

**City of Swartz Creek
AGENDA**

**Regular Council Meeting, Monday, December 5, 2016, 7:00 P.M.
Paul D. Bueche Municipal 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. Council Meeting of November 28, 2016 MOTION Pg. 15
5. **APPROVE AGENDA:**
5A. Proposed / Amended Agenda MOTION Pg. 1
6. **REPORTS & COMMUNICATIONS:**
6A. City Manager's Report MOTION Pg. 2
6B. Payroll Service Agreement (Business Item) Pg. 23
6C. Monthly Building Report Pg. 28
7. **MEETING OPENED TO THE PUBLIC:**
7A. General Public Comments
8. **COUNCIL BUSINESS:**
8A. Appointments RESO Pg. 12
8B. Finance Director Update DISCUSSION
8C. Payroll Professional Services RESO Pg. 13
8D. Street & Bond Update DISCUSSION
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION

Next Month Calendar

Planning Commission:	Tuesday, December 6, 2016, 7:00 p.m., PDBMB
Park Board:	Wednesday, December 7, 2016, 6:00 p.m., PDBMB
Downtown Development Authority:	Cancelled
City Council:	Monday, December 12, 2016, 7:00 p.m., PDBMB
Fire Board:	Monday, December 19, 2016, 6:00 p.m., Public Safety Building
Police Authority:	Wednesday, December 28, 2016, 10:00 a.m., Mundy Township Hall
City Council:	Monday, January 9, 2017, 7:00 p.m., PDBMB

City of Swartz Creek
CITY MANAGER'S REPORT
 Regular Council Meeting of Monday, December 05, 2016 - 7:00 P.M.

TO: *Honorable Mayor, Mayor Pro-Tem & Council Members*
FROM: Adam Zettel, City Manager
DATE: December 1, 2016

ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

✓ **OUTSTANDING APPEALS** *(No Change of Status)*

Appeals that the city is preparing to do full appraisals on are the Topvalco (Kroger) property and O'Reilly Auto Parts. These are newer submissions that will take some time to resolve themselves.

I expect a future negotiation for the office building, for which we are awaiting some market data (Huizinga Properties). A complete listing of outstanding appeals is as follows (note that the S.C. Mini Storage is also settled).

Year	Parcel #	docket	Owner	Petitioner's	Assessed	Taxable	Assessed	Taxable	Status
2015	58-02-200-029	15-002787	S.C. Mini Storage	Steve Johnson	765,300	765,300	550,000	550,000	stip pending
2016	58-02-200-029	15-002787	S.C. Mini Storage	Steve Johnson	861,000	859,495	550,000	550,000	
2016	58-31-626-002	16-001553	Huizinga Properties	Mark Pendery	131,800	131,800	85,000	85,000	answered 6/21/16
2016	58-36-576-012	16-002714	Topvalco/Kroger	H. Adam Cohen	2,239,700	2,044,916	1,100,000	1,100,000	answered 8/2/16
2016	58-31-551-006	16-003390	O'Reilly Auto Parts	Thomas Randle	523,900	453,942	150,000	150,000	answered

✓ **STREETS** *(See Individual Category)*

✓ **MORRISH AND BRISTOL SIGNAL** *(No Change of Status)*

Consumers Energy was spotted onsite on November 7th and again the following week. This is a good sign. Hopefully, the Genesee County Road Commission staff will be onsite soon after to finish signal installation.

✓ **2017-2020 TRAFFIC IMPROVEMENT PROGRAM (TIP)** *(No Change of Status)*

The three year plan for street funding has been drafted by the county, and the city has committed to a 20% match for those streets that were awarded funding. Based upon discussion in October, I submitted a letter to the Genesee County Metropolitan Planning Commission indicating that we could not make good use of the federal funds for Worchester and directing them to reallocate such funds. That project has been removed from the Traffic Improvement Program, leaving only Fairchild.

Listed below is the breakdown for Fairchild, including federal funding:

Road	Point of Beginning	Point of End	Length (Miles)	Lanes	Lane Feet	Width (Feet)	ADT	Total Cost	Federal Match	Local Match
Fairchild	Cappy	Miller	0.28	2	2956.8	44	2456	\$305,104	\$247,234	\$61,021

✓ **STREET PROJECT UPDATES (Update)**

This is a standing section of the report on the status of streets as it relates to our dedicated levy, 20 year plan, ongoing projects, state funding, and committee work.

Bids will be going out the week of December 5th, with the opening scheduled for the third week in January. We are scheduling time with the financial advisor and bond counsel to begin the process of planning our general financial strategy and private bond placement.

✓ **WATER – SEWER ISSUES PENDING (See Individual Category)**

✓ **SEWER REHABILITATION PROGRAM (Update)**

Sewer work has already been completed for the east side of Seymour (Greenleaf) and parts of Chesterfield. There is some restoration work to do, but the entire project should be invoiced and closed this month without any further issues.

✓ **KWA (No Change of Status)**

The latest expectation is that we will be receiving KWA water by October of 2017, less than one year! Staff with the county indicated that a budget will be set up in the coming months, with early indications being a stable or slightly lower rate. This rate should float for a few years, while operations are standardized and analyzed.

✓ **WATER LOSS (No Change of Status)**

The county is going to be checking the registers on their meters to ensure they are the right type for our master reads. As discovered with some of our commercial customers, a register meant for a specific size meter can read other meter sizes, but the results can vary tremendously. Mr. Svrcek feels this could be an issue. We are also going to work with the county to decrease pressure once the Winston-Miller valves and flow are tested again.

We continue to check our billing register for anomalies and the distribution system for leaks and other loss.

✓ **SHARED SERVICES, POLICE DEPARTMENTS (Update)**

The authority staff met with their legal counsel on November 29th. They are assembling and reviewing final drafts of leases, policies, and implementation strategies for review by the authority board and the municipalities. Though I don't currently expect the city to be deliberating on any of this material in this calendar year, they are close to a final proposal and hope for review soon after the New Year. The largest outstanding item is the budget. The authority is also working hand-in-hand with the city/township on pension liabilities, post-employment health care, level of service requirements (including code enforcement/special events), and authority housekeeping functions (bookkeeping, payroll, training, etc.).

The board met at city hall on November 23, 2016. Staff updated the board on many non-action items that relate to daily operations, such as payroll, IT, software, banking, reporting, etc. The authority also discussed and acted upon a facility plan which includes occupancy at 8100 Civic Drive and the new facility off of Hill Road. Their next meeting is scheduled for December 28, 2016.

✓ **POLICE AUTHORITY FACILITY PLAN CONCEPT** *(No Change of Status)*

At their meeting on November 23, 2016, the authority conditionally approved leases with the city and township. The leases mirror each other in terms and value. This means that the authority is planning and budgeting to have one lease with the city, paying about \$21,000 a year to the city, and it would also have a lease with the township for the new facility, paying about \$74,000 a year to Mundy. The expectation is that the authority will place appropriate amounts in the budget to accommodate these building costs, with the intention to officially commence leases mid-year.

As far as it impacts operations, I think the arrangement is very sound. It keeps a police presence in the city and also arranges for coverage in the township that can double as a very modern headquarters that the authority can grow into. The costs will clearly add to the authority budget (and the city's contribution to said budget). However, the city is receiving payments for building maintenance to offset those costs.

✓ **SPRINGBROOK EAST & HERITAGE VACANT LOTS** *(No Change of Status)*

The lighting has finally been installed! The developer has also placed funds into escrow to fund the remaining items on the punch list, including curb backfill on Russell and sidewalk work.

All lots in Springbrook East have sold. The city is now clear of this project as a land owner interest.

The city still owns four lots in Heritage Village. We have no plan for these at this time. Perhaps an auction of these lots is in order. In this case, I am not sure if there was an intention to share additional revenues with the association or not. The city sold one lot in 2014 "at cost." Purchase agreements with other buyers fell through.

✓ **WINCHESTER WOODS LOTS** *(No Change of Status)*

We have been making the streets passable by adding more asphalt millings to the base and removing encroaching vegetation. We are also ordering some street signs and "No Dumping" signs.

The street committee considered this neighborhood at their meeting on August 30th. They believe the city should reach out to all property owners with vacant lots. However, it is thought that a cost estimate for the required improvements (sanitary and storm water) should be prepared beforehand. City engineer, Lou Fleury, is looking into the work previously done to see if the storm water plan is detailed enough to price out. At this point, he feels another \$6,000 - \$8,000 is needed to revisit the plans for the current scope and needs.

Gaines Township tentatively agreed to work with us on finding solutions, as had the church on Hill Road that may be involved with the location of utilities. I await more formal commitments, post election, before discussing the specifics of engineering.

✓ **NEWSLETTER** *(No Change of Status)*

This has been sent to print. You should have a copy by now. Let me know what you think.

✓ **CAPPY LANE LIFT STATION (Update)**

The work is substantially complete and without any unforeseen problems. In fact, as noted previously, we anticipate salvaging the generator for use at the public safety building. This move should save the city about \$25,000 from the general fund. The annotated report from the contractor is as follows:

Successful generator startup occurred on November 29.
Demolition will be complete November 30.

Remaining items:

1. Concrete drive (December 2nd)
2. Site restoration (final grading, seed, mulch) will occur in spring \$1,500 held in retainage
3. Kennedy has a couple of punch list items on the new panel, but all equipment is up and running. They will be out next week to install a couple of relays and answer any remaining questions for Mr. Svrcek
4. Cummings will be back out next week to load test and hook up a block heater

There were a couple small extras (timer relays in the control panel, additional discharge piping, existing yard light replacement, and a couple of bollards). They indicated that they are "on budget".

✓ **SUNOCO (Update)**

The Downtown Development Authority is looking to begin discussions regarding the future use of the Sunoco site in January. They should be able to form a game plan that results in a recommendation by March or April. Hopefully, the site will be clean by then so the city and DDA can proceed with whatever plans are desirable in the summer of 2017.

The prior report on the cleanup follows:

Exxon has completed site borings per the site license agreement. No issues were encountered, and we await results. Now Exxon is seeking an additional legal instrument to access the site for soil removal and restoration. Our environmental counsel is working with them to negotiate the terms of access, extent of cleanup, and costs payable to the city for restoration. Mr. Fleury has determined that \$75,000 for a new surface on Holland Drive and \$45,000 for an asphalt cap are reasonable amounts that could be placed in escrow to make the city facilities whole. Placing funds in escrow is desirable over direct repairs by Exxon. This allows the city to control the process, product, and timing. It also provides flexibility should the site be put to an alternative use, other than an asphalt surface.

I have given the attorney feedback on the legal agreement, as well as the engineer's specifications for backfill and restoration costs. We await their response. Given all of the recent activity, it certainly appears they are working in good faith with us. We should have a clean site with some restoration monies available to repair the site sometime in 2017.

- ✓ **ELMS PARK RENOVATIONS** *(No Change of Status)*
The restrooms are complete, and the books are closed on this component of the project. The remainder of the grant funded improvements will be bid during the winter months when the contractor interest and pricing will be in our favor. While any delay is frowned upon, this will enable the improvements to coincide with the Dog Park and Tot Lot projects. There should not be any adverse impacts on our grant status.

The dog park has been approved. The scouts indicated that this should be installed early in 2017. The park board will be addressing operating rules/guidelines for this facility this summer. In the meantime, we await progress by the scouts.

- ✓ **CLOCK DONATION** *(Update)*
The clock dedication is scheduled for Saturday, December 3rd at 2:00 p.m. at city hall, with the expectation that a ribbon cutting will occur at the clock location. The Swartz Creek Chamber, honored guests, and Mayor will participate in the event. The public is welcome. It's a wonderful clock and gesture by the family!

- ✓ **WATER TOWER PAINTING** *(No Change of Status)*
Bids will be released soon. We expect the tower to be painted beginning in April. The process is expected to take about three weeks and will restore the tower to its previous condition.

- ✓ **TRAIL PLANNING CONCEPTS** *(No Change of Status)*
We await OHM to begin investigating trail options. I suspect they will look for park board, planning commission, and general input at some point. I will keep the council informed.

- ✓ **DISC GOLF CONCEPT** *(No Change of Status)*
Conceptual approval has been granted for a course in Winshall Park. With winter fast approaching, interest in fundraising has died down. I will keep the city council informed.

- ✓ **REDEVELOPMENT READY COMMUNITIES** *(No Change of Status)*
The State of Michigan oversees a new program in which cities become certified as "Redevelopment Ready Communities". The intent of the program is to encourage and help cities streamline development and review processes in order to better move forward with implementing plans for downtown and commercial improvements. An advantage of being certified is that the state will assist such communities with marketing specific sites and/or plans, such as the

In the near future, I will likely present the city council with a resolution to pursue certification. Doing so would start a process in which we review our ordinances, permits, applications, and processes related to building, planning, and zoning. The state will then encourage revisions as needed in order to achieve what they believe is the optimal set of policies and procedures (certification).

- ✓ **MEDICAL MARIHUANA ORDINANCE REVIEW** *(No Change of Status)*
A public hearing is scheduled for December 6th in front of the Swartz Creek Planning Commission to deliberate on the city's medical marijuana ordinances and the new

state laws. The meeting will be at the Paul D. Bueche Municipal Building at 7:00 p.m. If the planning commission makes any recommendations for changes, I expect they may be on the agenda of the city council meeting of December 12th.

✓ **DEBT** (*No Change of Status*)

At previous meetings, we have discussed existing city debt and how that relates to existing fund balances. Staff believes that we should consider paying off more debt, if not all of it. Why? Due to circumstances, local governments cannot invest savings in any meaningful way. This means our savings (fund balances) are worth less each year in terms of spending power. Meanwhile, we pay interest on some notes at over 4.35% from those same funds. For unfunded retirement, we lose a theoretical 7.75% each year, though this is likely 6% in practice.

In the spring, we analyzed our fund balances in terms of months-of-operating. This means that if we had \$100 in savings after all expenditures for a year and spent \$200 each year from that fund, we would have six months operating remaining. What we found is that sewer and general fund were in very good positions, with the ability to make expenditures on debt or deferred maintenance on facilities. This practice is known as spending down healthy savings. We believe we should seriously consider details in the near future.

The largest debt we have is in the shape of the unfunded, accrued liabilities for retirement. These liabilities hit all major funds, but are owed mostly from the general fund. If the authority forms, there is an expectation that we pay down all of the accrued debt for the police unit. Frankly, we should probably do this anyway since their returns are much higher than what we achieve.

Note that there is still some debt for the other units, but the Supervisors and AFSCME are closed and have no new covered employees. In fact, there are no current pension-eligible supervisors and only two active AFSCME employees in the pension fund. Everyone else is retired. We will have a better understanding of what is owed after our actuarial evaluation by MERS.

The city also has a note outstanding for city hall. According to the information we received, bonds can only be called on an interest payment date. The next interest payment date is March 1, 2017 at that time the payoff will be \$405,952.50 If we pay off the bond early we will save about \$57,000 in interest. The payoff would come from general fund 40%, Garbage Fund 10% and 25% from each water and sewer fund. Ms. Aguilar believes we should seriously consider the early payoff. The fund balance in each of these funds is healthy enough to pay these down.

General Fund:	\$162,381
Garbage Fund:	\$40,595.25
Water Fund:	\$101,488.12
Sewer Fund:	\$101,488.12

The sewer fund also has a separate debt, which incidentally is on the agenda this evening. The interest on this is approximately \$20,000 annually. We are making inquiries into the nature of any possible early payoff for this as well. This note is held

by the county and is noted to amount to approximately \$500,000 in our audit. Details will follow. For now, there appears to be enough interest from Clayton and Gaines to make payoff of this note in the spring probable.

The one area of pause we must consider is the street projects. The bids going out this year could come in high, requiring a delay or additional funds from the general fund or borrowed from the sewer fund. As such, a clear picture of debt obligations will not be known until the final police authority pension liability is known and street bids are received. Related to the street bonding, we will likely require professional, certified financial advisor services in addition to our legal bond counsel. They can probably assist with all of the concerns related to our debt.

There is a lot to consider here, and much of it is financial jargon. If you have any questions or concerns, please don't hesitate to ask.

✓ **SPORTS CREEK RACEWAY TEMPORARY LAND USE** *(No Change of Status)*

General Motors and their transport affiliates have been using area parking lots for the temporary storage of new trucks that are produced locally and require pre-transport storage. They worked out a deal with the raceway to use their open parking area for the storage of such vehicles for a period of 30-90 days. Based upon our zoning ordinance, we are able to approve such temporary uses based upon performance criteria and affirmation by the police and fire professionals. We have conditionally granted approval of this temporary use based upon the lease terms, security, duration, estimated trip count, and type of product storage.

There has been no stated intention to continue with this use once the permit expires. There has also been no indication that there is a buyer or other use proposed. We will monitor the performance in terms of traffic, security, lighting glare, and other factors for the time being.

✓ **TAX REVERTED PROPERTIES** *(Update)*

Three properties that were not picked up by the city for back taxes this last summer have been passed up by the private sector at the auction. The city will be receiving these properties from the county. The three properties are:

- 3323 Heritage Boulevard (Vacant condo lot)
- 3329 Heritage Boulevard (Vacant condo lot)
- 5157 Morrish Road (Single Family Home)

✓ **COMMUNITY DEVELOPMENT BLOCK GRANT** *(Update)*

We are scheduled to have a public hearing and application amendment on December 12th. The notice is published and the county planning agency has affirmed our eligibility and process. We should be good to go.

✓ **OTHER COMMUNICATIONS & HAPPENINGS** *(Update)*

✓ **MONTHLY REPORTS** *(Update)*

Included are the monthly building reports. Additional monthly reports are expected for the December 12 meeting.

- ✓ **BOARDS & COMMISSIONS** *(See Individual Category)*
 - ✓ **PLANNING COMMISSION** *(No Change of Status)*
The commission will be holding a public hearing on December 6th to consider changes to the city's medical marijuana ordinance. They did not meet in November.
 - ✓ **DOWNTOWN DEVELOPMENT AUTHORITY** *(Update)*
The DDA met on November 10th. They were given an update about the Sunoco station and conversation ensued regarding its use after any potential soil clean up by Exxon. As noted in the "Sunoco" section above, the DDA is interested in funding and planning such improvements. They request the ability to lead the planning process, conditioned upon input from the public and planning commission, as well as final approval by the city council.

The DDA's next regular meeting is scheduled for January 14.
 - ✓ **ZONING BOARD OF APPEALS** *(No Change of Status)*
The zoning board of appeals has a meeting planned for December 21st. There is a variance to place an electronic message board at the First Baptist Church located at 5372 Seymour Road.
 - ✓ **PARKS AND RECREATION COMMISSION** *(No Change of Status)*
The park board has made plans to judge and promote holiday decorating. They did not meet in November. The next regular meeting is scheduled for December 7th, and they are slated to discuss the park reservation and waiver regulations per the city council's direction on November 14th
 - ✓ **BOARD OF REVIEW** *(No Change of Status)*
The next meeting is scheduled for December 13, 2016.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

- ✓ **MAYORAL APPOINTMENTS** *(Business Item)*
Despite the volume of appointments at the last meeting, I missed two. The GAIN Auto Theft Unit appointments were left out. They are included in the first business resolution.
- ✓ **FINANCE DIRECTOR** *(Update)*
Juanita Aguilar, the city's finance director has indicated that she is going to move her retirement date from June 30, 2017 to December 31, 2016. This is going to be a big change for the city due to all of the value and experience she brought with her. Though this will leave us scrambling a bit to arrange duties, Ms. Aguilar has moved our city into a very good fiscal spot and has been working hard to create a knowledge legacy with other staff so that her departure will be as painless as possible.

This departure has been anticipated for over a year. To accommodate this, we have moved the duties of the city clerk to Ms. Eskew and have been preparing to transfer supervision duties to Mrs. Korth. Obviously, there is a lot that Juanita helped correct and fix while she was here, and she had many regular ongoing regular duties. As part

of a succession plan, I anticipate having Mrs. Korth, the treasurer, take on more finance duties moving into the New Year. We will also be looking at options to supplement the expertise, separation of duties, and workload with professional services on an as needed basis.

To reduce the overall workload in the office, we anticipate outsourcing of payroll (see below), adding email utility bill delivery as a service, potentially adding credit acceptance for payments, enabling online payments, instituting a “lockbox” feature (which will greatly reduce financial data entry...I can explain better at the meeting), and reducing the frequency of some administrative duties such as accounts payable.

✓ **PAYROLL PROFESSIONAL SERVICES (*Business Item*)**

As noted above, we are looking for ways to reduce staff time and focusing our efforts on new methods of service delivery. Outsourcing of payroll is a good candidate for beginning this process. In addition to enabling staff to allocate valuable hours elsewhere (estimated at 424 hours/year), this service reduces the need for ongoing maintenance and subsequent purchasing of expensive payroll software modules from BS&A (estimated to cost \$600/year maintenance and thousands to purchase new editions).

Lastly, the payroll world is changing rapidly, making compliance difficult for small employers like ours. Examples include proposed changes to overtime for salaried employees and the requirement to divert city income taxes for employed residents of cities that charge said tax. Annual reports for tax payments to treasury, affordable care act compliance, and related functions are increasingly more difficult to negotiate without dedicated payroll staff. A contracted service, acting as a fiduciary, completes said reports and is liable for the content.

As such, Juanita and Deanna have been reviewing proposals and interviewing providers of payroll services. Based upon services and pricing they are recommending Paychex. I have included the service agreement and a resolution to move forward. They will provide all standard payroll services and reporting, as well as human resource services, for approximately \$3,700 each year. I think this is an easy first step to realigning our work force to accommodate modern customer service expectations as noted above, with little annual cost.

For the record, I have a relationship with Paychex since my wife is employed by the company. However, there is not conflict of interest. She provides different services in a different geography, and we (I) have no personal stake financially in that company in the form of ownership, stock, etc. So, while there is no conflict of interest, I am opting for full disclosure to avoid a false perception.

Council Questions, Inquiries, Requests, Comments, and Notes

Christmas Parade: This year’s event has been scheduled for Saturday December 10, 2016 at 6:00 PM.

Bond Sale Question: The financial advisor indicated that the language in question on page 32 of the November 28 packet is standard to indicate that they are not a brokerage company that can sell or resell bonds on the

secondary market. They will be able to place our bonds with a bank or similar institution. Simply put, we are covered and will not experience a gap in the service provision.

Hydrant Painting: As time permits next year, the city will engage in further hydrant maintenance (including painting), as well as marking of the curbs in places where on street parking is permitted.

Dumping by Springbrook: There is definitely some construction debris present. I spoke with the property owner who indicated he would clean this.

Leaf Collection: I am checking into how other communities that are similarly situated handle this. As an example, Flushing follows our model of yard waste collection with the added service of picking up leaves from the curb using their DPW and dumpster rentals. As one might guess this year, they are behind due to the leaf drop competing with other duties. I suspect we could do a similar service, but it would have a cost of around \$8,000 for a crew of three to spend one week collecting leaves. We can bring this back up during the budget season if folks are interested.

**City of Swartz Creek
RESOLUTIONS
Regular Council Meeting, Monday, December 05, 2016, 7:00 P.M.**

Resolution No. 161205-4A MINUTES – NOVEMBER 28, 2016

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, November 28, 2016, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 161205-5A 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 December 5, 2016, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 161205-6A CITY MANAGER’S REPORT

Motion by Councilmember: _____

I Move the Swartz Creek City Council accept the City Manager’s Report of December 5, 2016, including reports and communications, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 161205-8A COMMISSION APPOINTMENTS

Motion by Councilmember: _____

WHEREAS, the laws of the State of Michigan, the Charter and Ordinances of the City of Swartz Creek, interlocal agreements in which the City of Swartz Creek is a member, and previous resolutions of the city council require and set terms of offices for various appointments to city boards and commissions, as well as appointments to non-city boards and commissions seeking representation by city officials; and

Voting For: _____
Voting Against: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE 11/28/2016**

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

Invocation and Pledge of Allegiance.

Councilmembers Present: Cramer, Florence, Gilbert, Hicks, Krueger, Pinkston, Porath.

Councilmembers Absent: None.

Staff Present: City Manager Adam Zettel, City Clerk Connie Eskew, Deputy Chief Rick Clolinger.

Others Present: Bob Plumb, Lania Rocha, Jim Barclay, Steve Long, Fay Porath, Bud Grimes, Lou Fleury.

APPROVAL OF MINUTES

Resolution No. 161128-01

(Carried)

Motion by Councilmember Porath
Second by Councilmember Gilbert

I Move the Swartz Creek City Council hereby approve the Minutes of the Regular Council Meeting held Monday November 14, 2016 to be circulated and placed on file.

YES: Florence, Gilbert, Hicks, Krueger, Pinkston, Porath, Cramer.
NO: None. Motion Declared Carried.

APPROVAL OF AGENDA

Resolution No. 161128-02

(Carried)

Motion by Councilmember Cramer
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Agenda as presented and amended for the Regular Council Meeting of November 28, 2016, to be circulated and placed on file.

YES: Gilbert, Hicks, Krueger, Pinkston, Porath, Cramer, Florence.
NO: None. Motion Declared Carried.

City Manager's Report

Resolution No. 161128-03

(Carried)

Motion by Councilmember Florence
Second by Councilmember Gilbert

I Move the Swartz Creek City Council accept the City Manager's Report of November 28, 2016, including reports and communications to be circulated and placed on file, including verbal additions.

Discussion Ensued.

YES: Hicks, Krueger, Pinkston, Porath, Cramer, Florence, Gilbert.
NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

Jim Barclay resides at 8420 Cappy Ln. commented that decorations look nice.

COMMISSION APPOINTMENTS

Resolution No. 161128-04

(Carried)

Motion by Councilmember Hicks
Second by Councilmember Porath

WHEREAS, the laws of the State of Michigan, the Charter and Ordinances of the City of Swartz Creek, interlocal agreements in which the City of Swartz Creek is a member, and previous resolutions of the city council require and set terms of offices for various appointments to city boards and commissions, as well as appointments to non-city boards and commissions seeking representation by city officials; and

WHEREAS, there exist vacancies in a number of said positions; and

WHEREAS, said appointments are Mayoral appointments, subject to affirmation of the city council.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council concur with the Mayor and City Council appointments as follows:

- #161128-4A1 **MAYOR RE-APPOINTMENT:** **John Knickerbocker**
Fire Board, Citizen
Two year term, expiring November 26, 2018
- #161128-4A2 **MAYOR APPOINTMENT:** **James Florence**
Genesee County Metropolitan Alliance, Alternate
Two year term, expiring November 26, 2018

- #161128-4A3 **MAYOR RE-APPOINTMENT:** **John Gilbert**
Genesee County Metropolitan Alliance, City Council Delegate
Two year term, expiring November 26, 2018
- #161128-4A4 **MAYOR RE-APPOINTMENT:** **Dennis Cramer**
Flint Area Narcotics Group, City Council Delegate
Two year term, expiring November 26, 2018
- #161128-4A5 **MAYOR RE-APPOINTMENT:** **Ricky Clolinger**
Flint Area Narcotics Group, Alternate
Two year term, expiring November 26, 2018
- #161128-4A6 **MAYOR RE-APPOINTMENT:** **David Krueger**
Genesee County Small Cities, City Council Delegate
Two year term, expiring November 26, 2018
- #161128-4A7 **MAYOR APPOINTMENT:** **James Florence**
Genesee County Small Cities, Alternate
Two year term, expiring November 26, 2018
- #161128-4A8 **MAYOR APPOINTMENT:** **James Barclay**
Park and Recreation Advisory Board, Citizen
Remainder of Three year term, expiring December 31, 2018
- #161128-4A9 **MAYOR RE-APPOINTMENT:** **Thomas Svrcek**
Genesee County Water and Waste Services TAC, Delegate
Two year term, expiring November 26, 2018
- #161128-4A10 **MAYOR RE-APPOINTMENT:** **Adam Zettel**
Genesee County Water and Waste Services TAC, Alternate
Two year term, expiring November 26, 2018
- #161128-4A11 **MAYOR RE-APPOINTMENT:** **Curtis Porath**
Zoning Board of Appeals, City Council Delegate
Two year term, expiring November 26, 2018
- #161128-4A12 **MAYOR RE-APPOINTMENT:** **Douglas Stephens**
Construction Board of Appeals, Citizen
Two year term, expiring November 26, 2018
- #161128-4A13 **MAYOR RE-APPOINTMENT:** **Douglas Sherman**
Construction Board of Appeals, Citizen
Two year term, expiring November 26, 2018
- #161128-4A14 **MAYOR RE-APPOINTMENT:** **Joe Perreault**
Construction Board of Appeals, Citizen
Two year term, expiring November 26, 2018
- #161184-4A15 **MAYOR RE-APPOINTMENT:** **Adam Zettel**
911 Consortium, Delegate
Two year term, expiring November 26, 2018
- #161128-4A16 **MAYOR RE-APPOINTMENT:** **Thomas Svrcek**
Street Administrator, Delegate
Two year term, expiring November 26, 2018
- #161128-4A17 **MAYOR RE-APPOINTMENT:** **Adam Zettel**
Street Administrator, Alternate
Two year term, expiring November 26, 2018

#161128-4A18 **MAYOR APPOINTMENT:**

Connie Eskew

Park and Recreation Advisory Board, Citizen
Remainder of Three year term, expiring December 31, 2018

YES: Krueger, Pinkston, Porath, Cramer, Florence, Gilbert, Hicks.

NO: None. Motion Declared Carried.

BOND COUNSEL PROFESSIONAL SERVICES

Resolution No. 161128-05

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Cramer

WHEREAS, the City of Swartz Creek endeavors to complete certain street and water main projects in calendar year 2017 as part of the city's 20 year street plan and water main replacement program; and

WHEREAS, the city has established a dedicated street levy and water rate structure that will provide for the completion of such improvements over the life of the plans; and

WHEREAS, initial capital reinvestment is expected to create financial needs that exceed the initial collections for the street levy and sustainable water fund reserves available through 2017; and

WHEREAS, the city desires to exercise its municipal bonding authority, as detailed in Charter Section 8.10, to borrow sufficient funds to complete the 2017 improvements without compromising the ability to dedicate future revenues to ongoing repairs, rehabilitation, and reconstruction; and

WHEREAS, city staff has solicited a proposal from a reputable bond counsel firm, Miller Canfield, with which the city has an existing relationship, in order to provide necessary legal professional services for the private placement and/or public sale of municipal bonds.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek City Council approves the completion of the Proposal to Serve as Bond Counsel, submitted by Miller Canfield, dated November 11, 2016, for such professional services, with total costs for the engagement and contingencies not exceeding \$20,000 as outlined in the proposal.

BE IT FURTHER RESOLVED, that the City Council directs the Mayor to affirm said proposal on behalf of the city and for the city finance director to appropriate such costs to all impacted funds as appropriate.

YES: Pinkston, Porath, Cramer, Florence, Hicks, Krueger.

NO: Gilbert. Motion Declared Carried.

MUNICIPAL FINANCIAL ADVISOR PROFESSIONAL SERVICES

Resolution No. 161128-06

(Carried)

Motion by Mayor Pro Tem Pinkston
Second by Councilmember Florence

WHEREAS, the City of Swartz Creek endeavors to complete certain street and water main projects in calendar year 2017 as part of the city's 20 year street plan and water main replacement program; and

WHEREAS, the city has established a dedicated street levy and water rate structure that will provide for the completion of such improvements over the life of the plans; and

WHEREAS, initial capital reinvestment is expected to create financial needs that exceed the initial collections for the street levy and sustainable water fund reserves available through 2017; and

WHEREAS, the city desires to exercise its municipal bonding authority, as detailed in Charter Section 8.10, to borrow sufficient funds to complete the 2017 improvements without compromising the ability to dedicate future revenues to ongoing repairs, rehabilitation, and reconstruction; and

WHEREAS, city staff has solicited multiple proposals from reputable municipal financial consultants in order to provide necessary financial bonding agent services for the private placement and/or public sale of municipal bonds; and

WHEREAS, city staff, after phone consultations, review of qualifications, review of pricing, and reference checking, recommends H. J. Umbaugh & Associates, Certified Public Accountants, LLP as the professional service provider for said services.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek City Council approves the Letter of Engagement submitted by H. J. Umbaugh & Associates, Certified Public Accountants, LLP, dated November 17, 2016, to provide bonding financial services, with total costs for the engagement and contingencies not exceeding \$10,000 as outlined in the proposal.

BE IT FURTHER RESOLVED, that the City Council directs the Mayor to execute the letter on behalf of the city and for the city finance director to appropriate such costs to all impacted funds as appropriate.

Discussion Ensued.

YES: Porath, Cramer, Florence, Hicks, Krueger, Pinkston.
NO: Gilbert. Motion Declared Carried.

SUNOCO CONCEPT PLANNING

Resolution No. 161128-07

(Carried)

Motion by Councilmember Porath
Second by Councilmember Gilbert

WHEREAS, the City of Swartz Creek acquired 5012 Holland Drive from Genesee County and subsequently removed the fuel tanks and above grade structures; and

WHEREAS, the Swartz Creek Downtown Development Authority (DDA) provided the local funding match to perform said work; and

WHEREAS, Exxon Mobile is tentatively moving forward with soil removal and site restoration, making the site available for reuse in 2017; and

WHEREAS, the DDA, at their regular meeting on November 10, 2016 found that they were in a unique position to coordinate planning and funding of any potential reuse of this site, resulting in a resolution seeking such authority from the City Council.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council hereby directs the Swartz Creek Downtown Development Authority to coordinate planning efforts related to the future use of 5012 Holland Drive and report said findings and a recommendation back to the city council.

Discussion Ensued.

YES: Cramer, Florence, Gilbert, Hicks, Krueger, Pinkston, Porath.
NO: None. Motion Declared Carried.

CDBG PUBLIC HEARING

Resolution No. 161128-08

Motion by Councilmember Cramer
Second by Councilmember Gilbert

WHEREAS, the City of Swartz Creek City Council receives an allocation of Community Development Block Grant Funds from Genesee County on a three year cycle; and

WHEREAS, such funds must be applied for, awarded, and used in accordance with guidelines set by the county on eligible purposes; and,

WHEREAS, the full allocation of \$28,819 in funds that are available to the City of Swartz Creek were allocated to the Genesee County Home Program after a public hearing on October 10, 2016; and,

WHEREAS, the city council has been granted tentative approval to amend the 2017 application, pending the ability to demolish a structure in the community; and

WHEREAS, a second public hearing prior to amendment of the application, is required so that public comment related to the use of such funds, previous projects, and alternate projects can be heard.

NOW, THEREFORE, BE IT RESOLVED THAT the Swartz Creek City Council hereby directs the City Clerk to post notice of a public hearing of the City Council for the purposes outlined in the application packet, said hearing to occur at or shortly after 7:00 p.m. on Monday, December 12, 2016 in the city council chambers of the Paul D. Bueche Municipal Building located at 8083 Civic Drive, Swartz Creek, Michigan.

YES: Florence, Gilbert, Hicks, Krueger, Pinkston, Porath, Cramer.
NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC

None.

REMARKS BY COUNCILMEMBERS:

Mayor Pro Tem Pinkston commented about meeting on January 11, 2017 for neighborhood crime watch.

Councilmember Gilbert commented on the leave pickup.

Councilmember Hicks thanked the new park board members.

Councilmember Florence commented on the dumping site by the new assisted living. Mr. Zettel responded that enforcement is being taken and we will follow up.

Councilmember Cramer commented about the MML meeting he attended and an update on house bill 4182.

Councilmember Porath also commented on the leave pickup and if the city would ever consider leave pickup from the street. He also commented on the city's water loss and the painting of fire hydrants.

Mayor Krueger congratulated Councilmember Gilbert being named a trustee of the Genesee County Metropolitan Alliance. He also wanted to recognize Chief Clolinger and appreciates him attending.

Adjournment

Resolution No. 161128-09

(Carried)

Motion by Councilmember Gilbert

Second by Councilmember Porath

I Move the Swartz Creek City Council adjourn the regular meeting at 8:26 pm.

Unanimous Voice Vote.

David A. Krueger, Mayor

Connie Eskew, City Clerk

Paychex Productivity Services Agreement

Company Name City of Swartz Creek

Office-Client Number 0050

Federal ID Number 38-6034855

This Paychex® Productivity Services Agreement ("Agreement") is entered into between Paychex, Inc. and its affiliates ("Paychex"), located in Rochester, New York and the Company identified above ("Client"). The Agreement will continue until terminated in accordance with its provisions.

1. **Services.** Client employs Paychex to provide the services, and any optional services selected by Client below (collectively "Services"). Services are described in the Product Terms and Conditions section of this Agreement. Paychex will not commence any of the Services until Paychex receives all documents necessary to begin each of the Services and notifies Client of the date Paychex will commence each of the Services ("Service Effective Date"). Client acknowledges that each of the Services may have separate Service Effective Dates. **Until the Service Effective Date, Client will continue to provide for itself the Services requested of Paychex. Paychex assumes no responsibility for Services prior to the Service Effective Date or for Services declined by Client.**

Productivity Services. Productivity Services includes the Services set forth below as described in the Product Terms and Conditions section of this Agreement.

Payroll and Tax Services

- Payroll Processing
- Taxpay®
- Direct Deposit
- Readychex® -OR- Check Signing
- Check Insertion
- Check Logo Service
- State Unemployment Insurance Service (SUIS)
- Garnishment Payment Service
- Time Off Accrual Service (TOA)

- Labor Distribution
 - Job Costing
- Reporting Services**

- Data Exports
- Reports On-Demand
- Report Writer
- New Hire Reporting
- Report Center
- General Ledger Report -OR- General Ledger

Human Resource Services

- Labor Posters
- HR Library
- Employee Access Online (EAO)
- Paychex FlexSM Time
- Paychex HR Online

Benefits Administration (some services (*) require the execution of a separate agreement)

- Workers' Compensation Report Service or Workers' Compensation Payment Service^{*(1)}

(1) In the event that Client selects the Workers' Compensation Payment Service, but either terminates or elects not to receive the Service, Client is solely responsible for contacting Paychex to begin receiving the Workers' Compensation Report Service.

Declined Productivity Services. Client declines the Services initialed below. Client is solely responsible for performing the declined Services.

Initial here to DECLINE Paychex FlexSM Time
Initials

Initial here to DECLINE HR Online
Initials

Optional Services. Initial below to select additional Services. The optional Services are not part of the Productivity Services and Client acknowledges it must pay separately for each selected Service. The optional Services are described in the Product Terms and Conditions section of this Agreement.

Premium Only Plan
Initials

Background Check Service
Initials

Paychex Employee Screening Services
Initials

GL Custom Interface (subject to availability)
Initials

COBRA Administration
Initials

Paychex Time and Labor Online (TLO)
Initials

Onboarding (subject to availability)
Initials

Client agrees that Paychex is not rendering legal, tax, accounting, or investment advice in connection with the Services, nor is Paychex a fiduciary of Client, a fiduciary of any Client benefit plan offered for the benefit of Client's employees, or the employer or joint employer of Client's employees. Paychex will not be responsible for Client's compliance with, nor will Paychex provide legal or other financial advice to Client, with respect to federal, state, or local statutes, regulations, or ordinances, including, but not limited to, the Fair Labor Standards Act or any wage and hour laws. Client agrees to comply with any and all applicable federal, state, and local laws or ordinances.

Client understands that this Agreement (Rev. 10/16) may be considered an application for credit and hereby authorizes Paychex to investigate and verify the identity, bank account and credit of the Client and/or its principals, including vendor references, bank account status, and history (collectively "Client's Credit"). Paychex' performance of the Services under this Agreement is subject to approval of Client's Credit. Client acknowledges that Paychex may engage a third party to investigate Client's Credit and authorizes Paychex to share with the third party any Client data, including Client Confidential Information, as may be needed to investigate Client's Credit. Client further agrees that Paychex is not liable for the actions or inactions of such third party, including but not limited to any unauthorized use or disclosure of Client data.

The individual signing this Agreement represents and acknowledges that he or she has the authority to execute this Agreement on behalf of Client and bind Client to this Agreement. Client warrants that it possesses full power and authority to enter into this Agreement, and has read and agrees to the terms and conditions set forth in sections 1-24 of this Agreement.

Authorized Officer's Name
Authorized Officer's Signature

David Krueger

Title Mayor



Date
//

Productivity Payroll Package

Payroll Service *(included)*

- Simple reporting by phone, fax, software or internet
- You are assigned one payroll specialist to assist with managing your payroll process
- Your rep will assist you with obtaining any Federal and State ID numbers (if needed)

Taxpay Service *(included)*

Paychex will assume full liability for the accuracy and timeliness of all federal and state tax compliance as follows:

- Deposits of all federal tax liability
- Deposits of all state tax liability
- Deposits of all federal and state unemployment taxes
- Preparation and filing of the quarterly 941 tax return and the annual 940 tax return
- Preparation and filing of the MI 1020 and 1017 quarterly tax returns and the Annual Rec tax return
- Preparation and filing of the annual W-2's and W-3 filing (1099's included if applicable)

Employee Pay Options *(included)*

Paychex will pay your employees with various options for you and your employees as follows:

- Check Insertion: Checks or stubs will be inserted in envelopes to protect confidentiality
- Check Signing: Checks are laser signed with your signature and drawn off your account or
- Readychex: Checks are pre-signed and drawn off the Paychex bank account to protect the confidentiality of your employer bank account and eliminate bank reconciliation

Direct Deposit *(Included)*

- Direct Deposit: Employees can deposit into 3 different accounts

Labor Compliance Poster Kit *(included)*

State and Federal Labor Law posters, including any updates

Employee Online Access *(included)*

All employees will have online access to their earnings statements and W2's.

Online Reporting *(included)*

Paychex will automatically set up both you and your accountant to view all your reports online; Paychex will archive up to four years of payroll history so you will be able to date range any specific employee payroll or company payroll information needed immediately; you will also have access to all federal and state tax returns, as well as W-2's filed for prior years

New Hire Reporting *(included)*

All employers are required to report information about their new hires to the state within 20 days of the date of hire. Paychex helps businesses stay in compliance by ensuring that all new employees are reported to the proper state agency.

401(k) Report *(included)*

For employer's who have a 401(k), Paychex will provide you with a report that breaks down the employee's and employer's contribution by pay period, month, quarter, and year-to-date

Logo Service *(included)*

Employers who elect our check signing service and would like their logo in the upper left corner of our checks can do so by providing a picture of at least 300 dpi resolution or a nice printed copy. *This service is not available to those that elect our Readychex service.

General Ledger Reporting Service *(Included)*

Paychex will provide you with an option of selecting either the GL reporting service or the GL report. The GL reporting service will automatically interface your payroll data into your general ledger. We interface directly with QuickBooks, Peachtree, Creative Solutions, and MYOB. The GL report summarizes all transactions with account numbers and descriptions, debits, and credits; this report also details departmental costs—saving time where earnings are distributed to multiple departments in the same pay period

Garnishment Payment Service *(Included)*

Paychex handles all garnishment payments whether the payment is made electronically or by paper. Offers convenience by ensuring garnishment payments are timely and accurate.

State Unemployment Service *(Included)*

Paychex extends the payroll outsourcing benefit to outsourcing all unemployment management; Paychex will:

- Assist with prompt replies to all claims, appeals, determinations, benefit charge statements, and requests for wage information
- Supplies all forms necessary to manage employees at time of separation
- Provides an annual report summarizing the Company's claim activity during the prior year
- Monitors and protects against ineligible and bogus claims against the business
- Coach the business in reducing the SUI experience rating which impacts the SUI rate

Workers Compensation Report *(Included)*

Paychex will provide a worker's compensation report that will assist you with maintaining control over your workers compensation costs; each pay period Paychex will compile workers compensation reports using actual wages for each classification code; the report is available monthly or quarterly and removes the hassle of you gathering employee information and manage your premium payments with your insurer.

Vacation Tracking *(Included)*

Paychex will track your employees' vacation and sick time off and report them on the employees' earning statement as well as provide you with a Benefit Tracking Report.

Report Writer *(Included)*

Report Writer is an ad hoc reporting product available to clients who have more extensive and complex reporting needs. It enables clients to create, modify, share, and run custom-designed reports in the following formats (pdf, xls, html, tab delimited, and csv) using their payroll data. The output can also be used for third-party reporting. Pre-defined samples and templates provide additional reporting capabilities and can be run as defined, or customized and saved as a new template. Report Writer uses a third-party software platform, Oracle Business Intelligence Enterprise Edition (OBIEE), to provide this functionality. This tool is flexible and provides a wide variety of editing, customizing, and calculation options within Report Writer.

Job Costing/Labor Distribution (Included)

Together, these services provide you with automated, detailed reports on the schedule that fits your needs.

- Set up and adjust pay rates across different job functions, locations, and organizational structures.
- Simplify billing tasks by automatically tracking different rates for varying positions, locations, and organizations. Track hours by labor or project assignment from the moment they occur, allowing for real-time management of operational costs.
- Use labor assignments to assign titles to specific roles within your business. This allows for in-depth analytics where payroll costs are used.
- Use the Preprocessing Reports feature to double check for data input errors before loading the information into payroll.
- Import your payroll information electronically, reducing the likelihood of costly errors in your accounting records, through its seamless integration with our General Ledger Service. Also incorporates with Paychex Payroll, helping to streamline your administrative duties.

Human Resources Library (Included)

The extensive library provides current business and employment coverage on topics such as effective employee benefits administration, state and federal employment law, and employee safety. The library also includes hundreds of downloadable forms and templates.

Human Resources Online – HRO Platform (Included)

Paychex HR Online is a secure, Web-based Human Resource Management System (HRMS) with convenient self-service portals that allow MMS, Paychex Flex, Paychex HR Solutions, and PEO clients and their employees to access vital payroll and HR information, processes, and reports at their convenience. Managers can save time by using HR Online's self-service portal to complete activities like approving PTO, writing performance reviews, creating and running various reports, and using automated email reminders for important employee and company events. The employee self-service portal allows employees to complete tasks such as viewing online pay stubs, W-2s and 1099s, selecting their benefit options, requesting time off, viewing their company's handbook, and managing their contact information.

- Manager and Employee Self-Service
- Payroll Integration
- Benefits Administration
- HR Administration and Compliance
- Streamlined New Hire/Rehire
- Training and Event Management
- Performance Reviews
- OSHA Management
- Asset Management
- Reporting Capabilities

Based on 16 employees paid bi-weekly

Per-Pay-Period Total:	\$119.93
Delivery (Courier/Mail/Pickup or Online):	\$11.50
<u>Non-Per-Pay-Period Charges:</u>	
One-Time Activation and Audit:	\$375.00
Annual Cost: ($\$119.93 + \11.50) ($\$131.43 \times 26 + \200)	\$3,617.18

Based on 22 employees paid bi-weekly

Per-Pay-Period Total:	\$132.00
Delivery (Courier/Mail/Pickup or Online):	\$11.50
<u>Non-Per-Pay-Period Charges:</u>	
One-Time Activation Fee:	\$375.00
Annual Cost: ($\$132 + \11.50) ($\$143.50 \times 26 + \200)	\$3,731.00 ✓

Inspection List

12/01/16

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result	Inspector
7160 PARK RIDGE PKWY	58-36-529-005	Final	11/01/2016	11/01/2016	Approved	Bob Davis
7260 LINDSEY DR	58-36-676-053	Final	11/01/2016	11/01/2016	Approved	Leon Buning
7260 LINDSEY DR	58-36-676-053	Final	11/01/2016	11/01/2016	Approved	Bob Davis
7084 MILLER RD	58-36-576-012	Final	11/01/2016	11/01/2016	Approved	Bob Davis
4276 KROGER DR	58-36-400-010	Rough	11/01/2016	11/01/2016	Approved	Bob Davis
4276 KROGER DR	58-36-400-010	Rough	11/01/2016	11/01/2016	Approved	Bob Davis
4276 KROGER DR	58-36-400-010	Rough	11/01/2016	11/01/2016	Approved	Bob Davis
9189 OAKVIEW DR	58-03-531-096	Status	11/02/2016	11/02/2016	Partially Complied	Jeremy Pizzala
9135 NORBURY DR	58-03-533-190	Follow Up	11/02/2016	11/02/2016	Complied	Matt Hart
8339 CAPPY LN	58-02-100-008	Service	11/03/2016	11/03/2016	Approved	Leon Buning
4276 KROGER DR	58-36-400-010	Rough	11/03/2016	11/03/2016	Approved	Matt Hart
4301 ELMS RD	58-31-551-006	Status	11/07/2016	11/07/2016	Partially Complied	Adam Zettel
4292 LINDSEY DR	58-36-676-065	Masonary	11/08/2016	11/08/2016	Approved	Matt Hart
4292 LINDSEY DR	58-36-676-065	Insulation	11/08/2016	11/08/2016	Disapproved	Matt Hart
5354 MILLER RD	58-29-551-014	Follow Up	11/08/2016	11/08/2016	Partially Complied	Amy Nichols
8383 MILLER RD	58-02-504-009	Open Roof	11/09/2016	11/09/2016	Approved	Matt Hart
9189 OAKVIEW DR	58-03-531-096	Status	11/09/2016	11/09/2016	Complied	Matt Hart
7195 LINDSEY DR	58-36-676-047	Rough	11/10/2016	11/10/2016	Approved	Bob Davis
4276 KROGER DR	58-36-400-010	Rough	11/10/2016	11/10/2016	Approved	Leon Buning
8460 CAPPY LN	58-02-502-019	Final	11/14/2016	11/14/2016	Approved	Matt Hart
4169 JENNIE LN	58-36-526-024	Code	11/14/2016	11/14/2016	No Violation	Matt Hart
8383 MILLER RD	58-02-504-009	Final	11/14/2016	11/14/2016	Approved	Matt Hart
5282 VALLEYVIEW DR	58-03-531-106	Site Inspection	11/15/2016			Tom Svrcek
4276 KROGER DR	58-36-400-010	Rough	11/15/2016	11/15/2016	Approved	Bob Davis
4276 KROGER DR	58-36-400-010	Rough	11/15/2016	11/15/2016	Approved	Bob Davis
4534 RAUBINGER RD	58-01-501-014	Initial	11/16/2016			Amy Nichols
5031 BRADY DR	58-02-527-016	Initial	11/17/2016			Amy Nichols

Inspection List

12/01/16

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result	Inspector
6231 BRISTOL RD	58-31-200-003	Initial	11/17/2016			Amy Nichols
6289 BRISTOL RD	58-31-100-035	Initial	11/17/2016			Amy Nichols
7265 BRISTOL RD	58-36-100-012	Initial	11/17/2016			Amy Nichols
8341 CAPPY LN	58-02-503-040	Initial	11/17/2016			Amy Nichols
8444 CAPPY LN	58-02-503-022	Initial	11/17/2016			Amy Nichols
9044 CHELMSFORD DR	58-03-528-016	Initial	11/17/2016			Amy Nichols
9087 CHELMSFORD DR	58-03-528-009	Initial	11/17/2016			Amy Nichols
8493 CHESTERFIELD DR	58-02-501-052	Initial	11/17/2016			Amy Nichols
8494 CHESTERFIELD DR	58-02-501-061	Initial	11/17/2016			Amy Nichols
9128 CHESTERFIELD DR	58-03-526-015	Initial	11/17/2016			Amy Nichols
8051 CRAPO ST	58-02-530-025	Initial	11/17/2016			Amy Nichols
8083 CRAPO ST	58-02-530-039	Initial	11/17/2016			Amy Nichols
7348 CROSSCREEK DR	58-36-651-217	Initial	11/17/2016			Amy Nichols
7469 DIANE CT	58-36-651-041	Initial	11/17/2016			Amy Nichols
5304 DON SHENK DR	58-02-552-010	Initial	11/17/2016			Amy Nichols
5393 DON SHENK DR	58-03-579-013	Initial	11/17/2016			Amy Nichols
5159 DURWOOD DR	58-03-533-157	Initial	11/17/2016			Amy Nichols
5307 DURWOOD DR	58-03-533-175	Initial	11/17/2016			Amy Nichols
5368 DURWOOD DR	58-03-533-117	Initial	11/17/2016			Amy Nichols
3500 ELMS RD	58-25-576-007	Initial	11/17/2016			Amy Nichols
4036 ELMS RD	58-36-526-068	Initial	11/17/2016			Amy Nichols
4112 ELMS RD	58-36-526-021	Initial	11/17/2016			Amy Nichols
4354 ELMS RD	58-36-577-012	Initial	11/17/2016			Amy Nichols
5093 FAIRCHILD ST	58-02-526-071	Initial	11/17/2016			Amy Nichols
5030 FIRST ST	58-01-502-090	Initial	11/17/2016			Amy Nichols
5283 GREENLEAF DR	58-03-533-091	Initial	11/17/2016			Amy Nichols
5367 GREENLEAF DR	58-03-533-104	Initial	11/17/2016			Amy Nichols

Inspection List

12/01/16

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result	Inspector
7442 GROVE ST	58-01-502-108	Initial	11/17/2016			Amy Nichols
7488 GROVE ST	58-01-100-016	Initial	11/17/2016			Amy Nichols
7493 GROVE ST	58-01-100-011	Initial	11/17/2016			Amy Nichols
9223 HILL RD	58-03-577-002	Initial	11/17/2016			Amy Nichols
8211 INGALLS ST	58-02-526-025	Initial	11/17/2016			Amy Nichols
4092 JENNIE LN	58-36-526-009	Initial	11/17/2016			Amy Nichols
9272 JILL MARIE LN	58-03-534-026	Initial	11/17/2016			Amy Nichols
9292 JILL MARIE LN	58-03-534-042	Initial	11/17/2016			Amy Nichols
6359 MILLER RD	58-31-100-033	Site Inspection	11/17/2016			Tom Svrcek
5170 MORRISH RD	58-02-530-044	Site Inspection	11/17/2016			Tom Svrcek
5388 DURWOOD DR	58-03-533-114	Site Inspection	11/17/2016			Tom Svrcek
5157 MORRISH RD	58-01-100-013	Site Inspection	11/17/2016			Tom Svrcek
6337 BRISTOL RD	58-31-100-038	Final	11/17/2016	11/18/2016	Approved	Bob Davis
8012 MAPLE ST	58-02-530-045	Initial	11/18/2016			Amy Nichols
8040 MAPLE ST	58-02-530-002	Initial	11/18/2016			Amy Nichols
8098 MAPLE ST	58-02-530-048	Initial	11/18/2016			Amy Nichols
7553 MASON ST	58-36-551-007	Initial	11/18/2016			Amy Nichols
5111 MC LAIN ST	58-02-526-040	Initial	11/18/2016			Amy Nichols
5125 MC LAIN ST	58-02-526-042	Initial	11/18/2016			Amy Nichols
5301 MILLER RD	58-29-300-012	Initial	11/18/2016			Amy Nichols
6033 MILLER RD	58-31-200-014	Initial	11/18/2016			Amy Nichols
6061 MILLER RD	58-31-200-011	Initial	11/18/2016			Amy Nichols
6071 MILLER RD	58-31-527-001	Initial	11/18/2016			Amy Nichols
6103 MILLER RD	58-31-527-004	Initial	11/18/2016			Amy Nichols
6218 MILLER RD	58-31-526-016	Initial	11/18/2016			Amy Nichols
7029 MILLER RD	58-36-577-008	Initial	11/18/2016			Amy Nichols
7041 MILLER RD	58-36-577-010	Initial	11/18/2016			Amy Nichols

Inspection List

12/01/16

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result	Inspector
7055 MILLER RD	58-36-577-013	Initial	11/18/2016			Amy Nichols
7448 MILLER RD	58-36-300-012	Initial	11/18/2016			Amy Nichols
7524 MILLER RD	58-36-300-019	Initial	11/18/2016			Amy Nichols
7566 MILLER RD	58-36-552-007	Initial	11/18/2016			Amy Nichols
8210 MILLER RD	58-35-400-011	Initial	11/18/2016			Amy Nichols
8298 MILLER RD	58-35-300-019	Initial	11/18/2016			Amy Nichols
4062 MORRISH RD	58-35-200-005	Initial	11/18/2016			Amy Nichols
4432 MORRISH RD	58-35-576-003	Initial	11/18/2016			Amy Nichols
4463 MORRISH RD	58-36-551-001	Initial	11/18/2016			Amy Nichols
5138 MORRISH RD	58-02-200-021	Initial	11/18/2016			Amy Nichols
5021 SCHOOL ST	58-02-526-003	Initial	11/18/2016			Amy Nichols
5061 SCHOOL ST	58-02-526-009	Initial	11/18/2016			Amy Nichols
5069 SCHOOL ST	58-02-526-011	Initial	11/18/2016			Amy Nichols
5080 SCHOOL ST	58-02-526-023	Initial	11/18/2016			Amy Nichols
5119 SCHOOL ST	58-02-526-015	Initial	11/18/2016			Amy Nichols
5044 SECOND ST	58-01-502-035	Initial	11/18/2016			Amy Nichols
5194 SEYMOUR RD	58-03-531-073	Initial	11/18/2016			Amy Nichols
7459 WADE ST	58-01-502-096	Initial	11/18/2016			Amy Nichols
5124 WINSHALL DR	58-02-503-083	Initial	11/18/2016			Amy Nichols
5185 WINSHALL DR	58-02-503-098	Initial	11/18/2016			Amy Nichols
5200 WINSHALL DR	58-02-553-025	Initial	11/18/2016			Amy Nichols
5212 WINSHALL DR	58-02-553-023	Initial	11/18/2016			Amy Nichols
5366 WINSHALL DR	58-02-553-001	Initial	11/18/2016			Amy Nichols
5429 WINSHALL DR	58-03-580-014	Initial	11/18/2016			Amy Nichols
5058 WINSTON DR	58-02-501-071	Initial	11/18/2016			Amy Nichols
5215 WORCHESTER DR	58-02-502-031	Initial	11/18/2016			Amy Nichols
5235 WORCHESTER DR	58-02-502-034	Initial	11/18/2016			Amy Nichols

Inspection List

12/01/16

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result	Inspector
5285 WORCHESTER DR	58-02-551-013	Initial	11/18/2016			Amy Nichols
5348 WORCHESTER DR	58-03-578-004	Initial	11/18/2016			Amy Nichols
5364 WORCHESTER DR	58-03-578-002	Initial	11/18/2016			Amy Nichols
7115 YARMY DR	58-36-526-030	Initial	11/18/2016			Amy Nichols
5388 DURWOOD DR	58-03-533-114	Status	11/21/2016	11/21/2016	No Change	Jeremy Pizzala
4276 KROGER DR	58-36-400-010	Rough	11/21/2016	11/20/2016	Approved	Leon Buning
4292 LINDSEY DR	58-36-676-065	Insulation	11/21/2016	11/21/2016	Approved	Matt Hart
5256 DON SHENK DR	58-02-503-004	Status	11/22/2016	11/22/2016	No Change	Jeremy Pizzala
5014 FORD ST	58-02-528-012	Status	11/22/2016	11/22/2016	No Change	Jeremy Pizzala
4169 JENNIE LN	58-36-526-024	Code	11/22/2016	11/22/2016	No Violation	Matt Hart
7374 CROSSCREEK DR	58-36-651-230	Final	11/22/2016	11/29/2016	Locked Out	Bob Davis
6337 BRISTOL RD	58-31-100-038	Final	11/22/2016	11/22/2016	Approved	Leon Buning
3266 DYE RD	58-29-300-002	Site Inspection	11/22/2016	11/22/2016	Violation(s)	Matt Hart
4276 KROGER DR	58-36-400-010	Rough	11/22/2016	11/22/2016	Partially Approved	Matt Hart
3266 DYE RD	58-29-300-002	Letter	11/23/2016	11/23/2016	Violation(s)	Tara Ford
6337 BRISTOL RD	58-31-100-038	Final	11/28/2016	11/28/2016	Partially Approved	Matt Hart
4276 KROGER DR	58-36-400-010	Rough	11/28/2016	11/28/2016	Approved	Leon Buning
5091 SCHOOL ST	58-02-526-013	Open roof	11/29/2016	11/29/2016	Approved	Matt Hart
5256 DON SHENK DR	58-02-503-004	Ordinance	11/29/2016			Tom Svrcek
4369 ROUNDHOUSE RD	58-36-300-029	Follow Up	11/30/2016	11/30/2016	Partially Complied	Matt Hart
7195 LINDSEY DR	58-36-676-047	Service	11/30/2016			Leon Buning

Inspections: 129

Population: All Records

Inspection.DateTimeScheduled Between 11/1/2016 12:00:00 AM AND 11/30/2016 11:59:59 PM

City of Swartz Creek

Building Permit List

2016

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee	Location	Type of Construction
Building							
PB1600056	11/18/16	Lockhart Roofing Co.	(810) 235 9866	58-02-526-013	\$7,070	\$135.00 5091 SCHOOL ST	48473-Roofing
PB1600057	11/23/16	Sweers Roofing Co.	(810) 743 2759	58-31-526-008	\$2,000	\$105.00 6104 MILLER RD	48473-Roofing
Total:		2 Permits	Value: \$9,070		Fee Total: \$240.00		Total Number of Dwelling Units 0

Electrical							
PE1600050	11/09/16	Riverside Integrated Systems, I	(616) 726 7026	58-36-400-010	\$0	\$1,855.00 4276 KROGER DR	48473 Electrical
PE1600053	11/09/16	Bowen Electric, LLC	(810) 407 7205	58-36-578-006	\$0	\$110.00 7252 MILLER RD	48473-Electrical
Total:		2 Permits	Value: \$0		Fee Total: \$1,965.00		Total Number of Dwelling Units 0

Mechanical							
PM160060	11/09/16	SK Heating & Cooling	(810) 407 7205	58-36-578-006	\$0	\$130.00 7252 MILLER RD	48473-Mechanical
PM160061	11/23/16	Wm Floyd Heating Co	(810) 232 1160	58-03-533-067	\$0	\$130.00 5206 GREENLEAF DR	48473-Mechanical
Total:		2 Permits	Value: \$0		Fee Total: \$260.00		Total Number of Dwelling Units 0

Zoning							
PZ16-0021	11/14/16	Flint Rail Services llc	(810) 424 6421	58-35-400-001	\$0	\$25.00 4290 MORRISH RD	48473-Miscellaneous
PZ16-0022	11/17/16	Sign A Rama	(810) 230 6445	58-03-400-014	\$0	\$250.00 5372 SEYMOUR RD	48473 Variance Review
PZ16-0023	11/22/16	LESER, VIRGINIA		58-03-526-014	\$2,700	\$25.00 9120 CHESTERFIELD DR	48473-Fence
PZ16-0024	11/28/16	INDISH, KELLY		58-36-526-038	\$0	\$25.00 7060 YARMY DR	48473-Fence

City of Swartz Creek Building Permit List 2016

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee	Location	Type of Construction
PZ16-0025	11/29/16	DOUBLE K & S TOWING LLC	(810) 625 1529	58-29-300-002	\$0 \$25.00	3266 DYE RD	48507-Fence

Total: 5 Permits Value: \$2,700 Fee Total: \$350.00 Total Number of Dwelling Units 0

Permit Total: 11 Value: \$11,770 Fee Total: \$2,815.00

Permit.DateIssued Between 11/1/2016
12:00:00 AM AND 11/30/2016 11:59:59 PM

Certificates With Inspections

12/01/2016

Certificate Number	Address	Date Applied	Since	Issued	Last Inspection	Expires	Status
CR160047	9135 NORBURY DR	02/23/2016	02/23/2016	11/02/2016	11/02/2016	11/02/2018	Certified
Follow Up	ANichols	Matt Hart	Completed	Complied			
Initial	ANichols	Marty Johnson	Completed	Violation(s)			

Population: All Records

Record Count: 1

Certificate.DateIssued Between 11/1/2016 12:00:00 AM
AND 11/30/2016 11:59:59 PM

Enforcements By Category

12/01/16

BLIGHT

Enforcement Number	Address	Status	Filed	Closed
E16-363	4169 JENNIE LN	Inspection Pending	11/11/16	
			Total Entries: 1	

OUTSIDE STOR/DISP

Enforcement Number	Address	Status	Filed	Closed
E16-365	3266 DYE RD	Resolved	11/21/16	11/29/16
			Total Entries: 1	

WEED COMPLAINT

Enforcement Number	Address	Status	Filed	Closed
E16-364	5282 VALLEYVIEW DR	Inspection Pending	11/15/16	
E16-366	6359 MILLER RD	Inspection Pending	11/22/16	11/17/16
E16-367	5170 MORRISH RD	Inspection Pending	11/22/16	11/17/16
E16-368	5388 DURWOOD DR	Inspection Pending	11/22/16	11/17/16
E16-369	5157 MORRISH RD	Inspection Pending	11/22/16	11/17/16
E16-370	5256 DON SHENK DR	Inspection Pending	11/29/16	
			Total Entries: 6	

Total Records: 8

Population: All Records

Enforcement.DateFiled Between 11/1/2016 12:00:00 AM AND 11/30/2016 11:5