

**City of Swartz Creek
AGENDA**

Regular Council Meeting, Monday, January 8, 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 December 11, 2017 MOTION Pg. 23
5. **APPROVE AGENDA:**
 - 5A. Proposed / Amended Agenda MOTION Pg. 1
6. **REPORTS & COMMUNICATIONS:**
 - 6A. City Manager's Report MOTION Pg. 2
 - 6B. Monthly Reports & Meeting Minutes Pg. 28
 - 6C. Draft Park Plan Pg. 59
 - 6D. Draft Interlocal Fire Agreement Pg. 90
 - 6E. DDA Recommended Logo and Tagline Pg. 101
 - 6F. IT Services Agreement Pg. 102
 - 6G. MERS 457 Participation Agreement Pg. 107
 - 6H. Water and Waste Services Budget & Memorandum Pg. 109
 - 6I. Heritage Village Unit Sale Instruments Pg. 118
7. **MEETING OPENED TO THE PUBLIC:**
 - 7A. General Public Comments
8. **COUNCIL BUSINESS:**
 - 8A. Park Plan Adoption RESO Pg. 14
 - 8B. Fire Department Agreement Amendment RESO Pg. 15
 - 8C. DDA Logo and Tagline RESO Pg. 16
 - 8D. IT Services Agreement RESO Pg. 16
 - 8E. 9-1-1 Consortium Radio Loan RESO Pg. 17
 - 8F. MERS 457 Employee Contribution Plan Approval RESO Pg. 18
 - 8G. Heritage Village Unit Sale Affirmation RESO Pg. 21
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION

Next Month Calendar

City Council:	Monday, January 8, 2018, 7:00 p.m., PDBMB
Downtown Development Authority:	(Delayed) TBD, 6:00 p.m., PDBMB
Fire Board:	Tuesday, January 16, 2018, 6:00 p.m., Public Safety Bldg
ZBA:	Wednesday, January 17, 2018, 6:00 p.m., PDBMB (if needed)
City Council:	Monday, January 22, 2018, 7:00 p.m., PDBMB
Metro Police:	Wednesday, January 24, 2018, 10:00 a.m., Metro PD HQ
Park Board:	Wednesday, February 7, 2018, 5:30 p.m., PDBMB
Planning Commission:	Tuesday, February 13, 2018, 7:00 p.m., PDBMB (one week later)
Downtown Development Authority:	Thursday, February 15, 2018, 6:00 p.m., PDBMB (one week later)

City of Swartz Creek
CITY MANAGER'S REPORT
Regular Council Meeting of Monday, January 8, 2018 - 7:00 P.M.

TO: *Honorable Mayor, Mayor Pro-Tem & Council Members*
FROM: Adam Zettel, City Manager
DATE: January 4, 2018

ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

✓ **MICHIGAN TAX TRIBUNAL APPEALS** *(No Change of Status)*

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. They do not appear to be cooperating. 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** *(Update)*

We approved the update and Morrish approach signal upgrade. For some reason, the county road commission installed the left turn arrow on Miller Road instead. In addition, the phasing of the lights is creating excessive traffic backups on Miller Road.

Mr. Svrcek indicated that the county would be able to observe and optimize the signal, but this has not occurred. In addition, doing so would not relieve the Morrish Road left turn issues that were originally identified. As of January 4th, the county indicated they were going to install the arrow on Morrish and remove it from Miller. This will take a week or more due to other outages in the county system. I will keep the city council informed.

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

Per conversation at a city council meeting, the street administrator and engineer will consider options and pricing for the addition of a sidewalk on the east side of Fairchild. The previous report follows:

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.

Staff and consultants have held an initial and very thorough preconstruction meeting with the contractor as it relates to Daval Drive. Decisions were made to expand the use of door hangers for communication purposes, to expand and better delineate the staging area in a manner that secures it from the public and protects existing trees.

Additional fluted signs are coming for stop signs in the existing and proposed reconstruction areas. Decorative lighting contracts are being created. The construction schedule for 2018 appears to be much shorter than 2017, with work expected to begin sooner and be done in September.

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

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

Lining work is approved for Chelmsford and Valleyview Drives. Work did not begin as planned in November. The contractor now indicates that they wish to delay until after the holidays for obvious reasons. We therefore expect Inspection of Winshall to occur around the first week of January, with pipe preparation for Chelmsford and Valleyview at the same time. Lining is expected around mid-January.

This multi-year 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 (Update)**

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.

We are working with the engineer on this submission. There is a lot of paperwork that is relatively unpleasant. We do not have a timeline for submission, but are hopeful that it is worth it.

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.

As observed with the break that was experienced on December 18th, additional feeds from other directions is essential for the west end of the county.

The city is also 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 (Update)**

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 (completed in December).
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 (completed in December).
5. The city must provide an updated Emergency Response Plan. We have this on file and shall do so.

✓ **NPDES STATE REVIEW (No Change of Status)**

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 met on December 20th at the new police department building next to the Hill Road Meijer. This facility is now operational and all meetings are projected to be held there moving forward.

The board appears to be moving forward with offering "Tier II" service at lower pricing. I am not sure what impact this will have on the authority budget or service level to our community. The provision for services to Thetford Township was discussed as a "pilot" for this option. Metro PD staff may present their findings to Thetford Township in January.

I do not have any minutes, reports, or findings to pass along to the city council.

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

Sale instruments approved at the November 13 meeting have been available for inspection for at least 30 days. They are now included in the packet for further review and potential approval. As previously determined, sale proceeds will be paid to the Heritage Village of Swartz Creek Home Owners Association unless otherwise encumbered or owed to the Genesee County Treasurer (Land Bank).

✓ **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** *(No Change of Status)*

Let me know if you have thoughts on the fall newsletter that was just distributed or have ideas for the spring newsletter due out in April.

✓ **HOLLAND SQUARE** *(No Change of Status)*

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.

The survey has been completed and a base map should be done by mid-December. The designers expect to have conversations about concepts in early January.

✓ **ELMS PARK RENOVATIONS** *(Update)*

This project is finally behind us. There will be some ongoing reporting by staff for grant purposes, and a small amount of restoration in the spring. However, as it relates to council business, I think we can consider this concluded and remove this item from future reports.

✓ **TRAILS** *(Update)*

The cooperative grant to the Michigan Department of Transportation was submitted on October 27th. We received initial comments and have responded favorably. However, a second round of comments complicated the plan. The state believes an upgraded rail crossing is now needed.

A subsequent conference call with the county and state revealed that this crossing IS grant eligible and may be more reasonably priced based upon circumstances. We will look to move forward.

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
Tentative Schedule				
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 (No Change of Status)**
We are moving forward! I will be meeting with the state MEDC soon to put together a game plan for specific actions to move us forward.

- ✓ **BRANDING (Business Item)**
The DDA has made a recommendation for a final logo and tagline. They are requesting the city council to affirm their choice. Once (if) this is done, a more detailed marketing strategy can be delivered. I have attached the consultant's graphic design work that is offered as the final version. Note that this is the result of months of deliberation, surveys, and input.

Surprisingly, the dragon did not surface during this conversation to the extent that I would have predicted. 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.

- ✓ **MEDICAL MARIJUANA LAND USES (Update)**
The planning commission had more deliberation at their December meeting regarding an amendment of the zoning code to enable some of the medical marihuana land use types. They voted on and unanimously defeated approval of a draft ordinance.

At this point, the issue is not dead, but it is on life support and is expected to stay there indefinitely unless there are significant changes to the state regulations, a new

developer interest, or competing interest on our borders that necessitate looking at the ordinance again. I intend to remove this from future reports.

✓ **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 PUBLIC HEARING** *(Business Item)*

The public hearing was held on December 11th. With comment received at the park board hearing on the 6th of December, and from other sources, the plan has been revised into a final form. The resolution to officially adopt the plan is included in the packet.

✓ **RADAR FEEDBACK SIGNS** *(Update)*

The police authority has not moved forward with this, and I have not received any indication that they intend to have a radar sign program. If the police authority does not revisit the issue in January, I recommend the city do so independently.

✓ **CONSUMERS CONSERVATION PILOT PROGRAM** *(No Change of Status)*

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 INDUSTRY - PROJECT TIM** *(No Change of Status)*

It’s a steel mill. The announcement was distributed at the December 4th meeting. I don’t have any additional details at this point. As noted, this has the potential to be one of the most monumental influences on our community since the initial investments by GM and Winchester Village.

To be clear, the project has not been affirmed in terms of the federal loan application, local approvals, and developer commitment. However, the massive scale of the investment and its impact as “clean coal” appears to be reliable information. If the project is affirmed for development, I recommend the city reengage its master plan, establish a compatible vision, and heavily invest in making that vision a reality. The next decade could be very transformational, and I am certain the community will want to be in the driver’s seat for this change, whatever that change may be.

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 received affirmation that the electrical utilities were disconnected as of December 18th. All known hazardous materials and the windows have been removed. As of writing, the structure has been removed. Final restoration must await better conditions.

Thoughts on reuse? The 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** (*Business Item*)

Clayton Township unanimously approved the amended agreement terms at their board meeting on December 14th. Mr. Plumb has also been formally appointed as the Fire Chief by both municipalities. Now that the agreement is affirmed by the township and board meetings reportedly being carried out with a higher degree of normalcy, I recommend the city affirm the agreement as well and move forward.

The agreement provides for supermajority requirements and new membership qualifications (two termed elected officials for each unit). The appointment for a swing vote by the city will occur in April. A new city council appointment shall need to be made in November of this year. This amendment does not alter the term, which goes through November of 2019.

✓ **DON SHENK HOME REHABILITATION** (*No Change of Status*)

Bedrock Building Inc. was awarded the contract for rehabilitation work. The alternate that includes the work on the basement appears to be affordable, but the contractor indicated that we have until about mid-January to make a decision. The plan is to begin work immediately in January and have a week or two in the home to ascertain the likelihood of change orders or overruns prior to making a decision.

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.

✓ **MILLER ROAD DRAIN** *(No Change of Status)*

The city has recovered MDOT easements that have been conveyed to the city. In related news, the owner is agreeable to working with the city on construction easements. This will make the site easier to access and reduce tree clearing needs.

We are now working with the engineer to develop a plan for repair of any faults. However, I am surprised by the costs. What appeared to be a typical drain repair that might even be possible to address with in-house labor and equipment is expanding in cost. The engineer indicates that they will need nearly \$9,000 to bid the project and they estimate \$45,000 for construction. Presumably, another 15% would be added for construction engineering, making the drain repair morph into a \$60,000 general fund obligation.

We are going to make inquiries with local contractors and the Genesee County Drain Commissioners office to ascertain if there are more financially conservative ways to address this.

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

✓ **MONTHLY REPORTS** *(Update)*

The budget report is included for your reading enjoyment.

✓ **COUNTY WATER AND WASTE SERVICES 2018 BUDGET** *(Update)*

I am including the budget and memorandum from the county as it relates to our wholesale sewer and water treatment and delivery services. This is the first full year of KWA operations. With that said, they are not proposing any price changes and are painting a relative picture of stability.

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

✓ **PLANNING COMMISSION** *(Update)*

The planning commission held a regular meeting on December 5th. The Medical Marihuana ordinance was vetted. The planning commission moved to approve the draft medical marihuana ordinance, but the ordinance was unanimously DEFEATED. Based upon current circumstances, I believe this is the only way to proceed.

The medical marihuana matter is elaborated upon in a prior section of this packet. At this point, I believe the city should refrain from enabling any of the state license types. However, affirmative action to “opt out” is probably pre-mature. State rules are still being refined and the landscape for this ‘industry’ is less than clear.

The next meeting is scheduled for January 9th. At this point, there do not appear to be any agenda items, making cancellation likely. I expect the monthly report in February.

✓ **DOWNTOWN DEVELOPMENT AUTHORITY (Update)**

The DDA met on December 14th. As noted above, the branding matter was deliberated and recommended for conclusion. Additionally, the board held a prolonged discussion about the potential impact of Project Tim. They informally concluded that, should the project be announced as a 'go', the community should move immediately to establish a new vision and accompanying investment objectives.

They believe investment of a large scale is warranted to position the community to benefit from reciprocal investments that can have a profoundly positive impact on quality of life attributes such as recreation, downtown vibrancy, schools, real estate, services, and social/community functions/events. I wholeheartedly agree.

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

A variance application for an accessory structure was reviewed on December 20th. It was denied.

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

Their meeting was held on January 3rd, but only two members were able to attend. At least four were unable to attend due to health or family reasons that they made the city aware of beforehand. Not business was able to be conducted, leaving officer selection for the next regular meeting. Notes are included in the packet.

Primary matters were reported elsewhere in the packet (park plan & trails), with the resulting business being the public hearing on the park plan. Their next meeting is scheduled for February 7th at 5:30 p.m.

✓ **BOARD OF REVIEW (Update)**

The March Board of Review met December 12th. They reviewed two principle residency exemptions. They will not reconvene until March Board of Review.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

✓ **IT SERVICES AGREEMENT (Business Item)**

The city is opting to engage in new information technology/computer network services. I.T. Right is a well-known IT company based in Bath, MI (between Flint and Lansing). They specialize in IT services for local governments. They have included a standard agreement for services. A resolution is provided to engage them for one year. The following is information provided by I.T. Right relating to their services:

I.T. Right is Michigan's leading network consultant for local government. Our main offices are in Bath, but we staff a combination of field and help desk technicians to support clients all over the state. Our field techs cover over 550 county and municipal level offices, from Bedford Township to Bois Blanc and Port Huron to Pere Marquette. We are a Microsoft Certified Partner, and are the only firm in the State of Michigan authorized to do work on behalf of BS&A software. We are also uniquely suited to work with police departments, as all

our technicians have been fingerprinted, background checked, and certified to work on LEIN and MiCJIN.

I.T. Right was founded in 1998 as an independent division of a Lansing based technology school. A combination of factors, including a growing relationship with BS&A software, eventually led I.T. Right to shift away from education and instead focus on consulting. I.T. Right formally separated from its parent technology school in 2000, with Dan Eggleston as sole owner. I.T. Right has since grown across the state, and widened its focus to include the full range of services we now provide. We are immensely proud of our service to local government, and hope that we can continue to provide excellent I.T. support for years to come.

I.T. Right staffers have earned a variety of certifications over the years, and I.T. Right itself has several as well. Here's a short list.

- Microsoft Certified Partner
- Authorized BS&A Software consultant
- Law Enforcement Information Network and Michigan Criminal Justice Network certified
- We cumulatively hold four MCSEs, three MCPs, two dSSEs, one CCNA, and one CGCIO

✓ **911 RADIOS (*Business Item*)**

In the past, the city has needed to expend large amounts of funds to acquire updated radios for firefighters with the joint fire service. I recall that this was a contentious point between Mr. Bueche and the 911 consortium because 911 was overseeing the radio update program. Under current 911 Consortium leadership, the consortium is providing replacement radios at no cost to municipalities. However, use of these radios has some terms and conditions.

The purchase of new radios and pagers for every member municipality of the 911 Consortium (including Swartz Creek/Clayton Township and our combined fire service), will greatly improve communication capabilities. This equipment has begun to be loaned to each department. It must be loaned to ensure it is accounted for and used properly, and remains equipment that the 9-1-1 surcharge may be used to purchase. Receipts for the equipment will be required to be executed by the member's representative, or another proper officer.

The consortium is also requesting a resolution from municipalities that affirms user rights and responsibilities. I have included a resolution to this end. Given that they are making the purchase now for the first time, this seems reasonable. This is standard language used by other members and was approved by Clayton Township in December.

✓ **MERS 457 PARTICIPATION AGREEMENT (*Business Item*)**

The city uses the Municipal Employees' Retirement Services (MERS) for all of the city's defined benefit and city sponsored defined contribution retirement programs. The city also allows employees to make their own contributions to a 457. This is a

retirement savings plan that employees can choose to make independent contributions to in order to better plan for retirement.

When the 457 program was first set up through MERS, they used a partner, the International City/County Managers Association (ICMA-RC). This program is still available and used by employees. About six years ago MERS opened their own 457 plan. This plan, by all accounts, is functioning very well and has low user fees for employees. Based upon a consultation with MERS in December, it appears prudent to enable employees to have access to this retirement plan as well.

I have included their standard agreement and a resolution. Note that this is a voluntary contribution plan for employees. The city has no obligation or expectation to contribute, and there are no startup, annual, or other costs associated with this plan that the city will be responsible for.

Council Questions, Inquiries, Requests, Comments, and Notes

Sidewalks: The city continues to remove snow from sidewalks per our policy and ordinance. Our plan for 2018 is to continue to bill actual costs, waive first time clearing costs, and refrain from issuing the fine/citation. This costs the city some money, but it is usually around \$1,000 total. We believe this is a reasonable cost to continue to build a culture of sidewalk stewardship in the community.

**City of Swartz Creek
RESOLUTIONS
Regular Council Meeting, Monday, January 8, 2018, 7:00 P.M.**

Resolution No. 180108-4A MINUTES – DECEMBER 11, 2017

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, December 11, 2017, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 180108-5A 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 January 8, 2018, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 180108-6A CITY MANAGER’S REPORT

Motion by Councilmember: _____

I Move the Swartz Creek City Council accept the City Manager’s Report of January 8, 2018, including reports and communications, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**Resolution No. 180108-8A RESOLUTION TO APPROVE THE FIVE YEAR PARK
AND RECREATION PLAN**

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek seeks to continue, create and adopt a five-year Parks and Recreation Plan in order to provide the best possible services to its residents and visitors, to remain compliant with requirements of the State Department of Natural Resources and Environment, and further, to remain eligible for various grant

funds that are, or may become available; and

WHEREAS, the City engaged the services of its Engineering Firm, Rowe Professional Services of Flint Michigan, to work with and assist the City’s Parks and Recreation Advisory Board in drafting a five-year Parks and Recreation Plan, a draft having been completed and available for public review for thirty days; and

WHEREAS, the City advertised and held a public hearing at its regular Council Meeting of December 11, 2017 to obtain public comments and Council discussion on the draft.

NOW, THEREFORE, I Move the City of Swartz Creek hereby adopt the 2018 – 2022 Five Year Parks and Recreation Plan, and further, direct the staff and City Consultant to publish and circulate the plan in accordance with law.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 180108-8B

RESOLUTION TO APPROVE AN AMENDED INTERLOCAL AGREEMENT FOR FIRE SERVICE WITH THE TOWNSHIP OF CLAYTON

Motion by Councilmember: _____

WHEREAS, the city entered into an agreement to provide joint fire service with Clayton Township, said agreement titled: Swartz Creek – Clayton Township Amended and Restated 2016 – 2019 Fire Department Agreement.

WHEREAS, the agreement sets terms and conditions of the service provision and function of the board, including but not limited to provisions for appointments of board members and voting requirements; and

WHEREAS, the city and township officials, due to recent events, believe that alterations to the interlocal agreement are necessary to build consensus and compromise in voting, as well as to ensure more direct legislative body input on fire board business; and

WHEREAS, the agreement was modified in draft form to include new provisions for appointments and supermajority voting requirements; and

WHEREAS, the Township of Clayton approved changes to the agreement at their board meeting on December 14, 2017.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council hereby approves the Swartz Creek – Clayton Township Amended and Restated 2016 – 2019 Fire Department Agreement, as attached.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 180108-8C

RESOLUTION TO APPROVE THE LOGO IMAGE AND TAGLINE RECOMMENDED BY THE DOWNTOWN DEVELOPMENT AUTHORITY

Motion by Councilmember: _____

WHEREAS, the City Council, in the pursuit of standard Redevelopment Ready Communities guidelines and to further the proactive stance of the city as it relates to economic development, directed the Swartz Creek Downtown Development Authority to lead a community branding and imaging initiative; and

WHEREAS, the DDA has been working with the community for many months, in consultation with a professional branding and design company, to develop and refine images and taglines that represent the community; and

WHEREAS, at its regular meeting on December 14, 2017, the DDA deliberated on numerous graphic designs and formally recommends a specific image and tagline as included in the January 8, 2018 city council packet.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek City Council hereby approves the new logo and tagline as part of a larger branding and marketing campaign.

BE IT FURTHER RESOLVED, the City of Swartz Creek City Council authorizes the departments of the City of Swartz Creek, including the Swartz Creek DDA, use of the logo and its variants for professional purposes.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 180108-8D

RESOLUTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH I.T. RIGHT FOR INFORMATION TECHNOLOGY AND NETWORK ADMINISTRATION SERVICES

Motion by Councilmember: _____

WHEREAS, the city information technology (IT) services were provided by an independent contractor operating under no known written agreement; and

WHEREAS, due to circumstances, the city is in need of replacement information technology services; and

WHEREAS, I.T. Right is a private Michigan company that specializes in local municipalities and is the exclusive, certified consultant for independent BS&A software applications; and

WHEREAS, staff recommends a limited, one year engagement for professional IT services with I.T. Right.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek City Council approves the one year service agreement for IT services with I.T. Right of Bath, Michigan, in the amount of \$4,500, as included in the January 8, 2018 city council packet, under the authority of the city council under Section 2-402(a)(2) of the city ordinances.

BE IT FURTHER RESOLVED, the City of Swartz Creek City Council directs the City Manager to execute the agreement on behalf of the city.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 180108-8E

RESOLUTION TO APPROVE THE LOAN OF RADIO EQUIPMENT TO THE SWARTZ CREEK AREA FIRE DEPARTMENT

Motion by Councilmember: _____

WHEREAS, the Genesee County 911 Consortium Commission was created pursuant to the Urban Cooperation Act and the Emergency Telephone Service Enabling Act; and

WHEREAS, the County of Genesee 911 Consortium is comprised of all communities in Genesee County, with the exception of the City of Fenton, Michigan; and

WHEREAS, the City of Swartz Creek is a member of the Genesee County 911 Consortium; and

WHEREAS, the Genesee County 911 Consortium owns various equipment, including, but not limited to, emergency radios, computers, and pagers; and

WHEREAS, the Genesee County 911 Consortium allows the use of various equipment by Genesee County Fire Departments and Police Departments; and

WHEREAS, the Genesee County 911 Consortium has provided emergency radios, computers, and pagers for use by the Swartz Creek Area Fire Department; and

WHEREAS, the Genesee County 911 Consortium continues to own the equipment provided to the Swartz Creek Area Fire Department and the Swartz Creek Area Fire Department will ensure that the equipment will remain in good condition, less reasonable wear and tear; and

WHEREAS, the Genesee County 911 Consortium will be responsible for the maintenance and repair of the equipment provided to the Swartz Creek Area Fire Department unless it is damaged as a result of the action or inaction of the Swartz Creek Area Fire Department personnel or other Swartz Creek Area Fire Department or contractors; and

WHEREAS, should any equipment provided to the Swartz Creek Area Fire Department by the Genesee County 911 Consortium be damaged as the result of the action or inaction of Swartz Creek Area Fire Department personnel or its employees or contractors, the Swartz Creek Area Fire Department shall reimburse the Genesee County 911 Consortium the cost to replace the damaged equipment; and

WHEREAS, the equipment provided to the Swartz Creek Area Fire Department by the Genesee County 911 Consortium shall remain the property of the Genesee County 911 Consortium and, if damaged or misused or not used, it shall be returned to the Genesee County 911 Consortium facility; and

WHEREAS, the equipment provided to the Swartz Creek Area Fire Department by the Genesee County 911 Consortium shall remain the property of the Genesee County 911 Consortium.

NOW THEREFORE BE IT RESOLVED, the radios, computers, and pagers provided to the Swartz Creek Area Fire Department, on behalf of the City of Swartz Creek and Clayton Township, by the Genesee County 911 Consortium shall be used by the Swartz Creek Area Fire Department at no cost subject to the above noted terms.

BE IT FURTHER RESOLVED, the Swartz Creek Area Fire Department may purchase, at its expense, additional items of equipment to supplement or improve the equipment provided by the Genesee County 911 Consortium but such action by the Swartz Creek Area Fire Department shall not change the ownership of the equipment or the terms set forth herein.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 180108-8F

**RESOLUTION TO APPROVE THE MERS 457
DEFERRED COMPENSATION PLAN DOCUMENT AND
PARTICIPATION AGREEMENT**

Motion by Councilmember: _____

WHEREAS, the Municipal Employees Retirement Act of 1984, Section 36(2)(a), MCL 38.1536(2)(a) (MERS Plan Document (Section 36(2)(a)) authorizes the Municipal Employees' Retirement Board (the "Board") to "establish additional programs including but not limited to defined benefit, defined contribution, ancillary benefits, health and welfare benefits, and other postemployment benefit programs," and on November 8,

2011, the Municipal Employees' Retirement Board adopted the MERS 457 Deferred Compensation Plan; and

WHEREAS, this Uniform Resolution has been approved by the Board under the authority of Section 36(2)(a), and the Board has authorized the MERS 457 Deferred Compensation Plan, which shall not be implemented unless in strict compliance with the terms and conditions of this Resolution; and

WHEREAS, the Participating Employer, a participating "municipality" (as defined in Section 2b(2) in the Municipal Employees Retirement Act of 1984; MCL 38.1502b(2); Plan Document Section 2b(4)) or participating "court" (circuit, district or probate court as defined in Section 2a(4) – (6) of the Act, MCL 38.1502a(4) – (6); Plan Document Section 2a(4) – (6)) within the State of Michigan has determined that in the interest of attracting and retaining qualified employees, it wishes to offer a deferred compensation plan; and

WHEREAS, the Participating Employer has also determined that it wishes to encourage employees' saving for retirement by offering salary reduction contributions; and

WHEREAS, the Participating Employer has reviewed the MERS 457 Supplemental Retirement Program ("Plan"); and

WHEREAS, the Participating Employer wishes to participate in the Plan to provide certain benefits to its employees, reduce overall administrative costs, and afford attractive investment opportunities; and

WHEREAS, the Participating Employer is an Employer as defined in the Plan; and

WHEREAS, concurrent with this Resolution, and as a continuing obligation, this Governing Body has completed and approved, and submitted to MERS and the Board documents necessary for adoption and implementation of the Plan; and

WHEREAS, the City of Swartz Creek for and on behalf of the Participating Employer is authorized by law to adopt this Resolution approving the Participation Agreement on behalf of the Participating Employer. In the event any alteration of the terms or conditions stated in this Resolution is made or occurs, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty to continue to administer (or to have administered) the MERS 457 Supplemental Retirement Program for the Participating Employer.

NOW, THEREFORE, BE IT RESOLVED that the City of Swartz Creek adopts the MERS 457 Supplemental Retirement Program as provided below:

- I. The Participating Employer adopts the Plan for its Employees.
- II. The Participating Employer hereby adopts the terms of the Participation Agreement, which is attached hereto and made a part of this Resolution. The

Participation Agreement sets forth the Employees to be covered by the Plan, the benefits to be provided by the Participating Employer under the Plan, and any conditions imposed by the Participating Employer with respect to, but not inconsistent with, the Plan. The Participating Employer reserves the right to amend its elections under the Participation Agreement, so long as the amendment is not inconsistent with the Plan or the Internal Revenue Code or other applicable law and is approved by the Board.

- III. The Participating Employer shall abide by the terms of the Plan, including amendments to the Plan made by the Board, all investment, administrative, and other service agreements of the Plan and the Trust, and all applicable provisions of the Internal Revenue Code and other applicable law.
- IV. The Participating Employer acknowledges that the Board is only responsible for the Plan and any other plans of the Employer administered by MERS and that the Board has no responsibility for other employee benefit plans maintained by the Employer that are not part of MERS.
- V. The Participating Employer accepts the administrative services to be provided by MERS and any services provided by a Service Manager as delegated by the Board. The Participating Employer acknowledges that fees will be imposed with respect to the services provided and that such fees may be deducted from the Participants' accounts.
- VI. The Participating Employer acknowledges that the Plan contains provisions for involuntary Plan termination.
- VII. The Participating Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights shall be held in trust for the exclusive benefit of Participants and their Beneficiaries under the Plan. No part of the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries and for defraying reasonable expenses of the Plan. All amounts of compensation deferred pursuant to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights held as part of the Plan, shall be transferred to the Board to be held, managed, invested and distributed as part of the Trust Fund in accordance with the provisions of the Plan. All contributions to the Plan must be transferred by the Participating Employer to the Trust Fund. All benefits under the Plan shall be distributed solely from the Trust Fund pursuant to the Plan.
- VIII. This Resolution and the Participation Agreement shall be submitted to the Board for its approval. The Board shall determine whether the Resolution complies with the Plan, and, if it does, shall provide appropriate forms to the Participating Employer to implement participation in the Plan. The Board may refuse to approve a Participation Agreement by an Employer that does not possess State statutory authority to participate in the Plan. The Governing

Body hereby acknowledges that it is responsible to assure that this Resolution and the Participation Agreement are adopted and executed in accordance with the requirements of applicable law.

BE IT FURTHER RESOLVED: This Resolution shall have no legal effect under the Plan until a certified copy of this adopting Resolution is filed with MERS, and MERS determines that all necessary requirements under the 457 Supplemental Retirement Program Plan and Trust, the Participation Agreement, and this Resolution have been met. All dates for implementation of the Plan shall be determined by MERS from the date of filing with MERS of this Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 180108-8G

RESOLUTION TO APPROVE THE SALE OF TWO CONDOMINIUM UNITS IN THE HERITAGE VILLAGE NEIGHBORHOOD

WHEREAS, the city acquired a total of six vacant units in the 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 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 recommended 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, the Swartz Creek City Council conditionally approved the sale of two units in Heritage Village to J.W. Morgan Construction, LLC., in accordance with the purchase agreements and quit claim deeds attached, subject to a thirty day public inspection period of said instruments; and

WHEREAS, the required public inspection and review period has terminated, and no comments have been made verbally or in writing on this matter.

NOW, THEREFORE BE IT RESOLVED, that the city council affirms the sale via purchase agreement and quit claim deed of two units to J.W. Morgan Construction, LLC.

BE IT FURTHER RESOLVED, that the council directs staff to account the surplus proceeds from said sales and distribute said funds in accordance with Resolution 170911-04.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE 12/11/2017**

The meeting was called to order at 7:01 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, Director of Public Services Tom Svrcek

Others Present: Lania Rocha, Steve Shumaker, Bob Plumb, Fay Porath, Dave Plumb, Sandy Raffaelli, Doug Stephens, Timothy Mucciante.

APPROVAL OF MINUTES

Resolution No. 171211-01

(Carried)

Motion by Councilmember Porath
Second by Councilmember Florence

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday December 4, 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. 171211-02

(Carried)

Motion by Councilmember Cramer
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Agenda as, printed for the Regular Council Meeting of December 11, 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. 171211-03

(Carried)

Motion by Councilmember Florence
Second by Councilmember Gilbert

I Move the Swartz Creek City Council accept the City Manager’s Report of December 11, 2017, including reports and communications 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:

Doug Stephens, representing Art in Park Committee, thanked council for the nine years of support. He also thanked Tom Svrcek and the DPW crew for all their help. He encouraged council for their support again for 2018.

COUNCIL BUSINESS:

DRAFT PARK PLAN PUBLIC HEARING

Open 7:22 p.m.

No comments.

Closed 7:23 p.m.

RESOLUTION TO APPROVE AN EXPANDED USE RESERVATION AND PARK FEE/DEPOSIT WAIVER FOR USE OF ELMS PARK FOR A NON-PROFIT ART EVENT

Resolution No. 171211-04

(Carried)

Motion by Councilmember Hicks
Second by Councilmember Cramer

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

WHEREAS, the Swartz Creek Kiwanis Club, in conjunction with the Swartz Creek Area Art Guild and Women’s Club is proposing an expanded park use reservation for Pavilion #2, the soccer fields, and the asphalt courts on August 24-25, 2018 for the purpose of holding a public art fair; and

WHEREAS, all three groups are recognized non-profits operating in Swartz Creek that meet the requirements for an expanded use reservation; and

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

WHEREAS, the City Council finds the Swartz Creek Kiwanis Club, partnered with the Swartz Creek Area Art Guild and Women’s Club, to be a qualifying group with a qualifying activity.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council hereby approves the expanded use reservation of the Swartz Creek Kiwanis Club and waives all fees for the August 24-25, 2018 reservation in Elms Park.

Discussion took place in regards to several councilmembers being members of committees/clubs sponsoring Art in the Park.

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

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE THE EMPLOYMENT OF A FIRE CHIEF PER THE INTERLOCAL AGREEMENT WITH CLAYTON TOWNSHIP

Resolution No. 171211-05

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Cramer

WHEREAS, the city entered into an agreement to provide joint fire service with Clayton Township, said agreement titled: Swartz Creek – Clayton Township Amended and Restated 2016 – 2019 Fire Department Agreement.

WHEREAS, the agreement sets terms and conditions of the service provision and function of the board, including but not limited to provisions for the hiring of a Fire Chief; and

WHEREAS, the Fire Board, during a special meeting on December 5, 2017, voted 5-0 in favor of hiring Mr. David Plumb as the Fire Chief; and

WHEREAS, the Agreement, Section 3.C states that, “The Board shall develop and maintain a command structure for the Fire Department, which shall be headed by a Fire Chief who shall be appointed by a majority vote of both the Township Board and the City Council and who shall serve at the pleasure of the Board.”; and

WHEREAS, the City Council of Swartz Creek finds the appointment of Mr. David Plumb to the position of Fire Chief to be in the best interest of the fire department and the City of Swartz Creek.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council hereby affirms the recommendation of the appointment of Mr. David Plumb to the position

of Fire Chief, subject to terms and conditions intended to be set forth by the Board and Chief in a separate employment agreement.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

Steve Shumaker, 7446 Country Meadow, commented on the employee letter in regards to Medicare regulations.

Dave Plumb thanked council for the vote.

REMARKS BY COUNCILMEMBERS:

Councilmember Porath inquired on how to get Elms Park part of the Genesee County Parks. Everyone have a great holiday.

Mr. Zettel suggested councilmembers/park board members attend Genesee County Parks meetings and advocate for a west Genesee County investment.

Councilmember Cramer congratulated Mr. Plumb and he's looking forward to Art in the Park 2018. He hopes we find a solution for the 2 employees with the health care issues.

Councilmember Florence commented it's been a pleasure to have served his first full year and is excited about Art in the Park. Wishes everyone a Happy New Year and Merry Christmas.

Councilmember Hicks congratulated Mr. Plumb and wish everyone a Merry Christmas.

Councilmember Gilbert congratulated Mr. Plumb and wish everyone Merry Christmas and a great New Year.

Commissioner Pinkston wish everyone a healthy new year.

Mayor Krueger wished everyone Merry Christmas and great New Year and he commented he's looking forward to things in 2018 and he thanked Lania for the article.

ADJOURNMENT

Resolution No. 171211-06

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Cramer

I Move the Swartz Creek City Council adjourn the regular meeting at 8:01 p.m.

Unanimous Voice Vote.

David A. Krueger, Mayor

Connie Eskew, City Clerk

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK
PERIOD ENDING 11/30/2017

GL NUMBER	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund					
000.000-General	2,157,936.00	2,157,936.00	1,718,992.97	438,943.03	79.66
215.000-Aministration and Clerk	165.00	165.00	29.60	135.40	17.94
253.000-Treasurer	980.00	980.00	640.00	340.00	65.31
301.000-Police Dept	5,400.00	5,400.00	4,956.90	443.10	91.79
345.000-PUBLIC SAFETY BUILDING	24,200.00	24,200.00	7,148.77	17,051.23	29.54
410.000-Building & Zoning & Planning	41,120.00	41,120.00	42,354.58	(1,234.58)	103.00
410.025-2017 CDBG 5157 Morrish Demo	0.00	12,000.00	0.00	12,000.00	0.00
448.000-Lighting	8,921.52	8,921.52	3,217.30	5,704.22	36.06
782.000-Facilities - Winshall Park	140.00	140.00	160.00	(20.00)	114.29
783.000-Facilities - Elms Rd Park	28,552.25	28,552.25	1,530.00	27,022.25	5.36
783.016-Elms Park Brm-Trail Reno RP15-0003	45,000.00	45,000.00	26,869.87	18,130.13	59.71
790.000-Facilities-Senior Center/Libr	7,900.00	7,900.00	3,116.88	4,783.12	39.45
790.012-2014 CDBG Senior Center Operations	1,724.00	1,724.00	0.00	1,724.00	0.00
797.000-Facilities - City Parking Lots	115,000.00	115,000.00	115,000.00	0.00	100.00
TOTAL REVENUES	2,437,038.77	2,449,038.77	1,924,016.87		
000.000-General	1,500.00	1,500.00	0.00	1,500.00	0.00
101.000-Council	17,444.34	17,444.34	8,351.85	9,092.49	47.88
172.000-Executive	109,122.71	109,122.71	31,749.32	77,373.39	29.10
201.000-Finance,Budgeting,Accounting	41,961.15	41,961.15	19,803.18	22,157.97	47.19
215.000-Aministration and Clerk	23,369.31	23,369.31	10,117.33	13,251.98	43.29

GL NUMBER	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017	AVAILABLE BALANCE	% BDGT USED
228.000-Information Technology	12,850.00	12,850.00	8,205.25	4,644.75	63.85
247.000-Board of Review	3,665.00	3,665.00	78.12	3,586.88	2.13
253.000-Treasurer	41,933.86	41,933.86	14,093.35	27,840.51	33.61
257.000-Assessor	67,412.15	76,412.15	14,877.39	61,534.76	19.47
262.000-Elections	35,435.69	35,435.69	5,008.82	30,426.87	14.13
266.000-Legal Council	20,000.00	20,000.00	6,526.00	13,474.00	32.63
301.000-Police Dept	0.00	665,914.00	669,894.42	(3,980.42)	100.60
301.851-Retiree Employer Health Care PSFY	26,750.00	26,750.00	6,685.83	20,064.17	24.99
334.000-Metro Police Authority	1,005,000.00	1,005,000.00	455,636.00	549,364.00	45.34
336.000-Fire Department	156,530.00	156,530.00	67,362.70	89,167.30	43.04
345.000-PUBLIC SAFETY BUILDING	54,707.15	54,707.15	21,472.19	33,234.96	39.25
410.000-Building & Zoning & Planning	72,496.81	72,496.81	15,060.53	57,436.28	20.77
410.025-2017 CDBG 5157 Morrish Demo	0.00	12,925.00	0.00	12,925.00	0.00
448.000-Lighting	160,000.00	160,000.00	86,373.73	73,626.27	53.98
463.000-Routine Maint - Streets	0.00	21,917.10	21,917.10	0.00	100.00
728.000-Economic Development	0.00	0.00	9,069.36	(9,069.36)	100.00
780.000-Parks & Recreation	5,500.00	5,500.00	2,354.55	3,145.45	42.81
781.000-Facilities - Pajtas Amphitheat	1,876.45	1,876.45	800.58	1,075.87	42.66
782.000-Facilities - Winshall Park	36,256.52	36,256.52	10,319.80	25,936.72	28.46
783.000-Facilities - Elms Rd Park	60,324.31	81,274.31	61,121.70	20,152.61	75.20
783.016-Elms Park Brm-Trail Reno RP15-0003	100,745.86	55,622.57	15,565.70	40,056.87	27.98
784.000-Facilities - Bicentennial Park	6,264.40	6,264.40	259.92	6,004.48	4.15

GL NUMBER	2017-18	2017-18	YTD BALANCE 11/30/2017	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	AMENDED BUDGET			
787.000-Veterans Memorial Park	3,691.00	3,691.00	1,583.94	2,107.06	42.91
790.000-Facilities-Senior Center/Libr	36,410.58	36,410.58	13,086.85	23,323.73	35.94
790.012-2014 CDBG Senior Center Operations	1,724.00	1,724.00	0.00	1,724.00	0.00
793.000-Facilities - New City Hall	27,084.35	27,084.35	6,090.95	20,993.40	22.49
794.000-Community Promotions Program	25,469.60	25,469.60	10,331.51	15,138.09	40.56
796.000-Facilities - Cemetary	6,930.82	6,930.82	1,320.78	5,610.04	19.06
797.000-Facilities - City Parking Lots	101,856.00	101,856.00	566.30	101,289.70	0.56
851.000-Retired Employee Health Care	38,000.00	38,000.00	5,576.56	32,423.44	14.68
852.000-Insurance Claims Assessmernt (Tax)	150.00	150.00	46.60	103.40	31.07
965.000-Transfers Out	123,655.00	123,655.00	93,655.00	30,000.00	75.74
TOTAL EXPENDITURES	2,426,117.06	3,111,699.87	1,694,963.21		
Fund 101 - General Fund:					
TOTAL REVENUES	2,437,038.77	2,449,038.77	1,924,016.87		78.56
TOTAL EXPENDITURES	2,426,117.06	3,111,699.87	1,694,963.21		54.47
NET OF REVENUES & EXPENDITURES	10,921.71	(662,661.10)	229,053.66		
Fund 202 - Major Street Fund					
000.000-General	400,200.00	400,200.00	115,688.53	284,511.47	28.91
441.000-Miller Rd Park & Ride	5,000.00	5,000.00	1,846.86	3,153.14	36.94
478.000-Snow & Ice Removal	5,000.00	5,000.00	0.00	5,000.00	0.00
TOTAL REVENUES	410,200.00	410,200.00	117,535.39		
228.000-Information Technology	575.00	575.00	297.25	277.75	51.70
429.000-Occupational Safety	43.06	43.06	0.00	43.06	0.00
441.000-Miller Rd Park & Ride	5,256.20	5,256.20	2,106.76	3,149.44	40.08
449.500-Right of Way - General	10,000.00	10,000.00	3,480.50	6,519.50	34.81

GL NUMBER	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017	AVAILABLE BALANCE	% BDGT USED
449.501-Right of Way - Storms	200.00	200.00	0.00	200.00	0.00
453.103-Miller Rd - Morrish Rd to Elms Rd	0.00	0.00	708.93	(708.93)	100.00
463.000-Routine Maint - Streets	366,178.90	365,021.09	345,396.99	19,624.10	94.62
463.104-Winston Drive Reconstruction	168,837.00	168,837.00	195.00	168,642.00	0.12
473.000-Routine Maint - Bridges	495.00	495.00	369.00	126.00	74.55
474.000-Traffic Services	19,130.00	27,640.38	19,197.47	8,442.91	69.45
478.000-Snow & Ice Removal	58,569.40	58,569.40	(30.86)	58,600.26	(0.05)
482.000-Administrative	18,241.00	18,241.00	7,548.56	10,692.44	41.38
538.500-Intercommunity storm drains	10,000.00	10,000.00	1,117.46	8,882.54	11.17
786.000-Non-Motorized Trailway	3,000.00	3,000.00	0.00	3,000.00	0.00
TOTAL EXPENDITURES	660,525.56	667,878.13	380,387.06		
Fund 202 - Major Street Fund:					
TOTAL REVENUES	410,200.00	410,200.00	117,535.39		28.65
TOTAL EXPENDITURES	660,525.56	667,878.13	380,387.06		56.95
NET OF REVENUES & EXPENDITURES	(250,325.56)	(257,678.13)	(262,851.67)		
Fund 203 - Local Street Fund					
000.000-General	125,020.00	125,020.00	34,810.07	90,209.93	27.84
449.000-Right of Way Telecomm	15,000.00	15,000.00	0.00	15,000.00	0.00
463.000-Routine Maint - Streets	0.00	0.00	441.42	(441.42)	100.00
478.000-Snow & Ice Removal	2,200.00	2,200.00	0.00	2,200.00	0.00
931.000-Transfers IN	394,850.00	394,850.00	465,000.00	(70,150.00)	117.77
TOTAL REVENUES	537,070.00	537,070.00	500,251.49		
228.000-Information Technology	575.00	575.00	297.25	277.75	51.70
449.000-Right of Way Telecomm	3,500.00	3,500.00	0.00	3,500.00	0.00

GL NUMBER	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017	AVAILABLE BALANCE	% BDGT USED
449.500-Right of Way - General	4,675.00	4,675.00	5,358.28	(683.28)	114.62
449.501-Right of Way - Storms	1,500.00	1,500.00	0.00	1,500.00	0.00
463.000-Routine Maint - Streets	491,184.19	500,118.94	283,576.99	216,541.95	56.70
463.102-Yarmy Dr/Parkridge Pkwy Paving 2016	168,661.72	0.00	0.00	0.00	0.00
463.103-Worchester/Chesterfield Reconstructi	0.00	1,536,996.02	677,266.92	859,729.10	44.06
463.105-Daval Reconcstruction	97,797.60	97,797.60	1,206.00	96,591.60	1.23
474.000-Traffic Services	12,130.00	12,130.00	902.55	11,227.45	7.44
478.000-Snow & Ice Removal	50,275.20	50,275.20	(32.79)	50,307.99	(0.07)
482.000-Administrative	18,003.00	18,003.00	15,376.66	2,626.34	85.41
538.500-Intercommunity storm drains	6,500.00	6,500.00	1,117.46	5,382.54	17.19
TOTAL EXPENDITURES	854,801.71	2,232,070.76	985,069.32		
Fund 203 - Local Street Fund:					
TOTAL REVENUES	537,070.00	537,070.00	500,251.49		93.14
TOTAL EXPENDITURES	854,801.71	2,232,070.76	985,069.32		44.13
NET OF REVENUES & EXPENDITURES	(317,731.71)	(1,695,000.76)	(484,817.83)		
Fund 204 - MUNICIPAL STREET FUND					
000.000-General	610,535.00	610,535.00	589,362.55	21,172.45	96.53
TOTAL REVENUES	610,535.00	610,535.00	589,362.55	21,172.45	96.53
905.000-Debt Service	165,666.66	165,666.66	15,362.91	150,303.75	9.27
965.000-Transfers Out	394,850.00	394,850.00	465,000.00	(70,150.00)	117.77
TOTAL EXPENDITURES	560,516.66	560,516.66	480,362.91		
Fund 204 - MUNICIPAL STREET FUND:					
TOTAL REVENUES	610,535.00	610,535.00	589,362.55		96.53
TOTAL EXPENDITURES	560,516.66	560,516.66	480,362.91		85.70
NET OF REVENUES & EXPENDITURES	50,018.34	50,018.34	108,999.64		

GL NUMBER	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017	AVAILABLE BALANCE	% BDGT USED
Fund 226 - Garbage Fund					
000.000-General	374,771.00	374,771.00	362,087.19	12,683.81	96.62
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TOTAL REVENUES	374,771.00	374,771.00	362,087.19		
000.000-General	10,865.50	10,865.50	9,365.50	1,500.00	86.19
101.000-Council	6,176.87	6,176.87	1,498.49	4,678.38	24.26
172.000-Executive	9,354.66	9,354.66	3,283.34	6,071.32	35.10
201.000-Finance,Budgeting,Accounting	6,106.00	6,106.00	2,808.56	3,297.44	46.00
215.000-Aministration and Clerk	4,492.15	4,492.15	1,384.04	3,108.11	30.81
228.000-Information Technology	1,500.00	1,500.00	1,012.74	487.26	67.52
253.000-Treasurer	8,040.29	8,040.29	2,691.98	5,348.31	33.48
257.000-Assessor	3,000.00	3,000.00	0.00	3,000.00	0.00
528.000-Sanitation Collection	287,719.20	287,719.20	94,117.51	193,601.69	32.71
529.000-Hazardous Waste Pickup	360.00	360.00	0.00	360.00	0.00
530.000-Wood Chipping	44,107.38	41,663.14	19,008.86	22,654.28	45.63
782.000-Facilities - Winshall Park	3,153.60	4,433.91	3,659.20	774.71	82.53
783.000-Facilities - Elms Rd Park	4,443.20	5,607.13	4,097.73	1,509.40	73.08
793.000-Facilities - New City Hall	4,251.25	4,251.25	1,287.72	2,963.53	30.29
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TOTAL EXPENDITURES	393,570.10	393,570.10	144,215.67		
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Fund 226 - Garbage Fund:					
TOTAL REVENUES	374,771.00	374,771.00	362,087.19		96.62
TOTAL EXPENDITURES	393,570.10	393,570.10	144,215.67		36.64
NET OF REVENUES & EXPENDITURES	(18,799.10)	(18,799.10)	217,871.52		
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Fund 248 - Downtown Development Fund					
000.000-General	61,050.00	61,050.00	40,894.94	20,155.06	66.99
728.004-Family Movie Night	1,000.00	1,000.00	1,000.00	0.00	100.00

GL NUMBER	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017	AVAILABLE BALANCE	% BDGT USED
TOTAL REVENUES	62,050.00	62,050.00	41,894.94		
173.000-DDA Administration	3,670.00	3,670.00	16.84	3,653.16	0.46
728.000-Economic Development	15,000.00	15,000.00	9,515.20	5,484.80	63.43
728.002-Streetscape	90,000.00	90,000.00	826.16	89,173.84	0.92
728.003-Facade Program	10,000.00	10,000.00	0.00	10,000.00	0.00
728.004-Family Movie Night	3,900.00	3,900.00	2,332.68	1,567.32	59.81
TOTAL EXPENDITURES	122,570.00	122,570.00	12,690.88		
Fund 248 - Downtown Development Fund:					
TOTAL REVENUES	62,050.00	62,050.00	41,894.94		67.52
TOTAL EXPENDITURES	122,570.00	122,570.00	12,690.88		10.35
NET OF REVENUES & EXPENDITURES	(60,520.00)	(60,520.00)	29,204.06		
Fund 590 - Water Supply Fund					
000.000-General	1,100.00	1,100.00	(184.82)	1,284.82	(16.80)
540.000-Water System	2,149,590.00	2,149,590.00	534,524.70	1,615,065.30	24.87
TOTAL REVENUES	2,150,690.00	2,150,690.00	534,339.88		
000.000-General	35,403.57	35,403.57	23,413.75	11,989.82	66.13
101.000-Council	9,106.87	9,106.87	3,745.34	5,361.53	41.13
172.000-Executive	40,705.19	40,705.19	11,690.07	29,015.12	28.72
201.000-Finance,Budgeting,Accounting	19,243.00	19,243.00	8,288.68	10,954.32	43.07
215.000-Aministration and Clerk	15,169.87	15,169.87	5,000.07	10,169.80	32.96
228.000-Information Technology	5,590.00	5,590.00	2,242.30	3,347.70	40.11
253.000-Treasurer	29,737.57	29,737.57	10,163.50	19,574.07	34.18
540.000-Water System	2,372,407.74	2,382,678.74	889,301.05	1,493,377.69	37.32
542.000-Read and Bill	59,602.40	59,602.40	15,836.87	43,765.53	26.57

GL NUMBER	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017	AVAILABLE BALANCE	% BDGT USED
793.000-Facilities - New City Hall	10,252.93	10,252.93	3,213.34	7,039.59	31.34
850.000-Other Functions	12,000.00	12,000.00	0.00	12,000.00	0.00
905.000-Debt Service	49,484.84	49,484.84	4,588.91	44,895.93	9.27
TOTAL EXPENDITURES	2,658,703.98	2,668,974.98	977,483.88		
Fund 590 - Water Supply Fund:					
TOTAL REVENUES	2,150,690.00	2,150,690.00	534,339.88		24.85
TOTAL EXPENDITURES	2,658,703.98	2,668,974.98	977,483.88		36.62
NET OF REVENUES & EXPENDITURES	(508,013.98)	(518,284.98)	(443,144.00)		
Fund 591 - Sanitary Sewer Fund					
000.000-General	1,080.00	1,080.00	658.51	421.49	60.97
536.000-Sewer System	1,290,040.00	1,290,040.00	304,907.71	985,132.29	23.64
TOTAL REVENUES	1,291,120.00	1,291,120.00	305,566.22		
000.000-General	24,913.75	24,913.75	23,413.75	1,500.00	93.98
101.000-Council	9,206.87	9,206.87	3,745.83	5,461.04	40.69
172.000-Executive	33,513.99	33,513.99	11,712.32	21,801.67	34.95
201.000-Finance,Budgeting,Accounting	19,198.00	19,198.00	8,288.39	10,909.61	43.17
215.000-Aministration and Clerk	15,056.87	15,056.87	4,999.98	10,056.89	33.21
228.000-Information Technology	5,590.00	5,590.00	2,242.29	3,347.71	40.11
253.000-Treasurer	29,608.57	29,608.57	10,163.27	19,445.30	34.33
536.000-Sewer System	957,820.70	968,091.70	190,510.48	777,581.22	19.68
537.000-Sewer Lift Stations	23,053.60	23,053.60	7,214.04	15,839.56	31.29
542.000-Read and Bill	62,439.04	62,439.04	19,332.11	43,106.93	30.96
543.401-Flush & TV Sewers	30,904.00	30,904.00	0.00	30,904.00	0.00
543.407-Sewer Rehab Phase 7	179,958.00	179,958.00	0.00	179,958.00	0.00

GL NUMBER	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 11/30/2017	AVAILABLE BALANCE	% BDGT USED
793.000-Facilities - New City Hall	10,742.93	10,742.93	3,163.58	7,579.35	29.45
850.000-Other Functions	10,000.00	10,000.00	0.00	10,000.00	0.00
TOTAL EXPENDITURES	1,412,006.32	1,422,277.32	284,786.04		
Fund 591 - Sanitary Sewer Fund:					
TOTAL REVENUES	1,291,120.00	1,291,120.00	305,566.22		23.67
TOTAL EXPENDITURES	1,412,006.32	1,422,277.32	284,786.04		20.02
NET OF REVENUES & EXPENDITURES	(120,886.32)	(131,157.32)	20,780.18		
Fund 661 - Motor Pool Fund					
000.000-General	160,270.00	160,270.00	59,811.95	100,458.05	37.32
TOTAL REVENUES	160,270.00	160,270.00	59,811.95		
172.000-Executive	13,606.00	13,606.00	10,856.00	2,750.00	79.79
201.000-Finance,Budgeting,Accounting	7,591.00	7,591.00	2,637.47	4,953.53	34.74
228.000-Information Technology	450.00	450.00	246.56	203.44	54.79
795.000-Facilities - City Garage	178,335.20	199,229.70	36,108.32	163,121.38	18.12
TOTAL EXPENDITURES	199,982.20	220,876.70	49,848.35		
Fund 661 - Motor Pool Fund:					
TOTAL REVENUES	160,270.00	160,270.00	59,811.95		37.32
TOTAL EXPENDITURES	199,982.20	220,876.70	49,848.35		22.57
NET OF REVENUES & EXPENDITURES	(39,712.20)	(60,606.70)	9,963.60		

01/03/2018

CHECK REGISTER FOR CITY OF SWARTZ CREEK
CHECK DATE FROM 12/01/2017 - 12/31/2017

Check Date	Check	Vendor Name	Description	Amount
Bank GEN CONSOLIDATED ACCOUNT				
12/05/2017	44371	A+ SUPPLY CO INC	400W LMP	32.73
12/05/2017	44372	AGROSCAPING INC.	3-4 FT ASSORTED SPRUCE/BOY SCOUT PROJ TREES (19)	450.00 4,765.00 5,215.00
12/05/2017	44373	CHARTER TOWNSHIP OF MUNDY	JOINT INSP & PERMIT FEES SEPT 2017	3,813.96
12/05/2017	44374	CHARTER TOWNSHIP OF MUNDY	JOINT INSP & PERMIT FEES AUG 2017	4,569.28
12/05/2017	44375	DANIEL L RHANOR	FAX/REPAIR LIGHT CITY HALL PARKING LOT	185.00
12/05/2017	44376	DETROIT SALT COMPANY	ROAD SALT @ \$53.40 PER TON	2,584.03
12/05/2017	44377	DORNBOS SIGN & SAFETY INC	STREET SIGNS (7)	236.21
12/05/2017	44378	DOUGLAS F SHERMAN	FURNACE CHECK 5256 DON SHENK	80.00
12/05/2017	44379	FAMILY FARM AND HOME INC	NOVEMBER 2017 INVOICES	60.88
12/05/2017	44380	FERGUSON WATERWORKS #3386	WIRE FLAG BLUE 100 PK	11.99
12/05/2017	44381	FIDELITY SECURITY LIFE INSUR/EYEMED	DEC 2017 VISION RETIREES (6)	30.06
12/05/2017	44382	GCGC	GCGC MEETING 12/11/17	20.00
12/05/2017	44383	GENESEE CTY DRAIN COMMISSIONER	COMM PUBLIC WATER SUPPLY FEE	3,067.41
12/05/2017	44384	GENESEE CTY DRAIN COMMISSIONER	WATER 9/27-11/1/17 2,364,063 CF	149,933.62
12/05/2017	44385	GENESEE CTY DRAIN COMMISSIONER	MPDES PHASE II IMPL FEES	1,234.92
12/05/2017	44386	GILL ROYS HARDWARE	NOV 2017 INVOICES NOV 2017 DISCOUNT	587.22 (60.56) 526.66
12/05/2017	44387	GLAESER DAWES	STREET PROJECT AND WATER MAIN WORK APP #	601,456.67
12/05/2017	44388	HYDRO DESIGNS INC	NOV 2017-JAN 2018 WATER CROSS CONN CNTRL	879.00
12/05/2017	44389	INTEGRITY BUSINESS SOLUTIONS	KITCHEN ROLL TOWEL (2)	73.98
12/05/2017	44390	JEREMY J HART	NEW GARAGE DOOR OPENER	923.00
12/05/2017	44391	KCI	WINTER 2017 TAX BILLS/POSTAGE BALANCE	458.82
12/05/2017	44392	MICH ASSOC MUNICIPAL CLERKS	CLERK ANNUAL MEMB DUES	60.00
12/05/2017	44393	MICHIGAN ASSESSORS ASSOCIATION	MEMB DUES 10/1/17-12/31/18 ZETTEL	90.00
12/05/2017	44394	MICHIGAN MUNICIPAL LEAGUE	MEMB DUES 2/1/18-1/31/19	3,110.00
12/05/2017	44395	MICHIGAN PIPE AND VALVE	REPAIR CLAMP (2)	500.00
12/05/2017	44396	MISS DIG SYSTEM INC	ANNUAL MEMB & FEES 2018	695.46
12/05/2017	44397	OWOSSO CARPET CENTER INC	CARPET/PUBLIC SAFETY BLDG	1,115.18
12/05/2017	44398	PPSMG URGENT MEDICAL CARE PLLC	R DERSCHA NEW HIRE DRUG SCREEN	20.00
12/05/2017	44399	PRINTING SYSTEMS	2017 W-2/1099-MISC/W3/1096	98.08
12/05/2017	44400	ROWE PROFESSIONAL SERVICES CO	GRANT APP/DESIGN/CONST/ELMS PARK	115.00
12/05/2017	44401	ROWE PROFESSIONAL SERVICES CO	FIVE YEAR PARK AND RECREATION PLAN	1,320.00
12/05/2017	44402	ROYALTY SERVICES INC	20 YD SAND/DELIVERY	310.00
12/05/2017	44403	RWS OF MID MICHIGAN	NOV 2017 FY18 GARBAGE/RECYCLING/YARD WAS	22,274.64
12/05/2017	44404	SALLY M ADAMS	JULY-DEC 2017 RETIREE INSURANCE	1,584.00
12/05/2017	44405	SHURE INCORPORATED	MICROPHONE FOR COUNCIL ROOM PODIUM	110.00
12/05/2017	44406	SIGNATURE FORD	TIRES (4)/MT & BAL	727.95
12/05/2017	44407	STALEYS PLUMBING AND HEATING	OVRPMT 4464 COLONY CT/PLUMBING	1.00
12/05/2017	44408	STANDARD ELECTRIC COMPANY	100 FT CORD	113.70
12/05/2017	44409	SUBURBAN AUTO SUPPLY	PWR STR FL ROD END	4.99 34.99 39.98
12/05/2017	44410	SWARTZ CREEK SCHOOLS	10 CASES OF COPY PAPER	224.40
12/05/2017	44411	TERRY LOCKHART	REPLACE ROOFING AT DPW BLDG 5121 MORRISH	18,995.00
12/05/2017	44412	TOWNLINE SALES	REPAIR SWITCH	163.46
12/05/2017	44413	UNIFIRST CORPORATION	MATS, SUPPLIES UNIFORMS, MATS, SUPPLIES, ENV. UNIFORMS, MATS, SUPPLIES, ENV. MATS, SUPPLIES MATS, SUPPLIES	36.15 112.50 117.90 36.15 36.15

			MATS, SUPPLIES	36.15
			UNIFORMS, MATS, SUPPLIES, ENV.	131.61
				506.61
12/05/2017	44414	VERIZON WIRELESS	MONTHLY BILL 10/24-11/23/17	281.16
12/15/2017	44415	KORENE KELLY	JAN-FEB 2017 MEDICAL INS REFUND	111.32
12/15/2017	44416	RICK CLOLINGER	JAN-FEB 2017 MEDICAL INS REFUND	11.72
12/19/2017	44417	A+ SUPPLY CO INC	AA BATTERIES (24)	16.56
12/19/2017	44418	ALLIED RENT-ALL	RENTAL 45' TOWABLE LIFT	175.00
			RENTAL 55' TOWABLE LIFT	215.00
				390.00
12/19/2017	44419	BARBARA ROBERTSON	SU17 OVRPMT 80-258-010/01-502-108/35-576	2.55
12/19/2017	44420	BIO-SERV CORPORATION	PEST CONTROL/PUBLIC SAFETY BLDG	53.00
			PEST CONTROL CITY HALL/LIBRARY-SR CTR	106.00
				159.00
12/19/2017	44421	BLACKMORE ROWE INS	2018 PUBLIC OFFICIAL BOND/KORTH	100.00
12/19/2017	44422	BLUE CARE NETWORK-EAST MI	JAN 2018 RETIREE MEDICAL KELLY	688.92
			JAN 2018 COBRA MEDICAL O'BRIEN	629.86
			JAN 2018 RETIREE MEDICAL CLOLINGER	1,289.97
			JAN 2018 RETIREE MEDICAL TYLER	677.90
				3,286.65
12/19/2017	44423	C & H CONSTRUCTION CO INC	WATERMAIN REPAIR 8390 CAPPY	1,060.00
12/19/2017	44424	CITY OF SWARTZ CREEK	WINTER 2017 TAXES 52565 DON SHENK	256.33
			WINTER 2017 TAXES 3339 HERITAGE	38.91
			WINTER 2017 TAXES 3337 HERITAGE	38.91
			WINTER 2017 WINTER TAXES SECOND ST	39.05
				373.20
12/19/2017	44425	CONSUMERS ENERGY	11/3-12/4/17 A 6425 MILLER PARK & RIDE	78.45
12/19/2017	44426	CONSUMERS ENERGY	11/1-12/1/17 A 5121 MORRISH RD	647.46
12/19/2017	44427	CONSUMERS ENERGY	11/1-12/1/17 A 5256 DON SHENK	49.04
12/19/2017	44428	CONSUMERS ENERGY	11/3-12/4/17 A 4125 ELMS RD 4353	32.27
12/19/2017	44429	CONSUMERS ENERGY	11/1-12/1/17 E 5257 WINSHALL DR	47.27
12/19/2017	44430	CONSUMERS ENERGY	11/3-12/4/17 A 4125 ELMS RD PAVILION 443	27.84
12/19/2017	44431	CONSUMERS ENERGY	11/2-12/3/17 A 8100 CIVIC DR	1,139.15
12/19/2017	44432	CONSUMERS ENERGY	11/2-12/3/17 A 8301 CAPPY LN	296.77
12/19/2017	44433	CONSUMERS ENERGY	11/1-12/1/17 A 8011 MILLER RD	27.84
12/19/2017	44434	CONSUMERS ENERGY	11/1-12/1/17 A 8095 CIVIC DR	826.59
12/19/2017	44435	CONSUMERS ENERGY	11/1-12/1/17 A 5361 WINSHALL DR #2 RESTR	25.63
12/19/2017	44436	CONSUMERS ENERGY	11/1-12/1/17 A 9099 MILLER RD	32.97
12/19/2017	44437	CONSUMERS ENERGY	11/1-12/1/17 A 5361 WINSHALL DR 8369	25.39
12/19/2017	44438	CONSUMERS ENERGY	11/1-12/1/17 A 8499 MILLER RD	24.36
12/19/2017	44439	CONSUMERS ENERGY	11/1-12/1/17 A 8059 FORTINO DR	43.20
12/19/2017	44440	CONSUMERS ENERGY	11/1-11/30/17 TRAFFIC LIGHTS 1781	393.29
12/19/2017	44441	CONSUMERS ENERGY	11/1-11/30/17 4524 MORRISH RD	44.05
12/19/2017	44442	CONSUMERS ENERGY	11/1-12/1/17 A 4510 MORRISH RD	35.14
12/19/2017	44443	CONSUMERS ENERGY	11/1-11/30/17 STREET LIGHTS 1294	7,964.32
12/19/2017	44444	CONSUMERS ENERGY	11/1-11/30/17 SIRENS TRAFFIC LIGHTS 1997	26.12
12/19/2017	44445	CONSUMERS ENERGY	11/1-11/30/17 ELMS PARKING LOT AREA LIGH	28.84
12/19/2017	44446	CONSUMERS ENERGY	11/1-12/1/17 A 8083 CIVIC DR	598.67
12/19/2017	44447	DANEEN FICK	DBOR 2017 SUM PRE REF 58-36-530-004	1,534.40
12/19/2017	44448	Danny Kilburn	BD PAYMENT REFUND 5327 DON SHENK	75.00
12/19/2017	44449	DELTA DENTAL PLAN	JAN 2018 RETIREE DENTAL (6)/TAX	337.88
12/19/2017	44450	DETROIT SALT COMPANY	ROAD SALT @ \$53.40 PER TON	2,735.68
12/19/2017	44451	DONALD KORTH	3 HRS UPDT W/S WITH LATEST SECURITY	300.00
12/19/2017	44452	DORNBOS SIGN & SAFETY INC	SIGNS (5)	3,823.50
12/19/2017	44453	ETNA SUPPLY COMPANY	CAUTION TAPE/BLUE MARKING PAINT/WORK LIG	84.95

12/19/2017	44454	FERGUSON WATERWORKS #3386	MTR (18) LID (6)/STATINARY ROD (4) RETURN METER (12)	2,870.00 326.52 (2,580.00) 616.52
12/19/2017	44455	FLINT BATTERIES LLC	LIGHTS (2)/DPW	33.90
12/19/2017	44456	FLINT TOWNSHIP	SWR TRANS MAINT CHRG 42 UNITS	63.00
12/19/2017	44457	FLINT WELDING SUPPLY	CYLINDER COMPRESSED OXYGEN	5.00
12/19/2017	44458	GENESEE CTY DRAIN COMMISSIONER	WATER 11/1-11/29/17 1,798,466 CF	117,411.80
12/19/2017	44459	GLAESER DAWES	REPAIR BRISTOL RD WATERMAIN	1,960.00
12/19/2017	44460	JAMES FLORENCE	SMALL CITIES MTG 12/6/17 DINNER/MILEAGE	25.17
12/19/2017	44461	JAMS MEDIA LLC	SIDEWLK NTC/REQ BID/PUB HEARNG/ZBA PUB H	169.20
12/19/2017	44462	JEREMY J HART	REPAIR GARAGE DOOR/DPW	150.00
12/19/2017	44463	JERRY'S TIRE	FLAT TIRE REPAIR	160.00
12/19/2017	44464	JOHNS TRUCK SERVICE	REPAIR SALTER ON TRUCK	665.60
12/19/2017	44465	KCI	EST. POSTAGE FOR WATER BILLS/LESS POSTAG	875.57
12/19/2017	44466	KCI	ESTIMATED POSTAGE FOR ASSESSMENT NOTICES	893.33
12/19/2017	44467	KNAPHEIDE TRUCK EQUIPMENT	MOTOR ASSY/POST SOLENOID CURBED BASE	211.71 V
12/19/2017	44468	LEGACY ASSESSING SERVICES INC	DEC 2017 ASSESSING SERVICES OCTOBER 2017	2,515.58
12/19/2017	44469	MICH ASSOC MUNICIPAL CLERKS	MAMC CLERK INSTITUTE 3/11-16/18 3RD YR	600.00
12/19/2017	44470	MID MICHIGAN MANUFACTURING	JETTED SEWER DON SHENK/MILLER	607.50
12/19/2017	44471	MMTA	D KORTH 2018 MEMB DUES	50.00
12/19/2017	44472	MY-CAN LLC	10/29-11/26/17 PORT-A-JON RENTAL ELMS PA	100.00
12/19/2017	44473	NICHOLAS WHITE	DBOR 2017 SUM PRE REF 58-03-533-071	929.00
12/19/2017	44474	PLANTE & MORAN PLLC	FY17 AUDIT FINAL BILL/ASSIST METRO POLIC	13,300.00
12/19/2017	44475	ROWE PROFESSIONAL SERVICES CO	CONSTRUCTION ENGINEERING 2017 STREET PRO	57,617.00
12/19/2017	44476	ROWE PROFESSIONAL SERVICES CO	MAP AND INVENTORY EXISTING WATER MAIN	1,108.00
12/19/2017	44477	ROWE PROFESSIONAL SERVICES CO	PREPARE APPLICATION WATERMAIN UPGRADES	1,943.00
12/19/2017	44478	SIMEN FIGURA & PARKER PLC	NOV 2017 MONTHLY BILL	1,540.00
12/19/2017	44479	STATE OF MICHIGAN-DEPART. TREA	PRE DENIAL INTEREST SUMMARY/R ROBERT	6.26
12/19/2017	44480	SUBURBAN AUTO SUPPLY	P/S PUMP CAP/ATF+4 RELAY AW32 HYD. OIL DIESEL ADD. QT OIL FILTER/SYN. SW30 5 QT HEADLAMPS/RAIN X SOLENOID	19.98 41.56 39.99 9.99 30.47 39.98 13.99 195.96
12/19/2017	44481	SUPER FLITE OIL CO INC	NOV 2017 FUEL - DPW	1,205.75
12/19/2017	44482	SWARTZ CREEK AREA FIRE DEPT.	NOV 2017 FY18 FIRE BUDGET & MONTHLY RUNS	3,541.30
12/19/2017	44483	SWARTZ CREEK ESTATES	TAX OVRPMT 58-35-776-021	20.63
12/19/2017	44484	TITLE EXPRESS LLC	SU17 TAX OVRPMT 58-03-626-011	12.51
12/19/2017	44485	TUCKER PLUMBING	REPAIR SHOWER VALVE	125.00
12/19/2017	44486	UNIFIRST CORPORATION	UNIFORMS, MATS, SUPPLIES, ENV. UNIFORMS, MATS, SUPPLIES, ENV. MATS, SUPPLIES UNIFORMS, MATS, SUPPLIES, ENV. UNIFORMS, MATS, SUPPLIES, ENV. MAT, SUPPLIES	131.61 112.50 36.15 112.50 112.50 36.15 541.41
12/19/2017	44487	UNUM LIFE INSURANCE	JAN 2018 RETIREE LIFE INS (3)	32.76
12/19/2017	44488	VICTOR TRECHA	BD PAYMENT REFUND 7055 MILLER	75.00
12/19/2017	44489	YOUNG'S ENVIRONMENTAL CLEANUP INC	EMERGENCY CCTV INSP SERVICES	595.00
GEN TOTALS:				
Total of 119 Checks:				1,064,568.37
Less 1 Void Checks:				211.71
Total of 118 Disbursements:				1,064,356.66

**Public Works
Monthly Work Orders**

01/03/18

Work Order # Work Order Status	Location ID	Customer Name Service Address	Date Recd Date Comp	Type
FNRD17-1300 COMPLETED	HT10-003436-0000-02	KREASE, KIMBERLY 3436 HERITAGE BLVD	12/04/17 12/04/17	FINAL READ
WOFF17-1867 COMPLETED	IT10-004935-B013-01	MARI-DAN MILLER FARMS 4935 ITA # B013 CT	12/08/17 12/08/17	WATER TURN OFF
WTON17-1142 CANCELLED	IT10-004935-B013-01	MARI-DAN MILLER FARMS 4935 ITA # B013 CT	12/08/17 12/11/17	WATER TURN ON
GWO17-0449	CA10-008336-0000-01	SWARTZ CREEK SCHOOLS- WAREHO 8336 CAPPY LN	12/01/17	GENERIC WORK ORDE
FNRD17-1316 COMPLETED	MP10-007252-0000-01	HIGDON, BOBBY 7252 MAPLECREST CIR	12/01/17 12/05/17	FINAL READ
READ17-0566 COMPLETED	KR20-004276-0000-01	SPRINGVALE ASSISTED LIVING 4276 KROGER DR	12/08/17 12/08/17	READ METER
WOFF17-1868 COMPLETED	BI10-005241-0000-02	ROBERTSON, KEVIN 5241 BIRCHCREST DR	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1869 COMPLETED	BR10-005032-0000-01	JOZWIAK, BERNADETTE 5032 BRADY ST	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1870 CANCELLED	CH10-008474-0000-02	ALLEN, STACI 8474 CHELMSFORD DR	12/05/17 12/04/17	WATER TURN OFF
WOFF17-1871 COMPLETED	CH20-009104-0000-03	MCDONALD, ALICIA 9104 CHESTERFIELD DR	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1872 CANCELLED	CH30-007562-0000-01	MCNALLY, MONICA 7562 CHURCH ST	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1873 CANCELLED	DY10-003266-0120-07	MILLER, KURT 3266 1/2 DYE RD	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1874 CANCELLED	DY10-003266-0000-02	MILLER, KURT 3266 DYE RD	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1875 CANCELLED	DY10-003286-0000-01	SMITH, MICHAEL 3286 DYE RD	12/05/17 12/06/17	WATER TURN OFF
WOFF17-1876 COMPLETED	EL10-003267-0000-02	WIEDERMAN, DIANNA 3267 ELMS RD	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1877 COMPLETED	EL10-003277-0000-03	MITCHELL, AMANDA 3277 ELMS RD	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1878 COMPLETED	FA10-005086-0000-02	BARRON, CONSTANCE 5086 FAIRCHILD ST	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1879 CANCELLED	GR10-005283-0000-03	FRIES, THOMAS 5283 GREENLEAF DR	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1880 COMPLETED	HI20-004173-0000-02	TOMAZEWSKI, ANNA 4173 HICKORY LN	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1881 COMPLETED	MA30-007553-0000-10	WINELAND II, BILL 7553 MASON ST	12/05/17 12/04/17	WATER TURN OFF

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
WOFF17-1882 COMPLETED	MY10-004375-0000-03	MEARNS, ROGER 4375 MAYA LN	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1883 COMPLETED	MI10-005438-0000-04	NEMER, KAL 5438 MILLER RD	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1884 COMPLETED	MI10-006033-0000-12	GRIWATSCH, MINDY 6033 MILLER RD	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1885 CANCELLED	MI10-007070-SUMM-01	BSLM-LLC 7070 MILLER RD	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1886 COMPLETED	MI10-007297-0000-04	SANTIONI, LISA 7297 MILLER RD	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1887 COMPLETED	MO10-004494-0000-01	SC CHURCH OF GOD-PENTECOST 4494 MORRISH RD	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1888 COMPLETED	MO10-005138-0000-06	BROWN, MICHELLE 5138 MORRISH RD	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1889 CANCELLED	SE20-005146-0000-01	JIMINEZ, JOSE 5146 SEYMOUR RD	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1890 COMPLETED	WA10-007465-0000-02	PLUMB, ANGELA L 7465 WADE ST	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1891 CANCELLED	WA10-007468-0000-03	SMYTH, ANDREW 7468 WADE ST	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1892 COMPLETED	WO10-005285-0000-03	BANACKI, PHILLIP 5285 WORCHESTER DR	12/05/17 12/05/17	WATER TURN OFF
WOFF17-1893 COMPLETED	CH20-008493-0000-10	GEBRAEL MANAGEMENT 8493 CHESTERFIELD DR	12/05/17 12/06/17	WATER TURN OFF
WOFF17-1894 COMPLETED	SC20-005086-0000-02	HORST, STEVEN 5086 SCHOOL ST	12/05/17 12/05/17	WATER TURN OFF
WTON17-1145 COMPLETED	MY10-004375-0000-03	MEARNS, ROGER 4375 MAYA LN	12/05/17 12/05/17	WATER TURN ON
WTON17-1146 COMPLETED	BR10-005032-0000-01	JOZWIAK, BERNADETTE 5032 BRADY ST	12/05/17 12/05/17	WATER TURN ON
WTON17-1147 COMPLETED	WO10-005285-0000-03	BANACKI, PHILLIP 5285 WORCHESTER DR	12/05/17 12/05/17	WATER TURN ON
WTON17-1148	MO10-005138-0000-06	BROWN, MICHELLE 5138 MORRISH RD	12/05/17	WATER TURN ON
FNRD17-1317 CANCELLED	LI10-004292-0000-01	NEMER, KHALIL 4292 LINDSEY DR	12/05/17 12/06/17	FINAL READ
WTON17-1149 COMPLETED	MI10-005438-0000-04	NEMER, KAL 5438 MILLER RD	12/06/17 12/06/17	WATER TURN ON
WTON17-1150 COMPLETED	MI10-007297-0000-04	SANTIONI, LISA 7297 MILLER RD	12/06/17 12/06/17	WATER TURN ON
WTON17-1151 COMPLETED	EL10-003267-0000-02	WIEDERMAN, DIANNA 3267 ELMS RD	12/05/17 12/05/17	WATER TURN ON
BXRP17-0147 City Council Packet	SE20-005146-0000-01	JIMINEZ, JOSE	12/06/17	CURB BOX REPAIR

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
		5146 SEYMOUR RD		
WTON17-1152 COMPLETED	WA10-007465-0000-02	PLUMB, ANGELA L 7465 WADE ST	12/06/17 12/06/17	WATER TURN ON
WTON17-1153 COMPLETED	EL10-003277-0000-03	MITCHELL, AMANDA 3277 ELMS RD	12/06/17 12/06/17	WATER TURN ON
WTON17-1154 COMPLETED	CH20-009104-0000-03	MCDONALD, ALICIA 9104 CHESTERFIELD DR	12/06/17 12/06/17	WATER TURN ON
BXRP17-0148 COMPLETED	DY10-003286-0000-01	SMITH, MICHAEL 3286 DYE RD	12/06/17 12/11/17	CURB BOX REPAIR
WOFF17-1895 COMPLETED	CH30-007562-0000-01	MCNALLY, MONICA 7562 CHURCH ST	12/06/17 12/06/17	WATER TURN OFF
SETM17-0061	LI10-004292-0000-01	NEMER, KHALIL 4292 LINDSEY DR	12/08/17	SET METER
WREP17-0065 COMPLETED	DU10-005290-0000-01	DAVIS, MARK R 5290 DURWOOD DR	12/07/17 12/07/17	WATER REPAIRS
FNRD17-1318 COMPLETED	LU10-009149-0000-03	BURRIS, DONNA 9149 LUEA LN	12/08/17 12/08/17	FINAL READ
FNRD17-1319 COMPLETED	GR10-005345-0000-01	HILDEN, JACQUELYN S 5345 GREENLEAF DR	12/06/17 12/06/17	FINAL READ
FNRD17-1320 COMPLETED	CA10-008384-0000-02	HAGGERTY, TODD 8384 CAPPY LN	12/11/17 12/11/17	FINAL READ
WOFF17-1896 COMPLETED	HE10-005155-0000-04	OEHM, L DANIELLE 5155 HELMSLEY DR	12/07/17 12/07/17	WATER TURN OFF
WOFF17-1897 COMPLETED	WI20-005058-0000-03	ALLEN-ANTHONY, NICOLE 5058 WINSTON DR	12/07/17 12/07/17	WATER TURN OFF
READ17-0567 COMPLETED	CH20-008506-0000-02	CAMPBELL, BRIAN D 8506 CHESTERFIELD DR	12/08/17 12/08/17	READ METER
WTON17-1155 COMPLETED	WI20-005058-0000-03	ALLEN-ANTHONY, NICOLE 5058 WINSTON DR	12/07/17 12/07/17	WATER TURN ON
WTON17-1156 COMPLETED	MO10-004494-0000-01	SC CHURCH OF GOD-PENTECOST 4494 MORRISH RD	12/07/17 12/07/17	WATER TURN ON
FNRD17-1321 COMPLETED	MO10-004501-0000-08	FRANTA, JANE 4501 MORRISH RD	12/08/17 12/08/17	FINAL READ
WOFF17-1898 COMPLETED	DU10-005256-0000-03	CLOUSE, VICKIE 5256 DURWOOD DR	12/11/17 12/11/17	WATER TURN OFF
WTON17-1157 COMPLETED	HI20-004173-0000-02	TOMAZEWSKI, ANNA 4173 HICKORY LN	12/11/17 12/11/17	WATER TURN ON
MNT17-0269 COMPLETED	CI10-008095-000B-01	SENIOR CENTER 8095 CIVIC DR 000B	12/11/17 12/12/17	BUILDING MAINTENA
WTON17-1158 COMPLETED	MA30-007553-0000-10	WINELAND II, BILL 7553 MASON ST	12/12/17 12/12/17	WATER TURN ON
WTON17-1159 COMPLETED	DU10-005256-0000-03	CLOUSE, VICKIE 5256 DURWOOD DR	12/12/17 12/12/17	WATER TURN ON

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
GWO17-0450 COMPLETED	YO10-009189-0000-01	SAIN, VALERIE 9189 YOUNG DR	12/12/17 12/12/17	GENERIC WORK ORDE
SI-000018 COMPLETED	NO10-009192-0000-03	COLLETT, KELLEY 9192 NORBURY DR	12/13/17 12/15/17	SIGNS
BXRP17-0149	BR10-005075-00B4-01	KINCAID MANOR, JANICE SINGH 5075 BRADY # B4 AVE	12/14/17	CURB BOX REPAIR
STRT17-0082 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	12/18/17 12/22/17	STREET REPAIR
WPRESS17-000016 COMPLETED	LI10-007219-0000-02	TRANCHELL, BEVERLY 7219 LINDSEY DR	12/18/17 12/18/17	WATER PRESSURE
WREP17-0066 COMPLETED	CA10-008366-0000-01	SCHAENZER, KIMBERELY 8366 CAPPY LN	12/20/17 12/20/17	WATER REPAIRS
SWBK17-0071 COMPLETED	MI10-005446-0000-02	JOHNSON, SHANE 5446 MILLER RD	12/21/17 12/22/17	SEWER BACKUP
FNRD17-1322 COMPLETED	SE20-005231-0000-01	THAYER, DONNA 5231 SEYMOUR RD	12/27/17 12/27/17	FINAL READ
WPRESS17-000017 COMPLETED	MO10-004501-0000-09	MONTGOMERY, DOUGLAS 4501 MORRISH RD	12/27/17 12/27/17	WATER PRESSURE
READ17-0568	MO10-004290-0000-01	ACQUIS INC, SPORTS CREEK 4290 MORRISH RD	12/28/17	READ METER
MNT17-0270	CI10-008095-0000-01	PERKINS LIBRARY 8095 CIVIC DR	12/28/17	BUILDING MAINTENA

Total Records: 74

Report Generated: 1/3/2018 12:41 PM

Report Options: Scheduled From: 12/1/2017 To: 12/31/2017

DPS ACTIVITY DECEMBER 2017

	<u>REGULAR</u>	<u>HOLIDAY</u>	<u>VACATION</u>	<u>ABSENT</u>	<u>OT</u>	<u>DT</u>
101 GENERAL FUND						
262.0 ELECTIONS						
345.0 P S BLDG	52.99	1.02	1.51	2.41		
781.0 AMPHI-PARK						
782.0 WINSHALL PARK	3.56	0.34	0.41	0.05		
783.0 ELMS PARK	3.56	0.34	0.43	0.13		
784.0 BICENT. PARK						
790.0 SENIOR CENTER/LIBRARY	50.37	0.34	0.63	2.32		
793.0 CITY HALL	30.62		0.59	1.63		
794.0 COMM PROMO	194.00	25.21	1.23	7.78	9.00	
796.0 CEMETERY	7.00	0.49	0.24	0.20		
202 MAJOR STREET FUND						
429.0 SAFETY						
441.0 PARK & RIDE	11.50	0.50	0.11	1.00		
463.0 STREET MAIN	48.46	2.19	1.94	0.98		
474.0 TRAFFIC	10.06	0.50	0.36	0.73		
478.0 SNOW & ICE	63.17		1.60	2.00	31.00	
482.0 ADMIN	24.01	2.38	2.52			
203 LOCAL STREET FUND						
429.0 SAFETY						
463.0 STREET MAIN	156.19	13.10	15.25	3.35		
474.0 TRAFFIC	7.36		0.53	0.25		
478.0 SNOW & ICE	91.17		3.11	5.09	10.00	
482.0 ADMIN	20.63	2.38	2.52			
226 GARBAGE FUND						
528.0 COLLECT	27.00	0.25	0.25	1.24		
530.0 WOODCHIPPING	27.00	3.46		1.14		
782.0 WINSHALL PARK GARBAGE	2.50			0.05		
783.0 ELMS PARK GARBAGE	4.50		0.11	0.05		
793.0 CITY HALL	7.66		0.15	0.42		
590 WATER						
540.0 WATER SYSTEM	198.32	16.14	12.97	2.81	5.50	2.00
540.0 WATER-ON CALL	5.00	0.47	0.27	0.11		
542.0 READ & BILL	55.72	3.03	5.81	2.47		
793.0 CITY HALL	19.14		0.37	1.01		
591 SEWER						
536.0 SEWER SYSTEM	54.48	2.68	1.90	3.58		
536.0 SEWER-ON CALL	5.00	0.47	0.27	0.11		
537.0 LIFT STATION	9.62		0.23	0.11		
542.0 READ & BILL	55.72	3.03	5.84	2.44		
793.0 CITY HALL	19.14		0.37	1.01		
661 MOTOR POOL FUND						
795.0 CITY GARAGE	75.05	1.68	2.48	3.03		
DAILY HOURS TOTAL	1340.50	80.00	64.00	47.50	55.50	2.00

DPS Equipment Rental
 December 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 Pajitas Amphi													
101.782 Winshall Pk	8	3											
101.783 Elms Pk	1												
101.784 Bicentennial Pk													
101.790 Sen Ctr./Lib	12	3	3										
101.345 PS Bldg	12	6	7										
101.793 City Hall	18	9	4										
101.794 Comm Promo	16		4										
661.795 City Garage	7		3										
101.796 City Cem	2							2					
202.463 Maint- Major	6		1										
202.474 Traffic-Major	4		2										
202.478 Snow/Ice-Maj	16	25.5	3							34		46.5	
202.482 Major-Admin			9										
203.463 Maint-Local	9		2									2	
203.474 Traffic-Local	2		2										
203.478 Snow/Ice-Local	27	27.5	3					2		38		22	
203.482 Local-Admin			10										
226.528 Waste Collect	11												
226.530 Woodchipping	2							5					
590.540 Water System	50		27										
590.542 Water-Read/Bill	32.5		3.5										
591.536 Sewer System	5		8										
591.537 Sewer Lift Stat			5										
226.782 Winshall Pk Gbg													
226.783 Elms Pk Gbg	2	1											
591.542 Sewer Read/Bill	32.5		3.5										
Total	275	75	100	0	0	0	0	9	0	72	0	70.5	0

DPS Equipment Rental
 December 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 Paltas Amphib													
101.782 Winshall Pk													
101.783 Elms Pk													
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	1		14			4							
202.474 Traffic-Major	1												
202.478 Snow/Ice-Maj	2												
202.482 Major-Admin													
203.463 Maint-Local	3		8			7							
203.474 Traffic-Local													
203.478 Snow/Ice-Local	7												
203.482 Local-Admin													
226.528 Wast Collect													
226.530 Woodchipping					5								
590.540 Water System		3											
590.542 Water-Read/Bill													
591.536 Sewer System													
591.537 Sewer Lift Stat													
Total	0	17	22	0	5	11	0	0	0	0	0	0	0

December 2017	MILES DRIVEN		GALLONS GAS PURCHASED		GALLONS DIESEL PURCHASED
#5-16 2WD gas	807.0		58.0		
#7-15 4WD gas	729.0		97.2		
#3-08 P/U 4WD gas	376.0		65.5		
09-03 P/U 4WD diesel	300.0				44.0
#2-08 P/U 4WD gas	648.0		105.4		
#6-00 BACKHOE diesel					27.0
#11 DUMP gas	79.0		25.0		
#12-02 DUMP diesel	667.0				161.2
#12-04 DUMP diesel	745.0				190.0
#12-99 GENERATOR gas					
#17 CASE BACKHOE diesel					33.0
#19 JD TRACTOR diesel					
#06-99 BUCKET TRUCK gas	47.0				
#21 WOOD CHIPPER diesel					20.8
#807 STREET SWEEPER diesel					72.0
#42 ASPHALT HEATER diesel					
#37 TRAIL ARROW					
#10-15 GEN gas					
TOTAL	4398.0		351.1		548.0

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							
PB1700089	12/20/17	Window Plus/HomePro USA	(586) 754 2060	58-31-100-009	\$0	\$100.00	6383 BRISTOL RD 48473-Roofing
Total:		1 Permits	Value: \$0		Fee Total: \$100.00		Total Number of Dwelling Units 0
Electrical							
PE1700036	12/04/17	GENESEE COUNTY ROAD C		58-35-576-020	\$0	\$140.00	4150 MORRISH RD 48473-Electrical
PE1700041	12/07/17	RS Daley LLC	(810) 266 4090	58-03-531-065	\$0	\$147.00	9179 OAKVIEW DR 48473-Electrical
PE1700042	12/20/17	MDEC Marden Electric Inc.	(734) 334 7770	58-36-200-016	\$0	\$145.00	4220 ELMS RD 48473-Electrical
Total:		3 Permits	Value: \$0		Fee Total: \$432.00		Total Number of Dwelling Units 0
Mechanical							
PM170052	12/04/17	Staley's Plbg & Htg, Inc.	(810) 659 5572	58-36-676-039	\$0	\$330.00	7251 LINDSEY DR 48473 Mechanical
Total:		1 Permits	Value: \$0		Fee Total: \$330.00		Total Number of Dwelling Units 0
Right of Way							
PROW-0066	12/11/17	CONSUMERS ENERGY		58-36-300-025	\$0	\$100.00	4413 MORRISH RD 48473-Right of way
Total:		1 Permits	Value: \$0		Fee Total: \$100.00		Total Number of Dwelling Units 0

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
PZ17-0027	12/13/17	LOBDELL, KIMBERLY & DC		58-36-529-010	\$7,600	\$50.00 7200 PARK RIDGE PKWY #473	Shed

Total: 1 Permits Value: \$7,600 Fee Total: \$50.00 Total Number of Dwelling Units 0

Permit Total: 7 Value: \$7,600 Fee Total: \$1,012.00

Permit.DateIssued Between 12/1/2017
12:00:00 AM AND 12/29/2017 11:59:59 PM

Enforcements By Category

12/29/17

BLIGHT

Enforcement Number	Address	Status	Filed	Closed
E17-093	8461 MILLER RD	No Violation	12/05/17	12/08/17
			Total Entries: 1	

BUILDING VIOLATIONS

Enforcement Number	Address	Status	Filed	Closed
E17-092	8103 MILLER RD	Closed	12/04/17	12/05/17
E17-097	5208 DURWOOD DR	Violation	12/14/17	
E17-098	8433 CAPPY LN	Violation	12/14/17	
			Total Entries: 3	

PARKING

Enforcement Number	Address	Status	Filed	Closed
E17-095	5242 SEYMOUR RD	Violation	12/13/17	
E17-096	5251 SEYMOUR RD	Resolved	12/13/17	12/19/17
			Total Entries: 2	

Total Records: 6

Population: All Records

Enforcement.DateFiled Between 12/1/2017 12:00:00 AM AND 12/29/2017 11:5

Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
7448 MILLER RD	58-36-300-012	Rough	12/04/2017	12/04/2017	Approved
3323 HERITAGE BLVD	58-30-651-106	Final	12/04/2017	12/04/2017	Approved
8103 MILLER RD	58-02-528-002	Site Inspection	12/05/2017	12/05/2017	No Violation
3323 HERITAGE BLVD	58-30-651-106	Final	12/05/2017	12/05/2017	Approved
3323 HERITAGE BLVD	58-30-651-106	Final	12/05/2017	12/05/2017	Approved
5185 WINSHALL DR	58-02-503-098	Follow Up	12/05/2017	12/05/2017	No Change
5304 DON SHENK DR	58-02-552-010	Follow Up	12/05/2017	12/05/2017	Locked Out
8051 CRAPO ST	58-02-530-025	Follow Up	12/05/2017	12/05/2017	Locked Out
142 ASHLEY CIR	58-35-776-142	Final-Garage & Decl	12/06/2017	12/06/2017	Approved
5094 FAIRCHILD ST	58-02-526-080	Initial	12/06/2017	12/06/2017	Violation(s)
7483 COUNTRY MEADOW DR	58-36-651-067	Initial	12/06/2017	12/06/2017	Violation(s)
8461 MILLER RD	58-02-501-079	Code	12/07/2017	12/08/2017	No Violation
8348 CAPPY LN	58-02-503-038	Status	12/07/2017		
7030 MILLER RD	58-36-576-015	Rough	12/07/2017	12/07/2017	Approved
7054 BRISTOL RD	58-25-576-004	Backfill	12/07/2017	12/07/2017	Approved
7030 MILLER RD	58-36-576-015	Rough	12/08/2017	12/08/2017	Approved
7448 MILLER RD	58-36-300-012	Insulation	12/11/2017	12/11/2017	Approved
7251 LINDSEY DR	58-36-676-039	Rough	12/11/2017	12/11/2017	Approved
7054 BRISTOL RD	58-25-576-004	Final	12/11/2017	12/11/2017	Approved
8480 CHESTERFIELD DR	58-02-501-063	Final	12/11/2017	12/11/2017	Approved
4501 MORRISH RD	58-36-552-002	Follow Up	12/11/2017	12/11/2017	Complied
5032 FORD ST	58-02-528-014	Follow Up	12/11/2017	12/11/2017	Complied
4470 COLONY CT	58-36-651-010	Final	12/12/2017	12/12/2017	Approved
4282 LINDSEY DR	58-36-676-067	Insulation	12/12/2017	12/12/2017	Approved
3329 HERITAGE BLVD	58-30-651-107	Underground	12/12/2017	12/14/2017	Approved
8247 MILLER RD	58-02-526-061	Follow Up	12/12/2017	12/12/2017	Complied
5093 FAIRCHILD ST	58-02-526-071	Follow Up	12/12/2017	12/12/2017	Complied
7025 YARMY DR	58-36-526-023	Initial	12/12/2017	12/12/2017	Violation(s)
3323 HERITAGE BLVD	58-30-651-106	Final	12/13/2017	12/13/2017	Approved
7133 BRISTOL RD	58-36-200-023	Follow Up	12/13/2017	12/13/2017	Complied
5331 GREENLEAF DR	58-03-533-099	Follow Up	12/13/2017	12/13/2017	Complied
8408 MILLER RD	58-35-551-003	Follow Up	12/13/2017	12/13/2017	Locked Out
5132 WINSHALL DR	58-02-503-082	Follow Up	12/13/2017	12/13/2017	Complied
8475 MILLER RD	58-02-501-078	Initial	12/13/2017	12/13/2017	Violation(s)
9277 CHESTERFIELD DR	58-03-531-163	Status	12/14/2017	12/13/2017	No Change
7251 LINDSEY DR	58-36-676-039	Rough	12/14/2017	12/14/2017	Approved

Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
5286 MILLER RD	58-29-551-020	Final	12/14/2017	12/14/2017	Approved
5242 SEYMOUR RD	58-03-531-067	Ordinance	12/14/2017	12/14/2017	Violation(s)
5251 SEYMOUR RD	58-03-533-014	Ordinance	12/14/2017	12/14/2017	Violation(s)
7251 LINDSEY DR	58-36-676-039	Rough	12/14/2017	12/14/2017	Approved
5101 MC LAIN ST	58-02-526-038	Follow Up	12/14/2017	12/14/2017	Complied
7469 DIANE CT	58-36-651-041	Follow Up	12/14/2017	12/14/2017	Complied
7030 MILLER RD	58-36-576-015	Rough	12/14/2017	12/14/2017	Approved
4288 LINDSEY DR	58-36-676-066	Final	12/18/2017	12/18/2017	Approved
4494 MORRISH RD	58-35-576-054	Rough Framing	12/18/2017	12/18/2017	Approved
5227 DON SHENK DR	58-02-503-068	Final	12/19/2017	12/19/2017	Approved
9277 CHESTERFIELD DR	58-03-531-163	Status	12/19/2017	12/19/2017	Complied
5251 SEYMOUR RD	58-03-533-014	Status	12/19/2017	12/19/2017	Complied
5242 SEYMOUR RD	58-03-531-067	Status	12/19/2017	12/19/2017	No Change
5208 DURWOOD DR	58-03-533-139	Ordinance	12/19/2017		
8433 CAPPY LN	58-02-503-053	Ordinance	12/19/2017		
4288 LINDSEY DR	58-36-676-066	Final	12/19/2017	12/19/2017	Approved
7205 LINDSEY DR	58-36-676-046	Final	12/19/2017	12/19/2017	Approved
4288 LINDSEY DR	58-36-676-066	Final	12/19/2017	12/19/2017	Approved
8051 INGALLS ST	58-02-200-011	Follow Up	12/19/2017	12/19/2017	Complied
5048 MC LAIN ST	58-02-526-055	Follow Up	12/19/2017	12/19/2017	Complied
9087 CHELMSFORD DR	58-03-528-009	Initial	12/19/2017	12/19/2017	Complied
5027 SECOND ST	58-01-502-022	Initial	12/19/2017	12/19/2017	Locked Out
4288 LINDSEY DR	58-36-676-066	Final	12/20/2017	12/20/2017	Approved
8295 MILLER RD	58-02-526-092	Follow Up	12/20/2017	12/20/2017	Complied
5321 DON SHENK DR	58-02-552-014	Follow Up	12/20/2017	12/20/2017	Complied
4150 MORRISH RD	58-35-576-020	Final	12/20/2017	12/20/2017	Approved

Inspections: 62

Population: All Records

Inspection.DateTimeScheduled Between 12/1/2017 12:00:00 AM AND 12/29/2017 11:59:59 PM

Certificates With Inspections

12/29/2017

Certificate Number	Address	Date Applied	Since	Issued	Last Inspection	Expires	Status
CR150043	4501 MORRISH RD	11/25/2015		12/11/2017	12/11/2017	12/11/2019	Certified
Follow Up	MATT	Matt Hart	Completed	Complied			
Initial	KBROWN	Matt Hart	Completed	Violation(s)			
CR150093	8247 MILLER RD	12/21/2015	12/21/2015	12/12/2017	12/12/2017	12/12/2019	Certified
Follow Up	MATT	Amy Nichols	Completed	Complied			
Initial	JKEY	Matt Hart	Completed	Violation(s)			
CR160003	7133 BRISTOL RD	01/12/2016	01/12/2016	12/13/2017	12/13/2017	12/13/2019	Certified
Follow Up	JKEY	Matt Hart	Completed	Complied			
Initial	JKEY	Matt Hart	Completed	Violation(s)			
CR160012	5048 MC LAIN ST	02/01/2016	02/01/2016	12/19/2017	12/19/2017	12/19/2019	Certified
Follow Up	JKEY	Matt Hart	Completed	Complied			
Initial	KBROWN	Matt Hart	Completed	Violation(s)			
CR160013	8051 INGALLS ST	02/01/2016	02/01/2016	12/19/2017	12/19/2017	12/19/2019	Certified
Follow Up	JKEY	Matt Hart	Completed	Complied			
Initial	KBROWN	Matt Hart	Completed	Violation(s)			
CR160024	8295 MILLER RD	02/05/2016	02/05/2016	12/20/2017	12/20/2017	12/20/2019	Certified
Follow Up	MATT	Amy Nichols	Completed	Complied			
Initial	KBROWN	Matt Hart	Completed	Violation(s)			
CR160029	5032 FORD ST	02/08/2016	02/08/2016	12/11/2017	12/11/2017	12/11/2019	Certified
Follow Up	KBROWN	Matt Hart	Completed	Complied			
Initial	KBROWN	Matt Hart	Completed	Violation(s)			
CR160043	5101 MC LAIN ST	02/09/2016	02/09/2016	12/14/2017	12/14/2017	12/14/2019	Certified
Follow Up	MATT	Amy Nichols	Completed	Complied			
Initial	JKey	Matt Hart	Completed	Violation(s)			
CR160046	5321 DON SHENK DR	02/10/2016	02/10/2016	12/20/2017	12/20/2017	12/20/2019	Certified
Follow Up	MATT	Amy Nichols	Completed	Complied			
Initial	JKEY	Matt Hart	Completed	Violation(s)			

Certificates With Inspections

12/29/2017

Certificate Number	Address	Date Applied	Since	Issued	Last Inspection	Expires	Status
CR160049	5331 GREENLEAF DR	04/07/2016	04/07/2016	12/13/2017	12/13/2017	12/13/2019	Certified
Follow Up	JKEY	Matt Hart	Completed	Complied			
Initial	JKEY	Matt Hart	Completed	Violation(s)			
CR160052	5132 WINSHALL DR	06/16/2016	06/16/2016	12/13/2017	12/13/2017	12/13/2019	Certified
Follow Up	JKEY	Matt Hart	Completed	Complied			
Initial	JKEY	Matt Hart	Completed	Violation(s)			
CR160062	9087 CHELMSFORD DR	11/17/2016		12/19/2017	12/19/2017	12/19/2019	Certified
Initial	KBROWN	Matt Hart	Completed	Complied			
CR160069	7469 DIANE CT	11/17/2016		12/14/2017	12/14/2017	12/14/2019	Certified
Follow Up	MATT	Amy Nichols	Completed	Complied			
Initial	JKEY	Matt Hart	Completed	Violation(s)			
CR160079	5093 FAIRCHILD ST	11/17/2016	11/17/2016	12/12/2017	12/12/2017	12/12/2019	Certified
Follow Up	MATT	Amy Nichols	Completed	Complied			
Initial	KBROWN	Matt Hart	Completed	Violation(s)			

Population: All Records

Record Count: 14

Certificate.DateIssued Between 12/1/2017 12:00:00 AM
AND 12/29/2017 11:59:59 PM

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE DOWNTOWN DEVELOPMENT AUTHORITY
DECEMBER 14, 2017**

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

Board Members Present: Beedy, Eckerdt, King, Krueger, LaBeau (arrived late 6:05), Raffaelli, Sherman.

Board Members Absent: Mardlin & Spence.

Staff Present: Adam Zettel

Others Present: Fay Porath, Dennis Cramer, Lania Rocha.

APPROVAL OF AGENDA:

Resolution No. 171214-01

(Carried)

Motion by Board Member Beedy
Second by Board Member Sherman

The Swartz Creek City Downtown Development Authority approves the agenda, as amended, for the December 14, 2017 DDA Meeting.

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

APPROVAL OF MINUTES:

Resolution No. 171214-02

(Carried)

Motion by Board Member Eckerdt
Second by Board Member Raffaelli

The Swartz Creek City Downtown Development Authority hereby approves the minutes for the November 8, 2017 meeting.

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

MEETING OPEN TO PUBLIC:

Dennis Cramer, 5299 Worchester Drive, noticed much wasn't spent in the budget and was wondering why.

Member Beedy responded that they want to maximize investment in Holland Park and future endeavors.

Mr. Cramer wanted to know if branding image has been finalized and he would prefer to have the veteran's memorial image as part of the brand.

Member Beedy replied the branding decision is on the agenda tonight.

Branding

Discussion

Mr. Zettel, City Manager commented resolution needs to go to city council next for affirmation.

Resolution No. 171214-03

(Carried)

Motion by Board Member Beedy
Second by Board Member King

I Move the Swartz Creek Downtown Development Authority accept #1 as approved logo and submit to City Council for final approval.

YES: Krueger, LaBeau, Raffaelli, Sherman, Beedy, Eckerdt.
NO: None. Motion declared carried.

Project TIM

Discussion

Adam Zettel, City Manager reviewed the latest information from Crain's Detroit Business article, which was in the packet.

MEETING OPEN TO PUBLIC:

Dennis Cramer, 5299 Worchester Drive, commented about the project TIM.

Curt Porath, 4485 Frederick Street, likes the logos with the writing on the top.

REMARKS BY BOARD MEMBERS:

Boardmember Eckerdt it's been nice working with everyone this year and Happy New Year.

Boardmember Raffaelli she enjoyed the Christmas events downtown. She is proud to live in this town. Merry Christmas and see everyone in January.

Boardmember King likes what may be coming into Durand. Merry Christmas and Happy New Year to everyone.

Boardmember Beedy excited for everything. Merry Christmas and Happy New Year to everyone.

Boardmember Sherman winter is upon us, be careful and safe. Merry Christmas and Happy New Year to everyone.

Boardmember LaBeau Merry Christmas to everyone.

Boardmember Krueger Merry Christmas and Happy New Year to everyone. There will be a groundbreaking for the Dort Federal Credit Union on the 19th at 4 p.m.

ADJOURNMENT:

Resolution No. 171214-04

(Carried)

Motion by Board Member Beedy
Second by Board Member King

The Swartz Creek DDA adjourns the December 14, 2017 DDA meeting at 7:11 p.m.

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

Todd Beedy

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PARK AND RECREATION ADVISORY BOARD
NOTES OF REGULAR MEETING
JANUARY 3, 2018

Meeting unable to commence due to lack of quorum.

Members Present: James Barclay & Rae Lynn Hicks

Members Absent: Ryan Bueche, Larry Cummings, Connie Eskew, Samantha Fountain, Rick Henry, Joe Perreault, & Trudy Plumb

Staff Present: Adam Zettel & Tom Svrcek

Others Present: Lania Rocha

MEETING OPEN TO THE PUBLIC: No comments.

COMMUNICATIONS TO THE BOARD:

- A. December 6, 2017 Minutes
- B. Staff Letter
- C. Current Park Rules
- D. Current Park Reservation Form

REPORTS:

- A. DPW REPORT: An ice skating rink is being set up by city crews at the Winshall Park basketball court. It is unclear if it will be successful.

BUSINESS:

- A. Discussion about park rules and the reservation form: Attending members felt that a nominal increase to park fees in the amount of \$5 per pavilion would be appropriate for the 2019 season. Chairman Hicks indicated that replacement Christmas decoration signs would be needed next year. The city will look at installation of dog waste dispensers on a trial basis.

MEETING OPEN TO THE PUBLIC: No additional comments.

ADJOURNMENT: Meeting adjourned at 5:55 p.m.

NEXT MEETING: February 7, 2018, 5:30 p.m. at the Paul D. Bueche Municipal Building.

Connie Eskew, Secretary



Five Year Parks and Recreation Plan DRAFT

2018-2022

City of Swartz Creek



Prepared by:



ROWE PROFESSIONAL
SERVICES COMPANY

540 South Saginaw Street, Suite 200 | Flint, MI 48502 | 810.341.7500

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BACKGROUND

This Five-Year Parks and Recreation Plan was prepared with assistance from ROWE Professional Services Company and with guidance from the City of Swartz Creek Parks and Recreation Advisory Board consisting of:

James Barclay
Ryan Bueche
Larry Cummings
Connie Eskew
Samantha Fountain

Rae Lynn Hicks (chair)
Rick Henry
Joe Perreault
Trudy Plumb

Adam Zettel (City Manager) and Tom Svrcek (Director of Public Works) serves as the liaison to the city. The committee provides the evaluation and decisions for future park improvements, development, land acquisition or other issues regarding recreation opportunities.

This plan is an update of previous plans since 2001 and is in accordance with Michigan Department of Natural Resources (MDNR) requirements as stated in the "Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans". This document will allow for the pursuit of MDNR grants, as well as establish a basis for other funding opportunities. This plan is valid for five years from the date of resolution of adoption.

Successful projects that have been accomplished since the completion of the last plan include:

- Securing a \$45,000 Recreation Passport Grant from the Michigan Department of Natural Resources for improvements to the Elms Park bathrooms, addition of an internal pathway, accessible parking, and exercise stations
- Maintenance and staining of the Elms Park play structure
- Addition of new playground equipment at Elms Park
- Update to the non-motorized transportation plan
- Extensive clean up and beautification by volunteers

COMMUNITY DESCRIPTION

Physical Characteristics

Location

The City of Swartz Creek is located in Genesee County, which is in the southeastern half of the Lower Peninsula. The City of Swartz Creek lies approximately 5 miles southwest of Flint.

Transportation

The city is divided in half by Interstate 69 which runs east and west. Interstate 75, one of the nation's major north-south interstate highways, intersects I-69 approximately 2 miles east of the city. Bishop International Airport is in the City of Flint, approximately ½ mile east of Swartz Creek. The nearest passenger rail stops are in Durand and Flint. The MTA also operates a regional bus system.

Soils

The Soil Conservation Service Soil Survey of Genesee County indicates that the majority of soils for the City of Swartz Creek are nearly level to gently sloping consisting of poorly drained and somewhat poorly drained loams with a clay loam subsoil. The major concern of these soil types is their wetness. Due to this factor, these soils may limit building development. The soil characteristics of a site should determine to a significant extent the type of recreational activities that would be appropriate as well as cost effectiveness (USDA, Soil Conservation Service Soil Survey for Genesee County, 1972).

Topography

The topography of the city ranges from nearly level to gently sloping, rising to low hills in places and includes floodplains.

Water Resources

The primary body of water in the area is Swartz Creek, which flows into the city from the west and flows east and northeast through the city until it reaches the Flint River.

Vegetation, Fish, and Wildlife

Tree species native to the city include elm, ash, sugar maple, oak, tamarack, and aspen. Native wildlife includes open-land wildlife such as sparrows, hawks, rabbits, woodchucks, and field mice. Woodland wildlife includes owls, woodpeckers, squirrels, raccoons, and white-tailed deer. Wetland wildlife includes ducks, geese, and killdeer. Wildlife is limited and few native woodlots remain within the city limits due to development.

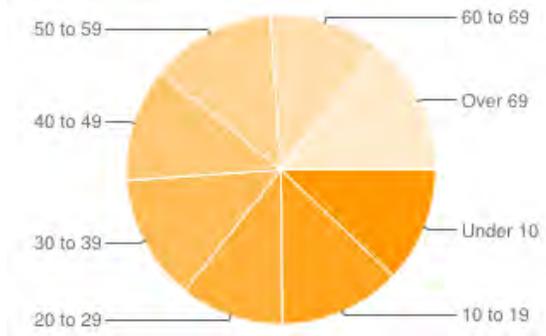
Climate

Genesee County is located in southeastern Michigan, where the lake effect is not as great as it is in most other sections of the state. The soil survey for Genesee County, Michigan contains weather data for the City of Flint for the period 1937 to 1966. The data shows the temperature was 0 degrees Fahrenheit or below an average of six days in winter, and was 90 degrees Fahrenheit or higher an average of 14 days in summer. Average annual precipitation was 29.58 inches. Snowfall averaged 40.5 inches per year but varied considerably from year to year. There was an average of 39 days per year with snow cover, the average depth of the snow on days with snow cover being 5.0 inches.

SOCIOECONOMIC CHARACTERISTICS

Population, Growth, and Income

Between 1980 and 1990, the City of Swartz Creek as well as Genesee County experienced a decrease in population which is somewhat consistent with the slowing growth trend within the state. During this time frame, there was a migration shift from the more urban areas to the surrounding rural townships. However, between 1990 and 2000, Swartz Creek showed a population rebound to pass 1980s population. From 2000 to 2010, the city grew by 656. Its current population is estimated at 5,557. The median household income and home value is slightly behind the state average. There is a well-balanced age diversity which indicates a need for all age groups in the community. Swartz Creek exceeds the state percentage (13.8%) of people over 60 years at a rate of 20.1 percent. Home ownership rates increased to 74 percent. Data as reported by the US Census, 2010.

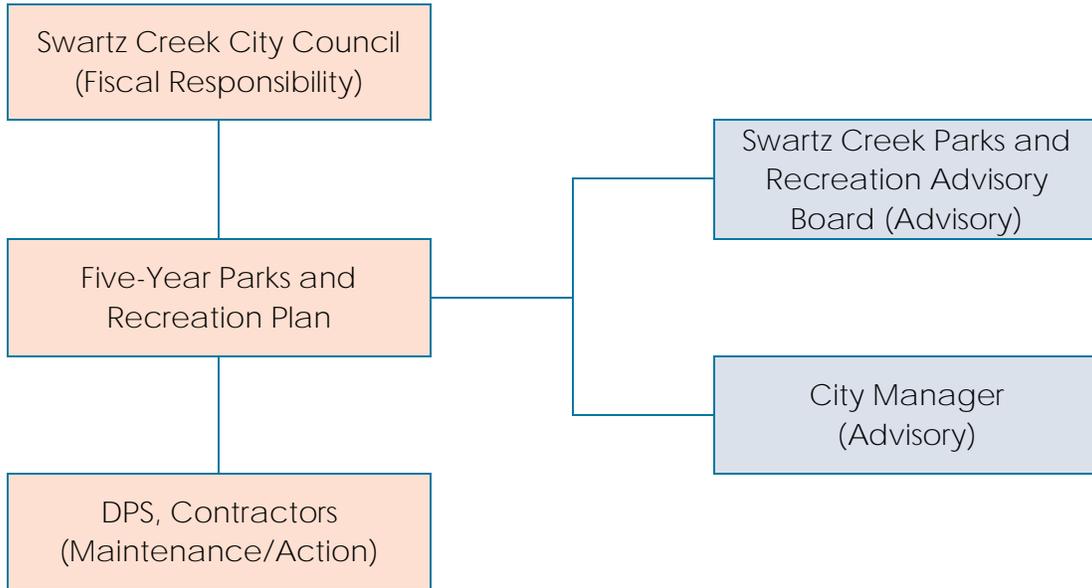


ADMINISTRATIVE STRUCTURE

The Swartz Creek Parks and Recreation Advisory Board is responsible for developing the Parks and Recreation Plan and spearheading recreational projects. Expenditures are approved by City Council with recommendations from both the advisory board and the City Manager. The Department of Public Services (DPS) is responsible for maintenance of city parks.

The City of Swartz Creek budgeted approximately \$153,412 for parks and recreation improvements and maintenance in 2017 to 2018. A detailed line item budget for each park is included in the appendix.

Flow Chart



RECREATION INVENTORY

The following is a summary of local recreational facilities available to the residents of Swartz Creek and surrounding area.

The only publicly-owned and operated parks in the City of Swartz Creek are Elms Park, Winshall Park, and Bicentennial Park (see Map 1: Park Location Map) and are shown in bold type in Table 1. The Pajtas Amphitheater and Veterans Memorial are on city property but are managed by non-profits. All other recreation opportunities in the city are provided either by the school district, private facilities, or semi-public facilities.

Table 1: Swartz Creek Recreation Inventory

Name	Facilities Available	Total Acreage
Mary Crapo School	Playground 1 Ball Diamond used for youth baseball	
Pajtas Amphitheater	1 Enclosed Bandshell Lawn Seating for 1,200	2
Senior Citizen Center	Seating for 120 w/ Full Kitchen and Restrooms	
St. Mary's Church & School	2 Baseball Fields 1 Playground 1/2 Basketball Court	3
Sport Creek Race Track (not operating; for sale)	1,950 Seats - General Admission 408 Seats - Club House	107.7

Name	Facilities Available	Total Acreage
Genesee Valley Meadows	18 holes	192
Elms Road Elementary School	3 Softball Diamond (1 for Adults) 1/2 Basketball Court Playground 1 Multi-purpose room w/ stage	7
Elms Park	5 Pavilions 2 Playgrounds 28 Picnic Tables 2 Soccer Fields 3 Tennis Courts 2 Basketball Courts 1 Sledding Hill 1 Ball Field 1 Volleyball Field Restrooms	29
Morrish Elementary School	2 Ball Diamonds 1 Soccer Field Playground ½ Basketball Court 1 Multi-Purpose Room	3
Gaines Elementary	2 - ½ Basketball Courts 1 Soccer Field/Softball Field 1 Soccer Field Playground Multi-Purpose Room	3
Pine Hill Park (Village of Gaines)	1 Pavilion 22 Picnic Tables 2 Ball Diamonds 1 Tractor Pull Area	20
First Baptist Church	1 Soccer Field 1 Ball Diamond ½ Basketball Court	2
Syring Elementary School	2 Ball Diamond Playground 1 Multi-Purpose Room	3

Name	Facilities Available	Total Acreage
Winshall Park	9 Station Fitness Course Playground 4 Pavilions Restrooms 21 Picnic Tables 6 Grills 1 Ball Diamond 2 Tennis Courts ½ Basketball Court 1 Sledding Hill 1 Tot Lot	11
Messiah Lutheran Church	1 Ball Diamond	½
Swartz Creek Middle School	2 Ball Diamonds 4 Soccer Fields 1 Varsity Baseball Diamond 1 Pool 1 Tennis Court	9
Swartz Creek High School	1 Track & Field Event Area 1 Football Field 1 Set of Restrooms 1 Soccer Field	9
Dieck Elementary School	Playground 3 - ½ Basketball Courts 1 Ball Diamond	3
Calvary Church of Christ	1 Ball Diamond	½
United Methodist Church	1 Pavilion 1 BBQ Pit 20 Picnic Tables 1 Ball Diamond 1 Soccer Field 1 Croquet Court	3
Cornerstone Baptist Church	1 Ball Diamond	2
Bicentennial Park	1 Pavilion	1
Heritage Park Property*	Undeveloped	20
Veterans Memorial	Public Plaza	¼
Cage Fieldhouse	Indoor sport complex	5

* Heritage Park – In 2005, the city purchased 10 acres of land in order to maintain control of how it was developed, whether as park, open space, or other uses. In conjunction with the surrounding residential development, a private donation of an additional 10 acres of adjacent property was extended to the city. The boundaries of this parcel have

not been determined at this time. Both parcels include options that, if additional funds are not secured by 2012 to develop the property for recreation, the private donor has first right of refusal if the city were to consider releasing the land.

Status of Grant Funded Facilities

In 1971, Elms Park was awarded a \$36,300 MDNR grant (#26-00258) to acquire 24 acres to develop baseball, football fields, access road and parking, and a playground. These improvements are currently in use. In 1976, a \$34,700 MDNR LWCF grant (#26-00707) was used to provide six tennis courts. These courts are in use and also provide multi-use function for other recreation in addition to tennis.

In 1975, Winshall Park received a \$16,585 LWCF grant (#26-00556) to provide a picnic shelter with restrooms. The city made upgrades to this and it is currently in use. In 1977, an additional grant (26-00904) of \$33,588 was used to develop two tennis courts and parking at Winshall and two picnic shelters and additional access at Elms Park. These improvements are still in use.

In 2015, the City was awarded a Recreation Passport grant of \$45,000 (RP15-0003) for upgrades and barrier free improvements to the restrooms at Elms Park, and a second phase which is currently being completed that includes an accessible pathway, exercise stations and accessible parking connecting to a pavilion within the park. As part of this grant process, a property exchange was made within the park for the existing cell tower.

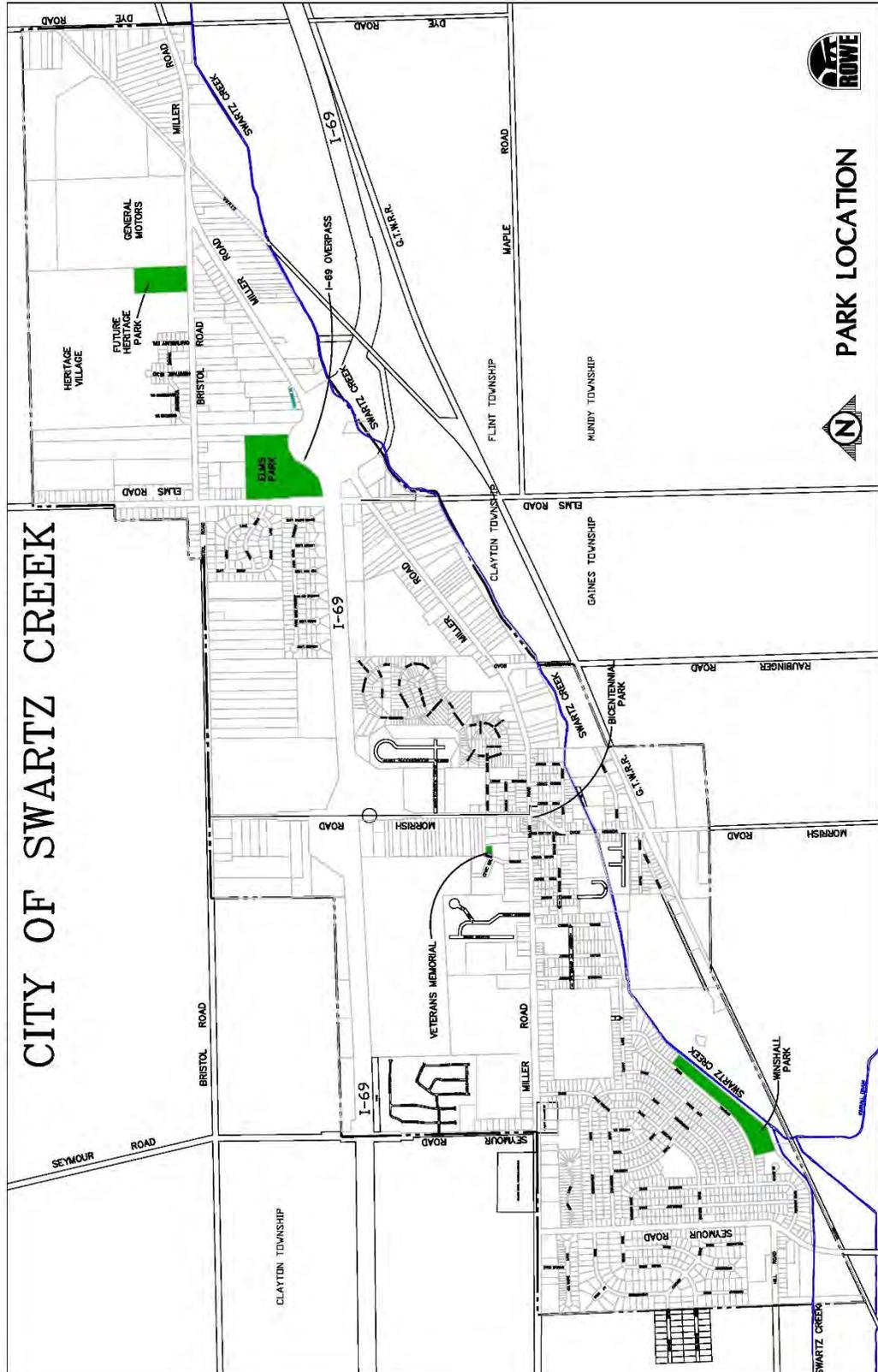
Non-Motorized Plan

As part of an effort promoted by the Genesee County MPO, the city refined the previous non-motorized plan that has been in place since 2000. Through this effort, three phases of trail were identified that includes 4.7 miles of trail. It provides for connection into the regional Genesee County Trail network and indirectly linking to the Iron Belle statewide trail. The three phases include:

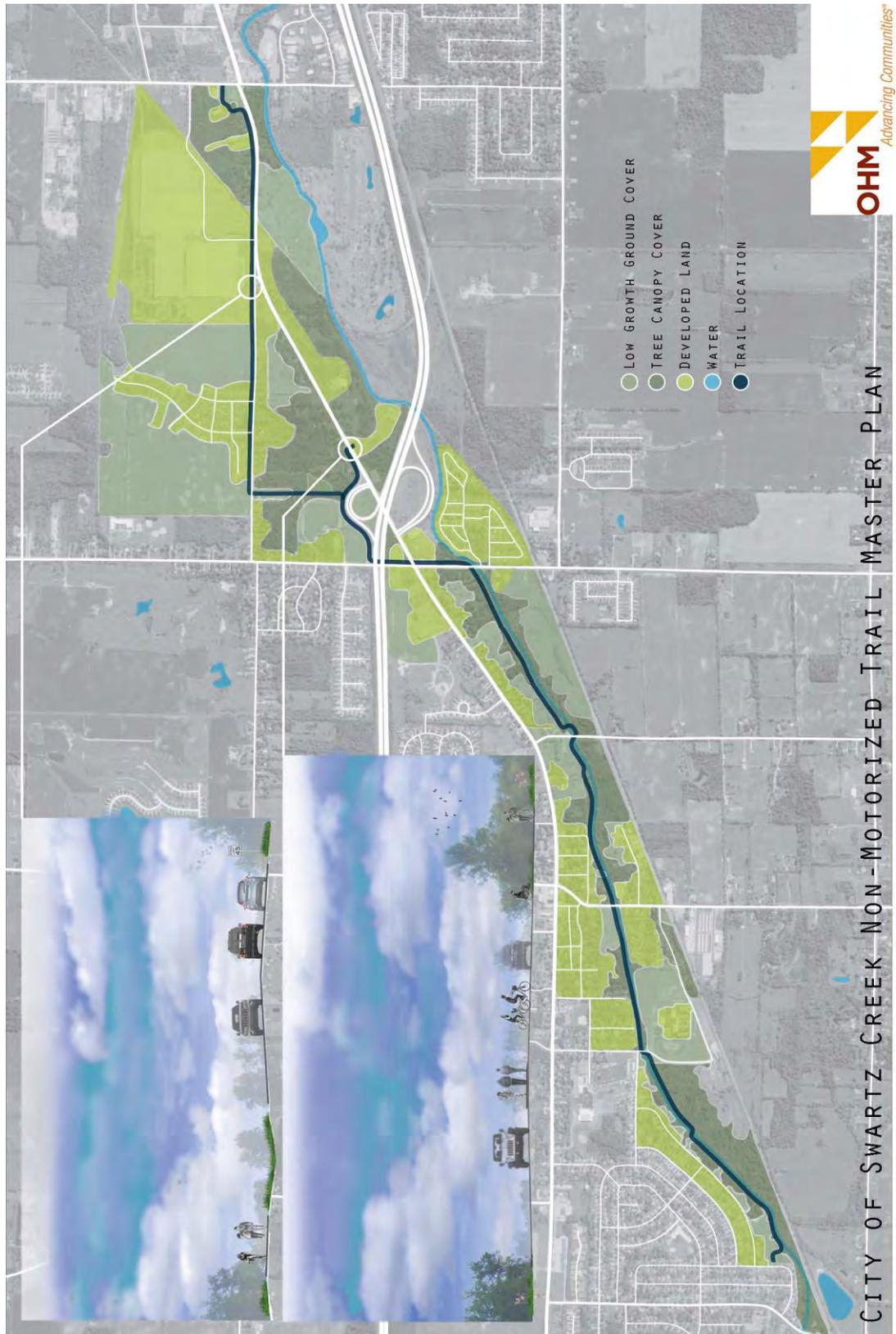
- Phase 1 Elms Road to South Dye Road
- Phase 2 Morrish Road along west branch of Swartz Creek to Elms Road, north to Miller Road
- Phase 3 Winshall Park along west branch of Swartz Creek to Morrish Road

The overall construction cost opinion for the projects is approximately \$1.8 million, not including engineering or any easement costs. Preliminary engineering drawings were provided which provides a basis for grant applications to seek funding for the projects.

Map 1: Park Location Map



Map 2: Trail Master Plan Map



There are a wide range of recreational opportunities available throughout the area. However, it must be noted that accessibility to these facilities is generally a function of having access to an automobile.

Table 2: Regional Recreational Facilities

Recreation Facility	Acres	Use
Seven Lakes State Parks	1,378	Picnic Areas, Shelters, Playground, Boat Launch, Swimming, Fishing, X-Country Skiing
Holly State Park	7,470	Camping, Picnic Areas, Shelters, Playground, Boat Launch, Swimming, Fishing, X-Country Skiing
Highland State Park	5,524	Camping, Picnic Areas, Shelters, Playground, Boat Launch, Swimming, Fishing, X-Country Skiing
Ortonville State Park	3,205	Camping, Picnic Areas, Playground, Boat Launch, Swimming, Fishing, X-Country Skiing
Pontiac Lake State Park	3,700	Camping, Picnic Areas, Shelters, Playground, Boat Launch, Swimming, Fishing
Brighton State Park	4,913	Camping, Picnic Areas, Shelters, Playground, Boat Launch, Swimming, Fishing, X-Country Skiing
Dodge No. 4 State Park	139	Picnic Areas, Playground, Boat Launch, Swimming, Fishing, X-Country Skiing
Island Lake State Park	3,466	Camping, Picnic Areas, Shelters, Playground, Boat Launch, Swimming, Fishing
Metamora Hadley State Park	683	Camping, Picnic Areas, Playground, Boat Launch, Swimming, Fishing
Proud Lake State Park	3,614	Camping, Picnic Areas, Playground, Boat Launch, Swimming, Fishing
Bald Mountain State Park	4,637	Camping, Picnic Areas, Shelters, Playground, Boat Launch, Swimming, Fishing, X-Country Skiing
Kensington State Park	N/A	Camping, Picnic Areas, Shelters, Playground, Boat Launch, Swimming, Fishing, X-Country Skiing
Marshbank State Park	N/A	Picnic Areas, Shelters, Playground
Timberwolf Genesee County Campground	N/A	Camping, Picnic Areas, Shelters, Playground, Boat Launch, Swimming, Fishing
Wolverine Genesee County Campground	N/A	Camping, Picnic Areas, Playground, Boat Launch, Swimming, Fishing
Groveland Oaks Oakland County Campground	N/A	Campground, Picnic Areas, Playground, Boat Launch, Swimming, Fishing
Addison Oaks Oakland County Campground	N/A	Camping, Picnic Areas, Shelters, Playground, Boat Launch, Swimming, Fishing, X-Country Skiing
Lapeer State Game and Wildlife Area	9,000	Hunting-Wildlife Area, Fishing, X-Country Skiing

Flushing County Park	105	Playground, picnic areas, pavilions, basketball courts, softball diamonds, tennis courts, 2-mile cross country ski trails
Linden County Parks	135	Swimming, picnic area, playground, tennis courts, ball diamonds, bike/hike trail

BARRIER-FREE COMPLIANCE AND PARK CONDITIONS

The following summaries address the accessibility of city parks and recreation facilities in compliance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). In general, all construction since 1991 was required to comply with these guidelines. Recent improvements in parks have greatly increased accessibility.

A general ranking for each park was determined through site visits as follows.

- 1 = none of the facilities/park areas meet accessibility guidelines
- 2 = some of the facilities/park areas meet accessibility guidelines
- 3 = most of the facilities/park areas meet accessibility guidelines
- 4 = the entire park meets accessibility guidelines
- 5 = the entire park was developed/renovated using the principals of universal design

Elms Park

Evaluation of Existing Facilities (2)

Elms Park is made accessible to pedestrians by a 4-foot-wide sidewalk along the east side of Elms Road, running adjacent to the park for its entire frontage along Elms Road. Sidewalks are only in Parkridge Subdivision; and Otterburn Heights does not have any sidewalks.

Elms Park is a multi-use area with many recreational facilities scattered throughout. There are several parking areas located throughout the park. Most of the facilities are located relatively close to a parking lot. However, barrier-free accessibility tends to be an issue due to a lack of pedestrian paths linking facilities directly to the parking lots.

There is a total of five existing pavilions in the park. All have been constructed with a foundation that is flush with the ground, enabling wheelchairs or people with severe mobility limitations to enter without difficulty. One of the largest pavilions has hard-surfaced paths providing access into the structure; in 2017 paved paths and a route to nearby accessible parking will be completed along with the addition of accessible exercise stations. Future extension of this internal path will provide accessible routes to other park elements. The barbeque grills at the two large pavilions are build into pavement, but have additional grills without hard-surfaced path.

The tennis courts and basketball courts are located near a gravel parking lot. Access can be improved with the addition of a paved sidewalk and barrier free parking spaces.

The existing ball field, soccer field, and small playground area are also without hard-surfaced paths leading to each facility. The horseshoe pits have been removed at Elms Park. The city has addressed these concerns by improving the system of wood chip paths leading from parking areas to facilities within the park.

The playscape area in the northwest portion of the park is an example of the recent efforts the City of Swartz Creek has made toward improving recreational opportunities for people with disabilities. The parking lot near the playscape has three marked handicap parking spaces located near the playscape and pavilion. A 6-foot-wide concrete path leads from the parking area into the playscape and the pavilion adjacent to the playscape. This makes it possible for people with disabilities to utilize both the playscape and pavilion.

The playscape is of barrier-free design. The surface of the play area is engineered wood chip. The play structures are designed to provide play opportunities for both those with and without accessibility limitations.

The pavilion is relatively large, suitable for picnics, meetings, parties, or simply informal use. The pavilion includes a large fireplace/barbeque, many picnic tables, and a barrier-free restroom that was improved in 2016.

The small playground area in the northwest corner of the park is comprised of new tot-lot playground equipment which is of barrier-free design. The city previously has focused its efforts on providing a barrier-free children's play area in the playscape on the other side of the drive. A hard-surfaced path system will also be developed within the play area.

Transition and Implementation Plan

The City of Swartz Creek intends to improve accessibility to Elms Park facilities by developing a barrier-free paved pedestrian trail throughout the park. Trailheads will link the trail with each parking area. The trail will be designed to loop throughout the park and link facilities. Engineered wood chip paths will be spurred off the main trail, providing barrier-free access to all facilities. Future facilities will be linked to the trail as they are developed.



Signage identifying the locations of facilities will be provided along the trail where appropriate and all future recreational facilities will be of barrier-free design.

Winshall Park (2)

Winshall Park is located across the street from a single-family neighborhood. The park backs up onto the Swartz Creek.

Evaluation of Existing Facilities

As with Elms Park, Winshall Park provides a wide range of recreational opportunities. However, the facilities are scattered throughout the park without a barrier-free connection to many of the facilities.

There is an existing 4-foot-wide sidewalk along Winshall Drive, across the street from the park. There is no sidewalk along Winshall Drive within the park. A trail with exercise stations runs roughly around the perimeter of the park; however, the surface of the trail is grass and is not barrier-free.

There is a fenced tot lot, including a large play structure located in the northeast area of the park. Barrier-free access is provided to the tot lot by a 3-foot-wide concrete sidewalk leading from Winshall Drive, as well as a 4-foot-wide wood chip path leading from the parking lot and pavilion. The play structure is of barrier-free design. The play surface of the tot lot is engineered wood chips under all the play structures, and grass in other areas. There is no path leading to each play structure within the play area, which means that barrier-free access is limited to those areas directly connected to the engineered wood chip path. Linking the structures with a wood chip surface is a maintenance issue. Most of the play equipment along the perimeter of the tot lot appears to be barrier-free; however, some of the equipment is inaccessible to children with mobility limitations. Future equipment developed within the play area should be of barrier-free design per Americans with Disabilities Act guidelines.

As already mentioned, the pavilion near the play area is linked to the parking lot by a 4-foot-wide engineered wood chip path. All pavilions in the park have been constructed with foundations that are flush with the ground.

The tennis courts have entrances designed to keep out bicycles. Unfortunately, these entrances also keep out wheelchairs. A barrier-free entrance should be added to the tennis court facility.

The tennis courts, ball field, and basketball court lack barrier-free paths leading to each facility. Again, these are relatively simple improvements that will be completed in the future.



As part of the replacement of the restroom building, all accessibility requirements were met, including a concrete sidewalk to the gravel parking lot.

The existing water fountain near the ball field is of barrier-free design. A path has been developed to link the fountain to the pavilion and parking area.

There are sidewalks along both sides of Whitney Court that end at the park boundary line. The city intends to connect to at least one of these sidewalks, thereby improving accessibility into the park for neighborhood residents. Presently, the lack of sidewalks into the park and the existing curb around the Whitney Court cul-de-sac creates accessibility limitations.

Transition and Implementation Plan

The City of Swartz Creek intends to improve accessibility to Winshall Park facilities by developing a barrier-free pedestrian river walkway along Swartz Creek, along the entire length of the park. Barrier-free connections will be provided to the walkway from each parking area as well as to appropriate areas on Winshall Drive and Whitney Court. Future trail improvements will be designed to provide barrier-free access to Swartz Creek as well as link facilities throughout the park to each other. As with Elms Park, engineered wood chip paths will be spurred off the paved trail, providing barrier-free access to all facilities within the park.

Signage identifying the locations of facilities will be provided where appropriate. Future facilities will be linked to the trail as they are developed. All future recreational facilities will be of barrier-free design.

The city currently has a walkway to Swartz Creek Middle School along the Swartz Creek. This improves barrier-free access to the park and the creek for area students.

Bicentennial Park (3)

Bicentennial Park is a small pocket park located along Morrish Road, just south of Miller Road.

Evaluation of Existing Facilities

There is a small pavilion located in the park. There is a marked handicap parking space immediately adjacent to the pavilion. There is a relatively complete system of 5-foot-wide sidewalks linking the downtown area and the surrounding residential area to the park. However, the pavilion is surrounded entirely by grass. The lack of a hard-surfaced path leading into the pavilion poses an accessibility limitation.



Transition and Implementation Plan

Future improvements to the park should include the development of a barrier-free hard-surfaced path leading from the sidewalk near the handicap parking space, to the pavilion.

Veterans Memorial Park (4)

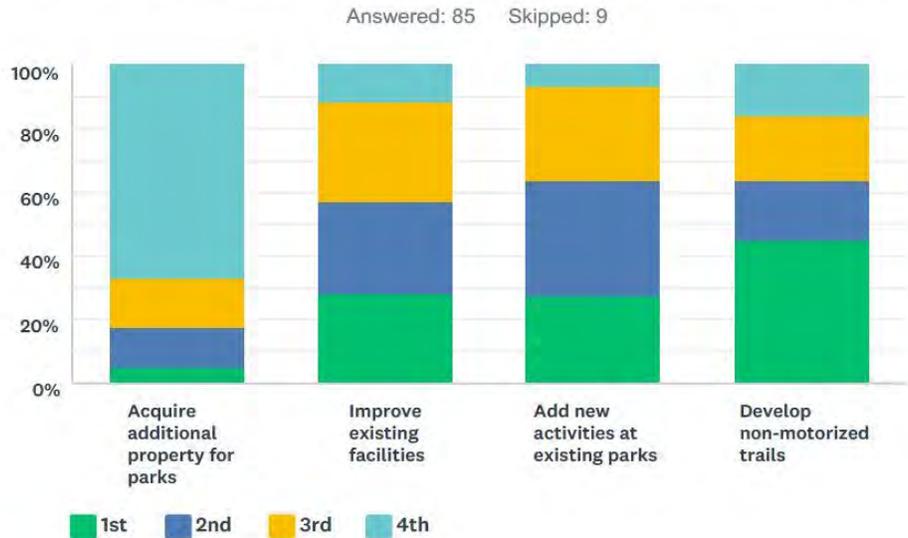
This site was completed in the last few years and was designed to meet current accessibility requirements.



DESCRIPTION OF PLANNING PROCESS

ROWE Professional Services was hired to assist the city with the update to the recreation plan. In June, 2017 the Park and Recreation Advisory Board began discussions on the update of the recreation plan. The board reviewed current goals, objectives, and action plan items at its July meeting. The July city council meeting

Q7 Please rank your priority for use of funding



included a discussion by the Downtown Development Authority on a public market pavilion which has been included in the goals and objectives.

At the August meeting, the board developed a series of questions for an online survey. All meetings were open to the public. A booth was hosted at the large community slip and slide event that included copies of the survey and comment forms. A copy of the questions and summary of results is included in the appendix and summarized as follows.

There were 92 survey responses. Nearly 40 percent of them visited parks moderately to extremely often. Park maintenance was acceptable 84 to 96 percent of all items except for bathrooms at 68 percent. Ninety-five percent believed that parks added to the quality of life, tourism, and economy of the community. Respondents ranked non-motorized trails as the first priority in use of funding. This input verifies goals for developing a non-motorized trail. After receiving this input, the board added some new facility action items to the plan.

The Parks and Recreation Advisory Board reconvened with ROWE in October 2017 to review the items to be included within the plan. A draft copy was/will be provided in November to the committee for review. Based on comments from the advisory board, the plan was/will be revised and posted for a 30-day public review at the front counter of the city offices from _____ to _____. A copy of the advertisement is included in the appendix. Public comment was/will be included in the plan as directed by the recreation committee.

The draft plan **was/will be** presented in a public hearing on _____ and recommended for adoption by city council following the hearing. The plan **was/will be** approved by city council on _____. Copies of the public hearing notice, meeting minutes, and resolution have been included in the appendix.

A final copy of the plan was uploaded to the MDNR mirecgrant website with a transmittal letter noting that a copy has been sent to the local planning agency for acceptance. Post completion forms and completed checklist for the recreation plan process was also included.

GOALS AND OBJECTIVES

An overall guide for the recreation goals for the City of Swartz Creek will be to educate the public on the resources and value of its park system and leverage development and maintenance effort by pursuing partnerships, grant funding, and volunteer efforts when appropriate.

The following are goals and objectives as summarized by the Parks and Recreation Advisory Board based on broad community input (not listed in any order of priority). They represent a flexible tool that will guide the focus of resources for park and recreation maintenance and development versus a rigid capital improvement schedule. This format will allow decisions to be made based on changing conditions and take advantage of opportunities as they are presented to the community.

Goal 1: Pursue grants and develop partnerships and advocates to serve park needs

Continue to seek partnerships with other recreational providers and agencies and with neighboring communities to share ideas and provide non-competing programs and facilities. (Examples include but are not limited to civic groups, community groups, schools, etc.)

- » Be proactive: establish a coordinated list of projects for civic groups to build, fund, etc. versus reacting to individual requests.
- » Apply for grants to develop park facilities maximizing in-kind or leveraged grant match due to limited city funding.
- » Develop a stronger partnership with the county parks system to provide community recreational opportunities to the residents of Swartz Creek.
- » Collaborate with the DDA on the development of a market/special event space that can be used as a staging area for bike/foot races, etc. that could link to parks and trail facilities.

Goal 2: Enhance use of existing park facilities and programs

- » Replace tree cover throughout city and at key parks due to impact of Emerald Ash Borer

- » Conduct tree inventory for health of urban forest.
- » Upgrade restrooms so they are inviting and more maintenance-friendly.
- » Improve floor of Winshall Park restroom for long-term sustainability.
- » Explore adding small features in park to increase all-season use.

Goal 3: Pursue non-motorized trail system

- » Utilize and expand on existing sidewalks and bike lanes to provide linkages to parks, schools, neighborhoods, and retail destinations.
- » Maintain routes as appropriate for all-season use.
- » Acquire easements/property as needed to construct trails.
- » Coordinate construction with other local projects as appropriate for efficiency.
- » Implement connection to the Genesee Valley Trail/Genesee County trail system through the Metropolitan Planning Commission.

Goal 4: Regularly review maintenance practices and policies for park facilities and update when necessary

- » Park and Recreation Advisory Commission to review procedures on an annual basis (upon meeting of new members in February) and provide recommendations to city staff and/or council.
- » Be proactive with volunteer groups to complete maintenance efforts in coordinated effort with each other and city staff.
- » Establish a maintenance schedule and budget for recreation items such as phases of re-staining of the wood playground in Elms Park to complete an orderly process for upkeep of this facility.

Goal 5: Pursue new park development and acquisition that support the goals and objectives within the recreation plan

- » Consider parcels such as 'Winshall Park South/the Hoover Site" that provide extensions to existing park property.
- » Coordinate with the school district to improve the properties that provide increased access to natural features and education on forestry, water and land stewardship.

ACTION PLAN

The following is a description of the projects that the Parks and Recreation Advisory Board has determined are recreational priorities for the city in the future. Justification is provided for each project. A list of potential funding sources has also been included.

Short-Term Projects

- Install backstops in Elms Park. Work on maintenance around the park as well with the playground equipment.
- Develop a bathroom cleaning checklist at park locations.
- Add an off-leash fenced dog park for the south side of Elms Park. Enhancements to the parking lot including placing guardrails or wooden poles to stop people from parking over the spaces.
- Address various drainage issues in Elms Park.
- Remove and replace the cottonwood trees in Winshall Park with something new (i.e. Swamp Oak, Elm Trees)
- Annual maintenance to play equipment, including staining of sections of Elms Park play structure in a more organized, thorough manner rather than tackling the entire structure at one time.
- Depending on grants and other match funding, development of the non-motorized trail may be timely with improved bid pricing due to local road projects by the city.

Mid-Term Projects

- Add exercise stations in Winshall Park similar to what is being installed at Elms Park. Improve restrooms.
- Use tennis courts in Winshall Park for the ice skating. Relocate the ice skating rink to a location that is more accessible to people.
- Work with the school district to develop the southwest corner of Cappy and Fairchild to include forestry education, community garden, play equipment, and creek observation deck/kayak launch.

The existing softball field should be turned into a baseball field and have the outfield extended. The schools recently completed a building addition that eliminated two baseball fields which has increased the demands for facilities in the community. This is more cost effective to meet a short-term need than developing a new facility at the Heritage Park site or other location. A cooperative effort with the school might be sought as both the city and schools have limited budgets.

- Work with the school districts to determine locations for new baseball fields
- Converting softball fields to baseball fields is still a viable option. Most of the softball fields could be converted since most of the groups that would use the field would be little league teams.

Long-Term Projects

- Implement the Heritage Park concept.
- Research feasibility to locate a baseball field near the old Consumers property that is in the rear of Elms Park.

Develop Non-Motorized Trail

Elms Park Internal Trail

Based on the success of grant funding, the city proposes that a paved non-motorized trail system be developed throughout the park. Establishing a pedestrian trail is a high priority of the city. Given the available area within the park, Elms Park is the ideal location for the trail system.

It is proposed that a paved trail system be looped through the park, providing a pedestrian link between park facilities. Trail users will be able to enter the park from the sidewalk along Elms Road without having to share the entry road with vehicles. This will increase pedestrian safety. It is anticipated that the trail would be of barrier-free design, constructed with a paved surface, striped, and 8 feet to 10 feet in width. This would allow a wide range of users such as walkers, runners, people in wheelchairs, bikers, or inline skaters to safely and efficiently use the trail. The paved surface will be durable and low-maintenance. Traffic control and a well-defined crosswalk will be provided wherever the trail crosses a vehicular drive. The length of the proposed trail loop within the park will be approximately 1,300 linear feet, or ¼-mile.

The city proposes that signage be placed at appropriate trailhead locations throughout the system. The signs would show the following information: park boundaries and facilities, location of other trailheads, connections to secondary trails and other linkages, trailway distances, and location of water fountains and restrooms. Benches will be added along the trailway to provide rest areas for trailway users.

Extend Non-Motorized Trail to Elms Road Elementary School

There is an existing Consumers Power Easement that connects the park to Elms Road Elementary, which is located approximately ¼-mile to the north of the park. The proposed trail connection will provide the school with an opportunity to utilize the facility for recreational activities such as gym classes and cross country running events. The park will also provide a pedestrian connection from the school to residential neighborhoods to the south. This will allow students to walk, bicycle, etc. to school.

Winshall Park Trail Improvements

The development of a non-motorized trail along Swartz Creek through Winshall Park is a long-term priority for the city. The location of the Swartz Creek and the

natural character of the park make Winshall Park an attractive location for a trail system.

It is proposed that a paved trail system be located along the Swartz Creek which would provide public access to the waterway as well as a pedestrian link between park facilities. Trail users will be able to enter the park from the sidewalk along Winshall Drive and continue traveling through the park on the trail. It is anticipated the trail would be of barrier-free design, constructed with a paved surface, striped, and 8 feet to 10 feet in width. The paved surface will be durable and low maintenance. The length of the proposed trail loop within the park will be approximately 1,300 feet, or ¼-mile. A proposed pedestrian bridge would provide access to the property on the other side of the Swartz Creek.

Extend Non-Motorized Trail to Swartz Creek Middle School

The city proposes that the trail be connected to the Swartz Creek Middle School by extending the trail from the park to the school along the Swartz Creek County Drain easement. The school is located approximately 1 mile to the northeast. This trail would provide recreational and educational opportunities to students. It would also provide a safe pedestrian link to the school through the park to the residential neighborhoods east of the park.

Develop Non-Motorized Trail Regional Connections

The city should pursue funding application for the various phases of trail identified in the master plan, providing regional connection to the Genesee County and indirectly to the statewide Iron Belle Trail system. This process should start early to allow time to assemble easements, grants and matching funds.

Maintain Open Space

Development within the park should be limited in order to maintain open space. This allows for pickup games, soccer practice, and other non-programmed activities. The existing facilities should be maintained, such as the ongoing boy scout project to upgrade the existing exercise stations. The addition of lighting within the park will allow neighbors and others to keep an eye on activities within the park, reduce the potential for vandalism, and increase use.

Improve Existing Playground Equipment

There is some existing playground equipment that remains to be updated. The equipment is limited in terms of function and needs to be updated and expanded. Improving the play area will provide additional recreational opportunities to children and young families and address safety factors. These improvements should include seating and fencing.

- Develop Basketball Court at Winshall Park

The city will consider expanding or improving the existing court. This will increase the recreational opportunities for older children and adults.

- Resurface basketball court/tennis court into tennis only court in Winshall Park

Bicentennial Park

Bicentennial Park is a relatively small park located on Morrish Road, south of Miller Road. The city owns property on both sides of the road and intends to maintain both sides of the road as park open space. The city has completed a pavilion and barrier-free sidewalk on the east side of the road. Continued "complete streets" improvements along this corridor will enhance recreation connections throughout the city.

- Remove pavilion: Parks and Recreation Board discussed that they don't need the pavilion and that it might be more useful to use the area as a playground or something for the downtown area
- Potential partnership with the DDA
- Incorporation of a splash pad in downtown: Potential for adding new parking in the downtown area to accommodate for the new splash pad

Administration

Future exploration of forming a recreation authority with adjacent communities and agencies might be explored to better leverage limited funds, staffing and facilities to serve the recreation needs of the community.

CAPITAL IMPROVEMENT PLAN

The following schedule is a summary of the action plan that includes key maintenance and development projects in an approximated timeline for completion pending available funding:

Funding Key:

MNRTF – MDNR Trust Fund

Passport – MDNR Recreation Passport

TAP – MDOT Transportation Alternative Program

GF – General Fund

Private – Private Donation/Foundations

Capital Improvement Plan			
Year	Project	Cost	Funding
Years 0-5	Winshall Park		
	• Tree replacement	\$10,000	CE, Private GF, Passport
	• Annual maintenance (\$40,000 per year x 5)	\$200,000	
	• Renovate restroom floor, add exercise stations	\$15,000	
	• Refurbish Basketball Courts	\$65,000	
	Total	\$290,000	
	Elms Park		
	• Replace backstops	\$5,000	GF, Passport, Private
	• Drainage improvements, extend internal path	\$20,000	
	• Dog park	\$25,000	
	• Annual maintenance (\$50,000 per year x 5)	\$250,000	
	• Reclaim East-side of Elms Park	T.B.D.	
	Total	\$300,000	
	Non-Motorized		
	• Construct Phase 1 of regional trail system	\$150,000	TAP, MNRTF, GF, Private
Total	\$150,000		
Total for 0-5 Years		\$740,000	
Years 5-10	Winshall Park		
	• New internal path	\$100,000	Private, GF, Passport
	• Annual maintenance (\$50,000 per year x 5)	\$250,000	
	• Refurbish or repurpose tennis courts	\$125,000	
	• Disc Golf (9-holes)	\$4,500	
	Total	\$479,000	
	Elms Park		
	• Drainage	\$10,000	GF, Passport, Private
	• Annual maintenance (\$60,000 per year x 5)	\$300,000	
	Total	\$310,000	
	Bicentennial		
	• Remove or enhance pavilion with new features	\$150,000	MNRTF, GF, Private, DDA
	• New Benches	\$3,000	
	Total	\$153,000	
	Non-Motorized		
• Construct Phase 2 and 3 of regional trail system	\$350,000	TAP, MNRTF, GF, Private	
Total	\$350,000		
Total for 5-10 Years		\$1,292,000	

POTENTIAL GRANT SOURCES

Potential Grant Source	Maximum Request Amount	Minimum Local Match	Submission Deadline	Eligible Projects
Land and Water Conservation Fund (LWCF) Grant	\$300,000 (Pending federal funding)	50%	April 1 MDNR	May be applicable to development of sports fields or trails that link or provide access to recreational resources
Michigan Natural Resources Trust Fund (MNRTF) Grant – Acquisition Project	No Limit	25%	April 1 MDNR	Purchase of land intended to provide outdoor recreation or protection of Michigan significant natural resources
MNRTF Grant – Development Project	\$300,000	25%	April 1 MDNR	Development of lands to provide outdoor recreation or protection of Michigan significant natural resources
Recreation Passport	\$75,000	25%	April 1 MDNR	Re-development of existing park and recreation facilities
Transportation Alternative Program	No Limit	20%	No deadline MDOT	Purchase and development regarding non-motorized, related to transportation. Program emphasis is more on providing connections than recreation opportunities
DTE Tree Foundation	\$3,000		Summer	Tree planting projects such as park, right-of-way, city street, nature study areas, school grounds planting, and neighborhood revitalization projects. All trees must be planted on public land or land open to the public

Federal and State Grants

There are a variety of funding sources available to local governments for park development - The Michigan Department of Natural Resources Recreation Division administers the Land and Water Conservation Fund (LCWF) and the Michigan Natural Resources Trust Fund (MNRTF). Special initiatives are identified each year by the MDNR that receive special consideration for grants. These should be monitored. Current initiatives relate to acquisition of land for trailways, hunting, or buffer areas for habitat and development of shooting ranges.

Other funding is also available through other divisions that can be used as match, supplemental or backup funding. For example, the pending Congestion Mitigation and Air Quality (CMAQ) grant for Phase 1 of the trail system could be used as match to other

funding and complete additional phases. Federal Transportation Enhancement grant program can be used for the construction of non-motorized facilities such as multi-use paths connecting parks. Other grants include the Forest Management Division MDNR Community Forestry grant program that could help fund a tree planting program for the parks.

Other Local Funds

Placing special assessments on private property owners for construction of a bike/hike trail abutting their property, for example, could be another funding strategy. Special assessments are often set up to finance sidewalks, sewer, or street projects. The same could be done for sections of the trail system, if needed.

Appropriations from the City's General Fund are possible when a prompt commitment of funds is necessary and the funds are available. Special assessments are levied against the owners of the property and this income is pledged to the repayment of the bonds. Such bonds usually carry a higher rate of interest than general obligation bonds, but have the advantage of not being charged against the city debt limit.

Other Sources of Funding

Additional sources of funding will be investigated. Seeking donations, attracting sponsors, and holding fund raising events are methods to raise funds for the development of recreational facilities.

The track record for community involvement in the city for a variety of projects has been impressive. Community organizations, businesses, and individuals have stepped up time and time again to lend their time, talent, and financial support to worthwhile community projects. While this kind of community support cannot always be measured, it should never be overlooked.

Partnering/Advocates

The community has some land within Heritage Park which can be leveraged with needs from surrounding municipalities to support a sports complex or other possibilities. A regional partnership can be explored to pool and maximize limited public funds.

APPENDIX

- Survey Responses
- Budget
- City Park Reservation Maps
- Post Completion Forms
- Public Notices, Meeting Minutes, Resolution
- Transmittal Letters
- Certification Checklist

**SWARTZ CREEK – CLAYTON TOWNSHIP
AMENDED AND RESTATED
201~~76~~ – 2019 FIRE DEPARTMENT AGREEMENT**

THIS AGREEMENT is made this ___ day of _____, 201~~76~~, by and between the City of Swartz Creek, a Michigan Municipal Corporation, with principal offices at 8083 Civic Drive, Swartz Creek, Michigan 48473 (“City”) and the Charter Township of Clayton, a Michigan Public Body Corporate, with principal offices at 2011 South Morrish Road, Swartz Creek, Michigan 48473 (“Township”).

WHEREAS, the City and the Township have, for many years, jointly provided fire protection services to their geographical areas; and

WHEREAS, the joint provision of such fire protection services was covered by a written Agreement; and

WHEREAS, the current Agreement between the City and the Township extends through November 1, 201~~69~~ but both the City and the Township desire to amend ~~affirm~~ terms for the provision of fire protection services prior to the commencement of budgetary processes for fiscal year 201~~78~~; and

WHEREAS, the Michigan Urban Cooperation Act of 1967, 1967 PA 7 (Ex Sess) [MCL 124.501 et seq] (“UCA”) authorizes two (2) Municipalities to enter into an interlocal Agreement by which they agree to exercise jointly “any power, privilege, or authority that the agencies share in common and that each might exercise separately;” and

WHEREAS, Section 7 of the UCA [MCL 124.507] provides that such an interlocal Agreement “may provide for a separate legal or administrative entity to administer or execute the Agreement which may be a Commission, Board or Council constituted pursuant to the Agreement,” and that such administrative entity “shall be a Public Body, Corporate or Politic for the purposes of this act;” and

WHEREAS, the City and the Township share in common the power and authority to establish and maintain a Fire Department and provide fire protection services; and

WHEREAS, as empowered to do so by the UCA, the City and the Township wish to continue to jointly provide fire protection services and operate a Fire Department to serve the City and the Township and to do so under the terms and conditions of this Agreement;

NOW, THEREFORE, the parties hereto acting pursuant to the authority of resolutions duly adopted by their respective legislative bodies, **HEREBY AGREE AS FOLLOWS:**

1. POWERS AND DUTIES OF THE SCAFD BOARD

Pursuant to the authority of Section 7 of the UCA [MCL 124.507] there is hereby established an administrative entity to administer and execute this interlocal Agreement; such entity to be known as the "Swartz Creek Area Fire Board" ("Board").

2. NAME

The Board shall provide its fire protection services and shall conduct its business under the name, "Swartz Creek Area Fire Department," and shall file a "d/b/a" certificate to that effect with the Genesee County Clerk.

3. GOVERNANCE OF SCAFD

A. The SCAFD shall be governed by a Board consisting of seven (7) members ("Board") who shall be appointed as follows:

- 1) Beginning in calendar year 2018, Three (3) members shall be appointed by the City, ~~one~~two (2) of whom shall be a members of the City Council. The other City appointees shall be residents of the City and shall hold no other elective City Office. These members shall be appointed for two year terms at the first regular city council meeting following each general election of the City.
- 2) Beginning in calendar year 2018, Three (3) members shall be appointed by the Township, ~~two~~one (1) of whom shall be a members of the Township Board. The other Township appointees shall be residents of the Township and shall hold no other elective Township Office. These members shall be appointed for two year terms at the first regular township board meeting following each general election of the Township.
- 3) The seventh member shall be appointed on an alternating basis between the parties with the Township making the appointment in odd numbered years. Such member shall be appointed as and be designated as the "at-large" member. The "at-large" member shall be appointed for a term of one (1) year commencing on April 1 of each year and, at the completion of said term, the appropriate appointing authority shall designate its appointee as the "at-large" member.
- 4) Except as provided in Subparagraph (5) below, no active Swartz Creek Area Fire Department Firefighter, volunteer or otherwise, shall be eligible for appointment to the Board.
- 5) The Fire Chief shall be an Ex-Officio Member of the Board, but shall have no right to vote on matters coming before the Board.
- 6) Each of the appointees, including the "at-large" member, shall hold office until their replacement is appointed as provided herein.

- 7) Vacancies shall be filled by the appropriate appointing authority consistent with the provisions contained herein related to appointees to the Board.
- B. The Board shall have the exclusive authority to manage and operate the provision of fire protection services to the City and Township and shall have, except as otherwise provided or limited by the terms of this Agreement, such power as may be required for the faithful performance of its duties.
- C. The Board shall develop and maintain a command structure for the Fire Department, which shall be headed by a Fire Chief who shall be appointed by a majority vote of both the Township Board and the City Council and who shall serve at the pleasure of the Board. The terms and conditions of the employment for the Fire Chief shall be set forth in a separate employment Agreement. The termination of the Fire Chief by the Board may be overruled by a majority vote of both the Township Board and the City Council, but such votes must occur within sixty (60) days of the termination.

The SCAFD Chief shall seek and interview paid, on-call firefighters and shall recommend, in writing to the SCAFD Board, the hiring of all employees. All employees shall be hired by a majority vote of the SCAFD Board. The number of employees shall be limited by the budget allocated to the SCAFD by the Township Board and the City Council. Employees of the SCAFD may only be terminated following a written recommendation to the SCAFD Board by the SCAFD Chief. Employees of the SCAFD may only be terminated by a majority vote of the SCAFD Board.

No member of the Township Board or the City Council shall be eligible for the appointment to, or to serve in, a position as either a full or part time Firefighter, whether paid, on-call or volunteer.

- D. The Board shall provide the fire protection services provided for, herein, through the use of paid, on-call Firefighters; provided, however, that the Board shall not have the authority to hire or otherwise retain full-time or part-time personnel without there being funds in the budget for such hiring or retention. Nothing contained herein shall prohibit the Board from contracting with a volunteer or on-call organization for services on an "as needed basis".
- E. The SCAFD Board and its Members shall be responsible for reasonable reporting requirements and providing information to the Township or the City as requested.

4. BYLAWS

The SCAFD Board shall establish its own Officers and adopt bylaws to govern the conduct of its meetings. The SCAFD Board shall not adopt any rules or regulations that exceed the provisions of this Agreement or the provisions of [MCL 124.501 et al].

The SCAFD Board shall only operate and conduct business with a quorum of five (5) members present and by a super majority vote of the entire board membership. (54 votes)

5. FIRE HALLS

- A. The Township hereby provides the fire hall located at 1494 Seymour Road in the Township at the disposal of the SCAFD Board for its use during the effective period of this Agreement.
- B. The City hereby provides the fire hall located at 8100-B Civic Drive in the City at the disposal of the SCAFD Board for its use during the effective period of this Agreement.
- C. Such use shall be subject to the following:
 - 1) The City and Township shall each retain ownership of, or lease rights to, the fire halls so designated and the Board shall have no power to use or authorize the use of the fire halls for any use other than the provision of fire protection services to the City and Township; unless authority for such other use or activity is obtained in writing, or by email with receipt confirmation, from the City (as to the City's fire hall) or the Township (as to the Township fire hall).
 - 2) The Board shall not engage in any activity or take any action which will result in a lien, mortgage, or other encumbrance on the title of the City or the Township to their respective fire halls or the land on which they are located.
 - 3) The Board shall be responsible for ~~snow/ice removal and lawn cutting services and~~ payment of all utilities for the designated fire halls during the effective period of this Agreement.
 - 4) No additions and/or alterations to said fire halls may be made by the Board without the express prior written approval of the governmental unit owning said structure; provided, however, that, upon termination of this Agreement, such additions and/or improvements shall become the property of the governmental unit owning the structure.

6. TOWNSHIP MINI PUMPER

The 1979 Mini Pumper, Serial No. W41CT9138438, presently owned by the Township, shall be, and is hereby placed at the use of the Board for the provision of fire services as provided for in this Agreement, subject to the following conditions:

- A. The Board shall be responsible for, and maintain public liability and property damage insurance, upon said vehicle with the Township being named as a co-insured.
- B. Said vehicle shall remain titled in the name of the Township.

- C. Upon dissolution of the Board, said vehicle shall be returned to the Township and/or the Township shall have the right to summary repossession of said vehicle. The Board shall have no control whatsoever over said vehicle upon dissolution of the Board.

7. CITY MINI PUMPER

The 1979 Mini Pumper, Serial No. CKL339B160091, presently owned by the City, shall be, and is hereby placed, at the use of the Board for the provision of fire services as provided for in this Agreement, subject to the following conditions:

- A. The Board shall be responsible for, and maintain public liability and property damage insurance, upon said vehicle with the City being named as a co-insured.
- B. Said vehicle shall remain titled in the name of the City.
- C. Upon dissolution of the Board, said vehicle shall be returned to the City and/or the City shall have the right to summary repossession of said vehicle. The Board shall have no control whatsoever over said vehicle upon dissolution of the Board.

8. SCAFD ASSETS

- A. Except as may be provided above as to the fire halls and the mini pumpers, the City and Township shall each have an undivided one-half (1/2) interest in and to all assets of the SCAFD. An inventory of said assets shall be prepared annually by the Board and filed with the City Clerk and the Township Clerk as provided in Subparagraph (D), below.
- B. All of the assets of the SCAFD shall be housed at the fire halls designated within this Agreement in such quantities, as shall, within the discretion of the Board, provide maximum efficient fire protection services for the areas to be provided such service.
- C. Assets that are determined by the Board to have no value, due to age or damage, shall be destroyed. Assets that have value, but are no longer needed by the SCAFD, shall be sold by sealed bid, RFP, auction or online internet auction to the highest bidder. The Board shall create and implement a policy for disposal of such assets. Assets that have been sold shall be logged as such on the annual inventory for at least one (1) year.
- D. The Board shall file an annual inventory of such assets with the City and the Township no later than February 15th of each year. The inventory should include individual assets valued at \$500.00 or more at time of purchase or donation and like-kind assets that, in their aggregate, are valued at \$500.00 or more. The form of the inventory should contain the following, if possible:
 - 1. Description
 - 2. Cost per Item
 - 3. Quantity
 - 4. Purchase date

5. Life of asset
6. Serial Number
7. Model Number
8. Location
9. Asset Condition
10. Manufacturer if applicable
11. Disposal Information when asset no longer in service – date retired, proceeds from disposal
12. Insurance information if relevant – insurer, policy expiration, policy number, insured value

9. ADDITIONAL ASSETS

Nothing contained herein shall prohibit the City or the Township from acquiring such additional equipment and/or providing such additional services as it sees fit to be used within its boundaries. Such additional equipment and/or services provided shall not be subject to the terms of this Agreement and ownership of same shall not be shared.

10. INSURANCE

The Board shall secure, and keep in force and effect during the effective period of the Agreement, appropriate property damage and public liability insurance insuring its activities in such amounts as it sees fit. However, in no instance shall such limits of insurance be less than One Million Dollars (\$1,000,000.00) Single Limit Public Liability and Property Damage Policy, with a Three Million Dollar (\$3,000,000.00) Umbrella. In addition, thereto the Board shall secure and keep in force and effect during the effective period of the Agreement, appropriate Workman's Compensation Insurance coverage and any other insurance coverage required by law.

11. SERVICES TO OTHER GOVERNMENTAL UNITS

The SCAFD shall not provide fire protection services to other governmental units, by contract or otherwise, without first obtaining the approval of the City and the Township before such services are rendered; provided, however, that such prohibition shall not extend to the participation by the Board in a mutual aid pact with other units of government. Pursuant to the SCAFD Evaluation, all current mutual aid pacts should be reviewed by the SCAFD Board to redefine the terms under which automatic mutual aid is provided to obtain a more equitable balance of services. All aid agreements currently in place shall become attachments to this Agreement. Any future aid agreements shall be approved by the City and the Township.

12. BOOKS and RECORDS; ANNUAL AUDIT

- a. The Board shall provide for the keeping of books and records regarding its operation. The keeping of such books and records shall conform to generally accepted accounting principles.
- b. The Board shall provide for an annual audit of its revenue and expenditures. The auditing firm shall be selected through competitive bidding every three (3) years and the same firm shall not be selected for than two (2) consecutive terms.
- c. The audit shall be completed no later than ninety (90) days following the close of the SCAFD's fiscal year, and a copy of said audit shall be submitted to the City Clerk and the Township Clerk within seven (7) days after its completion.

13. FISCAL YEAR; BUDGET

- a. The fiscal year of the SCAFD shall be from January 1 through December 31.
- b. Beginning no later than August 1 of each year, the City Manager and the Township Supervisor shall meet with the Fire Chief and develop a draft budget. Such draft shall reasonably reflect the findings and recommendations set forth in the Swartz Creek Area Fire Department Evaluation adopted in January 2008 by the City and the Township. The draft budget shall be submitted to the SCAFD Board no later than October 1.
- c. The Board shall review the proposed budget of its anticipated expenses, including any suggested amendments, and shall forward same to the City Council and Township Board for approval no later than October 31 of each year. The City and the Township may approve the budget as presented or may approve it with amendments. The final budget shall be in such form as shall be approved by both the City and the Township.
- d. Upon approval of the final budget, the City and the Township shall each appropriate its share of the funding for said budget, and such funds shall be transmitted to the SCAFD Board for its use. Once the final budget is approved, such sums, as each party are required to contribute, shall be a debt of each notwithstanding any subsequent disagreement between the parties.
- e. The SCAFD shall expend funds pursuant to the adopted budget; provided, however, the Board shall have the authority within a single year, without the approval of the city and Township, to amend line item expenditures by an amount not to exceed ten percent (10%) of the amount provided for the subject line item in the final budget as approved by the City and the Township, so long as the total budget is not exceeded. Line item budget amendments exceeding ten percent (10%), singularly or cumulatively in a single fiscal year, shall require approval of both the City and the Township.
- f. The Board shall not exceed the budget as approved by the City and the Township without express prior approval by both the City and the Township who, concurrent with such approval, shall appropriate such sums as are necessary to finance such

increased expense. No additional budget line items shall be added or included in approved budgets without approval of the legislative bodies of both municipalities.

14. CAPITAL IMPROVEMENT FUND

Pursuant to the Swartz Creek Area Fire Department Evaluation, accepted in January 2008 by the City and the Township, a Capital Improvement Program Fund (CIPF) is hereby established. The budget for the CIPF shall be established annually in the same manner and, at the same time, as the annual operating budget. The City and the Township shall determine an amount to be contributed to the CIPF, said contribution to be appropriated each year at the same time as the annual appropriation for operation of the SCAFD is made at the beginning of each unit's fiscal year. CIPF funds contributed by the City and the Township shall be held, and independently accounted for, by the Board and shall be invested in an interest bearing account. The Board shall adopt an investment policy that conforms to the State of Michigan's authorized and suitable investments for local units of government (1988 Public Act 239, M.C.L. 129.91). The Board may not use or expend any funds in the CIPF without the prior approval by a majority vote of both the Township Board and the City Council. The City and the Township, by mutual agreement of the majority of each governing Boards, may elect to deposit any unspent operating funds left over from a previous year budget, into the CIPF.

The SCAFD Board shall exhaust all CIPF funds prior to seeking any financing for capital purchases from the Township or the City.

15. COSTS OF FIRE RUNS; LABOR COSTS

Except as to the labor costs attendant with each fire run, the entire cost of providing fire protection services as agreed to herein shall be borne by the City and the Township equally. As to labor costs attendant with each fire run, it is hereby agreed that such cost shall be borne solely by the party, City or Township, wherein the service is provided. Such costs shall be provided for in the budget required by Paragraph (13) hereof. The City and the Township, as suggested in the January 2008 Fire Department Evaluation, shall work to develop a cost recovery ordinance that both municipalities can adopt and implement.

16. EFFECTIVE DATE; TERM; EXPIRATION OF TERM

The effective date of this Agreement is ~~November 2, 2016~~ January 1, 2018. The term of this Agreement shall be ~~November 2, 2016~~ January 1, 2018 through November 1, 2019. The expiration of the Agreement shall not operate to relieve the City or the Township of their financial obligations hereunder. The financial obligations of each party shall continue until all termination activities set forth in Paragraph (17), below, are completed.

17. TERMINATION

Upon termination of this Agreement, the Board shall proceed as follows:

- a. At least sixty (60) days prior to the termination date, the Board shall cause its last annual inventory to be made current.
- b. The Board shall cause an appraisal to be made of all of the jointly owned assets under its control other than the fire halls and the mini pumpers described in section 7 and 8. Said appraisal shall be made no later than thirty (30) days prior to the date of termination and shall be submitted to the City Clerk and the Township Clerk forthwith.
- c. The Board shall attempt to assign the assets to the parties consistent with the provisions and intent of this Agreement. Upon completion of such asset assignment, the Board shall recommend same to the City and the Township. Upon Agreement of the City and the Township, the Board shall assign the assets to the parties.
- d. Notwithstanding, the termination date and/or its attempts to assign the assets, the Board shall continue to perform its duties and obligations until the effective date of the termination of this Agreement.

18. NEGOTIATED ASSIGNMENT

The parties need not wait for the recommendation of the Board as to the division and assignment of assets, but may commence negotiations relative to such division and assignment at any time prior to the termination date; provided, however, that the parties by and through their respective governing bodies, shall meet no less than sixty (60) days prior to effective date of termination, if Agreement or assignment of assets has not otherwise occurred, to negotiate assignment of assets and/or the providing for an orderly transition and continuing of fire protection services beyond the termination date.

19. NOTICES

Any notice, demand, or communication required, permitted, or desired to be given under this Agreement shall be deemed effectively given when personally delivered or mailed by certified mail addressed as follows:

If to the City:

City of Swartz Creek
C/O City Manager
8083 Civic Drive
Swartz Creek, MI 48473
Attention: City Manager

If to the Township:

Charter Township of Clayton

C/O Township Supervisor
2011 South Morrish Road
Swartz Creek, MI 48473
Attention: Township Supervisor

The parties may, by notice given hereunder, designate any further or different address to which subsequent notices, demands, or communications may be given.

20. SEVERABILITY

If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of this Agreement which shall remain in full force and effect and enforceable in accordance with its terms.

21. ENTIRE AGREEMENT

This Agreement supersedes all previous or contemporaneous negotiations and/or Agreements and constitutes the entire Agreement between the parties with respect to the joint provision of fire protection services in the City and the Township. No verbal statements or prior written materials not specifically incorporated in the Agreement have been relied upon by the parties in entering into this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

(Signature Page Follows)

TOWNSHIP OF CLAYTON

Dated: _____

By: _____
Chris Gehringer, Supervisor
Charter Township of Clayton

Dated: _____

By: _____
Dennis Milem, Clerk
Charter Township of Clayton

CITY OF SWARTZ CREEK

Dated: _____

By: _____
David Kruger, Mayor
City of Swartz Creek

Dated: _____

By: _____
Connie Eskew, Clerk
City of Swartz Creek



SWARTZ CREEK

Where Town and Country Join Hands

I.T. Right Service Contract

PROPOSAL FOR SERVICES
BOX 160 BATH MI 48808 * 1.855.ITRIGHT

I.T. Right, PO Box 160 Bath MI 48808

I.T. RIGHT SERVICE CONTRACT

This Agreement is made effective as of _____, by and between Swartz Creek, and I.T. Right of 5815 East Clark Road, Bath Michigan 48808.

In this Agreement, the party who is contracting to receive services shall be referred to as "The Client", and the party who will be providing the services shall be referred to as "I.T. RIGHT". I.T. RIGHT has a background in Computer technology and is willing to provide services to The Client based on this background. The Client desires to have services provided by I.T. RIGHT.

Therefore, the parties agree as follows:

- 1. DESCRIPTION OF SERVICES.** Beginning on _____ I.T. RIGHT will provide the following services (collectively, the "Services"): Repair and maintenance of computer equipment and the computer network. This includes the existing computers and related network equipment within the client's office.
- 2. SERVICES NOT COVERED.** I.T. Right reserves the right to charge an hourly rate for labor related to the design and implementation of new equipment/technologies. Client will be notified ahead of time of any extra charges involved before the work is started. Client will be responsible for the purchase of any hardware or software items. Replacement of Servers, and Wiring services are considered new technology, are not covered under this contract and will be billed separately.
- 3. PAYMENT.** The Client will pay a fee to I.T. RIGHT for the Services in the amount of **\$4,500.00**. This fee shall be payable within 30 days unless otherwise notated in this document.
- 4. PERFORMANCE OF SERVICES.** I.T. RIGHT shall determine the manner in which the Services are to be performed and the specific hours to be worked by I.T. RIGHT. The Client will rely on I.T. RIGHT to work as many hours as may be reasonably necessary to fulfill I.T. RIGHT's obligations under this Agreement.
- 5. THIS SECTION INTENTIONALLY LEFT BLANK.**
- 6. NEW PROJECT APPROVAL.** I.T. RIGHT and The Client recognize that I.T. RIGHT's Services will include working on various projects for The Client. I.T. RIGHT shall obtain the approval of The Client prior to the commencement of a new project.
- 7. TERM/TERMINATION.** This Agreement shall be effective for a period of 1 year. Either party reserves the right to terminate this contract at any time provided 30 days' notice is given. The remaining time will be prorated and paid to the client.
- 8. EMPLOYEES.** I.T. RIGHT's employees, if any, who perform services for The Client under this Agreement shall also be bound by the provisions of this Agreement.

I.T. RIGHT SERVICE CONTRACT

9. **NOTICES.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

Service contract:

If for The Client:

Swartz Creek
8083 Civic Drive
48473 Swartz Creek
United States

If for I.T. RIGHT:

I.T. Right
Dan Eggleston
5815 East Clark Road Suite G
Bath Michigan 48808

10. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

11. **AMENDMENT.** This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

12. **APPLICABLE LAW.** The laws of the State of Michigan shall govern this Agreement.

Party receiving services: **Swartz Creek**

Accepted By: _____

Title: _____

Party providing services: I.T. Right

Proposed By  _____
Dan Eggleston, Director of Information Technology

I.T. RIGHT SERVICE CONTRACT

Appendix A QUOTE



*Information Technology Solutions that
Work for Local Government*

QUOTE #	ITRQ10272
DATE	12/18/2017

TO Adam Zettel
Swartz Creek
8083 Civic Drive
48473 Swartz Creek
United States
Phone: 810-635-4464

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
mallen			

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	Service Contract Cost	\$4,500.00	\$4,500.00
	(Includes Managed Antivirus, Tier I & II)		

Thank You For Your Business!

SUBTOTAL	\$4,500.00
SALES TAX	\$0.00
TOTAL	\$4,500.00

I.T. Right, PO Box 160 Bath MI 48808

MERS 457 Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707

www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS 457 Program provided by the Municipal Employees' Retirement System of Michigan, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name: _____
(Name of municipality or court)

Municipality Number: _____ **Division Number (if amendment):** _____

If new to MERS, please provide your municipality's fiscal year: _____ through _____.
Month Month

II. Effective Date: The MERS 457(b) Program will be effective as follows (choose one):

- Original Adoption.** The MERS 457(b) Program will be effective _____, with respect to contributions upon approval by the Program Administrator.
(Month and year)
- To establish a new plan or replace current 457 carrier with the MERS 457 Program.
- To add the MERS 457 Program in addition to another 457 carrier.

Plan Name(s) and Provider(s):

VERY IMPORTANT: All eligible programs of a Participating Employer are considered to be a single plan for purposes of compliance with Code Section 457(b). Thus, if a Participating Employer has more than one eligible 457 (or additional investment options under a 457(b) arrangement with more than one vendor), the Participating Employer is responsible for ensuring that all of its arrangements, treated as a single program, comply with the 457(b) requirements. In order to fulfill its responsibility for monitoring coordination of multiple programs, the Participating Employer must carefully review the Master Plan Document provisions.

- Amendment and Restatement.** The amended and restated MERS 457(b) Program will be effective _____, with respect to contributions upon approval by the Program Administrator. The MERS 457(b) Program was originally effective _____.
(Month and year) (Month and year)

Note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

III. Eligible Employees: Only Employees as defined in the Program may be covered by the Participation Agreement. Subject to other conditions in the Program, this Agreement, and Addendum (if applicable), the following Employees are eligible to participate in the Program:

IV. Contributions will be remitted (check one):

- Weekly
- Bi-Weekly (every other week)
- Semi-Monthly (twice each month)
- Monthly
- Other (specify) _____

MERS 457 Participation Agreement

V. Roth Deferral Contributions: shall be permitted shall not be permitted

If **Roth Deferral Contributions** are elected, the Program will allow Roth rollover contributions from other designated Roth 457(b), 401(k), or 403(b) Plans. Roth in-plan rollovers will also be allowed. Roth in-plan rollovers allow a participant who has reached 70½ or who has incurred a severance from employment to elect to have all or a portion of his or her pre-tax contribution account directly rolled into a designated Roth rollover account under the plan if the amount would otherwise be permitted to be distributed as an eligible rollover distribution. Any amounts that are rolled to the Roth rollover account are considered to be irrevocable and may not be rolled back to the pre-tax account.

VI. Loans: shall be permitted shall not be permitted

If Loans are elected, please complete and attach the *MERS 457 Loan Addendum*.

VII. Automatic Enrollment: shall be permitted shall not be permitted

If selected, please complete and attach the *MERS 457 Eligible Automatic Contribution Arrangement (EACA) Addendum*.

VIII. Employer Contributions: shall be permitted shall not be permitted

If selected, please complete and attach the *MERS 457 Employer Contribution Addendum*.

IX. Modification of the Terms of the Participation Agreement

If the employer desires to amend any of its elections contained in the Participation Agreement, including attachments/addendums, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Participation Agreement. The amendment of the new agreement is not effective until approved by MERS.

X. Enforcement

1. This Participation Agreement, including attachments/addendums may be terminated only in accordance with the Master Plan Document
2. The Employer hereby agrees to the provisions of the *MERS 457 Supplemental Retirement Program and Trust Master Plan Document*.
3. The employer hereby acknowledges it understands that failure to properly fill out this Participation Agreement may result in the ineligibility of the program.

XI. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Participation Agreement is hereby approved by _____
on the ____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: _____

Witness signature: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)



WATER AND WASTE SERVICES

DRAIN COMMISSIONER

JEFFREY WRIGHT

DIRECTOR

JOHN F. O'BRIEN, P.E.

ASSISTANT DIRECTOR

DAVID JANSEN

ADVISORY BOARD

Chairperson

Larry Green
Mt. Morris Township

Vice Chairperson/Budget Subcommittee Chairperson

Barbara Baker Omerod
Village of Lennon

*Prepared by
Karl Kramer, Division Finance Officer and Finance Team*

GENESEE COUNTY
DRAIN COMMISSIONER'S OFFICE
DIVISION OF
WATER AND WASTE SERVICES



2018 BUDGET

RECOMMENDED FOR APPROVAL:

BUDGET SUBCOMMITTEE _____ Date _____
Barbara Baker Omerod, Chairperson

ADVISORY COMMITTEE _____ Date _____
Larry Green, Chairperson

APPROVED BY:

COUNTY AGENCY _____ Date _____
Jeff Wright, Drain Commissioner

December 12, 2017

Mr. Jeff Wright
Genesee County Drain Commissioner
Division of Water and Waste Services
4610 Beecher Road
Flint, MI 48532

Re: Proposed GCDC WWS 2018 Budget

Dear Commissioner Wright and Members of the Advisory Board:

Pursuant to the provisions under the County Improvement Act and the County Board that established the Genesee County Drain Commissioner as a Public Act 342 Agency, and on behalf of the employees, I am pleased to provide an update on the year ending December 31, 2017, and to present the proposed 2018 Budget for review and approval.

That County Agency created the Division of Water and Waste Services (the "Division"). The Division provides public utility services of water and wastewater treatment in parts of Genesee, Lapeer, Saginaw, Shiawassee, Oakland and Livingston Counties. The Division's mission is to treat and distribute water and collect and treat wastewater in such a manner that is in compliance with all state and federal regulations and to maintain the lowest cost to customers. Additionally, the Genesee County Board of Commissioners designated the Division as County Enforcing Agency for Soil Erosion.

The proposed 2018 GCDC WWS Operating Budget is balanced, with total anticipated revenues and expenses of approximately \$78,168,000, although revenues do include appropriations of approximately \$3,500,000 from previous year reserves. The Division is solely funded through rates, and receives no State or County funding. The operating budget includes limited funding for capital projects and purchases of capital assets. Project closeout for the new Water Treatment Plant and associated water distribution lines is underway, and final costs will ultimately have some impact on both 2017 and 2018 expenses and cash flow.

The Budget Process

When developing projections, our fundamental priority is to provide uninterrupted service to the community while promoting an environment of strong financial leadership and controls. We also strive to maintain the system for those who will follow, and at rates which are fair and generationally equitable, utilizing a generally conservative approach.

The Budget process for GCDC WWS begins in August with a mid-year review of revenue and expenses as of July 31st which are compared to prior year and budgeted numbers. Current year end

Water and Sewer Services

The Division provides water and sewer services to 37 communities, totaling over 400,000 individual residents in Genesee County and surrounding areas. The Division operates 235+ miles of underground pipeline, twenty major water and waste water pump stations, over eighty minor stations maintained on behalf of local communities, and eleven water storage tanks with over 43 million gallons of storage capacity.

These water and sewer services are tracked financially by the Division in four major operating funds known as Interceptor and Treatment (I&T), Water, District #3, and District #7. In addition, administrative costs from the supporting Executive, Finance, Engineering, and HR/Safety Departments are allocated to these four major operating funds.

Revenues

Excluding the use of prior year reserves which were budgeted at \$5,972,000 in 2017 but subsequently reduced to \$2,310,000, projected year-end operating revenues for 2017 are expected to total \$72,870,000, which is about 2.8% higher than the \$70,863,000 we budgeted last year at this time. This rise is due to intentionally conservative revenue estimates during the budgeting process, along with the unexpected rate increase needed to cover the debt service on the 42" water pipeline.

To recap our revenue structure, communities are billed for the water purchased based on either a retail or wholesale method. The retail method is calculated by the actual residential meter reads and usage, and then totaled community wide to generate the amount of the community invoice. The wholesale method is based on master meters that flow to each community with the resulting combined commodity usage being used for invoicing purposes.

Communities are billed for sewage treatment using three different methods; retail, wholesale and flat rate. Retail billings for treatment are based upon water consumption as recorded by individual meters. Wholesale is based on master meters on the sewage outfall from the communities. Flat rate billings are for residents connected to the treatment system without well meters, and issued bills are based on one flat rate. Invoices to our communities reflect their individual billing cycles which can be monthly, bi-monthly, or quarterly.

Debt Service

Debt has traditionally been the second highest cost for the Division. Due to the capital intensive nature of distributing water and treating sewage, infrastructure repair, replacement and maintenance is needed on an annual basis. Additionally, the cost of such infrastructure is normally more than can be absorbed in one year by rate payers. Since the life of infrastructure is substantial, issuing debt allows the cost of this infrastructure to be spread over the life of the asset. This time allocation of costs also assists in having users pay for their portion of the system based on the period in which they benefited from its use.

During 2017, the Division issued \$10,500,000 in new private placement bonds for its 42" water pipeline (which replaced the aging 72" pipeline given back to Flint). The Division also refinanced approximately \$20,000,000 in sewer bonds, which will save rate payers approximately \$250,000 annually over the next 12 years. Including debt service payments to the Karegnondi Water Authority, debt service for 2017 totaled \$24.33 million. Including full year debt service payments to KWA, 2018 total debt service is budgeted at \$32.52 million.

Soil Erosion and Sedimentation Control

The Division has been tasked with administering soil erosion and sedimentation control for Genesee County. Presently, the revenues associated with soil erosion permitting are insufficient to offset the total costs for administering this program. Although soil erosion revenues for 2017 are on track to exceed our 2017 budgeted amount of approximately \$154,000 (\$176,000 now expected), the cost of the program continues to be in the area of \$500,000. So as stated in the past, it is important to remember that the excess costs for the soil erosion program are being born by the County Agency under Public Act 342. It is our hope that the differences in revenues and costs for this important program will narrow as development increases in the years ahead.

Engineering Projects

Significant project events currently planned for 2018 include:

- Pump Station #3 Redesign
- Farrand Road Pump Station Design
- GIS Update

Departmental and Administrative Projects

The Division is currently in process of populating its GIS network. This has been a long term project that the Division invests in annually. The cost to update and integrate the GIS network has been a commitment of approximately \$33,000 per year. We will conclude work on this project in 2018.

District #3

• SCADA Improvements (2018 - 2022)	100,000
• Electrical Improvements (2019)	100,000
• Solids Handling & DAF Improvements (2018 & 2019)	75,000
• Structural Lining – Lobdell Rd (2018)	1,400,000
• Facility Cement Repairs (2018 & 2019)	65,000
• Engineering/Evaluation of Tertiary Filters (2019)	50,000
• Structural Lining – Continued on Silver Lake Rd (2018)	200,000
• Crushed Asphalt for East Drive (2018)	10,000
• 20-Year Facilities Plan	<u>250,000</u>

Total District #3 Requests **\$2,250,000**

District #7

• Improve Ferric Chloride Storage Building	15,000
• Installation of Grinder Pump Station Telemetering (2018)	85,000
• Install Water Well (2018)	10,000
• Refurbish Solar Bees & Aire O2 Mixers (2018 & 2020)	70,000
• Engineering to Evaluate Vacuum System at Stages Island (2022)	<u>50,000</u>

Total District #7 Requests **\$230,000**

Water Treatment Plant

• Impoundment Solar Bees (2018)	120,000
• Emergency Generator Connection (2019)	250,000
• Service Garage (2020)	<u>800,000</u>

Total Water Treatment Plant Requests **\$1,170,000**

Total of All Requests **\$115,325,000**

2018 Annual Budget - I&T

Summary

	2016 Year End Actuals	2017 Adopted Budget	2017 Actuals Year to Date	2017 Projected/Amended Budget	2018 Proposed Budget	\$ Change vs 2017 Projected	% Change vs 2017 Projected
Fund: 1100 Interceptor and Treatment							
Revenue							
RTS - Readiness to Serve Charge	\$4,998,667.00	\$4,962,000.00	\$4,633,870.46	\$5,022,000.00	\$5,012,000.00	(\$10,000.00)	0%
Commodity - Commodity	\$10,010,675.00	\$9,585,000.00	\$9,163,952.40	\$9,920,000.00	\$9,735,000.00	(\$185,000.00)	-2%
Flat Rate - Sewer Flat Rate	\$10,738,386.00	\$10,500,000.00	\$9,852,165.45	\$10,723,000.00	\$10,700,000.00	(\$23,000.00)	0%
Services - Charges for Services	\$1,364,581.00	\$1,344,900.00	\$1,330,592.29	\$1,447,856.00	\$1,442,456.00	(\$5,400.00)	0%
Permits - Permits	\$411,950.00	\$413,560.00	\$387,721.83	\$446,590.00	\$398,180.00	(\$48,410.00)	-11%
Interest - Interest	\$2,667.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other - Other Revenues	\$172,252.00	\$77,280.00	\$146,281.46	\$145,802.00	\$60,000.00	(\$85,802.00)	-59%
Reserve - Portion of Operations Rates from Past Years	\$0.00	\$1,626,474.00	\$0.00	\$853,206.00	\$1,777,574.00	\$924,368.00	108%
Revenue Totals	\$27,699,178.00	\$28,509,214.00	\$25,514,583.89	\$28,558,454.00	\$29,125,210.00	\$566,756.00	2%
Expenditures							
Wages - Salaries and Wages	\$5,269,099.00	\$5,703,355.00	\$5,040,119.90	\$5,613,713.00	\$6,007,012.00	\$393,299.00	7%
Other Wages - Other Salaries and Wages	\$44,258.00	\$52,480.00	\$48,858.75	\$50,007.00	\$51,760.00	\$1,753.00	4%
Benefits - Payroll Taxes and Fringe Benefits	\$4,181,627.00	\$4,608,893.00	\$4,001,763.74	\$4,412,293.00	\$4,770,665.00	\$358,372.00	8%
Supplies - Supplies	\$464,702.00	\$560,804.00	\$405,787.24	\$494,912.00	\$543,372.00	\$48,460.00	10%
Prof Services - Professional & Contractual Services	\$637,637.00	\$725,376.00	\$742,806.48	\$992,249.00	\$1,510,006.00	\$517,757.00	52%
Other Services - Other Services and Charges	\$462,639.00	\$594,003.00	\$535,914.33	\$653,949.00	\$668,178.00	\$14,229.00	2%
Sewage - Sludge Disposal Charges	\$712,537.00	\$867,000.00	\$606,757.94	\$780,000.00	\$750,000.00	(\$30,000.00)	-4%
Utilities - Other Services and Charges - Utilities	\$2,251,439.00	\$2,540,900.00	\$2,368,998.84	\$2,533,586.00	\$2,545,313.00	\$11,727.00	0%
R & M - Repair and Maintenance	\$1,584,365.00	\$1,629,770.00	\$2,236,354.81	\$3,335,606.00	\$2,675,680.00	(\$659,926.00)	-20%
Capital Outlay - Capital Outlay	\$407,595.00	\$3,273,760.00	\$1,228,475.30	\$1,759,266.00	\$2,765,080.00	\$1,005,814.00	57%
Debt Service - Debt Service	\$2,015,276.00	\$2,012,151.00	\$2,012,150.58	\$2,012,151.00	\$983,151.00	(\$1,029,000.00)	-51%
Reserve - Portion of Rate for Future Year	\$4,254,071.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Revenue Totals:	\$27,699,178.00	\$28,509,214.00	\$25,514,583.89	\$28,558,454.00	\$29,125,210.00	\$566,756.00	2%
Expenditure Totals	\$22,285,245.00	\$22,568,492.00	\$19,227,987.91	\$22,637,732.00	\$23,270,217.00	\$632,485.00	3%
Fund Total: Interceptor and Treatment	\$5,413,933.00	\$5,940,722.00	\$6,286,595.98	\$5,920,722.00	\$5,854,993.00	(\$65,729.00)	-1%
Fund: 1200 Sewer County Capital Improvement							
Revenue							
Services - Charges for Services	(\$1,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Permits - Permits	\$622,500.00	\$500,000.00	\$519,000.00	\$520,000.00	\$450,000.00	(\$70,000.00)	-13%
Interest - Interest	\$777.00	\$700.00	\$656.25	\$700.00	\$700.00	\$0.00	0%
Revenue Totals	\$622,277.00	\$500,700.00	\$519,656.25	\$520,700.00	\$450,700.00	(\$70,000.00)	-13%

2018 Annual Budget - Water

Summary

	2016 Year End Actuals	2017 Adopted Budget	2017 Actuals Year to Date	2017 Projected/ Amended Budget	2018 Proposed Budget	\$ Change vs 2017 Projected	% Change vs 2017 Projected
Fund: 2100 Water Supply							
Revenue							
ATS - Readiness to Serve Charge	\$5,584,284.00	\$5,620,900.00	\$6,038,986.75	\$6,765,600.00	\$9,126,000.00	\$2,360,400.00	35%
Commodity - Commodity	\$29,647,109.00	\$30,615,000.00	\$27,988,089.35	\$30,385,170.00	\$30,301,000.00	(\$84,170.00)	0%
Services - Charges for Services	\$242,675.00	\$106,000.00	\$138,750.00	\$224,000.00	\$206,000.00	(\$18,000.00)	-8%
Permits - Permits	\$84,771.00	\$77,850.00	\$86,520.49	\$86,014.00	\$79,190.00	(\$6,824.00)	-8%
Interest - Interest	\$7,566.00	\$3,500.00	\$17,458.79	\$15,500.00	\$15,500.00	\$0.00	0%
Grants - Grants	\$0.00	\$0.00	\$9,330.00	\$9,330.00	\$0.00	(\$9,330.00)	-100%
Other - Other Revenues	\$351,118.00	\$860,480.00	\$744,571.15	\$804,948.00	\$858,472.00	\$53,524.00	7%
Reserve - Portion of Operations Rates from Past Years	\$0.00	\$3,032,647.00	\$0.00	\$597,535.00	\$214,508.00	(\$383,027.00)	-64%
Revenue Totals	\$35,917,523.00	\$40,316,377.00	\$35,023,706.53	\$38,888,097.00	\$40,800,670.00	\$1,912,573.00	5%
Expenditures							
Wages - Salaries and Wages	\$2,484,027.00	\$3,524,345.00	\$2,869,016.80	\$3,256,985.00	\$3,901,992.00	\$645,007.00	20%
Other Wages - Other Salaries and Wages	\$23,382.00	\$40,920.00	\$40,418.02	\$41,566.00	\$42,290.00	\$724.00	2%
Benefits - Payroll Taxes and Fringe Benefits	\$2,131,268.00	\$3,008,382.00	\$2,402,773.10	\$2,727,361.00	\$3,232,164.00	\$504,803.00	19%
Supplies - Supplies	\$120,522.00	\$615,941.00	\$306,767.90	\$592,793.00	\$964,074.00	\$371,281.00	63%
Prof Services - Professional & Contractual Services	\$433,982.00	\$541,204.00	\$461,231.62	\$554,268.00	\$745,326.00	\$191,058.00	34%
Other Services - Other Services and Charges	\$509,561.00	\$704,634.00	\$837,889.10	\$1,013,277.00	\$1,053,840.00	\$40,563.00	4%
Water - Cost of Water	\$22,155,625.00	\$27,207,808.00	\$24,405,378.42	\$26,207,068.00	\$19,053,168.00	(\$7,153,900.00)	-27%
Sewage - Sludge Disposal Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Utilities - Other Services and Charges - Utilities	\$495,771.00	\$976,100.00	\$472,190.99	\$990,930.00	\$1,594,700.00	\$603,770.00	61%
R & M - Repair and Maintenance	\$533,003.00	\$577,080.00	\$440,953.44	\$533,053.00	\$775,043.00	\$241,990.00	45%
Capital Outlay - Capital Outlay	\$185,511.00	\$571,540.00	\$382,323.80	\$572,826.00	\$19,320.00	(\$553,506.00)	-97%
Debt Service - Debt Service	\$500.00	\$516,885.00	\$406,231.80	\$406,232.00	\$7,359,165.00	\$6,952,933.00	1,712%
Reserve - Portion of Rate for Future Year	\$4,372,576.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Revenue Totals:	\$35,917,523.00	\$40,316,377.00	\$35,023,706.53	\$38,888,097.00	\$40,800,670.00	\$1,912,573.00	5%
Expenditure Totals	\$33,445,728.00	\$38,284,839.00	\$37,951,222.65	\$36,896,359.00	\$38,741,082.00	\$1,844,723.00	5%
Fund Total: Water Supply	\$2,471,795.00	\$2,031,538.00	(\$2,927,516.12)	\$1,991,738.00	\$2,059,588.00	\$67,850.00	3%
Fund: 2200 Water County Capital Improvement							
Revenue							
Services - Charges for Services	(\$1,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Permits - Permits	\$597,500.00	\$470,000.00	\$507,000.00	\$510,000.00	\$450,000.00	(\$60,000.00)	-12%
Interest - Interest	\$900.00	\$1,000.00	\$656.38	\$800.00	\$800.00	\$0.00	0%
Revenue Totals	\$597,400.00	\$471,000.00	\$507,656.38	\$510,800.00	\$450,800.00	(\$60,000.00)	-12%
Expenditures							
Debt Service - Debt Service	\$2,838,498.00	\$2,502,538.00	\$2,501,787.52	\$2,502,538.00	\$2,510,388.00	\$7,850.00	0%

2018 Annual Budget - District #3

Summary

	2016 Year End Actuals	2017 Adopted Budget	2017 Actuals Year to Date	2017 Projected/ Amended Budget	2018 Proposed Budget	\$ Change vs 2017 Projected	% Change vs 2017 Projected
Fund: 3100 District #3							
Revenue							
RTS - Readiness to Serve Charge	\$755,230.00	\$750,000.00	\$719,095.20	\$755,000.00	\$755,000.00	\$0.00	0%
Commodity - Commodity	\$1,633,632.00	\$1,562,930.00	\$1,539,542.55	\$1,615,000.00	\$1,615,000.00	\$0.00	0%
Flat Rate - Sewer Flat Rate	\$2,279,647.00	\$2,250,000.00	\$2,086,957.89	\$2,300,000.00	\$2,290,000.00	(\$10,000.00)	0%
Services - Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Permits - Permits	\$278,211.00	\$217,170.00	\$215,279.09	\$222,858.00	\$169,980.00	(\$52,878.00)	-24%
Interest - Interest	\$939.00	\$200.00	\$0.00	\$200.00	\$200.00	\$0.00	0%
Other - Other Revenues	\$26,173.00	\$5,700.00	\$7,689.35	\$7,737.00	\$81,000.00	\$73,263.00	947%
Reserve - Portion of Operations Rates from Past Years	\$0.00	\$1,184,525.00	\$0.00	\$791,049.00	\$1,396,544.00	\$605,495.00	77%
Revenue Totals	\$4,973,832.00	\$5,970,525.00	\$4,568,564.08	\$5,691,844.00	\$6,307,724.00	\$615,880.00	11%
Expenditures							
Wages - Salaries and Wages	\$1,108,819.00	\$1,253,577.00	\$1,136,901.27	\$1,258,108.00	\$1,259,107.00	(\$9,001.00)	-1%
Other Wages - Other Salaries and Wages	\$8,941.00	\$21,780.00	\$6,662.59	\$6,908.00	\$24,460.00	\$17,552.00	254%
Benefits - Payroll Taxes and Fringe Benefits	\$810,603.00	\$946,910.00	\$836,453.24	\$939,802.00	\$958,371.00	\$18,569.00	2%
Supplies - Supplies	\$60,877.00	\$86,759.00	\$68,362.84	\$71,439.00	\$85,414.00	\$13,975.00	20%
Prof Services - Professional & Contractual Services	\$206,316.00	\$166,931.00	\$120,271.63	\$164,873.00	\$181,374.00	\$16,501.00	10%
Other Services - Other Services and Charges	\$125,324.00	\$112,225.00	\$82,078.43	\$109,018.00	\$144,360.00	\$35,342.00	32%
Sewage - Sludge Disposal Charges	\$270,297.00	\$312,000.00	\$303,664.35	\$340,000.00	\$312,000.00	(\$28,000.00)	-8%
Utilities - Other Services and Charges - Utilities	\$384,592.00	\$432,000.00	\$350,966.39	\$412,943.00	\$416,352.00	\$3,409.00	1%
R & M - Repair and Maintenance	\$531,322.00	\$311,120.00	\$235,347.45	\$291,718.00	\$319,080.00	\$27,362.00	9%
Capital Outlay - Capital Outlay	\$257,030.00	\$1,793,760.00	\$1,265,379.60	\$1,553,572.00	\$2,109,080.00	\$555,508.00	36%
Debt Service - Debt Service	\$531,013.00	\$533,463.00	\$533,462.50	\$533,463.00	\$498,126.00	(\$35,337.00)	-7%
Reserve - Portion of Rate for Future Year	\$678,698.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Revenue Totals:	\$4,973,832.00	\$5,970,525.00	\$4,568,564.08	\$5,691,844.00	\$6,307,724.00	\$615,880.00	11%
Expenditure Totals	\$4,973,832.00	\$5,970,525.00	\$4,939,550.29	\$5,691,844.00	\$6,307,724.00	\$615,880.00	11%
Fund Total: District #3	\$0.00	\$0.00	(\$370,986.21)	\$0.00	\$0.00	\$0.00	+++
Revenue Grand Totals:	\$4,973,832.00	\$5,970,525.00	\$4,568,564.08	\$5,691,844.00	\$6,307,724.00	\$615,880.00	11%
Expenditure Grand Totals:	\$4,973,832.00	\$5,970,525.00	\$4,939,550.29	\$5,691,844.00	\$6,307,724.00	\$615,880.00	11%
Net Grand Totals:	\$0.00	\$0.00	(\$370,986.21)	\$0.00	\$0.00	\$0.00	+++

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

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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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