

**City of Swartz Creek
AGENDA**

**Regular Council Meeting, Monday, February 13, 2017, 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 January 23, 2017 MOTION Pg. 19
 - 4B. Closed Session of Council Meeting of January 23, 2017 MOTION Closed Session
5. **APPROVE AGENDA:**
 - 5A. Proposed / Amended Agenda MOTION Pg. 1
6. **REPORTS & COMMUNICATIONS:**
 - 6A. City Manager's Report MOTION Pg. 2
 - 6B. Monthly Reports (Building, DPW, Police & Check Register) Pg. 25
 - 6C. Planning Commission Annual Report & February Draft Minutes Pg. 47
 - 6D. MML Statement on Municipal Finances Pg. 54
 - 6E. Future Water Main Costs Pg. 66
 - 6F. Complaint Reporting Proposal – SeeClickFix (Business Item) Pg. 67
 - 6G. PASER Scores Pg. 73
 - 6H. Park Fee Waiver Requests Pg. 75
 - 6I. Street Bids, Recommendation, and Construction Engineering Proposal Pg. 77
 - 6J. DDA Draft Minutes Pg. 81
 - 6K. Park Board Draft Minutes Pg. 85
7. **MEETING OPENED TO THE PUBLIC:**
 - 7A. General Public Comments
8. **COUNCIL BUSINESS:**
 - 8A. Street Committee Appointments RESO Pg. 15
 - 8B. Street Project Bids & CE RESO Pg. 16
 - 8C. SeeClickFix DISC
 - 8D. GFWC Park Fee Waiver Request RESO Pg. 17
 - 8E. Girl Scout Alumni Park Fee Waiver Request RESO Pg. 17
 - 8F. Closed Session RESO Pg. 18
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION

Next Month Calendar

Police Authority:	Wednesday, February 22, 2017, 10:00 a.m., Mundy
City Council:	Monday, February 27, 2017, 7:00 p.m., PDBMB
Fire Board:	Tuesday, February 28, 6:00 p.m., Public Safety Building
Park Board:	Wednesday, March 1, 2017, 6:00 p.m., PDBMB
Planning Commission:	Tuesday, March 7, 2017, 7:00 p.m., PDBMB
Downtown Development Authority:	Thursday, March 9, 2017, 6:00 p.m., PDBMB
City Council:	Monday, March 13, 2017, 7:00 p.m., PDBMB

City of Swartz Creek
CITY MANAGER'S REPORT
 Regular Council Meeting of Monday, February 13, 2017 - 7:00 P.M.

TO: *Honorable Mayor, Mayor Pro-Tem & Council Members*
FROM: Adam Zettel, City Manager
DATE: February 8, 2017

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** *(Update)*

Installation should have begun the first week of February. This did not occur. We wait.

✓ **MORRISH AND I-69 SOUTH SIGNAL** *(Update)*

There has been a desire by some in the community to re-engage the signal at Morrish Road at the raceway. Anecdotally, it appears this will help with vehicles exiting the interstate and turning left onto the interstate. We have made an inquiry to MDOT regarding this process. They have acknowledged our inquiry but they have not provided an answer. Please let us know if there is any objection to moving forward.

✓ **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:

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

✓ **STREET PROJECT UPDATES (*Business Item*)**

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 have been opened. The low bid is qualified and below the engineers estimate. There is a resolution to approve the bids!

We will have a bond resolution prepared for the city council on February 27, 2017. This resolution will set the basic parameters for the bond sale, including the final amount, type of bond, and eligible expenses. We are working on ascertaining the appropriate amount to borrow.

The park board did not see insurmountable issues in setting up a drop-off station in the middle parking lot of Winshall Park, as well as a location off Whitney Court. As it happens, these locations may also need to function as staging areas for construction materials and equipment. The waste areas will be for drop off only and will have special, sealed containers for recycling and yard waste. These will be collected as needed. The site will also have a dumpster or dumpsters that will be emptied five days a week.

Our goal is to inform the impacted households that they will need to take their waste to these locations. Note that it may be possible to have other dumpsters throughout the construction area, for convenience purposes. However, we will not know if this can occur until a contractor is selected. We expect to send direct notice of the timeframe, collection locations, hotline number for complaints, and notice of special accommodations. I will keep the council informed on how this waste collection plan is progressing.

Concerning the decorative lighting, we met with another division of Consumers Energy that works with private lighting installations. This is different than the regulated public systems. For example, the street lights on Fortino Drive are part of the public, regulated street light system that are operated by Consumers and billed with our city-wide, monthly street lighting contract. The lights in the city parking lot off of Morrish Road are part of our private system and are billed with a separate meter just as any home or business would be. The public systems are very regulated in what can be used and how it is installed. Private systems are much more flexible, though metered.

While Consumers indicated that it would cost over \$150,000 to install decorative replacement lights throughout the street reconstruction area as part of the public system. It appears we can do so on a metered account for about \$110,000. The private system also allows for LED lights, which are cheaper to operate and give off better

lighting. Our goal is to be able to present the city council with options for lighting with the street bids. Right now, we have the options for:

1. Do nothing
2. Upgrade all CE lights to decorative fixtures on the public system (~\$150k)
3. Upgrade all CE lights to decorative on a private system (~\$110k)
4. Upgrade some lights on CE's public system to decorative fixtures (?)
5. Upgrade CE lights to LED cobra head (non-decorative)?

Because there are still some outstanding issues related to lighting, staging, waste, communications, timing, and potential change orders it makes sense to reconvene the street committee in some form to address and advise on these issues. As resolution is attached. Meetings are planned for Wednesdays at 9:00 a.m. at city hall. The first date is not set.

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

✓ **SEWER REHABILITATION PROGRAM** *(No Change of Status)*

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** *(Update)*

The latest expectation is that we will be receiving KWA water by October of 2017! The rate is still in question. At this point, we expect one more increase from Detroit, which could be substantial. To complicate matters, a local pipeline may need to be built to connect Flint directly to Detroit in order to get the KWA off the Detroit system (because Flint will likely need Detroit water for another two years or so). This feature may impact rates as well.

✓ **WATER LOSS** *(Update)*

We have a contract to use auditory technology to complete leak detection in the city. This will begin when the weather is conducive to their needs. In the meantime, we are still looking at master meter function and continue to audit accounts. All master meters should be changed within 3-4 months.

✓ **WATER MAIN REPLACEMENT** *(Update)*

The city has a plan to replace sections of water main as we replace streets in Winchester Village. The scope of this project will eventually be more than our cash flows and fund balance (savings) can handle. This is especially true given the scope of the Miller Road and Morrish Road main projects that are expected to be due in the next ten years.

With that said, Lou has put together some figures on our mid-term capital investment needs. It looks like we will need to spread this cost out over time and/or offset it if we are to be successful. As such, Mr. Svrcek and Mr. Fleury have been looking into the use of federal funds as a potential grant and lending source for water main. Because the life of these assets is so long and the costs so high, bonding or borrowing for their replacement is common. Lou feels we may be eligible for some grant funds.

Moving forward, we will begin exploring some of these options. Clio, Davison, and many other communities rely heavily on these programs when their infrastructure needs come due.

✓ **SHARED SERVICES, POLICE DEPARTMENTS** (*Business Item*)

The authority was official on February 1. Everything is functioning well.

The board took action to fund the annual pension expense at 110% of the required actuarial value. This is great news for the fiscal sustainability of the organization and should prove to be a model for other entities.

Be advised that the city is still providing email and other technical support on an interim basis until the new webpage and email domain is established.

In addition, staff has been working with MERS and the authority counsel on identifying the proper instruments to effect the transition of retirement assets and the payment of the outstanding liability.

Of course, this process will be ongoing for some time. I expect the authority board and our respective municipal bodies to be making adjustments to policy, spending, staffing, and similar attributes over the next year or two. So please be patient as the new authority gains its footing. This will not be a one-time transition in which we seamlessly change the provider of police service.

At this time, the authority is planning to maintain the same office hours for the Swartz Creek station. They will inform us to changes in the staffing and hours of operation as we progress.

The Hill Road facility is expected to be in use by July 1st. That is the expected timeframe in which the leases shall formally commence for both municipalities. We have already begun the process of separating operating utilities for our facility, making them the responsibility of the authority on February 1.

✓ **HERITAGE VACANT LOTS** (*No Change of Status*)

With the addition of the two tax sale lots acquired this month, the city still owns six lots in Heritage Village. We have no immediate plans for these at this time. However, a process similar to that undertaken in Springbrook East may be appropriate. The association has expressed some interest in seeing some of these lots used for home development consistent with the neighborhood. I will keep the council informed.

✓ **WINCHESTER WOODS LOTS** (*Update*)

I held another discussion with the Supervisor of Gaines Township, Mr. Fortino. He indicated that he would approach the township board about participating in a shared study of the 'woods' area, with the potential to also participate in the installation of improvements. This will be a wise idea since the township and city both have similar lots in this platted area that need services.

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.

✓ **NEWSLETTER (Update)**

I will begin working on the spring newsletter soon. As usual, it shall have general information about city services. We will also be covering the police merger and road projects in some detail. Anything else?

✓ **SUNOCO (Update)**

I await a global agreement that will include terms for potential closure of the site in the eyes of the state. This is worth looking into. I will keep the city council informed.

✓ **ELMS PARK RENOVATIONS (Update-Potential Business Item)**

The restrooms are complete, and the books are closed on this component of the project. The remainder of the grant funded improvements have been bid with the street project. The low bid is tied to the Glaeser Dawes contractor, save for a component that the city is responsible for directly (purchase and installation of two pieces of universally accessible exercise equipment.

I am expecting a recommendation to accept the bid and move forward prior to Monday. If so, expect an addition to the agenda. The state Department of Natural Resources (the grant provider) has also reviewed our specifications, pricing, and procurement processes. I hope we are ready to move forward!

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.

✓ **WATER TOWER PAINTING (Update)**

The low bid by Fedewa for \$78,400 has been accepted, along with \$11,000 for construction engineering/inspections. I expect the contractor to begin when weather permits.

At the last meeting, it was resolved to move forward with the status quo and no logo.

✓ **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 raceway or downtown properties.

I have taken one of two courses required to begin the process. The next course is in March. After that is complete, 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 MARIJUANA** (*No Change of Status*)

The city has no zoning ordinances that enable any of the five state licensed facilities (growing, processing, testing, transport, and provisioning). This is within the city’s rights to enable any, all, or none of those uses. The planning commission is expected to consider those uses throughout the spring and summer months and make recommendations accordingly. Since no licenses can be granted until December of 2017, this is expected to be timely. I will keep the city council informed.

✓ **DEBT** (*Update*)

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. With the authority formed, 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. Staff is seriously considering the early payoff. The fund balance in each of these funds is healthy enough to pay these down.

General Fund:	\$162,381.00
Garbage Fund:	\$40,595.25
Water Fund:	\$101,488.12
Sewer Fund:	\$101,488.12

We will wait on this debt until the general fund pension liabilities are made known in the next report, expected in June.

The sewer fund separate bond debt costs approximately \$20,000 annually in interest. We made 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. I believe we should pay this off. The sewer fund has met its capital and ongoing financial obligations and has enough fund balance to eliminate this note and its relatively high interest. For now, there appears to be enough interest from Clayton and Gaines to make payoff of this note in the spring probable. **Expect a resolution to pay this off in the next three months.**

- ✓ **SPORTS CREEK RACEWAY TEMPORARY LAND USE (Update)**
General Motors no longer has their cars stored at this location. It is unknown if they may revisit this temporary use in the future.
- ✓ **COMMUNITY DEVELOPMENT BLOCK GRANT (Update)**
We have \$12,000 set aside for demolition and another \$16,819 set aside from the Genesee County Home Program. As noted above, the CDBG agreement will not be available to sign until May (perhaps even August!), thereby delaying action on 5157 Morrish until at least that time, longer if we cannot release bids until the contract is signed. I am working with the new staff planner, Mr. David Yeoman, to see if we can bid the project before the contract is signed in order to save time. We are also checking into the possibility for reimbursement.
- ✓ **FINANCE DIRECTOR DUTIES – SUPERVISORS AGREEMENT (Update)**
We are up and running with Mrs. Korth at the helm of the city finances. We will continue to work on adding services and streamlining operations through a combination of scheduling, technology, and the replacement of our part time staff member. I will keep the city council informed of those changes, especially online bill payments.
- ✓ **OTHER COMMUNICATIONS & HAPPENINGS (Update)**

- ✓ **MONTHLY REPORTS (Update)**
The January reports for building, DPW, and the check register are included.
- ✓ **MML REPORT (Update)**
The Michigan Municipal League has released another report on the state of municipal finance, including some options moving forward. It is always good to keep such information close, despite how often it crosses the headlines.
- ✓ **PASER SCORES (Update)**
I have included excerpts from the county's master PASER report, which includes the rating of the federal aid streets in the city. The condition audits were completed last year, prior to crack filling.
- ✓ **BOARDS & COMMISSIONS (See Individual Category)**
 - ✓ **PLANNING COMMISSION (Update)**
The commission met on February 7th to hold their annual meeting. This included the selection of officers and review of the annual report. The annual report, in addition to the minutes that are passed along from time to time are included in the packet.
 - ✓ **DOWNTOWN DEVELOPMENT AUTHORITY(Update)**
The DDA met on February 9. They are moving forward with 2017 Family Movie Night. They also authorized the purchase of fifteen decorative signs for street intersections in downtown. These will match what was placed on Paul Fortino Drive. The group is excited about this small but noticeable improvement in downtown! Draft minutes are attached.
 - ✓ **ZONING BOARD OF APPEALS (No Change of Status)**
There are no pending variances, appeals, interpretations, or other business before the Zoning Board of Appeals. This board shall meet on March 15th for their annual meeting. Otherwise, they meet on the third Wednesday of each month when business demands it.
 - ✓ **PARKS AND RECREATION COMMISSION (Update)**
The park board met on February 1st to go over a number of items. The draft minutes are attached. Things are moving forward with Elms Park (see above), but fundraising for the tot lot is slow, with about \$6,650 raised of the \$20,000 desired. The park board will meeting again on March 1 to continue planning events and going over improvement and maintenance matters. Draft minutes from February are attached.
 - ✓ **BOARD OF REVIEW (Update)**
Assessment notices shall be mailed on or before February 24. The March sessions are scheduled as follows:

Monday, March 20, 2017, 9:00 a.m. – 12:00 p.m. & 6:00 p.m. – 9:00 p.m.

Tuesday, March 21, 2017, 9:00 a.m. – 12:00 p.m.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

✓ **MILLER AND ELMS TURN LANE** (*Business Item*)

Lou Fleury has looked at the option to flip the hatch marks from the left side of the west bound Miller left turn lane at Elms. This would move traffic south and provide more visibility to vehicles that are eastbound in the opposite left turn lane. He indicates that it is possible and recommended. I am not sure if council desires to remove and replace the existing stripes now or wait until this process is to be done as a maintenance item down the road. My recommendation would be to await the later.



✓ **SEE CLICK FIX** (*Business Item*)

Again in the packet is a proposal for the service called See Click Fix. This item was up for discussion at the last meeting, but it was inconclusive concerning whether it had enough value to pursue. I have followed up on a pair of references so please let me know if you think this is worth pursuing.

REFERENCES

Tim Moslener (IT Director, Big Rapids)

They would definitely do it again. Older populations use more than the college students. They have used the service for about a year, with a full start in June of 2016. They receive about 45 complaints/month (\$10,000 population), and believe it is a positive service.

Vester Davis (Assistant to City Manager, Grand Haven)

Grand Haven has been using the application since July, and indicates that it is going well. The DPW is the focus. Participation requires much promotion, but it is working. In addition to reporting problems, the DPW believes the app will be helpful in reporting trends that may impact future city council decisions. They plan to keep the service.

The initial report on this topic follows:

As we look for ways to better serve the public and improve our community, we have begun looking at innovative ways to get common problems identified and solved in a manner that builds confidence in our municipal services and thereby creates a strong brand for our improving community.

This service is one that I came across recently that potentially fills a void in how we communicate with the public and how the public communicates with the city. Specifically, the void is one in which younger folks tend to use their own social media to identify and share issues in their neighborhood BEFORE and in place of contacting those that can help.

For example, in monitoring Facebook, I often come across images and comments people make about finding graffiti on the sidewalk or a piece of broken park equipment. More often than not, these issues are not reported to us directly using any existing means (phone, email, office visit, letter, or the city's social media). This makes it difficult for us to solve matters, especially if we aren't notified. However, if there are images of community issues on social media, the perception is that the city cannot or will not address them.

This is where See Click Fix may be able to help. This software application allows residents and visitors to use a phone application or the webpage to identify and report problems in the community, with or without images. The problems are then logged in a mapping system, staff is immediately notified, and the incident is mapped. We then have the opportunity to respond to the complaint, fix it, and note that it was fixed. In short, we believe this will enable the city to address problems that might otherwise not be reported, to do so more quickly, and to build a brand that "Swartz Creek gets things done!"

I have included there proposal. At this point, I don't see this service saving us any money, though that possibility exists in the long run. However, the cost is small, especially if divided among funds, and it should enhance our community. If not, we can drop it with no large loss. Questions I asked include:

1. Will reports be limited to city problems (avoiding complaints from just outside our jurisdiction)? Yes, the application uses GPS, and if a complaint is logged at a location, just outside of town, the user will be notified.
2. Will "Trolls" (those that post irrelevant/improper content be allowed to post? Initially yes, but the site is monitored, the city can flag posts for removal, and users can be banned by their account and IP address if necessary.
3. Will city employees and our appropriate contractors be notified immediately about issues? Yes, the application can have a menu with specific complaint types, so that garbage complaints go to the proper person and building complaints go to the proper person.

✓ **OFFICE CHANGES (Update)**

We have two changes in staff yet again. One was expected and one was not. We finally were able to replace our part time staff position that was vacated when Jody Key left us for full time employment elsewhere. She has been replaced by Kristina Brown. Welcome Kristina!

Concerning the unexpected departure, Amy Nichols has taken a job with Flint Township. This will be a loss for us since she was responsible for utility billing, building assistance functions, and some DPW support. Fortunately, and coincidentally, we can fill this position immediate with none other than Jody Key. Jody is expected to be rejoining staff as a full time administrative assistant immediately. We were shocked by the turn of events, but we are lucky to have someone like Jody waiting for a chance at full time employment. She performed exemplary during her time with us.

✓ **PARK FEE WAIVER REQUESTS (Business Item)**

There are two requests for park fee waivers. The first is from the Greater Flint Women's Club Swartz Creek Women's Club for Elms Park pavilion #2 on September 10. The Girl Scout Alumni of Fairwinds Council is also seeking a waiver of their reservation fee. The reservation is for pavilion #2 in Elms Park on September 17th. The waivers are up to the city council based upon the following:

Fees may be waived in full if reservations by a non-profit are found to result in a public benefit directly or if proceeds from the reserved event are found to be a benefit to the city. Monies must be paid at the time of reservation. Cancellations must be made two (2) weeks or more prior to event date and all cancellations are subject to a \$20 fee.

The council did approve waivers for these organizations in the past and they are known to directly participate in many civic events, including the donation of funds to city activities and projects. Resolutions are written in the affirmative.

✓ **FIRE SERVICE – FALSE ALARMS (Business Item)**

There is a movement on the fire board to alter alarm response in an effort to decrease responses to false alarms. I do not have details, but I find the reported recommendations contrary to the service expectations that our constituents rely upon and pay for. Hopefully, Mr. Porath can fill us in. In the interim, I have sent a note to the department indicated that the city has not taken a position to alter this policy or decrease response. If the council wishes to engage this matter, please let me know.

✓ **CLOSED SESSION MINUTES (Business Item)**

These minutes need to be reviewed. Given the closed session content, this set of minutes is requested to be reviewed in a closed session.

Council Questions, Inquiries, Requests, Comments, and Notes

Running Lights: Rick Clolinger indicates that patrol car running lights are not required and are actually undesirable at certain times during police work. There is not expected to be a change in use policy or operations.

ID Badges: As part of our customer enhancement efforts, we are getting new photo ID badges for staff and contractors. Gaines Township invested in

equipment to provide this for their employees and has agreed to help us out. The township, especially Chief Schmitzer, have been extremely helpful.

**City of Swartz Creek
RESOLUTIONS
Regular Council Meeting, Monday, February 13, 2017, 7:00 P.M.**

Resolution No. 170213-4A MINUTES – JANUARY 23, 2017

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, January 23, 2017, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 170213-4B MINUTES OF CLOSED SESSION – JANUARY 23, 2017

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Council Closed Session held Monday, January 23, 2017, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 170213-5A 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 February 13, 2017, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 170213-6A CITY MANAGER’S REPORT

Motion by Councilmember: _____

I Move the Swartz Creek City Council accept the City Manager’s Report of February 13, 2017, including reports and communications, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 170213-8A STREET PROJECT REVIEW COMMITTEE

Motion by Councilmember: _____

WHEREAS, under the General Operating Rules of the Council, the Mayor, with the advice and consent of Council, may appoint temporary committees whose membership may include persons not on Council; and

WHEREAS, such committees must be temporary in nature, have a specific purpose, and include a specific time frame for their activities; and

WHEREAS, the city has a 20 year street maintenance plan on file that is funded, in part, by a 20 year street levy; and

WHEREAS, the council desires to enable a committee of residents, councilmembers, and staff to further deliberate on the particulars relating to the borrowing related to 2017 projects, as well as design particulars related to sidewalks, lighting, and potential change orders; and

WHEREAS, the council further desires the committee to consider plans for 2018 and beyond.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek City Council hereby creates a temporary committee, to be referred to as the “Street Project Review Committee,” for the purpose of reviewing and making recommendations relating to the 2017 street project particulars.

BE IT FURTHER RESOLVED, the Street Project Review Committee shall endeavor to deliver such findings at or before the regular meeting on March 13, 2017 and be subsequently dissolved unless otherwise engaged in further reviews at the direction of the city council.

BE IT FURTHER RESOLVED, the membership of the Street Project Review Committee shall be composed of the following individuals:

- Mayor Krueger
- Councilmember Cramer
- Councilmember Pinkston
- Craig Culinski
- Dennis Novak
- Lou Fleury – Consultant Engineer (non-voting)
- Adam Zettel – Staff Member (non-voting)
- Tom Traciak – Financial Advisor (non-voting)
- Deanna Korth – Treasurer (non-voting)

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 170213-8B 2017 STREET PROJECTS BID AWARD

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek owns, operates, and maintains a system of major streets, local streets, and water main, and

WHEREAS, the city has a twenty year asset management plan on file that is funded in part by a twenty year street levy, and

WHEREAS, this plan, which includes various levels of preventative maintenance, preservation, and reconstruction on city streets, as well as water main replacement, was assessed by the Street Project Selection Committee at its meeting on July 12, 2016, and

WHEREAS, the city subsequently bid numerous water main and street replacement and rehabilitation projects, with said bids opened on January 19, 2017, and

WHEREAS, numerous bids were received, with the low bid being recommended by the city's engineer for approval, and

WHEREAS, the city shall require borrowed/bonded funds in order to complete the street portion of said bid, and

WHEREAS, these projects shall require construction engineering services to ensure proper materials, procedures, and results.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek City Council affirms the recommendation of the city engineer and approves the low bid by Glaeser Dawes Corporation, as filed with the city, in the amount of \$2,906,845.52 for street and water main work.

BE IT FURTHER RESOLVED, that the City Council approves the engineering proposal by ROWE Professional Services Company, dated February 7, 2017, for an amount not to exceed \$280,640 for construction engineering services related to the awarded projects,

BE IT FURTHER RESOLVED, that appropriations to the projects and engineering shall be made to Fund 101 (General), Fund 202 (Major Streets), Fund 203 (Local Streets), Fund 204 (Municipal Streets) and Fund 590 (Water) as directed by the Treasurer.

BE IT FURTHER RESOLVED, that the City Council directs the City Manager to execute any and all contracts, permits, agreements, and related documentation related to said project award engineering proposal on behalf of the city.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 170213-8D PARK WAIVER REQUEST - GFWC

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek requires park usage reservations and fees accordance with adopted rules and regulations; and

WHEREAS, the Greater Flint Women’s Club Swartz Creek Women’s Club reserved Pavilion #2 in Elms Park for September 10, 2017 for the purpose of holding an annual meeting; and

WHEREAS, the city park rules and regulations states that “fees may be waived in full if reservations by a non-profit are found to result in a public benefit directly or if proceeds from the reserved event are found to be a benefit to the city.”; and

WHEREAS, the City Council finds the petitioning group to be a qualifying group with a qualifying activity.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council hereby waives all fees for the September 10, 2017 reservation in Elms Park.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 170213-8E PARK WAIVER REQUEST - SCOUTS

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek requires park usage reservations and fees accordance with adopted rules and regulations; and

WHEREAS, the Girl Scout Alumni of Fair Winds Council reserved Pavilion #2 in Elms Park for September 17, 2017 for the purpose of holding an annual meeting; and

WHEREAS, the city park rules and regulations states that “fees may be waived in full if reservations by a non-profit are found to result in a public benefit directly or if proceeds from the reserved event are found to be a benefit to the city.”; and

WHEREAS, the City Council finds the petitioning group to be a qualifying group with a qualifying activity.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council hereby waives all fees for the September 17, 2017 reservation in Elms Park.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 170213-8F

**CLOSED SESSION TO CONSIDER APPROVAL OF
CLOSED SESSION MINUTES**

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek held a closed session on January 23, 2017, and;

WHEREAS, the minutes of that session require approval.

NOW THEREFORE, BE IT RESOLVED the City of Swartz Creek City Council exit the regular session of the city council and enter into a closed session for the purpose of considering the closed session minutes of January 23, 2017.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE 01/23/2017**

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, Director of Public Services Tom Svrcek.

Others Present: Bob Plumb, Lania Rocha, Steve Shumaker, Tommy Butler, Boots Abrams, Richard Abrams, Rebecca Thiell, Faye Porath, Bud Grimes.

APPROVAL OF MINUTES

Resolution No. 170123-01 (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 January 9, 2017 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. 170123-02 (Carried)

Motion by Councilmember Cramer
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Agenda as presented for the Regular Council Meeting of January 23, 2017, 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. 170123-03

(Carried)

Motion by Councilmember Florence
Second by Councilmember Gilbert

I Move the Swartz Creek City Council accept the City Manager’s Report of January 23, 2017, including reports and communications to be circulated and placed on file.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

Steve Shumaker resides at 7446 Country Meadow, commented he would rather not see a dragon on the water tower. He also commented on the Finance Officer position and would of rather the city look outside for potential clients.

Swartz Creek School Choice Week

Proclamation

Mayor Krueger presented a proclamation commemorating school choice week. This week is celebrated all across the nation.

BUDGET AMENDMENT

Resolution No. 170123-04

(Carried)

Motion by Councilmember Hicks
Second by Councilmember Cramer

WHEREAS, Act 621 of P.A. 1978 provides for a uniform budgeting system for local units of government; and

WHEREAS, Act 275 of P.A. of 1980 further prohibits deficit spending by local units of government; and

WHEREAS, the City Council has reviewed the City’s 2016 – 2017 Revenue and Expenditure Report through December 2016, specifically as it relates to the transfer of police services to the Metro Police Authority of Genesee County, and finds that it is not in deficit; however, certain department activity line items may be in deficit; and

WHEREAS, the City Council has received a Budget Amendment Summary and Revenue and Expenditure Reports reflecting proposed changes in budgeted items; and

WHEREAS, new budget amounts necessitate adjustments to the original adopted budget; and

WHEREAS, said supplemental documentation shows the new proposed revenue and expenditures by fund.

THEREFORE BE IT RESOLVED, the Swartz Creek City Council hereby authorizes and directs the city manager to make all necessary mid-year budget adjustment amendments to Fund 101 (General) in accordance with the supplemental documentation (pages 32 to 35) attached.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

SUPERVISORS AGREEMENT AMENDMENT

Resolution No. 170123-05

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Hicks

WHEREAS, the City Clerk/Finance Director informed the city of her retirement plans in 2015, and;

WHEREAS, the city pursued a succession plan that included the promotion of a staff member to the position of Clerk in 2016, and

WHEREAS, the Finance Director retired from the city on December 31, 2016, and;

WHEREAS, the city has been engaged in a reorganization of staff duties and a retooling of city administrative processes and services to align with the reduction of staff, and;

WHEREAS, the City Manager negotiated with the current City Treasurer to amend the job description to include the remaining duties of the Finance Director, and;

WHEREAS, the City of Swartz Creek entered into a labor agreement with the Swartz Creek City Supervisor's Association on July 25, 2016, for the purpose of setting terms and conditions of employment and to promote orderly and productive labor relations between the Employer and the Association, and;

WHEREAS, the Employer and Supervisors Association agree to amend the Agreement, Sections 3, 6, 11, & Appendix E (job descriptions), so as to effect this appointment.

NOW THEREFORE, BE IT RESOLVED the City of Swartz Creek City Council hereby affirms the amended and restated 2016-2017 Collective Bargaining Labor Agreement between the City and the Swartz Creek Supervisor's Association, a copy of which is attached hereto.

Discussion Ensued.

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

Street Update

Discussion

Adam Zettel, City Manager commented the bids are in and lower than expected. We will be able to do everything we wanted to do. Council should consider appointing or reappointing a street committee. We will also need to be pretty aggressive with a public awareness campaign in regards to resident's access to their homes, dust, debris, noise and waste collection during this construction process. In addition we still will be having preventative maintenance bids coming in.

SeeClickFix

Discussion

Adam Zettel, City Manager made the council aware of this app which is a new method for the public to engage with government on city issues/problems such as potholes, dead trees or water main break. It uses GPS and pictures can be uploaded. This is something the council can take a look at and consider.

Water Tower

Discussion

Adam Zettel, City Manager discussed the bid supplied. They did supply a bid for a logo if they city is interested in one. Councilmember Hicks would like the tower to stay with current wording and no logo.

Resolution No. 170123-06

(Carried)

Motion by Councilmember Porath
Second by Councilmember Hicks

I Move the Swartz Creek City Council hereby approve we paint the city tower with the "City of Swartz Creek".

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

MEETING OPENED TO THE PUBLIC

Dick Abrams resident at 5352 Greenleaf Drive commented on the logo on the water tower. He also wanted to commend councilmember Gilbert for his attendance at the GAIN meetings.

Tommy Butler resident at 40 Somerset Drive, commented on the painting of the water tower.

CLOSED SESSION TO CONSIDER PROPERTY TRANSATION/LEASE (ROLL CALL VOTE)

Resolution No. 170123-07

(Carried)

Motion by Councilmember Pinkston
Second by Councilmember Porath

WHEREAS, the City of Swartz Creek has potential business concerning the transaction or lease of real property, and;

WHEREAS, the MCL 15.268(d) permits a governing body to enter a closed session to consider the purchase or lease of real property up to the time an option to purchase or lease that property is obtained.

NOW THEREFORE, BE IT RESOLVED the City of Swartz Creek City Council exit the regular session of the city council and enter into a closed session for the purpose of discussion related to the consideration of the purchase or lease of real property.

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

REMARKS BY COUNCILMEMBERS:

Councilmember Porath suggested when having the next closed session to finish all the business and then go into closed session. He commented on the water tower. The swearing in of the authority officers will be Tuesday at Mundy Township.

Councilmember Cramer remarked on a possible logo on the water tower in the future.

Councilmember Florence commented about the lane markings at the intersection of Elms/Miller. He also commented about the police cars not having their running lights on.

Councilmember Hicks mentioned the women’s march she attended in Lansing.

Councilmember Gilbert mentioned that the parking lot behind Hank & Don’s is cracked. He attended the GAIN meeting and mentioned that for Oct-Dec they recovered \$794,000.

Mayor Pro Tem Pinkston is really happy with the street bids.

Mayor Krueger is happy with police authority and hopes everything works out. Happy to see bids come in under budget for the streets and the water tower. He thinks we are really moving in the right direction in Swartz Creek.

Adjournment

Resolution No. 170123-08

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Hicks

I Move the Swartz Creek City Council adjourn the regular meeting at 9:04 pm.

Unanimous Voice Vote.

David A. Krueger, Mayor

Connie Eskew, City Clerk

City of Swartz Creek

Building Permit List

2017

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee	Location	Type of Construction
Building							
PB1700002	01/30/17	michigan builders	(810) 691 9820	58-35-776-022	\$0	\$225.00 22 KINGSLEY	48473-Mobile Home
PB1700003	01/31/17	D& W Windows and Sunrooms	(810) 658 8777	58-35-576-012	\$12,439	\$260.00 4354 MORRISH RD	48473-Siding
Total:		2 Permits	Value: \$12,439		Fee Total: \$485.00		Total Number of Dwelling Units 0
Mechanical							
PM170001	01/10/17	SIG Heating & Cooling	(810) 820 4604	58-36-529-028	\$0	\$105.00 4187 BIRCH LN	48473-Mechanical
PM170002	01/27/17	D & B Mechanical, Inc.	(810) 686 3590	58-36-527-008	\$0	\$130.00 7045 PARK RIDGE PKWY	48473-Mechanical
PM170003	01/30/17	michigan builders	(810) 691 9820	58-35-776-022	\$0	\$125.00 22 KINGSLEY	48473-Mobile Home
Total:		3 Permits	Value: \$0		Fee Total: \$360.00		Total Number of Dwelling Units 0
Plumbing							
PP170001	01/30/17	SWARTZ CREEK ESTATES		58-35-776-022	\$0	\$110.00 22 KINGSLEY	48473-Mobile Home
PP170002	01/30/17	Ballard Plbg Co	(810) 691 9077	58-36-529-005	\$0	\$112.00 7160 PARK RIDGE PKWY	48473-Plumbing
Total:		2 Permits	Value: \$0		Fee Total: \$222.00		Total Number of Dwelling Units 0
Permit Total: 7		Value: \$12,439		Fee Total: \$1,067.00			

City of Swartz Creek Building Permit List 2017

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee	Location	Type of Construction
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Permit.DateIssued Between 1/1/2017 12:00:00
AM AND 1/31/2017 11:59:59 PM

Inspection List

02/02/17

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result	Inspector
3266 DYE RD	58-29-300-002	Final Zoning	01/03/2017	01/03/2017	Approved	Matt Hart
4369 ROUNDHOUSE RD	58-36-300-029	Follow Up	01/04/2017	01/04/2017	No Change	Amy Nichols
4276 KROGER DR	58-36-400-010	Rough	01/04/2017	01/04/2017	Approved	Leon Buning
4276 KROGER DR	58-36-400-010	Rough	01/04/2017	01/04/2017	Approved	Matt Hart
8103 MILLER RD	58-02-528-002	Letter	01/05/2017	01/05/2017	Violation(s)	Tara Ford
7169 RUSSELL DR	58-36-676-064	Final	01/09/2017	01/09/2017	Approved	Matt Hart
5028 SECOND ST	58-01-502-032	Ordinance	01/09/2017	01/10/2017	Violation(s)	Matt Hart
5206 GREENLEAF DR	58-03-533-067	Final	01/10/2017	01/12/2017	Approved	Bob Davis
4287 CHAPEL LN	58-36-651-132	Final	01/10/2017	01/10/2017	Approved	Bob Davis
9044 CHELMSFORD DR	58-03-528-016	Initial	01/10/2017	01/10/2017	Complied	Matt Hart
8494 CHESTERFIELD DR	58-02-501-061	Initial	01/10/2017	01/13/2017	Complied	Matt Hart
6166 MILLER RD	58-31-526-004	Final	01/12/2017	01/13/2017	Approved	Bob Davis
5044 MORRISH RD	58-02-529-010	Status	01/16/2017	01/16/2017	Not Complied	Matt Hart
8083 CIVIC DR	58-35-576-059	Final	01/17/2017	01/17/2017	Approved	Leon Buning
4276 KROGER DR	58-36-400-010	Rough	01/17/2017	01/19/2017	Approved	Bob Davis
7556 MILLER RD	58-36-552-009	Status	01/18/2017	01/18/2017	No Violation	Matt Hart
4276 KROGER DR	58-36-400-010	smoke barrier	01/18/2017	01/18/2017	Approved	Matt Hart
96 ASHLEY CIR	58-35-776-096	Final Zoning	01/19/2017	01/23/2017	Approved	Matt Hart
4186 BIRCH LN	58-36-529-032	Final Zoning	01/19/2017	01/23/2017	Approved	Matt Hart
172 BROOKFIELD	58-35-776-172	Final Zoning	01/19/2017	01/23/2017	Approved	Matt Hart
8414 CAPPY LN	58-02-503-027	Final Zoning	01/19/2017	01/23/2017	Approved	Matt Hart
8493 CHELMSFORD DR	58-02-501-027	Final Zoning	01/19/2017	01/23/2017	Approved	Matt Hart
3267 ELMS RD	58-30-551-018	Final Zoning	01/19/2017	01/23/2017	Approved	Matt Hart
5105 FAIRCHILD ST	58-02-526-073	Final Zoning	01/19/2017	01/23/2017	Approved	Matt Hart
4518 GATEWAY BLVD	58-35-300-015	Final Zoning	01/19/2017	01/23/2017	Approved	Matt Hart
5218 GREENLEAF DR	58-03-533-065	Final Zoning	01/19/2017	01/23/2017	Approved	Matt Hart
5296 GREENLEAF DR	58-03-533-055	Final Zoning	01/19/2017	01/23/2017	Approved	Matt Hart

City Council Packet

February 13, 2017

Inspection List

02/02/17

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result	Inspector
9235 HILL RD	58-03-576-013	Final Zoning	01/19/2017	01/23/2017	Approved	Matt Hart
4184 JENNIE LN	58-36-526-019	Final Zoning	01/19/2017	01/23/2017	Approved	Matt Hart
9244 JILL MARIE LN	58-03-534-044	Final Zoning	01/19/2017	01/23/2017	Approved	Matt Hart
4276 KROGER DR	58-36-400-010	Rough	01/19/2017	01/19/2017	Approved	Bob Davis
4276 KROGER DR	58-36-400-010	Rough	01/19/2017	01/19/2017	Approved	Bob Davis
5014 FORD ST	58-02-528-012	Status	01/23/2017	01/23/2017	No Change	Matt Hart
5388 DURWOOD DR	58-03-533-114	Status	01/23/2017	01/23/2017	No Change	Matt Hart
5256 DON SHENK DR	58-02-503-004	Status	01/23/2017	01/24/2017	No Change	Matt Hart
5044 MORRISH RD	58-02-529-010	Status	01/23/2017	01/23/2017	No Change	Matt Hart
8071 MAPLE ST	58-02-530-016	Final Zoning	01/23/2017	01/24/2017	Approved	Matt Hart
4196 MOUNTAIN ASH LN	58-36-529-024	Final Zoning	01/23/2017	01/24/2017	Approved	Matt Hart
6281 AUGUSTA ST	58-30-651-040	Final Zoning	01/23/2017	01/23/2017	Approved	Matt Hart
5044 MORRISH RD	58-02-529-010	Final Zoning	01/23/2017	01/23/2017	Approved	Matt Hart
5061 MORRISH RD	58-01-100-024	Final Zoning	01/23/2017	01/23/2017	Approved	Matt Hart
5141 OXFORD CT	58-02-501-028	Final Zoning	01/23/2017	01/24/2017	Approved	Matt Hart
6315 ST CHARLES PASS	58-30-651-068	Final Zoning	01/23/2017	01/25/2017	Not Ready	Matt Hart
146 SOMERSET ST	58-35-776-146	Final Zoning	01/23/2017	01/25/2017	Approved	Matt Hart
5017 THIRD ST	58-01-502-077	Final Zoning	01/23/2017	01/25/2017	Approved	Matt Hart
5372 WINSHALL DR	58-03-580-009	Final	01/23/2017	01/25/2017	Approved	Matt Hart
4534 RAUBINGER RD	58-01-501-014	Initial	01/23/2017			Amy Nichols
7070 MILLER RD A	58-36-576-012	Final Zoning	01/24/2017	01/24/2017	Approved	Matt Hart
7510 MILLER RD	58-36-300-017	Final Zoning	01/24/2017	01/25/2017	Approved	Matt Hart
7543 MILLER RD	58-01-502-013	Final Zoning	01/24/2017	01/25/2017	Approved	Matt Hart
8077 MILLER RD	58-02-529-025	Final Zoning	01/24/2017	01/25/2017	Approved	Matt Hart
8077 MILLER RD	58-02-529-025	Final Zoning	01/24/2017	01/25/2017	Approved	Matt Hart
9041 MILLER RD	58-03-530-001	Final Zoning	01/24/2017	01/25/2017	Approved	Matt Hart
9041 MILLER RD	58-03-530-001	Final Zoning	01/24/2017	01/25/2017	Approved	Matt Hart

Inspection List

02/02/17

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result	Inspector
9061 MILLER RD	58-03-200-003	Final Zoning	01/24/2017	01/25/2017	Not Ready	Matt Hart
8400 MILLER RD	58-35-551-001	Final Zoning	01/24/2017	01/25/2017	Approved	Matt Hart
7509 MILLER RD	58-01-502-076	Final Zoning	01/24/2017	01/25/2017	Approved	Matt Hart
7538 MILLER RD	58-36-300-021	Final-Admin	01/24/2017	01/25/2017	Approved	Matt Hart
5091 SCHOOL ST	58-02-526-013	Final	01/24/2017	01/24/2017	Approved	Bob Davis
4276 KROGER DR	58-36-400-010	Insulation	01/25/2017	01/25/2017	Approved	Matt Hart
5044 MORRISH RD	58-02-529-010	Status	01/30/2017	01/30/2017	Complied	Matt Hart
4276 KROGER DR	58-36-400-010	Rough	01/31/2017	01/31/2017	Approved	Bob Davis
22 KINGSLEY	58-35-776-022	Final	01/31/2017	01/31/2017	Approved	Bob Davis
22 KINGSLEY	58-35-776-022	Final	01/31/2017	01/31/2017	Approved	Bob Davis

Inspections: 64

Population: All Records

Inspection.DateTimeScheduled Between 1/1/2017 12:00:00 AM AND 1/31/2017 11:59:59 PM

Enforcements By Category

02/02/17

PARKING

Enforcement Number	Address	Status	Filed	Closed
E17-001	5028 SECOND ST	Violation	01/09/17	

Total Entries: 1

Total Records: 1

Population: All Records
Enforcement.DateFiled Between 1/1/2017 12:00:00 AM AND 1/31/2017 11:59:59 PM

Certificates With Inspections

02/02/2017

Certificate Number	Address	Date Applied	Since	Issued	Last Inspection	Expires	Status
CR160061	9044 CHELMSFORD DR	11/17/2016		01/10/2017	01/10/2017	01/10/2020	Certified
Initial	ANichols	Matt Hart	Completed	Complied			
CR160064	8494 CHESTERFIELD DR	11/17/2016		01/10/2017	01/13/2017	01/10/2020	Certified
Initial	ANichols	Matt Hart	Completed	Complied			

Population: All Records

Record Count: 2

Certificate.DateIssued Between 1/1/2017 12:00:00 AM
AND 1/31/2017 11:59:59 PM

**Public Works
Monthly Work Orders**

02/01/17

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
FNRD17-1126 COMPLETED	PA10-007045-0000-02	TREMAINE REAL LIVING REAL 7045 PARK RIDGE PARKWAY	ES01/03/17 01/03/17	FINAL READ
FLAG17-0154 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	01/03/17	LOWER/RAISE FLAG
CKME17-0319 COMPLETED	SP10-004262-0000-02	MCFARLANE, MARY GRACE 4262 SPRINGBROOK DR	01/04/17 01/04/17	CHECK METER
FNRD16-1125 COMPLETED	OA10-009238-0000-02	LANPHEAR, SHANNON 9238 OAKVIEW DR	01/06/17 01/06/17	FINAL READ
WTON17-1011 COMPLETED	PA10-007045-0000-02	TREMAINE REAL LIVING REAL 7045 PARK RIDGE PARKWAY	ES01/06/17 01/06/17	WATER TURN ON
FNRD17-1127 COMPLETED	CH10-009044-0000-05	NICKS, RONALD 9044 CHELMSFORD DR	01/09/17 01/10/17	FINAL READ
WOFF17-1629 COMPLETED	WO10-005215-0000-04	SMYTH, CHRISTINE 5215 WORCHESTER DR	01/09/17 01/09/17	WATER TURN OFF
SETM17-0048	KR20-004276-0000-01	SPRINGVALE ASSISTED LIVING 4276 KROGER DR	01/09/17	SET METER
CKME17-0320 COMPLETED	YO10-009236-0000-01	ERVIN, JERRY H 9236 YOUNG DR	01/09/17 01/09/17	CHECK METER
GWO17-0383 COMPLETED	CI10-008095-000B-01	SENIOR CENTER 8095 CIVIC DR 000B	01/10/17 01/10/17	GENERIC WORK ORDE
FNRD17-1128 COMPLETED	SO10-000049-0000-04	JASON, MELODY & HARP JOHN 49 SOMERSET DR	01/10/17 01/10/17	FINAL READ
FNRD17-1129 COMPLETED	SO10-000041-0000-03	DOUGHERTY, TERESA 41 SOMERSET DR	01/10/17 01/10/17	FINAL READ
WTON17-1012 COMPLETED	WO10-005215-0000-04	SMYTH, CHRISTINE 5215 WORCHESTER DR	01/10/17 01/10/17	WATER TURN ON
FNRD17-1131 COMPLETED	SO10-000042-0000-01	DEVORE, JOANNE 42 SOMERSET DR	01/12/17 01/12/17	FINAL READ
REPL17-0051 COMPLETED	MI10-009189-SUMM-01	SAGE LINK CREDIT UNION 9189 MILLER #SUMM RD	01/12/17 01/12/17	METER REPLACEMENT
MNT17-0235 COMPLETED	CI10-008095-0000-01	PERKINS LIBRARY 8095 CIVIC DR	01/17/17 01/18/17	BUILDING MAINTENA
MNT17-0236 COMPLETED	CI10-008095-000B-01	SENIOR CENTER 8095 CIVIC DR 000B	01/17/17 01/18/17	BUILDING MAINTENA
DAPU17-0027 COMPLETED	CI10-008095-0000-01	PERKINS LIBRARY 8095 CIVIC DR	01/17/17 01/18/17	DEAD ANIMAL PICK
SWBK17-0065 COMPLETED	GR10-005401-0000-03	HUBBARD, MARK 5401 GREENLEAF DR	01/17/17 01/17/17	SEWER BACKUP
WOFF17-1630 CANCELLED	PA10-007045-0000-02	TREMAINE REAL LIVING REAL 7045 PARK RIDGE PARKWAY	ES01/19/17	WATER TURN OFF

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
WOFF17-1631 CANCELLED	OA10-009238-0000-02	LANPHEAR, SHANNON 9238 OAKVIEW DR	01/19/17	WATER TURN OFF
WTON17-1013 COMPLETED	HO10-005017-0000-03	MAY, CURTIS 5017 HOLLAND DR	01/19/17 01/19/17	WATER TURN ON
FNRD17-1132 COMPLETED	MC10-005095-0000-03	MONTINI, PIETRO 5095 MC LAIN ST	01/23/17 01/23/17	FINAL READ
MNT17-0237 COMPLETED	CI10-008100-0000-01	PUBLIC SAFETY BUILDING 8100 CIVIC DR	01/23/17 01/23/17	BUILDING MAINTENA
DRAN17-0044 COMPLETED	MI10-006350-0000-06	ROSE, RICHARD JR 6350 MILLER RD	01/23/17 01/23/17	STORM DRAINS
CKME17-0321 COMPLETED	SI10-004176-0000-01	SAMPLES, CLARENCE 4176 SILVER MAPLE LN	01/23/17 01/23/17	CHECK METER
WPRESS17-000011 CANCELLED	PA10-007201-0000-02	SERGES, ERIC 7201 PARK RIDGE PKY	01/24/17	WATER PRESSURE
FNRD17-1133	OA10-005247-0000-01	TREVILLIAN, DARLENE 5247 OAKVIEW DR	01/25/17	FINAL READ
WOFF17-1632 CANCELLED	BR20-007133-0000-10	BRUTON, JOHN 7133 BRISTOL RD	01/25/17	WATER TURN OFF
WOFF17-1633 COMPLETED	CE10-009269-0000-04	CROSS, KRISTI 9269 CEDAR CREEK CT	01/25/17 01/26/17	WATER TURN OFF
WOFF17-1634 CANCELLED	CE10-009283-0000-04	CASTANO, RICHARD 9283 CEDAR CREEK CT	01/25/17	WATER TURN OFF
WOFF17-1635	CE10-009289-0000-05	BABCOCK, BENJAMIN 9289 CEDAR CREEK CT	01/25/17	WATER TURN OFF
WOFF17-1636	CE10-009293-0000-05	PAVONE, ANTHONY 9293 CEDAR CREEK CT	01/25/17	WATER TURN OFF
WOFF17-1637 COMPLETED	CE10-009295-0000-04	SZUKALA, ELISHA 9295 CEDAR CREEK CT	01/25/17 01/26/17	WATER TURN OFF
WOFF17-1638 CANCELLED	GR10-005331-0000-05	BELVILLE, DAN 5331 GREENLEAF DR	01/25/17	WATER TURN OFF
WOFF17-1639 CANCELLED	MI10-005428-0000-11	WARDEN, RACHEL 5428 MILLER RD	01/25/17	WATER TURN OFF
WOFF17-1640 COMPLETED	MI10-007287-0000-05	JAQUES, JAMES 7287 MILLER RD	01/25/17 01/26/17	WATER TURN OFF
WOFF17-1641 COMPLETED	WI10-005200-0000-10	CALDWELL, TIM 5200 WINSHALL DR	01/25/17 01/25/17	WATER TURN OFF
WOFF17-1642 CANCELLED	WI10-005212-0000-09	ROSE, NICOLE 5212 WINSHALL DR	01/25/17	WATER TURN OFF
WTON17-1014 COMPLETED	WI10-005200-0000-10	CALDWELL, TIM 5200 WINSHALL DR	01/26/17 01/26/17	WATER TURN ON
WTON17-1015	CE10-009293-0000-05	PAVONE, ANTHONY 9293 CEDAR CREEK CT	01/26/17	WATER TURN ON
WTON17-1016	CE10-009289-0000-05	BABCOCK, BENJAMIN	01/27/17	WATER TURN ON

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
COMPLETED		9289 CEDAR CREEK CT	01/27/17	
WTON17-1017	CE10-009283-0000-04	CASTANO, RICHARD 9283 CEDAR CREEK CT	01/27/17	WATER TURN ON
WTON17-1018	CE10-009295-0000-04	SZUKALA, ELISHA 9295 CEDAR CREEK CT	01/27/17	WATER TURN ON
WTON17-1019	MI10-007287-0000-05	JAQUES, JAMES 7287 MILLER RD	01/27/17	WATER TURN ON
MNT17-0238 COMPLETED	CI10-008095-000B-01	SENIOR CENTER 8095 CIVIC DR 000B	01/27/17 01/30/17	BUILDING MAINTENA
WTON17-1020 COMPLETED	CE10-009269-0000-04	CROSS, KRISTI 9269 CEDAR CREEK CT	01/27/17 01/30/17	WATER TURN ON
MNT17-0239	CI10-008095-0000-01	PERKINS LIBRARY 8095 CIVIC DR	01/30/17	BUILDING MAINTENA
FNRD17-1136	CH20-008494-0000-04	NICKS, RONALD 8494 CHESTERFIELD DR	01/31/17	FINAL READ
FNRD17-1137	MO10-005070-0000-01	PAVLICA, LINDA JEAN 5070 MORRISH RD	01/31/17	FINAL READ
READ17-0527	MI10-005376-0000-04	VPH PHARMACY 5376 MILLER RD	01/31/17	READ METER
WOFF17-1644 CANCELLED	EL10-003493-0000-07	SPALDING, MICHELLE 3493 ELMS RD	01/31/17 01/31/17	WATER TURN OFF

Total Records: 52

Report Generated: 2/1/2017 1:41 PM
Report Options: Scheduled From: 1/1/2017 To: 1/31/2017

DPS ACTIVITY JANUARY 2017

	<u>REGULAR</u>	<u>HOLIDAY</u>	<u>VACATION</u>	<u>ABSENT</u>	<u>OT</u>	<u>DT</u>
101 GENERAL FUND						
262.0 ELECTIONS						
345.0 P S BLDG	23.98	2.02	0.15	0.44		
781.0 AMPHI-PARK						
782.0 WINSHALL PARK	16.38	3.95	0.27	1.06		
783.0 ELMS PARK	16.36	6.91	1.15	1.13		
784.0 BICENT. PARK						
790.0 SENIOR CENTER/LIBRARY	32.98	2.94	0.36	0.46		
793.0 CITY HALL	26.78	1.96		0.22		
794.0 COMM PROMO	43.97	20.17	2.98	2.48		
796.0 CEMETERY	1.00	0.11				
202 MAJOR STREET FUND						
429.0 SAFETY						
441.0 PARK & RIDE	8.00	2.58	0.29	0.61		2.00
463.0 STREET MAIN	47.00	13.40	2.17	2.40	2.00	1.00
474.0 TRAFFIC	5.00	1.73	0.29	0.04		
478.0 SNOW & ICE	32.00	5.24	0.62	2.39	9.00	1.00
482.0 ADMIN	24.00	6.00		2.31		
203 LOCAL STREET FUND						
429.0 SAFETY						
463.0 STREET MAIN	59.00	14.56	2.20	4.22		
474.0 TRAFFIC	7.00	1.74	0.44	0.05		0.50
478.0 SNOW & ICE	52.00	8.51	1.25	3.88	2.00	2.00
482.0 ADMIN	33.50	8.02		3.26		
226 GARBAGE FUND						
528.0 COLLECT	3.98	1.40	0.17	0.27		
530.0 WOODCHIPPING	2.98	0.90		0.27		
782.0 WINSHALL PARK GARBAGE						
783.0 ELMS PARK GARBAGE	4.00	1.76	0.15	0.17		
793.0 CITY HALL	6.10	0.31				
590 WATER						
540.0 WATER SYSTEM	63.85	18.20	1.27	3.99		2.00
540.0 WATER-ON CALL	6.00	2.67	0.58	0.38		
542.0 READ & BILL	13.00	4.39	0.32	0.05		
793.0 CITY HALL	15.25	0.78				
591 SEWER						
536.0 SEWER SYSTEM	27.85	8.32	0.78	2.10		
536.0 SEWER-ON CALL	6.00	2.67	0.58	0.38		
537.0 LIFT STATION						
542.0 READ & BILL	11.00	4.14	0.30	0.05		
793.0 CITY HALL	15.25	0.78				
661 MOTOR POOL FUND						
795.0 CITY GARAGE	71.79	21.84	3.68	3.39		
DAILY HOURS TOTAL	676.00	168.00	20.00	36.00	13.00	8.50

DPS Equipment Rental
 January 2017
 Page 1

Nature Of Work	4WD 7-15,3-08 2-08, 09-03	4WD 7-15,3-08 2-08, 09-03a	2WD 5-16	JCB Backhoe 06'00	Backhoe w/breaker 06'00a	Bucket Truck 6-99	Brush Hog 09'02	Dump 11	Dump w/plow 11a	Dump 12'02	Dump w/plow 12'02a	Dump 12-04	Dump w/plow 12-04a
101.262 Elections													
101.450 Forestry													
101.781 Pajtas Amphi													
101.782 Winshall Pk	4		1.32										
101.783 Elms Pk	3		2.98										
101.784 Bicentennial Pk													
101.790 Sen Ctr./Lib	43.5		1.66										
101.345 PS Bldg	26		1.66										
101.793 City Hall	46		1.32										
101.794 Comm Promo	10												
661.795 City Garage	4		1										
101.796 City Cem	1												
202.463 Maint. Major	33							2					
202.474 Traffic-Major	3												
202.478 Snow/Ice-Maj	7	10						4		14.5		37	
202.482 Major-Admin			9.45										
203.463 Maint-Local	33							2					
203.474 Traffic-Local	4												
203.478 Snow/Ice-Local	10	13						7		10		25.5	
203.482 Local-Admin			12.08										
226.528 Waste Collect	3		1.66										
226.530 Woodchipping			1.66										
590.540 Water System	64		9.93										
590.542 Water-Read/Bill	18												
591.536 Sewer System	50.5		9.93										
591.537 Sewer Lift Stat													
226.782 Winshall Pk Gbg													
226.783 Elms Pk Gbg	3												
591.542 Sewer Read/Bill	18												
Total	384	23	54.65	0	0	0	0	13	0	26.5	0	62.5	0

DPS Equipment Rental
 January 2017
 Page 2

Nature Of Work	Portable Generator	Case Backhoe 17	Sweeper	JD Tractor 19	Chipper	#42 Arrow	Arrow Board	Trailer	Roller	Pressure Washer	Post Hole Digger	01'98	open
101.262 Elections													
101.450 Forestry													
101.781 Pajtas Amphi													
101.782 Winshall Pk		6											
101.783 Elms Pk		1											
101.784 Bicentennial Pk													
101.790 Sen Ctr./Lib													
101.345 PS Bldg													
101.793 City Hall													
101.794 Comm Promo													
661.795 City Garage													
101.796 City Cem													
202.463 Maint. Major		3	12			8							
202.474 Traffic-Major		1				1							
202.478 Snow/Ice-Maj		3											
202.482 Major-Admin													
203.463 Maint-Local		4				9							
203.474 Traffic-Local		2											
203.478 Snow/Ice-Local		3											
203.482 Local-Admin													
226.528 Wast Collect													
226.530 Woodchipping													
590.540 Water System													
590.542 Water-Read/Bill													
591.536 Sewer System													
591.537 Sewer Lift Stat													
Total	0	23	12	0	0	18	0	0	0	0	0	0	0

January 2017	MILES DRIVEN		GALLONS GAS PURCHASED		GALLONS DIESEL PURCHASED
5-16 2WD gas	901.0		76.5		
#7-15 4WD gas	338.0		44.5		
#3-08 P/U 4WD gas	454.0		64.1		
09-03 P/U 4WD diesel	341.0				42.1
#2-08 P/U 4WD gas	516.0		67.5		
#6-00 JCB BACKHOE diesel					24.0
#11 DUMP gas	109.0		22.4		
#12-02 DUMP diesel	250.0				59.0
#12-04 DUMP diesel	639.0				142.0
#12-99 GENERATOR gas					
#17 CASE BACKHOE diesel					19.0
#19 JD TRACTOR diesel					
#06-99 BUCKET TRUCK gas			8.0		
#21 WOOD CHIPPER diesel					
#807 STREET SWEEPER diesel					
#42 ASPHALT HEATER diesel					7.0
#37 TRAIL ARROW					
#10-15 GEN Gas					
TOTAL	3548.0		283.0		293.1

**SWARTZ CREEK POLICE DEPARTMENT
MOTOR POOL RENTAL HOURS
JANUARY 2017**

	<u>101-301-941</u>	<u>101-302-941</u>	<u>101-303-941</u>	<u>101-304-941</u>
#05-168	19	0	0	0
#05-649	60	0	0	0
#12-144	121	0	0	0
#13-384	268	0	6.4	0
#09-226	122	0	0	14
#10-161	0	0	105	0
#14-514	383	0	0	0
TOTAL	973	0	111.4	14

210 OFFENSE SUMMARY

1/1/2017 12:00:00 AM – 1/31/2017 12:00:00

AM

Offense	Total
1206 - 12000 - Robbery - Street - Strong Arm	3
1302 - 13002 - Aggravated/Felonious Assault - Family - Other Weapon	1
1313 - 13001 - Assault and Battery/Simple Assault	3
2308 - 23003 - Larceny - From Building (Includes library, office used by public, etc)	1
2404 - 24001 - Vehicle Theft	1
2499 - 24001 - Stolen (Other)	1
2675 - 26001 - Fraudulently Obtaining of Goods Offered for Sale	1
3074 - 30002 - Retail Fraud Theft 2nd Degree	1
3078 - 30002 - Retail Fraud Theft 3rd Degree	2
3542 - 35001 - Synthetic Narcotic - Possess	1
3562 - 35001 - Marijuana - Possess	1
5015 - 50000 - Failure to Appear	1
5212 - 52001 - Concealed Weapons - Possession of Weapon	1
5295 - 52001 - Concealed Weapons - Firearm in Auto (CCW)	1
8011 - 54001 - Motor Vehicle Accident - Failed to Stop and Identify	1
9910 - 93001 - Traffic, Non-Criminal - Accident	4
9911 - 93002 - Traffic, Non-Criminal - Non-Traffic Accident	3
9944 - 98008 - Inspections/Investigations - Lost and Found Prop	1
9947 - 99002 - Miscellaneous - Natural Death	1
9953 - 99008 - Miscellaneous - General Assistance	4
Total:	33

SCPD200 Ticket Ledger Report
 1/1/2017 12:00:00 AM - 1/31/2017 12:00:00
 AM

Citation No	Citation Date Time	Location	Offense
10540	1/6/2017	4935 Ita Ct	
			9913 - 93004 - Traffic, Non-Criminal - Parking Violations
10641	1/25/2017	Mary Crapo	
			9913 - 93004 - Traffic, Non-Criminal - Parking Violations
10642	1/25/2017	Mary Crapo	
			8291 - 54003 - Traffic - Parked in Handicap Space
11130	1/10/2017	Don Shenk	
			9913 - 93004 - Traffic, Non-Criminal - Parking Violations
11131	1/10/2017	Winshall	
			9913 - 93004 - Traffic, Non-Criminal - Parking Violations
11132	1/10/2017	Cappy Ln	
			9913 - 93004 - Traffic, Non-Criminal - Parking Violations
11133	1/28/2017	Third St	
			9913 - 93004 - Traffic, Non-Criminal - Parking Violations
11134	1/28/2017	Winshall	
			9913 - 93004 - Traffic, Non-Criminal - Parking Violations
11135	1/28/2017	Worcester	
			9913 - 93004 - Traffic, Non-Criminal - Parking Violations
11136	1/28/2017	Greenleaf	
			9913 - 93004 - Traffic, Non-Criminal - Parking Violations
11303	1/5/2017	Ita Ct	
			9913 - 93004 - Traffic, Non-Criminal - Parking Violations
11304	1/5/2017	4935 Ita Ct	
			9913 - 93004 - Traffic, Non-Criminal - Parking Violations
1345278	1/14/2017	Miller And Morrish	
			8280 - 54003 - Traffic - No Proof of Insurance
			8127 - 54003 - Traffic - Disregarded Stop and Go Light
1482932	1/3/2017	Miller Rd E/b Near Holland St	
			8277 - 54003 - Traffic - Registration Law Violations
			8280 - 54003 - Traffic - No Proof of Insurance
			8231 - 54003 - Traffic - Defective/Improper/No Headlights

1482933	1/18/2017	Morrish Rd N/b Near I-69	
			8232 - 54003 - Traffic - Defective/Improper/No Tail Lights
1482996	1/13/2017	Miller Rd E/b Near Tallmage Ct	
			8054 - 54003 - Traffic - Violation of Basic Speed (Too Fast)
1482997	1/15/2017	E/b 69 Near Morrish Rd	
			8054 - 54003 - Traffic - Violation of Basic Speed (Too Fast)
1482998	1/28/2017	Seymour Rd N/b Near Chelmsford	
			8280 - 54003 - Traffic - No Proof of Insurance
			8054 - 54003 - Traffic - Violation of Basic Speed (Too Fast)

Total Tickets : 18

Total Offenses : 22

02/02/2017 CHECK REGISTER FOR CITY OF SWARTZ CREEK
CHECK DATE FROM 01/01/2017 - 01/31/2017

Highlighted amount is total for that vendor

Check Date	Check	Vendor Name	Description	Amount
Bank GEN CONSOLIDATED ACCOUNT				
01/05/2017	43081	ACE OUTDOOR SERVICES LLC	CLEARING SIDEWALKS	1,485.00
			CLEARING SIDEWALKS	1,305.00
				2,790.00
01/05/2017	43082	AFLAC	DECEMBER 2016 AFLAC	264.98
01/05/2017	43083	AIS CONSTRUCTION EQUIPMENT CORP	HEATER SWITCH/MOTOR HTR BL/ALARM	830.03
01/05/2017	43084	ARROW UNIFORM RENTAL	MATS, SUPPLIES	32.72
			UNIFORMS, MATS, SUPPLIES, ENV.	116.46
			MATS, SUPPLIES	32.72
			UNIFORMS, MATS, SUPPLIES, ENV.	101.89
				283.79
01/05/2017	43085	BETTY SHANNON	NOV-DEC 2016 CONTRACT REIMB RETIREE&SPOU	542.04
01/05/2017	43086	CHARTER TOWNSHIP OF MUNDY	OCT-DEC 2016/CLOLINGER	9,375.00
01/05/2017	43087	CHARTER TOWNSHIP OF MUNDY	JOINT INSP & PERMIT FEES NOV 2016	2,489.41
01/05/2017	43088	CONSUMERS ENERGY	10/31-12/5/16 A 8083 CIVIC DR	706.78
01/05/2017	43089	CONSUMERS ENERGY	EML 10/31-12/5/16 A 8095 CIVIC DR	936.35
01/05/2017	43090	DETROIT SALT COMPANY	ROAD SALT AT \$59.33 PER TON	2,970.65
01/05/2017	43091	DOUGLAS F SHERMAN	FURNACE SERVICE CALL	80.00
01/05/2017	43092	FAMILY FARM AND HOME INC	GLOVES	10.49
			BLADE GUIDE	24.99
			TELEBROOM/RCVRY STRAP/OIL DRY SAFE	59.95
			ICE CLAWS FOR BOOTS/SPIKES ICETREKKER	25.98
			POLY SCOOP	31.99
			HAND WARMER 2 PK	10.00
				163.40
01/05/2017	43093	FERGUSON WATERWORKS #3386	BLUE MARKING PAINT(12)/BROWN MARKING PAI	128.64
01/05/2017	43094	FIDELITY SECURITY LIFE INSUR/EYEMED	JAN 2017 VISION	159.42
01/05/2017	43095	GEN CTY ROAD COMMISSION	OCT 2016 S-MTCE & OPERATIONS	10.50
01/05/2017	43096	GEN CTY ROAD COMMISSION	SIGNS	70.03
01/05/2017	43097	GEN CTY ROAD COMMISSION	NOV 2016 S-MTCE & OPERATIONS	238.95
01/05/2017	43098	GEN CTY ROAD COMMISSION	SIGN PURCHASE	55.81
01/05/2017	43099	GILL ROYS HARDWARE	TIMER	11.99
			PADLOCK/SAFETY HASP (3)	36.76
			55 GAL TRASH BAGS	17.99
			GALV. NIPPLE	4.99
			BATTERIES (2)	11.58
			CAUTION TAPE	13.99
			60# TUBE SAND (6)	40.08
			WATCH BATTERIES FOR DOOR OPENER	5.29
			SNOW THROWER	499.98
			ICE MELTER 2 BAGS	21.98
			TRASH BAGS	17.99
			10' LIGHTER EXTEND CORD	5.59
			DEC 2016 DISCOUNT	(14.83)
				673.38
01/05/2017	43100	JAMES NOLEN	MILL & GRIND GUTTER	195.00
01/05/2017	43101	JAMES NOLEN	CE CAPPY LANE LIFT STATION	124,445.00
01/05/2017	43102	KENNEDY EXCAVATING INC	2016 PAVEMENT REPAIRS	40,134.50
01/05/2017	43103	MID STATES BOLT AND SCREW CO	BOLTS (40)/LOCK NUT (40)	98.10
01/05/2017	43104	OHM ADVISORS	TRAIL SCHEMATIC ENGINEERING	2,648.00
01/05/2017	43105	PITNEY BOWES INC.	1 BOX RED INK CARTRIDGE	61.19
01/05/2017	43106	PURCHASE POWER	NOV 2016 POSTAGE/TRANS FEE	770.99
01/05/2017	43107	ROWE PROFESSIONAL SERVICES CO	STREET PROJECTS 2017-2018	49,220.00

01/05/2017	43108	RWS OF MID MICHIGAN	DEC 2016 FY17 GARBAGE/RECYCLING/YARD WAS	21,472.00
01/05/2017	43109	SUBURBAN AUTO SUPPLY	PWR STR FL 1/2" DEEP 6 PT/3/8" SHALLOW 6 PT	4.99 11.58 16.57
01/05/2017	43110	THOMAS SVRCEK	REIMB SPECIALTY PENS REPLACE #42553 REIMB TOWING/REPLACE #42243	28.90 79.00 107.90
01/05/2017	43111	VANTAGEPOINT TRANSFER AG 457	457 (3) PARTICIPANTS	1,734.64
01/05/2017	43112	VERIZON WIRELESS	DEC 2016 MONTHLY INVOICE	424.51
01/06/2017	43113	CITY OF SWARTZ CREEK	REIMB PETTY CASH	184.37
01/12/2017	43114	ACE OUTDOOR SERVICES LLC	SNOW PLOWING N MORRISH RD LOT SNOW PLOWING/SHOVELING	30.00 460.00 490.00
01/12/2017	43115	ARROW UNIFORM RENTAL	MATS, SUPPLIES UNIFORMS, MATS, SUPPLIES, ENV.	32.72 101.89 134.61
01/12/2017	43116	BRADYS BUSINESS SYSTEMS	COPY MACH. MAINT AGREEMENT	1,100.99
01/12/2017	43117	C & H CONSTRUCTION CO INC	LOADING SNOW	437.50
01/12/2017	43118	CITY OF SWARTZ CREEK	9/20-12/20/16 UB 4125 ELMS 9/20-12/20/16 UB 5121 MORRISH 9/20-12/20/16 UB 5363 WINSHALL 9/20-12/20/16 UB 8059 FORTINO 9/20-12/20/16 UB 8083 CIVIC 9/20-12/20/16 UB 8095 CIVIC 9/20-12/20/16 UB 8100 CIVIC	273.27 152.08 280.36 52.07 438.06 178.33 930.87 2,305.04
01/12/2017	43119	CONSUMERS ENERGY	12/1-12/31/16 STREET LIGHTS	8,092.31
01/12/2017	43120	CONSUMERS ENERGY	12/1-12/31/16 4524 MORRISH RD	39.16
01/12/2017	43121	CONSUMERS ENERGY	12/1-12/31/16 TRAFFIC LIGHTS	368.14
01/12/2017	43122	CONSUMERS ENERGY	12/1-12/31/16 SIRENS	24.57
01/12/2017	43123	CONSUMERS ENERGY	12/1-12/31/16 ELMS PARKING LOT	26.27
01/12/2017	43124	CONSUMERS ENERGY	12/6/16-1/5/17 A 9099 MILLER RD	32.76
01/12/2017	43125	CONSUMERS ENERGY	12/3/16-1/5/17 A 8095 CIVIC DR	1,091.89
01/12/2017	43126	CONSUMERS ENERGY	12/6/16-1/5/17 A 5361 WINSHALL DR	25.22
01/12/2017	43127	CONSUMERS ENERGY	12/6/16-1/5/17 A 5257 WINSHALL DR	22.57
01/12/2017	43128	CONSUMERS ENERGY	12/3/16-1/5/17 A 8083 CIVIC DR	1,534.85
01/12/2017	43129	CONSUMERS ENERGY	12/3/16-1/5/17 A 5121 MORRISH RD	1,042.60
01/12/2017	43130	CONSUMERS ENERGY	12/6/16-1/5/17 A WINSHALL RESTROOMS	28.00
01/12/2017	43131	CONSUMERS ENERGY	12/6/16-1/5/17 A 8011 MILLER RD	31.22
01/12/2017	43132	CONSUMERS ENERGY	12/6/16-1/5/17 A 4510 MORRISH RD	36.74
01/12/2017	43133	CONSUMERS ENERGY	12/3/16-1/4/17 A 8499 MILLER RD	22.57
01/12/2017	43134	CONSUMERS ENERGY	12/6/16-1/5/17 A 8059 FORTINO DR	72.09
01/12/2017	43135	CONSUMERS ENERGY	12/3/16-1/5/17 A 8100 CIVIC DR	1,724.90
01/12/2017	43136	COOKS DIESEL RV & TRUCK REPAIR	REPLACE AXLE SHAFT U JOINT & BALL JOINTS	603.67
01/12/2017	43137	CREEK AUTO SERVICES LLC	MNTH MNT, RPLC BALL JNTS & UPPR CNTL ARM WIPER BLADES 05-649 MONTHLY, LWR CNTRL ARM, WIPERS 14-514 MONTHLY, LWR & UP CNTRL ARM, SNOW TIRES REPLACE SENSOR, REPAIR TIRE 10-161	888.92 24.00 275.45 849.43 163.85 2,201.65
01/12/2017	43138	DONALD KORTH	CITY HALL PHONE ISSUE & INSTALL SOFTWARE UPDATED ALL WRKSTATIONS, SRVR, MAIL	100.00 300.00

				400.00
01/12/2017	43139	FLINT TOWNSHIP	SWR TRANS MAINT CHG 42 UNITS	63.00
01/12/2017	43140	FLINT WELDING SUPPLY	FAX/CYLINDER COMPRESSED OXYGEN	5.00
01/12/2017	43141	GEN CTY SMALL CITIES ASSOC.	2017 SMALL CITIES DUES	100.00
01/12/2017	43142	GOV'T FINANCE OFFICERS ASSOC.	BUDGETING WEBINAR D KORTH	70.00
01/12/2017	43143	HEATHER NARDUCCI	UB REFUND FOR 8093 MILLER	1,084.15
01/12/2017	43144	INTEGRITY BUSINESS SOLUTIONS	OFFICE SUPPLIES	285.53
01/12/2017	43145	JAMS MEDIA LLC	2017 CDBG PROGRAM	42.30
			NOTICE OF INTENT/BONDS	202.50
			ORDIN 431	76.10
				320.90
01/12/2017	43146	JOHNS TRUCK SERVICE	RPR/RPLC WRNG/ADD GRND CONN/RPLC BLWR MT	548.00
01/12/2017	43147	LANDMARK APPRAISAL CO	JAN 2017 FY17 ASSESSING SERVICES OCTOBER	2,466.25
01/12/2017	43148	LIQUIFORCE SEWER SERVICES	SEWER LINING FOR CHESTERFIELD/SEYMOUR/GR	132,836.00
01/12/2017	43149	LOIS KAY CONTRACTING	RETAINAGE YARMY/PKRIDE PAVING	12,072.13
01/12/2017	43150	MICHIGAN MUNICIPAL LEAGUE	MEMB DUES 2/1/17-1/31/18	3,082.00
01/12/2017	43151	MWEA	OPERATORS DAY TRAINING 2/7-2/8/17 (5)	525.00
01/12/2017	43152	MY-CAN LLC	PORTAJON RENTAL 12/13/16-1/10/17	95.00
01/12/2017	43153	NICK PAUL	REIMB VET BILL FOR ROSCOE	356.34
01/12/2017	43154	PHYSIO-CONTROL INC	REPLACE AED	2,285.75
01/12/2017	43155	RWS OF MID MICHIGAN	STREET SWEEPINGS	525.00
01/12/2017	43156	SHEBAR VIDEOTRONICS	MAINT AGREEMENT 12/26/16-12/28/17	250.00
01/12/2017	43157	SIMEN FIGURA & PARKER PLC	DEC 2016 GEN'L/TRAFFIC/ORDIN	2,642.00
01/12/2017	43158	STATE OF MICHIGAN	ETRPT SCH AID MULTIPLE PARCELS	15.87
01/12/2017	43159	SUPER FLITE OIL CO INC	12/1-12/31/16 FUEL USAGE - DPW	1,116.85
01/12/2017	43160	SUPER FLITE OIL CO INC	12/1-12/31/16 FUEL USAGE - POLICE	1,248.74
01/12/2017	43161	TRANSUNION RISK AND ALTERNATIVE	INVESTIGATIVE MONTHLY FEE	25.00
01/12/2017	43162	UNDERGROUND SECURITY COMPANY	SECURITY RECORDS STORAGE 1/1-12/31/17	149.10
01/12/2017	43163	VILLAGE CLEANERS	DEC 2016 UNIFORM CLEANING	85.25
01/19/2017	43164	AIS CONSTRUCTION EQUIPMENT CORP	JACKETS (5)	245.00
01/19/2017	43165	AMERICAN PUBLIC WORKS ASSOCIATION	MEMB FEE 4/1/17-3/31/18	215.00
01/19/2017	43166	ARROW UNIFORM RENTAL	UNIFORMS, MATS, SUPPLIES, ENV.	101.89
			MATS, SUPPLIES	32.72
				134.61
01/19/2017	43167	BIO-SERV CORPORATION	PEST CONTROL/PUBLIC SAFETY BLDG	52.00
			PEST CONTROL/PUBLIC SAFETY BLDG	52.00
				104.00
01/19/2017	43168	BLUE CARE NETWORK-EAST MI	FEB 2017 RETIREE MEDICAL KELLY	744.58
			FEB 2017 RETIREE MEDICAL OBRIEN	1,319.16
			FEB 2017 RETIREE MEDICAL CLOLINGER	1,348.51
			FEB 2017 COBRA BUECHE	575.74
			FEB 2017 RETIREE MEDICAL TYLER	724.66
			FEB 2017 MEDICAL INS	14,667.25
				19,379.90
01/19/2017	43169	CONSUMERS ENERGY	12/8/16-1/9/17 A 6425 MILLER PARK RIDE	94.12
01/19/2017	43170	CONSUMERS ENERGY	12/8/16-1/9/17 A 4125 ELMS RD	35.25
01/19/2017	43171	CONSUMERS ENERGY	12/8/16-1/9/17 A 4125 ELMS RD PAVILION	27.59
01/19/2017	43172	CONSUMERS ENERGY	12/3/16-1/5/17 A 8301 CAPPY LN	277.45
01/19/2017	43173	DELTA DENTAL PLAN	FEB 2017 DENTAL	1,915.07
01/19/2017	43174	DITECH FINANCIAL LLC	REFUND OVERPAYMENT 58-03-531-112 5295 BI	380.18
01/19/2017	43175	DOUGLAS F SHERMAN	INSTALL TWINNING KIT	624.00
01/19/2017	43176	FIRST ADVANTAGE OCCUP HEALTH SER CO	CLINIC COLLECTION/MILEAGE	134.33
01/19/2017	43177	FLINT BATTERIES LLC	BULBS	55.00
			BULBS	17.70
				72.70

01/19/2017	43178	MICH ASSOC MUNICIPAL CLERKS	MAMC CLERK INSTITUTE 3/12-17/17 2ND YR	600.00
01/19/2017	43179	SUBURBAN AUTO SUPPLY	KEY (2)/RED LOCTITE	8.49
			OIL STABILIZER (2)/DIESEL ADD	45.97
				<u>54.46</u>
01/19/2017	43180	SWARTZ CREEK AREA FIRE DEPT.	DEC 2016 MONTHLY RUNS	1,148.76
01/19/2017	43181	THE MONEY SOURCE	REFUND OVRPMT 58-02-526-067 5045 FAIRCHI	202.71
01/19/2017	43182	TUCKER PLUMBING	REMOVE URINAL REINSTALL WITH NEW PARTS	422.60
01/19/2017	43183	UNUM LIFE INSURANCE	FEB 2017 LIFE DISAB/RETIREEES (3)	1,657.10
01/30/2017	43184	METRO POLICE AUTH OF GENESEE COUNTY	START UP FUNDS FEB-APRIL 2017	285,000.00
GEN TOTALS:				
Total of 104 Checks:				761,148.94
Less 0 Void Checks:				0.00
Total of 104 Disbursements:				<u>761,148.94</u>

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PLANNING COMMISSION
ZONING BOARD OF APPEALS
2016 ANNUAL REPORT

To: The Honorable David Krueger & Swartz Creek City Council
From: The Swartz Creek Planning Commission
Subject: 2016 Annual Report

Greetings,

Introduction

In addition to the Planning Commission and Zoning Board of Appeals updates that are delivered in each city council meeting packet, and minutes of these bodies, this document serves as a summary report of the activities of the planning commission and zoning board of appeals for the calendar year of 2016. This report is not to be confused with the monthly building report. This document is intended to summarize the general status and open-meeting decisions made by the planning commission (PC) and zoning board of appeals (ZBA).

Summary Findings

The PC had another busy year. They conducted a mix of reviews on site plans, policies and ordinances. The beginning of the year included building projects such as the assisted living and ministorage expansion. The commission they completed the master plan review and finished the year considering policies on urban livestock, medical marijuana land uses, and a new gas regulation station.

Conversely, the ZBA had another uneventful year, hearing no cases. They met in March for their annual meeting and in May for a training workshop held by staff.

Participation remains high, and all plans (master plan pending), procedures, and policies are up to date. The planning commission met ten times in 2016 compared to nine times in 2015, and the ZBA met twice in 2016 and 2015.

Training and memberships in professional organizations have been limited due to limited resources. However, in-house orientation and training has been provided to all new ZBA and PC members. Additional conference attendance and/or other local training is recommended for members of both groups on a rotating basis. Some members have taken advantage of these opportunities.

Concerning membership, we did experience the loss of Mr. Carl Conner and Mr. Florence on the planning commission and Mr. Schultz on the ZBA. Ms. Binder and Mr. Farmer were appointed to the planning commission, and Mr. Barclay has been appointed to the ZBA. Attendance with the planning commission and zoning board of appeals has been stronger than past years, with no meeting quorum issues. Current commissioners appear to be active and take a strong interest in their respective fields.

Boardmembers & Commissioners

Below is the current list of the PC and ZBA membership. All members have been given copies of the city’s personnel policies.

PLANNING COMMISSION	Term end date	Address
Robert Florine, Secretary	6/30/18	5914 Cross Creek
Jentery Farmer	6/30/18	6287 St. Charles
Kathy Ridley	6/30/19	3414 Elms
Betty Binder	6/30/17	8079 Bristol
Douglas Stephens, Chairperson	6/30/17	5250 Birchcrest
Bud Grimes	6/30/19	5171 Oakview Drive
Dennis Pinkston, Vice Chairperson	11/27/17	9341 Chesterfield
Craig Culinski	11/27/17	5160 Worchester
David Krueger	Per council term	7399 Miller Rd

ZONING BOARD OF APPEALS	Term end date	Address
Douglas Stephens	6/30/17	5250 Birchcrest
Ronald Smith, Secretary	6/30/17	9194 Chesterfield
Curt Porath Council Rep	11/26/18	4485 Frederick St.
James Barclay - Alt	06/30/19	8420 Cappy Ln
James Packer, Chairperson	06/30/18	7216 Miller Rd.
Fred Pajtas - Alt	6/30/17	7580 Church St.
Robert Plumb, Vice Chairperson	6/30/18	37 Somerset

Facts & Figures on Projects

Below is an exhaustive list of projects that were reviewed by the Planning Commission and Zoning Board of Appeals.

Project	Venue	Review	Location	Size or Units	Value	Month	Approval	Status
Assisted Living	PC	Zoning - PUDD	4276 Kroger	3.65 acres	\$7.2M	January	Yes	Construction
Assisted Living	PC	Site Plan	4276 Kroger	3.65 acres	\$7.2M	March	Yes	Construction
Assisted Living	PC	Special Land Use	4276 Kroger	3.65 acres	\$7.2M	March	Yes	Construction
Aardvark Storage	PC	Limited Site Plan	4140 Morrish	4.4 acres	\$58,200	March	Yes	Complete
Medical Marijuana Policy	PC	Zoning Ordinance Text	N/A	N/A	N/A	March-December	Yes	Ordinance Amendment
Master Plan	PC	Plan	N/A	N/A	N/A	May	Yes	Filed
Urban Livestock	PC	Ordinance	N/A	N/A	N/A	July - August	Yes	Ordinance Amendment
Gas Regulator	PC	Special Land Use	6133 Bristol	1 acre	N/A	September - October	Yes	Pending Construction
Gaines Master Plan	PC	Policy	N/A	N/A	N/A	September	Delegated Mr. Pinkston as rep.	Ongoing

Conclusions - Looking Forward

There were not any issues or anomalies with the commissions that demand attention. It is unclear what is in store for 2017, though there are not currently any projects in the works. Issues that we know must be looked at, some of which are pending, include: the DDA Fortino Drive site, the Winchester Woods infrastructure, the Sunoco site, and the reuse of the Sports Creek Raceway. Please contact me directly if you have any comments or inquiries on the matter.

Sincerely,



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

**CITY OF SWARTZ CREEK SWARTZ
CREEK, MICHIGAN
MINUTES OF PLANNING COMMISSION MEETING
February 7, 2017**

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

Pledge of Allegiance.

ROLL CALL:

Commissioners present: Binder, Culinski, Farmer, Florine, Grimes, Krueger, Pinkston, Ridley, Stephens.

Commissioners absent: None.

Staff present: Adam Zettel, City Manager

Others present: Lania Rocha

APPROVAL OF AGENDA:

Resolution No. 170207-01

(Carried)

Motion by Commissioner Krueger support by Commissioner Binder, the Swartz Creek Planning Commission approves the agenda for the February 7, 2017 Planning Commission meeting as printed.

Unanimous Voice Vote
Motion declared carried.

APPROVAL OF MINUTES:

Resolution No. 170207-02

(Carried)

Motion by Commissioner Culinski support by Commissioner Krueger, the Swartz Creek Planning Commission approves the minutes for the December 6, 2016 Planning Commission meeting as printed.

Unanimous Voice Vote
Motion declared carried.

MEETING OPENED TO THE PUBLIC:

No Comments.

BUSINESS:

Selection of Officers

Resolution No. 170207-03

(Carried)

Motion by Planning Commission Member Florine
Second by Planning Commission Member Binder

The Swartz Creek Planning Commission hereby appoints Commissioner Stephens to serve as the Planning Commission Chair for a twelve month period commencing immediately and ending at the next annual meeting or as stated in the bylaws.

Discussion: None
Unanimous Voice Vote
Motion Declared Carried

Resolution No. 170207-04

(Carried)

Motion by Planning Commission Member Culinski
Second by Planning Commission Member Grimes

The Swartz Creek Planning Commission hereby appoints Commissioner Pinkston to serve as the Planning Commission Vice-Chair for a twelve month period commencing immediately and ending at the next annual meeting or as stated in the bylaws.

Discussion: None
Unanimous Voice Vote
Motion Declared Carried

Resolution No. 170207-05

(Carried)

Motion by Planning Commission Member Ridley
Second by Planning Commission Member Culinski

The Swartz Creek Planning Commission hereby appoints Commissioner Florine to serve as the Planning Commission Secretary for a twelve month period commencing immediately and ending at the next annual meeting or as stated in the bylaws.

Discussion: None
Unanimous Voice Vote
Motion Declared Carried

2016 Annual Report

Resolution No. 170207-06

(Carried)

Motion by Planning Commission Member Florine
Second by Planning Commission Member Grimes

The Swartz Creek Planning Commission hereby approves the 2016 annual report and direct staff to submit the report to the city council.

Discussion: None
Unanimous Voice Vote
Motion Declared Carried

Meeting Open to Public:

No Comments

Remarks By Planning Commission:

Commissioner Krueger is hoping for a busy year.

Commissioner Farmer is looking forward to 2017.

Commissioner Florine asked about changes to the assisted living building. Mr. Zettel indicated he would look into the alternations (window fill-in on west end and color changes to the north side). He also had concerns about the way a house was painted in downtown. Mr. Zettel indicated that the city considered a blight complaint, but the building official, himself, and the city attorney felt it would be counterproductive. A more practical solution is expected, but this item can be reviewed again in the future.

Commissioner Culinski asked about the animal ordinance and if we could limit the number of dogs. Mr. Pinkston indicated that the health department and animal control could address the noted problem (a ranch house with eight large dogs).

Mr. Grimes indicated that the MAP mailer was late, as did the other members.

A training brochure was distributed, inviting commissioners to attend the planning and zoning essentials courses or the site plan review courses.

Adjourn

(Carried)

Resolution No. 170207-07

Motion by Planning Commission Member Farmer
Second by Planning Commission Member Florine

I Move the Swartz Creek Planning Commission adjourns the February 7, 2017 Planning Commission meeting.

Discussion: None

Unanimous Voice Vote
Motion Declared Carried

Meeting adjourned at 7:31 p.m.

Robert T. Florine, Secretary



Michigan's Broken Municipal Finance System: Issues and Proposed Actions

January 2017



Thriving Communities Drive the State's Economy

Cities, villages, and metropolitan areas drive economic development and job creation in our state. Michigan's metropolitan region house 82 percent of the state's residents, 84 percent of our jobs, and are responsible for 88 percent of our gross domestic product (RU Ventures, 2011).

High quality communities, with strong public services, economic opportunities, and vibrant places, are magnets for young, educated people that bring innovative ideas and highly sought-after talent to a local economy. They are places where people choose to raise families, invest in their communities, and retire. And increasingly, the quality of a community plays a role in attracting and retaining businesses. A recent report by Endeavor Insight noted that America's fastest growing companies often look for quality of life factors such as parks, schools, entertainment, and cultural amenities when deciding where to locate their business (Morris, 2013).

Michigan needs thriving, high quality communities if we are going to be economically competitive with other states.

Michigan's Municipal Finance System is Broken

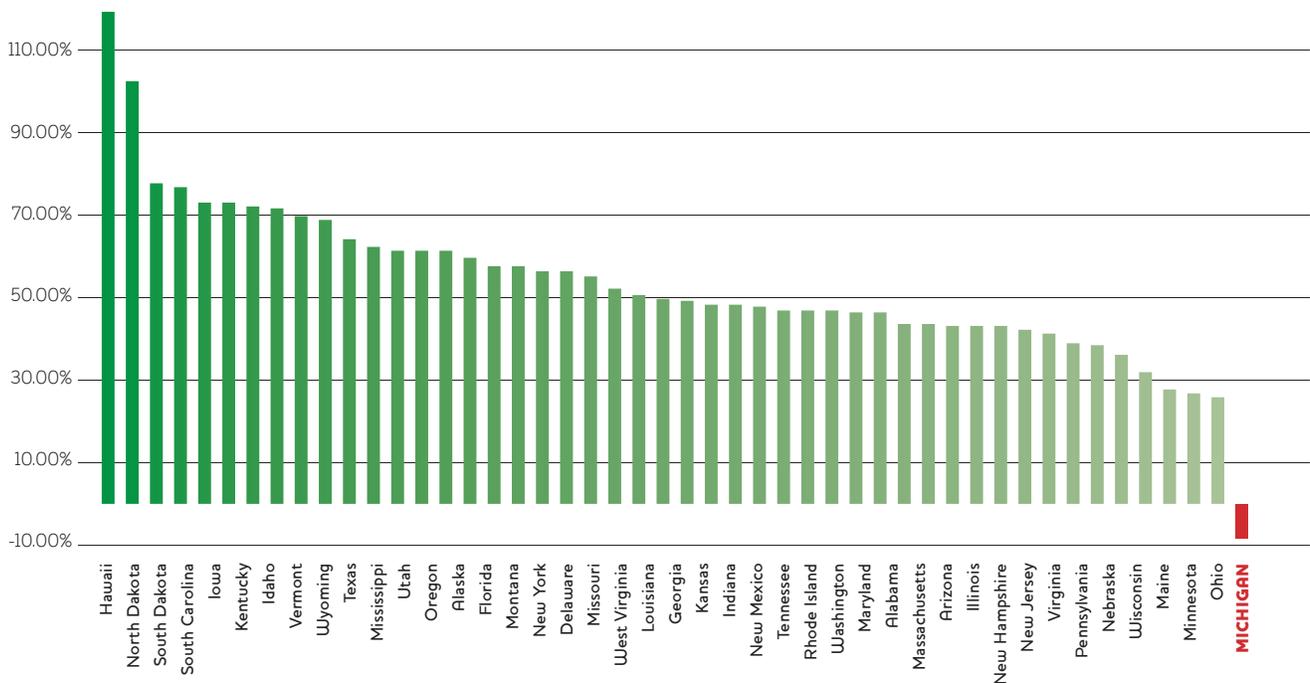
Every day, Michigan residents and business owners' quality of life is impacted by choices local governments are forced to make in providing public safety, street and sidewalk repair, public utilities, recreational and cultural amenities, and other essential investments that create flourishing local economies. People want to be part of vibrant places; local governments fund the services that make these communities possible.

But Michigan's communities are struggling to make the investments they need to be thriving places because state policies have limited local governments' ability to raise adequate revenue, control costs, and address structural changes that would improve efficiencies in service delivery.

The result?

Michigan is increasingly falling behind every other state.

GROWTH IN MUNICIPAL GENERAL REVENUE (2002-2012)



Source: U.S. Census Bureau 2002 & 2012

Michigan is not supporting its communities

In order to create and maintain vibrant communities, cities must invest in a diverse range of services, infrastructure, and amenities. But Michigan's local leaders are struggling to do so because they are operating under a suffocating framework of shrinking funds, rising service costs, and a legacy liability of escalating retiree costs. While the Great Recession worsened municipalities' fiscal hardships, the problems our communities face are structural and pervasive, not the result of short-term economic woes.

What are the issues?

- Michigan's municipal funding doesn't track with the economy
- Michigan's budget priorities have disinvested in communities
- There are not enough municipal finance tools in the toolbox

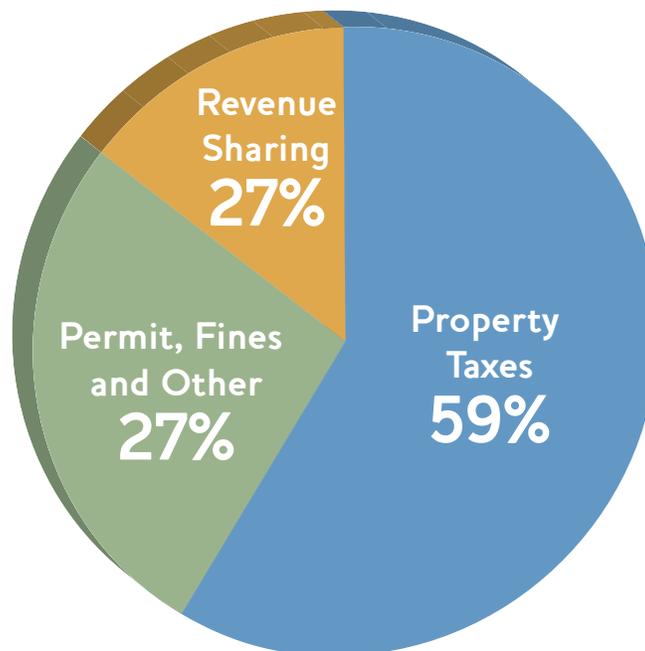
How do we fix this?

- Cost containment
- Improved structure of local government
- More stability and options for local revenue

“...cities, towns and rural communities that have appealing and sustainable places, efficient and convenient transportation, walkable main streets, green spaces, thriving shops and cultural amenities. Those are the qualities of Placemaking that are driving demand in today's real estate marketplace.”

~ Gil White, Realtor
(National Association of Realtors, 2015)

MUNICIPAL* GENERAL REVENUE BY SOURCE: 2014



*Does not include Detroit

Source: Scorsone et. al. 2016

What are the issues?

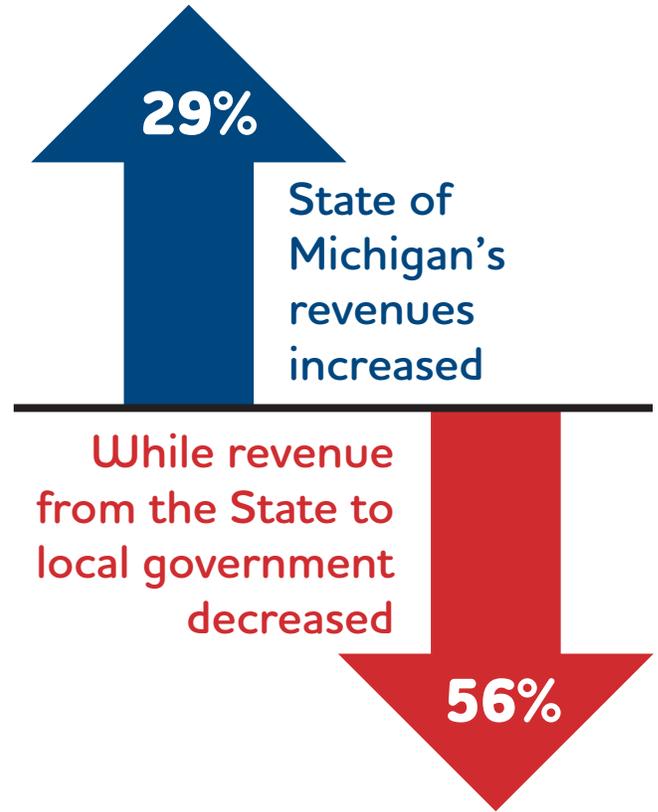
2002-2012

Michigan's municipal funding doesn't track with the economy

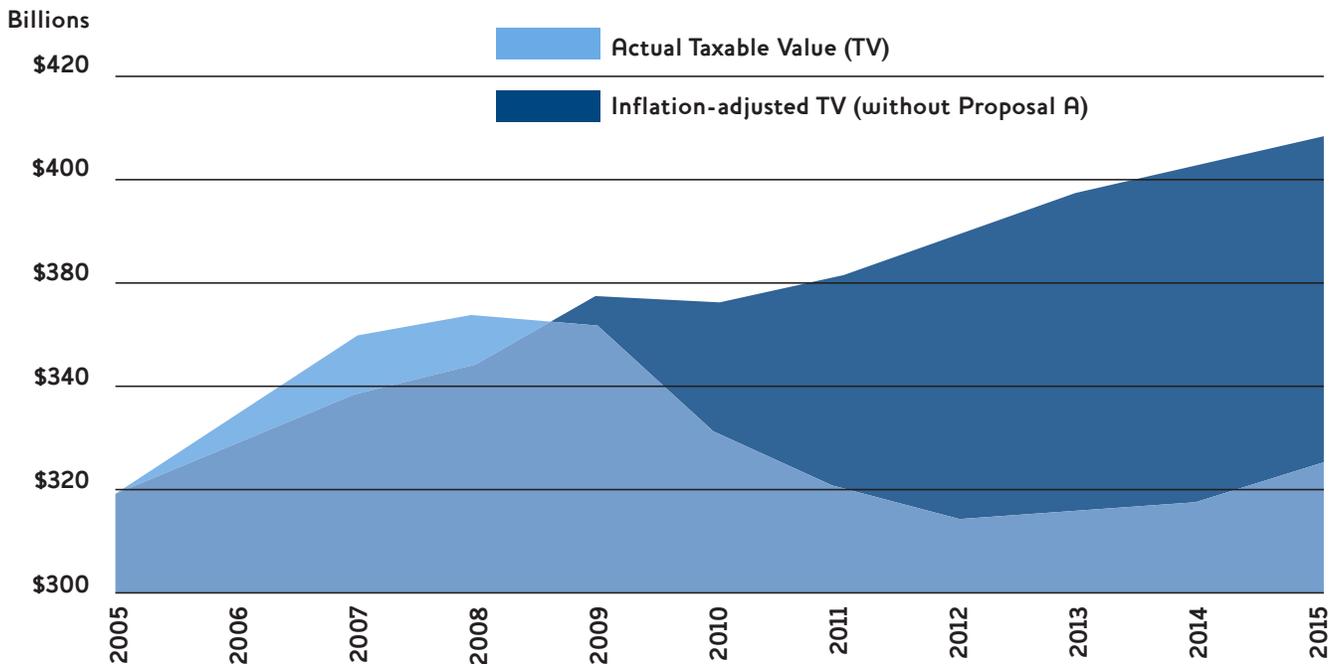
Local revenue options are limited—user fees are restrictive in use, income taxes present economic challenges for most communities, and other taxes such as local sales tax are not allowed. Because of these limitations, local governments depend on property taxes and revenue sharing to cover most of the costs of operating and providing services.

The reliance on these two sources has left communities in a problematic position. Property values dropped considerably during the recent economic recession, but local governments have not been able to recover that taxable value because statutory and constitutional mechanisms (Proposal A and the Headlee Amendment) limit their ability to grow to the rate of inflation or 5 percent, whichever is less. In other words, even as the economy as a whole is recovering, local revenues cannot track with the economy because of these restrictions and communities are facing substantial declines in property tax revenues (CRC, 2014).

As the exhibit below illustrates, property tax values have fallen statewide, and have not been able to rebound at a rate that matches the growth of the economy.



STATEWIDE TAXABLE VALUE (2005-2015)



Source: Adapted from GLEC, 2016

Michigan's Budget Priorities Have Disinvested in Communities

Over the same period property values plummeted, the state chose to cut billions of dollars out of statutory revenue sharing to cover shortfalls in the state budget.

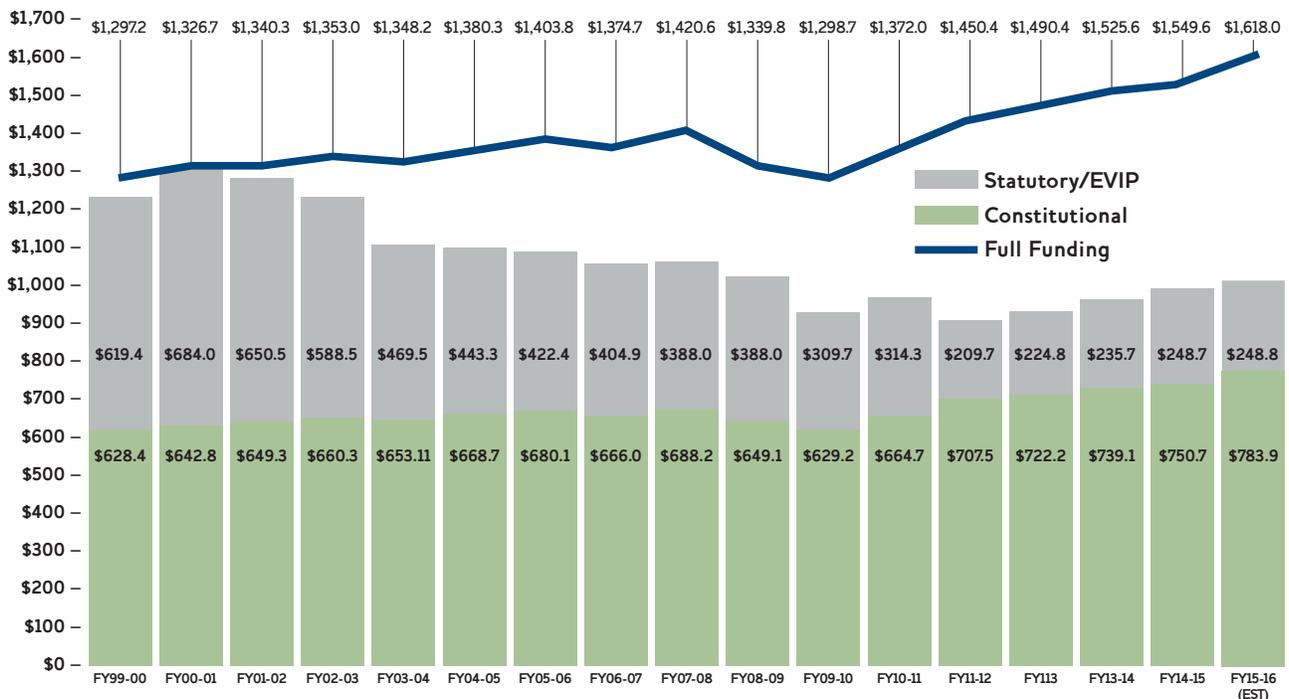
Cities and villages have lost over \$7.5 billion in revenue sharing funds from the state since 2002, and in many cases this has been a substantial share of their annual revenue. (Michigan Department of Treasury, Nd.)

Even with modest increases in recent years, revenue sharing to locals is still well below full funding levels, as the exhibit below demonstrates.

While the state and local governments have the same primary drivers of cost—labor and infrastructure—the state has been able to manage cost increases through growth in its revenue. Local governments do not have this same ability. While the state budget has largely recovered from the economic recession, the state-imposed restraints on local revenues left communities behind and forced them to make tough choices that can have serious consequences for their residents.

CITIES AND VILLAGES HAVE LOST OVER \$7.5 BILLION IN REVENUE SHARING FUNDS FROM THE STATE SINCE 2002, AND IN MANY CASES THIS HAS BEEN A SUBSTANTIAL SHARE OF THEIR ANNUAL REVENUE.

TOTAL REVENUE SHARING AND EVIP PAYMENTS TO CITIES, VILLAGES, AND TOWNSHIPS



Source: Michigan House Fiscal Agency, 2015

“ We evaluate and pursue service sharing arrangements with neighboring municipalities all the time in an effort to save costs, including equipment loaning, shared waste and recycling, and special police efforts.

We have also partnered with fellow communities to address revenue generation. In 2015 we formed the South Macomb Oakland Regional Services Authority with the City of Eastpointe that allows our communities to levy a regional millage to support each of our cities' emergency services.

While these have been effective tools, shared services and regional authorities cannot fully address Michigan's broken municipal finance system...they are only part of the solution. ”

~Ed Klobucher,
City Manager, Hazel Park

Not Enough Tools in the Toolbox

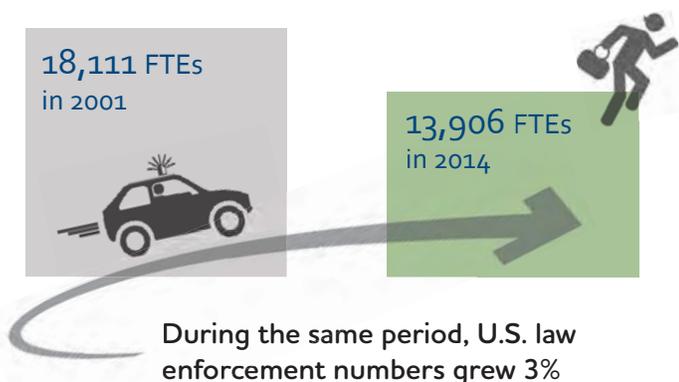
Local governments are responsible for providing some of the most essential and valued services that keep our residents safe and our economy moving. They have overwhelmingly responded to revenue challenges by implementing reforms, cutting costs, and sharing services, but escalating healthcare and infrastructure costs, in particular, have exacerbated budget woes.

Michigan local governments have tightened their belts—making cuts in staffing and reducing local employees' wages and benefits to help control costs.

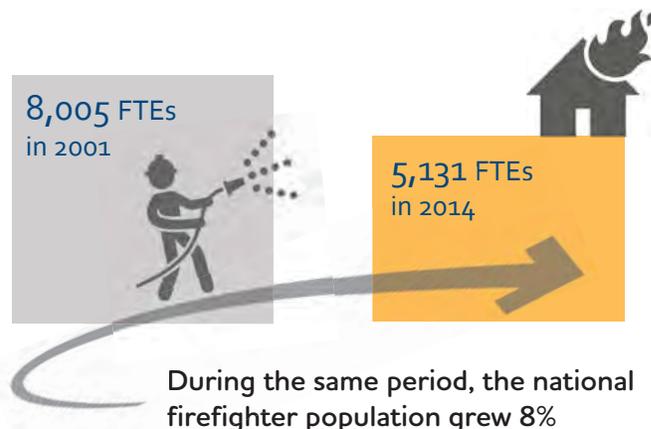
As a state, we now rank dead last in total local employment, including education, and 32nd in per capita state and local wages (BEA, 2015 and U.S. Census Bureau, 2015). Nationally, local government payrolls increased by 34 percent between 2002 and 2012, but in Michigan they grew only 0.3 percent—less than the rate of inflation during that period (Anderson, 2016). And cuts have happened across the board, even in areas that are difficult to cut. For example, Michigan communities have reduced the number of full time police officers by almost 23 percent since 2001 (U.S. Census Bureau, 2001 and 2014).

In an effort to further cut costs and find efficiencies in service provision, communities have also been exploring and pursuing opportunities for shared services and, in some cases, consolidation. These efforts have focused on many different types of services such as recreation, waste management, and public safety, but can be administratively challenging and do not always result in cost savings.

DECLINING REVENUES FORCE MI COMMUNITIES TO SLASH POLICE PROTECTION BY 23%



FIRE PERSONNEL IN MI LOCAL UNITS HAS DROPPED BY 36%



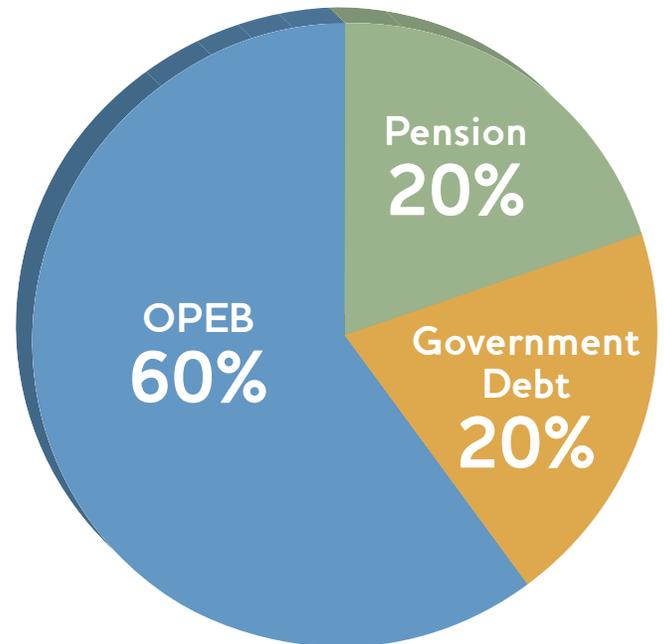
Source: U.S. Census Bureau, 2001 and 2014

While efforts to control salary costs have helped cities manage their budgets, decreased salaries affect our communities' ability to attract the best talent who will help to run our cities efficiently and creatively. And despite these efforts to cut costs and improve efficiency, communities remain in financial crisis.

Local governments are heavily burdened by legacy post-employment health and pension benefit commitments and aging infrastructure that demands a higher investment the longer that maintenance is delayed.

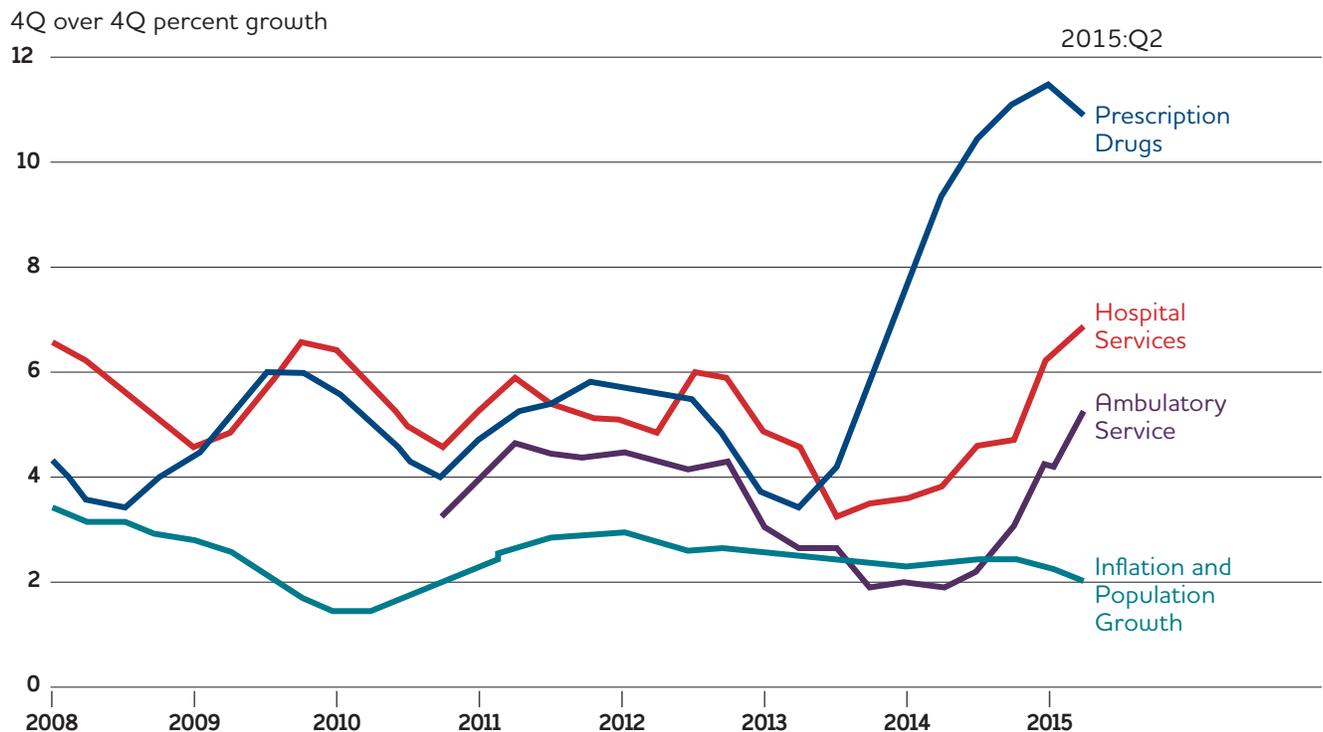
Retirement health care costs, in particular, have grown dramatically and unexpectedly over the last 20 years, as shown below, and revenues have not kept up. When communities agreed to cover those costs many years ago, they were much lower because actuarial calculations were based on people dying younger, and pharmaceutical and prosthetic costs have skyrocketed. Local governments do not have enough tools to address these legacy costs.

TOTAL LIABILITIES



Source: Scorsone et. al., 2016

GROWTH IN HEALTH CARE SPENDING



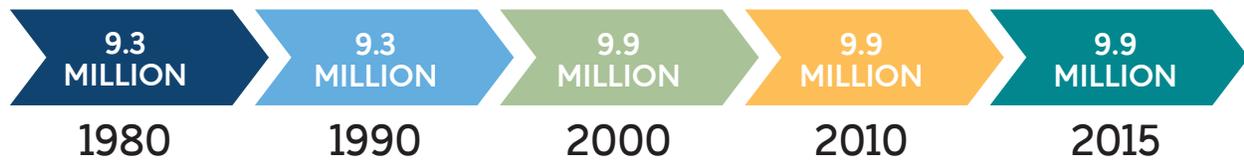
Source: Cornerstone Municipal, 2016

ENCOURAGING NEW INFRASTRUCTURE OVER UPGRADING OR SHARING EXISTING SYSTEMS LEADS TO INEFFICIENT SERVICE DELIVERY AND OVERBUILDING. THIS IS UNSUSTAINABLE.

Infrastructure cost burden is growing

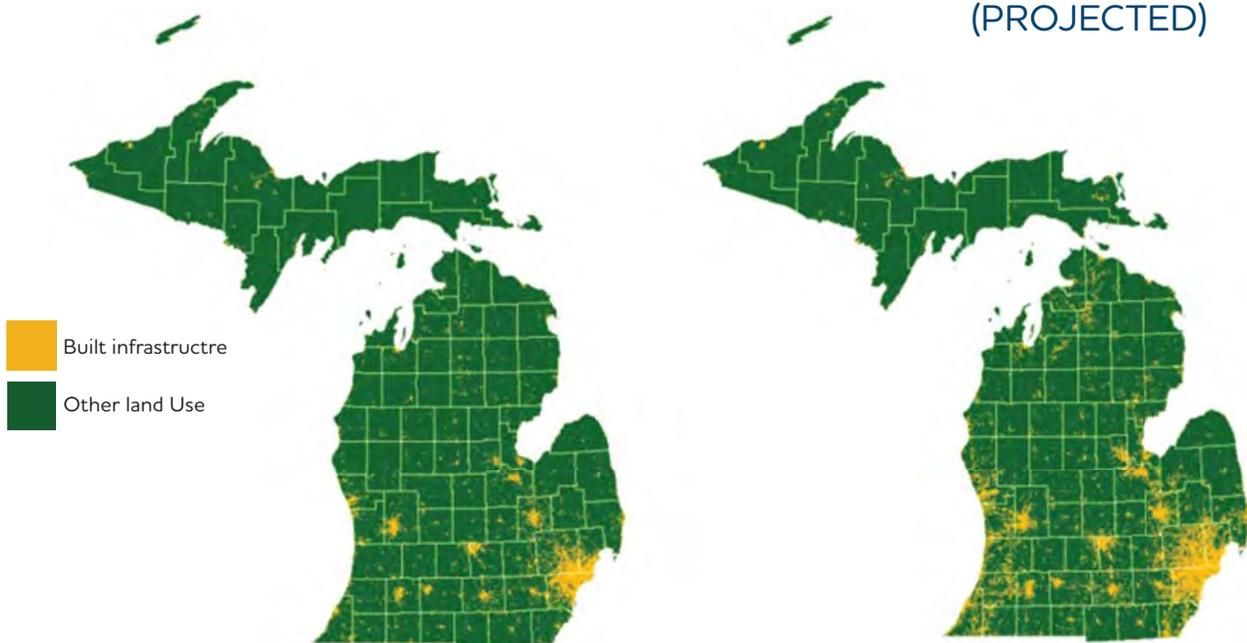
The systems we use to allocate state and local road and water infrastructure funding often encourages new infrastructure construction over upgrading and expanding existing systems or sharing infrastructure across communities. This not only leads to inefficient service delivery; it can also result in overbuilding infrastructure to a level that is unnecessary to meet the needs of our population. As the exhibits below illustrate, Michigan's population has remained flat over the last 35 years, but we have had a substantial increase in built infrastructure over that time. This creates an unsustainable system where the same number of people are responsible for maintaining an ever-growing infrastructure system.

GROWTH IN MICHIGAN POPULATION



LAND USE 1980

LAND USE 2020 (PROJECTED)



Source: Public Sector Consultants. 2001.

How do we fix this?

In the face of mounting structural costs and limitations, communities will continue to struggle making investments that are so critical to attracting the talent and business which will drive Michigan's economic growth. So how do we fix this problem? The state, in partnership with local governments, must address three major issues: costs, structure, and revenue.

Cost Containment Measures

Michigan's communities are burdened by a variety of significant cost pressures, including aging infrastructure and a large level of debt from retiree health care obligations (OPEB), among others. These costs are diverting money from current operations and service delivery.

In order to sustain modern health benefits, we need modern health care system design. We must move to a service delivery model that provides reasonable and sustainable benefits without burdening future budgets. If done correctly, we can stabilize city finances and reduce OPEB liabilities. Unfortunately, local governments cannot do this independently. State legislative changes are the only way we can achieve the goal we all share: to control these costs while ensuring that retirees have access to medical care.

Structure of Local Government

Historically, we have evaluated the efficiency or necessity of any infrastructure improvement within the limited context of a political boundary. This has led to methods of service distribution in Michigan that are fragmented, duplicative, and inefficient, and investment in sometimes unnecessary new infrastructure. We should maximize investment in existing infrastructure rather than building new systems. This means allocating resources and making infrastructure investments that focus on maintaining and upgrading existing systems. It also requires utilizing shared infrastructure across communities, including water treatment, transportation, emergency services, and other facilities, as communities grow.

Expanded service sharing can also offer opportunities for improving local finances, but we need shared service models that result in true economic efficiencies and do not diminish the quality of services. We must also recognize that some types of local services are better suited for functional consolidation than others. The value that different communities place on very public-facing amenities (such as parks, emergency services, road maintenance) may not lend themselves to sharing with neighboring communities. But some programs, such as assessing and election activity, might offer better opportunities for consolidation among municipalities.

“ We are now well past optimizing efficiencies; cuts have, and will continue to impact the quantity and quality of services delivered. And this creates a further spiral. As we make more and more impactful cuts, we further reduce quality of life and make it more challenging to attract talent and businesses. ”

~ Anthony Minghine,
Michigan Municipal League 2016

“ The State of Michigan has failed our cities... We have a dysfunctional system of local government organization and financing. The entire system needs to be overhauled. We cannot have a strong state without strong communities. ”

~ Robert Kleine,
former state treasurer. (GLEC, 2016)

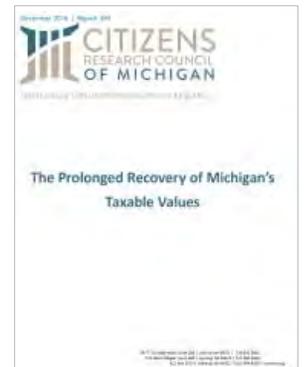
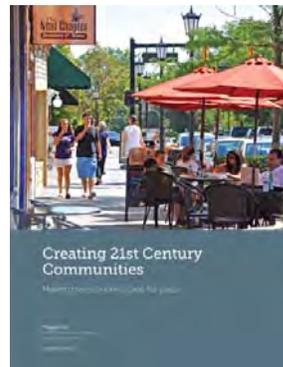
IF WE TRULY WANT A
GREAT MICHIGAN,
 OUR MUNICIPAL FINANCE
 SYSTEM MUST TRACK WITH
 THE ECONOMY. WE MUST
 COMMIT TO A STRATEGY
 OF INVESTING WHERE
 WE WILL ACHIEVE THE
 GREATEST RETURN
 ON OUR INVESTMENT:
OUR COMMUNITIES.

More stability and options for local revenue

If we truly want a great Michigan, our municipal finance system must track with the economy. We must commit to a strategy of investing where we will achieve the greatest return on our investment: our communities. Creating great communities that attract and retain talent and job providers, while at the same time sustainably investing in necessary transportation, water, energy, and other public infrastructure, is virtually impossible under our current finance model. Efforts to reform municipal finance need to provide funding levels and flexibility that will enable local governments to address needs that are not being met.

We can work to correct this deficiency by addressing the unforeseen interactions between Proposal A and the Headlee amendment that result in less than inflationary growth for our communities. Solutions must allow for currently excluded growth from property sale “pop ups” and enable communities to recover following market drops in value. Additionally, the state needs to recommit to investments in revenue sharing and expand the authority for municipalities to utilize special assessments and other locally-originated revenue tools, especially those aimed at infrastructure and investments in “place.”

For more information, see the following resources by visiting www.savemcity.com:



Resources

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RW Ventures. 2011. *Michigan's Metropolitan Areas Fact Sheet*.

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U.S. Bureau of Economic Analysis. 2015. *Regional Economic Accounts*. Accessed 11/24/16. Available at: <http://www.bea.gov/regional/index.htm>

U.S. Census Bureau. 2015, 2014, 2011, 2002 and 2001. Annual Survey of Public Employment and Payroll. Accessed 12/15/16. Available at: <https://www.census.gov/govs/apes/>.



michigan municipal league



We love where you live.

**CITY OF SWARTZ CREEK
FUTURE WATERMAIN BUDGETS**

Jan-17

Watermain replacement projects to be completed with road reconstruction projects + Miller Road watermain replacement

STREET	Watermain Construction	P.E. Watermain	C.E. Watermain	TOTAL
Daval	\$360,000	\$30,000	\$50,000	\$440,000
Chelmsford*	\$260,000	\$25,000	\$35,000	\$320,000
Oakview	\$570,000	\$40,000	\$80,000	\$690,000
Durwood	\$650,000	\$45,000	\$90,000	\$785,000
Norbury	\$180,000	\$20,000	\$25,000	\$225,000
Oxford Ct	\$70,000	\$15,000	\$15,000	\$100,000
Whitney Ct	\$70,000	\$15,000	\$15,000	\$100,000
Greenleaf	\$550,000	\$40,000	\$80,000	\$670,000
Winshall	\$720,000	\$45,000	\$100,000	\$865,000
Fortino	\$290,000	\$25,000	\$40,000	\$355,000
Civic	\$110,000	\$15,000	\$20,000	\$145,000
Grove	\$270,000	\$25,000	\$40,000	\$335,000
Maple	\$200,000	\$20,000	\$30,000	\$250,000
Hill	\$280,000	\$25,000	\$40,000	\$345,000
SUBTOTAL LOCAL STREETS	\$4,580,000	\$385,000	\$660,000	\$5,625,000
Miller Road Watermain Replacement	\$4,650,000	\$325,000	\$700,000	\$5,675,000
TOTAL	\$9,230,000	\$710,000	\$1,360,000	\$11,300,000

**Quantities incorporate 2001 watermain project*



SeeClickFix

Partnership Proposal

SeeClickFix Inc
770 Chapel Street
New Haven, CT 06510

Prepared for:

*Adam Zettel
City Manager
Swartz Creek, Michigan, City
8083 Civic Drive
Swartz Creek, MI, 48473
azettel@cityofswartzcreek.org
(810) 635-4464 ext 18*

Prepared by:

*Zubin Doshi
Growth Market Manager
zubin.doshi@seeclickfix.com
203.349.6603*



ORIGIN

SeeClickFix was founded in 2009 to empower citizens with tools to publicly document quality of life concerns in their neighborhoods. By radically improving the quantity and quality of data related to these concerns, SeeClickFix was quickly adopted by local governments as well — who needed a better way to receive information from citizens.

These partnerships began with some of the largest and most innovative cities in the country, including Houston, Albuquerque, Minneapolis, Oakland, and Boston. During the early years, SeeClickFix also helped to establish the Open311 standard used by many of the most progressive 311 centers.

To date, more than 2 million issues have been resolved via SeeClickFix. 500,000 users use SeeClickFix every month and we are working with more than 300 municipalities, counties and state agencies.

As we grew, we leveraged the knowledge and need of these partners. This customer development has pushed us further and further down the stack, from citizen input tools toward municipal work management. While we started as a citizen endpoint into a separate municipal platform, we are increasingly serving the role of a stand alone system, where municipalities can manage services from beginning to end.

PLATFORM

SeeClickFix connects local neighborhoods with government services. This engagement has both a tangible and emotional effect — improving infrastructure, increasing understanding and building trust.

At its core, SeeClickFix is a robust routing system built on top of a public platform — allowing for complex routing based on location and issue type. In addition to this, SeeClickFix Admin tools give service organizations an integrated platform for service request collection and work management.

Citizens submit requests via SeeClickFix mobile apps and website tools — city call takers enter phone calls, drop ins, emails and tweets into the SeeClickFix as well. From there, these requests are routed either manually or automatically based on location and request type, to the right person with the right information.

Then, city staff will be notified within SeeClickFix (or an external work order system via integration) that work has been assigned. As the work is updated and subsequently closed, the citizen will receive automatic updates. Through this process, SeeClickFix increases the total level of citizen participation as well as the perceived quality of these services. SeeClickFix also reduces the costs associated with these services by reducing phone calls, introducing automated responses and reducing the frictional costs of communication.

SeeClickFix is building the future of service management, with internal communication systems that are foundationally connected to public needs and interests.



COMMUNITY

The foundation of SeeClickFix is a free, public network for neighbors, community groups, and local governments around the world. We call this global network the SeeClickFix Community. Anyone can join the SeeClickFix Community and use these web and mobile tools to collaborate around solving neighborhood issues and improving communities.



REQUEST

SeeClickFix Request is an integrated solution to collect and manage public needs and requests. This begins with comprehensive input tools like mobile apps, web forms and a call-taker interface. From there, Request gives you internal communication tools to assign and track these issues to completion. Meanwhile, SeeClickFix Request keeps citizens in the loop on public and private issue pages where they are able to track the progress of issues and well ask questions, share with neighbors and thank the city.



WORK

SeeClickFix Work addresses the two primary needs of work management — Groups and Roles and Workflow Management — with a suite of internal communication tools. Now, crews can use SeeClickFix to manage field work. Customer service staff can use SeeClickFix as a direct connection and view into the progress of requests. Management can use SeeClickFix for a single view into the entire service operation.



ENGAGE

SeeClickFix Engage gives you tools to customize the brand and content of your mobile app and develop messaging and notification systems that further connect your community. SeeClickFix brings together some of the most passionate neighbors in your community. Engage allows you leverage this audience to promote new services, events and information.



ANALYZE

Organizations use SeeClickFix to measure the success of services and the health of neighborhoods. SeeClickFix Analyze offers dashboards, reports and interactive analytics to help organizations better access, understand and present data internally and to the public.



CONNECT

Integrate SeeClickFix with your current asset, work or task management, CRM, or ERP system. Bi-directional synchronization means no more double entry and all departments are up to date and in-sync.



Feature Layout

SeeClickFix Admin Tools

The SeeClickFix Admin tools are built around the four pillars of successful service delivery: Requests, Work, Engagement, and Analysis. Each module has been designed based on the needs of our government partners – who represent some of the most experienced and innovative government officials in the world.



Request

Your service organization needs a central system to collect data, route and assign requests and communicate with citizens so nothing gets lost.

SeeClickFix iOS and Android Apps

Interactive Website Forms

Facebook Application

SeeClickFix iOS and Call Taker

Public Issue Page and Watch Areas

Request Management System

Structured Request Categorization

Public Comments & Status Updates

Customizable Email Status Updates

Multi-Agency Routing

Digital and Printable Work Orders

Internal Comments

Priority and Re-categorization

Assignment and Email Routing

@Mention References



Work

Your workforce needs group controls and user permissions to manage communication, measure cost and increase efficiency.

Roles and Permissions

Workflow Stages

Stage Escalations

Scheduled Work



Engage

Your communications team needs a way to engage citizens and distribute information in a way that is simple and accessible.

Custom iOS and Android Apps

Geo-driven Email Notifications

Mobile Content Management

Native Push Notifications



Analyze

Your management team needs to measure success, identify risks and report to stakeholders in a way that is complete and concise.

Insight Analytics Tool

Customized and Recurring Exports

Image, PDF, and Excel Exports

Enhanced Dashboards



Connect

Integrate SeeClickFix with your asset, work or task management, CRM, or ERP system. Bi-directional synchronization means no more double entry!



Community

SeeClickFix will always offer a completely free platform for communities around the world to connect around problems in the public space.

Issues w/ Commenting and Voting

Watch Areas and Points of Interest

Public Place Page

In development,



Prepared for:
Adam Zettel
Swartz Creek, Michigan, City
8083 Civic Drive
Swartz Creek, MI, 48473
azettel@cityofswartzcreek.org
(810) 635-4464 ext 18

Prepared by:
Zubin Doshi
Growth Market Manager
zubin.doshi@seeclickfix.com
203.349.6603

Issue Date: 1/13/2017
Pricing Expires:

ANNUAL PRODUCT SUBSCRIPTIONS		Quantity	Annual Fee
Engage	Custom iOS and Android apps, brand development, mobile content management	1	\$900.00
Request	Complete request management system: citizen submission and administrative management tools.	1	\$1,800.00
Users	Distinct internal users who will have access to the SeeClickFix tools below.	3	\$540.00
TOTAL ANNUAL SUBSCRIPTION FEES			\$3,240.00

TOTAL FEES	
YEAR ONE FEES	\$3,240.00
YEAR ONE SAVINGS	\$1,080.00

The undersigned agree to the following Terms and Conditions and have caused this Contract to be executed as of the date signed by the Customer which will be the Effective Date: <http://legal.seeclickfix.com/terms-and-conditions/>

SeeClickFix

Swartz Creek, Michigan, City

Name

Name

Title

Title

Date

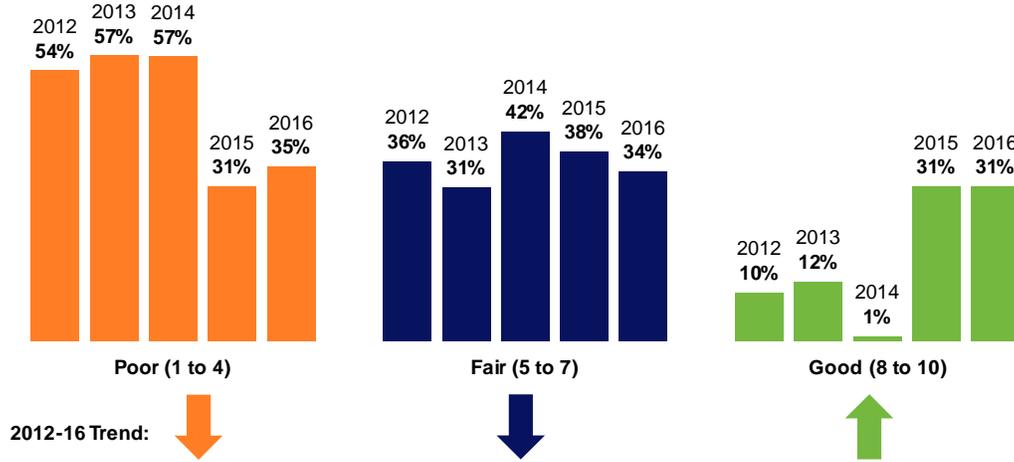
Date

Signature

Signature

SeeClickFix's W9 information is available here: https://drive.google.com/file/d/0BwW_zrHi8QH2anF0bElKU3h5bFk/view

PASER Ratings 2012-2016



Ranked **#5** out of 14 cities & villages in Genesee County by Average PASER Rating, #14 being the worst

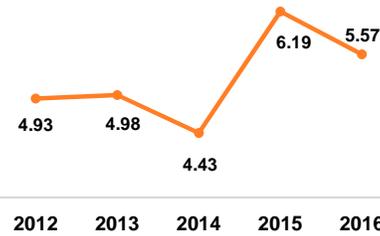
28.4 lane miles of Federal Aid roads; ranked **#4** out of 14 cities & villages, #1 having highest lane mileage

Flint and the surrounding urbanized area ranked **#1** of 63 Medium-Sized Urban Areas in the U.S. with the most roads in poor condition (2015 *TRIP* Report)

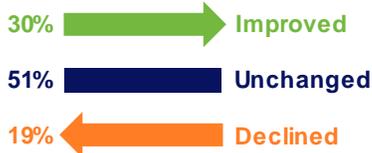
Genesee County ranked **#48** out of 83 counties in the state by percentage of poor roads, with #1 being the worst (*Michigan TAMC*)

Michigan ranked **#4** in the U.S. by comparing percentage of poor roads, #1 being the worst (2015 *TRIP* Report)

**City of Swartz Creek
Average PASER Rating (APR)**



**City of Swartz Creek
Trend 2012-2016**

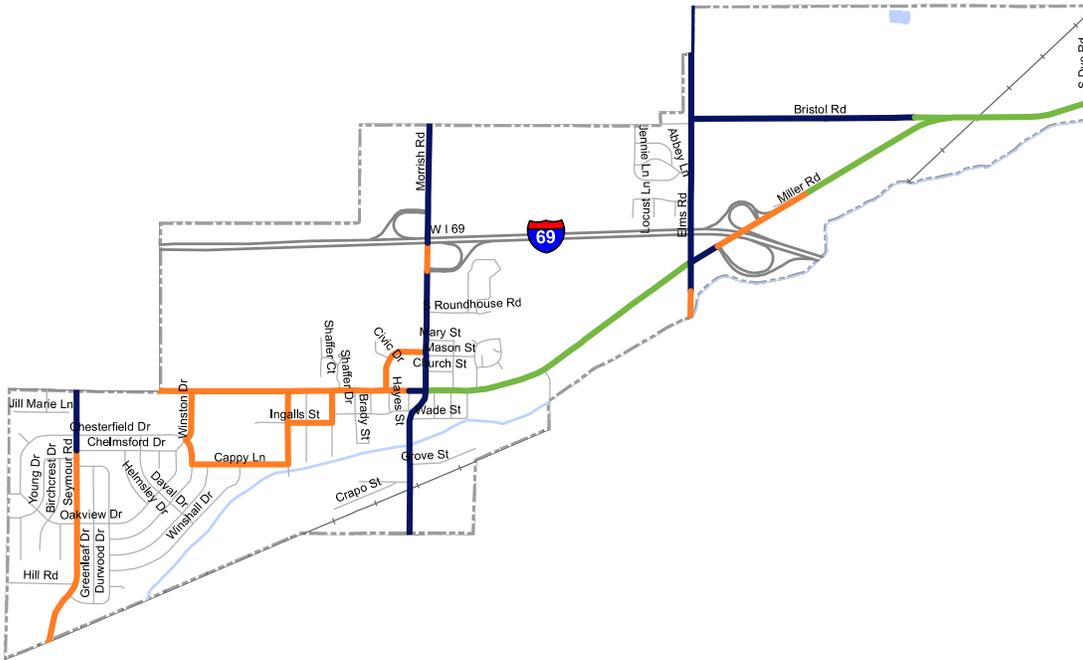


Genesee County allocates an average of **\$7.1 million** in federal funds per year to improve the local federal aid network. **Genesee County Road Agencies** spend an additional **\$9.5 million** per year on road surface improvements using state Act 51 and local funds. Swartz Creek approved a road millage in May 2016, expecting to raise \$616,000 in its first year.

Although conditions have improved in the short term, additional funding is needed to maintain roads in the long term. According to the 2040 Genesee County Long Range Transportation Plan, **2** times the current funding is needed to maintain existing conditions; **3** times the current funding is needed to see improvement.

www.gcmnpc.org

- Rating 8-10 (Good, 31%, 8.67 lane miles)
- Rating 5-7 (Fair, 34%, 9.73 lane miles)
- Rating 1-4 (Poor, 35%, 10.03 lane miles)
-  Roads Under State Jurisdiction
- Local Road (Not Rated)



2016 PASER Ratings - Cities and Villages (in lane miles)				
Description	Poor	Fair	Good	Total Lane Miles
Burton	112.45	35.07	10.91	158.43
Clio	4.40	1.71	0.00	6.11
Davison	1.26	4.83	1.26	7.35
Fenton	14.39	24.09	9.02	47.50
Flint	195.17	205.23	13.29	413.69
Flushing	6.73	17.66	0.00	24.39
Gaines	1.13	0.42	0.00	1.55
Goodrich	1.83	0.74	1.31	3.88
Grand Blanc	2.83	15.46	3.97	22.26
Lennon	0.00	0.00	0.00	0.00
Linden	3.49	7.53	0.00	11.02
Montrose	1.36	0.98	0.00	2.34
Mt. Morris	7.62	5.60	0.00	13.22
Otisville	0.00	0.00	0.00	0.00
Otter Lake	0.00	0.49	0.00	0.49
Swartz Creek	10.03	9.73	8.67	28.43
Total	362.69	329.54	48.43	740.66
Percentage	49%	44%	7%	100%

GFWC Swartz Creek Women's Club
5294 Daval Drive
Swartz Creek, Michigan 48473



February 6, 2017

David Krueger, Mayor
City of Swartz Creek
8083 Civic Drive
Swartz Creek, Michigan 48473

Re: GFWC Swartz Creek Women's Club
Elms Road Park Reservation Fee

Honorable Krueger:

The GFWC Swartz Creek Women's Club would like to utilize the Main Pavilion at Elms Road Park on September 10, 2017, from 11:00 a.m. to 4:00 p.m., for our annual picnic and installation of our Officers.

As our organization has participated in many City projects we would ask at this time for your support in approving a reimbursement of our deposit for the use and enjoyment of our City Park and ask for you to propose this to the City Council.

Thank you in advance for your continued support of our organization.

Sincerely,

Boots Abrams, Vice-President
GFWC Swartz Creek Women's Club

c: Elaine Tucker, President

January 23, 2017

The Girl Scout Alumni group would like to use the Elms Park Main pavilion on September 17, 2017 from 11am until 4pm. Our Girl Scout Troops work with and for the Swartz Creek Community in many ways. Troops sign up and decorate the board at the Library, work with the Women's Club to promote and help with their service programs, sponsor and work the Blood drive at United Methodist Church and clean up the cemetery each year on Morrish Rd. We would appreciate your approval.

Thank you,

Kathy Smith

Leader Support Volunteer

Girl Scouts District 0104



ROWE PROFESSIONAL SERVICES COMPANY

Large Firm Resources. Personal Attention. sm

February 7, 2017

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

RE: 2017 Paving Project

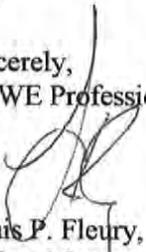
Dear Mr. Zettel:

Enclosed please find a copy of the bid tabulation for the above referenced project. All bids opened and read at the bid opening on January 19, 2017 have been reviewed and audited. Glaeser Dawes Corporation was the low bidder with a bid amount of \$2,906,845.52.

ROWE Professional Services Company (ROWE) has worked satisfactorily with this Contractor and their subcontractors in the past; it is our recommendation to the City of Swartz Creek to award the 2017 Paving Project to Glaeser Dawes Corporation.

If you have any questions, or need additional information regarding this matter, please feel free to contact me.

Sincerely,
ROWE Professional Services Company


Louis P. Fleury, P.E.
Project Manager

Enclosure

R:\Projects\16C0181\Docs\rec letter.docx

Bid Comparison

Contract ID: 16C0181
Description: Full Reconstruct and Resurfacing with WM and Storm
Location: Swartz Creek 2017 Paving Projects
Projects(s): 16C0181

Rank	Bidder	Total Bid	% Over Low	% Over Est.
0	ENGINEER'S ESTIMATE	\$3,120,172.00	7.33%	0.00%
1	(_12000) Glaeser Dawes Corp.	\$2,906,845.52	0.00%	-6.83%
2	(01415) Rohde Bros. Excavating, Inc.	\$3,052,121.00	4.99%	-2.18%
3	(_10) Zito Construction Co.	\$3,224,432.00	10.92%	3.34%
4	(08046) L. A. Construction, Corp.	\$3,297,320.80	13.43%	5.67%
5	(_00002) Joe Raica Excavating Inc	\$3,442,248.85	18.41%	10.32%
6	(07550) Toebe Construction LLC	\$3,823,796.00	31.54%	22.55%
7	(06366) DiPonio Contracting, Inc.	\$3,833,388.90	31.87%	22.85%
8	(01682) C & D Hughes, Inc.	\$3,995,861.14	37.46%	28.06%



ROWE PROFESSIONAL SERVICES COMPANY

Large Firm Resources. Personal Attention. sm

February 7, 2017

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

Subject: Construction Engineering Proposal – 2017 Paving Project

Dear Mr. Zettel:

ROWE Professional Services Company (ROWE) is pleased to provide a construction engineering proposal for the upcoming street and utility improvement project. Work will involve watermain replacement and street reconstruction in the Winchester Village Subdivision on Chesterfield, Worchester, and Wintson Drives; preservation projects on Ingalls and Abbey Streets as well as the construction of a trail in Elms Park. As you are aware, bids were received on January 19, 2017 with Glaeser Dawes Corporation as the low bidder, with a contract price of \$2,906,845.52.

Our fee for providing construction engineering for this project is **\$280,640**; attached is the cost breakdown.

As anticipated, the city will see an overall reduction in construction engineering fees of \$89,360 (24 %) as a result of combining projects. Below is a breakdown of savings:

Construction Engineering	
Paving Program Budget (as individual projects)	\$370,000
<u>Actual Cost</u>	<u>\$280,640</u>
Savings	\$89,360

We look forward to another successful project with the city. If you should have any questions or need any additional information, please do not hesitate to contact me at our corporate office.

Very truly yours,
ROWE Professional Services Company

Louis P. Fleury, P.E.
Project Manager

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**City of Swartz Creek
2017 Paving Project
Construction Engineering Fee Breakdown
February 7, 2017**

Construction Observation and Contract Administration:

Construction Observer – Reconstruction Projects

- Measure Contract Quantities
- Prepare Inspector Daily Reports (IDR's)
- Prepare Record Information on Utility Work
- Perform Sub-base Density Testing
- Verify Construction Compliance with Contract Specifications
- Attend Progress Meetings

157 days x 12 hrs/day @ \$95/hr. \$178,980

Construction Observer – Preservation Projects

- Measure Contract Quantities
- Prepare Inspector Daily Reports (IDR's)
- Perform Sub-base Density Testing
- Verify Construction Compliance with Contract Specifications
- Attend Progress Meetings

40 days x 12 hrs/day @ \$95/hr. \$45,600

Construction Staking

- Storm Sewer/ Curb & Gutter 160 hrs @ \$160/hr. \$25,600
- Cut Sheets 20 hrs @ \$75/hr. \$1,500

Contract Administration

- Resolve Contractor Issues
- Attend Progress Meetings
- Process Pay Estimates
- Verify Work Quantities with Contractor
- Process Final Payment

6 hrs./wk. x 32 wks. @ \$130/hr. \$24,960

Prepare Record Drawings 40 hrs. @ \$100/hr. \$4,000

Construction Engineering Total \$280,640

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE DOWNTOWN DEVELOPMENT AUTHORITY
FEBRUARY 9, 2017**

The Regular Meeting was called to order at 6:03, by Chairman Krueger in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Board Members Present: Beedy, Gardner, Krueger, Raffaelli, & Spence.

Board Members Absent: Eckerdt, King, Mardlin & Sherman.

Staff Present: Adam Zettel.

Others Present: Curt and Fey Porath & Jim Barclay.

APPROVAL OF AGENDA:

Resolution No. 170209-01 (Carried)

Motion by Boardmember Beedy
Second by Boardmember Raffaelli

The Swartz Creek City Downtown Development Authority approves the agenda, as printed, for the February 9, 2017 DDA Meeting.

YES: Unanimous Voice Vote.
NO: None. Motion declared carried.

APPROVAL OF MINUTES:

Resolution No. 170209-02 (Carried)

Motion by Boardmember Beedy
Second by Boardmember Spence

The Swartz Creek City Downtown Development Authority hereby approves the minutes as printed for the August 11, 2016 meeting.

YES: Unanimous Voice Vote.
NO: None. Motion declared carried.

Resolution No. 170209-03 (Carried)

Motion by Boardmember Beedy
Second by Boardmember Raffaelli

The Swartz Creek City Downtown Development Authority hereby approves the minutes as printed for the November 10, 2016 meeting.

YES: Unanimous Voice Vote.
NO: None. Motion declared carried.

MEETING OPEN TO THE PUBLIC:

Ryan Hicks came to say hi.

BUSINESS:

Sunoco

Mr. Zettel explained that Exxon was negotiating a global agreement with the city to clean the site and obtain certain rights for closure with the state Department of Environmental Quality. If this is successful, an agreement could be agreed to in March with work commencing this summer, resulting in the ability to do a 2018 project.

Signs

The DDA letter explained the cost and expected impact of additional decorative signs in downtown that could match what was placed on Paul Fortino Drive. The board supported the concept.

Resolution No. 170209-04

(Carried)

Motion by Board Member Spence
Second by Board Member Beedy

I Move the Swartz Creek Downtown Development Authority purchase fifteen signs in accordance with the mapped plan for downtown and ensure a budgetary allowance of \$15,000 to accomplish this.

YES: Unanimous Voice Vote.
NO: None. Motion declared carried.

Movie Night

Mr. Zettel indicated that the Family Movie Night was planned as normal. There were suggestions to add one or more shows that are newer and rated PG or even PG-13. These could run in June when the shows start the latest. There was also support for selling popcorn and/or other beverages from the amphitheater concession stand.

Resolution No. 170209-04

(Carried)

Motion by Board Member Spence
Second by Board Member Beedy

I Move the Swartz Creek Downtown Development Authority purchase signs in accordance with the mapped plan for downtown and ensure a budgetary allowance of \$15,000 to accomplish this.

YES: Unanimous Voice Vote.
NO: None. Motion declared carried.

Fine Arts Sponsorship

The Swartz Creek Fine Arts Association requested \$300 to pay for a show. The DDA has desired to support this activity in the past due to its positive and direct impact on downtown, but funds have been scarce. The board discussed a contribution and potential partnership to sell concessions at Family Movie Night activities.

Resolution No. 170209-05

(Carried)

Motion by Board Member Beedy
Second by Board Member Spence

I Move the Swartz Creek Downtown Development Authority contribute a one-time payment of \$1,000 to the Swartz Creek Fine Arts Association to support their 2017 summer concert series.

YES: Unanimous Voice Vote.
NO: None. Motion declared carried.

MEETING OPEN TO PUBLIC:

Mr. Porath stated that he was grateful for the SCFAA contribution. He also said the city's webpage could use some updating.

Mr. Barclay was excited about the possibility of a parking lot in downtown where the Sunoco was.

REMARKS BY BOARD MEMBERS:

Rod Gardner was happy to see things finally happening and likes the idea of visible progress.

Todd supported webpage updates, especially mobile friendly updates.

Sandy is excited about improvements. She also wants the community to support the homeowner across the street from her. They have some structural issues and have needs.

ADJOURNMENT:

Resolution No. 170209-06

(Carried)

Motion by Boardmember Gardner
Second by Boardmember Beedy

The Swartz Creek DDA adjourns the February 9, 2017 DDA meeting at 7:56 p.m.

YES: Unanimous Voice Vote
NO: None. Motion declared carried

Connie King
Secretary

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PARK AND RECREATION ADVISORY BOARD
MINUTES OF REGULAR MEETING
February 1, 2017

Meeting called to order at 6:00 p.m. by Rae Lynn Hicks at the Paul D. Bueche Municipal Building.

Members Present: James Barclay, Ryan Bueche, Larry Cummings, Connie Eskew, Rick Henry, Rae Lynn Hicks, Joe Perreault, & Trudy Plumb

Members Absent: Dennis Reno

Staff Present: Adam Zettel & Tom Svrcek

Others Present: Lania Roche

APPROVAL OF AGENDA: Motion by Henry, to approve agenda of February 1, 2017, supported by Plumb.
Motion carried.

APPROVAL OF MINUTES: Motion by Henry, to approve minutes of January 4, 2017, supported by Barclay. Motion carried.

MEETING OPEN TO THE PUBLIC: No comments

COMMUNICATIONS TO THE BOARD:

- A. January 4, 2017 Minutes
- B. Staff Letter
- C. Elms Bid Information
- D. Winshall Park Amended Waste Maps

REPORTS:

- A. DPW REPORT: Mr. Svrcek indicated that the DPW was building more trash enclosures for the parks. He said vandalism was down and he was working with the local lacrosse team on securing more wood chips for the Elms Park playscape. He noted that there are now synthetic materials available for a base of support, but this was quoted at \$120,000 for the Winshall tot lot and did not get support.

“Use at your own risk” signs are planned for most entrances to the primary parks, due to a request by the city’s liability insurance company. The city is also planning to document ongoing inspections, repairs, and maintenance using the city’s work order system.

OLD BUSINESS:

- A. Elms Park Bids and Exercise Equipment: Bids are in and are priced below the engineers estimate. There are also two pieces of exercise equipment that the city needs to buy for the trail extension. The grant requires these to be universally accessible. Last summer, the board decided to purchase a lateral pull-down and a

chest press. Mr. Zettel affirmed that these pieces would be ordered as soon as the state approved the purchase/quotation process.

- B. Fundraising: Donation letters have gone out again. There has been no response, so staff sent targeted letters to business that work closely with the city in hopes they will support the project. Generic letters were also created for board members to use in the community for service clubs, places of worship, and businesses that they work with personally. Mr. Zettel agreed to send the letter attachment and list of donations received so far.

The slip and slide event is set for August 5th and the pavilions are reserved. A method to safely secure the plastic to the hill was discussed but not finalized. The .5k walk was altered to be the "Trot for Tots" and include a parade float. A committee of Mr. Barclay, Mr. Bueche, Mr. Henry, and Mrs. Hicks will discuss details of shirts, stickers, ice cream tokens, advertising, and participation.

The city will look into placing a donation can at the front desk. Fred the farmer can sell pumpkins to the city at \$4 each. The board discussed but did not finalize what, if any, participation the park board would have in a 2017 pumpkin sale.

- C. 2017 Maintenance: The flag pole at Winshall was found to be in disrepair and is scheduled for removal. It was noted by Mr. Barclay that the steel swings would now cost \$500 to sandblast, instead of being done at no charge. Mr. Svrcek said they could be power washed.

NEW BUSINESS:

- A. Winshall Park Waste Plan: Amended park maps indicated that the waste collection for residents impacted by the 2017 street reconstruction would occur at drop offs at the middle parking lot (tennis courts) and potentially on Whitney Court. The park board did not object to using either location, but there were concerns about illegal dumping and odors.

MEETING OPEN TO THE PUBLIC: No comments.

BOARD MEMBER COMMENTS: None

ADJOURNMENT: Meeting adjourned at 7:15 p.m.

NEXT MEETING: March 1, 2017, 6:00 p.m. at the Paul D. Bueche Municipal Building.

Connie Eskew, Secretary