

City of Swartz Creek

AGENDA

Regular Council Meeting, Monday November 22, 2010 7:00 P.M.
City Hall Building, 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 November 8, 2010 MOTION Pg. 7, 12-33
 - 4B. Special Council Minutes of November 9, 2010 MOTION. Pg. 7, 34-35
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. 36-54
 - 6C. Boards & Commissions, Appointment Guide (Agenda Item) Pg. 55-82
 - 6D. 2011 Fire Budget (Agenda Item) Pg. 83-97
 - 6E. Plann Comm Packet, Family Farm & Home Submittals (Agenda Item) Pg. 98-138
 - 6F. Water Sewer Rate Calculations (Agenda Item) Pg. 139-144
 - 6G. Park Board Minutes Pg. 145-147
 - 6H. Contamination Notice, Abandoned Shell Pg. 148-151
 - 6I. Heritage Association SAD Mtg, Sign In & Impact Fee Reconcile Pg. 152-156
 - 6J. HB-6566, Local Authority Cost Recovery Pg. 157-158
 - 6K. 2009 GDL Annual Report Pg. 159-170
 - 6L. GISD Letter Pg. 171
7. **MEETING OPENED TO THE PUBLIC:**
 - 7A. General Public Comments
8. **COUNCIL BUSINESS:**
 - 8A-Q. Biennial Appointments, Boards & Commissions RESO. Pg. 8, 55-82
 - 8R. Adopt 2011 FY Fire Budget RESO. Pg. 9, 83-97
 - 8S. Final Approval, Miller-Elms Southeast Planned Unit Development RESO. Pg. 10, 98-138
 - 8T. Final Site Plan Approval, Family Farm & Home RESO. Pg. 10, 98-138
 - 8U. Special Land Use Approval, Family Farm & Home RESO. Pg. 11, 98-138
 - 8V. Water – Sewer Rates DISC. Pg. 2,139, **CD**
9. **MEETING OPENED TO THE PUBLIC:**
 - 9A. General Public Comments
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:**
 - 11A. General Motion MOTION

City of Swartz Creek
CITY MANAGER'S REPORT
Regular Council Meeting of Monday November 22, 2010 7:00 P.M.

TO: Honorable Mayor, Mayor Pro-Tem & Council Members
FROM: PAUL BUECHE // City Manager
DATE: 19-November-2010

OLD / ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

- ✓ **BOARDS & COMMISSIONS** (*Resolutions*)
Included with tonight's agenda are our biennial boards & commissions appointments. The existing appointments have been carried across.
- ✓ **WATER – SEWER RATES** (*Discussion*)
We have completed a rate model that I am comfortable with. In a nutshell, it gets back to the model template that the County and most of the townships use. The rate structure we have been collecting under for three quarters now was the transitional one, wherein we went from a fixed minimum use for each size meters, to a single ready to serve charge for every meter (regardless of size or use) and a commodity consumption charge. Fixed costs were split between the ready to serve charge and the commodity charge. Confused yet? Let me continue. The new proposed rate model sets all the fixed costs into the ready to serve charge, the RTS charges increasing with meter size (from 5/8" to 6"). In addition, the commodity charge has only the County's bulk water fees they invoice for, plus our water loss and a small contingency for fluctuation, meter reading differences, etc. It sounds confusing, but it's actually quite simple. I have set this for discussion tonight with action planned before the last meeting of the year. The new rates will go into effect immediately with the first collection in February's billing. The cost distribution will again, help some customers, and affect others. When we implemented the transition, all business benefited greatly. Costs were shifted to residential high consumption users and low residential users saw significant decreases. The new model incorporates the County increase from last July, shifts a portion back to business and relieves the high middle users some. In your packet are a couple of tables that give a snap shot view. On the CD is the entire model excel file. Some may not make sense at first glance, but, please try and use the rate calculation tool located on the second from the left bottom tab titled "Utility Bill Calculator". You can drop consumption data (ex: 1500, 4500, etc) in the shaded blocks and hit enter. The tool will calculate water – sewer bills across.
- ✓ **MTT APPEALS, GM BANKRUPTCY** (*Status*)
Pending final settlement.
- ✓ **PERSONNEL POLICIES & PROCEDURES** (*Status*)
Pending.
- ✓ **DISASTER, EMERGENCY RESPONSE POLICY COMMITTEE** (*Status*)
Pending.
- ✓ **MAJOR STREET FUND, TRAFFIC IMPROVEMENTS** (*See Individual Category*)
 - 2011-2014 T.I.P. APPLICATION** (*Status*)

Here is a schedule of City projects that are funded or in the queue (shaded).

TABLE #1 2011-2014 TIP, ALL PROJECTS, FUNDED & QUEUE (shaded)

Project	Year	Grant	City Match	P.E.	C.E.	Total
Miller Between Elms & Tallmadge	2011	\$338,997	\$85,749	\$27,684	\$45,000	\$497,430
Bristol Road @ GM-SPO	2013	\$54,912	\$13,728	\$8,000	\$16,000	\$92,640
Trail, Elms Park to Heritage	2013	\$296,000	\$221,000	\$25,000	\$45,000	\$587,000
Miller Between Tallmadge & Dye	Unfunded	\$951,602	\$237,901	\$76,000	\$120,000	\$1,385,503
Miller Between Seymour & Elms	Unfunded	\$1,635,357	\$408,839	\$100,000	\$160,000	\$2,304,196

City Funded Totals	-	-	\$967,217	\$236,684	\$386,000	\$1,590,901
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MILLER ROAD PROJECT, ELMS-TALLMADGE (Status)

Pending Completion of design, grade inspection and MDOT bid, as approved at the meeting of September 13th (\$27,684).

MORRISH ROAD GUARDRAIL (Status)

The contractor advises he has it on his radar and will get to it shortly. It seems to me though that it's starting to get frightfully cold out there though.

✓ **LOCAL STREET FUND, TRAFFIC IMPROVEMENTS**

2008 REPAIR ROSTER (Status)

As a re-cap, the contractor's are Maintenance & Construction Company, of Romulus Michigan, at \$101,547, with construction engineering and testing (\$1,980), the total being \$103,527, and Lang Construction of Flint Michigan, in the amount of \$8,523 for the storm sewer repairs. Totals are:

Total Project Cost				
Cape Seal	\$104,000			
Storm Repair	\$8,523	101 Fund	203 Fund	226 Fund
TOTAL	\$112,523	\$8,766	\$70,000	\$33,757

The storm sewer work has been completed. The Cape Seal work has been put off until weather permits in the spring.

✓ **COUNTY WWS ISSUES PENDING (See Individual Category)**

KAREGNONDI WATER AUTHORITY (Status)

The KWA Board has begun meeting. The next step is to develop long term participation and capacity projections to determine design specifications. The Board also is keeping an open mind towards an equitable long term offer from Detroit.

SEWER I&I PENALTIES, REHABILITATION (Status)

The County tells us that implementation of penalties and capacity charges have been postponed for another year. I'll keep the Council informed on changes.

SEWER USE ORDINANCE – INDUSTRIAL PRE-TREATMENT (Status)

The County is back driving this issue (among others) hard. As the Council may recall, I've got extensive work into this with Mr. Delzer. Bill Delzer has left Mr. Figura's office and is now employed on his own. I met with Mr. Figura and he is going to give the ordinance one final review before adoption. My concerns are two-fold. The first is that the County, via a "perpetuity" agreement that they say we have to sign, strips the City of its authority to regulate much, or maybe all of our sewer system. The second is it lays framework for the regulation of just about all of our building in the City, via the sewer system. If the ordinance is applied to just the IPP

aspect and subsequent enforcement, there will not be a problem. What we are seeing though is that WWS is riding along in our building permit process to leverage revenues. In many cases, they are duplicating what we do and have done for many years, for the money. The recommendation from staff will be to pass the ordinance and substitute the forever agreement with a resolution. It should be back before the Council before the last meeting.

□ **DELINQUENT COUNTY CAPITAL IMPROVEMENT FEE (C.C.I.F.)** (*Status*)

This is another issue that WWS has taken a stand on. As a recap, the County instituted the CCIF (\$1,000 water and \$1,000 sewer tap fee) in May 2001. At the time, Heritage Village and Parkridge Subdivisions were under construction and partially completed. Builders all across the County were upset over the CCIF, particularly those that had subdivisions under construction as they felt that the County had already approved their water and sewer plans and then came in after this approval and added the new CCIF fee. As a mechanism to avoid the fee, the builders pre-purchased blocks of taps from the local governments before the May 1, 2001 deadline. The County's answer to this was to create an 11th hour policy they faxed out to local units giving one year to use these pre-purchased taps. The County policy also set that the local units were responsible to pay the taps if for any reason; they were not paid to the County. We never followed up on the payment to the County for these pre-purchased taps as the permits had already been issued. What we did do though was send the carbon permit to the County on a quarterly basis telling them when the connections had been made so as they could be activated in the County system. They never reconciled the activations for the payment of the CCIF until they decided to audit their books in 2009. WWS now points at their 2001 policy and says we have to pay the delinquent CCIF fee for the developers, which totals \$61,000. I've met several times with Mr. Figura on this matter. At this point, we have a couple of options. The first is to not pay it. In paraphrasing Mr. Figura, the County can set policy, but it needs to be reasonable. I think to hold us responsible for a fee of theirs that they collect, is unreasonable. We could simply not pay it which would put the County in the offensive. Mr. Figura advises we can let them sue us wherein we would promptly sue the at fault parties, which would bring everyone to the table. We would then be able to argue out, leaving the two principals to battle it out. My concern with not paying it is the County might deny approval of any more submittals until it's paid (ex. Family Farm & Home). This would put us in the offensive, leaving little option but to sue them... a cloudy approach as we would sue, they would counter for payment putting us in the position to litigate with the developers. The second option, which is my recommendation, is to pay it with the stipulation of terms. This fee the County policy say's we guarantee was accrued over seven years of negligence in accounting within their office. I think it should be paid back over seven years, without interest, at \$730 per month. Along with this, the City's Charter prohibits "contracts" with anyone who is in default with the City. I recommend the Council declare those builders owing the fees as in default to the City and ban any further contracts, permits, approvals or any other business dealings until the fees are re-imbursed to us. I also recommend we ask the County to honor our default declaration and likewise ban further dealings with the builders who owe these fees. If WWS declines to honor our attempts to recover these fees, then a formal letter of complaint needs to be lodged with the County Board of Commissioners. I have not set this for any action tonight, but will be back when we have isolated who

owes what. Please let me know your thoughts or objections if you think we need to head in a different direction.

- ✓ **MARATHON STATION BLIGHT & NON-CONFORMING USE** (*Status*)
We have several developers interested in this property. The time is still running on the auction redemption period at the Land Bank. I'll keep the Council posted on developments.
- ✓ **SALE OF CITY PROPERTY 5129 MORRISH ROAD** (*Status*)
Pending a report back to the Council with recommendation on the structure as well as the house the City owns at Morrish & Fortino.
- ✓ **LABOR CONTRACTS** (*Status*)
We approved no change to wages and extended the wage re-opener for the POLC and AFSCME agreements out to December, and thereafter, on six month increments, to meet and review finances. I look to do the same with the Supervisor's contract.
- ✓ **GO GREEN, PUBLIC SAFETY BUILDING HVAC GRANT** (*Status*)
Pending a project for the leftover funds.
- ✓ **FIRE DEPARTMENT: 2011 BUDGET & COST RECOVERY** (*Resolution*)
Included with tonight's agenda is approval of the 2011 Fire Budget. As submitted and recommended by the Fire Board, it is the same operating total as the 2010 budget, with a \$25,000 Capital Improvement contribution from each municipality. I met with Mr. Sepanak and he tells me that they are reviewing their finances and like us, they are struggling with plummeting revenues. The Township is good to pass the budget at the same total as 2010, but cannot afford to add the additional \$25,000 C.I.P. commitment. I have begun to work on a concept for long term stabilization of public safety revenues. As I'm sure everyone is aware we cannot sustain these essential services much longer. I hope to be back in the very near future to discuss my plans with the Council. In the meantime, I have discussed this year's elimination of the C.I.P. contribution with the Fire Chief along with general long term funding solutions. He will revise his budget to reflect the changes and looks to assist where he can with planning. A resolution to adopt the budget which reflects no change in funding from last years in included with tonight's agenda. The Township will be looking to adopt on December 9th.
- ✓ **SPRINGBROOK EAST & HERITAGE ASSOCIATION S.A.D.** (*Status*)
Pending.
- ✓ **ZONING CODE AMENDMENT** (*Status*)
Pending a final draft from the City Attorney's office. When this is completed, it will have to begin with a review and recommendation from the Planning Commission before the Council decides.
- ✓ **MILLER-ELMS PDD AMENDMENT, FAMILY FARM & HOME** (*Resolutions*)
Included with tonight's packet are final approvals for the 25k-sf Family Farm & Home retail outlet proposed for construction on the southeast corner of Miller and Elms. There are three resolutions for approval, the final PUD amendment, final site plan for the store and a special land use permit for outdoor sales. The Council will still have to approve development agreements with the developer – land owner and the store owner before any building permits can be released. The store owner agreement will serve as a template for any and all other structures that will be built on the property. The plans,

drawings and reviews in your packet should be self explanatory as to what's being constructed and under what conditions. All changes requested by the Planning Commission have been made and they recommend approval. The owner, developer and engineer for the Family Farm & Home will not attend tonight's meeting, unless they are needed. If any Councilmembers do desire attendance, please get with me sometime Monday morning prior to the meeting and I can have someone present. Staff recommends approval.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

✓ NONE

Council Questions, Inquiries, Requests and Comments

- ❑ *Traffic Lights, Bristol-Miller, GM-SPO.* Pending the direction that GM takes. New traffic counts as to warrants would need to be taken.
- ❑ *Sr. Center Budget, Statement, Building Cost Reconciliation.* Pending obtaining documents.
- ❑ *Deteriorated Retaining Walls & Planters at City Buildings.* The north wall at the Public Safety Building behind the Police Department collapsed. We are looking at solutions to take care of this more pressing problem first.
- ❑ *Tabled Garbage Collection Policy.* Resting comfortably... for now.
- ❑ *Abandoned Vehicles Morrish & I-69, Downtown.* They have been removed.
- ❑ *Youth Programs in Park.* Looking into this. This item is something that might best be suited for the City's School Liaison Officer. The matter has been referred to the Police Department for review and recommendation.

City of Swartz Creek
RESOLUTIONS
Regular Council Meeting, Monday November 22, 2010 7:00 P.M.

Resolution No. 101122-4A MINUTES, NOVEMBER 8, 2010

Motion by Councilmember: _____

I Move the Swartz Creek City Council hereby approve the Minutes of the Regular Council Meeting held November 8, 2010 to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 101122-5A 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 November 22, 2010 to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 101122-6A CITY MANAGER’S REPORT

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the City Manager’s Report of November 22, 2010, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 101122-8A - Q BOARDS, COMMISSIONS & REPRESENTATIVES

Motion by Councilmember: _____

I Move the Swartz Creek City Council concur with the Mayor and City Council appointments as follows:

Mayor's Appointment:

- | | | |
|-------------------|---|--|
| #101122-8A | Fire Board, City Citizen Representative
Term Expiring November 12, 2012 | RAY THORNTON |
| #101122-8B | Fire Board, City Citizen Representative
Term Expiring November 12, 2012 | RICK CLOLINGER |
| #101122-8C | Fire Board, Council Representative
Term Expiring November 12, 2012 | DAVID HURT |
| #101122-8D | Planning Commission, Administrative Officer:
Term Expiring November 12, 2012 | PAUL BUECHE |
| #101122-8E | Planning Commission, Council Representative:
Term Expiring November 12, 2012 | C. DAVID HURT |
| #101122-8F | Metro Alliance, Council Representative:
Term Expiring November 12, 2012 | DAVID KRUEGER |
| #101122-8G | Metro Alliance, Citizen Representative:
Term Expiring November 12, 2012 | RONALD SCHULTZ |
| #101122-8H | Parks & Recreation Advisory Board
Terms Expiring December 31, 2012 | KORENE KELLY
RODNEY GARDNER
MICHAEL SHUMAKER
RICK HENRY
RONALD SCHULTZ
DAVID PLUMB
REA LYNN HICKS
RAY THORNTON
JAMES FLORENCE |

Council Appointments:

- | | | |
|-------------------|---|---|
| #101122-8I | Small Cities, Delegate & Alternate:
Terms Expiring November 12, 2012 | RICHARD ABRAMS
MIKE SHUMAKER |
| #101122-8J | FANG, Delegate & Alternate:
Terms Expiring November 12, 2012 | CURT PORATH
RAE LYNN HICKS |
| #101122-8K | WWS Representative, Delegate & Alternate
Term Expiring November 12, 2012 | THOMAS SVRCEK
PAUL BUECHE |
| #101122-8L | Construction Board of Appeals (3 Positions)
Terms Expiring November 12, 2012 | DOUGLAS STEPHENS
MICHAEL SHUMAKER
RONALD SCHULTZ |
| #101122-8M | 911 Consortium | PAUL BUECHE |

Resolution No. 101122-8S

MILLER - ELMS SOUTHEAST PLANNED UNIT DEVELOPMENT DISTRICT, FINAL PLAN

Motion by Councilmember: _____

I Move the City of Swartz Creek approve the final Planned Unit Development Proposal for the South East corner of Miller and Elms Roads (first site being Family Farm & Home), as amended in application materials and plans dated November 17, 2010, as included hereto for review and filed in the Clerk’s property files, with the following conditions:

1. Execution of a development agreement that addresses:
 - a. Easements through the site and onto the property to the south
 - b. Closure of the existing access point on Elms Rd.
 - c. Provisions for all site improvements, including pedestrian access throughout the site
 - d. Provision for a north-bound left turn lane on Elms Rd.
2. Satisfy comments submitted by the City Engineer, ROWE Professional Services, dated November 4, 2010, the City’s traffic consultant, Progressive A & E, dated November 12, 2010, and Public Services Director dated November 16, 2010

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 101122-8T

FINAL SITE PLAN APPROVAL, FAMILY FARM & HOME, MILLER-ELMS SOUTHEAST PLANNED UNIT DEVELOPMENT DISTRICT

Motion by Councilmember: _____

I Move the City of Swartz Creek approve the final site plan for the Family Farm & Home, as amended in application materials and plans dated November 17, 2010, as included hereto for review and filed in the Clerk’s property files, with the following conditions:

1. Approval of the waivers identified in the staff review dated October 22, 2010; specifically that the setback on the south side of the building be considered as the rear yard and that parking requirement is 103 spaces.
2. Confirmation of acceptable light pole heights of 20 feet.
3. Install a screening fence, as needed, along the south property line to shield the adjacent residence from vehicle headlights.
4. Confirmation of acceptable sign details.
5. Satisfy and comply with comments submitted by the City Engineer, ROWE Professional Services, dated November 4, 2010, the City’s traffic consultant,

Progressive A & E, dated November 12, 2010, and Public Services Director dated November 16, 2010.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 101122-8U SPECIAL LAND USE APPROVAL, FAMILY FARM & HOME, MILLER-ELMS SOUTHEAST PLANNED UNIT DEVELOPMENT DISTRICT

Motion by Councilmember: _____

I Move the City of Swartz Creek approve the Special Land use application for outdoor sales and storage for the Family Farm & Home, as applied for in application materials and plans dated November 17, 2010, as included hereto for review and filed in the Clerk's property files with no additional conditions.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

City of Swartz Creek
Regular Council Meeting Minutes
Of the Meeting Held
Monday November 8, 2010 7:00 P.M.

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE COUNCIL MEETING
DATE 11/08/2010

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, Deputy City Clerk Mary Jo Clark, DPS Director Tom Svrcek, City Engineer Lou Fleury.

Others Present: Boots Abrams, Sharon Shumaker, Tommy Butler, Steve Shumaker, Joe Graves, Denise Graves, Ron Schultz, Shirley Oliver, Brent Cole, Pam Hill, Chrystal Simpson.

Resolution No. 101108-01

(Carried)

Motion by Councilmember Krueger
Second by Councilmember Hicks

I Move the Swartz Creek City Council excuse the absence of Mayor Pro-Tem Porath due to work obligations.

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

NO: None. Motion Declared Carried.

Adopt Mayoral & Pro-Tem Election Process

Resolution No. 101108-02

(Carried)

Motion by Councilmember Abrams
Second by Councilmember Hurt

I Move the Swartz Creek City Council adopt the following selection procedure for the Offices of Mayor and Mayor Pro-Tem:

1. The City Clerk will accept verbal nominations for all candidates of the respective post. Support for the nominee is not required.
2. A roll call vote of each Councilmember will be conducted by the Clerk. Councilmembers will name a single choice for the respective post.
3. Four votes shall be required of a nominee to be selected as Mayor and Mayor Pro-Tem.
4. If four votes are not cast for a candidate, the process will be repeated.
 YES: Hicks, Hurt, Krueger, Shumaker, Abrams, Binder.
 NO: None. Motion Declared Carried.

Election Mayor

Resolution No. 101108-03

(Carried)

Nomination of Councilmember Abrams by Councilmember Hurt for the office of Mayor, term expiring November 8, 2012.

No other nominations.

Vote to elect Mayor:

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

Councilmember Abrams declared Mayor, with the term expiring November 8, 2012.

Resolution No. 101108-04a

(Failed)

Nomination of Councilmember Krueger by Councilmember Hurt for the Office of Mayor Pro-Tem.

Nomination of Councilmember Hicks by Councilmember Binder for the Office of Mayor Pro-Tem.

Nomination of Councilmember Shumaker by Councilmember Shumaker for the Office of Mayor Pro-Tem.

Vote to elect Mayor Pro-Tem:

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

Motion Failed. Four votes were not cast for one Councilmember.

Resolution No. 101108-04b

(Carried)

Nomination of Councilmember Krueger by Councilmember Hurt for the Office of Mayor Pro-Tem.

Nomination of Councilmember Hicks by Councilmember Binder for the Office of Mayor Pro-Tem.

Nomination of Councilmember Shumaker by Councilmember Shumaker for the Office of Mayor Pro-Tem.

Second vote for Mayor Pro-Tem:

Krueger: Krueger, Hurt, Binder, Abrams, Shumaker.
Hicks: Hicks.
Shumaker: None.

Councilmember Krueger declared Mayor Pro-Tem, with the term expiring November 8, 2012.

APPROVAL OF MINUTES

Resolution No. 101108-05 **(Carried)**

Motion by Councilmember Krueger
Second by Councilmember Hurt

I Move the Swartz Creek City Council hereby approve the Minutes of the Regular Council Meeting, held October 25, 2010, to be circulated and placed on file.

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

APPROVAL OF AGENDA

Resolution No. 101108-06 **(Carried)**

Motion by Councilmember Shumaker
Second by Councilmember Hurt

I Move the Swartz Creek City Council approve the Agenda, as printed, for the Regular Council Meeting of November 8, 2010 to be circulated and placed on file.

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

REPORTS AND COMMUNICATIONS:

City Manager's Report

Resolution No. 101108-07 **(Carried)**

Motion by Councilmember Hicks
Second by Councilmember Hurt

I Move the Swartz Creek City Council approve the City Manager's Report of November 8, 2010, to be circulated and placed on file.

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

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

MEETING OPENED TO THE PUBLIC:

City Manager Bueche introduced the new Flint Journal reporter, Roberto Acosta.

Tommy Butler, 40 Somerset, questioned if there was a law in the City that prohibits jaywalking. City Manager Bueche stated that there was.

COUNCIL ORGANIZATIONAL ACTIVITIES

Designation of Depository, Investment Policy

Resolution No. 101108-08

(Carried)

Motion by Councilmember Binder
Second by Mayor Pro-Tem Krueger

I Move the Swartz Creek City Council adopt the Investment Policy and Designation of Depository for City Funds, as follows:

CITY OF SWARTZ CREEK INVESTMENT & CASH MANAGEMENT POLICY November 8, 2010

I. POLICY

It is the policy of the City of Swartz Creek to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City of Swartz Creek and conforming to all State statutes and local ordinances governing the investment of public funds.

II. SCOPE

Swartz Creek and any new fund created by the local unit, unless specifically exempted by the City Council. These assets are accounted for in the City of Swartz Creek's annual financial report.

III. INVESTMENT OBJECTIVES

The following investment objectives, in priority order, will be applied in the management of the City of Swartz Creek's funds.

Safety

The primary objective of the City of Swartz Creek's investment activities is the preservation of capital in the overall portfolio and the protection of investment principal.

The authorized investment staff will employ mechanisms to control risks and diversify investments regarding specific security types or individual financial institutions.

Liquidity

The investment portfolio will remain sufficiently liquid to enable the City of Swartz Creek to meet operating requirements, which might be reasonably anticipated.

Return on Investment

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow characteristics of the portfolio. Return on investments shall be of secondary importance compared to the safety and liquidity objectives above.

IV. PRUDENCE

In managing its investment portfolio, City of Swartz Creek officials shall avoid any transaction that might impair public confidence. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The above standard is established as the standard for professional responsibility and shall be applied in the context of managing the overall portfolio. Investment officers of the City of Swartz Creek, acting in accordance with State statute, this Investment policy, written procedures as may be established, and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion, and appropriate action is taken to control adverse developments.

V. DELEGATION OF AUTHORITY

Authority to manage the City of Swartz Creek's investment program is derived from State statutes.

Responsibility for the investment program is hereby delegated to the City Manager, or his designated representative hereinafter referred to as investment officer, who shall establish written procedures for the operation of the investment program consistent with this investment policy. The Investment Officer shall be responsible for all transactions undertaken, and shall establish a system of controls to regulate the activities of subordinate officials.

VI. ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair--or create the appearance of an impairment on--their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Manager any material financial interests in financial institutions that conduct business with the unit, and they shall further disclose any large personal financial investment positions that could be related to the performance of the City of Swartz Creek's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the City of Swartz Creek, particularly with regard to the time of purchases and sales.

VII. SAFEKEEPING AND CUSTODY

1. Authorized Financial Dealers and Institutions - The Investment Officer will maintain a list of financial institutions. In addition, a list will also be maintained of approved security broker/dealers selected by credit-worthiness, who maintain an office in the State of Michigan or who are "primary" dealers or regional dealers that qualify under Securities and Exchange Commission rule 15C3-1 (uniform net capital rule.) No public deposit shall be made except in a qualified public depository as established by State law.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Investment Officer with the following: audited financial statements for the most recent fiscal year; certification of having read and agreeing to abide by the City of Swartz Creek's investment policy and the pertinent State statutes; proof of National Association of Security Dealers certification; and proof of State registration, where applicable.

An annual review of the financial condition and registration of qualified bidders will be conducted by the Finance Director. Information indicating a loss or prospective loss of capital on existing investments must be shared with the City Manager of the City of Swartz Creek immediately upon notification.

2. Internal Controls - The Investment Officer shall establish a system of internal controls, documented in writing, which is designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties,

unanticipated changes in financial markets, or imprudent actions by employees and officers of the City. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefit likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

All securities purchased by the City of Swartz Creek under this section shall be properly designated as an asset of the City and held in safekeeping by a third party custodial bank or other third party custodial institution, chartered by the United States government or the State of Michigan, and no withdrawal of such securities, in whole or in part, shall be made from safekeeping except by the Investment Officer as authorized herein, or by respective designees.

Internal controls will also encompass at a minimum the additional issues:

separation of functions including transaction authority from accounting and record-keeping, delegation of authority to subordinate staff members written confirmation of telephone transactions, specific guidelines regarding securities losses and remedial action, documentation of decisions made at the committee level and avoidance of physical delivery securities. Further all confirming written transactions shall be signed by the Investment Officer or Finance Director.

3. Delivery vs. Payment – all trades will be executed by delivery vs. payment to ensure that securities are deposited in an eligible financial institution prior to release of funds. Securities will be held by a third-party custodian as evidenced by safekeeping receipts.

The City of Swartz Creek will execute third party custodial agreement(s) with its bank(s) and depository institution(s). Such agreements will include letters of authority from the City of Swartz Creek, details as to responsibilities of each party, notification of security purchases, sales, delivery, repurchase agreements and wire transfers, safekeeping and transactions costs, procedures in case of wire failure or other unforeseen mishaps including liability of each party.

VIII. AUTHORIZED AND SUITABLE INVESTMENTS

1. The City of Swartz Creek is empowered by State statute (1988 Public Act 239, M.C.L. 129.91) to invest in the following types of securities:

- a. Bond, securities, and other obligations of the United States, or an agency or instrumentality of the United States including securities issued or guaranteed by the Government National Mortgage Association;
- b. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank which is a member of the federal deposit insurance corporation or a savings and loan which is a member of the federal savings and loan insurance corporation or a credit union which

is insured by the national credit union administration, but only if the bank, savings and loan or credit union is eligible to be a depository of surplus funds belonging to the state under section 5 or 6 of Act No. 105 of the Public Acts of 1855, as amended;

- c. In United States government of federal agency obligation repurchase agreements.
- d. In banker's acceptances of United States banks;
- e. Mutual funds registered under the investment company act of 1940, title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with the authority to purchase only investment vehicles that are legal for direct investment by the City. This authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share.
- f. Investment pools through an interlocal agreement under the urban cooperation act of 1967, 1967 (Excess) PA 7, MCL 124.501 to 124.512. All of the pools are limited to investments described in Sections a-f.
- g. Investment pools organized under the surplus funds investment pool act, 1982 PA 367, 129.111 to 129.118. All of the pools are limited to investments described in Sections a-f.

2. The Investment Officer is restricted to investments which meet the statutory restrictions above and limitations on security issues and issuers as detailed below:

- a. Repurchase agreements shall be negotiated only with dealers or financial institutions with whom the City has negotiated a Master Repurchase Agreement or with the City of Swartz Creek's primary bank. Repurchase Agreements must be signed with the bank or dealer and must continue provisions similar to those outlined in the Public Security Association's model Master Repurchase Agreement.
- b. Certificates of Deposit shall be purchased only from financial institutions, which qualify under Michigan law and are consistent with Opinion No. 6168, Opinions of the Attorney General (1982).
- c. To the extent possible, the investing officer will attempt to match investments with anticipated cash flow requirements. Specific City Council approval is necessary for investments exceeding eighteen months. Unless matched to a specific cash flow requirement, the City of Swartz Creek will not directly invest in securities maturing more than 10 years from the date of purchase. No more than 25 percent of the City of Swartz Creek's total investment portfolio shall be placed in securities maturing in more than 10 years. No more than 50 percent of

investment vehicles maturing in any given month shall be of non-liquid nature (non-negotiable CD's, commercial paper, etc.)

- d. No more than 50 percent of any one fund's surplus operating cash may be invested in commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and which matures not more than 270 days after the date of purchase; Commercial Paper held in the portfolio which subsequently receives a reduced rating shall be closely monitored and sold immediately if the principal invested may otherwise be jeopardized.
- e. Investments will be diversified by security type and institutions. With the exception of U.S. treasury securities and authorized investment pools (as a long term investment program), no more than 50 percent of the total investment portfolio will be invested in a single security type or with a single financial institution. With the exception of using affiliates of the major Banking Institute and upon receipt of written confirmation that funds are fully insured when held by the affiliates.

Excluding the Property Tax Bank Account, with 100 percent of funds being deposited with the City of Swartz Creek's major Banking Institute with monies in the checking and Municipal Governmental Cash Investment Fund to be liquid and transferable to the respective taxing agencies on a biweekly basis during the tax collection period.

Excluding amounts pooled in the Commercial Sweep Account and held for less than 91 days which will remain liquid and transferable to meet financial obligations associated with daily operations.

IX. CASH MANAGEMENT

The City of Swartz Creek's Policy regarding cash management is based upon the realization that there is a time-value to money. Temporarily idle cash may be invested for a period of one day to an excess of one year depending upon when the money is needed. Accordingly, the Finance Director shall prepare a written cash management procedure which shall include, but not be limited to, the following:

Cash Forecast: At least annually, a cash forecast shall be prepared using expected revenue sources and items of expenditure to project cash requirements over the fiscal year. The forecast shall be updated from time to time to identify the probable investment balances that will be available.

Pooled Cash: Except for cash in certain restricted and special accounts, the investment officer may pool cash of various funds to maximize investment earnings. Investment income shall be allocated to the various funds based upon their respective participation.

X. INVESTMENT PERFORMANCE AND REPORTING

All investment transactions shall be recorded in the various funds of the City of Swartz Creek in accordance with Generally Accepted Accounting Principles as declared by the Government Accounting Standards Board.

The Investment Officer shall submit a semi-annual investment report to the City Manager that provides the principal and type of investment, annualized yield, earnings for the period, market price and a summary report of cash and investments maintained in each financial institution.

Performance of the portfolio shall be reported periodically and submitted to the City Manager. Reports shall include details of the characteristics of the portfolio as well as its performance for that period. Reports shall be submitted at a minimum on an annual basis. Material deviations from projected investment strategies shall be reported immediately to the city manager.

XI. INVESTMENT POLICY ADOPTION

The City of Swartz Creek investment policy shall be adopted by resolution of the City of Swartz Creek legislative authority. Modifications made at any time or when necessitated by State statutory revision must be approved by the legislative authority of the City of Swartz Creek. Investments conforming to the investment policy guidelines prior to any amendatory act are hereby validated.

XII. DESIGNATION OF DEPOSITORY

The Swartz Creek City Council designates the following banking-financial institutions and their affiliates as depositories for City funds:

Ann Arbor Commerce Bank
Bank of America
Bank of Holland (Michigan)
Bank of Northern Michigan
Blissfield State Bank
Byron Center State Bank, Michigan
Chelsea State Bank
Chemical Bank
Citizens Bank
Comerica Bank
Community Shores Bank – Muskegon
Dart Bank
Fifth Third Bank
Federated Investors
Financial Plus Federal Credit Union
Flagstar Bank – Troy
Founders Bank & Trust
H & R Block Financial Services
Hillsdale County National Bank

JP Morgan Chase
MBIA "Class" Client Services
Mercantile Bank
Merrill Lynch
Michigan Commerce Bank
Multi-Bank Securities
PNC Bank
Sagelink Credit Union
Smith Barney Citigroup
Sterling Bank & Trust Co.
Tri-County Bank
West Michigan National Bank & Trust
Wolverine Bank

Discussion Ensued.

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

Council Organizational Activities: General Operating Procedures

Resolution No. 101108-09

(Carried)

Motion by Councilmember Hurt
Second by Councilmember Shumaker

I Move the Swartz Creek City Council adopt the Designation of Publication and the General Council Operating Procedures, as follows:

DESIGNATION OF PLACE OF PUBLICATION

The Swartz Creek City Council designates The Flint Journal, The Swartz Creek-Flint Township News and the Swartz Creek View as newspapers of general circulation for publication of legal notices for the City of Swartz Creek. Additionally, the City designates the City website at www.cityofswartzcreek.org as electronic posting locations for City Publications.

GENERAL COUNCIL OPERATING PROCEDURES

MEETING OPENED TO THE PUBLIC

All Council meetings except otherwise allowed by law shall be open to the public and shall be subject to the provisions of Act 267 of the Public Acts of the State of Michigan of 1976, as amended.

REGULAR MEETINGS

The Council shall hold regular meetings at least two times per month. A twelve-month schedule of meetings preceding each fiscal year shall be adopted by the Council, on or before the last meeting in June.

SPECIAL MEETINGS

- A. Special meetings may be called by the City Clerk on the written request of the Mayor, City Manager, or any two (2) Councilmembers, by providing each Councilmember and the City Manager with eighteen (18) hours written notice served personally or left at his usual place of residence, or as applicable by The Open Meetings Act or other such statute.
- B. The written notice shall include the date, hour, meeting place, and the purpose for which the Special Meeting was called, and shall include related material where possible.
- C. Any special meeting at which all members of the Council are present or have waived notice thereof in writing shall be a legal meeting for all purposes.
- D. Business transacted at any special meeting shall be limited to subjects recited in the notice of such meetings.

QUORUM OF COUNCIL

Four members of the Council shall be a quorum for the transaction of business at all Council meetings. In the absence of a quorum, any number of members less than a quorum may adjourn any regular or special meeting to a later date or may compel the attendance of absent members (ref City Charter, Chapter 5, Section 5.5(c))

A majority of the full Council, or a $\frac{2}{3}$ "super" majority, where required, shall be necessary for the passage of any question before it (i.e. four (4) votes being a majority, or five (5) votes being a "super" majority where required. Ref City Charter Chapter 5, Section 5.12(c)).

MAINTAINING ORDER

Councilmembers shall preserve order and shall do nothing to interrupt or delay the proceedings of Council.

COUNCILMEMBER'S RIGHT TO SPEAK

- A. Right to Speak - The Mayor, or in his/her absence, the Mayor Pro-Tem, will have the responsibility to recognize a Councilmember's right to speak before the body.
- B. Discussion - A Councilmember may discuss any one subject in its order on the agenda for a maximum of five (5) minutes. After all Councilmembers who wish to speak have exercised their right to speak on the subject, a Councilmember may be heard a second time for a maximum of five (5) minutes. With the consent of a

majority of Council, a Councilmember may be permitted to speak for a longer period of time.

- C. Privilege of Closing Discussion - The Councilmember moving the adoption of an Ordinance or Resolution shall have the privilege of closing the discussion after all Members wishing to speak on the subject have had the opportunity.
- D. The City Manager may speak on any subject before Council. He may answer questions about the administration of the municipality or he may ask another administrative officer to answer for him. All questions about internal operation of the municipal corporation shall be directed to the City Manager.
- E. Right to Appeal - Councilmember shall have the right to appeal from a decision of the Chair. A majority of Council will determine the matter.

RIGHT TO SPEAK UNINTERRUPTED

A Member duly recognized shall be allowed to speak on the topic under discussion for the prescribed time and may be interrupted if a point of order is raised. If the Councilmember is judged to be out of order, he must change his remarks or surrender his right to continue speaking.

ORDER OF BUSINESS

The order of business at regular council meetings is as follows. Deviation is permissible when special circumstances warrant so.

1. Call to Order:
2. Invocation and Pledge of Allegiance to the Flag:
3. Roll Call:
4. Approve Minutes, Previous Meeting:
5. Approve Agenda:
6. Reports & Communications To Council:
7. Meeting Opened to the Public:
8. Business:
9. Meeting Opened to the Public:
10. Remarks by Councilmembers:
11. Adjournment:

Note: Each Report on the Agenda, where necessary, will have an abstract after the title.

PREPARATION OF AGENDA

- A. The Agenda will be prepared by the City Manager with the assistance of the City Clerk.
- B. Material for the Agenda will be submitted to the City Clerk by Wednesday prior to the regular meeting.

- C. The finished Agenda for a regularly scheduled meeting, with associated material, shall be delivered to each Councilmember no less than forty-eight (48) hours prior to the meeting.

MOTIONS & RESOLUTIONS

- A. All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. The Mayor will assign, by rotation, the reading of motions & resolutions. A Councilmember whom reads/moves for a motion may oppose, argue against or vote no on the motion.

- B. To Adjourn

A Motion to adjourn is out of order under the following conditions:

1. When a vote is being taken.
2. If a person is speaking.
3. If the previous questions are ordered.
4. If repeated without the intervention of additional business.
5. Prior to midnight if all items on the agenda have not been completed.

An unqualified motion to adjourn shall not be debatable.

- C. To Lay Question on the Table

A motion to lay on the table is not debatable and precludes amendments or debate on the subject under consideration. A motion to lay on the table cannot be reconsidered. A motion to take a subject from the table is not debatable.

- D. Motion Calling for Previous Question

This motion is not debatable. When the previous question is called for there shall be no further amendments or debate and pending amendments shall be taken in their order before the main questions. A $\frac{2}{3}$ vote is required.

- E. To Postpone To Another Time

This motion is debatable and may be amended as to time. All debate must be confined to its merit only and cannot go into the main question except for debate of the immediately pending question.

- F. To Refer to Committee or Individual

This is debatable.

- G. Amendments

1. Ordinance
An Ordinance may be amended when not in the hands of a City Board or Commission. If any section of an ordinance is amended after reading, the amended section will be read again.
2. Amendments
An amendment may be amended, but further amendments are out of order. Any amendment must be germane to original motion.

H. Motion to be Stated by the Chair.

When a motion is made and seconded, it shall be stated by the Chair before debate. All main motions shall be in written form if requested by a Member of the Council.

I. Withdrawal of Motion

1. A motion may be withdrawn by the person making the motion with the consent of the person seconding the motion if debate has not begun.
2. A motion may be withdrawn after debate with consent of the majority of Council.

PUBLIC ADDRESS OF COUNCIL

The public shall be allowed to address the Council under the following conditions:

1. Each person who wishes to address the Council will be first recognized by the Mayor and requested to state his / her name and address.
2. Individuals shall be allowed five (5) minutes to address the Council, unless special permission is otherwise requested and granted by the Mayor.
3. There shall be no questioning of speakers by the audience; however, the Council, upon recognition of the Mayor, may question the speaker.
4. No one shall be allowed to address the Council more than once unless special permission is requested, and granted by the Mayor.
5. One spokesperson for a group attending together will be allowed five (5) minutes to address the Council unless special permission has been requested, and granted by the Mayor.
6. Those addressing the Council shall refrain from being repetitive of information already presented.
7. All comments and / or questions shall be directed to and through the Mayor.
8. Public Hearings. The Mayor may invoke the circulation and posting of the following rules for public hearings when, at his / her discretion, time or attendance numbers warrant its use:

PUBLIC HEARINGS

Public Hearings are held for the purpose of allowing community input on a specific piece of City legislation being considered for adoption by the City Council and/or Planning Commission. Citizen's comments will be considered by the Council/Commission in their deliberations following the closure of the public hearing. Procedure shall be as per the following:

1. Public remarks shall be limited to 5 minutes. An extra minute may be allowed by the chair for that person to conclude their statement.
2. No person may delegate his or her time or the balance of his or her time to another individual.
3. Remarks shall be restricted to the topic of the hearing.
4. No person may speak again until all others wishing to speak have had their turn.
5. Remarks must be directed to the Council/Commission and not to the public body.
6. Speakers need not to be a resident of the City of Swartz Creek.
7. Questions asked of the Council/Commission are not usually answered at this time, as it is the public's occasion to speak. However, the chair may rule that either a member of the Council/Commission or a member of City Staff may make a response, following the query.
8. Decorum shall be maintained.
9. Crude, lewd and/or profane speech is not permitted. Removal of an individual using this type of language shall be immediate.

MAYOR

The Council, at its first regular meeting following a regular city election, shall elect one of its members mayor for a term of two (2) years. The mayor shall preside at meetings of the Council, shall be the chief executive officer of the City insofar as required by law, and for all ceremonial purposes and shall have a vote on all matters, but no administrative duties or veto power. The Mayor shall sign ordinances, deeds, bonds, contracts and other such instruments as may require authentication under the provision of law and when authorized by the Council to do so. The Mayor shall perform only such duties as shall be specifically conferred or required by law.

MAYOR PRO-TEM

The Council shall choose one of its members Mayor Pro-Tem who shall act in the temporary absence or disability of the Mayor.

The Mayor Pro-Tem shall succeed to the office of Mayor in the case of a vacancy in the office of Mayor. The senior member of the Council from the standpoint of continuous service shall then act as Mayor Pro-Tem. As between persons of equal seniority, the person who received the highest number of votes at the time of his last election shall sit.

COMMITTEES

- A. The Mayor, with the advice and consent of Council, may appoint temporary committees whose membership may include persons not on Council.
- B. Committees will be appointed to study specific matters and a time limit shall be placed on the length of the study. The committee will make a report to the Council at the predetermined time. All committee reports upon which action is expected shall be in written form and copies shall be available to each member of Council.

VOTING RECORD OF COUNCIL

A vote upon all proposed ordinances and resolutions shall be taken by "YES" and "NO" vote and the vote of each Councilmember entered upon the journal, except that where the vote is unanimous it shall be necessary only to so state.

VOTING REQUIREMENTS

A Councilmember shall not vote on any question in which the Councilmember shall have a direct personal financial interest, other than as a citizen of the community, but on all other questions the Councilmember shall vote, unless excused there from by a vote of at least six (6) of the members of Council.

MEETING MINUTES

A record shall be kept of all meetings and the actions taken at these meetings. The names of members present and those absent shall be part of the minutes. There shall be a journal of proceedings of all Council meetings, signed by the Mayor and City Clerk and to which the Public shall have access at all reasonable times.

SERGEANT-AT-ARMS

The Chief of Police shall act as Sergeant-at-Arms at Council meetings if so requested to by the Council or City Manager.

AMENDMENTS TO RULE OF COUNCIL

The rules of Council may be amended by a two-thirds vote of the entire membership of Council. Amending action will become final at the meeting following introduction of the amendment if voted on favorably.

TRAVEL & REIMBURSEMENT POLICY

A. General Provisions

1. A representative of the City is expected to use good judgment regarding the nature and extent of expenses incurred while traveling. Expenses for members of one's family or guests who may accompany, are not reimbursable.
2. The provisions of this policy shall apply for travel expenditures of all individuals traveling on behalf of the City.
3. Approved travel for all City Employees shall be at the discretion of the City Manager; provided, funds in the appropriate budget category are available for such purpose. Travel expenses shall be subject to the City's Purchasing Ordinance.
4. Travel of Councilmembers and Members of City Boards or Committees may be approved by the City Manager; provided, funds in the appropriate budget category are available and budgeted for such purpose. Travel expenses shall be subject to the City's Purchasing Ordinance.
5. Travel of the City Manager, more than one day or more than 250 miles, shall be approved by the City Council.

6. One engaged in travel for benefit of City has a responsibility to keep accurate, substantiated cost records and to submit requests for reimbursement promptly upon return.

B. Expenses Approved for Reimbursement

The following expenses are authorized for reimbursement when an expense report has been submitted which itemizes the actual and necessary expenses related to the travel:

1. Use of personal car shall be reimbursed at the current rate of mileage for the miles driven; except in the instance of the City Manager whose car allowance shall be the remuneration for use of personal vehicle.
2. Use of City car - Expenses incurred such as gas, oil, and repairs.
3. Lodging - Hotel accommodations shall be reimbursed when receipts for all lodging costs are secured. If family members or guests accompany, the reimbursable lodging cost shall be that of a single room.
4. Meals - Reasonable expenses for meals will be reimbursed at actual cost. Receipts for meals are not required, but should be secured when available. Alcoholic beverages are specifically excluded from reimbursable expenses.
5. Local Transportation - Local transportation costs, such as taxi fare (including tips) shall be reimbursed. Parking expense for a personal or City car shall also be included.
6. Registration Fee - Fees for registration at any meeting or convention attended are allowed for reimbursement. A receipt for the registration fee is required.
7. Gratuities - Reasonable expenses for tips are reimbursable and should be reported by day.

Discussion Took Place.

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

NO: None. Motion Declared Carried.

Boards & Commissions, Extend Appointments

Resolution No. 101108-10

(Carried)

Motion by Mayor Pro-Tem Krueger
Second by Councilmember Hurt

WHEREAS, the City maintains a variety of Boards & Commissions as part of its governmental functions and services; and

WHEREAS, the City's Charter, Ordinances and State Statutes defines the authority of all such boards and commissions, including the term of service, conditions and appointments; and

WHEREAS, many of the appointments are concurrent with the election of the City's Mayor and/or biennial Council at-large or district seats; and

WHEREAS, many of the appointed Board & Commission positions will expire with the seating and oath of office of a new Mayor and Council, as is the case of the meeting of November 8, 2010, subsequent to the elections of November 2, 2010; and

WHEREAS, the Council finds that appointments immediately following the seating of a newly elect Council and Mayor may need review and consideration, and in the best interest of the City, its residents and elector's, desires a postponement of all such appointments until the Council's next regular Council Meeting.

NOW, THEREFORE, I Move the City Council postpone the appointments of all expiring positions for the various Boards & Commissions, until the regular Council Meeting of November 22, 2010, and further, appoint and continue all such terms for an additional two weeks, the terms expiring on November 22, 2010 at 11:59 PM.

Discussion Took Place.

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

NO: None. Motion Declared Carried.

2009-2010 FY Audit

Representatives of Plante-Moran, Pam Hill and Chrystal Simpson presented the FY 2009-2010 audit results to the City Council.

Resolution No. 101108-11

(Carried)

Motion by Councilmember Shumaker

Second by Councilmember Hurt

I Move the City of Swartz Creek accept the 2009-2010 Fiscal Audit Report prepared by Plante-Moran, a copy of which is attached hereto, and further, direct such to be published, distributed, circulated and placed on file in a manner prescribed by law.

Discussion Ensued

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

NO: None. Motion Declared Carried.

Street Usage Permit, Annual Fire Christmas Parade

Resolution No. 101108-12

(Carried)

Motion by Councilmember Hicks

Second by Councilmember Hurt

I Move the City of Swartz Creek accept the Chief of Police's recommendation and approve the Swartz Creek Area Fire Department's Street Usage Application to hold an annual Christmas Parade on Saturday, December 4, 2010 from 6:00 PM to 7:00 PM,

route, stipulations and conditions as set forth in the application packet, a copy of which is attached hereto, under the direction and control of the office of the Chief of Police

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

Appropriation, Morrish Road Guardrail

Resolution No. 101108-13

(Carried)

Motion by Councilmember Binder
Second by Councilmember Hurt

WHEREAS, the City performed maintenance work on a section of Morrish Road including Morrish south of Wade Street, such work consisting of the mill and resurface, funded by the American Recovery and Reinvestment Act of 2009 (ARRA); and

WHEREAS, design included the removal of an existing guardrail on the west side of Morrish Road south of Wade Street, the guardrail being out of specification, deteriorated and un-warranted, and further, ARRA funding prohibited the replacement as the guardrail did not meet the standards warrants; and

WHEREAS, the City, upon the recommendation of its staff, finds that special circumstances exist that make the location unique, and that the installation of a guardrail would provide additional safety to pedestrians and houses located nearby; and

WHEREAS, the site presents installation problems due to buried utilities, overhead utilities, sidewalk proximity and limited right of way, all of which would require their relocation; and

WHEREAS, the City staff and engineer have designed a custom guardrail that would work around the obstacles, however, such a design has presented problems in finding contractor's willing to perform such work, the City being successful in locating only two such contractor's, quotes being \$5,720 and \$7,975; and

WHEREAS, the City's purchasing ordinance provides for competitive and cooperative bids, but also allows for exceptions in certain circumstances, text as follows:

Chapter 2, Article VI, Division 3, Sec 2-402(a), 2, i & ii "...The city council may, at the request of the city manager, authorize the city manager to negotiate a contract for the purchase of any product, material or service with a provider of such product, material or service without regard to the requirements of this section relative to purchases where the city council finds:

- i. Due to circumstances beyond the control of the city, the market for such product, material or service is not competitive even though such product, material or service is normally competitive in nature; and*
- ii. The economic interests of the city are best served by negotiating a contract with a provider of the product, material or service without requesting sealed bids."*; and

WHEREAS, the City Council finds that in addition to approaching winter conditions, unique circumstances exist and that the best interest of the City is served by negotiated pricing and deviation of the City's purchasing ordinance sealed bid process.

NOW, THEREFORE, I Move that the City of Swartz Creek accept the proposal of J & J Contracting of Ithaca Michigan, in the amount of \$4,950, plus site conditions of \$770, plus 15% contingency, totaling \$6,578, for the purchase and installation of a guardrail on the west side of Morrish Road south of Wade Street, in accordance with the specifications as set forth by the City's Staff and Engineer, funds to be taken from Fund 202, Major Streets.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

Water-Sewer Rates

(Discussion Topic)

City Manager Bueche gave a brief presentation on the current water/sewer rates and the proposed changes to those rates.

MEETING OPENED TO THE PUBLIC

Boots Abrams commented on the great Council that the City has. Mrs. Abrams commended each of them for bringing their own personalities and thoughts and discussions to the table.

REMARKS BY COUNCILMEMBERS:

Councilmember Shumaker commented on a letter in the council packet extending the Cape Seal project. Mr. Shumaker questioned whether the matter of bonds had been taken care of. City Manager Bueche stated that the contracts were signed, but the rest of the process was lost in the transition with Assistant City Manager Zettel leaving at the same time. Mr. Shumaker commented that he believes the same as Mrs. Abrams, that this Council is a good one and operates well together.

Councilmember Binder reminded everyone that Veteran's Day is Thursday and there will be a ceremony at the Veteran's Memorial at 11:00 am on November 11, 2010, put on by the AMVETS and VFW. Ms. Binder stated that there would be a luncheon at the American Legion after the ceremony.

Mayor Pro-Tem Krueger congratulated everyone on their re-election. Mr. Krueger also commented on the high regard the Council seems to have for each other.

Mayor Abrams ran through the Mayoral Council appointments. Mr. Abrams spoke of the Genesee County Metropolitan Planning Commission Planning Forum that he attended. Mr. Abrams also spoke about a meeting that he attended referencing the Michigan Medical Marijuana Act.

Adjournment

Resolution No. 101108-14

(Carried)

Motion by Councilmember Hurt
Second by Councilmember Shumaker

I Move the City of Swartz Creek adjourn the Regular Session of the City Council meeting at 9:13 p.m.

YES: Unanimous Voice Vote.

NO: None. Motion Declared Carried.

Richard Abrams, Mayor

Mary Jo Clark, Deputy City Clerk

City of Swartz Creek
Special Council Meeting Minutes
Of the Meeting Held
Tuesday November 9, 2010 6:00 P.M.

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
SPECIAL COUNCIL MEETING WORKSHOP
HERITAGE VILLAGE ASSOCIATION STREET REPAIRS
DATE 11/09/2010

The workshop was called to order at 6:00 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, DPS Director Tom Svrcek, City Engineer Lou Fleury.

Others Present: George Trundle, Phyllis Trundle, C. Brunette, Jason Christie, Timothy Burhans, Ruth DeMaria, Pat Henry, Rick Henry, Chris Smyth, Ken Smyth, Mike Blake, Roberto Acosta, Curt Quattlebaum, Dewayne Willsey, Joanne Kessler, Janet Elde, Brian Mosher, Pam Mosher, Ted Kramer, Karen Maloney, Randall Schiestel, Tommy Butler, Boots Abrams, Patrick Henry, Daniel Louman, Shawn Selasky, Natalie Blythe, Teresa O'Brien.

REPORTS AND COMMUNICATIONS:

Heritage Resident Letter, Mailing List

MEETING OPENED TO THE PUBLIC

None.

Heritage Subdivision Street Repair Assessment District

City Manager Bueche explained the purpose of the special workshop; being the issue of street repairs in Heritage Village and a possible special assessment to pay for the repairs.

MEETING OPEN TO THE PUBLIC

Jason Christie, 6315 St. Charles Pass, spoke about the history of Heritage Village and had some questions as to how the financial situation with Heritage came to be as it is.

Residents questioned if they can get back their \$200 each that they originally paid to Nemer.

George Trundle questioned how long it would take the City to take the streets over if a special assessment was voted for. City Manager Bueche stated that possibly when the weather breaks, the work could be done. Mr. Trundle stated that he is in favor of a special assessment to get the streets done.

Ken Smyth, 6243 Arlington Drive, stated that he thinks that the economy will turn around and the situation will right itself in due time.

Mayor Abrams questioned who pays the taxes for unoccupied sites. Mr. Bueche stated that the registered owner of the site does. If the owner cannot pay, delinquent taxes are sent to the County.

Dewayne Willsey, 3445 Cambridge, questioned how much each property owner would have to pay with a special assessment. Mr. Bueche stated that the cost would be around \$1700-\$2000 dollars per lot, spread over 5-7 years, or payable up front.

Different plans were discussed between the Council and the residents.

City Manager Bueche stated that two different options would be brought to Council and then the ideas would be proposed to the Heritage Village residents before a vote was taken.

There was a resident suggestion to get volunteers to form an independent subcommittee to work with the City on the issues.

A resident thanked the City Council for having the meeting and taking the time to work with the residents of Heritage.

Councilmember Hurt thanked the residents for taking the time to work with the City Council as well.

Meeting Opened To The Public

None.

Adjournment

I Move the City of Swartz Creek adjourn the Special Session of the City Council meeting at 8:00 p.m.

YES: Unanimous Voice Vote.

NO: None. Motion Declared Carried.

Richard B. Abrams, Mayor

Juanita Aguilar, City Clerk

DATE: NOVEMBER 15, 2010
TIME: 7:15 PM
PLEASE NOTE CHANGE IN MEETING START TIME.
LOCATION: STATION 2
SUBJECT: SWARTZ CREEK AREA AUTHORITY AGENDA



- I. CALL TO ORDER
 - A. PLEDGE OF ALLEGIANCE
 - B. ROLL CALL
 - C. ADDITIONS/CHANGES/DELETIONS AND AGENDA APPROVAL:
 - D. SPECIAL PRESENTATIONS/ANNOUNCEMENTS:

- II. APPROVAL OF MINUTES
 - A. OCTOBER 18, 2010 MEETING:

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

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

- V. COMMITTEE REPORTS:
 - A. BY-LAWS COMMITTEE - Chairman Rick Clolinger, 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.
 - 1. Fire Chiefs evaluation 2009-10 attachment

 - D. FIRE AGREEMENT COMPLIANCY COMMITTEE: Chairman Dave Hurt, Richard Derby, Ray Thornton and Attorney Bill Cavanaugh.

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

 - B. 2010 AUDIT: review of quotes received.



D.,

VII. NEW BUSINESS:

- A. MEMBERS FOR PLACEMENT ON PROBATION: none
- B. MEMBERS ELIGIBLE TO COME OFF PROBATION: none
- C. MEMBERS RESIGNING/TERMINATING: none
- D. MEMBERS ELIGIBLE FOR REINSTATEMENT: none
- E. INSURANCE BID SPECIFICATION: The annual general liability and property damage insurance is up for renewal January 1, 2011. The Worker's Compensation policy expires July 1, 2011. Attached is a bid specification for your consideration.

Chief requests permission to proceed with soliciting sealed bids for liability, building contents, vehicle damage and worker's compensation insurance coverage for bid open at the December 20, 2010 Fireboard meeting.

- F. APPROVAL OF THE 2011 FIREBOARD MEETING SCHEDULE: List attached.

VIII. GENERAL INFORMATION:

- A. MUNICIPAL BILLINGS for October
- B. OCTOBER BILLS LIST
- C. Organization Chart effective November 3, 2010
- D. December 4, 2010 Christmas Parade Judges: All Fireboard members are invited to judge the 26th Annual parade. Commitment received Oct. 18 from Mike Messer, Boots Abrams & Mayor Dick Abrams.

Anyone else interested?

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:

OCTOBER 18, 2010

SWARTZ CREEK AREA FIRE DEPARTMENT

The regular meeting of the Swartz Creek Area Fire Board was held at Station #1, October 18, 2010. Chairman, Mike Messer, called the meeting to order at 7:15p.m.

I. CALL TO ORDER:

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

Board Members Present:

- Chairman, Mike Messer
- Clayton Representative, Richard Derby
- Clayton Representative, Greg Childers
- City Representative, Ray Thornton
- City Representative: Boots Abrams
- City Representative, Dave Hurt
- City Representative, Rick Clolinger

Board Members Absent: NONE**Staff Present:**

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

Staff Absent:

- Asst. Chief, Eric Merriam

Others Present:

- Jack King, Batt. Chief.
- Karen Merriam, Firefighter
- Katie Merriam, Clayton Twp.

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

- **Resolution 101810-01**
Motion by Dave Hurt
Second by Ray Thornton

The SCAFD Board does hereby approve the agenda as presented.

YES: Abrams, Childers, Clolinger, Derby, Hurt, Thornton, Messer

NO: None Motion declared carried

D. SPECIAL PRESENTATION: NONE**II. APPROVAL OF MINUTES****A. SEPTEMBER 20, 2010 BOARD MEETING**

- **Resolution 101810-02**
Motion by Rick Derby
Second by Dave Hurt

The SCAFD Board does hereby approve the minutes of the September 20, 2010 board meeting, as presented.

YES: Abrams, Childers, Clolinger, Derby, Hurt, Thornton, Messer

NO: None Motion declared carried

III. CORRESPONDENCE:**A. SEPTEMBER INCIDENT SUMMARY REPORT:**

- **Resolution 101810-03**
Motion by Greg Childers
Second by Boots Abrams

The SCAFD Board does hereby accept the September 2010 Incident Summary, as presented

YES: Abrams, Childers, Clolinger, Derby, Hurt, Thornton, Messer

NO: None Motion declared carried

IV. PROFESSIONAL SERVICE REPORTS:**A. SEPTEMBER FINANCIAL STATEMENT:**

- **Resolution 101810-04**
Motion by Boots Abrams
Second by Rick Derby

The SCAFD Board does hereby approve the September 2010 financial statement, as presented

YES: Abrams, Childers, Clolinger, Derby, Hurt, Thornton, Messer

NO: None Motion declared carried

V. COMMITTEE REPORTS:

- A. BY-LAWS COMMITTEE MEETING: NONE
 B. HEALTH & SAFETY COMMITTEE: NONE
 C. PERSONNEL COMMITTEE: Report submitted by R. Thornton. Chairman Messer asked for a revised report.
 D. FIRE AGREEMENT COMPLIANCY COMMITTEE:
 1. Cost Recovery: No report

VI. OLD BUSINESS

A. APPARATUS UPDATE:

1. Monthly report from Batt. Chief King

B. TURN OUT GEAR SEALED BIDS:

- Resolution 101810-05

Motion by Dave Hurt

Second by Rick Derby

The SCAFD Board does hereby approve opening of the Turn Out Gear bids.

YES: Abrams, Childers, Clolinger, Derby, Hurt, Thornton, Messer

NO: None Motion declared carried

1. Douglass Safety: \$8173.10

2. Time Emergency: \$9350.00

- Resolution 101810-06

Motion by Rick Clolinger

Second by Dave Hurt

The SCAFD Board does hereby direct the Chief to proceed with purchasing the Turn Out Gear from Douglass Safety in the amount of \$8173.10, plus shipping-pending bid complies with specifications.

YES: Abrams, Childers, Clolinger, Derby, Hurt, Thornton, Messer

NO: None Motion declared carried

C. 2010 AUDIT SERVICES:

- Resolution 101810-07

Motion by Dave Hurt

Second by Ray Thornton

The SCAFD Board does hereby approve the specifications for acquiring auditing services.

YES: Abrams, Childers, Clolinger, Derby, Hurt, Thornton, Messer

NO: None Motion declared carried

D. 2011 BUDGET UPDATE:

1. No reports

VII. NEW BUSINESS

A. MEMBER(S) TO BE PLACED ON PROBATION: L. McKerracher

- Resolution 101810-08

Motion by Dave Hurt

Second by Boots Abrams

The SCAFD Board does hereby place Lori McKerracher on 6 months probation with the Swartz Creek Area Fire Department.

YES: Abrams, Childers, Clolinger, Derby, Hurt, Thornton, Messer

NO: None Motion declared carried

B. MEMBER TO COME OFF PROBATION: NONE

C. MEMBERS RESIGNING/TERMINATING: J. Hall

- Resolution 101810-09

Motion by Dave Hurt

Second by Rick Derby

The SCAFD Board does hereby accept the resignation of Joshua Hall, effective October 8, 2010.

YES: Abrams, Childers, Clolinger, Derby, Hurt, Thornton, Messer

NO: None Motion declared carried

D. MEMBERS ELIGIBLE FOR REINSTATEMENT: NONE

E. 2011 AIR COMPRESSOR MAINTENANCE & TESTING:

- Resolution 101810-10

Motion by Boots Abrams

Second by Rick Derby

The SCAFD Board does hereby accept the quote from Southeast Equipment in the amount of \$930.00 for the fiscal year 2011.

YES: Abrams, Childers, Clolinger, Derby, Hurt, Thornton, Messer

NO: None Motion declared carried

F. ENGINE 21 LADDER RACK REPAIR:

- Resolution 101810-11

Motion by Boots Abrams

Second by Dave Hurt

The SCAFD Board does hereby accept Halt Fire's quote, to repair E-21's Ladder Rack, of \$1782.00

YES: Abrams, Childers, Clolinger, Derby, Hurt, Thornton, Messer

NO: None Motion declared carried

VIII. GENERAL INFORMATION

A. MUNICIPAL BILLINGS

B. SEPTEMBER BILLS LIST

C. ORGANIZATIONAL CHART

D. CHRISTMAS PARADE: December 4, 2010; judges requested

IX. OPEN TO THE PUBLIC: NONE

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:

Abrams: Thank you to the personnel committee for their work on the Chief's evaluation
Condolences to Atty. Cavanaugh for the loss of his sister

Hurt: Condolences to Atty. Cavanaugh for the loss of his sister

Childers: Thank you to the personnel committee for their work on the Chief's evaluation
Condolences to Atty. Cavanaugh for the loss of his sister

Thornton: Condolences to Atty. Cavanaugh for the loss of his sister

Derby: Condolences to Atty. Cavanaugh for the loss of his sister

Clolinger: Evaluation Committee did a good job, Chief does an excellent job
Condolences to Atty. Cavanaugh for the loss of his sister

Messer: Condolences to Atty. Cavanaugh for the loss of his sister

XIII. ADJOURNMENT OF MEETING:

Meeting adjourned at 8:20 p.m. The next regular meeting will be 11/15/10 at Station 2 at **7:15 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 10/01/2010 through 10/31/2010

Printed: 11/11/2010

Inc. No. - Exp. Location	Date	Disp. Time	Sta. Incident Type	Owner Name	No. Resp Prop. Loss	Disp. to Enrie. Min.	Resp. Min. Cont. Loss	Total Hr:Min:Sec
Involved Name						Officer in Charge		
0000132-000 1421 N VanVleet RD MS Sandra E Danbers	10/01/2010	18:20	2 111 Building fire	MS Cora Kleiss	14 \$ 10,000	0.00	12.00 \$ 10,000	2:25:00
						MERRIAM, ERIC M - ASSISTANT		
0000133-000 6053 Deland RD MS Amy Rose	10/02/2010	10:05	12 111 AMA to Flushing, canceled	MS Amy Rose	13 \$ 0	0.00	8.00 \$ 0	0:22:00
0000134-000 Directions E Interstate 69; East of Nichols MR Dustin D Martin	10/03/2010	21:34	1 131 Passenger vehicle fire	MR Dustin D Martin	17 \$ 0	6.00	10.00 \$ 0	0:51:00
						KING, JACK L - BATT CHIEF		
0000135-000 Rear of 1215 S Nichols RD MR Ray Dieck	10/04/2010	19:12	2 138 Combine fire	MR Ray Dieck	17 \$ 500	0.00	14.00 \$ 0	1:48:00
						COLE, BRENT D - CHIEF		
0000136-000 2360 S Morrish RD MR Tim Reneke	10/05/2010	16:31	2 531 Smoke investigation	MR Tim Reneke	16 \$ 0	0.00	15.00 \$ 0	0:25:00
						MERRIAM, ERIC M - ASSISTANT		
0000137-000 7449 Miller RD MRS Dorothy Keiser	10/08/2010	18:28	1 412 Gas odor in furnace room		11 \$ 0	0.00	8.00 \$ 0	0:29:00
						KING, JACK L - BATT CHIEF		
0000138-000 9427 W Pierson RD MS Jessica Sippele	10/08/2010	18:32	12 111 AMA to Flushing	MS Jessica Sippele	5 \$ 0	0.00	5.00 \$ 0	0:09:00
0000139-000 128 WB I 69 Exit Ramp to Morrish HWY Robert Rhodes	10/08/2010	20:14	1 352 Extrication of victim(s) from		19 \$ 0	0.00	12.00 \$ 0	1:21:00
						KING, JACK L - BATT CHIEF		
0000140-000 5104 School ST MRS Joan Sterling	10/08/2010	20:20	1 173 Cultivated trees or nursery stock		6 \$ 0	0.00	28.00 \$ 0	0:55:00
						MERRIAM, ERIC M - ASSISTANT		
0000141-000 5505 N Elms RD	10/10/2010	13:36	12 111 AMA to Flushing		22 \$ 0	0.00	17.00 \$ 0	1:34:00
0000142-000 3059 N Seymour RD	10/19/2010	04:05	12 111 AMA to Flushing		14 \$ 0	0.00	10.00 \$ 0	1:55:00
						TREIGER, MICHAEL P - LIEUTENANT		
0000143-000 4036 Jennie LN	10/20/2010	04:50	1 445 Arcing primary power line	Casey Nicholson	16 \$ 0	0.00	15.00 \$ 0	0:52:00
						KING, JACK L - BATT CHIEF		

X

Incident Log for 10/01/2010 through 10/31/2010

Inc. No. - Exp. Location	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				
0000144-000 9315 W Mt. Morris RD	10/21/2010	14:57	12	111 AHA to Flushing, Canceled	12 \$ 0	0.00	16.00 \$ 0	0:48:00	
0000145-000 Miller/Elms and Miller/Elms MR Luke Jones	10/21/2010	20:36	1	852 Steam, Overheated radiator	14 \$ 0	0.00	5.00 \$ 0	0:25:00	
				MR Luke Jones	KING, JACK L - BATT CHIEF				
0000146-000 Wade and Morrish MR Brandon M Mecum	10/22/2010	17:11	1	131 Passenger vehicle fire	18 \$ 1,000	5.00	6.00 \$ 500	1:02:00	
				MR Brandon M Mecum	KING, JACK L - BATT CHIEF				
0000147-000 1284 S Elms RD	10/26/2010	12:27	2	444 Power line down	13 \$ 0	0.00	9.00 \$ 0	0:33:00	
					KING, JACK L - BATT CHIEF				
0000148-000 5152 S Morrish RD MR Kevin Kalakay	10/27/2010	03:20	1	861 Patient left assist	8 \$ 0	0.00	2.00 \$ 0	1:00:00	
				MR Kevin Kalakay	KING, JACK L - BATT CHIEF				
0000149-000 Fairchild and Ingalls	10/27/2010	14:13	1	444 Power line arcing, estb safe zone	9 \$ 0	8.00	10.00 \$ 0	2:31:00	
					KING, JACK L - BATT CHIEF				
0000150-000 716 Dupont ST	10/30/2010	17:30	12	571 Cover assignment, standby, moveup	7 \$ 0	0.00	30.00 \$ 0	14:00:00	
					TABIT, STEPHEN D - CAPTAIN/EM				
					Incidents by Shift Including Exposures				
	No. Resp.	Total Hr:Min	Prop. Loss	Cont. Loss	0	1	2	3	4
Totals:	250	33:25:00	\$ 11,500	\$ 10,500	0	5	12	2	0

The total number of incidents, including exposure fires is 19.

The number of exposure fires is 0.



SWARTZ CREEK AREA FIRE DEPARTMENT
Income/Expense Report
For the Ten Months Ending October 31, 2010

	Description	Current Mth	Y-T-D	Budget	Remain. Budget	% Budget
Revenues						
3582	OPERATING CONTRIBU	6,428.19	231,046.74	237,300.00	6,253.26	(0.97)
3583	EQUIPMENT CONTRIBU	0.00	15,300.00	30,600.00	15,300.00	(0.50)
3628	MISC. INCOME (SUNDR	12.00	42.00	0.00	(42.00)	0.00
3630	GRANT INCOME	0.00	3,295.50	0.00	(3,295.50)	0.00
3664	INVESTMENT INCOME	7.44	117.30	300.00	182.70	(0.39)
3673	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
	Total Revenues	6,447.63	249,801.54	268,200.00	18,398.46	(0.93)
Expenses						
4703	SOCIAL SECURITY	910.83	8,108.63	12,100.00	3,991.37	0.67
4704	STAFF SALARIES	3,310.84	33,419.24	45,500.00	12,080.76	0.73
4705	MAIN/TRAIN-SALARIES	917.00	8,877.44	10,900.00	2,022.56	0.81
4706	OFFICER SALARIES	1,250.00	11,250.00	15,000.00	3,750.00	0.75
4707	FIREFIGHTERS SALARY	6,428.31	52,448.06	74,000.00	21,551.94	0.71
4708	DEFERRED COMPENSA	296.50	2,305.50	4,800.00	2,494.50	0.48
4709	MEDICAL-FIREFIGHTER	280.00	4,622.00	6,170.00	1,548.00	0.75
4727	OFFICE SUPPLIES	223.64	1,085.96	2,700.00	1,614.04	0.40
4728	BUILDING SUPPLIES	45.01	554.83	700.00	145.17	0.79
4740	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
4741	EQUIPMENT SUPPLIES	973.58	4,504.69	8,650.00	4,145.31	0.52
4801	CONTRACT SERVICES	0.00	2,591.30	5,700.00	3,108.70	0.45
4820	80th Anniversary	0.00	0.00	0.00	0.00	0.00
4850	COMMUNICATIONS	188.85	2,399.12	3,350.00	950.88	0.72
4910	INSURANCE	(781.00)	23,422.00	26,000.00	2,578.00	0.90
4920	UTILITIES	568.23	9,082.93	17,000.00	7,917.07	0.53
4960	EDUCATION & TRAININ	1,270.98	1,927.75	5,030.00	3,102.25	0.38
4970	OFFICE EQUIPMENT	99.98	159.86	240.00	80.14	0.67
4976	FIRE EQUIPMENT	1,955.00	5,748.59	13,860.00	8,111.41	0.41
4978	FIRE EQUIP.-MAINT/REP	1,571.66	10,504.26	15,300.00	4,795.74	0.69
4979	FIRE EQUIPMENT-UPGR	0.00	450.00	0.00	(450.00)	0.00
4981	APPARATUS	0.00	0.00	0.00	0.00	0.00
4982	Loose Equip. New Apparat	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 EQUIPMENT	0.00	359.00	600.00	241.00	0.60
4988	COMPUTER SOFTWARE/	0.00	608.95	600.00	(8.95)	1.01
4999	RESERVE	0.00	0.00	0.00	0.00	0.00
	Total Expenses	19,509.41	184,430.11	268,200.00	83,769.89	0.69
	Net Income/<Loss>	(13,061.78)	65,371.43	0.00		
3400	FUND BALANCE-Beginni	0.00	61,597.70	0.00		
	Fund Balance-End of Year	(13,061.78)	126,969.13	0.00		

SCFA Personnel Sub-committee Report

Fire Chiefs Evaluation 2009-10

Based on a survey of the boards impressions of the performance of the Fire Chief during the past year, the compiled information indicates that the Chief is performing his duties in an exemplary manner. Across the board he was rated as performing at or above expected standards. It is recommended the Chief be retained in his position and congratulated for a job well done. His dedication to the community and the department are reflected in his consistently stellar performance. The committee offers its appreciation for his energy and efforts to make SCAFD an organization that is ready to respond in emergencies while keeping both the firefighters and the citizens safe when protecting property.



AS OF: November 11, 2010
TO: Swartz Creek Area Fire Authority
RECORDED BY: Fire Chief Brent Cole
SUBJECT: Current Apparatus Readiness Status

Unit	Type	Assignment	Status
11	98 Pumper	Station 1	In service. Oct. 19: Pump testing completed.
12	91 Pumper	Station 1	In service. Oct. 19: Pump testing completed.
16	91 Squad	Station 1	In service.
17	79 Grass Rig	Station 1	In service.
21	99 Pumper	Station 2	In service. Oct. 19: Pump testing completed. Unit taken to Halt Fire for ladder rack repair. Oct. 22: Returned to service.
23	92 Tanker	Station 2	In service. Oct. 19: Pump testing completed.
26	93 Squad	Station 2	In service.
27	79 Grass Rig	Station 2	In service.

**PROPOSAL SPECIFICATIONS FOR THE ACQUISITION OF LIABILITY AND
WORKERS' COMPENSATION INSURANCE**

GENERAL STATEMENT, SCOPE OF SERVICES

THIS IS AN INVITATION TO SUBMIT PROPOSALS AND NOT A PURCHASE ORDER

It is the intent of the Swartz Creek Area Fire Department to procure:

1. **Liability Insurance:** *(Current Declaration page, enclosed)*
Machinery & equipment valued at \$570,349
Office equipment valued at \$ 33,302
Vehicles valued at \$759,960

Fire Department buildings are covered by the Municipality's insurance and should not be included in this bid

2. **Workers' Compensation Insurance**
7/1/09 to 6/30/10 Audited Volunteer/On-Call Firefighters \$129,679
7/1/09 to 6/30/10 Audited Clerical-Office \$ 13,533

TERM OF PROPOSAL

1. **Liability Insurance:**
Three year award, commencing with fiscal year beginning January 01, 2011, January 01, 2012, & January 01, 2013.
2. **Workers' Compensation Insurance:**
Three year award, commencing with fiscal year beginning July 01, 2011, July 01, 2012, & July 01, 2013.

APPLICANTS RESPONSIBILITY, QUALIFICATIONS

Each bid shall include a separate bid for each insurance. Firms may bid on either/both of the liability and workers' compensation insurances.

FORM OF BID PROPOSALS

All proposals must be clearly marked "**INSURANCE BID**". The recipient firm shall furnish the Swartz Creek Area Fire Department with the Company's address, telephone number and contact person. In the event said information is changed, the recipient firm shall immediately advise the Swartz Creek Area Fire Department.

All the information within this form, including the bid cost of services consistent with the aforementioned cost items 1 & 2, should be marked on the pages attached with this document. Additional supportive, explanation, firm historical, qualification and similar documentation are welcome and encouraged.

INTERPRETATION OF BID PROPOSALS

Any person or firm who is submitting a proposal may request clarification as to the true meaning of any part of these specifications or other contract documents by submitting a written request for such interpretation to the Swartz Creek Area Fire Department. Interpretation of the request for quote proposal will be made only by addendum. A copy

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of each addendum may be mailed or delivered to each person obtaining a set of the contract documents from the Swartz Creek Area Fire Department. Additional historical audit information can be obtained from the Fire Department upon request.

SUBMISSION OF BID PROPOSALS

Proposals shall be legibly prepared in ink. All proposals must be submitted to the Swartz Creek Area Fire Department no later than Friday, December 17, 2010 @ 1:00 p.m. to:

**Swartz Creek Area Fire Department
8100 B Civic Drive
Swartz Creek, Michigan 48473**

Submission of a proposal will be construed as a conclusive presumption that the applicant is thoroughly familiar with the proposal and specifications, and that the applicant understands and agrees to abide by each and all of the stipulations and requirements contained therein.

The proposal must be delivered in person or sent by mail to the Swartz Creek Area Fire Department, 8100 B Civic Drive, Swartz Creek, Michigan 48473.

Proposals will not be accepted after the time designated for the opening of the proposals. The applicant shall assume full responsibility for delivery of proposals prior to the appointed hour for opening same, and shall assume the risk of late delivery or non-delivery regardless of the manner the applicant employs for the transmission thereof. The Swartz Creek Area Fire Department shall accept proposals only during normal business hours, said hours being 8:00 A.M. to 1:00 P.M., Mondays through Fridays, legal holidays excepted.

SWARTZ CREEK AREA FIRE DEPARTMENT, RIGHT TO REJECT BID PROPOSAL

The Swartz Creek Area Fire Department reserves the right to reject any or all proposals, or any part of the same, to waive any irregularities or informalities, and to make the award in part or entirety as may appear to the Swartz Creek Area Fire Department to be in the best interest of the of the Department.

DISQUALIFICATION OF APPLICANT

Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of an applicant and the rejection of the applicant's proposal:

- A. Evidence of collusion among applicants.
- B. Lack of competency.
- C. Inadequate performance, qualifications, experience, or adherence to specifications.

SUCCESSFUL AWARD, EXECUTION OF AWARD, INVOICING

All bids submitted will be reviewed by the Fire Board inclusive of compliancy or non-compliancy with specifications as set forth within. Bid proposals submitted to the Fire Board for selection will include administrative recommendations. The Fire Board is the final authority in determining the selection.

The Swartz Creek Area Fire Department will consider the proposals as early as practicable after tabulation, and initiate the award soon thereafter.

The Swartz Creek Area Fire Department will notify the successful Awardee. The Swartz Creek Area Fire Department remits all approved invoices on a "net due 30 day basis".

POINT OF CONTACT

All correspondence, discussion, questions, etc. between the bidder and the Swartz Creek Area Fire Department shall be directed to the Fire Chief or Accounting/Clerical Specialist.



SWARTZ CREEK AREA FIRE DEPARTMENT
VENDOR / BID PROPOSAL
 General Cost Log, Identification Form
(All vendors should complete this sheet and attach with their proposal)

Liability Insurance

	Fiscal Year Beginning January 01:		
	2011	2012	2013
Total:	\$ _____	\$ _____	\$ _____

Workers' Compensation Insurance

	Fiscal Year Beginning July 01:		
	2011	2012	2013
Total:	\$ _____	\$ _____	\$ _____

BIDDER IDENTIFICATION

IDENTIFICATION

Name of firm:

Point of contact:

Address:

Phone: () _____

FAX: () _____

E-mail: _____

 (SIGNATURE, TITLE AND DATE)

 (PRINTED NAME & TITLE)



Liability Insurance Declaration Page

LIMIT	DESCRIPTION	DEDUCTIBLE	GROSS
\$605,000	PROPERTY	\$250	INCLUDED
\$5,000,000 / \$0	LIABILITY	\$0	INCLUDED
\$5,000,000 / \$0	WRONGFUL ACTS	\$0	INCLUDED
\$0 / \$0	LAW ENFORCEMENT	\$0	EXCLUDED
\$5,000,000	AUTOMOBILE	\$0	INCLUDED
\$25,000	BOND	\$0	INCLUDED
\$10,000	CRIME	\$0	INCLUDED
\$185,000	INLAND MARINE	\$500	INCLUDED
\$1,000,000	BOILER	\$500	INCLUDED
\$15,000	EDP	\$500	INCLUDED



Swartz Creek Area Fire Department

Serving Clayton Twp. and Swartz Creek Since 1925
8100 B Civic Dr., Swartz Creek MI 48473-1376 • phone: 810-635-2300 • fax: 810-635-7461

DATE: 11/15/2011

TO: Swartz Creek Area Fire Board
Swartz Creek Area Fire Department Personnel

FROM: Acct/Clerical Specialist Kim Borse

Subject: Swartz Creek Area Fire Board 2011 Meeting Schedule

DATE:	TIME:	STATION:	TYPE:
January 17, 2011	7:00 p.m.	Station #2	Regular
February 21, 2011	7:00 p.m.	Station #1	Regular
March 21, 2011	7:00 p.m.	Station #2	Regular
April 18, 2011	7:00 p.m.	Station #1	Election of Officers
May 16, 2011	7:00 p.m.	Station #2	Regular
June 20, 2011	7:00 p.m.	Station #1	Regular
July 18, 2011	7:00 p.m.	Station #2	Regular
August 15, 2011	7:00 p.m.	Station #1	2012 Budget
September 19, 2011	7:00 p.m.	Station #2	Regular
October 17, 2011	7:00 p.m.	Station #1	Regular
November 21, 2011	7:00 p.m.	Station #2	Regular
December 19, 2011	7:00 p.m.	Station #1	Regular

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

INVOICE

Invoice Number: 111112
 Invoice Date: Nov 11, 2010
 Page: 1
 Duplicate

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

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

Ship to:
CLAYTON TOWNSHIP 2011 MORRISH ROAD SWARTZ CREEK, MI 48473

Customer ID:	Customer PO:	Payment Terms:
CLAY01		Due at end of Month
Sales Rep ID:	Shipping Method:	Ship Date: Due Date:
	Courier	11/30/10

Quantity	Item	Description	Unit Price	Amount
267.38	FIRE02	FIRE SERVICE 10/2010	12.89	3,447.40

Subtotal	3,447.40
Sales Tax	
Total Invoice Amount	3,447.40
Payment/Credit Applied	
TOTAL	3,447.40

Check/Credit Memo No:

3447.40

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

INVOICE

Invoice Number: 111111
 Invoice Date: Nov 11, 2010
 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:
CITY OF SWARTZ CREEK 8083 CIVIC DRIVE SWARTZ CREEK, MI 48473

Customer ID:	Customer PO:	Payment Terms:
CITY01		Due at end of Month
Sales Rep ID:	Shipping Method:	Ship Date: Due Date:
	Courier	11/30/10

Quantity	Item	Description	Unit Price	Amount
308.38	FIRE02	FIRE SERVICE 10/2010	12.90	3,977.59

Subtotal	3,977.59
Sales Tax	
Total Invoice Amount	3,977.59
Payment/Credit Applied	
TOTAL	3,977.59

Check/Credit Memo No:

3977.59

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

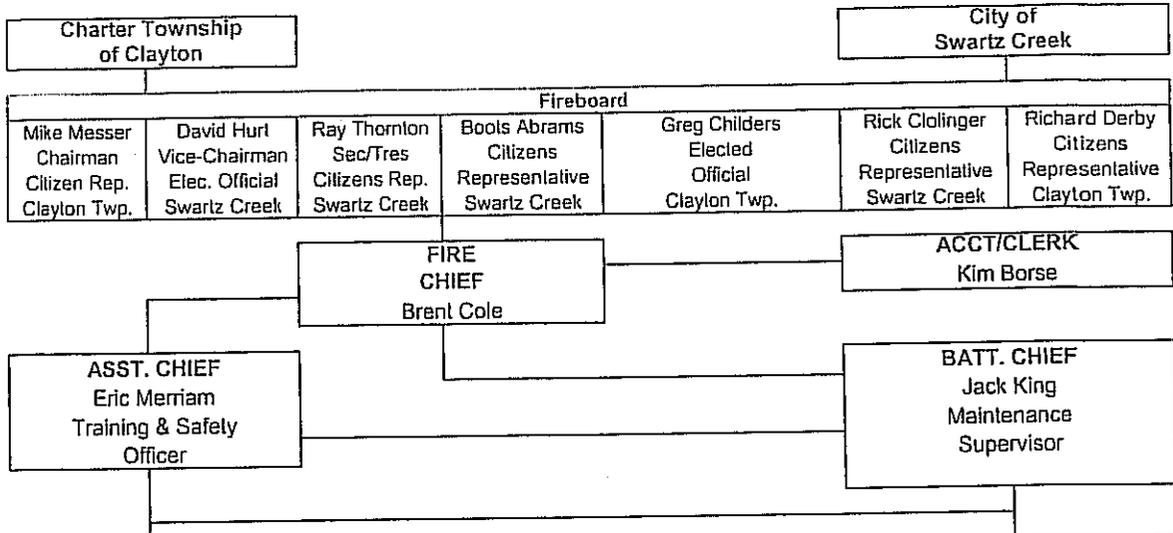
					31-Oct-10
DATE:	CHECKS	PAYEE:	AMT	ACCT	TRANSACTION DESCRIPTION
10/4/2010	15556	CLAYTON TWP	\$40.51	4920	SEWER-STA 2
10/4/2010	15557	DOUGLASS SAFETY	\$1,495.00	4976	HELMETS
			\$62.94	4727	SHIPPING
10/4/2010	15558	SCAFA	\$418.00	22024	ASSOC. DUES
10/4/2010	15559	ENGINEERED VICTORIES	\$967.82	4978	CLUTCH 41-17
10/4/2010	15560	FRIEND OF THE COURT	\$46.60	22026	FRIEND OF THE COURT
10/4/2010	15561	ICMA	\$520.37	22023	DF COMP EE PORTION
		(INTERNL CITY/COUNTY MGT ASSOC.)	\$296.50	4708	DF COMP ER PORTION
10/4/2010	15562	VALLEY PETROLEUM	\$28.12	4741	FUEL
10/11/2010	15563	GIL ROYS	\$10.85	4728	BUILDING SUPPLIES
			\$10.54	4741	EQUIP SUPPLIES
10/11/2010	15564	MCLAREN	\$280.00	4709	PHYSICALS
10/11/2010	15565	SUBURBAN AUTO	\$313.59	4978	BUILDING SUPPLIES
			\$363.86	4741	EQUIP SUPPLIES
10/11/2010	15566	VALLEY PETROLEUM	\$243.25	4741	FUEL
10/11/2010	15567	PETTY CASH	\$15.00	4741	EQUIP SUPPLIES
			\$52.72	4727	POSTAGE/OFFICE SUPPLIES
10/14/2010	15568	CHASE BANK	\$2,450.13	22021	09/10 SOC. SEC.
10/14/2010	15569	STATE OF MICHIGAN	\$385.81	22022	09/10 STATE TAX
10/18/2010	15570	CITY OF SW. CREEK	\$312.26	4920	UTILITIES STA 1
10/18/2010	15571	COMCAST	\$188.85	4850	PHONE/INTERNET STA 1
10/18/2010	15572	CONSUMERS ENERGY	\$215.46	4920	UTILITIES STA 2
10/18/2010	15573	ICMA	\$69.42	22023	DF COMP EE PORTION
10/18/2010	15574	MI STATE FIREMENS ASSOC	\$1,200.00	4960	MEMBERSHIP
10/18/2010	15575	P&W PAGING	\$290.25	4978	PAGER RADIO REPAIR
10/18/2010	15576	VISA	\$99.98	4970	BUILDING SUPPLIES
			\$22.16	4727	POSTAGE
			\$34.16	4728	BUILDING SUPPLIES
			\$44.94	4741	BATTERIES
			\$70.98	4960	REFRESH. CHIEF MTG
10/25/2010	15577	DOUGLASS SAFETY	\$460.00	4976	FOAM
			\$72.88	4727	SHIPPING
10/25/2010	15578	PETTY CASH	\$40.59	4741	FUEL
			\$12.94	4727	POSTAGE/OFFICE SUPPLIES
10/25/2010	15580	VALLEY PETROLEUM	\$227.28	4741	FUEL
			(\$2,450.13)	22021	09/10 SOC SEC
			(\$386.11)	22022	09/10 STATE TAX
			\$2,495.15	22021	10/10 SOC SEC PAYABLE
			\$390.55	22022	10/10 STATE TAX PAYABLE
			\$7,746.07	1002	10/4 PAYROLL
			\$1,131.12	1002	10/18 PAYROLL
			(\$781.00)	4910	WC REFUND
		TOTAL	\$19,509.41		

VOID CHECKS: 15579

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Swartz Creek Area Fire Department

Organization Chart



STATION 1				STATION 2			
Capt. Steve Tabit - Quarter Master				Capt. Dave Plumb - Asst. Qtrmstr, Coordinator, Run % Monitor			
Lt. Mike Trelger - Fire Prevention & Station 1 Assignments				Lt. Dave Jones - Vehicle Inspections & Station 2 Assignments			
Lt. Brendt Cole - Medical & Rehab Supplies				Lt. Rich Tesner - Uniforms			
Leave Expires	Dir. Res. Start	Off Prob.		Leave Expires	Dir. Res. Start	Off Prob.	
FF Rod Armstrong				SGT James Barr II			
FF Greg Baker				FF Jarrad Brooks			
FF James Bowers				FF Anthony Davis	01/18/05		
FF Rick Castano				<i>FF Lori McKerracher</i>	05/31/01	04/18/10	
<i>FF Leah Farnsworth</i>		09/20/11		FF Tim McKnight			06/21/11
FF Tiffany Forbes				<i>FF Dan Merriam</i>			
<i>FF Chad Thornton</i>		08/16/11		FF Karen Merriam			
FF Daniel Hill				FF Mark Merriam			
FF Jeffery Jarrad				<i>FF Ann Samida</i>	11/12/10		
FF Jeffrey Kelley				FF Bill Samida			
FF Todd Kimbrue				FF Steve Webster		7/20/09	
<i>FF Dale Link</i>		09/21/10		FF Joe Yambrick			
FF Scott Martin							
FF Walter Melen							
FF Brian Scott							
SGT Kevin VanArsdale	04/15/04						
FS Bob Plumb							
RO Valerie Dow							
On personal leave/Medical=		0		On personal leave/Medical=		1	
Suspended=		0		Suspended=		0	
Non-Probationary Total =		13		Non- Probationary =		9	
Probationary Total =		3		Probationary =		2	
Firefighter Subtotal =		16		Firefighter Subtotal =		12	
Radio Operators =		1		Radio Operators =		0	
Support =		1		Support =		0	
Station Personnel Total =		18		Station Personnel Total =		12	
				Officers (Excluding Sergeants) =		9	
				Active non-probationary =		22	
				Active probationary =		5	
				Active Radio Operators =		1	
				Support		1	
				Suspended=		0	
				Medical or extended leave =		1	
				Total dept. force =		39	

(1) probation to be extended due to medical leave

Total Officers =	9
Total Firefighters=	28
Support	1
Radio Operators =	1
Total active =	39

Name in italics = probationary status
 Font = Suspension
 Font = Leave of absence or sick leave
 Updated: 11/3/2010

CITY OF SWARTZ CREEK
BOARDS AND COMMISSIONS (Rev April 26, 2010)

BOARD/COMMISSION	ADDRESS	HOME	OFFICE-CELL	START	APPOINT	END	MISC
CITY COUNCIL							
C. David Hurt 1st	9214 Chesterfield	635-7706		03/08/99	11/07/06	11/02/10	4 Yr.
Richard B. Abrams At-Large	5352 Greenleaf	635-9224		11/06/84	11/04/08	11/06/12	4 Yr.
Rae Lynn Hicks 2nd	8373 Miller	635-3569	C=869-7546	11/07/06	11/07/06	11/02/10	4 Yr.
Betty Binder At-Large	8079 West Bristol Rd	635-4930	c=730-0080	11/04/08	11/04/08	11/06/12	4 Yr.
Curtis Porath 3rd	4485 Frederick St.	635-4398	C=348-4162	11/05/02	11/07/06	11/02/10	4 Yr.
David Krueger At-Large	7399 Miller Rd	635-4692	C=240-2358	11/04/08	11/04/08	11/06/12	4 Yr.
Michael Shumaker 4th	4084 Jennie Lane	635-3107	C=429-3068	11/05/02	11/07/06	11/02/10	4 Yr.
BOARD OF REVIEW							
Robert Brown	4359 Springbrook Dr.	635-0615		07/01/09	07/13/09	0721/12	3 Yr.
Joseph J. Edgerton	9127 Chesterfield	635-9832	635-9513		11/25/02	06/30/11	3 Yr.
Thomas MacGillivray	5052 Fairchild		C=869-1443		06/30/07	06/30/13	3 Yr.
FIRE BOARD							
Richard L. Derby Clayton	9230 Corunna	635-4056		??	??		
Michael Messer Clayton	2060 S. Morrish	635-3476		??	??		
Rod Shumaker Clayton	7077 Lou Mac	635-2543		??	??		
Ray Thornton -City Citizen Rep	5367 Greenleaf	635-9205		04/01/08	11/10/08	11/10/10	2 Yr.
Rick Clolinger City Citizen Rep	8100-A Civic	635-4401		12/04/06	11/10/08	11/10/10	2 Yr.
David Hurt Council Rep	9214 Chesterfield	635-7706		11/10/08	11/10/08	11/10/10	2 Yr.
Boots Abrams	5352 Greenleaf	635-9224		04/01/10	04/01/10	03/31/11	1 Yr.
GENESEE COUNTY METRO ALL							
David Krueger Delegate	7399 Miller Rd	635-4692	C=240-2358	11/24/08	11/24/08	11/08/10	2 Yr.
Ronald Schultz Citizens	4279 Springbrook Dr	635-8575	732-1574	07/01/04	11/24/08	11/08/10	2 Yr.
GEN COUNTY NARC CONTROL							
Curtis Porath Delegate	4485 Frederick St.	635-4398	C=348-4162	11/24/08	11/24/08	11/08/10	2 Yr.
Rae Lynn Hicks Alternate	8373 Miller	635-3569	C=444-8229	11/24/08	11/24/08	11/08/10	2 Yr.
GEN COUNTY SMALL CITIES							
Richard Abrams Delegate	5352 Greenleaf	635-9224		11/25/02	11/24/08	11/08/10	2 Yr.
Mike Shumaker Alternate	4084 Jennie Lane	635-3107	C=429-3068	11/25/02	11/24/08	11/08/10	2 Yr.
LOCAL OFF COMP COMM							
Monte R. Morgan, Vice Chair	5388 Greenleaf	635-4395			10/01/10	09/30/13	3 Yr.
Patricia Maksymiu, Chair	7188 Miller	635-3814			10/01/10	09/30/14	4 Yr.
Ronald Schultz	4279 Springbrook	635-8575	732-1574	11/25/02	09/08/08	09/30/11	3 Yr.
David Alexander	5346 Greenleaf Dr.	635-2321			09/30/07	09/30/11	4 Yr.
Tommy Butler	40 Somerset	635-7640		10/01/09	10/01/10	09/30/11	1Yr.
PARK AND REC ADV BOARD							
Korene Kelly	7281 Bristol Rd.	635-8632	C=252-7116		01/01/06	12/31/09	3 Yr.
Rodney Gardner	5024 Brady	635-9101		11/22/99	01/01/06	12/31/09	3 Yr.
Michael Shumaker	4084 Jennie	635-3107	C=429-3068	11/22/99	01/01/06	12/31/09	3 Yr.
Rick Henry	6353 Bristol	635-7509			01/01/06	12/31/09	3 Yr.
Bradley Stiff (Chair)	9040 Chesterfield Dr.	252-3174		10/24/06	10/04/06	12/31/09	3 Yr.
Dave Plumb	5152 S. Morrish #79	965-4573		11/24/08	11/24/08	12/31/09	1 Yr.
Rae Lynn Hicks (Vice)	8373 Miller	635-3569		04/10/01	01/01/06	12/31/09	3 Yr.
Ray Thornton	5367 Greenleaf Dr.	635-9205		11/09/03	01/01/06	12/31/09	3 Yr.
James Florence (Sec)	4296 Springbrook	635-2772	C=444-2002	11/25/02	01/01/06	12/31/09	3 Yr.
PLANNING COMMISSION							
Robert Florine	5914 Cross Creek	635-8764		07/01/03	07/13/09	06/30/12	3 Yr.

CITY OF SWARTZ CREEK
BOARDS AND COMMISSIONS (Rev April 26, 2010)

BOARD/COMMISSION	ADDRESS	HOME	OFFICE-CELL	START	APPOINT	END	MISC
James Florence	4296 Springbrook	635-2772	C=444-2002	09/08/08	07/13/09	06/30/12	3 Yr.
Kathy Ridley	3414 Elms	635-3168		09/17/02	07/01/10	06/30/13	3 Yr.
Carl Conner	4061 Elms	635-9024	238-5200, Pgr:88	10/25/99	07/01/08	06/30/11	3 Yr.*
Douglas Stephens (Chairperson)	5250 Birchcrest	635-2134	635-4090	06/26/89	07/01/08	06/30/11	3 Yr.*
Bud Grimes	5171 Oakview Drive	635-7284		07/01/04	07/01/10	06/30/13	3 Yr.
C. David Hurt	9214 Chesterfield	635-7706		11/30/03	11/10/09	11/08/10	1 Yr.
Paul Bueche	8083 Civic Dr	635-4464		11/09/98	11/24/08	11/08/10	2 Yr.
Richard Abrams	5352 Greenleaf Dr	635-9224		11/12/02	11/24/08	11/08/10	2 Yr.
W.W.S. ADV COMM							
Adam Zettel, Delegate	8083 Civic	635-4464			11/24/08	11/08/10	2 Yr.
Tom Svrcek, Alternate	8083 Civic	635-4464			11/24/08	11/08/10	2 Yr.
ZONING BOARD OF APPEALS							
Douglas Stephens	5250 Birchcrest	635-2134	635-4090	10/25/99	07/01/08	06/30/11	3 Yr.*
Ronald Smith, Secretary	9194 Chesterfield	635-9619		07/10/95	07/01/08	06/30/11	3 Yr.*
Curt Porath Council Rep	4485 Frederick St.	635-3079		11/11/02	11/24/08	11/08/10	2 Yr.
Ronald Schultz, Chairperson	4279 Springbrook	635-8575	732-1574	11/08/04	11/06/07	11/03/10	3 Yr.
James Packer, Vice Chairperson	7216 Miller Rd.	635-3724			11/06/07	11/03/10	3 Yr.
Bradley Stiff (Alternate)	9040 Chesterfield Dr.	252-3174		10/13/08	10/13/08	06/30/11	3 Yr.*
John Gilbert (Alternate)	7459 Miller Rd.	635-9762		10/13/08	10/13/08	06/30/11	3 Yr.*
CONSTR. BOARD OF APPEALS							
Douglas Stephens	5250 Birchcrest Dr.	635-2134	635-4090	06/09/03	11/24/08	11/08/10	2 Yr.
Michael Shumaker	4084 Jennie	635-3107	C=429-3068	06/09/03	11/24/08	11/08/10	2 Yr.
Ronald Schultz	4279 Springbrook	635-8575	732-1574	06/09/03	11/24/08	11/08/10	2 Yr.
911 CONSORTIUM							
Paul Bueche (Executive Board)	8083 Civic	635-4464			11/24/08	11/08/10	2 Yr.
STREET ADMINISTRATOR							
Adam Zettel Delegate	8083 Civic Dr.	635-4464		11/27/06	11/24/08	11/08/10	2 Yr.
Tom Svrcek Alternate	8083 Civic Dr.	635-4464		11/27/06	11/24/08	11/08/10	2 Yr.
DDA							
Richard Abrams (Mayor)	5352 Greenleaf Dr.	635-9224		09/27/04	11/24/08	11/08/10	2 Yr.
Teresa L. Spence	11401 Miller, Gaines 484	989-288-4646, 989-288-0609		04/26/10	04/26/10	03/31/12	4 Yr
Paul Bueche	8083 Civic Dr.	635-4464		09/27/04	12/01/10	11/30/13	1 Yr. / 4Yr
Rodney Gardner	5024 Brady St.	635-9109	C= 625-7626	09/27/04	04/01/10	03/31/14	4Yr
Cliff Hull	6200 Reid Rd. Sw. Cr.	655-3714	635-4090	09/27/04	04/01/10	03/31/14	4Yr
Steve Mardlin	5340 Chin Maya Dr. Sw. Cr.	635-3869	635-9010	09/27/04	04/23/07	03/31/11	4Yr
Mark Nemer	8122 W. Hill Sw. Cr.	635-2041	635-2227	09/27/04	04/01/08	03/31/12	4 Yr. / 4Yr*
Ernie Eckerdt	5019 Brady, PO Box 4	635-8790		01/28/08	12/01/10	11/30/13	4 Yr.
Sandy Raffaelli	8098 Miller Rd	635-4262	287-1941	09/27/04	04/23/07	03/31/11	4Yr
DDA CITIZEN ADVISORY BOARD							
Vacant (Ernie Eckerdt)				08/22/05	11/27/06	11/04/08	2 Yr.
Juliet Stephens-Kijek	8103 Miller Rd	630-0847		08/22/05	11/24/08	11/08/10	2 Yr.
Vacant (Betty Binder)							2 Yr.
Fred Pajtas	7580 Church St.			08/22/05	11/24/08	11/08/10	2 Yr.
Jennie Moench	5030 First St.	630-0577		08/22/05	11/24/08	11/08/10	2 Yr.
Shelly Wilson	8126 Ingalls St.	625-2555		08/22/05	11/24/08	11/08/10	2 Yr.
Jeff Litwin	7506 Grove	635-9440	C= 240-0996	08/22/05	11/24/08	11/08/10	2 Yr.
Peggy Burnham	8104 Miller Rd.	630-8156		08/22/05	11/24/08	11/08/10	2 Yr.
Becky Tabit	5027 Brady	635-0441		08/22/05	11/24/08	11/08/10	2 Yr.

CITY OF SWARTZ CREEK
BOARDS AND COMMISSIONS (Rev April 26, 2010)

BOARD/COMMISSION	ADDRESS	HOME	OFFICE-CELL	START	APPOINT	END	MISC
Sr. Center							
Melinda Soper, Director	5442 Mancelona, Gr Bl	695-1615	394-2360				
Marta Bentoski, Assit Director	10512 Village, Gr Blanc	603-2790	248-310-0828				
Barbara Hyrman							
Jim Florence, President	4296 Springbrook	635-2772					
Roger Bloss, Vice President	8370 Reid Rd.	635-3788	397-6635				
Ann Knight, Treasurer	4935-321 Ita Ct.	635-7342					
Sally Creech, Secretary	3496 Seymour Rd	635-7703					
Harold O'Brien							
Phillip Bracey	4449 Lindewood Dr	733-3353					
Pat McLeod	9319 Elaine Dr.	635-4954					
Dorothy White	7284 Grandwood Dr	655-8416					
Disaster Policy Committee							
Paul Bueche	8083 Civic Dr.	635-4795		04/10/06	11/24/08	11/08/10	2 Yr.
Boots Abrams	5352 Greenleaf	635-9224		04/10/06	11/24/08	11/08/10	2 Yr.
Rae Lynn Hicks	8373 Miller	635-3569	W= 342-2199	04/10/06	11/24/08	11/08/10	2 Yr.
David Plumb	5152 S. Morrish #79	965-4573	C= 625-6921	04/10/06	11/24/08	11/08/10	2 Yr.
Rick Clolinger	8100-A Civic Dr.	635-4401		04/10/06	11/24/08	11/08/10	2 Yr.
Brent Cole	8100-B Civic Dr.	635-2300		04/10/06	11/01/08	11/08/10	2 Yr.

 November 2010 Elections
 Vacant, Up For Appointment

CITY OF SWARTZ CREEK

**MAYORAL/COUNCIL
APPOINTMENTS**

MAYOR/COUNCIL APPOINTMENTS

(NOTE THAT ALL MAYORAL APPOINTMENTS ARE TO BE CONFIRMED BY THE CITY COUNCIL)

AUTO THEFT COUNCIL (GAIN): No Reference – **MAYOR**
Delegate - Councilmember Alternate – Councilmember

BOARD OF REVIEW: Charter: 9.7 – **COUNCIL**
Comprised of three (3) members from the electorate.

CONFEDERATION FOR AREA MUNICIPALITIES FOR ECONOMIC OPPORTUNITY (CAMEO): No Reference – **Defunct**

CONSTRUCTION BOARD OF APPEALS: MI Building Code/State Statute - **MAYOR**
Statute stipulates a minimum of three (3) and no more than seven (7) members.
Swartz Creek traditionally appoints three (3).

DOWNTOWN DEVELOPMENT AUTHORITY (DDA): Ordinance: 6-21 thru 25 and
Governing Rules – **MAYOR**
Governing Rules stipulate nine (9) members. The Mayor, at least five (5) having an interest in downtown property and at least one (1) residing in the downtown district.

DEVELOPMENT AREA CITIZEN’S COUNCIL (DACC): State Statute - **COUNCIL**
State Statute requires nine (9) members of the electorate and residing within the downtown district to act as advisory/review board for the DDA Development Plan and subsequent action.

FIRE BOARD (SWARTZ CREEK AREA): No Reference – **MAYOR**
Fire Agreement between City of Swartz Creek and Clayton Township calls for three (3) members from each municipality and one (1) annual “swing” member (City/Township). One representative from the City Council and one representative of the Township Board is to be included; the balance from the electorate.

GENESEE COUNTY METROPOLITAN ALLIANCE: No Reference – **MAYOR**
METRO request: One (1) City Council representative and one (1) citizen representative.

Section 9.3. Exemptions.

The power of taxation shall never be surrendered or suspended by any grant or contract to which the city shall be a party. No exemptions from taxation shall be allowed, except such as are expressly required or permitted by law.

State law reference—Property exempt from taxation, MCL 211.7 et seq., MSA 7.7 et seq.

Section 9.4. Tax day.

Subject to the exceptions provided or permitted by law, the taxable status of persons and property shall be determined as of the thirty-first day of December, or such other date as may subsequently be required by law, which shall be deemed the tax day. Values on the assessment roll shall be determined according to the facts existing on the tax day for the year for which such roll is made, and no change in the status or location of any such property after that day shall be considered by the Assessor or the Board of Review.

State law references—Designation of tax day, MCL 211.2, MSA 7.2; time, place and method of assessment, MCL 211.10 et seq., MSA 7.10 et seq.

Section 9.5. Personal property—Jeopardy assessment.

If the Treasurer finds or reasonably believes that any person who is, or may be, liable for taxes upon personal property, the taxable situs of which was in the city on tax day, intends to depart or has departed from the city; or to remove or has removed therefrom personal property which is, or may be, liable for taxation; or to conceal or conceals himself or his property; or does any other act tending to prejudice, or to render wholly or partly ineffectual the proceedings to collect such tax, he shall proceed to collect the same as a jeopardy assessment in the manner provided by law.

State law reference—Jeopardy assessment of personal property taxes, MCL 211.691 et seq., MSA 7.51(1) et seq.

Section 9.6. Preparation of the assessment roll.

Prior to the date of the meeting of the Board of Review in each year, the Assessor shall prepare and certify an assessment roll of all property in the city. Such roll shall be prepared in accordance with the requirements of law, and may be divided

into volumes, which the Assessor shall identify the number for purposes of convenience in handling the assessment roll and for locating properties assessed therein. The attachment of any certificate or warrant required by this chapter to any volume of the roll, either as an assessment roll or as a tax roll, shall constitute the attachment thereof to the entire roll, provided the several volumes are identified in such certificate or warrant. Values of property set forth on the assessment roll shall be determined according to recognized methods of systematic assessment.

State law references—Mandatory that Charter provide for preparation of assessment roll, MCL 117.3(i), MSA 5.2073(i); assessment roll, MCL 211.24 et seq., MSA 7.24 et seq.

Section 9.7. Board of Review.

(a) A Board of Review is hereby created, composed of three members who have the qualifications of holding elective city office as set forth in Section 4.4 of this charter.

(b) The members of the Board of Review shall be appointed by the Council, and may be removed for reasons of nonfeasance or misfeasance by the vote of five members of the Council. The first members shall be appointed during the month of January, 1960, for terms expiring on July 1, 1961, 1962, and 1963. Thereafter one member shall be appointed in the month of May of each year, for a term of three years, commencing on the following July first.

(c) The Board shall, annually, on the first day of its meeting, select one of its members chairman for the ensuing year. The Assessor shall be Clerk of the Board, and shall be entitled to be heard at its sessions, but shall have no vote on any proposition or question.

State law reference—Mandatory that Charter provide for a board of review, MCL 117.3(a), MSA 5.2073(a).

Section 9.8. Duties and functions of Board of Review.

For the purpose of revising and correcting assessments, the Board of Review shall have the same powers and perform like duties, in all respects, as are, by law, conferred upon and required of boards of review in townships, except as otherwise provided in this charter. At the time, and

in the manner provided in the following section, it shall hear the complaints of all persons considering themselves aggrieved by assessments. If it shall appear that any person or property has been wrongfully assessed or omitted from the roll, the Board shall correct the roll in such manner as it deems just. Except as otherwise provided by law, no person other than the Board of Review shall make any change upon, or addition or correction to, the assessment roll. The Board shall make no such changes, additions, or corrections after it has certified the roll as provided and required by Section 9.11 of this chapter. The Assessor shall make a permanent record of all proceedings of the Board and enter therein all resolutions and decisions of the Board. Such record shall be filed with the Clerk on or before the first day of September following the meeting of the Board of Review.

Section 9.9. Meetings of Board of Review.

(a) The Board of Review shall convene at 9:00 o'clock a.m. on the third Monday in March in each year at a place designated by the Council, or on such other date as may subsequently be required by law for the meeting of boards of review in cities, and shall meet at the same time and continue in session from day to day for not less than three days for the purpose of considering the assessment roll of the city.

(b) The Board of Review may examine on oath any person appearing before it respecting the assessment of property on the assessment roll. Any member of the Board may administer the oath.

State law reference—Mandatory that Charter provide for meeting of board of review, MCL 117.3(i), MSA 5.2073(i).

Section 9.10. Notice of meetings.

Notice of the time and place of the annual meeting of the Board of Review shall be published by the Assessor not less than one week nor more than three weeks prior thereto.

Section 9.11. Certification of roll.

After the Board of Review has completed its review of the assessment roll, and not later than the Tuesday following the fourth Monday in March, or such other date as may subsequently be required by law, the majority of its members shall

sign a certificate to the effect that the same is the assessment roll of the city for the year in which it has been prepared, as approved by the Board of Review, which certificate, when attached to any volume of the roll shall constitute a conclusive presumption of the validity of the entire roll, as provided in Section 9.6 of this chapter. In the event that the Board of Review shall fail or refuse to so review the assessment roll of the city, such roll, as prepared and presented to the Board of Review by the Assessor shall be the assessment roll for the year for which it was prepared and shall stand as though it had been certified by the Board of Review.

State law reference—Completion of review of assessments prior to first Monday in April required, MCL 211.30a, MSA 7.30(1).

Section 9.12. Validity of assessment roll.

Upon the completion of the assessment roll, and from and after midnight ending the last day of the meeting of the Board of Review, or the first Monday in April, whichever date first occurs, it shall be the assessment roll of the city for county, school and city taxes, and for other taxes on real and personal property that may be authorized by law. It shall be presumed by all courts and tribunals to be valid, and shall not be set aside, except for cause set forth by law.

State law reference—Mandatory that Charter provide for levy, collection and return of state, county and school taxes, MCL 117.3(i), MSA 5.2073(i).

Section 9.13. Clerk to certify levy.

Within three days after the Council has made the appropriations for the ensuing year, the Clerk shall certify to the Assessor the total amount which the Council determines shall be raised by general ad valorem taxation, together with such other assessments and lawful charges and amounts which the Council requires to be assessed, reassessed, or charged upon the city tax roll against property or persons.

Section 9.14. City tax roll.

After the Board of Review has completed its review of the assessment roll, the Assessor shall prepare a tax roll, or a combined assessment and tax roll, to be known as the "City Tax Roll."



Printer-Friendly Versions (pdf & html) of this Section - all combined into one document

**STILLE-DEROSSETT-HALE SINGLE STATE CONSTRUCTION CODE ACT
(EXCERPT)
Act 230 of 1972**

125.1514 Construction board of appeals; creation; appointment, qualifications, and terms of members; appeal to board; hearing; decision; statement of reasons for decision; appeal to commission; copy of decision; additional powers or duties; procedures; conducting business at public meeting; notice; availability of certain writings to public.

Sec. 14.

(1) A construction board of appeals for each governmental subdivision enforcing the code shall be created consisting of not less than 3 nor more than 7 members, as determined by the governing body of the governmental subdivision. Unless otherwise provided by local law or ordinance, the members of the board of appeals shall be appointed for 2-year terms by the chief executive officer of a city, village, or township and the chairperson of the county board of commissioners of a county. A member of the board of appeals shall be qualified by experience or training to perform the duties of members of the board of appeals. A person may serve on the board of appeals of more than 1 governmental subdivision. If an enforcing agency refuses to grant an application for a building permit, or if the enforcing agency makes any other decision pursuant or related to this act, or the code, an interested person, or the person's authorized agent, may appeal in writing to the board of appeals. The board of appeals shall hear the appeal and render and file its decision with a statement of reasons for the decision with the enforcing agency from whom the appeal was taken not more than 30 days after submission of the appeal. Failure by the board of appeals to hear an appeal and file a decision within the time limit is a denial of the appeal for purposes of authorizing the institution of an appeal to the commission. A copy of the decision and statement of the reasons for the decision shall be delivered or mailed, before filing, to the party taking the appeal.

(2) This act does not prevent a governmental subdivision from granting its board of appeals additional powers or duties not inconsistent with this act, or from establishing procedures to be followed by its board of appeals insofar as the procedures do not conflict with this act. Except as otherwise provided by this act, or by other laws or ordinances, a board of appeals may by rules establish its own procedures.

(3) The business which the board of appeals may perform shall be conducted at a public meeting of the board of appeals held in compliance with Act No. 267 of the Public Acts of 1976. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976.

(4) A record of decisions made by the board of appeals, properly indexed, and any other writing prepared, owned, used, in the possession of, or retained by the board of appeals in the performance of an official function shall be made available to the public in compliance with Act No. 442 of the Public Acts of 1976.

History: 1972, Act 230, Eff. Jan. 1, 1973 ;-- Am. 1977, Act 195, Imd. Eff. Nov. 17, 1977 ;-- Am. 1978, Act 442, Imd. Eff. Oct. 9, 1978

Popular Name: Act 230

Popular Name: Uniform Construction Code

SECTION 110 CERTIFICATE OF OCCUPANCY

110.1 Use and occupancy. A building or structure shall not be used or occupied, and a change in the existing occupancy classification of a building or structure or portion thereof shall not be made until a certificate of occupancy has been issued in accordance with section 13 of 1972 PA 230, MCL 125.1513.

R 408.30412

110.2 Certificate issued. After the building official inspects the building or structure and finds no violations of the provisions of this code or other laws that are enforced by the department of building safety, the building official shall issue a certificate of occupancy that contains the following:

1. The building permit number.
2. The address of the structure.
3. The name and address of the owner.
4. A description of that portion of the structure for which the certificate is issued.
5. A statement that the described portion of the structure has been inspected for compliance with the requirements of this code for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.
6. The name of the building official.
7. The edition of the code under which the permit was issued.
8. The use and occupancy, in accordance with the provisions of Chapter 3.
9. The type of construction as defined in Chapter 6.
10. The design occupant load.
11. If an automatic sprinkler system is provided, whether the sprinkler system is required.
12. Any special stipulations and conditions of the building permit.

110.3 Temporary occupancy. The building official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The building official shall set a time period during which the temporary certificate of occupancy is valid.

110.4 Revocation. The building official is authorized to, in writing, suspend or revoke a certificate of occupancy or completion issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this code.

SECTION 111 SERVICE UTILITIES

111.1 Connection of service utilities. No person shall make connections from a utility, source of energy, fuel or power to any building or system that is regulated by this code for which a permit is required, until released by the building official.

111.2 Temporary connection. The building official shall have the authority to authorize the temporary connection of the building or system to the utility source of energy, fuel or power.

111.3 Authority to disconnect service utilities. The building official shall have the authority to authorize disconnection of utility service to the building, structure or system regulated by this code and the codes referenced in case of emergency where necessary to eliminate an immediate hazard to life or property. The building official shall notify the serving utility, and wherever possible the owner and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnecting, the owner or occupant of the building, structure or service system shall be notified in writing, as soon as practical thereafter.

SECTION 112 BOARD OF APPEALS

112.1 Means of appeal. A person may appeal a decision of the enforcing agency to the board of appeals. An application for appeal shall be based on a claim that the true intent of the code or the rules governing construction have been incorrectly interpreted, the provisions of the code do not apply, or an equal or better form of construction is proposed. The application shall be filed in accordance with section 14 of 1972 PA 230, MCL 125.1514.

R 408.30414

SECTION 113 VIOLATIONS

113.1 Unlawful acts. It shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, repair, move, remove, demolish or occupy any building, structure or equipment regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of this code.

113.2 Notice of violation. The building official is authorized to serve a notice of violation or order on the person responsible for the erection, construction, alteration, extension, repair, moving, removal, demolition or occupancy of a building or structure in violation of the provisions of this code, or in violation of a permit or certificate issued under the provisions of this code. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

113.3 Prosecution of violation. If the notice of violation is not complied with promptly, the building official is authorized to request the legal counsel of the jurisdiction to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provisions of this code or of the order or direction made pursuant thereto.

113.4 Violation penalties. It is unlawful for any person, firm, or corporation to violate a provision of the code or fail to conform with any of the requirements thereof, or erect, construct, alter, extend, repair, move, remove, demolish, or occupy any building, structure, or equipment regulated by the code, or cause work to be performed or done, in conflict with or in viola-

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ARTICLE I. IN GENERAL

Secs. 6-1—6-20. Reserved.

ARTICLE II. DOWNTOWN DEVELOPMENT AUTHORITY*

Sec. 6-21. Established.

Pursuant to Act No. 197 of the Public Acts of Michigan of 1975 (MCL 125.1651 et seq., MSA 5.3010(1) et seq.), as amended, a Downtown Development Authority is established.
(Ord. No. 158, § 1, 1-14-80)

Sec. 6-22. Boundaries of downtown district.

The boundaries of the downtown district within which the authority shall exercise its powers are herewith designated as follows:

Commencing at the intersection of the centerline of Brady Street and the centerline of Ingalls Street, thence North 1500 feet, thence East 2500 feet, thence South 1600 feet, thence Westerly to the centerline of Wade Street, along the centerline of Wade Street to the intersection of the centerline of Wade Street and the centerline of Morrish Road, thence Northerly along the centerline of Morrish Road to the intersection of the centerline of Ingalls Street and the centerline of Morrish Road, thence Westerly along the centerline of Ingalls Street to the point of beginning.

(Ord. No. 158, § 2, 1-14-80)

Sec. 6-23. Powers of the authority.

The authority shall have such powers as are now or may hereafter be conferred upon authorities established under Act No. 197 of the Public Acts of Michigan of 1975, (MCL 125.1651 et seq., MSA 5.3010(1) et seq.), as amended.
(Ord. No. 158, § 3, 1-14-80)

*Cross references—Administration, Ch. 2; boards and commissions generally, § 2-252 et seq.

Sec. 6-24. Financing of activities of the authority.

The activities of the authority shall be financed from one (1) or more sources which may be authorized pursuant to Act No. 197 of the Public Acts of Michigan of 1975 (MCL 125.1651 et seq., MSA 5.3010(1) et seq.), as amended.
(Ord. No. 158, § 4, 1-14-80)

Sec. 6-25. Dissolution of the authority and distribution of its assets.

Upon completion of the purposes for which the authority created in this article was organized, the authority shall be dissolved by ordinance. All property and assets of the authority remaining after satisfaction of any obligations of the authority shall belong to the city.
(Ord. No. 158, § 6, 1-14-80)

Secs. 6-26—6-45. Reserved.

ARTICLE III. REHABILITATION OF BLIGHTED AREAS

Sec. 6-46. Purpose.

Consistent with the letter and spirit of Act No. 344 of the Public Acts of Michigan of 1945 (MCL 125.71 et seq., MSA 5.3501 et seq.), as amended, it is the purpose of this article to prevent, reduce and eliminate blight or potential blight in the city by the prevention or elimination of certain environmental causes of blight or of blighting factors which exist or which may in the future exist in the city.
(Ord. No. 39, § 1, 9-14-64)

Sec. 6-47. Cause of blight or blighting factors.

It is hereby determined that the following uses, structures and activities are causes of blight or are blighting factors which, if allowed to exist, will tend to result in blighted and undesirable neighborhoods. No person shall maintain or permit to be maintained any of the following causes

Adoption of ordinance; subject to applicable statutory or charter provisions; filing and publication.] (3) After the public hearing, if the governing body of the municipality intends to proceed with the establishment of the authority, it shall adopt, by majority vote of its members, an ordinance establishing the authority and designating the boundaries of the downtown district within which the authority shall exercise its powers. The adoption of the ordinance is subject to any applicable statutory or charter provisions in respect to the approval or disapproval by the chief executive or other officer of the municipality and the adoption of an ordinance over his veto. This ordinance shall be filed with the secretary of state promptly after its adoption and shall be published at least once in a newspaper of general circulation in the municipality.

Alteration or amendment of boundaries.] (4) The governing body of the municipality may alter or amend the boundaries of the downtown district to include or exclude lands from the downtown district in accordance with the same requirements prescribed for adopting the ordinance creating the authority. (MCL §125.1653.)

§ 5.3010(4) Board, membership; qualifications; terms; vacancy; compensation and expenses; chairman.] SEC. 4. (1) The authority shall be under the supervision and control of a board consisting of the chief executive officer of the municipality and 8 members appointed by the chief executive officer of the municipality, subject to approval by the governing body of the municipality. At least 5 of the members shall be persons having an interest in property located in the downtown district. At least 1 of the members shall be a resident of the downtown district, if the downtown district has 100 or more persons residing within it. Of the members first appointed, 2 shall be appointed for 1 year, 2 for 2 years, 2 for 3 years, and 2 for 4 years. A member shall hold office until the member's successor is appointed. Thereafter, a member shall serve for a term of 4 years. An appointment to fill a vacancy shall be made by the chief executive officer of the municipality for the unexpired term only. Members of the board shall serve without compensation, but shall be reimbursed for actual and necessary expenses. The chairman of the board shall be elected by the board.

Oath of office.] (2) Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.

Rules; regular and special meetings, open to public.] (3) The board shall adopt rules governing its procedure and the holding of regular meetings, subject to the approval of the governing body. Special meetings may be held when called in the manner provided in the rules of the board. Meetings of the board shall be open to the public.

Removal of board member for cause; judicial review.] (4) Pursuant to notice and an opportunity to be heard, a member of the board may be removed for cause by the governing body. Removal of a member is subject to review by the circuit court.

Expenses and financial records, open to public.] (5) All expense items of the authority shall be publicized monthly and the financial records shall always be open to the public. (MCL §125.1654.)

§ 5.3010(5) Director; oath and bond; chief executive officer; powers and duties; report; acting director.] Sec. 5. (1) The board may employ and fix the compensation of a director, subject to the approval of the governing body of the municipality. The director shall serve at the pleasure of the board. A member of the board is not eligible to hold the position of director. Before entering upon the duties of his office, the director shall take and subscribe to the constitutional oath, and furnish bond, by posting a bond in the penal sum determined in the ordinance establishing the authority payable to the authority for use and benefit of the authority, approved by the board, and filed with the municipal clerk. The premium on the bond shall be deemed an operating expense of the authority, payable from funds available to the authority for expenses of operation. The director shall be the chief executive officer of the authority. Subject to the approval of the board, the director shall supervise, and be responsible for, the preparation of plans and the performance of the functions of the authority in the manner authorized by this act. The director shall attend the meetings of the board, and shall render to the board and to the governing body of the municipality a regular report covering the activities and financial condition of the authority. If the director is absent or disabled, the board may designate a qualified person as acting director to perform the duties of the office. Before entering upon the duties of his office, the acting director shall take and subscribe to the oath, and furnish bond, as required of the director. The director shall furnish the board with information or reports governing the operation of the authority as the board requires.

Treasurer; duties; bond.] (2) The board may employ and fix the compensation of a treasurer, who shall keep the financial records of the authority and who, together with the director, shall approve all vouchers for the expenditure of funds of the authority. The treasurer shall perform such other duties as may be delegated to him by the board and shall furnish bond in an amount as prescribed by the board.

Secretary; duties.] (3) The board may employ and fix the compensation of a secretary, who shall maintain custody of the official seal and of records, books, documents, or other papers not required to be maintained by the treasurer. The secretary shall attend meetings of the board and keep a record of its proceedings, and shall perform such other duties delegated by the board.

Legal counsel; duties.] (4) The board may retain legal counsel to advise the board in the proper performance of its duties. The legal counsel shall represent the authority in actions brought by or against the authority.

Other personnel.] (5) The board may employ other personnel deemed necessary by the board. (MCL §125.1655.)

§ 5.3010(6) Participation in municipal retirement and insurance programs.] Sec. 6. The employees of an authority shall be eligible to participate in municipal retirement and insurance programs of the municipality as if they were civil service employees except that the employees of an authority are not civil service employees. (MCL §125.1656.)

ARTICLE III

BOARD

Section 1. General Powers. The affairs of the Authority shall be managed by its Board.

Section 2. Number, Tenure and Qualifications. The Board of the Authority shall consist of nine (9.) persons, the Chief Executive Officer of the City of Swartz Creek and, eight (8) members. The members shall be appointed for a term of four (4) years, except that of the members first appointed, two shall be appointed for one (1) year, two for two (2) years, two for three (3) years, and two for four (4) years. At least five of the members shall be persons having an interest in property located in the downtown district. At least one of the members shall be a resident of the downtown district, if the district has 100 or more persons residing within it.

Section 3. Selection of Board Members. The Chief Executive Officer of the City of Swartz Creek with the advice and consent of the City Council, shall appoint the members of the Board. Subsequent Board members shall be appointed in the same manner as the original appointments at the expiration of each member's term of office.

Section 4. Expiration of Term; Continuation in Office; Reappointment; Filling Vacancies. Members whose term of office has expired shall continue to hold office until his/her successor has been appointed with the advice and consent of the City Council to serve additional terms. If a vacancy is created by the death, resignation, or removal of a member, a successor shall be appointed with the advice and consent of the City Council within thirty (30) days to hold office for the remainder of the term so vacated.

Section 5. Removal. Pursuant to notice and an opportunity to be heard, a member may be removed from office for inefficiency, neglect of duty, misconduct, malfeasance, or any other good cause by a majority vote of the City Council.

Section 6. Disclosure of Interests. A board member who has a direct interest in any matter before the Authority shall disclose his/her interest prior to the Authority taking any action with respect to the matter, which disclosure shall become a part of the record of the Authority's official proceedings. Further, any member making such disclosure, shall then refrain from participating in the Authority's decision making processes relative to such matter.

Section 7. Annual Meeting. An annual meeting of the Board shall be held on the third Wednesday in the month of June in each year beginning with the year 1980 at the hour of seven, o'clock p.m. for the purpose of electing officers and for the transaction of such other business as may come before the meeting. If the election of officers shall not be held on the day designated herein for any annual meeting or any adjournment thereof, the Board shall cause the election to be held at a regular or special meeting of the Board within 90 days of the annual meeting.

Section 8. Regular Meetings. Regular meetings of the Board shall be held at such time and place as the Board shall from time to time determine.

Section 9. Special Meetings. Special meetings of the Board may be called by or at the written request of the chairman or any two members. The person or persons authorized to call special meetings of the Board may fix any place as the place for holding any special meetings of the Board called by them.

Section 10. Notice of Meetings. Except as otherwise provided by law, all meetings shall be preceded by public notice in accordance with Public Act 267 of the Public Acts of 1976, as amended.

Section 11. Quorum and Voting. A majority of the members of the Board then in office shall constitute a quorum for the transaction of business. In the event that effective membership is reduced because of Disclosure of Interest (Article III, Section 6), a majority of the remaining members of the Board then in office shall constitute a quorum for the transaction of business.

Except in those cases where a larger majority is required by law, no motion, resolution or action shall be adopted or passed, nor shall any appointment be made, nor any person removed from office as permitted by these Rules, except by the affirmative vote of at least five (5) members of the Board.

Section 12. Public Meetings. The meetings of the Board' shall be public.'

Section 13. Compensation of Members. Members of the Board shall serve without compensation, but shall be reimbursed for actual and necessary expenses subject to authorization by a vote of two-thirds of the majority of the Board members then qualified to vote.

§ 5.3010(21) Development area citizens council, establishment; time; membership; qualifications.] SEC. 21. (1) If a proposed development area has residing within it 100 or more residents, a development area citizens council shall be established at least 90 days before the public hearing on the development or tax increment financing plan. The development area citizens council shall be established by the governing body and shall consist of not less than 9 members. The members of the development area citizens council shall be residents of the development area and shall be appointed by the governing body. A member of a development area citizens council shall be at least 18 years of age.

Representation.] (2) A development area citizens council shall be representative of the development area. (MCL §125.1671.)

§ 5.3010(22) Same; duties.] SEC. 22. A development area citizens council established pursuant to this act shall act as an advisory body to the authority and the governing body in the adoption of the development or tax increment financing plans. (MCL §125.1672.)

§ 5.3010(23) Same; consultation.] SEC. 23. Periodically a representative of the authority responsible for preparation of a development or tax increment financing plan within the development area shall consult with and advise the development area citizens council regarding the aspects of a development plan, including the development of new housing for relocation purposes located either inside or outside of the development area. The consultation shall begin before any final decisions by the authority and the governing body regarding a development or tax increment financing plan. The consultation shall continue throughout the preparation and implementation of the development or tax increment financing plan. (MCL §125.1673.)

§ 5.3010(24) Same; public meetings; notice.] SEC. 24. (1) Meetings of the development area citizens council shall be open to the public. Notice of the time and place of the meetings shall be given by publication in a newspaper of general circulation not less than 5 days before the dates set for meeting of the development area citizens council. A person present at those meetings shall have reasonable opportunity to be heard.

Record.] (2) A record of the meetings of a development area citizens council, including information and data presented, shall be maintained by the council.

Availability of information.] (3) A development area citizens council may request of and receive from the authority information and technical assistance relevant to the preparation of the development plan for the development area.

Failure to organize citizens council; effect.] (4) Failure of a development area citizens council to organize or to consult with and be advised by the authority, or failure to advise the governing body, as provided in this act, shall not preclude the adoption of a development plan by a municipality if the municipality complies with the other provisions of this act. (MCL §125.1674.)

(b) The City Engineer shall preserve in his office records concerning the boundaries of the city, the location of city streets, alleys, and public places, and the location of all utility and sewer mains, lines, conduits, manholes, valves, junctions, and appurtenances located therein or thereon.

(c) If there be no City Engineer, the Council may secure the performance of necessary engineering services through the retaining of a competent engineer or engineering firm. In such event, the City Manager shall be responsible for the requirements of (b) of this section.

Section 7.10. Police Department.

(a) The Police Department shall be in charge of the Chief of Police who, except as otherwise provided by law, shall be appointed by and responsible to the City Manager. To be eligible for appointment as Chief of Police, a person must be qualified for such office by education, training or experience.

(b) Police officers shall have all the powers, immunities, and privileges granted to peace officers by law for the making of arrests, the preservation of order, and the safety of persons and property in the city and on any lands and premises owned by the city outside its corporate limits. Any person arrested shall be taken before the proper magistrate or court for examination or trial, without unnecessary delay. Police officers shall make and sign complaints to or before the proper officers and magistrates concerning violations of this charter and the ordinances of the city. For purposes of making arrests, violations of city ordinances shall be deemed to be misdemeanors.

Section 7.11. Fire Department.

(a) The Fire Department shall be in charge of the Fire Chief who, except as otherwise provided by law, shall be appointed by and responsible to the City Manager. To be eligible for appointment as Fire Chief, a person must be qualified for such office by education, training or experience.

(b) The Fire Department shall be responsible for the prevention and extinguishment of fires and the protection of persons and property against damage and accident resulting therefrom. The

Fire Chief shall be responsible for the use, care, and management of the city's fire fighting apparatus and property. He shall conduct supervisory and educational programs to diminish the risk of fires within the city. He or any of his authorized subordinates may command any able-bodied person present at a fire to aid in the extinguishment thereof, and to assist in the protection of life or property. If any able-bodied person wilfully disobeys any such lawful requirement, he shall be deemed guilty of a violation of this charter.

(c) The Fire Chief or any of his authorized subordinates may cause any building to be pulled down or destroyed, when deemed necessary in order to arrest the progress of a fire. In such case no action shall be maintained against the city or any person therefor. If any person having an interest in such a building shall apply to the Council within three months after the fire for damages or compensation for such building, the Council may pay him such compensation as it may deem just. The Council may ascertain the amount of such damage or compensation by agreement with the owner of the property or by the appraisal of a jury selected in the same manner as in the case of juries selected to appraise damages for the taking of property for public use. In making any such appraisal, recovery from insurance shall be taken into consideration. No compensation shall be paid on account of any loss which would probably have occurred to a building if it had not been pulled down or destroyed under authority of this section.

Section 7.12. City library.

(a) The city shall have the power to create and make available to the inhabitants of the city the facilities and services of a city library. Such library and its facilities shall constitute a department of the city government. Until such time as shall be otherwise provided by law or by the Council under authority of law, the city library shall be under the direct management and supervision of a duly qualified librarian who shall be responsible to the City Manager for the conduct of the library and its facilities.

(b) The City Manager shall have the power and authority to make such rules, subject to Council approval, as may be necessary for the control of

the Swartz Creek Library, and shall appoint and remove the City Librarian, subject to the confirmation of the Council as in the case of appointive officers of the city. If the Council shall provide that the city's library and library facilities be under any agency other than the City Manager, such agency shall supersede and act in the stead of the City Manager.

(c) The Council shall appropriate for library purposes not less than the amount which is required by law for participation in state or other library aid.

(d) On or before the first day of February in each year, the library department shall submit to the City Manager an estimate, in detail, of the expected expenditures of the department for the ensuing fiscal year, to be included in the budget proposal therefor.

State law reference—Libraries generally, MCL 397.201 et seq., MSA 15.1661 et seq.

adopt a zoning ordinance for the city and shall, thereafter, maintain such ordinance current and in effect.

State law reference—Authority to regulate land use, MCL 125.581 et seq., MSA 5.2931 et seq.

Section 7.15. Additional administrative powers and duties.

From time to time, upon the recommendation of the City Manager, the Council may, by ordinance, prescribe additional powers and duties or diminish any powers and duties in a manner not inconsistent with this charter, to be exercised and administered by appropriate officers and departments of the city.

Section 7.16. Merit system of personnel management.

The Council may provide by ordinance for a merit system of personnel management for the

Secs. 2-24—2-40. Reserved.

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), MSA 5.2084(3)(a).

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

State law reference—Standards of conduct and ethics, MCL 15.341 et seq., MSA 4.1700(71) et seq.

†State law reference—Standards of conduct and ethics, MCL 15.341 et seq., MSA 4.1700(71) 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. XIX.

State law references—Standards of conduct and ethics, MCL 15.341 et seq., MSA 4.1700(71) et seq.; open meeting act, MCL 15.261 et seq., MSA 4.1800(11) et seq.

**State law reference—Authority to create a local officers compensation commission, MCL 117.5c, MSA 5.2084(3).

Sec. 2-275. Membership, eligibility.

(a) The local officers compensation commission shall consist of five (5) 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 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), MSA 5.2084(3)(a).

Sec. 2-276. Terms.

The terms of office shall be five (5) years, except the members first appointed shall each be individually appointed to the following terms: one (1) for one (1) year, one (1) for two (2) years, one (1) for three (3) years, one (1) for four (4) years, and one (1) for five (5) 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), MSA 5.2084(3)(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 (2/3) of the members elected to and serving on the council reject them. The determinations of the commission shall be effective thirty (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), MSA 5.2084(3)(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 fifteen (15) session days in every odd-numbered year and shall make its determination within forty-five (45) calendar days of its first meeting. A majority of the members of the commission constitute a quorum for conduct-

ARTICLE I. IN GENERAL

Secs. 11-1—11-20. Reserved.

**ARTICLE II. PARKS AND RECREATION
ADVISORY BOARD***

Sec. 11-21. Formation.

There is hereby created a parks and recreation advisory board within the city.
(Ord. No. 66, § 1, 1-13-69)

Sec. 11-22. Membership.

The city parks and recreation advisory board shall consist of nine (9) members and, except as otherwise provided for, shall be appointed by the mayor with the concurrence of the council.
(Ord. No. 66, § 2, 1-13-69; Ord. No. 106, 8-13-73)

Sec. 11-23. Term of office.

The term of office of each member of the board shall be for three (3) years.
(Ord. No. 66, § 3, 1-13-69; Ord. No. 106, 8-13-73)

Sec. 11-24. Compensation.

The members of the board shall serve without compensation, provided that they may be reimbursed for actual and necessary expenses incurred by attendance at conferences or seminars approved by the city manager.
(Ord. No. 66, § 4, 1-13-69)

Sec. 11-25. Organization.

The members of the board shall annually elect a chairman, a vice-chairman, and a secretary and they shall adopt rules for the conduct of their business.
(Ord. No. 66, § 5, 1-13-69)

Sec. 11-26. Vacancies.

Vacancies on the board shall be filled by the remaining members of the board for the remainder of the term vacated, provided that if the board

shall not appoint to the vacant position within fifteen (15) days of the creation of the vacancy, the mayor shall, with the concurrence of the council, fill the position for the remainder of the term of the vacancy.
(Ord. No. 66, § 6, 1-13-69)

Sec. 11-27. Authority, purpose.

The board shall advise and make recommendations to the appropriate city official regarding the planning, maintaining, improving, financing, and supervision of the parks and recreation facilities and programs of the city.
(Ord. No. 66, § 7, 1-13-69)

Sec. 11-28. Acquisition of gifts and donations.

The board is authorized to solicit gifts or donations of money or other property for park and recreation purposes, provided that any such gifts or donations shall be received by the city.
(Ord. No. 66, § 8, 1-13-69)

Secs. 11-29—11-45. Reserved.

**ARTICLE III. RULES AND
REGULATIONS**

Sec. 11-46. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Motor vehicle means any vehicle that is self-propelled, by any means whatever, including all devices in, upon or by which any person or property may be transported or drawn, excluding only those devices moved exclusively by human power.

Park means any area or plat of land owned or operated by any municipal or public corporation and which is developed and used for public recreational purposes, including, but not limited to, landscaped tracts, picnic grounds, playgrounds, athletic fields, stadiums, camps, foot and bicycle paths, motor vehicle drives, ice rinks and other recreational structures and facilities for the use and benefit of the public.

*Cross references—Administration, Ch. 2; boards and commissions generally, § 2-252 et seq.

the Swartz Creek Library, and shall appoint and remove the City Librarian, subject to the confirmation of the Council as in the case of appointive officers of the city. If the Council shall provide that the city's library and library facilities be under any agency other than the City Manager, such agency shall supersede and act in the stead of the City Manager.

(c) The Council shall appropriate for library purposes not less than the amount which is required by law for participation in state or other library aid.

(d) On or before the first day of February in each year, the library department shall submit to the City Manager an estimate, in detail, of the expected expenditures of the department for the ensuing fiscal year, to be included in the budget proposal therefor.

State law reference—Libraries generally, MCL 397.201 et seq., MSA 15.1661 et seq.

Section 7.13. City planning.

(a) The Council shall provide for and maintain a City Planning Commission which shall possess all of the powers and perform the functions of planning commissions as set forth in Act No. 285 of the Public Acts of 1931 [MCL 125.31 et seq., MSA 5.2991 et seq.]. The Planning Commission shall consist of nine members who shall represent, insofar as possible, different professions or occupations and who shall be appointed by the Mayor subject to confirmation by the Council. The members of the Commission shall serve without compensation.

(b) The City Manager may appoint a Planning Director, subject to budget appropriations and the confirmation of the Commission, who shall perform the duties prescribed by the established rules of the Commission.

Section 7.14. Zoning.

The zoning regulations of the Townships of Clayton, Flint, and Gaines, existing on the effective date of this charter shall remain in full force and effect in the areas to which they apply, until the 31st day of December, 1960. Within one year after the effective date of this charter, the Council shall

adopt a zoning ordinance for the city and shall, thereafter, maintain such ordinance current and in effect.

State law reference—Authority to regulate land use, MCL 125.581 et seq., MSA 5.2931 et seq.

Section 7.15. Additional administrative powers and duties.

From time to time, upon the recommendation of the City Manager, the Council may, by ordinance, prescribe additional powers and duties or diminish any powers and duties in a manner not inconsistent with this charter, to be exercised and administered by appropriate officers and departments of the city.

Section 7.16. Merit system of personnel management.

The Council may provide by ordinance for a merit system of personnel management for the city.

State law reference—Permissible for Charter to provide for a system of civil service for employees, MCL 117.4i(7), MSA 5.2082(7).

Section 7.17. Employee welfare benefits.

The Council shall have power to make available to the administrative officers and employees of the city and its departments and boards, an actuarial pension plan, and any recognized standard group plan of life, hospital, health, or accident insurance, or any one or more thereof.

State law reference—Permissible for Charter to provide for a system of compensation for its employees and their dependents in the case of disability, injury or death of such employees, MCL 117.4i(8), MSA 5.2082(8).

CHAPTER 8. GENERAL FINANCE*

Section 8.1. Fiscal year.

The fiscal and budget year of the city shall begin on the first day of July of each year.

*State law reference—Municipal finance act, MCL 131.1 et seq., MSA 5.3188(1) et seq.

ARTICLE I. IN GENERAL

Sec. 13-1. Development plans, contents; fees.

(a) A development plan submitted to the city for review containing therein a proposed multi-family development shall be accompanied with a fee of one hundred dollars (\$100.00), plus two dollars (\$2.00) for each proposed family unit planned therein.

(b) All development plans, excepting single-family subdivisions and those provided for in subsection (a) above and submitted to the city for review shall be accompanied by a fee of one hundred dollars (\$100.00).

(c) If a development plan is submitted to the city for review pursuant to this chapter without the fees required by this section accompanying the plan, no further action shall be had upon the plan until the requisite fees are paid.

(d) The fees required by this section are intended as a reimbursement to the city for monies expended by the city for the review of any development plans.
(Ord. No. 87, §§ 1-4, 11-2-70; Ord. No. 97, § 1, 6-5-72)

Secs. 13-2-13-20. Reserved.

ARTICLE II. PLANNING COMMISSION*

Sec. 13-21. Establishment of planning commission.

There is hereby established a planning commission in and for the city.
(Ord. No. 5, § 1, 3-14-60)

Sec. 13-22. Powers and duties of planning commission.

The planning commission shall have the powers and duties prescribed for a planning commission in Act. No. 285 of the Public Acts of Michigan of

*Cross references—Administration, Ch. 2; boards and commissions generally, § 2-252 et seq.

State law reference—Authority to create a planning commission, MCL 125.32, MSA 5.2992.

1931 (MCL 125.31 et seq., MSA 5.2991 et seq.), as amended, including the preparation and presentation to the council of a proposed zoning ordinance in conformity with the power of cities to adopt such ordinances as provided by Act No. 207 of the Public Acts of Michigan of 1921 (MCL 125.581 et seq., MSA 5.2931 et seq.), as amended.
(Ord. No. 5, § 2, 3-14-60)

Sec. 13-23. Composition, terms of office, compensation of planning commission.

(a) The planning commission shall be composed of the mayor, a member of the council chosen annually by the council, an administrative officer of the city, and six (6) registered electors of the city. The administrative officer of the city and the six (6) electors shall be appointed by the mayor, subject to confirmation by the council.

(b) The terms of members who are registered electors shall be for three (3) years and the mayor shall appoint the first such members for staggered terms, so that thereafter the terms of two (2) of the members will expire in each year. The term of the administrative official member shall expire when he ceases to be an officer of the city or with the expiration of the term of office of the mayor appointing him, whichever event occurs first. The term of office of members who are registered electors shall, after the appointment of the first planning commission, expire on the first day of July at the end of their third year in office.

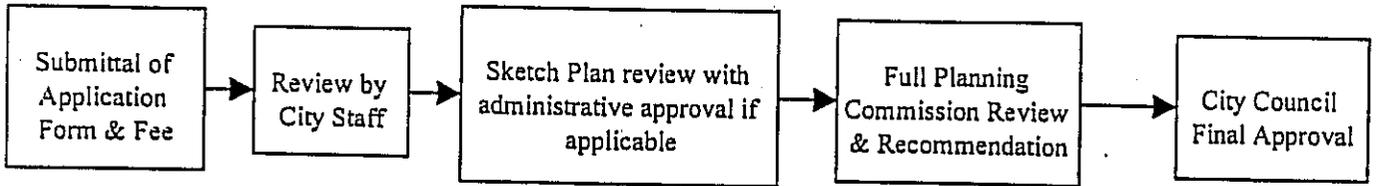
(c) As provided by law, members of the planning commission shall serve without compensation for such service.
(Ord. No. 5, § 3, 3-14-60)

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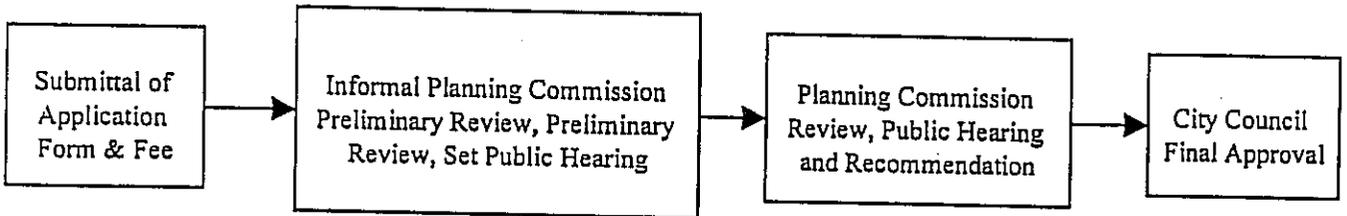
(29)

CITY OF SWARTZ CREEK DEVELOPMENT APPROVAL PROCESS

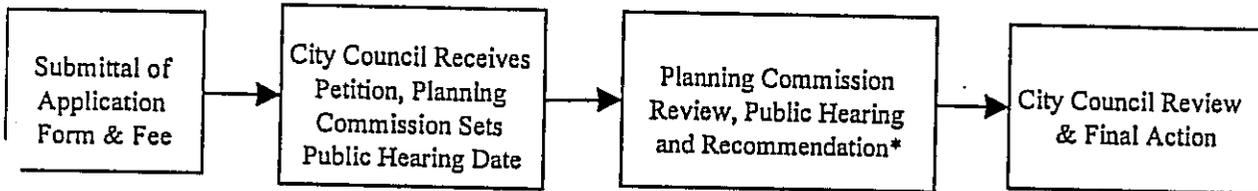
SITE PLAN REVIEW



SPECIAL LAND USE PERMITS (Requires Site Plan)

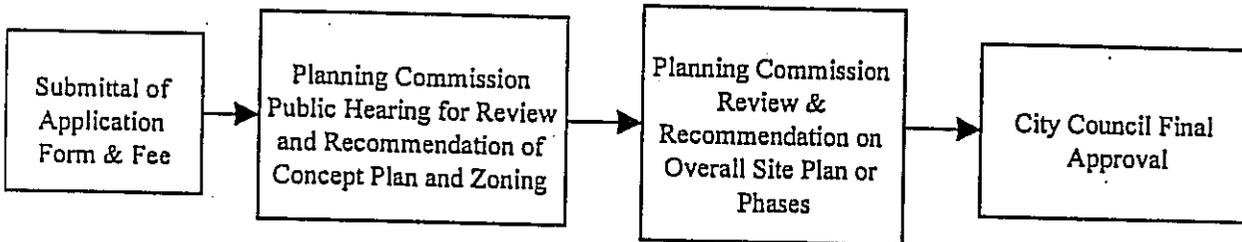


ZONING ORDINANCE AMENDMENTS (Includes Rezoning)

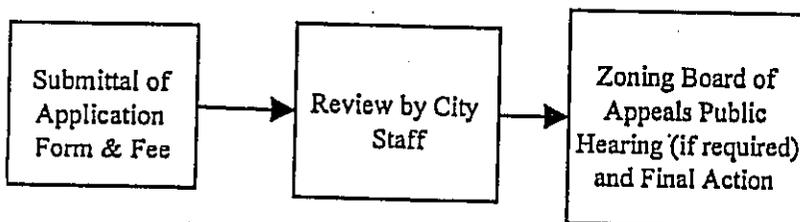


* If the requested rezoning is inconsistent with the City Master Plan, an amendment to the Master Plan by the Planning Commission may need to be considered. This requires a separate Public Hearing.

PLANNED DEVELOPMENT DISTRICTS (May be 2 or 3 Step Process, Depending Upon Size)



VARIANCES, TEMPORARY USES, ORDINANCE INTERPRETATION & APPEALS



Note: Staff reviews may include review by building/zoning department, staff attorney, City engineer, landscape architect, traffic engineer, planner, etc.

ARTICLE XXII

ZONING BOARD OF APPEALS

Section 22.00 -- INTENT AND PURPOSE:

The purpose of this Article is to insure that the objectives of this Ordinance are fully and equitably achieved, that a means be provided for competent interpretation of this Ordinance, that flexibility be provided for the strict application of this Ordinance, that the spirit of the Ordinance be observed, public safety secured and substantial justice done.

Section 22.01 -- CREATION AND MEMBERSHIP:

A Zoning Board of Appeals is hereby established in accordance with Act 207 of the Public Acts of 1921, as amended. The Board shall consist of five (5) members appointed by the City Council: The Chairman of the Planning Commission, a member of the City Council appointed by the City Council; and the remaining members appointed by the City Council from the electors residing in the City. In addition to the five (5) regular members, the Council shall appoint two (2) alternate members to serve the same term as regular members in the absence of a regular member. Alternate members may also be called to serve in the place of a regular member for the purpose of reaching a decision on a case in which the regular member has abstained for reasons of conflict of interest. The alternate member having been appointed shall serve in the case until a final decision has been made. Alternate members shall have the same voting rights as regular members.

Members may be reappointed. An elected officer of the City shall not serve as chairperson of the Zoning Board of Appeals. An employee of the City may not serve as a member of the Board. Appointments shall be for a period of one (1), two (2), and three (3) years, respectively, so as nearly as may be to provide for appointment at an equal number each year, thereafter, each member to hold office for the full three (3) year term. Members of the Board of Appeals shall be removable by the City Council for nonfeasance, malfeasance, and misfeasance of office. A member shall disqualify himself or herself from a vote in which the member has a conflict of interest. Failure to do so shall constitute misconduct in office.

The compensation of the appointed members of the Zoning Board of Appeals may be fixed by the City Council.

Section 22.02 -- ORGANIZATION:

A. Rules of Procedure

The Zoning Board of Appeals may adopt rules of procedure for the conduct of its meetings and the implementation of its duties. The Board shall annually elect a chairperson, a vice-chairperson, and a secretary.

B. Meetings and Quorum

Meetings of the Zoning Board of Appeals shall be held at the call of the chairperson and at such other times as the Board in its Rules of Procedure may specify. Three (3) members of the Board shall constitute a quorum for the conduct of business. All meetings shall be open to the public.

C. Oaths and Witnesses

The chairperson shall have the power to subpoena, administer oaths, compel the attendance of witnesses, compel testimony and the production of books, papers, files and other evidence pertinent to the matters before it.

D. Records

The minutes of all meetings shall contain the grounds for every determination made by the Board and the final ruling on each case. The Zoning Board of Appeals shall file its minutes in the office of the City Clerk.

E. Fees

The City Council may from time to time prescribe and amend by resolution a reasonable schedule of fees to be charged to applicants for appeals to the Zoning Board of Appeals. At the time the notice of appeal is filed said fee shall be paid over to the City Treasurer to the credit of the general revenue fund of the City.

Section 22.03 -- JURISDICTION:

The Zoning Board of Appeals act upon questions as they arise in the administration of this Ordinance. The Board shall perform its duties and exercise its powers as provided in Act 207 of the Public Acts of 1921, as amended. The Zoning Board of Appeals shall not have the power to alter or change the zoning district classification of any property, nor make any change in the terms or intent of this Ordinance, but does have the power to act on those matters for which this Ordinance provides an administrative review, interpretation, variance, or temporary use permit. Within this

capacity the Zoning Board of Appeals may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination of the Code Officer, Planning Commission or any official administering or enforcing the provisions of this Ordinance as set forth in Section 22.04.

Section 22.04 -- AUTHORIZED APPEALS:

An appeal may be taken to the Board of Appeals by any person, firm or corporation, or by any Officer, Department, Board or Bureau affected by a decision of the Code Officer. Such appeal shall be taken within such time as shall be prescribed by the Board of Appeals by general rule, by filing with the Code Officer and with the Board of Appeals a notice of Appeal, specifying the grounds thereof. The Code Officer shall forthwith transmit to the Board all of the papers constituting the record upon which the action appealed from was taken. An appeal shall stay all proceedings in furtherance of the action appealed from unless the Code Officer certifies to the Board of Appeals after notice of appeal has been filed with him that by reason of facts stated in the certificate a stay would, in his opinion, cause imminent peril to life or property, in which case the proceedings shall not be stayed, otherwise than by a restraining order, which may be granted by a court of record.

The Board shall select a reasonable time and place for the hearing of the appeal and give due notice thereof to the parties and shall render a decision on the appeal without unreasonable delay. Any person may appear and testify at the hearing, either in person or by duly authorized agent or attorney.

The Zoning Board of Appeals shall hear the following specified categories of appeals in accordance with the following standards:

A. Administrative Review

The Zoning Board of Appeals shall hear and decide appeals where it is alleged by the appellant that there is an error in any order, requirement, permit, decision or refusal made by the Code Officer or by any other administrative official in administering or enforcing the provisions of this Ordinance.

B. Interpretation of the Ordinance

The Board of Appeals shall hear and decide upon request to:

1. Interpret the provisions of this Ordinance when it is alleged that certain provisions are not clear or that they could have more than one meaning. In deciding upon such request the Zoning Board of Appeals shall insure that its interpretation is consistent with the intent and purpose of the Ordinance and the article in which the language in questions is contained.
2. Determine the precise location of the boundary lines between zoning districts when there is dissatisfaction with a decision made by the Code Officer.

The Swartz Creek Area Fire Department



2011 Budget

July 21, 2010



Swartz Creek Area Fire Department

Serving Clayton Twp. and Swartz Creek Since 1925
8100 B Civic Dr., Swartz Creek MI 48473-1376 • phone: 810-635-2300 • fax: 810-635-7461

July 21, 2010

Swartz creek City Council
Clayton Township Board

Dear Sirs:

By motion of the Swartz Creek Area Fireboard, at the July 19, 2010 meeting, I am forwarding the 2011 Swartz Creek Area Fire Department (SCAFD) Proposed Budget for your consideration. The gross budget is \$318,200.00; this amount is an increase of 18.7% from the 2010 budget. The original recommended budget amount was the same as 2009, that being \$268,200.00. A recommendation by City Manager Bueche, at a budget work shop held July 19, 2010, included municipality contributions of \$25,000.00 per year to the Swartz Creek Area Fire Authority (\$50,000.00 total annually) to be deposited into the Capital Improvement Fund Program (CIFP).

FEMA grants for equipment and an additional apparatus have been applied for. The amount of the apparatus grant, excluding loose equipment, was \$275,000.00. This amount is the maximum FEMA will consider for a pumper. A proposed combination pumper and rehabilitation unit amount is approximately \$545,800.00. This multi-functional unit would replace Rig # 41-16 and also provide a back up pumper for station 2, which currently has only one pumper for responses. More detailed information associated with the FEMA grants is listed on page 3 of the 2011 Budget Explanation List. If the FEMA grants are approved, the 5% matching funding can be taken from the CIFP (with municipal approval) since this fund is NOT part of the SCAFD operating budget.

I look forward to being present at the meeting you designate for discussion of the proposed budget. Please contact me to insure my presence.

Sincerely,

Brent Cole
Fire Chief

SWARTZ CREEK AREA FIRE DEPT: 2011 BUDGET

ACCT #		08 BUDGET	08 ACTUAL	09 BUDGET	09 ACTUAL	10 BUDGET	11 BUDGET	DEFINITION
	REVENUES:							
3582	Contributions-Operating	\$252,350.00	\$258,066.72	\$251,860.00	\$258,916.47	\$237,300.00	\$215,768.00	Estimated Operating Contributions
3583	Contributions-Equipment	\$45,350.00	\$45,350.00	\$45,840.00	\$45,840.00	\$30,600.00	\$74,920.00	Estimated Equipment Contributions
3583	Contributions-CIFP						\$50,000.00	Municipality CIFP Contributions
3628	Misc. Income (Sundry)	\$0.00	\$32.00	\$0.00	\$23.00	\$0.00	\$0.00	Miscellaneous Income
3630	Grant Income		\$126,618.00		\$13,787.72			
3664	Interest Income	\$300.00	\$186.70	\$300.00	\$135.66	\$300.00	\$120.00	Interest from Deposits
3673	Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	\$514.75	\$0.00	\$0.00	Sale of Miscellaneous Used Items
	TOTAL REVENUES	\$298,000.00	\$430,253.42	\$298,000.00	\$319,217.60	\$268,200.00	\$340,808.00	
	EXPENSES							
4703	Social Security	\$12,000.00	\$12,520.00	\$11,500.00	\$15,819.58	\$12,100.00	\$11,006.00	Social Security - .0145%, FICA - .062%
4704	Salaries - Staff	\$45,000.00	\$41,905.66	\$45,750.00	\$42,570.82	\$45,500.00	\$45,500.00	Chief , Acct.
4705	Salaries - Maintenance	\$14,100.00	\$14,412.36	\$15,000.00	\$14,976.29	\$10,900.00	\$10,900.00	Maint., Qtr. Master Train. FF Labor, pump testing
4706	Salaries - Officers	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	1 Asst. Chief, 1 Batt. Chief, 2 Capt., 5 Lieut.
4707	Salaries - Firefighters	\$74,000.00	\$79,785.44	\$74,000.00	\$81,249.16	\$74,000.00	\$60,000.00	Est. Fire Run Payment for Firefighters
4708	Deferred/Direct Response Comp.	\$3,450.00	\$3,354.25	\$5,900.00	\$3,607.00	\$4,800.00	\$2,500.00	Deferred Comp. Employer Paid
4709	Medical - Firefighters	\$6,650.00	\$5,611.00	\$6,700.00	\$4,590.00	\$6,170.00	\$4,500.00	Physicals, Hept. - B Shots
4727	Office Supplies	\$2,900.00	\$2,529.44	\$2,900.00	\$1,807.01	\$2,700.00	\$1,000.00	Clerical Supplies,Postage,Shipping
4728	Building Supplies/Maint	\$900.00	\$534.92	\$900.00	\$1,362.06	\$700.00	\$700.00	Utility Paper, Cleaning Supplies, Light Bulbs, Keys
4741	Equip/Oper. supplies	\$9,500.00	\$7,121.88	\$8,650.00	\$7,692.92	\$8,650.00	\$8,000.00	Small tool, Batteries, Fuel, Filters etc...
4801	Contract Services	\$8,000.00	\$7,272.42	\$7,700.00	\$4,198.18	\$5,700.00	\$5,800.00	Audit,Legal,Cleaning,Advertising,Copier Maint. Agree.,Photos
4850	Communications	\$4,650.00	\$3,754.35	\$4,200.00	\$3,054.84	\$3,350.00	\$3,420.00	Telephone/Internet Service
4910	Insurance	\$29,900.00	\$25,826.50	\$29,900.00	\$26,394.50	\$26,000.00	\$26,000.00	Fleet, Liability, Workers' Comp., F.F. Ins.
4920	Utilities	\$16,000.00	\$15,741.21	\$17,000.00	\$14,036.86	\$17,000.00	\$17,000.00	Gas/Electric, Water/Sewer
4960	Education & Training	\$10,600.00	\$13,146.05	\$7,060.00	\$17,206.83	\$5,030.00	\$4,562.00	Dues, Classes/Materials, Prevention Materials,Subscriptions
4970	Office Equipment	\$240.00	\$84.99	\$240.00	\$2,158.99	\$240.00	\$240.00	Office Equipment
4976	Fire Equipment	\$15,660.00	\$142,138.34	\$23,500.00	\$22,018.19	\$13,860.00	\$25,600.00	Gear,Suppression Equip.Pagers,Radios
4978	Fire Equip-Maint/Repair	\$17,725.00	\$9,746.50	\$18,700.00	\$7,015.41	\$15,300.00	\$24,072.00	Maint. Agree., Repair of Fire Equipment
4979	Fire Equip-Upgrades	\$10,275.00	\$79.95	\$1,750.00	\$244.96	\$0.00	\$0.00	Upgrades of existing Fire Equipment
4984	Computer Hardware/Repair	\$900.00	\$860.26	\$900.00	\$139.96	\$600.00	\$1,800.00	Computer Hardware & Hardware Repair
4988	Computer Software/Upgrade	\$550.00	\$645.29	\$750.00	\$658.95	\$600.00	\$600.00	Computer Software, Software Upgrades, Train. Matls.
4999	CIFP	0.00	0.00	0.00	0.00	0.00	50,000.00	Capital Improvement Fund Program
	Sub-total Expenses	298,000.00	402,070.81	298,000.00	285,802.51	268,200.00	318,200.00	
4981	Apparatus							Truck Purchases
4982	Loose Equip-New Apparatus							Loose Equip for New Apparatus Only
4983	FEMA Grant Municipality Matching						\$22,608.00	FEMA Grant Municipal Matching Requirement
	Total Expenses	298,000.00	402,070.81	298,000.00	285,802.51	268,200.00	340,808.00	
	Net Income (Loss)	\$0.00	\$28,182.61	\$0.00	\$33,415.09	\$0.00	\$0.00	
	Fund balance beginning of the year	\$0.00	\$0.00	\$0.00	\$28,182.61	\$0.00	\$0.00	
	Fund balance end of the year	\$0.00	\$28,182.61	\$0.00	\$61,597.70	\$0.00	\$0.00	

2011 BUDGET BREAKDOWN:

Acct# 703 Social Security	\$11,006.00 (-1094.00)
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2008 Actual	\$12,520.00	
2009 Actual	\$15,819.58	
2010 Budget	\$12,100.00	

Chief Salary/Acct Wage	\$45,418.00
Officers	\$15,000.00
Main/Train	\$10,900.00
Firefighters	\$60,000.00
Unemployment Payments	\$960.00
TOTAL	\$11,005.83

	\$131,318.00	0.0765
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Acct# 704 Staff: Chief & Acct/Clerical Specialist Wages	\$45,500.00 (No Change)
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2008 Actual	\$41,905.66	
2009 Actual	\$42,570.82	
2010 Budget	\$45,500.00	

Chief Salary	\$23.14 x 25hrs x 52 wks	(no change)	\$30,082.00
Acct. Wage	\$12.78 x 24hrs x 50wks	(no change)	\$15,336.00
TOTAL			\$45,418.00

Acct# 705 Maintenance & Training Wages	\$10,900.00 (No Change)
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2008 Actual	\$14,412.36	
2009 Actual	\$14,976.29	
2010 Budget	\$10,900.00	

Truck Maintenance Salary	\$3,120.00	
Quarter Master Salary	\$1,800.00	
Training Salary	\$2,460.00	
Firefighter Labor:		
Hose Testing	\$8/hr	\$1,000.00
Hall/Apparatus Duties	\$8/hr	\$2,500.00
TOTAL		\$10,880.00

Acct# 706 Officer Salary	\$15,000.00 (No Change)
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2008 Actual	\$15,000.00	
2009 Actual	\$15,000.00	
2010 Budget	\$15,000.00	

Asst. Chief (1)	\$2,520.00
Batt. Chief (1)	\$2,160.00
Captain (2)	\$3,840.00
Lieutenant (4)	\$6,480.00
Sargeant (3)	\$0.00
TOTAL	\$15,000.00

2011 PROPOSED BUDGET

Acct# 707 Firefighter Wages **\$60,000.00 (-14000.00)**

2008 Actual	\$79,785.44
2009 Actual	\$81,249.16
2010 Budget	\$74,000.00

FIREFIGHTER

Probation I	\$9.31
Probation II	\$9.93
FFI	\$10.53
FFII	\$11.52
Officer I	\$12.46
Officer II	\$13.20
Officer III	\$13.57
Tenure	+ .30 for 3yrs; 5yrs & 5 year increments

RADIO OPERATOR

Probation	\$9.31
After 1 year	\$9.99

Acct# 708 Deferred Compensation **\$2,500.00 (-2300.00)**

2008 Actual	\$3,354.25
2009 Actual	\$3,607.00
2010 Budget	\$4,800.00

Firefighters: flat rate, \$48 per yr X 26 FF	\$1,248.00
Firefighters: \$1.50 per run x 26 FF X44 runs (includes alarms & training)	\$1,716.00
TOTAL	\$2,964.00

Acct# 709 Medical Expense **\$4,500.00 (-1670.00)**

2008 Actual	\$5,611.00
2009 Actual	\$4,590.00
2010 Budget	\$6,170.00

Physical 40 FF @ \$137.50	\$5,500.00
Hept B injections 3 shots @ \$55	\$165.00
Safety Lenses 1 @ \$50	\$0.00
TOTAL	\$5,665.00

Acct# 727 Office Supplies **\$1,000.00 (-1700.00)**

2008 Actual	\$2,529.44
2009 Actual	\$1,807.01
2010 Budget	\$2,700.00

Supplies (forms, envelopes, pens, etc...)	\$900.00
Postage (stamps, special mailings)	\$500.00
Shipping	\$600.00
TOTAL	\$2,000.00

2011 PROPOSED BUDGET

Acct# 728 Building Supplies **\$700.00 (No Change)**

2008 Actual	\$534.92	
2009 Actual	\$1,362.06	
2010 Budget	\$700.00	
Paper Products		\$200.00
Cleaning Products		\$80.00
Light Bulbs		\$40.00
Keys		\$300.00
Repairs/Updates		\$80.00
TOTAL		<u>\$700.00</u>

Acct# 741 Equipment Supplies **\$8,000.00 (-650.00)**

2008 Actual	\$7,121.88	
2009 Actual	\$7,692.92	
2010 Budget	\$8,650.00	
Fuel		\$3,850.00
Filters		\$500.00
Oil		\$350.00
Small Tools		\$600.00
Misc. Supplies		\$2,700.00
TOTAL		<u>\$8,000.00</u>

Acct# 801 Contract Services **\$5,800.00 (+100.00)**

2008 Actual	\$7,272.42	
2009 Actual	\$4,198.18	
2010 Budget	\$5,700.00	
Emergency Excavating/Towing		\$500.00
Auditing Service		\$2,700.00
Maintenance Agreement-Copier		\$700.00
Office Cleaning (Sta 1)		\$300.00
Legal Service		\$1,500.00
Personnel Photos		\$100.00
TOTAL		<u>\$5,800.00</u>

Acct# 850 Communications **\$3,420.00 (+70.00)**

2008 Actual	\$3,754.35	
2009 Actual	\$3,054.84	
2010 Budget	\$3,350.00	
Web Site Domain Name		\$200.00
Cell Phone		\$120.00
Phones/Internet Access	09/2011 term ends	\$3,100.00
TOTAL		<u>\$3,420.00</u>

2011 PROPOSED BUDGET

Acct# 910 Insurance **\$26,000.00 (No Change)**

2008 Actual	\$25,826.50	
2009 Actual	\$26,394.50	
2010 Budget	\$26,000.00	
Michigan Par Plan		\$18,000.00
Worker's Compensation		\$8,000.00
TOTAL		<u>\$26,000.00</u>

Acct# 920 Utilities **\$17,000.00 (No Change)**

2008 Actual	\$15,741.21	
2009 Actual	\$14,036.86	
2010 Budget	\$17,000.00	
Water/Sewer		\$1,000.00
Gas/Electric		\$16,000.00
TOTAL		<u>\$17,000.00</u>

Acct# 960 Education & Training **\$4,562.00 (-468.00)**

2008 Actual	\$13,146.05	
2009 Actual	\$17,206.83	
2010 Budget	\$5,030.00	
FIREFIGHTER TRAINING		
Misc. FF Classes		\$2,400.00
ADVANCED TRAINING		
Officer Classes \$350 ea x 1		\$350.00
CERTIFICATIONS		
CPR		\$62.00
MEMBERSHIPS		
Michigan Fire Chiefs		\$85.00
Genesee Co. Fire Chiefs \$50 ea x 2 + \$125 dept		\$225.00
Shiawassee Co. Firefighters		\$75.00
Mi State Fireman's Assoc \$30 ea x 42 + \$75 dept		\$1,335.00
Interntl Assoc Of Arson Invest. \$30/3 yrs due 2011		\$30.00
FIRE PREVENTION		
Misc. Materials/handouts/DVDs to replace worn out VHS tapes		\$0.00
TOTAL		<u>\$4,562.00</u>

rec'd '08 FEMA grant

2011 PROPOSED BUDGET

Acct# 970 Office Equipment **\$240.00 (No Change)**

2008 Actual	\$84.99
2009 Actual	\$2,158.99
2010 Budget	\$240.00

Potential Replacement of Damaged Items	\$240.00
TOTAL	\$240.00

Acct# 976 Fire Equipment **\$25,600.00 (+11740.00)**

2008 Actual	\$142,138.34
2009 Actual	\$22,018.19
2010 Budget	\$13,860.00

Securitex Turn Out Gear (5)	\$9,500.00
Motorola XTS5000 Radio (2)	\$8,000.00
Dress Uniforms	\$1,100.00
Minitor V Pagers (10)	\$4,500.00
10 yr Anniversary Helmet (3)	\$750.00
Replacement Helmets (10)	\$1,750.00
TOTAL	\$25,600.00

Acct# 978 Fire Equipment-Maint/Repair **\$24,072.00 (+8772.00)**

2008 Actual	\$9,746.50
2009 Actual	\$7,015.41
2010 Budget	\$15,300.00

Truck Repair	\$4,872.00
Jaws Pump Maint	\$1,600.00
Air Compressor M/A	\$1,000.00
Turn-Out Gear Repair/Cleaning	\$1,500.00
Ladder Certification	\$600.00
Annual Pump Test/Maint	\$2,000.00
Pager/Radio Repair	\$900.00
SCBA Repair	\$700.00
First Aid Kit (restock)	\$200.00
Fire Extinguishers Maint	\$200.00
Misc. Equipment Repair	\$1,000.00
Posi Check Maint	\$1,200.00
SCBA Air Bottle Testing	\$400.00
Tires	\$7,900.00
TOTAL	\$24,072.00

Acct# 979 Fire Equipment-Upgrades

2008 Actual	\$79.95
2009 Actual	\$244.96
2010 Budget	\$1,750.00

TOTAL	\$0.00
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Acct# 981 Apparatus Purchase **\$0.00**

2011 PROPOSED BUDGET

Acct# 982 Loose Equipment-New Apparatus **\$0.00**

Acct# 983 FEMA Grant Municipality Matching **\$22,608.00 (+22608.00)**

	2008 Actual	\$0.00	
	2009 Actual	\$0.00	
	2010 Budget	\$0.00	
	Gear, Radios, Washing Machine Apparatus		\$3,491.00
			\$19,117.00
	TOTAL		<u>\$22,608.00</u>

Acct# 984 Computer Hardware/Repairs **\$1,800.00 (+1200.00)**

	2008 Actual	\$860.26	
	2009 Actual	\$139.96	
	2010 Budget	\$600.00	
	Computer/Monitor upgrades		\$1,500.00
	Potential Repairs		\$300.00
	TOTAL		<u>\$1,800.00</u>

Acct# 988 Computer Software/Upgrades **\$600.00 (No Change)**

	2008 Actual	\$645.29	
	2009 Actual	\$658.95	
	2010 Budget	\$600.00	
	Fire Tools Upgrade		\$300.00
	Peachtree Upgrade		\$0.00
	Peachtree Tax Service (must have to run payroll)		\$300.00
	TOTAL		<u>\$600.00</u>

Acct# 999 Capital Improvement Fund Program **\$50,000.00 (+50000.00)**

	2008 Actual	\$0.00	
	2009 Actual	\$0.00	
	2010 Budget	\$0.00	
	Municipality Contribution		\$50,000.00
	TOTAL		<u>\$50,000.00</u>

Swartz Creek Area Fire Department 2011 Budget Explanation List:

~July 13, 2010~

976 Fire Equipment:

#	Cost	Description
5	9,500	Sets of Securitex turn out gear (This is a continuation of replacement & provisions for new personnel if sizes in our current back up inventory do not fit. In addition, NFPA 1851 recommends removal from service fire gear that is 10 years old. A FEMA grant has been submitted, but additional gear may be needed to accommodate sizes and damaged beyond repair situations. There is no guarantee the FEMA grant will be approved.)
2	8,000	Motorola XTS5000 portable radios (A FEMA grant was submitted for 9 portable radios. 12 are necessary for compliance with FEMA recommendation that 1 radio per 2 firefighters on the fire scene based on the number of seats in our apparatus fleet. This request will bring us within 1 portable of being compliant if FEMA approves our grant request. If the grant is denied, this will be a start towards the 12.
	1,100	Dress uniform needs. Each firefighter that comes off probation should receive a dress uniform, to properly represent the SCAFD. This will provide adequate coverage for new personnel and worn out uniform pieces that need replacement.
10	4,500	Minitor V dispatch pagers (There is a deadline of January 1, 2013 when narrow banding is to take effect. The only pagers in inventory that are compliant are the Minitor V's. It is estimated that purchasing 10 in 2011 and 10 in 2012 will provide enough, unless unforeseen circumstances dictate otherwise.)
3	750	Anniversary helmets (Those that reach their 10 th Anniversary are presented with a traditional helmet)
10	1,750	Replacement of 10 standard issue helmets (A gradual replacement of standard helmets has started with assistance from the Hundred Club of Flint and submission of a FEMA grant. NFPA 1851 recommendations for replacement of personal firefighter equipment, such as turn out gear, helmets, gloves and boots, every 10 years.)

Total Fire Equipment = \$25,600.00

978 Fire Equip.-Maintenance/Repair

	4,872	Unclassified truck repair
1	1,600	Jaws Pump Annual Maintenance program (Amkus recommends that the units have the oil changed & tools be inspected/repared annually for optimum usability. Due to liability, it is recommended that a qualified factory company inspect & maintain our rescue tools.)
1	1,000	Breathing Air Compressor Maintenance (an ongoing MiOSHA requirement to insure the air that the SCBA bottles are filled with is not contaminated)
1	1,500	Turn out gear repair and cleaning (When cost effective, gear that has been damaged beyond local means to repair or clean, can be returned to usable condition. Each garment is analyzed to determine the cost effectiveness of repair, of which this cost would be taken from this fund.)
1	600	Ladder Certification (An annual cost associated with the MiOSHA & NFPA

		requirement)
1	2,000	Annual Engine Pump testing (An annual cost associated with NFPA requirements). Beginning in 2008, pump maintenance was reduced to once a year, based on the number of incidents for the SCAFD per year. Unless alarms should increase, this will be the standard for future. Included with the annual maintenance, each applicable pump will be re-certified.
	900	Pager/radio repair (To try and hold down repair costs, new pagers are once again being proposed, as electronic equipment only lasts so long. With increase age, comes an increase in repeat repairs. In addition, the more people on the roster, the greater the amount of repairs that may be needed.)
	700	SCBA repair (Parts associated with the frame, bottles & face masks. As our SCBA age, they will cost more.)
	200	First Aid Kit (Restock of used items & replacement of expired.)
	200	Department fire extinguisher maintenance (yearly inspections are required)
	1,000	Misc. Equipment Repairs (hand tools, power equipment & etc)
	1,200	Fit Test and SCBA Maintenance (parts and machine certification associated with MiOSHA requirements)
	400	Hydrostatic SCBA bottle testing (Hydro tested ever 3 years for SCBA bottles is a mandatory MiOSHA requirement. Not all bottles are tested each year. The year of testing is determined by the date they were purchased new.)
	7,900	Apparatus tire replacement (The age and usage of the tires indicate the potential replacement. The size of the tires usually have a minimum price tag averaging \$500 each, plus mounting. Depending on the amount spent towards repairs, some tire replacement may be postponed until 2012, as long as safety isn't compromised.)

Total Maintenance/Repair = \$24,702.00

979 Fire Equipment - Upgrades

#	Cost	Description
0		No upgrades are budgeted for. If a situation arises that needs immediate attention, a request will be presented to the Fireboard.

Total Upgrades = 00

984 Computer Hardware (Repairs/Upgrades):

Cost	Description
1,500	Computer Upgrades (Amount to cover aging monitors, CPU's and misc. hardware)
300	Repairs and/or replacement of miscellaneous items such as mice, keyboards, hard drives, and etc.

Total Computer Hardware (Repairs/Upgrades) = \$1,800.00

988 Computer Software (New/Upgrades):

Cost	Description
300	FireTools user fee. (FireTools has charged the SCAFD this amount yearly. It includes all upgrades associated with the program.)
300	Peach Tree Tax Service (required to run payroll)

Total Computer Software (New/Upgrades) = \$600.00

999 CIFP (Capital Improvement Fund Program) Contributions:

Cost	Description
50,000	Each municipality would contribute \$25,000.00 towards future apparatus replacement. The funds would be immediately deposited into the SCAFD CIFP account with the transaction listed on the spread sheet accordingly.

Total CIFP Contribution = \$50,000.00

983 Additional Funding (outside normal operating budget & not listed on Budget Breakdown document)

3,491	A fire equipment FEMA grant was submitted on May 27, 2010. Included in the grant request was turn out gear, portable radios and a washing machine replacement. This amount is the 5% matching amount required by FEMA.
19,117+	In addition to the FEMA equipment grant request, an apparatus grant was submitted. Based on the maximum apparatus amount allowed by FEMA, being \$275,000.00 plus \$107,355.00 (loose equipment since this is an addition to our fleet and not a replacement), the 5% matching amount is \$19,117.00. We are still waiting on the final actual estimated apparatus amount so the actual municipal contribution can be calculated. The proposed unit would be designated for station 2, since there is only one Class A pumper located there and currently no back up. The design is for a multi-purpose unit for suppression, firefighter rehabilitation at the scene and air cylinders for filling self contained breathing apparatus air bottles. The preliminary cost is \$545,800.00.

E:\cole\Fireboard\Budget\Fire Equip explanation 2011. WPD

**Swartz Creek Area Fire Department
2011 Fire Apparatus Replacement / Addition Schedule
July 13, 2010**

New or Replacement Year	Purchased New Year	Original Cost	Service Years When Replaced	Apparatus Description	Rig #	Replacement / Additional Apparatus	Projected Cost
2011	1991	55,459	20	1991 Chev Step Van (2)	41-16	Squad with air system & lighting	200,000
2013	1993	24,290	20	1993 Chev Crew Cab	41-27	Fully equip grass rig with 4 door crew cab	82,540 (1)
2016	1991	180,681	25	1991 Pierce, 1500 GPM pump, 1000 gal tank	41-12	1500 GPM pumper, 750 gal. tank	551,538 (1)
2020	1992	71,235	28	1992 International, 5000 gallon tanker	41-23	New chassis & pump - remount tank	350,000
2023	1997	215,366	25	1998 Pierce, 1500 GPM pump, 750 gal. tank	41-11	1500 GPM pumper, 750 gal. tank	885,649 (1)
2024	1999	227,919	25	1999 Pierce, 1500 GPM pump, 750 gal tank	41-21	1500 GPM pumper, 750 gal. tank	947,645 (1)

(1) Cost estimate courtesy of Rehmann Robson 2008

NOTE: A FEMA grant was submitted on May 27, 2010 for new pumper rehabilitation unit. The maximum amount FEMA considers for a pumper is \$275,000.00. The proposed pumper and rehabilitation unit would be housed at station 2, since currently there is not a secondary pumper in the event the first should not start or fail on scene. The design proposed would match the type that is currently being utilized in our fleet. The cost estimate is \$545,800.00. The loose equipment cost is \$107,355.00 (due to this being an addition to the fleet and not a replacement).

(2) If FEMA approves our grant request for a new apparatus, this unit replacement would be delayed.

e:\Cole\Fireboard\Budget\Apparatus Replacement Schedule 2011.xls

DATE: July 21, 2010

TO: David Hurt, City Councilman/Fire Board Representative
Paul Bueche, City Manager
City of Swartz Creek Council

FROM: Fire Chief Brent Cole

SUBJECT: City Station Considerations – 2011 Budget
(1) Previous considerations that have not been addressed or have not received a reply of consideration.

I. Safety

1. Maintain vigilant compliance with MiOSHA regulations.
2. Garage door remote controls. This is both a safety and energy conservation issue. (1) First proposed in 2004. Since then I've recommended the upgrade every year. The remote controls will help prevent slips or falls (by an individual proceeding to the apparatus after shutting the door) and/or assure the ability to shut the door without waiting for a person to do so (which will cut down on response times).

II. Issues to insure current/future safety for the community

1. Bi-yearly hydrant flush and pump maintenance, and annual flow testing. (1) REASON: Due to a continued difficulty in opening the large steamer taps at hydrant locations, it is imperative that each cap on each hydrant be completely loosened to insure reliability. ISO credit was reduced due to this not being done. Currently, they are only flushed once a year.
2. Enact a multi-residential and commercial sprinkler/smoke detector ordinance for all future development. (1) REASON: The cost of such is now affordable due to recent technology advancements. Insurance premiums and life safety issues will be reduced for the owner. In the event of fire, this will save lives and property damage.
3. Enact a Knox Box ordinance for all future commercial development. (1) REASON: This will allow for fast access to the business after hours without causing damage due to forcible entry. The cost of a Knox Box is born by the owner.
4. Install "No Parking" signs on the garage doors on the east side of the fire station. (1) REASON: Citizens have parked in front of and/or adjacent to the apparatus doors. With the creation of the Veteran's Memorial, the possibility continues.
5. Cost recovery for future apparatus purchases. (1) REASON: Rehmann Robson under section IV, paragraph 9, indicated a need for adoption of cost recovery ordinances. It was also recommended the fees collected should be earmarked for

said purchases. The SCAFD has submitted wording for your consideration in 2010.

III. Other important considerations

1. Replace heating system in bay area with radiant system. **(1)** REASON: Radiant system is more efficient than forced air, thus reducing utility costs.
2. Continue replacement of the apparatus bay lighting. **(1)**
3. Clean or replace office area carpeting. **(1)** REASON: It's original carpet from when the building was built in the late 1980's, and it is worn and stained.
4. Repaint the garage doors facing Fortino Dr. **(1)** REASON: With the replacement of panels on one of the doors, they are different colors.

Thank you for your consideration. If you should have any questions, please do not hesitate to contact me.



Adam Zettel

Zoning Administrator

azettel@cityofswartzcreek.org

Date: November 19, 2010

To: Swartz Creek City Council
Subject: SE Miller & Elms PUD, Site Plan, & Special Land Use (Family Farm & Home)

Dear Mayor and City Council Members:

In your meeting packet is a plethora of information regarding the reviews of the Planned Unit Development (PUD), the site plan application, and the special land use application for outdoor storage, all for the Family Farm & Home site on the south-east corner of Miller & Elms Roads.

In short, the process is to amend the PUD for this corner to permit the basic configuration, density, and use of the site as a whole. If this application is approved, the City Council shall then consider the site plan (without regard to the outdoor storage) for the Family Farm & Home site. If this is approved, the City Council will then consider if the applicant may use the site for outdoor sales and storage and under what conditions that may be approved, if any.

Your packet contains all the reviews of staff and consultants, including myself, Tom Svrcek, Rowe Professional Services, and Progressive AE. The Planning Commission has reviewed and approved all applications contingent upon these reviews and the listed waivers and recommendations therein. The recommendations of the Planning Commission are in the draft minutes from the November 16, 2010 meeting. These resolutions have been adapted to the City Council considerations, accounting for a new submission by the applicant after the Planning Commission meeting.

I recommend the City Council follow the Planning Commission's recommendations by approving the applications with the noted conditions.

Sincerely,

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



Adam Zettel, AICP

Zoning Administrator

azettel@cityofswartzcreek.org

Date: November 7, 2010

To: Planning Commissioners
From: Adam Zettel, AICP
RE: November 16, 2010 Special Planning Commission Meeting

Hello everyone,

We WILL be meeting on Tuesday, November 16, 2010 at 7:00pm in the City Council Chambers to review and hold public hearings on the proposed Family Farm & Home and Planned Unit Development (PUD) proposal for the South East corner of Miller and Elms Roads.

Please see the included materials for this proposal, including the review letters. This is the final step in the process for this proposal as it relates to the Planning Commission. The applicant is seeking three approvals at this meeting. If successful, the City Council will deliberate on all three applications.

First, the applicant desires final approval of the PUD proposal that encompasses the entire southeast corner of the intersection, save for the most southerly parcel. This proposal is a refined version of what was conceptually approved last month. Complete details are noted in my review letter pertaining to the site plan review for Family Farm & Home. Remember, the PUD approval is only for site layout, use, and general density. This plan will be used to gauge how well future projects fit into the grand scheme later on. This plan can be changed and offers some wiggle room for future applicants. I recommend approval of this with some noted concerns, notably the execution of a development agreement.

Second, the applicant is looking for site plan approval of the Family Farm & Home site within the PUD. This approval will be contingent upon acceptance of the PUD. Please see my letter for further details. I believe this is a viable proposal, but there are some items that need clarification and some items that require Planning Commission review before a strong recommendation for approval can be made. I expect these can be worked out at the meeting.

November 16, 2010
Planning Commission

Lastly, the applicant is seeking a special land use permit to allow outdoor sales and storage on this site. The proposal is for a substantial amount of such storage and sales. Please see my review for more details. I believe the applicant has a lot of explaining to do in order to satisfy the intent of the ordinance. I also expect that these concerns can be addressed at the meeting.

This will probably be our last meeting of the year unless one or more items from this session are delayed. With that said, have a fantastic holiday season! If you need to get a hold of me, send an email or contact Paul. Email is effective, but I only check it a couple times a week for the time being. That's it! I will see you at the meeting.

Sincerely,



Adam H. Zettel, AICP
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: ___/___/___

File No: _____

Fee Received: _____ Receipt No: _____

NOTICE TO APPLICANT:

Regular meetings of the Swartz Creek Planning commission are held on the first Tuesday of each month at 7:00 PM, at the City Hall, 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 telephone/fax 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- 31 - 551 - 001,

Address: 4301 MILLER ROAD, SWARTZ CREEK, MI 48473

Other description: SE CORNER OF ELMS + MILLER

It has a frontage of: 500 feet and a depth of: 400 feet. Total acreage is: 7.5 AC
(PARCEL IS ODD SHAPED)

PRESENT ZONING: VACANT

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

Assessment Roll Description No. 58-31 - 551 - 001,

SEE LEGAL DESCRIPTION ON PLANS.

SITE PLAN APPLICANT INFORMATION:

Name: LATITUDE ENG., INC. - TRAVIS UNDERHILL

Address: 7772 CLYDE PARK, SW, BYRON CENTER, MI 49315

Phone Number: 616 583 1601

SUBJECT PROPERTY IS OWNED BY:

Name: FAMILY FARM + HOME - PROPOSED OWNER

Address: 1753 MADISON STREET, MUSKEGON, MI, 49442

Phone Number: 231 722 8335

It is proposed that the property will be put to the following use:

RETAIL, COMMERCIAL, MIXED USE

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

RETAIL - 25,000 SFT; 3840; 7000; 7000 SFT

RESTAURANT - 2508 SFT

[Signature]
Signature of Applicant

Phone Number: 616 583 1601

[Signature]
Signature of Owner ON BEHALF OF OWNER

Phone Number: 231 722 8335



Adam Zettel

Zoning Administrator

azettel@cityofswartzcreek.org

Date: November 7, 2010

Attention: Swartz Creek Planning Commission

Subject: **SE Miller & Elms Final Site Plan & PUD Review (Family Farm & Home)**
Property located at 4301 & 4315 Elms Rd., including two vacant parcels of land (Parcel numbers: 58-31-551-001, 58-31-551-002, 58-31-551-003, & 58-31-300-001); See attached map and site plans dated 10/12/2010- Latitude Engineering Inc.

Dear Chairman and Commissioners:

City staff has reviewed the above Planned Unit Development (PUD) final site plan review request submitted by Latitude Engineering Inc., on behalf of Family Farm & Home, property owner Basil Andoni, to develop a retail and commercial park. The property is zoned GBD (General Business District) with a PUD overlay, which permits such uses as-of-right. Note that this proposal does not technically include the most southerly parcel (shown on plans) due to ownership rights.

APPLICATION SUBMISSION

The application for final PUD and site plan review was submitted by Latitude Engineering Inc. on October 12, 2010 and is complete pending a few small items.

The proposed project is a 6.2 acre project that includes a 25,000 square foot retail building on 3.56 acres, located on the east side that is the focus of the final site plan review request for Family Farm & Home. The plan also includes conceptual layouts for a 3,840 sq. ft. commercial space, a 2,508 sq. ft. restaurant with drive through, and two 7,000 sq. ft. commercial buildings (one of which is not technically incorporated in this application). The plan illustrates parking, traffic ingress and egress, internal traffic circulation, landscaping, drainage, lighting, building elevations, setbacks, and building area and spacing.

1. GBDStandards.

Finding: In compliance subject to findings by the Planning Commission

The use of a retail business consisting of 25,000 square feet is a principle permitted use in the General Business District. There are no issues identified with placing this use in this location. There is also a special land use request for outdoor sales and storage that is separately and thoroughly addressed in the staff letter dated October 24, 2010.

GBD Dimension Standards

RM-1	Required	Proposed	Comments
Minimum lot area	0 ft.	~155,000	In compliance
Minimum lot width	0 ft.	Varies >165.49 ft.	In compliance
Minimum front yard setback	5 ft.	Varies >20 ft.	In compliance
Minimum side yard setback	0 ft.	5 ft.	In compliance
Minimum rear yard setback	20 ft.	Spec. >20 ft.	In compliance (a)
Maximum lot coverage for all buildings	0%	16.1%	In compliance
Maximum building height	2 stories; 30 ft	1 story plus 19'7" max	In compliance

- (a) The yard designations on this site are problematic. This property is on a point, surrounded by the right-of-ways of Miller Rd., Elms Rd., and The I-69 off ramp. There is also a large area of flood plain on the south side of the site. Intuitively, the front of this parcel would be Miller Rd., but due to the impossibility of utilizing Miller Rd. access due to MDOT restrictions, the applicant has the hardship of utilizing Elms Rd frontage only. As such, the building was oriented with the front facing west, however the conceptual PUD was approved with a rear yard designation on the south to overcome the hardships created by site ingress, the flood plain location, and the need for visibility.

2. Site Plan and Structures-Generally.

Finding: In compliance subject to reviews by engineering, safety, and traffic consultants, as well as application of the zoning design guidelines

The building design must conform to the design guidelines of the zoning ordinance. Architecturally, it appears that the design complies with the ordinance save for the inclusion of a well-concealed and designed loading door on the western elevation facing Elms Rd. The Planning Commission should also consider the requirement for durable, attractive materials as the predominant materials on the building. The building features “HardiePlank”, split-face block, smooth-scored block, and glass on the western and northern elevations. Currently the building is composed of corrugated steel on the entire eastern and southern elevations. This material is meant for accent use only. However, the southern and eastern elevations are not subject to as high of a degree of visibility (being the creek to the south and the off-ramp to the east).

Drainage, underground utilities, traffic circulation, and public safety review are still pending.

3. Landscaping and screening.

Finding: In compliance subject to findings of the Planning Commission

Staff reviewed the landscape plan in accordance with the requirements in Section 28.02. Since the development is part of a PUD, additional landscaping beyond that required by the zoning ordinance is suggested where appropriate.

GBD	Required	Proposed	Comments
Parking lot landscaping	one (1) canopy tree for every eight (8) spaces; 16 trees	16	In compliance
Frontage Trees	One (1) canopy tree per 40 ft; 8 trees	4	Not in compliance - waiver recommended (a)
Dumpster & mechanical screening	Per ordinance	varies	In compliance
Additional shrubbery	None	vaires	Additional plantings

- (a) The applicant is proposing 21 evergreen trees along the Miller Rd frontage, presumably to screen the outdoor sales and storage area. This substitution is acceptable.

The proposal includes a provision for much screening along Miller Rd., many building shrubs, parking lot landscaping, and required screening around equipment. Plantings and the dumpster enclosure are proposed in accordance with the zoning ordinance. However, there are a few items the Planning Commission should consider.

First, the landscaping proposed on the site plan does not match that shown in the building elevations. This must be addressed one way or the other. Second, a buffer is required between this use and the uses to the west and south. However, given that this is a PUD, the planning commission may waive the buffer requirements based upon the finding that uses to the west will be part of the same "development." Furthermore, a finding that the natural riparian area and creek function as a natural buffer would waive the buffer requirement to the south.

Lastly, the inventory of landscaping on the eastern elevation is unclear. Given the building materials on this side, the Planning Commission should consider this.

4. Parking and Loading.

Finding: In compliance subject to Planning Commission findings

The amount, location, and layout of the off-street parking must be carefully reviewed by the Planning Commission. The layout of parking in its current form is functional but includes a number of dead ends. This is problematic for the present time, but as illustrated, the dead ends would open up into future areas for development based upon the PUD plan. The location and orientation of traffic islands and loading areas is acceptable.

Concerning the number of spaces, the use proposed by the applicant is not clearly defined in the ordinance. Due to the nature of the large yard and home related sales, this use does not appear to require the parking allowance of general retail. The applicant submits a statement of whereby they assess a need for no more than 90 parking spaces based upon the history of this facility in other locations. The table below illustrates the parking requirement and provision for three uses that resemble this use in the zoning code, along with details concerning the proposed parking. The Planning Commission must make a finding of fact to determine if one of the uses listed below applies or if the testimony of the applicant is acceptable to reduce parking based on Zoning Section 26.03G.

Note that the outdoor sales and storage area would encumber about 26 spaces if approved. This does have the effect of reducing the number of space provided by the same number.

Parking	Required	Proposed	Comments
General Retail	1.0 space per each 150 sq. ft. of gross leasable floor area (166 spaces)	126	In compliance
Appliance Store	1.0 space per each 250 sq. ft. of gross leasable floor area (100 spaces)	126	In compliance
Household Equipment	1.0 space for every 1,000 sq. ft. of gross floor area, plus one (1) space for each two (2) employees in the processing area (25 + 5 spaces)	126	In compliance
Barrier-Free Spaces	-	4*	In compliance
Space Dimensions	9' x 18'	9' x 18'	In compliance
Aisle Dimensions	24'	24'	In compliance

*Barrier-free spaces count toward the total parking lot space count.

5. Lighting.

Finding: In compliance subject to confirmation of pole height and confirmation of building fixtures

The applicant proposes parking lot lighting, accent lighting, and street lighting for the project. A photometric grid is attached. All lighting fixtures consist of some form of metal-halide, cut-off fixtures that are acceptable under the ordinance. The photometric grid illustrates an acceptable lighting plan. Note that the highest intensity on the site is 15.4 foot candles, which is higher than the allowed 10 foot candles. However, these intensities are limited to areas directly under the fixtures and do not account for "burn down" of the fixtures after installation. All intensities as shown or extrapolated by staff indicate acceptable lighting intensities at the property line.

There are only two issues. First, the height of the poles is not listed. This should not exceed 20ft. Second, the decorative lighting shown on the building elevations does not match the lighting fixtures proposed on the photometric plan. These fixtures are included in the review materials.

6. Signs.

Finding: In compliance subject to size confirmation

The proposal indicates construction of only a single wall sign for this project. Wall signs are permitted in the GBD. The size of which is up to 1.2 sq. ft. for every foot of frontage, in this case the maximum of 200 sq. ft. The proposed sign appears to scale at about 30' x 6' or 180 sq. ft. This sign and any other proposed signage must be confirmed.

7. Vehicular and Pedestrian Circulation.

Finding: In compliance, recommendations

Access management appears adequate from all aspects pending review by the traffic consultant.

Pedestrian access is acceptable given the "island" nature of the site. A more direct connection should be provided from Elms Rd to the primary structure as well as to connect the proposed off-street path on Elms Rd to the site buildings and internal sidewalk system on the PUD plan.

8. Natural Features

Finding: In compliance

There are some areas of this site that are within a flood plain. However, there does not appear to be any significant flora, fauna, or other features that are necessary to preserve. Contingent upon approval for activities in the floodplain, including drainage and detention, by the MDNRE, staff does not see any issues. The location of drainage basins near the creek should function well and provide an adequate physical and ecological buffer between the site and the creek. No other features have been identified.

Summary and Recommendation

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

1. Approval of the waivers identified in this review
2. Determination of acceptable parking requirements by the Planning Commission
3. Confirmation of acceptable light pole heights
4. Addition of a direct side walk to the primary structure of Elms Rd.
5. Determination of yard definitions

6. Execution of a development agreement that includes easements, drive access removal, conditions of approval, performance standards, site elements, and other necessary features
7. Confirmation of acceptable sign details
8. Acceptance of the planting substitutions and buffer waivers
9. The acceptance and incorporation or waiver of review comments of all other consultants, departments, and review agencies
10. Any other 'appropriate' conditions imposed by the City Council (Spec. Land Use Req.)

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
Zoning Administrator
City of Swartz Creek
azettel@cityofswartzcreek.org



Adam Zettel

Zoning Administrator

azettel@cityofswartzcreek.org

Date: November 7, 2010

Attention: Swartz Creek Planning Commission

Subject: **Special Land Use Review (Family Farm & Home): Commercial outdoor sales and storage.** See attached map, description, and site plans dated 10/12/2010- Latitude Engineering Inc.

Dear Chairman and Commissioners:

City staff has reviewed the above Planned Unit Development (PUD) final site plan application submitted by Latitude Engineering Inc., on behalf of Family Farm & Home, property owner Basil Andoni, to develop a retail and commercial park. The property is zoned GBD (General Business District) with a PUD overlay, which permits such uses as-of-right. Note that this proposal does not technically include the most southerly parcel (shown on plans) due to ownership rights.

The outdoor storage proposal consists of using two areas of the parking lot for outdoor sales and storage during the spring, summer, and fall months with some limited winter sales. The proposal is to use eleven (11) spaces directly in front of the building and eleven (11) spaces adjacent to the Miller Rd. right of way for sales and storage. These areas are designated in the site plan. Items proposed to be stored by the structure include: soils, manure, peat, sand, fertilizer, stone products, trees, shrubs, plants, fire rings, and salt. Items planned for the Miller Rd area include: dog kennels, utility trailers, three-point equipment, wood posts, and 16' panels.

APPLICATION SUBMISSION

The application for the special land use was submitted by Latitude Engineering in conjunction with a final PUD and final site plan review. The required information was received by city staff, and the notification for the public hearing was posted in the Swartz Creek News on October 31.

GENERAL STANDARDS REVIEW COMMENTS

The special land use application has been reviewed utilizing the general standards outlined in *Section 30.02* of the Swartz Creek Zoning Ordinance. The Planning Commission shall grant special land use approval if these standards are met.

1. *Be consistent with the goals, objectives, and future land use plan described in the City of Swartz Creek Master Plan.*

Finding: In compliance

The master plan identifies this area as a piece of the planned unit development. This area is intended for intense commercial development that serves a large market, benefitting from the interstate location. The master plan goals stress connectivity, mixed uses, economic development, and aesthetics.

Because this site is unable to connect and integrate into the neighborhoods around it, the impact of uses on this site is reduced. However, this site does function as a visible gateway to the city due to its location on the intersection and near I-69. This makes the pursuit of outdoor storage and sales an exercise in balancing the need for economic development and protecting and enhancing the aesthetics of the city.

The proposed use should not have a negative impact on the surrounding land uses or natural features if it is carried out in such a manner that adequately secures and screens the stored materials.

2. *Be consistent with the stated intent of the zoning district.*

Finding: Subject to Planning Commission review

The General Business District is intended to accommodate commercial establishments that serve community-wide shopping and service needs, including motorists using I-69. These districts are intended to create cohesive commercial areas that provide convenient vehicular and pedestrian access between business in attractive settings, thereby ensuring safety, and discouraging undesirable strip commercial development.

This use is geared towards auto-based customers from a larger market area. While this location and the zoning district are conducive to this, it must be carried out in a safe and attractive way. The proposal may not be able to achieve this with storage so close to Miller Rd.

3. *Be designed, constructed, operated, and maintained to be compatible with, and not significantly alter, the existing or intended character of the general vicinity in consideration of environmental impacts, views, aesthetics, noise, vibration, glare, air quality, drainage, traffic, property values or similar impacts.*

Finding: Subject to Planning Commission review

The exact methods for storing and securing the materials are unclear. There is risk of such materials becoming compromised and leeching, leaking, blowing, or otherwise entering the Swartz Creek or other adjacent properties.

The methods for storage also need some clarification and subsequent conditions to ensure that the materials and their effects can be compatible with other uses existing or planned for the vicinity. For example, would stored material create an undesirable view or odor for a restaurant that may locate adjacent to this use in the planned development district?

4. *Will not significantly impact the natural environment.*

Finding: More details required; subject to Planning Commission review

Because this site contains flood plain and riparian area, it is important to ensure that stored materials are secured against the elements and will not enter the nearby waterway. For example, what impact might runoff from the parking lot have on the stream if leeching from fertilizer occurs? Conditions to ensure this does not happen may need to be required.

5. *Be served adequately by public facilities and services, such as police and fire protection, drainage structures, water and sewage facilities, refuse disposal and schools.*

Finding: In compliance

The site is served with required public utilities. The proposed use should not have an adverse impact upon public services. We defer any additional comments on the adequacy of public utilities to the City Engineer. Input from the City Fire Chief and Police Chief will also been considered.

6. *Be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration vehicular turning movements, proximity and relationship to intersections, adequacy to sight distances, location and access of off-street parking and provisions for pedestrian traffic.*

Finding: In compliance

This project has an adequately designed parking lot and loading/unloading zone. The site only has one access to the public street, but there is no alternate to this due to MDOT restrictions on site access near the on-ramp. Improvements are planned for pedestrian movements.

7. *The proposed use shall be such that the location and height of buildings or structures, and the location, nature and height of walls, fences, and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value.*

Finding: In compliance

The only issue here is the impact of the outdoor storage itself on the use and value of adjacent land and buildings. Outdoor storage will not have a positive effect on other

properties, but it is a necessary component of modern retail sales. Once more information is presented by the applicant, the Planning Commission must ensure that conditions are in place that will minimize the impact of this use. The planned landscaping and structure should not unreasonably affect value in the vicinity.

8. *The proposed use shall be designed, located, planned, and operated to protect the public health, safety, and welfare.*

Finding: In compliance

After consideration of the other comments in this review, the facility is adequately designed, landscaped, lit, screened for use, and secured given the circumstances. Additional items are recommended to minimize the impact on the public health, safety, and welfare. Such items include potential landscaping elements, additional pedestrian links, and consideration of material storage strategies. More details on the storage of materials are needed, but the provision of outdoor sales and storage should be acceptable.

SPECIFIC STANDARDS REVIEW COMMENTS

The following sections identify specific requirements (Section 30.09.B.16) which shall be complied with by individual special land uses, as determined by the planning commission and city council, in addition to the general standards of section 30.02. Some or all of the specific requirements may be waived by city council upon a determination that the requirement(s) is not necessary or relevant.

- a. *Any stockpiles of soils, fertilizer or similar loosely packaged materials shall be sufficiently covered or contained to prevent dust or blowing of materials.*

Finding: Information to be presented by the applicant

The applicant proposes stock keeping units (sku's) of soils, manure, peat, and sand near the store entrance. How these items are to be covered, contained, or secured is unclear.

- b. *No outdoor storage shall be permitted in the front yard or in any required side a yard required rear yard of buildings for the district in which the commercial outdoor sales or storage use is located.*

Finding: Not in compliance

No storage is proposed for any required rear or side yard. However, storage is proposed to occur in the parking lot directly in front of the building and along Miller Rd. As noted in the site plan, the Miller Rd. frontage is technically intended to function as the front yard for this site plan. Based upon this finding, the storage along Miller Road should not be permitted. However, this requirement has been waived in the past due to the nature of such site not having space available in the side or rear to sell and display such items. The Planning Commission must consider what, if any, storage should be allowed in the front yard. Note that the applicant is proposing heavy evergreen screening along Miller Rd.

- c. *The site shall include a building of at least five hundred (500) feet of gross floor area for office use in conjunction with the approved use.*

Finding: Information required by applicant

No information regarding the provision for office space was provided.

- d. *The display and storage area shall be paved with a permanent, durable and dustless surface and shall be graded and drained to dispose storm water without negatively impacting adjacent property.*

Finding: In compliance.

Asphalt or concrete is proposed for all areas designated for outdoor sales and storage.

- e. *All loading and truck maneuvering shall be accommodated on-site..*

Finding: In compliance.

Loading and maneuvering is designated in an acceptable fashion on the site plan.

- f. *All sides of the development not abutting a major thoroughfare shall be provided with a twenty (20) foot wide greenbelt planting, and/or a minimum six (6) foot high fence or wall, so as to obscure from view all activities within the development. The greenbelt shall meet or exceed the standards set forth in Article 28. Where adjoining a residential district, a wall or evergreen hedge (6) feet in height shall be erected along any common lot line. Such fence or wall shall be continuously maintained in good condition. .*

Finding: In compliance subject to acceptance of the landscaping plan or additional requirements as conditioned by the Planning Commission.

The landscape plan provided illustrates a 20ft wide greenbelt with the planting of 21 evergreen trees along the Miller Rd. right-of-way. No such greenbelt is provided along the other lot lines. Since this site is unique in its orientation and the composition of adjacent uses, the Planning Commission must consider if the plantings proposed elsewhere in the site are sufficient. To the east is the MDOT right-of-way, and to the west is the rest of this site development. There is residential housing to the south, across the creek. A buffer should be provided by means of existing and/or additional plantings. Note that a fence or landscape buffer in this area is problematic due to the existence of flood detention and the flood plain.

RECOMMENDATION

Staff recommends approval of the commercial outdoor sales and storage areas as illustrated on the submitted plans dated 10/12/2010 conditioned upon:

- 1.) Final site plan approval by the City Council
- 2.) Additional information from the applicant that illustrates satisfactory methods for securing and storing loosely packed materials

- 3.) Relocation of all storage from the front yard to the side yard OR a finding by the Planning Commission that are storage areas are effectively within a side yard
- 4.) Proof that adequate office space exists onsite
- 5.) Acceptance of existing vegetation for the south side buffer or the provision of additional plantings or a screening fence along the south portion of the site
- 6.) Any other 'appropriate' conditions imposed by the City Council

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
Zoning Administrator
City of Swartz Creek
azettel@cityofswartzcreek.org



ROWE PROFESSIONAL SERVICES COMPANY

Large Firm Resources. Personal Attention.sm

November 4, 2010

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

RE: Preliminary PUD – Elms and Miller Roads
Final Site Plan Review -- Plans dated 10/12/10

Dear Mr. Zettel:

At the request of the City of Swartz Creek, ROWE Professional Services Company has completed a final site plan review for the above referenced project. The subject area consists of approximately 7.5 acres and is zoned General Business District (GBD) The project is situated at the southeast quadrant of the Miller and Elms Road intersection. We offer the following comments at this time:

1) Proposed drive approach-

- Per the city design standards, all commercial drive approaches shall be 8” of reinforced concrete. It appears the approach currently is proposed as bituminous asphalt.
- A section of Elms road will be removed along the new approach; the developer’s engineer should provide a repair detail (this can be handled during the engineering review of the construction documents).
- It appears a culvert will be removed in order to place the new approach; will additional storm sewer be necessary to handle the existing ditch drainage in this area?

2) Proposed storm sewer-

- A 36” storm sewer outlet into the existing “detention area” is proposed at invert elevation “751.00”. Based on this data, it appears the detention area will permanently hold water below the existing outlet elevation that is provided (“IE 8” 753.67). We recommend the detention pond be designed with a positive outlet to the creek.
- Based on the pipe invert data provided, it appears there will be a conflict between the proposed 15” storm sewer and the 6” sanitary sewer service between manholes “CB10” and “CB11” (revisions made to the utilities can be reviewed during the engineering review of the construction drawings).
- All storm sewers shall be design to handle the 10 year storm event, calculations should be provided for the engineering review.
- Stormwater detention calculations will need to be submitted for review with the engineering drawings.

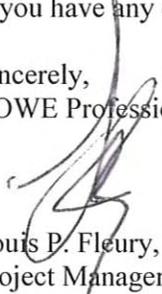
Mr. Adam Zettel
November 4, 2010
Page 2

3) Site Grading-

- Based on proposed elevations provided, it appears the handicap accessible parking spaces may not be ADA compliant. The developer's engineer should review this area to ensure the proposed grade of all handicap parking spaces do not exceed 2.0% in any direction.

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

Adam Zettel

From: Fire Chief Brent Cole [brentcole@scafd.com]
Sent: Tuesday, October 26, 2010 8:01 AM
To: Adam Zettel; Paul Bueche; Thomas Svrcek
Subject: FW: Elms & Miller PUD

Attachments: FamilyFarm&HomeHydrants102610.pdf

Dear Adam, Paul & Tom,

I want to thank Tom for dropping off another set of prints for review of the Family Farm & Home building.

I have reviewed the difference between the original and what I just received. In doing so, I noticed that there is now only one (1) hydrant in front of the building in the parking lot. If you will review a copy of the print I originally reviewed (attached), you will notice there are two (2) hydrants, not one. The one that has been removed is the closets to Miller Rd.

I discussed this with Tom, while he was in my office. Both hydrants should be installed for the following reasons:

1. There is not a direct access to Miller Rd. The hydrant on Miller Rd is approximately 200' from the front of the building. The supply would have to "hand carried" to the location, which is personnel intensive, at best. This will take away from the focus of extinguishment by fire personnel.
2. The next closets hydrant is at Miller Rd & Elms Rd, approximately 940' away from the front of the building. A hydrant from that intersection will block associated apparatus responses to the immediate area. This hydrant should only be utilized if the one or both of the hydrants in the complex are enoperatable.
3. The size of the building warrants two (2) close proximity hydrants by two (2) apparatus. One apparatus will provide direct water flow to the building fire suppression system. The other will focus on fire attack.

I will not be able to attend the planning commission meeting scheduled for November 16, since I have another meeting that same date that starts at 7PM. If your meeting starts earlier than that, I will try to attend until 6:45PM.

I appreciated your attention to this matter and look forward to your reply.

Sincerely,
 Chief Brent Cole

From: Fire Chief Brent Cole [mailto:brentcole@scafd.com]
 Sent: Friday, September 24, 2010 13:20
 To: Bueche, Paul (pbueche@cityofswartzcreek.org)
 Cc: 'Adam Zettel'
 Subject: Elms & Miller PUD

Dear Paul & Adam,

I have reviewed the documents I received regarding the PUD at Elms & Miller. The following are my recommendations:

1. The set back for building A is not enough to access the east side of the building, especially with the added outdoor storage that is proposed to the north. The access width should be equal the height of the building plus 5 feet to accommodate a collapse

zone.

2. The building should be sprinkled with Fire Department Connection (FDC) clearly marked (visible) on the outside of the building. No landscaping should block the visibility of the FDC.
3. All hydrants should be twin 4.5" design. (I believe this the standard that has been adopted by the City.)
4. The water main should loop from Elms to Miller for maximum flow rate and continuous flow during potential breakage and/or maintenance. This will also prevent stagnant water issues associated with dead end water mains.
5. Hydrant maintenance should remain the responsibility of Swartz Creek.
6. The landscaping located at the hydrant islands should NOT have any landscaping. Protective steel tubes with concrete should be installed to prevent hydrant damage. Installation of protective tubes shall not interfere with 5" supply hose connection straight away from the hydrant connection.
7. All hydrants should be kept clear of snow.
8. The height of the building should be limited to 30', at the eaves, to insure ground ladder usage. Some of the Swartz Creek Area Fire Department (SCAFD) ground ladders are a maximum of 35'. Eaves that are over 30', will NOT allow the usage of a 35' ground ladder safely by fire personnel.
9. A Knox Box should be installed to allow for SCAFD access to the building without the need for forcible entry. The location should be near the front entrance. This can be coordinated with the owners and the SCAFD.
10. Right To Know information shall be provided by the occupant/owner before an occupancy permit is issue by Swartz Creek.

If you have any questions regarding my recommendations, please do not hesitate to contact.

Sincerely,
Chief Brent Cole
Swartz Creek Area Fire Department

**NOTICE OF PUBLIC HEARING
CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PLANNING COMMISSION
SPECIAL LAND USE**

Notice is hereby given that a public hearing will be held at a special meeting of the Swartz Creek Planning Commission on Tuesday, November 16, 2010, which begins at 7:00 p.m., in the City Council Chambers, City Hall, 8083 Civic Drive, Swartz Creek, Michigan, for the purpose of hearing all persons interested in a Special Land Use Application for commercial outdoor sales and storage related to a proposed "Family Farm & Home" retail establishment.

This Special Land Use is to be considered for the following parcels of land described as:

Property Addresses: Vacant land on the south-east corner of Elms Rd., Swartz Creek, MI

Legal Description: THAT PART OF THE NORTHWEST ¼ OF THE SOUTHWEST ¼ OF SECTION 31, TIER 7 NORTH, RANGE 6 EAST, SWARTZ CREEK, GENESEE COUNTY, MICHIGAN, DESCRIBED AS; COMMENCING AT THE WEST ¼ CORNER OF SAID SECTION 31, THENCE S00°38'29"W, 52.59 FEET TO THE EAST ¼ CORNER OF SECTION 36; THENCE S00°15'34"W, 494.57 FEET; THENCE S89°42'09"E, 402.03 FEET; THENCE N46°41'48"E, 4.63 FEET TO THE POINT OF BEGINNING; THENCE N30°31'08"W, 232.90 FEET; THENCE N59°28'52"E, 120.00 FEET; THENCE N30°31'08"W, 226.00 FEET TO THE SOUTH SIDE OF THE MILLER ROAD RIGHT-OF-WAY; THENCE ALONG SAID RIGHT-OF-WAY N59°27'40"E, 165.49 FEET; THENCE S86°50'56"E, 135.19 FEET; THENCE S30°31'08"E, 340.04 FEET; THENCE S54°00'48"E, 75.00 FEET; THENCE S36°01'45"W, 72.60 FEET; THENCE S78°55'54"W, 248.09 FEET; THENCE S46°41'48"W, 135.24 FEET TO THE POINT OF BEGINNING. CONTAINING 3.56 ACRES, MORE OR LESS.

Tax ID No: Parts of 58-31-551-001; 58-31-551-002; 58-31-300-001

Property Owner: Basil Andoni

This Special Land Use Application is a request for Planning Commission and City Council approval to allow Commercial Outdoor Sales and/or Storage of a "Family Farm & Home" retail establishment. The site plan is available at the city offices for inspection

Written comments may be submitted prior to or at the Public Hearing.

Juanita Aguilar, City Clerk
City of Swartz Creek, Michigan

"An Equal Opportunity Employer"

PUBLISH: Sunday, October 31, 2010
PROOF REQUIRED
THE SWARTZ CREEK NEWS

To: Paul Bueche, City Manager

From: Peter C. LaMourie, P.E. PTOE

Date: November 12, 2010

Re: Proposed Miller/Elms Development (Family Farm & Home/Phase 1)
Site Plan Review

File No: 54576001/002

Copy: Swartz Creek – Adam Zettel

Progressive AE has completed our review of the site plans (dated 10/12/2010) submitted for the above proposed commercial development. Our comments and recommendations regarding the proposed access and internal circulation are outlined below.

Background

Current plans call for an initial phase of this site's development that includes construction of a new 25,000 square foot retail store (Family Farm and Home) and retains the current party store at the corner. Access would be provided by a new full-movement driveway to Elms Road located approximately 280 feet south of Miller Road. The existing driveway to the party store would be closed as part of this initial phase, with a "temporary" internal connection made from that site south to the new driveway.

Comments/Recommendations

The current plans are significantly different from those that were briefly reviewed and commented on (via email) in September, as those plans illustrated a potential layout for all the land uses within the site. This current plan incorporates at least one of those earlier comments regarding the outbound storage at the site driveway by extending the proposed three-lane cross section further east to better accommodate queued exiting site traffic.

Our comments and recommendations regarding this initial phase plan are as follows.

1. The site's traffic, even at this initial stage, will generate the need for a southbound left-turn lane on Elms Road in order to retain safe and efficient operations on southbound Elms Road. As such, the existing center left-turn lane on Elms Road (at the Miller intersection) should be extended southward approximately 150 feet. Doing so will likely require slight widening of Elms Road in this area.
2. The inbound lane on the site's driveway will need to be 15 to 16 feet wide (instead of the 12 feet shown) for its initial 50 feet east of Elms Road, tapering down to 12 feet further east. This standard practice allows for more efficient access for large delivery vehicles/semi trucks with less potential for conflicts with outbound left turn vehicles.

Memorandum

3. We wholeheartedly agree that the existing party store driveway be closed along with this initial phase given its current poor spacing from the busy Miller/Elms intersection.
4. The type and density of the overall proposed uses will generate enough peak-hour traffic to easily warrant an impact study. Such a study (with the typical simulation) would provide good input as to potential peak-hour queuing (eg left-turns on Elms between Miller and the proposed driveway) and other issues. If not completed as part of the approval process for this initial phase, it should be considered for any upcoming phase(s).

Please let us know if you have any questions regarding the above comments and recommendations.

PCL

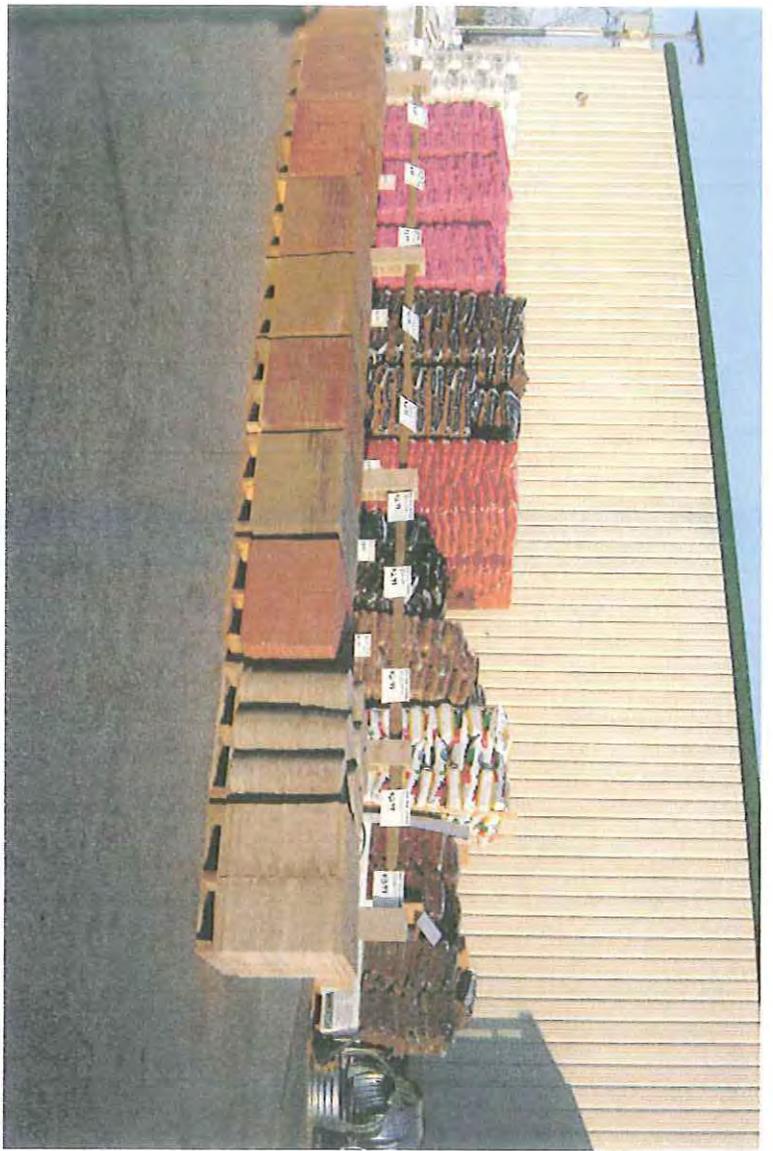
11-16-10

Adam Zettel:

RE: Family Farm & Home

1. Easement needed for water/sewer if public owned.
2. Agreement for repairs to landscaping on easement.
3. Water main shows to loop back to Miller Road. This should loop to Elms Road and main on property should loop back to Miller Road lead. Additional valves are needed at both taps on main line. Also, two additional valves are needed on main on property to control flow direction.
4. May need additional striping on Elms Road due to driveway entrance. Ditching also needs to be addressed on Elms Road.
5. Drawing dated 7/26/2010 shows hydrant on northeast corner of property. New drawing does not show this hydrant. It needs to be as the drawing of 7/26/2010.
6. Sanitary main shown in roadway. Would like to see it in green belt areas if possible.
7. At one time it was asked if main line water only to building, then extend as project grows. After further review, I recommend it be looped to Elms Road under the first phase of development. Avoids dead end.







FEATURES & SPECIFICATIONS

INTENDED USE – Ideal for parking areas, street lighting, walkways and car lots.

CONSTRUCTION – Rugged, die-cast, soft corner aluminum housing with 0.12" nominal wall thickness. Die-cast door frame has impact-resistant, tempered, glass lens that is fully gasketed with one-piece tubular silicone.

Finish: Standard finish is dark bronze (DDB) polyester powder finish, with other architectural colors available.

OPTICS – Anodized, aluminum reflectors: IES full cutoff distributions R2 (asymmetric), R3 (asymmetric), R4 (forward throw) and R5S (square) are interchangeable. High-performance anodized, segmented aluminum reflectors IES full cutoff distributions SR2 (asymmetric), SR3 (asymmetric) and SR4SC (forward throw, sharp cutoff). High-performance reflectors attach with tool-less fasteners and are rotatable and interchangeable.

ELECTRICAL – Ballast: High pressure sodium: 70-150W is high reactance, high power factor. Constant wattage autotransformer for 200-400W. Metal halide: 70-150W is high reactance, high power factor and is standard with pulse-start ignitor technology. "SCWA" not required. Constant wattage autotransformer for 175-400W. Super CWA (pulse start ballast), 88% efficient and EISA legislation compliant, is required for metal halide 151-400W (SCWA option) for US shipments only. CSA, NOM or INTL required for probe start shipments outside of the US. Pulse-start ballast (SCWA) required for 200W, 320W, or 350W. Ballast is 100% factory-tested.

Socket: Porcelain, horizontally oriented medium base socket for 70-150M. Mogul base socket for 175M and above, and 70-400S, with copper alloy, nickel-plated screw shell and center contact. UL listed 1500W, 600V.

LISTINGS – UL Listed (standard). CSA Certified (see Options). UL listed for 25°C ambient and wet locations. IP65 rated in accordance with standard IEC 529.

Specifications subject to change without notice.

Catalog Number
Notes
Type



CONTOUR
SERIES

Soft Square Lighting

KAD

METAL HALIDE
HIGH PRESSURE SODIUM
70W-400W
20' TO 35' MOUNTING

Specifications

EPA: 1.2 ft.²

*Weight: 35.9 lbs (16.28 kg)

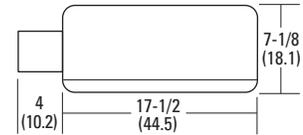
Length: 17-1/2" (44.5)

Width: 17-1/2" (44.5)

Depth: 7-1/8" (18.1)

All dimensions are inches (centimeters) unless otherwise specified.

*Weight as configured in example below.



ORDERING INFORMATION

For shortest lead times, configure product using **bolded options**.

Example: KAD 400M R3 TB SCWA SPD04 LPI

KAD	Wattage			Distribution		Voltage	Ballast	Mounting		Arm length
KAD	Metal halide	High pressure sodium	Ceramic metal halide	Standard reflectors	High performance reflectors	120	(blank) Magnetic ballast	Type		
	70M ^{1,2} 250M ⁵	70S	70MHC ^{1,2}	R2 IES type II asymmetric ⁷	SR2 IES type II asymmetric ⁷	208 ⁹	CWI Contant wattage isolated ¹¹	SPD ___ Square pole		04 4" arm
	100M ¹ 320M ⁴	100S	100MHC ¹	R3 IES type III asymmetric ⁷	SR3 IES type III asymmetric ⁷	240 ⁹	Pulse Start	RPD ___ Round pole		06 6" arm
	150M 350M ^{3,4}	150S	150MHC	R4 IES type IV forward throw ⁷	SR4SC IES type IV forward throw	277	SCWA Super CWA pulse-start ballast	WBD ___ Wall bracket		09 9" arm
	175M ³ 400M ^{5,6}	150S		R5S IES type V square		347		WWD ___ Wood or pole wall		12 12" arm
	200M ⁴	250S				480⁹	NOTE: For shipments to U.S. territories, SCWA must be specified to comply with EISA.	DAD12P Degree arm (pole) ^{13,14}		
		400S				TB ¹⁰		DAD12WB Degree arm (wall) ^{13,14}		
						23050HZ ¹¹		WBA Decorative wall bracket ^{13,14,15}		
								KMA Mast arm external fitter ^{13,14}		
								KTMB Twin mounting bar ^{13,14}		

Options	Finish ²⁰	Lamp ²¹
Shipped installed in fixture	(blank) Dark bronze	LPI Lamp included
SF Single fuse (120, 277, 347V) ¹⁶	DWH White	L/LP Less lamp
DF Double fuse (208, 240, 480V) ¹⁶	DBL Black	
PD Power tray ¹⁷	DMB Medium bronze	
PER NEMA twist-lock receptacle only (no photocontrol)	DNA Natural aluminum	
QRS Quartz restrrike system ¹⁸		
QRSTD QRS time delay ¹⁸		
WTB Terminal wiring block ¹⁷		
HS House side shield		
CSA CSA Certified		
INTL Available MH for probe start shipping outside the U.S.		
REGC1 California Title 20, effective 1/1/2010		
Shipped separately ¹⁴		
PE1 NEMA twist-lock PE (120, 208, 240V)		
PE3 NEMA twist-lock PE (347V)		
PE4 NEMA twist-lock PE (480V)		
PE7 NEMA twist-lock PE (277V)		
SC Shorting cap for PER option		
VG Vandal guard ¹⁹		
WG Wire guard ¹⁹		

Notes

- Not available with SCWA.
- Not available with 480V.
- These wattages do not comply with California Title 20 regulations.
- Must be ordered with SCWA.
- These wattages require the REGC1 option to be chosen for shipments into California for Title 20 compliance. 250M REGC1 in not available in 347 or 480V.
- Reduced jacket ED28 required for SR2, SR3 and SR4SC optics.
- House-side shield available.
- High performance reflectors not available with QRSTD.
- Must specify CWI for use in Canada.
- Optional multi-tap ballast (120, 208, 240, 277V; in Canada: 120, 277, 347V).
- Consult factory for available wattages.
- 9" arm is required when two or more luminaires are oriented on a 90° drilling pattern.
- Ships separately. Must specify finish when ordered as an accessory.
- May be ordered as an accessory.
- Available with SPD04 and SPD09.
- Must specify voltage. N/A with TB.
- Only available with SR2, SR3, & SR4SC optics.
- Max allowable wattage lamp included.
- Prefix with KAD when ordered as an accessory.
- See www.lithonia.com/archcolors for additional color options.
- Must be specified. L/LP not available with MHC.
- Must use RPD09.

Accessories: Tenon Mounting Slipfitter (RPxx required.)
Order as separate catalog number. Must be used with pole mounting (RPA).

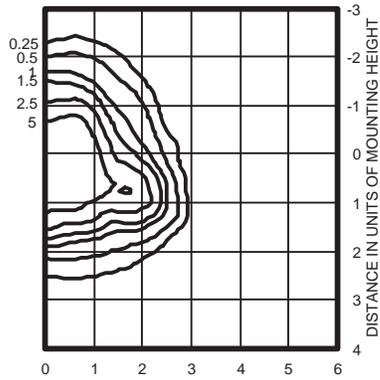
Tenon O.D.	Number of fixtures					
	One	Two@180°	Two@90°	Three@120°	Three@90°	Four@90°
2-3/8"	T20-220	T20-280	T20-280 ²²	T20-280 ²²	T20-280 ²²	T20-280 ²²
2-7/8"	T25-220	T25-280	T25-280 ²²	T25-280	T25-280 ²²	T25-280 ²²
4	T35-220	T35-280	T35-280 ²²	T35-280	T35-280 ²²	T35-280 ²²

KAD Metal Halide, Arm-mounted Soft Square Cutoff

Coefficient of Utilization _____
Initial Footcandles _____

KAD 400M R2 Test no. 1193083101P

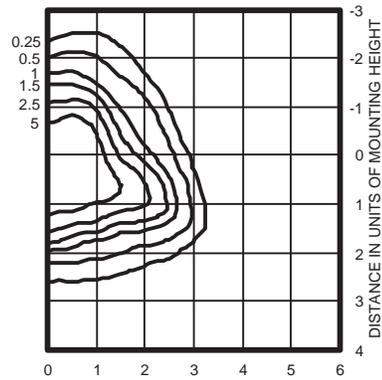
ISOILLUMINANCE PLOT (Footcandle)



400W pulse start metal halide lamp, rated 38000 lumens. Footcandle values based on 20' mounting height.
Classification: Type II, Short, Full Cutoff

KAD 400M R3 Test no. 1192040902P

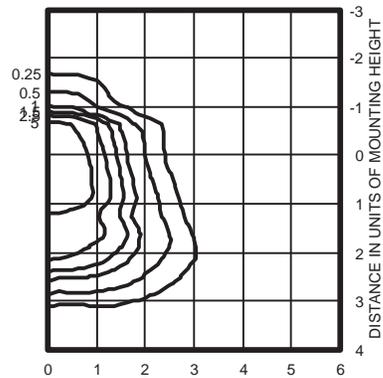
ISOILLUMINANCE PLOT (Footcandle)



400W pulse start metal halide lamp, rated 42,000 lumens. Footcandle values based on 20' mounting height.
Classification: Type II, Short, Full Cutoff

KAD 400M R4 Test no. 1191110101P

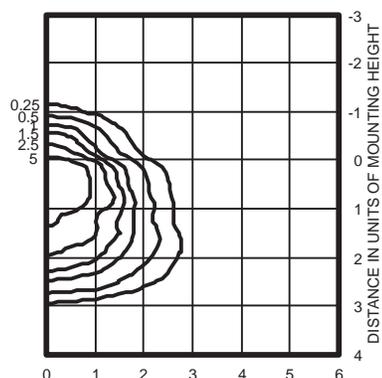
ISOILLUMINANCE PLOT (Footcandle)



400W pulse start metal halide lamp, rated 38,000 lumens. Footcandle values based on 20' mounting height.
Classification: Unclassified (Type III, Very Short), Full Cutoff

KAD 400M R4HS Test no. 1192061101P

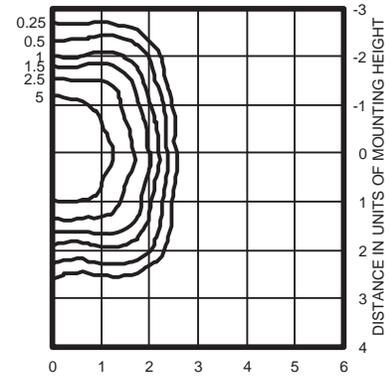
ISOILLUMINANCE PLOT (Footcandle)



400W pulse start metal halide lamp, rated 38,000 lumens. Footcandle values based on 20' mounting height.
Classification: Unclassified (Type III, Very Short), Full

KAD 400M R5S Test no. 1194040801P

ISOILLUMINANCE PLOT (Footcandle)



400W pulse start metal halide lamp, rated 38000 lumens. Footcandle values based on 20' mounting height.
Classification: Unclassified (Type NC, Very Short), Full Cutoff

Notes

- 1 Photometric data for other distributions can be accessed at www.lithonia.com.
- 2 Tested to current IES and NEMA standards under stabilized laboratory conditions. Various operating factors can cause differences between laboratory data and actual field measurements. Dimensions and specifications on this sheet are based on the most current available data and are subject to change without notice.
- 3 For electrical characteristics, consult outdoor technical data specification sheets on www.lithonia.com.

Mounting Height Correction Factor

(Multiply the fc level by the correction factor)

25 ft. = 1.44

35 ft. = 0.73

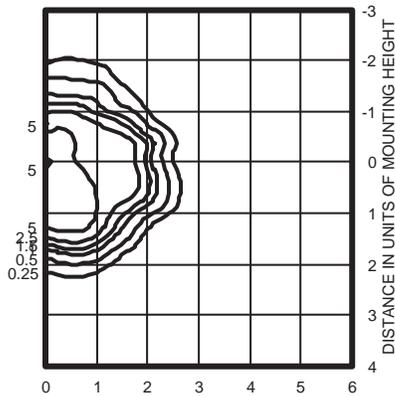
40 ft. = .56

$$\left(\frac{\text{Existing Mounting Height}}{\text{New Mounting Height}} \right)^2 = \text{Correction Factor}$$

TWF2 Metal Halide, High Pressure Sodium Building Mounted

TWF2 400M TEST NO: LTL18435

ISOILLUMINANCE PLOT (Footcandle)

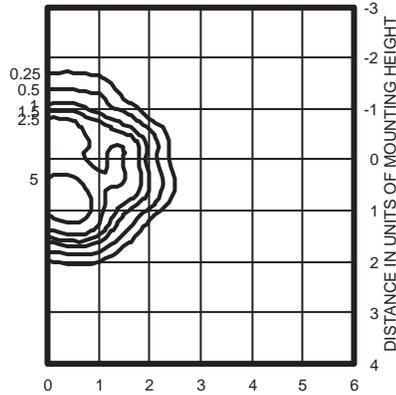


400W pulse start metal halide lamp, rated 36000 lumens. Footcandle values based on 20' mounting height.

Classification: Unclassified (Type II, Very Short), Full Cutoff
Luminaire Efficiency: 60.7%

TWF2 250M TEST NO: LTL18478

ISOILLUMINANCE PLOT (Footcandle)

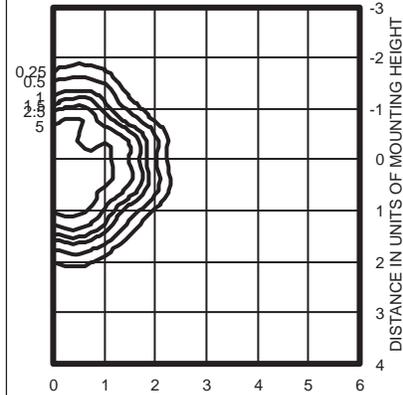


250W pulse start metal halide lamp, rated 22000 lumens. Footcandle values based on 20' mounting height.

Classification: Unclassified (Type II, Very Short), Full Cutoff
Luminaire Efficiency: 60.2%

TWF2 250S TEST NO: LTL18477

ISOILLUMINANCE PLOT (Footcandle)

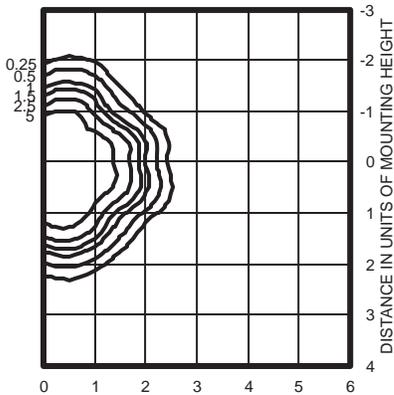


250W lamp, rated 29000 lumens. Footcandle values based on 20' mounting height.

Classification: Unclassified (Type II, Very Short), Full Cutoff
Luminaire Efficiency: 60.8%

TWF2 400S TEST NO: LTL18480

ISOILLUMINANCE PLOT (Footcandle)



400W lamp, rated 50000 lumens. Footcandle values based on 20' mounting height.

Classification: Unclassified (Type II, Very Short), Full Cutoff
Luminaire Efficiency: 60.3%

FEATURES & SPECIFICATIONS

INTENDED USE — For building- and wall-mounted applications.

CONSTRUCTION — Rugged, die-cast, single-piece aluminum housing. Die-cast doorframe has impact-resistant, tempered glass lens. Doorframe is fully sealed with a closed-cell silicone gasket.

Finish: Standard finish is textured dark bronze (DBT) polyester powder finish, with other architectural colors available.

OPTICAL — Hydroformed reflector for superior uniformity and control. Vertical lamp orientation for improved lamp output and life.

ELECTRICAL — 200W and up utilizes a constant-wattage autotransformer ballast. Quick-disconnect plugs easily disconnect reflector from ballast and fixture from supply wires. Ballasts are precision-wound and 100% factory tested. Porcelain, mogul base socket with copper alloy, nickel-plated screw shell and center contact. UL Listed. Super CWA Pulse Start ballasts, 88% efficient and EISA legislation compliant, are required for 250W metal halide and up (must order SCWA option) for US shipments only. CSA, NOM or INTL required for probe start shipments outside of the US.

INSTALLATION — Universal mounting plate with integral mounting bolts supports the fixture for easy, one-person installation.

LISTING — CSA Certified to U.S. and Canadian standards. Down orientation only. NOM Certified (see Options). **IP65 rated**. Listed for 30° C ambient for 400W and below.

Catalog Number	
Notes	Type



Wall-Mounted Luminaire

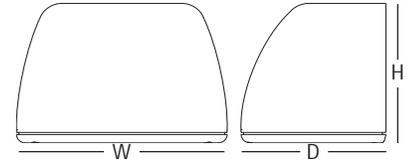
TWF2

METAL HALIDE: 250M-400M
PRESSURE SODIUM: 200S-400S

Specifications

Width: 18" (45.7)
Height: 11 1/2" (29.2)
Depth: 12 3/8" (31.4)
Max. Weight: 39 lbs (17.7 kg)

All dimensions are inches (centimeters) unless otherwise specified.



Consistent with LEED® goals & Green Globes™ criteria for light pollution reduction

ORDERING INFORMATION

Lead times will vary depending on options selected. Consult with your sales representative.

Example: TWF2 250M 120 SCWA LPI

TWF2

Series	Wattage	Voltage	Ballast	Options	Lamp ¹²	Finish ¹¹		
TWF2	<u>Metal halide</u>	120	(blank) Magnetic ballast	<u>Shipped installed in fixture</u> SF Single fuse (120, 277, 347V, n/a TB) DF Double fuse (208, 240, 480V, n/a TB) QRSTD Quartz restrike w/time delay ^{7,8} QRS Quartz restrike system (320W max.) ^{7,8} EC Emergency circuit ^{7,9} PER NEMA twist-lock receptacle only ⁹ CSA CSA Certified NOM NOM Certified INTL Available for MH probe start shipping outside the U.S. REGC1 California Title 20 effective 1/1/2010 <u>Shipped separately</u> ¹⁰ TWF2BBW Surface mounted back box TWF2WG Wire guard TWF2VG Vandal guard PE1 NEMA twist-lock PE (120, 208, 240V) PE3 NEMA twist-lock PE (347V) PE4 NEMA twist-lock PE (480V) PE7 NEMA twist-lock PE (277V) SC Shorting cap	LPI Lamp included	<u>Standard textured colors</u> (blank) Dark bronze (DBT) DSST Sandstone DNAT Natural aluminum DWHG White DBLB Black CR Enhanced corrosion resistance CRT Non-stick protective coating (black only) <u>Optional textured colors</u> DBNH Bronze DSPD Dark gray DSPJ Light gray DSPE Green DSPG Dark red DSPF Rust DSPH Red		
		208 ⁴	CWI Constant wattage isolated		L/P Less lamp			
		240 ⁴			<u>Finish</u> ¹¹			
		277					SCWA Super CWA ballast ⁶	
		347					NOTE: For shipments to U.S. territories, SCWA must be specified to comply with EISA.	
	400M ³	480						
	<u>High pressure sodium</u>	200S	TB ⁵					
		250S						
		400S						

NOTES:

- These wattages require do not comply with California Title 20 regulations.
- Must order with SCWA.
- These wattages require the REGC1 option to be chosen for shipments into California for Title 20 compliance. 250M REGC1 in not available in 347 or 480V.
- Consult factory for availability in Canada.
- Optional multi-tap ballast (120, 208, 240, 277V; 120, 277, 347V) in Canada (ships as 120/347 in Canada).
- Not available with HPS.
- Maximum allowable wattage lamp included.
- EC and QRS cannot be ordered together.
- Must be ordered with fixture; cannot be field installed.
- May be ordered as an accessory.
- Additional architectural colors available; see www.lithonia.com for more information.
- Must be specified.

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF PLANNING COMMISSION MEETING
November 16, 2010**

Meeting called to order at 7:02 p.m. by Chairperson Stephens.

Pledge of Allegiance.

ROLL CALL:

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

Commissioners absent: None.

Staff present: Adam Zettel, Zoning Administrator.

Others present: Alan Jory, Jay Freeman, Travis Underhill, Joseph Anger, Jim Lengyl, Harry Eifferley, Joe Crawford, Jamie Crawford, Mary Carwile.

APPROVAL OF AGENDA:

Resolution No. 101116-01

(Carried)

Motion by Commissioner Conner support by Commissioner Hurt, the Swartz Creek Planning Commission approves the agenda for the November 16, 2010 Panning Commission meeting.

Unanimous voice vote.

Motion declared carried.

APPROVAL OF MINUTES:

Resolution No. 101116-02

(Carried)

Motion by Commissioner Conner support by Commissioner Hurt the Swartz Creek Planning Commission approves the Minutes for the October 5, 2010 Planning Commission meeting.

There was a short discussion.

Unanimous voice vote.

Motion declared carried.

MEETING OPENED TO THE PUBLIC (NON-PUBLIC HEARING ITEMS):

None.

NEW BUSINESS:

SE Miller & Elms PUD Plan Final Review (Family Farm & Home)

Applicant Presentation

Applicant, Travis Underhill of Latitude Engineering, clarified that the pictures in the Planning Commission packet were taken by the owner of Family Farm & Home to show pictorial examples of what will be showcased in the outdoor sales area. The new, reduced sized site plan shows two minor changes. First, for clarification on fire hydrants, a hydrant that had been eliminated has been put back in the plan; also the original location of the outdoor sales area has been adjusted.

Commissioner Hurt questioned if the outdoor sales area would have any type of screening around it and if not, how would it be secured. Mr. Underhill stated there would be no screening and the larger items are all chained together, which has been effective at other Family Farm & Home stores. The smaller items are not secured. For the most part, the honor system is used unless otherwise warranted.

Commissioner Hurt questioned how the outdoor storage area would impact future traffic circulation as the project develops. Mr. Underhill stated that this area would actually help in that it cuts off traffic from going around the corner and forces them to use the traffic lanes painted there instead.

Carl Conner questioned what is done with outdoor sales items after the season is over. He was advised that those items are moved inside. The larger items would be stored in the fenced in area if there was room, or taken inside.

Staff Presentation

Adam Zettel advised that the outdoor storage area is an entirely separate item on the agenda. What the Planning Commission is looking at is the property owner's request to develop that whole intersection based upon density, building layout, utility provision, detention for drainage and all the factors completely independent of Family Farm & Home at this point, including outdoor storage. Once the whole site for all parcels is approved, then a site plan review is allowed on the Family Farm & Home use, which is the second item on the agenda. If that is successful, then whether or not the site plan can use outdoor storage would be considered under a special land use.

Mr. Zettel stated that the resolution the Commission will be looking at first is a continuation of what was looked at in the conceptual review. Mr. Zettel stated that not a lot has changed since it was conceptually approved and generally there are no issues.

One issue that has come up is the need to potentially look at a left hand turn lane for southbound traffic on Elms Road to feed into the site. Whether or not that is going to be required as part of the PUD approval at this point is up to the Planning Commission.

Commissioner Bueche stated that there are three options as to whether the agreement goes with the property owner or the City negotiates it directly to the parcels is still undecided based on Mr. Lamourie's review. The options are: the developer pays now and includes it in the cost of the sales of the property, or the City manages it, fronts the money and bills back as part of site plan approval, or go back later and do a special assessment district.

Mr. Underhill stated that they prefer the first option, meaning when each parcel gets sold off there would be an additional development with the new owner of the additional parcels. It would be subject to the main development agreement plus some additional things that would apply to the new owner of the new parcel. Mr. Bueche stated that there were two separate agreements; one with the developer, and the second development agreement will include the same template that began with Family Farm & Home and would be used for all of the other developments on that PUD. It could be required that they help pay for any common costs of off-site improvements.

Public Hearing

Harry Eifferley, Joe and Jamie Crawford, of Arby's on Elms Road, wanted to say that they support the project.

Jim Lengyl, 4138 Elms, stated that he wished he had been notified before now. Mr. Lengyl stated that he is not happy with the sewer retention ponds. Mr. Lengyl stated that his legal address is adjacent to Parkridge and when that project was at this level with the Planning Commission, sewer retention pond issues were addressed and he said no. Mr. Lengyl stated that he does not want to have property next to a sewer retention pond.

Mary Carwile wanted to talk about the traffic impact study. Ms. Carwile questioned how close the proposed driveway and the retention ponds are to her property. Ms. Carwile stated that traffic is an issue when there is a train blocking traffic flow. Ms. Carwile agreed with Mr. Lengyl on the issue of the sewer retention pond.

Mr. Underhill stated that the driveway as it is proposed right now is 35 feet from Ms. Carwile's property line. Mr. Underhill stated that the edge of the drive to Ms. Carwile's drive is approximately 70 feet.

Ms. Carwile stated that she does support the project but she intends to be vocal about issues.

Public Hearing Closed.

Adam Zettel stated that the ponds in question are actually detention ponds, which means they don't hold water unless there is a rain event. They are not permanent

ponds and they are in a flood plain. The City does not allow detention ponds with permanent standing water anymore. Mr. Bueche stated the reasons for detention ponds. He stated that for years they weren't required. Mr. Bueche stated that he would prefer to discharge directly into the streamways, but the state statute changed about 15 years ago requiring the City to put them on all properties and store water, metering it slowly into the table. Mr. Bueche stated that the detention ponds were done by the previous land owner, direct through the State.

Mr. Bueche spoke about the traffic issues due to trains. Mr. Bueche stated that according to the engineers, MDOT standards require no mitigation if that crossing is 250 feet or more away. It is believed that widening the road will alleviate some of the problem.

Commissioner Conner questioned whether the development agreement will be made between Mr. Andoni, the owner and the City. Mr. Bueche stated that there would be one agreement for Mr. Andoni and a second with Family Farm & Home that will be a template for all future PUD's for that site. Mr. Conner questioned the future development area on the drawing, which includes Ms. Carwile's parcel. He asked if it was going to be included in the development agreement. He was advised that it was not a part of it at this time. It was included in the concept but not in the actual PUD.

Commissioner Florence stated that the Commission is sympathetic to the needs of the property owners around the PUD and try to address any situations that might occur.

Commissioner Ridley asked if parking requirements are part of the site plan review. Ms. Ridley stated that she likes the plan, that everything the Commission had asked has been done according to ordinance.

Commissioner Abrams asked if the outline of the PUD was the bold object line on the drawings. He was advised that it was.

Commissioner Florine asked if the party store was going to be torn down. He was advised that it would stay until someone buys it and that the existing driveway for the party store would be closed. Mr. Abrams stated that the City Council was advised that the store would be used as the construction site office. Mr. Florine asked if it was possible for someone to go back in and open a business there without input from the City. He was advised that it was possible.

Commissioner Hurt stated that he likes the concept. Mr. Hurt questioned the sample resolution. Mr. Zettel stated that it was just a sample and could be changed as the Commission sees fit. Mr. Hurt stated that there are things in each document that the Commission needs to react to and do something about. Mr. Hurt stated that he would be satisfied to include letters from Mr. Lamourie, Mr. Fleury, and Mr. Svrcek, and do what it says in the letters.

Commissioner Abrams questioned the resolution template. Under item one, section "a" which easements? Mr. Zettel stated that it is vague but some information was not available at the time the packets were drawn up.

Commissioner Florence asked for clarification on where the detention ponds were.

Resolution No. 101116-03

(Carried)

Motion by Commissioner Hurt, support by Commissioner Florence, the Swartz Creek Planning Commission hereby recommends final approval of the Planned Unit Development Proposal for the South East corner of Miller and Elms Roads (Family Farm & Home), as amended in application on October 12, 2010, to the Swartz Creek City Council with the following conditions:

1. Execution of a development agreement that addresses:
 - a. Easements through the site and onto the property to the south
 - b. Closure of the existing access point on Elms Rd.
 - c. Provisions for all site improvements, including pedestrian access throughout the site
2. Satisfy comments submitted by the City's traffic consultant, engineer, ROWE Professional Services, dated November 4, 2010, the City's traffic consultant, Progressive A & E, dated November 12, 2010, and Public Services Director dated November 16, 2010

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

NO: None.

Motion Declared Carried.

Final Site Plan Review For Family Farm & Home (Description of Attached Plans)

Discussion ensued on the outside lighting at Family Farm & Home.

Commissioner Hurt asked to what extent do the plans meet the concerns of the fire chief. Mr. Zettel stated that it meets the fire chief's concerns. Mr. Hurt questioned how the Commission has settled which was the rear yard. Mr. Zettel stated by defining the rear yard as the "southern elevation." Mr. Hurt stated that he would be in favor of waving the requirement for 8 canopy trees, stating that 4 sounds good enough to him. Mr. Hurt stated that he thinks there should be a fence along the south border for the current property owner, to protect them from vehicle headlights.

Mary Carwile stated they would like a fence, but she is hesitant to mandate a fence if it is not a problem to them as the homeowners. Commissioner Bueche suggested that wording be created in the development agreement that states "if needed."

Commissioner Hurt suggested that a pedestrian access point to Family Farm & Home be added.

Commissioner Conner questioned the proposed decorative screening fence. Mr. Conner asked if all sides were the same fence material. He was advised that it will be decorative wrought iron fence all the way around.

Commissioner Stephens asked about the 10 foot bike path on the Miller Road side. Mr. Stephens asked if there was one there now. He was advised that there was not.

Commissioner Abrams questioned what siding would be used on the building. He was advised that it would be pre-engineered steel. Mr. Abrams asked that the darker color be used for the siding. Mr. Abrams asked how effective the shrubs in front would be when things were piled up in front of them. Mr. Abrams requested that the shrubs be removed from the plan. Mr. Abrams questioned the number of parking spaces.

Commissioner Ridley asked about direct pedestrian access. There was a consensus to strike the sidewalk from the resolution. Ms. Ridley asked about a buffer to the west of the plan. Mr. Zettel recommends the Commission waive that item. Ms. Ridley questioned whether 103 parking spaces would be enough.

Commissioner Florence spoke about the east side of the building. Mr. Florence stated that with the trees, that side of the building should look fine. Mr. Florence agreed that removing the trees from the front of the building is a good idea. Mr. Florence stated he believes there will be enough parking. Mr. Florence agreed to eliminate the sidewalk from the plans.

Commissioner Carlson questioned when the developer plans to begin building. He was advised that as soon as all of the permits could be secured and bids collected from contractors.

Commissioner Abrams spoke about a sign on the Miller Road side of the building. He was advised there was no Miller Road sign in the plans. Mr. Abrams questioned if there would be mechanics on the roof. He was advised there would be none as far as Mr. Underhill knows; that mechanics would be at the back of the building.

Resolution No. 101116-04

(Carried)

Motion by Commissioner Conner, support by Commissioner Hurt, the Swartz Creek Planning Commission hereby recommends site plan approval for the Family Farm & Home, as applied for on October 12, 2010, to the Swartz Creek City Council with the following conditions:

1. Approval of the waivers identified in the staff review dated October 22, 2010; specifically that the setback on the south side of the building be considered as the rear yard and that parking requirement be 103 spaces.
2. Confirmation of acceptable light pole heights of 20 feet.
3. Install an obscured fence, as needed, along the south property line to shield the adjacent residence from vehicle headlights.
4. Confirmation of acceptable sign details.
5. Conformance to the requirements of the city fire chief and engineer.

Discussion Ensued.

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

NO: None.

Motion Declared Carried.

Special Land Use Application for Family Farm & Home (Outdoor Sales & Storage)

Applicant Presentation

None.

Staff Presentation

None.

Public Hearing

Al Jory, 6140 Seymour Road, stated he likes the plan for the outdoor storage proposal. Mr. Jory stated that he hopes the traffic engineer will look at adding an extra left hand turn lane into the property. Mr. Jory spoke about the detention pond, saying that is was enough to take care of all of that property with the exception of the residential property south of the development.

Jay Freeman, 7391 Lennon Road, spoke about businesses bringing in contractors from all around the state and outside the state, and not using local workers due to higher wages in this area.

Public Hearing Closed.

Resolution No. 101116-05

(Carried)

Motion by Commissioner Conner, support by Commissioner Hurt, the Swartz Creek Planning Commission hereby recommends approval for the Family Farm & Home special land use for outdoor sales and storage as applied for, October 12, 2010, to the Swartz Creek City Council with no conditions.

Discussion Took Place.

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

NO: None.

Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

None.

REMARKS BY PLANNING COMMISSION MEMBERS:

Commissioner Abrams spoke about using local labor and questioned what legal right the City has to dictate that. Mr. Bueche stated the City has no legal right.

ADJOURNMENT:

Resolution No. 101005-04

(Carried)

Motion by Commissioner Conner, support by Commissioner Florence, the Swartz Creek Planning Commission adjourns the November 16, 2010 Planning Commission meeting.

Unanimous voice vote.

Motion declared carried.

Meeting adjourned at 9:59 p.m.

Paul Bueche,
Secretary

**City of Swartz Creek Recommended Water and Sewer Rates
Fiscal Year 2010**

<u>Water</u>	5/8", 3/4", 1"	1.5"	2"	3"	6"
Readiness to Serve Charge	\$47.45	\$200.70	\$321.12	\$602.10	\$2,007.00
Consumption (per 100 cf)	\$3.09	\$3.09	\$3.09	\$3.09	\$3.09

Sewer

Metered Customers

Readiness to Serve Charge/Unit	\$48.70
Consumption (per 100 cf)	\$1.57

Non-Metered Customers

Sewer Readiness & Consumption/Unit	\$119.58
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Notes:

Water readiness to serve charge are determined by meter size.

Sewer Rates are applicable to all customers depending on the number of units their account has per County.

Rates are quarterly.

Updated: October 30, 2010

9-28-2010

COMMUNITY	MONTHLY READINESS TO SERVE CHARGE			COMMODITY CHARGE PER 100 CFT
	5/8"	1"	1.5"	
GCDCWWS	\$13.38	\$33.45	\$66.90	\$2.760
DAVISON	\$15.51	\$38.78	\$77.55	\$2.930
CLAYTON	\$17.45	\$43.62	\$87.25	\$2.860
FLINT TWP	\$16.23	\$40.58	\$81.15	\$2.890
FLUSHING TWP	\$17.32	\$43.67	\$83.35	\$3.170
GAINES TWP	\$15.64	\$39.11	\$78.21	\$2.968
MONTROSE TWP	\$16.98	\$42.45	\$84.90	\$2.748
MT MORRIS TWP	\$14.68	\$34.75	\$68.20	\$3.190
MUNDY TWP	\$13.38	\$33.45	\$66.90	\$3.115
RICHFIELD TWP	\$20.45	\$40.52	\$73.97	\$2.760
THETFORD TWP	\$9.51	\$24.27	\$50.84	\$1.910
VIENNA TWP	\$20.32	\$41.81	\$77.60	\$3.080

S.C.

\$ 11.95

\$ 11.95

\$ 11.95

\$ 3.54

COMPARATIVE TABLE

CURRENT BILLING, NOVEMBER 2010

PROPOSED NEW RATES

3315: Res Seymour Road

Sewer RTS		33.64	
Sewer	0.0235	77.90	
Water RTS		35.83	
Water	0.0354	117.35	
Current Bill		264.72	

Sewer RTS		48.70	
Sewer	0.0157	52.05	
Water RTS		47.45	
Water	0.0309	102.43	
Current Bill		250.63	

4925: Res Parkridge

Sewer RTS		33.64	
Sewer	0.0235	115.74	
Water RTS		35.83	
Water	0.0354	174.35	
Current Bill		359.55	

Sewer RTS		48.70	
Sewer	0.0157	77.32	
Water RTS		47.45	
Water	0.0309	152.18	
Current Bill		325.66	

1415: Res Parkridge

Sewer RTS		33.64	
Sewer	0.0235	33.25	
Water RTS		35.83	
Water	0.0354	50.09	
Current Bill		152.81	

Sewer RTS		48.70	
Sewer	0.0157	22.22	
Water RTS		47.45	
Water	0.0309	43.72	
Current Bill		162.09	

30280: Commercial Grocery

Sewer RTS	71	33.64	2388.44
Sewer	0.0235	711.58	711.58
Water RTS		35.83	35.83
Water	0.0354	1071.91	1071.91
Current Bill		4207.76	

Sewer RTS	71	48.70	3441.37
Sewer	0.0157	0.00	475.396
Water RTS		2007.00	2007
Water	0.0309	0.00	935.652
Current Bill		6859.42	

852000: Industrial

Sewer RTS	135	33.64	4541.4	Sewer RTS	135	48.70	6543.45
Sewer	0.0235	20022.00	20022	Sewer	0.0157	13376.40	13376.4
Water RTS		35.83	35.83	Water RTS		2007.00	2007
Water	0.0354	30160.80	30160.8	Water	0.0309	26326.80	26326.8
Current Bill			54760.03				48253.65

83190: High School

Sewer RTS	37	33.64	1244.68	Sewer RTS	37	48.70	1793.39
Sewer	0.0235	1954.97	1954.97	Sewer	0.0157	0.00	1306.083
Water RTS		35.83	35.93	Water RTS		2007.00	2007
Water	0.0354	2944.93	2944.93	Water	0.0309	0.00	2570.571
Current Bill			6180.51				7677.04

2000: Middle School (error read)

Sewer RTS	38	33.64	1278.32	Sewer RTS	38	48.70	1841.86
Sewer	0.0235	47.00	47	Sewer	0.0157	0.00	31.4
Water RTS		35.83	35.93	Water RTS		2007.00	2007
Water	0.0354	70.80	70.8	Water	0.0309	0.00	61.8
Current Bill			1432.05				3942.06

6000: Office, Multi

Sewer RTS	11	33.64	370.04	Sewer RTS	11	48.70	533.17
Sewer	0.0235	141.00	141	Sewer	0.0157	0.00	94.2
Water RTS		35.83	35.83	Water RTS		321.12	321.12
Water	0.0354	212.40	212.4	Water	0.0309	0.00	185.4
Current Bill			759.27				1133.89

5000: Apartments, Multi							
Sewer RTS	5	33.64	168.2	Sewer RTS	5	48.70	242.35
Sewer	0.0235	117.50	117.5	Sewer	0.0157	0.00	78.5
Water RTS		35.83	35.83	Water RTS		321.12	321.12
Water	0.0354	177.00	177	Water	0.0309	0.00	154.5
Current Bill			498.53				796.47
3700: Apartments, Multi							
Sewer RTS	4	33.64	134.56	Sewer RTS	4	48.70	193.88
Sewer	0.0235	86.95	86.95	Sewer	0.0157	0.00	58.09
Water RTS		35.83	35.83	Water RTS		321.12	321.12
Water	0.0354	130.98	130.98	Water	0.0309	0.00	114.33
Current Bill			388.32				687.42
1300: Office, Single							
Sewer RTS	2	33.64	67.28	Sewer RTS	2	48.70	96.94
Sewer	0.0235	30.55	30.55	Sewer	0.0157	0.00	20.41
Water RTS		35.83	35.83	Water RTS		321.12	321.12
Water	0.0354	46.02	46.02	Water	0.0309	0.00	40.17
Current Bill			179.68				478.64
900: Office, Single							
Sewer RTS	2	33.64	67.28	Sewer RTS	2	48.70	96.94
Sewer	0.0235	21.15	30.55	Sewer	0.0157	0.00	14.13
Water RTS		35.83	35.83	Water RTS		321.12	321.12
Water	0.0354	31.86	46.02	Water	0.0309	0.00	27.81
Current Bill			179.68				460.00

1100: Scholl Admin Bldg							
Sewer RTS	3	33.64	100.92	Sewer RTS	3	48.70	145.41
Sewer	0.0235	25.85	25.85	Sewer	0.0157	0.00	17.27
Water RTS		35.83	35.83	Water RTS		321.12	321.12
Water	0.0354	38.94	38.94	Water	0.0309	0.00	33.99
Current Bill			201.54	Current Bill			517.79

3800: Res Sr., Summer Watering							
Sewer RTS	1	33.64	33.64	Sewer RTS	1	48.70	48.47
Sewer	0.0235	89.30	25.85	Sewer	0.0157	0.00	59.66
Water RTS		35.83	35.83	Water RTS		47.45	47.45
Water	0.0354	134.52	38.94	Water	0.0309	0.00	117.42
Current Bill			134.26	Current Bill			273.00

2600: Credit Union							
Sewer RTS	3	33.64	100.92	Sewer RTS	3	48.70	145.41
Sewer	0.0235	61.10	61.1	Sewer	0.0157	0.00	40.82
Water RTS		35.83	35.83	Water RTS		321.12	321.12
Water	0.0354	92.04	92.04	Water	0.0309	0.00	80.34
Current Bill			289.89	Current Bill			587.69

**CITY OF SWARTZ CREEK
PARK AND RECREATION ADVISORY BOARD
Thursday
November 17, 2010
6:00 P.M.
AGENDA**

1. CALL TO ORDER:
2. ROLL CALL: James Florence, Rod Gardner, Rae Lynn Hicks, Rick Henry,
Mike Shumaker, Ray Thornton, Korene Kelly, Bradley Stiff,
Dave Plumb.
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
5. MEETING OPEN TO PUBLIC
6. COMMUNICATIONS TO BOARD
7. REPORTS
 - A. Tom Svrcek (Update)
 - B.
 - C.
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Signage for rentals in park
 - B. Land next to GM –Discussion
 - C. DDA guests
 - D. Set rental rates for 2011
 - E. Elections in January for Board
 - F. New member for board appointment—suggestions of names
 - G. Christmas light contest
10. OTHER BUSINESS
11. MEETING OPEN TO PUBLIC
12. BOARD MEMBER COMMENTS
13. ADJOURNMENT:

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PARK AND RECREATION ADVISORY BOARD
MINUTES OF REGULAR MEETING
August 19, 2010**

Meeting called to order at 6:00 p.m.

ROLL CALL:

Members Present: James Florence, Rod Gardner, Rick Henry, Mike Shumaker, Ray Thornton
Members Absent: Rae Lynn Hicks, Korene Kelly, Bradley Stiff, Dave Plumb
Staff Present: Tom Svrcek, Adam Zettel
Others Present: NONE

APPROVAL OF AGENDA:

Motion by Member: Rod Gardner Second by Member: Rick Henry
Motion carried

APPROVAL OF APRIL 1, 2009 MINUTES:

Motion by Member: Mike Shumaker Second by Member: Ray Thornton
Motion Carried

MEETING OPEN TO THE PUBLIC: NONE

COMMUNICATIONS TO THE BOARD: NONE

REPORTS:

Tom Svrcek- Dead Ash trees removed from Elms Park. Low limbs removed on other trees in preparation for Art in the Park. No replanting at this time. Horseshoe pits removed. Pickle ball courts painted. Gutters and soffits will be installed on pavilion by fall.

Rick Henry- The Marine statue is due to arrive in late September. The purchase of bricks is going well and one half of the new walk is complete. One half of the money for the Coastguard Statue has been raised.

OLD BUSINESS: None

NEW BUSINESS:

Ray Lynn would like to schedule a clean up day for spring 2011.

"FRIENDS OF THE PARK COMMITTEE"

Adam presented information regarding cost of park operations, suggested possibly charging non-profit groups, and non residents for use of the parks. Adam recommended the park board write a letter to Council regarding our suggestions on how to raise funds for maintaining the parks and how to schedule events. The cost of maintenance is too high.

We could investigate what other groups do in terms of planning, organizing and setting fee schedules.
"DEVELOP A PLAN"

See attached Mlive.com article from August 15, 2010, discussing park fees and events.

OTHER BUSINESS: NONE

MEETING OPEN TO PUBLIC: _____

BOARD MEMBER COMMENTS _____

MEETING ADJOURNED, 7 p.m. NEXT MEETING – Nov. 17, 2010 @ 6 p.m.


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SWARTZ CREEK, Michigan — With cities strapped, some communities are exploring how revenue can bloom in unlikely places — parks.

Until five years ago, Swartz Creek made no money from Elms Road Park, which costs the city's general fund about \$40,000 a year.

But thanks to fees for reserving park pavilions on summer weekends, the park regularly generates a small amount of revenue — nearly \$7,500 for the fiscal year ending last summer, or about 19 percent of the operating costs.

The fees range from \$30 to \$100, depending on the pavilion and the renter's residency. A smaller park, Winshall Park, rents pavilions, as well.

Dennis Ketchmark spent a recent afternoon in Elms Road Park as his grandson played on the playground. Overlooking the main pavilion, the Flint man said " \$50 is a reasonable price " for renting its use.

But \$100?

"That would be a little high," he said.

While \$7,000-plus is a small slice of the \$900,000 general fund, the city "took notice. The second installment of an art festival will be held in the park "this month.

The popularity of those kinds of events, along with the success of pavilion fees, had some officials wondering if the location has more moneymaking potential — such as by adding more pavilion rental options or hosting concerts and other big events.

City Manager Paul Bueche said other municipalities have taken this route in recent years.

"It's an intriguing idea," he said. "But do we want to have concerts in our parks or not? I don't know."

While Bueche said parks are an important public service, he called maintenance and upkeep costs "burdensome."

"Boy, they've become very taxing on that general fund lately," he said.

As with all government operations, shrinking budgets and pressures to operate public parks more cheaply have been a growing trend in recent years, said Amy McMillan, director of the Genesee County Parks and Recreation Commission.

County parks don't operate as part of the general fund. About half their budget comes from a .5-mill countywide tax, but because of shrinking home values and population loss, the tax generates \$1.27 million *Less. THAN IT DID FOUR YEARS AGO.*

November 18, 2010

Paul Bueche
City Manager
8083 Civic Drive
Swartz Creek, Michigan 48473

Re: NOTICE TO IMPACTED PARTIES OF CORRECTIVE ACTION

Mr. Bueche,

Groundwater & Environmental Services, Inc. (GES), on behalf of ExxonMobil Oil Corporation (ExxonMobil), has prepared the following Notice to Impacted Parties of Corrective Action for the Former Mobil #03-COT located at 5012 Holland Drive, Swartz Creek, Michigan (Site). This notice has been prepared to facilitate notification requirements pursuant with the Michigan Department of Natural Resources and Environment as required under Sections 21309a(3) of Part 213, Leaking Underground Storage Tanks (LUST), of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

GES, on behalf of ExxonMobil, is currently evaluating the appropriate corrective actions addressing the 1989 confirmed petroleum hydrocarbon release at the Site. If you have any additional questions or require additional information, please contact the undersigned at (800) 368-0337, ext. 3375.

Respectfully submitted,

GROUNDWATER & ENVIRONMENTAL SERVICES, INC.



Kristie Miller
Staff Environmental Scientist

/Enclosure

cc: Dale Gomm, ExxonMobil
GES File 03-COT



NOTICE TO IMPACTED PARTIES OF CORRECTIVE ACTION

This information is required under Sections 21309a(3) of Part 213, Leaking Underground Storage Tanks (LUST), of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Failure to comply with the provisions of this Act may result in civil fines not to exceed \$10,000 for each day the violation continues or failure to comply continues.

Instructions: (1) Use this form to notice owners of property whose soil or groundwater exceed Tier 1 unrestricted residential Risk-Based Screening Levels when the corrective action plan indicates that this level of contamination exists on property owned or operated by another person. Owners of property include, but are not limited to, easement holders, tenants, utilities, and highway authorities. (2) Send the notice to the impacted parties described above before submitting the corrective action plan to the Remediation & Redevelopment Division (RRD). Record that notification was made on the appropriate report cover sheets (Final Assessment Report, EQP 3842 and Closure Report, EQP 3843). (3) The RRD may request a copy and/or proof of providing this notice as part of an audit. This notice does not constitute a warranty or representation of any kind by the State of Michigan that the corrective actions performed in accordance with this notice will result in the achievement of the remedial criteria established by Law, or that the property is suitable for any particular use.

Owner or Operator: ExxonMobil Oil Corporation

Site Name: Former Mobil Station #03-COT

Site Address: 5012 Holland Drive City: Swartz Creek State: MI Zip: 48473

Contact Person: Dale Gomm Phone Number: 713-819-6879

Mailing Address: 17001 Northchase Drive City: Houston State: TX Zip: 77060

Qualified Underground Storage Tank Consultant : Groundwater & Environmental Services, Inc.

Address: 10381 Citation Drive, Suite 500 City: Brighton State: MI Zip: 48116

Contact Person: Rafal Danigier Phone Number: 1-800-368-0337, ext. 3359

A corrective action plan for the above site has been developed as a result of a release from an underground storage tank. The corrective action plan indicates:

- The groundwater at the property listed below is contaminated.
- The soils at the property listed below are contaminated.

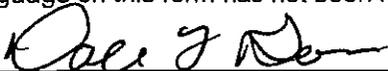
Property(ies) directly impacted by the release include(s):

Address: 5012 Holland Drive City: Swartz Creek State: MI Zip: 48473

Property Name: The southern right-of-way of Miller Road from Holland Drive to approximately 110 feet west of Holland Drive and the western right-of-way of Holland Drive approximately 150 feet south from Miller Road to Miller Road.

or See attached list.

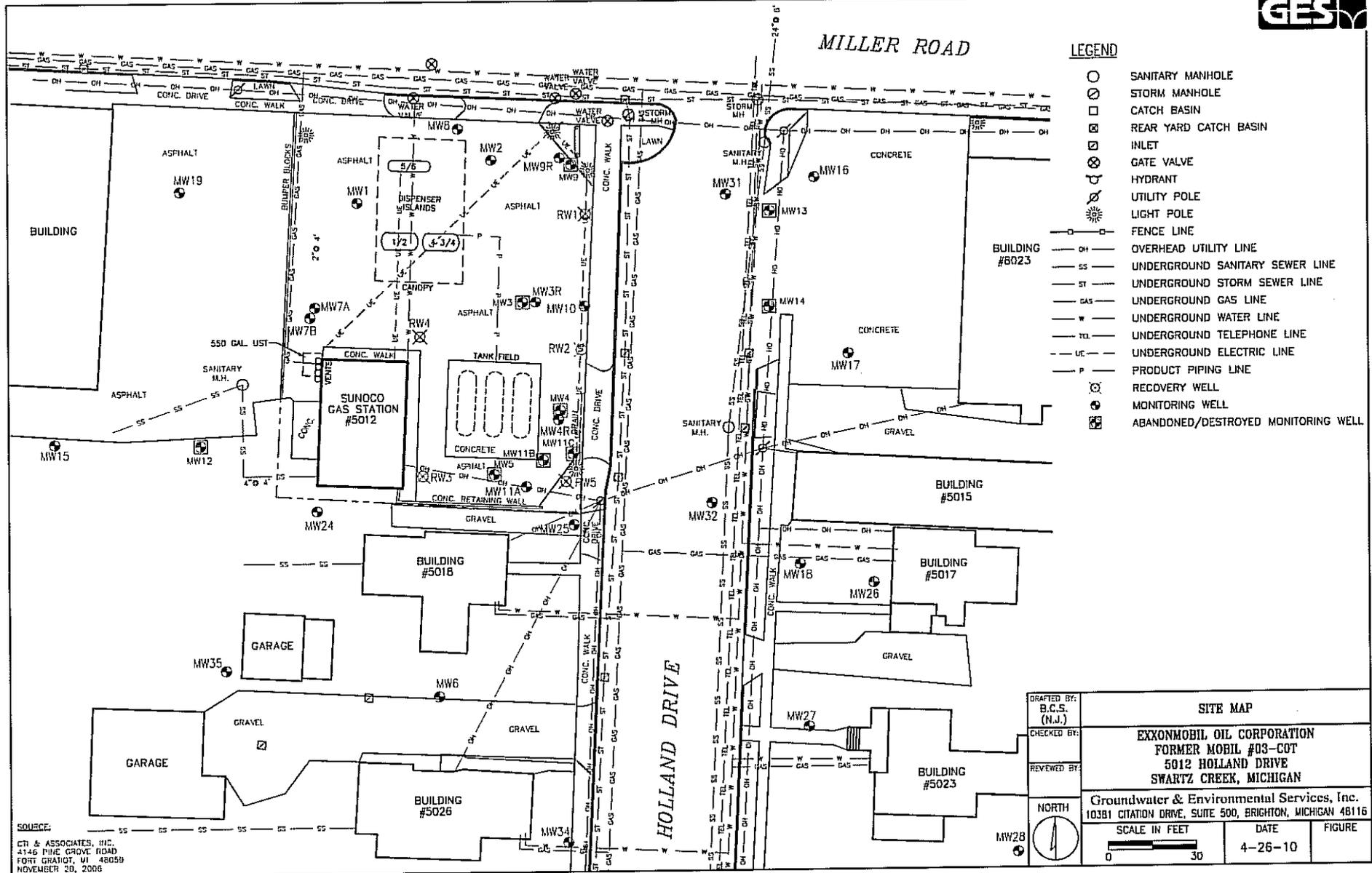
I hereby attest to the accuracy of the statements in this document and all attachments. I further certify that the language on this form has not been modified.


 Owner or Operator's Signature

11-12-10
 Date

To obtain a copy of the corrective action plan, contact the owner/operator listed above or the Remediation & Redevelopment Division District Office located at:

Lansing District Office, Constitution Hall, North Tower, 4th Floor, 525 West Allegan Street, Lansing Michigan 48909



C:\WORKING FILES\1708\1708\m03-cot Swartz Creek S&I.dwg, BJS/ehd

SOURCE:
GFI & ASSOCIATES, INC.
4146 PINE GROVE ROAD
FORT GRATIOT, MI 48059
NOVEMBER 20, 2006

517-241-3571

City of Swartz Creek
Swartz Creek, Michigan
Special Council Meeting Workshop
Heritage Village Association Street Repairs
November 9, 2010

Name (Please Print)	Address	Phone	Email
George Trundlo	6292 Augusta Drive	810 6354241	geophyl6292@AOL.com
Phyllis Trundlo	" " "	" " "	
Christie Brunette	6329 Augusta	635-8103	
Christie	6315 St. Charles Pass	810-397-5168	jac Christie1@gmail.com
Timothy Burkhaus	3414 Heritage Blvd	810-877-3355	timothy burkhaus@comcast.net
Geoff DeMott	6230 Mansfield Dr.	810-635-5047	6151981@aol.com
PAT HEARBY	5036 1st St, SC		
Rick HEARBY	6353 Bristol Rd		
CHRIS SMYTH	6243 Arlington Dr	810 223-1544	
Ken Smyth	6243 Arlington Dr	810-577-4996	
MIKE BLAKE	6280 Augusta Dr		
Roberto Acosta	1250 Chatsworth Drive	810-766-6316	racosta@flint3.comcast.com
Curt Quattlebaum	3448 Manchester St	810-280-2115	
DeWayne Willsey	7445 Cambridge St.	810 624-5996	
JOANNE KESSLER	3449 HERITAGE BLVD	810 635-7114	
JANET ELDE	3435 HERITAGE BLVD	810 347 0532	Janet jmelde@comcast.net
Briano Pam Mosher	6295 St. Charles Pass	810 635-9395	briano.mosher@comcast.net
TED KRAMER	6224 BAINBRIDGE DR	810-577-1655	tedandred@netzero.com
Karen Maloney	6281 Augusta Sw. Creek	(810) 869-3700	Karen Maloney 64@gmail.com
RANDALL SCHIESTEL	6299 ST. CHARLES PASS	(810) 630-6034	RSCHIEST@COMCAST.NET

11/10/2010

GL ACTIVITY REPORT FOR CITY OF SWARTZ CREEK
 FROM 202-410.003-450.000 TO 202-410.003-450.000
 TRANSACTIONS FROM 07/01/2001 TO 10/31/2010

Date	JNL	Type	Description	Reference #	Credits	Balance
Fund 202 Major Street Fund						
07/01/2001			202-410.003-450.000 Traffic Improvement	BEG. BALANCE		0.00
07/23/2002	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	800.00	(800.00)
09/20/2002	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	1,000.00	(1,800.00)
10/11/2002	CR	CR	Cash Drawer: TWO Type: MISC	TWO /MISC	200.00	(2,000.00)
10/14/2002	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(2,200.00)
10/24/2002	CR	CR	Cash Drawer: TWO Type: MISC	TWO /MISC	200.00	(2,400.00)
11/21/2002	CR	CR	Cash Drawer: TWO Type: MISC	TWO /MISC	400.00	(2,800.00)
12/12/2002	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(3,000.00)
12/30/2002	CR	CR	Cash Drawer: TWO Type: MISC	TWO /MISC	200.00	(3,200.00)
01/03/2003	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(3,400.00)
01/28/2003	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(3,600.00)
02/18/2003	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	600.00	(4,200.00)
03/11/2003	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(4,400.00)
04/21/2003	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	300.00	(4,700.00)
05/05/2003	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(4,900.00)
05/23/2003	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	400.00	(5,300.00)
06/11/2003	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(5,500.00)
07/16/2003	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	400.00	(5,900.00)
08/08/2003	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(6,100.00)
09/10/2003	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	400.00	(6,500.00)
04/27/2004	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(6,700.00)
12/03/2004	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	800.00	(7,500.00)
12/09/2004	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	600.00	(8,100.00)
01/21/2005	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	400.00	(8,500.00)
04/14/2005	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(8,700.00)
04/15/2005	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(8,900.00)
06/17/2005	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	400.00	(9,300.00)
07/01/2005	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(9,500.00)
10/21/2005	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	600.00	(10,100.00)
10/25/2005	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(10,300.00)
11/02/2005	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(10,500.00)
11/30/2005	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	400.00	(10,900.00)
12/20/2005	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(11,100.00)
01/31/2006	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(11,300.00)
03/15/2006	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(11,500.00)
03/29/2006	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(11,700.00)
04/17/2006	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(11,900.00)
05/04/2006	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(12,100.00)
05/30/2006	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(12,300.00)
06/15/2006	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(12,500.00)
07/19/2006	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(12,700.00)
07/25/2006	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(12,900.00)
08/03/2006	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(13,100.00)
10/03/2006	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(13,300.00)
01/18/2007	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(13,500.00)
02/15/2007	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(13,700.00)
03/06/2007	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(13,900.00)
08/07/2007	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	400.00	(14,300.00)
10/02/2007	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(14,500.00)

01/11/2008	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(14,700.00)
02/22/2008	CR	CR	Cash Drawer: ONE Type: MISC	ONE /MISC	200.00	(14,900.00)
06/05/2008	CR	CR	Miscellaneous 06/05/2008	69	200.00	(15,100.00)
07/11/2008	CR	CR	Miscellaneous 07/11/2008	167	200.00	(15,300.00)
07/01/2009			2009-10 Fiscal Year Begin			0.00
07/01/2010			2010-11 Fiscal Year Begin			0.00
10/31/2010			202-410.003-450.000	END BALANCE		0.00
			Cumulative Net Debits and Credits:		15,300.00	(15,300.00)

$$\div 200 = 76.5$$

Note:

this program was started after the first couple of houses were already constructed. THE City currently HOLDS \$15,300 Collected from Woodside ON EACH House Building permit ISSUED. This equates to 76.5 houses that PAID. I AM UNABLE to explain why we HAVE ONE For \$300 (4-21-2003). I AM checking to ASCERTAIN that these FUNDS HAVE NOT BEEN encumbered. THE final decision is the Council, But I see NO reason why they CANNOT Be used towards the streets IN Heritage

PAUL

HOUSE BILL No. 6566

November 10, 2010, Introduced by Reps. Roberts, Valentine, Lindberg and McDowell and referred to the Committee on Intergovernmental and Regional Affairs.

A bill to prohibit a local unit of government from charging a fee to a person, or from seeking reimbursement for costs from a person, for providing emergency response services at a motor vehicle accident.

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

1 Sec. 1. This act shall be known and may be cited as the
2 "emergency response services fee prohibition act".

3 Sec. 3. As used in this act:

4 (a) "Emergency response services" means police department
5 services, fire department services, or emergency medical services.

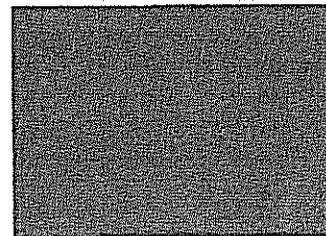
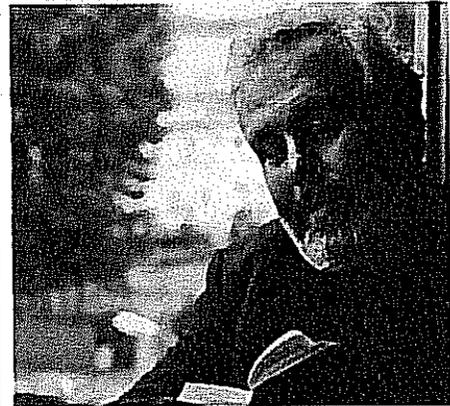
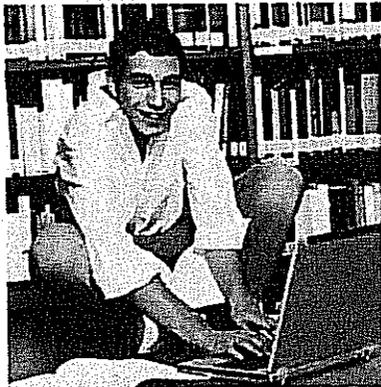
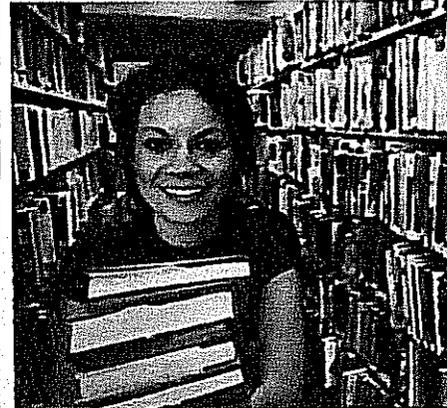
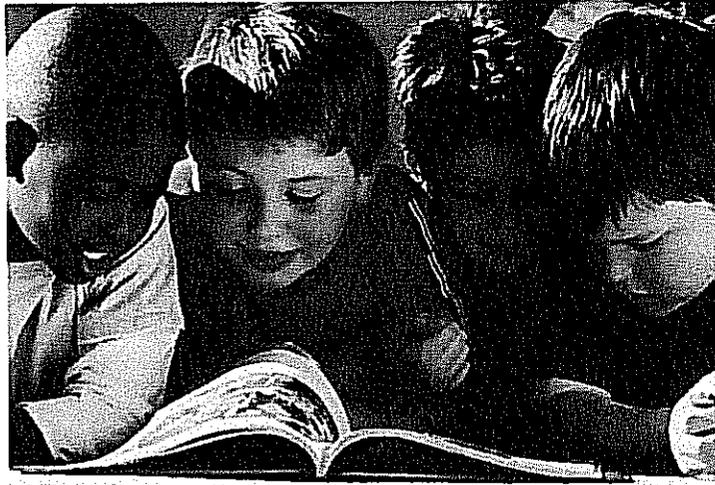
6 (b) "Local unit of government" means a county, city, village,
7 township, or charter township.

8 Sec. 5. Notwithstanding any other provision of law to the

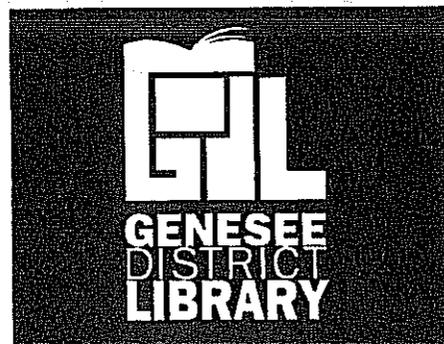
1 contrary, a local unit of government shall not enact, maintain, or
2 enforce an ordinance, regulation, or resolution that allows the
3 local unit of government to charge a fee to a person, or that
4 allows the local unit of government to seek reimbursement for costs
5 from a person, for the local unit of government providing emergency
6 response services at a motor vehicle accident.

RECEIVED
NOV 09 2010
By _____

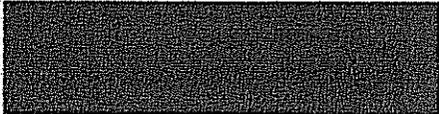
Our Story



2009 Annual Report



Our Leaders



GENESEE DISTRICT LIBRARY BOARD of TRUSTEES



FRONT ROW FROM LEFT: CINDY JOHNSON, JEAN CRONIN, LARENE KLINK. BACK ROW: KARL HAISER, JR., GLENN M-D COTTON, JAMES CARNEY.

* NOT PICTURED: LINDA RYALS-MASSEY, VALARIA CONERLY-MOON



CAROLYN NASH, PHR.
GOL EXECUTIVE DIRECTOR

Glenn M-D Cotton
Chair

Jean Cronin
Vice Chair

Karl Haiser, Jr.
Treasurer

Cindy Johnson
Secretary

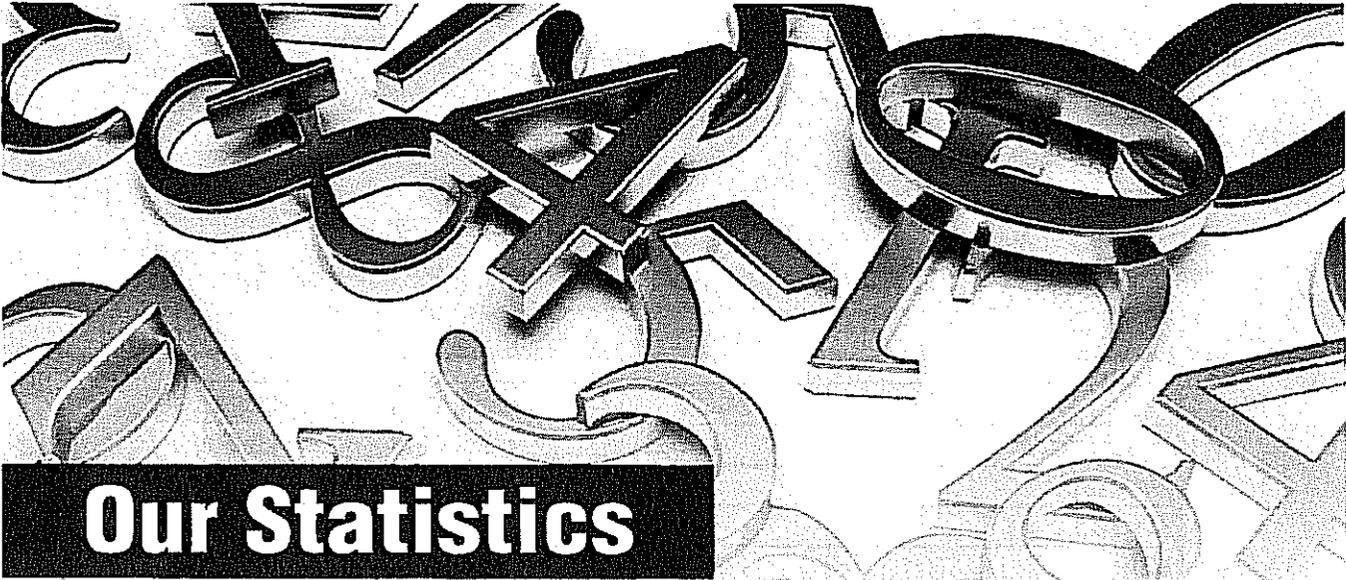
James Carney
Trustee

LaRene Klink
Trustee

Linda Ryals-Massey
Trustee

Valaria Conerly-Moon
Trustee

Carolyn Nash, PHR
Executive Director



Our Statistics

Here are some of the categories we use to measure our success.

Library Users:

There were 143,055 users with valid library cards.

Library Visits:

Over 1 million visits were made to the Genesee District Library, an increase of 55,000 visits over the previous year.

Circulation:

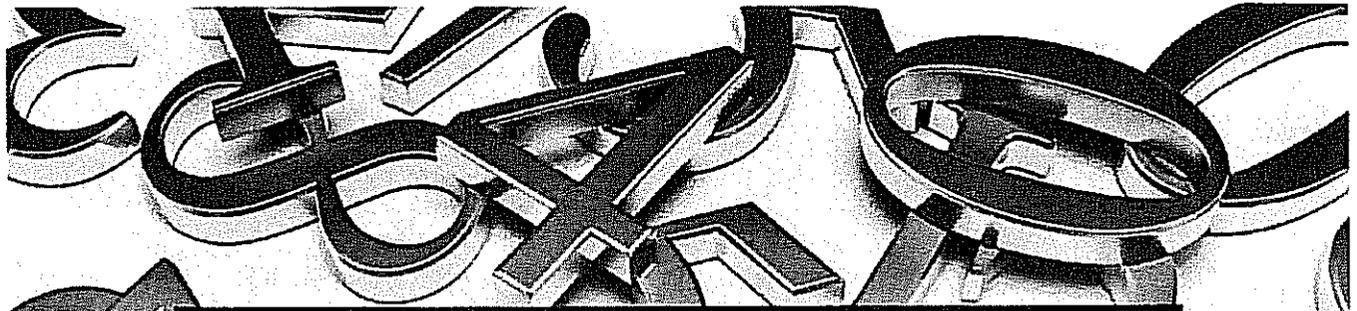
The Genesee District Library circulated 2,983,960 items, an increase of 9.32% over the previous year. This amount includes the Library for the Blind and the Digital Library.

Computer Use:

There were 520,792 electronic users in 2009, providing an increase of 21,000 users over the previous year. Normally our computers are used for educational and entertainment purposes, but the increase was driven primarily by a large amount of employment search activities.

Program Attendance:

Genesee District Library programming and outreach efforts reached 24,264 people, which was down 8,000 from the previous year. This decrease was due to a reduction of programs offered. The program offerings for 2009 were restructured to mirror our reduced budget.



Circulation			
	2009	2008	% Change
Baker Park	95,315	81,662	16.72%
Beecher	63,481	41,234	53.95%
Burton	170,089	152,732	11.36%
Clio	179,701	166,755	7.76%
Davison	321,302	292,781	9.74%
Fenton	151,239	143,329	5.52%
Fenton Children's Ctr	112,408	106,570	5.48%
Fenton Combined:	263,647	249,899	5.50%
Flint Twp.	85,880	64,359	33.44%
Flushing	161,167	157,380	2.41%
Forest Twp.	82,611	81,304	1.61%
Gaines	18,948	19,000	-0.27%
Genesee Twp.	87,630	93,921	-6.70%
Genesee Valley	138,289	119,639	15.59%
Goodrich	63,123	60,181	4.89%
Grand Blanc	468,690	446,775	4.91%
Headquarters	139,561	131,220	6.36%
Hombound	2,576	2,167	18.87%
Linden	85,259	83,184	2.49%
Montrose	84,367	93,264	-9.54%
Mt. Morris	108,535	111,248	-2.44%
Swartz Creek	108,160	94,103	14.94%
Library for the Blind	887	646	37.31%
Digital Library	254,742	186,088	36.89%
TOTAL	2,983,960	2,729,542	9.32%
*Digital Library's Numbers Are Cumulative			

Door Count

	2009	2008	% Change
Baker Park	40,124	37,864	5.97%
Beecher	34,149	29,338	16.40%
Burton	61,137	55,789	9.59%
Clio	64,454	60,365	6.77%
Davison	115,220	106,608	8.08%
Fenton	104,733	95,822	9.30%
Flint Twp.	31,652	27,219	16.29%
Flushing	73,261	75,747	-3.28%
Forest Twp.	30,483	27,439	11.09%
Gainey	5,185	4,854	6.82%
Genesee Twp.	35,853	41,418	-13.44%
Genesee Valley	108,998	105,070	3.74%
Goodrich	22,182	19,773	12.18%
Grand Blanc	182,387	169,630	7.52%
Headquarters	65,959	65,796	0.25%
Linden	31,654	33,640	-5.90%
Montrose	34,072	39,054	-12.76%
Mt. Morris	37,652	45,177	-16.66%
Swartz Creek	31,102	39,817	-21.89%
TOTAL:	1,110,257	1,080,420	2.76%

Computer Usage

	2009	2008	% Change
Baker Park	14,052	13,743	2.25%
Beecher	21,581	21,024	2.65%
Burton	31,968	30,854	3.61%
Clio	26,907	24,549	9.61%
Davison	54,371	44,384	22.50%
Fenton	34,819	33,713	3.28%
Fenton Children's Center	11,764	11,115	5.84%
Flint Twp.	15,078	11,668	29.23%
Flushing	25,189	25,639	-1.76%
Forest Twp.	12,893	10,602	21.61%
Gainey	2,103	2,207	-4.71%
Genesee Twp.	17,352	21,586	-19.61%
Genesee Valley	68,404	69,094	-1.00%
Goodrich	4,311	3,500	23.17%
Grand Blanc	68,424	65,329	4.74%
Headquarters	45,363	42,366	7.07%
Linden	7,253	7,569	-4.17%
Montrose	20,360	21,221	-4.06%
Mt. Morris	22,858	26,002	-12.09%
Swartz Creek	15,742	13,356	17.86%
TOTAL:	520,792	499,521	4.26%

Our Programs

Despite a reduction in the program budget, we were able to provide a fabulous lineup of programs in 2009. In addition to computer classes and employment workshops, the following programs were offered:



HONOREE. LENORE CROUDY HUGS
KEYNOTE SPEAKER. RUBY DEE.

BLACK HISTORY MONTH BRUNCH

The Genesee District Library celebrated Black History Month with its annual brunch at the Genesys Conference and Banquet Center in Grand Blanc. The paid event featured a keynote address by acclaimed actress and author, Ruby Dee. The Brunch also recognized local residents Jean Conyers, Lenore Croudy, Sherman Mitchell, and Charlotte Williams, for excelling in their chosen fields and/or making a difference in the lives of Genesee County residents.

MOTOWN & MORE!

There was plenty of music in the stacks in 2009. Allan Barnes and Giant Steps performed Jazz from all the greats, while Grammy-nominated Straight Ahead, featuring vocal legend Carolyn Crawford, delighted large crowds with Motown favorites. Folksinger and guitarist, Gary Brandt, also returned to the Genesee District Library to perform some of his original material.



JAZZ GROUP PERFORMS AT THE McFARLEN LIBRARY.



KELSER AND BRANDSTATTER SHARE A LAUGH.

SPORTS INSIDERS

Sport fanatics were treated with a rare opportunity to listen in to an in-depth conversation between WJRT Sports Director Greg Molzon and popular broadcasters Greg Kelsner (Detroit Pistons; ESPN) and Jim Brandstatter (University of Michigan Football; Detroit Lions).

THE HISTORY DETECTIVE

The Genesee District Library was excited to host an appearance by Elyse Luray, co-star of *The History Detectives*, a popular program on PBS. Ms. Luray spoke about history research and gave audiences an inside look into the show including some of its most fascinating cases.



LURAY SPEAKS AT THE FLUSHING AREA LIBRARY.



ELYSE LURAY

MEET THE AUTHORS

Genesee District Library played host to three author talks on money, politics, and love.



GLINDA BRIDGFORTH.

Personal finance expert, Glinda Bridgforth, discussed her book, *Girl, Get Your Money Straight*. Bridgforth appeared on the *Oprah Winfrey Show*'s popular "Debt Diet" series.



JUAN WILLIAMS.

Fox News Political Analyst, Juan Williams, provided GDL patrons with an insider's view of national politics. Williams has written six highly regarded books including *My Soul Looks Back in Wonder* and *Eyes on the Prize*.



ELIZABETH BERG.

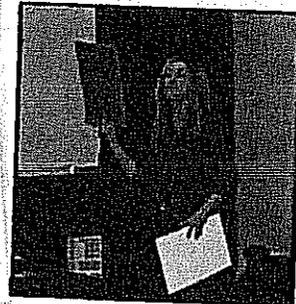
Finally, Bestselling Author, Elizabeth Berg, spoke to a crowd of nearly 300 about some of her books including, *We Are All Welcome Here*, *Open House*, and *Home Safe*.

PARADE OF PROGRAMS

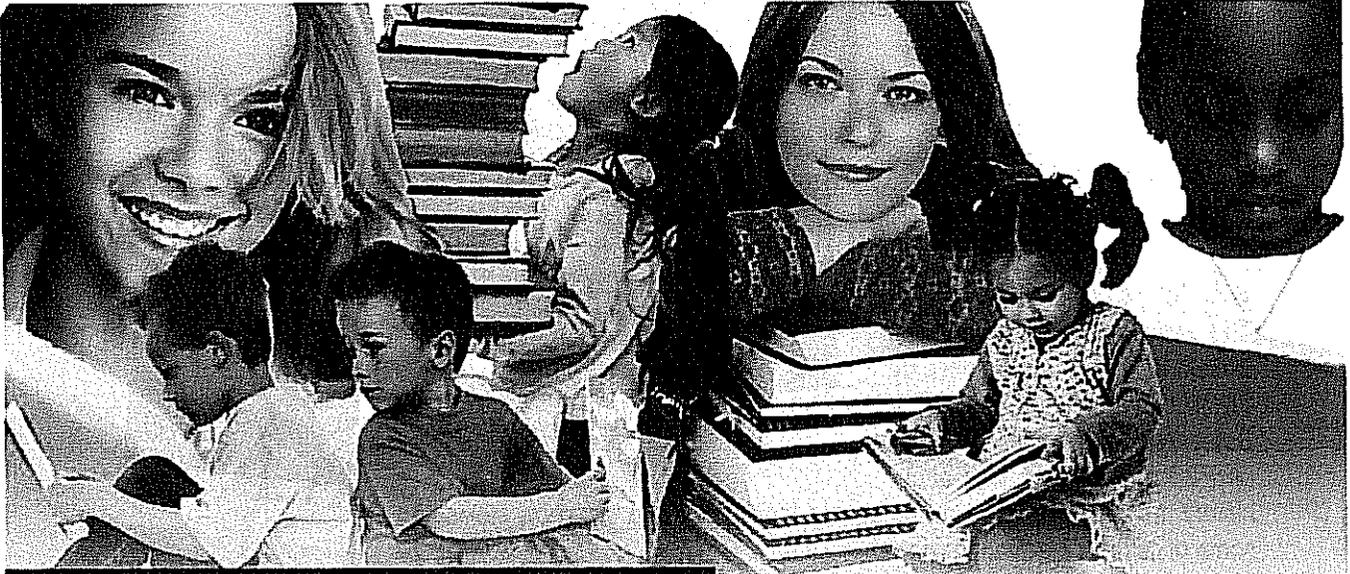
The Genesee District Library launched its first Parade of Programs series in the fall of 2009. The series featured free programs that entertained, educated, and empowered the community. Topics included home decorating, flower arranging, job hunting, and more.



DESIGN EXPERT, J. SCHMALKE SHOWS OFF A FLOWER ARRANGEMENT AT THE FLINT TOWNSHIP LIBRARY



FOOTY DECORATOR, KELLY EDWARDS AT THE CLIF AREA LIBRARY



Our Purpose

The Genesee District Library's primary purpose is to promote the love of reading.

STORYTIMES

Nearly 1,000 pre-schoolers and their parents attended storytimes at selected Genesee District Library locations.

BOOK DISCUSSIONS

Several of our library locations hosted book discussions on a regular basis. The Genesee District Library also supports over 60 book clubs through its Bag of Books service, providing multiple copies of former bestsellers and classics.

SUMMER READING PROGRAM

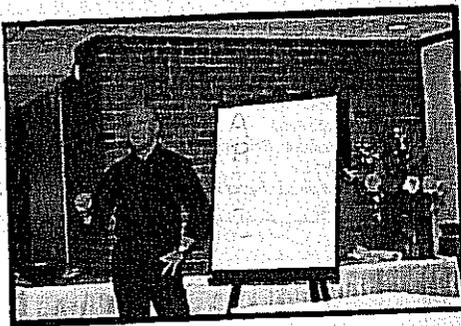
The purpose of the program is to encourage young people to continue to read during the summer months. Studies have shown that summer reading pays big dividends in the fall for students. Over 3,000 young people signed up for the program, which also featured a variety of fun shows.



STAFF SORTS MATERIALS FOR THE SUMMER READING PROGRAM.

Our Staff

The Genesee District Library employed 153 staff members in 2009. Our staff is truly our most valuable asset.



SECURITY EXPERT, WARREN GRAHAM SPEAKS DURING IN-SERVICE DAY.

IN-SERVICE DAY

Genesee District Library administration, staff, and some board members attended the annual In-Service day meeting. The session allowed participants to discuss library issues, as well as, learn ways to better serve our patrons. The day also featured Security Expert Warren Graham, who spoke about library safety.

STAFF AWARDS

Library Assistant At-Large, Joseph Hamlin, won the *Richard Handwerker Customer Service Award* while Beecher Library Technical Assistant, Karen Forsmark, was honored with the *Kay Hills Customer Service Award*. Nicole Redmond, Mary Dewley and Loni Wetherell received our *Page Staff Recognition Award*.



(L) JEAN CRONIN, VICE CHAIR, ODL BOARD AND CAROLYN NASH, ODL EXECUTIVE DIRECTOR POSE WITH JOSEPH HAMLIN.



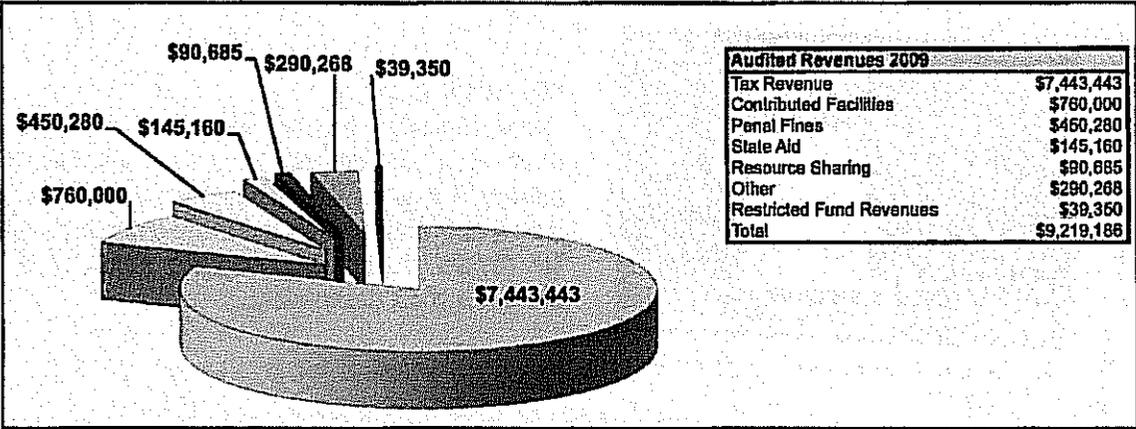
(L) JEAN CRONIN, VICE CHAIR, ODL BOARD AND CAROLYN NASH, ODL EXECUTIVE DIRECTOR POSE WITH KAREN FORSMARK.

STAFF RETIREMENT

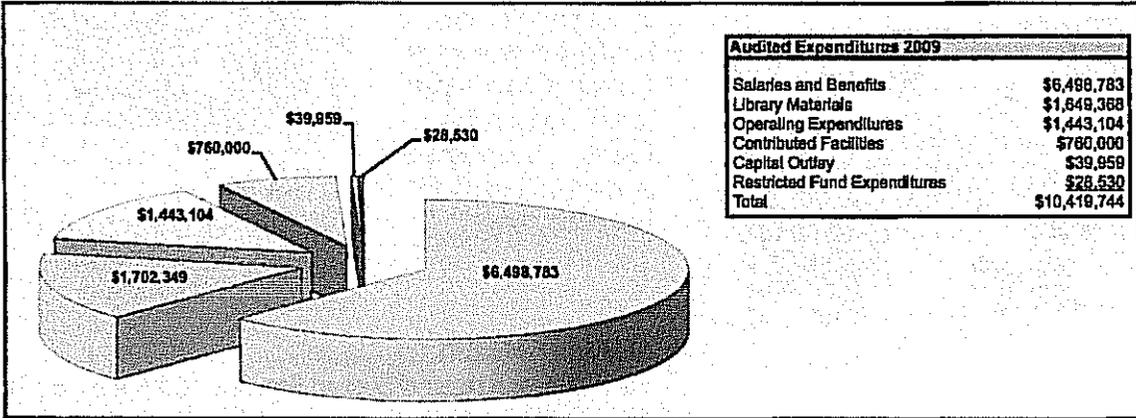
Pat Peterson, Director of Support Services, retired after 25 years. Pat was in charge of all the library's marketing, programming, and outreach.

Our Financials

Audited Revenues 2009 \$9,219,186



Audited Expenditures 2009 \$10,419,744



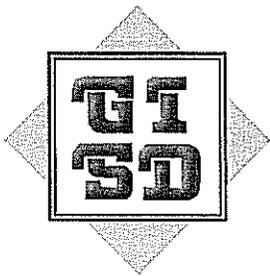
Where Communities Come Together



Genesee District Library
4195 W. Pasadena Ave.
Flint, MI 48504
810-732-0110

www.theGDL.org

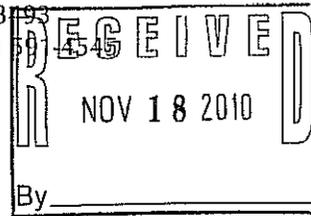




GENESEE INTERMEDIATE SCHOOL DISTRICT

Genesee County's Regional Educational Service Agency

2413 West Maple Avenue, Flint, Michigan 48507-3199
(810) 591-4400 Fax (810) 591-7570 TDD (810) 591-4545
www.geneseeisd.org



November 12, 2010

Dear Community Member,

The Genesee Intermediate School District (GISD) recently completed the *2010-2011 Directory of Genesee County Schools*. As a previous recipient of the hard copy version, the purpose of this letter is to inform you that the directory will now only be available electronically, via the GISD website. GISD is providing the document online in order to eliminate printing and postage costs, which continue to escalate.

The *2010-2011 Directory of Genesee County Schools* is available at www.geneseeisd.org as a searchable PDF document. Anyone wishing to have a hard copy may print it for themselves. The document is located in the Publications and Reports option, within the Directories area.

One advantage of making the document available in an electronic-only format is that it can be updated as needed throughout the year. If you wish to be notified when updates have taken place, please use the Notify Me option on the GISD website. Submission of your contact information will result in notification sent directly to you each time the document is updated.

While visiting the GISD website, you may notice that it has been completely redesigned. The new site is structured to provide more comprehensive information and resources for educators, parents, and the greater community. It features streamlined navigation and the capability to quickly link to information and resources tailored for specific audiences. Brand new components include a searchable GISD Staff Directory and a districtwide events calendar. Additionally, a new feature, Information Alerts, has also been added on the main page of the site for the purpose of making visitors aware of emergency information and other important announcements. The site also retained some of the most popular features used by visitors, including links to Genesee County's public school districts and public school academies, and data and reporting resources for student and school business-related activities.

Please take time to explore the *2010-2011 Directory of Genesee County Schools* and the new GISD website. Your comments and suggestions will help continue to improve the directory as well as the ongoing development of GISD's new website. I can be reached at (810) 591-4426 or by email at jdjohnson@geneseeisd.org. All feedback is welcome.

Sincerely,

Jerry D. Johnson
Executive Director
Communications and Development
Genesee Intermediate School District

JDJ:emj

Lawrence P. Ford, President ♦ Jerry G. Ragsdale, Vice President
Paul D. Newman, Secretary ♦ Cindy A. Gansen, Treasurer ♦ Dale A. Green, Trustee