

**City of Swartz Creek
AGENDA**

**Regular Council Meeting, Monday, March 11, 2019, 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 February 25, 2019 MOTION Pg. 18
5. **APPROVE AGENDA:**
5A. Proposed / Amended Agenda MOTION Pg. 1
6. **REPORTS & COMMUNICATIONS:**
6A. City Manager's Report MOTION Pg. 3
6B. Monthly Reports & Draft Minutes Pg. 26
6C. RRC Quarterly Report with Comments Pg. 46
6D. Budget Amendments and Narrative Summary Pg. 53
6E. MEDC Abatement Information Sheets Pg. 63
6F. CDBG Income Map Pg. 67
7. **MEETING OPENED TO THE PUBLIC:**
7A. General Public Comments
8. **COUNCIL BUSINESS:**
8A. GFWC Boy Scout Dog Park Project PRESENTATION
8B. Budget Amendments RESO Pg. 15
8C. Utility Rates DISCUSSION
8D. Category B Road Funding Grant RESO Pg. 16
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION

Next Month Calendar

Downtown Development Authority:	Thursday, March 14, 2019, POSTPONED, PDBMB
Fire Board:	Monday, March 18, 2019, 6:00 p.m., Public Safety Bldg
Zoning Board of Appeals:	Wednesday, March 20, 2019, 6:00 p.m., PDBMB
City Council:	Monday, March 25, 2019, 7:00 p.m., PDBMB
Swartz Creek Chamber:	Tuesday, March 26, 2019, 12:00 p.m., 3095 S. Dye Road
Metro Police Board:	Wednesday, March 27, 2019, 10:00 a.m., Metro Headquarters
Planning Commission:	Tuesday, April 2, 2019, 7:00 p.m., PDBMB
Park Board:	Wednesday, April 3, 2019, 5:30 p.m., PDBMB
City Council:	Monday, April 8, 2019, 7:00 p.m., PDBMB

City of Swartz Creek Mission Statement

The City shall provide a full range of public services in a professional and competent manner, assuring that the needs of our constituents are met in an effective and fiscally responsible manner, thus promoting a high standard of community life.

City of Swartz Creek Values

The City of Swartz Creek's Mission Statement is guided by a set of values which serve as a common operating basis for all City employees. These values provide a common understanding of responsibilities and expectations that enable the City to achieve its overall mission. The City's values are as follows:

Honesty, Integrity and Fairness

The City expects and values trust, openness, honesty and integrity in the words and actions of its employees. All employees, officials, and elected officials are expected to interact with each other openly and honestly and display ethical behavior while performing his/her job responsibilities. Administrators and department heads shall develop and cultivate a work environment in which employees feel valued and recognize that each individual is an integral component in accomplishing the mission of the City.

Fiscal Responsibility

Budget awareness is to be exercised on a continual basis. All employees are expected to be conscientious of and adhere to mandated budgets and spending plans.

Public Service

The goal of the City is to serve the public. This responsibility includes providing a wide range of services to the community in a timely and cost-effective manner.

Embrace Employee Diversity and Employee Contribution, Development and Safety

The City is an equal opportunity employer and encourages diversity in its work force, recognizing that each employee has unlimited potential to become a productive member of the City's team. Each employee will be treated with the level of respect that will allow that individual to achieve his/her full potential as a contributing member of the City staff. The City also strives to provide a safe and secure work environment that enables employees to function at his/her peak performance level. Professional growth opportunities, as well as teamwork, are promoted through the sharing of ideas and resources. Employees are recognized for his/her dedication and commitment to excellence.

Expect Excellence

The City values and expects excellence from all employees. Just "doing the job" is not enough; rather, it is expected that employees will consistently search for more effective ways of meeting the City's goals.

Respect the Dignity of Others

Employees shall be professional and show respect to each other and to the public.

Promote Protective Thinking and Innovative Suggestions

Employees shall take the responsibility to look for and advocate new ways of continuously improving the services offered by the City. It is expected that employees will perform to the best of his/her abilities and shall be responsible for his/her behavior and for fulfilling the professional commitments they make. Administrators and department heads shall encourage proactive thinking and embrace innovative suggestions from employees.

City of Swartz Creek
CITY MANAGER'S REPORT
Regular Council Meeting of Monday, March 11, 2019 - 7:00 P.M.

TO: *Honorable Mayor, Mayor Pro-Tem & Council Members*
FROM: Adam Zettel, City Manager
DATE: March 7, 2019

ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

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

Desert Sun Holdings (office at 6197 Miller) – Appraisal is done and closed.

Shkrelli (golf course) – This appeal has been withdrawn and is closed.

Huizinga (office at 6195 Miller) – The appraisal has been done and submitted. We attempted a negotiation, but the petitioner is unwilling to communicate on the matter. A full tribunal is expected and I like our chances to fare better than the proposed offer.

✓ **STREETS (See Individual Category)**

✓ **2017-2020 TRAFFIC IMPROVEMENT PROGRAM (TIP) (Update)**

The project bid has been accepted by MDOT, and the state contract has been executed. Our expected contribution is \$65,160. This is a relatively small amount considering the scope of the project. Note that we will also be working on lighting for the street intersection at Ingalls to create more safety for students.

The third party agreement is also executed. We expect to have this project underway right after school is out. The preconstruction meeting should be in May.

✓ **2020-2023 TRAFFIC IMPROVEMENT PROGRAM (TIP) (Update)**

Morrish Road from Bristol to Miller has been funded. The city has committed the match portion to this project, which is 80-20. It is unclear what year this project will be undertaken, but we want it done subsequent to the USDA water main work. This MAY span two construction seasons.

✓ **STREET PROJECT UPDATES (No Change in Status)**

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.

We are working on lighting for Helmsley with the new team that CE has put together. The preconstruction meeting should be in May. The previous report follows:

Helmsley is now in the hopper for 2019 (excluding water main, which is newer). Design engineering is underway and we held a preliminary construction meeting with the contractor and engineer. We do not anticipate any issues. Work will commence after school ends, with final landscape restoration later in the fall.

The engineering proposal for 2020 local streets with OHM is approved and work is underway. The scope includes a section of Oakview, Chelmsford, and Oxford (including the last small stretch of Winston). Note that it is unlikely we will have a budget to do all of those sections in 2020 since state revenues have not been forthcoming as expected. However, it is work that needs to be completed for the USDA watermain on those streets in the next three years. Notable issues currently include the form and responsibility of the bus lane on Oakview by Syring. We will liaise with the school regarding this and how they wish to proceed with the bond improvements.

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

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

2018-2019 winter sewer projects have been approved. The scope includes lining improvements and video service at a cost of \$197,772. There are some small connections between collectors in the Winchester Village that need to be done. Liquiforce will also complete the large collector on Durwood and a downtown line, School Street. As of writing, the pipe preparation and measurement will begin the last week of February, with lining to begin in March.

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.

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

A water use agreement is being reviewed by USDA staff. Easements for public water main that are required but previously undocumented complete and we are seeking signatures from Kroger and the school to make them official. Engineering continues. Bond counsel and other team members have been tentatively assembled and await progress. The previous report follows:

On September 13th, we met with the feds about other steps and conditions of funding. We are in a good position to benefit from the nearly \$5,000,000 grant/loan, with the understanding that we will be putting the project out to bid in 2019, with some components to be completed in 2020 and 2021.

Concerning the Genesee County Drain Commission - Water and Waste Services Division Water Master Plan, we received notice that they are considering a northern loop to provide redundancy and stability to the system. This is good news since Gaines and Clayton Township rely on the overstressed Miller line. There is currently not any cost or participation information available. I will keep the council informed.

The city has been working with the county to abandon the Dye Road water main in the vicinity of the rail line. Note that we are holding this action pending the master plan review. 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.

Lastly, the city should probably complete full demolition on the “Brown Road” site (the old well head) and sell this property. This is not a high priority, but it is now on our radar.

✓ **POLICE SERVICE** *(Update)*

Mrs. Hicks served her first meeting on February 27. Mr. Cramer attended and will be seated for the March 27 meeting. Kay Doerr is the new chair and Mr. Krueger is the new vice-chair.

The Metro has completed an internal visioning process and is now training and working with staff on their organizational culture.

The interlocal agreement amendments and related prosecution agreements have been approved and are being executed. Metro is able to proceed with their strategic objectives for 2019, including traffic enforcement, code compliance, enhanced school services, and drug enforcement. All of these policing objectives are proceeding with additional staff resources that are in the budget.

The authority is also getting interest from communities in the area, including some in Livingston County.

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

The last of the lots acquired prior to the special assessment have been approved for sale. The city has two more lots that were acquired through the tax reversion process. If there is no objection, I will look to prepare instruments for the two units acquired in 2017 at new, negotiated pricing if requested by the buyer, JW Morgan, at some point in the future.

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

The spring newsletter will be upon us soon, so let me know if you have content ideas.

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

Green Tech Systems, LLC has been approved to construct the 2019 streetscape project by the city council and DDA. The preconstruction meeting should be in May. We are hopeful that we will have a timely and well-constructed summer project.

The DDA affirmed their participation at their meeting on February 21. As we get into the end of the project, which will be in the next fiscal year, we will have a better understanding of the total project cost and the subsequent loan instrument that will result.

The plans can still be altered in scope and detail, even after construction commences. See prior reports for more details on the evolution of this process.

✓ **TRAILS** *(No Change of Status)*

A new application is being put together for the April submission. The previous report follows:

The city did not receive the sought DNR grant in the amount of \$300,000. After debriefing with the consultant and staff with the state, we believe we can resubmit a fundable project this year that can be commenced on schedule in 2020. To do so, we will need to complete engineering prior to the award.

The DNR grant is crucial to offset the 35% that the city must cover to match the Enhancement Grant. The MDOT Enhancement Grant is conditionally awarded. We hope this covers 65% of the investment. Work with Consumers Energy and CN Rail is positive for those project components that require their engagement. We are still working with the MTA and GM on some easements and permissions.

Note that the city will still be heavily invested in this, even if both grants are awarded. Count on a general fund outlay of \$200,000 for all engineering, construction, and inspection services. Any overages (price changes and change orders) will be locally covered as well.

The project timeline will be revised. At its core, it should still reflect a 2020 construction timeframe. The difference is that we plan to engineer the project sooner than anticipated so we can bid it upon a conditional DNR award in a year's time.

✓ **REDEVELOPMENT READY COMMUNITIES (Update)**

The planning commission discussed the next round of zoning updates again at their March meeting. We expect formal changes to come before the commission and council in April. Additional changes will follow.

See the included RRC report with state comments. This exhaustive report details all of the outstanding items that we are still working on. Note that best practices that now meet state standards are not shown, meaning we have made a lot of progress already!

The Economic Development Strategy Committee met on the 18th of December and further deliberated on the draft Economic Development Strategy. There is a strong sense that downtown design, function, and events are a priority that will require a strong partnership with the city, DDA, and Chamber of Commerce.

The following RRC components are also at the forefront of our improvement and certification efforts:

- Development review flowchart and checklist **(In Progress)**
- Integrated community development webpage for city/DDA processes and programs **(Complete)**
- Economic Development Strategy for the city and its partners (chamber of commerce, schools, etc.) **(In Progress)**
- Public participation plan and tracking methods **(In Progress)**
- Consolidated capital improvement plan (compiled list of street, water, sewer, park and other investment for the next six years) **(Complete)**

- ✓ **DOG PARK** *(No Change of Status)*
The scouts are still active in fundraising and plan to complete this. The most recent report indicates that the scouts have 75% of the sought \$8,000 for this project. I am hopeful they can make this a 2019 project.
- ✓ **DURAND AREA INDUSTRY - PROJECT TIM** *(No Change of Status)*
This project seems cold and quiet. However, it appears there are still valid purchase agreements in place for the development, and there are state and local bureaucrats continuing work on contingency plans for utility and traffic modelling. It is anyone's guess at this point. Please see prior packets for information on the project and its evolution.
- ✓ **TAX REVERTED PROPERTY USE** *(No Change of Status)*
5157 Morrish Road has been sold. The vacant land on Wade Street has not been purchased, but the buyer says they will acquire it under approved terms. I have my doubts now and am looking to get written affirmation of their intent. If I cannot secure this or a transfer by the end of March, I recommend we seek another buyer or use.
- ✓ **8002 MILLER** *(No Change of Status)*
The contractor has pulled a building permit and we have had a full preconstruction meeting. Work was going to commence on or about February 18th, but the weather and parking lot/dumpster accommodations were not conducive to the project. We now expect work to begin in early March. A completion timeline has not been set. Time is on our side with this since it gives the user more time to establish their new business and contribute more monthly payments to the project.
- ✓ **MILLER ROAD DRAIN** *(Update)*
Work continues and no issues have been reported.
- ✓ **GROUNDWATER WITHDRAWAL ORDINANCE** *(No Change of Status)*
The groundwater withdrawal ordinance for the Holland Square project is in the final phase. As noted previously, the practical impact of this is small, since wells are no longer permitted in the city and there are no known 'grandfathered' wells in the impacted area.

The council held a public hearing at our meeting on April 23rd. ExxonMobil, the Michigan DEQ, and other representatives will now be reaching out to property owners to research if there are any well impacts. Once this is done, we should be able to proceed with the ordinance. Representatives of Exxon indicated a fall timeline for approval.

- ✓ **SCHOOL FACILITY PROPOSAL** *(No Change of Status)*
This section shall now be a standing section of the report, giving details on expectations for projects and their ongoing progress within the city and district. As of writing, we know the bond can be issued and work shall commence in 2019, 2020, and 2021. It will include all facilities, including athletic facilities at the high school. We expect cooperation and benefit in terms of establishing safer connections for walkers, better land grades (e.g. the football field), and more attractive gateways.

✓ **PAUL FORTINO PROPERTY PROPOSAL** *(Update)*

As of writing, there is not a full set of plans to review at the DDA or planning commission level. However, condominium documents (deed and bylaws) are in the works, as is the site plan and final architectural. The DDA should be reviewing this in March or April, with the planning commission to take the torch after that.

Please see the DDA packets for details. In short, it appears the builder is interested in proceeding with fifteen 1,600 square foot, two story condos, with garages. There are opportunities and threats, of course, but exploration is proceeding methodically. A rendering of the most recent architectural style is included.

As noted in the last communication with the builder, there may be a potential 'ask' for sewer/water tap fee waivers in order to add value to other parts of the site. Though a common practice in economic development, the city has not done this in recent history. I would be interested to know what the council thinks.

✓ **MUNICIPAL CIVIL INFRACTIONS VIOLATIONS BUREAU** *(No Change of Status)*

Metro Police, the city attorney, and staff continue to look at the transfer of the municipal infraction bureau as well, for reasons similar to the parking violations bureau. Since the police are the ones that we want enforcing violations for code, blight, and nuisances they should be maintaining the citations, records, and ability to prosecute. Doing so will require an ordinance amendment and subsequent administrative changes. I will keep the city council informed.

✓ **SPORTS CREEK RACEWAY & GAMING COMMISSION** *(No Change of Status)*

I have asked the owner to attend a council meeting, as requested. He indicates a willingness to do so, but he has requested additional time to see to essential matters. The previous report follows:

The property has sold! Staff met with the new owners, utilities have been transferred, and we have recorded a property transfer affidavit. It appears the plan is to proceed with use of the raceway for thoroughbred racing, however the state approvals and legislation relating to this are not looking promising. It appears that 2019 live racing and simulcasting are unlikely.

The owner appears very communicative and interested in making the facility more community oriented. They are open to cooperative planning, potential reuse of parts of the site, and engaging in stronger hospitality uses related to racing. However, there are many unknown and important circumstances at play, such as the racing industry as regulated by the state, the potential (right or wrong) for sports gambling, and demand from Project Tim.

Summarily, I believe the transfer will enable some sort of positive economic use in the years to come, but the path is not clear at this point due to the circumstances. However, I have a high degree of trust and confidence in the owner so far and will wait for the dust to settle for them with a renewed sense of optimism.

Future reports will obviously follow. Immediate steps for us are to work with the owner on site safety and compliance, as well as the potential for short term use as a horse racing venue. We will also connect them with our Downtown Development Authority and the Redevelopment Ready Communities Program state resources.

✓ **CDBG (Update)**

According to the most recent report from the county, the south side of downtown is again eligible for physical public improvements using CDBG funds! This is a change from the last cycle, but matches previous cycle eligibility. We plan to meet with county staff next week to see if we can amend our current application and use funds for the other projects, such as the Safe Routes to School, future streetscape, or similar projects.

The previous report follows:

The CDBG standard application has been submitted. Desirable projects include Swartz Creek Area Senior Services and improvement of the senior center facility (parking area). The potential to place funds in the HOME Program also exists. This is a three year cycle, and I am not sure when the distributions will occur. This section may or may not remain in the report depending upon timing and relevance.

✓ **MDOT WARRANTY PROGRAM (No Change of Status)**

A state legislative mandate will require some local policy updates and subsequent procedural follow-up on how we bid, guarantee, and report on road construction projects. This will be something we address prior to September of 2019. The notice and original report are included in the November 26, 2018 packet.

✓ **FACILITY LIGHT CONVERSION (Update)**

The conversion has been approved, and work should be done in March. Flexibility in lighting choices remains, and staff will be consulted for specific needs/requests to make the office and area lighting optimal for function, comfort, and cost. The program is expected to save \$3,000 in the first year and about \$180,000 overall.

✓ **SAFE ROUTES TO SCHOOL (No Change of Status)**

The city and school have approved cooperation to proceed with the technical assistance grant offered by the Crim Fitness Foundation. Their staff expect to begin working in the community in March.

✓ **SCHOOL BUILDING REVIEW & INSPECTION SERVICES (No Change of Status)**

The city and school board have approved the transfer, and I have delivered the execution copy. The school intends to begin work on some elementary schools, including Elms, this summer.

✓ **OTHER COMMUNICATIONS & HAPPENINGS (See Individual Category)**

✓ **MONTHLY REPORTS (Update)**

The standard array of monthly reports are included for your reading enjoyment.

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

✓ **PLANNING COMMISSION (Update)**

The planning commission met on March 5th. They considered draft language of the zoning code for conditional uses which would make certain developments and alterations easier in the city while maintaining objective standards. This effort is resulting from the RRC recommendations from the state's best practice guide.

In addition, they are proceeding with an amendment to make the planning commission the approval authority for site plans. Zoning changes and special land users would still require city council approval. This is also a state request.

The language will be reviewed again in April, with the next meeting scheduled for April 2nd.

✓ **DOWNTOWN DEVELOPMENT AUTHORITY (No Change of Status)**

The DDA met on February 21st. They conditional approved a façade grant for Expressions in Silk. They also affirmed participation in the streetscape project. Good things are happening!

Next month, we expect to have townhome architectural plans in, with a site plan to follow. The next regular meeting is scheduled for March 14th, one week late due to staffing matters.

✓ **ZONING BOARD OF APPEALS (No Change of Status)**

There will be training for the ZBA during their annual meeting on March 20th.

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

The Park Board met on March 6th at city hall. The draft minutes are included. They discussed many ongoing projects and events. Most notable, they favorably considered a labor sharing agreement with Mundy Township for their new park, the concept of creating/joining a regional park authority, and the prospect for a Sunday or Monday evening farmers market in Elms Park pavilion #4 (by the sledding hill). See Council member Hicks for more information!

The next meeting will be on April 3rd.

✓ **BOARD OF REVIEW (Update)**

The BoR held a training/organizational meeting on March 5. Hearings will be:

March 18th 9am-12pm & 6pm-9pm

March 19th 9am-12pm

March 20th 9am-12pm

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

✓ **CITY COUNCIL VACANCY (Update)**

Mr. Porath resigned, effective on March 1st. The City Charter (Section 4.7) indicates that the council is to appoint a qualified elector within 30 days. Functioning in good faith, the council should look to have this appointment made by March 25th. Lania is

looking to create awareness of the vacancy, and Mayor Krueger has been working with an eligible resident to gauge interest.

✓ **BUDGET AMENDMENT (Update)**

We have a number of mid-year budget amendments to make. Mrs. Korth has included a bulleted run down of the changes by fund. This should save you from reading a wall of text related to the budget changes. However, there are some notable adjustments that I will touch on here.

The notable and substantive change is the PA80 personal property state payment. This was something that we did not budget in previous years because the state is notorious for messing with such payments. After a couple years of \$70,000+ payments, we put \$60,000 or so in the budget. What a mistake. They chopped this by 75% because...Michigan. This does hurt and is expected to be a sustainable reduction moving forward.

The other notable changes, that are less impactful in an ongoing manner, include one-time projects such as the Don Shenk home, the streetscape, and street projects. Deanna explains in her narrative how these are impacting the budget. Note that the impact is mostly bookkeeping and not reflective of adjustments to the project scopes and their overall impact (e.g. what funds are being hit and in what fiscal year).

Another substantial change is in the motor pool, which includes an expense item that was mis-entered during the original budget. This is corrected here.

Note that these changes take us through June 30, 2019 for the existing budget. We will have the proposed budget before us soon, detailing the continuation of many of these projects and some projects slated to start in 2020. Deanna is looking to create a new budget worksheet with the intention of improving predictive accuracy and separating 'base' operational costs from elective capital improvements and other projects. This is a process that has been continually improving the budget itself and the budget book that we have been working on to present the instrument to the public.

A resolution is included to update our budget.

✓ **ROAD FUNDING GRANT APPLICATION (Business Item)**

We wish to apply for a state 'Category B' grant to get additional street work done this year. The grant is up to \$250,000 and prioritizes local streets that can be done in tandem with utility work during 2019.

Based upon these parameters, we believe we can put together a plan for Hill Road. This segment does not require full depth reconstruction, nor does it have extensive utility work or curb and gutter to design. It is also a street that is experiencing rapid deterioration that is not slated for work until late in the program.

The scope of the project makes it appropriately priced for the grant, and there is an interjurisdictional component because there is Genesee County water apparatus

involved.. Submissions are due very soon, with awards in May. The engineer is providing a resolution to enable application.

✓ **GFWC CHECK PRESENTATION (*Business Item*)**

The GFWC Swartz Creek Women's Club is coming to present a check that will support Boy Scout Troop 122. They recently had a tremendously successful event, the Murder Mystery Fundraiser, and they wish to see the proceeds collected used to assist with the Eagle Project for the dog park at Elms Road Park. They will be at our meeting!

✓ **UTILITY RATES (*Business Item*)**

We have been in a holding pattern on utility rates since the Karegnondi Water Authority began selling water to the Genesee County Drain Commission. In truth, we were in a holding pattern prior to that in anticipation of the KWA. In the meantime, our cost of doing business has gone up as it relates to wholesale water purchases and improvements. Operationally speaking, we are balanced. However, our fund is losing money when we factor in watermain replacement.

We anticipated higher expenses for water with KWA, but we also have been counting on offsetting those with water-loss savings. (Previously, we hoped for a rate reduction with water loss efficiencies, but the KWA rates were higher than expected). Objectively, our water loss is about 6% as of the last calculation (which is very good). As such, we will need to assess rates to be able to make up the KWA difference at this point.

We keep a utility rate calculator updated and have been setting our rates according to this for about five years. However, the KWA still does not know what their 2019-2020 rate (or rate structure) will be. We also know that we will be taking on the USDA debt service which will take the place of our pay-as-you-go expenses that we have been budgeting for main replacement. Without knowing our expenses, we cannot create an objective rate.

My recommendation for 2019 is to put forth an inflationary increase of 3%. We refrained for about three years because we did not have sustainable KWA rates. However, we cannot do so indefinitely. Theoretically, a cost-of-living increase is warranted each year to accommodate fund needs while avoiding large-increment increases. Council is very aware of the problems caused by extended periods without rate changes (deferred maintenance and historically overhauls that result in tremendous increases).

Concerning sewer rates, we have a budget surplus, even when accounting for our capital asset rehabilitation program. As we speak, we are collecting flow data in critical areas to ascertain whether or not the collection system will need any capacity investments to handle proposed changes in loading. I recommend we refrain from any changes until the results of this study are received and processed.

The last rate change was made by city council on May 23, 2016, effective later that summer. I have placed this on the agenda for discussion only. If agreeable, I propose a resolution to increase water rates by 3% this year, with no change to

sewer rates. I will look to compile the most recent water loss data and deliver a KWA rate as soon as it is available.

✓ **INCENTIVE PACKAGES & RRC PROPERTIES (Update)**

As part of the RRC program, we are required to put together 'incentive' packages for the primary redevelopment sites (raceway, townhomes, Morrish church). I am separating this from the RRC report because of its complex nature and distinct implementation requirements. This is something we have been considering independently of the program for a while, in the interest of promoting redevelopment of key sites. Swartz Creek has not had a formal incentive program that I am aware of, though most cities do.

The upside to incentives is that they can bring about change when it otherwise would not occur or enhance the impact of change. E.g. create economic activities at the raceway to enhance the community's economic prospects and/or quality of life. The downside is that, if not applied properly, they can create an un-level playing field for private enterprise, remove resources from the community at a level greater than needed to effect change, and be construed as unfairly applied (picking winners and losers).

The key to having a functioning incentive program without the negatives is to have an objective, transparent, and very limited written policy. This is what I propose for select properties in the city. Such policies can be limited to specific zones, even parcels, such as those priorities by the RRC program. They can then be tailored to match the level of incentive to the scale of the impact (e.g. the greater the investment in terms of jobs or value, the longer or greater the abatement).

The idea would be to document the goals and metrics by which the incentives function so that there is fairness and an outcome in which the investor and community both benefit.

There are four specific incentives that the city can provide to target commercial and industrial properties in downtown:

1. Public Act 198 of 1974 : Industrial Property Tax Abatement
2. Public Act 210 of 2005: Commercial Rehabilitation Act Tax Abatement
3. Water & Sewer Connection Fee Waiver Policy
4. Tax Increment Financing Public Improvements (already enabled via the façade program).

I have this on the agenda to further deliberate on the merits of incentives in general, as well as how they would function in the city. If agreeable, we would need ordinance updates and written policies in place prior to marketing our sites in accordance with the RRC program.

✓ **BUILDING AND ZONING SERVICE DELIVERY (Update)**

Staff has been considering updating our administrative processes for the modern era. While we have integrated software (BS&A) and established processes to handle building and zoning matters, there is a very limited online presence. We are also

relying on informal check lists and communication plans as these often complex processes are undertaken.

What we are considering is improving our internal work flow/checklists and enhancing our online abilities by increasing the integration with the existing BS&A platforms. This means that we will be using less paper and relying more on digital submissions of applications, as well as the potential for online payment and permit delivery. Projects, both big and small, will then be coordinated and viewable by all users (Swartz Creek and Mundy) within the software at all times.

This is an enhancement that Mundy staff are already engaged in and will look to apply their knowledge to bring us into the 21st century as well. In fact, combined with other RRC initiatives, this should make us cutting edge among municipalities. I will keep the council informed.

Council Questions, Inquiries, Requests, Comments, and Notes

Downtown Lights. We have noticed that some of the lights on Paul Fortino are being straightened, even replaced. One such light has been upgraded to decorative! We did not request this last change, but...Consumers...

**City of Swartz Creek
RESOLUTIONS
Regular Council Meeting, Monday, March 11, 2019, 7:00 P.M.**

Resolution No. 190311-4A MINUTES – February 25, 2019

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, February 25, 2019, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 190311-5A 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 March 11, 2019, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 190311-6A CITY MANAGER’S REPORT

Motion by Councilmember: _____

I Move the Swartz Creek City Council accept the City Manager’s Report of March 11, 2019, including reports and communications, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 190311-8B RESOLUTION TO APPROVE MID-YEAR BUDGET AMENDMENTS

Motion by Councilmember: _____

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

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

WHEREAS, the City Council has reviewed the City's 2018 – 2019 Revenue and Expenditure Report through February 2019, and finds that it is not in deficit; however, certain department activity line items may be in deficit; and

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

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

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

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

Resolution No. 190311-8D

A RESOLUTION TO ESTABLISH A REQUEST FOR FUNDING, DESIGNATE AN AGENT, ATTEST TO THE EXISTENCE OF FUNDS AND COMMIT TO IMPLEMENTING A MAINTENANCE PROGRAM FOR REHABILITATION FUNDED BY THE TRANSPORTATION ECONOMIC DEVELOPMENT FUND CATEGORY B PROGRAM.

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek is applying for \$390,000 in funding through MDOT from the Transportation Economic Development Category B Program to construct paving rehabilitation improvements on Hill Road

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

NOW, THEREFORE, BE IT RESOLVED THAT, the City has authorized Mr. Harris, OHM Project Engineer, to act as agent on behalf of the City to request Transportation Economic Development Fund Category B Program funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award.

BE IT FURTHER RESOLVED THAT, the City attests to the existence of, and commits to, providing at least \$195,000 toward the construction costs of the

project(s), and all costs for design, permit fees, administration costs, and cost overruns.

BE IT FURTHER RESOLVED THAT, the City commits to owning operating, funding and implementing a maintenance program over the design life of the facilities constructed with Transportation Economic Development Fund Category B Program funding.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE 02/25/2019**

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

Invocation and Pledge of Allegiance.

Councilmembers Present: Cramer, Farmer, 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, Bob Plumb, Steve Shumaker, Faye Porath, Andy Harris, Jim Barclay, Metro PD Chief Bade, Fire Chief Dave Plumb.

APPROVAL OF MINUTES

Resolution No. 190225-01 (Carried)

Motion by Councilmember Porath
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday February 11, 2019 to be circulated and placed on file.

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

APPROVAL OF AGENDA

Resolution No. 190225-02 (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 February 25, 2019, to be circulated and placed on file.

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

CITY MANAGER'S REPORT

Resolution No. 190225-03

(Carried)

Motion by Councilmember Farmer
Second by Councilmember Cramer

I Move the Swartz Creek City Council accept the City Manager's Report of February 25, 2019, including reports and communications to be circulated and placed on file.

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC:

None.

COUNCIL BUSINESS:

RESOLUTION TO APPROVE THE FINANCIAL COMMITMENT FOR THE 2020-2023 TRAFFIC IMPROVEMENT PROGRAM FEDERAL AWARD CYCLE

Resolution No. 190225-04

(Carried)

Motion by Councilmember Hicks
Second by Councilmember Farmer

WHEREAS, the City of Swartz Creek is eligible for Federal Aid funds distributed through the Federal Highway Administration and the Michigan Department of Transportation; and

WHEREAS, the City of Swartz Creek has submitted an application for said funds to support hot mix asphalt roadway rehabilitation on Morrish Road, from Bristol Road to Miller Road at an estimated cost of seven hundred eighty-four thousand five hundred sixty dollars (\$784,560); and

WHEREAS, a local match of no less than 20%, estimated to be \$156,912 is required to obtain federal funding.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek City Council, of the County of Genesee hereby certifies it will provide the estimated one hundred fifty-six thousand nine hundred twelve dollars (\$156,912) for Morrish Road as matching funds for these respective street rehabilitation projects.

Discussion Ensued.

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

RESOLUTION TO APPROVE THE FAIRCHILD STREET MDOT THIRD PARTY AGREEMENT

Resolution No. 190225-05 (Carried)

Motion by Councilmember Gilbert
 Second by Councilmember Cramer

WHEREAS, the city submitted a resurfacing project for Fairchild Street, including a segment from Miller Road to Cappy Lane, to the Genesee County Metropolitan Planning Commission for approval in the Traffic Improvement Program; and

WHEREAS, the projects were approved for construction during the 2019 season, with allocations of funds and cost sharing as outlined herein; and

CONTRACTED WORK

	<u>PART A</u>	<u>PART B</u>	<u>TOTAL</u>
Estimated Cost	\$284,300	\$8,100	\$292,400
CONSTRUCTION ENGINEERING, CONSTRUCTION MATERIALS TESTING, & INSPECTION (REQUESTING PARTY)	\$ 42,600	\$ -0-	\$ 42,600
GRAND TOTAL	\$326,900	\$8,100	\$335,000

COST PARTICIPATION

GRAND TOTAL ESTIMATED COST	\$326,900	\$8,100	\$335,000
Less Federal Funds	<u>\$267,600</u>	<u>\$ -0-</u>	<u>\$267,600</u>
BALANCE (REQUESTING PARTY'S SHARE)	\$ 59,300	\$8,100	\$ 67,400

WHEREAS, the city proceeded with preliminary engineering and bidding, using the services of Rowe Professional Services Company, under a third party contract with the MDOT; and

WHEREAS, the city subsequently selected OHM Advisors to perform construction engineering services; and

WHEREAS, the projects have been bid to the public using refined estimates and the MDOT is requesting that the city enter into an agreement to set final terms for construction of these segments.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek approves the MDOT Third Party agreement, as included in the February 25, 2019 city council packet, for construction and related engineering services for the Fairchild Street project.

Discussion Ensued.

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

RESOLUTION TO APPOINT FIRE BOARD, METRO POLICE AUTHORITY BOARD, ZBA, PLANNING COMMISSION AND BOARD OF REVIEW MEMBERS

Resolution No. 190225-06

(Carried)

Motion by Mayor Pro Tem Pinkston
Second by Councilmember Cramer

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

WHEREAS, there exists a number vacancies for the Swartz Creek Area Fire Board, the Metro Police Authority Board, the Zoning Board of Appeals, the Planning Commission, and the Board of Review; and

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

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

- #190225-6D1** **MAYOR APPOINTMENT:** **Larry Cummings**
 Board of Review Alternate; Resident
 Remainder of three year term, expiring June 30, 2020
- #190225-6D2** **MAYOR APPOINTMENT:** **John Gilbert**
 Swartz Creek Area Fire Board; Council Member
 Remainder of two year term, expiring November 23, 2020
- #190225-6D3** **MAYOR APPOINTMENT:** **Jentery Farmer**
 Planning Commission; Council Member
 Remainder of three year term, expiring November 23, 2020
- #190225-6D4** **MAYOR APPOINTMENT:** **Rae Lynn Hicks**
 Metro Police Authority; Council Member
 Remainder of three year term, expiring January 31, 2021
- #190225-6D5** **MAYOR APPOINTMENT:** **Dennis Cramer**
 Metro Police Authority; Council Member
 Remainder of three year term beginning March 1, 2019
 expiring January 31, 2020
- #190225-6D6** **MAYOR APPOINTMENT:** **David Krueger**
 Metro Police Authority; Council Member
 Three year term, expiring January 31, 2022
- #190225-6D7** **MAYOR APPOINTMENT:** **John Gilbert**
 Zoning Board of Appeals; Council Member
 Remainder of two year term, expiring November 23, 2020

Discussion Ensued.

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

RESOLUTION TO APPROVE AND EXTENSION OF 2013-2016 MOWING SERVICES BID AWARD

Resolution No. 190225-07 **(Carried)**

Motion by Councilmember Porath
 Second by Councilmember Gilbert

WHEREAS, the City of Swartz Creek sought sealed bids for the mowing of city-owned properties in 2017, for services to be provided through January 2019; and

WHEREAS, Lawn Kings was found to be the responsible low bidder and was thereby awarded the work on March 27, 2017; and

WHEREAS, the time frame for the existing contract has expired, and the contractor has offered to extend the contract services, pricing, and other terms for two more years, through January of 2021; and

WHEREAS, the contractor was the successful low bidder and service provider for the city since 2013, including and price extension in 2015 of 2013 prices; and

WHEREAS, the services provided are found to be adequate and the pricing extremely competitive.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council hereby extends the contract for lawn care services to the low bidder, Lawn Kings, for two years per the specifications set forth in the bid documents and subsequently modified to reflected additions and deletions in service as needed, and further direct the City Manager to prepare and execute a contractor's agreement.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE PARTICIPATION IN MUNICIPAL LIGHTING CONVERSION BY THE ENERGY REDUCTION COALITION

Resolution No. 190225-08

(Carried)

Motion by Councilmember Cramer
Second by Councilmember Porath

WHEREAS, the City of Swartz Creek owns, operates, and maintains facilities for use in providing municipal services and related services under lease and user agreements, and

WHEREAS, said facilities consist of offices, garages, cold storage, and special purpose facilities that are all equipped with various forms of lighting, and

WHEREAS, the city participated in an audit by the Energy Reduction Coalition, a non-profit that specializes in converting public facility lights to reduce costs and provide for environmental benefits, and

WHEREAS, the audit report indicates that reasonable savings can be generated for the city and its users if lighting is upgraded to energy efficient and reliable LED lighting, and

WHEREAS, the city's participation shall not result in initial investment costs, but will require a monthly payment to ERC to cover inventory, labor, and program expenses, and

WHEREAS, the program is expected to save the city approximately \$180,000 over thirty years when accounting for energy, labor, inventory, and related expenses. .

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek City Council approve the Lighting Conversion Program as reported to the City Council on February 25, 2019 and direct the Mayor to execute the Bill of Materials and Summary Plan on behalf of the city.

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC:

None.

REMARKS BY COUNCILMEMBERS:

Mayor Pro Tem Pinkston commented on the missing man and Sherriff's posse.

Councilmember Gilbert's doctor said he was doing really well and he is glad to be back and thanks for all the prayers and thoughts.

Councilmember Hicks thanked councilmember Porath for his years of service since this is his last meeting and wished him the best of luck and we are going to miss you.

Councilmember Farmer is excited about then energy savings program and thanked councilmember Porath for his service.

Councilmember Cramer wished councilmember Porath good fortune. He also commented on the AT&T Metro Act Extension. He encouraged everyone to read the story of the owner of Best Cheesecake Ever.

Councilmember Porath MVP banquet is this week. He would like to see Swartz Creek represent the MVP program more. At the fire board meeting last week it was a major concern that the Public Safety building is having heating issues and high costs. He thanked everyone.

Mayor Krueger is really going to miss Faye & Curt.

ADJOURNMENT

Resolution No. 190225-09

(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

**Public Works
Monthly Work Orders**

03/01/19

Work Order # Work Order Status	Location ID	Customer Name Service Address	Date Read Date Comp	Type
CKME19-0406 CANCELLED	MI10-006192-0000-01	POLASEK, JAMES 6192 MILLER RD	02/08/19 02/08/19	CHECK METER
CKME19-0407	MI10-006192-0000-01	POLASEK, JAMES 6192 MILLER RD	02/22/19	CHECK METER
FNRD19-1499	CH10-009044-0000-06	WALKER, JACK 9044 CHELMSFORD DR	02/11/19	FINAL READ
FNRD19-1507 COMPLETED	MY10-004286-0000-02	WINDLE, RICHARD LEE 4286 MAYA LN	02/01/19 01/29/19	FINAL READ
FNRD19-1510 COMPLETED	BR30-000005-0000-02	CURRENT RESIDENT 5 BROOKFIELD DR	02/04/19 02/04/19	FINAL READ
FNRD19-1511 COMPLETED	BR30-000032-0000-02	GROSS, DEREK 32 BROOKFIELD DR	02/04/19 02/05/19	FINAL READ
FNRD19-1512	CC10-007437-0000-01	RIED, FRIEDRICH 7437 CROSSCREEK DR	02/04/19	FINAL READ
FNRD19-1513 COMPLETED	CH20-008487-0000-01	MAURER, RICHARD 8487 CHESTERFIELD DR	02/08/19 02/08/19	FINAL READ
FNRD19-1515 COMPLETED	BR20-007054-0000-01	GIGUERE, JAMES 7054 BRISTOL RD	02/14/19 02/14/19	FINAL READ
FNRD19-1516 COMPLETED	CE10-009283-0000-04	CASTANO, RICHARD 9283 CEDAR CREEK CT	02/11/19 02/12/19	FINAL READ
FNRD19-1519 COMPLETED	CH20-009184-0000-01	PERRY, TAMARA 9184 CHESTERFIELD DR	02/27/19 02/28/19	FINAL READ
FNRD19-1521 COMPLETED	MY10-004384-0000-02	ABRAMS, JOEL 4384 MAYA LN	02/28/19 02/28/19	FINAL READ
GWO19-0508 COMPLETED	MI10-007178-0000-03	HUMES, GAYLE 7178 MILLER RD	02/07/19 02/07/19	GENERIC WORK ORDE
GWO19-0509 COMPLETED	MI10-009237-0000-01	COUNTRY CARRIAGE 9237 MILLER RD	02/21/19 02/21/19	GENERIC WORK ORDE
MNT19-0290 COMPLETED	CI10-008095-0000-01	PERKINS LIBRARY 8095 CIVIC DR	02/13/19 02/13/19	BUILDING MAINTENA
MNT19-0291 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	02/15/19 02/15/19	BUILDING MAINTENA
MNT19-0292 COMPLETED	CI10-008095-0000-01	PERKINS LIBRARY 8095 CIVIC DR	02/20/19 02/20/19	BUILDING MAINTENA
MTRP19-0562 COMPLETED	DA10-005234-0000-02	FREELAND, STEVEN & KELLY 5234 DAVAL DR	02/04/19 02/07/19	METER REPAIR
MTRP19-0563 COMPLETED	MI10-005482-0000-05	MOORE, SEAN 5482 MILLER RD	02/13/19 02/13/19	METER REPAIR
READ19-0652	KR20-004276-0000-01	SPRINGVALE ASSISTED LIVING 4276 KROGER DR	02/04/19	READ METER

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
READ19-0656 COMPLETED	MI10-005323-0000-01	MATHIS, LEE M 5323 MILLER RD	02/04/19 02/04/19	READ METER
READ19-0657 COMPLETED	HI10-009261-0000-05	CAVETTE, JEFFREY 9261 HILL RD	02/07/19 02/07/19	READ METER
READ19-0658 COMPLETED	MO10-004437-0000-06	SWARTZ CREEK COMMUNITY SCHOO 4437 MORRISH RD	02/14/19 02/14/19	READ METER
SAMP19-0029	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	02/25/19	WATER SAMPLES
SI-000026 COMPLETED	HT10-003358-0000-02	D'ANGELO, ROBIN 3358 HERITAGE BLVD	02/25/19 02/25/19	SIGNS
SI-000027 COMPLETED	HT10-003336-0000-02	RUHLMAN, LAWRENCE 3336 HERITAGE BLVD	02/25/19 02/25/19	SIGNS
SI-000028 COMPLETED	FA10-005068-0000-02	NEUMANN, TAMARA 5068 FAIRCHILD ST	02/25/19 02/25/19	SIGNS
STRT19-0088	MA20-008095-0000-03	PASHEEK, RYAN L 8095 MAPLE ST	02/27/19	STREET REPAIR
WOFF19-2115 COMPLETED	MI10-005323-0000-01	MATHIS, LEE M 5323 MILLER RD	02/03/19 02/03/19	WATER TURN OFF
WOFF19-2116 COMPLETED	IN10-008096-0000-03	ENGEL, RUSSELL 8096 INGALLS ST	02/18/19 02/19/19	WATER TURN OFF
WOFF19-2119 COMPLETED	MO10-004495-0000-02	SABO PROPERTIES 4495 MORRISH RD	02/20/19 02/20/19	WATER TURN OFF
WOFF19-2120 CANCELLED	MO10-005288-0000-05	STALLINGS, GREG 5288 MORRISH RD	02/20/19 02/20/19	WATER TURN OFF
WOFF19-2121 CANCELLED	NO10-009192-0000-03	COLLETT, KELLEY 9192 NORBURY DR	02/20/19 02/20/19	WATER TURN OFF
WOFF19-2122 COMPLETED	MO10-004400-0000-01	DELBRIDGE, ROBERT 4400 MORRISH RD	02/19/19 02/20/19	WATER TURN OFF
WOFF19-2123 COMPLETED	MI10-008346-0000-02	SPROWL, CLARE 8346 MILLER RD	02/19/19 02/20/19	WATER TURN OFF
WOFF19-2124 COMPLETED	MI10-008169-0000-03	JAGGER, MICHAEL 8169 MILLER RD	02/20/19 02/20/19	WATER TURN OFF
WOFF19-2126 CANCELLED	DA10-005141-0000-02	METCALFE, WILLIAM 5141 DAVAL DR	02/20/19 02/20/19	WATER TURN OFF
WOFF19-2128 CANCELLED	CH20-008506-0000-02	CAMPBELL, BRIAN D 8506 CHESTERFIELD DR	02/20/19 02/20/19	WATER TURN OFF
WOFF19-2130	BI10-005241-0000-02	ROBERTSON, KEVIN 5241 BIRCHCREST DR	02/20/19	WATER TURN OFF
WOFF19-2131 COMPLETED	DO10-005267-0000-07	RYAN, TRAVIS 5267 DON SHENK DR	02/20/19 02/20/19	WATER TURN OFF
WOFF19-2132 CANCELLED	JE10-004154-0000-01	STEWART, PAUL 4154 JENNIE LN	02/20/19 02/20/19	WATER TURN OFF
WOFF19-2133	LI10-004261-0000-10	JIMINEZ, JOSE	02/20/19	WATER TURN OFF

Work Order # Work Order Status	Location ID	Customer Name Service Address	Date Recd Date Comp	Type
CANCELLED		4261 LINDSEY DR	02/20/19	
WOFF19-2134 COMPLETED	MO10-004494-0000-01	SC CHURCH OF GOD-PENTECOST 4494 MORRISH RD	02/20/19 02/20/19	WATER TURN OFF
WOFF19-2136 CANCELLED	BR10-005071-0000-05	CROSS, MICHAEL 5071 BRADY ST	02/20/19 02/20/19	WATER TURN OFF
WOFF19-2137 CANCELLED	CH20-009104-0000-03	MCDONALD, ALICIA 9104 CHESTERFIELD DR	02/20/19 02/20/19	WATER TURN OFF
WOFF19-2138 COMPLETED	DO10-005209-0000-05	HALL, STEVEN 5209 DON SHENK DR	02/20/19 02/20/19	WATER TURN OFF
WOFF19-2139 COMPLETED	FA10-005111-0000-17	MACLEAN, SASHA 5111 FAIRCHILD ST	02/20/19 02/20/19	WATER TURN OFF
WOFF19-2140 CANCELLED	FA10-005137-0000-02	COPELAND, NELSON 5137 FAIRCHILD ST	02/20/19 02/20/19	WATER TURN OFF
WOFF19-2141 COMPLETED	HE10-005176-0000-02	STEWART, ESTHER 5176 HELMSLEY DR	02/26/19 02/26/19	WATER TURN OFF
WOFF19-2142	BI10-005150-0000-01	BUTLER, GAYLA C 5150 BIRCHCREST DR	02/26/19	WATER TURN OFF
WOFF19-2143 CANCELLED	BR20-006247-0000-01	OBRIEN, MARK 6247 BRISTOL RD	02/26/19 02/26/19	WATER TURN OFF
WOFF19-2144 CANCELLED	EL10-004354-0000-04	HOWARD, JERRY A. 4354 ELMS RD	02/26/19 02/26/19	WATER TURN OFF
WOFF19-2145 CANCELLED	FA10-005090-0000-01	WEBB, JOHN 5090 FAIRCHILD ST	02/26/19 02/26/19	WATER TURN OFF
WOFF19-2146	HA10-005019-0000-03	COY, TERRY 5019 HAYES ST	02/26/19	WATER TURN OFF
WOFF19-2147 CANCELLED	JI10-009243-0000-01	BARRY, BENJAMIN 9243 JILL MARIE LN	02/26/19 02/27/19	WATER TURN OFF
WOFF19-2148 CANCELLED	MA30-007514-0000-01	MOODY, HARLAND 7514 MASON ST	02/26/19 02/26/19	WATER TURN OFF
WOFF19-2149 CANCELLED	MA30-007553-0000-10	WINELAND II, BILL 7553 MASON ST	02/26/19 02/26/19	WATER TURN OFF
WOFF19-2150 CANCELLED	MC10-005108-0000-06	BRADLEY, KRISTIN 5108 MC LAIN ST	02/26/19 02/28/19	WATER TURN OFF
WOFF19-2151	SE20-005300-0000-01	SMITH, THOMAS 5300 SEYMOUR RD	02/26/19	WATER TURN OFF
WOFF19-2152 CANCELLED	BI10-005217-0000-02	CHALLENGER, TIMOTHY 5217 BIRCHCREST DR	02/26/19 02/26/19	WATER TURN OFF
WOFF19-2153 CANCELLED	MI10-007469-0000-02	SHAW, TIMOTHY 7469 MILLER RD	02/26/19 02/26/19	WATER TURN OFF
WOFF19-2154 COMPLETED	WO10-005215-0000-05	SMYTH, KARIN 5215 WORCHESTER DR	02/26/19 02/27/19	WATER TURN OFF
WTON19-1279 COMPLETED	NO10-009193-0000-01	SOWA, FRANK 9193 NORBURY DR	02/11/19 02/11/19	WATER TURN ON

Work Order # Work Order Status	Location ID	Customer Name Service Address	Date Recd Date Comp	Type
WTON19-1280 COMPLETED	MI10-008346-0000-02	SPROWL, CLARE 8346 MILLER RD	02/20/19 02/20/19	WATER TURN ON
WTON19-1281 COMPLETED	MO10-004400-0000-01	DELBRIDGE, ROBERT 4400 MORRISH RD	02/20/19 02/20/19	WATER TURN ON
WTON19-1282 COMPLETED	MI10-008169-0000-03	JAGGER, MICHAEL 8169 MILLER RD	02/20/19 02/20/19	WATER TURN ON
WTON19-1283	DO10-005209-0000-05	HALL, STEVEN 5209 DON SHENK DR	02/21/19	WATER TURN ON
WTON19-1284	FA10-005111-0000-17	MACLEAN, SASHA 5111 FAIRCHILD ST	02/21/19	WATER TURN ON
WTON19-1285 COMPLETED	MO10-004494-0000-01	SC CHURCH OF GOD-PENTECOST 4494 MORRISH RD	02/21/19 02/21/19	WATER TURN ON
WTON19-1286	HE10-005176-0000-02	STEWART, ESTHER 5176 HELMSLEY DR	02/27/19	WATER TURN ON

Total Records: 70

Report Generated: 3/1/2019 10:48 AM

Report Options: Scheduled From: 2/1/2019 To: 2/28/2019

DPS ACTIVITY FEBRUARY 2019

	REGULAR	HOLIDAY	VACATION	ABSENT	OT	DT
101 GENERAL FUND						
262.0 ELECTIONS						
345.0 P S BLDG	31.66	0.22				
781.0 AMPHI-PARK						
782.0 ABRAMS PARK	5.79	0.41		0.32		
783.0 ELMS PARK	9.59	0.61		0.32		
784.0 BICENT. PARK						
790.0 SENIOR CENTER/LIBRARY	44.76	0.20		0.01		
793.0 CITY HALL	19.45	0.15		0.02		
794.0 COMM PROMO	1.48	0.08				
796.0 CEMETERY	1.08					
202 MAJOR STREET FUND						
429.0 SAFETY						
441.0 PARK & RIDE	6.09					
463.0 STREET MAIN	24.43	0.84		0.26		
474.0 TRAFFIC	0.36	0.02				
478.0 SNOW & ICE	111.55	8.81	1.88	3.45	45.00	
482.0 ADMIN	16.95	0.89				
203 LOCAL STREET FUND						
429.0 SAFETY						
463.0 STREET MAIN	31.02	0.63		0.48		
474.0 TRAFFIC	2.44	0.15	0.13			
478.0 SNOW & ICE	159.03	13.37	4.86	5.09	17.00	
482.0 ADMIN	24.07	1.27				
226 GARBAGE FUND						
528.0 COLLECT	2.51	0.13				
530.0 WOODCHIPPING	2.51	0.13				
782.0 WINSHALL PARK GARBAGE	1.15	0.01		0.05		
783.0 ELMS PARK GARBAGE	4.12	0.01		0.05		
793.0 CITY HALL	4.28	0.01		0.01		
590 WATER						
540.0 WATER SYSTEM	110.80	4.84	0.13	3.87		5.00
540.0 WATER-ON CALL	2.00	0.47				
542.0 READ & BILL	7.76	0.32	0.25	0.03		
793.0 CITY HALL	10.72	0.02		0.01		
591 SEWER						
536.0 SEWER SYSTEM	50.76	3.35	0.25	0.40		
536.0 SEWER-ON CALL	2.00	0.47				
537.0 LIFT STATION	3.51	0.18				
542.0 READ & BILL	7.76	0.32	0.25	0.03		
793.0 CITY HALL	10.71	0.02		0.01		
661 MOTOR POOL FUND						
795.0 CITY GARAGE	33.66	2.07	0.25	0.09	4.00	
DAILY HOURS TOTAL	744.00	40.00	8.00	14.50	66.00	5.00

DPS Equipment Rental
 February 2019
 Page 1

Nature Of Work	4WD 7-15,3-08 2-08, 09-03	4WD 7-15,3-08 2-08, 09-03a	2WD 5-16	JCB Backhoe 06'00	Backhoe w/breaker 06'00a	Bucket Truck 6-99	Brush Hog 09'02	Dump 11	Dump w/plow 11a	Dump 12'02	Dump w/plow 12'02a	Dump 12-04	Dump w/plow 12-04a
101.262 Elections													
101.450 Forestry													
101.781 Pajtas Amphi													
101.782 Winshall Pk	1	1	2.28										
101.783 Elms Pk	1	1	5.38										
101.784 Bicentennial Pk													
101.790 Sen Ctr./Lib	40		3.07										
101.345 PS Bldg	30.5		3.4										
101.793 City Hall	44.5		2.99										
101.794 Comm Promo			1.21										
661.795 City Garage	4		4.59										
101.796 City Cem	1		0.06										
202.463 Maint. Major	13	2	2.05									7	
202.474 Traffic-Major	1		0.3										
202.478 Snow/Ice-Maj	27.5	9	0.45							36		40	
202.482 Major-Admin			13.83										
203.463 Maint-Local	20		2.47										
203.474 Traffic-Local	6		0.36										
203.478 Snow/Ice-Local	17	25.5	0.43	3						29		40.5	
203.482 Local-Admin			19.64										
226.528 Waste Collect	2		2.05										
226.530 Woodchipping			2.05										
590.540 Water System	52		29.94										
590.542 Water-Read/Bill	16.5		1.04										
591.536 Sewer System	10		24.28										
591.537 Sewer Lift Stat			2.86										
226.782 Winshall Pk Gbg	1		0.12										
226.783 Elms Pk Gbg	2		0.11										
591.542 Sewer Read/Bill	16.5		1.04										
Total	306.5	38.5	126	3	0	0	0	0	0	65	0	87.5	0

DPS Equipment Rental
 February 2019
 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	Kubota 5-18
101.262 Elections													
101.450 Forestry													
101.781 Pajtas Amphi													
101.782 Winshall Pk													
101.783 Elms Pk													2
101.784 Bicentennial Pk													
101.790 Sen Ctr./Lib		2											
101.345 PS Bldg													
101.793 City Hall													
101.794 Comm Promo													
661.795 City Garage													
101.796 City Cem													
202.463 Maint. Major													
202.474 Traffic-Major		1											
202.478 Snow/Ice-Maj													14
202.482 Major-Admin													
203.463 Maint-Local						6							
203.474 Traffic-Local													
203.478 Snow/Ice-Local													4
203.482 Local-Admin													
226.528 Wast Collect													
226.530 Woodchipping													
590.540 Water System													
590.542 Water-Read/Bill													
591.536 Sewer System													
591.537 Sewer Lift Stat													
Total	0	3	0	0	0	6	0	0	0	0	0	0	20

February 2019	MILES DRIVEN		GALLONS GAS PURCHASED		GALLONS DIESEL PURCHASED
#5-16 2WD gas	902.0		67.7		
#7-15 4WD gas	511.0		51.3		
#3-08 P/U 4WD gas	223.0		62.1		
#10-18 P/U diesel	603.0				68.7
09-03 P/U 4WD diesel					
#2-08 P/U 4WD gas	375.0		68.6		
#6-00 BACKHOE diesel					22.0
#11 DUMP gas					
#12-02 DUMP diesel	599.0				176.0
#12-04 DUMP diesel	830.0				216.0
#12-99 GENERATOR gas					
#17 CASE BACKHOE diesel					
#19 JD TRACTOR diesel					
#06-99 BUCKET TRUCK gas					
#21 WOOD CHIPPER diesel					
#807 STREET SWEEPER diesel					
#42 ASPHALT HEATER diesel					
#37 TRAIL ARROW					
#10-15 GEN gas					
#5-18 KUBOTA (Hours)			7.0		
gas can					10.0
TOTAL	4043.0		256.7		492.7

02/28/2019

CHECK REGISTER FOR CITY OF SWARTZ CREEK
CHECK DATE FROM 02/01/2019 - 02/28/2019

Highlighted amount is total for that vendor

Check Date	Check	Vendor Name	Description	Amount
Bank GEN CONSOLIDATED ACCOUNT				
02/08/2019	46123	ADS PLUS PRINTING LLC	#10 WINDOW ENVELOPES (QTY 2000)	249.67
02/08/2019	46124	BIO-SERV CORPORATION	PEST CONTROL/PUBLIC SAFETY BLDG	55.00
02/08/2019	46125	BS & A SOFTWARE	ANNUAL MNT 2/1/19-2/1/20 BLDG & FIXED AS	1,724.00
02/08/2019	46126	CONSUMERS ENERGY	1/1-1/31/19 STREET LIGHTS 1294	9,040.66
02/08/2019	46127	CONSUMERS ENERGY	1/1-1/31/19 4524 MORRISH RD	50.48
02/08/2019	46128	CONSUMERS ENERGY	1/1-1/31/19 TRAFFIC LIGHTS 1781	421.78
02/08/2019	46129	CONSUMERS ENERGY	1/1-1/31/19 SIRENS TRAFFIC LIGHTS 1997	27.87
02/08/2019	46130	CONSUMERS ENERGY	ELMS PARKING LOT AREA LIGHTS 2300	32.21
02/08/2019	46131	CUMMINS BRIDGEWAY	CAPPY LIFT STN GEN MNT 4/1/19-3/31/20	493.68
02/08/2019	46132	FAMILY FARM AND HOME INC	JAN 2019 INVOICES	128.95
02/08/2019	46133	FIDELITY SECURITY LIFE INSUR/EYEMED	FEB 2019 RETIREE VISION (6)	43.44
02/08/2019	46134	FLINT WELDING SUPPLY	COMPRESSED OXYGEN	38.10
02/08/2019	46135	GILL ROYS HARDWARE	JAN 2019 INVOICES LESS DISCOUNT	372.09
02/08/2019	46136	GREAT LAKES TREE EXPERTS INC	TREE WRK NE CRNR FRCHLD-INGLLS/5151 DN S REMOVE/GRIND STUMP 5372 WINSHALL REMOVE TREE/GRIND STUMP 8070 MAPLE	275.00 600.00 1,600.00 2,475.00
02/08/2019	46137	I T RIGHT INC	OFFICE 365 EXCHANGE 3/1/19-2/29/20	576.00
02/08/2019	46138	JOHNS TRUCK SERVICE	REPLACE HYDRAULIC LINES/O RINGS/HYDR OIL	3,435.28
02/08/2019	46139	KORENE KELLY	SEPT 2018 - JAN 2019 SUPP INS REIMB	597.90
02/08/2019	46140	LEGACY ASSESSING SERVICES INC	FEB 2019 ASSESSING SERVICES OCTOBER 2018	2,566.00
02/08/2019	46141	METRO POLICE AUTH OF GENESEE COUNTY	DEC 2018 ORDIN FEES	366.30
02/08/2019	46142	MICHIGAN ASSESSORS ASSOCIATION	1/1-12/31/19 MEMB DUES	90.00
02/08/2019	46143	MICHIGAN ASSOC OF PLANNING	PLAN/ZONING WORKSHOPS KRUEGER 3/13 2 SE PLAN/ZONING WORKSHOPS BINDER 3/13 1 SE PLAN/ZONING WORKSHOPS PLUMB 3/13 1 SES PLAN/ZONING WORKSHOPS GRIMES 3/20 2 SE	210.00 110.00 100.00 195.00 615.00
02/08/2019	46144	PITNEY BOWES INC.	LEASING CHARGES 11/28/18-2/27/19	144.12
02/08/2019	46145	STEPHANIE NAEYAERT	PAINTING ELMS SIGNS/NEW WOOD TOT LOT	420.00
02/08/2019	46146	SUBURBAN AUTO SUPPLY	STARTING FLUID.DIESEL/WIRE TERMINALS FUEL FILTER (2) DIESEL ADD QT/STARATING FLUID (2) 6G-6FJX (2)/HYD HOSE (3)	21.56 20.98 17.47 41.95 101.96
02/08/2019	46147	UNIFIRST CORPORATION	MATS, SUPPLIES UNIFORMS, MATS, SUPPLIES, ENV.	44.16 145.56 189.72
02/08/2019	46148	VERIZON WIRELESS	SERVICES 12/24/18-1/23/19	301.21
02/20/2019	46149	AMERICAN SEWER CLEANERS	JET SEWER	480.00
02/20/2019	46150	BIO-SERV CORPORATION	PEST CONTROL CITY HALL/LIBRARY SR CTR	106.00
02/20/2019	46151	BLUE CARE NETWORK-EAST MI	MARCH 2019 COBRA OBRIEN MARCH 2019 RETIREE HEALTH CLOINGER MARCH 2019 RETIREE HEALTH TYLER	614.00 1,243.63 645.00 2,502.63

02/20/2019	46152	CISLO TITLE CO	UB REFUND FOR 7054 BRISTOL	29.97
02/20/2019	46153	CITY OF SWARTZ CREEK	REIMB PETTY CASH	146.01
02/20/2019	46154	COMMUNITY IMAGE BUILDERS	ZONING ORDINANCE CHANGES PER MEDC AUDIT	1,381.00
02/20/2019	46155	COMMUNITY IMAGE BUILDERS	ECONOMIC PLAN/RRC	68.64
02/20/2019	46156	CONSUMERS ENERGY	LED LIGHTS 1/1-1/31/19	123.90
			LED LIGHTS 12/1-12/31/18	122.72
			LED LIGHTS 11/16-11/30/18	59.84
				306.46
02/20/2019	46157	CONSUMERS ENERGY	1/8-2/6/19 A 6425 MILLER PARK & RIDE	86.55
02/20/2019	46158	CONSUMERS ENERGY	1/8-2/6/19 A 4125 ELMS RD 4353	44.63
02/20/2019	46159	CONSUMERS ENERGY	1/8-2/6/19 A 4125 ELMS RD PAVILION 4437	32.62
02/20/2019	46160	CONSUMERS ENERGY	1/7-2/5/19 A 8100 CIVIC DR	1,875.30
02/20/2019	46161	CONSUMERS ENERGY	1/7-2/5/19 A 8301 CAPPY LN	335.12
02/20/2019	46162	CONSUMERS ENERGY	1/5-2/4/19 A 4510 MORRISH RD	38.87
02/20/2019	46163	CONSUMERS ENERGY	1/5-2/4/19 A 8059 FORTINO DR	44.40
02/20/2019	46164	CONSUMERS ENERGY	1/5-2/4/19 A 8499 MILLER RD	27.54
02/20/2019	46165	CONSUMERS ENERGY	1/5-2/4/19 A 5257 WINSHALL DR	26.07
02/20/2019	46166	CONSUMERS ENERGY	1/5-2/4/19 A 5361 WINSHALL DR 8369	27.81
02/20/2019	46167	CONSUMERS ENERGY	1/5-2/4/19 A 9099 MILLER RD	34.70
02/20/2019	46168	CONSUMERS ENERGY	1/5-2/4/19 A 5361 WINSHALL DR #2 RESTRMS	27.67
02/20/2019	46169	CONSUMERS ENERGY	1/5-2/4/19 A 8095 CIVIC DR	1,014.37
02/20/2019	46170	CONSUMERS ENERGY	1/5-2/4/19 A 8011 MILLER RD	25.40
02/20/2019	46171	CONSUMERS ENERGY	1/5-2/4/19 A 8083 CIVIC DR	838.89
02/20/2019	46172	CONSUMERS ENERGY	1/5-2/4/19 A 5121 MORRISH RD	1,007.48
02/20/2019	46173	COOKS DIESEL RV & TRUCK REPAIR	REPAIR CARBURATOR	617.50
02/20/2019	46174	DANIEL L RHANOR	CHECK POWER TO ENTRY MATS	75.00
02/20/2019	46175	DAVID KRUEGER	SMALL CITIES MTG 2/6/19 MILEAGE/DINNER	40.15
02/20/2019	46176	DELTA DENTAL PLAN	MARCH 2019 RETIREE DENTAL (6)	424.98
02/20/2019	46177	DETROIT SALT COMPANY	ROAD SALT AT \$54.40 PER TON	2,680.29
			ROAD SALT AT \$54.40 PER TON	2,746.11
				5,426.40
02/20/2019	46178	FLINT WELDING SUPPLY	CYLINDER COMPRESSED OXYGEN	5.00
02/20/2019	46179	GENEVA SCIENTIFIC INC	4' TWO-TONE GARDEN BENCH MODEL 02RG2600/	616.26
02/20/2019	46180	INTEGRITY BUSINESS SOLUTIONS	KITCHEN ROLL TOWEL (2)	73.98
02/20/2019	46181	MICHIGAN MUNICIPAL LEAGUE	ELECTED OFFICIALS TRAINING D. CRAMER 3/1	280.00
02/20/2019	46182	MY-CAN LLC	PORT-A-JON RENTAL ELMS PARK	130.00
02/20/2019	46183	PHH MORTGAGE	2018 WIN TAX REFUND 58-03-580-010	351.71
02/20/2019	46184	QUALITY INN UNIVERSITY	CRAMER D ACCOMDATIONS ATTENDING CAPITAL	106.22
02/20/2019	46185	QUICKEN LOANS	2018 WIN TAX REFUND 58-29-551-005	325.55
02/20/2019	46186	RICHARD CASTANO	UB REFUND FOR 9283 CEDAR CREEK	256.03
02/20/2019	46187	ROWE PROFESSIONAL SERVICES CO	PILOT STUDY FOR GIS MAPPING PROGRAM	3,500.00
02/20/2019	46188	SIMEN FIGURA & PARKER PLC	EML/JAN 2019 MONTHLY INVOICE	1,288.00
02/20/2019	46189	STATE OF MICHIGAN-DEQ WTR	ANNUAL STORMWATER MS4 FEE 2019	2,000.00
02/20/2019	46190	SUBURBAN AUTO SUPPLY	AW32 HYD	42.99
			OIL FILTER (2)/10W30 OIL (12)	55.86
			LIGHTER RENEWAL	2.89
			K-SEAL/ANTIFREEZE	38.97
			CONTOUR BLADE (4)/DSL EXH FL	91.95
				232.66
02/20/2019	46191	SUPER FLITE OIL CO INC	JAN 2019 FUEL - DPW	1,368.20
02/20/2019	46192	UNIFIRST CORPORATION	MATS, SUPPLIES	44.16
			UNIFORMS, MATS, SUPPLIES, ENV.	145.56
			MATS, UNIFORMS	44.16
			UNIFORMS, MATS, SUPPLIES, ENV.	145.56

				379.44
02/20/2019	46193	UNUM LIFE INSURANCE	MARCH 2019 RETIREES LIFE (3)	35.10
02/20/2019	46194	WELLS FARGO BANK	2018 WIN TAX REFUND 58-36-527-026	656.97
02/28/2019	46195	ACE OUTDOOR SERVICES LLC	EML/SNOW PLOWING CITY LOTS 1/19/19	380.00
			EML/SNOW PLOWING CITY LOTS 1/20/19/SHOVE	490.00
			EML/SNOW PLOWING CITY LOTS 1/23/19	200.00
			EML/SNOW PLOWING CITY LOTS 1/28/19/SHOVE	600.00
			EML/SNOW PLOWING CITY LOTS 1/29/19	380.00
			EML/SNOW PLOWING CITY LOTS 1/30/19	380.00
			EML/SNOW PLOWING CITY LOTS 1/31/19	320.00
				<u>2,750.00</u>
02/28/2019	46196	C & H CONSTRUCTION CO INC	SNOW REMOVAL/TRANSPORT	1,202.50
02/28/2019	46197	CHARTER TOWNSHIP OF MUNDY	JAN 2018 JOINT INSP & PERMIT FEES	5,537.79
02/28/2019	46198	COMCAST BUSINESS	SERVICES FROM 2/26-3/25/19	261.60
02/28/2019	46199	COOKS DIESEL RV & TRUCK REPAIR	REPLACE INTAKE & EXHAUST/SET TIMING	380.00
02/28/2019	46200	DETROIT SALT COMPANY	ROAD SALT AT \$54.40 PER TON	2,753.18
02/28/2019	46201	EJ USA INC	SEWER EXTENSION	841.00
02/28/2019	46202	ETNA SUPPLY COMPANY	FAX/PIPE WRENCH (2)/CURB BOX KEY	316.98
02/28/2019	46203	GEN CTY ROAD COMMISSION	JAN 2019 S-MTCE & OERATIONS	12.70
			I-69 WB RAMP/MORRISH	47.68
				<u>60.38</u>
02/28/2019	46204	GENESEE CTY DRAIN COMMISSIONER	WATER 12/27/18-1/30/19 2,321,783 CF	149,602.52
02/28/2019	46205	JOHNS TRUCK SERVICE	EML/REPLACE PLANER BOLTS & EXHAUST	519.23
02/28/2019	46206	KCI	2019 ASSESSMENT NOTICES	480.50
02/28/2019	46207	METRO POLICE AUTH OF GENESEE COUNTY	JAN 2019 ORDINANCE FEES	478.50
02/28/2019	46208	MID STATES BOLT AND SCREW CO	NUTS(24)/3-4 SAR (12)/WSHRS(12)/GLVS(100	73.50
02/28/2019	46209	OFFICE DEPOT CREDIT PLAN	STATEMENT 2/13/19	253.46
02/28/2019	46210	OHM ADVISORS	ENGINEERING SERVICES HELMSLEY DRIVE	1,443.75
02/28/2019	46211	OHM ADVISORS	USDA WATER MAIN IMPROVEMENT PROJECT	38,527.75
02/28/2019	46212	OHM ADVISORS	WATER MAIN EASEMENTS	1,834.00
02/28/2019	46213	OHM ADVISORS	DESIGN ENG. OAKVIEW/CHELMSFORD/OXFORD/WI	10,852.75
02/28/2019	46214	PARAGON LABORATORIES INC	EML/WATER SAMPLES WO SWARTZ CREEK-021319	492.00
02/28/2019	46215	RWS OF MID MICHIGAN	FEB 2019 FY19 GARBAGE/RECYCLING/YARD WAS	23,048.02
02/28/2019	46216	SHULTS EQUIPMENT LLC	CARBIDE BLADE (3)/CURB GUARD	945.74
02/28/2019	46217	SPAULDING MFG INC	BATTERY CHARGER	329.10
02/28/2019	46218	SUBURBAN AUTO SUPPLY	FITTINGS (2)/HYD HOSE	48.95
			HYD HOSE (7)/FITTINGS (4)	107.89
				<u>156.84</u>
02/28/2019	46219	TCAA	2019 DUES/ZETTEL	10.00
02/28/2019	46220	THOMAS SVRCEK	REIMBURSEMENT FOR NEW JACK FROM HARBOR F	97.99
02/28/2019	46221	UNIFIRST CORPORATION	UNIFORMS, MATS, SUPPLIES, ENV.	175.96
GEN TOTALS:				
Total of 99 Checks:				296,678.74
Less 0 Void Checks:				0.00
Total of 99 Disbursements:				<u>296,678.74</u>

City of Swartz Creek

Building Permit List

2018

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee	Location	Type of Construction
Building							
PB1900001	02/20/19	MCDONALD'S CORP (21-101		58-31-100-025	\$40,000	\$355.00 4237 ELMS RD	48473-Com Add/Alter/Repair
Total:		1 Permits	Value: \$40,000		Fee Total: \$355.00		Total Number of Dwelling Units 0
Electrical							
PE1900004	02/25/19	Hotline Electric Inc.	(248) 765 8389	58-31-100-025	\$0	\$305.00 4237 ELMS RD	48473-Electrical
Total:		1 Permits	Value: \$0		Fee Total: \$305.00		Total Number of Dwelling Units 0
Mechanical							
PM190012	02/22/19	Holland Heating & Cooling	(810) 653 4328	58-03-531-102	\$0	\$135.00 5313 VALLEYVIEW DR	48473-Mechanical
PM190013	02/20/19	Adkisson & Sons Htg & Clg Inc	(810) 695 9300	58-30-651-001	\$0	\$160.00 3446 CAMBRIDGE ST	48473-Mechanical
PM190014	02/11/19	Johnson & Wood, LLC	(810) 715 0700	58-01-501-014	\$0	\$160.00 4534 RAUBINGER RD	48473 Mechanical
PM190015	02/21/19	Blessing Co.	(810) 694 4861	58-02-503-007	\$0	\$200.00 5228 DON SHENK DR	48473-Mechanical
PM190016	02/07/19	P & H Plumbing & Heating, Inc	(810) 736 3830	58-03-531-009	\$0	\$135.00 9262 ETON CT	48473-Mechanical
PM190017	02/19/19	Goyette Mechanical	(810) 742 8530	58-31-526-001	\$0	\$160.00 6192 MILLER RD	48473-Mechanical
PM190018	02/21/19	Blessing Co.	(810) 694 4861	58-30-651-030	\$0	\$195.00 3450 HERITAGE BLVD	48473-Mechanical
PM190019	02/27/19	Konieczka Heating & Cooling, .	(810) 653 0299	58-02-552-003	\$0	\$160.00 5348 DON SHENK DR	48473-Mechanical
Total:		8 Permits	Value: \$0		Fee Total: \$1,305.00		Total Number of Dwelling Units 0

City of Swartz Creek Building Permit List 2018

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee	Location	Type of Construction
PROW-0114	02/04/19	CONSUMERS ENERGY COM		58-35-576-057	\$0	\$100.00 8138 MILLER RD	48473-Right of way
PROW-0115	02/04/19	CONSUMERS ENERGY COM		58-35-576-059	\$0	\$100.00 8083 CIVIC DR	48473 Right of way
PROW-0116	02/07/19	CONSUMERS ENERGY COR		58-03-532-010	\$0	\$100.00 5142 HELMSLEY DR	48473-Right of way
Total:		3 Permits	Value: \$0		Fee Total:	\$300.00	Total Number of Dwelling Units 0

Permit Total: 13 **Value: \$40,000** **Fee Total: \$2,265.00**

Permit.DateIssued Between 2/1/2019 12:00:00 AM AND 2/28/2019 11:59:59 PM

Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
7512 GROVE ST	58-01-100-019	Status	02/05/2019	02/05/2019	No Change
4278 MORRISH RD	58-35-576-019	Status	02/05/2019	02/06/2019	No Change
8103 CRAPO ST	58-02-530-042	Status	02/05/2019	02/05/2019	No Change
8109 CRAPO ST	58-02-530-046	Status	02/05/2019	02/05/2019	No Change
8371 CAPPY LN	58-02-503-045	Status	02/05/2019	02/05/2019	Complied
9204 CHESTERFIELD DR	58-03-531-003	Final	02/05/2019	02/05/2019	Approved
5351 WORCHESTER DR	58-03-578-013	Status	02/05/2019	02/05/2019	Partially Complied
6310 CONCORD DR	58-30-651-073	Rough	02/05/2019	02/05/2019	Approved
6310 CONCORD DR	58-30-651-073	Rough	02/05/2019	02/05/2019	Approved
7029 MILLER RD	58-36-577-008	Status	02/05/2019	02/05/2019	Partially Complied
5019 FIRST ST	58-01-502-086	Reinspection	02/05/2019	02/05/2019	Complied
7151 MILLER RD	58-36-577-020	Initial	02/05/2019	02/05/2019	Locked Out
6310 CONCORD DR	58-30-651-073	Rough	02/06/2019	02/06/2019	Approved
7029 MILLER RD	58-36-577-008	Code	02/07/2019	02/07/2019	Violation(s)
7041 MILLER RD	58-36-577-010	Code	02/07/2019	02/07/2019	Violation(s)
5291 WORCHESTER DR	58-02-551-014	Follow Up	02/07/2019	02/07/2019	Complied
6310 CONCORD DR	58-30-651-073	Rough	02/11/2019	02/11/2019	Approved
8603 MILLER RD	58-02-100-009	Status	02/11/2019	02/11/2019	Complied
169 BROOKFIELD	58-35-776-169	Pier Footing	02/11/2019	02/11/2019	Approved
158 BROOKFIELD	58-35-776-158	Pier Footing	02/11/2019	02/11/2019	Approved
7512 GROVE ST	58-01-100-019	Status	02/12/2019	02/12/2019	No Change
8109 CRAPO ST	58-02-530-046	Status	02/12/2019	02/12/2019	Partially Complied
8103 CRAPO ST	58-02-530-042	Status	02/12/2019	02/12/2019	No Change
9193 NORBURY DR	58-03-533-198	Final	02/13/2019	02/13/2019	Approved
4534 RAUBINGER RD	58-01-501-014	Final	02/14/2019	02/14/2019	Approved
9193 NORBURY DR	58-03-533-198	Final	02/14/2019	02/14/2019	Disapproved
6310 CONCORD DR	58-30-651-073	Insulation	02/14/2019	02/14/2019	Approved
5351 WORCHESTER DR	58-03-578-013	Status	02/19/2019	02/19/2019	Partially Complied
5052 FAIRCHILD ST	58-02-526-086	Reinspection	02/19/2019	02/19/2019	Complied
5038 BRADY ST	58-02-527-008	Reinspection	02/19/2019	02/19/2019	Complied
105 ASHLEY CIR	58-35-776-105	Tie Down	02/19/2019	02/19/2019	Approved
123 ASHLEY CIR	58-35-776-123	Tie Down	02/19/2019	02/19/2019	Approved
7151 MILLER RD	58-36-577-020	Initial	02/19/2019	02/19/2019	Complied
9146 CHESTERFIELD DR	58-03-526-017	Initial	02/19/2019	02/19/2019	Complied
4278 MORRISH RD	58-35-576-019	Status	02/20/2019	02/20/2019	No Change
125 ASHLEY CIR	58-35-776-125	Tie Down	02/20/2019	02/20/2019	Approved

Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
163 BROOKFIELD	58-35-776-163	Tie Down	02/21/2019	02/21/2019	Approved
81 HAMILTON ST	58-35-776-081	Tie Down	02/21/2019	02/21/2019	Approved
4237 ELMS RD	58-31-100-025	Rough Framing	02/26/2019	02/26/2019	Approved
4237 ELMS RD	58-31-100-025	Rough Wall	02/26/2019	02/26/2019	Approved
8353 CAPPY LN	58-02-503-042	Reinspection	02/26/2019	02/26/2019	Complied
13 BROOKFIELD	58-35-776-013	Initial	02/27/2019	02/27/2019	Complied
23 BROOKFIELD	58-35-776-023	Initial	02/27/2019	02/27/2019	Complied
48 SOMERSET ST	58-35-776-048	Initial	02/27/2019	02/27/2019	Complied
66 ASHLEY CIR	58-35-776-066	Initial	02/27/2019	02/27/2019	Complied
79 HAMILTON ST	58-35-776-079	Initial	02/27/2019	02/27/2019	Complied
85 HAMILTON ST	58-35-776-085	Initial	02/27/2019	02/27/2019	Complied
119 ASHLEY CIR	58-35-776-119	Initial	02/27/2019	02/27/2019	Complied
3446 CAMBRIDGE ST	58-30-651-001	Final	02/28/2019	02/28/2019	Approved
4237 ELMS RD	58-31-100-025	Above Ceiling	02/28/2019	02/28/2019	Approved

Inspections: 50

Population: All Records

Inspection.DateTimeScheduled Between 2/1/2019 12:00:00 AM AND 2/28/2019 11:59:59 PM

Enforcements By Category

03/04/19

BUILDING VIOLATIONS

Enforcement Number	Address	Status	Filed	Closed
E19-006	7041 MILLER RD	Posted Property Cor	02/07/19	
			Total Entries: 1	

Total Records: 1

Population: All Records

Enforcement.DateFiled Between 2/1/2019 12:00:00 AM AND 2/28/2019 11:59:59 PM

Certificates With Inspections

03/04/2019

Certificate Number	Address	Date Applied	Since	Issued	Last Inspection	Expires	Status
CR180065	5038 BRADY ST	10/22/2018	10/22/2018	02/19/2019	02/19/2019	02/19/2021	Certified
Reinspection	MATT	Matt Hart	Completed	Complied			
Initial	JKEY	Matt Hart	Completed	Violation(s)			
CR180084	8353 CAPPY LN	11/08/2018	11/08/2018	02/26/2019	02/26/2019	02/26/2021	Certified
Reinspection	MATT	Matt Hart	Completed	Complied			
Initial	JKEY	Matt Hart	Completed	Violation(s)			
CR180086	5291 WORCHESTER DR	11/12/2018	11/12/2018	02/07/2019	02/07/2019	02/07/2021	Certified
Follow Up	MATT	Matt Hart	Completed	Complied			
Initial	JKEY	Matt Hart	Completed	Violation(s)			
CR180094	5052 FAIRCHILD ST	11/28/2018	11/28/2018	02/19/2019	02/19/2019	02/19/2021	Certified
Reinspection	MATT	Matt Hart	Completed	Complied			
Initial	JKEY	Matt Hart	Completed	Violation(s)			
CR180097	14 BROOKFIELD	12/20/2018	12/20/2018	02/15/2019	01/16/2019	02/15/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190002	5019 FIRST ST	01/02/2019	01/02/2019	02/05/2019	02/05/2019	02/05/2021	Certified
Reinspection	MATT	Matt Hart	Completed	Complied			
Initial	KBROWN	Matt Hart	Completed	Violation(s)			
CR190005	9146 CHESTERFIELD DR	01/24/2019	01/24/2019	02/19/2019	02/19/2019	02/19/2021	Certified
Initial	KBROWN	Matt Hart	Completed	Complied			
CR190006	13 BROOKFIELD	01/28/2019	01/28/2019	02/15/2019	02/27/2019	02/15/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190007	23 BROOKFIELD	01/28/2019	01/28/2019	02/15/2019	02/27/2019	02/15/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190008	48 SOMERSET ST	01/28/2019	01/28/2019	02/15/2019	02/27/2019	02/15/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190009	66 ASHLEY CIR	01/28/2019	01/28/2019	02/15/2019	02/27/2019	02/15/2021	Certified

Certificates With Inspections

03/04/2019

Certificate Number	Address	Date Applied	Since	Issued	Last Inspection	Expires	Status
Initial	JKEY	Matt Hart	Completed	Complied			
CR190010	79 HAMILTON ST	01/28/2019	01/28/2019	02/15/2019	02/27/2019	02/15/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190011	85 HAMILTON ST	01/28/2019	01/28/2019	02/15/2019	02/27/2019	02/15/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190012	119 ASHLEY CIR	01/28/2019	01/28/2019	02/15/2019	02/27/2019	02/15/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190013	7151 MILLER RD	01/28/2019	01/28/2019	02/19/2019	02/19/2019	02/19/2021	Certified
Initial	KBROWN	Matt Hart	Completed	Complied			
Initial	JKEY	Matt Hart	Completed	Locked Out			
CR190014	5414 WINSHALL DR	02/07/2019	02/07/2019	02/07/2019		02/07/2021	Suspended
Initial	KBROWN	Matt Hart	Scheduled				
CR190015	6189 BRISTOL RD	02/08/2019	02/08/2019	02/08/2019		02/08/2021	Suspended
Initial	JKEY	Matt Hart	Scheduled				

Population: All Records

Record Count: 17

Certificate.DateIssued Between 2/1/2019 12:00:00 AM
AND 2/28/2019 11:59:59 PM

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PARK AND RECREATION ADVISORY BOARD
MINUTES OF REGULAR MEETING
March 6, 2019

Meeting called to order at 5:33 p.m. by Chairperson Hicks at the Paul D. Bueche Municipal Building.

Members Present: James Barclay, Larry Cummings, Connie Eskew, Jentery Farmer , Samantha Fountain, Rae Lynn Hicks, Trudy Plumb.

Members Absent: Rick Henry & Joe Perrault.

Staff Present: Adam Zettel.

Others Present: Lania Rocha & Bob Plumb.

APPROVAL OF AGENDA: Motion by Plumb, to approve agenda of March 6, 2019 as included in the packet, supported by Cummings. Motion carried.

APPROVAL OF MINUTES: Motion by Cummings, to approve minutes of February 6, 2019, supported by Eskew. Motion carried.

MEETING OPEN TO THE PUBLIC: No comment.

COMMUNICATIONS TO THE BOARD:

- A. January 2, 2019 Minutes
- B. Staff Letter
- C. Traffic Garden Concept

REPORTS:

- A. DPW REPORT: Ms. Eskew believes the swing for the park is in. She will check. The Elms trail is still to be marked by Tom, Joe, and Larry.
- B. CITY MANAGER: Adam indicated that the storage agreements cannot be finalized until the exhibits (location and storage specifications) are selected. This will be in the spring. Otherwise, the agreements are ready to go. They will need to be reviewed by the board and approved by the council.

The potential for a partnership with Mundy was discussed. In 2019 or 2020, they may need some assistance with daily park maintenance (waste, inspections, and minor labor). They may look to partner with the city to provide this. It is possible that this could develop into a larger agreement for sharing labor and/or administrative services related to public works. The board was agreeable to this. The board believes this could be a valuable first step in creating or joining a regional park authority. This idea was well received.

BUSINESS:

- A. Slip and Slide Proceeds: There was discussion about the Jeeper Creekers event in October, specifically about sponsoring a climbing wall or pony rides. There was not a clear use for funds.

Motion by Barclay, to table the allocation of proceeds discussion until Jeepers Creekers fund use could be determined, supported by Eskew. Motion carried.

- B. Playscape Stain: Mrs. Hicks and Mr. Barclay will approach the Swartz Creek Kiwanis on April 11th at their regular meeting to see if they can handle a section in 2019.
- C. Abrams Park: Tree removal is a priority in 2019. A wheel-mounted blower could provide valuable maintenance at this location and others. Mrs. Hicks challenged members to come up with designs for paint application to the surface for bike use.
- D. Green Team: No updates.
- E. Hometown Days Float: The request was placed with the committee. Ideas were sought. The orienteering course was an option.
- F. Artificial Flowers: Sandi Brill is running the purchase program. It was agreeable to test some artificial flowers alongside real ones in 2019 at her discretion.

MEETING OPEN TO THE PUBLIC: No comment.

BOARD MEMBER COMMENTS: Mr. Barclay mentioned the possibility of holding a farmers market at Elms Park in pavilion #3. This idea was very well received. Though it might need to wait until 2020, due to reservation conflicts, it was thought that a Sunday or Monday evening market could be successful. This was envisioned as an unsupervised, vendor run market that could make use of the open area by the tennis courts and pavilions free or with a charge.

ADJOURNMENT: Meeting adjourned at 6:34 p.m.

NEXT MEETING: April 3, 2019, 5:30 p.m. at City Hall.

Connie Eskew, Secretary



RRC[®] Progress Report 4

This document is designed to inform the RRC Team of progress your community has made in terms of implementing the necessary steps to meet the RRC Best Practices.

Community Name: SWARTZ CREEK

Name of Staff Member Completing Report: [Click here to enter text.](#)

Date: 2/25/2019

Instructions

Please describe the progress your community has made toward implementing the RRC Best Practices. Complete the table below by describing the progress your community has made and estimating a date each task will be completed. Please be as thorough as possible in your comments and attach documentation to your email response or provide hyperlinks as appropriate.

- The **“BP” and “Evaluation Criteria”** columns identify which Best Practice and Evaluation Criteria are being addressed.
- The **“Recommended Action for Certification”** column was taken directly from the RRC Report of Findings and describes the actions your community could take to fulfill the expectations of each Best Practice. While the RRC Report of Findings outlined these recommended actions for your community, your community may choose alternative methods as long as all of the best practice criteria are met.
- The **“Progress Made”** column is for you to explain what steps have been taken toward meeting this specific recommendation.
- Finally, the **“Estimated Date of Completion”** column asks you to estimate a time frame for when a particular recommended action will be completed.

**Note: See questions on page three of this document.*



BP	Evaluation Criteria	Recommended Action for Certification	Progress Made	Estimated Date of Completion	RRC Comments (3/6/2019)
1.1.2	Governing body has adopted a downtown plan.	Develop a prioritization system or estimate timeframes for projects in the 2015 DDA plan.	In addition to the CIP, the DDA has approved an annual report that prioritizes projects from the 2015 plan.	Complete	<i>This gets us there. I like the idea of incorporating it into the annual report so it can be reviewed each year and altered as needed. COMPLETE</i>
1.2.1	Community has a public participation strategy for engaging a diverse set of community stakeholders.	Develop a public participation plan in accordance with RRC best practice 1.2	The city has been testing various participation strategies, e.g. a steering committee of residents, owners, and developers was formed for Holland Square. No documented plan exists.	Template strategies are expected to be tailored to the city's needs in 2019.	
1.2.3	The community shares outcomes of public participation processes.	Clearly indicate methods of reporting the results of public participation activities	The city publishes survey results, meeting minutes, and related comments in meeting packets, which are on the city's webpage.	Documented strategy expected by April 2019.	<i>Please be sure to share a draft plan with us prior to finalizing. It's typical for RRC to have comments on these plans.</i>
1.2.3	The community shares outcomes of public participation processes.	Develop a system to track the effectiveness of public participation efforts.	No progress made.	Documented strategy expected by April 2019.	
3.1.3	Community defines and offers conceptual site plan review meetings for applicants.	Develop a checklist for pre-application meetings to help applicants bring appropriate information and ensure all topics are covered by city staff.	Some progress made on formalization, including draft templates. Post zoning approval checklist is complete (engineering, building, and other pre-development and development services). Zoning consultations are still informal.	Documentation expected by April 2019.	<i>As I mentioned before, these don't need to be super formal at all. We just look for two things: 1. That they're clearly advertised so people know they're available; and 2. You have a checklist of things to cover (i.e. review zoning, creating custom flowchart, discuss incentives, etc.) so the meeting are consistent.</i>
3.1.4	Community encourages a developer to seek input from neighboring residents. and businesses	In the public participation plan, include a policy on how the city would approach projects which may need additional public engagement	No formal progress has been made.	Documentation expected by April 2019.	



	at the onset of the application process.				
3.1.6	The community has a clearly documented internal staff review policy.	Create a brief document outlining the internal review process.	Assistance request to better define this need.		<i>Essentially what we're looking for here is that the city has an internal document that outlines all the steps for review, from application to mailing the permit. It can feel tedious to do this but imagine you're leaving and want to ensure the new person has a detailed understanding of the process so they can continue things along without any hiccups. I've attached Mount Pleasant's as an example – yours would almost surely be less complicated.</i>
3.1.7	Community acts promptly on development requests	Remove the 14-day waiting period for the planning commission to make a decision.	Formal amendments still needed. Development proposals reviewed immediately per this best practice.	Documentation expected by April 2019.	
3.1.7	Community acts promptly on development requests	Make the planning commission the final approving authority for site plans.	Formal amendments still needed. Zoning change is expected in April.	Documentation expected by April 2019.	<i>Glad to hear this change is being made. I know it took some internal discussions and thought to get to this point.</i>
3.1.7	Community acts promptly on development requests	Create a set of simple flowcharts to describe each development process.	Some progress made on formalization, including draft templates. RRC planning consultant will assist.	Documentation expected by April 2019.	
3.2.1	Community maintains a guide to development that explains policies, procedures and steps to obtain approvals.	Create a centralized webpage or document with all development related information as noted in Best Practice 3.2.1.	Webpage is complete. Some documents (flow chart, check list, public participation plan) need to be completed and linked.	Will be finalized with the publication of the flow chart, checklist and PPP.	<i>Looks like you've tackled some of the items I mentioned last time. A few others I still can't find:</i> <ul style="list-style-type: none"> <i>If I'm a new developer (or just a resident trying to make a home improvement), it's unclear to me whether I need the zoning permit application or site plan application. It'd be helpful to</i>



					<p>have a blurb either along with those links or at the top of the page explaining which plans are administratively approved versus PC/CC approved. Perhaps you're handling this via the flowcharts but if not, consider adding it here.</p> <ul style="list-style-type: none"> • The page appears to be missing rezoning and variance applications. • Does the city allow developers to request a special meeting if, for instance, quorum fails at a PC meeting and they can't wait another month? Or if they just miss an application deadline. If so, those procedures should be stated somewhere.
4.2.2	Community identifies training needs and tracks attendance for elected and appointed officials and staff.	Develop an annual training plan for the planning commission, ZBA and city council.	Included in most recent annual reports. New travel and educational guidelines are in place with a corresponding budget increase and documented participation for upcoming events.	Complete	Great. Including them in annual reports is a good way to tie everything together. COMPLETE
5.1.3	The community has developed a vision for the priority redevelopment sites.	Develop a vision for prioritized sites.	New sites chosen during the creation of the EDS.	June 2019	
5.1.4	The community identified potential resources and incentives for	Identify financial or other incentives for priority sites.	New sites chosen during the creation of the EDS.	June 2019	



	prioritized redevelopment sites.				
5.1.5	Property information packages for prioritized sites are assembled.	Complete at least one full property information package.	New sites chosen during the creation of the EDS.	June 2019	
5.1.6	Prioritized redevelopment sites are actively marketed.	Market at least three priority sites.	New sites chosen during the creation of the EDS.	June 2019	
6.1.1	Community has an approved economic development strategy.	Review the Accelerate strategy and determine how the city can best align with this regional effort.	Final draft is pending delivery by the consultant	April 2019	
6.1.2	Community annually reviews the economic development strategy.	Annually review the strategy to note progress and/or needed adjustments.	Final draft is pending delivery by the consultant	April 2019	
6.2.1	Community has developed a marketing strategy.	Create a marketing strategy.	Complete		<i>They did a nice job with this new brand – it’s clean and unique at the same time. I also like your direct ties to the RRC marketing best practice. It’s oftentimes a difficult one to align with the first time around but I think you’ve done well here. The one area I’d recommend some additional focus on is priority site marketing though admittedly that’s difficult until we know for sure what your priorities are. I’m considering this COMPLETE.</i>
6.2.2	Community has an updated, user-friendly municipal website.	Create a centralized location for planning and development information on the website.	Complete		<i>Yes, you’re pretty much set on this piece aside from the missing documents and my comments above on the community development page. We typically leave this one on the progress report until the end but you can put this on the</i>



					<i>backburner going forward and know we're pretty much set here.</i>
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Additional Questions/Feedback

1. Does your community have funds available to complete the recommended actions? If not, please describe the technical assistance you think would be the most helpful in achieving RRC Certification.

Click here to enter text.

2. Has your community used any of the [RRC Resource Guides](#) or the [Online Library of Resources](#)? Are there additional guides you think would be helpful?

Click here to enter text.

3. Please describe any new activities on the following redevelopment ready sites (e.g. revised vision, new financial tool, design work, change in ownership, construction activity, etc.):

Project Name and Address	Project Status	Explanation of New Activity	RRC Comments
Swartz Creek Raceway	New Ownership	Racing activities will not occurring in 2019, but ownership is hopeful to use the site sustainably for thoroughbred horse racing in the future. They are open to reusing parts of the site and optimizing the existing features. They are awaiting notification from the SoM as it relates to racing prior to engaging in site planning activities. This owner is very communicative and cooperative.	
Fortino Drive Townhome project	Site planning underway	Architectural renderings are substantially complete and condominium documents are being drafted. A site plan is expected in April.	<i>Glad this continues to move forward.</i>
Old Methodist Church 4484 & 4494 Morrish Road	New	This site is recommended as a reuse/redevelopment priority in the EDS. Ownership will be contacted soon.	
Project name/address			



4. Please list any additional redevelopment ready sites your community has identified since the last progress report was submitted.

[Click here to enter text.](#)

5. Please describe any community successes, lessons learned or redevelopment challenges your community has encountered.

[Click here to enter text.](#)

Summary of Mid-Year Budget Adjustments Through February 2019

The following is a brief description of the major mid-year budget adjustments.

Fund 101 – General Fund

Estimated Revenue:

- Decrease in revenue from PA80 personal property loss reimbursement. This is due to a change by the state in how the distributions are calculated on the remaining balance after required distributions.
- Increase from the state for constitutional sales tax and CVTRS revenue sharing based on the prior six months of revenues received.
- Increase in land held for resale from the sale of 5157 Morrish and 5256 Don Shenk.
- Increase in collection fees from civil fines imposed on the new owners of Swartz Creek Estates for failure to remit mobile home license fees timely.
- Increase for the Holland Square Streetscape Project now being accounted for in the General Fund. A contribution was received from the DDA.
- Increase in non-motorized trail way contributions and donations from Consumers Energy not in the original budget.

Appropriations:

- Increase in proceeds for the sale of 5256 Don Shenk. Income in excess of expenses on this project were refunded to the Genesee County Treasurer as required by law.
- Increase for the expected cost of construction engineering on the Holland Square Streetscape Project by 40% of the overall estimated expenditures this year with the balance of expenditures budgeted for FY20.
- Decrease in appropriation for the non-motorized trail way moved to cover the anticipated expenditures for construction engineering for the Holland Square Streetscape Project.
- Decrease in appropriation for the city hall parking lot moved to cover the anticipated expenditures for construction engineering for the Holland Square Streetscape Project.
 - *Note that unspent appropriations for the Holland Square Streetscape Project will become assigned fund balance for the purpose of completing the project and therefore will be unavailable other purposes in FY20.*

Fund 202 – Major Street Fund

Estimated Revenue:

- Decrease in reimbursements for Fairchild TIP project based on expected construction engineering expenditures in FY19.

Appropriations:

- A decrease in expenditures for construction engineering for the Fairchild TIP project in FY19 after speaking with Andy Harris from OHM. The balance of approved funding will be used in FY20.

Fund 203 – Local Street Fund

Estimated Revenue:

- No significant increases or decreases to estimated revenue.

Appropriations:

- No significant increases or decreases to appropriations.

Fund 248 – Downtown Development Authority Fund

Estimated Revenue:

- Increase in current tax revenue received due to the addition of the arts and culture millage. In addition a small decrease in estimated revenue is always maintained to hedge against outstanding and potential MTT appeals.

Appropriations:

- No significant increases or decreases to appropriations. The amount budgeted for the Holland Square Streetscape has been reclassified from contractual services to a contribution to the General Fund for this project. The net effect of this entry is zero.

Fund 402 – Fire Equipment Replacement Fund

Estimated Revenue:

- Decrease in interest income from early sale of CD to another fund. The proceeds from the CD were used for the initial payment to the Fire Department for the pumper truck.

Appropriations:

- No changes to appropriations

Fund 590 – Water Fund

Estimated Revenue:

- No significant changes to estimated revenue.

Appropriations:

- Increase in bulk water appropriation after review of year-to-date expenses.

Fund 591 – Sewer Fund

Estimated Revenue:

- No changes to estimated revenue.

Appropriations:

- Increase in Finance, Budgeting, & Accounting Department contractual services tied to new GASB pronouncements and accounting for the City’s interest in the Metro Police Authority of Genesee County and related retirement liability.

Fund 661 – Motor Pool Fund

Estimated Revenue:

- No changes to estimated revenue.

Appropriations:

- Increase in city garage repairs & maintenance to correct input error in original budget which should have been \$71,000.

Fund 866 – Weed Fund

Estimated Revenue:

- No changes to estimated revenue.

Appropriations:

- Increase in contractual services.

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK
PERIOD ENDING 02/28/2019

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL AMENDED BUDGET	BUDGET ADJUSTMENT	2018-19 CURRENT AMENDED BUDGET	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund						
Revenues						
Dept 000.000 - General						
101-000.000-402.000	Current Tax Revenue	716,000.00		716,000.00	30,961.98	95.68%
101-000.000-402.301	Current Tax Revenue P SFTY	678,000.00		678,000.00	25,401.07	96.25%
101-000.000-412.000	Delinquent Tax Revenue	500.00		500.00	500.00	0.00%
101-000.000-433.000	St-Charge in Lieu	1,800.00		1,800.00	1,800.00	0.00%
101-000.000-434.000	St-Mobile Tax in Lieu	950.00		950.00	329.00	65.37%
101-000.000-441.000	LCSA Share Taxes PA 80 2014/20	60,000.00	(40,175.52)	19,824.48	0.00	100.00%
101-000.000-445.000	Late Payment Interest Revenue	11,000.00		11,000.00	5,744.10	47.78%
101-000.000-445.100	MR Penalty & Interest	500.00	200.00	700.00	73.86	89.45%
101-000.000-448.000	Collection Fees	8,800.00		8,800.00	0.00	100.00%
101-000.000-449.000	NSF Fee	300.00	225.00	525.00	(50.00)	109.52%
101-000.000-451.000	Franchise Fees	114,000.00		114,000.00	54,234.44	52.43%
101-000.000-451.100	Wireless Leases	45,000.00		45,000.00	20,612.00	54.20%
101-000.000-574.100	Constitutional Sales Tax	480,000.00	20,000.00	500,000.00	324,541.00	35.09%
101-000.000-574.300	CVTRS Revenue Share	47,301.00	2,500.00	49,801.00	32,485.00	34.77%
101-000.000-608.000	Admin Fee	70,000.00		70,000.00	8,611.19	87.70%
101-000.000-663.000	Income From Land Held For Resa	0.00	33,196.69	33,196.69	0.00	100.00%
101-000.000-664.000	Interest Income	3,500.00		3,500.00	1,853.01	47.06%
101-000.000-667.001	Rental Income - Lease of City Prc	7,200.00		7,200.00	3,190.00	55.69%
101-000.000-675.000	Misc.	250.00		250.00	160.00	36.00%
101-000.000-677.200	Reimbursements from DDA	2,500.00		2,500.00	0.00	100.00%
101-000.000-677.350	Reimbursement - Debt Service	53,238.00		53,238.00	53,238.00	0.00%
101-000.000-694.000	Cash Over & Short	4.00		4.00	3.38	15.50%
Total Dept 000.000 - General		2,300,843.00	15,946.17	2,316,789.17	563,688.03	
Dept 253.000 - Treasurer						
101-253.000-448.000	Collection Fees	0.00	6,109.07	6,109.07	0.00	100.00%
101-253.000-627.100	Notary Services	1,000.00		1,000.00	880.00	12.00%
Total Dept 253.000 - Treasurer		1,000.00	6,109.07	7,109.07	880.00	
Dept 301.000 - Police Dept						
101-301.000-543.000	State Liquor Returns	3,700.00	360.10	4,060.10	0.00	100.00%
101-301.000-656.000	Parking Fees	1,250.00		1,250.00	270.00	78.40%
101-301.000-657.000	Ordinance Fees	0.00		0.00	0.00	#DIV/0!
101-301.000-668.000	Police Cost Recovery	450.00		450.00	450.00	0.00%
Total Dept 301.000 - Police Dept		5,400.00	360.10	5,760.10	720.00	
Dept 410.000 - Building & Zoning & Planning						
101-410.000-477.000	Building Permits	22,000.00	1,900.00	23,900.00	51.00	99.79%
101-410.000-477.005	Plumbing Inspection Revenue	4,000.00	2,550.00	6,550.00	6.00	99.91%
101-410.000-477.006	Mechanical Inspection Revenue	10,000.00		10,000.00	270.00	97.30%
101-410.000-477.007	Electrical Inspection Revenue	8,750.00	400.00	9,150.00	49.00	99.46%
101-410.000-478.000	Other Permits	3,500.00		3,500.00	135.00	96.14%
101-410.000-479.000	Rental Inspection Revenue	1,500.00	2,900.00	4,400.00	180.00	95.91%
101-410.000-608.100	Site Plan Review Fees	800.00		800.00	460.00	42.50%
101-410.000-627.000	Charges for Services	800.00	105.00	905.00	0.00	100.00%
Total Dept 410.000 - Building & Zoning & Planning		51,350.00	7,855.00	59,205.00	1,151.00	
Dept 728.005 Holland Square Streetscape						
101-728.005-674.248	Contribution From DDA	0.00	90,000.00	90,000.00	0.00	100.00%
Total Dept 728.005 Holland Square Streetscape		0.00	90,000.00	90,000.00	0.00	

GL NUMBER	DESCRIPTION	2018-19	BUDGET ADJUSTMENT	2018-19	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL AMENDED BUDGET		CURRENT AMENDED BUDGET		
Dept 786.000 - Non-Motorized Trailway						
101-786.000-674.000-786.000	Contributions & Donations	0.00	15,000.00	15,000.00	0.00	100.00%
Total Dept 786.000 - Non-Motorized Trailway		0.00	15,000.00	15,000.00	0.00	
TOTAL REVENUES		2,403,577.00	135,270.34	2,538,847.34	584,009.48	
Expenditures						
Dept 301.000 - Police Dept						
101-301.000-801.000	Contractual Services	7,850.60	624.99	8,475.59	0.00	100.00%
Total Dept 301.000 - Police Dept		7,850.60	624.99	8,475.59	0.00	
Dept 336.000 - Fire Department						
101-336.000-801.000	Contractual Services	33,000.00		33,000.00	12,514.48	62.08%
101-336.000-976.000	Equipment	0.00	2,419.45	2,419.45	0.00	100.00%
101-336.000-976.100	Siren Expense	2,200.00		2,200.00	213.81	90.28%
101-336.000-998.736	Fire Board Appropriation	151,122.00		151,122.00	18,050.65	88.06%
Total Dept 336.000 - Fire Department		186,322.00	2,419.45	188,741.45	30,778.94	
Dept 410.000 - Building & Zoning & Planning						
101-410.000-702.000	Wages	16,321.00		16,321.00	6,354.46	61.07%
101-410.000-704.100	FICA - Employer's Share	1,011.44		1,011.44	370.59	63.36%
101-410.000-704.200	Medicare - Employer's Share	236.74		236.74	86.94	63.28%
101-410.000-705.000	Medical Insurance - ER	1,953.00		1,953.00	916.44	53.08%
101-410.000-705.100	Vision Benefits	21.00		21.00	6.40	69.52%
101-410.000-705.200	Dental Benefits	267.00		267.00	83.76	68.63%
101-410.000-706.000	Life Insurance - ER cost	69.00		69.00	23.21	66.36%
101-410.000-707.000	Retirement Contributions-ER	1,141.80		1,141.80	248.12	78.27%
101-410.000-707.100	Health Care Savings Plan - ER	315.64		315.64	109.38	65.35%
101-410.000-708.000	Sick & Accident Premiums-ER	379.00		379.00	219.05	42.20%
101-410.000-726.000	Supplies	100.00		100.00	88.00	12.00%
101-410.000-745.000	Postage	400.00		400.00	241.06	39.74%
101-410.000-801.000	Contractual Services	35,000.00		35,000.00	12,582.56	64.05%
101-410.000-801.005	Plumbing Inspection Expenditure	3,600.00	600.00	4,200.00	78.45	98.13%
101-410.000-801.006	Mechanical Inspection Expendit	7,000.00		7,000.00	1,726.50	75.34%
101-410.000-801.007	Electrical Inspection Expenditure	6,000.00	100.00	6,100.00	22.55	99.63%
101-410.000-801.008	Building Permit Expenditure	15,000.00		15,000.00	1,635.30	89.10%
101-410.000-801.009	Zoning Permit Expenditure	425.00		425.00	182.25	57.12%
101-410.000-801.010	Rental Inspection Expense	3,500.00		3,500.00	143.75	95.89%
101-410.000-900.000	Printing and Publishing	900.00	1,232.55	2,132.55	0.00	100.00%
101-410.000-940.000	Vehicle and Travel Expense	650.00		650.00	298.25	54.12%
101-410.000-960.000	Education and Training	2,500.00	1,000.00	3,500.00	89.18	97.45%
Total Dept 410.000 - Building & Zoning & Planning		96,790.62	2,932.55	99,723.17	25,506.20	
Dept 463.000 - Routine Maint - Streets						
101-463.000-964.000	REFUNDS AND REBATES	0.00	15,850.18	15,850.18	0.00	100.00%
Total Dept 463.000 - Routine Maint - Streets		0.00	15,850.18	15,850.18	0.00	
Dept 728.005 - Holland Square Streetscape						
101-728.005-801.400	Design Engineering	20,000.00	0.00	20,000.00	160.00	0.99
101-728.005-801.450	Construction Engineering	0.00	462,770.00	462,770.00	462,770.00	0.00
Total Dept 728.005 - Holland Square Streetscape		20,000.00	462,770.00	482,770.00	462,930.00	
Dept 783.016 - Elms Park Brm-Trail Reno RP15-0003						
101-783.016-801.400-783.016	Design Engineering	140.00		140.00	0.00	100.00%
101-783.016-801.450-783.016	Construction Engineering	57	842.85	842.85	0.00	100.00%

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL AMENDED BUDGET	BUDGET ADJUSTMENT	2018-19 CURRENT AMENDED BUDGET	AVAILABLE BALANCE	% BDGT USED
Total Dept 783.016 - Elms Park Brm-Trail Reno RP15-0003						
		140.00	842.85	982.85	0.00	
Dept 786.000 - Non-Motorized Trailway						
101-786.000-801.000	Contractual Services	150,000.00	(150,000.00)	0.00	0.00	#DIV/0!
Total Dept 786.000 - Non-Motorized Trailway						
		150,000.00	(150,000.00)	0.00	0.00	
Dept 797.000 - Facilities - City Parking Lots						
101-797.000-726.000	Supplies	300.00		300.00	300.00	0.00%
101-797.000-801.000	Contractual Services	100.00		100.00	100.00	0.00%
101-797.000-910.100	Property Insurance	75.60		75.60	9.68	87.20%
101-797.000-920.000	Utilities	1,350.00		1,350.00	628.53	53.44%
101-797.000-930.000	Repairs and Maintenance	105,150.00	(94,600.00)	10,550.00	1,206.84	88.56%
Total Dept 797.000 - Facilities - City Parking Lots						
		106,975.60	(94,600.00)	12,375.60	2,245.05	
TOTAL EXPENDITURES						
		2,659,400.45	240,840.02	2,900,240.47	1,198,847.11	
Fund 101 - General Fund:						
TOTAL REVENUES						
		2,403,577.00	135,270.34	2,538,847.34	584,009.48	77.00%
TOTAL EXPENDITURES						
		2,659,400.45	240,840.02	2,900,240.47	1,198,847.11	58.66%
NET OF REVENUES & EXPENDITURES						
		(255,823.45)	(105,569.68)	(361,393.13)	(614,837.63)	
Fund 202 - Major Street Fund						
Revenues						
Dept 449.500 - Right of Way - General						
202-449.500-597.000	Grants from Private Entities	0.00	1,250.00	1,250.00	0.00	100.00%
Total Dept 449.500 - Right of Way - General						
		0.00	1,250.00	1,250.00	0.00	
Dept 453.105 - Fairchild-Cappy to Miller TIP						
202-453.105-677.000-453.105	Reimbursements	230,601.00	(154,938.00)	75,663.00	56,199.17	25.72%
Total Dept 453.105 - Fairchild-Cappy to Miller TIP						
		230,601.00	(154,938.00)	75,663.00	56,199.17	
Dept 463.000 - Routine Maint - Streets						
202-463.000-677.000	Reimbursements	0.00	287.50	287.50	0.00	100.00%
Total Dept 463.000 - Routine Maint - Streets						
		0.00	287.50	287.50	0.00	100.00%
Dept 478.000 - Snow & Ice Removal						
202-478.000-677.000	Reimbursements	500.00	1,850.00	2,350.00	35.56	98.49%
Total Dept 478.000 - Snow & Ice Removal						
		500.00	1,850.00	2,350.00	35.56	247.46%
TOTAL REVENUES						
		655,601.00	(151,550.50)	504,050.50	219,059.01	
Expenditures						
Dept 453.105 - Fairchild-Cappy to Miller TIP						
202-453.105-801.400-453.105	Design Engineering	14,330.71		14,330.71	275.12	98.08%
202-453.105-801.450-453.105	Construction Engineering	290,000.00	(212,000.00)	78,000.00	78,000.00	0.00%
202-453.105-801.500-453.105	MDOT Project Pmts	0.00		0.00	0.00	#DIV/0!
Total Dept 453.105 - Fairchild-Cappy to Miller TIP						
		304,330.71	(212,000.00)	92,330.71	78,275.12	
TOTAL EXPENDITURES						
		764,683.49	(212,000.00)	525,183.49	299,255.02	
Fund 202 - Major Street Fund:						
TOTAL REVENUES						
		655,601.00	(151,550.50)	504,050.50	219,059.01	56.54%
TOTAL EXPENDITURES						
		764,683.49	(212,000.00)	525,183.49	299,255.02	43.02%
NET OF REVENUES & EXPENDITURES						
		(109,082.49)	60,449.50	(21,132.99)	(80,196.01)	

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL AMENDED BUDGET	BUDGET ADJUSTMENT	2018-19 CURRENT AMENDED BUDGET	AVAILABLE BALANCE	% BDGT USED
Revenues						
Dept 449.500 - Right of Way - General						
203-449.500-597.000	Grants from Private Entities	0.00	1,250.00	1,250.00	0.00	100.00%
Total Dept 449.500 - Right of Way - General		0.00	1,250.00	1,250.00	0.00	
Dept 478.000 - Snow & Ice Removal						
203-478.000-677.000	Reimbursements	300.00	1,300.00	1,600.00	3.64	99.77%
Total Dept 478.000 - Snow & Ice Removal		300.00	1,300.00	1,600.00	3.64	
TOTAL REVENUES		745,400.00	2,550.00	747,950.00	44,743.99	
Expenditures						
Dept 463.103 - Worchester/Chesterfield Reconstruction						
203-463.103-801.450-463.103	Construction Engineering	0.00	4,312.78	4,312.78	0.00	100.00%
Total Dept 463.103 - Worchester/Chesterfield Reconstruction		0.00	4,312.78	4,312.78	0.00	
TOTAL EXPENDITURES		588,158.71	4,312.78	592,471.49	272,247.58	
Fund 203 - Local Street Fund:						
TOTAL REVENUES		745,400.00	2,550.00	747,950.00	44,743.99	94.02%
TOTAL EXPENDITURES		588,158.71	4,312.78	592,471.49	272,247.58	54.05%
NET OF REVENUES & EXPENDITURES		157,241.29	(1,762.78)	155,478.51	(227,503.59)	
Fund 248 - Downtown Development Fund						
Revenues						
Dept 000.000 - General						
248-000.000-402.000	Current Tax Revenue	49,550.00	5,003.98	54,553.98	(0.00)	100.00%
248-000.000-664.000	Interest Income	50.00		50.00	24.46	51.08%
Total Dept 000.000 - General		49,600.00	5,003.98	54,603.98	24.46	
TOTAL REVENUES		50,600.00	5,003.98	55,603.98	524.46	
Expenditures						
Dept 728.000 - Economic Development						
248-728.000-801.000	Contractual Services	10,000.00	1,500.00	11,500.00	846.25	92.64%
248-728.000-961.000	Miscellaneous	125.00		125.00	105.00	16.00%
Total Dept 728.000 - Economic Development		10,125.00	1,500.00	11,625.00	951.25	
Dept 728.002 - Streetscape						
248-728.002-726.000	Supplies	1,200.00	0.00	1,200.00	1,200.00	0.00%
248-728.002-801.000	Contractual Services	100,000.00	(90,000.00)	10,000.00	10,000.00	0.00%
248-728.002-967.101	Contribution to General Fund	0.00	90,000.00	90,000.00	0.00	100.00%
Total Dept 728.002 - Streetscape		101,200.00	0.00	11,200.00	11,200.00	
TOTAL EXPENDITURES		128,590.00	1,500.00	40,090.00	19,828.80	
Fund 248 - Downtown Development Fund:						
TOTAL REVENUES		50,600.00	5,003.98	55,603.98	524.46	99.06%
TOTAL EXPENDITURES		128,590.00	1,500.00	40,090.00	19,828.80	50.54%
NET OF REVENUES & EXPENDITURES		(77,990.00)	3,503.98	15,513.98	(19,304.34)	
Fund 402 - Fire Equip Replacement Fund						
Revenues						
Dept 000.000 - General						
402-000.000-654.000	Interest Income	59	70.00	0.00	226.88	#DIV/0!

GL NUMBER	DESCRIPTION	2018-19	BUDGET	2018-19	AVAILABLE	% BDGT
		ORIGINAL		CURRENT		
		AMENDED	ADJUSTMENT	AMENDED	BALANCE	USED
		BUDGET		BUDGET		
Total Dept 000.000 - General		70.00	(70.00)	0.00	226.88	
Dept 931.000 - Transfers IN						
402-931.000-699.101	Transfer In from Genl Fund	140,000.00		140,000.00	58,800.00	58.00%
Total Dept 931.000 - Transfers IN		140,000.00	0.00	140,000.00	58,800.00	
TOTAL REVENUES		140,070.00	(70.00)	140,000.00	59,026.88	
Fund 402 - Fire Equip Replacement Fund:						
TOTAL REVENUES		140,070.00	(70.00)	140,000.00	59,026.88	57.84%
TOTAL EXPENDITURES		250,000.00	0.00	250,000.00	58,812.52	76.47%
NET OF REVENUES & EXPENDITURES		(109,930.00)	(70.00)	(110,000.00)	214.36	
Fund 590 - Water Supply Fund						
Revenues						
Dept 540.000 - Water System						
590-540.000-600.000	Water Fees	600,000.00		600,000.00	344,927.35	42.51%
590-540.000-601.000	Metered Services	1,530,000.00		1,530,000.00	792,155.80	48.23%
590-540.000-602.000	Hydrant Rental	950.00		950.00	0.00	100.00%
590-540.000-603.000	Service Fees	4,800.00		4,800.00	2,760.00	42.50%
590-540.000-607.000	Tap Fees	14,450.00		14,450.00	3,200.00	77.85%
590-540.000-627.000	Charges for Services	0.00	20.00	20.00	0.00	100.00%
590-540.000-658.000	Penalty - Late Fee	14,350.00		14,350.00	4,438.52	69.07%
590-540.000-677.000	Reimbursements	0.00		0.00	(1,172.43)	#DIV/0!
Total Dept 540.000 - Water System		2,164,550.00	20.00	2,164,570.00	1,146,309.24	
TOTAL REVENUES		2,165,650.00	20.00	2,165,670.00	1,149,614.45	
Expenditures						
Dept 201.000 - Finance,Budgeting,Accounting						
590-201.000-702.000	Wages	8,120.00		8,120.00	3,083.35	62.03%
590-201.000-704.100	FICA - Employer's Share	503.00		503.00	185.27	63.17%
590-201.000-704.200	Medicare - Employer's Share	118.00		118.00	43.73	62.94%
590-201.000-705.000	Medical Insurance - ER	1,367.00		1,367.00	578.50	57.68%
590-201.000-705.100	Vision Benefits	7.00		7.00	(0.24)	103.43%
590-201.000-705.200	Dental Benefits	75.00		75.00	0.05	99.93%
590-201.000-706.000	Life Insurance - ER cost	38.00		38.00	12.78	66.37%
590-201.000-707.000	Retirement Contributions-ER	684.00		684.00	276.28	59.61%
590-201.000-707.100	Health Care Savings Plan - ER	30.00		30.00	10.00	66.67%
590-201.000-708.000	Sick & Accident Premiums-ER	184.00		184.00	86.96	52.74%
590-201.000-726.000	Supplies	1,000.00		1,000.00	552.23	44.78%
590-201.000-801.000	Contractual Services	8,000.00	1,199.27	9,199.27	0.00	100.00%
590-201.000-805.000	Bank Fees	80.00		80.00	26.00	67.50%
590-201.000-900.000	Printing and Publishing	50.00		50.00	50.00	0.00%
590-201.000-960.000	Education and Training	275.00		275.00	221.87	19.32%
590-201.000-961.000	Miscellaneous	50.00		50.00	50.00	0.00%
Total Dept 201.000 - Finance,Budgeting,Accounting		20,581.00	1,199.27	21,780.27	5,176.78	
Dept 540.000 - Water System						
590-540.000-702.000	Wages	65,818.00		65,818.00	34,717.94	47.25%
590-540.000-704.100	FICA - Employer's Share	4,081.00		4,081.00	2,081.76	48.99%
590-540.000-704.200	Medicare - Employer's Share	954.50		954.50	487.13	48.96%
590-540.000-705.000	Medical Insurance - ER	10,897.00		10,897.00	6,316.40	42.04%
590-540.000-705.100	Vision Benefits	106.00		106.00	56.87	46.35%
590-540.000-705.200	Dental Benefits	1,234.00		1,234.00	756.65	38.68%
590-540.000-706.000	Life Insurance - ER cost	218.00		218.00	101.40	53.49%
590-540.000-707.000	Retirement Contributions-ER	601,136.00		601,136.00	5,289.69	60.87%

GL NUMBER	DESCRIPTION	2018-19	BUDGET ADJUSTMENT	2018-19	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL AMENDED BUDGET		CURRENT AMENDED BUDGET		
590-540.000-707.100	Health Care Savings Plan - ER	623.40		623.40	553.03	11.29%
590-540.000-708.000	Sick & Accident Premiums-ER	1,448.00		1,448.00	880.16	39.22%
590-540.000-726.000	Supplies	8,000.00		8,000.00	6,866.18	14.17%
590-540.000-726.200	Uniforms	1,450.00		1,450.00	203.43	85.97%
590-540.000-801.000	Contractual Services	20,000.00		20,000.00	11,230.92	43.85%
590-540.000-801.150	Watermain Construction	22,495.00		22,495.00	22,495.00	0.00%
590-540.000-850.000	Communications	1,800.00		1,800.00	781.01	56.61%
590-540.000-900.000	Printing and Publishing	150.00		150.00	107.70	28.20%
590-540.000-910.100	Property Insurance	1,358.70		1,358.70	168.54	87.60%
590-540.000-910.500	Workers Comp Insurance	3,395.50		3,395.50	2,256.98	33.53%
590-540.000-920.000	Utilities	300.00		300.00	139.56	53.48%
590-540.000-924.000	Bulk Treatment Fees/Bulk Water	1,458,000.00	139,000.00	1,597,000.00	626,615.11	60.76%
590-540.000-930.000	Repairs and Maintenance	126,000.00		126,000.00	83,749.88	33.53%
590-540.000-941.000	Equipment Rental	24,500.00		24,500.00	16,346.40	33.28%
590-540.000-960.000	Education and Training	4,500.00		4,500.00	2,850.00	36.67%
590-540.000-965.000	Claims	650.00		650.00	650.00	0.00%
590-540.000-968.000	Depreciation Expense	189,500.00		189,500.00	189,500.00	0.00%
590-540.000-976.000	Equipment	14,000.00		14,000.00	3,690.00	73.64%
Total Dept 540.000 - Water System		1,974,615.10	139,000.00	2,113,615.10	1,018,741.74	
TOTAL EXPENDITURES		2,498,351.11	140,199.27	2,638,550.38	1,346,314.35	
Fund 590 - Water Supply Fund:						
TOTAL REVENUES		2,165,650.00	20.00	2,165,670.00	1,149,614.45	46.92%
TOTAL EXPENDITURES		2,498,351.11	140,199.27	2,638,550.38	1,346,314.35	48.98%
NET OF REVENUES & EXPENDITURES		(332,701.11)	(140,179.27)	(472,880.38)	(196,699.90)	
Fund 591 - Sanitary Sewer Fund						
Revenues						
Expenditures						
Dept 201.000 - Finance,Budgeting,Accounting						
591-201.000-702.000	Wages	8,120.00		8,120.00	3,083.43	62.03%
591-201.000-704.100	FICA - Employer's Share	503.00		503.00	185.35	63.15%
591-201.000-704.200	Medicare - Employer's Share	118.00		118.00	43.77	62.91%
591-201.000-705.000	Medical Insurance - ER	1,367.00		1,367.00	578.58	57.68%
591-201.000-705.100	Vision Benefits	7.00		7.00	(0.25)	103.57%
591-201.000-705.200	Dental Benefits	75.00		75.00	0.09	99.88%
591-201.000-706.000	Life Insurance - ER cost	38.00		38.00	12.79	66.34%
591-201.000-707.000	Retirement Contributions-ER	684.00		684.00	276.47	59.58%
591-201.000-707.100	Health Care Savings Plan - ER	30.00		30.00	10.00	66.67%
591-201.000-708.000	Sick & Accident Premiums-ER	184.00		184.00	86.94	52.75%
591-201.000-726.000	Supplies	800.00		800.00	352.21	55.97%
591-201.000-801.000	Contractual Services	7,100.00	2,099.27	9,199.27	0.00	100.00%
591-201.000-805.000	Bank Fees	170.00		170.00	116.00	31.76%
591-201.000-900.000	Printing and Publishing	100.00		100.00	100.00	0.00%
591-201.000-960.000	Education and Training	300.00		300.00	246.87	17.71%
591-201.000-961.000	Miscellaneous	50.00		50.00	50.00	0.00%
Total Dept 201.000 - Finance,Budgeting,Accounting		19,646.00	2,099.27	21,745.27	5,142.25	
TOTAL EXPENDITURES		1,430,438.91	2,099.27	1,432,538.18	1,082,486.62	
Fund 591 - Sanitary Sewer Fund:						
TOTAL REVENUES		1,288,565.00	0.00	1,288,565.00	676,526.93	47.50%
TOTAL EXPENDITURES		1,430,438.91	2,099.27	1,432,538.18	1,082,486.62	24.44%
NET OF REVENUES & EXPENDITURES		(141,873.91)	(2,099.27)	(143,973.18)	(405,959.69)	

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL AMENDED BUDGET	BUDGET ADJUSTMENT	2018-19 CURRENT AMENDED BUDGET	AVAILABLE BALANCE	% BDGT USED
Fund 661 - Motor Pool Fund						
Revenues						
Expenditures						
Dept 172.000 - Executive						
661-172.000-910.100	Property Insurance	11,398.80	(1,989.50)	9,409.30	0.00	100.00%
661-172.000-910.500	Workers Comp Insurance	25.32		25.32	25.32	0.00%
Total Dept 172.000 - Executive		11,424.12	(1,989.50)	9,434.62	25.32	
Dept 795.000 - Facilities - City Garage						
661-795.000-702.000	Wages	14,802.00		14,802.00	8,046.49	45.64%
661-795.000-704.100	FICA - Employer's Share	916.00		916.00	484.22	47.14%
661-795.000-704.200	Medicare - Employer's Share	214.00		214.00	113.16	47.12%
661-795.000-705.000	Medical Insurance - ER	2,628.00		2,628.00	1,567.18	40.37%
661-795.000-705.100	Vision Benefits	21.00		21.00	11.43	45.57%
661-795.000-705.200	Dental Benefits	228.00		228.00	132.10	42.06%
661-795.000-706.000	Life Insurance - ER cost	42.00		42.00	24.25	42.26%
661-795.000-707.000	Retirement Contributions-ER	940.00		940.00	262.22	72.10%
661-795.000-707.100	Health Care Savings Plan - ER	127.80		127.80	114.91	10.09%
661-795.000-708.000	Sick & Accident Premiums-ER	299.00		299.00	186.62	37.59%
661-795.000-726.000	Supplies	5,500.00		5,500.00	1,686.68	69.33%
661-795.000-801.000	Contractual Services	300.00		300.00	168.30	43.90%
661-795.000-910.100	Property Insurance	1,298.85		1,298.85	150.23	88.43%
661-795.000-910.500	Workers Comp Insurance	410.46		410.46	241.45	41.18%
661-795.000-920.000	Utilities	8,950.00		8,950.00	5,604.69	37.38%
661-795.000-920.500	Utilities - Fuel	13,500.00		13,500.00	6,069.57	55.04%
661-795.000-930.000	Repairs and Maintenance	7,100.00	63,900.00	71,000.00	39,707.54	44.07%
661-795.000-968.000	Depreciation Expense	25,000.00		25,000.00	25,000.00	0.00%
661-795.000-976.000	Equipment	68,050.00		68,050.00	24,809.05	63.54%
Total Dept 795.000 - Facilities - City Garage		150,327.11	63,900.00	214,227.11	114,380.09	
TOTAL EXPENDITURES		170,218.23	61,910.50	232,128.73	117,521.50	
Fund 661 - Motor Pool Fund:						
TOTAL REVENUES		158,200.00	0.00	158,200.00	88,930.82	43.79%
TOTAL EXPENDITURES		170,218.23	61,910.50	232,128.73	117,521.50	49.37%
NET OF REVENUES & EXPENDITURES		(12,018.23)	(61,910.50)	(73,928.73)	(28,590.68)	
Fund 866 - Weed Fund						
Expenditures						
Dept 000.000 - General						
866-000.000-801.000	Contractual Services	1,000.00	125.00	1,125.00	0.00	100.00%
Total Dept 000.000 - General		(1,000.00)	125.00	1,125.00	0.00	
TOTAL EXPENDITURES		(1,000.00)	125.00	1,125.00	0.00	
Fund 866 - Weed Fund:						
TOTAL REVENUES		7,000.00	0.00	7,000.00	2,950.00	57.86%
TOTAL EXPENDITURES		1,000.00	125.00	1,125.00	0.00	100.00%
NET OF REVENUES & EXPENDITURES		6,000.00	(125.00)	5,875.00	2,950.00	

INDUSTRIAL PROPERTY TAX ABATEMENT (PA 198 of 1974, as amended)

Industrial property tax abatements provide incentives for eligible businesses to make new investments in Michigan. These abatements encourage Michigan manufacturers to build new plants, expand existing plants, renovate aging plants, or add new machinery and equipment. High technology operations are also eligible for the abatement.

High-technology activity is defined in the Michigan Economic Growth Authority (MEGA) Act as: advanced computing, advanced materials, biotechnology, electronic device technology, engineering or laboratory testing related to product research and development and advanced vehicles technology or technology that assists in the assessment or prevention of threats or damage to human health or the environment. Abatements under PA 198 can significantly reduce property taxes on new investment for eligible firms.

ESTABLISHING THE DISTRICT

Tax benefits are granted by the legislative body of the city, township or village in which the investment will be located. A public hearing is held and a resolution is adopted to approve the establishment of an Industrial Development District (for a new project) or a Plant Rehabilitation District (for a rehabilitation project). A written request to establish the district must be filed with the clerk of the local unit of government prior to commencement of construction, alteration or installation of equipment.

Once the district is established, the company may apply for an abatement on real and personal property taxes for up to 12 years.

APPLICATION PROCESS

Industrial property tax abatements must be approved at both the local and state levels. The eligible business files an application (Michigan Department of Treasury Form 1012) with the local clerk after the district has been established and no later than six months after commencement of the project. The local unit adopts a

resolution approving the application and determines the length of years for the abatement. After a local public hearing, the application is filed and reviewed by the State Tax Commission (STC) and the Michigan Economic Development CorporationSM (MEDC). The STC then grants final approval applications with required attachments must be received by the STC no later than October 31, in order to receive consideration and action by December 31.

Applications to the STC must include an agreement signed by the local unit and the operator of the facility outlining the conditions of the abatement. This shall include an affidavit that no payment of any kind in excess of the fee allowed under the act has been made or promised in exchange for favorable consideration of exemption application.

Once approved, the firm pays an Industrial Facilities Tax (IFT), instead of property tax, which reflects the abatement savings.

ELIGIBLE FACILITIES

Industrial plants eligible for tax abatement are those that primarily manufacture or process goods or materials by physical or chemical change. Related facilities of Michigan manufacturers such as offices, engineering, research and development, warehousing or parts distribution are also eligible for exemption.

Research and development laboratories, high-tech facilities and large communication centers can qualify throughout Michigan.

Facilities used for warehousing, distribution or logistics purposes can be eligible if they locate in specific border counties. At least 90 percent of the property, excluding the surrounding green space, must be used for a warehouse, distribution, logistics or communication center and occupy a building or structure that is more than 100,000 square feet. Eligible border counties include

Berrien, Branch, Cass, Chippewa, Dickinson, Gogebic, Hillsdale, Iron, Lenawee, Menominee, Monroe, St. Clair, St. Joseph, and Wayne.

The exemption applies to buildings, building improvements, machinery, equipment, furniture and fixtures. Real and personal property are eligible whether owned or leased (provided the lessee is liable for payment of taxes on the property).

The exemption covers only the specific project that is the subject of the application. Any buildings and equipment that existed prior to construction of a new facility are not exempt. If the project is rehabilitation, the value of any pre-existing obsolete property is exempt from ad valorem property taxes, but will be used as the base for IFT. Similarly, any structures or equipment added after completion of the project are fully taxable.

TAX IMPACT

Real and Non-industrial

Personal Property IFT Treatment

The IFT on a new plant and non-industrial personal property, such as some high-tech personal property, is computed at half the local property tax mileage rate. This amounts to a reduction in property taxes of approximately 50 percent. In addition, the 6-mill SET may be abated 100 percent, 50 percent or not at all. Any SET abatement must be negotiated with the MEDC.

Rehabilitation of Real or

Personal Property IFT Treatment

For an obsolete plant or machinery that is being replaced or restored, the IFT is frozen at the assessed value of the plant prior to improvement. This results in a 100 percent exemption from property tax on the value of the improvements.

Speculative Building IFT Treatment

In order for a speculative building to qualify for abatement, the local unit must approve a resolution declaring it is a speculative building prior to identifying occupants. Initial construction and finishing costs would be eligible for a reduction in property taxes of approximately 50 percent.

Commercial Personal Property Tax Relief

Commercial personal property will receive an automatic reduction of 12 mills for local school on their property tax bill.

Extension Under Personal Property Tax Reform

Personal property abated under PA 198 and eligible in the future for the Personal Property Tax (PPT) exemption will automatically continue to be abated under PA 198 until that property may be claimed as exempt from the PPT in the current tax year. Businesses with IFT until the property becomes eligible for the PPT exemption.

For more information, contact the MEDC customer contact center at 517.373.9808 or visit our website at www.michiganbusiness.org.

COMMERCIAL REHABILITATION ACT

Public Act 210 of 2005, as amended, encourages the rehabilitation of commercial property by abating the property taxes generated from new investment for a period up to 10 years. As defined, commercial property is a qualified facility that includes a building or group of contiguous buildings of commercial property that is 15 years or older, of which the primary purpose is the operation of a commercial business enterprise or multifamily residential use. A qualified facility may also include vacant property or other commercial property which, within the immediately preceding 15 years, was commercial property. Types of commercial business enterprises include office, engineering, research and development, warehousing, parts distribution, retail sales, and other commercial activities. Multi-family residential is housing that consists of five or more units. Commercial properties allocated new market tax credits are also considered a qualified facility.

Qualified retail food establishments are considered a qualified facility for purposes of granting the tax abatement. These establishments include a retail supermarket, grocery store, produce market, or delicatessen that offer unprocessed USDA-inspected meat and poultry products or meat products that carry the USDA organic seal, fresh fruits and vegetables, and dairy products for sale to the public. The qualified retail food establishment must be located in a “core community” as defined in the Obsolete Property Rehabilitation Act (PA 146 of 2000) or in an area designated as rural as defined by the United States Census Bureau and is located in an underserved area.

Commercial property does not include property that is to be used as a professional sports stadium or a casino. Land and personal property are not eligible for abatement under this act.

Note: This document is offered as a general guide only and the legislation should be reviewed by local officials.

WHO IS ELIGIBLE?

“Qualified local government units” mean any city, village or township.

WHAT IS REHABILITATION?

Rehabilitation is defined as changes to qualified facilities that are required to restore or modify the property, together with all appurtenances, to an economically efficient condition. The new investment in the rehabbed property must result in improvements aggregating to more than 10 percent of

the true cash value of the property at commencement of the rehabilitation of the qualified facility. Rehabilitation includes the following: improvement of floor loads, correction of deficient or excessive height, new or improved fixed building equipment including heating, ventilation, and lighting, reducing multistory facilities to one or two stories, improved structural support including foundations, improved roof structure and cover, floor replacement, improved wall placement, improved exterior and interior appearance of buildings, and other physical changes required to restore or change the property to an economically efficient condition.

Rehabilitation also includes new construction on vacant property from which a previous structure has been demolished and if the new construction is an economic benefit to the local community as determined by the qualified local governmental unit.

Rehabilitation for a qualified retail food establishment also includes new construction.

WHAT IS THE PROCESS?

Before the Commercial Rehabilitation Exemption Certificate (i.e., property tax abatement) can be granted to the commercial property owner, the city, village or township by resolution of its legislative body, must establish a Commercial Rehabilitation District. The establishment of the district may be initiated by the local government unit or by owners of property comprising 50 percent of all taxable value of the property in the proposed district. The district must be at least three acres in size unless it is located in a downtown or business area or contains a qualified retail food establishment.

The city, village or township must hold a hearing to establish a Commercial Rehabilitation District. Notification of the hearing must be given to the county board of commissioners and all real property owners in the proposed district.

After the hearing is held and the local unit of government determines the district meets the requirements of the act, a copy of the resolution adopting the district shall be provided to the county where the district is established. Within 28 days, the county may accept or reject the establishment of the district. In a county with a county executive, the executive can write a letter rejecting the establishment of the district. In all other counties, the county board of commissioners can pass a resolution rejecting the establishment of the district.

Once the district is established, the property owners may file an application with the local clerk for a commercial rehabilitation exemption certificate. Applications are available from the Michigan Department of Treasury. The local clerk shall provide written notification to the assessor of the local unit of government and each taxing jurisdiction that levies ad valorem property taxes of the application hearing. The city, village or township has 60 days after receipt of the application to either approve or disapprove the application. If denied, a reason must be given in the resolution. The assessor and applicant shall be sent a copy of the unapproved resolution by certified mail. If approved, the application and resolution must be sent to the State Tax Commission, which will certify or deny the application within 60 days. A resolution is not effective unless approved by the State Tax Commission.

COMMERCIAL REHABILITATION EXEMPTION CERTIFICATE

Upon approval by the State Tax Commission, a commercial rehabilitation certificate is issued. The property owner must pay a Commercial Rehabilitation Tax rather than the normal property tax. The certificate must be issued for a period of at least one year, but cannot exceed 10 years. Certificates initially issued for less than 10 years may be extended, but shall not exceed 10 years. The criteria for extensions must be included in the resolution approving the abatement.

The Commercial Rehabilitation Tax freezes the taxable value of the building and exempts the new investment from local taxes. The school operating tax and the State Education Tax (SET) are still levied on the new investment. Land and personal property cannot be abated under this act.

DISCUSSION

In addition to the Commercial Rehabilitation Act (PA 210 of 2005), several other property tax abatements are available for the rehabilitation of commercial property in Michigan, including the Commercial Redevelopment Act (PA 255 of 1978) and the Obsolete Property Rehabilitation Act (PA 146 of 2000). Each act has unique eligibility requirements, processes, and lengths and terms of the abatement. Please refer to the Michigan Economic Development Corporation (MEDC) fact sheet for more information on each program and consult the authorizing statute to determine the best fit for your project needs.

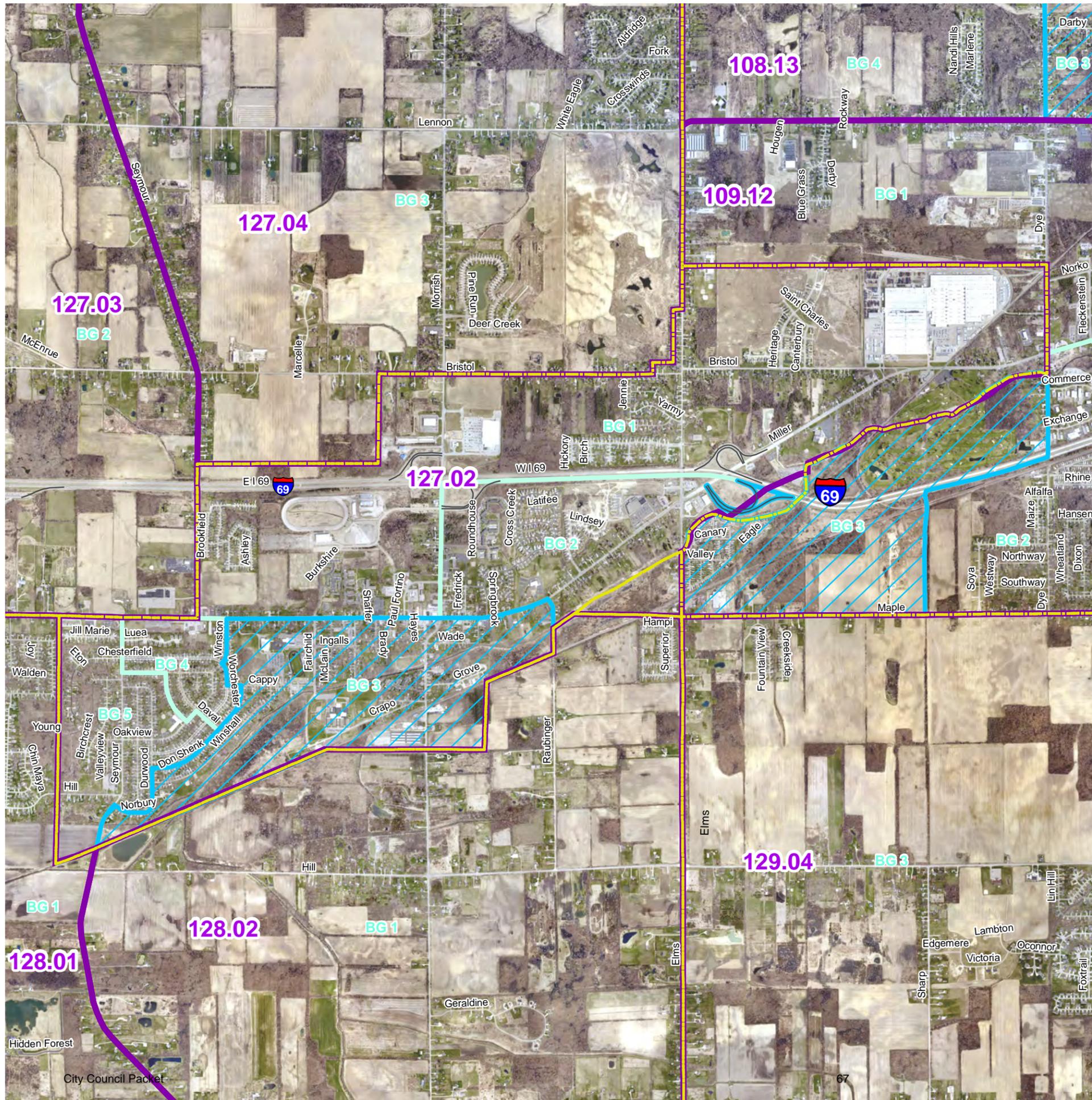
SUPPORTING STATUTE

[Public Act 210 of 2005: Commercial Rehabilitation Act](#)

CONTACT INFORMATION

For more information on the Commercial Rehabilitation Act, contact the [Community Assistance Team \(CAT\) specialist](#) assigned to your territory or visit www.miplace.org.

CDBG - LOW/MOD Income Areas City of Swartz Creek



-  Municipality Boundary
-  Block Group Boundary
-  Census Tract Boundary
- 133.02** Census Tract Number
- BG 1** Block Group Number
-  45.97 to 89.9% LOW/MOD Income



Data Sources:
 Base Map - Michigan Geographic Framework
 Michigan State Plane, South Zone, NAD83
 Census Data - 2010 Tracts & Block Groups from MI Geographic Framework
 - 2011-2015 ACS 5-Year LMISD)
 U.S. Dept of Housing & Urban Development
 Created: March 2019

