. Replacement of bike racks.
4. Removal of existing sidewalk lighting.
5. Administrative review and documentation of the concerns of storm water overflow.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 090526-8B

MDOT CONTRACT, STATE TRUNK LINE MAINTENANCE AGREEMENT, BAY REGION #2009-0387, MILLER & I-69 PARK & RIDE

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek is a Local Governmental Unit and recognized Street Authority eligible to receive funding from the Michigan Department of Transportation and the Federal Highway Administration; and,

WHEREAS, a portion of Interstate #69 runs through the City with entrance – exits at South Morrish Road and at Miller Road; and

WHEREAS, in 2006, the Michigan Department of Transportation constructed a car pool park & ride adjacent to I-69, located east of the freeway and on the south side of Miller Road, the use of which is at capacity on a daily basis; and

WHEREAS, the Michigan Department of Transportation has determined that the lot is in need of some improvements, including, but not limited to lighting, improved snow removal, salt application and garbage collection; and

WHEREAS, the City is willing to perform such services consisting of snow removal, salt application, garbage collection, lawn care services and associated lighting expenses provided that the Michigan Department of Transportation is willing to participate in a cost sharing solution and funds can be used from Major Street 202, Act 51; and

WHEREAS, the Michigan Department of Transportation has expressed a willingness to pay for lighting installation and other improvements and share costs for continued maintenance provided such expense can be limited to a maximum of \$4,000 per year; and

WHEREAS, in order to participate in a shared cost agreement, the City must enter into a State Trunk Line Maintenance Agreement, a copy of which is attached hereto.

NOW, THEREFORE, I Move the City of Swartz Creek enter into a State Trunk Line Maintenance Agreement with the Michigan Department of Transportation, Bay Region Contract #2009-0387 FY2009-2010, and further, direct the Mayor and City Clerk to execute the agreement on behalf of the City.

BE IT FURTHER RESOLVED, that the City Council direct the City Manager to cause the necessary cost center to be created in the City's financial accounting system, 202 Fund Major Streets, with corresponding revenue and expenses, and further, authorize a letter of understanding with the Michigan Department of Transportation as to the scope of the services to be provided for the park & ride.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 090526-8C

APPROPRIATION AND BID AWARD, PURCHASE ROAD SALT

Motion by Councilmember: _____

Whereas, the City possesses the need to purchase 990 tons of rock salt for application to public rights of way during those long, cold Michigan winters; and

Whereas, the City's Purchasing Ordinance, Chapter 2, Article VI, Section 2-406 provides for and encourages cooperative government purchasing practices; and

Whereas, the Genesee County Road Commission accepts and awards bids for the purchase of rock salt for application to public rights of way during those long, cold Michigan winters; and

Whereas, a bid has been awarded to the lowest bidder, Detroit Salt Company of 12841 Sanders, Detroit, at a unit cost of \$49.72 per ton, a copy of the bid tabulation attached hereto, and a cooperative purchasing invitation has been extended to the City from the Genesee County Road Commission.

Now, Therefore, Be It Resolved, that the Swartz Creek City Council accept the Genesee County Road Commission's cooperative purchasing extension and appropriate an amount not to exceed \$49,223, plus 10% contingency, for the purchase

of rock salt from the low bidder of Detroit Salt Company, expenses to be distributed proportionate to use at the direction of the City's Finance Director.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

City of Swartz Creek
Regular Council Meeting Minutes
Of the Meeting Held
Monday May 11, 2009 7:00 P.M.

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE COUNCIL MEETING
DATE 05/11/2009

The meeting was called to order at 7:00 p.m. by Mayor Abrams in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Invocation and Pledge of Allegiance to the Flag.

Councilmembers Present: Abrams, Binder, Hicks, Hurt, Krueger, Shumaker.

Councilmembers Absent: Porath.

Staff Present: City Manager Paul Bueche, City Clerk Juanita Aguilar, City Attorney Dick Figura, DPS Director Tom Svrcek, Assistant City Manager Adam Zettel.

Others Present: Tommy Butler, Jason Christie, Ron Schultz, Jim Florence, Sharon Klein, Jamie Terrell.

Resolution No. 090511-01

(Carried)

Motion By Councilmember Hurt
Second by Councilmember Shumaker

I Move to excuse Councilmember Poraths absence due to work conflicts.

YES: Binder, Hicks, Hurt, Krueger, Shumaker, Abrams.

NO: None. Motion Declared Carried.

APPROVAL OF MINUTES

Resolution No. 090511-02

(Carried)

Motion by Councilmember Krueger
Second by Councilmember Hurt

I Move the Swartz Creek City Council hereby approve the Minutes for the Regular Council Meeting, held April 27, 2009, as presented, to be circulated and placed on file.

YES: Hicks, Hurt, Krueger, Shumaker, Abrams, Binder.

NO: None. Motion Declared Carried.

APPROVAL OF AGENDA

Resolution No. 090511-03

(Carried)

Motion by Councilmember Shumaker
Second by Councilmember Hurt

I Move the Swartz Creek City Council approve the Agenda, as presented, for the Regular Council Meeting of May 11, 2009 to be circulated and placed on file.

YES: Hurt, Krueger, Shumaker, Abrams, Binder, Hicks.

NO: None. Motion declared carried.

REPORTS AND COMMUNICATIONS:

City Manager's Report

Resolution No. 090511-04

(Carried)

Motion by Councilmember Hicks
Second by Councilmember Hurt

I Move the Swartz Creek City Council approve the City Manager's Report of May 11, 2009, to be circulated and placed on file.

Discussion Took Place.

YES: Krueger, Shumaker, Abrams, Binder, Hicks, Hurt

NO: None. Motion declared carried.

All other reports and communications were accepted and placed on file.

MEETING OPENED TO THE PUBLIC:

None.

COUNCIL BUSINESS:

Hometown Days Permits, Master Resolution

Resolution No. 090511-05

(Carried)

Motion by Councilmember Binder
Second by Councilmember Hurt

I Move the City of Swartz Creek approve Resolutions 090511-8B through 090511-8J, allowing for the various permits relative to the annual Swartz Creek Hometown Days

events, to be held beginning Wednesday May 27, 2009, and concluding on Monday June 1, 2009, inclusive of all stipulations and conditions as specified and listed within.

Resolution No. 090511-06 HOMETOWN DAYS, STREET CARNIVAL, GENERAL STREET & PROPERTY USE PERMITS

I Move the City of Swartz Creek approve and authorize the Swartz Creek Hometown Days Committees' application for street closing and City property use permits for the following locations:

- A. Morrish between Miller and Ingalls-Wade, Carnival Midway.
- B. Holland between Miller and Ingalls, Vendor – Carnival.
- C. City Lot located at the southwest corner of Miller and Morrish, Carnival – Midway.
- D. Ingalls at Holland and Park Land located to the North and Northwest of the intersection of Morrish and Ingalls, Carnival & Midway.
- E. City owned property located along the North side of Fortino, West of South Morrish Road, Car Show and Radio D.J., general parking.
- F. City owned property and residential dwelling, 4438 South Morrish Road.
- G. City owned property, 4505 Fortino.
- H. Fire Hall

Street and City property use, unless otherwise indicated, begins Wednesday, May 27, 2009 at 9:00 a.m. until Monday June 1, 2009 at 9:00 A.M., for the purpose of, and authorization to conduct a carnival, vendor/display area, car show and or other similar events under the following stipulations:

- 1. Insurance certificate naming the City as insured in the amount not less than \$1,000,000.00 (One-Million Dollars)
- 2. Written permission from deed holders of any private properties to be used and appropriate insurance certificates naming such parties as additional insured.
- 3. Sufficient number of portable bathrooms placed and located, and liter control program in accordance and under the approval of Director of Community Services.
- 4. General approval of the Chief of Police. Traffic control and pedestrian safety plan in accordance with and under the approval of office of Chief of Police.

Resolution No. 090511-07 HOMETOWN DAYS, AMPLIFIED CONCERT MUSIC PERMIT

I Move the Swartz Creek City Council approve and authorize the Swartz Creek Hometown Days Committee application to conduct an outdoor concert to be held at the outdoor football stadium of the Swartz Creek High School on Friday, May 29, 2009 between 4:30 p.m. and 10:00 p.m., under the following stipulations:

- 1. Insurance certificate naming the City as insured in the amount not less than \$1,000,000.00 (One-Million Dollars)

2. Written authorization from the School District Superintendent along with acceptable insurance certificates naming the School District as an additional insured, minimum amount not less than \$1,000,000 (One Million Dollars)
3. General approval of the Chief of Police. Traffic control and pedestrian safety plan in accordance with and under the approval of office of Chief of Police.
4. Music to end no later than 10:00 p.m.

Resolution No. 090511-08 HOMETOWN DAYS, STREET USAGE PERMIT, MOTOR AND PEDESTRIAN PARADE

I Move the Swartz Creek City Council approve and authorize the Swartz Creek Hometown Days Committees' application for street closing / usage permit for Saturday, May 30, 2009 from 11:00 a.m. until 1:30 p.m. for purposes of conducting a parade, streets used to be Fairchild Street, Miller Rd, and Frederick St under the following stipulations:

1. Insurance certificate naming the City as an additional insured party in the amount not less than \$1,000,000.00 (One Million Dollars).
2. No candy or other objects be thrown or handed from, to or at any vehicle, trailer, float, or similar, and further, that the Hometown Days Committee establish and maintain a list of all participants and/or entries in the parade that identifies a contact person, such contact to be informed by the Hometown Days Committee of the stipulation and motor vehicle code enforcement actions for violations thereof.
3. General approval, and under the direction and control of the Office of the Chief of Police.

Resolution No. 090511-09 HOMETOWN DAYS PERMIT, AERIAL FIREWORKS DISPLAY

I Move the Swartz Creek City Council approve and authorize the Swartz Creek Hometown Days Committee's application for one fireworks aerial display to be held on Friday, May 29, 2009, at or shortly after dusk, with a cancellation date of Saturday, May 30, 2009, at or shortly after dusk, to be launched from properties directly west of the Swartz Creek Middle School Building, said properties owned by the Swartz Creek School District and Mr. Scott Hoover, under the following stipulations and conditions:

1. Insurance certificate naming the City as insured in an amount to be determined adequate by the City Manager.
2. Written permission from the aforementioned parcel owners along with acceptable insurance certificates naming said parcel owners as additional insured parties, in an amount to be determined adequate by the City Manager.
3. Traffic Control Plan and administration by the Offices of Chief of Police and Director of Community Services.
4. Detailed Plan submitted to and approved by the Fire Chief.
5. All decisions concerning the event and cancellation thereof, if needed, under the direction and control of the Fire Chief.

Resolution No. 090511-10

HOMETOWN DAYS PERMIT, OPERATE BEER TENT

I Move the Swartz Creek City Council approve and authorize the Swartz Creek Hometown Days Committee application to operate a beer tent for the sale of beer and wine on the premises, along with live entertainment, to be held on Parcel No. 58-02-200-014, owned by Scott Kincaid and located 5086 Morrish Road, south of Wade Street, beginning Thursday, May 28, 2009 until Sunday, May 31, 2009, under the following stipulations:

1. Michigan Liquor Control Commission Approved Application with appropriate insurance in accordance with the rules of the L.C.C. and naming the City and all other property owners as additional insured parties, in an amount not less than \$1,000,000 (One Million Dollars).
2. Portable bathrooms appropriately located and litter control program in accordance and under the approval of Director of Community Services.
3. Traffic control and pedestrian safety plan in accordance with and under the approval of Office of Chief of Police.
4. Adherence to all L.C.C. stipulations and regulations, state and local laws.
5. No music after 11:00 p.m. Thursday, May 28, 2009 and 1:00 a.m. Friday, May 29, 2009 (Saturday Morning), and Saturday May 30, 2009 (Sunday morning).
6. A Christian Concert, without alcohol sales, will be permitted within the tent on Sunday, May 31, 2009 between 5:00 PM and 9:30 PM.
7. Adequate security as approved by the Chief of Police.
8. Adherence to and under the direction of control from the Office of the Chief of Police.

Resolution No. 090511-11

HOMETOWN DAYS PERMIT, CEREMONIAL DISCHARGE OF A FIREARM

I Move the Swartz Creek City Council, pursuant to section 10-212(3) of the Code of Ordinances, approve and authorize the Swartz Creek Hometown Days Committee to discharge weapons as a part of a military concert and ceremonial military honor guard, to be held at the Swartz Creek High School's outdoor football stadium, on Friday, May 29, 2009, at approximately 9:00 p.m., in conjunction with a concert and aerial fireworks display, with a backup rain date of Saturday, May 30, 2009 at approximately 9:00 p.m. under the following stipulations and conditions:

1. Insurance certificate naming the City as an additional insured party in an amount not less than \$1,000,000.00 (One Million Dollars).
2. The party(ies) discharging the weapon(s) must be a practicing military honor guard trained and capable in the handling of firearms.

Resolution No. 090511-12

HOMETOWN DAYS PERMIT, CEREMONIAL DISCHARGE OF A FIREARM

I Move the Swartz Creek City Council, pursuant to section 10-212(3) of the Code of Ordinances, approve and authorize the Swartz Creek Hometown Days Committee to discharge weapons in conjunction with a Parade and as a ceremonial military honor

Second by Councilmember

I Move the City of Swartz Creek amend Ordinance #400 to read that signs be limited to a single background color, single text color and a single numerical color.

Discussion Took Place.

YES: Binder, Hicks, Hurt, Krueger, Shumaker, Abrams.

NO: None. Motion Declared Carried.

Resolution No. 090511-16

(Carried As Amended)

Motion by Councilmember Krueger

Second by Councilmember Hurt

I Move the City of Swartz Creek adopt Ordinance #400, an ordinance to amend the Zoning Ordinance of the City of Swartz Creek to bring said ordinance into compliance with the Michigan Zoning Enabling Act, Act 110 of the Public Acts of 2006, as amended; to amend the regulations regarding accessory buildings and structures, fences and hedges, flag poles, mechanical equipment and utilities; to amend the regulations regarding signs; to amend the regulations regarding site plan review; and to amend the City's Official Zoning Map, a copy of which is attached hereto.

Discussion Ensued.

YES: Hicks, Hurt, Krueger, Shumaker, Abrams, Binder.

NO: None. Motion Declared Carried.

T-Mobile Tower, Rent Reduction Request

Resolution No. 090511-17

(Failed)

Motion by Councilmember Shumaker

Second by Councilmember Hicks

I Move the City of Swartz Creek approve, in concept, the request of T-Mobile for a reduction of rent as described within their correspondence dated April 22, 2009, and further, direct the City Manager to prepare an addendum to the lease agreement between the City and T-Mobile and bring the same back to the City Council for approval.

Discussion Took Place.

YES: None.

NO: Hurt, Krueger, Shumaker, Abrams, Binder, Hicks. Motion Declared Failed.

Assessment, Delinquent Water, Sewer, Sidewalks & Weeds

Resolution No. 090511-18

(Carried)

Motion by Councilmember Hicks
Second by Councilmember Hurt

I Move the City of Swartz Creek direct the Treasurer to prepare an audit of all outstanding debts owed to the City for delinquent water, sewer, mowing & sidewalk repairs, and further, to cause such debts to be assessed against the property owner of record, in accordance with City Ordinance and state statute, said debts to be placed against the summer 2009 tax collection roll.

Discussion Ensued.

YES: Krueger, Shumaker, Abrams, Binder, Hicks, Hurt.
NO: None. Motion Declared Carried.

2009-2010 Annual MML Workers Comp Policy Renewal

Resolution No. 090511-19

(Carried)

Motion by Councilmember Binder
Seconds by Councilmember Hurt

I Move the City of Swartz Creek approve the renewal of the City's Workers Compensation Insurance Policy, number 5000860-00, with the Michigan Municipal League, Meadowbrook Insurance Company, and further, appropriate \$21,299 for payment of premiums for July 1, 2009 through June 30, 2010, funds to be taken from 101, 590, 591, and 661, in accordance with the cost distribution schedule as apportioned by fund by the Michigan Municipal League and Meadowbrook Insurance Company.

YES: Shumaker, Abrams, Binder, Hicks, Hurt, Krueger.
NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC

Tommy Butler, 40 Somerset, questioned whether a representative from Swartz Creek attended the meeting with the County and Washington recently. Mayor Abrams advised that it was by invitation only. Mr. Butler also questioned if the Department of Public Works has a safety program that reduces loss time due to accidents. City Manager Bueche advised that it does. Mr. Butler asked if the City Council has a plan for how the City is going to get more money. City Manager Bueche stated that the City of Swartz Creek is one of the most fiscally responsible in the County and State and that there are plans in place for land use.

REMARKS BY COUNCILMEMBERS:

Councilmember Krueger has borrowed a float and the City will provide a truck for the Hometown Days Parade. Mr. Krueger invited all Councilmembers and City employees to participate.

Councilmember Shumaker talked about several residents on Duval drive who had problems with water coming in. DPS Director Svrcek advised that Liquiforce took care of the problem.

Councilmember Hicks stated that she attended the first Farmer's Market and that she was pleased with the bags that the City is selling. Ms. Hicks had some questions about recycling. Ms. Hicks wondered if the recycling items had to be separated as they are all thrown into the truck together.

Councilmember Binder wanted to let everyone know that the Air Force statue would be at the Veteran's Memorial on Memorial Day with a ceremony to begin at 3:00pm. Ms. Binder advised that during Hometown Days on Saturday, May 30, 2009, an auction will be held to benefit the Veteran's Memorial.

ADJOURNMENT:

There being no objection, Mayor Abrams declared the meeting adjourned at 9:00 p.m.

Richard Abrams, Mayor

Juanita Aguilar, City Clerk

DATE: MAY 18, 2009
TIME: 7:00 PM
LOCATION: STATION 2
SUBJECT: SWARTZ CREEK AREA FIREBOARD AGENDA



- I. CALL TO ORDER
 - A. PLEDGE OF ALLEGIANCE
 - B. ROLL CALL - Welcome back Norvel Johnson
 - C. ADDITIONS/CHANGES/DELETIONS AND AGENDA APPROVAL:
 - D. SPECIAL PRESENTATIONS/ANNOUNCEMENTS:
 - 1. 2008 Annual Audit

- II. APPROVAL OF MINUTES
 - A. APRIL 20, 2009 MEETING:

- III. CORRESPONDENCE:
 - A. APRIL INCIDENT SUMMARY REPORT:

- IV. PROFESSIONAL SERVICE REPORTS:
 - A. APRIL FINANCIAL REPORT:

 - B. APRIL BILLS LIST:

- V. COMMITTEE REPORTS:
 - A. BY-LAWS COMMITTEE - Chairman Rick Clolinger, Boots Abrams, Richard Derby, Bill Cavanaugh and Brent Cole:

 - B. HEALTH AND SAFETY COMMITTEE: Chairman Greg Childers (Members Chief Cole, Assistant Chief Merriam, Captain Tabit, Lieut. Jones & FF VanArsdale)

 - C. PERSONNEL COMMITTEE: Chairman Ray Thornton, Richard Derby and David Hurt.

- VI. OLD BUSINESS:
 - A. APPARATUS UPDATE from Battalion Chief Jack King-
 - 1. Monthly apparatus status report attached

 - B. 2008 FUND BALANCE REIMBURSEMENT:

 - C.

- VII. NEW BUSINESS:
 - A. NEW MEMBERS FOR PLACEMENT ON PROBATION: none

B. MEMBERS ELIGIBLE TO COME OFF PROBATION:

1. Timothy McKnight, Bryan Wistuba and Joseph Yambrick, all hired April 21, 2008 have received their Firefighter II certification.

Chief Cole recommends Timothy McKnight, Bryan Wistuba and Joseph Yambrick be placed on regular status with the Swartz Creek Area Fire Department effective April 21, 2009.

C. MEMBERS RESIGNING/TERMINATING: none

D. MEMBERS ELIGIBLE FOR REINSTATEMENT: none

E.

F.

G.

VIII. GENERAL INFORMATION:

A. MUNICIPAL BILLINGS for April.

B. The flower fund balance is currently \$30.00.

C. Policies Table of Contents

D. SOG 404, Probationary Firefighter Guidelines (with and without corrections)

E. SOG 420, Discipline (with and without corrections)

F. SOG 602, Apparatus Response (with and without corrections)

G. Phone List - Fireboard

IX. OPEN TO THE PUBLIC:

X. COMMENTS OF FIRE DEPARTMENT PERSONNEL (THROUGH THE CHIEF AND/OR HIS DESIGNATE:

XI. CHAIN OF COMMAND APPEAL TO THE FIREBOARD:

XII. COMMENTS FROM FIREBOARD MEMBERS:

XIII. MEETING ADJOURNMENT:

REGULAR MEETING

APRIL 20, 2009

SWARTZ CREEK AREA FIRE DEPARTMENT

The regular meeting of the Swartz Creek Area Fire Board was held at Station #1, April 20, 2009. Chairman, Mike Messer, called the meeting to order at 7:00p.m.

I. CALL TO ORDER:

- A. PLEDGE OF ALLEGIANCE
- B. ROLL CALL

Board Members Present:

- Chairman, Mike Messer
- Clayton Representative, Norvel Johnson
- Clayton Representative, Greg Childers
- City Representative, Rick Clolinger
- City Representative, Ray Thornton
- City Representative, Dave Hurt

Board Members Absent:

- Clayton Representative, Richard Derby

Staff Present:

- Fire Chief, Brent Cole
- Asst. Chief, Eric Merriam
- Acct./Clerical, Kim Borse
- Attorney, Bill Cavanaugh

Staff Absent:

Others Present:

- Jack King, Batt. Chief
- Karen Merriam, Firefighter
- Laura Angus, Swartz Creek News

C. ELECTION OF OFFICERS:

1. CHAIRMAN

- **Resolution 042009-01**
Motion by Rick Clolinger
Second by Dave Hurt

The SCAFD Board does hereby elect Mike Messer as Chairman of the SCAFB.

YES: Childers, Clolinger, Hurt, Johnson, Thornton, Messer
NO: None Motion declared carried

2. VICE CHAIRMAN

- **Resolution 042009-02**
Motion by Rick Clolinger
Second by Greg Childers

The SCAFD Board does hereby elect Dave Hurt as Vice Chairman of the SCAFB.

YES: Childers, Clolinger, Hurt, Johnson, Thornton, Messer
NO: None Motion declared carried

3. SECRETARY/TREASURER

- **Resolution 042009-03**
Motion by Rick Clolinger
Second by Dave Hurt

The SCAFD Board does hereby elect Ray Thornton as Secretary/Treasurer of the SCAFB.

YES: Childers, Clolinger, Hurt, Johnson, Thornton, Messer
NO: None Motion declared carried

D. AGENDA: ADDITIONS/CHANGES/DELETIONS/APPROVAL:

- **Resolution 042009-04**
Motion by Dave Hurt
Second by Norvel Johnson

The SCAFD Board does hereby approve the additional information to VII.E. to the agenda and approve the agenda as amended.

YES: Childers, Clolinger, Hurt, Johnson, Thornton, Messer
NO: None Motion declared carried

II. APPROVAL OF MINUTES

A. FEBRUARY 16, 2009 BOARD MEETING

- **Resolution 042009-05**
Motion by Ray Thornton
Second by Norvel Johnson

The SCAFD Board does hereby approve the minutes of the February 16, 2009 board meeting, as corrected.

YES: Childers, Clolinger, Hurt, Johnson, Thornton, Messer

NO: None

Motion declared carried

B. MARCH 16, 2009 BOARD MEETING

• Resolution 042009-06

Motion by Ray Thornton

Second by Greg Childers

The SCAFD Board does hereby approve the minutes of the March 16, 2009 board meeting, as presented.

YES: Childers, Clolinger, Hurt, Johnson, Thornton, Messer

NO: None

Motion declared carried

III. CORRESPONDENCE:

A. MARCH INCIDENT SUMMARY REPORT:

• Resolution 042009-07

Motion by Dave Hurt

Second by Ray Thornton

The SCAFD Board does hereby accept the March 2009 Incident Summary, as presented

YES: Childers, Clolinger, Hurt, Johnson, Thornton, Messer

NO: None

Motion declared carried

IV. PROFESSIONAL SERVICE REPORTS:

A. MARCH FINANCIAL STATEMENT:

• Resolution 042009-08

Motion by Greg Childers

Second by Rick Clolinger

The SCAFD Board does hereby approve the March 2009 financial statement, as presented

YES: Childers, Clolinger, Hurt, Johnson, Thornton, Messer

NO: None

Motion declared carried

B. MARCH BILLS LIST:

• Resolution 042009-09

Motion by Norvel Johnson

Second by Dave Hurt

The SCAFD Board does hereby approve the March 2009 bills list, as presented.

YES: Childers, Clolinger, Hurt, Johnson, Thornton, Messer

NO: None

Motion declared carried

V. COMMITTEE REPORTS:

A. BY-LAWS COMMITTEE MEETING:

1. Equipment disposal:

• Resolution 042009-10

Motion by Ray Thornton

Second by Dave Hurt

The SCAFD Board does hereby adopt the Equipment Disposal Policy, as presented.

YES: Childers, Clolinger, Hurt, Johnson, Thornton, Messer

NO: None

Motion declared carried

B. HEALTH & SAFETY COMMITTEE: NONE

VI. OLD BUSINESS

A. APPARATUS UPDATE:

1. Monthly report from Batt. Chief King

2. Annual ladder testing complete

B. 2008 FUND BALANCE REIMBURSEMENT: Childers: Supervisor to present item to Township Board. Elected Officials to acquire model ordinances from MML and MTA.

VII. NEW BUSINESS

A. NEW MEMBER(S) TO BE PLACED ON PROBATION: NONE

B. MEMBER TO COME OFF PROBATION: NONE

C. MEMBERS RESIGNING/TERMINATING: J. Howard

• Resolution 042009-11

Motion by Norvel Johnson

Second by Dave Hurt

The SCAFD Board does hereby accept the resignation of Jerrud Howard, effective March 29, 2009.

YES: Childers, Clolinger, Hurt, Johnson, Thornton, Messer

NO: None

Motion declared carried

D. MEMBERS ELIGIBLE FOR REINSTATEMENT: NONE

E. COPIER PURCHASE

• Resolution 042009-12

Motion by Dave Hurt

Second by Rick Clolinger

The SCAFD Board does hereby agree to purchase the Copystar CS2550 from American Output in the amount of \$1999.

YES: Childers, Clolinger, Hurt, Johnson, Thornton, Messer

NO: None Motion declared carried

VIII. GENERAL INFORMATION

A. MUNICIPAL BILLINGS

B. FLOWER FUND IS CURRENTLY \$30.00

C. SOG 426

D. SOG 507

E. SOG 614

IX. OPEN TO THE PUBLIC:

X. COMMENTS OF FIRE DEPARTMENT PERSONNEL, THROUGH THE CHIEF: NONE

XI. CHAIN OF COMMAND APPEAL TO THE FIRE BOARD: NONE

XII. COMMENTS OF THE FIREBOARD:

- Childers: Welcome back to Norvel
- Johnson: Glad to be back and will serve to the best of his ability
- Thornton: Nice job on the copier
- Hurt: None
- Clolinger: Welcome back to Norvel
Congratulations to the elected officers
- Messer: Echoes sentiments
Thank you for work on copier
Thank you for work on asset disposal ordinance

XIII. ADJOURNMENT OF MEETING:

Meeting adjourned at 7:40 p.m. The next regular meeting will be 05/18/09 at Station 2 at 7:00 pm

MIKE MESSER
CHAIRMAN
SWARTZ CREEK AREA FIRE BOARD

KIM BORSE
ACCOUNTING/CLERICAL SPECIALIST
SWARTZ CREEK AREA FIRE DEPT.

SWARTZ CREEK AREA FIRE DEPT, SWARTZ CREEK MICHIGAN 48473

Incident Log for 04/01/2009 through 04/30/2009

Printed: 05/12/2009

Inc. No. - Exp. Date	Disp. Time	Sta. Incident Type	No. Resp Prop. Loss	Disp. to Enrte. Min.	Resp. Min. Cont. Loss	Total Hr:Min:Sec
Involved Name	Owner Name	Officer in Charge				
0000040-000 04/01/2009 19:39 In front of 8014 Calkins RD MR Brian Loomis	2 352 Extrication from vehicle MR Brian Loomis	21 \$ 0 KING, JACK L - BATT CHIEF	0.00 \$ 0	8.00	1:31:00	
0000041-000 04/06/2009 21:12 5152 S Morrish RD MR Ryan Runyan	1 412 Gas leak (natural gas odor) MS Janice Wildey	24 \$ 0 KING, JACK L - BATT CHIEF	0.00 \$ 0	7.00	0:42:00	
0000042-000 04/07/2009 21:13 2304 Western Meadows CT DR Jon Stoker	2 740 Unintentional transmission of fire DR Jon Stoker	25 \$ 0 COLE, BRENT D - CHIEF	0.00 \$ 0	10.00	0:22:00	
0000043-000 04/09/2009 13:28 7089 Partridge	12 611 AMA to Flushing, canceled	14 \$ 0	0.00 \$ 0	0.00	0:12:00	
0000044-000 04/11/2009 07:24 184 Apollo CIR	12 111 Structure, AMA to Flushing	21 \$ 0	0.00 \$ 0	19.00	1:14:00	
0000045-000 04/11/2009 08:38 9336 N Duffield RD	12 111 Mutual Aid to Montrose	22 \$ 0	0.00 \$ 0	9.00	4:16:00	
0000046-000 04/12/2009 12:29 3212 N Duffield RD MR Steve Gillis	12 143 Grass fire, MA to Flushing MR Steve Gillis	20 \$ 0	0.00 \$ 0	14.00	1:11:00	
0000047-000 04/16/2009 16:32 8230 Crapo ST	1 143 Grass fire	12 \$ 0 KING, JACK L - BATT CHIEF	0.00 \$ 0	13.00	0:48:00	
0000048-000 04/17/2009 19:32 7493 Miller RD MS Amy Reed	1 600 Fire out, no action taken MS Amy Reed	24 \$ 0 KING, JACK L - BATT CHIEF	0.00 \$ 0	2.00	0:13:00	
0000049-000 04/18/2009 15:18 5153 Durwood DR MS Stephany Higgans	1 142 Stump fire-exting by owner MS Stephany Higgans	22 \$ 0 KING, JACK L - BATT CHIEF	0.00 \$ 0	14.00	0:36:00	
0000050-000 04/18/2009 16:00 11231 Corunna RD MR Robert Pirie	2 143 Grass fire MR Robert Pirie	25 \$ 0 Tesner, Richard R - LIEUTENANT	0.00 \$ 0	6.00	0:41:00	
0000051-000 04/19/2009 21:30 2130 S Duffield RD MRS Tonya Washington	1 114 Chimney fire, out MRS Tonya Washington	28 \$ 0 KING, JACK L - BATT CHIEF	0.00 \$ 0	10.00	0:55:00	
0000052-000 04/21/2009 17:40 11099 Reid RD	12 111 Struct, AMA to Gaines	28 \$ 0	0.00 \$ 0	16.00	4:15:00	

Incident Log for 04/01/2009 through 04/30/2009

Inc. No. - Exp. Location	Date	Disp. Time	Sta. Incident Type	Owner Name	No. Resp Prop. Loss	Disp. to Enrte. Min.	Resp. Min. Cont. Loss	Officer in Charge	Total Hr:Min:Sec
0000053-000 In front of 1406 S VanVleet RD	04/25/2009	06:12	2 444 Cable line low hanging		\$ 0	19	0.00 12.00	COLE, BRENT D - CHIEF	0:33:00
0000054-000 Directions McEnrue; Btw Lennon & Nichols MS Sarah K Foster	04/26/2009	14:40	1 413 Oil spill from PDA	MS Sarah K Foster	\$ 0	21	0.00 14.00	COLE, BRENT D - CHIEF	0:54:00
0000055-000 4237 S Elms RD MS Jessica Gabs	04/26/2009	23:44	1 154 Dumpster fire @ McDonalds		\$ 0	22	0.00 10.00	KING, JACK L - BATT CHIEF	0:42:00
0000056-000 310 E Fifth ST	04/28/2009	00:37	12 571 Move up to Flint #1		\$ 0	25	0.00 19.00		1:48:00
0000057-000 126 Grove ST	04/28/2009	04:12	12 111 Structure; AMA to Gaines		\$ 0	19	0.00 18.00		4:18:00

No. Resp.	Total Hr:Min	Prop. Loss	Cont. Loss	Incidents by Shift Including Exposures					
				0	1	2	3	4	
Totals:	392	25:11:00	\$ 0	\$ 0	0	6	8	4	0

The total number of incidents, including exposure fires is 18.
 The number of exposure fires is 0.

SWARTZ CREEK AREA FIRE DEPARTMENT
Income/Expense Report
For the Four Months Ending April 30, 2009

	Description	Current Mth	Y-T-D	Budget	Remain.Budget	% Budget
Revenues						
3582	OPERATING CONTRIBU	10,063.06	110,780.15	251,860.00	141,079.85	(0.44)
3583	EQUIPMENT CONTRIBU	0.00	22,920.00	45,840.00	22,920.00	(0.50)
3628	MISC. INCOME (SUNDR	0.00	0.00	0.00	0.00	0.00
3630	GRANT INCOME	0.00	0.00	0.00	0.00	0.00
3664	INVESTMENT INCOME	0.00	43.59	300.00	256.41	(0.15)
3673	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
	Total Revenues	10,063.06	133,743.74	298,000.00	164,256.26	(0.45)
Expenses						
4703	SOCIAL SECURITY	1,188.53	4,202.78	11,500.00	7,297.22	0.37
4704	STAFF SALARIES	3,154.29	12,978.19	45,750.00	32,771.81	0.28
4705	MAIN/TRAIN-SALARIES	1,069.18	3,326.37	15,000.00	11,673.63	0.22
4706	OFFICER SALARIES	1,250.00	3,750.00	15,000.00	11,250.00	0.25
4707	FIREFIGHTERS SALARY	10,063.10	22,020.75	74,000.00	51,979.25	0.30
4708	DEFERRED COMPENSA	391.50	868.25	5,900.00	5,031.75	0.15
4709	MEDICAL-FIREFIGHTER	2,560.00	3,860.00	6,700.00	2,840.00	0.58
4727	OFFICE SUPPLIES	56.70	584.45	2,900.00	2,315.55	0.20
4728	BUILDING SUPPLIES	45.14	709.89	900.00	190.11	0.79
4740	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
4741	EQUIPMENT SUPPLIES	796.11	2,144.13	8,650.00	6,505.87	0.25
4801	CONTRACT SERVICES	2,560.00	2,710.00	7,700.00	4,990.00	0.35
4820	80th Anniversary	0.00	0.00	0.00	0.00	0.00
4850	COMMUNICATIONS	196.85	1,116.48	4,200.00	3,083.52	0.27
4910	INSURANCE	6,232.00	24,329.00	29,900.00	5,571.00	0.81
4920	UTILITIES	1,240.23	5,429.76	17,000.00	11,570.24	0.32
4960	EDUCATION & TRAININ	69.76	509.75	7,060.00	6,550.25	0.07
4970	OFFICE EQUIPMENT	1,999.00	1,999.00	240.00	(1,759.00)	8.33
4976	FIRE EQUIPMENT	263.88	1,499.52	23,500.00	22,000.48	0.06
4978	FIRE EQUIP.-MAINT/REP	213.95	570.29	18,700.00	18,129.71	0.03
4979	FIRE EQUIPMENT-UPGR	0.00	244.96	1,750.00	1,505.04	0.14
4981	APPARATUS	0.00	0.00	0.00	0.00	0.00
4982	Loose Equip. New Apparatu	0.00	0.00	0.00	0.00	0.00
4983	Misc. Upgrades	0.00	0.00	0.00	0.00	0.00
4984	COMPUTER EQUIPMEN	0.00	0.00	900.00	900.00	0.00
4988	COMPUTER SOFTWARE/	79.00	379.00	750.00	371.00	0.51
4999	RESERVE	0.00	0.00	0.00	0.00	0.00
	Total Expenses	33,429.22	93,232.57	298,000.00	204,767.43	0.31
	Net Income/<Loss>	(23,366.16)	40,511.17	0.00		
3400	FUND BALANCE-Beginni	0.00	28,182.61	0.00		
	Fund Balance-End of Year	(23,366.16)	68,693.78	0.00		

**SWARTZ CREEK AREA FIRE DEPARTMENT
BILLS PAID LIST**

					30-Apr-09
DATE:	CHECKS	PAYEE:	AMT	ACCT	TRANSACTION DESCRIPTION
4/2/2009	15042	CHASE	\$2,506.30	22021	0309 SOC. SEC
4/2/2009	15043	CLAYTON TWP	\$28.06	4920	SEWER-STA 2
4/2/2009	15044	SCAFA	\$440.00	22024	ASSOC DUES
			\$24.00	22025	ASSOC PAGERS
4/2/2009	15045	FRIEND OF THE COURT	\$37.56	22026	FRIEND OF THE COURT
4/2/2009	15046	ICMA	\$884.16	22023	DF COMP EE PORTION
			\$391.50	4708	DF COMP ER PORTION
4/2/2009	15047	MCLAREN	\$2,560.00	4709	PHYSICALS
4/2/2009	15048	NYE UNIFORM	\$263.88	4709	BADGES/SCRAMBLES
			\$6.70		SHIPPING
4/2/2009	15049	TRUDY ONORE	\$60.00	4801	STATION 1 CLEANING
4/2/2009	15050	PAYROLL	\$10,892.84	1002	PAYROLL-FF & STAFF
4/2/2009	15051	PETTY CASH	\$46.14	4741	CABLE TIES, PAINT MARKER
			\$11.20	4727	POSTAGE
4/2/2009	15052	STATE OF MICHIGAN	\$369.68	22022	03/09 STATE TAX
4/6/2009	15053	MCLAREN	\$27.00	4960	CPR CARDS
4/13/2009	15054	BATTERY ZONE	\$136.00	4741	WT BATTERIES
			\$7.95	4727	SHIPPING
4/13/2009	15055	CITY OF SWARTZ CREEK	\$782.61	4920	UTILITIES-STA 1
4/13/2009	15056	CONSUMERS ENERGY	\$429.56	4920	UTILITIES-STA 2
4/13/2009	15057	GILL ROYS	\$47.46	4741	EQUIPMENT SUPPLIES
			\$3.58	4727	BLDG KEYS
4/13/2009	15058	SUBURBAN AUTO	\$106.89	4741	EQUIPMENT SUPPLIES
4/13/2009	15059	VISA	\$41.56	4728	PAPER PRODUCTS
			\$42.76	4960	REHAB SUPPLIES/MEMBERSHIP
			\$79.00	4988	SOFTWARE
			\$30.85	4727	SHIPPING, OFFICE SUPPLIES
			\$297.16	4741	EQUIPMENT SUPPLIES
			\$144.95	4978	41-27, 41-26 REPAIR
4/20/2009	15060	COMCAST	\$188.85	4850	PHONE/INTERNET-STA 1
4/20/2009	15061	FRONT LINE	\$69.00	4978	DRAIN CABLE 41-11
4/20/2009	15062	ICMA	\$69.42	22023	DF COMP EE PORTION
4/20/2009	15063	MI MUNICIPAL FUND	\$6,232.00	4910	WC INSURANCE
4/20/2009	15064	PAYROLL	\$978.02	1002	PAYROLL-STAFF
4/20/2009	15065	SCAFA	\$8.00	4850	CHIEF'S PAGER
4/20/2009	15066	VALLEY PETROLEUM	\$162.46	4741	FUEL
4/20/2009	15067	ROY, NOYE & ASSOC	\$2,500.00	4801	AUDITOR FEES
4/29/2009	15068	AMERICAN OUTPUT	\$1,999.00	4970	COPY MACHINE
			(\$2,506.30)	22021	03/09 SOC SEC PAYABLE
			(\$369.68)	22022	03/09 STATE TAX PAYABLE
			\$3,089.54	22021	02/09 SOC SEC PAYABLE
			\$509.56	22022	02/09 STATE TAX PAYABLE
		TOTAL	\$33,429.22		

7

AS OF: May 11, 2009
TO: Swartz Creek Area Fireboard
RECORDED BY: Fire Chief Brent Cole
SUBJECT: Current Apparatus Readiness Status

Unit	Type	Assignment	Status
11	98 Pumper	Station 1	In service.
12	91 Pumper	Station 1	In service.
16	91 Squad	Station 1	In service.
17	79 Grass Rig	Station 1	In service.
21	99 Pumper	Station 2	In service.
23	92 Tanker	Station 2	In service.
26	93 Squad	Station 2	In service.
27	79 Grass Rig	Station 2	In service.

SWARTZ CREEK AREA FIRE DEPARTMENT
 8100 B CIVIC DRIVE
 SWARTZ CREEK, MI 48473

INVOICE

Invoice Number: 051209
 Invoice Date: May 12, 2009
 Page: 1
 Duplicate

Voice: 810/635-2300
 Fax: 810/635-7461

Bill To:
CITY OF SWARTZ CREEK 8083 CIVIC DRIVE SWARTZ CREEK, MI 48473

Ship To:

Customer ID	Customer PO	Payment Terms
CITY01		Due at end of Month
Sales Rep ID	Shipping Method	Ship Date
	Courier	5/31/09

Quantity	Item	Description	Unit Price	Amount
376.50	FIRE02	FIRE SERVICE 04/2009	12.61	4,747.19

Subtotal	4,747.19
Sales Tax	
Total Invoice Amount	4,747.19
Payment/Credit Applied	
TOTAL	4,747.19

Check/Credit Memo No:

4747.19

SWARTZ CREEK AREA FIRE DEPARTMENT
 8100 B CIVIC DRIVE
 SWARTZ CREEK, MI 48473

INVOICE

Invoice Number: 051210
 Invoice Date: May 12, 2009
 Page: 1
 Duplicate

Voice: 810/635-2300
 Fax: 810/635-7461

Bill To:
CLAYTON TOWNSHIP 2011 MORRISH ROAD SWARTZ CREEK, MI 48473

Ship To:

Customer ID	Customer PO	Payment Terms
CLAY01		Due at end of Month
Sales Rep ID	Shipping Method	Ship Date
	Courier	5/31/09

Quantity	Item	Description	Unit Price	Amount
428.00	FIRE02	FIRE SERVICE 04/2009	12.58	5,382.83

Subtotal	5,382.83
Sales Tax	
Total Invoice Amount	5,382.83
Payment/Credit Applied	
TOTAL	5,382.83

Check/Credit Memo No:

5382.83

*SWARTZ CREEK AREA FIRE DEPARTMENT
POLICIES
TABLE OF CONTENTS*

100 -----Goals
101 -----Policy/Procedure Codification
102 -----Administrative Policy
103 -----Health and Safety
104 -----Prevention/Inspection
105 -----Suppression/Mutual Aid Policy
106 -----Training
107 -----Incident Command System
108 -----Health and Safety Committee
109 -----Equipment/Apparatus Purchase
110 -----Personnel to be Bonded
111 -----Expense Reimbursement
112 -----Operating Expenses Authorization
113 -----Safety
114 -----Execution of Chief's Duties
115 -----Municipal Budgetary & Policy Inquiries
116 -----Municipal Notification of By-laws amendments
117 -----Computer Security
118 -----Equipment Disposition
119 -----Evaluation
120 -----Purchasing Policy

GUIDELINE: #404

ADOPTED: February 23, 1992

REVIEWED: 04/24/09

REVISED: 10/24/93, 10/01/96, 08/10/99, 03/13/00, 02/19/02, 11/12/03, 05/02/2006, 01/25/07, 04/26/09

SUBJECT: PERSONNEL GUIDELINES; Probationary Firefighter Guidelines

PURPOSE: To establish specific guidelines and restrictions for inexperienced department personnel without prior firefighter experience and certification; and to provide a mechanism to evaluate a probationary firefighter at six (6) months tenure

OBJECTIVE: To clearly define what activities probationary firefighters can participate in and what restrictions shall apply. To protect the health and safety of the probationary firefighter and other department personnel.

NON-CERTIFIED FIREFIGHTER REQUIREMENTS:

1. Shall remain on probation a minimum of one year and until the successful completion of the Firefighter Academy.
2. Shall complete the orientation program before responding to any department incidents.
3. Shall enroll in the first available Fire Fighter Academy class.
4. Must attend scheduled departmental training sessions as indicated in SOG 407.

INEXPERIENCED FIREFIGHTER RESTRICTIONS:

Definition: Personnel that have no formal Office of Fire Fighting Training (OFFT) certification or SCAFD training associated with the alarm type.

1. May only perform fire operations:
 - A. after training by SCAFD and/or OFFT academy training
 - B. only under direct supervision of an officer or senior firefighter.
2. In the event an initial alarm is dispatched, but is determined to be mutual aid, those personnel that are not Firefighter I certified shall not participate (reference Genesee County Fire Chiefs SOG 91-2).

PROBATIONARY FIREFIGHTER INCIDENT ACTIVITY GUIDELINES:

1. Shall participate in salvage and overhaul operations while under direct supervision of a department officer or senior firefighter, including the use of SCBA (self contained breathing apparatus) if necessary - ONLY AFTER RECEIVING PROPER TRAINING IN THE USE OF SCBA.
2. Shall participate in defensive firefighting operations from the exterior while under the direct supervision of a department officer or senior firefighter.
3. Shall participate in grass fire operations while under the direct supervision of a department officer or senior firefighter.
4. Shall operate the air filling station, generator lights, and various equipment on the Squad truck (41-16) after receiving the proper department training.

FIREFIGHTER I LEVEL PROBATIONARY PERSONNEL:

1. Upon receiving Firefighter I certification probationary personnel may request, in writing, to respond on initial apparatus and perform firefighter functions provided they have completed a minimum six (6) months probationary period.
2. The Fire Chief shall approve or deny all such requests.

SOG404

04/09

Page 1/2

PRIOR EXPERIENCE PROBATIONARY PERSONNEL:

1. Shall be allowed to participate in offensive fire suppression, once trained and familiar with the necessary equipment.
2. Shall not drive apparatus other than Squad 26.
3. No other apparatus shall be driven until the annual SCAFD Driver Training Course has been completed and passed. In addition, a driver must have passed the OFFT Drivers Training Course.

SIX-MONTH EVALUATION PROCESS:

1. Near the six (6) month tenure of probation, firefighters will be required to appear before the SCAFD Officers.
2. This appearance is intended to provide the probationary firefighter information associated with their performance with the SCAFD.
3. Comments and/or suggestions from any of the Officers will be made part of the six (6) month evaluation form. This form will be reviewed with the probationary firefighter, after the meeting.
4. If improvements are to be made, progress will be evaluated at the eleven (11) month evaluation period to determine if probation should be extended, removed, or a recommendation of termination be made.

DISCIPLINARY PROBATIONARY STATUS:

1. If for disciplinary reasons, a regular status firefighter is placed on probation, the following will result for the duration of the probationary period:
 - A. The current pay rate will be reduced to the current probationary base II amount.
 - B. Can not respond with lights and siren on personal owned vehicles (POV).
 - C. Can not respond direct to incidents.
 - D. Can not drive department apparatus.
 - E. Can not respond to mutual aid or automatic mutual aid alarms.

ADDITIONAL COMMENTS:

2. Regardless of experience level, if a vacant seat is available, those personnel that this SOG applies to should respond on the apparatus.
3. The current level of training shall be the limiting factor dictating involvement. If you haven't been trained, do not participate. Inform the person in charge and/or refrain from riding on the initial apparatus.
4. All SCAFD personnel, regardless of inexperience, shall take precedence over an Explorer for apparatus seating. However, if the SCAFD employee has had no training, common sense shall prevail in allowing an experienced Explorer fill the apparatus seat.
5. The intent of this SOG is to insure as successful and safe fire fight as possible, while at the same time, provide experience for those new to the fire service.

12

GUIDELINE: #404

ADOPTED: February 23, 1992

REVIEWED: 04/24/09

REVISED: 10/24/93, 10/01/96, 08/10/99, 03/13/00, 02/19/02, 11/12/03, 05/02/2006, 01/25/07, 04/26/09

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SOG404

04/09

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GUIDELINE: #420

ADOPTED: October 24, 1993

REVIEWED: 04/24/09

REVISED: 11/12/01, 05/02/06, 04/08/08, 04/26/09

SUBJECT: PERSONNEL GUIDELINES; Discipline

PURPOSE: To establish guidelines for enacting disciplinary action

OBJECTIVE: To define the proper sequence of disciplinary action and the appeal process associated with it.

1. Department personnel are subject to disciplinary action for violation of any department By-Law, Rule, Regulation, Policy, Guideline (SOG), Order, etc.
2. Disciplinary action shall consist of:
 - A. Verbal Reprimand - documented in personnel file
 - B. Written Warning
 - C. Written Reprimand
 - D. Suspension 30 days (maximum of 3)
 - E. Dismissal
3. All disciplinary actions shall be documented and placed in the department member's personnel file.
4. The Chief shall have the authority to immediately suspend and/or recommend immediate dismissal of any department member violating any By-Laws, Rule, Regulation, Policy, Guideline, Order, etc. that may cause a threat to the health and safety of department personnel and/or the general public.
5. Department personnel may appeal any disciplinary action through the Chain of Command using SOG 207: Grievances Guidelines, as a model.
6. Department personnel may appeal to the Fire Board through the "Chain of Command Appeal to the Board" only after exhausting all other appeals through the Chain of Command.
7. More than two (2) consecutive violations OR an accumulation of more than three (3) violations in a 24 month period may be grounds for a continuation of probationary status OR placement on probation for six (6) months. Only those violations for a 24 month period will be used for status determination. If during the six (6) month period following, another infraction should occur, a request to the Fireboard for dismissal may be an option used to resolve the situation.
8. If a person is placed on probationary status, the pay they will receive during the designated period of time will also be probationary in rate.
9. Those placed on suspension shall still be required to perform any station duties they have been assigned to.

Comments:

Corrective Action. The purpose of corrective action is to impress upon the employee the seriousness of his/her actions and to correct the employee's behavior or performance. The Swartz Creek Area Fire Department will react to any incidents of unacceptable work performance, inappropriate work behavior, violation(s) of work rules or guidelines in a timely manner. All corrective action reports must be signed by the employee and management to ensure that the situation has been discussed. Refusal by the employee to sign any corrective action report can be grounds for dismissal.

Counseling. This initial step precedes formal corrective action and is designated to alert the employee that there is an attendance, behavior, or performance issue. The employee will be notified that if the problem is not corrected, formal corrective action will result. This conversation will be documented in writing, dated and signed.

SOG420

04/09

Page 1/2

Documented verbal reprimand. This is the least severe of all corrective actions. If this step is taken, the chief or designee will prepare a written document which include reference to the SOG violated, reason for the corrective action, what corrective action step may follow if a similar or non-similar infraction or performance problem continues, and the action to be taken.

Written Warning. This is the next step after a documented verbal reprimand has been issued, for the same offense.

Written Reprimand. This step is necessitated in circumstances where inappropriate employee conduct is either a repeated similar or non-similar offense or an offense of a more serious nature. If this step is taken the chief (or a chief level officer if designated by the chief) will prepare a written document which includes reference to the SOG violated, reason for the corrective action, what step may follow is a similar or non-similar infraction or performance problem continues, and the action to be taken. Designating a corrective probationary period may be part of this step of disciplinary action.

Suspension/Probation/Final Warning. Suspension and probation periods may result when prior corrective action has not been successful, the circumstances warrant more severe corrective action, or an investigation of a serious offense is necessitated. The Swartz Creek Area Fire Department may at anytime suspend an employee pending investigation.

Probationary periods. This level of discipline is defined and requires successful evaluation of the employee's behavior or performance (average or better) to complete. If this step of corrective action is taken, The Chief will prepare a written document which includes reference to the SOG violated, reason for the corrective action, what step may follow if the infraction or performance problem continues, and the action the be taken. Final placement of an employee on probation shall be by the Swartz Creek Area Fireboard. **Refer to SOG 404, Probationary Firefighter Guidelines, Disciplinary Probationary Status, for restrictions.**

Discharge. In cases where prior corrective action has been unsuccessful or when the circumstances warrant a severe response, The Swartz Creek Area Fire Department may terminate the employment relationship. The Chief will prepare written documentation of the discharge notification and hold a discharge conference with the employee, with another chief level officer present as a witness. Final discharge of an employee shall be by the Swartz Creek Area Fireboard.

The Swartz Creek Area Fire Department reserves the right to initiate corrective action at any step of the corrective action process or to skip steps in the procedure at its discretion based upon the nature and pattern of the infraction (s) or performance problem (s). This corrective action policy does not in any way alter the employment relationship which requires that employees perform satisfactorily at all times in the judgment of management and to adhere to the polices and principles established by the Swartz Creek Area Fire Department.

GUIDELINE: #420

ADOPTED: October 24, 1993

REVIEWED: 04/24/09

REVISED: 11/12/01, 05/02/06, 04/08/08, 04/26/09

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GUIDELINE: #602

ADOPTED: October 24, 1993

REVIEWED: 04/18/09

REVISED: 09/24/96, 12/31/96, 08/10/99, 05/29/02, 02/23/05, 03/07/05, 05/02/2006, 04/18/2009

SUBJECT: COMMUNICATIONS/RESPONSE: Apparatus Response

PURPOSE: To establish guidelines for appropriate apparatus response

OBJECTIVE: To establish the proper apparatus and order of apparatus response to specific types of incidents

1. When a call for an emergency, or non-emergency, incident is received by the SCAFD the apparatus and personnel response shall be predicated upon the following factors:
 - A. Safety and well being of SCAFD employees AND the citizens of the SCAFD fire district.
 - B. Movement of appropriate apparatus and equipment sufficient to initiate mitigation efforts on the emergency scene.
2. Apparatus shall respond according to the current "Apparatus Response Schedule" as posted at each station.
3. Apparatus shall respond in the order listed on the Apparatus Response Schedule.
4. Class A pumper shall be used as the main pumper on all structure fires.
5. Department personnel are required to ride within enclosed cabs on all apparatus.
6. Apparatus shall leave the station with a minimum of three (3) department personnel whenever possible.
7. Squad 16 and Squad 26 shall be used to transport manpower whenever possible.
8. The first apparatus at the hydrant shall set up the hydrant for use for the duration of the incident.
9. Direct response authorized personnel shall comply with the incident direct response directive or future drafted SOG, whichever applies
10. Those direct responders shall not respond to a fire district scene until all units required to respond have done so.
11. Under no circumstances shall personnel respond to incident emergencies, whether potential or actual, without proper dispatching of the SCAFD. Central Dispatch, unless otherwise directed by a Chief officer, shall be used. Use 911 to report the incident or a radio if no phone is available.
12. It shall be the responsibility of the driver (and driver only) to utilize the apparatus siren with emergency lights. Considerations such as blind spots, pedestrians or other obstructions, that may limit apparatus visibility by civilians, shall be considered when using sirens.

SOG602

04/09

Page 1/4

Apparatus Response Schedule

Structure Fire:

Residential/Commercial

11-12-16-21-23 and 26 as needed

Fire Alarms:

Treat as a structure fire unless 911 advises that the alarm company is canceling the alarm. Then at least 1 unit will continue to confirm the status and retrieve the report information.

Vehicle Related Alarms (1):

Wash Down

11

21

Minor (order of response)

11-12

21-12

Major (commercial, industrial)

11-12-23

21-12-23

Extrication Alarms: (4 2)

11-21

21-11

Grass/Brush Fires: (2 3)

17-27 (3 4)

27-17-(3 4)

Smoke Investigation:

11

21

Open Burn:

17 (2 3)

27 (2 3)

Bomb Threat: (4-5)

"CODE A"

11-12

21-23-12

Alarm will be dispatched as a "Stand-by" if no device has been found. Info regarding incident will be on the printer. If a response is needed, stage one block away and wait. **NO RADIO TRAFFIC.** If a bomb is detonated, it will be treated as a structure fire. REFERENCE SOG #612 for further info.

Medical/Lift Assist:

11

21

Other:

11

21

(1) Respond Squad 26 Code 1 with 3 for traffic control.

(2) Respond 16 at night for lights. Personnel as needed.

(3) Initial response will be Code 1 until size up or 911 indicates the necessity to upgrade.

(4) Respond Code 3 until or unless down graded. Cancel other stations if can handle grass fire alone.

(5) It is the intention to keep at least 11 or 21 at a station to prevent loss of both. Use the telephone between station 1 & 2 to determine response if not obvious.

County Coordination:

Personnel Only: 16 (with 5 person crew + driver)

Pump and Personnel to scene: 12 (with 5 person crew)

Pump and Personnel to station: 11 or 21 (with 5 person crew + driver)

Air System ONLY: 16 (with 2 personnel)

Tanker: 23 (with 2 personnel max.)

Special Request - Officer Discretion

Special Note: Professional courtesy between SCAFD stations and common sense shall play an important role in the response decision process. It should also be noted, the time of day shall also play an important roll in the response schedule.

SOG602

04/09

Page 2/4



MUTUAL AID RESPONSE SCHEDULE

FLUSHING	AUTOMATIC MUTUAL AID:	OTHER MUTUAL AID:
	<p>Examine computer print out to determine availability of hydrants.</p> <p>E-21 (with full crew)=Hydrant areas (Thermal Imager transferred to E-21)</p> <p>PLUS:</p> <p>-Non-hydrants = T-23 FIRST OUT (Maximum 2)</p> <p>-S-16 shall respond towards Station 2 to insure all required apparatus have responded.</p>	<p>Stand by at station=E-21</p> <p>Additional Personnel/Air=S-16 (with 5 person crew)</p> <p>Air only=S-16 (maximum 2 person crew)</p> <p>Grass Fires=G-27</p> <p>Extrication=E-21 (with 26 supplement)</p>

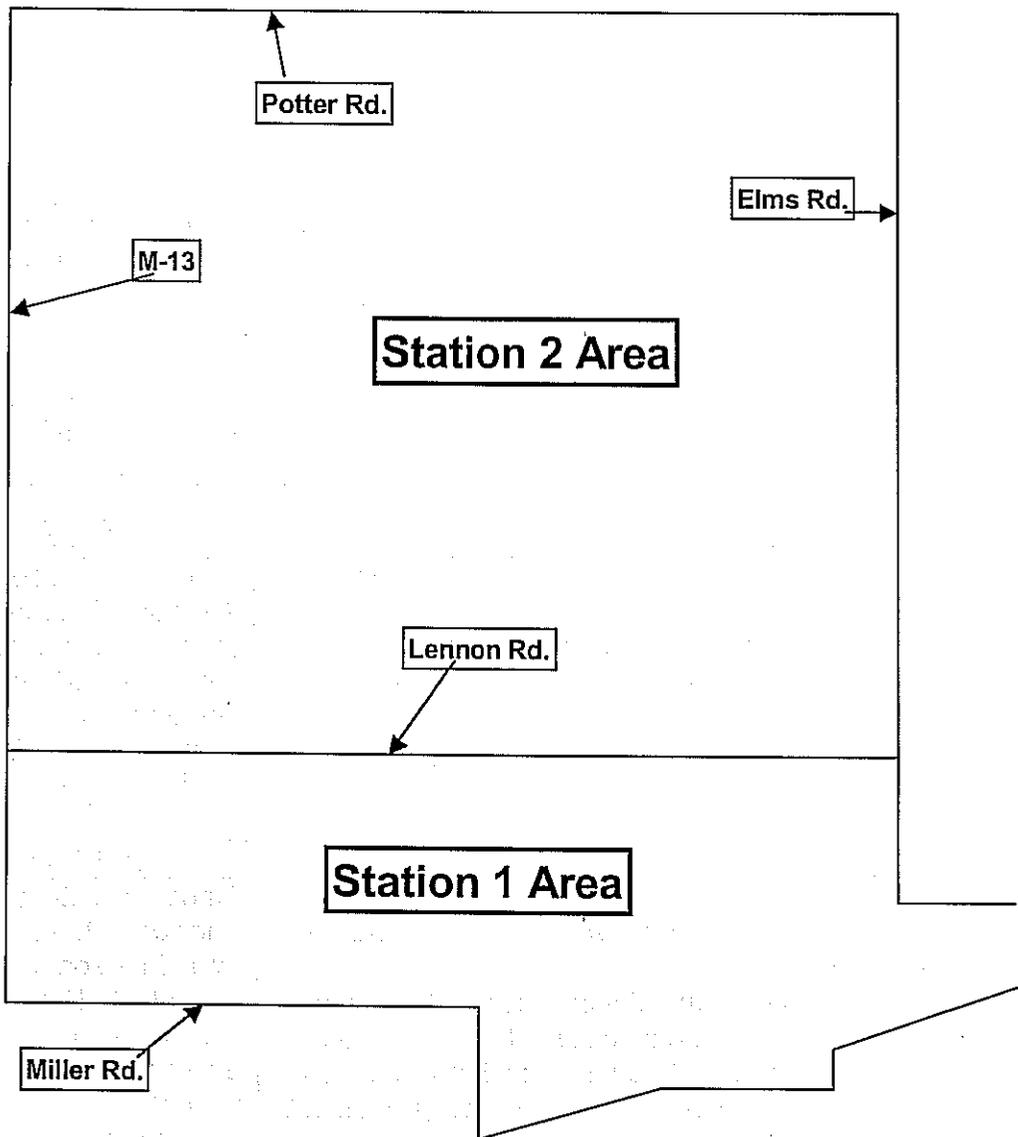
GAINES	AUTOMATIC MUTUAL AID:	OTHER MUTUAL AID:
	<p>Examine computer print out to determine availability of hydrants.</p> <p>Pump/Personnel to scene=E-12 (with 5 person crew)</p> <p>If the location could indicate a first on status by a SCAFD unit, E11 may be substituted for E12.</p> <p>PLUS: Non hydrant areas=T23 (maximum 2 person crew)</p>	<p>Stand by at station=E-11</p> <p>Additional Personnel/Air=S16 (with 5 person crew)</p> <p>Air Only=S-16 (maximum 2 person crew)</p> <p>Grass Fires=G-17</p> <p>Extrication=E-11</p>

VENICE	AUTOMATIC MUTUAL AID:	OTHER MUTUAL AID:
	<p>Examine Venice Township maps to be aware of appropriate response. If do not know where you are going, USE THE MAPBOOK!</p> <p>NOTE: The dividing line that determines which stations respond "personnel" is Lennon Rd. All addresses on both sides of Lennon Rd. & south (south half)=Station 1. All addresses North of Lennon Rd. (north half)= Station 2</p> <p>Tanker 23 responds to all alarms.</p> <p>North half=E21 (with Thermal Imager)</p> <p>South half=E11</p>	<p>Stand by at station=E-11/E-21</p> <p>Additional Personnel/Air=S-16 (with 5 person crew)</p> <p>Air Only=S-16 (maximum 2 person crew)</p> <p>Grass Fires=G-27 (north), G-17 (south)</p> <p>Extrication=E21 (north), E11 (south)</p>

FLINT/MUNDY		
	<p>Stand by at station=E-11 or E-21 (Depending on Location)</p> <p>Pump/Personnel to scene=E-12 (with 5 person crew)</p> <p>Tanker Only=T-23 (maximum 2 person crew)</p> <p>Personnel/Air=S-16 (with 5 person crew)</p> <p>Air Only=S-16 (maximum 2 person crew)</p> <p>Grass Fires=G-17 or G-27 (Depending on Location)</p> <p>Extrication=E-11 or E-21 (Depending on Location)</p>	

ALL OTHERS: Model after above responses with OFFICER discretion.

Special Note: Common sense will play an important role in all responses; situations may call for altering of the response schedule. Request resources from other departments, to cover the fire district, if coordination is not in effect.



ASSIGNED FIRST RUN TERRITORIES

- * The first apparatus ready for response shall proceed to the address whether or not it is the properly assigned apparatus.
- * When the assigned apparatus is properly manned, it shall respond and inform the first responding apparatus of same. The first apparatus can be canceled or sent Code I.*
- * 41-11 and 41-12 shall respond on all I-69 incidents.
- * Incidents on roads that act as boundary lines will be responded by both stations with the first arriving unit being the designated responder.

Handwritten initials

GUIDELINE: #602

ADOPTED: October 24, 1993

REVIEWED: 04/18/09

REVISED: 09/24/96, 12/31/96, 08/10/99, 05/29/02, 02/23/05, 03/07/05, 05/02/2006, 04/18/2009

SUBJECT: COMMUNICATIONS/RESPONSE: Apparatus Response

PURPOSE: To establish guidelines for appropriate apparatus response

OBJECTIVE: To establish the proper apparatus and order of apparatus response to specific types of incidents

1. When a call for an emergency, or non-emergency, incident is received by the SCAFD the apparatus and personnel response shall be predicated upon the following factors:
 - A. Safety and well being of SCAFD employees AND the citizens of the SCAFD fire district.
 - B. Movement of appropriate apparatus and equipment sufficient to initiate mitigation efforts on the emergency scene.
2. Apparatus shall respond according to the current "Apparatus Response Schedule" as posted at each station.
3. Apparatus shall respond in the order listed on the Apparatus Response Schedule.
4. Class A pumper shall be used as the main pumper on all structure fires.
5. Department personnel are required to ride within enclosed cabs on all apparatus.
6. Apparatus shall leave the station with a minimum of three (3) department personnel whenever possible.
7. Squad 16 and Squad 26 shall be used to transport manpower whenever possible.
8. The first apparatus at the hydrant shall set up the hydrant for use for the duration of the incident.
9. Direct response authorized personnel shall comply with the incident direct response directive or future drafted SOG, whichever applies
10. Those direct responders shall not respond to a fire district scene until all units required to respond have done so.
11. Under no circumstances shall personnel respond to incident emergencies, whether potential or actual, without proper dispatching of the SCAFD. Central Dispatch, unless otherwise directed by a Chief officer, shall be used. Use 911 to report the incident or a radio if no phone is available.
12. It shall be the responsibility of the driver (and driver only) to utilize the apparatus siren with emergency lights. Considerations such as blind spots, pedestrians or other obstructions, that may limit apparatus visibility by civilians, shall be considered when using sirens.

SOG602

04/09

Page 1/4

Apparatus Response Schedule

Structure Fire:

Residential/Commercial 11-12-16-21-23 and 26 as needed

Fire Alarms:

Treat as a structure fire unless 911 advises that the alarm company is canceling the alarm. Then at least 1 unit will continue to confirm the status and retrieve the report information.

Vehicle Related Alarms (1):

	<u>Station 1</u>	<u>Station 2</u>
Wash Down	11	21
Minor (order of response)	11-12	21-12
Major (commercial, industrial)	11-12-23	21-12-23

Extrication Alarms: (2)

	11-21	21-11
--	-------	-------

Grass/Brush Fires: (3)

	17-27 (4)	27-17-(4)
--	-----------	-----------

Smoke Investigation:

	11	21
--	----	----

Open Burn:

	17 (3)	27 (3)
--	--------	--------

Bomb Threat: (5)

"CODE A"

	11-12	21-23-12
--	-------	----------

Alarm will be dispatched as a "Stand-by" if no device has been found. Info regarding incident will be on the printer. If a response is needed, stage one block away and wait. **NO RADIO TRAFFIC**. If a bomb is detonated, it will be treated as a structure fire. REFERENCE SOG #612 for further info.

Medical/Lift Assist:

	11	21
--	----	----

Other:

	11	21
--	----	----

(1) Respond Squad 26 Code 1 with 3 for traffic control.

(2) Respond 16 at night for lights. Personnel as needed.

(3) Initial response will be Code 1 until size up or 911 indicates the necessity to upgrade.

(4) Cancel other stations if can handle grass fire alone.

(5) It is the intention to keep at least 11 or 21 at a station to prevent loss of both. Use the telephone between station 1 & 2 to determine response if not obvious.

County Coordination:

Personnel Only: 16 (with 5 person crew + driver)

Pump and Personnel to scene: 12 (with 5 person crew)

Pump and Personnel to station: 11 or 21 (with 5 person crew + driver)

Air System ONLY: 16 (with 2 personnel)

Tanker: 23 (with 2 personnel max.)

Special Request - Officer Discretion

Special Note: Professional courtesy between SCAFD stations and common sense shall play an important role in the response decision process. It should also be noted, the time of day shall also play an important roll in the response schedule.

SOG602

04/09

Page 2/4

MUTUAL AID RESPONSE SCHEDULE

FLUSHING	AUTOMATIC MUTUAL AID:	OTHER MUTUAL AID:
	E-21 (with full crew)=Hydrant areas PLUS: ~Non-hydrants = T-23 FIRST OUT (Maximum 2) ~S-16 shall respond towards Station 2 to insure all required apparatus have responded.	Stand by at station=E-21 Additional Personnel/Air=S-16 (with 5 person crew) Air only=S-16 (maximum 2 person crew) Grass Fires=G-27 Extrication=E-21 (with 26 supplement)

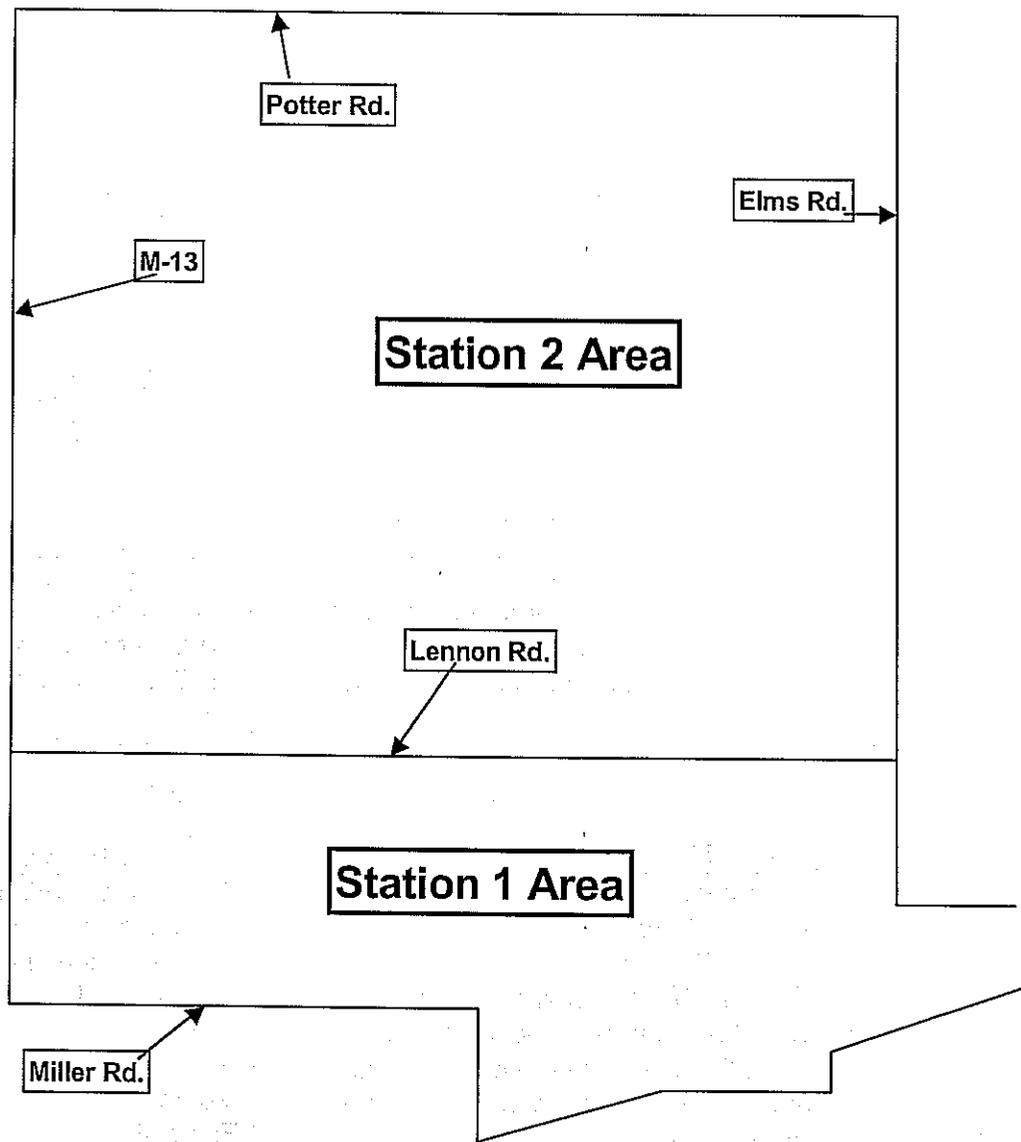
GAINES	AUTOMATIC MUTUAL AID:	OTHER MUTUAL AID:
	Pump/Personnel to scene=E-12 (with 5 person crew) If the location could indicate a first on status by a SCAFD unit, E11 may be substituted for E12. PLUS: Non hydrant areas=T23 (maximum 2 person crew)	Stand by at station=E-11 Additional Personnel/Air=S16 (with 5 person crew) Air Only=S-16 (maximum 2 person crew) Grass Fires=G-17 Extrication=E-11

VENICE	AUTOMATIC MUTUAL AID:	OTHER MUTUAL AID:
	Examine Venice Township maps to be aware of appropriate response. If do not know where you are going, USE THE MAPBOOK! NOTE: The dividing line that determines which stations respond "personnel" is Lennon Rd. All addresses on both sides of Lennon Rd. & south (south half)=Station 1. All addresses North of Lennon Rd. (north half)= Station 2 Tanker 23 responds to all alarms. North half=E21 (with Thermal Imager) South half=E11	Stand by at station=E-11/E-21 Additional Personnel/Air=S-16 (with 5 person crew) Air Only=S-16 (maximum 2 person crew) Grass Fires=G-27 (north), G-17 (south) Extrication=E21 (north), E11 (south)

FLINT/MUNDY		
	Stand by at station=E-11 or E-21 (Depending on Location) Pump/Personnel to scene=E-12 (with 5 person crew) Tanker Only=T-23 (maximum 2 person crew) Personnel/Air=S-16 (with 5 person crew) Air Only=S-16 (maximum 2 person crew) Grass Fires=G-17 or G-27 (Depending on Location) Extrication=E-11 or E-21 (Depending on Location)	

ALL OTHERS: Model after above responses with OFFICER discretion.

Special Note: Common sense will play an important role in all responses; situations may call for altering of the response schedule. Request resources from other departments, to cover the fire district, if coordination is not in effect.



ASSIGNED FIRST RUN TERRITORIES

- * The first apparatus ready for response shall proceed to the address whether or not it is the properly assigned apparatus.
- * When the assigned apparatus is properly manned, it shall respond and inform the first responding apparatus of same. The first apparatus can be canceled or sent Code 1.*
- * 41-11 and 41-12 shall respond on all 1-69 incidents.
- * Incidents on roads that act as boundary lines will be responded by both stations with the first arriving unit being the designated responder.

2009-2010 FIRE BOARD MEMEBERS

NAME	STREET	CITY	ZIP	HOME #	ALT #
Borse, Kim; Acct/Clerical Specialist	4123 Sheraton	Flint	48532	230-0317	w-635-2300
Cavanaugh, Bill; Attorney	1184 W. Bristol, Ste A	Flint	48532		w-767-9040
Childers, Greg	7438 Timberlea Court	Flint	48532	487-1172	c-691-5503
Clolinger, Rick	7232 Parkridge Pkwy	Swartz Creek	48473	635-2379	
Cole, Brent; Chief	1411 Houston	Swartz Creek	48473	635-4449	w-235-0606
Derby, Richard	9230 Corunna	Flint	48532-5504	635-4056	
Hurt, David; Vice-Chairman	9214 Chesterfield	Swartz Creek	48473	635-7706	
Johnson, Norvel	7064 Lennon Rd.	Swartz Creek	48473	635-7917	
Messer, Mike; Chairman	10037 Corunna	Swartz Creek	48473	471-4096	c-282-1933
Thornton, Ray; Secretary/Treasurer	5367 Greanleaf Dr	Swartz Creek	48473	635-9205	
Past Members					
Abrams, Boots (04/09)	5352 Greanleaf Dr.	Swartz Creek	48473	635-9224	
Christie, Jason (11/08)	6315 St. Charles Pass	Swartz Creek	48473	496-3721	
Shumaker, Rod (08/08)	7077 Lou Mac Dr	Swartz Creek	48473	635-2543	

SWARTZ CREEK AREA FIRE BOARD

SWARTZ CREEK, MICHIGAN

REPORT FOR THE YEAR ENDED DECEMBER 31, 2008

TABLE OF CONTENTS

	<u>Page</u>
Report of Independent Auditors	I
Management Discussion and Analysis	II-III
Basic Financial Statements:	
Government-wide Financial Statements:	
Statement of Net Assets	1
Statement of Activities	2
Fund Financial Statements:	
Balance Sheet – Governmental Funds	3
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds	4
Notes to the Financial Statements	5-8
Required Supplementary Information	
Budgetary Comparison Schedules:	
Operation & Maintenance Fund	9
Other Supplemental Schedules:	
Schedule of Expenditures – Operation & Maintenance Fund	10

Independent Auditors' Report

Board of Directors
Swartz Creek Area Fire Board

We have audited the accompanying financial statements of the governmental activities of Swartz Creek Area Fire Board, as of and for the year ended December 31, 2008. These financial statements are the responsibility of the Board's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of Swartz Creek Area Fire Board as of December 31, 2008, and the respective changes in financial position, thereof for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated March 04, 2009, on our consideration of the Swartz Creek Area Fire Board's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in conjunction with this report in considering the results of our audit. The purpose of that report is to describe the scope of our testing and not provide an opinion on the internal control over financial reporting or on compliance.

The management's discussion and analysis and budgetary comparison information on pages II-III and 9 are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Swartz Creek Area Fire Board's basic financial statements. The accompanying other supplementary information, as identified, in the table of contents is presented for purpose of additional analysis and is not a required part of the basic financial statements. The other supplementary information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.



CERTIFIED PUBLIC ACCOUNTANTS

March 04, 2009

Swartz Creek Area Fire Board
Management Discussion and Analysis
For the Years Ended December 31, 2008 and 2007

As management of the Swartz Creek Area Fire Board, we offer readers of the Swartz Creek Area Fire Board's financial statements this narrative overview and analysis of the financial activities of the Swartz Creek Area Fire Board for the years ended December 31, 2008 and 2007.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the Swartz Creek Area Fire Board's basic financial statements. The Board's basic financial statements are comprised of the statement of net assets, statement of activities, governmental funds balance sheet & statement of revenues, expenditures, and changes in fund balance and notes to the financial statements. This report also contains other supplementary and additional information in addition to the basic financial statements themselves.

The statement of net assets presents information on all of the Board's assets and liabilities, with the difference between the two reported as net assets.

The statement of activities presents information showing how the government's net assets changed during the most recent calendar year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenditures are reported in this statement for some items that will only result in cash flows in future periods.

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the governmental fund financial statements.

Financial Highlights

The government-wide financial analysis focuses on the Statement of Net Assets and the Statement of Activities. The total assets of the Board are \$ 394,126 of which \$ 50,220 represents cash and cash equivalents. The liabilities are \$ 156,340 which represents amounts due to vendors, leaving current net assets of \$ 237,786.

Net assets increased \$ 121,417 for the Board as a result of \$ 297,563 in the fire protection expenses, which are offset by general revenues of \$ 303,635 and grants of \$ 126,618. The Board also reimbursed the Municipalities for prior year's surplus. This figure was \$ 11,273.

Net assets invested in capital assets amount to \$ 209,603 leaving restricted net assets of \$ 28,183 which represents the excess of current year revenues over expenditures. This excess is to be reimbursed to the City of Swartz Creek and Clayton Township.

Capital assets include total assets of \$ 1,458,011. These assets are depreciated over various lives based on the type of asset. Accumulated depreciation to date is \$ 1,248,408. Should the Board ever disband, the capital assets are to be allocated based on contributions made by each participating unit for specific years.

**Swartz Creek Area Fire Board
Management's Discussion and Analysis
For the Years Ended December 31, 2008 and 2007**

Contacting the Board's Financial Management

This financial report is designed to provide our citizens and taxpayers with a general overview of the Board's finances. If you have questions about this report or need additional information, contact the Business Office, Swartz Creek Area Fire Board.

Swartz Creek Area Fire Board
Statement of Net Assets
December 31, 2008 and 2007

	<u>ASSETS</u>	
	Governmental Activities 2008	2007
<u>CURRENT ASSETS</u>		
Cash and Cash Equivalents	\$ 50,220	\$ 22,735
Due From Other Governmental Units	130,085	10,298
Prepaid Insurance	4,218	4,325
Total Current Assets	\$ 184,523	\$ 37,358
<u>NON-CURRENT ASSETS</u>		
Capital Assets	1,458,011	1,343,618
Less: Accumulated Depreciation	(1,248,408)	(1,238,522)
Total Noncurrent Assets	\$ 209,603	\$ 105,096
<u>TOTAL ASSETS</u>	\$ 394,126	\$ 142,454
<u>LIABILITIES</u>		
<u>CURRENT LIABILITIES</u>		
Accounts Payable	152,787	23,134
Payroll Liabilities	3,553	2,951
<u>TOTAL LIABILITIES</u>	\$ 156,340	\$ 26,085
<u>NET ASSETS</u>		
<u>NET ASSETS</u>		
Invested in Capital Assets	209,603	105,096
Restricted for Subsequent Expenditures	28,183	11,273
<u>TOTAL NET ASSETS</u>	\$ 237,786	\$ 116,369

See Accompanying Notes to Financial Statements

Swartz Creek Area Fire Board
Statement of Activities
December 31, 2008 and 2007

<u>FUNCTIONS/PROGRAMS</u>	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue & Change in Net Assets</u>	
		<u>Charges For Services</u>	<u>Operating Grants and Contributions</u>	<u>2008</u>	<u>2007</u>
Governmental Activities:					
Public Safety	\$ 297,563	\$ -	\$ 126,618	\$ (170,945)	\$ (302,645)
General Revenues:					
Property Taxes				303,417	295,746
Investment Earnings				186	1,230
Miscellaneous				32	32
Total General Revenues and Transfers				<u>\$ 303,635</u>	<u>\$ 297,008</u>
Reimbursements to Municipalities for prior year's surplus				<u>\$ (11,273)</u>	<u>\$ (8,984)</u>
Change in Net Assets				<u>\$ 121,417</u>	<u>\$ (14,621)</u>
Net Assets - Beginning - As Restated				<u>116,369</u>	<u>130,990</u>
Net Assets - Ending				<u>\$ 237,786</u>	<u>\$ 116,369</u>

See Accompanying Notes to Financial Statements

Swartz Creek Area Fire Board
 Balance Sheet
 Governmental Funds
 December 31, 2008

	Operation & Maintenance Fund	Total Governmental Funds
<u>ASSETS</u>		
Cash and Cash Equivalents	\$ 50,220	\$ 50,220
Due from Other Governmental Units		
Clayton Township	4,810	4,810
Swartz Creek	4,988	4,988
FEMA	120,287	120,287
Prepaid Insurance	4,218	4,218
 <u>TOTAL ASSETS</u>	 \$ 184,523	 \$ 184,523
 <u>LIABILITIES</u>		
Accounts Payable	\$ 152,787	\$ 152,787
Payroll Liabilities	3,553	3,553
Total Liabilities	\$ 156,340	\$ 156,340
 <u>FUND BALANCES</u>		
Restricted for Subsequent Expenditures	28,183	28,183
Total Fund Balances	\$ 28,183	\$ 28,183
 <u>TOTAL LIABILITES AND FUND BALANCES</u>	 \$ 184,523	 \$ 184,523

See Accompanying Notes to Financial Statements

Swartz Creek Area Fire Board
Reconciliation of Total Governmental Fund Balances To
Net Assets of Governmental Activities
December 31, 2008

Total Governmental Fund Balances:	\$ 28,183
Amounts reported for governmental activities in the statement of net assets are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds. The cost of the assets is \$ 1,458,011 and the accumulated depreciation is \$ 1,248,408.	<u>209,603</u>
<u>TOTAL NET ASSETS - GOVERNMENTAL ACTIVITIES</u>	<u>\$ 237,786</u>

Swartz Creek Area Fire Board
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended December 31, 2008

	Operation & Maintenance Fund	Total Governmental Funds
<u>REVENUES</u>		
Contributions From Local Units	\$ 303,417	\$ 303,417
Operating Grants and Contributions	\$ 126,618	\$ 126,618
Earnings on Investments and Deposits	186	186
Other Income	32	32
Total Revenues	\$ 430,253	\$ 430,253
<u>EXPENDITURES</u>		
Operation and Maintenance	248,515	248,515
Vehicle Maintenance	9,747	9,747
Capital Outlay	143,809	143,809
Total Expenditures	\$ 402,071	\$ 402,071
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$ 28,182	\$ 28,182
<u>FUND BALANCE - BEGINNING</u>	\$ 11,273	\$ 11,273
Excess (Deficiency) of Revenues Over (Under) Expenditures	28,182	28,182
Reimbursements to Municipalities for prior year's surplus	(11,273)	(11,273)
<u>FUND BALANCE - ENDING</u>	\$ 28,182	\$ 28,182

See Accompanying Notes to Financial Statements

Swartz Creek Area Fire Board
Notes to Financial Statements
For the Year Ended December 31, 2008

1) DESCRIPTION OF FIRE AUTHORITY OPERATIONS

The Swartz Creek Area Fire Board has been organized as a joint venture of the City of Swartz Creek and the Township of Clayton in Genesee County, Michigan. The organizational agreement provides for a joint exercise of power and the establishment of a separate administrative entity. Members of the Fire Board are appointed by the City and Township. The participating governmental units provide revenue to the department on the basis of fire runs.

The City of Swartz Creek and Township of Clayton each have an undivided one-half interest in the assets of the Fire Board. The City and Township have also provided the Fire Board with the use of several vehicles. Title to these vehicles remains with the contributing unit of government.

2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of Swartz Creek Fire Board conform to generally accepted accounting principles as applicable to governmental entities. The following is a summary of the significant accounting policies:

In June 1999 the Governmental Accounting Standards Board (GASB) issued Statement No. 34, Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments. Some of the significant changes in the Statement include the following:

A Management Discussion and Analysis (MD&A) section to provide an analysis of the Board’s overall financial position and results of operations.

Financial statements prepared with full accrual accounting for all of the Board’s activities.

- A change in the fund financial statements to focus on the major funds.

These and other changes are reflected in the accompanying financial statements and notes to the financial statements.

A) BASIC FINANCIAL STATEMENTS – GOVERNMENT – WIDE STATEMENTS

The Board’s basic financial statements include both government-wide (reporting the Board as a whole) and fund financial statements (reporting the Board’s major funds). The government-wide financial statements categorize primary activities as either governmental or business type. All of the Board’s activities are classified as governmental activities.

In the government-wide Statement of Net Assets, the governmental activities column is presented on a consolidated basis and is reported on a full-accrual economic resource basis, which recognizes all long-term assets and receivables. The Board’s net assets are reported in three parts: invested in capital assets; restricted net assets; and unrestricted net assets.

The government-wide Statement of Activities reports both the gross and net cost of each of the Board’s functions. General government revenues also support the functions. The Statement of Activities reduces gross expenses by related program revenues, operating and capital grants. Program revenues must be directly associated with the functions. Operating grants include operating-specific and discretionary grants. The net costs by function are normally covered by general revenue (property taxes, state and federal sources, interest income, etc.)

Swartz Creek Area Fire Board
Notes to Financial Statements
For the Year Ended December 31, 2008

2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B) BASIC FINANCIAL STATEMENTS – FUND FINANCIAL STATEMENTS

The accounts of the Board are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balance, revenues, and expenditures. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

GOVERNMENTAL FUNDS

General Fund – Operation & Maintenance Fund

The General Fund is the general operating fund of the Board. It is used to account for all financial resources except those required to be accounted for in another fund.

C) BASIS OF ACCOUNTING/MEASUREMENT FOCUS

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental fund types are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in current assets. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a period.

ACCRUAL

Governmental activity in the government-wide financial statements is presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

MODIFIED ACCRUAL

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. “Available” means collectible within 60 days of year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred.

Those revenues susceptible to accrual are property taxes, interest revenue, grants and charges for services. Other revenue is recorded when received.

D) CASH AND CASH EQUIVALENTS

The Board considers highly liquid investments with an original maturity of three months or less when purchased to be cash equivalents.

Investments are reported at fair value, which is determined using selected bases. Short-term investments are reported at cost, which approximates fair value. Securities traded on a national exchange are valued at the last reported sales price and investments that do not have an established market are reported at estimated fair value. Cash deposits are reported at carrying amount, which reasonably estimates fair value.

Swartz Creek Area Fire Board
Notes to Financial Statements
For the Year Ended December 31, 2008

2) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E) CAPITAL ASSETS

General capital assets are those assets not specifically related to activities reported in the proprietary funds. These assets generally result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the government-wide statement of net assets but are not reported in the fund financial statements.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year.

All reported capital assets are depreciated. Depreciation is computed using the straight-line method over the following useful lives:

<u>Description</u>	<u>Governmental Activities</u> <u>Estimated Lives</u>
Equipment	5 – 10 years

F) NET ASSETS

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, consists of capital assets, net of accumulated depreciation. Net assets are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Board or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

G) ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

3) DEPOSITS AND INVESTMENTS

Deposits are carried at cost. Deposits of the Fire Board are at one bank in the name of Swartz Creek Area Fire Department. Michigan Compiled Laws (MCL), Section 129.91, authorized a local unit to deposit and invest in the accounts of Federally insured banks, credit unions and savings and loan associations; bond securities, and other obligations of the United States, or an agency or instrumentality of the United States in which the principal and interest is fully guaranteed by the United States, including securities issued or guaranteed by the Government National Mortgage Association; United States government or Federal agency obligation repurchase agreement; bankers' acceptance of United States banks; mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan; and commercial paper rated by two standard rating agencies within the three highest classifications, which matures not more than 270 days after the date of purchase, and which involves no more than 50 percent of any one fund. Michigan law prohibits security in the form of collateral, surety bonds, or other forms for the deposit of public money. Attorney General's Opinion No. 6168 states that public funds may not be deposited in financial institutions located in states other than Michigan.

At December 31, 2008, the carrying amount of the Board's deposits was \$ 50,220 and the bank balance was \$ 62,134 all of which was covered by federal depository insurance.

Swartz Creek Area Fire Board
Notes to Financial Statements
For the Year Ended December 31, 2008

4) DUE FROM OTHER UNITS OF GOVERNMENT

As of December 31, 2008, the Fire Board had amounts due from other units of government as follows:

Clayton Township	\$	4,810
City of Swartz Creek		4,988
FEMA		<u>120,287</u>
		<u>\$ 130,085</u>

5) CAPITAL ASSETS

Capital asset activity for the fiscal year ended December 31, 2008, was as follows:

	Balance January 1, 2008	Additions	Deletions	Balance December 31, 2008
Machinery and Equipment	\$ 508,469	\$ 134,836	\$ (19,066)	\$ 624,239
Vehicles	759,959			759,959
Office equipment	42,108	500	(1,877)	40,731
800 MHZ equipment	33,082			33,082
Less: Accumulated Depreciation	<u>(1,238,522)</u>	<u>(29,273)</u>	<u>19,387</u>	<u>(1,248,408)</u>
	<u>\$ 105,096</u>	<u>\$ 106,063</u>	<u>\$ (1,556)</u>	<u>\$ 209,603</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

Public Safety \$ 29,273

6) CONTINGENCIES

In the ordinary course of business, the Board is involved in various pending or threatened legal actions. The Board believes that any ultimate liability arising from these actions will not have a material adverse effect on its financial position.

REQUIRED
SUPPLEMENTARY
INFORMATION

Swartz Creek Area Fire Board
Statement of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual
Operation & Maintenance Fund
For the Year Ended December 31, 2008

	Budgeted Amounts		Actual	Variance With Final Budget
	Original	Final		
<u>REVENUES</u>	\$ 298,000	\$ 298,000	\$ 430,253	\$ 132,253
<u>EXPENDITURES</u>				
Operation and Maintenance	298,000	298,000	402,071	(104,071)
Excess of Revenues Over Expenditures	\$ -	\$ -	\$ 28,182	\$ 28,182
 <u>FUND BALANCE - BEGINNING</u>			11,273	
Excess of Revenues over Expenditures			28,182	
Reimbursements to Municipalities for for prior year's surplus			(11,273)	
 <u>FUND BALANCE - ENDING</u>			\$ 28,182	

OTHER SUPPLEMENTAL
INFORMATION

Swartz Creek Area Fire Board
Operation & Maintenance Fund
Schedule of Expenditures
For the Year Ended December 31, 2008

EXPENDITURES

<u>Operation & Maintenance</u>	
Salaries - staff	\$ 56,318
Salaries - officers	15,000
Salaries - firefighters	79,785
Deferred compensation	3,354
Payroll taxes	12,520
Medical expense	5,611
Office supplies	2,530
Building supplies	535
Communications and alarms	3,754
Equipment supplies	7,122
Contract services	7,272
Insurance	25,827
Utilities	15,741
Equipment maintenance	9,747
Equipment	143,809
Education and training	13,146
	<hr/>
<u>TOTAL EXPENDITURES</u>	<u>\$ 402,071</u>

CITY OF SWARTZ CREEK

PLANNING COMMISSION



MEETING OF MAY 19, 2009

7PM IN THE SWARTZ CREEK CITY COUNCIL CHAMBERS

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PLANNING COMMISSION
RESOLUTIONS
TUESDAY, MAY 19, 2009
7:00 P.M.

RESOLUTION NO. 090519-__ (CARRIED/DENIED)

MOTION BY COMMISSIONER _____, SUPPORT BY COMMISSIONER _____, THE SWARTZ CREEK PLANNING COMMISSION APPROVES THE AGENDA FOR THE MAY 5, 2009 PLANNING COMMISSION MEETING.

YES: _____.
NO: _____. MOTION DECLARED CARRIED/DENIED.

RESOLUTION NO. 090519-__ (CARRIED/DENIED)

MOTION BY COMMISSIONER _____, SUPPORT BY COMMISSIONER _____, THE SWARTZ CREEK PLANNING COMMISSION APPROVES THE MINUTES FOR THE MARCH 3, 2009 PLANNING COMMISSION MEETING.

YES: _____.
NO: _____. MOTION DECLARED CARRIED/DENIED.

RESOLUTION NO. 090519-__ (CARRIED/DENIED)

MOTION BY COMMISSIONER _____, SUPPORT BY COMMISSIONER _____, THE SWARTZ CREEK PLANNING COMMISSION HEREBY RECOMMEND APPROVAL OF THE SWARTZ CREEK SENIOR CENTER EXPANSION, WITH SITE PLAN DATED MAY 5, 2009 TO THE CITY COUNCIL.

YES: _____.
NO: _____. MOTION DECLARED CARRIED/DENIED.

RESOLUTION NO. 090519-__ (CARRIED/DENIED)

MOTION BY COMMISSIONER _____, SUPPORT BY COMMISSIONER _____, THE SWARTZ CREEK PLANNING COMMISSION ADJOURNS THE MAY 5, 2009 PLANNING COMMISSION MEETING.

YES: _____.
NO: _____. MOTION DECLARED CARRIED/DENIED.

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF PLANNING COMMISSION MEETING
April 7, 2009**

Meeting called to order at 7:00 p.m. by Chairperson Stephens.

Pledge of Allegiance.

ROLL CALL:

Commissioners present: Abrams, Bueche, Florence, Florine, Hurt, Ridley, Stephens.

Commissioners absent: Conner, Grimes

Staff present: Adam Zettel, Zoning Administrator.

Others present: None.

APPROVAL OF AGENDA:

Resolution No. 090407-01 (Carried)

Motion by Commissioner Hurt, support by Commissioner Florence, the Swartz Creek Planning Commission approves the agenda for the April 7, 2009 Planning Commission meeting as printed.

Unanimous voice vote.

Motion declared carried as presented.

APPROVAL OF MINUTES:

Resolution No. 090407-02 (Carried)

Motion by Commissioner Florine, support by Commissioner Hurt, the Swartz Creek Planning Commission approves the Minutes for the March 3, 2009 Planning Commission meeting.

Unanimous voice vote.

Motion declared carried.

MEETING OPENED TO THE PUBLIC (NON-PUBLIC HEARING ITEMS): None.

NEW BUSINESS:

Assistant City Manager Zettel made a brief presentation reference a request to change the zoning at 5006 Ford Street to residential.

Resolution No. 090407-03

(Carried)

Motion by Commissioner Bueche, second by Commissioner Hurt, the Swartz Creek Planning Commission hereby recommends approval to the City Council of the proposed changes, as attached, to Zoning Appendix A text and map, with the exception of the Golf Course parcel to remain as R1.

Discussion Ensued.

YES: Florence, Florine, Hurt, Ridley, Stephens, Abrams, Bueche.

NO: None. Motion Declared Carried.

Discussion on Senior Center

Assistant City Manager Zettel made a brief presentation on a proposal from the senior center to construct their own addition to their current building.

Commissioners Jim Florence and Doug Stephens elaborated on the actual site plan.

Discussion Took Place.

MEETING OPENED TO THE PUBLIC:

None.

REMARKS BY PLANNING COMMISSION MEMBERS:

Commissioner Stephens commented on the for sale sign on the Marathon station being gone.

ADJOURNMENT:

Resolution No. 090407-04

(Carried)

Motion by Commissioner Bueche, support by Commissioner Hurt, the Swartz Creek Planning Commission adjourns the March 3, 2009 Planning Commission meeting.

Unanimous voice vote.

CITY OF SWARTZ CREEK, MICHIGAN
MINUTES OF PLANNING COMMISSION – April 7, 2009

Meeting adjourned at 8:25 pm.

Paul Bueche,
Secretary

Date: May 15, 2009

To: Planning Commissioners
From: Adam Zettel, AICP
RE: May 19, 2009 Planning Commission Meeting

Hello everyone,

We WILL finally be meeting next week on Tuesday, May 19, 2009. The meeting time and place will be in the City Council chambers at 7:00pm. This meeting is being called for the review of the expansion of the Swartz Creek Senior Center.

Attached to your packet, you shall find the site plan application, drawings, and other materials related to the Senior Center expansion. This project has a few issues that need to be sorted out at the meeting (including parking and drainage among others). However, the plan is very close to being approved and if solutions are in place by Tuesday, the project should be in compliance and ready for approval. Please take a look at the site and the plans, and come to the meeting prepared to discuss the concept and specifics.

Please let me know whether or not you will be able to attend this meeting. I hope to see you there. If you have any questions or comments, **I am available at City Hall at (810) 635-4464.**

Sincerely,

Adam Zettel, AICP
Zoning Administrator

May 13, 2009

Planning Commission
City of Swartz Creek
Swartz Creek, MI 48473-2887

Attention: Swartz Creek Planning Commission

Subject: Senior Center Site Plan Review
4.89 acres located at 8095 Civic Dr (58-35-576-058); See attached map and site plans with various dates.

Dear Chairman and Commissioners:

City staff has reviewed the above site plan review request of the Swartz Creek Area Senior Center to expand the existing Senior Center/Library to accommodate additional space for the Senior Center use. The property is zoned CBD (Central Business District) which permits the public/quasi-public use required for this expansion. The expansion space shall consist of office space, banquet/multi-use space, a storage room, new restrooms, and an expanded kitchen. This expansion shall be integrated with the existing Senior Center.

The applicant is in good standing with the City, the application is complete. A substantial amount of zoning and technical review has been completed; however, there are a few outstanding technical issues that may need administrative or formal acceptance in the future. These shall be discussed in this review. This project requires a full site plan review by the City Planning Commission and City Council, but no special land uses, variances, or zoning change requirements have been identified.

APPLICATION SUBMISSION

The application for site plan review was submitted in its entirety by Hull-Stephens and Associates (architecture firm) and Flint Surveying and Engineering. The required information, in its latest form, was received on plans with various date, the latest being 05/05/2009.

The proposed project is a 4.89 acre, 4,616 sq. ft., senior center expansion located within the Municipal Civic Campus on land that is zoning CBD (Central Business District). The expansion shall be located on the south side of the existing Library/Senior Center complex, on the west end of the City Hall parking lot. This site is adjacent to municipal uses in the CBD zoning classification on the North & East sides (amphitheater & City Hall). The South side use is a funeral home and residential uses in the CBD and future R-4 (downtown residential) zoning classifications, respectively. (Note: the current zoning of all properties to the South is CBD and shall be reviewed as such). The use to the West is the Mari-Dan apartment complex, zoned RM-1.

Note that this project is somewhat unique due to the fact that this building is part of a larger campus of buildings that share parking and other amenities. This also makes the project unique due to the fact there is no immediate street frontage that belongs exclusively to this use. Lastly, this is a quasi-public use.

1. CBD Standards.

Finding: In compliance

The uses on the site plan and the dimensional standards conform to the intent and specifications of the zoning ordinance. *However, a fence is required between the project and the residential property to the West.* The Planning Commission may waive this requirement by resolution if they feel the integration of these two parcels should remain in its current state, and if the existing landscaping buffer is sufficient. It should be noted that there are 14 mature pin and deciduous trees along this property line presently. This decision is at the discretion of the Planning Commission and City Council.

2. Site Plan and Structures-Generally.

Finding: Pending

Concerning the building design and layout, the Senior Center and the Annex are proposed to be constructed of brick and designed to reflect the existing architecture of the municipal campus area. This submission meets all structural requirements of the zoning ordinance.

The applicant must include bike racks in their site plan to replace the existing bike racks.

The utilities, construction notes, surface water management, and drainage have been reviewed by Rowe Inc. The review comments are in various Rowe letters dated March, 9, 2009; April 2, 2009; & May 11, 2009. Approval of the site plan must be conditioned upon satisfaction of all outstanding items addressed in these letters. *The most crucial item that must be addressed and approved (or waived by resolution) by the Planning Commission and City Council or by the City staff, is the emergency spill-way for the sites drainage.*

3. Landscaping and screening.

Finding: In compliance

This project proposes the removal of six (6) mature trees form the site. The applicant proposes to install a landscaping hedge along the east side of the main building, as well

as 4' pine shrubs around the three (3) proposed AC units. Additional landscaping notes are not available.

Staff reviewed the landscape plan in accordance with the requirements in Section 28.02. As previously stated, this project is problematic (unique) due to the campus setting of the building. Because of this, landscaping requirements and provisions cannot be accurately allocated to any specific building.

However, the CBD does not have specific landscaping standards aside from the pedestrian and utility screening requirements that the applicant has met. As such, the site plan meets all landscaping requirements conditioned upon the use of pre-approved planting materials and methods as outlined in the zoning ordinance.

4. Parking and Loading.

Finding: Not in compliance; Collective use of off-street parking required.

The location, number of spaces and layout of the off-street parking is not proposed to change. As evidenced by the table below, the project requires 106 parking spaces. However, the parking lot as it is currently striped contains only 90 parking spaces. Note: the parking lot was designed to contain 107 parking spaces before it was re-striped.

The applicant would like to utilize Section 26.02K of the Zoning Ordinance to allow a 20% reduction in the number of required spaces by sharing the spaces collectively with the City Offices. This is allowable if “the Planning Commission determines that the peak usage will occur at different periods of the day.” Since the City Hall parking spaces are required largely due to evening meeting attendance, this is a reasonable request the Planning Commission and City Council must consider before the plan can be approved.

The expansion has no loading requirements or facilities. Since the development is part of an existing parking area, no additional lighting or landscaping standards apply as submitted.

Parking	Required	Proposed	Comments
Senior Center	1.0 spaces per 100 sq. ft. GLA (6,328 sq. ft.); 64 spaces	Spec.	Shared
Library	1.0 space per 350 sq. ft (2,000); 6 spaces	Spec.	Shared
Storage	1.0 spaces per 1,000 sq. ft (1,223); 2 spaces	Spec.	Shared
City Offices	1.0 spaces per 250 sq. ft. (8,500 sq. ft.); 34 spaces	Spec.	Shared
Total	Required Parking is 106 spaces; 85 spaces if shared collective at 20%	90*	Shared

* Six (6) barrier-free spaces are included in the total existing count.

5. Lighting.

Finding: In compliance

The applicant proposes additional metal halide accent/area lighting on the building elevations. All lighting proposed is acceptable based upon the photometric specifications, shielding, and material descriptions that were submitted.

6. Signs.

Finding: In compliance subject to area and material confirmation.

This project is proposing one wall sign. Any project in the CBD is allowed to have a wall sign that is 1 sq. ft. for every linear foot of frontage (up to 90 ft.) Staff estimates the proposed sign's area to be ~45 sq. ft., constructed out of acceptable materials. A more durable material should be considered in place of the plywood backing that is proposed. The frontage of this parcel as it relates to Civic Drive is approximately 400'.

7. Vehicular and Pedestrian Circulation.

Finding: In compliance

Access management appears adequate from all aspects. Pedestrian access is good and appears to meet the conditions existing and proposed conditions. Sidewalks connect the center to Fortino Dr. and Mari-Dan apartments. General traffic circulation is not being proposed to be altered by this expansion. However, the addition of the annex-garage does provide a new ingress/egress point in the parking lot. This configuration appears to be functional. *Lastly, the applicant should address the removal or repair of the sidewalk lighting that is present on the east and south sides of the project.*

8. Natural Features

Finding: In compliance.

The project does not appear to impact any natural features.

Summary and Recommendation

Staff recommends approval of the site plan, conditioned upon the following:

1. Assessment of the westerly fence requirement.
2. Comments by Rowe Engineering and other permitting agencies are addressed.

3. Acceptance of the collective parking request or other parking solution.
4. Replacement of bike racks.
5. Repair, replacement, or removal of sidewalk lighting.
6. _____

Please contact me directly if you have any comments or inquiries on the matter. I am happy to receive comments in person, in writing, over the phone, or via e-mail.

Sincerely,

Adam H. Zettel, AICP
Assistant City Manager & Zoning Administrator
City of Swartz Creek
azettel@cityofswartzcreek.org

APPLICATION FOR SITE PLAN REVIEW

City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473
810-635-4464

Date: MAR 24, 2009

Fife No _____

Fee Received: \$ 555.00

Receipt No: 87349

NOTICE TO APPUCANT:

Regular meetings of the Swartz Creek Planning commission are held on the first Tuesday of each month at 7:00 PM, at the City Halt, 8083 Civic Dr. Application for site plan review shall be filed at least twenty (20) days before the scheduled meeting date.

Applicant should be familiar with all aspects of the City's Zoning Appendix A pertinent to the site plan application, including but not limited to: the appropriate level of site plan review, the site plan process, review standards, performance guarantees, use restrictions, landscaping, parking, design standards, fees, and enforcement.

TO THE PLANNING COMMISSION:

I, (We), the undersigned, do hereby respectfully make application and petition the Planning Commission to recommend approval of the attached site plan as hereinafter requested, and in support of this application, the following facts are shown.

Furthermore; I (We) have attached proof of ownership, information regarding the number of peak employees anticipated to accompany the site plan uses, and the names, addresses, and telephonelfax numbers of any and all engineers, attorneys, architects, and other professionals associated with this project

The property is located and described, as follows:

Assessment Roll Description No. **58-35-576-058**

Address: **8095 CIVIC DRIVE, SWARTZ CREEK, MI. 48473**

Other description: _____

It has a frontage of **167** feet and a depth of **499** feet. Total acreage is: **4.89**

PRESENT ZONING: **CBD**

If the property is in acreage, and is not therefore a part of a recorded plat: The subject pr-operty is located and described as follows: (indicate total acreage afso).

Assessment Roll Description No. 58- _____ - _____ - _____,

SITE PLAN APPLICANT INFORMATION:

Name: **SWARTZ CREEK AREA SENIOR CENTER, INC**

Address: **8095 CIVIC DRIVE, SWARTZ CREEK, MI. 48473**

Phone Number: **810-635-4122**

SUBJECT PROPERTY IS OWNED BY:

Name: **CITY OF SWARTZ CREEK**

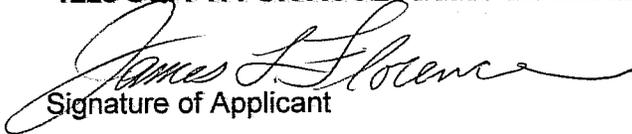
Address: **8083 CIVIC DRIVE, SWARTZ CREEK, MI 48473**

Phone Number: **810-635-4464**

It is proposed that the property will be put to the following use: **SENIOR CITIZEN CENTER**

It is proposed that the following building(s) will be constructed (note gross sq. ft of .each):

**4616 SQ. FT. TO EXISTING BUILDING
1223 SQ. FT. FOR ACCESSORY BUILDING**


Signature of Applicant

Phone Number: **810-635-4122**

Signature of Owner

Phone Number: **810-635-4464**



ROWE PROFESSIONAL SERVICES COMPANY

Large Firm Resources. Personal Attention. sm

March 9, 2009

Mr. Adam Zettel
City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473

RE: Swartz Creek Senior Center – First Site Plan Review

Dear Mr. Zettel:

At the request of the City, Rowe Professional Services Company has completed a site plan review for the Swartz Creek Senior Center. The site plan provided for review was dated, March 09, 2009 and was prepared by Hull Stephens and Associates Architects. The site plan consisted of two sheets; sheet 1 of 3 and a revised grading plan. The subject area consists of approximately 4.89 acres and is zoned General Business (B-2). The project is situated at the existing City Hall site. We offer the following comments at this time:

Permits and Reviews

- 1) The following permits should be obtained prior to construction:
 - a) A City of Swartz Creek storm water discharge permit.
 - b) A City of Swartz Creek sewer tap permit (for the sanitary sewer extension).
 - c) A Part 91, Soil Erosion and Sedimentation Control (SESC) permit obtained from the Genesee County Drain Commissioner's Office – Water and Waste Services (GCDC-WWS).
- 2) Copies of the following authoritative agency approval letters should be provided to the City of Swartz Creek prior to the City of Swartz Creek's site plan approval:
 - a) Soil erosion plan approval from GCDC-WWS.
 - b) Approval of the proposed sewer service extension from GCDC-WWS.

Descriptive and Identification Data

- 1) A location map with north point clearly identifying the site location is not provided.
- 2) Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared the site plan is not provided.
- 3) Zoning classification of all abutting parcels is not shown.

Site Data

- 1) All front, side, and rear setback dimensions are not shown along the parcel line.
- 2) Topography on the site and within 100 feet of the site at two foot contour intervals, referenced to a U.S.G.S. benchmark are not shown.
- 3) Typical cross sections of proposed driveways and sidewalks are not provided.
- 4) Existing and/or proposed trash receptacle locations and method of screening are not shown.

Drainage/Storm Water Management

- 1) It can't be determined from the information provided on the site plan if the proposed storm sewer materials are compliant with the City Design Standards and Construction Specifications.
- 2) The City of Swartz Creek/GCDC-SWM storm water detention design procedure requires a maximum allowable site discharge of 0.2 cfs/acre based on a 100-year storm. The detention calculations submitted compare the post construction and pre construction 2-year storm discharges of the proposed building expansion area to compute the required detention volume. Also, the total existing and proposed drainage area to the existing parking lot storm sewer should be taken into account in the detention calculations.
- 3) The proposed location and detail of the storm water restrictor is not clearly shown on the site plan. Provisions are not provided for storm water overflow in the event the restrictor fails or design flow is exceeded.
- 4) The developer's engineer should verify that the existing 10-inch receiving storm sewer can handle the total of the existing and proposed storm water flow.
- 5) A drainage district line showing all land to be drained through the parking lot drainage system should be shown on the site plan. Existing and proposed drainage patterns should be shown verifying the district boundary.
- 6) The existing high water elevation of the existing detention pond for Marie Dan Development to the west of the site should be shown. The engineer should confirm that the proposed finish floor elevations and/or windows are at least one foot above the high water elevation.
- 7) An 8-inch storm sewer is proposed to provide storm water detention. Clean outs should be provided on the 8-inch in-line detention storm sewer to provide access for future maintenance and cleaning.
- 8) Soil erosion and sedimentation control measures should be shown using the Unified Keying System.
- 9) Compacted sand backfill should be placed along the areas where the proposed storm sewer is under or within the 1 on 1 influence of paved surfaces.

Sanitary

- 1) It can't be determined from the information provided on the site plan if the proposed sanitary sewer lead materials are compliant with the City Design Standards and Construction Specifications.
- 2) The developer's engineer should confirm that the proposed 6-inch sanitary sewer lead has sufficient capacity to service all the proposed and existing buildings.
- 3) The GCDC-WWS standard sanitary sewer construction details should be included in the site plan showing the required details for the proposed sanitary lead construction.
- 4) It can't be determined from the information provided on the site plan if the proposed sanitary sewer lead extension can be constructed at the required minimum 1% slope.
- 5) Clean outs should be placed on the sanitary sewer lead at a maximum spacing of 90 feet and/or at all bends.
- 6) It can't be determined from the information provided on the site plan if sanitary flow pretreatment/degreasing is proposed or required.
- 7) Compacted sand backfill should be placed along the areas where the proposed sanitary sewer lead is under or within the 1 on 1 influence of paved surfaces.

Water

- 1) The developer's engineer should confirm that the existing 1-inch water service will provide sufficient flow for the building additions.

Sidewalks

- 1) It is unclear if sidewalk in conjunction with curb and gutter and thickened edge sidewalk is proposed along the parking lot. The site plan should provide additional details of the proposed sidewalk.
- 2) It appears that the existing parking lot may need to be saw cut and repaired along the proposed sidewalk to facilitate construction. The site plan may need to include provisions for repairing and saw cutting the existing parking lot.
- 3) It can't be determined from the proposed grades shown on the site plan if American Disabilities Act (ADA) requirements have been met. The site plan should include additional information including proposed elevations, existing elevations, and proposed slopes. The location of any existing and/or proposed ADA ramps should also be shown on the site plan.

Our plan review is for conformance with the city's submittal requirements and Standard Engineering Practices for the city's use in deciding whether to approve the site plan. The developer and designer shall be responsible for the accuracy and validity of the information presented on the plan. Regulatory and other governmental agencies with jurisdiction may have additional comments or requirements. The developer and designer remain responsible for the design, construction, and any resulting impacts of the project.

If you have any questions or require additional information, please contact our corporate office.

Sincerely,
ROWE INCORPORATED


Louis P. Fleury, P.E.
Project Manager


Scott C. Hemeyer, P.E.
Project Engineer

cc: Hull Stephens and Associates
File



ROWE PROFESSIONAL SERVICES COMPANY

Large Firm Resources. Personal Attention. sm

April 2, 2009

Mr. Adam Zettel
City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473

RE: Swartz Creek Senior Center – Second Site Plan Review

Dear Mr. Zettel:

At the request of the City, Rowe Professional Services Company has completed a second site plan review for the Swartz Creek Senior Center. The site plan provided for review was dated, March 05, 2009 and was prepared by Hull Stephens and Associates Architects. The site plan consisted of five sheets; three site plan sheets and two schematic sheets. The subject area consists of approximately 4.89 acres and is zoned General Business (B-2). The project is situated at the existing City Hall site. We offer the following comments at this time:

Descriptive and Identification Data

- The identification and seal of architect, engineer, land surveyor, or landscape architect who prepared the site plan is still not provided on the site plan.

Site Data

- Typical cross sections of proposed driveways and sidewalks were added to the site plan. The curb/walk detail should note the required 6 inch minimum thickness through driveways per the City's design standards. The typical parking lot trench detail should show minimum material thicknesses per "Class B" parking lots of the City's design standards regardless of the existing thickness.

Drainage/Storm Water Management

- 1) Per conversations with the City and the developer's architect, it was agreed that storm water detention requirements would be based on proposed site runoff conditions versus current existing runoff conditions. The developer's architect has submitted revised detention calculations for review. We offer the following comments for consideration:

- A) The detention calculations use a drainage area of 3.21 acres. It is unclear what this drainage area represents. The detention calculations determine the 100-year detention volume required for the proposed site condition with an undeveloped 2-year storm discharge rate. The calculations then determine the 100-year detention volume required for the existing site conditions with an undeveloped 2-year undeveloped condition discharge rate. The developer's architect proposes to detain the difference in volume between these two figures. This figure does not appear appropriate for the required detention volume.

The drainage area taken into consideration should only be the area that is contributing to the proposed detention area. This area should be clearly delineated on the site plan with supporting contour or spot elevations for clarification and review. The 100-year detention volume calculations should be determined using one calculation with the approved/agreed restricted discharge rate to the existing storm sewer. We recommend that the approved discharge rate be determined as agreed using the difference between the existing 2-year runoff and the proposed 2-year runoff over the drainage area to the proposed detention area. The developer's architect should also verify that this discharge rate does not exceed the capacity of the existing 8 inch receiving storm sewer. The detention volume calculations should be revisited.

- B) The developer's architect is using a runoff coefficient of 0.75 for building roofs, sidewalks & drives, and parking lot. A runoff coefficient near 1.00 should be used for these areas since these areas are 100% impervious surfaces. The overall weighted runoff coefficient for a business/commercial site such is typically in the range of 0.75 to .90. The developers engineer should review the weighted runoff coefficient calculation.
 - C) It is unclear why the proposed restrictor calculations are based on 0.50 cfs. The restrictor should be sized for the proposed restricted flowrate.
- 2) The proposed detention system has been revised to a "Harcor Landsaver" underground detention system. We offer the following comments
- A) The typical storm water detention section should be representative of what is being proposed. Per the volume calculations submitted, the system is a 50 foot long, three row system. Pertinent elevations such as the high water elevation (top of the cells), top of pavement elevation, and bottom of the cells (outlet elevations) should be included on the detail.
 - B) Details of the restrictor and overflow system should be included on the site plan.
 - C) The developer's architect proposes 12-inches of storage over the existing parking lot surface. The City's design standards only allow 6-inches of maximum storage over finished paved surfaces.
- 3) It appears the proposed detention system will outlet to an existing 8 inch storm sewer in the city parking lot. Based on conversations with city staff, this sewer is not capable of handling peak flows from the parking lot and temporarily floods the parking area to a depth of approximately 12". It is our concern that adding additional flow from the proposed detention system will increase the frequency and depth of flooding within the city's parking lot.
- 4) A drainage district line could not be found on the site plan. A drainage boundary line consistent with the drainage calculations submitted should be delineated on the site plan.

Sidewalks

- The location of the proposed ADA sidewalk ramps should be shown on the site plan. The site plan should also contain a detail of the sidewalk ramp showing the maximum ADA slopes.

Utilities

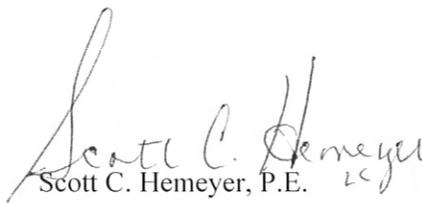
- 1) A 2" water lead is proposed to service the building addition. The developer's architect should provide the anticipated peak water consumption and method used to size the proposed service lead for our review.
- 2) Construction details, (including pavement repair), should be included to show the proposed work involved with tapping the city's watermain within Fortino Drive.

Our plan review is for conformance with the city's submittal requirements and Standard Engineering Practices for the city's use in deciding whether to approve the site plan. The developer and designer shall be responsible for the accuracy and validity of the information presented on the plan. Regulatory and other governmental agencies with jurisdiction may have additional comments or requirements. The developer and designer remain responsible for the design, construction, and any resulting impacts of the project.

If you have any questions or require additional information, please contact our corporate office.

Sincerely,
ROWE Professional Services Company


Louis P. Fleury, P.E.
Project Manager


Scott C. Hemeyer, P.E.
Project Engineer

cc: Hull Stephens and Associates
File



ROWE PROFESSIONAL SERVICES COMPANY

Large Firm Resources. Personal Attention. sm

May 11, 2009

Mr. Adam Zettel
City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473

RE: Swartz Creek Senior Center – Third Site Plan Review

Dear Mr. Zettel:

At the request of the City, ROWE Professional Services Company has completed a third site plan review for the Swartz Creek Senior Center. The revised site plan is dated May 4, 2009 and was prepared by Hull Stephens and Associates Architects. Storm water management calculations and plans prepared by Flint Surveying and Engineering were also provided for review. The site plan submittal consisted of two revised site plan sheets, C1 and C2; a response letter from Hull Stephens and Associates Architects; a response letter from Flint Surveying and Engineering; revised storm water management calculations; and storm water management plans (2 sheets). The subject area consists of approximately 4.89 acres and is zoned General Business (B-2). The project is situated at the existing City Hall site. We offer the following comments at this time:

Drainage/Storm Water Management

We offer the following comments regarding the revised detention calculations:

- A) The required detention volume for the proposed improved area was calculated using an allowable outflow rate calculated based on an existing, undeveloped 2-year storm event. This outlet rate exceeds the maximum 0.2 cfs/acre requirement. Additional underground storage volume may need to be provided to limit the outflow rate to 0.2 cfs/acre.
- B) There are still inconsistencies between the plans and the storm water calculations. The site plan shows proposed high water elevations of 799.6, 799.9, and 800.2 over the three storage areas. The proposed freeboard elevation and emergency overflow is not shown. Please show/note the proposed high water elevation, freeboard elevation, emergency overflow, and detention storage volumes on the site plan and make sure they are consistent with the storm water management calculations submitted.
- C) The proposed emergency overflow is the existing south side of the parking lot. In the event of an overflow or detention system failure, storm water is proposed to overflow from the parking lot to the private properties to the south of the site. Drainage easements may be needed from the adjacent property owners to drain storm water onto the private properties. We highly recommend that an alternate overflow system be developed that contains the site runoff on the site and/or public property.

Engineering | Surveying | Aerial Photography/Mapping | Landscape Architecture | Planning

Corporate: The ROWE Building, 540 S. Saginaw Street, Ste. 200; P.O. Box 3748 • Flint, MI 48502 • O (810) 341-7500 • F (810) 341-7573

With Offices In: Lapeer, MI • Mt. Pleasant, MI • Bay City, MI • Tri-Cities, MI • Myrtle Beach, SC

www.rowepsc.com

Mr. Adam Zettel
May 11, 2009
Page 2

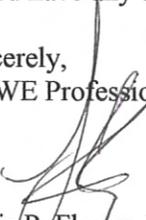
Utilities

- 1) Please note that Mr. Douglas L Stephens, Architect, President, Hull Stephens and Associates wrote in his response letter that the water service line is being re-analyzed and will be resubmitted for review as soon as it is completed.

Our plan review is for conformance with the city's submittal requirements and Standard Engineering Practices for the city's use in deciding whether to approve the site plan. The developer and designer shall be responsible for the accuracy and validity of the information presented on the plan. Regulatory and other governmental agencies with jurisdiction may have additional comments or requirements. The developer and designer remain responsible for the design, construction, and any resulting impacts of the project.

If you have any questions or require additional information, please contact our corporate office.

Sincerely,
ROWE Professional Services Company



Louis P. Fleury, P.E.
Project Manager



Scott C. Hemeyer, P.E.
Project Engineer

cc: Hull Stephens and Associates
File

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CLIFFORD E. HULL, ARCHITECT
DOUGLAS L. STEPHENS, ARCHITECT
MARK A. BALDRIDGE, ARCHITECT

March 20, 2009

Mr. Adam Zettel
City of Swartz Creek
8083 Civic Drive
Swartz Creek, Mi 48473

www.hsa.com

Re: Swartz Creek Senior Center

Dear Mr. Zettel,

This is our response to the first site plan review conducted by Rowe Professional Services Company, dated March 9, 2009.

Permits and Reviews

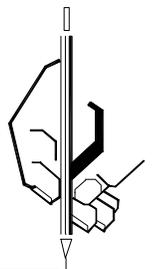
1. *The following permits should be obtained prior to construction...* **RESPONSE:** The required permits will be obtained as required.
2. *Copies of the following authoritative agency approval letters should be provided to the City of Swartz Creek prior to the City of Swartz Creek's site plan approval...* **RESPONSE:** Our hope is to receive City approval that is contingent on approvals by GCDC-WWS.

Descriptive and Identification Data

1. *A location map with north point clearly identifying the site location is not provided.* **RESPONSE:** That information is now included on the site plan.
2. *Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared the site plan is not provided.* **RESPONSE:** That information is provided on the plan.
3. *Zoning classification of all abutting parcels is not shown.* **RESPONSE:** That information is shown on the Project Data information on the extreme right of the sheet.

Site Data

1. *All front, side, and rear setback dimensions are not shown along the parcel line.* **RESPONSE:** The setback requirement of 20 feet is shown on the rear (West) property line. There is no setback requirement on South property line.
2. *Topography on the site and within 100 feet of the site at two foot contour intervals, referenced to a USGS benchmark are not shown.* **RESPONSE:** Existing and proposed grades and spot elevations are shown on the plan. Spot elevations on adjacent properties are shown to give a general character of the property. This project does not appreciably affect adjacent properties to the extent that extensive topographical information of the adjacent properties is practical.
3. *Typical cross sections of proposed driveways and sidewalks are not provided.* **RESPONSE:** The required cross sections are now shown on the plan.



4. *Existing and/or proposed trash receptacle locations and method of screening are not shown. RESPONSE:* No trash receptacles exist or are being proposed.

Drainage/Storm Water Management

1. *It can't be determined from the information provided on the site plan if the proposed storm sewer materials are compliant with the City Design Standards and Construction Specifications. RESPONSE:* The required information is now on the site plan drawing.
2. *The City of Swartz Creek/GCDC-SWM storm water detention design procedure requires ... RESPONSE:* See the attached storm water calculations.
3. *The proposed location and detail of the storm water restrictor is not clearly shown on the site plan. RESPONSE:* See the details on the revised site plan drawing.
4. *The developer's engineer should verify that the existing 10-inch receiving storm sewer can handle the total of the existing and proposed storm water flow. RESPONSE:* The plan reviewed incorrectly indicated a 10-inch storm water drain from the last catch basin to the public storm sewer. The drain is actually an 8-inch drain at slope of .004. This drain will not accommodate the existing and proposed total flow.
5. *The drainage district line showing all land to be drained throughout the parking lot drainage system should be shown on the site plan... RESPONSE:* The revised site plan shows the drainage district as required.
6. *The existing high water elevation of the existing detention pond for Mari Dan Development to the west of the site should be shown... RESPONSE:* That information is not available. The spot grades on the revised site plan illustrate that the building floor elevation at 801.5 is higher than the rim of the pond at 798.5.
7. *An 8-inch storm sewer is proposed to provide storm water detection... RESPONSE:* That scheme is being abandoned. See the revised detention design on the revised site plan drawing.
8. *Soil erosion and sedimentation control measures should be shown using the Unified Keying System. RESPONSE:* The required soil erosion requirements are included in the revised site plan submittal.
9. *Compacted sand backfill should be placed along the areas where the proposed storm sewer is under or within the 1 on 1 influence of paved surfaces. RESPONSE:* This requirement is being noted on the plan.

Sanitary

1. *It can't be determined from the information provided on the site plan if the proposed sanitary sewer lead materials are compliant with the City Design Standards... RESPONSE:* The sanitary sewer is now labeled as being Schedule 40 PVC.
2. *The developer's engineer should confirm that the proposed 6-inch sanitary sewer lead has sufficient capacity to service all the proposed and existing buildings.*

RESPONSE: The existing 6-inch sanitary sewer will accommodate the existing and new sewage discharges.

3. *The GCDC-WWS standard sanitary sewer construction details should be included in the site plan showing the required details for the proposed sanitary lead construction.* **RESPONSE:** Those details will be included in the construction documents for review by the appropriated agencies.
4. *It can't be determined from the information provided on the site plan if the proposed sanitary sewer lead extension can be constructed at the required 1% slope.* **RESPONSE:** The site plan shows invert elevations that illustrate the required 1% slope.
5. *Cleanouts should be placed on the sanitary sewer lead at a maximum spacing of 90 feet and/or at all bends.* **RESPONSE:** The required cleanouts are now shown
6. *It can't be determined from the information provided on the site plan if sanitary flow pretreatment/degreasing is proposed or required.* **RESPONSE:** These features will be provided as required by the Michigan Plumbing Code.
7. *Compacted sand backfill should be laced along the areas where the proposed sanitary sewer lead is under or within the 1 on 1 influence of paved surfaces.* **RESPONSE:** This requirement is being noted on the plan.

Water

1. *The developer's engineer should confirm that the existing 1-inch water service will provide sufficient flow for the building additions.* **RESPONSE:** The revised site plan indicates a new 2-inch water service being installed from Fortino Drive along the South property line and into the addition. This line will be designed and installed per GCDC-WWS requirements.

Sidewalks

1. *It is unclear if sidewalk in conjunction with curb and gutter and thickened edge sidewalk is proposed along the parking lot. The site plan should provide additional details of the proposed sidewalk.* **RESPONSE:** The required details are shown on the revised site plan submittal.
2. *It appears that the existing parking lot may need to be saw cut and repaired along the proposed sidewalk to facilitate construction...* **RESPONSE:** This will be accommodated as needed.
3. *It can't be determined from the proposed grades shown on the site plan if American Disabilities Act (ADA) requirements have been met...* **RESPONSE:** The current parking lot slopes are in compliance with the ADA requirements. Additional information is shown on the site plan that will illustrate that.

End of responses.

Sincerely,

Douglas L Stephens, Architect

Page 4
March 20, 2009
Rowe response 1 letter.doc

President

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CLIFFORD E. HULL, ARCHITECT
DOUGLAS L. STEPHENS, ARCHITECT
MARK A. BALDRIDGE, ARCHITECT

April 15, 2009

Mr. Adam Zettel
City of Swartz Creek
8083 Civic Drive
Swartz Creek, Mi 48473

www.hsaa.com

Re: Swartz Creek Senior Center

Dear Mr. Zettel,

This is our response to the second site plan review conducted by Rowe Professional Services Company, dated April 2, 2009.

Descriptive and Identification Data

1. *Identification and seal of architect, engineer, land surveyor, or landscape architect who prepared the site plan is not provided.* **RESPONSE:** That information is provided on the plan. The seal will be provided upon plan review acceptance.

Site Data

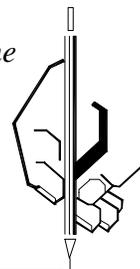
1. *Typical cross sections of proposed driveways and sidewalks were added to the site plan. The curb/walk detail should note the required 6 inch minimum thickness through driveways per the City's design standards. The typical parking lot trench detail should show minimum material thickness per "Class B" parking lots of the City's design standards regardless of the existing thickness.* **RESPONSE:** The site plan indicates 6" concrete for the driveway, as well as on the typical driveway section. We are adding that note to the curb/sidewalk detail as required. The trench detail is now noted as required.

Drainage/Storm Water Management

1. *Per conversations with the City and the developer's architect, it was agreed that storm water detention requirements would be based on proposed site runoff conditions versus current existing runoff conditions... We offer the following comments for consideration:...* **RESPONSE:** See the attached calculations and other considerations prepared by FSE as well as the revised site plan for the added information requested.

Sidewalks

1. *The location of the proposed ADA sidewalk ramps should be shown on the site plan. The site plan should also contain a detail of the sidewalk ramp showing the maximum ADA slopes.* **RESPONSE:** A section through the building entry is added on sheet C2.



Utilities

1. *A 2" water lead is proposed to service the building addition. The developer's architect should provide the anticipated peak water consumption and method used to size the proposed service lead for our review.* **RESPONSE:** The required calculations are enclosed.
2. *Construction details, (including pavement repair), should be included to show the proposed work involved with tapping the city's watermain within Fortino Drive.* **RESPONSE:** The required information is added to sheet C2 of the site plan drawings.

End of responses.

Sincerely,

Douglas L Stephens, Architect
President

S:\HSAA\Projects\2008\2008.11 Swartz Creek Senior Center\Correspondence\Rowe response 2 letter.doc

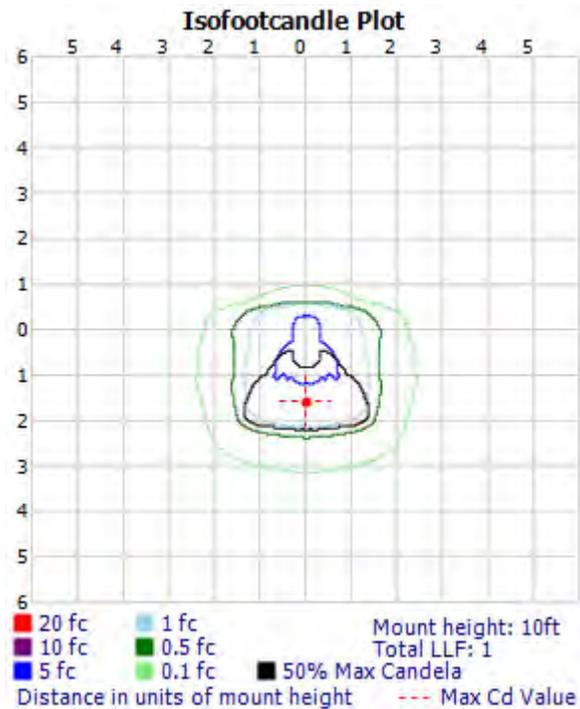
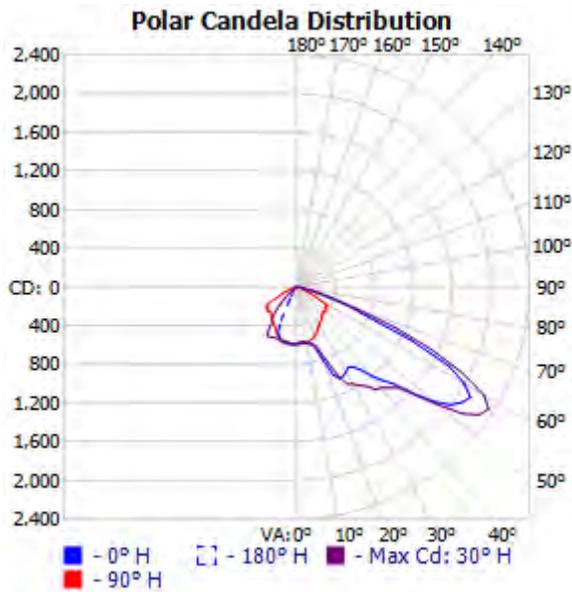


WST 70M FT - OUTDOOR PHOTOMETRIC REPORT

CATALOG #: WST 70M FT
LUMINAIRE: ARCHITECTURAL SCONCE WITH FORWARD THROW DISTRIBUTION WITH CLEAR, FLAT GLASS LENS. CLEAR LAMP. MEETS THE 'NIGHTTIME FRIENDLY' CRITERIA
LAMP CAT #: MP70/U/MED
LAMP: ONE 70-WATT CLEAR ED-17 METAL HALIDE, HORIZONTAL POSITION.
LAMP OUTPUT: 1 LAMP(S), RATED LUMENS/LAMP: 5200
INPUT WATTAGE: 95
LUMINOUS OPENING: RECTANGLE (L: 0.50FT, W: 1.15FT)
EFFICIENCY: 48%
MAX CD: 2,347.0 AT HORIZONTAL: 30°, VERTICAL: 57.5°
CUTOFF CLASS: FULL CUTOFF
ROADWAY CLASS: VERY SHORT, TYPE III



Product Page Specification Sheet



LUMENS PER ZONE					
ZONE	LUMENS	% TOTAL	ZONE	LUMENS	% TOTAL
0-10	56.5	2.3%	90-100	0	0%
10-20	170.0	6.8%	100-110	0	0%
20-30	297.7	12.0%	110-120	0	0%
30-40	368.6	14.8%	120-130	0	0%
40-50	462.1	18.6%	130-140	0	0%
50-60	608.4	24.4%	140-150	0	0%

ZONAL LUMEN SUMMARY			
ZONE	LUMENS	% LAMP	% LUMINAIRE
0-30	524.2	10.1%	21.1%
0-40	892.8	17.2%	35.9%
0-60	1,963.3	37.8%	78.9%
60-90	526.4	10.1%	21.1%
0-90	2,489.7	47.9%	100%
90-180	0	0%	0%

60-70	424.6	17.1%	150-160	0	0%
70-80	92.8	3.7%	160-170	0	0%
80-90	9.0	0.4%	170-180	0	0%

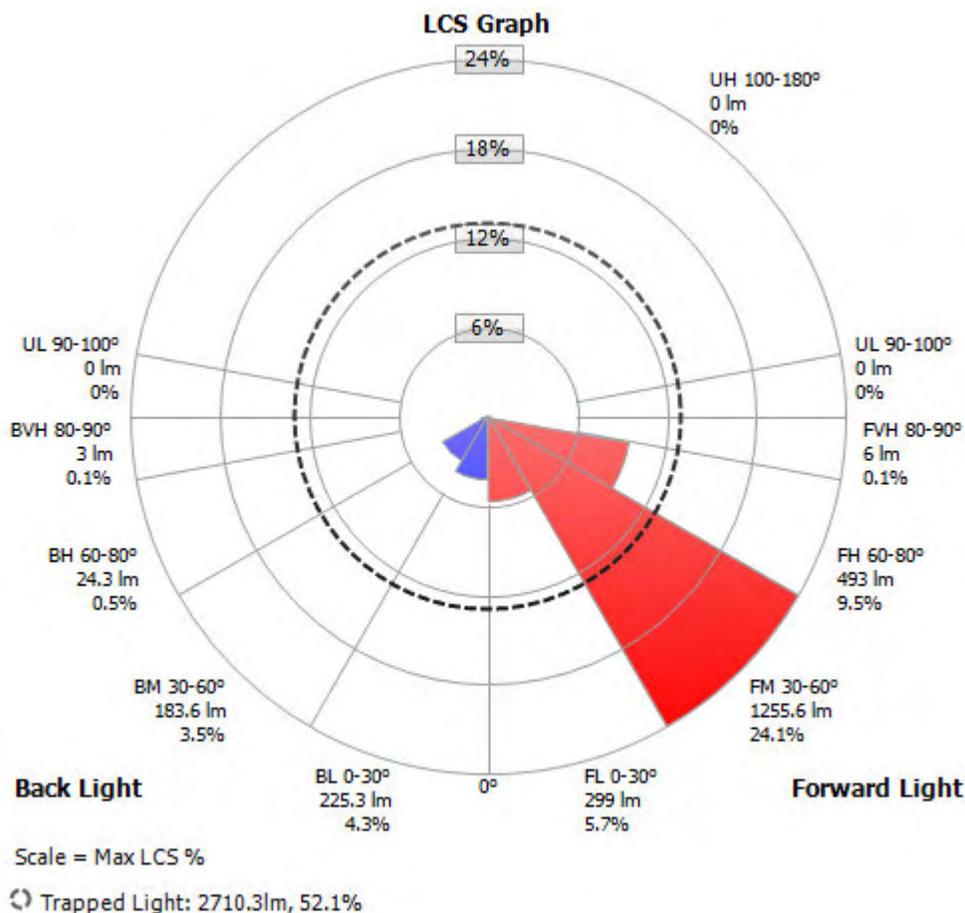
0-180	2,489.7	47.9%	100%
EFFICIENCY TOTAL: 47.9%			

LCS Table

BUG Rating	B1 - U0 - G0	
Forward Light	Lumens	Lumens %
Low(0-30):	299.0	5.7%
Medium(30-60):	1,255.6	24.1%
High(60-80):	493.0	9.5%
Very High(80-90):	6.0	0.1%
Back Light		
Low(0-30):	225.3	4.3%
Medium(30-60):	183.6	3.5%
High(60-80):	24.3	0.5%
Very High(80-90):	3.0	0.1%
Uplight		
Low(90-100):	0	0%
High(100-180):	0	0%
Trapped Light:	2,710.3	52.1%

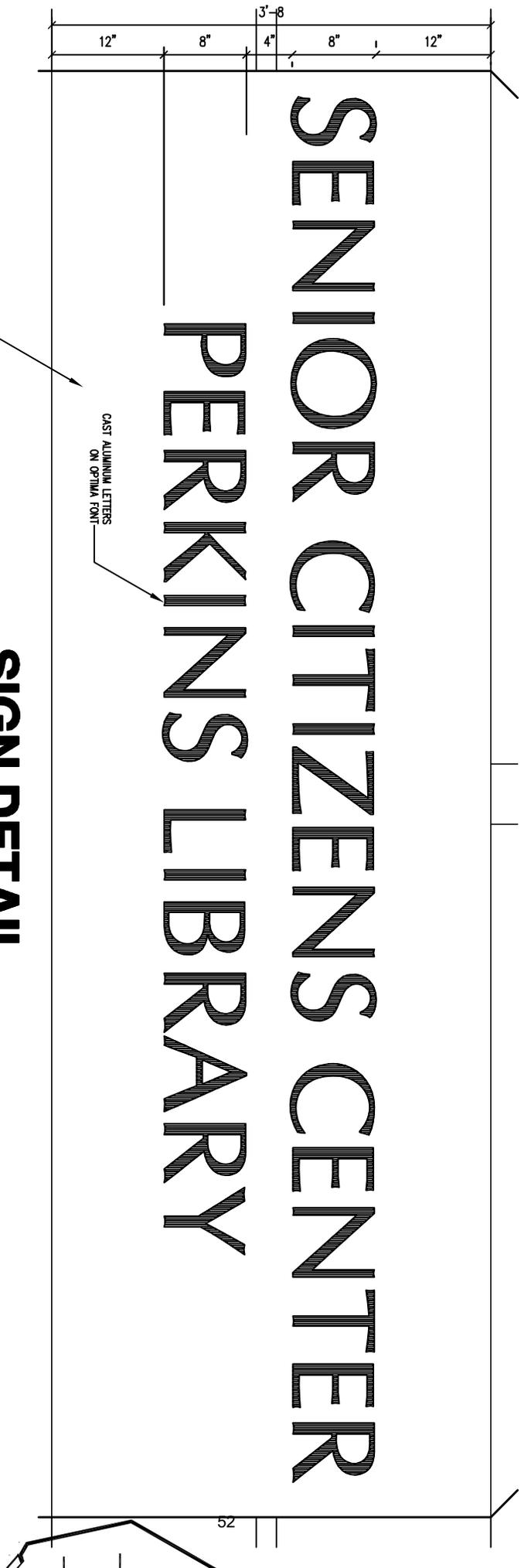
Roadway Summary

Cutoff Classification:	FULL CUTOFF	
Distribution:	TYPE III, VERY SHORT	
Max Cd, 90 Deg Vert:	0	
Max Cd, 80 to <90 Deg:	51.0	
	Lumens	% Lamp
Downward Street Side:	2,053.5	39.5%
Downward House Side:	436.4	8.4%
Downward Total:	2,489.9	47.9%
Upward Street Side:	0	0%
Upward House Side:	0	0%
Upward Total:	0	0%
Total Lumens:	2,489.9	47.9%



Visual Photometric Tool 1.2.14 copyright 2009, Acuity Brands Lighting
 Reported data calculated from manufacturer's data file, based on IESNA recommended methods.

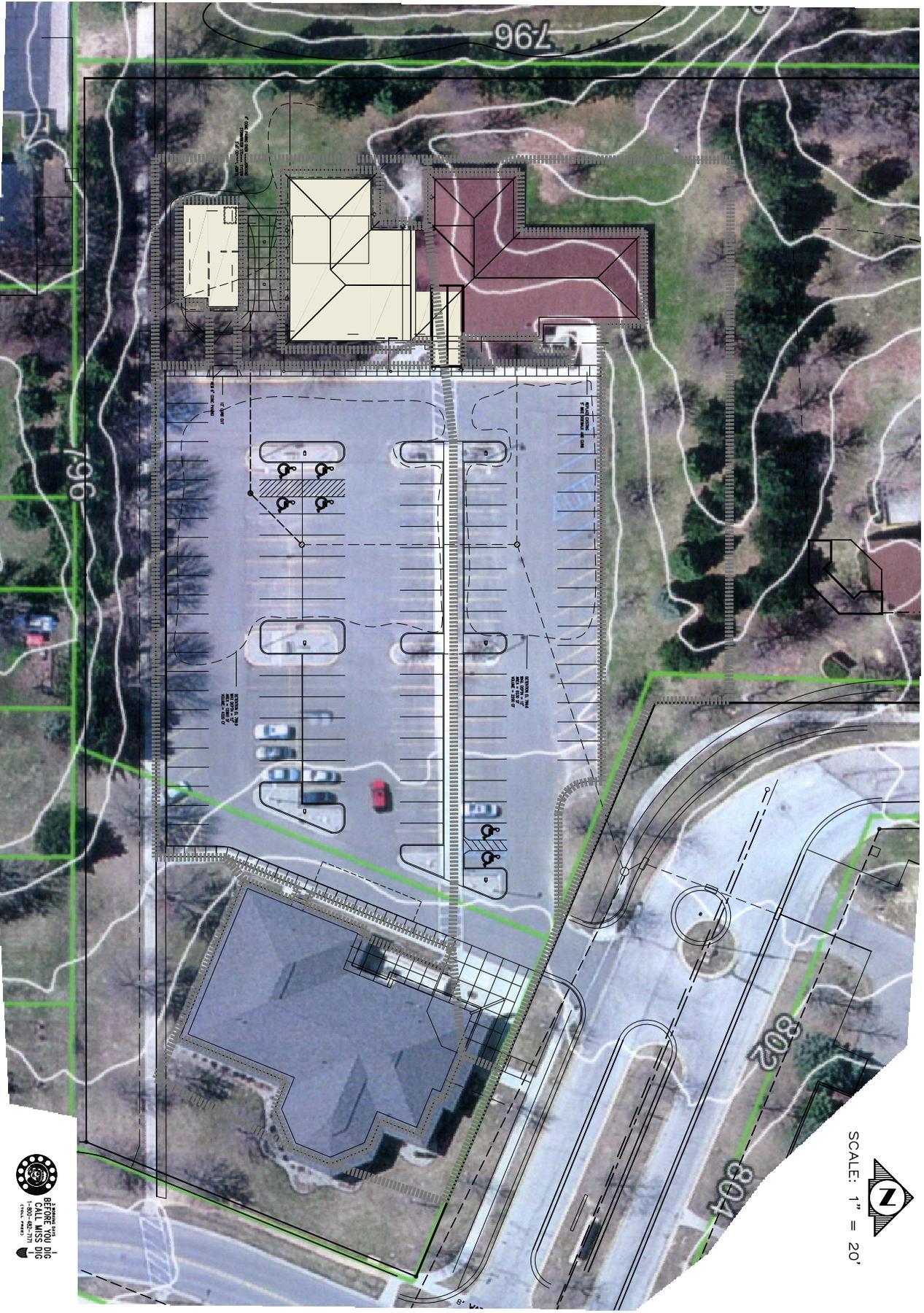




PAINTED MDO PLYWOOD

CAST ALUMINUM LETTERS
ON OPTIMA FONT

SIGN DETAIL
1" = 1'-0"



SENIOR CENTER AERIAL VIEW DRAINAGE AREA



24243

2 OF 2

Designed By: K.R.C.
 Drawn By: K.R.C.
 Date: 0-00-09

F.S.E. Surveying & Engineering Since 1957
 5370 MILLER ROAD, SUITE 13 • SWARTZ CREEK, MI 48473
 PHONE: (810) 230-1333 FAX: (810) 230-7844

SWARTZ CREEK SENIOR CENTER
 SECTION 35, CITY OF SWARTZ CREEK
 GENESEE COUNTY, MICHIGAN

AERIAL VIEW DRAINAGE AREA

Revisions	
REVISION	101

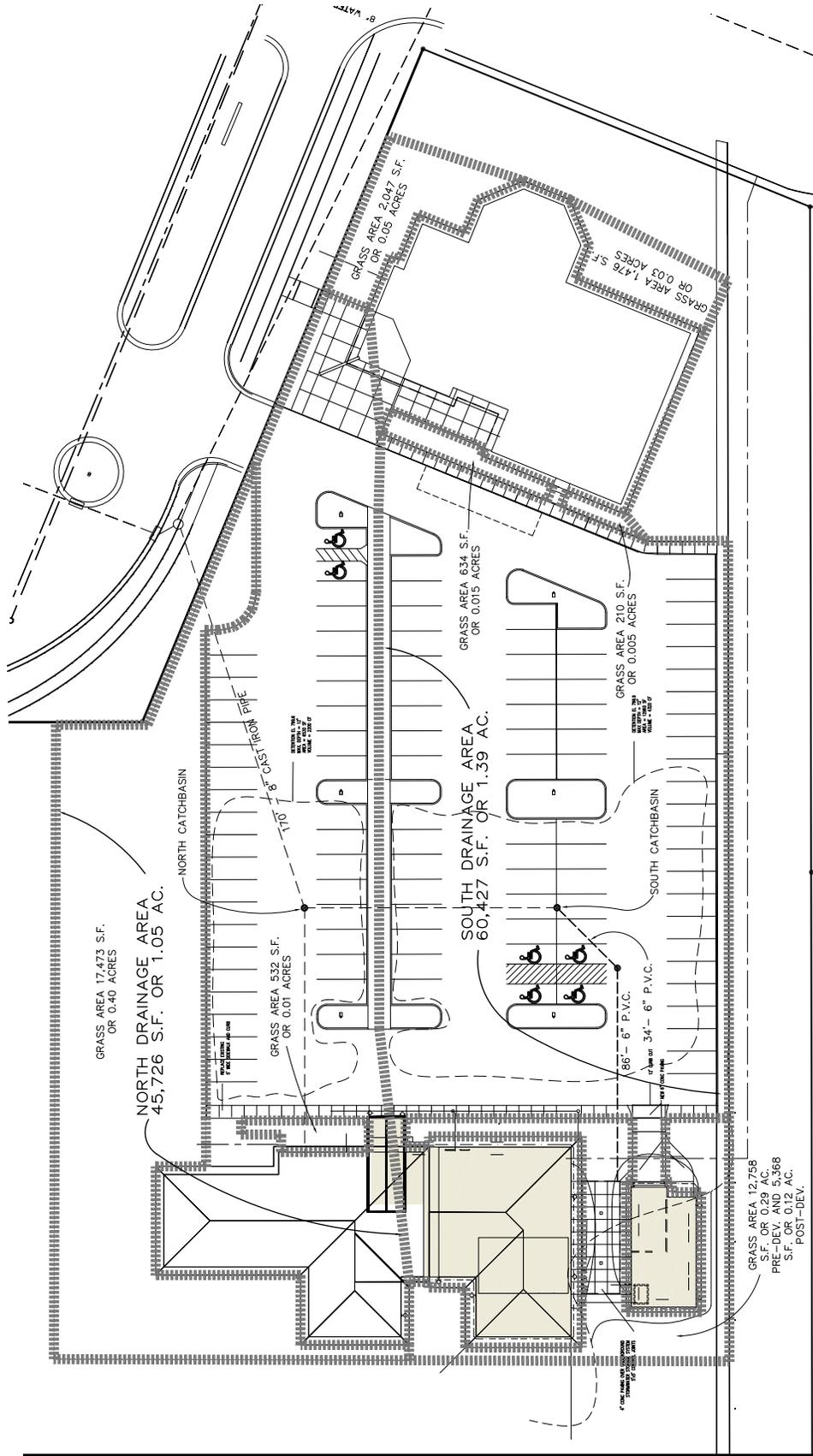


SCALE: 1" = 20'

NORTH DRAINAGE AREA
 GRASS 20,959 S.F.
 PAVEMENT/BUILDINGS 26,674 S.F.

SOUTH DRAINAGE AREA, PRE-DEVELOPMENT
 GRASS 15,078 S.F.
 PAVEMENT/BUILDINGS 46,349 S.F.

SOUTH DRAINAGE AREA, POST-DEVELOPMENT
 GRASS 7,888 S.F.
 PAVEMENT/BUILDINGS 52,739 S.F.



SENIOR CENTER DRAINAGE AREA

NO.	REVISIONS

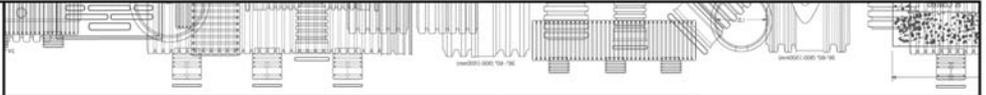
DRAINAGE AREA PLAN

SWARTZ CREEK SENIOR CENTER
 SECTION 35, CITY OF SWARTZ CREEK
 GENESSEE COUNTY, MICHIGAN

F.S.E.
 Surveying & Engineering
 Since 1937
 5750 MILLER ROAD, SUITE 13 SWARTZ CREEK, MI 48473
 PHONE: (810) 230-1333 FAX: (810) 230-7844

Date: 4-14-2009
 Drawn by: K.R.C.
 Designed by: K.R.C.

Sheet No. 1 OF 2
 Job No. 24243



TECHNICAL NOTE

Retention/Detention System Maintenance

TN 6.01
February 2007

This document is provided for informational purposes only and is meant only to be a guide. Individuals using this information should make their own decisions as to suitability of this guideline for their individual projects and adjust accordingly.

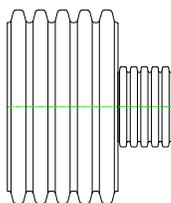
Introduction

A retention/detention system is comprised of a series of pipes and fittings that form an underground storage area, which retains or detains storm water runoff from a given area. As sediment and debris settle out of the detained stormwater, build up occurs that requires the system to be regularly inspected and cleaned in order for the system to perform as originally designed. The following provides the available fittings and guidelines for inspection and maintenance of an HDPE underground storage system.

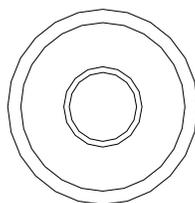
System Accessories and Fittings

Concentric Reducers

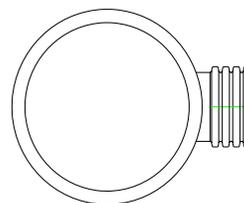
Concentric Reducers are fittings that transition between two pipes, either in line with one another or at perpendicular angles. The centerlines of the two pipes are at the same elevation. When a concentric reducer is used to connect the manifold pipe to the lateral pipes, most debris will be trapped in the manifold pipe.



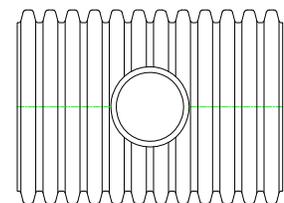
SIDE VIEW



SECTION VIEW



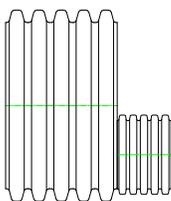
SIDE VIEW



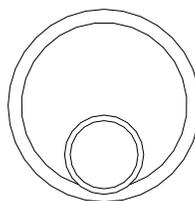
SECTION VIEW

Eccentric Reducers

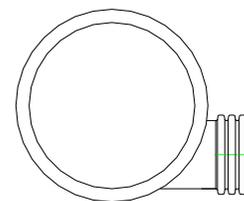
Eccentric Reducers are fittings that transition between two pipes, either in line with one another or at perpendicular angles. The inverts of the two pipes are at the same elevations. When an eccentric reducer is used to connect the manifold pipe to the lateral pipes, most debris will follow the flow of the storm water into the lateral pipes.



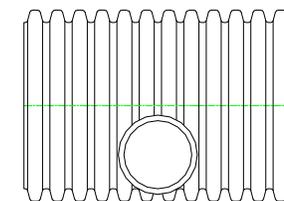
SIDE VIEW



SECTION VIEW



SIDE VIEW



SECTION VIEW

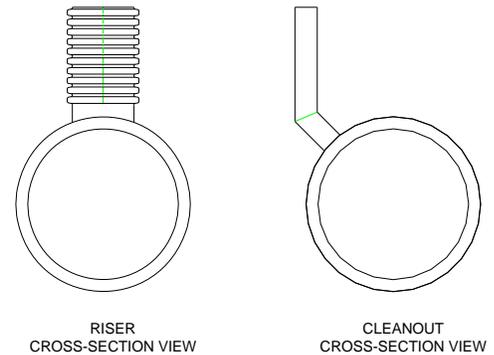


Riser

Each retention/detention system typically has risers strategically placed for maintenance and inspection of the system. These risers are typically 24" in diameter or larger and are placed on the manifold fittings.

Cleanouts

Cleanout ports are usually 4-, 6-, or 8-in diameter pipe and are placed on the manifold fittings. They are used for entrance of a pipe from a vacuum truck or a water-jetting device.



For a complete listing of available fittings and components please refer to the *Hancor Fittings Manual*.

Maintenance Overview of a Retention/Detention System

Maintaining a clean and obstruction-free retention/detention system helps to ensure the system performs the intended function of the primary design. Build up of debris may obstruct flow through the laterals in a retention system or block the entranceway of the outlet pipe in a detention system. This may result in ineffective operation or complete failure of the system. Additionally, surrounding areas may potentially run the risk of damage due to flooding or other similar issues.

Inspection/Maintenance Frequency

All retention/detention systems must be cleaned and maintained. Underground systems may be maintained more cost effectively if these simple guidelines are followed. Inspection should be performed at a minimum of once per year. Cleaning should be done at the discretion of individuals responsible to maintain proper storage and flow. While maintenance can generally be performed year round, it should be scheduled during a relatively dry season.

Pre-Inspection

A post-installation inspection should be performed to allow the owner to measure the invert prior to accumulation of sediment. This survey will allow the monitoring of sediment build-up without requiring access to the retention/detention system.

The following is the recommended procedure for pre-inspections:

- 1) Locate the riser section or cleanouts of the retention/detention system. The riser will typically be 24" in diameter or larger and the cleanouts are usually 4", 6" or 8" in diameter.
- 2) Remove the lid of the riser or clean outs.
- 3) Insert a measuring device into the opening and make note to a point of reference on the stick or string. (This is done so that sediment build up can be determined in the future without having to enter the system.)



Inspection/Maintenance

A retention/detention system should be inspected at a minimum of one time a year or after major rain events if necessary.

The following is the recommended procedure to inspect system in service:

- 1) Locate the riser section of the retention/detention system. The riser will typically be 24" in diameter or larger.
- 2) Remove the lid from the riser.
- 3) Measure the sediment buildup at each riser and cleanout location. Only certified confined space entry personnel having appropriate equipment should be permitted to enter the retention/detention System.
- 4) Inspect each manifold, all laterals, and outlet pipes for sediment build up, obstructions, or other problems. Obstructions should be removed at this time.
- 5) If measured sediment build up is between 5% - 20% of the pipe diameter, cleaning should be considered; if sediment build up exceeds 20%, cleaning should be performed at the earliest opportunity. A thorough cleaning of the system (manifolds and laterals) shall be performed by either manual methods or by a vacuum truck.

MICHIGAN DEPARTMENT OF TRANSPORTATION
STATE TRUNKLINE MAINTENANCE CONTRACT
CITY OF SWARTZ CREEK

THIS CONTRACT is made and entered into this date of _____ by and between the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," and City of Swartz Creek, a Michigan municipal corporation, hereinafter referred to as the "MUNICIPALITY."

WITNESSETH:

WHEREAS, the DEPARTMENT has affirmatively found that contracting with this MUNICIPALITY for the maintenance of state trunklines and bridges within its jurisdiction is in the best public interest; and

WHEREAS, 1925 PA 17 Section 2, MCL 250.61 et seq; authorizes the DEPARTMENT to contract with the MUNICIPALITY for the construction, improvement, and/or maintenance of state trunkline highways. The DEPARTMENT, subject to the approval of State Administrative Board, will do all acts or things necessary to carry out the purpose of 1925 PA 17 supra; and

WHEREAS, the DEPARTMENT has so advised the State Transportation Commission and the Appropriations Committee of the Senate and House of Representatives in accordance with 1951 PA 51 Section 11(c), MCL 247.661(c).

NOW, THEREFORE, in consideration of the premises and the mutual undertakings of the parties hereto, it is agreed as follows:

Section 1. ORGANIZATION, EQUIPMENT, AND FACILITIES

The MUNICIPALITY will provide personnel, equipment, and facilities to maintain the state trunkline highways and provide the services required under the terms of this Contract. The MUNICIPALITY will furnish the DEPARTMENT, upon request, with an organizational chart showing garage locations, names of supervisory personnel, and any other information incidental to the performance under this Contract.

Section 2. SCOPE OF WORK

- a. The MUNICIPALITY will perform maintenance work at the direction of the DEPARTMENT'S Region Engineer or a designee of the REGION ENGINEER hereinafter referred to as the "REGION ENGINEER" or, acting under the general direction of the Engineer of Maintenance of the DEPARTMENT, hereinafter referred to as the "ENGINEER OF MAINTENANCE," under the terms of this Contract and as covered by the Line Item Budget for each fiscal year, and is incorporated herein by reference as if the same were repeated in full herein. Work for the Maintenance Division, including permit issuance and inspection, under this Contract will be performed in accordance with accepted maintenance practices on those sections of state trunkline highway as identified in a written Letter of Understanding.
 - i. A written Letter of Understanding shall be drafted annually by the DEPARTMENT and signed by both the DEPARTMENT and the MUNICIPALITY. The letter will outline the number and type of maintenance activities to be performed under this Contract (A sample Letter of Understanding is attached as Appendix F). The Letter of Understanding shall provide sufficient detail of the work activities to be performed, expectations or outcomes from the performance of this work, and identification of budget line items for budgeting and billing purposes. The Letter of Understanding shall be signed by the designated representative of the MUNICIPALITY and approved by the REGION ENGINEER.
 - ii. The executed Letter of Understanding and all subsequent approved revisions thereto, is incorporated herein by reference as if the same were repeated in full herein.
 - iii. If the MUNICIPALITY is unable to perform any of the services outlined in the Letter of Understanding on a twenty-four (24) hour, seven (7) day-a-week basis, the MUNICIPALITY will immediately notify the DEPARTMENT. The DEPARTMENT will work with the MUNICIPALITY to ensure that the services defined in the Letter of Understanding are performed.
- b. Whenever the MUNICIPALITY performs permit assistance and inspection on behalf of the DEPARTMENT:
 - i. The DEPARTMENT will require as a condition of the issuance of all permits as to which the MUNICIPALITY will perform services for the DEPARTMENT, pursuant to this Contract, that the Permittee save harmless the State of Michigan, the Transportation Commission, the Department of Transportation and all officers,

agents and employees thereof and the MUNICIPALITY, its officials, agents and employees against any and all claims for damages arising from operations covered by the permit.

ii. The DEPARTMENT, for all permit activities for which it wishes the MUNICIPALITY to perform permit services for the DEPARTMENT pursuant to this Contract, will further require that the Permittee, except as to permits issued to governmental entities and public utilities or unless specifically waived by the MUNICIPALITY in writing, provide comprehensive general liability insurance, including coverage for contractual liability, completed operations, and/or product liability, X, C, & U, and contractor's protective liability with a blasting endorsement when blasting is involved or commercial general liability insurance that includes all the above, naming as additional parties insured on all such policies the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT and all offices, agents and employees thereof, the MUNICIPALITY, its officials, agents and employees and that the Permittee provide to the DEPARTMENT written proof of said insurance.

iii. The amounts of such insurance will be no less than the following:

Comprehensive General Liability:

Bodily Injury	--	\$500,000 each occurrence
	--	\$500,000 each aggregate
Property Damage	--	\$250,000 each occurrence
	--	\$250,000 each aggregate

Commercial General Liability Insurance:

\$500,000 each occurrence and aggregate

c. Special maintenance work, work not covered by the Line Item Budget, and work for any other Division of the DEPARTMENT (non-maintenance work) may be performed under the terms of this Contract only upon written authorization approved by the REGION ENGINEER. Emergency work may be performed based on verbal approval given by the REGION ENGINEER and subsequently supported in writing. Work performed by the MUNICIPALITY for any Division other than the Maintenance Division will be supervised by the Division issuing a state Transportation Work Authorization (TWA). The MUNICIPALITY and the DEPARTMENT may enter into separate agreements for the shared payment of installation, maintenance, and energy costs for traffic control devices.

Transportation Work Authorizations (TWA's) may be issued by the REGION ENGINEER for special maintenance work (work not covered by the Line Item Budget) and non-maintenance work. This work may be performed by the MUNICIPALITY or a subcontractor as set forth in Section 9. TWA's will be performed in accordance with the DEPARTMENT'S accepted maintenance practices and specifications as specified on the TWA. The MUNICIPALITY will provide the necessary supervision or inspection to assure that the work is performed in accordance with the TWA.

- d. The REGION ENGINEER is authorized to issue written orders, as are necessary, for the performance of maintenance work under the provisions of this Contract.

Section 3. INTEGRATION OF STATE AND MUNICIPAL WORK

The MUNICIPALITY will furnish sufficient personnel, equipment, and approved material as needed to perform maintenance on state trunkline highways. Personnel and equipment will be used on municipal streets and state trunkline highways as conditions warrant.

Section 4. HIGHWAY MAINTENANCE SUPERINTENDENTS

The MUNICIPALITY hereby designates _____ as Maintenance Superintendent on state trunkline highways, who will supervise all work covered by this Contract. In the event the MUNICIPALITY desires to replace the Maintenance Superintendent, the MUNICIPALITY will notify the DEPARTMENT in writing.

Section 5. WAGE SCHEDULE

Wages paid by the MUNICIPALITY for work on state trunkline highways will be the same as on street work for the MUNICIPALITY.

Premium Pay and Overtime Pay (specify under what conditions and percentage of regular rate paid if not specified in the attached labor agreement).

Pay for "show-up time" (Specify under what conditions and number of hours, if a minimum number is used and is not specified in the attached labor agreement).

No "stand by at home" pay will be included in charges for work on state trunkline highways.

The DEPARTMENT will reimburse the MUNICIPALITY for Direct Labor Overhead costs on all labor costs properly chargeable to the DEPARTMENT, including but not limited to, vacation, sick leave, holiday pay, workers' compensation, retirement, social security, group life insurance, hospitalization, longevity, unemployment insurance, and military leave, hereinafter referred to as "EMPLOYEE BENEFITS," in accordance with Section 14.

Section 6. MATERIALS TO BE ACQUIRED AND MATERIAL SPECIFICATIONS

Material necessary for the performance of this Contract may, at the option of the MUNICIPALITY, be purchased by the MUNICIPALITY unless otherwise directed by the REGION ENGINEER. The MUNICIPALITY shall advertise and receive competitive bids when such purchases exceed Ten Thousand Dollars (\$10,000.00) or if required by federal or state law.

The MUNICIPALITY shall retain documentation that such bids were taken. Failure to retain documentation that such bids were taken may result in denial of reimbursement of the costs of such materials.

The following materials: bituminous pre-mixed materials, bituminous materials, aggregates (except ice control sand), and traffic control devices used on state trunkline highways by the MUNICIPALITY will conform to current or supplemental specifications approved by the DEPARTMENT, unless otherwise approved in advance by the REGION ENGINEER. The REGION ENGINEER may require approval by the DEPARTMENT'S Construction and Technology Division or by a laboratory approved by that MUNICIPALITY and the REGION ENGINEER. If DEPARTMENT-owned materials are stored jointly with MUNICIPALITY-owned materials, proper and adequate inventory records must be maintained by the MUNICIPALITY, clearly indicating the portion that is DEPARTMENT-owned.

Section 7. PRICE SCHEDULE OF MATERIALS AND SERVICES

Materials supplied by the MUNICIPALITY, including aggregates and bituminous materials using raw materials either partially or wholly obtained from municipally-owned

property, municipally-leased (in writing) property, or by written permit from state or privately-owned property, may be furnished at a firm unit price, subject to approval of source and price by the REGION ENGINEER. Firm unit prices are not subject to unit price adjustment by audit.

The DEPARTMENT may audit all records necessary to confirm accuracy of quantities for which reimbursement is requested. Reimbursement for all materials supplied by the MUNICIPALITY that are not included in the firm unit price schedule will be in accordance with Subsection 14(c). Firm unit prices may be changed, added, or deleted upon written request by the MUNICIPALITY and approval by the REGION ENGINEER at least sixty (60) days prior to the effective date of the change, addition, or deletion.

FIRM UNIT PRICES

<u>ITEM KIND</u>	<u>ITEM LOCATION</u>	<u>PRICE UNIT</u>	<u>PRICE INCLUDES*</u>	<u>PER UNIT</u>

Insert above, the following applicable number(s):

*Firm Unit Price Includes:

<u>Item Kind</u>	<u>Item Locations</u>
1. Processing/or Mixing Costs	1. Pit Site
2. Stockpiling/or Hauling to Stockpile Costs	2. Yard
3. Royalty Costs	3. Other (Describe)
4. Municipal Supplied Salt or Calcium Chloride (when used in a winter salt/sand mixture)	
5. Winter Sand	
6. Bituminous Costs	
7. Other (Describe)	

The DEPARTMENT may audit all records necessary to confirm the accuracy of the material quantities for all materials on the Firm Unit Price List for which the MUNICIPALITY requests reimbursement.

Listed items purchased from a vendor source or vendor stockpile for direct use on the trunklines are not eligible for firm unit price consideration and should be billed at vendor cost.

Section 8. SUBCONTRACTS

The MUNICIPALITY may subcontract any portion of the work to be performed under this contract. Bid/price solicitation and subcontracts will be in conformance with the MUNICIPALITY's contracting process, and applicable state laws, except as modified herein. All subcontracted work will require the submittal of a Quotation Request for Services or Equipment (Form 426) along with relevant bid and contract documents, and bid or quote tabulation.

All subcontracted work will be performed in accordance with the established Scope of Work outlined on Form 426 and any specifications developed by the MUNICIPALITY and/or the DEPARTMENT for said subcontracted work. The scope of work and specifications (if any) must be approved by the REGION ENGINEER. The MUNICIPALITY will provide the necessary supervision or inspection to assure the subcontracted work is performed in accordance with the scope of work and specifications. At no time will the MUNICIPALITY pay for subcontracted work until the work has been inspected and approved for compliance with the scope of work and specifications.

Emergency work will be subcontracted based on a verbal approval given by the REGION ENGINEER. The work must be supported by the subsequent submission of Form 426 upon completion of work. State Administrative Board approval is required within thirty (30) days of completion of emergency work.

At the conclusion of the contract term, subcontracts that are in process will be completed with the understanding that a new contract will supercede the expiring contract. In situations where either the contract is terminated by the MUNICIPALITY, or DEPARTMENT, subcontracts become null and void.

Failure to obtain the necessary approvals or to retain the documentation that the bids, prices, or rate quotations were solicited as required under this Section, may result in a denial of the reimbursement of the costs.

For subcontracts involving the items of Cleaning Drainage Structures, Roadway Sweeping and Flushing or Grass and Weed Control, the MUNICIPALITY will include a cancellation clause that will allow the MUNICIPALITY to cancel the subcontract if funds are not made available by the DEPARTMENT.

County and/or Municipality-based advantage programs (CBA Process) or any type of preference program that awards contracts based on criteria other than low bid through the competitive bidding process, will not be used for DEPARTMENT-funded projects.

The term of the subcontract will not exceed five (5) years, said term will include any time extensions.

The subcontract solicitation and approval process will be as follows:

- a. **Subcontracts less than \$2,500:** The MUNICIPALITY will obtain the lowest reasonable price. Form 426 does not require REGION ENGINEER approval. Documentation of the price solicitation must be retained.
- b. **Subcontracts \$2,500 or greater and less than \$25,000:** The MUNICIPALITY will solicit either a bid price, or rate quotation from three or more qualified sources. REGION ENGINEER approval of the Form 426 is required. Documentation of the solicitation from all qualified sources must be retained.
- c. **Subcontracts that exceed \$25,000:** The MUNICIPALITY will advertise and award by competitive bid. Advertisements must clearly define contract term and location of work. REGION ENGINEER and State Administrative Board approval is required and documentation of the solicitations must be retained.

Overruns, extra work, and adjustments requiring State Administrative Board approval are outlined in Appendix E, attached hereto and made a part hereof.

Section 9. NON-DISCRIMINATION

- a. In connection with the performance of maintenance work under this Contract, the MUNICIPALITY (hereinafter in Appendix C referred to as the "contractor") agrees to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts," as set forth in Appendix C, attached hereto and made a part hereof. This provision will be included in all subcontracts related to this Contract.
- b. During the performance of this Contract, the MUNICIPALITY, for itself, its assignees, and its successors in interest (hereinafter in Appendix G referred to as the "contractor") agrees to comply with the Civil Rights Act of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6, and the Regulations of the Department of Transportation (49 CFR Part 21) issued pursuant to said Act, including Appendix G, dated June 2003, attached hereto and made a part hereof. This provision will be included in all subcontracts relating to this Contract.
- c. The MUNICIPALITY will carry out the applicable requirements of the DEPARTMENT's Disadvantaged Business Enterprise (DBE) program and 49 CFR Part 26, including, but not limited to, those requirements set forth in Appendix H, dated October 1, 2005, attached hereto and made a part hereof.

Section 10. ANTI-KICKBACK

No official or employee of the MUNICIPALITY or of the State of Michigan will receive direct or indirect remuneration from purchases of materials, supplies, equipment, or subcontracts required for trunkline highway maintenance purposes.

Section 11. SCOPE OF CONTRACT

It is declared that the work performed under this Contract is a governmental function that the MUNICIPALITY performs for the DEPARTMENT. This Contract does not confer jurisdiction upon the MUNICIPALITY over the state trunkline highways encompassed by this contract or over any other state trunkline highways. This Contract may not be construed to confer temporary or concurrent jurisdiction in the MUNICIPALITY over a state trunkline highway. Nothing inconsistent with the underlying statutory jurisdiction, duties, prerogatives, and obligations of the DEPARTMENT is herein intended. The parties hereto further declare that this Contract is not made for the benefit of any third party.

Section 12. INSURANCE

- a. The MUNICIPALITY will furnish the DEPARTMENT with a certificate of automobile liability insurance, which complies with the No-Fault Automobile Insurance laws of the State of Michigan. Insurance coverage shall include owned, non-owned, and hired motor vehicles. Such insurance shall be not less than Two Hundred Fifty Thousand Dollars (\$250,000.00) for bodily injury or death of any one person. Coverage for public liability, property damage, and combined single limit shall also comply with Michigan No-Fault Automobile Insurance laws. The MUNICIPALITY shall also provide thirty (30) days notice to the DEPARTMENT prior to cancellation, termination, or material change of the policy. The certificate of said insurance shall be submitted to the DEPARTMENT on DEPARTMENT Form 428 (Certificate of Insurance for State Highway Maintenance Contract) covering public liability and property damage, indicating thereon the policy number, and the aforesaid thirty (30) days notice provisions and the limits of liability.

In the event the MUNICIPALITY is self-insured, a copy of the Secretary of State's certificate of self-insurance shall be submitted to the Department.

- b. In the event that the MUNICIPALITY receives a Notice of Intent to File Claim and/or any complaint filed by a person seeking to recover damages from the MUNICIPALITY for its alleged acts or omissions on a state trunkline highway, the MUNICIPALITY shall provide a copy of such notice within fifteen (15) days of receipt of said notice or complaint to the Assistant Attorney General in Charge, hereinafter referred to as the "ASSISTANT ATTORNEY GENERAL," Van Wagoner Building, 4th Floor, 425 West Ottawa Street, Lansing, Michigan, 48909. Thereafter, the MUNICIPALITY shall provide copies of pleadings and other

information regarding the claims or lawsuits when requested by the ASSISTANT ATTORNEY GENERAL and shall comply with all the obligations, duties and requirements of the general liability policy provided herein.

Section 13. WORKERS' DISABILITY COMPENSATION

The MUNICIPALITY will comply with the Michigan Workers' Disability Compensation Law as to all employees performing work under this Contract.

Section 14. REQUEST FOR REIMBURSEMENT

The DEPARTMENT will reimburse the MUNICIPALITY for the following costs incurred in the performance of routine maintenance, non-maintenance, and all other work covered by this Contract, except as set forth in Sections 16, 17, 18, and 19. To be eligible for reimbursement under this Section, costs must be submitted to the DEPARTMENT prior to the start of the audit for each respective year of the Contract period.

- a. The DEPARTMENT'S share of the actual cost of all direct labor employed in the performance of this Contract, including the expense of permit inspection, field and office engineering, and including audit expenses in connection with projects on force account work by subcontractors.
- b. The DEPARTMENT'S share of the cost of EMPLOYEE BENEFITS as referred to in Section 5 as a percentage of the payroll. This percentage shall be developed for billing purposes using DEPARTMENT Form 455M (Report of Employee Benefit Cost for the Municipality) and shall conform with the general accounts of the MUNICIPALITY on the previous fiscal year's experience. The completed Form 455M shall be submitted to the REGION ENGINEER within thirty (30) days of the MUNICIPALITY's fiscal year end. These charges will be adjusted by audit, to the costs incurred in the current contract year in accordance with Section 23.
- c. The DEPARTMENT'S share of the actual cost of MUNICIPALITY owned or purchased energy.
- d. The DEPARTMENT will reimburse the MUNICIPALITY for the cost of purchased bulk (measured by volume or weight) materials and Non-Bulk (measured by area or count) material used in the performance of this contract. The MUNICIPALITY shall deduct all discounts or rebates in excess of two percent (2%), to establish the reimbursed cost.
- e. The Department will reimburse the MUNICIPALITY for the cost of handling materials furnished by the MUNICIPALITY and materials furnished by the DEPARTMENT as follows:

i. **Bulk Items (measured by volume or weight):**

The direct expenses of handling, such as unloading, processing, stockpiling, heating or loading of materials measured by volume or weight in bulk, bags or drums such as aggregates, bituminous materials and chemicals, on condition that reimbursement of such expenses is not provided elsewhere herein, provided that these costs can be identified within the records of the MUNICIPALITY.

ii. **Non-Bulk Items (measured by area or count):**

A five percent (5%) handling and storage charge may be added to the purchase price of all materials measured by area or count provided such materials are stocked in and distributed from approved storage facilities. When reported by the MUNICIPALITY, charges for handling and storage in excess of five percent (5%) will be reimbursed to the MUNICIPALITY upon audit, provided that these charges can be identified and supported within the records of the MUNICIPALITY.

- f. The rental of equipment used in the performance of this Contract. The rental rates will be those established in Schedule C, Report 375 Equipment Rental Rates, issued annually by the DEPARTMENT and is incorporated herein by reference as if the same were repeated in full herein.
- g. The amounts paid by the MUNICIPALITY to a subcontractor, as provided for in Section 8.
- h. The cost to the MUNICIPALITY for labor, materials, and equipment rental incurred in connection with engineering, supervision, and inspection of subcontract work.
- i. Overhead in Accordance with Attached Overhead Schedule.

The DEPARTMENT will reimburse the MUNICIPALITY for overhead costs at the appropriate percentage rate as indicated in Appendix B. The overhead rate shall be based upon the original annual budget established for the MUNICIPALITY and shall not change.

The overhead amount payable under Section 14(i) is reimbursement to the MUNICIPALITY for all costs and expenses arising out of the performance of this Contract not specifically described in other sections of this Contract. This reimbursement includes salary and expenses (including transportation) of the Maintenance Superintendent (except as noted in Section 14(k)), salaries of clerical assistants, including radio communication staff, office expense, storage rentals on MUNICIPALITY owned property, and the cost of small road tools. Work tools without a power assist and used in a road or a bridge maintenance activity, are

considered small road tools. Small road tools do not have an equipment rental rate listed in Schedule C, Report 375, Equipment Rental Rates. Small road tools are reimbursed as an overhead cost.

- j. The DEPARTMENT will reimburse the MUNICIPALITY for the DEPARTMENT'S pro-rata share of the cost to maintain chemical storage facilities as provided for in the chemical storage facility contracts between the MUNICIPALITY and the DEPARTMENT.
- k. Requests for reimbursement to be made quarterly on the basis of certified statement of charges prepared and submitted by the MUNICIPALITY within thirty (30) days from the end of each quarter on forms furnished by the DEPARTMENT or using an equivalent approved alternative format. Costs submitted beyond sixty (60) days from the end of each quarter will include written justification for the delay and will be paid only upon approval of the REGION ENGINEER. Upon written request to the REGION ENGINEER, payment may be made to the MUNICIPALITY on a monthly basis, after submission to the DEPARTMENT of certified statements of costs for each monthly payment period.
- l. The MUNICIPALITY will be reimbursed as a direct cost for work performed by the Maintenance Superintendent making regular inspections of state trunkline highways in accordance with written instructions from the REGION ENGINEER. This time shall be specifically recorded on daily time sheets and reported as a direct labor charge.

It is further agreed that in smaller municipalities, the Maintenance Superintendent designated above may at times be engaged in tasks other than those of a strictly supervisory nature, such as operator of a truck or other highway equipment. The MUNICIPALITY may be reimbursed for this time worked on state trunklines, provided that all such time for non-supervisory work is specifically recorded on the daily time sheet and reported on the Maintenance Payroll Report Form 410A. The exact dates on which the Maintenance Superintendent so worked, the number of hours worked, and the number of hours worked under each classification shall be indicated on the Maintenance Payroll Report Form 410A.

Section 15. ELECTRONIC FUNDS TRANSFER

Public Act 533 of 2004 requires that payments under this contract be processed by electronic funds transfer (EFT). The MUNICIPALITY is required to register to receive payments of EFT at the Contract & Payment Express website (www.cpexpress.state.mi.us).

X

Section 16. WINTER MAINTENANCE

The MUNICIPALITY will be compensated for winter maintenance on the basis of actual expenditures only. The DEPARTMENT will share in the cost of snow hauling when each snow hauling effort is approved by the REGION ENGINEER. The DEPARTMENT'S share of snow hauling will be determined based on the ratio of area designated for traffic movement to the total area of the state trunkline highway right-of-way within the agreed upon area of snowhaul. The DEPARTMENT will subtract the area of parking lanes and sidewalks from the total area of the state trunkline highway right-of-way to determine the area designated for traffic movement. The DEPARTMENT'S reimbursement for snow hauling from state trunkline highways, based upon this calculation, is paid at the rate of _____ percent (%) of actual charges supported by proper documentation. The frequency (annually, each storm, etc.) will be at the discretion of the REGION ENGINEER. The MUNICIPALITY should denote snow hauling charges as Activity 149, Other Winter Maintenance, on Trunk Line Maintenance Reports. A prior written authorization for each snow haul event from the REGION ENGINEER shall be required and kept on file for audit purposes.

The MUNICIPALITY agrees that it will prohibit additional snow from being deposited on the highway right-of-way from side streets. The above percentage represents the DEPARTMENT'S share of snow removal from all trunklines in the MUNICIPALITY, including that snow moved into the right-of-way from on-street parking areas and adjacent sidewalks by the MUNICIPALITY.

Section 17. PAVEMENT MARKING

Compensation for the item of Pavement Marking will be made on the basis of actual expenditure only, except in no case will the MUNICIPALITY be compensated for a total expenditure in excess of the amount designated for pavement marking in the Line Item Budget for the appropriate DEPARTMENT fiscal year. Compensation for Pavement Marking is limited to only painting authorized by the REGION ENGINEER. The MUNICIPALITY shall not include charges for curb painting in the routine maintenance cost for state trunkline maintenance.

Section 18. COMPENSATION FOR AESTHETIC WORK ITEMS

Compensation for the items of Sweeping and Flushing (activity 132), Grass and Weed Control (activity 126) and Roadside Clean up (activity 124) will be made on the basis of actual expenditures only, except that in no case will the MUNICIPALITY be compensated for a total expenditure in excess of the budget amount designated each of these three work activities on the Summary of the Field Activity Budget for the appropriate DEPARTMENT fiscal year.

The number of work operations for each of these three activities will be agreed upon between the MUNICIPALITY and REGION ENGINEER; and reflected in each line activity budget amount.

Section 19. TREES AND SHRUBS

Except for emergency work, the MUNICIPALITY will request the DEPARTMENT'S written approval to remove dead trees and/or trim trees prior to the start of work. The DEPARTMENT will pay all costs to remove dead trees. The DEPARTMENT and MUNICIPALITY shall equally share costs when state and local forces combine efforts to trim trees within the trunkline right-of-way as approved by the REGION ENGINEER.

Section 20. EQUIPMENT LIST

The MUNICIPALITY will furnish the DEPARTMENT a list of the equipment it uses during performance under this Contract, on DEPARTMENT form 471 (Equipment Specifications and Rentals.) This form shall be furnished to the DEPARTMENT no later than February 28 of each year.

Section 21. RECORDS TO BE KEPT

The MUNICIPALITY will:

- a. Establish and maintain accurate records, in accordance with generally accepted accounting principals, of all expenses incurred for which payment is sought or made under this Contract, said records to be hereinafter referred to as the "RECORDS." Separate accounts will be established and maintained for all costs incurred under this Contract. The RECORDS include, but are not limited to:
 - i. Daily time cards for employees and equipment signed by the employee and his immediate supervisor or by a timekeeper and the supervisor when a timekeeper is employed. The daily time cards shall also indicate the distribution to route sections and work items. Those MUNICIPALITIES using crew day cards may, if they prefer, retain crew day cards backed by a time record for the pay period signed as above in lieu of daily time cards detailing the distribution.
 - ii. Properly signed material requisitions (daily distribution slips) showing type of material, quantity, units, date issued, and indicating distribution thereof to route sections and work items.
 - iii. Additional cost records as needed to support and develop unit cost charges and percentages applied to invoice cost. No such cost records are necessary in support of the overhead percentage or the five percent (5%) handling charge.
- b. Maintain the RECORDS for at least three (3) years from the date of the DEPARTMENT'S receipt of the statement of charges for the quarter ending September 30 of each year of this contract period. In the event of a dispute with

regard to the allowable expenses or any other issue under this Contract, the MUNICIPALITY will thereafter continue to maintain the RECORDS at least until that dispute has been finally decided and the time for all available challenges or appeals of that decision has expired.

- c. Allow the DEPARTMENT or its representative to inspect, copy, or audit the RECORDS at any mutually acceptable time. However, the MUNICIPALITY cannot unreasonably delay the timely performance of the audit.

Section 22. CERTIFIED STATEMENT OF CHARGES

The MUNICIPALITY hereby certifies that, to the best of the MUNICIPALITY'S knowledge, the costs reported to the DEPARTMENT under this Contract will represent only those items that are properly chargeable in accordance with the Contract. The MUNICIPALITY also hereby certifies that it has read the contract terms and is aware of the applicable laws, regulations, and terms of this Contract.

Section 23. AUDIT

The MUNICIPALITY'S records will be subject to audit. Charges by the MUNICIPALITY for maintenance of state trunkline highways and authorized non-maintenance work performed under this Contract will not be adjusted (increased or decreased) by audit after twenty-four (24) months subsequent to the date of the DEPARTMENT'S receipt of certified statement of charges for the quarter ending September 30 of each year of this contract period. This limitation will not apply in case of fraud or misrepresentation of material fact or if mutually agreed to in writing.

The firm unit prices for aggregates and bituminous materials that are processed and furnished by the MUNICIPALITY will not be subject to adjustment.

If any adjustments are to be made, the MUNICIPALITY will be notified of the tentative exceptions and adjustments within the above twenty-four (24) month period. The twenty-four (24) month period is intended only as a limitation of time for making adjustments and does not limit the time for payment of such amounts. In the event that an audit performed by or on behalf of the DEPARTMENT indicates an adjustment to the costs reported under this Contract or questions the allowability of an item of expense, the DEPARTMENT will promptly submit to the MUNICIPALITY a Notice of Audit Results and a copy of the audit report, which may supplement or modify any tentative findings communicated to the MUNICIPALITY at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the MUNICIPALITY will:

- a. Respond in writing to the responsible Bureau of the DEPARTMENT indicating whether or not it concurs with the audit report;

- b. Clearly explain the nature and basis for any disagreement as to a disallowed item of expense; and
- c. Submit to the DEPARTMENT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the "RESPONSE." The RESPONSE will be clearly stated and will provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the MUNICIPALITY may supply appropriate excerpts and make alternate arrangements to conveniently and reasonably make that documentation available for review by the DEPARTMENT. The RESPONSE will refer to and apply the language of the Contract.
- d. The MUNICIPALITY agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes the DEPARTMENT to make a final decision to either allow or disallow any items of questioned cost, or no opinion expressed cost.

Upon review of the RESPONSE, if the DEPARTMENT'S Dispute Audit Review Team (DART) does not agree with the RESPONSE, the DEPARTMENT will provide the MUNICIPALITY an opportunity to appear before DART to explain and support its RESPONSE. This will occur within ninety (90) days of receipt of the RESPONSE, unless the time has been extended by the DEPARTMENT. The DEPARTMENT will make its decision regarding any disallowed or questioned cost items within 30 days after DART considers the appeal.

If after a DART decision the DEPARTMENT determines that an overpayment has been made to the MUNICIPALITY, the MUNICIPALITY shall repay that amount to the DEPARTMENT or notify the DEPARTMENT of the MUNICIPALITY'S intent to appeal to the three member panel, which is described in this section of the contract or file a lawsuit in the court of proper jurisdiction to contest the DEPARTMENT'S decision. The DEPARTMENT shall not withhold or offset funds in dispute if the MUNICIPALITY appeals to the three member panel or files a lawsuit in the court of proper jurisdiction. The appeal to the three member panel or the filing of a lawsuit in the court of proper jurisdiction shall be initiated by the MUNICIPALITY within thirty (30) days of the receipt of the DEPARTMENT'S written notice that an overpayment has been made. If the MUNICIPALITY fails to repay the overpayment or reach an agreement with the DEPARTMENT on a repayment schedule within the thirty (30) day period, the MUNICIPALITY agrees that the DEPARTMENT will deduct all or a portion of the overpayment from any funds due the MUNICIPALITY by the DEPARTMENT under the terms of any maintenance contract. The MUNICIPALITY expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to appeal to the three member panel or to file a lawsuit in the court of proper jurisdiction to contest the DEPARTMENT'S decision only as to any item of expense the disallowance of which was disputed by the MUNICIPALITY in a timely filed RESPONSE. The

MUNICIPALITY may ask the court of proper jurisdiction to bar the DEPARTMENT from withholding or offsetting funds until the court finally decides the dispute.

The individuals on the three member panel shall be selected from state agencies not directly associated with the DEPARTMENT. The MUNICIPALITY will appoint one (1) member and the DEPARTMENT will appoint one (1) member. The third member of the panel will be selected by the two (2) appointed panel members. The decision of the panel shall be binding unless appealed to the proper court by either party within one hundred twenty (120) days after the decision of the panel has been issued.

Section 24. TERM OF CONTRACT

This Contract will be in effect from October 1, 2009, through September 30, 2014.

Section 25. TERMINATION OF CONTRACT

Either party may terminate this Contract. Termination may occur in any year, but only in the months of April, May, or June. Written notice of intent to terminate this Contract shall be provided to the other party at least ninety (90) days prior to the date of termination.

Section 26. STATE ADMINISTRATIVE BOARD RESOLUTION

The provisions of the State Administrative Board Resolution of May 1, 1979, as amended, attached hereto made a part hereof as Appendix D.

Section 27. CONTRACT CONTENT

In case of any discrepancies between the body of this Contract and any exhibits hereto, the body of this Contract will govern.

Section 28. AUTHORIZED SIGNATURE(S)

This Contract will become binding on the parties and of full force and effect upon signing by the duly authorized official(s) of the MUNICIPALITY and of the DEPARTMENT and upon adoption of a resolution approving said Contract and authorizing the signature(s) thereto of the respective official(s) of the MUNICIPALITY, a certified copy of which resolution will be sent to the DEPARTMENT with this CONTRACT, as applicable.

IN WITNESS WHEREOF, the parties have caused this Contract to be awarded.

CITY OF SWARTZ CREEK

BY: _____
TITLE:

BY: _____
TITLE:

MICHIGAN DEPARTMENT OF TRANSPORTATION

BY: _____
TITLE: Department Director

APPENDIX A

MICHIGAN DEPARTMENT OF TRANSPORTATION

MUNICIPALITY CONTRACT

DEFINITIONS

Annual Work Plan: A schedule developed by the Municipality, and a Region Engineer designee, of the routine maintenance work to be performed annually on state trunklines by the Municipality.

Budget/Field Activity Budget: Both items are defined as the budgeted amount distributed to the Municipality at the beginning of the fiscal year (October 1).

Chemical Storage Facilities: Bulk salt storage buildings.

Components of an Annual Work Plan: An outline of agreed upon maintenance activities to be performed to meet the needs of the trunkline. The components of this plan shall be a list of prioritized maintenance needs and a general break-down of how the Municipality's budget will be applied to the standard maintenance activity groups to facilitate work on the maintenance needs.

DEPARTMENT: Means the Michigan Department of Transportation.

Dispute Audit Resolution Team (DART): Is a team comprised of the Deputy Director for the Bureau of Finance and Administration as the chairperson, the Commission Auditor, the Deputy Director for the bureau involved, and the Assistant Attorney General in Charge of the Transportation Division, as the legal advisor.

Equipment Specifications and Rentals: An annual list of equipment proposed to be used on the state trunkline system by the Municipality forwarded to the Department with the hourly rates of each piece of equipment, for which rates may be modified by the Municipality based on their equipment experience.

Equipment Questionnaire: A report prepared by the Municipality and forwarded to the Department to substantiate the previous year's actual equipment costs.

Michigan State Transportation Commission: The policy-making body for all state transportation programs. The Commission establishes policy for the Michigan Department of Transportation in relation to transportation programs and facilities and other such works as related to transportation development as provided by law. Responsibilities of the Commission include the development and implementation of comprehensive transportation plans for the entire state, including aeronautics, bus and rail transit, providing professional and technical assistance, and overseeing the administration of state and federal funds allocated for these programs.

Office of Commission Audit (OCA): The Office of Commission Audit reports directly to the Michigan State Transportation Commission. The Office of Commission Audits is charged with the overall responsibility to supervise and conduct auditing activities for the Department of Transportation. The auditor submits to the Commission reports of financial and operational audits and investigations performed by staff for acceptance.

Region Engineer: The Department's designated chief engineer (or designee) responsible for the oversight of each MDOT region.

Schedule C Equipment Rental Rates: The Department's annual list of statewide hourly equipment rental rates that shall be charged for the use of road equipment calculated from the average costs submitted by each agency in the Equipment Questionnaire.

Small Hand Tools: Hand tools which do not have power assist (non-powered) used for general road and bridge maintenance such as rakes, shovels, brooms, etc.

State Administrative Board: The State Administrative Board consists of the Governor, Lieutenant Governor, Secretary of State, Attorney General, State Treasurer, and the Superintendent of Public Instruction. The State Administrative Board has general supervisory control over the administrative activities of all state departments and agencies, including but not limited to, the approval of contracts and leases, oversight of the state capitol outlay process, and the settlement of small claims against the state.

State Trunkline Highway: A road, highway, or freeway under the jurisdiction of the Department, and usually designated with an M, US, or I preceding the route number.

Winter maintenance: Maintenance operations centered on the process to remove snow and ice from the trunkline to provide a reasonably clear and safe driving surface under winter conditions. The work codes (PCA codes) that define the budget line items for winter maintenance are:

14100: Winter maintenance

14400: Winter road patrol (*See winter maintenance patrol above*)

14900: Other winter maintenance (*Shall include maintenance items resulting from winter maintenance, but not actual winter maintenance, i.e. sweeping and flushing immediately after winter ends*)

This work includes all material costs required to conduct work under the above PCA codes.

APPENDIX B

MICHIGAN DEPARTMENT OF TRANSPORTATION

MUNICIPALITY CONTRACT

OVERHEAD SCHEDULE

Effective October 1, 2009, through September 30, 2014

Set forth below is the table of allowable percentages for Overhead, Supervision, and Expense of Small Tools paid by the Michigan Department of Transportation in connection with state trunkline highways maintenance contracts. Small tool expense includes tarpaulin, barricades, hand sanders, torches, flags, picks, shovels, saws, axes, wheelbarrows and other tools up to seventy five dollars in value for each tool, except for those units presently classified in the Equipment Rental Rate Book.

Original Annual Budget Amount	Percent Allowed for Overhead	Percent Allowed for Small Tools	Total Percent Allowed
Up to \$25,000 _____	10.50 _____	.50 _____	11.00
\$25,001 to \$50,000 _____	9.65 _____	.50 _____	10.15
\$50,001 to \$75,000 _____	8.75 _____	.50 _____	9.25
\$75,001 to \$100,000 _____	7.85 _____	.50 _____	8.35
\$100,001 and over _____	7.00 _____	.50 _____	7.50

APPENDIX C
PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Act No. 453, Public Acts of 1976, the contractor hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or as a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status. Further, in accordance with Act No. 220, Public Acts of 1976 as amended by Act No. 478, Public Acts of 1980 the contractor hereby agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants shall be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to insure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or his collective bargaining representative will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representative of the contractor's commitments under this appendix.
6. The contractor will comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission which may be in effect prior to the taking of bids for any individual state project.

7. The contractor will furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission, said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor as well as the contractor himself, and said contractor will permit access to his books, records, and accounts by the Michigan Civil Rights Commission and/or its agent, for purposes of investigation to ascertain compliance with this contract and relevant with rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this agreement, the Civil Rights Commission may, as part of its order based upon such findings, certify said findings to the Administrative Board of the State of Michigan, which Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, and including the governing boards of institutions of higher education, until the contractor complies with said order of the Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Civil Rights Commission to participate in such proceedings.
9. The contractor will include, or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission, and will provide in every subcontract or purchase order that said provisions will be binding upon each subcontractor or seller.

March 1998

APPROVED

January 18, 2005

Michigan State
Administrative Board

APPENDIX D

STATE OF MICHIGAN

ADMINISTRATIVE BOARD RESOLUTION (2005-1)

OF

MAY 1, 1979

(As amended on December 2, 1980; April 7, 1981;
August 18, 1981; May 15, 1984; April 7, 1987;
December 15, 1987; January 5, 1988; May 2, 1989;
September 13, 1996; July 3, 2001, and January 18, 2005)

DEPARTMENT OF TRANSPORTATION CONSTRUCTION AND MAINTENANCE CONTRACTS

WHEREAS, pursuant to the provisions of Section 2, Act 17, Public Acts of 1925, as amended, all contracts entered into by the Michigan State Transportation Commission or the Michigan Department of Transportation, hereinafter referred to as the "Commission" and the "Department," respectively, require approval of the State Administrative Board, hereinafter referred to as the "Board," except the Commission or the Department, without the approval of the Board, is authorized to contract for an amount not exceeding **\$25,000.00** for each contract for toilet vault cleaning, use of licensed sanitary landfills, pickup and disposal of refuse, pavement surfacing and patching, rental of equipment for emergency repairs and maintenance operations, curb replacement, maintenance of office equipment, installation of utility services and installation of traffic control devices and, without such approval, may authorize Boards of County Road Commissioners, Township Boards, and Municipalities, under contracts for the maintenance of trunkline highways, to subcontract in amounts not to exceed **\$25,000.00** for each subcontract;

WHEREAS, modification of highway construction and maintenance contracts is sometimes necessary;

WHEREAS, extra work is defined as any work which is determined to be essential to the satisfactory completion of the contract but which neither appears therein as a specific item of work nor is included in the price bid for other items in the contract;

WHEREAS, it is sometimes necessary in order to avoid delays and increased costs for the Department to authorize extra work by modification of the contract without obtaining specific prior approval of the board for such modifications;

THEREFORE, BE IT RESOLVED by the State Administrative Board of the State of Michigan as follows:

1. Pursuant to applicable Public Acts, the Department, without obtaining the approval of this Board, in connection with any construction or maintenance contract, may contract for extra work or labor, or both, not exceeding \$48,000.00 per contract for contracts having a value of \$800,000.00 or less and not exceeding 6% per contract for contracts having a value over \$800,000.00 under a contract with a private agency authorized by law, and for an amount not exceeding \$800,000.00 under a contract with Boards of County Road Commissioners, Township Boards, and Municipalities of this State, except that each job for extra or additional work or labor, or both, in excess of \$100,000.00 shall require approval of the State Administrative Board.
2. All agreements by the Department to pay for extra work on either a negotiated price or force account basis in excess of the amounts shown in paragraph 1 must be approved by the Board.
3. No extra work which may cause an increase in the contract price in excess of the amount shown in paragraph 1 shall be authorized by the Department prior to Board approval, unless and until the Attorney General has approved the authorization as being in compliance with all legal requirements. Provided, however, that extra work costing not more than \$25,000.00 may be authorized by the Department without prior approval of the Attorney General, if necessary to avoid construction delays or increased costs.
4. Department authorizations for extra work, requiring Board approval, given prior to Board approval shall be presented to the Board for subsequent approval or disapproval as quickly as possible, but in no case more than 60 days after the extra work has been authorized by the Department.
5. The Department shall not pay nor agree to pay any disputed claim for extra compensation for work already commenced or completed without approval of the Board.
6. No payments for extra work requiring Board approval shall be made until such Board approval has been obtained.
7. The Department is authorized to balance budgets for extra work recommendations or authorizations previously approved by the Board, by decreasing, in any amount, or increasing, not in excess of 15 percent, the original estimated amount without additional approval by this Board.
8. No payments for increased contract quantities shall be made by the Department unless and until the Board has given prior approval for such payments, except that payments for overruns may be made without Board approval if such payments do not exceed the following per cent of the original contract price: 10 percent on contracts of \$50,000.00 or more; 15 percent on contracts of \$25,000.00 to \$49,999.99; and 25 percent on contracts of less than \$25,000.00.

9. The Department shall deduct from payments and retain 2.0 percent of the total amount earned by a contractor. Upon acceptance of all work, the amount of retainage may be reduced. Local units of government performing as contractors to the Department may be excluded from these retainage provisions. For those contracts for which the retainage is not sufficient to offset an overpayment, it is desired to offset any remaining overpayment amount with funds from another construction or maintenance contract between the Department and the same contractor.

With respect to contracts between the Department and Railroad companies, the 2.0 percent shall be retained until after the final audit. The retainage provision may be waived for those Railroad companies the Department has determined to have had recent, acceptable history of both contract compliance and audit experience with the Department and where there are no other circumstances indicating a need to maintain the retainage to reasonably protect the public interest.

10. The Department shall assess damages against any contractor who fails to have the job open to traffic or completed by the dates specified in the contract unless the contractor has been excused for such failure by the Department. The Department may, without approval of the Board, extend the time for opening to traffic or completion of the contract because of delays from unforeseen causes beyond the control and without the fault or negligence of the contractor, including and restricted to: acts of God; acts of public enemy; acts of Government, acts of the State or any political subdivision thereof; fires; floods; epidemics; strikes; or extraordinary delays in delivery of materials.

No excusal or waiver of damages, except as above provided, shall be final and binding upon the State unless and until approved by the Board, except excusals and waivers granted by the Department prior to the effective date of this Resolution pursuant to applicable specifications and other contract provisions.

11. The foregoing requirements established by the Board shall be made as express part of all construction and maintenance contracts entered into by the Commission, and the Department's standard and supplemental specifications shall be amended to reflect such requirements.
12. Policy Resolution A, approved by the Board on July 17, 1956, and the Resolutions of October 17, 1967, and May 6, 1975 as amended May 4, 1976, are hereby repealed, except that all rights, causes of action, claims, proceedings and suits existing on the effective date of this Policy Resolution shall continue unaffected.
13. Upon approval by the State Administrative Board, this Resolution shall be effective as of January 18, 2005.

APPENDIX E

**SUBCONTRACT REQUIREMENTS
AND
SUMMARY OF STATE ADMINISTRATIVE BOARD REQUIREMENTS FOR
OVERRUNS, EXTRA'S AND ADJUSTMENTS**

State Administrative Board Resolution (2005-2, November 15, 2005)

Definition(s):

OVERRUNS: Occur when the original contract quantity or contract cost is exceeded.

OVERRUNS

Original Contract Amount:	Subcontract Requirements:	State Administrative Board Approval is required:
\$2,500 or less	<u>OVERRUNS greater than 10%:</u> Must be documented by the Municipality on a revised Form 426 with prior verbal approval obtained from the Region Engineer.	Not required
\$24,999 or less	* <u>Less than 10%:</u> Documentation required and provided to Region Engineer. * <u>Greater than 10%:</u> Must be documented by the Municipality with prior verbal approval obtained from the Region Engineer.	Only if total cumulative overruns exceed 25% of the original contract price and contract exceeds \$25,000, then SAB approval is required.
\$25,000 to \$49,999	* <u>Less than 10%:</u> Documentation required and provided to Region Engineer. * <u>Greater than 10%:</u> Must be documented on a revised Form 426, by the Municipality, with prior verbal approval obtained from the Region Engineer.	Only if total cumulative overruns exceed 15% of the original contract price
\$50,000 or greater	* <u>Less than 10%:</u> Documentation required and provided to Region Engineer. * <u>Greater than 10%:</u> Must be documented on a revised Form 426, by the Municipality, with prior verbal approval obtained from the Region Engineer.	Only if total cumulative overruns exceed 10% of the original contract price.

CONTRACT EXTRA'S AND ADJUSTMENTS:

Definition(s):

Contract Extra: When quantities or work are added to the original contract amount it becomes a contract extra.

Adjustment: When the cost of the original contract pay item(s) are adjusted.

Original Contract Price:	Subcontract Requirements:	State Administrative Board Approval is required:
\$0 to \$800,000	<p><u>*Less than 10%:</u> Documentation required and provided to Region Engineer.</p> <p><u>*Greater than 10%:</u> Must be documented by the Municipality with prior verbal approval obtained from the Region Engineer. If contract is \$25,000 or greater, a revised 426 Form is required.</p>	<p>Only if total contract amount exceeds \$25,000 and/or when total cumulative extras and adjustments exceed \$48,000 per contract</p>
\$800,001 or greater	<p><u>*Less than 10%:</u> Documentation required and provided to Region Engineer.</p> <p><u>*Greater than 10%:</u> Must be documented by the Municipality with prior verbal approval obtained from the Region Engineer. A revised 426 Form is required.</p>	<p>Only if total cumulative extras and adjustments exceed 6% of the original contract price, or any individual extra or adjustment exceeds \$100,000</p>



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

APPENDIX F

SAMPLE: Letter of Understanding

Date

Contract Agency Name
Address
Contact Person, Title

**RE: Clarification of State Trunkline Maintenance Contract between Michigan
Department of Transportation (MDOT) and the (insert name of contract agency)**

Dear _____:

This Letter of Understanding is in follow up to our recent meeting held on _____ and will serve as a reference to clarify the Scope of Work set forth in Section 2, of the State Trunkline Maintenance Contract.

The Scope of Work will be limited to (insert type of work activities and frequency of work to be performed) on the state trunkline (indicate routes) in the City of _____. The work activities are to be conducted by the City as a part of the Contract with MDOT.

The Scope of Work shall include traffic control to perform the work.

Request for reimbursement of the Scope of Work activities identified herein shall be in accordance with Section 14 of the Contract.

Subcontracting of any work activities shall be in accordance to Section 8 of the Contract.

Please sign each of the two original letters enclosed. Please keep one copy for your records and return the other copy to my attention.

Sincerely,

Name
Maintenance Engineer
MDOT ____ TSC

APPROVED BY:

City of _____ agrees to the terms and conditions stated in this agreement.

Dated this _____ day of _____, 2009

Name, Title

APPROVED BY:

Region Engineer
Michigan Department of Transportation

Date _____

**APPENDIX G
TITLE VI ASSURANCE**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulation, including employment practices when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway department of the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State highway department, or the Federal highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the State highway department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. withholding of payments to the contractor under the contract until the contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State highway department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State highway department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX H

Assurances that Recipients and Contractors Must Make (Excerpts from US DOT Regulation 49 CFR § 26.13)

- A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.



GENESEE COUNTY ROAD COMMISSION

AN EQUAL OPPORTUNITY EMPLOYER

211 WEST OAKLEY STREET
FLINT, MICHIGAN 48503-3995
PHONE (810) 767-4920
TOLL FREE (800) 249-4027

Website - www.gcrc.org
Fax (810) 767-5373 - Administration
Fax (810) 767-3634 - Maintenance
BOARD MEETINGS - TUESDAYS @ 10 A.M.

BILLY W. BRADSHAW
Chairperson

DAVID L. MILLER
Vice-Chairperson

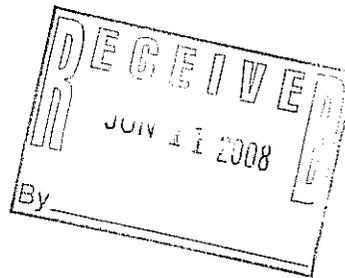
JAMES A. POMEROY
Commissioner

K. MICHAEL HARVEY
Commissioner

ROBERT C. JOHNSON
Commissioner

June 9, 2008

City of Swartz Creek
Tom Svrcek
8083 Civic Dr
Swartz Creek, MI 48473



Subject: 2008-2009 Winter Season - Item #32-Bulk Rock Salt

Dear Mr. Svrcek:

By now you should have received from me a letter of award for our 2008-2009 Winter Season – Item #32-Bulk Rock Salt bid. Enclosed is a copy of the tabulations for your records.

If you have any questions, please contact Joyce McClane in the Purchasing Department at (810) 767-4920, ext. 282.

Sincerely,

GENESEE COUNTY ROAD COMMISSION

Joyce McClane
Purchasing Coordinator

OUR MISSION, AS GENESEE COUNTY ROAD COMMISSION EMPLOYEES, IS TO COLLECTIVELY PROVIDE AND MAINTAIN A SAFE, COST EFFICIENT AND QUALITY COUNTY ROAD SYSTEM FOR THE MOTORISTS IN GENESEE COUNTY



ITEM #32 - BULK ROCK SALT										
Company Name	ESTIMATED APPROXIMATE TONS	MATERIALS UNIT PRICE PER TON	TOTAL PRICE	TERMS	EEOP	MSDS	Remarks			
Detroit Salt Company	96,390	\$ 41.43	\$ 3,993,437.70	Net 30 days	Expires 5/16/2011	Yes				
	REMARKS									
	Location where salt is being trucked from: Detroit, Michigan Location where salt is being stockpiled: Detroit, Michigan									
North American Salt Co.	96,390	\$ 46.03	\$ 4,436,831.70	Net 30 days	Expires 6/7/2009	Yes	No Conveyor Service			
	REMARKS									
	Location where salt is being trucked from: Carrollton, MI and River Rouge, MI Location where salt is being stockpiled: Carrollton, MI and River Rouge, MI									
Morton Salt	96,390	\$ 58.64	\$ 5,652,309.60	Net 30 days	Sent EEOP with Bid	Yes	50 Ton Minimum Dump Truck Delivery			
	REMARKS									
	Location where salt is being trucked from: Ojibway, CN Location where salt is being stockpiled: Detroit, MI									
Cargill Inc. - Deicing Technology Business Unit	NO BID									
Central Salt, L.L.C.	NO BID									



GENESEE COUNTY ROAD COMMISSION

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DAVID L. MILLER
Chairperson

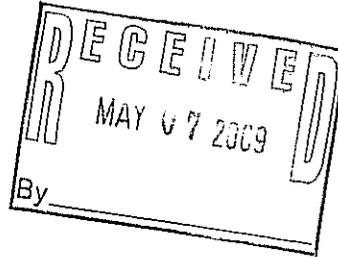
JAMES A. POMEROY
Vice-Chairperson

BILLY W. BRADSHAW
Commissioner

K. MICHAEL HARVEY
Commissioner

ROBERT C. JOHNSON
Commissioner

May 5, 2009



City of Swartz Creek
Thomas Svrcek
8083 Civic Drive
Swartz Creek, MI 48473

Subject: **2009-2010 Winter Season - Item #32-Bulk Rock Salt**

Dear Mr. Svrcek:

This correspondence is to inform you that the Genesee County Road Commission has awarded the 2009-2010 Winter Season—Bulk Rock Salt Bid to the following company:

Detroit Salt Company

12841 Sanders Street
Detroit, MI 48217
Phone #(313) 841-5144

Your projected usage of Salt for the 2009-2010 Winter Season was **990 tons**. The unit price per ton is \$49.72. I would like to reiterate that you will be dealing directly with the vendor for ordering and invoicing of your salt.

Enclosed you will find copies of all necessary papers to proceed with your order.

If you have any questions, please contact Joyce McClane in the Purchasing Department at (810) 767-4920, ext. 282.

Sincerely,

GENESEE COUNTY ROAD COMMISSION

Joyce McClane
Purchasing Coordinator



ITEM #32 - BULK ROCK SALT							
Company Name	APPROXIMATE TONS	MATERIALS UNIT PRICE PER TON	TOTAL PRICE	TERMS	EEOP	MSDS	Remarks
Detroit Salt Company	99,790	\$ 49.72	\$ 4,961,558.80	Net 30 days	Expires 5/16/2011	Yes	
	REMARKS						
	Location where salt is being trucked from: Detroit, Michigan Location where salt is being stockpiled: Detroit, Michigan						
North American Salt Co.	99,790	\$ 58.31	\$ 5,818,754.90	Net 30 days	Expires 3/30/2012	Yes	See Attached Sheet
	REMARKS						
	Location where salt is being trucked from: Saginaw, MI Location where salt is being stockpiled: Saginaw, MI - Sargent Docks & Terminals						
Morton Salt	99,790	\$ 70.85	\$ 7,070,121.50	Net 30 days	Expires 5/23/2011	Yes	
	REMARKS						
	Location where salt is being trucked from: Ojibway, CN Location where salt is being stockpiled: Detroit, MI						
Cargill Inc.	NO BID						
Central Salt, L.L.C.	NO BID						

NOTE** Each agency listed below will issue their own PO for the qty. noted:		\$	49.72
Genesee County Road Commis:	50,000 Tons	\$	2,486,000.00
City of Burton	15,000 Tons	\$	745,800.00
City of Flint	10,000 Tons	\$	497,200.00
City of Flushing	1,000 Tons	\$	49,720.00
City of Grand Blanc	1,600 Tons	\$	79,552.00
City of Linden	1,000 Tons	\$	49,720.00
City of Swartz Creek	990 Tons	\$	49,222.80
Livingston County Road Commiss	20,000 Tons	\$	994,400.00
Bishop International Airport	200 Tons	\$	9,944.00
Grand Total Tons	99,790 Tons	\$	4,961,558.80



To: Community Leaders

From: Gretchen Mensing, Public Relations and Development Manager
Governor's Council on Physical Fitness, Health and Sports

Date: May 2009

Re: Labor Day Community Walk Packet

GOVERNOR
Jennifer M. Granholm

GOVERNOR'S COUNCIL
ON PHYSICAL FITNESS,
HEALTH AND SPORTS

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Nathan Ohle
Terry Smythe
Daniel Varner
Mary Zatina

The Governor's Council on Physical Fitness and our sponsor, Farm Bureau Insurance, congratulate you on your effort to showcase the strength of your community by hosting a Labor Day Community Walk. Out of nearly 10 million Michigan residents, about 50,000 join the traditional Mackinac Bridge Labor Day Walk each year. The Mackinac Bridge Walk connects Michigan's two peninsulas and similarly, your community's involvement will help us connect every Michigan community together.

Enclosed is a Labor Day Community Walk packet to assist in the planning and implementation of your Community Walk. The packet includes:

- A guide to a successful Labor Day Community Walk
- A sample press release
- A publicity flyer
- Instructions for customizing the publicity flyer
- A CD-ROM (containing the press release and flyer)

MICHIGAN FITNESS
FOUNDATION BOARD

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Furthermore, the Governor's Council will promote your Labor Day Community Walk to citizens and the media. We post all Community Walks on our web site after you have registered with us via the request for more information (information for web site listing) letter we initially sent out.

The Governor's Council on Physical Fitness, Health and Sports endorses local, regional and state events that are consistent with our mission of "Getting Michigan Moving." We would be thrilled to endorse all of your community physical activity events *including the Labor Day Community Walk*. Here is how the endorsement works: it acknowledges quality physical activity events (i.e., Community Walk/Run, recreation events) that contribute to the health and well being of Michigan residents. Information about our endorsed events is posted on our Web site.

Ex Officio
Sandra R. Knollenberg

PRESIDENT AND CEO
Marilyn R. Lieber





The endorsement application is free of charge and can be found on our Web site, www.michiganfitness.org or by calling (800) 434-8642. In addition, we will send you our logo which can be used on any of printed materials or t-shirts associated with the event.

Thank you for being a part of Michigan's Labor Day Community Walks. If you have any questions, please call us at (800) 434-8642. We look forward to hearing from you!

Guide to a Successful Labor Day Community Walk



Developed by The Michigan Governor's Council
on Physical Fitness, Health and Sports
and Playmakers



Since their inception, "Getting Michigan Moving" has been the rallying cry for the Governor's Council on Physical Fitness and the Michigan Fitness Foundation. More than 55 percent of our adult population is classified as inactive and we are counting on your community to help promote healthy lifestyles and "get Michigan moving." Most Michiganders are aware of the traditional Mackinac Bridge Walk on Labor Day and the Governor's Council and Farm Bureau Insurance would like to encourage all community residents to participate in the 2009 Labor Day Community Walk...and help to bridge active Michigan communities. Make this a legacy for your community!

The well-established tradition of walking the Mackinac Bridge draws approximately 50,000 walkers each Labor Day. The Governor's Council is expanding this event by

asking communities to organize a Labor Day Community Walk (incorporating a bridge if possible) to tie with the five-mile Mackinac Bridge Walk. By holding local events all across the state, we hope to double the number of walkers on Labor Day while



promoting the importance of physically active, healthy communities. This event and others facilitated in your community can be endorsed by the Governor's Council. The endorsement acknowledges quality physical activity events that contribute to the health and well being of Michigan residents. Information about the endorsement is on our website (www.michiganfitness.org).

This guide was created for Labor Day Community Walk coordinators to help organize efficient, safe, and enjoyable community physical activity events. Information in the guide should be tailored to your community. We encourage you to use the guide and organize a series of community walks (May-August) in preparation for the Labor Day Community Walk.

Create an event team

Recruit a multi-disciplinary team with a passion for physical activity. The team should represent your local population. Suggested team members include:

- ⌚ Law enforcement
- ⌚ Community coalition members
- ⌚ Local employers
- ⌚ AARP
- ⌚ Rotary/Kiwanis Clubs
- ⌚ School representatives
- ⌚ Church groups
- ⌚ Local fitness clubs
- ⌚ High school students
- ⌚ Marketing representative (from local newspaper/radio/TV)
- ⌚ Honorary Chair to host the event (mayor, school superintendent, local VIPs, high school sports celebrity, legislator)

Note: Organize a team meeting to plan the event. Solicit input from team members on location, time, budget, publicity, potential sponsors/donations, logistics etc. Recruit team members with expertise in certain areas to serve as team leaders for the suggested committees:

- ⌚ Sponsorships/Budget
- ⌚ Course set-up/clean-up
- ⌚ Volunteer Coordinator
- ⌚ Food/beverage
- ⌚ Marketing
- ⌚ Speakers/Entertainment
- ⌚ Follow-up

Select a time and location

- ⌚ Schedule an appropriate time for your community. The Mackinac Bridge Walk begins at 7:00 a.m.
- ⌚ Choose a location and chart a course that walkers will enjoy. Try to make the walk similar to the Mackinac Bridge Walk, e.g., a five-mile distance that includes a local bridge. The site should have:
 - ⌚ Easy access with convenient parking.
 - ⌚ Clean restrooms.
 - ⌚ Convenient start and end locations. Preferably the start and end locations should be the same since this requires only one set-up.
 - ⌚ Site should be clean and safe (away from heavy traffic areas).
 - ⌚ Attractive scenery.

Note: Check with local authorities to see if a permit is required for your proposed course. If you are not sure whom to call, start with your local law enforcement office.

Establish a budget

- ⌚ Itemize estimated expenses for the event that include required expenditures (tents, tables, equipment, facilities rental, portable restrooms, barricades, cones, music, insurance, banners, permits, fees, marketing, graphic design, printing, postage, t-shirts, entertainment, food, etc.).
- ⌚ Create listing of additional expenses that could be covered by a sponsor, local donations or loans. Use the estimated expenses as a guide.
- ⌚ Develop an estimated income for the event.
- ⌚ Avoid charging entry fees.

Secure sponsorships

- ⌚ Prepare list of potential sponsors and a listing of recommended expenses (food, water, t-shirts, etc.) Most sponsors want exposure and identification with a consistently high quality event. Clarify expectations of sponsor and ways the event can promote their business or product.
- ⌚ Create a recognition plan.

Examples of recognition:

- ⌚ Printing logos (include sponsor name/logo on all printed materials including brochures, posters, banners, informational packets and clothing).
- ⌚ Promote event via local newspapers, radio/TV station and identify the sponsor.

Note: Seek sponsors months prior to the event. Media sponsors can help publicize your event, which could attract other sponsors.

Step 2

Planning the Details

Review liability issues

- ⌚ Consult with your local legal council regarding issues that may arise from hosting a walking event.
- ⌚ Arrange for liability insurance coverage to protect against a liability claim.
- ⌚ Partner with a local non-profit agency, Chamber of Commerce, city or township (if possible). These agencies can typically add a rider to their existing insurance coverage for little or no cost.

Promote and publicize the walk

- ⌚ Solicit team members' expertise in developing creative ideas to promote the walk (i.e., marketing representative).
- ⌚ Distribute promotional materials months prior to the walk. Ask team members to distribute materials through their networks.
- ⌚ Send a press release to local newspapers and television stations.
- ⌚ Attempt to secure media coverage on the day of the event. This adds value to the event for any sponsors.

Water and food

- ⌚ Ensure there is plenty of water and cups on the course and at the finish. If the weather is hot, lack of water could be a major health risk.
- ⌚ Include food if you secure a sponsor or donor to cover the costs. A local grocery store or health club may donate water and staff the distribution points. Select tasty, healthy food that is easy to consume and clean up (fruit, bagels, nutritious snacks).

Secure speakers/entertainment

- ⌚ Recruit a person (e.g., the honorary chair) to kick-off the walk and/or serve as a host to the speakers before the walk begins. Announcements should include: sponsor recognition, an indication that this is a (name of community) 2008 Michigan Labor Day Community Walk, and a thank-you to all volunteers. Other speakers could include the mayor, major employer representative, local VIPs or politicians.
- ⌚ Monitor time limit (**approximately two minutes**) for each speaker.
- ⌚ Explore entertainment possibilities such as school bands, local DJs, or music played over a sound system. A good sound system and music is impressive. The sound system can be used for announcements too.

Develop a logistics plan

- ⌚ Secure the needed permits and/or permissions for your event. Local law enforcement agencies will need to help if traffic will be interrupted or diverted.
- ⌚ Examine the parking situation. There should be ample parking on or off site with clearly labeled directions.
- ⌚ Arrange for portable restrooms on-site if necessary (**one restroom for every 100 participants.**)

Map the Layout of the Event – Prior to Labor Day

- ⌚ Develop an appealing start and finish line in the same area to limit set-up to one location versus two.
- ⌚ Check restroom availability and arrange for portable restrooms if necessary.
- ⌚ Display large colorful banners with sponsor logos in a clean area with clear directions to starting location and time. The display will enhance the quality of the event and could entice participants to join future community physical activity functions.
- ⌚ Station mile markers and volunteers in orange vests along the course. Be sure there is enough room at the finish so walkers don't bunch up.
- ⌚ Select food and beverage locations to minimize lines.

Recruit/recognize volunteers

- ⌚ The Volunteer Team Leader should oversee tasks and answer questions. The Coordinator should meet with the volunteers to review tasks either the night before or two-three hours before the event.
- ⌚ Arrange for the number of volunteers according to the size of event and tasks in Step three. In addition to the event team, extra volunteers are needed the day of the event, and a few volunteers could perform multiple tasks.
- ⌚ Recruit a volunteer to take pictures to publicize the event and sponsor(s).
- ⌚ Recognize volunteers for their good work and time. Show appreciation by providing refreshments, t-shirts or other amenities.

Step 3

Conducting Your Labor Day Community Walk

Meet with walk committee and volunteers (ideally the evening before)

- ⌚ Specify the volunteer's station on the course. Distribute maps and a task list.
- ⌚ Review their assignments and answer any questions to make sure they are comfortable with the event logistics.

Prepare course set-up

- ⌚ Assemble tents, hang banners, set-up sound system and prepare refreshment areas. Display appealing start and finish lines.
- ⌚ Stock water stations along the course with refuse containers so walkers can dispose of trash and avoid cluttering the course.
- ⌚ Arrange food attractively on large pre-set tables accessible to participants from multiple sides. Keep food fresh and set some aside for participants at the back of the pack.
- ⌚ Prepare parking areas and restrooms the day before, if possible. Restrooms will have more use than normal, so be sure there are lots of supplies on hand.

Mark the course

- ⌚ Mark all turns clearly.
- ⌚ Block off alternate routes and designate mile markers. This should be done before walkers even begin to arrive. Never assume walkers will know the course or where to turn.
- ⌚ Place volunteers at set intervals along the course, especially at directional change locations to avoid confusion for the walkers.

Organize parking area

- ⌚ Station volunteers to direct traffic and maximize efficient, safe parking.
- ⌚ Recruit volunteers who understand the traffic plan.
- ⌚ Avoid assigning these volunteers to other stations since they could be busy when the walk begins.

Greet speakers and/or other guests

- ⌚ Identify a team member to greet and escort the speakers/guests to the area designated for their brief remarks. They should be in place at least 15 minutes prior to their scheduled speaking time.
- ⌚ Remind speakers of their two-minute time limit.

Start the walk

- ⌚ Traverse the course just before the walk to make sure that everything and everyone is ready.
- ⌚ Precede the start with regular announcements leading up to start time: 20 minutes, ten minutes, five minutes, two minutes until the start.
- ⌚ Explain water and aid stations, weather and traffic precautions, finish procedures, etc.
- ⌚ Introduce speaker(s) and monitor the two-minute time limit.
- ⌚ **Begin the walk on time!**

Clean-up

- ⌚ Secure plenty of volunteers for trash removal during and after the event.
- ⌚ Disassemble the tents, tables, banners, refreshment areas and any other remnants as soon as possible or at the agreed-upon time stated in the permit.
- ⌚ Leave the area as clean or cleaner than the way you found it.

Step 4

Following up

Debrief the event

- ⌚ Prepare and distribute a brief feedback survey for participants, sponsors, volunteers and the event team. Request suggestions for improvements.
- ⌚ Seek volunteers for next year's walk.
- ⌚ Thank volunteers and sponsors.
- ⌚ Create a brief summary of event for sponsor(s) and include number of participants, media coverage, logo placement and feedback survey results.
- ⌚ Complete post-event response form for the GC for publications.



ARTICLE III. OFFICERS***Secs. 2-41—2-150. Reserved.****ARTICLE IV. DEPARTMENTS†****Secs. 2-151—2-251. Reserved.****ARTICLE V. BOARDS AND COMMISSIONS‡**

DIVISION 1. GENERALLY

Secs. 2-252—2-273. Reserved.DIVISION 2. LOCAL OFFICERS
COMPENSATION COMMISSION****Sec. 2-274. Created.**

There is hereby created a local officers compensation commission whose principal duty shall be to determine the salaries of all local elected officials. (Ord. No. 122, § 1, 6-23-75)

State law reference—Similar provisions, MCL 117.5c(a).

Sec. 2-275. Membership, eligibility.

(a) The local officers compensation commission shall consist of five members who are registered electors of the city and shall be appointed by the mayor subject to confirmation by a majority of the members elected and serving on the council.

(b) No member or employee of the legislative, judicial or executive branch of any level of government or any members of the immediate family of

***Charter reference**—General provisions affecting officers of the city, Ch. 4.

State law reference—Standards of conduct and ethics, MCL 15.341 et seq.

†State law reference—Standards of conduct and ethics, MCL 15.341 et seq.

‡Cross references—Downtown development authority, § 6-21 et seq.; parks and recreation advisory board, § 11-21 et seq.; planning and commission, § 13-21 et seq.; zoning board of appeals, App. A, Art. 22.

State law references—Standards of conduct and ethics, MCL 15.341 et seq.; open meeting act, MCL 15.261 et seq.

****State law reference**—Authority to create a local officers compensation commission, MCL 117.5c.

such member or employee shall be eligible to be a member of the local officers compensation commission.

(Ord. No. 122, §§ 2, 4, 6-23-75)

State law reference—Similar provisions, MCL 117.5c(a).

Sec. 2-276. Terms.

The terms of office shall be five years, except the members first appointed shall each be individually appointed to the following terms: one for one year, one for two years, one for three years, one for four years, and one for five years.

(Ord. No. 122, § 3, 6-23-75)

Sec. 2-277. Appointment, vacancies.

The members shall be appointed before October first of the year in which the vacancy occurs. When vacancies occur during the term, the appointment shall be for the unexpired term.

(Ord. No. 122, § 3, 6-23-75)

State law reference—Similar provisions, MCL 117.5c(a).

Sec. 2-278. Determination of salaries; rejection by legislative resolution; effective date; existing salary; expenses.

The local officers' compensation commission shall determine the salaries of local elected officials which determination shall be the salaries unless the council by resolution adopted by two-thirds of the members elected to and serving on the council reject them. The determinations of the commission shall be effective 30 days following their filing with the city clerk unless rejected by the council. In case of rejection, the existing salary shall prevail. Any expense allowance or reimbursement paid to elected officials in addition to salary shall be for expenses incurred in the course of city business and accounted for to the city.

(Ord. No. 122, § 5, 6-23-75)

State law reference—Similar provisions, MCL 117.5c(b).

Sec. 2-279. Meetings and time of determination; quorum; chairman; session days; compensation and expenses.

The local officers' compensation commission shall meet for not more than 15 session days in every odd-numbered year and shall make its determination within 45 calendar days of its first meeting. A majority

of the members of the commission constitute a quorum for conducting the business of the commission. The commission shall take no action or make any determinations without a concurrence of a majority of the members appointed and serving on the commission. The commission shall elect a chairman from among its members. "Session days" means any calendar day on which the commission meets and a quorum is present. The members of the commission shall receive no compensation, but they shall be entitled to their actual and necessary expenses incurred in the performance of their duties.

(Ord. No. 122, § 5, 6-23-75)

State law reference—Similar provisions, MCL 117.5c(c).

Sec. 2-280. Compensation procedure.

The procedure for establishing the compensation of elected officials may be changed by charter amendment or revision.

(Ord. No. 122, § 5, 6-23-75)

State law reference—Similar provisions, MCL 117.5c(d).

Secs. 2-281—2-380. Reserved.

ARTICLE VI. PURCHASING

DIVISION 1. GENERALLY

Secs. 2-381—2-400. Reserved.

DIVISION 2. PURCHASING DEFINITIONS

Sec. 2-401. Definitions.

As used in this article:

- (1) *Purchasing agent* or *agent* means the city manager.
- (2) *Contract* includes contracts for services, subject to the exclusions mentioned in this division, and shall include any type of service; lease for grounds, buildings, offices, or maintenance of equipment, machinery, and other city-owned personal property. The term "contract" shall not include professional and other contract services which may be unique and not subject to competition.

(Ord. No. 351, § 1, 2-14-00)

DIVISION 3. PURCHASING

Sec. 2-402. General purchasing policy.

(a) It is the intent of this policy to provide for competitive pricing involved in all purchases and contracts, except as specifically provided for in this division. The purchasing agent shall prepare rules concerning purchasing for the city.

- (1) *Transactions less than \$5,000.00.* The purchasing agent, subject to budgetary appropriations, is authorized to make purchases of materials and equipment and contract for labor or materials in an amount not to exceed \$5,000.00, without further approval of the city council.

Except for those situations requiring the need for sealed bids, the purchasing agent, shall consider all circumstances surrounding the purchase to be made or the service to be provided. If it is in the best interest of the city, the purchasing agent shall deal with sources within the city.

- a. *Quotations.* The purchasing agent shall secure or cause to be secured quotations from no less than two sources in all transactions involving expenditures of \$2,500.00 or more and less than \$5,000.00. The purchasing agent shall maintain a written record of the quotations received.
- b. *Other.* Transactions involving expenditures less than \$2,500.00 may be authorized by the purchasing agent in such manner and from such source as the purchasing agent may determine.

- (2) *Transactions of \$5,000.00 or more.* The purchasing agent shall secure sealed bids in all transactions involving an expenditure of \$5,000.00 or more.

- a. Sealed bids shall not be required in the following instances:
 - 1. Where the subject of the purchase or contract is other than a public work or improvement and the product or material to be transacted for is not competitive in nature, provided that in no instance

MDOT-MTF Forecast Scenario

Agency	FY 2008	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Name	Reg & Tax Only	Estimated	Estimated	Estimated	Estimated	Estimated
City/Village Name						
Addison	50,075	62,996	71,362	79,743	88,141	92,556
Adrian	1,193,186	1,501,078	1,700,414	1,900,123	2,100,219	2,205,413
Ahmeek	14,238	17,912	20,291	22,674	25,062	26,317
Akron	36,343	45,721	51,793	57,876	63,970	67,174
Alanson	55,367	69,654	78,904	88,171	97,456	102,338
Albion	561,253	706,080	799,844	893,783	987,905	1,037,386
Algonac	251,521	316,425	358,444	400,543	442,722	464,897
Allegan	326,908	411,264	465,878	520,593	575,416	604,237
Allen	10,764	13,542	15,341	17,143	18,948	19,896
Allen Park	1,600,388	2,013,356	2,280,721	2,548,584	2,816,968	2,958,062
Alma	547,126	688,307	779,712	871,286	963,039	1,011,274
Almont	146,860	184,756	209,291	233,871	258,500	271,447
Alpena	761,059	957,445	1,084,590	1,211,971	1,339,600	1,406,697
Alpha	30,553	38,437	43,540	48,654	53,778	56,472
Ann Arbor	6,666,627	8,386,898	9,500,644	10,616,462	11,734,453	12,322,198
Applegate	31,913	40,148	45,479	50,820	56,172	58,986
Armada	88,603	111,466	126,268	141,099	155,957	163,769
Ashley	45,585	57,348	64,963	72,593	80,237	84,256
Athens	72,970	91,799	103,990	116,202	128,440	134,873
Au Gres	78,634	98,925	112,062	125,223	138,410	145,342
Auburn	127,772	160,742	182,087	203,473	224,901	236,165
Auburn Hills	1,107,999	1,393,909	1,579,014	1,764,465	1,950,275	2,047,959
Augusta	66,908	84,174	95,351	106,550	117,770	123,669
Bad Axe	201,886	253,981	287,708	321,500	355,356	373,154
Baldwin	95,942	120,699	136,727	152,785	168,875	177,333
Bancroft	50,565	63,613	72,061	80,524	89,004	93,462
Bangor	141,315	177,780	201,389	225,041	248,740	261,198
Baraga	89,100	112,091	126,976	141,889	156,831	164,686
Baroda	55,437	69,743	79,004	88,283	97,580	102,467
Barryton	26,583	33,443	37,883	42,333	46,791	49,135
Barton Hills Village	12,058	15,170	17,184	19,203	21,225	22,288
Battle Creek	4,386,969	5,518,992	6,251,891	6,986,154	7,721,848	8,108,612
Bay City	2,451,618	3,084,239	3,493,814	3,904,150	4,315,286	4,531,426
Bear Lake	24,592	30,938	35,047	39,163	43,286	45,454
Beaverton	75,265	94,686	107,260	119,857	132,479	139,115
Belding	399,559	502,662	569,413	636,289	703,295	738,522
Bellaire	79,098	99,509	112,723	125,962	139,227	146,200
Belleville	192,910	242,689	274,917	307,205	339,556	356,564
Bellevue	89,324	112,373	127,296	142,247	157,226	165,101
Benton Harbor	700,566	881,341	998,379	1,115,636	1,233,121	1,294,884
Benzonia	49,080	61,745	69,945	78,159	86,390	90,717
Berkley	793,917	998,780	1,131,415	1,264,295	1,397,435	1,467,428
Berrien Springs	113,486	142,770	161,729	180,724	199,755	209,760
Bessemer	218,173	274,471	310,920	347,437	384,025	403,259
Beulah	38,235	48,101	54,488	60,887	67,299	70,671
Beverly Hills	582,647	732,994	830,333	927,853	1,025,562	1,076,930
Big Rapids	584,620	735,477	833,146	930,995	1,029,036	1,080,578
Bingham Farms	55,487	69,804	79,074	88,361	97,667	102,558
Birch Run	108,702	136,751	154,911	173,106	191,335	200,918
Birmingham	1,050,018	1,320,967	1,496,386	1,672,131	1,848,219	1,940,792
Blissfield	201,768	253,832	287,540	321,311	355,148	372,936
Bloomfield Hills	276,409	347,735	393,912	440,176	486,530	510,899
Bloomington	47,555	59,826	67,770	75,730	83,705	87,897
Boyne City	294,385	370,349	419,530	468,802	518,170	544,123
Boyne Falls	37,061	46,624	52,816	59,018	65,234	68,501

MDOT-MTF Forecast Scenario

Agency	FY 2008	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Name	Reg & Tax Only	Estimated	Estimated	Estimated	Estimated	Estimated
Breckenridge	93,534	117,670	133,296	148,952	164,637	172,883
Breedsville	28,056	35,296	39,983	44,680	49,385	51,858
Bridgman	158,598	199,523	226,018	252,564	279,160	293,143
Brighton	377,623	475,066	538,153	601,357	664,685	697,977
Britton	40,548	51,012	57,785	64,572	71,372	74,947
Bronson	157,722	198,421	224,770	251,169	277,620	291,524
Brooklyn	82,749	104,102	117,926	131,777	145,653	152,949
Brown City	86,792	109,188	123,687	138,214	152,769	160,421
Buchanan	311,977	392,481	444,601	496,817	549,136	576,640
Buckley	55,360	69,645	78,894	88,159	97,443	102,323
Burlington	24,846	31,257	35,407	39,566	43,732	45,923
Burr Oak	65,070	81,861	92,731	103,622	114,535	120,271
Burton	2,304,884	2,899,641	3,284,701	3,670,478	4,057,006	4,260,210
Byron	44,932	56,526	64,033	71,553	79,088	83,049
Cadillac	648,652	816,031	924,397	1,032,964	1,141,743	1,198,930
Caledonia	70,933	89,236	101,087	112,959	124,854	131,108
Calumet	57,213	71,976	81,534	91,111	100,705	105,749
Camden	40,333	50,740	57,478	64,229	70,993	74,548
Capac	104,048	130,897	148,279	165,695	183,143	192,316
Carleton	118,044	148,504	168,225	187,983	207,778	218,186
Carney	29,227	36,769	41,651	46,544	51,445	54,021
Caro	250,329	314,924	356,745	398,643	440,624	462,693
Carson City	90,402	113,729	128,833	143,963	159,124	167,094
Carsonville	40,582	51,054	57,833	64,626	71,432	75,009
Caseville	67,231	84,580	95,812	107,065	118,339	124,266
Casnovia	32,788	41,249	46,727	52,215	57,714	60,604
Caspian	101,776	128,039	145,042	162,076	179,144	188,117
Cass City	179,503	225,823	255,811	285,855	315,958	331,783
Cassopolis	125,035	157,299	178,188	199,115	220,084	231,107
Cedar Springs	178,385	224,416	254,218	284,075	313,990	329,717
Cement City	42,820	53,869	61,023	68,190	75,370	79,146
Center Line	409,920	515,697	584,180	652,789	721,533	757,672
Central Lake	73,153	92,029	104,250	116,495	128,762	135,211
Centreville	96,314	121,167	137,258	153,379	169,530	178,021
Charlevoix	218,833	275,301	311,860	348,487	385,185	404,478
Charlotte	467,781	588,488	666,637	744,930	823,377	864,618
Chatham	30,273	38,085	43,143	48,210	53,286	55,955
Cheboygan	395,903	498,063	564,203	630,467	696,861	731,764
Chelsea	257,361	323,771	366,766	409,841	453,001	475,690
Chesaning	177,064	222,754	252,335	281,970	311,664	327,274
Clare	207,598	261,167	295,850	330,596	365,409	383,712
Village of Clarkston	51,241	64,463	73,023	81,600	90,193	94,710
Clarksville	29,298	36,858	41,753	46,657	51,570	54,153
Clawson	619,588	779,467	882,977	986,680	1,090,584	1,145,209
Clayton	32,377	40,732	46,141	51,560	56,990	59,845
Clifford	41,872	52,676	59,671	66,679	73,702	77,393
Climax	53,436	67,225	76,152	85,095	94,057	98,768
Clinton	129,773	163,260	184,941	206,661	228,424	239,865
Clio	136,602	171,851	194,672	217,536	240,444	252,487
Coldwater	777,368	977,962	1,107,832	1,237,942	1,368,307	1,436,841
Coleman	104,494	131,458	148,915	166,404	183,928	193,140
Coloma	110,674	139,233	157,722	176,247	194,806	204,564
Colon	90,194	113,468	128,537	143,633	158,758	166,710
Columbiaville	60,817	76,510	86,670	96,850	107,048	112,410
Concord	86,571	108,910	123,373	137,863	152,381	160,013
Constantine	145,526	183,078	207,390	231,747	256,152	268,982

MDOT-MTF Forecast Scenario

Agency	FY 2008	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Name	Reg & Tax Only	Estimated	Estimated	Estimated	Estimated	Estimated
Coopersville	242,478	305,047	345,557	386,141	426,804	448,182
Copemish	34,338	43,198	48,934	54,681	60,441	63,467
Copper City	16,822	21,163	23,973	26,790	29,610	31,093
Corunna	211,165	265,655	300,933	336,276	371,689	390,306
Croswell	179,304	225,572	255,527	285,538	315,607	331,415
Crystal Falls	155,312	195,389	221,336	247,331	273,377	287,069
Custer	30,543	38,424	43,526	48,638	53,761	56,453
Daggett	36,959	46,496	52,670	58,856	65,054	68,312
Dansville	29,995	37,735	42,745	47,767	52,796	55,441
Davison	281,919	354,666	401,765	448,951	496,229	521,083
De Will	260,833	328,139	371,714	415,371	459,113	482,108
Dearborn	5,769,277	7,257,994	8,221,826	9,187,450	10,154,958	10,663,590
Dearborn Heights	2,987,430	3,758,313	4,257,402	4,757,418	5,258,410	5,521,789
Decatur	127,694	160,644	181,977	203,350	224,764	236,022
Deckerville	80,012	100,658	114,025	127,417	140,835	147,889
Deerfield	67,930	85,459	96,807	108,178	119,570	125,558
Detour Village	62,163	78,204	88,589	98,993	109,418	114,899
Detroit	57,296,880	72,081,891	81,654,072	91,244,056	100,852,734	105,904,152
Dexter	157,264	197,844	224,118	250,439	276,812	290,677
Dimondale	78,569	98,843	111,968	125,119	138,296	145,222
Douglas	113,467	142,746	161,702	180,693	199,722	209,725
Dowagiac	400,289	503,580	570,454	637,451	704,580	739,870
Dryden	53,003	66,680	75,536	84,407	93,295	97,968
Dundee	233,743	294,059	333,109	372,230	411,429	432,037
Durand	218,770	275,222	311,770	348,387	385,075	404,362
Eagle	12,027	15,130	17,139	19,152	21,169	22,230
Eastpointe	1,701,447	2,140,492	2,424,740	2,709,518	2,994,850	3,144,854
East Grand Rapid:	609,065	766,229	867,981	969,923	1,072,062	1,125,759
East Jordan	182,642	229,772	260,284	290,854	321,484	337,586
East Lake	50,077	62,999	71,365	79,747	88,144	92,559
East Lansing	2,332,517	2,934,404	3,324,081	3,714,483	4,105,646	4,311,285
East Tawas	225,587	283,798	321,485	359,242	397,073	416,961
Eaton Rapids	324,817	408,634	462,899	517,264	571,736	600,373
Eau Claire	49,101	61,771	69,975	78,193	86,427	90,756
Ecorse	555,477	698,814	791,613	884,586	977,738	1,026,711
Edmore	91,813	115,505	130,843	146,210	161,608	169,702
Edwardsburg	68,051	85,610	96,980	108,369	119,781	125,781
Elberta	30,589	38,482	43,592	48,712	53,842	56,539
Elk Rapids	139,100	174,994	198,232	221,514	244,840	257,104
Elkton	54,759	68,889	78,037	87,202	96,386	101,213
Ellsworth	56,259	70,777	80,176	89,592	99,026	103,987
Elsie	73,113	91,979	104,194	116,432	128,692	135,138
Emmett	32,164	40,463	45,836	51,220	56,614	59,449
Empire	36,815	46,314	52,465	58,626	64,800	68,046
Escanaba	875,380	1,101,265	1,247,508	1,394,024	1,540,825	1,618,000
Essexville	219,883	276,622	313,356	350,159	387,033	406,418
Estral Beach	45,715	57,511	65,148	72,799	80,466	84,496
Evart	137,106	172,485	195,390	218,338	241,330	253,418
Fairgrove	40,699	51,201	58,001	64,813	71,638	75,226
Farmington	506,488	637,183	721,798	806,572	891,509	936,162
Farmington Hills	4,942,061	6,217,321	7,042,956	7,870,126	8,698,909	9,134,612
Farwell	69,154	86,999	98,552	110,127	121,724	127,821
Fennville	86,107	108,326	122,711	137,123	151,563	159,154
Fenton	644,312	810,572	918,212	1,026,053	1,134,104	1,190,908
Ferndale	1,140,916	1,435,320	1,625,925	1,816,884	2,008,215	2,108,801
Ferrysburg	212,761	267,662	303,206	338,817	374,496	393,254

MDOT-MTF Forecast Scenario

Agency	FY 2008	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Name	Reg & Tax Only	Estimated	Estimated	Estimated	Estimated	Estimated
Fife Lake	42,280	53,190	60,253	67,329	74,420	78,147
Flat	416,307	523,732	593,281	662,960	732,775	769,478
Flint	8,408,196	10,577,865	11,982,562	13,389,873	14,799,926	15,541,210
Flushing	476,206	599,088	678,645	758,349	838,208	880,192
Forestville	23,361	29,389	33,292	37,202	41,120	43,180
Fountain	30,577	38,467	43,576	48,693	53,821	56,517
Fowler	66,263	83,362	94,433	105,523	116,635	122,477
Fowlerville	183,146	230,406	261,003	291,657	322,370	338,517
Frankenmuth	300,972	378,635	428,916	479,291	529,764	556,298
Frankfort	116,721	146,839	166,340	185,875	205,449	215,740
Franklin	198,079	249,191	282,283	315,436	348,653	366,117
Fraser	706,680	889,034	1,007,093	1,125,373	1,243,883	1,306,186
Freeport	46,102	57,998	65,701	73,417	81,148	85,212
Freesoil	27,256	34,289	38,842	43,405	47,975	50,378
Fremont	285,943	359,728	407,499	455,358	503,310	528,520
Fruitport	92,075	115,834	131,216	146,627	162,069	170,186
Gaastra	54,688	68,800	77,936	87,090	96,261	101,082
Gagetown	41,367	52,042	58,953	65,876	72,814	76,461
Gaines	38,043	47,859	54,215	60,582	66,962	70,316
Galesburg	109,327	137,538	155,802	174,101	192,435	202,073
Galien	46,100	57,996	65,697	73,413	81,144	85,209
Garden	17,654	22,210	25,159	28,114	31,075	32,631
Garden City	1,571,642	1,977,192	2,239,755	2,502,806	2,766,371	2,904,930
Gaylord	248,579	312,723	354,252	395,857	437,544	459,459
Gibraltar	235,754	296,588	335,973	375,432	414,969	435,753
Gladstone	404,705	509,136	576,747	644,485	712,353	748,033
Gladwin	216,522	272,394	308,567	344,806	381,117	400,207
Gobles	60,520	76,136	86,247	96,376	106,526	111,861
Goodrich	87,429	109,989	124,595	139,228	153,890	161,598
Grand Beach	47,836	60,180	68,171	76,177	84,200	88,417
Grand Blanc	414,869	521,922	591,231	660,669	730,243	766,819
Grand Haven	703,301	884,782	1,002,277	1,119,992	1,237,935	1,299,940
Grand Ledge	406,011	510,779	578,608	646,563	714,651	750,446
Grand Rapids	12,478,274	15,698,194	17,782,850	19,871,384	21,963,988	23,064,100
Grandville	915,997	1,152,362	1,305,392	1,458,705	1,612,317	1,693,074
Grant	59,390	74,715	84,637	94,577	104,536	109,772
Grass Lake	81,857	102,980	116,655	130,356	144,083	151,300
Grayling	130,059	163,620	185,349	207,117	228,928	240,394
Greenville	546,457	687,466	778,760	870,221	961,862	1,010,039
Grosse Pointe	293,745	369,544	418,618	467,782	517,044	542,941
Grosse Pointe Farms	513,151	645,565	731,294	817,182	903,237	948,478
Grosse Pointe Park	619,406	779,239	882,718	986,391	1,090,266	1,144,874
Grosse Pointe Shores	155,227	195,282	221,214	247,195	273,227	286,912
Grosse Pointe Woods	842,579	1,060,000	1,200,764	1,341,789	1,483,090	1,557,373
Hamtramck	1,059,946	1,333,457	1,510,535	1,687,942	1,865,694	1,959,142
Hancock	284,610	358,052	405,599	453,236	500,965	526,057
Hanover	39,856	50,140	56,799	63,470	70,153	73,667
Harbor Heach	118,723	149,359	169,193	189,064	208,974	219,441
Harbor Springs	132,226	166,345	188,436	210,567	232,741	244,398
Harper Woods	687,996	865,528	980,467	1,095,620	1,210,996	1,271,652
Harrietta	25,287	31,812	36,036	40,269	44,509	46,739
Harrison	150,256	189,029	214,131	239,280	264,478	277,724
Harrisville	40,166	50,530	57,240	63,963	70,699	74,240
Hart	127,109	159,909	181,144	202,419	223,735	234,942
Hartford	159,823	201,065	227,765	254,516	281,318	295,408
Hastings	461,362	580,413	657,489	734,709	812,079	852,754

MDOT-MTF Forecast Scenario

Agency	FY 2008	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Name	Reg & Tax Only	Estimated	Estimated	Estimated	Estimated	Estimated
Hazel Park	947,432	1,191,910	1,350,191	1,508,766	1,667,650	1,751,177
Hersey	39,372	49,532	56,110	62,699	69,302	72,773
Hesperia	79,795	100,386	113,716	127,072	140,454	147,488
Highland Park	894,545	1,125,376	1,274,821	1,424,545	1,574,560	1,653,425
Hillman	62,115	78,143	88,520	98,916	109,333	114,809
Hillsdale	524,966	660,430	748,132	835,998	924,034	970,316
Holland	2,356,984	2,965,186	3,358,950	3,753,447	4,148,713	4,356,510
Holly	318,379	400,534	453,723	507,012	560,404	588,473
Homer	115,452	145,244	164,532	183,856	203,217	213,395
Honor	28,596	35,975	40,753	45,539	50,335	52,856
Hopkins	45,862	57,696	65,357	73,034	80,725	84,768
Houghton	401,191	504,716	571,739	638,889	706,168	741,538
Howard City	141,120	177,536	201,112	224,732	248,398	260,839
Howell	499,347	628,200	711,623	795,200	878,940	922,964
Hubbardston	44,701	56,235	63,703	71,185	78,681	82,622
Hudson	164,496	206,943	234,424	261,956	289,542	304,045
Hudsonville	424,217	533,683	604,554	675,556	746,698	784,098
Huntington Woods	324,059	407,681	461,819	516,057	570,403	598,972
Imlay City	232,900	292,998	331,906	370,888	409,945	430,478
Inkster	1,496,319	1,882,433	2,132,412	2,382,857	2,633,789	2,765,708
Ionia	540,540	680,022	770,326	860,798	951,447	999,102
Iron Mountain	589,640	741,792	840,299	938,988	1,037,871	1,089,855
Iron River	352,984	444,068	503,039	562,119	621,314	652,434
Ironwood	535,473	673,647	763,105	852,728	942,527	989,736
Ishpeming	424,122	533,563	604,419	675,405	746,530	783,922
Ithaca	234,073	294,474	333,579	372,756	412,011	432,647
Jackson	2,348,381	2,954,362	3,346,690	3,739,746	4,133,570	4,340,608
Jonesville	160,168	201,498	228,256	255,064	281,925	296,045
Kalamazoo	4,796,640	6,034,375	6,835,716	7,638,546	8,442,942	8,865,825
Kaleva	65,133	81,940	92,821	103,723	114,645	120,388
Kalkaska	168,140	211,528	239,618	267,760	295,957	310,781
Keego Harbor	132,567	166,775	188,921	211,109	233,341	245,028
Kent City	69,983	88,041	99,733	111,447	123,182	129,352
Kentwood	2,617,605	3,293,057	3,730,362	4,168,480	4,607,451	4,838,225
Kinde	40,315	50,718	57,453	64,201	70,962	74,516
Kingsford	401,914	505,625	572,770	640,040	707,441	742,874
Kingsley	90,694	114,097	129,248	144,428	159,637	167,633
Kingston	30,218	38,015	43,064	48,121	53,189	55,853
L'anse	149,505	188,084	213,060	238,084	263,156	276,336
Laingsburg	91,412	115,000	130,271	145,571	160,900	168,960
Lake Angelus	11,734	14,762	16,722	18,687	20,654	21,689
Lake Ann	31,072	39,090	44,282	49,482	54,693	57,432
Lake City	67,867	85,379	96,718	108,076	119,458	125,441
Lake Isabella	148,913	187,339	212,217	237,141	262,114	275,243
Lake Linden	76,032	95,652	108,354	121,080	133,830	140,533
Lake Odessa	143,065	179,982	203,882	227,828	251,819	264,432
Lake Orion	141,896	178,511	202,216	225,966	249,762	262,272
Lakeview	97,603	122,789	139,094	155,431	171,799	180,404
Lakeview Club	97,743	122,965	139,294	155,654	172,045	180,662
Lansing	7,683,635	9,666,336	10,949,987	12,236,024	13,524,568	14,201,974
Lapeer	537,932	676,741	766,610	856,645	946,857	994,282
Lathrup Village	267,274	336,242	380,894	425,629	470,451	494,014
Laurium	125,035	157,299	178,187	199,115	220,083	231,107
Lawrence	85,886	108,048	122,397	136,771	151,174	158,746
Lawton	141,795	178,384	202,073	225,805	249,584	262,085
Leroy	42,434	53,383	60,473	67,575	74,691	78,432

MDOT-MTF Forecast Scenario

Agency	FY 2008	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Name	Reg & Tax Only	Estimated	Estimated	Estimated	Estimated	Estimated
Lennon	31,791	39,994	45,305	50,626	55,957	58,760
Leonard	34,560	43,478	49,251	55,036	60,832	63,879
Leslie	136,965	172,308	195,189	218,113	241,083	253,158
Lexington	63,409	79,772	90,365	100,978	111,611	117,202
Lincoln	51,797	65,162	73,816	82,485	91,172	95,738
Lincoln Park	2,171,543	2,731,892	3,094,676	3,458,135	3,822,302	4,013,750
Linden	170,920	215,024	243,578	272,185	300,849	315,918
Litchfield	100,309	126,193	142,951	159,740	176,561	185,405
Livonia	5,763,305	7,250,480	8,213,314	9,177,940	10,144,445	10,652,551
Lowell	235,504	296,274	335,617	375,035	414,528	435,291
Ludington	516,228	649,437	735,680	822,082	908,654	954,166
Luna Pier	90,345	113,658	128,751	143,872	159,024	166,989
Luther	56,482	71,056	80,493	89,946	99,418	104,397
Lyons	68,097	85,669	97,046	108,444	119,863	125,867
Mackinac Island	42,384	53,321	60,402	67,496	74,604	78,340
Mackinaw City	107,284	134,968	152,891	170,847	188,839	198,298
Madison Heights	1,623,308	2,042,190	2,313,384	2,585,083	2,857,312	3,000,426
Mancelona	96,253	121,090	137,171	153,281	169,423	177,909
Manchester	142,165	178,850	202,601	226,395	250,236	262,770
Manistee	474,055	596,381	675,578	754,922	834,420	876,214
Manistique	236,839	297,953	337,520	377,160	416,878	437,758
Manton	87,337	109,874	124,465	139,083	153,729	161,429
Maple Rapids	44,425	55,888	63,310	70,746	78,196	82,112
Marcellus	68,430	86,087	97,520	108,972	120,448	126,481
Marine City	254,568	320,258	362,786	405,395	448,086	470,529
Marion	65,115	81,917	92,796	103,694	114,614	120,355
Marlette	142,250	178,956	202,720	226,530	250,385	262,926
Marquette	1,208,177	1,519,937	1,721,778	1,923,996	2,126,607	2,233,122
Marshall	447,875	563,445	638,269	713,231	788,339	827,825
Martin	36,274	45,634	51,695	57,766	63,849	67,047
Marysville	556,785	700,459	793,477	886,669	980,042	1,029,129
Mason	411,517	517,705	586,455	655,332	724,343	760,623
Mattawan	189,816	238,797	270,508	302,278	334,111	350,845
Maybee	47,060	59,203	67,065	74,941	82,834	86,982
Mayville	72,992	91,827	104,021	116,238	128,479	134,914
Mcbain	55,725	70,104	79,414	88,740	98,086	102,998
Mcbride	17,582	22,119	25,057	27,999	30,948	32,498
Mecosta	41,842	52,639	59,630	66,632	73,650	77,338
Melvin	26,362	33,164	37,568	41,981	46,401	48,725
Melvindale	503,660	633,625	717,768	802,068	886,532	930,935
Memphis	72,259	90,905	102,977	115,071	127,189	133,559
Mendon	73,503	92,469	104,749	117,051	129,378	135,858
Menominee	617,922	777,372	880,604	984,028	1,087,653	1,142,130
Merrill	56,522	71,108	80,550	90,010	99,490	104,473
Mesick	41,363	52,037	58,947	65,870	72,807	76,453
Metamora	37,599	47,301	53,582	59,875	66,180	69,495
Michiana	43,780	55,078	62,392	69,719	77,062	80,921
Middleville	171,186	215,360	243,959	272,611	301,318	316,411
Midland	3,294,092	4,144,107	4,694,427	5,245,771	5,798,189	6,088,604
Milan	285,463	359,124	406,814	454,593	502,465	527,632
Milford	330,515	415,802	471,018	526,338	581,765	610,904
Millersburg	32,619	41,036	46,485	51,944	57,415	60,291
Millington	66,297	83,405	94,481	105,577	116,695	122,540
Minden City	26,781	33,691	38,165	42,647	47,138	49,500
Monroe	1,222,639	1,538,132	1,742,390	1,947,027	2,152,063	2,259,854
Montague	203,789	256,375	290,421	324,530	358,705	376,672

MDOT-MTF Forecast Scenario

Agency	FY 2008	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Name	Reg & Tax Only	Estimated	Estimated	Estimated	Estimated	Estimated
Montgomery	46,169	58,083	65,795	73,523	81,265	85,336
Montrose	98,599	124,042	140,514	157,017	173,552	182,245
Morenci	153,760	193,437	219,124	244,860	270,645	284,201
Morley	41,557	52,280	59,222	66,178	73,147	76,811
Morrice	68,837	86,600	98,101	109,622	121,166	127,235
Mt Clemens	874,000	1,099,529	1,245,542	1,391,827	1,538,397	1,615,450
Mt Morris	183,320	230,625	261,250	291,934	322,677	338,838
Mt Pleasant	1,414,050	1,778,935	2,015,170	2,251,844	2,488,980	2,613,646
Muir	47,046	59,186	67,045	74,920	82,809	86,957
Mulliken	39,749	50,006	56,646	63,299	69,965	73,470
Munising	186,055	234,065	265,148	296,289	327,491	343,893
Muskegon	2,863,728	3,602,691	4,081,113	4,560,426	5,040,673	5,293,145
Muskegon Heights	766,765	964,623	1,092,721	1,221,057	1,349,643	1,417,243
Nashville	113,718	143,062	162,060	181,094	200,163	210,189
Negaunee	309,945	389,924	441,705	493,581	545,559	572,884
New Baltimore	533,593	671,283	760,426	849,736	939,220	986,262
New Buffalo	183,441	230,776	261,423	292,126	322,888	339,061
New Era	46,279	58,221	65,952	73,699	81,460	85,540
New Haven	176,758	222,369	251,898	281,483	311,125	326,708
New Lothrop	44,269	55,693	63,088	70,498	77,922	81,825
Newaygo	152,506	191,859	217,337	242,863	268,438	281,883
Newberry	124,050	156,060	176,784	197,547	218,350	229,286
Niles	716,758	901,712	1,021,456	1,141,422	1,261,622	1,324,813
North Adams	37,399	47,049	53,297	59,557	65,828	69,125
North Branch	67,639	85,093	96,392	107,713	119,057	125,020
North Muskegon	249,028	313,288	354,892	396,572	438,334	460,289
Northport	58,934	74,141	83,986	93,851	103,734	108,929
Northville	331,219	416,687	472,022	527,459	583,004	612,205
Norton Shores	1,585,762	1,994,955	2,259,877	2,525,292	2,791,223	2,931,028
Norway	267,879	337,003	381,756	426,591	471,514	495,131
Novi	2,709,266	3,408,371	3,860,989	4,314,449	4,768,792	5,007,647
Oak Park	1,464,614	1,842,546	2,087,228	2,332,366	2,577,982	2,707,105
Oakley	33,230	41,804	47,356	52,917	58,490	61,420
Olivet	105,740	133,025	150,690	168,388	186,121	195,443
Omer	30,103	37,871	42,900	47,938	52,986	55,640
Onaway	81,744	102,838	116,495	130,177	143,885	151,091
Onekama	44,001	55,355	62,706	70,071	77,449	81,328
Onsted	58,894	74,091	83,929	93,787	103,663	108,855
Ontonagon	159,758	200,982	227,672	254,410	281,202	295,286
Orchard Lake Village	129,287	162,649	184,248	205,887	227,569	238,967
Ortonville	90,433	113,768	128,876	144,012	159,178	167,151
Otisville	57,527	72,371	81,981	91,610	101,258	106,329
Otsego	248,190	312,233	353,696	395,236	436,858	458,739
Otter	41,809	52,598	59,582	66,580	73,592	77,278
Ovid	97,102	122,158	138,381	154,633	170,917	179,477
Owendale	31,059	39,074	44,262	49,461	54,670	57,408
Owosso	913,261	1,148,921	1,301,494	1,454,349	1,607,503	1,688,018
Oxford	203,009	255,394	289,309	323,288	357,333	375,230
Parchment	116,596	146,683	166,161	185,677	205,230	215,509
Parma	55,617	69,968	79,259	88,568	97,895	102,799
Paw Paw	211,148	265,633	300,908	336,249	371,658	390,273
Peck	35,683	44,891	50,852	56,825	62,808	65,954
Pellston	70,834	89,112	100,946	112,801	124,680	130,925
Pentwater	88,980	111,941	126,806	141,699	156,621	164,465
Perrinton	35,751	44,976	50,949	56,933	62,928	66,080
Perry	116,436	146,482	165,934	185,422	204,948	215,214

MDOT-MTF Forecast Scenario

Agency	FY 2008	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Name	Reg & Tax Only	Estimated	Estimated	Estimated	Estimated	Estimated
Petersburg	79,744	100,322	113,644	126,991	140,365	147,395
Petoskey	361,727	455,068	515,499	576,043	636,704	668,595
Pewamo	49,107	61,779	69,982	78,202	86,437	90,767
Pierson	20,514	25,807	29,235	32,668	36,108	37,917
Pigeon	80,628	101,434	114,904	128,399	141,921	149,029
Pinckney	122,955	154,683	175,224	195,803	216,423	227,263
Pinconning	94,203	118,512	134,250	150,017	165,815	174,120
Plainwell	234,501	295,012	334,189	373,438	412,763	433,438
Pleasant Ridge	137,990	173,597	196,649	219,745	242,886	255,052
Plymouth	457,999	576,182	652,697	729,353	806,160	846,538
Pontiac	4,162,460	5,236,550	5,931,942	6,628,628	7,326,672	7,693,644
Port Austin	53,809	67,694	76,684	85,689	94,713	99,457
Prot Hope	28,179	35,450	40,157	44,874	49,600	52,084
Port Huron	2,102,409	2,644,919	2,996,153	3,348,041	3,700,614	3,885,968
Port Sanilac	46,554	58,566	66,344	74,135	81,943	86,047
Portage	3,108,059	3,910,070	4,429,311	4,949,519	5,470,739	5,744,753
Portland	261,236	328,646	372,289	416,014	459,823	482,854
Posen	27,784	34,954	39,596	44,245	48,905	51,355
Pottersville	119,832	150,754	170,774	190,831	210,926	221,491
Powers	44,003	55,358	62,709	70,074	77,454	81,333
Prescott	43,636	54,896	62,186	69,489	76,807	80,655
Quincy	101,093	127,179	144,067	160,988	177,941	186,853
Ravenna	100,354	126,250	143,016	159,812	176,642	185,489
Reading	72,236	90,875	102,943	115,033	127,147	133,516
Reed City	166,818	209,863	237,732	265,653	293,628	308,336
Reese	96,862	121,856	138,039	154,250	170,494	179,034
Richland	34,656	43,599	49,389	55,189	61,001	64,057
Richmond	254,981	320,777	363,376	406,052	448,812	471,292
River Rouge	476,984	600,066	679,752	759,586	839,577	881,629
Riverview	600,204	755,082	855,353	955,812	1,056,466	1,109,381
Rochester	536,867	675,402	765,093	854,950	944,983	992,314
Rochester Hills	3,946,135	4,964,404	5,623,656	6,284,135	6,945,901	7,293,801
Rockford	252,664	317,862	360,073	402,362	444,733	467,009
Rockwood	163,048	205,122	232,361	259,650	286,994	301,369
Rogers City	239,998	301,928	342,023	382,193	422,440	443,599
Romeo	172,127	216,543	245,299	274,108	302,973	318,149
Romulus	1,404,487	1,766,904	2,001,542	2,236,616	2,472,148	2,595,970
Roosevelt Park	202,105	254,256	288,020	321,848	355,741	373,559
Roscommon	84,581	106,406	120,536	134,693	148,877	156,334
Rose City	61,861	77,823	88,158	98,512	108,886	114,340
Rosebush	32,764	41,219	46,693	52,177	57,671	60,560
Roseville	2,587,932	3,255,728	3,688,075	4,121,227	4,555,222	4,783,381
Rothbury	40,562	51,028	57,805	64,594	71,396	74,972
Royal Oak	3,525,511	4,435,241	5,024,223	5,614,300	6,205,528	6,516,344
Saginaw	4,379,110	5,509,105	6,240,691	6,973,639	7,708,016	8,094,087
Saline	457,006	574,932	651,281	727,772	804,412	844,702
Sand Lake	45,093	56,729	64,263	71,811	79,373	83,348
Sandusky	179,338	225,615	255,575	285,592	315,667	331,478
Sanford	69,772	87,777	99,433	111,111	122,812	128,963
Saranac	86,063	108,271	122,648	137,053	151,486	159,073
Saugatuck	83,912	105,565	119,584	133,628	147,700	155,098
Sault Ste Marie	930,203	1,170,235	1,325,638	1,481,329	1,637,324	1,719,333
Schoolcraft	116,455	146,506	165,962	185,452	204,982	215,249
Scottville	90,060	113,299	128,344	143,418	158,520	166,461
Sebewaing	133,323	167,726	189,999	212,314	234,673	246,426
Shelby	136,050	171,156	193,885	216,656	239,472	251,466

MDOT-MTF Forecast Scenario

Agency	FY 2008	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Name	Reg & Tax Only	Estimated	Estimated	Estimated	Estimated	Estimated
Shepherd	97,168	122,242	138,475	154,738	171,033	179,600
Sheridan	53,600	67,431	76,385	85,357	94,345	99,070
Sherwood	33,732	42,436	48,071	53,717	59,374	62,348
Shoreham	39,851	50,134	56,792	63,462	70,145	73,658
South Haven	364,615	458,701	519,615	580,642	641,788	673,932
South Lyon	456,285	574,026	650,255	726,624	803,143	843,371
South Range	44,307	55,740	63,141	70,558	77,987	81,894
South Rockwood	95,082	119,617	135,502	151,416	167,361	175,744
Southfield	4,772,961	6,004,586	6,801,971	7,600,838	8,401,263	8,822,058
Southgate	1,493,631	1,879,050	2,128,580	2,378,575	2,629,056	2,760,738
Sparta	221,237	278,325	315,285	352,315	389,416	408,921
Spring Lake	152,640	192,027	217,528	243,075	268,673	282,130
Springfield	363,449	457,234	517,953	578,785	639,735	671,778
Springport	42,634	53,636	60,758	67,894	75,043	78,803
St Charles	151,557	190,665	215,985	241,351	266,767	280,129
St Clair	336,022	422,730	478,867	535,109	591,460	621,084
St Clair Shores	3,209,333	4,037,476	4,573,636	5,110,794	5,648,998	5,931,940
St Ignace	198,293	249,461	282,588	315,777	349,031	366,513
St Johns	466,794	587,246	665,229	743,359	821,640	862,793
St Joseph	500,957	630,225	713,915	797,763	881,773	925,938
St Louis	298,078	374,995	424,792	474,683	524,670	550,949
Standish	137,439	172,904	195,865	218,869	241,917	254,034
Stanton	95,462	120,096	136,044	152,022	168,031	176,447
Stanwood	16,322	20,534	23,262	25,993	28,730	30,169
Stephenson	79,604	100,145	113,444	126,767	140,116	147,134
Sterling	61,784	77,726	88,048	98,389	108,750	114,197
Sterling Heights	6,396,825	8,047,475	9,116,148	10,186,807	11,259,553	11,823,511
Stevensville	96,059	120,847	136,895	152,973	169,081	177,551
Stockbridge	71,261	89,650	101,555	113,483	125,433	131,716
Sturgis	668,686	841,235	952,948	1,064,868	1,177,007	1,235,960
Sunfield	41,481	52,185	59,115	66,058	73,015	76,672
Suttons Bay	52,202	65,673	74,394	83,131	91,886	96,488
Swartz Creek	307,334	386,639	437,983	489,423	540,962	568,058
Slyvan Lake	97,431	122,572	138,850	155,157	171,496	180,085
Tawas City	154,712	194,634	220,480	246,375	272,320	285,960
Taylor	3,607,404	4,538,266	5,140,930	5,744,714	6,349,675	6,667,712
Tecumseh	521,629	656,231	743,376	830,682	918,159	964,147
Tekonsha	73,360	92,291	104,546	116,825	129,128	135,595
Thompsonville	55,705	70,080	79,386	88,710	98,052	102,963
Three Oaks	104,943	132,023	149,555	167,120	184,719	193,971
Three Rivers	459,452	578,010	654,768	731,668	808,718	849,224
Traverse City	909,944	1,144,747	1,296,765	1,449,066	1,601,664	1,681,886
Trenton	928,671	1,168,307	1,323,453	1,478,888	1,634,626	1,716,500
Troy	4,621,553	5,814,108	6,586,198	7,359,724	8,134,757	8,542,203
Turner	24,622	30,976	35,088	39,210	43,339	45,510
Tustin	24,251	30,508	34,560	38,619	42,685	44,823
Twining	20,877	26,264	29,752	33,246	36,747	38,587
Ubly	58,422	73,498	83,257	93,036	102,834	107,984
Union City	120,432	151,508	171,628	191,786	211,982	222,599
Unionville	41,631	52,373	59,328	66,296	73,277	76,948
Utica	231,728	291,524	330,238	369,023	407,883	428,313
Vandalia	35,640	44,836	50,791	56,755	62,732	65,874
Vanderbilt	61,979	77,972	88,327	98,700	109,094	114,558
Vassar	189,559	238,473	270,141	301,868	333,657	350,369
Vermontville	61,882	77,851	88,189	98,546	108,924	114,380
Vernon	62,306	78,384	88,793	99,221	109,670	115,163

MDOT-MTF Forecast Scenario

Agency	FY 2008	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Name	Reg & Tax Only	Estimated	Estimated	Estimated	Estimated	Estimated
Vicksburg	171,381	215,604	244,236	272,920	301,661	316,770
Wakefield	251,036	315,814	357,753	399,769	441,869	464,000
Waldron	49,171	61,859	70,073	78,303	86,549	90,885
Walker	1,407,522	1,770,722	2,005,866	2,241,448	2,477,490	2,601,580
Walkerville	36,089	45,402	51,431	57,471	63,524	66,705
Walled Lake	318,471	400,650	453,855	507,159	560,566	588,643
Warren	7,735,616	9,731,730	11,024,065	12,318,802	13,616,063	14,298,053
Watervliet	116,709	146,825	166,322	185,856	205,429	215,718
Wayland	239,245	300,980	340,948	380,992	421,113	442,205
Wayne	929,082	1,168,824	1,324,040	1,479,544	1,635,350	1,717,260
Webberville	90,605	113,985	129,122	144,287	159,481	167,469
West Branch	137,340	172,779	195,724	218,711	241,742	253,851
Westland	4,287,975	5,394,453	6,110,815	6,828,508	7,547,601	7,925,638
Westphalia	59,054	74,292	84,158	94,042	103,945	109,152
White Cloud	106,900	134,485	152,344	170,236	188,163	197,588
White Pigeon	102,400	128,824	145,931	163,071	180,243	189,271
Whitehall	234,844	295,444	334,677	373,984	413,368	434,072
Whittemore	35,616	44,807	50,757	56,718	62,691	65,831
Williamston	191,664	241,121	273,141	305,221	337,362	354,260
Wixom	660,280	830,660	940,968	1,051,482	1,162,210	1,220,422
Wolverine	46,495	58,492	66,260	74,042	81,839	85,938
Wolverine Lake	226,982	285,553	323,474	361,464	399,529	419,541
Woodhaven	549,171	690,880	782,626	874,542	966,638	1,015,054
Woodland	30,510	38,383	43,480	48,586	53,702	56,393
Wyandotte	1,472,228	1,852,125	2,098,080	2,344,491	2,591,384	2,721,178
Wyoming	4,296,121	5,404,701	6,122,424	6,841,480	7,561,939	7,940,695
Yale	115,571	145,393	164,700	184,044	203,425	213,614
Ypsilanti	1,101,131	1,385,269	1,569,227	1,753,527	1,938,187	2,035,265
Zeeland	357,839	450,176	509,958	569,851	629,860	661,408
Zilwaukee	122,157	153,679	174,086	194,532	215,018	225,788
Total City/Village	326,555,555	410,820,654	465,375,957	520,032,731	574,796,049	603,585,902

The main business of your City government is providing for public safety. This is accomplished by maintaining professional police and fire departments, contracting for ambulance services and maintaining the streets and roads within our City. City governments are limited by State law in how they can spend money that is collected for different purposes.

Public safety comes out of General Fund monies in your City's budget. A typical homestead in Swartz Creek pays only 60% of the costs of City services for its owner in property taxes. The rest of the expense is covered by non-residential taxes and State sales taxes.

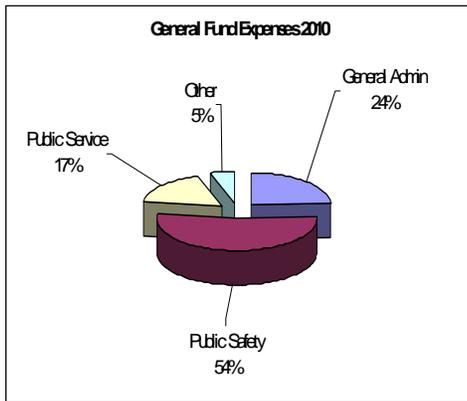


Figure 3.

A major cost for your City is maintenance of the City streets. An often overlooked factor of public safety on your City streets is the cost of street lighting. Swartz Creek contracts with Consumers Energy for the maintenance of street lighting throughout the City and pays about \$100,000 annually for electricity to keep those lights on throughout the night.

The costs of street snow plowing, salting and maintenance is paid for primarily from road funds received from the State of Michigan through the Genesee County government.

The state requires that we keep main roads maintained in good condition first, and after that we can use what funds remain for local City streets. The past few years we have had only about \$20,000 per year available to our local streets after the winter costs have been paid.

With 22 miles of roads to maintain and road building costs running about \$150 per lane foot, our budget does not allow us to rebuild roads at this time. The City Council has decided that maintaining the quality of City streets to prevent further deterioration must take precedence over rebuilding streets that are already deteriorated. This is the most cost effective approach to street maintenance in our City.

City Office Hours
Monday- Friday
8:00am to 4:30pm
(810) 635-4464

Police Office Hours
Monday - Friday
8:00am to 5:00pm
(810) 635-4401

Emergencies Dial 911

www.cityofswartzcreek.org

My City



My Home

Swartz Creek

Our History

Swartz Creek was founded by German Pioneer Adam Miller as “Miller Settlement”. The first post office was opened in 1842 and named for the nearby stream, Swartz Creek, which soon became the name associated with the settlement. The village of Swartz Creek was officially platted in 1877. The current city limits of Swartz Creek were platted in 1959 when the City was officially chartered by the State of Michigan.

Swartz Creek was home to Michigan's former governor, General Henry H. Crapo who has his office at this farm's mansion. Governor Crapo built a 1,000 acre cattle farm just west of the settlement in 1860. The area of his farm is now the major housing area within the City.

Our City

The City of Swartz Creek covers an area of 5 square miles, containing about 2,000 homes and 500 apartments. Swartz Creek has 22 miles of paved roads within the City. As of the 2005 census report, the population of our City is 5,235. The Civic Campus of Swartz Creek contains the municipal offices, the Perkins Library and Senior Center, the Pajtas Theater and the Public Safety Building; which houses the police and fire departments.

Our Government

Swartz Creek City is Council-Manager government headed by Mayor Richard Abrams. He is supported by Mayor Pro-Tem Curt Porath, and Councilmembers Betty Binder, Rae Lynn Hicks, C. David Hurt, Rev. David Krueger, and Mike Shumaker. City administration is run by City Manager Paul Bueche and Asst. City Manager/Zoning Administrator Adam Zettel. The City Manager is responsible for the daily administration of all City operations and directly supervises the department heads such as the Assessor, Building and Zoning Official, City Clerk, City Treasurer, Department of Public Works and the Police Chief. More information on the administration of your City can be found at www.cityofswartzcreek.org.

Our Taxes & Budget

The annual budget of Swartz Creek is approximately \$5.6 Million. The portion of your property taxes that funds your City each each year is 16.9%. The majority of your tax dollars fund local schools and the County of Genesee. Taxes going to Genesee County include parks, paramedic, MTA, airport, library, senior citizens, and health. Figure 1 illustrates the distribution of your property tax dollars among taxing authorities in the County.

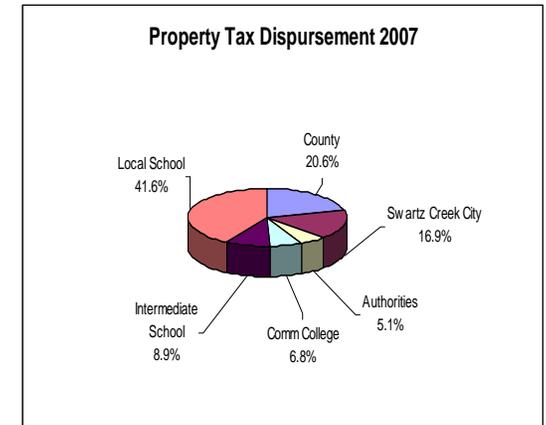


Figure 1.

In addition to property taxes, Swartz Creek receives state Revenue Sharing funds of approx. \$455,000 each year. The remainder of the revenue received by the City is made up of fees for services such as building permits and water & sewer charges. The chart below shows the sources of funds received by your City for its operations.

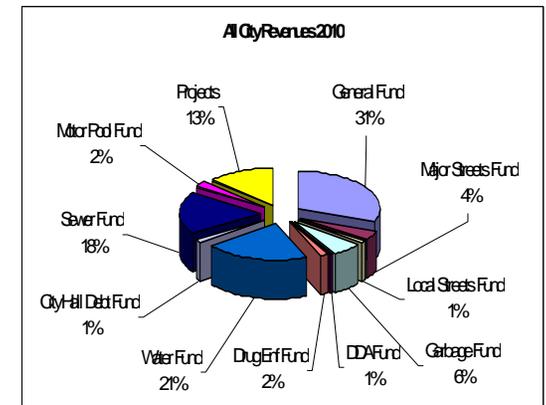


Figure 2.

2009 SUMMER CONCERTS

Swartz Creek Fine Arts Association Presents...

Celebrating Our
25th Year Anniversary!

The Swartz Creek Fine Arts Association is pleased to present its 25th concert program starting on Tuesday June 16th at 7pm at the Pajtas Theater, 8099 Civic Drive.

Bring a chair or blanket, sit back and enjoy an evening of fine music. Free admission. Free weekly and grand prize raffles. Concession stand on site.

Concerts are funded by the contributing membership of the Swartz Creek Fine Arts Association, sponsoring civic organizations, Sagelink Credit Union, The Flint Journal, and private memorials.

JUNE 16TH Taylor Brothers
Country/Variety



You are not seeing double - just twice the variety of country music. The Flint Journal is sponsoring this concert.

JUNE 30TH Rich Eddy's Rocking
Oldies Band



They are back with their rocking oldies but goodies. The Swartz Creek Area Fire Fighters' Association is sponsoring this concert.

JUNE 23RD Picks and Sticks
Swing/Folk/Variety



Presenting a mix of folk, swing, light pop and jazz. Swartz Creek Lions Club is sponsoring this concert.

JULY 7TH Genesee Valley
Concert Band



Start up the band with some great military marches and Broadway tunes. Genesee Valley Rotary Club is sponsoring this concert.

JULY 14TH The Cruisin' Band
Oldies/Variety/Motown



Come enjoy music of the 50's, 60's & 70's with your best girl. Sagelink Credit Union is sponsoring this concert.

JULY 21ST Rock Of Ages
Big Band



Music from the world war two era and the great big bands. The Kiwanis Club is sponsoring this concert.

JULY 28TH Ceyx - Rock/Dance/
Show Band



This group is the ultimate dance band. Named Best of the Best in 2008.

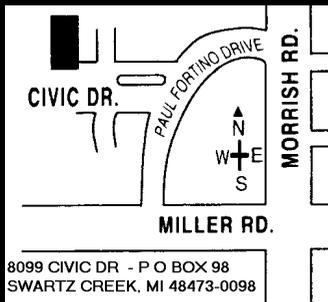
The Gaines Township Fireman's Fund is sponsoring this concert.

AUG 4TH Shout - Ultimate
Beatles Tribute



Before this concert the Knights of Columbus are sponsoring "Bob Smeets Annual Coney Night." Tickets for the Coney Night will be on sale at the July 21st and July 28th concerts or from the members of the Knights of Columbus. For more information, call Fred Pajtas at 810-635-4471.

**For More Information
Call 635-4471**



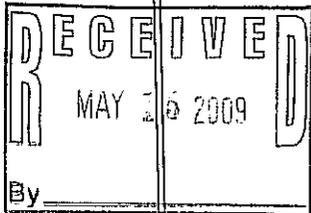
Sponsored by:



YOUR COMMUNITY WEEKLY SINCE 1939

City of Swartz Creek - Pending MTTs

SC or FT	Parcel	Owner	Year	Status	Comments	Current Taxable	Requested Taxable	Difference
SC - Small Claims								
SC	58-35-776-065	Scofield		2007	Answer filed 3/08			
SC-PRE	58-02-503-024	Boyd		2007	Answer filed 2/08			
SC	58-35-300-006	Scofield		2007	Answer filed 12/07			
SC	58-35-200-015	Tonchen		2007	Answer filed 12/07			
SC	58-36-526-068	Carter Real Estate		2007	Answer filed 10/07			
SC	58-36-676-037	Woodside		2007	Answer filed 8/07			Add of sub only
SC	58-30-651-___	Woodside		2007	answer filed 8/07			Add of sub only, 46 parcels
SC	58-01-502-112	Cheryl Jones		2008	answer filed 5/08			
SC	58-03-626-008	Hardenburg		2008	answered 8/19/08			
SC	58-02-503-083	White		2009	PRE - 2009 - answered 7/15/08			
SC	58-25-576-017	Mackey		2009	answered 5/09			
SC	58-01-502-112	Jones		2009	answered 5/09			
FT - Full Tribunal								
FT	58-02-200-023	Riverside Manor		2007	answer filed 6/5/07	\$1,071,220	\$900,000	-\$171,220
				2008	added 5/08	\$1,095,858	\$900,000	-\$195,858
				2009	added 5/09	\$1,144,075	\$900,000	-\$244,075
FT	58-35-200-007	LUEA Properties		2007	answer filed 6/5/07			
				2008	added 5/08			
						settled @ \$500,000 taxable 2007 & 2008		
FT	58-35-576-019	Battah Property (gas station on Morrish)		2007	answer filed 6/5/07	\$225,300	\$151,000	-\$74,300
FT	58-36-576-014	Cappadon(Burger King)		2007	answer filed 6/5/07	\$506,700	\$225,900	-\$280,800
FT	58-32-100-004	Frankel		2006	Valuation sent 10/07			
					Prehearing conference 12/2/08			
						settled 5/09		
FT	58-35-400-001	Sports Creek		2008	answer filed 5/20/08	\$3,508,081	\$1,250,000	-\$2,258,081
FT	58-35-200-007	LUEA Properties		2009		\$525,300	\$125,000	-\$400,300
FT	58-36-300-030	Apple Creek Station		2009		\$2,856,397	\$2,784,547	-\$71,850
FT	58-35-400-014	The Pines of SC		2009		\$417,704	\$250,000	-\$167,704



STATE OF MICHIGAN

DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES

MICHIGAN TAX TRIBUNAL

LUEA PROPERTIES LLC
Petitioner

v.

MTT DOCKET NO. 0361985

CITY OF SWARTZ CREEK
Respondent

DOERR & DOERR, P.C.
BY: Peter M. Doerr (P-28681)
Attorney for Petitioner
11500 N. Saginaw St.
Mt. Morris, MI 48458
(810) 686-7030
Fax: (810) 686-4387

FIRST AMENDED PETITION

Petitioner says:

1. Petitioner is a Michigan limited liability company corporation whose principal office is 8021 Miller Road, Swartz Creek MI 48473.
2. Petitioner is the owner of property located in the City of Swartz Creek, County of Genesee, and State of Michigan, commonly known as 4140 Morrish Road Swartz Creek MI 48473 ("Property").
3. The Property identification number of the Property is 58-35-200-007.
4. The Property is classified as "201" Commercial Improved.
5. The Property is used as a mini-storage facility.
6. Respondent City of Swartz Creek levies and collects the property taxes on the Property.
7. The Property is located in Genesee County, Michigan.

DOERR & DOERR, P.C.
ATTORNEYS AT LAW
11500 N. SAGINAW ST.
MT. MORRIS, MI 48458

(810) 686-7030
FAX (810) 686-4387

8. The Property is located within the Swartz Creek Public School District and the Genesee Intermediate School Districts.

9. This issues in this matter include: valuation, assessment, and taxable value.

10. For tax year 2008, Respondent determined an assessed value of \$525,300, a state equalized value of \$525,300, and a taxable value of \$525,300 (**Exhibit 1**).

11. On March 10, 2009, Petitioner appeared before the appropriate local Board of Review and appealed the 2009 assessment of the Property (**Exhibit 2**).

12. On March 17, 2009, the Board of Review affirmed the assessed value of \$525,300, and the taxable value of \$525,300 (**Exhibit 3**).

13. Petitioner contends the true cash value of the Property is \$250,000.

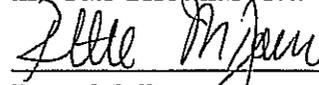
14. Petitioner also contends that the assessed, state equalized value, and taxable value is \$125,000.

15. The amount in state equalized value in contention is as follows:

Tax year	Amount in Contention
2008	\$400,300

WHEREFORE, Petitioner requests that the Tribunal reduce the assessed, state equalized and taxable value of the Property to the amounts set forth in Paragraph 14 above, and order a refund with interest, as provided by the Tax Tribunal Act.

Dated 5/14/09



Peter M. Doerr
Attorney for Petitioner

STATE OF MICHIGAN
DEPARTMENT OF CONSUMER AND INDUSTRY SERVICES
MICHIGAN TAX TRIBUNAL

LUEA PROPERTIES LLC
Petitioner

v.

MTT DOCKET NO.

CITY OF SWARTZ CREEK
Respondent

DOERR & DOERR, P.C.
BY: Peter M. Doerr (P-28681)
Attorney for Petitioner
11500 N. Saginaw St.
Mt. Morris, MI 48458
(810) 686-7030
Fax: (810) 686-4387

RECEIVED

APR 0 2009

MICHIGAN TAX TRIBUNAL

PETITION

Petitioner says:

1. Petitioner is a Michigan limited liability company corporation whose principal office is 8021 Miller Road, Swartz Creek MI 48473.
2. Petitioner is the owner of property located in the City of Swartz Creek, County of Genesee, and State of Michigan, commonly known as 4140 Morrish Road Swartz Creek MI 48473 ("Property").
3. The Property identification number of the Property is 58-35-200-007.
4. The Property is classified as "201" Commercial Improved.
5. The Property is used as a mini-storage facility.
6. Respondent City of Swartz Creek levies and collects the property taxes on the Property.
7. The Property is located in Genesee County, Michigan.

DOERR & DOERR, P.C.
ATTORNEYS AT LAW
11500 N. SAGINAW ST.
MT. MORRIS, MI 48458

(810) 686-7030
FAX (810) 686-4387

8. The Property is located within the Swartz Creek Public School District and the Genesee Intermediate School Districts.

9. This issues in this matter include: valuation, assessment, and taxable value.

10. For tax year 2008, Respondent determined an assessed value of \$525,300, a state equalized value of \$525,300, and a taxable value of \$525,300 (Exhibit 1).

11. On March 10, 2009, Petitioner appeared before the appropriate local Board of Review and appealed the 2009 assessment of the Property (Exhibit 2).

12. On March 17, 2009, the Board of Review affirmed the assessed value of \$525,300, and the taxable value of \$525,300 (Exhibit 3).

13. Petitioner contends the true cash value of the Property is \$250,000.

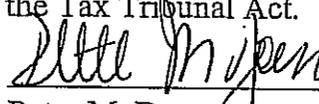
14. Petitioner also contends that the assessed, state equalized value, and taxable value is \$125,000.

15. The amount in state equalized value in contention is as follows:

Tax year	Amount in Contention
2007	\$400,300

WHEREFORE, Petitioner requests that the Tribunal reduce the assessed, state equalized and taxable value of the Property to the amounts set forth in Paragraph 14 above, and order a refund with interest, as provided by the Tax Tribunal Act.

Dated 4/28/09



Peter M. Doerr
Attorney for Petitioner

STATE OF MICHIGAN
IN THE TAX TRIBUNAL

THE PINES OF SWARTZ CREEK, INC.,

Petitioner,

Docket No.

vs.

Property I.D. No.: 58-35-400-014

CITY OF SWARTZ CREEK,

Respondent.

STEINHARDT PESICK & COHEN
Professional Corporation
By: H. Adam Cohen (P47202)
Jason C. Long (P59244)
380 North Old Woodward Avenue, Ste. 120
Birmingham, MI 48009
(248) 646-0888
Attorneys for Petitioner

PETITION

Petitioner The Pines of Swartz Creek, Inc., by and through its attorneys, Steinhardt Pesick & Cohen, Professional Corporation, states as follows for its Petition:

1. Petitioner is a Michigan Corporation with its offices located at 4410 S. Dort Hwy., Flint, MI 48501.
2. Respondent City of Swartz Creek is a Michigan city with its primary offices located at 8083 Civic Drive, Swartz Creek, MI 48473-1498.
3. Petitioner owns real property located in the City of Swartz Creek, Genesee County, Michigan, identified on the City of Swartz Creek's tax roll as Parcel Identification No. 58-35-400-014 (the "Property").
4. The Property is in the Swartz Creek School District, the Genesee Intermediate School District, and the Mott Community College District.
5. The Property is classified as "Commercial Improved" property.

- 6. The Property's original use and current use is as an extended care facility.
- 7. Respondent assesses and collects property taxes on Petitioner's Property.
- 8. This Petition involves issues relating to valuation, assessment, taxable value, and uniformity.
- 9. At this time, Petitioner believes, as it relates to taxable value, that there is a dispute relative to the value of losses.
- 10. Respondent determined the Property's assessed value for property taxes for the 2009 tax year in the amount of \$420,800, which will result in a state equalized value in that amount based on the tentative equalization factor.
- 11. Respondent determined the Property's taxable value for property taxes for the 2009 tax year in the amount of \$417,704.
- 12. Fifty percent of the Property's true cash value as of December 31, 2008, equaled not more than \$250,000.
- 13. The amount of assessed value in dispute for the 2009 tax year equals \$170,800.
- 14. The amount of taxable value in dispute for the 2009 tax year equals \$167,704.
- 15. The Property was assessed at a value substantially in excess of 50% of the true cash value in violation of Const 1963, Art IX, §3, and §27 of the General Property Tax Act, MCL 211.27.
- 16. Respondent's 2009 assessment, state equalized value, and taxable value of the Property, and the taxes levied under them, are invalid and unlawful

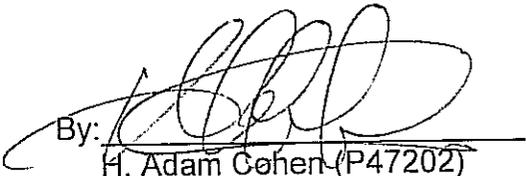
STEINHARDT PESICK & COHEN • PROFESSIONAL CORPORATION • 380 NORTH OLD WOODWARD AVE. • SUITE 120 • BIRMINGHAM, MI 48009 • (248) 646-0866

and are a fraud upon Petitioner because (A) they exceed the amounts permitted by the Michigan Constitution and statutes, (B) they are at higher percentages of the Property's true cash value than permitted by the Michigan Constitution and statutes, (C) they are based on erroneous determinations of the Property's true cash value, and (D) they are based on the application of wrong principles and do not reflect the values of similar property in the area.

WHEREFORE, Petitioner The Pines of Swartz Creek, Inc., respectfully requests that this honorable Tribunal enter a judgment establishing the Property's assessed value and taxable value for the 2009 tax year in an amount less than or equal to \$250,000, requiring Respondent to correct its assessment roll in accordance with such determination, directing Respondent to refund to Petitioner any and all taxes paid in excess of such determination with Interest, and directing Respondent to reimburse Petitioner for the costs and fees incurred in this appeal.

Respectfully Submitted,

STEINHARDT PESICK & COHEN
Professional Corporation

By: 
H. Adam Cohen (P47202)
Attorneys for Petitioner

Dated: May 14, 2009

STATE OF MICHIGAN
IN THE TAX TRIBUNAL

THE PINES OF SWARTZ CREEK, INC.,

Petitioner,
vs.

Docket No.
Property I.D. No.: 58-35-400-014

CITY OF SWARTZ CREEK,

Respondent.

STEINHARDT PESICK & COHEN
Professional Corporation
By: H. Adam Cohen (P47202)
Jason C. Long (P59244)
380 North Old Woodward Avenue, Ste. 120
Birmingham, MI 48009
(248) 646-0888
Attorneys for Petitioner

PROOF OF SERVICE

Kimberly Tootalian states that she personally served copies of a Petition and this Proof of Service, on the persons listed below, by placing copies of those documents in a duly stamped, addressed envelope and placing the envelope in the United States mail on Thursday, May 14, 2009.

Persons Served:

City Clerk
City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473-1498

City Assessor
City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473-1498

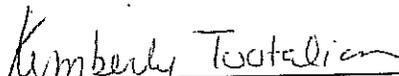
Clerk
Genesee County Clerk
Genesee County Courthouse
900 S. Saginaw St.
Flint, MI 48502

STEINHARDT PESICK & COHEN • PROFESSIONAL CORPORATION • 380 NORTH OLD WOODWARD AVE. • SUITE 120 • BIRMINGHAM, MI 48009 • (248) 646-0888

Director of Equalization
Genesee County
1101 Beach Street
Flint, MI 48502

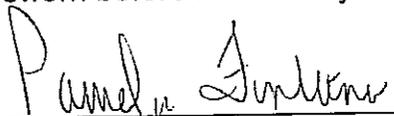
Secretary of School Board
Genesee Intermediate School District
2413 West Maple Avenue
Flint, MI 48507-3493

Secretary of the School Board
Swartz Creek School District
Swartz Creek Administration Building
8354 Cappy Lane
Swartz Creek, MI 48473



Kimberly Tootalian

This Proof of Service was signed and
sworn before me on May 14, 2009.



Pamela Fontana
Notary Public, Oakland County, Michigan
Acting in Oakland County
My Commission expires: July 14, 2012

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC GROWTH
MICHIGAN TAX TRIBUNAL

Apple Creek Station,
Petitioner

MTT Docket No. _____

City of Swartz Creek,
Respondent

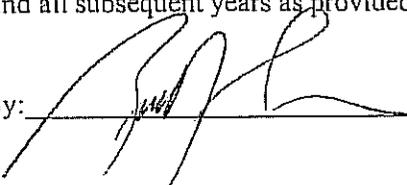
PETITION

Petitioner, Apple Creek Station through its agent, Piper Realty Company, petitions this Tribunal as follows:

1. Petitioner is a Limited Liability Corporation whose principal office address is 5454 Gateway Centre, Suite B, Flint, Michigan 48507.
2. Respondent, City of Swartz Creek levies and collects the property taxes on the subject property.
3. The property identification number is 58-36-300-030 and the property is classified as 201, real property. Petitioner's property is presently used for Multi-family Residential.
4. The property is located in Genesee County and the school districts of Swartz Creek Community Schools and the Genesee Intermediate School District.
5. This matter involves issues relating to the Taxable Value and the Assessed Value for the real property.
6. For the tax year 2009, Respondent determined an assessed value of \$ 3,193,200, a state equalized value of \$ 3,193,200, and a taxable value of \$ 2,856,397.
7. On March 6, 2009, Petitioner appeared before the appropriate local Board of Review and appealed the 2009 assessment(s) of the subject property. The Board of Review denied the relief requested and affirmed the assessments.
8. The assessments are excessive and do not reflect the values established via the income approach or comparable sales in the Township.
9. Petitioner contends the true cash value of the subject property is \$ 5,569,094 which would yield a state equalized value of \$ 2,784,547 and a taxable value of \$ 2,784,547. The amount in contention is \$ 408,653.
10. Petitioner requests that the Tribunal reduce the Taxable Value, Assessed Value and the State Equalized value on the subject property from \$3,193,200 to \$2,784,547 and order a refund with interest for the tax year of 2009 and all subsequent years as provided by the Tax Tribunal Act.

Dated: 5-15-09

By: _____

 PIPER REALTY CO., AGENT

System Failure: Michigan's Broken Municipal Finance Model

EXECUTIVE SUMMARY



***Prepared by: Frank W. Audia, Partner
Denise A. Buckley, Associate***

plante
moran

INTRODUCTION

This report, written by Plante and Moran, PLLC at the request of the Michigan Municipal League (MML), analyzes Michigan’s municipal finance structure using specific data from a sample of Michigan local governments from across the State. This analysis is part of the MML’s effort to demonstrate the structural financial problems facing local communities begun in March 2003, with the release of *Cities and Villages at the Crossroads: Fiscal Problems Facing Local Officials*, by Scott Schrager. This report goes into greater detail by calculating, for the first time, the actual impact of the interaction of the Headlee Amendment, Proposal A, and significant changes to the General Property Tax Act, on the financial condition of specific communities.

Property taxes are a critical revenue source for local governments. For fully developed communities, property taxes can represent fifty percent or more of a local government’s General Fund budget. Over the last 26 years, there have been two constitutional amendments - the Headlee Amendment and Proposal A - and other related statutory changes that have impacted property tax revenue of local governments.

The Headlee Amendment, ratified in 1978, accomplished limiting the growth of property tax revenue by controlling how a local government’s maximum authorized millage rate is calculated particularly as it relates to growth on existing property. The Headlee Amendment requires that when growth on existing property community wide is greater than inflation, the local government must “roll back” its maximum authorized millage rate so that the increase in property tax revenue caused by growth on existing property does not exceed inflation (commonly referred to as a “Headlee roll back”).

In March 1994, Proposal A also created a new methodology to determine property values for tax purposes with the introduction of taxable value. Taxable value on each individual property cannot increase by more than the lesser of inflation or five percent annually until a property is sold or “transferred” regardless of how quickly existing property values may be growing. This difference between state equalized value and taxable value when a property is sold or transferred and before taxable value is reset to state equalized value is commonly referred to as the “uncapped value”.

The remainder of this report analyzes the interaction of the Headlee Amendment and Proposal A 10 years after the passage of Proposal A. More importantly, the report also details several important changes made to the General Property Tax Act in 1994. **This report is not recommending changes to Proposal A.** The report intends to highlight the legislative changes made after Proposal A to the General Property Tax Act and their negative consequences on the finances of local governments.

FINDINGS

1. With the passage of Proposal A in 1994, differences in taxable value and state equalized value were created due to the growth cap placed on taxable value (i.e. growth on taxable value of individual parcels limited to the lesser of inflation or 5%). In the first several years after Proposal A passed, the differences were not as pronounced as they are today. Now, as a result of the market value growth of real property in Michigan since 1994, the difference has become substantial.
2. When property is “transferred” (i.e., sold) as defined in State law, taxable value is reset again to equal state equalized value. This process of adjusting taxable value upward to state equalized value is commonly called “uncapping.” For the tax years 1999 through 2003, the survey shows that property transfers resulting in “uncapped values” (i.e. the difference between state equalized value and taxable value when property is transferred) are significant and consistent annually in each community.
3. On the surface, it may appear to the general public that a community with large amounts of “uncapped” property values annually would benefit financially from this addition of new property value to the tax base. However, although not taxed previously, these “uncapped values” were not included in the definition of exempt property for the purpose of Headlee roll back calculation when the legislature amended the General Property Tax Act in 1994. **The effect of this change to the General Property Tax Act has been to penalize communities that have had substantial market growth in existing property values by rolling back their millage rates.**
4. The survey results continue to indicate that there is downward pressure on millage rates. Survey participants reported declines in their Headlee maximum authorized millage from 1998 to 2003.
5. Even though “roll ups” of a local government’s maximum authorized millage rate (limited to the original authorized millage rate) were allowed following the Headlee Amendment in 1978, the implementing legislation after Proposal A eliminated Headlee roll ups. The Headlee maximum authorized millage rate for local governments continues to move farther away from the original authorized millage rate. The elimination of this self-correcting mechanism which allowed for roll-ups creates an almost permanent reduction of the millage authority of local governments.

FINDINGS (continued)

6. The survey results demonstrate that the financial impact of the legislation changing the General Property Tax Act following Proposal A is punitive in nature. The combination of treating uncapped values as growth on existing property with limiting individual property taxable value growth to the rate of inflation produces a double reduction that was never intended by the voters on Proposal A in 1994.
7. More local governments will undoubtedly be forced by these legislative changes to seek Headlee override votes. Even for those local governments that are successful in achieving a Headlee override vote, the growing gap between taxable value and state equalized value will cause the roll back to repeat itself again without a change to the General Property Tax Act related to the treatment of “uncapped values”.
8. The data also shows that a greater burden has been placed on the residential tax base as noted below. The major developments that have occurred with business property taxes that explain this shift include: revisions to the general personal property tax tables by the State Tax Commission in the 2001 tax year; new personal property tax tables for the transmission and distribution property of utilities; the recent Michigan Supreme Court case, *WPW Acquisition Co v City of Troy*, creates an imbalance in the taxable values of certain real property assessed using the “occupancy” methodology. The combination of these changes has resulted in lower property tax values for business property.
9. The taxable value disparities that exist between neighbors (i.e. the person who has been in their home since Proposal A passed and the person who just bought their home right next door) have been well documented and publicized. This report demonstrates that many existing property owners who expected inflationary increases in their tax payments are annually receiving less than inflationary increases. Even though their taxable value is going up by the rate of inflation, property transfers are creating millage rate roll backs and reducing the millage rate levied. The net result? Less than inflationary increases in tax payments annually; not the represented intentions of Proposal A or Headlee.
10. This report quantifies the financial impact to each survey community of changing the treatment of “uncapped values” when property transfers and/or allowing Headlee roll ups. These changes are necessary to remove some of the stress from the municipal finance model and provide local governments with limited financial relief to deal with other financial challenges. These two corrections to the General Property Tax Act – exempting “uncapped values” created by property transfers from the Headlee roll back calculation AND allowing Headlee roll ups - will provide additional tax dollars that are within both the letter and the spirit of the Headlee Amendment and Proposal A. These two policy changes would provide local governments with additional millage capacity to use when needed with little impact on taxpayers.

FINDINGS (continued)

11. Financial projections prepared by sample communities, using realistic revenue and controlled expenditure growth assumptions, disclose dangerous trends negatively impacting the financial condition of these local governments. It is important for local governments to maintain an adequate level of fund balance. Fund balance provides the necessary amount of working capital that a governmental unit requires to finance its day to day operations, meet payroll obligations and pay its bills timely given the borrowing limitations applicable to local governments.
12. The local governments participating in the survey reported the following:
 - ⌚ Each of the local governments projected structural shortfalls for General Fund revenue and expenditures for the years 2004 through 2007.
 - ⌚ Six of the eleven local governments that prepared projections for General Fund revenue and expenditures through 2007 report they will be in a General Fund fund deficit by 2007.
 - ⌚ Absent changes to expenditures which will impact service levels, local governments plan to use critical amounts of General Fund fund balance between 2000 and 2007.
13. In addition to the corrections necessary to the General Property Tax Act, local governments face a variety of major financial challenges including other property tax matters (such as the utilities personal property tax case, the WPW decision, etc.). Cuts to state-shared revenue as shown by the chart below total over \$1 billion over a four year period beginning with the State's fiscal year 2001/2002. Although sales tax collections at the State continue to increase, the monies have not been returned to local governments as statutorily promised. While local governments supplement these revenue sources with fees and charges for services, there are limitations and restrictions on the amount of fees and charges that local governments can enact.
14. **As a result of these uncoordinated State policy, legislative and judicial decisions, the municipal finance model is broken. Absent changes, local governments are on a financial collision course.**



Jennifer M. Granholm
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH
PUBLIC SERVICE COMMISSION

STANLEY "SKIP" PRUSS
DIRECTOR

Monica Martinez
COMMISSIONER

Orjiakor N. Isiogu
CHAIRMAN

Steven A. Tranter
COMMISSIONER



May 12, 2009

To Whom It May Concern:

On April 2, 2009, Governor Granholm signed 2009 PA 004, amending 2006 PA 480, the Uniform Video Services Local Franchise Act. 2009 PA 004 specifically amends Section 10 of the Act, MCL 484.3310, to provide for a dispute resolution process regarding video/cable television complaints. Section 10(4)(5) and (6) sets forth the resolution process of the Commission for video disputes between customers and providers, franchise entities and providers, and providers.

I would like to make your city/township/village aware that our office is responsible for handling video/cable customer complaints. If your residents have a complaint, they should first attempt to resolve the complaint by directly contacting their video/cable company. However, if residents are not able to resolve their complaints with the companies, they may contact our office for assistance. Video/cable customers should contact the Michigan Public Service Commission (MPSC) by the following means for video/cable television issues:

Telephone: (866) 552-7725

Fax: (517) 241-2400

**Mail: Michigan Public Service Commission
Attn: Video Franchising
6545 Mercantile Way
Lansing, Michigan 48909**

The MPSC also has a website dedicated to providing information on video/cable issues. The website is located at www.michigan.gov/mpsc, and you will find the video/cable button. For your convenience, we have a link to 2009 PA 004 there as well. I would encourage you to share this information with your residents, and with those who may have a complaint or inquiry regarding a video/cable issue, so that we may be able to promptly address any issues. Please let me know if you have any questions or concerns.

Very truly yours,

Robin Ancona, Director
Telecommunications Division

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 FAX: (517) 373-5817
 E-MAIL: leegonzales@house.mi.gov

MICHIGAN HOUSE OF REPRESENTATIVES

LEE GONZALES
 STATE REPRESENTATIVE
 49TH DISTRICT

APPROPRIATIONS
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 HIGHER EDUCATION

May 7, 2009

Richard B. Abrams, Mayor
 City of Swartz Creek
 8083 Civic Drive
 Swartz Creek, MI 48473

Dear Mayor Abrams,

I am writing to inform you of the Fiscal Year 2009 Negative Executive Order that the Joint House of Representatives and Senate Appropriations voted for on May 5, 2009. The executive order reduced \$304 million from the General Fund/General Purpose Funds and will go into effect for the last quarter of this year. Please know that the executive order is constitutionally necessary to balance the state's budget and is not subject to legislative amendments.

Last legislative session, the governor, legislators and economists could not predict in their revenue estimating conferences the dramatic economic crisis that has strangled our state. State revenues are down 21 percent - the lowest in Michigan's history. As such, the state has not received the projected monthly revenues in order to appropriate funding for the rest of Fiscal Year 2009 (FY 09). Before Tuesday's action, the state's budget for the remaining FY 09 was \$1.3 billion.

I realize the burden of state deficits in the past have fallen on the shoulders of local units of government. Unfortunately, the loss of revenue from the sales tax will result in a \$41 million reduction in Fiscal Year 2009 constitutional revenue sharing payments to local units of government. As such, the City of Swartz Creek will receive a 4.3 percent deduction in the revenue sharing payments.

These reductions are difficult and painful. Most state departments are taking a four percent cut in the last four months of their budget including the Department of Human Services, Community Health and State Police to name only a few. In addition, the legislature and the judiciary will be taking a 4 percent cut through a negative supplemental since an executive order cannot make cuts to these two branches of state government.

Hopefully, the reforms and restructuring of Michigan's government will better serve the residents of this state into the future. Please do not hesitate to contact me if you have any questions.

Sincerely,

Lee Gonzales

CC: Swartz Creek City Council Members
 Paul Bueche, City Manager



Michigan State Revenue Sharing

The State Revenue Sharing program distributes sales tax collected by the State of Michigan to local governments as unrestricted revenues. The distribution of funds is authorized by the State Revenue Sharing Act, Public Act 140 of 1971, as amended (MCL 141.901).

FUNDING

Funding for the State Revenue Sharing program consists of the following dedicated tax revenues:

- Constitutional - 15% of the 4% gross collections of the state sales tax;
- Statutory - 21.3% of the 4% gross collections of the state sales.

In addition, the act authorizes the appropriation and distribution of state General Fund-General Purpose revenues when local governments qualify for certain supplemental payments.

DISTRIBUTIONS TO CITIES, VILLAGES, AND TOWNSHIPS

Sales tax revenues are distributed to municipalities each February, April, June, August, October and December based on statewide tax collections for the two-month period ending the preceding December 31, February 28, April 30, June 30, August 31 and October 31. Constitutional sales is distributed on a per capita basis. Starting with State fiscal year 1999, statutory sales tax is distributed according to four formulae:

- Percent Share of FY 98
- Taxable Value Per Capita
- Population Unit Type
- Yield Equalization

Percent share of FY 98 is part of the phase-out of the old formula payments. For FY 02, 60% of the distributions are paid using this formula and phase out occurs in increments of ten percentage points each year. Each City, Village and Township's FY 98 statutory payments (RTE, Per Capita, and Inventory Reimbursement) are divided by the FY 98 Statewide Total Distributed to determine their Percent Share Factor. In each bimonthly distribution,

The Per Capita Taxable Value formula compares the statewide average taxable value per capita to the taxable value per capita for the individual unit. Taxable value per capita is used because it is viewed as a gauge of a community's ability to raise revenue, and is seen as a measure of wealth. A unit with taxable value per capita below the state average receives a weight > than 1 and a unit above the state average receives a weight < than 1. The payment is computed by

The Population Unit Type formula uses a weight factor according to its population and unit type (city, village, or township). Each unit receives an amount equal to its population times the weight factor times the statewide distribution amount. A township that "makes available fire, police on a 24-hour basis either through contracting for or directly employing personnel, AND water to 50% of its residents AND sewer services to 50% of its residents" AND has a population of 10,000 receive a city's weight factors. Presumably, the more complex the local unit of government (city more complex than village more than township), the higher its needs the more services it provides, on average. The Weight Factors are as follows:

Cities	Population Weight	Villages	Weight
			185

5,000 or less	2.50	Less than 5,000	1.50
More than 5,000 but less than 10,001	3.00	More than 5,000 but less than 10,001	1.80
More than 10,000 but less than 20,001	3.60	More than 10,000	2.16
More than 20,000 but less than 40,001	4.32		
More than 40,000 but less than 80,001	5.18	Townships	
More than 80,000 but less than 160,001	6.22	5,000 or less	1.00
More than 160,000 but less than 320,001	7.46	More than 5,000 but less than 10,001	1.20
More than 320,000 but less than 640,001	8.96	More than 10,000 but less than 20,001	1.44
More than 640,000	10.75	More than 20,000 but less than 40,001	1.73
		More than 40,000 but less than 80,001	2.07
		More than 80,000	2.49

Population is an indicator of service needs, the level of service to be provided being proportional to the number of people served. For purposes of state revenue sharing, the population of a municipality is determined by the most recent federal decennial census, and is adjusted by subtracting 50% of the number of patients, wards and convicts confined to public tax-supported institutions in that locality. The payment is computed by *multiplying the Population Factor of each local unit times the unit's population times the distribution rate.*

The Yield Equalization formula purpose is to offset variances in taxable property wealth among local units. The concept of the yield equalization payment guarantees that the total local and state proceeds from each equivalent mill of local tax effort will yield at least a minimum amount. Under this formula, a community receives revenue sharing according to:

- The amount that its local property value per capita is below the guaranteed tax base, and
- The amount of local revenue it manages to collect for itself.

The lower a community's taxable value per capita, the more likely it will be below the guaranteed tax base and the *times the local units population of 8,919 divided by 3 giving a payment of \$181,928.*

The local tax effort is equal to total local taxes (general ad valorem property tax; income tax; excise tax; and since July 1987, certain special assessments) divided by its taxable value of property in the municipality. The local tax effort rate, and the taxable value per capita are computed annually in May based on information from the Assessing Officer's Report, and a supplemental special assessment report filed each December with the State Tax Commission. The guaranteed tax base cannot be computed until August of the following year, when the total amount available for revenue sharing distribution is known. State revenue sharing formula payments October 2001 through August 2002 are based on calendar year 2000 tax rates.

8 Percent Cap Payment – The Revenue Sharing Act stipulates that the total revenue sharing payment to any city, village, or township (CVT) cannot increase by more than eight percent of the total payment received in the preceding fiscal year. If a CVT's population increase between the 1990 and the 2000 decennial census is at least 10 percent, then the eight percent cap does not apply. Local units that are subject to the eight percent cap will have funds in excess of the cap redistributed to those CVTs that realized the smallest percentage of gain (or largest loss) to provide a floor, in their total revenue sharing payments. The floor, which varies from year-to-year, is determined by the total appropriation and the amount of revenue sharing payments in excess of the eight percent cap that was available for distribution.

In state fiscal year 2001, \$4.7 million was available to be redistributed and the floor percentage was .0253 percent. This means each CVT received no more than a .0253 percent decrease in revenue sharing

DISTRIBUTIONS TO COUNTIES

Under the State Revenue Sharing Act, counties receive revenue generated by the sales tax. Of the total amount of sales tax available for distribution to local governments, counties receive 25.06% of the 21.3%. Payments are apportioned among the 83 counties on a per capita basis, and are distributed each February, April, June, August, October, and December.

SUPPLEMENTAL DISTRIBUTIONS

Special Census

A city, village, or township with a minimum 10% population growth confirmed by a special census, and levying at least one mill, is eligible for an annual payment for a portion or all of the growth population. Funds must be appropriated.

INVENTORY REIMBURSEMENT

Public Act 532 of 1998 amended the Revenue Sharing Act in that only counties are annually reimbursed, with a portion of the sales tax, for business inventory personal property that has not been subject to local taxation since 1975. Payment is determined by multiplying the county's 1975 state equalized value of business inventory by its 1996 ad valorem tax rate on real and personal property. The Revenue Sharing Act also provides that special authorities that have taxes levied for their use receive a pro rata share of the municipality's inventory reimbursement payment. Section 12a (8) provides that the treasurer of any **city, village, township, or county** who collects money for an authority that levies property taxes shall pay an eligible authority, from the payments received under this act, the amount received by the eligible authority for the 1997-1998 state fiscal year.

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Paul Bueche

From: Michigan Municipal League [nbrown@mml.org]
Sent: Tuesday, May 12, 2009 4:46 PM
To: Paul Bueche
Subject: MML Legislative Link 5-12-09



May 12, 2009

Stimulus Funding Update

Broadband Grants for Rural Communities – The [U.S. Department of Agriculture has announced](#) availability of \$13.4 million to expand availability of broadband service to rural areas. Local and state governments along with non-profits are eligible to apply competitively for grants of \$50,000 to \$1 million. Grant applicants must match 15% of the grant either with cash or in-kind. [Applications are being accepted](#) until June 19. Grants will be awarded on a competitive basis and can be used to: construct, acquire or lease broadband transmission services; improve, expand or lease community centers that provide free access to broadband for at least two years before, during and after normal work hours and on Saturdays and Sundays; purchase computer equipment; and provide broadband to all critical community facilities – first responders, police, etc. – within the proposed Service Area. Contact: [Arnold Weinfeld](#)

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 May 19th, East Lansing

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can award contracts within 120 days of the grant agreement. CDBG entitlement cities must submit their CDBG applications in the form of a substantial amendment to their program year 2008 action plan to their HUD field office by June 5, 2009. Over \$9 million will also be made available to non-entitlement communities in Michigan. Contact: [Arnold Weinfeld](#)

GAO Issues Reports on Implementation of Recovery Act

– Over the past few weeks, the federal General Accounting Office has issued a series of reports pertaining to implementation of the Recovery Act. [One report](#) cites concerns that states and localities may not have the capacity necessary to meet the accountability requirements of the Recovery Act. [Another report](#) examines the need for consistent policies to ensure equal consideration of grant applications. In response to the report, Vice-President Biden has authorized the Office of Management and Budget to issue new rules that will allow a portion of ARRA funds to be used for costs associated with oversight. The League will be working the both the federal and state recovery offices to ensure that local governments are given the highest consideration for grant applications and that recovery funds will be able to take advantage of any new rules. Contact: [Arnold Weinfeld](#)

Other Stimulus Information – Visit the [League's Economic Stimulus webpage](#), the [Michigan's recovery website](#), or the [federal recovery website](#) frequently for information on stimulus programs of interest to Michigan communities.

State Affairs Update

Governor's EO Passes, Hurts Communities – The Governor's Executive Order (EO) passed the House and Senate Appropriations committees last week, cutting revenue sharing by \$41 million for the two remaining payments left in the current fiscal year. Please thank those legislators that voted in opposition to the EO: Sen. Clark-Coleman, Sen. Scott, Rep. Agema, Rep. Genetski, Rep. Green, and Rep. Jackson. Contact: [Summer Minnick](#)

Executive Order Cut Info – Information on how the \$41 million in reductions will be distributed can be found [here](#). The reductions will be made in an approximate 30/70 split for the June and August payments (meaning 30% of the cut will be applied in June and 70% in August). Updated specific by-monthly payment information is expected to be posted on the [Michigan Dept. of Treasury's website](#) by the end of the week. Contact: [Summer Minnick](#)

Why are the Revenue Sharing Cuts Not Across the Board? – The Governor's Executive Order (EO) was applied in the following manner: The first \$8 million comes from the elimination of the 2% statutory increase we had been promised. The remaining \$32 million comes from sales tax collections being less than originally anticipated. The 09 budget had provided the State would hold us harmless via an increase in statutory payments should Constitutional payments decrease. The Executive Order eliminated that "hold harmless"

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June 10, Lansing

[Form-Based Codes 301: Completing, Adopting & Administering the Code](#)

July 13-14, Lansing

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June 4, Marquette

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provision, so we will now realize those Constitutional reductions. The variances are the result of how the hold harmless provision and the 2% increase would have been applied to each community. To see the impact on your community [click here](#). Contact: [Summer Minnick](#)

Hire Michigan First Bills Move to Full Senate –

The Senate Commerce committee and full Senate unanimously passed a series of bills that will require state and local governments to use companies who hire Michigan employees first when they offer tax abatements or credits. The bills require companies to make a good faith effort to use Michigan employees when they receive abatements through the Obsolete Property Rehabilitation Act, Brownfield Redevelopment Act, Industrial Development Revenue Bond Act, Renaissance Zone Act, MEGA, and Transportation Economic Development Fund. Visit [Inside 208](#) for further details. Contact: [Andy Schor](#)

Check out the League's PA 312 Webpage –

The League started a [PA 312 section](#) on our website to serve as a central repository for information. From this website, you are able to submit an e-mail to League staff regarding issues you are having in reference to PA 312. Please share with us your horror stories! These will be kept confidential if requested. It's important to let legislators know what PA 312 is doing to all of our communities so we can fight for reforms. Visit [Inside 208](#) and the [PA 312 webpage](#) for further information. Contact: [Samantha Harkins](#)

State Land Bank Going Green –

The state's Land Bank Fast Track Authority is making all of its 7,000 vacant parcels available as community gardens through its [Garden for Growth program](#). The program allows communities or individuals to apply to garden a lot for \$50 for one year. Then, participants are able to apply to purchase the land. Any kind of garden is eligible -- native plants, flowers and vegetables, even a park. To see if properties are available in your community use the [Land Bank Authority's search for property feature](#). Contact: [Arnold Weinfeld](#)

2009 Asset Management Conference Right

Around the Corner – The Transportation Asset Management Council is offering a conference for locals to help examine the relationship between asset management, pavement management, and road funding, using various examples from road agencies in Michigan and across the country. The conference will be held on May 19, 2009 in East Lansing. Another conference will be held in the fall in the Upper Peninsula (date and location to be announced later). [Click here](#) for additional information regarding the program. Register for the conference by calling the Michigan Local Technical Assistance Program (LTAP) at 906-487-2102.

Rough Roads Costing Michigan –

The American Association of State Highway and Transportation Officials (AASHTO) released a report this week confirming the need for more funding to repair roads. The report states one-third of the

major highways in the United States (including freeways, major roads, interstates, and highways) are in poor or mediocre condition. Beyond that, roads in urban areas, which carry 66% of the nation's traffic, are in much worse shape. [Click here](#) for the full report or visit [Inside 208](#) for more information. Contact: [Dave Worthams](#)

Save the Date: May 13, 2009 – West Michigan Strategic Alliance's State of the Region and release of 2009 West Michigan Vital Signs featuring benchmarking data on comparable regions around the country. Join other stakeholders to help identify regional actions essential to achieving the vision of Western Michigan as a best place to live, learn, work, and play. For more information, [click here](#).

Save the Date: May 19, 2009 – Unveiling of the Grand Vision Decision at the State Theater in Traverse City. The Grand Vision is a citizen-led land use and transportation study that will provide a framework for the next 50+ years for development in Antrim, Benzie, Grand Traverse, Kalkaska, Leelanau and Wexford counties. For more information, [click here](#).

***I Will Stay If...* Campaign** – Have ideas on how to make Detroit better? Then join the Great Lakes Urban Exchange ([GLUE](#)) on Thursday, May 14 from 7-10 pm at the Bureau of Urban Living in Midtown Detroit as they unveil their new campaign: *I Will Stay If...* [Click here](#) for more information.

Looking for Other Issues or Past Legislative Link Issues? – Check out [Inside 208](#) - the League advocacy blog - and use the search box to find past Link and Blog issues.

Federal Update

COPS Program Reauthorization Passes House – By a vote of 342-78 the House has passed legislation ([H.R. 1139](#)), that would extend the Community Oriented Policing Services (COPS) program through fiscal year 2014. The bill not only boosts the level of funding for the program but also extends permissible uses to include combating gun and drug trafficking, investing in crime-fighting technology, confronting dangerous gangs, and advancing anti-terrorism efforts. Contact: [Arnold Weinfeld](#)

Swine Flu Information – The Centers for Disease Control has several web pages dedicated to providing information on the swine flu outbreak. You may also want to set up an email or text message [account](#) with the CDC so that you can receive the most up to date information. [General information](#) as well as [specific information on the current outbreak](#) and the [latest CDC health advisory](#) are also available. Contact: [Arnold Weinfeld](#)

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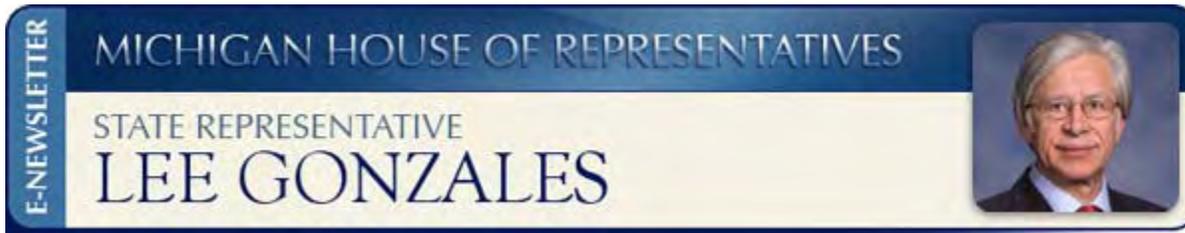
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Michigan Municipal League, 1675 Green Road, Ann Arbor, MI 48105



Paul Bueche

From: Representative Lee Gonzales [leegonzales@house.mi.gov]
Sent: Wednesday, May 13, 2009 1:31 PM
To: Paul Bueche
Subject: Capitol Update from Rep. Gonzales



Welcome once again to my e-newsletter. I want to update you on the work I am doing in Lansing on behalf of the 49th District.

House Passes Governor's Executive Order

Last week the Appropriations Committee was forced to make some tough decisions in order to address the \$1.3 billion budget shortfall and balance the budget as required by the Michigan Constitution.

This economic crisis in Michigan has been brought on in large part by the global recession that is being felt far and wide. Here at home, we know that Michigan has been hit the hardest. As we work to resolve the budget, my colleagues in the House and I are going to meet the challenges head on as we all share in the sacrifice and work to get Michigan back on track.

Plans we've passed so far to jumpstart our economy and spur job creation include:

- **Advanced battery production**
 - In March, we passed a plan to expand state tax credits for the production of advanced batteries for autos.
 - This plan has already led to [\\$1.7 billion](#) in direct economic investment and will create 6,600 jobs.
 - The credits can be used for battery pack assembly; research and engineering to support battery use in vehicles; engineering of advanced battery technologies; and capital investment for construction of battery manufacturing facilities.
 - Under the most conservative estimates, the battery tax credits will create more than [40,000 jobs](#) and more than \$9 billion in economic activity by the year 2020, according to the Center for Economic Analysis at Michigan State University.
- **Consolidating the auto suppliers base in Michigan**
 - As auto suppliers feel the pinch from the automakers' financial problems, they will be looking for a location to consolidate their

operations.

- Our plan will encourage auto suppliers to consolidate right here in Michigan.
- We've proposed tax incentives that will attract auto suppliers to Michigan, which will protect the auto supply jobs we have and help create more.
- **Foreclosure prevention**
 - Our plan gives homeowners at risk of losing their homes to foreclosure a [90-day lifeline](#) if they commit to working out a solution with their lender and a mortgage counselor.
 - This plan helps protect middle-class families and their most important investment – their homes.
- **Reforming Michigan's government**
 - Michigan is at a crossroads and it is clear that business-as-usual won't cut it anymore.
 - Our residents are demanding a more streamlined and less costly government that is more responsive to our residents' needs.
 - Earlier this year, we took action to cut state spending by voting to slash elected officials' salaries – including our own – by 10 percent.
 - Last week, we also cut our own budget in order to share the sacrifices being made by families across Michigan.
 - We voted to dock lawmakers' pay when they miss session in the House or the Senate.
 - Our reforms will end the revolving door between lawmakers and lobbyists by banning legislators from lobbying for two years after leaving office.
 - We are also working to bring more transparency to state government and hold our elected officials more accountable to the people of Michigan.

Gonzales Votes to Create Jobs with New Market Tax Credits

I voted for a series of bills that will create a state-level New Market Tax Credit (NMTC) program to help [boost Michigan's economy](#) by encouraging new investment in low-income and underserved communities across the state. These incentives will work in conjunction with the federal NMTC program to encourage investments in local communities to help those who have been hit hardest in this economy.

This legislation will:

- Create \$20 million in tax credits for individuals or businesses who invest in low-income communities or low-income residents.
- Starting in 2011, organizations who qualify for the tax credit will receive a credit of 5 percent for the first three years of the award, 6 percent for the fourth and fifth years, and 12 percent in the final year

Free Publications

With summer quickly approaching, I want to provide you and your family with

free Michigan guides and publications. Please use one of the three ways below to request FREE information:

- 1) Email me at leegonzales@house.mi.gov and indicate which publication you would like to receive, please include your name, address, city & ZIP code;
- 2) Contact us by phone at (517) 373-7515 or toll-free at (800) FLINT-49 (354-6849);
- 3) Cut out the coupon below and mail it to Rep. Lee Gonzales, P.O. Box 30014, Lansing, MI 48909-7514

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Part of my job as your state representative is to keep you informed. I am happy to provide these booklets to you at no cost.

Please click on the links above to get more news about my activities here in Lansing. I look forward to hearing from you.

Sincerely,

Lee Gonzales
State Representative
District 49

 EMAIL REP. GONZALES

 REP. GONZALES'S WEBSITE



MICHIGAN HOUSE DEMOCRATS

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Paul Bueche

From: Michigan Municipal League [nbrown@mml.org]
Sent: Tuesday, May 19, 2009 4:00 PM
To: Paul Bueche
Subject: MML Legislative Link 5-19-09



May 19, 2009

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Chris McCarus - Detroit Free Press
5/19/09

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[May/June Michigan Municipal Review](#)

[Exceptional Service Award Call for Nominations](#)

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Submit by June 30

[League's New PA 312 Webpage](#)

can award contracts within 120 days of the grant agreement. CDBG entitlement cities must submit their CDBG applications in the form of a substantial amendment to their program year 2008 action plan to their HUD field office by June 5, 2009. Over \$9 million will also be made available to non-entitlement communities in Michigan. Contact: [Arnold Weinfeld](#)

Other Stimulus Information – Visit the [League's Economic Stimulus webpage](#), the [Michigan's recovery website](#), or the [federal recovery website](#) frequently for information on stimulus programs of interest to Michigan communities.

State Affairs Update

Revenue Estimating Conference Outcome: We don't have much money – Last Friday the Consensus Revenue Estimating Conference - where the State determines how much revenue is expected to come in and bases its budget figure upon - resulted in the confirmation of a badly kept secret: the State is losing significant revenues. The State is off approximately \$1.3 billion total for General Fund and School Aid Fund for the current budget year from January's estimates. And, there is a gap of \$1.7 billion for both funds for 2010. Now, this does not take into account the EO recently enacted and the stimulus funds available. So, the good news is that for the current year, if revenue forecasts hold, there should be no need for an additional EO. However, even with stimulus funds for next year, the State will face serious issues balancing the books. Contact: [Summer Minnick](#)

Commercial/Industrial Tax Loophole Bills up Wednesday – The bills to fix the "WPW" issue regarding valuation of commercial and industrial property using occupancy are up in House Tax Policy Wednesday at 9:00 am. The League is supporting these bills. A substitute is expected to go back to striking the language that calls for a loss in value due to occupancy changes. However, there is no retroactivity in the bills, so they will be prospective only. This is an issue that has been a concern for League members for years and we are hopeful that it's time has finally come! Contact: [Summer Minnick](#)

Quick & Easy Way to Tell Media/Residents about Budget Cuts – We've set up a special tool to help you inform your residents about the state's current budget situation and why the Legislature should stop slashing funds that pay for essential local services. Please click one of the links below to send letters to the editors in your area. The letters have been tailored based on your position and will send directly to the media outlets in your zip code that you select from a list. It's quick and simple, give it a try! Mayors and Village Presidents [click here](#) to send a letter to your editor(s). Other local elected and appointed officials [click here](#) to send a letter to your editor(s).

Foreclosure Prevention Bills Almost Law – Last week, the House and Senate Conference committee dealing with the foreclosure legislation approved compromise versions

Save the Date

[2009 Asset Management Conference](#)
May 19th, East Lansing

[Form-Based Codes 301: Completing, Adopting & Administering the Code](#)
July 13-14, Lansing

[Concrete Repair Seminar](#)
June 4, Marquette

[Regional Seminars](#)
Friday's April - June,
Seven Locations
Statewide ([EOA](#))

[The League's Annual Convention](#)
Sept. 22-25, Kalamazoo

Grants & Projects

[Wood Energy Preliminary Assessment Grants](#)

[Local Bridge Programs Applications](#)
Apply by June 1

[Michigan Humanities Council Grants/Events](#)

[MI Housing Community Development Funds](#)

[Federal Brownfield Funding](#)

Related Links

[MI Legislature](#)

[MI Senate](#)

[MI House of Reps](#)

[Resources](#)

of the foreclosure bills. In these versions, homeowners would have to be notified of foreclosure by a letter that includes detailed information about reasons for the foreclosure and who to contact. For more information on this legislation, visit [Inside 208](#). The full House and Senate approved the Conference Committee reports last week and the Senate is expected to approve them this week. The Governor is expected to sign the bills as soon as she receives them. The League was supportive of the concept of the bills due to the impact that foreclosures have on communities. Contact: [Andy Schor](#)

Good Work In DC – Last week, League staff participated in the 2009 Michigan Transportation Team (MTT) lobby trip where the big topics on hand were the federal transportation funding bill and getting Michigan it's fair share of funding. Many members of the Michigan Congressional Delegation seem to be open to agree with our requests. Visit [Inside 208](#) to read more. Contact: [Dave Worthams](#)

Wind Energy Resource Zone Board Report Due Soon – The Wind Energy Resource Zone Board is finishing up its analyses and will release its proposed report on June 2. The **proposed** report will identify regions of the state with the highest wind energy production potential. The proposed report will be provided to local governments—counties, townships, cities, and villages—in the regions identified by the board. Local governments will have 63 days to comment on the report. The board must also hold at least one public hearing before issuing a final report. We will send updates on additional details, including instructions on how to comment on the forthcoming report. This 11-member board includes representatives from cities and villages; townships; Michigan Office of the Attorney General, the Michigan Public Service Commission, the renewable energy industry, the electric utility industry, independent transmission companies, environmental organizations, alternative energy suppliers, and the public at large. Steve Brock, City Manager of Farmington Hills is the representative of cities. The board was established in December 2008 pursuant to PA 295, also known as the “Clean, Renewable and Efficient Energy Act.” Contact: [Arnold Weinfeld](#)

Michigan Green Communities Challenge – The League and the Bureau of Energy Systems are pleased to announce the Michigan Green Communities Challenge! The Challenge is a 6-step program designed to provide an action plan for Michigan communities as they implement energy efficiency and conservation practices for municipal operations and the community as a whole. The Challenge is also a tool which will assist communities who apply for EECBG funding. [Learn more](#)

Save the Date: Annual Convention Registration Opens June 1 – Register online June 1 for the League's Annual Convention, Sept. 22-25 in Kalamazoo! At Convention you'll improve your leadership and local government skills and learn how to apply today's research and technology to make a better future for your community! We're presenting on the hottest community issues and including a few twists and turns

along the way like mobile workshops and outstanding speakers. Mark your calendars and register online at mml.org June 1!

Lexington Advances in '09 Race for the Cup –

Congratulations to the village of Lexington for it's nomination to the next round of the Community Excellence Award Race for the Cup! Lexington was selected at the Region 5 Regional Education Seminar and will go on to represent Region 5 in the final round at the League's [Annual Convention](#), Sept. 22-25, 2009 in Kalamazoo where you will be the judge! To check out the winning projects, [click here](#) and select "event highlights." Share in the Race for the Cup by [registering online](#) today for your Regional Seminar (two seminars left: (1) Northern Michigan—Region 6—May 29, Mackinaw City and (2) Upper Peninsula—Region 7—June 3-5, Calumet.

Community Pollution Prevention (P2) Grants

Program – The Department of Environmental Quality will provide matching grants to hospitals, clinics, local health departments, municipalities and regional planning agencies to fund Pollution Prevention practices at healthcare facilities. The goal of the Community Pollution Prevention Grant Program is to promote local Pollution Prevention initiatives that foster partnerships and sustainability. Application closing date is June 1, 2009. [Click here](#) for more information. Contact: [Dave Worthams](#)

State Land Bank Going Green – The state's Land Bank Fast Track Authority is making all of its 7,000 vacant parcels available as community gardens through its [Garden for Growth program](#). The program allows communities or individuals to apply to garden a lot for \$50 for one year. Then, participants are able to apply to purchase the land. Any kind of garden is eligible -- native plants, flowers and vegetables, even a park. To see if properties are available in your community use the [Land Bank Authority's search for property feature](#). Contact: [Arnold Weinfeld](#)

Looking for Other Issues or Past Legislative Link

Issues? – Check out [Inside 208](#) - the League advocacy blog - and use the search box to find past Link and Blog issues.

Federal Update

Action Needed on Climate Change Bill, Urge Members to include funding for EECBG –

This week, the House Energy and Commerce Committee will mark up the American Clean Energy and Security Act of 2009 (ACESA), [HR 2454](#), a comprehensive energy and climate change bill that would establish a "cap and trade" system for reducing greenhouse gas emissions. The legislation has the potential to raise significant revenue. Unlike last year's bill however, this legislation does not dedicate a portion of the revenue from such a system to the Energy Efficiency and Conservation Block Grant program. It is imperative that the House bill include a dedicated source of funding for the EECBG. The Energy Efficiency and Conservation Block Grant

(EECBG) will help cities strengthen and expand their efforts to conserve energy and water resources, reduce greenhouse gas emissions, and protect the environment by implementing increased energy efficiency and renewable energy development programs in our communities. At this point, once the stimulus funds are gone, there will be no other source of funds for this program. Please [contact](#) the Michigan members of the committee, Congressmen John Dingell, Bart Stupak, Mike Rogers and Fred Upton, and urge them to include a dedicated source of funding for the Energy Efficiency and Conservation Block Grant program in this legislation. Contact: [Arnold Weinfeld](#)

Federal Budget Coming into focus – Studies from the [Brookings Institution](#) show how the Obama administration intends to use the federal budget to drive policy. [One report](#) cites the budget for the Department of Housing and Urban Development (HUD). Within the CDBG program, HUD envisions four programs to support sustainable places from the neighborhood to the metropolitan scale: 1) the Choice Neighborhoods Initiative; 2) the Sustainable Communities Initiative; 3) the University Community Fund; and 4) the Rural Innovation Fund. Furthermore, information from Congressional sources indicates that the overall budget will be used to coordinate transportation, economic and community development, land use, climate change and energy policy. Already, HUD and the Department of Transportation have signed a memorandum of understanding to work together. The recently introduced climate change bill has a transportation section that would require Metropolitan Planning Organizations (MPO's) over 200,000 in population to devise plans to reduce greenhouse gases through better public transit, complete streets, walkability, non-motorized trails and more. Contact: [Arnold Weinfeld](#)

Broadband Conduit Legislation Introduced – Rep. Anna Eshoo of Palo Alto, CA has introduced [HR 2428](#). The legislation will require all new federal highway projects to include "broadband conduit" – plastic pipes which house fiber-optic communications cable. Senator Amy Klobuchar (D-Minnesota) is working on similar legislation for introduction in the Senate. Known as the "Broadband Conduit Deployment Act", the bill would apply to all new road projects funded by federal surface transportation legislation, which is due to be reauthorized this year. The Department of Transportation is permitted to waive the requirement where necessary and is required to work with the FCC to determine levels of existing service and potential demand for broadband service in a particular area. Contact: [Arnold Weinfeld](#)

Swine Flu Information – The Centers for Disease Control has several web pages dedicated to providing information on the swine flu outbreak. You may also want to set up an email or text message [account](#) with the CDC so that you can receive the most up to date information. [General information](#) as well as [specific information on the current outbreak](#) and the [latest CDC health advisory](#) are also available. Contact: [Arnold Weinfeld](#)

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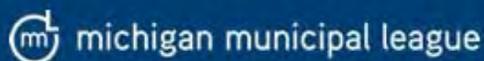
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Michigan Municipal League, 1675 Green Road, Ann Arbor, MI 48105



Paul Bueche

From: Michigan Municipal League [amessinger@mml.org]
Sent: Wednesday, May 20, 2009 9:31 AM
To: Paul Bueche
Subject: Act Now - Advocate Energy Efficiency Funding

Action Alert**Act Now - House Committee to Consider Climate Change Bill This Week (5/19)*****Urge Lawmakers to Dedicate Funding to Energy Efficiency Program***

Act Now - Please use our [Action Center](#) to urge Michigan members of the House Energy and Commerce Committee to include a dedicated funding source for the Energy Efficiency and Conservation Block Grant (EECBG) in [HR 2454](#), the American Clean Energy and Security Act of 2009 (ACESA).

The comprehensive energy and climate change bill will be considered in House committee this week and would establish a "cap and trade" system for reducing greenhouse gas emissions. The legislation has the potential to raise significant revenue however, unlike last year's bill, would not dedicate a portion of the revenue to the EECBG.

Using the sample letter provided on our [Action Center](#), you can quickly and easily send an email urging your Michigan members of the House Energy and Commerce Committee to include a dedicated funding source for the EECBG.

Contact: [Arnold Weinfeld](#)

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Better Communities. Better Michigan.



Resolution No. 090526-8D

CRITICAL BRIDGE FUNDING APPLICATION, MORRISH ROAD

Motion by Councilmember: _____

WHEREAS, the City Council of the City of Swartz Creek is required under provisions of the State Department of Transportation’s Bridge Funding Program to actively seek funding participation in bridge replacement or rehabilitation, and

WHEREAS, the City of Swartz Creek’s Engineering Consultants (ROWE, Inc.) have inspected the City’s bridge system and found there is a need to repair the Morrish Road Bridge over the West Branch of the Swartz Creek, and

WHEREAS, the available funds in the City of Swartz Creek Street Funds is insufficient to fund bridge rehabilitation, replacement or repair of such a project, and

WHEREAS, the City of Swartz Creek is street authority responsible for road infrastructure of all major and local streets within the corporate limits, and

WHEREAS, residents and non-residents of the City of Swartz Creek, as well as official, emergency and commercial vehicles use the bridge on a regular basis, and

WHEREAS, the City of Swartz Creek still must seek ways to finance and maintain deteriorating infrastructure.

WHEREAS, the City made initial application for funding for the repair of the Morrish Road Bridge on June 9, 2008, such funding denied.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Swartz Creek direct the City Manager to re-apply and seek participation and funding in the State of Michigan’s Department of Transportation Bridge Funding Program for the rehabilitation and repair of the Morrish Road Bridge over the West Branch of the Swartz Creek.

BE IT FURTHER RESOLVED, that a copy of this resolution be attached with the application for local bridge funding.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

APPLICATION FOR FUNDING

For

REHABILITATION OF

MORRISH ROAD BRIDGE OVER THE SWARTZ CREEK

PRIORITY #1

Section 1; City of Swartz Creek
Gaines Township, Genesee County

Submitted by:
City Council
City of Swartz Creek
June 2008

MORRISH ROAD BRIDGE

The City of Swartz Creek is requesting local bridge funds for the rehabilitation of Morrish Road Bridge over the Swartz Creek. The City of Swartz Creek is committed to having this structure funded for the 2011 fiscal year. This bridge is the City's highest priority for rehabilitation.

CONTACT

Paul Bueche, City Manager
8083 Civic Drive
Swartz Creek, MI 48473
Phone: (810)635-3600

BACKGROUND

The Morrish Road Bridge is a 44' long single span structure. The bridge carries 4 lanes of traffic and 2 raised sidewalks for a total width of 58'-9". The superstructure consists prestressed concrete box beams and a concrete deck. The surface has been paved over with a HMA wearing surface. The substructures consist of concrete abutments and retaining walls. The structure was originally constructed in 1975. There is a sanitary sewer and a watermain that crosses the creek at this location. Inspection of the underside of the bridge indicates deterioration to several prestressed box beams. Several of the beams have longitudinal cracks at midspan and at the abutments along with rust stains indicating that the prestressing strands are corroding and losing there structural properties.

REHABILITATION IMPROVEMENTS

It is the cities intent to extend the life of the bridge by having the superstructure removed and replaced with a new one as well as upgrading the guardrail to meet current standards. The city would also like to include a barrier to separate the pedestrian traffic and vehicular traffic on both sides of the bridge to make the crossing safer. If the structure continues to deteriorate to the point where the structure needs to be replaced, the sanitary sewer, which lays on top of the stream bed, and watermain would have to be replaced due to the impact of the new structure's foundations. This would most likely require the sanitary sewer to be buried below the channel causing the need for a pump station adding additional costs to the bridge replacement project.

FUNCTIONAL CLASSIFICATION AND ECONOMIC IMPORTANCE

Morrish Road is a 4-lane paved road with curb and gutter which carries local and commercial traffic. Morrish Road is classified as an Urban Minor Arterial. The latest (2004) average daily traffic volume is 4,468 vehicles per day (vpd). The future traffic volumes (2024) are estimated to be 6,639 vpd at the current rate of development in the area. This route provides a north/south route in and out of Swartz Creek with access ramps on and off of I-69.

LOCAL IMPACTS AND DETOUR ROUTE

The detour route for traffic when the bridge will be closed for construction is as follows: Miller Road to Elms Road to Hill Road back to Morrish Road. If the structure is closed, the detour would affect the route of some of the school buses, the response time of emergency vehicles for emergencies south of the bridge, and it would increase the amount of traffic on already busy roads in a urban area. The approximate length of this detour is 5 miles utilizing paved county and local city roads.

ESTIMATED REPLACEMENT COST

1. Right of Way.....	N/A
2. Design Engineering.....	\$30,000
3. Construction Engineering	\$60,000
Total (1, 2 & 3).....	\$90,000

Based on Average Unit Price Index

A. Approach Construction	\$91,500
B. Structure construction (see attached estimate).....	\$320,500
Total (A & B).....	\$412,000

Based on Local Bridge Call for Applications Worksheet

A. Approach Construction	\$91,500
B. Structure construction (\$121/sft + Mobilization + Contingency + Inflation).....	\$449,000
Total (A & B).....	\$540,500

Bridge: **Morrish Road over the Swartz Creek**

Date: 2008

Span: 44 feet

Width 59.25 feet w/out sidewalks - 4 lanes traffic

Area: 2607 sft

Proposed Improvements:

Remove Superstructure

New Superstructure

New CIP Deck

New Railing and Sidewalk

Upgrade Guardrail

Approach Roadway Resurface

Bridge Work:

Item	Quantity	Units	Unit Price	Cost
Remove Superstructure	1	LS	\$ 40,000.00	\$ 40,000.00
17" Prestressed Box Beams	2650	Sft	\$ 44.00	\$ 116,600.00
Post Tensioning	1	LS	\$ 8,000.00	\$ 8,000.00
6" CIP Deck	50	cyd	\$ 275.00	\$ 13,750.00
CIP Deck Form, Finish, Cure	1	LS	\$ 15,000.00	\$ 15,000.00
Bridge Railing (2 Railings)	176	Ft	\$ 155.00	\$ 27,280.00
8" Raised Sidewalk	15	cyd	\$ 275.00	\$ 4,125.00
				\$ -
				\$ -

Total Bridge Work

\$ 224,755.00

Road Work:

Item	Quantity	Units	Unit Price	Cost
Maintaining Traffic/Detour	1	LS	\$ 5,000.00	\$ 5,000.00
Erosion Control	1	LS	\$ 5,000.00	\$ 5,000.00
Guardrail Anchorage	4	Ea	\$ 1,500.00	\$ 6,000.00
Approach Guardrail	150	Ft	\$ 22.00	\$ 3,300.00
Guardrail Terminals	4	Ea	\$ 1,800.00	\$ 7,200.00
Approach Pavement (40 ft E.S.)	3700	Sft	\$ 8.50	\$ 31,450.00
Approach Curb and Gutter	160	Ft	\$ 40.00	\$ 6,400.00
				\$ -
				\$ -
				\$ -

Total Road Work

\$ 64,350.00

Total Bridge Work + Road Work

\$ 289,105.00

Mobilization (10%)

\$ 28,910.50

Contingency (15%)

\$ 47,702.33

Total

\$ 365,717.83

Total with Inflation (4%) - 2011

\$ 411,382.82

Facility	Federal Structure ID	Inspector Name	Agency/Consultant	Inspection Date	Legend		
MORRISH ROAD	254659600009B01	eric johnson	rowe incorporated	04/29/2008	9 Now		
Feature	Latitude	Longitude	Struc Num	Insp Freq	Insp Key		
SWARTZ CREEK	42 57' 15.16"	83 49' 54.69"	2868	24	KUYU		
Location	Length	Width	Year Built	Year Recon	Br Type	Scour Eval	No.Pins
IN SWARTZ CREEK	44	58.73	1975		5	05	7

Legend
9 Now
7-8 Good
5-6 Fair
3-4 Poor
2 or Less Critical

04 06 08

NBI INSPECTION

DECK

- | | | |
|---|-------|--|
| 1. Surface
SIA-58A | 7 6 6 | <p>Bituminous surface. Random cracks which have been sealed. Beam line cracking now appearing. NB lane near north abutment showing spalled areas filled with cold patch. (08)
The NB right lane has a crack in the right wheel track with alligator cracks and spalling. Longitudinal 1/8 to 1/4 inch cracks; 2 in NB and 1 in SB, 3 transverse cracks in SB outside lane, spider cracking in NB outside lane in two separate areas. HMA Surface is approx. 1/2" measured from pothole on surface. (06)
Wide transverse cracks at both abutments. NE right lane line there is a crack in right wheel track with alligator cracks developing (approx. 3'x6' triangle shape). (04)</p> |
| 2. Expansion
Jts | | <p>Paved over. Cracks at both abutments with spalling over joints. (08)
The north joint is paved over and cracking 3/4 inch wide. (06)
(04)</p> |
| 3. Other
Joints | 7 N | <p>(08)
(06)
(04)</p> |
| 4. Railings | 7 7 7 | <p>Good condition. Impacted end shoes in NW & SE. (08)
Thrie beam with aluminum tube above. End shoes have been impacted in NW and SE quadrants g-rail is ok. (06)
(04)</p> |
| 5. Sidewalks
or curbs | 6 4 4 | <p>West sidewalk face has heavy soalling with longitudinal rebar and stirrups showing the full length of structure. (08)
West brush block has heavy spalling. Transverse hairline cracks with spalls on the east side. Sidewalk west has transverse cracks with moderate spalling. (06)
West brush block heavy spalling. (04)</p> |
| 6. Deck
Bottom
Surface
SIA-58B | | <p>Adjacent box beams, unable to evaluate. (08)
(06)
(04)</p> |
| 7. Deck
SIA-58 | 6 6 6 | <p>Rating based on surface condition. West facla is spalled for its entire length with one longitudinal rebar showing. No delamination by sounding. (08)
Leaching along seven beam lines with stalactites. Heavy leaching between 1st and 2nd beams from west and between 7, 8 and 9 from east. Moderate leaching between 2 & 3 from east and 1 & 2 from west at north end. (08)
Heavy leaching between 1st & 2nd beam from west. No rust stains. (04)</p> |
| 8. Drainage | | <p>(08)
(06)
(04)</p> |

SUPERSTRUCTURE

Facility	Federal Structure ID	Inspector Name	Agency/Consultant	Inspection Date	Legend		
MORRISH ROAD	25465960009B01	eric johnston	rowe incorporated	04/29/2008	9 Now		
Feature	Latitude	Longitude	Struc Num	Insp Freq	Insp Key		
SWARTZ CREEK	42 57' 15.16"	83 49' 54.69"	2868	24	KUYU		
Location	Length	Width	Year Built	Year Recon	Br Type	Scour Eval	No.Pins
IN SWARTZ CREEK	44	58.73	1975		5	5	7

04 06 08

NBI INSPECTION

9. Superstructure SIA-59	6	5	5	Heavy leaching with stalagmites between 1 & 2 from west. Light leaching along joints at other localized areas. 12"x6" spall on 4th beam from east near midspan, small spall on 3rd from east near N abutment. 12" long spall between 5 & 6 from west near N abutment. 7th beam from west crack nearest N abut is now 10 feet long with a 2 foot parallel crack. 8 from east has three cracks near midspan 4 to 6 feet long. 7 from east has one 14 foot long crack near midspan. (08) 7th beam from west has 2 cracks on underside, 1 at North Abut, approx 6 feet long and the 2nd is about 2 feet long about 10 feet from south abutment. 7th beam from east has a 20 to 25 foot longitudinal crack 1/4+ inch wide along edge of beam. Beam 8 from the east has three longitudinal hairline cracks along bottom. Minor staining is occurring agt these cracks. Beam 4 from east has a 2 sq ft spall near midspan. Beam 3 from east has 1 sft spall 8' from south abut. West fascia no cracks noted but a wet line approx 3" from bottom possible water infiltration and future source if cracking and spalling. (06) Seventh beam in from east has 10 ft long crack on underside. Believe due to strand cover. Forth beam from west 1 ft long. crack at north abut with small rust stain. Heavy leaching bet 7, 8 & 9 from east. (04)
10. Paint SIA-59A	N	N	N	(08) (06) No. 8 cont. Moderate leaching bet beams 1 & 2 from west w/ stalagmites. 2 sft spall on 4th beam from east at midspan. (04)
11. Section Loss	N	N	N	(08) (06) (04)
12. Bearings	7			Not visible. (08) (06) (04)
SUBSTRUCTURE				
13. Abutments SIA-60	7	7	7	Good condition. (08) Two cracks <1/16 inch in south abutment and three in north abutment. (06) Moderate leaching from both backwalls. (04)
14. Piers SIA-60	N	N	N	(08) (06) (04)
15. Slope Protection	8	8	8	Good condition. (08) Channel is covered with stone and wire mattress. (06) (04)
APPROACH				
16. Approach Pavt	8	7		Good condition. Minor cracks have been sealed. (08) (06) Guardrail has no reflectorized washers. (04)
17. Approach Shldr Swalks				Sidewalk in SE has settled 1 1/2"; Ne settled 1/2" NW settled 1" along with two flags of walk. (08) SE & NW sidewalk has a 1 1/2 inch settlement at bridge. SW quad has been wedged and good. NE quad has been wedged has 1/2" crack. (06) Condition = 8. (04)
18. Approach Slopes				(08) (06) Condition = 8. (04)

Facility MORRISH ROAD	Federal Structure ID 25465960009801	Inspector Name eric johnston	Agency/Consultant rowe incorporated	Inspection Date 04/29/2008	Legend 9 New 7-8 Good 5-6 Fair 3-4 Poor 2 or Less Critical	
Feature SWARTZ CREEK	Latitude 42 57' 15.16"	Longitude 83 49' 54.69"	Struc Num 2868	Insp Freq 24		Insp Key KUYU
Location IN SWARTZ CREEK	Length 44	Width 58.73	Year Built 1975	Year Recon 		Br Type 5 5 7
<input type="checkbox"/> 04 <input type="checkbox"/> 06 <input type="checkbox"/> 08						NBI INSPECTION

19. Utilities (08)
Utility note same as 2006. (06)
Utility under water is functioning as a flow deterrent at water line - no problems noted at this time.
Condition = 5. (04)

20. Channel SIA-61 8 7 7 Visual, no scour. (08)
Visual, no scour. (06)
Visual - no scour, wire mattress in place. (04)

21. Drainage Culverts (08)
(06)
(04)

Guard Rail	Crit Feat Insp(SIA-92)	71 Watr Adeq	<input type="checkbox"/> 8	General Notes BEH Prestressed concrete box beam bridge.
36A <input type="checkbox"/> 1	Freq Date	72 Appr Algn	<input type="checkbox"/> 8	
36B <input type="checkbox"/> 0	92A Frac Crit	Temp Supp	<input type="checkbox"/>	
36C <input type="checkbox"/> 0	92B Und. Watr	HI Ld Hit (M)	<input type="checkbox"/> 0	
36D <input type="checkbox"/> 0	92C Spl.Insp	Special Insp Equip.	<input type="checkbox"/> 2	
	Fatg Sntv.Insp		<input type="checkbox"/> 0	

MDOT Bridge ID

2565964 0000902B01

Control Section

2565964 0..

NBI Bridge ID

Struct Num

Region

TSC

County

City Resp

City Location

7- Facility Carried

254659600009B01

2868

04

4D

25

6596

6596

MORRISH ROAD

6- Feature Intersected

9- Location

Latitude

Longitude

Owner

Maint Resp

SWARTZ CREEK

N SWARTZ CREEK

42 57' 15.16"

83 49' 54.69"

4

4

Bridge History, Type, Materials

27 - Year Built	1975
106 - Year Reconstructed	
202 - Year Painted	
203 - Year Overlay	
43 - Main Span Bridge Type	5 05
44 - Appr Span Bridge Type	
77 - Steel Type	0
78 - Paint Type	0
79 - Rail Type	3
80 - Post Type	0
107 - Deck Type	2
108A - Wearing Surface	6
108B - Membrane	2
108C - Deck Protection	0

Structure Dimensions

34 - Skew	0
35 - Struct Flared	0
45 - Num Main Spans	1
46 - Num Apprs Spans	0
48 - Max Span Length	42
49 - Structure Length	44
50A - Width Left Curb/SW	5.91
50B - Width Right Curb/SW	5.91
33 - Median	0
51 - Width Curb to Curb	46.0
52 - Width Out to Out	58.73
112 - NBIS Length	Y

Inspection Data

90 - Inspection Date	04/29/2008
91 - Inspection Freq	24
92A - Frac Crit Req/Freq	N
93A - Frac Crit Insp Date	
92B - Und Water Req/Freq	N
93B - Und Water Insp Date	
92C - Oth Spec Insp Req/F..	N
93C - Oth Spec Insp Date	
176A - Und Water Insp Met..	1
58 - Deck Rating	6
58A - Deck Surface Rtg	6
59 - Superstructure Rating	5
59A - Paint Rating	N
60 - Substructure Rating	7
61 - Channel Rating	7
62 - Culvert Rating	N

Navigation Data

38 - Navigation Control	0
39 - Vertical Clearance	0
40 - Horizontal Clearance	0
111 - Pier Protection	
116 - Lift Brdg Vert Clear	

Route Carried By Structure(ON Record)

5A - Record Type	1
5B - Route Signing	5
5C - Level of Service	0
5D - Route Number	00000
5E - Direction Suffix	0
10L - Best 3m Unclr-Lt	0 0
10R - Best 3m Unclr- Rt	99 99
PR Number	
Control Section	0
11- Mile Point	0.0
12- Base Highway Network	0
13- LRS Route-Subroute	000.. -
19- Detour Length	4
20- Toll Facility	3
26- Functional Class	07
28A - Lanes On	4
29 - ADT	4468
30 - Year of ADT	2004
32- Appr Roadway Width	46.0
32A/B - Ap Pvt Type/Width	4 47.0
42A- Service Type On	5
47L - Left Horizontal Clear	0.0
47R- Right Horizontal Clear	46.9
53- Min Vert Clr Ov Deck	99 99
100- STRAHNET	0
102 - Traffic Direct	2
109 - Truck %	2
110 - Truck Network	0
114 - Future ADT	6639
115 - Year Future ADT	2024
Freeway	0

Structure Appraisal

36A- Bridge Railing	1
36B-Rail Transition	0
36C- Approach Rail	0
36D- Rail Termination	0
67- Structure Evaluation	5
68- Deck Geometry	2
69- Underclearance	N
71- Waterway Adequacy	8
72- Approach Alignment	8
103- Temporary Structure	
113- Scour Criticality	7

Miscellaneous

37- Historical Significance	5
98A- Border Bridge State	
98B- Border Bridge %	
101- Parallel Structure	N
EPA ID	
Stay in Place Forms	

Route Under Structure(UNDER Record)

5A - Record Type	
5B - Route Signing	
5C - Level of Service	
5D - Route Number	
5E - Direction Suffix	
10L - Best 3m Unclr-Lt	
10R - Best 3m Unclr- Rt	
PR Number	
Control Section	
11- Mile Point	
12- Base Highway Network	
13- LRS Route-Subroute	
19- Detour Length	
20- Toll Facility	
26- Functional Class	
28A - Lanes Under	
29 - ADT	
30 - Year of ADT	
42B- Service Type Under	5
47L - Left Horizontal Clear	
47R- Right Horizontal Clear	
54A - Left Feature	N
54B- Left Underclearance	99 99
54C- Right Feature	N
54D- Right Underclearance	99 99
Under Clearance Year	
55A - Reference Feature	N
55B- Right Horiz Clearance	327.8
56- Left Horiz Clearance	0
100- STRAHNET	
102 - Traffic Direct	
109 - Truck %	
110 - Truck Network	
114 - Future ADT	
115 - Year Future ADT	
Freeway	

Proposed Improvements

75 - Type of Work	37 1
76- Length of Improvement	44
94- Bridge Cost	320
95- Roadway Cost	92
96- Total Cost	412
97- Year of Cost Estimate	2008

Load Rating and Posting

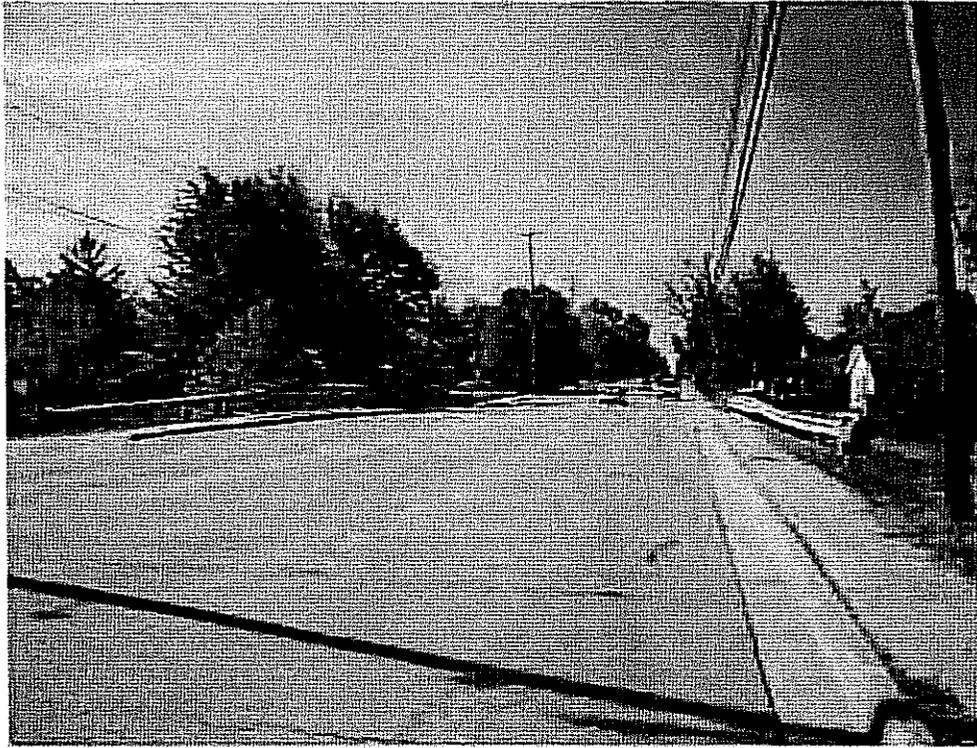
31- Design Load	6
41- Open, Posted, Closed	A
63- Oper Rtg Method	1
64F- Fed Rtg Method	57
64M- Mich Oper Rtg	9 89
65- Inv Rtg Method	1
66- Inventory Load	36
70- Posting	5
141- Posted Loading	
195- Analysis ID	
193- Overload Class	

Facility	Federal Structure ID	Inspector Name	Agency/Consultant	Inspection Date			
MORRISH ROAD	25465960009B01	eric johnston	rowe incorporated	04/29/2008			
Feature	Latitude	Longitude	Struc Num	Insp Freq	Insp Key		
SWARTZ CREEK	42 57' 15.16"	83 49' 54.69"	2868	24	KUYU		
Location	Length	Width	Year Built	Year Recon	Br Type	Scour Eval	No.Pins
IN SWARTZ CREEK	44	68.73	1975		5	5	7

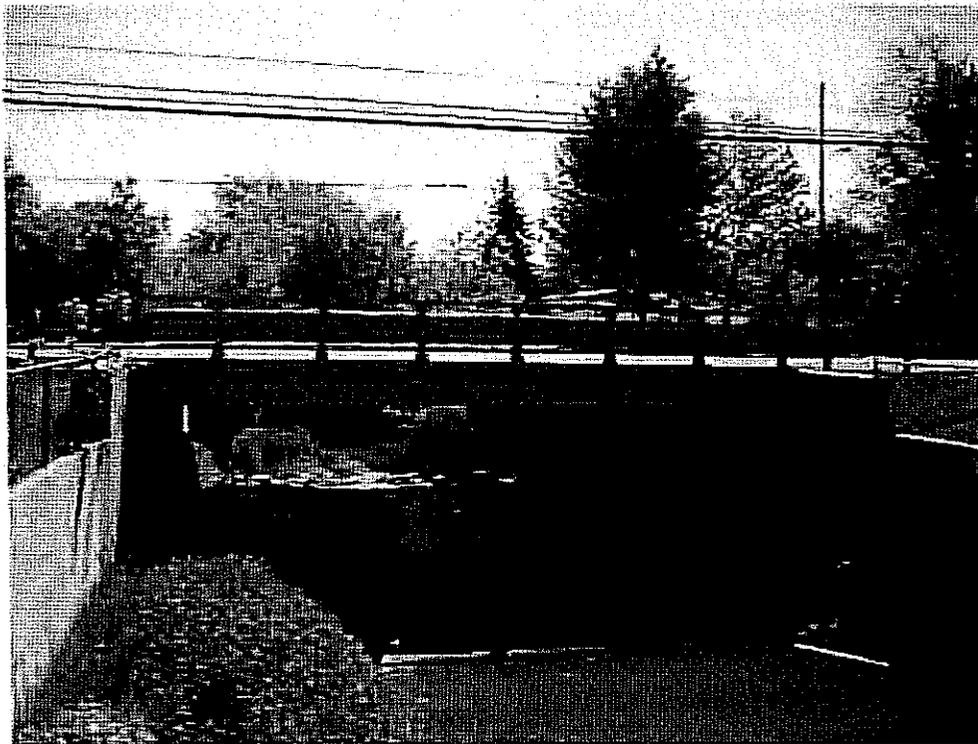
THERE ARE NO CoRe ELEMENTS FOR THIS STRUCTURE

WORK RECOMMENDATIONS

CREW RECOMMENDATIONS			CONTRACT RECOMMENDATIONS		
Deck Patching	H	Repair curb/sidewalk on bridge.	Bridge Replacement		-1
Approach Pavement			Superstructure Replacement		-1
Joint Repair			Deck Replacement	M	Replace Superstructure
Railing Repair	M	Repair guard rail impacts.	Overlay		
Detailed Insp			Widen		
Zone Paint			Paint		
Substr. Repair	M	Cracks are migrating in bottom of box beams. Monitor this situation with attention to staining through the cracks.	Zone Paint		
Slope Repair			Pin and Hanger		
Brush Cut			Substructure Repair		
Other Crew Work	H	Repair sidewalk trip hazard.	Other Contract Work		



Looking South across Morrish Road Bridge

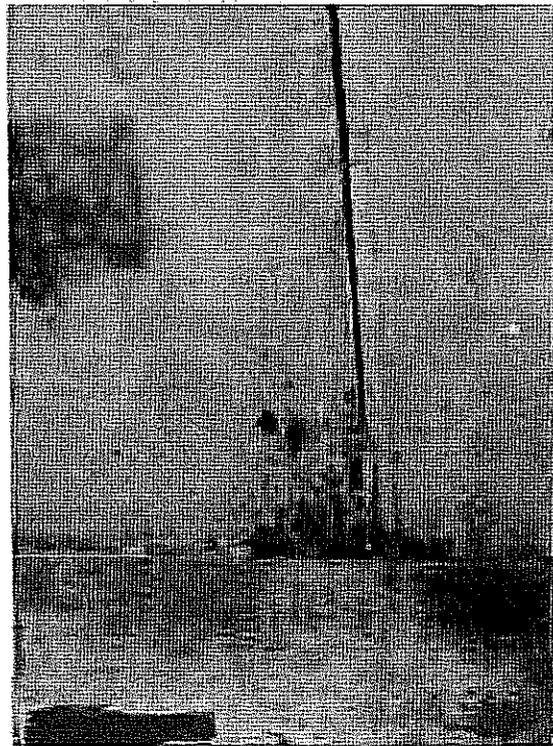


West Side of Morrish Road Bridge



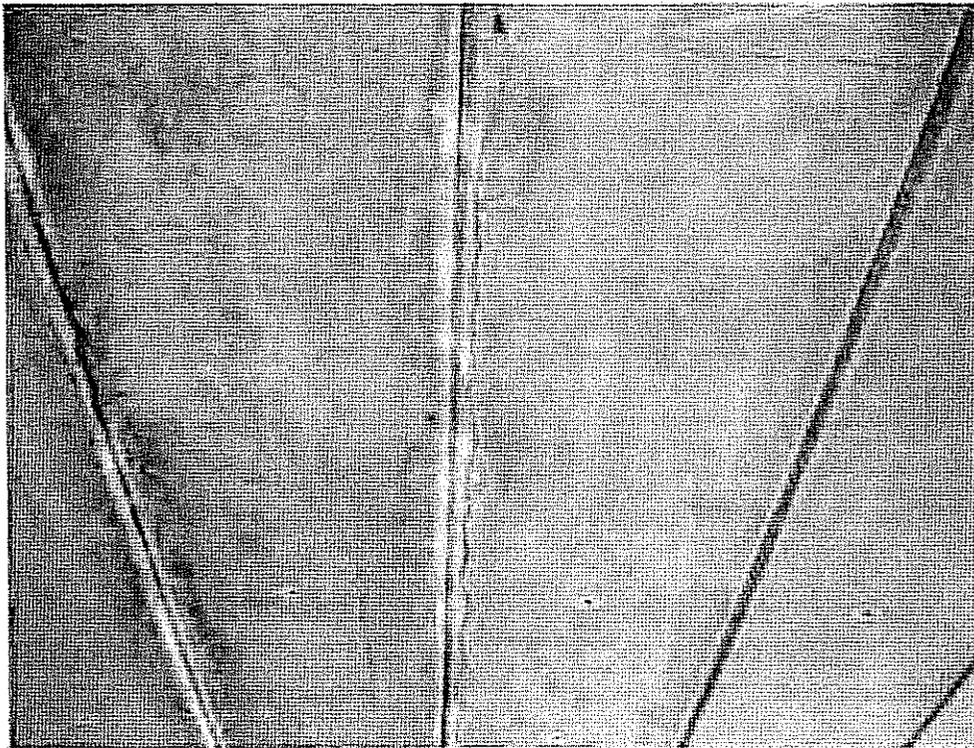


Deterioration of Curb/Sidewalk

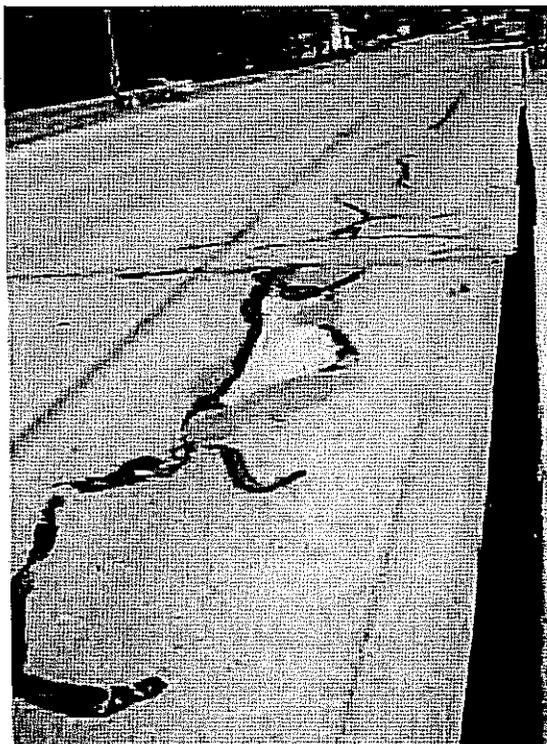


Cracking of Beam underside and Rust Stains





Cracking of Beam Underside at Midspan and rust stains



View of typical cracking and patch on Bridge Surface

