

**City of Swartz Creek
AGENDA**

**Regular Council Meeting, Monday, November 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 October 23, 2017 MOTION Pg. 20
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, & Check Register) Pg. 36
 - 6C. Video/Cable Complaint Consumer Tip Form Pg. 56
 - 6D. Genesee County Planning Commission Notice Pg. 60
 - 6E. Heritage Sale Instruments Pg. 62
 - 6F. GFWC Swartz Creek Women's Club Christmas Activities Pg. 68
 - 6G. Local Officers Compensation Commission, Park Board, and HIC Draft Minutes Pg. 71
 - 6H. Consumers Energy Public Hearing Notice Pg. 77
 - 6I. Redevelopment Ready Communities Report Pg. 79
 - 6J. Morrish Road Signal Work Estimate Pg. 98
 - 6K. Comcast Service Updates Pg. 100
 - 6L. Logo and Tagline Examples Pg. 102
7. **MEETING OPENED TO THE PUBLIC:**
 - 7A. General Public Comments
8. **COUNCIL BUSINESS:**
 - 8A. Redevelopment Ready Communities Presentation RESO Pg. 15
 - 8B. Heritage Unit Sales (91 & 92) RESO Pg. 16
 - 8C. Appointments RESO Pg. 17
 - 8D. Morrish Road Signal Update & Upgrade RESO Pg. 18
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION

Next Month Calendar

ZBA:	Wednesday, November 15, 2017, 6:00 p.m., PDBMB
Police Authority:	<u>Tuesday, November 21, 2017, 2:00 p.m., Metro PD</u>
City Council:	Monday, November 27, 2017, 7:00 p.m., PDBMB
Planning Commission:	Tuesday, December 5, 2017, 7:00 p.m., PDBMB
Park Board:	Wednesday, December 6, 2017, 5:30 p.m., PDBMB
City Council:	Monday, December 4, 2017, 7:00 p.m., PDBMB
Christmas Parade	Saturday, December 9, 2017, 6:00 p.m., Downtown
City Council:	Monday, December 11, 2017, 7:00 p.m., PDBMB
Downtown Development Authority:	Thursday, December 14, 2017, 6:00 p.m., PDBMB

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

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

ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

✓ **MICHIGAN TAX TRIBUNAL APPEALS** *(Update)*

The 2016 Huizinga appeal has been settled without much change. Since the petitioner is not happy with this value, they will not settle the 2017 appeal. Heather recommends that we do an appraisal for the 2017 appeal since our values are still very far apart.

The golf appraisal is underway. The allocation of value between the city and Flint Township is as much an issue as the establishment of a total true cash value for the entire course. While all the road frontage, structures, and much acreage is in the city, there is more land area for the course in the township. This circumstance is problematic for us.

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

✓ **MORRISH SIGNALS** *(Business Item)*

Mr. Svrcek has been working with the Genesee County Road Commission about the need to update and replace the signal at Miller and Morrish. It appears their staff, who regularly maintain all of the city's signals, is able to update the signal for about \$5,000 using their labor and equipment.

This is an older signal that requires modernization. In addition, we have gotten many concerns about the wait times for certain turning movements at this signal. We had studied this intersection using the traffic engineers at OHM. Their report indicated that the level of service, overall, would not likely be improved with the addition of a dedicated left turn signal. In addition, cost was felt to be prohibitive given the expected benefits.

However, the GCRC indicates that this feature can be added during the update for a very small cost. Though it is not officially part of their estimate, the project manager feels a left turn arrow can be installed and programmed for the Morrish Road approaches at or near cost to the estimate.

Though official studies show a marginal benefit, the public (myself included) feels that the left turn from Morrish to Miller is extremely problematic at certain times. Given the level of expected investment, I have included this in the resolution to proceed with the signal update, making it a signal update AND upgrade project.

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

The county is beginning to align the 2019 projects for 2018 preliminary engineering. We are being informed that, since the engineering is to be less than \$25,000, the city shall not need to engage the qualified bidding selection process (QBS). This is good news because the QBS process is long and arduous, requiring an absurd amount of staff hours and paper filings in order to have an engineering expense that is reimbursable with federal funds. This has been affirmed by MDOT as of September 18, 2017.

The city has only one project slated for federal funding through the regional planning commission Traffic Improvement Program (TIP). Fairchild is to be designed in 2018 and constructed in 2019, which is the last year of the three year TIP cycle. After that, we hope that Miller, west of Morrish will be in the 2020-2022 cycle. Seymour is not on the radar at this point, though we may try to put it on the next cycle as well.

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	\$312,306	\$249,845	\$62,461

✓ **STREET PROJECT UPDATES (Update)**

This is a standing section of the report on the status of streets as it relates to our dedicated levy, 20 year plan, ongoing projects, state funding, and committee work. Information from previous reports can be found in prior city council packets.

Work is moving along and in the final stretch. As of writing, paving crews are mobilizing. The big concern now is temperature and moisture. I have been bothering the engineer much about nighttime temperatures and the potential for snow. He indicates that, based upon the mix type and thickness, the paving will be fine with a base temperature of 35 degrees or higher. Despite cold nights, they do not see a problem in the next two weeks that will lower the base temp below this threshold. Per standard operating procedures, they will maintain temperature reading records throughout the process.

Concrete work is substantially complete, with only a few sidewalk areas remaining on Winston. Restoration behind the curbs is ongoing and tree locations are being staked. All phases are now expected to be complete this year, including forestry.

Note that EVERY LOT is expected to have a tree. As noted previously, many trees are small canopy, almost ornamental, with some medium canopy trees throughout. There will not be any large canopy trees, like the pre-existing maples. If residents indicate they do not want a tree, we will place a very small variety. Lots will only be skipped for unique circumstances. This decision was made when it became evident that the city cannot fairly give full choice to residents while maintaining a holistic forestry program.

We hope to have a recommendation to the city council by November 27th regarding whether to negotiate prices or bid work for the 2018 Daval project.

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

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

Lining work is approved for Chelmsford and Valleyview Drives. Inspection of Winshall should occur around November 13th, with pipe preparation for Chelmsford and Valleyview at the same time. Lining is expected around November 27th.

This program is on schedule and budget. Based upon current rates and existing fund balance, staff may recommend expending more in the next year or two on the sewer rehabilitation plan in order to get some higher risk assets completed more quickly. This could include Winshall Drive and Miller Road sections.

✓ **WATER MAIN REPLACEMENT – PLAN COMPLIANCE** *(Update)*

Rowe Professional Services Company has finished mapping the valves and main in the city. I have begun entering information into the map database that will make compilation of the report possible. This will be a tedious but necessary winter project.

The result will be a complete map and database for all valves, which will be instrumental in our valve turning program (see below). By mapping the valves, the engineer is also able to extrapolate more precise information regarding the location and length of all water main in the city. This information will be used by staff to complete the water master plan and reliability study that the Michigan Department of Environmental Quality expects to have by January (see below).

The council approved the proposal from the engineer to seek grant funds for the next water main replacement that is integrated with our 20 year street plan. 2018 will be Daval, followed by Chelmsford and Oakview in subsequent years. Obviously, Miller and Morrish Roads are mid-term priorities for replacement and may be looked at separately for such grant/loan funding.

Previous report details follow:

Genesee County Drain Commission - Water and Waste Services still intends to update its 2003 Water Master Plan this year. During this process, they are going to analyze the Swartz Creek area to ascertain what current and future needs are. This information will then be used by their consultant to make determinations concerning additional water feeds into the area and the sizing of the water main, including Miller Road.

Their plan is to rely less on Miller Road and more on secondary feeds that could approach the city from the north, south, and west. This would be good for us in the long run and negates the concern that Miller Road would need to be increased in size and/or used as an intercommunity transmission line.

The city is working with the county to abandon the Dye Road water main in the vicinity of the rail line. This line is prone to breaks, which can be very costly and dangerous near the rail spur. The intention would be to connect our customers to the other side of the street, onto the county line. It appears the transition cost would be about \$25,000. We will work with the county on this matter and report back on our findings.

✓ **WATER SYSTEM STATE REVIEW** *(No Change of Status)*

Michigan Department of Environmental Quality staff have performed an annual review of our operations. They are requiring some documentation and changes:

1. We are required to have a 5 and 20 year capital improvement plan (see above).
2. The city must have a valve maintenance program that includes a general schedule for exercising valves. Staff will document our policy moving forward.
3. The city must supply our purchase contract with Genesee County for our water supply. This document is on file and shall be provided to the DEQ.
4. The city must provide a water main inventory (see above).
5. The city must provide an updated Emergency Response Plan. We have this on file and shall do so.

✓ **NPDES STATE REVIEW** *(Update)*

The permit has been resubmitted to the state. Lots of work was put into this by Rebecca and Jody! After speaking to the state official overseeing our application, I believe we are in a good spot as it relates to the completeness and timeliness of the permit at this point. I will keep the council informed. The previous report follows:

Michigan Department of Environmental Quality staff have performed a paper audit of our storm water management policies, ordinances, and procedures. They have a number of requests for supplemental paperwork that the city and Genesee County Drain Commissioner's office (Surface Water Management Division) must provide.

Tom and Rebecca are working to provide the required information. The state staff involved are very accommodating, and I do not expect any issues with reporting.

This request stems from the National Pollutant Discharge Elimination System, which resulted in the cooperative program operated by the county in which the city participates. They charge an annual fee to conduct monitoring, public education, and reporting. They also assisted in the draft of the city's massive storm water ordinance that was passed relatively recently.

✓ **POLICE SERVICE** *(Update)*

The Metro PD has moved their November meeting to 2:00 p.m. on November 21st at the new police department building next to the Hill Road Meijer. The big issue right now is the potential service provision to Thetford Township. The draft agreement indicated that the Metro will sell them service at a lower rate than what the city and township pay. The thought is that the service needs to be cheaper to get others on board and test the service while a Police Protection Unit cost is developed that would apply to all units.

The board is still deliberating whether and under what terms to provide service. My initial reaction is that the lower rates do our tax payers in the city a disservice. I also have concerns about the distance and similarities between departments (I didn't know exactly where Thetford even was when I first heard about this). That is not to say that an agreement cannot work, but I believe there are more negative attributes than positive attributes to this arrangement as currently proposed.

The authority board is also looking to change prosecutors (the city uses Simen, Figura, Parker; the township uses F. Jack Belzer). I am not sure if they would bid this service, allow the board to have input, or hire someone in house. My initial reaction to this is that the city and township should be able to select their own prosecutors (note that the authority can still retain their own general counsel).

✓ **HERITAGE VACANT LOTS** (*Business Item*)

It appears things are moving along. J.W. Morgan Construction has begun work on two models in Heritage Village and is confident enough in the market to request two more lots under the same terms and conditions as the first two. I believe this is good news and have crafted sale instruments to move this along. With any luck, we can be out of the unit ownership business by spring.

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

A meeting was held on August 22nd and was well attended. Invitations were sent to all owners in Winchester Woods as noted in the previous meeting packet. The conversation was engaging and rational. However, not much consensus resulted. What I was able to take away from the conversation is that the woods area is an asset that most folks would rather see left intact. There was not much support for investing in improvements to make the lots usable for single family construction.

There was some support for area-wide and/or focused drainage improvements in the form of piping and ditching. I will look to create a survey instrument when things calm down in the fall that might better inform us of what people would like to see happen.

The previous report follows:

The city engineer has created a set of investment options for this subdivision. If the agenda was not jam packed, this would be up for presentation/discussion. For the time being, the proposals are included for review and future discussion (albeit small in scale). One proposal costs \$2.6 million and addresses all outstanding drainage, sanitary sewer, and water service needs. This design is the text book solution to all existing drainage issues, of which there are many. It also prepares the vacant lots for development. I suspect this is too much investment for this area to endure, no matter how the assessment is appropriated.

A second proposal costs \$750,000 and only addresses the immediate needs necessary to make the vacant land buildable. This includes sanitary sewer installation on a more limited basis, as well as targeted drainage to alleviate future impacts. Note that this is still about \$20,000 per lot (vacant lots only)

As noted previously, Paul Fortino from Gaines was also able to attend consultation with the city engineer. He has not shown interest in interjurisdictional cooperation when asked to participate in design and/or construction.

✓ **NEWSLETTER** (*Update*)

The newsletter should be completely distributed. Unfortunately, despite being ready in the third week of October, it was not mailed until about Halloween, with delivery at or around November 6th. This made the Halloween notices very untimely. Moving

forward, we shall ensure more lead time for the printer or find a printer that can expedite our distribution.

✓ **HOLLAND SQUARE (Update)**

The DDA approved a proposal from OHM, per the direction of the DDA, to create schematic engineering for a site that enables parking and pavilion use. It appears that the concept of using the space for parking, with a possible structure for complimentary uses is desirable. The streetscape for Miller Road, west to Paul Fortino/Hayes is also being brought back into focus. The plan is to respect the desires of the nearby properties owners and work closely with them on the use and layout of the city site, continuing to look for opportunities and threats that should be addressed.

✓ **ELMS PARK RENOVATIONS (No Change of Status)**

The final renovations (accessible parking, walkways, and exercise equipment) are underway. The tot lot build was on September 30th, and the project went well. Final grading around the edges is still expected. Once complete, the facility should be open. Plans will then be set for sign recognition of donors, the naming of the facility, the provision for fencing, and some benches.

Note that the piles of dirt by Elms Road and I-69 are awaiting grading to increase the elevation of the proposed dog park.

✓ **TRAILS (Update)**

The cooperative grant to the Michigan Department of Transportation was submitted on October 27th. This places us right on schedule to move into a DNR application in the spring as listed in the timeline below.

Nothing else is required of the city at this point. However, should the DNR grant be awarded (October 2018), the city and township would be expected to move into the design phase of the project. I have attached the engineering cost proposal by OHM to do this. What this amounts to is a need to fund our share of \$79,000 in the 2019 fiscal year. We would then look to fund our share of \$118,500 in the next fiscal year for construction engineering of the project itself (assuming a summer of 2019 construction). The expectation is that all other costs will be covered by the MDOT and DNR grants. If not, the local obligation may be too much to bear. As it is projected, the city's share of \$118,500 (~\$106,650) is still very heavy for a single fiscal year of park investment.

S. Dye Rd. / Miller Rd. Non-Motorized Path				
		Grant Request		Local Funds
		MDOT TAP	MDNR Trust Fund	
Construction (35% local match)	\$790,000	\$ 513,500		
			\$ 276,500	
Final Design (10%)	\$ 79,000		\$ 23,500	\$ 55,500
Final Engineering (15%)	\$ 118,500			\$ 118,500
Total	\$987,500	\$ 513,500	\$ 300,000	\$ 174,000
<u>Tentative Schedule</u>				
Sep-17	Inter-community project resolution			
	Letters of support			
	Trail maintenance agreement			
Oct-17	Draft MDOT application			
Nov-17	Submit application for 2019 MDOT TAP funds			
Dec-17	MDOT TAP Review Session			
Jan-18	Draft MDNR application			
Mar-18	Submit application to MDNR Trust fund			

✓ **REDEVELOPMENT READY COMMUNITIES BRANDING (*Business Item*)**

The Michigan Economic Development Corporation has completed the initial audit of the city. Information about this program was distributed in prior packets. If you would like to receive this again or discuss the program in detail, contact me.

In short, this is a state organized program that audits municipalities' ordinances, plans, policies, procedures, and forms as it relates to planning, zoning, building, and community development. Based upon their auditing standards, recommendations for change of the aforementioned program components are made. This will involve the DDA, PC, city council, and staff.

Inclusion in the RRC program and the ability to meet standards will mark the community as favorable for development and redevelopment, make sites in the city eligible for state marketing programs, and achieve a preferred status for other state programs and grants. Practically speaking, it should also make our plans, ordinances, policies, and procedures more user friendly for the public AND ourselves.

The state is sending staff to our meeting on the 13th to present their findings, which appear relatively favorable. They are also requesting a resolution to continue the

engagement, which I have included. This should be a great presentation and discussion. I have invited all of the planning commissioners and DDA board members as well!

✓ **BRANDING (Update)**

The DDA is narrowing down potential logos and taglines. Once this is done, a more detailed marketing strategy can be delivered. I have attached the consultant's most recent submission of various logos and taglines that have resulted from months of deliberation, surveys, and input. Surprisingly, the dragon did not surface during this conversation to the extent that I was included. Mid-way through the process, the survey results and DDA began to gravitate towards logos that represented the 'town and country' theme, with inclusion of the creek and arch concepts.

Variations of "where town and country join hands" were discussed and are presented. At the November meeting, the DDA appear to prefer to go back to the original tagline. Currently preference at this time is for logo number five, with uniform and arched lettering above the image and a bit more simplicity. The designer is going to deliver a number of variants of this particular logo at the next meeting, including changes to color, font, border, etc.

✓ **MEDICAL MARIJUANA LAND USES (Update)**

The planning commission had more deliberation at their November meeting regarding an amendment of the zoning code to enable four of the five state licensed facilities (provisioning centers are not included):

1. Growing
2. Processing
3. Testing
4. Transportation

This time the discussion was more focused on the ordinance as it might relate to the raceway property. On the day of the meeting, staff and Mayor Krueger met with someone that indicates they have an interest in developing the raceway as an industrial park. In order to do so, they indicate that they would seek cannabis growers and processes as potential building tenants.

This created much discussion. My professional opinion is that light industrial uses would be preferred at this site for the following reasons: these uses would diversify the economy, they would create demand for hospitality services on north Morrish Road and in downtown, the project would remove an apparent glut of usable commercial property, industrial users require far less services/traffic accommodations than retail/hospitality, and the resources gleaned from an industrial tax base would enable the city to focus those resources on quality of life endeavors in other areas.

The apparent risks or downsides are real or perceived externalities (odor, crime, etc.), as well as any stigma that might be attached to having the uses in the community.

Moving forward, the planning commission put off any decision by one month so the owner interest could further discuss their concept plan and strategy. The city was also going to look to investigate the impact that industrial scale growers/processors have had on desirable communities in western states that have been decriminalizing medical marijuana for longer periods of time.

This could be a critical issue for the entire community. Some folks are decisively opposed to anything related to these statutes based upon established principles. Other folks believe this could be a practical and productive use of otherwise defunct raceway property. For the time being, we will allow the developer to put their best foot forward so that everyone can get a look at the situation and respond as informed individuals.

As drafted, the four permitted uses are proposed to be limited to special land uses within industrial districts. Note that the city can entirely opt out of regulating and permitting any of the state regulated uses.

✓ **DOG PARK** *(No Change of Status)*

The Eagle Scout candidates are back on the case. There is now a fundraising platform set up to make this happen (GoFundMe). If you are interested in contributing or know of another person or entity that might be, feel free to contact me.

✓ **FIVE YEAR PARK PLAN** *(Update)*

A draft was included in the October 23, 2017 packet. The park board reviewed the document at their regular meeting on November 1st. Some minor changes were made, and the plan is available to the public through November 30th, with a public hearing planned for the December park board meeting. Rowe Professional Services Company drafted the revised plan. They collected information from the park board at their July meeting regarding goals and the action plan.

✓ **RADAR FEEDBACK SIGNS** *(No Change of Status)*

The police authority continues to explore options. They reported findings that point to a more efficient system at their September meeting. Lt. Bade may be planning a road trip to see a number of the signs in action around the area. Hopefully, they will have purchase options soon.

If the authority does not proceed, the city can still engage in its own program.

✓ **CONSUMERS CONSERVATION PILOT PROGRAM** *(Update)*

The webpage for this program is now up and running. By all accounts, their kickoff was very successful, and the community is getting engaged. I have noticed some radio ads, as well as a billboard on I-69. Please check this program out and register if you have not already!

Part of the program includes a \$15,000 donation to one of two local projects. These projects include the future “Holland Square” and the trail system that is proposed. Obviously, these resources would be put to good use!

✓ **DURAND AREA INDUSTRIAL INVESTMENT** *(No Change of Status)*

This matter is starting to gain the attention of the world. Unfortunately, I have no new information regarding the rumored industrial investment that is planned for the Durand area. The best information that I have found was included in the June 26 city council packet. What appears to be affirmed is that some sort of steel or raw material producer is interested in constructing a large facility north of Durand. This facility is alleged to be valued at close to \$5 Billion and would employ hundreds of employees. It is also being promoted as an engine for numerous spin off businesses.

The scale of this investment and its impact would be unprecedented and would dramatically impact the housing, retail, and service market for Swartz Creek, as well as potential industrial demand. However, no information has been substantiated to ameliorate concerns over air quality impacts. Since our community is 4-5 miles east by north east, we are in the immediate crosshairs of any such impacts. I have heard that the facility could be a potential polluter, and I have heard that it could have no measurable or observable impacts on air quality.

At this point, we find ourselves as a stakeholder in this project without much information to respond. I will do my best to learn more and report to the city council. This is something that, if it proceeds, will have a tremendously positive impact on our town, or a mixed impact (economic/environmental). Since various state and federal agencies are involved, we should be prepared to inform ourselves and use our formal and collective voice to promote the best interest to the Swartz Creek community.

✓ **TAX REVERTED PROPERTY LIST** *(No Change of Status)*

For the time being, the accepted course of action is to hold the Heritage property, pending use in accordance with the current development and sale process that the neighborhood association is coordinating with J.W. Morgan Inc.

I have received a call from an alleged property interest of the Second Street vacant land. They indicated that they missed the tax payments for various reasons and would like the property back. The contact indicated that the house adjacent to the site was owned by the same owner, but had the taxes paid by an escrow company. I indicated that the city is likely to take ownership of this property due to circumstances, but a letter to the city council requesting sale back to them would be the best way to proceed with any attempt to reacquire it.

✓ **5157 MORRISH ROAD DEMOLITION** *(Update)*

We continue to have delays with Consumers Energy disconnection utilities. Until this is complete we cannot move forward, though it appears the windows and affiliated asbestos sealant are gone. Thoughts on reuse? Standard practice for single lot properties is to sell them to an adjacent land owner. There has been interest by local builders in placing new housing, similar to the bungalow homes that were built about a decade ago on First and Wade.

✓ **FIRE DEPARTMENT** *(Update)*

The fire board continues to function with a degree of normalcy and civility. They have met to discuss equipment repair and are convening committees to discuss Mr. Cole's

potential severance and the process to hire a replacement chief. The 2018 operating budget has also been approved.

Follow up conversations with Mr. Gehringer indicate that we are close on changes to the interlocal agreement that would provide for membership qualifications and voting provisions. I am awaiting word from them on our last proposal, which eliminated the neutral seventh member (retaining supermajority requirements) and offered a compromise to membership (two elected officials for each unit).

✓ **DON SHENK HOME REHABILITATION (Update)**

Bid specifications have been released and are due prior to Thanksgiving, with a potential contractor selection due on November 27th! Minutes from the last Housing Improvement Committee meeting are included in the packet.

The tentative rehabilitation budget is about \$80,000, with the understanding that acquisition, carrying, and realty costs will amount to about \$35,000. Reminder: the city CANNOT profit from this endeavor. Tax rules require that proceeds to be returned to the county. So, the city could recover any investments in owning, operating, improving, and maintaining the house, but the city cannot sell it for more than those investment inputs and keep the proceeds.

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

✓ **MONTHLY BUDGET REPORT (Update)**

The regular monthly reports are included for reference.

✓ **COMCAST SERVICE UPDATES (Update)**

Comcast is announcing massive international TV offerings beginning this December. They also have a sports lineup change.

✓ **CONSUMERS ENERGY HEARING NOTICE (Update)**

There is a public meeting on November 16 regarding Consumers Energy's Renewable Energy Plan.

✓ **HOLIDAY EVENTS (Update)**

I have included a letter that lists the holiday lineup that is being organized by the Women's Club. There is probably more going on this year in town than any year in memory for the Christmas Season.

✓ **MICHIGAN PUBLIC SERVICE COMMISSION (Update)**

I have included information about the public complaint process that is recognized by the MPSC.

✓ **BOARDS & COMMISSIONS (See Individual Category)**

✓ **PLANNING COMMISSION (Update)**

The planning commission held a regular meeting on November 7th. The Medical Marihuana ordinance and Redevelopment Ready Communities items were the only agenda items and are discussed above.

The next meeting is scheduled for December 5.

✓ **DOWNTOWN DEVELOPMENT AUTHORITY (Update)**

A DDA met on November 9th, with six members attending. Ongoing business includes the Sunoco (Holland Square) and branding. Holland Square and branding are discussed above. In addition, the DDA opted to invest more in the Christmas happenings that are planned.

✓ **ZONING BOARD OF APPEALS (Update)**

A variance application for a pole sign HAS been received by KFC. This will be heard and reviewed on November 15, 2017. There is also a variance application for a residential accessory structure. This is scheduled for December 20th.

✓ **PARKS AND RECREATION COMMISSION (Update)**

Their meeting was held on November 1st. Primary matters are reported elsewhere in the packet (park plan & trails). The minutes of the meeting describe other business in more detail. Their next meeting is on December 6. This will likely be the last meeting in which the park plan is altered prior to approval. Moving forward, it appears Park Board meetings shall be scheduled for 5:30 p.m.!

✓ **BOARD OF REVIEW (No Change of Status)**

The March Board of Review met on July 18, 2017. I believe they meet again for specific appeals in December.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

✓ **LOCAL OFFICERS COMPENSATION COMMISSION (Update)**

The compensation commission met on October 26th at 5pm. They made adjustments to city council member compensation by including a fixed stipend of \$50 a month to council members and \$75 per month for the mayor. Minutes are included. This compensation will be effective in December unless overruled by the city council.

✓ **APPOINTMENTS (Update)**

There are a number of appointments that expire in November. There is a routine resolution prepared to fill positions with expirations due on the Local Officer Compensation Committee, Planning Commission, and Downtown Development Authority. In addition, the county is requesting an alternate to the Genesee County Metropolitan Alliance (see attached letter/invoice). As such, we are including this as a new appointment.

✓ **ANIMAL ORDINANCE INFORMATION (Update)**

This item has been covered in a few reports. As I stated previously, I don't see cause to advocate or avoid such an ordinance. The city council has not shown a desire to craft a specific ordinance for review and potential implementation. Unless directed otherwise, I shall not continue to cover this topic in future packets. The previous report follows:

The resident with concerns about stray and feral animals has been doing more research on the topic. I have included some information [October 23, 2017 packet] that she has compiled. We also spent some time discussing the matter. After hearing her concerns and the model for addressing them, I am comfortable stating that there is more enforceability and potential upside than I initially thought. There are obvious concerns regarding owner rights, the resource demand, and the measurable outcomes. However, she makes a compelling case and may work to find some model ordinances that similar communities have used.

I would be more than happy to receive comment on the matter. If directed by the city council, I can assist in bringing a draft ordinance before the planning commission or city council. If there is still no interest, please let me know that so I can notify the resident. If there is no comment, I will not act until I have more to pass along from the public.

✓ **AUDIT (Update)**

Initial findings are good as it relates to our processes, accuracy, checks/balances, and financial performance. In fact, city savings in the general fund and sewer fund are more pronounced than expected. This is a good result, but we must still address the discrepancy between our budget forecasts and our actual end-of-year positions. The auditors will be in to provide their formal presentation on November 27th.

Council Questions, Inquiries, Requests, Comments, and Notes

Miller Road Drain: Mr. Svrcek has been working to identify ownership responsibilities and easement rights with the county drain office. He has been reporting progress to me 2-3 times a week. He has also reported that the resident has not been available to discuss the matter further.

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

Resolution No. 171113-4A MINUTES – OCTOBER 23, 2017

Motion by Councilmember: _____

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

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 171113-5A AGENDA APPROVAL

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of November 13, 2017, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 171113-6A CITY MANAGER’S REPORT

Motion by Councilmember: _____

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

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**Resolution No. 171113-8A RESOLUTION TO APPROVE APPROVE A
MEMORANDUM OF UNDERSTANDING BETWEEN THE
MICHIGAN ECONOMIC DEVELOPMENT
CORPORATION AND THE CITY OF SWARTZ CREEK
TO SUPPORT ENGAGEMENT IN THE
REDEVELOPMENT READY COMMUNITIES PROGRAM**

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek participated in the MEDC Redevelopment Ready Communities program, including staff training, completion of a self-evaluation, and the reception and presentation of a Report of Findings completed by MEDC staff dated October 2017; and,

WHEREAS, the City of Swartz Creek, through its city council approved engagement with the MEDC Redevelopment Ready Communities Program; and,

WHEREAS, the staff and city council of Swartz Creek City find that continued coordination and inclusion with the MEDC through the RRC program is in the best interest of the public; and

WHEREAS, the city planning commission, downtown development authority, and other boards have been appraised of the RRC program.

NOW, THEREFORE, BE IT RESOLVED THAT the City of Swartz Creek City Council hereby authorizes the Memorandum of Understanding with the MEDC to engage in the Redevelopment Ready Communities program and authorizes the Mayor to sign the agreement on behalf of the City of Swartz Creek.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 171113-8B

RESOLUTION TO APPROVE THE SALE AND USE OF VACANT UNITS IN HERITAGE VILLAGE CONDOMINIUM

Motion by Councilmember: _____

WHEREAS, the city acquired a total of six vacant units in Heritage Village Condominium, including the following units:

3284 Heritage Blvd	58-30-651-091
3278 Heritage Blvd	58-30-651-092
3270 Heritage Blvd	58-30-651-093
3264 Heritage Blvd	58-30-651-094
3323 Heritage Blvd	58-30-651-106
3329 Heritage Blvd	58-30-651-107

WHEREAS, the city determined that a public purpose existed for obtaining the lots, being control and guarantee for the collection of the special assessment fees, the preservation of property values for the existing homes in the subdivision and the control over the quality of housing constructed on said units; and

WHEREAS, the city previously found that the long term intent is to sell the lots to recover assessment costs and other administrative costs that may occur and to preserve property values consistent with the findings within this resolution; and

WHEREAS, the city permitted a negotiation between the Heritage Village of Swartz Creek Homeowners Association (HoA), local builders, and city staff to occur with the intent to develop these units in a manner that ensures quality and timely development of housing at a market sale price of each unit; and

WHEREAS, the HoA requested sale of the units to J.W. Morgan Construction, LLC., with certain conditions, as outlined in their statement from July 6, 2017 and the city subsequently resolved to sell two lots to J.W. Morgan Construction, with proceeds to be paid to the HoA; and

WHEREAS, J.W. Morgan Construction has commenced construction on the first two purchased units and is requesting to purchase two more at the same cost.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council hereby approves the sale of two additional units (91 & 92) in Heritage Village to J.W. Morgan Construction, LLC., in accordance with the purchase agreements and quit claim deeds attached.

BE IT FURTHER RESOLVED, that the council directs staff to make said sale instruments available for public inspection and comment for no less than 30 days, in accordance with city charter, at which point the sales shall be reviewed by the city council.

BE IT FURTHER RESOLVED, that the council directs staff to account the surplus proceeds from said sales with the expectation that such proceeds are allocated and paid to the Heritage Village of Swartz Creek Homeowners Association or the Genesee County Treasurer/Genesee County Land Bank in accordance with applicable law.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 171113-8C

RESOLUTION TO APPOINT OFFICIALS TO THE LOCAL OFFICERS COMPENSATION COMMITTEE, THE PLANNING COMMISSION, AND THE DOWNTOWN DEVELOPMENT AUTHORITY

Motion by Councilmember: _____

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

WHEREAS, there are routine terms expiring in November of 2017 within the local officers compensation commission, planning commission, and downtown development authority; and

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

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

#171113-8C1 **MAYORAL APPOINTMENT:** Patricia Maksymiu
Local Officers Compensation Commission, Citizen
Four year term, expiring November 22, 2021

#171113-8C2 **MAYORAL APPOINTMENT:** Dennis Pinkston
Planning Commission, City Council Representative
Three year term, expiring November 23, 2020

#171113-8C3 **MAYORAL APPOINTMENT:** Craig Culinski
Planning Commission, City Council Representative
Three year term, expiring November 23, 2020

#171113-8C4 **MAYORAL APPOINTMENT:** Doug Sherman
Downtown Development Authority, Property Interest
Four year term, expiring November 22, 2021

#171113-8C5 **MAYORAL APPOINTMENT:** Ernie Eckerdt
Local Officers Compensation Commission, Property Interest & Resident
Four year term, expiring November 22, 2021

#171113-8C6 **MAYORAL APPOINTMENT:** Dennis Cramer
Genesee County Metropolitan Alliance Alternate, Citizen
Remainder of two year term, expiring November 26, 2018

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 171113-8D **RESOLUTION TO APPROVE SIGNAL UPDATING AND UPGRADING**

Motion by Councilmember: _____

WHEREAS, the city owns and operates a system of major and local streets, including traffic control devices; and

WHEREAS, the Genesee County Road Commission provides routine maintenance services for signalized intersections; and

WHEREAS, some components of the signals, including lighting features of the Morrish and Miller Road signal, have been identified as obsolete by the GCRC and determined to be in need of upgrading to modern LED's and related components; and

WHEREAS, there has been a recognized desire by the public to improve wait times for Morrish traffic utilizing this intersection for left turns onto Miller Road during peak times; and

WHEREAS, the GCRC has given an estimate to upgrade the signal to modern components, and further indicates that a dedicated left turn arrow can be added for Morrish Road turns within the parameters of this estimate.

WHEREAS, in accordance with the City's Purchasing Ordinance, Chapter 2, Article VI, Section 2-402.a.2, the City Council finds the products and circumstances of the governmental service provided by the GCRC to be uncompetitive.

NOW, THEREFORE BE IT RESOLVED that the City of Swartz Creek City Council approves the update and upgrade of a left turn arrow at the Miller and Morrish Road signal in accordance with the estimate dated November 2, 2017.

BE IT FURTHER RESOLVED that the City of Swartz Creek City Council directs the Treasurer to apportion funds from Fund 202 and amend the budget accordingly.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE 10/23/2017**

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, Clerk Connie Eskew.

Others Present: Lania Rocha, Steve Shumaker, Bob Plumb, Tommy Butler, Steve Long, Lou Fleury, Bud Grimes, Dave Plumb, Boots Abrams, Dick Abrams, Joni Ward, Marlene Cole, Brent Cole, Barbara Earl.

APPROVAL OF MINUTES

Resolution No. 171023-01

(Carried)

Motion by Councilmember Porath
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday October 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. 171023-02

(Carried)

Motion by Councilmember Cramer
Second by Councilmember Florence

I Move the Swartz Creek City Council approve the Agenda as, presented for the Regular Council Meeting of October 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. 171023-03

(Carried)

Motion by Councilmember Florence
Second by Councilmember Cramer

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

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

NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

Boots Abrams, 5352 Greenleaf Drive, wanted council to be aware of the small cities traveling trophy for best decorated business. This year is Swartz Creek's turn and we need to make businesses aware.

Dick Abrams, 5352 Greenleaf Drive, wanted everyone aware of the Fire Board and Small Cities meetings. He suggested the council write an opt out resolution on the medical marihuana options. He would like several changes in the Fire Board Agreement such as super majority put in and the termination provisions rewrote.

Barbara Earl, 5323 Miller Road, would like someone to take care of the issue with the drain that are eroding her property.

Lou Fleury, Rowe Professional Services, gave update on the street paving project. Winston, Chesterfield & Worchester the curb work is down and sidewalks are in with exceptions of ramps at ends of intersections. Paving should begin late next week around November 2nd weather permitting. Biggest concern with schedule is the tree planting. He is not sure if they will be planted this year or wait until spring it will all depend on the weather.

Steve Long, 5356 Worchester, wanted clarification on some of the construction issues.

Lt. Matt Bade wanted everyone to know that K9 Ike was put down today.

COUNCIL BUSINESS:

RESOLUTION TO APPROVE THE FISCAL YEAR 2018 BUDGET FOR THE FIRE DEPARTMENT

Resolution No. 171023-04

(Carried)

Motion by Councilmember Hicks
Second by Councilmember Cramer

WHEREAS, the agreement for fire service between Clayton Township and Swartz Creek City indicates a specific process for budgetary review and approval by the municipalities; and,

WHEREAS, the staff of Clayton Township and the Swartz Creek City have found the proposed budget to be acceptable by both parties; and,

WHEREAS, the Swartz Creek Fire Board affirmed the proposed budget at their regular meeting on October 16, 2017 budget.

NOW, THEREFORE, BE IT RESOLVED THAT the City of Swartz Creek approve the Fiscal Year 2018 Swartz Creek Area Fire Board Budget, a copy of which is attached hereto, gross maximum total not to exceed \$346,739.17, and further, appropriate an amount not to exceed \$173,370 from the City General Fund, to be paid commiserate of the agreement between the City of Swartz Creek and the Township of Clayton, payment being the City's obligation of one-half of the proposed total budget of \$346,739.17, with \$50,000 of this contingent upon a FEMA grant award.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

Fire Board Agreement

Discussion

Adam Zettel, City Manager updated council on the meeting with Clayton Township officials. Discussion took place on qualifications of appointee, consensus for super majority requirements on all matters, established terms two year appointments, considering three elected officials from township and three from the city and seventh member swing vote.

Councilmember Porath suggests we don't have elected officials but have citizens, his opinion is it needs to be less political and more advisory and would like to use citizens to fill those positions.

Councilmember Hicks inquired about a deadline for the agreement, and the cost of having our own fire department.

Mayor Krueger commented we currently have an agreement we are just looking at changing the agreement.

Councilmember Gilbert commented that there seems like there has been friction for a long time and we got to get along or get out.

Mayor Krueger would like the councilmembers to think about this issue over the next three weeks and at the next meeting be able to give Mr. Zettel some guidance.

RESOLUTION TO APPROVE ANNOTATION OF THE CITY CHARTER TO REFLECT CHANGES IN STATE OF MICHIGAN ELECTION LAW

Resolution No. 171023-05

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Florence

WHEREAS, the Swartz Creek City Charter, Section 12.6, provides for nominating petitions for regular city council elections in even years, and;

WHEREAS, State of Michigan Election Law contains incompatible provisions that supersede the city’s charter requirements, and;

WHEREAS, the Michigan Municipal League has identified these incompatibilities, recommended solutions, and liaised with the city’s codification provider, Municode, and;

WHEREAS, the City Council finds the state statute to be valid and not inconsistent with the intent of the charter or the conduct of regular city primaries and elections.

NOW, BE IT RESOLVED that the Swartz Creek City Council hereby recognizes provisions of MCL 168.646a(1) as superseding the city charter and affirms appropriate election nominating petition due time of 4:00 p.m. on the 15th Tuesday before the August primary.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek City Council hereby directs the city clerk to forward this resolution to the Michigan Municipal League and the Municode codification service provider, with instructions on the appropriate November of even year election petition annotation information.

Discussion Ensued.

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

RESOLUTION TO APPOINT A MEMBER TO THE LOCAL OFFICERS COMPENSATION COMMISSION

Resolution No. 171023-06

(Carried)

Motion by Mayor Pro Tem Pinkston
Second by Councilmember Gilbert

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

WHEREAS, there exists a vacancy in the local officers compensation commission due to recognized service of Mr. Barclay as a member of the city adjudicatory body, the Zoning Board of Appeals; and

WHEREAS, said appointment is a Mayoral appointments, subject to affirmation of the city council.

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

#171023-06 MAYORAL APPOINTMENT: Mrs. "Boots" Abrams
Local Officers Compensation Commission, Citizen
Remainder of three year term, expiring September 30, 2018

Discussion Ensued.

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

NO: None. Motion Declared Carried.

RESOLUTION TO AMEND AND RESTATE CITY-WIDE RATES, FEES, AND CHARGES

Resolution No. 171023-07

(Carried)

Motion by Councilmember Porath
Second by Councilmember Gilbert

WHEREAS, the City collects rates, fees, fees for permits, charges for services, cost recovery's and cost recovery for consulting services, and;

WHEREAS, such rates, fees, fees for permits, charges for services, cost recovery's and cost recovery for consulting services are a necessary and essential part of the funding for the services that the City provides, and:

WHEREAS, the City's Code of Ordinances defines and provides for certain rates, fees, fees for permits, charges for services, cost recovery's and cost recovery for consulting services, and;

WHEREAS, other such rates, fees, fees for permits, charges for services, cost recovery's and cost recovery for consulting services are provided for by resolution of the City Council, statutory provision, past practice, policy and other such actions, and

WHEREAS, the City has amended the City's Code of Ordinances to provide for various rates, fees, fees for permits, charges for services, cost recovery's and cost recovery for consulting services to be set by resolution of the City Council, and;

WHEREAS, the City has need to implement additional rates, fees, fees for permits, charges for services, cost recovery's and cost recovery for consulting services to be set by resolution of the City Council, and;

WHEREAS, the City desires to have all such rates, fees, fees for permits, charges for services, cost recovery's and cost recovery for consulting services organized into a single resolution that can be visited periodically and adjusted accordingly.

NOW, THEREFORE, Be It Resolved the City of Swartz Creek hereby sets its rates, fees, fees for permits, charges for services, cost recovery's and cost recovery for consulting services in accordance with the following schedule, effective immediately or as soon as practical thereafter, table as follows:

CITY OF SWARTZ CREEK RATES, FEES PERMITS & CHARGES FOR SERVICES

1. Chapter 1: Municipal Ordinance Violations Bureau (Parking Fines)

The following parking violations shall be punishable by the fines indicated:

<u>Offense</u>	<u>Fine</u>
(a) Parking too far from curb	\$ 20.00
(b) Angle parking violations	\$ 20.00
(c) Obstructing traffic	\$ 20.00

Prohibited parking (signs un-necessary)

(d) On sidewalk	\$ 20.00
(e) In front of drive	\$ 20.00
(f) Within intersection	\$ 20.00
(g) Within 15 feet of hydrant	\$ 20.00
(h) On crosswalk	\$ 20.00
(i) Within 20 feet of crosswalk or 15 feet of corner lot lines	\$ 20.00
(j) Within 30 feet of street side traffic sign or signal	\$ 20.00
(k) Within 50 feet of railroad crossing	\$ 20.00
(l) Within 20 feet of fire station entrance	\$ 20.00
(m) Within 75 feet of fire station entrance on opposite side of street (signs required)	\$ 20.00
(n) Beside street excavation when traffic obstructed	\$ 20.00
(o) Double parking	\$ 20.00
(p) On bridge of viaduct or within tunnel	\$ 20.00
(q) Within 200 feet of accident where police in attendance	\$ 20.00
(r) In front of theater	\$ 20.00
(s) Blocking emergency exit	\$ 20.00
(t) Blocking fire escape or fire lane	\$ 50.00
(u) In a handicapped space	\$100.00
(v) In prohibited zone (signs required)	\$ 20.00
(w) In alley (signs required)	\$ 20.00

Parking for prohibited purpose

(x) Displaying vehicle for sale	\$ 20.00
(y) Working or repairing vehicle	\$ 20.00
(z) Displaying advertising	\$ 20.00
(aa) Selling merchandise	\$ 20.00
(bb) Storage over 48 hours	\$ 20.00
(cc) Wrong side boulevard roadway	\$ 20.00
(dd) Loading zone violation	\$ 20.00
(ee) Bus, parking other than bus stop	\$ 20.00
(ff) Taxicab, parking other than cab stand	\$ 20.00

(gg) Bus, taxicab stand violations	\$ 20.00
(hh) Failure to set brakes	\$ 20.00
(ii) Parked on grade wheels not turned to curb	\$ 20.00
(jj) Parked on lawn extension within right of way	\$ 20.00
(kk) Parked on front lawn	\$ 20.00

All \$20.00 violations not paid within 20 days will be assessed a \$10.00 late fee.

2. Chapter 2: Liability for Expense of an Emergency Operation (Hazardous Materials Cleanup Cost Recovery)

Cost shall be actual expenses inclusive of all Police & Fire Department wages, equipment and motor-pool and / or any sub-contracted actual expenses associated with hazardous materials clean-up.

3. Chapter 2: Liability for Expense of an Emergency Response (Alcohol Related Arrests, Accidents)

A. A cost of \$150 shall be assessed to each defendant convicted of O.U.I.L. – O.U.I.D or O.W.I. The cost recovery shall be collected as a part of the fines and costs set by the 67th District Court.

B. Actual costs shall be assessed to each defendant convicted of O.U.I.L. – O.U.I.D or O.W.I. in which a motor vehicle accident occurred. The cost recovery shall be collected as a part of the fines and costs set by the 67th District Court. In the event the court declines collection, they shall be billed direct to the defendant.

C. For the purpose of determining costs for extensive investigation and cleanup recovery for emergency response for alcohol related arrests and accidents, the following table shall be used:

Police Personnel	\$40	Per Hour
Police Clerical	30	Per Hour
Police Car	15	Per Hour
Fire Personnel	20	Per Hour
Fire Pumper	250	Per Hour
Fire Support Vehicles	100	Per Hour

4. Chapter 5: Cemetery Lots - Purchase

The cost for purchase of cemetery lots will be \$100.00 per lot.

5. Chapter 5: Cemetery, Charges for Grave Openings, etc.

Grave openings shall be actual costs, either as sub-contracted or performed by City Employees, plus a 15% administrative fee.

6. Chapter 11: Park Reservation Fees

Elms Park

Pavilion #1	\$ 70.00
Pavilion #2	\$ 120.00
Pavilion #3	\$ 70.00
Pavilion #4	\$ 120.00

Winshall Park

Pavilion #1	\$ 70.00
Pavilion #2	\$ 70.00
Pavilion #3	\$ 70.00

Deposit \$100.00

7. Chapter 12: Peddlers and Solicitors License and Background Check

\$50.00

8. **Chapter 15: Permit, Sidewalk Installation**

\$25.00

9. **Chapter 15: Permit for Excavation, Right of Way or Other City Property**

\$100.00

10. **Chapter 19: Water System Use, Rates and Charges**

(A) Charges for water supply services to premises within the city connected with the water supply system shall be as follows:

Rates for Quarterly Billings

Readiness to serve charge

5/8", 3/4", 1"	\$51.22
1.5"	\$220.77
2"	\$353.23
3"	\$662.31
4"	\$1,103.85
6"	\$2,207.70

Commodity charge (per 100 cubic feet of water): \$7.07

Additional meters, connected for the exclusive purpose of registering water consumed and NOT returned to the sewer system shall be charged the commodity charge only (example: lawn sprinkler system).

(B) Any water customer may have water services temporarily shut off for any time period during which the premises, for which the water service is provided, will be unoccupied. The request for such shut off shall be made in writing on forms to be provided by the city. The written request shall specify the reason for the shut off and the date on which the water service shall be shut off.

(C) There shall be a Twenty Dollar (\$20.00) charge for shutting off the water service pursuant to such request and a Twenty Dollar (\$20.00) charge for turning the water service back on, if the shut off or turn on is performed during normal business hours. If this shut off or turn on is performed outside of normal business hours, the charge shall be One-Hundred Dollars (\$100.00). Such charges shall also apply if water is shut off or turned back on pursuant to account delinquency. The City Manager may waive shut off and turn on fees for reasonable cause.

(D) Water customers shall continue to be billed for a readiness to service charge while connected to the system.

(E) Bulk water sales shall be in accordance with the following fee schedule:

Bulk Water Purchases

1 cubic ft. = 7.4805

Gallons

Gallons	Cubic ft.	Cost
3,740	499.96658	\$104.00
5,000	668.40452	\$116.00
10,000	1336.809	\$160.00
15,000	2005.2136	\$204.00
20,000	2673.6181	\$247.00

11. Chapter 19: Water & Sewer Tap Fees

(A) There shall be paid, with respect to all premises connecting to the water and sanitary sewer system of the city, a tap-in fee pursuant to the following schedules:

- (1) Single-family residence--\$1,500 each for water & sanitary sewer
- (2) Multiple-family residence--\$1,500 per unit each for water and sanitary sewer

(B) All other uses connecting to the water and/or sanitary sewer system of the city shall be required to pay tap-in fees at the rate of one-thousand, five hundred dollars (\$1,500) per unit factor, pursuant to the unit factor table provided for by the Genesee County Division of Water and Waste. In no case shall tap-in fees be less than one-thousand, five hundred dollars (\$1,500).

(C) Furthermore, for any structure used generally for more than one (1) purpose, connection fees shall be determined by applying the appropriate unit factors as set by the Genesee County Division of Water and Waste, to the various uses on any level, grade or sub-grade plane of the structure, provided that it is intended that the fees so derived shall be cumulative. Tap fees shall also apply for any additional units that may be calculated and applied by the County WWS pursuant to change in use or otherwise.

12. Chapter 19: Sanitary Sewer Rates

Rates for Quarterly Billings

Readiness to serve charge (per metered account):	\$52.50
Readiness to serve charge (non-metered accounts):	\$124.61
Commodity charge (per 100 cubic feet of water consumed):	\$2.14

A readiness to serve charge equal to the number of calculated sewer units shall be charged to all customers connected to the city's sewer system to offset fixed costs of system operation. In addition, a commodity charge shall be applied to the sewer bill in an amount equal to the above rate multiplied by the number of ccf that the accompanying water account registers. If the sewer connection is not accompanied by a water meter to register water usage, the charge shall be considered non-metered and no commodity charge shall be applied.

For the purposes of determining sanitary sewer rates, per unit sewage disposal calculations resulting in a fraction of a whole number shall be rounded up to the next highest whole number.

13. Chapter 20: Weed Cutting Fees

\$300 per cut

14. Building & Trade Inspection Fees

A. Building Permit Fees:

\$75.00 for first \$1,000 value \$5.00 per \$1,000 thereafter and \$50.00 for a one-time inspection fee.

The first \$75.00 of the application fee is non-refundable. The total cost of Improvement is based on the Bureau of Construction Codes Square Foot Construction Cost Table with the following exceptions:

Single Family Home	1 story.....	\$105.00 per sq. foot
	1.5 story.....	\$91.00 per sq. foot
	2.0 story.....	\$85.00 per sq. foot
Detached garage.....		\$25.00 per sq. foot
Pole Barn.....		\$16.50 per sq. foot

Open deck or porch.....	\$14.00 per sq. foot
Covered deck or porch.....	\$28.00 per sq. foot

Pre-manufactured unit fees are based upon 50% of the normal on-site construction fee.

Residential Roofing.....	\$100.00 fee per project
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Siding permits are based upon the project cost.

Commercial roofing is to be based upon the project cost.

Up to \$1,000 (includes one (1) inspection only).....	\$75.00
\$1,000.00 to \$10,000.00.....	\$75.00 plus \$10.00 per \$1,000.00 over \$1,000.00
\$10,000.00 to \$100,000.00.....	\$165.00 plus \$3.00 per \$1,000.00 over \$10,000.00
\$100,001.00 to \$500,000.00.....	\$435.00 plus \$2.00 per \$1,000.00 over \$100,000.00
\$500,000 plus.....	\$1,235.00 plus \$3.00 per \$1,000.00 over \$500,000.00

All work not involving a sq. foot computation:

Plan review and administration base fee (plus \$50.00 for each inspection)	\$75
Additional inspections	\$75
Certificate of Occupancy	\$50

B. Electrical Inspection Fees

Application Fee (non-refundable)	\$65
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New Residential Electrical System

Up to 1,500.00 sq. foot	\$80.00
1,501 to 3,500 sq. foot	\$130.00
Over 3,500 sq. foot	\$180.00

Service

Through 200 Amp.	\$10
Over 200 Amp. thru 600 Amp.	\$15
Over 600 Amp. thru 800 Amp.	\$20
Over 800 Amp. thru 1200 Amp.	\$50
Over 1200 Amp. (GFI only)	\$75
Circuits	\$5
Lighting Fixtures-per 25	\$5
Dishwasher	\$5
Furnace-Unit Heater	\$5
Electrical-Heating Units (baseboard)	\$4
Power Outlets (ranges, dryers, etc.)	\$7

Signs

Unit	\$6
Letter	\$10
Neon-each 25 feet	\$20

Feeders-Bus Ducts, etc.-per 50'	\$6
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Mobile Home Park Site	\$5
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Recreational Vehicle Park Site	\$5
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K.V.A. & H.P.

Units up to 20	\$4
Units 21 to 50 K.V.A. or H.P.	\$6

Units 51 K.V.A. or H.P. & over	\$10
<u>Fire Alarm Systems (excl. smoke detectors)</u>	
Up to 10 devices	\$50
11 to 20 devices	\$100
Over 20 devices	\$5 each
Low voltage - Per opening (devices)	\$5 each
Energy Retrofit-Temp. Control	\$45
Conduit only or grounding only	\$45
<u>Inspections</u>	
Special/Safety Insp. (includes cert. fee)	\$65
Additional Inspection	\$65
Final Inspection	\$65
Certification Fee	\$25
C. Mechanical Inspection Fees	
Application Fee (non-refundable)	\$65
<u>Residential Heating System</u>	
(Includes duct & pipe)	
Up to 1,500 sq. feet	\$80
1,501 to 3,500 sq. feet	\$130
Over 3,500 sq. feet	\$180
Gas/Oil Burning Equipment Under 400,000 In	\$30
Gas/Oil Burning Equipment Under 400,000 In	\$40
Boiler	\$30
Water Heater	\$5
Damper/Flue	\$5
Solid Fuel Equip. (includes chimney)	\$30
Gas Burning Fireplace	\$30
Chimney, factory built (installed separately)	\$25
Solar; set of 3 panels-fluid transfer (includes piping)	\$20
Gas piping; each opening-new installation (residential)	\$5
Air Conditioning (includes split systems)	
1.5hp to 15 hp	\$30
Over 15 hp	\$50
Heat Pumps (complete residential)	\$30
Dryer, Bath & Kitchen Exhaust	\$5
<u>Tanks</u>	
Aboveground	\$20
Aboveground Connection	\$20
Underground	\$20
Underground Connection	\$20
Humidifiers/Air Cleaners	\$5
<u>Piping</u>	
Piping-minimum fee \$25	\$.05/ft
Process piping	\$.05/ft
Duct-minimum fee \$25	\$.10/ft
Heat Pumps; Commercial (pipe not included)	\$20

<u>Air Handlers/Heat Wheels</u>	\$25
Conversion Burners (oil)	\$30
Commercial Hoods/Exhausters	\$15
Heat Recovery Units	\$10
V.A.V. Boxes	\$10
Unit Ventilators	\$10
Unit Heaters (terminal units)	\$15

<u>Fire Suppression/Protection/Other</u>	
(includes piping) –minimum fee \$20	\$.75/head
Limited Area Suppression (per head)	\$2
Fire Suppression Hood (per head)	\$4
Evaporator Coils	\$30
Refrigeration (split system)	\$30
Chiller	\$30
Cooling Towers	\$30
Compressor/Condenser	\$30
Manufactured Chimney	\$25
Exhaust Fans	\$20
Multi Zone Self Contained Units	\$25
Through Wall Units	\$25
Ranges (gas)	\$20

<u>Inspections</u>	
Special/Safety Insp. (includes cert. fee)	\$65
Additional Inspection	\$65
Final Inspection	\$65
Certification Fee	\$25

D. Plumbing Inspection Fees

Application Fee (non-refundable)	\$65
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New Residential Plumbing System

Up to 1,500 sf	\$80
1,501 to 3,500 sf	\$130
Over 3,500 sf	\$180

Mobile Home Park Site	\$5 each
Fixtures, floor drains, special drains,	\$4 each
Water connected appliances	\$4 each
Stacks (soil, waste, vent and conductor)	\$2 each
Sewage ejectors, sumps	\$5 each
Sub-soil drains	\$5 each

Water Service

Less than 2"	\$5
2" to 6"	\$25
Over 6"	\$50
Connection (bldg. drain-bldg. sewers)	\$5

Sewers (sanitary, storm or combined)

Less than 6"	\$5
6" and Over	\$25
Manholes, Catch Basins	\$5 each

Water Distributing Pipe (system)

¾" Water Distribution Pipe	\$5
1" Water Distribution Pipe	\$10
1 ¼" Water Distribution Pipe	\$15

1 ½" Water Distribution Pipe	\$20
2" Water Distribution Pipe	\$25
Over 2" Water Distribution Pipe	\$30
Reduced pressure zone back-flow preventer	\$5 each
Domestic water treatment and filtering equipment only	\$5
Medical Gas System	\$45

Inspections

Special/Safety Insp. (includes cert. fee)	\$65
Additional Inspection	\$65
Final Inspection	\$65
Certification Fee	\$25

15. Appendix B: Franchises

\$250 application fee plus actual expenses related to preparation by City Attorney.

16. Miscellaneous Fees

A. *Copies:*

Black & White: 10¢ for page.

Color or Mixed Color and Black & White: 25¢ per page

B. *Freedom of Information Act Requests:*

See the City of Swartz Creek Freedom of Information Act Procedures & Guidelines: adopted June 22, 2015 for details. Standard requests shall be charged 10¢ for 8.5 x 11 page (25¢ for color or mixed color) plus all actual costs for outside re-production (i.e. photo re-prints, blueprint copies, digital media storage, etc.). Extensive search requests shall have an additional per hour fee equal to wages only of the lowest paid clerical position employed with the City (\$8.15/hour with a 1.1 fringe multiplier, totaling \$8.97/hour).

C. *Weddings:*

\$50 per ceremony

D. *Fax Services:*

50¢ per page for the first 10 pages, then \$0.25 per page thereafter

E. *Notary Services:*

\$10.00 per item

F. *Insufficient Funds:*

\$25 each for any check returned unpaid for account insufficient, closed or stopped

G. *Penalties on Outstanding Invoices/Miscellaneous Receivables:*

\$10 penalty for unpaid miscellaneous receivables, including but not limited to: utility bills, mowing invoices, sidewalk repair, project reimbursements, charges for services, and retiree coverage contributions. This penalty shall be applied once to "past due" invoices.

H. *Interest on Outstanding Invoices/Miscellaneous Receivables:*

1.5% interest per month on outstanding invoices that are 30 days "past due".

*Payments made toward outstanding balances shall be applied in the following order: interest, penalties, principle.

17. Chapter 13 & 16: Development Plans, Administrative Fees, Subdivision Site Plan & Review Fees

A. Site Plan Review:

Property Re-Zoning \$250

Single & Multiple-Family (non-plat)	\$300 plus \$5.00 per lot
Cluster Housing Development	\$300 plus \$5.00 per unit
Mobile Home Park	\$400 plus \$5.00 per unit
Commercial Development	\$450 plus \$50.00 per acre/fraction
Industrial Development	\$400 plus \$50.00 per acre/fraction
Office Development	\$350 plus \$50.00 per acre/fraction
Institutional	\$300 plus \$50.00 per acre/fraction
Public/semi-public uses	\$300 plus \$50.00 per acre/fraction
Special Approval or Conditional Use	\$250 plus \$5.00 per acre/fraction
PUD/Mixed Use Review	\$500 plus \$50.00 per acre/fraction
Consulting Fees (All Reviews)	Actual consultant costs
Revisions	½ of original review fee

B. Building and Zoning:

Swimming Pool Permit	\$25
Misc. Zoning Permit	\$25
Sidewalk Permit	\$25
Sign Permit	See Building Permits
Structure Movement Permit	\$95
Demolition Permit (Including ROW Permit)	\$150
Right of Way Permit	\$100
Home Occupation Permit	\$95
Variance Review	\$250 per variance
Zoning Board of Appeals: Petitioned Interpretation Review	\$150
Zoning Board of Appeals: Appeal Review	\$250
Lot Split/Combination: City Ordinance Section 16.2	\$150 plus \$5.00 per lot
Public or Private Road Plan Reviews	\$400 per mile/fraction
Consulting Fees	Actual consultant costs
Zoning Code	\$10 CD, \$25 Paper Copy
Engineering Standards Manual	\$10 CD, \$25 Paper Copy
Medical Marijuana Dispensary/Facility Review	\$500

C. Subdivision Review

Preliminary Subdivision Review-Tentative	\$300 plus \$5.35 per lot
Preliminary Subdivision Review- Final	\$160 plus \$2.70 per lot
Final Plat Review	\$160 plus \$1.00 per lot

18. Chapter 1: Municipal Civil Infraction Fines

Civic Infraction Citation Fines:

First Offense	\$100
Second Offense	\$200
Third Offense	\$300

Civic Infraction Notice Fines:

First Offense	\$75
Second Offense	\$150
Third Offense	\$250

19. Rental Inspection Program Fees

Registration	\$75 for the first unit, plus \$20 for each additional unit on a shared premises, with common ownership and management, or within recognized apartment complexes
Follow up inspections	The initial and one follow-up inspection will be performed without additional fees. Subsequent inspections shall be charged at the rate of \$25/unit
Registration Updates/Amendments	No charge

Coverage	The initial fee covers the registration and first inspection and is valid until the resulting certificate of compliance expires
Pro-ration	There shall be no pro-ration of fees

ADOPTION & REVISION HISTORY:

Resolution No. 050711-07	Dated July 11, 2005
Resolution No. 100208-06	Dated February 8, 2010
Resolution No. 101206-04	Dated December 6, 2010 (Water-Sewer-RTS)
Resolution No. 111114-05	Dated November 14, 2011 (Park Fees)
Resolution No. 110613-07	Dated June 13, 2011 (Water Fees)
Resolution No. 120611-05	Dated June 11, 2012 (Water Fees)
Resolution No. 120709-05	Dated July 9, 2012 (Bulk Water Fees)
Resolution No. 130610-09	Dated June 10, 2013 (Water Fees)
Resolution No. 130826-06	Dated August 26, 2013 (K.W.A. Water Fees)
Resolution No. 140922-07	Dated September 22, 2014 (Utility and MMD Fees)
Resolution No. 150824-05	Dated August 24, 2015 (FOIA, Rentals, Utility Fees)
Resolution No. 151214-05	Dated December 14, 2015 (Parking)
Resolution No. 160523-05	Dated May 23, 2016 (Water and Sewer)
Resolution No. 160808-04	Dated August 8, 2016 (Solicitation)
Resolution No. 161023-8E	Dated October 23, 2017 (Building; Police Removal)

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

MEETING OPENED TO THE PUBLIC:

Dick Abrams, 5352 Greenleaf Drive, commented on the Fire Board issues.

Boots Abrams, 5352 Greenleaf Drive, commended council for their openness at the meeting and thanked them for the appointment.

Steve Shumaker, 7446 Country Meadow Drive, commented on the Fire Board issues.

Tommy Butler 40 Somerset, commented in regards to the Fire Board, things need to change we can't operate on politics.

REMARKS BY COUNCILMEMBERS:

Councilmember Porath replied to Barbara Earl in regards to her drain issues that there will be follow-up on the issues.

Councilmember Cramer commented on the Flint City council's extension on water issues. He thanked Mr. Fleury for all the contractors and subcontractors being very accommodating during the construction.

Councilmember Florence commented that is great to be on a council were we are able to communicate.

Councilmember Gilbert reviewed recovery numbers from the GAIN meeting he attended.

Mayor Krueger mentioned to everyone that KWA is having an open house November 9th 11-1:30 am. He revealed to everyone of Dr. English's passing and the funeral is Wednesday morning.

ADJOURNMENT

Resolution No. 171023-08

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Florence

I Move the Swartz Creek City Council adjourn the regular meeting at 9:10 p.m.

Unanimous Voice Vote.

David A. Krueger, Mayor

Connie Eskew, City Clerk

Public Works
Monthly Work Orders

11/01/17

Work Order # Work Order Status	Location ID	Customer Name Service Address	Date Recd Date Comp	Type
READ17-0559 COMPLETED	SP10-004270-0000-02	COLLARD, RAYMOND 4270 SPRINGBROOK DR	10/11/17 10/11/17	READ METER
FNRD17-1268 COMPLETED	MI10-006359-0000-01	ITT TECH 6359 MILLER RD	10/09/17 10/09/17	FINAL READ
BXRP17-0146	MA20-008051-0000-04	SHAVER, BETHANY 8051 MAPLE ST	10/02/17	CURB BOX REPAIR
17-000001 CANCELLED	LI10-004288-0000-01	ALABABA PROPERTIES LLC 4288 LINDSEY DR	10/02/17 10/02/17	SET DUMMY METER
MTRP17-0516 COMPLETED	CH20-008506-0000-02	CAMPBELL, BRIAN D 8506 CHESTERFIELD DR	10/02/17 10/02/17	METER REPAIR
17-000002 COMPLETED	LI10-007205-0000-01	NEMER, KHALIL TRUST 7205 LINDSEY DR	10/02/17 10/02/17	SET DUMMY METER
WTON17-1124 COMPLETED	MI10-008475-0000-05	YOUNG, CYNTHIA 8475 MILLER RD	10/03/17 10/03/17	WATER TURN ON
FNRD17-1269 COMPLETED	MI10-008475-0000-05	YOUNG, CYNTHIA 8475 MILLER RD	10/03/17 10/03/17	FINAL READ
FNRD17-1270 COMPLETED	HA20-000079-0000-04	PUTNAM, RENEE 79 HAMILTON DR	10/02/17 10/03/17	FINAL READ
FNRD17-1271 COMPLETED	MC10-005044-0000-05	MINTO, ALEX & JENNIFER PICKL 5044 MC LAIN ST	10/02/17 10/03/17	FINAL READ
FLAG17-0176 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	10/02/17 10/06/17	LOWER/RAISE FLAG
FNRD17-1272 COMPLETED	OA10-005137-0000-01	MC CALLISTER, MARY 5137 OAKVIEW DR	10/06/17 10/06/17	FINAL READ
MTRP17-0517 COMPLETED	BR20-008065-0000-02	BOUCHARD, DAVID 8065 BRISTOL RD	10/10/17 10/10/17	METER REPAIR
GWO17-0439 COMPLETED	WI10-005188-0000-01	HOWEY, ARDIS 5188 WINSHALL DR	10/02/17 10/03/17	GENERIC WORK ORDE
FNRD17-1273 COMPLETED	MO10-005044-0000-05	SCHAEFER, KRISTEN 5044 MORRISH RD	10/03/17 10/03/17	FINAL READ
RPLR17-0026 COMPLETED	CA10-008426-0000-03	HILTZ, BRITTANY 8426 CAPPY LN	10/04/17 10/04/17	REPLACE READER
FNRD17-1274 COMPLETED	CC10-007408-0000-02	GRINAGER, PATRICIA A 7408 CROSSCREEK DR	10/11/17 10/11/17	FINAL READ
FNRD17-1275 COMPLETED	SE20-005403-0000-01	ADAMS, DIANE 5403 SEYMOUR RD	10/05/17 10/05/17	FINAL READ
FNRD17-1276 COMPLETED	YA10-007025-0000-07	RUSSELL, MICHELE 7025 YARMY DR	10/09/17 10/09/17	FINAL READ
FNRD17-1277 COMPLETED	GR10-005227-0000-03	HARDY, BRANDON 5227 GREENLEAF DR	10/05/17 10/05/17	FINAL READ

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
READ17-0560 COMPLETED	KR20-004276-0000-01	SPRINGVALE ASSISTED LIVING 4276 KROGER DR	10/06/17 10/06/17	READ METER
SI-000017 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	10/09/17 10/10/17	SIGNS
WTON17-1125 COMPLETED	MI10-007448-0000-04	OCWEN LOAN SERVICING, LLC 7448 MILLER RD	10/12/17 10/12/17	WATER TURN ON
CKME17-0339 COMPLETED	AB10-007066-0000-02	WHITE, SHAWN 7066 ABBEY LN	10/10/17 10/10/17	CHECK METER
CKME17-0340 COMPLETED	LI10-007260-0000-02	CRIBBS, RALPH 7260 LINDSEY DR	10/10/17 10/10/17	CHECK METER
WTON17-1126 CANCELLED	MI10-005354-0000-05	WILSON, BRIAN 5354 MILLER RD	10/10/17 10/09/17	WATER TURN ON
WTON17-1127	MI10-005354-0000-06	CARLSON, CARL H 5354 MILLER RD	10/10/17	WATER TURN ON
MTRP17-0518 COMPLETED	SE20-005375-0000-04	HARTMAN, FRANK 5375 SEYMOUR RD	10/12/17 10/12/17	METER REPAIR
FNRD17-1278 COMPLETED	GR20-007445-0000-04	JOHNSON, ERIC 7445 GROVE ST	10/10/17 10/10/17	FINAL READ
FNRD17-1279 COMPLETED	LU10-009151-0000-02	VALLAD, MARIE C 9151 LUEA LN	10/10/17 10/10/17	FINAL READ
READ17-0561 COMPLETED	LI10-007260-0000-02	CRIBBS, RALPH 7260 LINDSEY DR	10/17/17 10/17/17	READ METER
READ17-0562 COMPLETED	LI10-007260-0000-02	CRIBBS, RALPH 7260 LINDSEY DR	10/24/17 10/25/17	READ METER
FNRD17-1280 COMPLETED	WO10-005119-0000-01	COON, LLOYD N 5119 WORCHESTER DR	10/10/17 10/11/17	FINAL READ
MTRP17-0519 COMPLETED	BI10-005260-0000-02	FARRO, KATHERINE 5260 BIRCHCREST DR	10/12/17 10/12/17	METER REPAIR
REPL17-0060 COMPLETED	HA20-000080-0000-04	VALUE HOMES 80 HAMILTON DR	10/10/17 10/10/17	METER REPLACEMENT
GWO17-0441 COMPLETED	WI10-005363-0000-01	WINSHALL PARK 5363 WINSHALL DR	10/11/17 10/16/17	GENERIC WORK ORDE
GWO17-0442 COMPLETED	EL10-004125-0000-01	ELMS PARK 4125 ELMS RD	10/11/17 10/16/17	GENERIC WORK ORDE
FNRD17-1281 COMPLETED	AS10-000130-0000-05	VALUE HOMES LLC 130 ASHLEY CIR	10/17/17 10/17/17	FINAL READ
WPRESS17-000013 COMPLETED	YO10-009189-0000-01	SAIN, VALERIE 9189 YOUNG DR	10/12/17 10/12/17	WATER PRESSURE
FNRD17-1283 COMPLETED	LU10-009089-0000-02	ROBINSON, VERONICA 9089 LUEA LN	10/12/17 10/12/17	FINAL READ
FNRD17-1284 COMPLETED	MI10-007448-0000-04	OCWEN LOAN SERVICING, LLC 7448 MILLER RD	10/12/17 10/12/17	FINAL READ
FNRD17-1285 COMPLETED	CA10-008432-0000-01	BOYD, RICHARD	10/13/17	FINAL READ

Work Order # Work Order Status	Location ID	Customer Name Service Address	Date Recd Date Comp	Type
COMPLETED		8432 CAPPY LN	10/12/17	
WT0N17-1128 COMPLETED	DO10-005256-0000-05	CITY OF SWARTZ CREEK 5256 DON SHENK DR	10/13/17 10/13/17	WATER TURN ON
FLAG17-0177 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	10/16/17 10/17/17	LOWER/RAISE FLAG
WT0N17-1130 COMPLETED	CA10-008432-0000-02	BURTON, RICKY 8432 CAPPY LN	10/13/17 10/13/17	WATER TURN ON
MNT17-0261 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	10/16/17 10/16/17	BUILDING MAINTENA
MNT17-0262 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	10/17/17 10/17/17	BUILDING MAINTENA
FNRD17-1286 COMPLETED	WI10-005174-0000-02	WIARD, JASON 5174 WINSHALL DR	10/17/17 10/17/17	FINAL READ
CKME17-0341 COMPLETED	LI10-007260-0000-02	CRIBBS, RALPH 7260 LINDSEY DR	10/17/17 10/17/17	CHECK METER
GW017-0443 COMPLETED	EL20-007509-0000-02	YECKL, NANCY 7509 ELIZABETH CT	10/19/17 10/19/17	GENERIC WORK ORDE
FNRD17-1287 COMPLETED	WI10-005363-0000-01	WINSHALL PARK 5363 WINSHALL DR	10/18/17 10/18/17	FINAL READ
MTRP17-0521 COMPLETED	HT10-003336-0000-01	MACCIOMEI, ALBERT 3336 HERITAGE BLVD	10/18/17 10/18/17	METER REPAIR
SWR17-0061 COMPLETED	MI10-007399-0000-02	KRUEGER, DAVID 7399 MILLER RD	10/18/17 10/18/17	SEWER DRAIN PROBL
MTRP17-0522 COMPLETED	CR10-008096-0000-04	CHAPMAN, MARY ANNE 8096 CRAPO ST	10/18/17 10/18/17	METER REPAIR
FNRD17-1288 COMPLETED	MY10-004286-0000-01	WARSON, DANIEL 4286 MAYA LN	10/18/17 10/18/17	FINAL READ
FLAG17-0178 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	10/19/17 10/20/17	LOWER/RAISE FLAG
FNRD17-1289 COMPLETED	FA10-005093-0000-09	BLAINE, KENT 5093 FAIRCHILD ST	10/19/17 10/20/17	FINAL READ
VA-000004 COMPLETED	JE10-004029-0000-06	ECKLESDAFER, DEREK 4029 JENNIE LN	10/20/17 10/20/17	VALVE
WMBK17-0078 COMPLETED	MO10-004438-0000-02	CITY OF SWARTZ CREEK 4438 MORRISH RD	10/22/17 10/22/17	WATER MAIN BREAK
FNRD17-1290 COMPLETED	MO10-005044-0000-06	DMZ PROPERTIES LLC 5044 MORRISH RD	10/23/17 10/30/17	FINAL READ
FNRD17-1291 COMPLETED	SP10-004280-0000-02	TACKER, MARY 4280 SPRINGBROOK DR	10/23/17 10/24/17	FINAL READ
TRDN17-0077	EL10-003493-0000-08	SPALDING, MICHELLE 3493 ELMS RD	10/24/17	TREE-TAKE DOWN
MNT17-0263	CI10-008095-0000-01	PERKINS LIBRARY 8095 CIVIC DR	10/23/17	BUILDING MAINTENA

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
FNRD17-1292 CANCELLED	YA10-007075-0000-01	HUCHESON, DAREN 7075 YARMY DR	10/24/17 10/25/17	FINAL READ
FNRD17-1293 COMPLETED	MO10-004501-0000-07	MAYNARD, SHAWN 4501 MORRISH RD	10/24/17 10/24/17	FINAL READ
MNT17-0264 COMPLETED	CI10-008095-0000-01	PERKINS LIBRARY 8095 CIVIC DR	10/24/17 10/25/17	BUILDING MAINTENA
WOFF17-1839 CANCELLED	MI10-007287-0000-05	JAQUES, JAMES 7287 MILLER RD	10/25/17 10/27/17	WATER TURN OFF
WOFF17-1840 CANCELLED	CE10-009283-0000-04	CASTANO, RICHARD 9283 CEDAR CREEK CT	10/25/17 10/26/17	WATER TURN OFF
WOFF17-1841 COMPLETED	WI10-005212-0000-09	ROSE, NICOLE 5212 WINSHALL DR	10/25/17 10/26/17	WATER TURN OFF
WOFF17-1842 COMPLETED	WI10-005185-0000-11	SANDERS, ANTWAN 5185 WINSHALL DR	10/25/17 10/26/17	WATER TURN OFF
WOFF17-1843 COMPLETED	CR10-008051-0000-09	CONGDON, WILLIAM 8051 CRAPO ST	10/25/17 10/26/17	WATER TURN OFF
FNRD17-1294 COMPLETED	YA10-007025-0000-08	NEMER, SAMIRA 7025 YARMY DR	10/25/17 10/25/17	FINAL READ
WTON17-1131 COMPLETED	WI10-005185-0000-11	SANDERS, ANTWAN 5185 WINSHALL DR	10/26/17 10/26/17	WATER TURN ON
WTON17-1132 COMPLETED	CR10-008051-0000-09	CONGDON, WILLIAM 8051 CRAPO ST	10/26/17 10/26/17	WATER TURN ON
GW017-0444	OA10-005303-0000-01	STEINER, MICHAEL 5303 OAKVIEW DR	10/26/17	GENERIC WORK ORDE
FNRD17-1295 COMPLETED	MO10-004336-0000-04	MAYS, PATRICIA 4336 MORRISH RD	10/26/17 10/26/17	FINAL READ
WTON17-1133	WI10-005212-0000-09	ROSE, NICOLE 5212 WINSHALL DR	10/26/17	WATER TURN ON
MNT17-0265 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	10/27/17 10/27/17	BUILDING MAINTENA

Total Records: 78

Report Generated: 11/1/2017 8:39 AM

Report Options: Scheduled From: 10/1/2017 To: 10/31/2017

DPS ACTIVITY OCTOBER 2017

	REGULAR	HOLIDAY	VACATION	ABSENT	OT	DT
101 GENERAL FUND						
262.0 ELECTIONS						
345.0 P S BLDG	48.55		0.61	0.94		
781.0 AMPHI-PARK						
782.0 WINSHALL PARK	5.34		0.14			
783.0 ELMS PARK	239.89		14.12	0.29		
784.0 BICENT. PARK						
790.0 SENIOR CENTER/LIBRARY	37.55		0.28	1.43		
793.0 CITY HALL	16.84		0.14	0.47		
794.0 COMM PROMO	40.50		1.44	0.15	2.00	
796.0 CEMETERY	15.00					
202 MAJOR STREET FUND						
429.0 SAFETY						
441.0 PARK & RIDE	18.00			0.10		
463.0 STREET MAIN	33.00		1.92	0.23		
474.0 TRAFFIC						
478.0 SNOW & ICE						
482.0 ADMIN	26.00		1.45			
203 LOCAL STREET FUND						
429.0 SAFETY						
463.0 STREET MAIN	57.50		17.70	0.26		
474.0 TRAFFIC	3.00		0.11			
478.0 SNOW & ICE						
482.0 ADMIN	55.00		3.08			
226 GARBAGE FUND						
528.0 COLLECT	8.55		0.17	0.03		
530.0 WOODCHIPPING	51.55		1.50	0.27		
782.0 WINSHALL PARK GARBAGE	21.50		0.22	0.11	4.00	4.00
783.0 ELMS PARK GARBAGE	22.50		0.22	0.11	4.00	4.00
793.0 CITY HALL	3.50			0.11		
590 WATER						
540.0 WATER SYSTEM	221.80		12.85	0.94	2.00	2.00
540.0 WATER-ON CALL						
542.0 READ & BILL	32.50		2.01	0.20		
793.0 CITY HALL	8.76			0.29		
591 SEWER						
536.0 SEWER SYSTEM	52.30		2.27	0.05		
536.0 SEWER-ON CALL						
537.0 LIFT STATION						2.00
542.0 READ & BILL	32.50		2.01	0.20		
793.0 CITY HALL	8.74			0.29		
661 MOTOR POOL FUND						
795.0 CITY GARAGE	19.13		1.76	0.03		
DAILY HOURS TOTAL	1079.50	0.00	64.00	6.50	12.00	12.00

DPS Equipment Rental
 October 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			0.73										
101.782 Winshall Pk	8												
101.783 Elms Pk	45		1.65	4								20	
101.784 Bicentennial Pk													
101.790 Sen Ctr./Lib	30		0.91										
101.345 PS Bldg	24		1.91										
101.793 City Hall	27		1.73										
101.794 Comm Promo	4		1										
661.795 City Garage	7		1.55										
101.796 City Cem	5		1										
202.463 Maint. Major	24												
202.474 Traffic-Major													
202.478 Snow/Ice-Maj													
202.482 Major-Admin	6		17.52										
203.463 Maint-Local	9		4										
203.474 Traffic-Local	1												
203.478 Snow/Ice-Local													
203.482 Local-Admin	6		25.24										
226.528 Waste Collect	3		0.91										
226.530 Woodchipping	8		0.91					9					
590.540 Water System	220.5		17.97	6								15	
590.542 Water-Read/Bill	14.5		0.5										
591.536 Sewer System	20		7.47										
591.537 Sewer Lift Stat	2		2										
226.782 Winshall Pk Gbg	9												
226.783 Elms Pk Gbg	9												
591.542 Sewer Read/Bill	14.5		0.5										
Total	496.5	0	87.5	10	0	0	0	9	0	0	0	35	0

DPS Equipment Rental
 October 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													
101.783 Elms Pk		22											
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		2	8	6									
202.474 Traffic-Major													
202.478 Snow/Ice-Maj													
202.482 Major-Admin													
203.463 Maint-Local			81			3							
203.474 Traffic-Local													
203.478 Snow/Ice-Local													
203.482 Local-Admin													
226.528 Wast Collect													
226.530 Woodchipping					9								
590.540 Water System		8											
590.542 Water-Read/Bill													
591.536 Sewer System													
591.537 Sewer Lift Stat													
Total	0	32	89	6	9	3	0	0	0	0	0	0	0

October 2017	MILES DRIVEN		GALLONS GAS PURCHASED		GALLONS DIESEL PURCHASED
#5-16 2WD gas	818.0		64.6		
#7-15 4WD gas	779.0		100.0		
#3-08 P/U 4WD gas	600.0		65.0		
09-03 P/U 4WD diesel	327.0				29.0
#2-08 P/U 4WD gas	589.0		70.9		
#6-00 BACKHOE diesel					
#11 DUMP gas	102.0		18.5		
#12-02 DUMP diesel	506.0				
#12-04 DUMP diesel	76.0				
#12-99 GENERATOR gas					
#17 CASE BACKHOE diesel					16.0
#19 JD TRACTOR diesel					9.0
#06-99 BUCKET TRUCK gas	9.0				
#21 WOOD CHIPPER diesel					15.0
#807 STREET SWEEPER diesel	310.0				151.3
#42 ASPHALT HEATER diesel					8.0
#37 TRAIL ARROW					
#10-15 GEN gas					
TOTAL	4116.0		319.0		228.3

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							
PB1700039	10/30/17	SCHWARZ, ANGELA R & D/		58-03-531-024	\$7,000	\$180.00	9285 OAKVIEW DR 48473-Res Deck
PB1700052	10/05/17	Wolverine Building Group	(616) 949 3360	58-29-551-012	\$130,000	\$1,020.00	5370 MILLER RD 48473-Com Add/Alter/Repair
PB1700062	10/12/17	HUTCHESON, DAREN R & K		58-36-526-033	\$28,000	\$285.00	7075 YARMY DR 48473-Res Garage detached
PB1700067	10/11/17	RBF Construction Inc	(810) 938 8498	58-35-576-057	\$56,000	\$600.00	8138 MILLER RD 48473-Com Add/Alter/Repair
PB1700068	10/05/17	WOODSIDE BUILDERS, INC	(810) 635 2227	58-36-676-068	\$143,474	\$1,660.00	4278 LINDSEY DR 48473 Res Single Family
PB1700071	10/05/17	Foundation Systems of Michiga	(734) 838 3895	58-25-576-004	\$13,890	\$215.00	7054 BRISTOL RD 48473-Res Add/Alter/Repair
PB1700072	10/09/17	WOODSIDE BUILDERS, INC	(810) 635 2227	58-36-676-069	\$177,103	\$1,480.00	4272 LINDSEY DR 48473 Res Single Family
PB1700074	10/11/17	VALUE HOMES, LLC		58-35-776-142	\$21,664	\$405.00	142 ASHLEY CIR 48473-Res Garage detached
PB1700075	10/11/17	Majic Window Co	(248) 668 4212	58-03-533-134	\$10,904	\$200.00	5248 DURWOOD DR 48473-Roofing
PB1700076	10/12/17	B-Square Building Company LI	(810) 625 8972	58-36-200-019	\$3,920	\$215.00	7211 BRISTOL RD 48473-Res Add/Alter/Repair
PB1700079	10/19/17	MATRIX FINANCIAL SERVI		58-02-528-002	\$0	\$155.00	8103 MILLER RD 48473-Roofing

Total: 11 Permits Value: \$591,955 Fee Total: \$6,415.00 Total Number of Dwelling Units 2

Electrical

PE1700027	10/03/17	Randazzo Mechanical Htg & Cl	(586) 336 1111	58-35-776-144	\$0	\$112.00	144 KINGSLEY 48473-Electrical
PE1700028	10/04/17	Patriot Electric LLC	(616) 292 8550	58-29-551-012	\$0	\$206.00	5370 MILLER RD 48473-Electrical
PE1700029	10/04/17	Bowen Electric, LLC	(810) 407 7205	58-36-526-033	\$0	\$110.00	7075 YARMY DR 48473-Electrical
PE1700030	10/11/17	Morning Star Electric	(810) 397 7225	58-02-503-004	\$0	\$110.00	5256 DON SHENK DR 48473-Electrical
PE1700031	10/12/17	Newkirk Electric Inc.	(810) 742 4400	58-03-532-036	\$0	\$120.00	5329 OAKVIEW DR 48473-Electrical
PE1700032	10/12/17	Randazzo Mechanical Htg & Cl	(586) 336 1111	58-35-776-056	\$0	\$105.00	56 KINGSLEY 48473-Electrical
PE1700033	10/13/17	Holland Heating & Cooling Inc		58-35-576-039	\$0	\$160.00	8048 MILLER RD 1 48473-Electrical
PE1700034	10/25/17	Mpowered Electrical Services	(810) 962 0216	58-29-551-020	\$0	\$240.00	5286 MILLER RD 48473-Electrical

11/01/17

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
Total:		8 Permits	Value: \$0		Fee Total: \$1,163.00	Total Number of Dwelling Units	0

Mechanical

PM170035	10/03/17	Randazzo Mechanical Htg & Cl	(586) 336 1111	58-35-776-144	\$0	\$160.00	144 KINGSLEY	48473-Mechanical
PM170036	10/03/17	LJ Electric LLC	(810) 621 2244	58-30-651-106	\$0	\$265.00	3323 HERITAGE BLVD	48473-Mechanical
PM170037	10/11/17	Goyette Mechanical	(810) 742 8530	58-36-651-138	\$0	\$160.00	4264 CHAPEL LN	48473-Mechanical
PM170038	10/12/17	Randazzo Mechanical Htg & Cl	(586) 336 1111	58-35-776-056	\$0	\$130.00	56 KINGSLEY	48473-Mechanical
PM170039	10/30/17	Adkisson & Sons Htg & Clg Inc	(810) 695 9300	58-36-651-221	\$0	\$160.00	7356 CROSSCREEK DR	48473-Mechanical
Total:		5 Permits	Value: \$0		Fee Total: \$875.00	Total Number of Dwelling Units	0	

Plumbing

PP170014	10/09/17	Burnash Plbg	(810) 836 3489	58-36-676-039	\$0	\$279.00	7251 LINDSEY DR	48473 Plumbing
PP170015	10/11/17	Burnash Plbg	(810) 836 3489	58-30-651-005	\$0	\$284.00	6365 AUGUSTA ST	48473-Plumbing
PP170016	10/17/17	RAL Plumbing Ltd	(810) 691 3373	58-29-551-012	\$0	\$190.00	5370 MILLER RD	48473-Plumbing
PP170017	10/18/17	Ballard Plbg Co	(810) 691 9077	58-36-300-012	\$0	\$201.00	7448 MILLER RD	48473-Plumbing
Total:		4 Permits	Value: \$0		Fee Total: \$954.00	Total Number of Dwelling Units	0	

Right of Way

PROW-0058	10/02/17	KAL NEMER		58-36-676-069	\$0	\$100.00	4272 LINDSEY DR	48473 Right of way
PROW-0059	10/17/17	Comcast Communications		58-31-551-004	\$0	\$100.00	4301 ELMS RD	48473-Right of way
PROW-0060	10/25/17	KAL NEMER		58-30-651-196	\$0	\$100.00	3269 HERITAGE BLVD	48473-Right of Way

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
Total:		3 Permits	Value: \$0		Fee Total: \$300.00	Total Number of Dwelling Units 0	

Zoning

PZ17-0021	10/19/17	K & W Fence	(810) 210 3567	58-02-400-002	\$605	\$25.00	5288 MORRISH RD	48473-Fence
PZ17-0025	10/09/17	BRIDGES, TODD J		58-36-529-030	\$0	\$25.00	4206 BIRCH LN	48473-Shed
Total:		2 Permits	Value: \$605		Fee Total: \$50.00	Total Number of Dwelling Units 0		

Permit Total: 33 Value: \$592,560 Fee Total: \$9,757.00

Permit.DateIssued Between 10/1/2017
12:00:00 AM AND 10/31/2017 11:59:59 PM

Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
8523 CHELMSFORD DR	58-02-501-038	Final	10/03/2017	10/03/2017	Disapproved
5370 MILLER RD	58-29-551-012	Post Hole	10/03/2017	10/03/2017	Approved
8433 CAPPY LN	58-02-503-053	Initial	10/03/2017	10/03/2017	Locked Out
7075 YARMY DR	58-36-526-033	Service	10/09/2017	10/09/2017	Approved
7251 LINDSEY DR	58-36-676-039	Underground	10/09/2017	10/09/2017	Approved
5256 DON SHENK DR	58-02-503-004	Service	10/09/2017	10/09/2017	Approved
3323 HERITAGE BLVD	58-30-651-106	Rough	10/10/2017	10/10/2017	Approved
4517 GATEWAY BLVD	58-35-300-020	Ordinance	10/10/2017	10/10/2017	Violation(s)
5181 OAKVIEW DR	58-02-501-104	Ordinance	10/10/2017	10/10/2017	Violation(s)
5132 WINSHALL DR	58-02-503-082	Initial	10/11/2017	10/11/2017	Violation(s)
7566 MILLER RD	58-36-552-007	Follow Up	10/11/2017	10/11/2017	Complied
7133 BRISTOL RD	58-36-200-023	Initial	10/11/2017	10/11/2017	Violation(s)
5331 GREENLEAF DR	58-03-533-099	Initial	10/11/2017	10/11/2017	Violation(s)
8090 INGALLS ST	58-02-528-015	Initial	10/11/2017	10/11/2017	Violation(s)
8408 MILLER RD	58-35-551-003	Initial	10/11/2017	10/11/2017	Violation(s)
7562 MILLER RD A	58-36-552-008	Follow Up	10/11/2017	10/11/2017	Complied
7562 MILLER RD B	58-36-552-008	Follow Up	10/11/2017	10/11/2017	Complied
3323 HERITAGE BLVD	58-30-651-106	Rough	10/12/2017	10/12/2017	Approved
8138 MILLER RD	58-35-576-057	Trench Footing	10/12/2017	10/12/2017	Approved
3323 HERITAGE BLVD	58-30-651-106	garage floor	10/12/2017	10/12/2017	Approved
3323 HERITAGE BLVD	58-30-651-106	Basement floor	10/12/2017	10/12/2017	Approved
3323 HERITAGE BLVD	58-30-651-106	Underground	10/12/2017	10/12/2017	Approved
7211 BRISTOL RD	58-36-200-019	Post Hole	10/12/2017	10/12/2017	Approved
142 ASHLEY CIR	58-35-776-142	Footing	10/12/2017	10/12/2017	Approved
7594 MILLER RD	58-36-552-004	Follow Up	10/12/2017	10/12/2017	Partially Complied
7165 RUSSELL DR	58-36-676-063	Follow Up	10/12/2017	10/12/2017	Complied
5181 OAKVIEW DR	58-02-501-104	Status	10/16/2017	10/16/2017	Complied
5370 MILLER RD	58-29-551-012	Rough & Above Ceil	10/16/2017	10/16/2017	Approved
4517 GATEWAY BLVD	58-35-300-020	Status	10/16/2017	10/16/2017	No Change
6365 AUGUSTA ST	58-30-651-005	Underground	10/17/2017	10/17/2017	Approved
5329 OAKVIEW DR	58-03-532-036	Final	10/17/2017	10/17/2017	Approved
5370 MILLER RD	58-29-551-012	Final	10/17/2017	10/17/2017	Approved
5370 MILLER RD	58-29-551-012	Rough	10/17/2017	10/17/2017	Approved
3323 HERITAGE BLVD	58-30-651-106	Rough	10/17/2017	10/17/2017	Approved
8231 MILLER RD	58-02-526-031	Initial	10/17/2017	10/17/2017	Violation(s)
8247 MILLER RD	58-02-526-061	Initial	10/17/2017	10/17/2017	Violation(s)

Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
7459 WADE ST	58-01-502-096	Initial	10/17/2017	10/17/2017	Violation(s)
5370 MILLER RD	58-29-551-012	Overhead	10/17/2017	10/17/2017	Approved
3323 HERITAGE BLVD	58-30-651-106	Rough	10/18/2017	10/18/2017	Approved
4517 GATEWAY BLVD	58-35-300-020	Status	10/18/2017	10/18/2017	Not Complied
8051 INGALLS ST	58-02-200-011	Initial	10/18/2017	10/19/2017	Violation(s)
5048 MC LAIN ST	58-02-526-055	Initial	10/18/2017	10/19/2017	Violation(s)
5307 DURWOOD DR	58-03-533-175	Initial	10/18/2017	10/19/2017	Violation(s)
4272 LINDSEY DR	58-36-676-069	Swr & Water Tap In	10/19/2017	10/19/2017	Approved
7075 YARMY DR	58-36-526-033	Footing	10/19/2017	10/19/2017	Approved
4206 BIRCH LN	58-36-529-030	Final Zoning	10/19/2017	10/19/2017	Approved
7211 BRISTOL RD	58-36-200-019	Final	10/19/2017	10/19/2017	Approved
3323 HERITAGE BLVD	58-30-651-106	Insulation	10/19/2017	10/19/2017	Approved
4272 LINDSEY DR	58-36-676-069	Footing	10/19/2017	10/19/2017	Approved
8138 MILLER RD	58-35-576-057	Visqueen & Styrofoa	10/19/2017	10/19/2017	Approved
7469 DIANE CT	58-36-651-041	Initial	10/23/2017	10/23/2017	Violation(s)
144 KINGSLEY	58-35-776-144	Final	10/24/2017	10/24/2017	Approved
144 KINGSLEY	58-35-776-144	Final	10/24/2017	10/24/2017	Approved
7448 MILLER RD	58-36-300-012	Rough	10/24/2017	10/24/2017	Approved
4264 CHAPEL LN	58-36-651-138	Final	10/24/2017	10/24/2017	Approved
8129 INGALLS ST 1	58-02-200-005	Follow Up	10/24/2017	10/24/2017	Complied
8129 INGALLS ST 2	58-02-200-005	Follow Up	10/24/2017	10/24/2017	Complied
5093 FAIRCHILD ST	58-02-526-071	Initial	10/24/2017	10/24/2017	Violation(s)
9089 LUEA LN	58-03-626-016	Initial	10/24/2017	10/24/2017	Complied
7551 CHURCH ST	58-36-551-017	Follow Up	10/24/2017	10/24/2017	Complied
5274 WINSHALL DR	58-02-553-015	Initial	10/24/2017	10/24/2017	Complied
5398 DON SHENK DR	58-03-579-004	Initial	10/24/2017	10/24/2017	Complied
5370 MILLER RD	58-29-551-012	Final	10/25/2017	10/25/2017	Approved
5286 MILLER RD	58-29-551-020	Service	10/25/2017	10/25/2017	Approved
7594 MILLER RD	58-36-552-004	Follow Up	10/25/2017	10/25/2017	Violation(s)
9269 CEDAR CREEK CT	58-03-627-004	Reinspection	10/25/2017	10/25/2017	Complied
5095 MC LAIN ST	58-02-526-037	Initial	10/25/2017	10/25/2017	Complied
5209 DON SHENK DR	58-02-503-065	Initial	10/25/2017	10/25/2017	Violation(s)
8090 INGALLS ST	58-02-528-015	Follow Up	10/25/2017	10/25/2017	Complied
8103 MILLER RD	58-02-528-002	Final	10/26/2017	10/26/2017	Approved
5356 WORCHESTER DR	58-03-578-003	Tyvek/Flashing	10/26/2017	10/26/2017	Approved
8103 MILLER RD	58-02-528-002	Site Inspection	10/26/2017	10/26/2017	Complied

Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
9285 OAKVIEW DR	58-03-531-024	Post Hole	10/30/2017		
9285 OAKVIEW DR	58-03-531-024	Final	10/30/2017	10/30/2017	Approved
4272 LINDSEY DR	58-36-676-069	Backfill	10/30/2017	10/30/2017	Approved
8215 MILLER RD	58-02-526-028	Initial	10/31/2017	10/31/2017	Canceled
8215 MILLER RD	58-02-526-028	Final	10/31/2017	10/31/2017	Approved
7455 WADE ST	58-01-502-097	Follow Up	10/31/2017	10/31/2017	Complied
5032 FORD ST	58-02-528-014	Initial	10/31/2017	10/31/2017	Violation(s)
8048 MILLER RD 1	58-35-576-039	Follow Up	10/31/2017	10/31/2017	Canceled

Inspections: 80

Population: All Records

Inspection.DateTimeScheduled Between 10/1/2017 12:00:00 AM AND 10/31/2017 11:59:59 PM

Certificates With Inspections

11/01/2017

Certificate Number	Address	Date Applied	Since	Issued	Last Inspection	Expires	Status
CR150057	9269 CEDAR CREEK CT	11/30/2015	11/30/2015	10/25/2017	10/25/2017	10/25/2019	Certified
Reinspection	JKEY	Matt Hart	Completed	Complied			
Initial	ANichols	Marty Johnson	Completed	Violation(s)			
CR150090	8129 INGALLS ST 1	12/15/2015		10/24/2017	10/24/2017	10/24/2019	Certified
Follow Up	JKEY	Matt Hart	Completed	Complied			
Initial	ANichols	Marty Johnson	Completed	Violation(s)			
CR150091	8129 INGALLS ST 2	12/15/2015	12/15/2015	10/24/2017	10/24/2017	10/24/2019	Certified
Follow Up	JKEY	Matt Hart	Completed	Complied			
Follow Up	ANichols	Larry Gramer	Completed	Violation(s)			
Initial	ANichols	Marty Johnson	Completed	Violation(s)			
CR150098	5274 WINSHALL DR	12/28/2015	12/28/2015	10/24/2017	10/24/2017	10/24/2019	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR150099	5398 DON SHENK DR	12/28/2015	12/28/2015	10/24/2017	10/24/2017	10/24/2019	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR160004	7562 MILLER RD A	01/13/2016	01/13/2016	10/11/2017	10/11/2017	10/11/2019	Certified
Follow Up	JKEY	Matt Hart	Completed	Complied			
Initial	JKEY	Matt Hart	Completed	Violation(s)			
CR160005	7562 MILLER RD B	01/13/2016	01/13/2016	10/11/2017	10/11/2017	10/11/2019	Certified
Follow Up	JKEY	Matt Hart	Completed	Complied			
Initial	JKEY	Matt Hart	Completed	Violation(s)			
CR160009	9089 LUEA LN	01/25/2016	01/25/2016	10/24/2017	10/24/2017	10/24/2019	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR160026	5095 MC LAIN ST	02/05/2016	02/05/2016	10/25/2017	10/25/2017	10/25/2019	Certified
Initial	KBROWN	Matt Hart	Completed	Complied			
CR160031	7551 CHURCH ST	02/08/2016	02/08/2016	10/24/2017	10/24/2017	10/24/2019	Certified
Follow Up	JKEY	Matt Hart	Completed	Complied			

Certificates With Inspections

11/01/2017

Certificate Number	Address	Date Applied	Since	Issued	Last Inspection	Expires	Status
Initial	JKEY	Matt Hart	Completed	Violation(s)			
CR160035	7165 RUSSELL DR	02/08/2016	02/08/2016	10/12/2017	10/12/2017	10/12/2019	Certified
Follow Up	JKEY	Matt Hart	Completed	Complied			
Initial	JKEY	Matt Hart	Completed	Violation(s)			
CR160053	8090 INGALLS ST	06/16/2016	06/16/2016	10/25/2017	10/25/2017	10/25/2019	Certified
Follow Up	JKEY	Matt Hart	Completed	Complied			
Initial	JKEY	Matt Hart	Completed	Violation(s)			
CR160108	7566 MILLER RD	11/18/2016	11/18/2016	10/11/2017	10/11/2017	10/11/2019	Certified
Follow Up	JKEY	Matt Hart	Completed	Complied			
Initial	JKEY	Matt Hart	Completed	Violation(s)			

Population: All Records

Record Count: 13

Certificate.DateIssued Between 10/1/2017 12:00:00 AM
AND 10/31/2017 11:59:59 PM

Enforcements By Category

11/01/17

ANIMALS

Enforcement Number	Address	Status	Filed	Closed
E17-087	6141 MILLER RD		10/31/17	
			Total Entries: 1	

BLIGHT

Enforcement Number	Address	Status	Filed	Closed
E17-085	5181 OAKVIEW DR	Closed	10/09/17	10/16/17
E17-086	4517 GATEWAY BLVD	Ticket Issued	10/11/17	
			Total Entries: 2	

Total Records: 3

Population: All Records

Enforcement.DateFiled Between 10/1/2017 12:00:00 AM AND 10/31/2017 11:5

11/01/2017

CHECK REGISTER FOR CITY OF SWARTZ CREEK
CHECK DATE FROM 10/01/2017 - 10/31/2017

Highlighted amount is total for that vendor

Check Date	Check	Vendor Name	Description	Amount
Bank GEN CONSOLIDATED ACCOUNT				
10/10/2017	44153	ADAM ZETTEL	ASSESSING TRAINING 10/2-10/4/17 REIMB	34.92
10/10/2017	44154	AIS CONSTRUCTION EQUIPMENT CORP	2 WAY FOOT SWITCH	273.96
10/10/2017	44155	ALLIED RENT-ALL	14" METAL SAW BLADE	90.00
10/10/2017	44156	BELL EQUIPMENT CO	ROCKER SWITCH	44.55
10/10/2017	44157	BETTY SHANNON	RETIREE SHARE REF BCN 2016 REBATE	39.44
10/10/2017	44158	BEVERLY FULLER	UB REFUND FOR 8041 BRISTOL	14.39
10/10/2017	44159	CITY OF SWARTZ CREEK	6/21-9/20/17 UB 5256 DON SHENK	372.86
			6/21-9/20/17 UB 4125 ELMS	317.02
			6/21-9/20/17 UB 5121 MORRISH	152.99
			6/21-6/20/17 UB 5363 WINSHALL	298.60
			6/21-9/20/17 UB 8059 PAUL FORTINO	685.82
			6/21-6/20/17 UB 8083 CIVIC	444.04
			6/20-9/20/17 UB 8095 CIVIC	316.20
			6/20-9/20/17 UB 8100 CIVIC	1,022.97
				3,610.50
10/10/2017	44160	CITY OF SWARTZ CREEK	SU TAXES 5256 DON SHENK	1,840.56
10/10/2017	44161	CITY OF SWARTZ CREEK	ELEC PERMIT 5256 DON SHENK	110.00
10/10/2017	44162	CONNIE BUECHE	RETIREE SHARE REF BCN 2016 REBATE	193.18
10/10/2017	44163	CONSUMERS ENERGY	8095 CIVIC DR 9/1-10/2/17 A	889.79
10/10/2017	44164	CONSUMERS ENERGY	8059 FORTINO DR 9/1-10/2/17 A	63.05
10/10/2017	44165	CONSUMERS ENERGY	4510 MORRISH RD 9/1-10/2/17 A	34.19
10/10/2017	44166	CONSUMERS ENERGY	STREET LIGHTS 1294 9/1-9/30/17	7,796.66
10/10/2017	44167	CONSUMERS ENERGY	ELMS PARKING LOT AREA LIGHTS 2300 9/1-9/30/17	28.24
10/10/2017	44168	CONSUMERS ENERGY	8083 CIVIC DR 9/1-10/2/17 A	726.49
10/10/2017	44169	CONSUMERS ENERGY	SIRENS TRAFFIC LIGHTS 1997 9/1-9/30/17	26.11
10/10/2017	44170	CONSUMERS ENERGY	TRAFFIC LIGHTS 1781 9/1-9/30/17	393.18
10/10/2017	44171	CONSUMERS ENERGY	4524 MORRISH RD 9/1-9/30/17	42.91
10/10/2017	44172	CONSUMERS ENERGY	8499 MILLER RD 9/1-10/2/17 A	24.60
10/10/2017	44173	CONSUMERS ENERGY	5257 WINSHALL DR 9/1-10/2/17 A	23.42
10/10/2017	44174	CONSUMERS ENERGY	8301 CAPPY LN 9/1/17-10/2/17 A	197.43
10/10/2017	44175	CONSUMERS ENERGY	5361 WINSHALL DR 8369 9/1-10/2/17 A	25.13
10/10/2017	44176	CONSUMERS ENERGY	9099 MILLER RD 9/1-10/2/17 A	34.93
10/10/2017	44177	CONSUMERS ENERGY	8100 CIVIC DR 9/1-10/2/17 A	922.00
10/10/2017	44178	CONSUMERS ENERGY	5361 WINSHALL DR #2 RESTRMS 9987 9/1-10/2/17 A	34.68
10/10/2017	44179	CONSUMERS ENERGY	8011 MILLER RD 9/1/17-10/2/17 A	23.42
10/10/2017	44180	CONSUMERS ENERGY	5121 MORRISH RD 9/1-10/2/17 A	422.97
10/10/2017	44181	FAMILY FARM AND HOME INC	SEPTEMBER 2017 INVOICES	16.29
10/10/2017	44182	FERGUSON WATERWORKS #3386	PIPE (2)/CAP/ELL/COUP	288.46
10/10/2017	44183	FERGUSON WATERWORKS #3386	READ DVCS (2)/CHRG STATNS (2)/BLT CLP TR	2,340.00
10/10/2017	44184	FIDELITY SECURITY LIFE INSUR/EYEMED	OCTOBER 2017 VISION RETIREES (6)	30.06
10/10/2017	44185	FLINT WELDING SUPPLY	CYLINDER COMPRESSED OXYGEN	5.00
10/10/2017	44186	GILL ROYS HARDWARE	SEPT 2017 INVOICES	292.93
			SEPT 2017 DISCOUNT	(29.31)
				263.62
10/10/2017	44187	GRAND BLANC CEMENT PRODUCTS INC	CEMENT 80# (42)/PALLET	236.34
10/10/2017	44188	GREAT LAKES TREE EXPERTS INC	STUMP GRINDING/TREE REMOVAL	2,400.00
10/10/2017	44189	JAMES FLORENCE	SMALL CITIES MTG 10/5/17 DINNER/MILEAGE	35.40
10/10/2017	44190	JAMS MEDIA LLC	KFC PUBLIC HEARING 10/3/17/AMEND ORDIN 1	101.50
10/10/2017	44191	JOSE A MIRELES	MOW & TRIM CITY PROPERTIES	825.00
			MOW & TRIM CITY PROPERTIES	825.00
				1,650.00
10/10/2017	44192	JOSHUA WHITE	UB REFUND FOR 7455 WADE	224.66
10/10/2017	44193	KAREN IRWIN	UB REFUND FOR 9263 CEDAR CREEK	64.18
10/10/2017	44194	KENNEDY INDUSTRIES INC	FIELD SERVICE/CAPPY LIFT STATION	795.00

10/10/2017	44195	KORENE KELLY	RETIREE SHARE REF BCN 2016 REBATE	124.27
10/10/2017	44196	KRISTEN SCHAEFER	UB REFUND FOR 5044 MORRISH	164.33
10/10/2017	44197	LIGHTHOUSE TITLE INC	UB REFUND FOR 7055 ABBEY-BOONE	170.02
10/10/2017	44198	MICHELE RUSSELL	UB REFUND FOR 7025 YARMY	18.35
10/10/2017	44199	PLAY ENVIRONMENTS INC.	SUPERVISION/ELMS PARK PLAYGRD INSTALL	1,500.00
10/10/2017	44200	REBECCA BOSAS	MILEAGE LIVONIA/WATER SAMPLES	67.41
10/10/2017	44201	RICK CLOLINGER	RETIREE SHARE REF BCN 2016 REBATE	26.18
10/10/2017	44202	ROWE PROFESSIONAL SERVICES CO	SITE PLAN REVIEW - DORT FEDERAL	224.00
10/10/2017	44203	ROWE PROFESSIONAL SERVICES CO	MAP AND INVENTORY EXISTING WATER MAIN	2,032.50
10/10/2017	44204	ROWE PROFESSIONAL SERVICES CO	CONSTRUCTION ENGINEERING 2017 STREET PRO	28,174.50
10/10/2017	44205	RWS OF MID MICHIGAN	SEPT 2017 FY18 GARBAGE/RECYCLING/YARD WA	22,274.64
10/10/2017	44206	SELF SERVE LUMBER CO.	LUMBER/ELMS PARK PLAYSCAPE	154.92
10/10/2017	44207	SIMEN FIGURA & PARKER PLC	SEPT 2017 MONTHLY BILL	1,338.00
10/10/2017	44208	STATE OF MICHIGAN DEPT TRANS	PROJECT BILLING #7	708.93
10/10/2017	44209	SUPER FLITE OIL CO INC	SEPT 2017 FUEL DPW	1,116.58
10/10/2017	44210	TOM O'BRIEN	RETIREE SHARE REF BCN 2016 REBATE	133.73
10/10/2017	44211	UNIFIRST CORPORATION	UNIFORMS, MATS, SUPPLIES, ENV.	102.44
			MATS, SUPPLIES	32.72
			MATS, SUPPLIES	32.72
			MATS, SUPPLIES	32.72
				200.60
10/10/2017	44212	VERIZON WIRELESS	MONTHLY BILL 8/24-9/23/17	280.67
10/10/2017	44213	WILLIAM D WILSON	UB REFUND FOR 4364 SPRINGBROOK	107.86
10/19/2017	44214	A+ SUPPLY CO INC	LIGHT BULBS (55)	150.35
10/19/2017	44215	ADS PLUS PRINTING LLC	BUSINESS CARDS/SVRCEK/ZETTEL 500 EACH	162.60
10/19/2017	44216	BIO-SERV CORPORATION	PEST CONTROL CITY HALL/SR CENTER	106.00
			PEST CONTROL/PUBLIC SAFETY BLDG	53.00
				159.00
10/19/2017	44217	BLUE CARE NETWORK-EAST MI	NOV 2017 RETIREE MEDICAL KELLY	744.58
			NOV 2017 COBRA MED LESS ADJ OBRIEN	596.98
			NOV 2017 RETIREE MEDICAL CLOLINGER	1,348.51
			NOV 2017 RETIREE MEDICAL TYLER	724.66
				3,414.73
10/19/2017	44218	CONSUMERS ENERGY	9/6-10/4/17 A 6425 MILLER PARK & RIDE	67.11
10/19/2017	44219	CONSUMERS ENERGY	9/6-10/4/17 A 4125 ELMS RD 4353	50.44
10/19/2017	44220	CONSUMERS ENERGY	9/6-10/4/17 A 4125 ELMS RD PAVILION 4437	28.27
10/19/2017	44221	DANIEL L RHANOR	INSPECT 5256 DON SHENK/POWER TURN ON	150.00
10/19/2017	44222	DELTA DENTAL PLAN	NOV 2017 RETIREE DENTAL (6)	349.36
10/19/2017	44223	DONALD KORTH	3 HRS UPDT W/S WITH LATEST SECURITY	300.00
10/19/2017	44224	EJ USA INC	MANHOLE TOP	875.42
10/19/2017	44225	FERGUSON WATERWORKS #3386	READ DVCS (2)/CHRG STATNS (2)/BLT CLP TR	18,202.00
10/19/2017	44226	FICK LANDSCAPE SUPPLIES LLC	PEAROCK (60)/MULCH (110)/DELIVERY	5,885.00
10/19/2017	44227	GLAESER DAWES	APP #5 STREET PROJECT AND WATER MAIN WOR	662,649.32
10/19/2017	44228	GUNTERS LOCKSMITH SERVICE	LOCK FOR 5256 DON SHENK	110.00
10/19/2017	44229	JOSE A MIRELES	MOW & TRIM CITY PROPERTIES	825.00
10/19/2017	44230	LEGACY ASSESSING SERVICES INC	OCT 2017 ASSESSING SERVICES OCTOBER 2017	2,515.58
10/19/2017	44231	MERS	POLICE DIVISION 02 UAL 2016	665,914.00
10/19/2017	44232	MID STATES BOLT AND SCREW CO	HEX KEY	6.12
			CHANNELLOCK/LANTERN/WEDGE (6)	55.60
				61.72
10/19/2017	44233	MY-CAN LLC	PORT-A-JON RENTAL ELMS/WINSHALL	323.00
10/19/2017	44234	PARAGON LABORATORIES INC	WATER SAMPLES WORK ORDER 218790	1,000.00
10/19/2017	44235	PIETRO MONTINI	BD PAYMENT REFUND 5014 HAYES	75.00
10/19/2017	44236	POGGEMEYER DESIGN GROUP INC	ECON DEV MARKETING/BRANDING	2,241.17
10/19/2017	44237	PROGRESSIVE AE	TRAFFIC REVIEW SERVICES	362.50
10/19/2017	44238	RAYMOND COLLARD	UB REFUND FOR 4270 SPRINGBROOK	335.29
10/19/2017	44239	ROYALTY SERVICES INC	TOPSOIL (20)	360.00
10/19/2017	44240	STANDARD ELECTRIC COMPANY	LAMP (2)	32.52

10/19/2017	44241	SUBURBAN AUTO SUPPLY	WIRE PLUG	7.99
10/19/2017	44242	SWARTZ CREEK ELEVATOR	25# GRASS SEED	57.00
10/19/2017	44243	SWARTZ CREEK ESTATES	UB REFUND FOR 142 ASHLEY CIRCLE	186.96
10/19/2017	44244	UNIFIRST CORPORATION	UNIFORMS, MATS, SUPPLIES, ENV.	102.44
			UNIFORMS, MATS, SUPPLIES, ENV.	122.16
				224.60
10/19/2017	44245	UNUM LIFE INSURANCE	NOV 2017 RETIREE LIFE INS (3)	32.76
10/26/2017	44246	BIO-SERV CORPORATION	PEST CONTROL/PUBLIC SAFETY BLDG	53.00
10/26/2017	44247	CITY OF SWARTZ CREEK	PETTY CASH REIMBURSEMENT	170.27
10/26/2017	44248	COMCAST BUSINESS	10/26-11/25/17 CITY HALL	329.60
10/26/2017	44249	COOKS DIESEL RV & TRUCK REPAIR	REPAIR DUMP TRUCK	1,280.57
10/26/2017	44250	DAVID AND MINDY GRIWATSCH	BD PAYMENT REFUND 6231 BRISTOL RD	75.00
10/26/2017	44251	DONALD KORTH	UPDATE COUNCIL LAPTOPS	300.00
10/26/2017	44252	EJ USA INC	MANHOLE TOP	875.42
10/26/2017	44253	GEN CTY METROPOLITAN ALLIANCE	DUES 1/1-12/31/18	150.00
10/26/2017	44254	GEN CTY ROAD COMMISSION	SEPT 2017 S-MTCE & OPERATIONS	443.09
			MAINT I-69 WB @ MORRISH	44.19
				487.28
10/26/2017	44255	GENESEE CTY DRAIN COMMISSIONER	WATER 8/30-9/27/17 1,906,685 CF	123,634.39
10/26/2017	44256	GENESEE CTY DRAIN COMMISSIONER	SEWER 7/1-9/30/17 5,765,193 CF	160,239.82
10/26/2017	44257	JERRY'S TIRE	TIRE REPAIR	10.00
10/26/2017	44258	JOSE A MIRELES	MOW & TRIM CITY PROPERTIES	825.00
10/26/2017	44259	MARSH HOUSE RESTORATION INC	DAMAGE RESTORATION 5256 DON SHENK PER PR	5,880.10
10/26/2017	44260	MID STATES BOLT AND SCREW CO	WEDGE (10)/QUICK LOCK TIE DOWN/MASONRY B	45.40
10/26/2017	44261	OFFICE DEPOT CREDIT PLAN	OFFICE SUPPLIES	22.28
10/26/2017	44262	PAVEMENT MAINTENANCE SYSTEMS LLC	PREV MNT JENI/MCLN/BRDY/FRD/HYS/INGLS/FR	109,293.50
10/26/2017	44263	SWARTZ CREEK AREA FIRE DEPT.	SEPT 2017 FY18 FIRE BUDGET & MONTHLY RUN	3,401.59
10/26/2017	44264	UNIFIRST CORPORATION	MATS, SUPPLIES	32.72
			UNIFORMS, MATS, SUPPLIES, ENV.	102.44
				135.16
10/27/2017	44265	ADS PLUS PRINTING LLC	30 YARD SIGNS SIDEWALK/STREET CLOSED/CON	378.00
10/30/2017	44266	JOSE A MIRELES	MOW & TRIM CITY PROPERTIES	825.00
10/30/2017	44267	U. S. POST OFFICE	POSTAGE FOR FALL NEWSLETTER	645.25
GEN TOTALS:				
Total of 115 Checks:				1,861,394.02
Less 0 Void Checks:				0.00
Total of 115 Disbursements:				1,861,394.02

Dispute Resolution: Franchise Entity (Municipality) or Provider vs. Provider

The Michigan Public Service Commission's (MPSC) role in informal and formal video/cable television complaints:

Public Act 4 of 2009 — Providing a dispute resolution process for complaints between municipalities or providers and cable providers.

Who can file an informal complaint on behalf of a municipality/provider?

A municipality/provider may speak on behalf of itself when filing an informal complaint. Legal representation is not required until a formal complaint is filed.

What does a municipality/provider need to do to file an informal complaint?

The municipality/provider shall file a written notice of the dispute with the MPSC.

What information is required in the notice of dispute?

- Identifying the nature of the dispute.
- Language that requests an informal dispute resolution process.
- Language stating the other party has been served the notice of the dispute.

What happens after the notice is filed?

Commission staff will conduct an informal

mediation with both parties in an attempt to resolve the dispute.

What if the dispute is not resolved with informal mediation?

If a satisfactory resolution to the dispute is not achieved any named party in the complaint may file a formal complaint.

How does the formal complaint process begin?

A representative submits the following, in writing, to the commission:

- Information that states the section(s) of the public act or franchise agreement that was allegedly violated.
- Sufficient facts to support the allegations.
- The relief requested.
- All information— testimony, exhibits and other documents— in possession the party intends to rely on to support the complaint.

How does the formal complaint process proceed?

- Once the complaint is filed each party has ten days to agree on alternative means to resolve the complaint.
- If no agreement is reached within 10 days, the Commission shall order mediation.
- Within 60 days from the date mediation is ordered, the mediator shall issue a recommended settlement.

What happens after the proposed settlement is presented?

- Each party shall file, with the Commission, a written acceptance or rejection of the recommended settlement within 7 days.
- If the parties accept the recommendation, then the recommendation shall become the final order.
- If a party rejects or fails to respond within 7 days to a proposed settlement, then the complaint will proceed to a contested case hearing.
- A party that rejects the recommended settlement shall pay the opposing party's actual costs of proceeding to a contested case hearing.

What is the format of a contested case hearing?

A contested case hearing is provided under section 203 of the Michigan telecommunications act, 1991 PA 179, MCL 484.2203

[www.legislature.mi.gov/\(S\(ytxbgg55qxrjz45wc3nmuim\)\)/mileg.aspx?page=GetMCLDocument&objectname=mcl-484-2203a](http://www.legislature.mi.gov/(S(ytxbgg55qxrjz45wc3nmuim))/mileg.aspx?page=GetMCLDocument&objectname=mcl-484-2203a)

For more information:

For more information about filing a formal complaint, Public Act 480, or the dispute resolution process (PA 4 of 2009), go to the MPSC website at: michigan.gov/mpsc; click on the [video/cable](#) tab.

You may also contact the MPSC at:

Telecommunications Division
Attn: Video Franchising
7109 W. Saginaw Hwy.
P.O. Box 30221
Lansing, MI 48909

Phone: (800) 292-9555

Fax: (517) 284-8200

Online Formal Complaint Form:

Complaints can be filed online via the video/cable web site.

michigan.gov/mpsc/complaints

Filing a Video/Cable Complaint

The MPSC's role in handling video/cable television complaints

On December 21, 2006, Governor Granholm signed legislation to promote competition for video services in the state of Michigan. Public Act 480 of 2006, or as it is more commonly known, the "Uniform Video Services Local Franchise Act" charges the Michigan Public Service Commission (MPSC) with implementing the Act. The MPSC now has the responsibility to handle cable inquiries and complaints.

Are you having a problem with your video/cable television provider?

If you are experiencing problems with your provider, you should first contact your provider and attempt to resolve your dispute with them.

Not satisfied? File an informal complaint with the MPSC

If you are dissatisfied with the provider's response, or the dispute is not resolved to your satisfaction, you may file an informal complaint with the MPSC.

How does the informal complaint process work?

- A customer contacts the MPSC with a video/cable television complaint.

- MPSC Staff forwards the complaint to the provider & informally mediates (if necessary) between the provider and the customer.

The provider is allowed up to 10 business days (under normal circumstances) to respond and provide a detailed resolution to both the customer and the MPSC.

Still not satisfied? File a formal complaint and request a hearing

If you remain dissatisfied even after the Staff has completed the informal complaint process, you may file a Formal Complaint.

A customer will be permitted to file a formal complaint *only after*:

- the informal complaint process has been completed; and
- a satisfactory resolution has not been reached between the provider and the customer.

To request a formal hearing, prepare a letter of complaint explaining the problem. Send the original and seven (7) copies of the letter/complaint to the MPSC at the following address:

**Executive Secretary
MPSC
P.O. Box 30221
Lansing, MI 48909**

The written complaint must contain the following information:

- customer name, address, telephone number, and signature;
- the name and address of the provider with whom there is a disagreement;
- the location/address of the disputed action;
- the time and dates of the disputed actions;
- a description of exactly what happened – include all details, the names and addresses of any persons involved, disputed charges and costs.

Identify the specific section(s) of the Video Act that are alleged to have been violated and state sufficient facts to support the alleged violation(s). Specify the relief requested.

Next Action

MPSC Staff will review the formal complaint, and if the disputed amount is under \$5,000 and all required information is included, the Commission shall appoint a mediator within seven (7) business days of the date the complaint is filed. Mediation may include a review of the complaint and discussions with the customer and company. If through this process the customer and company are still unable to agree, the mediator will issue a recommended solution within 30 days from the date of appointment. The customer and company have 10 days to either accept or reject the recommendation. If the customer or company rejects the solution, the complaint proceeds to a formal hearing. If the dispute involves an amount over \$5,000, it proceeds directly to a contested case hearing with no prior mediation.

Formal Complaint Hearing Process

A formal complaint hearing is a trial-like proceeding. This means that the customer, the cable company, and MPSC Staff will come before an administrative law judge. A formal complaint

proceeding is separate from any informal proceeding related to the problem that may have taken place. Lawyers represent the cable company. Customers may hire a lawyer, represent themselves (excluding some businesses), or bring someone to assist them. The customer must present information and witnesses, to prove or justify his/her position. The MPSC cannot provide a lawyer or pay any legal fees. After the hearing, the judge will issue a proposed decision. However, the MPSC will make the final decision, and will issue its decision in a MPSC order. During this process the customer and the company may continue to try to settle the problem. However, the MPSC must approve any agreement that is reached.

Required Costs

If the customer or company rejects the mediator's decision and is found by MPSC order to be at fault, that party will be responsible for the legal costs of the other party. If both the customer and the company reject the mediator's decision, each party pays their own legal costs.

For more information:

For more information about filing a complaint, PA 480, or the dispute resolution process, go to the MPSC website at: michigan.gov/mpsc. Click on the [video/cable](#) button.

You may also contact the MPSC at:

Telecommunications Division
Attn: Video Franchising
P.O. Box 30221
Lansing, MI 48909

Phone: (800) 292-9555
Fax: (517) 284-8200

Filing Satellite Complaints

The Federal Trade Commission (FTC) at: (877) 382-4357 or ftc.gov handles satellite complaints/inquiries.



ROOM 223 – 1101 BEACH STREET

FLINT, MICHIGAN 48502-1470

TELEPHONE (810) 257-3010 FAX (810) 257-3185

ROBERT JOHNSON – 732-9089
CHAIRPERSON
MARIAN MICHALIK – 736-7799
VICE-CHAIRPERSON
ROBERT WIDIGAN – 569-8296
TREASURER

TRUSTEES
JOHN GILBERT – 965-3186
JOHN WHITESIDE -
BILL BAIN – 659-0001
TOD SORENSON – 640-2000
MATT BACH – 874-1073
PAULETTE JOHNSON -

October 19, 2017

OCT 23 2017

Connie Eskew, Clerk
City of Swartz Creek
8083 Civic Drive
Swartz Creek MI 48473

Dear Ms. Eskew:

Enclosed is an invoice regarding 2018 dues for membership in the Genesee County Metropolitan Alliance (GCMA). At a duly constituted meeting held on October 18, 2017, the Genesee County Metropolitan Alliance approved the annual dues levied for 2018 at \$150.00. The total dues levied for 2018 is \$4,650 and will be used to cover the costs for meeting preparation and attendance of secretarial staff at GCMA meetings for the 2018 calendar year.

We are in the process of updating our membership roster and would appreciate receiving names, mailing and email addresses of your representatives. Each local unit is authorized to appoint one electd representative, one citizen representative and an alternate. We respectfully request that, when considering appointments of individuals to represent your unit on the Metro Alliance, appointees be encouraged to participate as much as possible. The Metro Alliance meets on the third Wednesday of each month at 7:00 p.m. in the Harris Auditorium of the Genesee County Administration Building. Your representatives will serve on the Metropolitan Alliance Committee from January 2018 thru December 2018.

Please return both your check for membership dues and your letter designating your representatives for the 2018 year by **January 5, 2018**, to the Metro Alliance at the following address:

Genesee County Metropolitan Alliance
1101 Beach Street, Room 223
Flint, MI 48502

Thank you in advance for your cooperation. Your prompt consideration of these requests will be greatly appreciated.

Sincerely,

Robert Widigan, Treasurer
Genesee County Metropolitan Alliance

Enclosure

cc: City Manager, President, or Supervisor
Metro Alliance Representatives

AN EQUAL OPPORTUNITY ORGANIZATION

**GENESEE COUNTY
METROPOLITAN ALLIANCE**
1101 BEACH STREET, RM 223
FLINT, MICHIGAN 48502
PHONE (810) 257-3010

**INVOICE #
01826**

TO Connie Eskew, Clerk
City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473

DATE 10/19/17

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	GENESEE COUNTY METROPOLITAN ALLIANCE DUES	150.00	150.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
TOTAL DUE			\$150.00

*PAYMENT DUE WITHIN 60 DAYS

*PLEASE MAKE CHECKS PAYABLE TO GENESEE COUNTY METROPOLITAN ALLIANCE

PLEASE INDICATE THE INDIVIDUALS APPOINTED TO SERVE AS YOUR REPRESENTATIVES:

ELECTED OFFICIAL: _____
MAILING ADDRESS: _____
EMAIL ADDRESS: _____

CITIZEN REPRESENTATIVE: _____
MAILING ADDRESS: _____
EMAIL ADDRESS: _____

ALTERNATE: _____
MAILING ADDRESS: _____
EMAIL ADDRESS: _____

REAL ESTATE PURCHASE AGREEMENT

This Agreement is made this ____ day of _____, 201_, by and between **J.W. MORGAN CONSTRUCTION, LLC.**, a Michigan limited liability company, with principal offices at 7152 Seymour Road, Swartz Creek, Michigan 48473 (“Buyer”) and the **CITY OF SWARTZ CREEK**, a Michigan Municipal Corporation, with principal offices at 8083 Civic Drive, Swartz Creek, Michigan 48473 (“Seller”).

WHEREAS, Seller is the owner of certain property described herein and desires to sell that property to Buyer under the terms and conditions which follow.

NOW, THEREFORE, Seller and Buyer hereby agree as follows:

1. **Property Description.** Buyer agrees to buy from Seller the property legally described as UNIT 91 HERITAGE VILLAGE (06) FR 5830300007
2. **Sales Price.** Buyer shall pay the sum of Eleven Thousand Dollars (\$11,000.00) to Seller no later than March 31, 2018.
3. **Title Evidence.** The Seller agrees to quit claim the property to Buyer.
4. **Taxes and Assessments.** There are no unpaid real estate taxes or assessments on the property.
5. **Building Conditions and Restrictions.**
 - (a) all construction shall take place within the building envelope and consistent with the architectural style approved by the Heritage Village Condominium Association;
 - (b) buyer shall complete construction and obtain a final Certificate of Occupancy no later than November 30, 2018;
6. **Default.** If Buyer defaults, all right, title and interest in the property shall revert to Seller in addition to any other legal remedies that Seller may pursue.
7. **Heirs and Successors.** This contract binds Buyer, Seller, their personal representatives and heirs, and anyone succeeding to their interest in the property. Buyer shall not assign this contract without Seller’s prior written permission.
8. **Contingency.** The sale is contingent upon approval by resolution of the Swartz Creek City Council.

BUYER:

SELLER:

JEREMY MORGAN

CITY OF SWARTZ CREEK, a Michigan
Municipal Corporation,

By: _____

By: _____

Its Mayor

By: _____

By: _____

Its City Clerk

Witness:

Witness:

Approved as to form:

Michael J. Gildner, City Attorney

REAL ESTATE PURCHASE AGREEMENT

This Agreement is made this ____ day of _____, 201_, by and between **J.W. MORGAN CONSTRUCTION, LLC.**, a Michigan limited liability company, with principal offices at 7152 Seymour Road, Swartz Creek, Michigan 48473 (“Buyer”) and the **CITY OF SWARTZ CREEK**, a Michigan Municipal Corporation, with principal offices at 8083 Civic Drive, Swartz Creek, Michigan 48473 (“Seller”).

WHEREAS, Seller is the owner of certain property described herein and desires to sell that property to Buyer under the terms and conditions which follow.

NOW, THEREFORE, Seller and Buyer hereby agree as follows:

1. **Property Description.** Buyer agrees to buy from Seller the property legally described as UNIT 92 HERITAGE VILLAGE (06) FR 5830300007
2. **Sales Price.** Buyer shall pay the sum of Eleven Thousand Dollars (\$11,000.00) to Seller no later than March 31, 2018.
3. **Title Evidence.** The Seller agrees to quit claim the property to Buyer.
4. **Taxes and Assessments.** There are no unpaid real estate taxes or assessments on the property.
5. **Building Conditions and Restrictions.**
 - (a) all construction shall take place within the building envelope and consistent with the architectural style approved by the Heritage Village Condominium Association;
 - (b) buyer shall complete construction and obtain a final Certificate of Occupancy no later than November 30, 2018;
6. **Default.** If Buyer defaults, all right, title and interest in the property shall revert to Seller in addition to any other legal remedies that Seller may pursue.
7. **Heirs and Successors.** This contract binds Buyer, Seller, their personal representatives and heirs, and anyone succeeding to their interest in the property. Buyer shall not assign this contract without Seller’s prior written permission.
8. **Contingency.** The sale is contingent upon approval by resolution of the Swartz Creek City Council.

BUYER:

SELLER:

JEREMY MORGAN

CITY OF SWARTZ CREEK, a Michigan
Municipal Corporation,

By: _____

By: _____

Its Mayor

By: _____

By: _____

Its City Clerk

Witness:

Witness:

Approved as to form:

Michael J. Gildner, City Attorney

QUITCLAIM DEED

On _____, 201_, the City of Swartz Creek, a home rule city, whose address is 8083 Civic Drive, Swartz Creek, Michigan 48473 ("Grantor"), quitclaims to J.W. MORGAN CONSTRUCTION, LLC., whose address is 7152 Seymour Road, Swartz Creek, Michigan 48473, ("Grantee"), the real property commonly known as Unit 105 of Heritage Village, in the City of Swartz Creek, County of Genesee, Michigan, and described as:

UNIT 91 HERITAGE VILLAGE (06) FR 5830300007

("the Property"), Parcel No. 58-30-651-093

For a sum of Eleven Thousand Dollars (\$11,000.00),

subject to any easements and building and use restrictions of record and the lien of taxes not yet due and payable.

Grantor grants to Grantee the right to make all divisions of record under Section 108 of the Land Division Act, PA 228 of 1967.

This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

This transfer is exempt from real estate transfer taxes under MCL 207.505(h)(i) & 207.526(h)(i).

This transfer is being made to Grantee with the understanding and agreement that Grantee will use and develop the Property as specified in the Purchase Agreement executed by the parties and on file at City Offices and, in the event that the Property is not used and developed as such, all right, title and interest in the Property will revert to the City.

City of Swartz Creek

Dated: _____

By: Adam Zettel

STATE OF MICHIGAN}
COUNTY OF GENESEE}

The foregoing instrument was acknowledged before me this ___ day of _____ 201_, by the City of Swartz Creek, by _____, Its _____.

Notary Public, Genesee County, Michigan
Acting in Genesee County, Michigan
My commission expires:

When Recorded Return to
and send subsequent tax bills to:

Prepared By:
Michael J. Gildner
Simen, Figura & Parker, P.L.C.
5206 Gateway Centre, Suite 200
Flint, Michigan 48507
(810) 235-9000

Tax Parcel No. _____ Recording Fee \$ _____ Revenue Stamps

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Tax Parcel No. _____ Recording Fee \$ _____ Revenue Stamps

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



October 31, 2017

Re: Christmas in the Creek 2017

Dear Business Owner:

Every year GFWC Swartz Creek Women's Club has a Christmas Decorating Contest for our businesses in Swartz Creek Area for 1st, 2nd, and 3rd place, providing them with a framed Certificate and a small gift of money from our non-profit group. We are so VERY excited because of the upcoming events, sponsored by GFWC Swartz Creek Women's Club that will be happening in our City, and what it means for our business partners, that we are encouraging our businesses to decorate their establishments to participate in these events, which are:

November 20th - 6:00 p.m.

City Christmas Tree Lighting

Our City will have a 15' Christmas Tree located at the corner of Miller Road and Holland Drive. A ceremony for the "lighting" of our City Christmas Tree will be at 6:00 p.m., along with a prayer for our community, Christmas music and caroling. **We are inviting our businesses to be decorated and ready to turn YOUR lights on at the same time as the Christmas Tree Lighting. We will light up our City on this night!**

December 2nd - 12:00 - 5:00 p.m.

Christmas in the Creek Event

There will be **free** activities for our community to participate in all events, which will be held at the Swartz Creek Civic Center. These events include the Team Challenge Event, our Miss "Christmas" Carol at Perkins Library, speakers at our Historical Museum regarding Swartz Creek history, a Penguin Egg Hunt for preschool and elementary children, a Charlie Brown Christmas showing at the Pajtas Theater, and two contests for the Ugly Sweater and Best Beard! During this event we will also have our K9 Unit and Police Officer/Handler visiting, a warming station at the Senior Center, a drop box for Toys for Tots, and a Christmas card station for our Veterans. Whew! This will all be completed so that we can line up to enjoy our Swartz Creek Area Firefighters' Association's Santa Parade festivities. What a day for our community and our businesses to join in on the fun!

December 14th - 6:00 p.m.

Christmas Business Decoration Contest

Turn your lights on because the judging will begin! Not only will our framed Certificates and small gift of money be presented to our 1st, 2nd, and 3rd place winners this year, but the 1st place winner will **ALSO receive** from *Genesee County Small Cities Association* **their traveling trophy, which is 3' tall**. The name of the business that wins 1st place will be inscribed on the trophy as the winner for 2017. This trophy will be placed at the business of the 1st place winner for the duration of the year. At the end of the year this trophy will travel to the next city.

Page 2

GFWC Swartz Creek Women's Club

Re: Christmas in the Creek 2017

WOW! Are you as excited as GFWC Swartz Creek Women's Club? We have all been extremely busy to bring these events together, and with your help by going ALL OUT on your decorations, the City of Swartz Creek will be a Hallmark fantasy come true!

If you have any questions, or wish to participate in any way, please feel free to contact us. We appreciate the support of our community and how we all come together throughout the year in the hour of need for our friends and family of Swartz Creek.

Best Regards,

A handwritten signature in black ink, appearing to read 'Sandra L. Brill', with a long horizontal line extending to the right.

Sandra L. Brill, Committee Chair

Christmas in the Creek

GFWC Swartz Creek Women's Club

(810) 635-9224

(810) 449-7456

Christmas

in the Creek

Sponsored by **GFWC Swartz Creek Women's Club**

**NOV
20**

City Christmas Tree Lighting

6:00pm Located at the corner of Miller Rd. and Holland Dr.
Join fellow members of the community for Christmas music, prayer and caroling.

**DEC
02**

Schedule of Free Events at the Swartz Creek Civic Center

- Noon** **Team Challenge Event**
For ages 10 and up, teams of 4-5 people will compete for medals and certificates.
- 2:00pm** **Miss Christmas Carol at Perkins Library**
Storytelling and singing, with free candy canes provided by *Friends of the Library*.
- 2:30pm** **Historical Museum Opening at City Hall**
Speakers in period dress from the *Swartz Creek Area Historical Society* will discuss the history of the city.
- 3:00pm** **Penguin Egg Hunt**
For preschool and elementary children. Each child receives a small bag of candy.
- 3:30pm** **Charlie Brown Christmas**
Performance by *Swartz Creek Center Stage* at the Pajtas Amphitheater
- 4:00pm** **Ugly Sweater and Best Beard Contests**
Certificates and ribbons awarded to the winners.
- 6:00pm** **Santa Parade**
Sponsored by the *Swartz Creek Area Firefighters' Association*. Line-up is at 5:30pm.

Throughout the Day

- Meet our community's Metro Police Authority Officer and K-9 partner
- AMD Urgent Care will be available for any owies
- Toys for Tots drop box at the Fire Station
- A Warming Station at the Senior Center with coffee and hot chocolate
- Sign a Christmas card, or make one of your own, to send to our Veterans

These are free community events
For more information call: 810-449-7456
Find us on Facebook: GFWC Swartz Creek



**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF LOCAL OFFICERS COMPENSATION COMMISSION MEETING
October 26, 2017**

Meeting called to order at 5:02 p.m. by temporary Chair Zettel.

Pledge of Allegiance.

ROLL CALL:

Commissioners present: Abrams, Cummings, Maksymiu, and Novak.

Commissioners absent: Alexander.

Staff present: Adam Zettel, City Manager;

Others present: None.

SELECTION OF CHAIRPERSON:

Resolution No. 171026-01 (Carried)

Motion by Commission Member Novak, Second by Commission Member Cummings the Swartz Creek Local Officers Compensation Commission hereby selects Commissioner Maksymiu as the Chairperson for the current session.

Unanimous Voice Vote
Motion declared carried.

APPROVAL OF AGENDA:

Resolution No. 171026-02 (Carried)

Motion by Commission Member Cummings, Second by Commission Member Abrams the Swartz Creek Local Officers Compensation Commission hereby approves the agenda for the October 26, 2017 Commission meeting.

Unanimous Voice Vote
Motion declared carried.

APPROVAL OF MINUTES:

Resolution No. 171026-03 (Carried)

Motion by Commission Member Cummings second by Commission Member Novak the Swartz Creek Local Officers Compensation Commission approves the minutes for the November 5, 2015 Local Officers Compensation Commission meeting as printed.

Unanimous Voice Vote
Motion declared carried.

BUSINESS:

Review of Elected Officials Compensation

The Commission reviewed the current compensation of the city council. It was noted and agreed that the compensation was greatly reduced during the ‘great recession’ and not fully restored. It was also found that the city council members had much more on their plate recently with the new projects, appointments, and technological needs of the job. Added service includes various committees (street, housing, personnel), appointments to various boards (Metro PD, Fire, PC, ZBA, Park, DDA, etc.), and expected responsiveness via email and phone with staff/constituents.

Resolution No. 171026-04

(Carried)

Motion by Commission Member Cummings second by Commission Member Abrams, the Swartz Creek Local Officers Compensation Commission hereby establishes the follow pay for the elected officials of the City of Swartz Creek:

City Council members and the Mayor shall be paid \$65 for each city council meeting attended.

City Council members, excluding the Mayor, shall receive a \$50 per month stipend, paid monthly, to cover other expenses related to their official duties.

The Mayor shall receive a \$75 per month stipend, paid monthly, to cover other expenses related to official duties.

Unanimous voice vote.
Motion declared carried.

MEETING OPENED TO THE PUBLIC:

None.

Remarks By Commissioners:

Mr. Cummings inquired about the Consumers Energy event that was planned for this Saturday on Holland Drive.

Resolution No. 171026-05

(Carried)

Motion by Commission Member Cummings second by Commission Member Novak, the Swartz Creek Local Officers Compensation Commission adjourns the October 26, 2017 Commission Meeting.

Unanimous voice vote.
Motion declared carried.

Meeting adjourned at 5:24 p.m.

Connie Eskew
City Clerk

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

Meeting called to order at 5:30 p.m. by Chairperson Hicks at the Paul D. Bueche Municipal Building.

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

Members Absent: Ryan Bueche

Staff Present: Adam Zettel & Adam Zettel

Others Present: Lania Rocha, Mr. and Mrs. Porath, David Krueger, Dieter Heinze, & Bob Plumb

APPROVAL OF AGENDA: Motion by Perreault, to approve agenda of November 1, 2017, supported by Cummings. Motion carried.

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

MEETING OPEN TO THE PUBLIC: Mayor Krueger introduced himself, thanked the park board for their service and indicated they were doing a great job. Mr. Heinze was glad to read about the trail and wanted to learn more.

COMMUNICATIONS TO THE BOARD:

- A. October 4, 2017 Minutes
- B. Staff Letter
- C. Draft Park Plan

REPORTS:

- A. DPW REPORT: All parks are winterized. The dog park leveling has begun, and the project appears to be in the fundraising stage. The Elms path should be done by November 10th. Three quotes are out for the tot lot fence. The arch will likely be quoted through a sign company. Croquet has moved to the United Methodist Church. The Elms sign, when painted, is to have a red border, with all other colors to remain the same. Mr. Perrault recommends that the ball diamond fencing at Elms be delayed for a decision on whether to replace it all as baseball fence in the future instead of repairing what is there. Bollards will be needed at some point for the Elms path. Adam will email the GFWC Christmas program to the park board.

BUSINESS:

- A. Park Plan Update: The plan will be placed at the Library by Connie. There was no objection to holding a formal public hearing in December. Members of the board requested changes to:
 - a. Note that St. Mary's Church has two ball fields
 - b. Ensure graphs, images, and maps are legible

- c. Note that the city is going to create a bathroom cleaning checklist
- d. Add croquet as a feature at the United Methodist Church
- e. Note that the tennis courts are not illuminated (page 7)
- f. Note that the horseshoe pits are gone at Elms (page 12)

- B. Trail Update: Adam noted that a grant was submitted to the state department of transportation of part of Section 1 (Elms Park to Norko Drive). An additional grant will be submitted in the spring of 2018 to the department of natural resources. If both grants are successful, construction is expect in early 2019.

MEETING OPEN TO THE PUBLIC: No comments.

BOARD MEMBER COMMENTS: Mr. Barclay noted ongoing issues with the staging area. The turf is in bad shape and the protective barriers are gone. However, for the time being, operations appear to be in accordance with tree spacing. Mr. Zettel will survey adjacent residents about a screening fence onsite. Guidelines for future staging, if this site is used, will be established.

Mrs. Hicks brought up the Christmas decorating contest. It was decided that there would be three districts, with Mr. Barclay judging the west, Mrs. Plumb the center, and Mrs. Fountain the east. Judging would be the first week in December, with the last three year winners (provided by Ms. Rocha) ineligible.

ADJOURNMENT: Meeting adjourned at 6:35 p.m.

NEXT MEETING: December 6, 2017, 5:30 p.m. at the Paul D. Bueche Municipal Building.

Connie Eskew, Secretary

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
HOUSING IMPROVEMENT COMMITTEE
MINUTES OF SEPTEMBER 7, 2017**

Meeting convened at 9:00 a.m.

Members Present: Terry Gill, Matt Hart, Dennis Pinkston, Tom Svrcek, Patricia Williams,
& Adam Zettel

Members Absent: None.

Others Present: None.

APPROVAL OF AGENDA: Motion by Williams, support by Hart, to approve the agenda as presented.
Unanimous voice vote. Motion Carried.

APPROVAL OF MINUTES: Motion by Williams, support by Pinkston, to approve the minutes of
September 7, 2017.
Unanimous voice vote. Motion Carried.

MEETING OPEN TO THE PUBLIC: None.

Business: Home Renovation Plan

The committee discussed the bid specifications. It was decided that Mr. Gill would amend the bid specs to include an alternate bid to finish the basement, including framed bathroom and painted floor. Bid specs would then be distributed with the intention to approve them on November 27, 2017. The expected budget is \$60,000.

Landscaping will be a separate line item, with labor to be donated by volunteers. The city will have the option to list the property with a realtor or to auction it off.

MEETING OPEN TO THE PUBLIC: No general comments.

MEMBER COMMENTS: None.

The meeting was adjourned at approximately 9:26 a.m.

-AHZ

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE ELECTRIC CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-18231**

NOV 02 2017

- In the Matter, on the Commission's own motion, regarding the regulatory reviews, revisions, determinations, and/or approvals necessary for Consumers Energy Company to fully comply with Public Act 295 of 2008.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, Michigan 49201, (800) 477-5050 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
- A public hearing will be held:

DATE/TIME: **Thursday, November 16, 2017 at 9:00 A.M.**
This hearing will be a prehearing conference to set future hearing dates and decide other procedural matters.

BEFORE: Administrative Law Judge **Dennis W. Mack**

LOCATION: Michigan Public Service Commission
7109 West Saginaw Highway
Lansing, Michigan 48917

PARTICIPATION: Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 284-8090 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a public hearing to consider Consumers Energy Company's (Consumers Energy) September 29, 2017 application, which seeks Commission's approval to determine that the Company's Renewable Energy (RE) Plan is reasonable and prudent, and that it meets all applicable requirements of Act 295, as amended by Act 342. Also, to approve the Company's RE Plan, including any surcharges; and other relief.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: michigan.gov/mpscedockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscedockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscedockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by Wednesday, November 8, 2017 (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy's Legal Department – Regulatory Group, One Energy Plaza, Jackson, Michigan 49201.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to the Michigan Administrative Hearing System's Administrative Hearing Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

A copy of Consumers Energy's application may be reviewed on the Commission's website at: michigan.gov/mpscedockets, and at the office of Consumers Energy Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6j et seq.; 2008 PA 295, MCL 460.1001 et seq.; and the Michigan Administrative Hearing System's Administrative Hearing Rules, 2015 AC, R 792.10401 et seq.

[THE MICHIGAN PUBLIC SERVICE COMMISSION MAY APPROVE, REJECT, OR AMEND PROPOSALS MADE BY CONSUMERS ENERGY.]

1083-E



redevelopment ready
communities®

Report of Findings

City of Swartz Creek

October 2017

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

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Redevelopment Ready Communities® (RRC) is a certification program supporting community revitalization and the attraction and retention of businesses, entrepreneurs and talent throughout Michigan. RRC promotes communities to be development ready and competitive in today's economy by actively engaging stakeholders and proactively planning for the future — making them more attractive for projects that create places where people want to live, work and invest.

To become formally engaged in the RRC program, communities must complete each of the six RRC self-evaluations and a community representative must attend all six best practice trainings. The governing body must also pass a resolution of intent, outlining the value the community sees in participating in the program. Representatives from Swartz Creek's city staff attended trainings in March 2017. City council also passed the resolution that month. RRC received the completed self-evaluation from the city in May.

Developed by experts in the public and private sector, the RRC best practices are the standard to achieve certification, designed to create a predictable experience for investors, businesses and residents working within a community; communities must demonstrate that all best practice criteria have been met to receive RRC certification. This report finds Swartz Creek in a very strong position as it enters the final stage of the process:

working toward certification. The city's recently updated master plan, strong zoning ordinances, customer-focused attitude and emphasis on training all show existing alignment with the RRC best practices. Each section of this report includes recommendations to help the city reach full alignment with the best practices and therefore become a Redevelopment Ready Community®. Recommendation in this report range from a review of DDA projects and the city's capital improvements program to development of a training plan for officials and the identified of priority redevelopment sites.

RRC is a program best done with partners including city staff, officials, boards/commission, business groups, economic development corporations and state partners. No one city staff person can complete RRC alone nor should they. The city's first step upon reading this report should be identifying those partners and the abilities of each to participate in this process. Your RRC Planner will also be an active participant with the city moving forward. The program offers numerous technical assistance guides, examples and potential technical assistance funding. You'll hear from your RRC planner on a regular basis throughout the city's participation in the program. We are pleased to have Swartz Creek in the RRC process and we look forward to a positive and prosperous partnership for many years to come as the city works to further attract and retain business investment and talent.

The basic assessment tool for evaluation is the RRC Best Practices. These six standards were developed in conjunction with public and private sector experts and address key elements of community and economic development. A community must demonstrate all of the RRC best practice components have been met to become RRC certified. Once received, certification is valid for three years.

Measurement of a community to the best practices is completed through the RRC team’s research, observation and interviews, as well as the consulting advice and technical expertise of the RRC advisory council. The team analyzes a community’s development materials, including, but not limited to: the master plan;

redevelopment strategy; capital improvements plan; budget; public participation plan; zoning regulations; development procedures; applications; economic development strategy; marketing strategies; and website. Researchers observe the meetings of the community’s governing body, planning commission, zoning board of appeals and other committees as applicable. In confidential interviews, the team also records the input of local business owners and developers who have worked with the community.

A community’s degree of attainment for each best practice criteria is visually represented in this report by the following:

	Green indicates the best practice component is currently being met by the community.
	Yellow indicates some of the best practice component may be in place, but additional action is required.
	Red indicates the best practice component is not present or significantly outdated.

This report represents the findings of the evaluation of City of Swart Creek’s redevelopment processes and practices. All questions should be directed to the RRC team at RRC@michigan.org.

Swartz Creek has completed 44 percent of the Redevelopment Ready Communities® criteria and is in the process of completing another 41 percent.

1.1.1	1.1.2	1.1.3 (N/A)	1.1.4	1.2.1	1.2.2	1.2.3
2.1.1	2.1.2	2.1.3	2.1.4	2.1.5	2.1.6	2.1.7
2.1.8	3.1.1	3.1.2	3.1.3	3.1.4	3.1.5	3.1.6
3.1.7	3.1.8	3.1.9	3.2.1	3.2.2	4.1.1	4.1.2
4.2.1	4.2.2	4.2.3	4.2.4	5.1.1	5.1.2	5.1.3
5.1.4	5.1.5	5.1.6	6.1.1	6.1.2	6.2.1	6.2.2

Best Practice 1.1—The plans

Best Practice 1.1 evaluates community planning and how the redevelopment vision is embedded in the master plan, downtown plan and capital improvements plan. The master plan sets expectations for those involved in new development and redevelopment, giving the public some degree of certainty about their vision for the future, while assisting the city in achieving its stated goals. Local plans can provide key stakeholders with a roadmap for navigating the redevelopment process in the context of market realities and community goals.

The Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008, requires that the planning commission create and approve a master plan as a guide for development and review the master plan at least once every five years after adoption. Swartz Creek's current master plan was adopted in May 2016, placing it well within the five-year timeframe. Prior to this update, the plan was last updated in 2004. The 2016 plan's implementation schedule includes master plan reviews and updates as a specific task which will keep the city in compliance with MPEA going forward.

The plan balances increasing development pressure with existing desires to maintain the small town feel of the city. The plan's goals and objectives section covers eight sections and lays out 15 goals with 102 more specific objectives/actions. The plan also includes a section dedicated to "critical areas" which discusses the history and future potential of seven neighborhoods or areas including downtown, Northtown and the Pearl Harbor Interchange. This section does an excellent job of concisely describing redevelopment goals and strategies. The plan also includes references to complete streets, including the city's goal of developing a non-motorized transportation system (which is more specifically planned out in the city's most recent parks and recreation plan (2013–2017). The city has included a clear strategy for implementing the plan through the implementation schedule included in Section 6 which assigns key tasks to responsible parties and estimates timeframes for completing the task.

One of the critical areas noted in the master plan

is the downtown, which runs primarily along Moorish Road. The city has established a Downtown Development Authority which adopted a downtown development and tax increment financing (TIF) plan in 2005. That plan was adopted in 2015. The plan includes a helpful page at the very beginning to outline the DDA's goals for the plan. It then includes more detail on specific projects and guiding narrative on how to pursue them. Through this plan the DDA indicates its intention to work in many areas including streetscape enhancements, transportation improvements, marketing and updating public facilities. There is clear coordination with the city throughout the plan. The final section of the plan outlines the expected revenue from the TIF mechanism (\$3.254 million over 30 years—significantly less than the 2005 plan) and estimated costs for projects. Appendix B includes costs for the proposed projects. While the plan meets the majority of the RRC best practices, it does not include estimated timeframes or prioritization of projects. As part of the city's efforts to reach certification, the DDA and city should meet and develop some type of prioritization method for projects.

Cities develop numerous plans to help guide their growth, ranging from the master and downtown plans to parks/recreation and neighborhood plans. Many of these plans require capital investments to turn the goals into reality. The capital improvements plan (CIP) is a key tool to make that happen. The city has done long range capital improvements planning for roads, but should expand that to a more comprehensive approach which meets the MPEA requirements for a capital improvements plan covering at least six years. For Swartz Creek, this will still likely be a fairly short document as the city does not own or operate water/sewer infrastructure. Conversations also indicate that the city operates an asset management program which may also align with his criteria. Additional information will be needed on that program prior to making that determination. Your RRC planner will work with you to determine the best course of action moving forward on this particular item.

Best practice findings

Best Practice 1.1—The plans *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
1.1.1	The governing body has adopted a master plan in the past five years.	✓	
1.1.2	The governing body has adopted a downtown plan.	<input type="checkbox"/> Develop a prioritization system or estimate timeframes for projects in the 2015 DDA plan	Q1 2018
1.1.3	The governing body has adopted a corridor plan.	N/A	
1.1.4	The governing body has adopted a capital improvements plan.	<input type="checkbox"/> Discuss this criteria further with your RRC planner to devise a plan for how the city can meet the requirements outlined in the MPEA	Q2 2018

Best Practice 1.2—Public participation

Best Practice 1.2 assesses how well the community identifies and engages its stakeholders on a continual basis. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle. Strong public participation systems also build greater community support for plans and redevelopment efforts.

Swartz Creek deploys a strong network of outreach opportunities including the city’s website, postcards, newspaper posting, attachments to water bills, community fliers and meeting announcements. Many of these are required under Michigan statute to comply with the Open Meetings Act. Beyond these basic methods, the city maintains an active social media presence on Facebook, hold public workshops during plan updates and

also provides individual mailings in certain situations. The city publishes a newsletter twice a year as well.

While the city is already conducting proactive outreach in many cases, its activities and strategies should be documented in a public participation plan. This plan should identify stakeholders, methods of outreach the city intends to utilize, and discuss plans for conducting outreach on priority redevelopment sites/potentially controversial projects. The strategy should also include a mechanism to track the effectiveness of engagement efforts and clearly indicate how the city will share the results of public participation efforts. RRC has created a guide for a public participation plan and also provided several examples in the RRC online resource library (www.miplace.org/rrclibrary).

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
1.2.1	The community has a public participation plan for engaging a diverse set of community stakeholders.	<input type="checkbox"/> Develop a public participation plan in accordance with RRC Best Practice 1.2	Q1 2018
1.2.2	The community demonstrates that public participation efforts go beyond the basic methods.	✓	
1.2.3	The community shares outcomes of public participation processes.	<input type="checkbox"/> Clearly indicate methods for reporting the results of public participation activities <input type="checkbox"/> Develop a system to track the effectiveness of public participation efforts	Q1 2018

Best Practice 2.1—Zoning regulations

Best Practice 2.1 evaluates the city's zoning ordinance and assesses how well it implements the goals of the master plan. Zoning is a significant mechanism for achieving desired land use patterns and quality development. Foundationally, the Michigan Zoning Enabling Act (MZEA), Public Act 110 of 2006, requires that a zoning ordinance be based on a plan to help guide zoning decisions.

Overall, the city's zoning ordinance already meets this best practice thanks to the inclusion of housing diversity, parking flexibility, strong landscaping standards, public realm standards and its user-friendliness through graphics, tables and online availability. The zoning ordinance will need a small number of updates in order to better align with one best practice criteria. The city should also review the ordinance during the RRC certification process to ensure it aligns with the 2016 master plan.

The city's ordinance currently meets the best practices in the following ways:

Housing diversity: The ordinance allows many types of housing including accessory dwelling units, townhomes, live/work units, cluster housing and mixed-use housing (special land use). The city's master plan includes a focus on providing housing for an aging population—the ordinance supports that.

Non-motorized transportation: The ordinance includes design standards to create a safe public realm for pedestrians. Section 29.10 requires that sidewalks are created during development.

Parking flexibility: The ordinance provides numerous tools including connections between parking lots (Article 25), shared parking agreements, reductions for complementary uses (26.02(K)) and parking maximums (26.02(J)). The city also utilizes Section 26.02(K) to allow a reduction for the availability of public parking but this could be clearer.

Green infrastructure: The ordinance has a dedicated section on landscaping (Article 28) which encourages native species, and the preservation of existing trees. The ordinance also includes standards for parking lot landscaping, including one tree for every eight spaces.

Flexible tools: The ordinance includes tools for flexible development including special land uses and five types of planning unit developments (PUDs) including one specifically for the Moorish Road corridor and one for senior housing developments.

User-friendliness: The ordinance is available online through Municode and includes numerous tables and graphics to improve readability. While this criteria is considered as met, the city should make the ordinance link more prominent on the website. It is currently under the FAQs.

Concentrated development: The ordinance includes several place-making provisions including outdoor dining, minimum ground floor transparency (20 percent, Section 26.10) and maximum setbacks (five feet in downtown, Section 10.03). The city uses PUDs to handle the protection of historic and environmental features. While this could be stronger, it meets the intent of the best practices.

In order to meet the RRC best practices in this section, the city will only need to make one change to the ordinance: allow mixed-use development in the downtown areas as a permitted use instead of the special land use. This change not only aligns with the best practices but also aligns with the city's 2016 master plan which calls for mixed-use development downtown. In addition to making this change, the city should conduct a review of the zoning ordinance against the master plan and identify areas where other updates may be needed to achieve the goals laid out in the plan. Once those changes are identified, a clear plan of action to implement those changes should be developed and set in motion.

Best Practice 2.1—Zoning regulations *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
2.1.1	The governing body has adopted a zoning ordinance that aligns with the goals of the master plan.	<input type="checkbox"/> Review the ordinance for alignment with the goals of the master plan and create a plan of action for updates	Q4 2018
2.1.2	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	<input type="checkbox"/> Allow mixed-use development as a permitted-use in the downtown	Q4 2018
2.1.3	The zoning ordinance includes flexible tools to encourage development and redevelopment.	✓	
2.1.4	The zoning ordinance allows for a variety of housing options.	✓	
2.1.5	The zoning ordinance includes standards to improve non-motorized transportation.	✓	
2.1.6	The zoning ordinance includes flexible parking standards.	✓	
2.1.7	The zoning ordinance includes standards for green infrastructure.	✓	
2.1.8	The zoning ordinance is user-friendly.	✓	

Best Practice 3.1—Development review policy and procedures

Best Practice 3.1 evaluates the city’s development review policies and procedures, project tracking and internal/external communications. An efficient site plan review process is integral to being redevelopment ready and can assist a community in attracting investment dollars while ensuring its zoning ordinance and other laws are followed. In addition to the ordinance and conversations with city staff, evaluation of this best practice included interviews with several developers who’ve worked on projects in Swartz Creek.

Overall the city’s development review process is fairly straightforward with the major steps outlined in Article 29 of the ordinance. The process is primarily handled by the city manager who also serves as the zoning administrator (the manager maintains planning’s professional credentials, AICP). Developer interviews indicate that the city staff go above and beyond to provide responsive customer service. The city tracks a site application through the entire process via BS&A software.

Prior to formally entering the process, a developer is encouraged to meet with city officials for a pre-application meeting where all applicable items such as zoning ordinance requirements, the site plan process and other key information can be covered. The city can also create customized flowcharts for applicants so they have a clear understanding of the upcoming process. The applicant also has the option of seeking a preliminary review by the planning commission.

Applicants will ultimately go through one of four levels of review: full, limited, administrative and exempt. The majority of projects go through the full site review process; however, the city does also offer limited site plan reviews, administrative reviews and exempt situations which require less information and a quicker approval process. The ordinance includes a table in Section 29.02 clearly outlining which process a project would fall under.

For full site reviews, an applicant will submit a complete application and fee to the city at least days prior to the desired planning commission meeting.¹ Complete applications are reviewed concurrently by the

zoning administrator, the city’s engineering consultant, and the fire chief. A traffic engineering consultant (or other specialized reviewers) will be brought in on a case-by-case basis as well. This process usually takes place within 10 days. Those entities’ comments are compiled into a report for the planning commission. Packets for the planning commission are usually sent out a week before the meeting. Once at the meeting, the planning commission will review the site plan and gather any needed information. The ordinance then requires that at least 14 days pass (but not more than 70 days) before a recommendation can be rendered. The planning commission’s recommendation is then transmitted to city council who holds final approving authority for all site plans. Once the site plan review process is complete, the applicant works with Mundy Township, the city’s contracted building services provider.

While the city is already practicing several of the best practice criteria in this section, this report does recommend a handful of opportunities to strengthen the process:

- Create a checklist of items for pre-application meetings so applicants are prepared and to ensure everything is covered consistency.
- Prepare a brief document outlining the internal review process, including timelines. This will help ensure continuity in the event of staff turnover.
- Update the zoning ordinance to remove the 14 day waiting period for planning commission action and to make the planning commission the final deciding body for site plan reviews.
- Create a flowchart of the site plan review process simply for educational purposes (the city’s practice of providing customized flowcharts is a great practice that should be continued).
- Create a customer feedback mechanism (such as a survey or follow up phone calls) to gather feedback on the process. Review that feedback on a regular basis, including with city officials. The city does currently conduct informal debriefs, but this could be more consistent.

¹ A site plan is guaranteed to get through the internal review process if submitted by this date. If a site plan is submitted with less than 30 days before the desired planning commission meeting, the city will make every effort to complete the internal review, but no guarantee can be made.

Best Practice 3.1—Development review policy and procedures *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
3.1.1	The zoning ordinance articulates a thorough site plan review process.	✓	
3.1.2	The community has a qualified intake professional.	✓	
3.1.3	The community defines and offers conceptual site plan review meetings for applicants.	<input type="checkbox"/> Develop a checklist for pre-application meetings to help applicants bring appropriate information and ensure all topics are covered by city staff	Q4 2017
3.1.4	The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process.	<input type="checkbox"/> In the public participation plan, include a policy on how the city would approach projects which may need additional public engagement	Q1 2018
3.1.5	The appropriate departments engage in joint site plan reviews.	✓	
3.1.6	The community has a clearly documented internal staff review policy.	<input type="checkbox"/> Create a brief document outlining the internal review process	Q4 2017
3.1.7	The community promptly acts on development requests.	<input type="checkbox"/> Remove the 14 day waiting period for the planning commission to make a decision <input type="checkbox"/> Make the planning commission the final approving authority for site plans <input type="checkbox"/> Create a set of simple flowcharts to describe each development process	Q4 2018
3.1.8	The community has a method to track development projects.	✓	
3.1.9	The community annually reviews the successes and challenges with the site plan review and approval procedures.	<input type="checkbox"/> Create a customer feedback mechanism to gather feedback on the development review process	Q2 2018

Best Practice 3.2—Guide to Development

Best Practice 3.2 evaluates the availability of the community’s development information. Having all the necessary information easily accessible online for developers and residents alike creates a transparent development process that can operate at any time. This information creates a smoother process overall and reduces the amount of time village staff spend answering basic questions.

The city does not currently have a guide to development and will need to create one in order to reach certification. While some communities have chosen to create comprehensive documents, the city may wish to create an online version instead by creating a central webpage with all necessary information (with something along the lines of a “Development in Swartz Creek” title). The city already does have some of the requested

information online such as key contacts, meeting schedules and permit applications though these items are spread throughout the site.

In addition to having information on the process, developers should be able to calculate their develop review costs upfront. The city’s fee schedule was last updated in 2016 and is reviewed each year as part of the budget process. Development review fees vary depending on the proposed use and include both a base fee (ranging from \$250 to \$500) and scaled fee (\$5 or \$50/acre depending on type). The fee schedule is accessible on the frequently requested forms and application page. In order to pay the fees, a developer must provide a check even though the city accepts payments for other items such as taxes and utilities. The city accepts credit/debit cards for development fees (and any city-related payment).

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
3.2.1	The community maintains an online guide to development that explains policies, procedures and steps to obtain approvals.	<input type="checkbox"/> Create a centralized webpage or document with all development related information as noted in Best Practice 3.2.1	Q4 2018
3.2.2	The community annually reviews the fee schedule.	✓	

Best Practice 4.1—Recruitment and orientation

Best Practice 4.1 evaluates how a community conducts recruitment and orientation for newly appointed or elected officials. Such officials sit on the numerous boards, commissions and committees that advise city leaders on key policy decisions. Ensuring that the community has a transparent method of recruitment, clearly lays out expectations/desired skillsets, and provides orientation for appointed officials is key to ensuring the community makes the most of these boards and commissions.

The city is already meeting this best practice thanks

to its detailed application package (available under the “Forms and Information” page) which includes the application itself and one page description for each board/commission outlining expectations and desired skill sets and also including applicable sections of the ordinance. The city also provides an orientation packet for new members which includes the master plan, personnel handbook, information on the open meetings and freedom of information acts, Robert’s rules of order, applicable bylaws, zoning ordinances and applicable statutes, applicable plans and more.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
4.1.1	The community sets expectations for board and commission positions.	✓	
4.1.2	The community provides orientation packets to all appointed and elected members of development-related boards and commissions.	✓	

Best Practice 4.2—Education and training

Best Practice 4.2 assesses how a community encourages training and tracks educational activities for appointed and elected officials and staff. Trainings provide officials and staff with an opportunity to expand their knowledge and ultimately make more informed decisions about land use and redevelopment issues. An effective training program includes four components: financial resources to support training, a plan to identify priority topics and track attendance, consistent encouragement to attend trainings and sharing of information between boards and commissions to maximize the return on investment for the community.

Swartz Creek already has most of this best practice in place. The city allocates funds each year to send planning officials to the Michigan Association of Planning Conference (rotating throughout the years to send everyone) as well as support the city managers accreditation maintenance. These funds are included as line items in budgets which makes it clear that the city

values education and training. The city also provides regular reminders to officials about training opportunities via email and at meetings. The city has also firmly embraced the idea of open communication through joint meetings and trainings such as a ZBA training and downtown workshop. All board/commission members are cc'd on minutes and agendas for all city meetings as a way to further promote communication. The city also prepares a planning commission annual report.

The one recommendation this report offers is to plan out an annual training plan that expands beyond MAP to include webinars or other local training events. Creating a plan can help the city identify knowledge gaps and prioritize trainings which address those gaps. The city should also track attendance at trainings via some type of system, likely an excel spreadsheet. This is something the city has done in the past, but has fallen by the wayside in recent times. That information should be included in the planning annual report.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
4.2.1	The community has a dedicated source of funding for training.	✓	
4.2.2	The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff.	<input type="checkbox"/> Develop an annual training plan for the planning commission, ZBA and city council <input type="checkbox"/> Track attendance at training events	Q3 2018
4.2.3	The community encourages the governing body, boards, commissions and staff to attend trainings.	✓	
4.2.4	The community shares information between the governing body, boards, commissions and staff.	✓	

Best Practice 5.1—Redevelopment Ready Sites®

Best Practice 5.1 assesses how a community identifies, visions for and markets their priority redevelopment sites. Communities must think strategically about the redevelopment of properties and investments and should be targeted in areas that can catalyze further development around it. Instead of waiting for developers to propose projects, Redevelopment Ready Communities® identify priority sites and prepare information to assist developers in finding opportunities that match the community’s vision.

In order to meet this RRC best practice, the city will need to engage stakeholders across the community to identify redevelopment ready sites and prioritize at least three. As part of this process, the community should develop a vision for what they’d prefer to see on

the site—this vision should be tied to the master plan and the city should ensure the framework is in place to support that vision. With sites and visions identified, basic information such as address, owner, value and infrastructure should be gathered and packaged into a short, marketable document. At least one of the site packages should be developed further into a complete property information package which includes an expanded list of more technical items (as applicable) such as environmental conditions, traffic studies, etc. Finally, the sites should be actively marketed via the city and its economic development partners.

The city has identified two priority sites already: the raceway and “Holland Square.” Some visioning activity has been done for both as well.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
5.1.1	The community identifies and prioritizes redevelopment sites.	<input type="checkbox"/> Using a multi-stakeholder approach, identify and prioritize at least three redevelopment sites	Q1 2018
5.1.2	The community gathers basic information for redevelopment sites.	<input type="checkbox"/> Gather basic information for prioritized sites as outlined in the RRC best practices	Q1 2018
5.1.3	The community has development a vision for the redevelopment sites.	<input type="checkbox"/> Develop a vision for prioritized redevelopment sites	Q2 2018
5.1.4	The community identifies potential resources and incentives for prioritized redevelopment sites.	<input type="checkbox"/> Identify financial or other incentives for each sites	Q2 2018
5.1.5	A property information package for the prioritized redevelopment site(s) is assembled.	<input type="checkbox"/> Complete at least one property information package	Q2 2018
5.1.6	Prioritized redevelopment sites are actively marketed.	<input type="checkbox"/> Market at least three priority redevelopment sites online	Q2 2018

Best Practice 6.1—Economic development strategy

Best Practice 6.1 evaluates goals and actions identified by the community to assist in strengthening its overall economic health. Strategic economic development planning is critical to attract jobs and new investment in communities. The city’s 2016 master plan update includes specific goals and objectives related to economic development on Pages 22 and 23; this is one of the most detailed sections of the plan. Through this, the city indicates that providing a high quality of life and strong planning is an economic development in itself. Objectives include promotion of the downtown as a civic and community center, ensuring design guidelines are created/enforced, promotion of mixed-use development, marketing sites for advanced industrial development and working with partners such as the Genesee Regional Chamber.

While this economic development section of the master plan is a solid foundation for an economic development strategy, a few adjustments will be needed

in order to meet the RRC best practices. For example, the current goals and objectives make no reference to regional economic development strategies. The city is located within the I-69 Thumb Region which has an excellent regional economic development strategy called “Accelerate.” The city should review that plan and make note of where its efforts can align with that regional strategy and where it may benefit to tap into these regional efforts. The Accelerate plan is in the early stages of its five-year update so the city should be a part of that effort. The same is true of any strategy that the county may have.

The city will also need to implement a process to provide an annual report on strategy progress. This could likely be done during the annual joint meeting referenced in the master plan. Currently reviews are incremental and not done on a regular basis.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
6.1.1	The community has approved an economic development strategy.	<input type="checkbox"/> Review the Accelerate strategy and determine how the city can best align with this regional effort	Q2 2018
6.1.2	The community annually reviews the economic development strategy.	<input type="checkbox"/> Annually review the strategy to note progress and/or needed adjustments	Q4 2018

Best Practice 6.2—Marketing and promotion

Best Practice 6.2 evaluates how the community promotes and markets itself. Marketing and branding is an essential tool in promotion of a community’s assets and unique attributes. Consumers and investors are attracted to places that evoke positive feelings and to communities that take pride in their town and their history.

Swartz Creek is proud of the high quality of life it provides for its residents and economic potential it offers its businesses. While this is certainly a key marketing strategy for keeping home-grown entrepreneurs and local businesses, the city should develop a marketing strategy to attract new businesses as called for in the economic development strategy. The strategy should lay out the messages and avenues the city will use to attract businesses, consumers and real estate investment. The strategy should be sure to include the city’s key partners in efforts to spread the word about Swartz Creek. As

part of this strategy, the city may also wish to consider development of a brand which can provide a united front on city documents, websites and other material to create a cohesive image for the city. A formal brand is not, however, required for RRC certification.

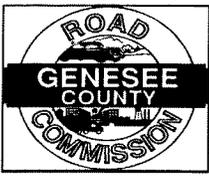
A key tool in any marketing campaign is an effective and easy-to-navigate website. Swartz Creek’s website is functional overall and includes much of the information a resident or developer would need. But that information could be better organized. For the purposes of reaching RRC certification, the city should create a “Development in Swartz Creek” tab which includes all the information requested in this best practice. Having this information together in an easily located area will send a positive first impression to anyone visiting the city’s website to learn more about developing in the city.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
6.2.1	The community has developed a marketing strategy.	<input type="checkbox"/> Create a marketing strategy	Q4 2018
6.2.2	The community has an updated, user-friendly municipal website.	<input type="checkbox"/> Create a centralized location for planning and development information on the website	Q4 2018

The RRC program assists communities in maximizing their economic potential by embracing effective redevelopment tools and best practices. As this report makes clear, Swartz Creek has a strong foundation in place for meeting the best practices.

Upon receipt of this report, city staff and leadership should review the recommendations and determine if they align with the city's priorities and vision. If, after review, the city believes that RRC is still a good fit, council should pass a resolution of intent to continue with the process. Upon receipt of that resolution, the city will enter final phase of the process: officially working toward certification. During that phase, the city will be

able to make progress on RRC items at its own pace and receive regular support from its RRC planner. It will also have continued access to the RRC online library of resources and extensive network of other RRC-engaged communities while also becoming eligible for matching technical assistance dollars from RRC (once the city has shown at least one quarter of progress). In order to guide this next phase, RRC recommends the creation of an RRC workgroup consisting of city staff, officials and community representatives. We look forward to working with the city on reaching certification and a long, positive partnership for many years to come.



GENESEE COUNTY ROAD COMMISSION MAINTENANCE DEPARTMENT

211 West Oakley Street
Flint, Michigan 48503-3995

COUNTY COST ESTIMATE

DATE 11/02/2017

LOCATION: CITY OF SWARTZ CREEK MORRISH AND MILLER

TYPE OF WORK: FURNISH AND INSTALL 12' LED SIGNALS AND PEDS

ADDITIONAL _____

COMMENTS: MATERIAL PRICES ARE SUBJECT TO CHANGE

SUMMARY OF ESTIMATED COST

TOTAL \$4,934.46

Please sign below and return to the Maintenance Department, if you would like the Genesee County Road Commission to proceed with this work.

Approval _____
Supervisor Date



November 2, 2017

City Clerk
City of Swartz Creek
8083 Civic Dr.
Swartz Creek, MI 48473

Re: International Channel Package Launch

Dear City Clerk:

We are pleased to share another enhancement we are making to our Xfinity TV offerings.

Comcast will launch up to 42 international channels and up to 30 new international packages beginning on or around December 6, 2017. This launch will give customers access to more international content such as Bollywood movies, Brazilian telenovelas and Chinese news, to name a few.

Xfinity TV customers who would like to purchase these new international offerings will need the necessary equipment to access this cable programming, e.g. X1 or the Xfinity Beta App on Roku.

When these new international channels and packages launch, we will have a dedicated landing page - xfinity.com/moreinternational, which will provide additional information in early December.

As always, feel free to contact me directly at 517-334-5686 with any questions you may have.

Sincerely,

John P. Gardner
Director, External Affairs
Comcast, Heartland Region
1401 E. Miller Rd.
Lansing, MI 48911



November 7, 2017

NOV 08 2017

City Clerk
City of Swartz Creek
8083 Civic Dr.
Swartz Creek, MI 48473

Dear City Clerk:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community. I am writing to notify a change to the channel lineup. Customers are being notified of this changes via bill message.

On or around December 12, 2017, ESPN Classic on channels 725 and 1121 will no longer be available.

Additionally, pursuant to P.A. 480 of 2006, Section 9 (4), Comcast Cable's local operating entity hereby reports that Comcast does not deny access to services to any group of potential residential subscribers because of the race or income of the residents in the local area. A similar report will be filed with the Michigan Public Service Commission.

As always, feel free to contact me directly at 517-334-5686 with any questions you may have.

Sincerely,

A handwritten signature in cursive script that reads "John P. Gardner".

John P. Gardner
Director, External Affairs
Comcast, Heartland Region
1401 E. Miller Rd.
Lansing, MI 48911

1



Where Town & Country Come Together

3



2



Town and Country Live Here

4



SWARTZ
 C R E E K
 Town and Country Live Here

5



SWARTZ
 C R E E K
 Town and Country Live Here

6



SWARTZ
 C R E E K
 Town and Country Live Here

7

SWARTZ C R E E K



8



Where Town & Country Come Together

9

SwartzCreek



Town and Country Live Here