

**City of Swartz Creek  
AGENDA**

**Regular Council Meeting, Monday, October 25, 2021, 7:00 P.M.  
Paul D. Bueche Municipal Building, 8083 Civic Drive Swartz Creek, Michigan 48473  
THIS WILL BE A HYBRID MEETING, WITH IN PERSON ATTENDANCE BY COUNCIL MEMBERS.**

1. **CALL TO ORDER:**
2. **INVOCATION:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**
  - 4A. Council Meeting of September 27, 2021 MOTION Pg. 26
5. **APPROVE AGENDA:**
  - 5A. Proposed / Amended Agenda MOTION Pg. 1
6. **REPORTS & COMMUNICATIONS:**
  - 6A. City Manager's Report MOTION Pg. 8
  - 6B. Staff Reports & Meeting Minutes Pg. 32
  - 6C. Sewer Lining Proposal Pg. 41
  - 6D. Elms Gate Bid Pg. 44
  - 6E. 5086 Easement Pg. 49
7. **MEETING OPENED TO THE PUBLIC:**
  - 7A. General Public Comments
8. **COUNCIL BUSINESS:**
  - 8A. Sewer Lining Proposal RESO Pg. 22
  - 8B. Elms Gate Purchase RESO Pg. 23
  - 8C. 5086 Easement RESO Pg. 24
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION Pg. 25

**Next Month Calendar**

Metro Police Board:	Wednesday, October 27, 2021, 10:00 a.m., Metro HQ
Planning Commission:	Tuesday, November 2, 2021, 7:00 p.m., PDBMB
Park Board:	Wednesday, November 3, 2021, 5:30 p.m., PDBMB
City Council:	Monday, November 8, 2021, 7:00 p.m., PDBMB
Downtown Development Authority:	Thursday, November 11, 2021, 6:00 p.m., PDBMB
Fire Board:	Monday, November 15, 2021, 6:00 p.m., Public Safety Building
Zoning Board of Appeals:	Wednesday, November 17, 2021, 6:00 p.m., PDBMB
City Council:	Monday, November 22, 2021, 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  
VIRTUAL REGULAR CITY COUNCIL MEETING ACCESS INSTRUCTIONS  
MONDAY, OCTOBER 25, 2021, 7:00 P.M.**

The regular virtual meeting of the City of Swartz Creek city council is scheduled for **October 25, 2021** starting at 7:00 p.m. and will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 and rules promulgated by the Michigan Department of Health and Human Services.

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain the notice in alternate formats, please contact Connie Olger, 810-429-2766 48 hours prior to meeting,

**Zoom Instructions for Participants**

**To join the conference by phone:**

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID** number (also provided below) when prompted using your touch-tone (DTMF) keypad.

**Before a videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provide below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

**To join the videoconference:**

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone (DMTF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer.

**Participant controls in the lower left corner of the Zoom screen:**



Using the icons in the lower left corner of the Zoom screen you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View participant list-opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” show the active speaker.

**Connie Olger is inviting you to a scheduled Zoom meeting.**

**Topic: Swartz Creek City Council Meeting**

**Time: October 25, 2021 07:00 PM Eastern Time (US and Canada)**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83096401128>

**Meeting ID: 830 9640 1128**

**One tap mobile**

**+13017158592,,83096401128# US (Washington DC)**

**+13126266799,,83096401128# US (Chicago)**

**Dial by your location**

**+1 301 715 8592 US (Washington DC)**

**+1 312 626 6799 US (Chicago)**

**+1 929 205 6099 US (New York)**

**+1 253 215 8782 US (Tacoma)**

**+1 346 248 7799 US (Houston)**

**+1 669 900 6833 US (San Jose)**

**Meeting ID: 830 9640 1128**

**Find your local number: <https://us02web.zoom.us/u/kz4Jb4etg>**

**If you have any further questions or concern, please contact 810-429-2766 or email [colger@cityofswartzcreek.org](mailto:colger@cityofswartzcreek.org).**

**A copy of this notice will be posted at City Hall, 8083 Civic Drive, Swartz Creek, Michigan.**

## **CITY OF SWARTZ CREEK VIRTUAL (ELECTRONIC) MEETING RULES AND PROCEDURES**

In order to conduct an effective, open, accessible, and professional meeting, the following protocols shall apply. These protocols are derived from the standard practices of Swartz Creek public meetings, Roberts Rules of Order, the City Council General Operating Procedures, and other public board & commission procedures. These procedures are adopted to govern participation by staff, councilpersons and members of the public in all City meetings held electronically pursuant to PA 228 of 2020. Note that these protocols do not replace or eliminate established procedures or practices. Their purpose is to augment standing expectations so that practices can be adapted to a virtual meeting format.

The following shall apply to virtual meetings of the city's public bodies that are held in accordance with the Open Meetings Act.

1. Meetings of the City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Park Board, or committees thereunder may meet electronically or permit electronic participation in such meetings insofar as (1) the Michigan Department of Health and Human Services restricts the number of persons who can gather indoors due to the COVID-19 pandemic; (2) persons have an illness, injury, disability or other health-related condition that poses a risk to the personal health or safety of members of the public or the public body if they were to participate in person; or (3) there is in place a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or other person authorized to declare a state of emergency or disaster.
2. All meetings held hereunder must provide for two-way communication so that members of the public body can hear and respond to members of the general public, and vice versa.
3. Members of the public body who participate remotely must announce at the outset of the meeting that he/she is in fact attending the meeting remotely and by further identifying the specific physical location (by county, township, village and state) where he/she is located. The meeting minutes must include this information.
4. Notice of any meeting held electronically must be posted at the City Offices at least 18 hours before the meeting begins and must clearly explain the following:
  - (a) why the public body is meeting electronically;
  - (b) how members of the public may participate in the meeting electronically, including the specific telephone number, internet address or similar log-in information needed to participate in the meeting;
  - (c) how members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting;
  - (d) how persons with disabilities may participate in the meeting.

5. The notice identified above must also be posted on the City's website homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes the meeting's purpose.
6. The City must also post on the City website an agenda of the meeting at least 2 hours before the meeting begins.
7. Members of the public may offer comment only when the Chair recognizes them and under rules established by the City.
8. Members of the public who participate in a meeting held electronically may be excluded from participation in a closed session that is convened and held in compliance with the Open Meetings Act.

### **MAINTAINING ORDER**

Public body members and all individuals participating shall preserve order and shall do nothing to interrupt or delay the proceedings of public body.

All speakers shall identify themselves prior to each comment that follows another speaker, and they shall also indicate termination of their comment. For example, "Adam Zettel speaking. There were no new water main breaks to report last month. That is all."

Any participants found to disrupt a meeting shall be promptly removed by the city clerk or by order of the Mayor. Profanity in visual or auditory form is prohibited.

The public body members, participating staff, and recognized staff/consultants/presenters shall be the only participants not muted by default. All other members must request to speak by raising their digital hand on the virtual application or by dialing \*9 on their phone, if applicable.

### **MOTIONS & RESOLUTIONS**

All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. A public body member whom reads/moves for a motion may oppose, argue against or vote no on the motion.

### **PUBLIC ADDRESS OF COUNCIL**

The public shall be allowed to address a public body under the following conditions:

1. Each person who wishes to address the public body will be first recognized by the Mayor or Chair and requested to state his / her name and address. This applies to staff, petitioners, consultants, and similar participants.
2. Individuals shall seek to be recognized by raising their digital hand as appropriate on the digital application.

3. Petitioners are encouraged to appropriately identify their digital presence so they can be easily recognized during business. If you intend to call in only, please notify the clerk in advance of your phone number.
4. The city clerk shall unmute participants and the members of the public based upon the direction of the mayor or chair. Participants not recognized for this purpose shall be muted by default, including staff, petitioners, and consultants.
5. Individuals shall be allowed five (5) minutes to address the public body, unless special permission is otherwise requested and granted by the Mayor or Chair.
6. There shall be no questioning of speakers by the audience; however, the public body, upon recognition of the Mayor or Chair, may question the speaker.
7. No one shall be allowed to address the public body more than once unless special permission is requested, and granted by the Mayor or Chair.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the public body unless special permission has been requested, and granted by the Mayor or Chair.
9. Those addressing the public body shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor or Chair.
11. Public comments (those not on the agenda as speakers, petitioners, staff, and consultants) are reserved for the two "Public Comment" sections of the agenda and public hearings.

## **VOTING RECORD OF PUBLIC BODIES**

All motions, ordinances, and resolutions shall be taken by "YES" and "NO" voice vote and the vote of each member entered upon the journal.

**City of Swartz Creek**  
**CITY MANAGER'S REPORT**

Regular Council Meeting of Monday, October 25, 2021 - 7:00 P.M.

**TO:** *Honorable Mayor, Mayor Pro-Tem & Council Members*

**FROM:** Adam Zettel, City Manager

**DATE:** October 20, 2021

---

## **ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS**

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

We have a proposal to appraise the Meijer Store approved. However, the city attorney has been watching some recent court decisions and believes that there may be a better option out there. I am holding the proposal for the time being.

As of writing, there is another appraiser that is qualified and interested. Mr. Gilder believes that this is the better way to go. The primary issue is that the appraiser that we originally hired has developed a reputation among the MTT and businesses as a 'danger' to the dark stores agenda. While this may sound appealing, it has put a big target on his back, making his clients big targets for legal battles, appeals, and more appeals.

See the July 26, 2021 report for details on the Meijer appeal.

We continue with an appraisal of Family Farm and Home. This is for an appeal filed last year.

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

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

Applications for the next round of TIP funding are due in November. We are working to submit applications for Seymour and Miller (Morrish to N. Seymour). All major streets are eligible, but these are in the worst shape, by far. They are also the most likely to be awarded, since the points are largely based on condition, traffic counts, and multi-modal function (e.g. bike lanes).

Morrish Road is slated for 2022 federal funding. Note that the total scope of the project is around \$843,660, with 25% being the city's contribution (\$214,625). The city has committed the match portion to this project, which is 75-25. However, the federal allocation is capped at 75% of the original estimate, making the maximum federal reimbursement \$629,035. After three years and some project change orders, we are seeing an engineer's estimate that is \$1.1M prior to payment for construction engineering, which would add another \$150,000.

This is creating some obvious heartburn. The local match on this could easily balloon to 50%, which would place a tremendous strain on our road resources. We are working to reduce the project scope, as well as to seek a TIP amendment to increase this amount.

The project is slated to be complete in 2022. We are proceeding with preliminary engineering for this project. The engineers have included work scope regarding our desire to widen Paul Fortino to the north so that a left turn lane may be added. We are also including a mid-block crossing at Applecreek Station.

In addition, we expect to ramp up with the next round of TIP submissions. This is the phase in which we request funding of specific major streets through the federal programs next three year cycle. Andy and I have been working on a strategy, and we believe we have no choice but to submit Miller Road (Morrish to N. Seymour) and ONLY this segment. In the past, we have submitted other major streets as backup. While they have funded (Morrish and Fairchild), we have not been adequately addressing our largest and most crucial asset.

To better position our community, we are completing PE for Miller Road early and keeping it as a standby project for other unspent TIP funds in the county (e.g. if the GCRC or another community in Genesee receives funding for a project but cannot complete it for some reason, a 'shovel-ready' project can take its place). Doing so will put our project on stand by and also demonstrate to the selection committee the degree of our commitment to having Miller Road funded in the next cycle. We now have a proposal for this work. I recommend proceeding. The design needs to be complete anyway, and doing it sooner may open more doors for funding.

Lastly, the county has put Miller and Elms intersection on a short list for potential roundabout candidates. It is unclear if there will be any additional funds (safety, air quality, or other). However, we are taking the first steps to take this into consideration. This intersection certainly poses some safety and efficiency issues.

✓ **STREET PROJECT UPDATES** *(No Change of 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.*

OHM is preparing preliminary engineering for the remainder of Winchester Village and Winchester Woods. This is a very large scope of work. If we were not pursuing the USDA phase II, we would likely engineer a single street, perhaps Greenleaf. However, with the USDA funding prospect, it is possible that we will have a much larger scope of work to complete in the two year performance period.

We will report the status of the USDA grant so that we can better plan for future projects.

Chelmsford and Oakview (to Seymour) is now underway and will be completed this year. Water main and services are done, with road work on the way. Forestry work finished a while back, and we have communicated the schedule and impact letters to residents.

The city accepted the low bid by Glaeser Dawes for 2020 and 2021 work projects, including our street reconstruction projects. This is the company that completed

the first three phases of the street/water main reconstruction projects in the city since 2017.

Lighting contracts with Consumers Energy have been approved.

Crack fill services have been conducted city-wide. We are happy with the results.

✓ **BRIDGE WORK** (*No Change of Status*)

We met with the MDOT representative and the city's bridge engineers (Rowe PSC) to go over our bridge inspection file in mid-September. This was an informal audit, and everything went well. During the process, I learned that there may be 95% match maintenance funds available for the bridge decks. This could be timely for us. With the understanding that cooperation is key to awards, I have asked Rowe to coordinate with the county or other agencies to create a work package. I hope to have something before the council soon. However, like with the TIP, work would be years out.

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

✓ **SEWER REHABILITATION PROGRAM** (*Update*)

Revenues and fund balance are still adequate for an aggressive program. This is good because we have pricing for a very large scale lining project for the coming year. The District 3 expansion was much less expensive than anticipated, so this investment, as well as a potential truck purchase, are attainable. All of this is good because we have learned that there is more clay pipe in the system than we originally thought, including some of Springbrook.

The scope for the next year is proposed to be the remainder of downtown and Miller, from Elms to Morrish. The details are included in the price sheet, man-hole to man-hole. The work proposed for approval is the first column of the price sheet only. Note that the \$75,000 for lead reinsertion is in addition to the detail sheet provided. The total cost of the proposed project is \$728,364. The contractor is still providing a letter indicating static pricing from their original bid, a very fortuitous offer.

Given the pricing of the other inspections in the sheet, we are going to hold off on those for the time being. When we consider our recent discussions regarding a jetting truck, it might be best to consider these only after we know if we are to do them in-house or with a contractor. Note that we are still looking at costs for in-house vs contracted cleaning. As you can see from the proposals, Granite is seeking \$3.25 per foot (~\$17,000/mile). We expect to clean about four miles a year moving forward (\$68,000).

With all that said, I recommend we wait on approving the cleaning/jetting of previously lined areas for the moment. Though we plan to do this, I think we need to decide first on the truck purchase. We have time. Given the massive cost of this year's project, we should probably take the time anyways. I have included a resolution to award the work to Granite (formerly Liqui-Force) for the lining work.

✓ **WATER MAIN REPLACEMENT - USDA** (*No Change of Status*)

The west Miller, Morrish, Bristol Road, and Village segments are complete. The contractor will be starting soon on the final component of USDA phase I, which is the Miller Road segment from Elms to Raubinger.

Note that Morrish Road paving and paint markings are temporary. We have timed this so that repairs commence next year with the Transportation Improvement Program funds.

OHM is working on an application for another round of USDA grant/loans. This will help us afford the remainder of the Winchester Village Streets:

Greenleaf  
Winshall  
Durwood  
Norbury  
Whitney  
Seymour (South of Miller)

If we are going to do this, we may need to skip a street reconstruction in 2022 so that the USDA process is ready to go. The upside is that 2023 and 2024 could see the total completion of all Village water main and streets. Doing so will also require another street bond (funded with existing revenues). This is something we can probably arrange for ten years like we did with the first segment of road work.

If the USDA application is approved, we will know our obligations towards additional notes or access to grants. We can then formalize a workable financial and construction plan to finish the Village streets and water main. Note that we seek preliminary engineering for the streets at this meeting (not water main at this time).

As presented by the GCDC on April 12, the new county Master Plan includes a northern loop and southern loop option to provide redundancy and stability to the system. This is good news since Gaines and Clayton Township rely on the overstressed Miller line. There will not be any cost participation by the city, but the timeline is unclear. There are rumors that recovery act funds may be put forth to accelerate a loop.

The city is revisiting an effort to work with the county to abandon the 8" Dye Road water main in the vicinity of the rail line (west side of Dye). 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 16" line. It appears the transition cost would be about \$25,000. Mr. Harris and I have learned of the needs from the county and are ready to proceed. We may look to add this as USDA work or bring back a separate proposal. Note that the city line will be abandoned, but the city will still retain the customers.

✓ **WATER SYSTEM MASTER PLAN** *(No Change of Status)*

The water reliability study has been submitted to the state. They are reviewing the document and will provide feedback, if needed. Once finalized, we can integrate the findings into the city capital improvement plan.

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

The last of the lots acquired prior to the special assessment have been sold. The city also has two more lots that were acquired through the tax reversion process. There is interest by the builder to proceed with acquisition and construction. This would finally clear us of the subdivision and put the association in a better position to build membership and dues for their operations.

Though the city cannot retain funds in addition to expenses for these lots, we are still expected to sell them at market value. Listings in Heritage for vacant units are \$10,000-\$12,000, and none of them are moving. I propose a price of \$10,000 for each lot. If there is no objection, I will bring this back to the council for the first step of the sale process.

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

The fall newsletter is out for distribution.

✓ **CONSTRUCTION & DEVELOPMENT UPDATE** (*See Individual Category*)

This will be a standing section of the report that provides a consolidated list for a brief status on public and private construction/developmental projects in the city.

1. The city has been recommended for funding through the **DNR Trust funds for 2021 construction of the Genesee Valley Trail**. The MDOT grant is conditionally awarded. We hope to combine this with the Safe Routes to School initiative for 2021 construction. We await filing of a final boundary map prior to bringing the grant agreement to council. As of writing the SRTS project appears to be a 2023 project.
2. **(Update)** The **raceway owner is still considering racing**. The state has more bills in the works. We should know something soon. As a backup plan, the owner will be looking to repurpose the site and cooperate with our master plan process. See details below.
3. Communities First has a purchase option for **Mary Crapo**. This option has apparently been extended by the School Board through February of 2022. Their first application and second applications were denied. The zoning, site plan, and PILOT for the 40 unit building conversion have been approved by the city. The land purchase and state approvals are still pending. The park board recommends against the lease unless terms are dramatically improved to allow flexible public use.
4. The **school bond** passed and many improvements have occurred and many are expected throughout the district. Total investment for this effort will exceed \$50 million over two to three years. The improvements so far are very impressive, especially what is occurring at the middle and high schools. The project is likely to result in another access to Cappy Lane for the high school. It also appears that the school will be adding a walking path on their high school campus that should be integrated with other pedestrian features.
5. **Street repair in 2021** will be wrapping up soon. We will be completing the remainder of Chelmsford and Oakview to Seymour in October. The city also has a section on Miller Road to replace yet this year, between Raubinger and Elms.

6. The **Applecreek Station** development of 48 townhomes is on hold due to construction material availability and cost. They continue to seek final review by the county. These units range in size from 1,389 to 1,630 square feet, with garages. Construction will occur on vacant land in the back of the development, by Springbrook Colony. Site engineering plans have just been submitted by the owner. Rents are expected to be about \$1.00 per square foot (~ \$1,600 a month) which matches rents in Winchester Village. This project is on hold pending the sewer relief project.
7. **(Update)** The **Brewer Condo Project** is all systems go. Site work is underway, and building permits are in the works. The project includes 15 townhome condos off Morrish Road in downtown. They are approximately 1,750 square feet, with two car garages and basements.
8. **(Update)** The next **Springbrook East** phase is under construction. They have pulled many home permits. There is currently an issue with a home that is under construction, with said home being placed outside the building footprint. A hearing on the variance was held on October 20<sup>th</sup>, and all dimensional variances were approved. We are requiring staking of all building footprint and foundation walls prior to commencement.

✓ **TAP/DNR TRAIL** *(No Change of Status)*

We are making great progress affirming easements with the MDOT. They have some procedural requirements for easement acquisition that are very different for current projects, as well as past projects. Our project is being caught in the transition period, and it is not obvious to MDOT that all the boxes are checked. This is delaying us and is requiring appraisal work for some SRTS parcels and TAP parcels alike. The previous report follows.

The DNR indicates that funds are now officially obligated for the Trust Fund grant, in the amount of \$300,000! We now have a grant agreement to approve. This is a standard form instrument that we must abide by to get the funds. I have included the agreement and a resolution in the packet.

It appears there might still be an opportunity to roll this in with the SRTS trail. Either way, we expect to bid in about six months. As always, the bids could come in high or construction change orders could add costs, but we are definitely in a good spot. I suspect high exposure will be \$150,000 of local funds at this point. Hopefully, this will cover most of it!

✓ **SAFE ROUTES TO SCHOOL** *(Business Item)*

We are working on the four easements that are required for this project. Two have been signed already (school and Kincaid Apartments). We continue to communicate with the farmers on Bristol Road by Elms Elementary (Jaworsky). We are conducting an appraisal for Jaworsky, as required by MDOT, but this should result in an agreeable purchase for the city council to consider.

At this point, we have negotiated a price with the owner of the Kincaid fairgrounds. I am not thrilled with it. However, this property is zoned for multiple family residential and the owner has concerns about losing usable land. They are also very shrewd negotiators. After much back and forth, we agreed to consider \$12,500 as the value. Note that some

work still needs to be performed on the site, but this will be included in the project costs. Such work includes fencing for safety and limited drainage work.

This price is certainly on the high end of high, but it is not ridiculous. In the interest of avoiding the costs, time, and bad will associated with a condemnation, it is worth a look. I have included a resolution in the affirmative to proceed.

I do not recommend we proceed with the condemnation proceedings for any of the remaining properties at this point. I will monitor our progress and report back to the city council.

Preliminary engineering is underway. This project is likely to be done in 2022, or 2023. There is still a chance that this will be combined with the TAP/DNR project.

This is a substantial grant for another \$650,000+ for trails and walkways in the community! This will enable installation of paths near the middle school, Elms, and Syring for student safety. These connections will also enhance our trail network.

✓ **REDEVELOPMENT READY COMMUNITIES** *(Update)*

We will be having a meeting with our MEDC liaison in October. This will set the table for some of our next steps.

We are also working with at least one local business for a Match on Main grant of up to \$25,000 for investments in a downtown building! We should know if this is successful by December.

The master plan is proceeding, and the city received the funds this week to assist with this (\$30,000). The MEDC continues to offer much in-kind support to our efforts.

Our community needs to find specific projects to exercise a crowd funding match for a public place enhancement. This is a big deal and can provide up to \$50,000 towards a downtown project!

A link to this program is here: <https://www.miplace.org/programs/public-spaces-community-places/>

Perhaps Otterburn Park would be a good place to start, if nothing downtown presents itself.

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

We have some interest in the Wade Street property from J.W. Morgan. Since this property is just taking up space and generating mowing bills, we should consider unloading it. This is especially true since it is likely to lose its tax exempt status. An infill bungalow house might be the way to go. The floodplain is complicating matters. We will be looking into this.

There is also the matter of a fire pit that has been left onsite. While the city has been actively caring for this property. It is possible that the house to the north continues to use it for recreation. Like other properties, we have not actively excluded use. However,

it might be wise to do so for liability reasons. Since there were no objections at the first August meeting, I have ordered staff to clear the site of the fire pit and other features not belonging to the city. We will get to it when we can.

✓ **8002 MILLER (Update)**

The tenant owes more than \$12,000, despite some incremental payments. Mr. Stritmatter is proceeding with eviction per the city council's motion.

✓ **CDBG (No Change of Status)**

Applications were submitted for the 2022-2024 cycle which will go towards senior services and new downtown residential neighborhood sidewalks. We signed updated agreements to receive and use this funds on September 2<sup>nd</sup>. Work will be in 2023 for the downtown sidewalks though.

✓ **GIS MAPS (Update)**

We are looking at activating our GIS by further auditing the data and creating 'widgets' to help us with specific tasks. The widgets would be applications that are made specifically to perform and track tasks, such as hydrant flushing, valve turning, and sewer cleaning. These applications will serve as a depository for GIS information on the asset, its current status, and future management. Depending on the scope of work, we may bring some of the proposals for application creation to the city council.

✓ **DISC GOLF (Update)**

Otterburn Park and the disc golf course is moving into the next phase! Basket 18 (the sledding hill) is looking amazing! The contractor is smoothing out some fairways and adding some topography to the rest of the course. We also have a plan for a circle-drive parking lot, with pavilion.

The disc golf committee has been working hard to place holes for baskets, clear fairways, and raise funds. They have been out there doing some very intense volunteering in October.

✓ **8067 MILLER ROAD (Update)**

We have approved the addendum to sell 8067 Miller. **We will look to hold a special meeting at 6:00 p.m. on October 28<sup>th</sup> so we can close on the property.**

✓ **MASTER PLAN UPDATE (No Change of Status)**

CIB, in conjunction with Smith Group, are working on the Master Plan/DDA Plan. The planning commission, along with the steering committee and focus group, have made a lot of progress on the design guidelines and downtown subarea plans. There should be a composite draft of the master plan, including vision, goals, and objectives for the November meeting.

The Planning Commission will be the forum for most of the review, with the DDA invited to participate in all PC meetings. All city officials are encouraged to take a very active role in this process. Formal review and public hearings will be conducted at the PC, DDA, and Council level as required by statute.

Formalization of the plan is likely going to be in early 2022.

✓ **RACEWAY (Update)**

The owner is holding some degree of hope for new legislation to enable racing. However, they continue to proceed with reuse. GM is temporarily storing cars onsite. The owner is also looking to engage in our master plan process. Again, I think they are considering marijuana uses so start pondering that and seeking input from constituents.

The previous report follows.

I have reached out to the state MEDC folks to see what assistance we may get to plan, market, or rehabilitate the site. I am getting positive feedback so far, but we have not concluded anything.

The raceway owner is ready to move on. They are going to test the market for possible buyers and users of the site. We have been communicating with them concerning the city's ability to provide services, specifically traffic to the site. We have also been stressing our desire to place low-impact uses there that compliment (or at least are not detrimental) to the adjacent properties.

This conversation has led us away from high-traffic retail and apartment uses. We are leaning towards consideration of a modern light industrial park. This could provide daily users that complement the downtown and retail of the city, while having a low impact on services and the surrounding areas. Of course, a site this size is likely to have multiple users and might still offer sites for hospitality, hotel, or condo space. We would need to work on a plan together to ascertain how the community should proceed.

I also suspect that the owner will get potential buyers in the marijuana growing or production industries. This is something that the city considered when the five medical marijuana license types were decriminalized in Michigan. All such licenses were prohibited. With the impact of such sites (growing and production only; not retail) being observable in more and more Michigan communities, our community should revisit this as a potential springboard to getting the site functional.

✓ **COVID AID (No Change of Status)**

We updated our list of funding ideas for ARPA funds based upon input received. The U.S. Department of Treasury has extended the reporting deadline for the Project and Expenditures Report from October of this year to April 30, 2022. As noted, I think we can easily fill this list up with COVID related matters and deferred maintenance projects that can be funded through the revenue loss component of ARPA.

MAKE NO MISTAKE, THIS MONEY WILL NOT GO FAR! Our community is ahead of most in terms of basic infrastructure and maintenance. However, planned investments in our existing capital improvement plan and deferred maintenance will chew through this very rapidly. Especially when considering the funding demands that are forthcoming for fire equipment, potential overages in streets/trails, and inflationary costs.

With that said, we still should include every essential or potential expenditure on the list so that the prioritization and options remain on the table in future years. We definitely have some things to do sooner than later, but the funds will be with us for many fiscal years to come.

The previous report follows:

It appears that our community will be receiving about ~\$550,000 in stimulus funds. This allocation is supposed to be a direct federal allocation (via the State of Michigan) under the American Rescue Plan Act of 2021. We are going to be able to apply for the first distribution (50%) in early July. We will do so, with the understanding that we still have time to commit to an eligible expense. These funds will need to be spent in approximately 24 months and are not to be comingled with other operating funds.

Initial recommendations from the National League of Cities include expenditures on essential sanitation infrastructure, such as water and sewer. They also note the importance of economic recovery. This MAY include allocations to improvements related to downtown and recreation. It MAY also include direct allocations to businesses in the form of loans or grants. While the categories have been laid out, it is not obvious what specific expenses are permitted.

Another available option is the recovery of revenues below the ~4% bench mark set by the feds. What this boils down to is that we can place said funds into our general fund to the extent that revenues are not meeting national benchmarks. We continue to educate ourselves and make inquiries.

✓ **PAVILION COMMITMENT** *(Update)*

The city council has committed to installing a pavilion at Otterburn Park, including a commitment of \$20,000. The family joined us at the August 4 Park Board meeting. After discussion, it appears that a relatively large pavilion, with electricity and a concrete slab is desired.

A consultation with Tri-City Construction indicates that we can probably have a 30x40 foot steel pavilion installed on a 4" slab for about \$35,000. This is a good price, and the initial cut-sheets look good. Park Board believes this is a good direction to go in. I suspect a project like this could get much in terms of donations and in-kind assembly help.

The family appears supportive. We are seeking a time to meet to go over details. This is certainly likely to be bid. However, I am hopeful the council gives Tri-City a good look. They are a Swartz Creek Chamber member and offered to attend meetings and consult when other companies were scarce. We will look to get something specific in front of the city council this winter.

✓ **WATER OPERATIONS SERVICES** *(No Change of Status)*

We are in a position to proceed with an agreement with the GCDC-WWS to supply operational services to the city regarding the water distribution system. This has enabled us to have a broader array of options in selecting the next DPW Director. However, there is no rush to act quickly. We have the ability to take our time further study and consider

options. One of the first items of business as we onboard a new director is to consider this option. I will keep the council informed.

✓ **PARK GATES** (*Business Item*)

As we priced the gates, it was evident that they were going to come in higher than the \$5,000 limit, perhaps even the \$7,500 limit. As such, we went out to bid. Unfortunately, we have only one bid return. The upside is that the bidder is the local company, Michigan Fence. They are located off Hill Road and generally do most of the local fence work. The downside is that we are not seeing a lot of interest from other companies. As with the HVAC, we intend to focus on bidder participation moving forward.

For now, we have a bid to procure and install custom gates at both entrances to Elms Park. The price is \$8,304. I am including a resolution to approve the bid.

✓ **SECURITY CAMERAS** (*No Change of Status*)

We are looking at pricing to run conduit in the park. This will have the benefit of providing power (potentially) to additional pavilions. It is also essential if we are to power cameras and provide a feed to the recording device. Once complete, we can better plan for a security system.

✓ **HYDROCORP ISSUES** (*Update*)

We have been in contact with all commercial account holders that were sent shut off notices. All parties are arranging to have their components tested, so we do not need to proceed with service termination.

Concerning the lack of participation for residential cross connection inspections, Rob and I met with Hydrocorp on the 22<sup>nd</sup>. They are making some changes moving forward that should help. In addition to the changes noted below, they will also be creating a dedicated website, with informational video, just for the city! This should help a lot!

The other changes will occur for the week of November 15<sup>th</sup>.

- Block scheduling will be reduced from 4 hour blocks to 2 hour blocks
- The week of 12/15 will include 4 ten hour shifts by our field inspector
- Available appointments will be from 8am – 6:30pm, Monday - Thursday
- Current residential homes in “Shut off” status will be re-issued another inspection notice
- Any residential water customer unable to schedule an appointment for the week of November 15<sup>th</sup>, will be placed on the waiting list or scheduled for February 2022.

✓ **FATS, OILS, AND GREASE SEWER ENFORCEMENT (FOG)** (*Update*)

We will proceed with the program. This should be a relatively straight forward and inexpensive program. I will look to remove this from future reports unless something occurs that is not expected.

✓ **HVAC BID** (*Update*)

They HVAC bid DID include the 3<sup>rd</sup> furnace. As such, we proceeded with the work. Moving forward, we are going to go to greater lengths to solicit bids, especially in the

community. After further debriefing, it appears the initial quote submitted by one provider was confused. The thought their early quote count as a bid (it does not). We really cannot speak to the others. However we can hand deliver bids or make additional calls moving forward.

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

✓ **MONTHLY REPORTS** *(Update)*

We have routine departmental reports for review.

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

✓ **PLANNING COMMISSION** *(No Change of Status)*

The Planning Commission met on October 5, 2021. They discussed the community master plan (see above). They also further deliberated on a new pond ordinance that will provide a basis for review of ponds as an accessory use. This is expected to be reviewed at a public hearing on November 2, 2021.

Attendance has been an issue this fall for members of the commission. We only had five of nine for the October meeting.

There is a site plan submission (not yet complete) for modifications to the Springbrook East Master Deed.

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

The DDA activity is mostly limited to the master plan, which is no small matter. The master plan is focusing on downtown sub-area plans and design guidelines. While the DDA has not met since August, they are expected to attend to plan drafts and planning commission meetings. Their next meeting is scheduled for November 11.

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

The ZBA met on October 20 to hear a variance related to the construction of a new condominium outside of the building envelope in Springbrook East. There was a fair amount of public attendance. The variance was approved without conditions. Their next meeting is scheduled for November 17.

✓ **PARKS AND RECREATION COMMISSION** *(No Change of Status)*

The Park Board met on October 6th. There were updates on disc golf, Otterburn Park, and the trails (see above). Draft minutes are included. Their next meeting is November 3rd at the city offices.

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

The Board of Review met for their July meeting on the 20<sup>th</sup>. This session was to hear errors and omissions. I do not have a tally of petitioners or outcomes at this time.

✓ **CLERK'S OFFICE/ELECTION UPDATE** *(Update)*

I have been updating all my election manuals, getting ready for a busy year in 2022. I am also preparing candidate packets for the council election next year. I will have

these available in December. I am still working on the retention of records since this year we haven't had an election I am able to really do some work in this area. .

✓ **DEPARTMENT OF COMMUNITY SERVICES UPDATE (Update)**

Street and water main projects on Oakview and Chelmsford are progressing and moving toward completion. Oakview has received the first lift of asphalt and all of the concrete has been poured. Final restoration including top soil and grass seed is being completed and then the final lift of asphalt will be completed. We expect all to be completed this week (10/25). Chelmsford is about 1 week behind Oakview but is nearing completion as well. Curb and gutter and sidewalk has been completed and they will be completing driveway approaches and the first lift of asphalt will be installed shortly thereafter.

Recently we have experienced several water main breaks and our crews have worked closely with Dawe's to facilitate the shutdowns and repairs. At this time I don't have an explanation as to the why we are experiencing these water main breaks. Due to the nature of the breaks it appears some sort of water hammer events is causing them.

DPS will be starting fall hydrant maintenance, winterization and flushing in the week of 10/25.

✓ **TREASURER UPDATE (Update)**

Staff has been busy with the collection of utility payments. Presentation of the financial statements will be made to council at the regular council meeting Monday, November 22, 2021. Work continues on various projects around the office. Routine operations include, but not limited to, daily/weekly/monthly journal entries, bank wires, review/approval of accounts payable invoices, building department permits and rental inspection collections, processing payroll, receipt of tax and utility billing payments, accounting for grants and projects and other financial matters impacting the city.

## **NEW BUSINESS / PROJECTED ISSUES & PROJECTS**

✓ **SEWER EQUIPMENT PURCHASE (Update)**

We are close to have some initial cost-benefit analysis done. See the sewer rehab section above for a description of routine cleaning prices. We now need to get some labor hour estimates and internal equipment hourly costs. Staff has been moving fast (thank you Susan and Deanna) to help us make this decision. The previous report follows:

In an effort to ensure great sewer reliability and long term asset management, Mr. Bincsik has been weighing the benefit of purchasing a sewer jetting truck. Having such a piece of equipment will eliminate our need to rely on third party contractors during after-hour sewer backups, a tenuous proposition these days.

The purchase will also enable us to conduct our own main line jetting program. This is something we absolutely cannot do at this time without large scale contracted services. Even then, we are lucky to clear each main line every 10 years. With our own piece of equipment, we would look to clear each main line every 3-5 years, with problem areas addressed every year or so (Miller and Elms).

The cost is substantial (~\$450,000), but it will reduce our need to contract with private sewer cleaning companies. Most importantly, it will enable our own crews to respond to emergencies involving the sanitary and storm sewer system. We will certainly see a reduction in contracted jetting services, but I expect no overall savings when weighed against the purchase. However, we still recommend looking at this option, since the goal is to enhance our services. The sewer fund IS in a position to cover the purchase and operating costs.

Another benefit is that this will bring high-level work back 'in-house'. This will enable us to supply more labor hours to the DPW in general, thereby offsetting the cost of an additional labor position. This is something we have been working towards for some time to have a larger scale of operations throughout the year.

At any rate, we are only including this narrative, an email price quote, and some images at this time. If there is an appetite to move in this direction, we can indicate our interest and bring back a formal proposal or set of proposals for such equipment. Mr. Bincsik may be at our meeting to indicate his preference for this make and model.

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

This group meets every two years to review the stipends of council members. They also make recommendations on Board of Review, Zoning Board of Appeals, and Election Workers. I do not expect big changes this year, since those occurred in 2019. However, I do recommend that the board look to make regular inflationary adjustments. This will keep compensation fair and reduced the need for massive pay studies. See the packet for details. They met at 5pm on October 28<sup>th</sup>.

**Council Questions, Inquiries, Requests, Comments, and Notes**

*Jeepers Creekers:* A pub crawl is planned for October 23<sup>rd</sup>.

*GFL Automated Service:* They expect to commence with single operator automated service in November.

*Medical Marijuana:* The state is likely to pass legislation that will impact home caregivers function and the potential for non-home grow operations. In general, it would limit caregivers to 1 patient for residential dwellings. Communities could choose to allow up to 5 patients in other zoning districts. There would also be a state registration process.

*Boil Water Advisory:* We experienced a main break on Miller Road on October 18<sup>th</sup>. This situation still caused a steep drop in pressure since we are without a feed on the west end. As such, we issued a boil water notice until bacterial samples were affirmed. All samples met safe drinking water standards.

*Chesterfield Lighting:* A resident from the unimproved section of Chesterfield believes the area is underserved with paving and lights.

**City of Swartz Creek  
RESOLUTIONS  
Regular Council Meeting, Monday, October 25, 2021, 7:00 P.M.**

**Motion No. 211025-4A**                      **MINUTES – OCTOBER 25, 2021**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, October 11, 2021, to be circulated and placed on file.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Motion No. 211025-5A**                      **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 October 25, 2021, to be circulated and placed on file.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Motion No. 211025-6A**                      **CITY MANAGER’S REPORT**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council accept the City Manager’s Report of October 25, 2021, including reports and communications, to be circulated and placed on file.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 211025-8A**                      **RESOLUTION TO APPROVE 2021-2022 SEWER LINING PROJECTS**

Motion by Councilmember: \_\_\_\_\_

**WHEREAS**, the city selected Liqui-Force Services (USA) Inc. (currently known as Granite, Inc.), to perform certain sewer inspections and repairs in 2008 based upon a competitive request-for-proposal process that included fixed unit costs for services; and

**WHEREAS**, based upon the quality and reliability of work performed, Granite has remained the city’s contractor for these specialized services past the original 2012 term of the contract; and

**WHEREAS**, Granite has agreed to extend their unit costs through June of 2023 for the purpose of completing work on the sanitary sewer system; and

**WHEREAS**, additional sewer rehabilitation work has been identified by staff and the city engineer based upon current inspections and consultation with the 20 year sewer plan.

**NOW, THEREFORE, BE IT RESOLVED** the City of Swartz Creek hereby approves the proposal and associated unit costs, in part, to perform rehabilitation on the sanitary sewer system as outlined for Miller Road and various streets in the downtown as outlined on the updated proposal dated October 8, 2021, in the amount of \$728,364.50, plus a 10% contingency, funds to be appropriated to the Sewer 591 fund.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** the City of Swartz Creek hereby directs the city manager to create and execute a standard contractor agreement with the contractor.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 211025-8B**

**RESOLUTION TO APPROVE ELMS PARK GATES BID APPROVAL**

Motion by Councilmember: \_\_\_\_\_

**WHEREAS**, the City of Swartz Creek owns operates and maintains a system of parks in the community, including grounds, facilities, and equipment; and

**WHEREAS**, at the recommendation of the Parks and Recreation Advisory Board, the City Council authorized the installation of gates at the entrances to Elms Park, as a method to reduce after hours traffic in the park; and

**WHEREAS**, in accordance with the City’s Purchasing Ordinance, Chapter 2, Article VI, Section 2-402, the city solicited sealed bids for this project; and

**WHEREAS**, the city received one qualified bid, from Michigan Fence Company, Inc., in the amount of \$8,304.

**NOW, THEREFORE BE IT RESOLVED** that the City of Swartz Creek City Council accepts the low bid of \$8,304 for procurement and installation of the gates at Elms Park, such expenses to be apportioned and expensed from the Elms Park Project Fund.

**BE IT FURTHER RESOLVED** that the City Council hereby authorizes and directs the Mayor to execute the proposal on behalf of the city.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 211025-8C**

**A RESOLUTION TO AUTHORIZE A MARKET VALUE OFFER TO 5086 MORRISH ROAD FOR A PERMANENT EASEMENT TO CONSTRUCT, OPERATE AND MAINTAIN THE SAFE ROUTES TO SCHOOL PATH**

Motion by Councilmember: \_\_\_\_\_

**WHEREAS**, the City of Swartz Creek has formally planned for, acquired funds for, and intends to construct an extension of the Genesee Valley Regional Trail as well as a connected Safe Routes to School laterals, and

**WHEREAS**, the trail is a high priority regional asset that functions as an integral part of a non-motorized transportation network, as well as a recreational asset, and

**WHEREAS**, the trail extension will provide value for public use for walkers, bikers, joggers, and other users by providing a direct health and recreational benefit and by providing access to non-motorized travel between key destinations, and

**WHEREAS**, MDOT standards for construction require a substantial and ridged footprint to accommodate the 10 foot wide path and accompanying shoulders, and

**WHEREAS**, some sections of the path lack the proper right-of-way to accommodate the path, and

**WHEREAS**, some permanent easements have not yet been acquired through donation or good faith offers acquisition, and

**WHEREAS**, the city has been working with said property owners to negotiate a market transaction for permanent easement rights.

**WHEREAS**, the owner of 5086 Morrish Road is agreeable to provide the easement for the sum of \$12,500, a sum that staff finds reasonable enough, barely.

**THEREFORE, BE IT RESOLVED** that the City of Swartz Creek authorizes and directs the city manager to sign and execute permanent easement as included in the city council packet of October 25, 2021.

**BE IT FURTHER RESOLVED** that the city shall issue payment directly to the property owners at the time of easement execution, as directed by the city attorney.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Motion No. 211025-11A**

**ADJOURN**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council adjourn the regular council meeting of October 25, 2021.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE REGULAR COUNCIL MEETING  
DATE 10/11/2021**

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: Fountain, Florence, Gilbert, Hicks, Krueger, Pinkston, Henry.

Councilmembers Absent: None.

Staff Present: City Manager Adam Zettel, Clerk Connie Olger.

Others Present: Bob Plumb, Dennis Cramer, Fire Chief Plumb, Steve Long.

Others Virtually Attended: Lania Rocha, Director of Public & Community Services  
Rob Bincsik.

**APPROVAL OF MINUTES**

**Resolution No. 211011-01**

**(Carried)**

Motion by Councilmember Florence  
Second by Councilmember Fountain

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday September 27, 2021 to be circulated and placed on file.

YES Florence, Gilbert, Hicks, Krueger, Pinkston, Henry, Fountain.  
NO: None. Motion Declared Carried.

**APPROVAL OF AGENDA**

**Resolution No. 211011-02**

**(Carried)**

Motion by Councilmember Henry  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council approve the Agenda as, presented for the Regular Council Meeting of October 11, 2021, to be circulated and placed on file.

YES: Gilbert, Hicks, Krueger, Pinkston, Henry, Fountain, Florence.  
NO: None. Motion Declared Carried.

### **CITY MANAGER'S REPORT**

#### **Resolution No. 211011-03**

**(Carried)**

Motion by Councilmember Fountain  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council accept the City Manager's Report of October 11, 2021, including reports and communications to be circulated and placed on file.

Discussion Ensued.

YES: Hicks, Krueger, Pinkston, Henry, Fountain, Florence, Gilbert.  
NO: None. Motion Declared Carried.

### **MEETING OPENED TO THE PUBLIC:**

Steve Long 5356 Worchester Drive, would like to set up a date/time for delivery of the curio cabinet for the front lobby. Mr. Zettel responded the city could have a few DPW workers help just let him know but it would have to be before 4:30, which is the workers end of workday.

Dennis Cramer 5299 Worchester Drive, participated at the marketplace booth at Jeepers Creekers for recycling education and it was very successful. If anyone is aware of a veteran in need of help please give them his number.

### **COUNCIL BUSINESS:**

#### **RESOLUTION TO APPROVE THE FISCAL YEAR 2022 BUDGET FOR THE FIRE DEPARTMENT**

#### **Resolution No. 211011-04**

**(Carried)**

Motion by Mayor Pro Tem Hicks  
Second by Councilmember Henry

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

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

**WHEREAS**, the Swartz Creek Fire Board affirmed the proposed budget at their regular meeting on September 20, 2021.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City of Swartz Creek approve the Fiscal Year 2022 Swartz Creek Area Fire Board Budget, a copy of which is attached hereto, gross maximum total not to exceed \$326,329, to be paid commensurate of the agreement between the City of Swartz Creek and the Township of Clayton, payment being the City's obligation of one-half of the proposed total budget.

Discussion Ensued.

YES: Krueger, Pinkston, Henry, Fountain, Florence, Gilbert, Hicks.

NO: None. Motion Declared Carried.

## **RESOLUTION TO APPROVE THE FIRE DEPARTMENT EQUIPMENT PURCHASE**

**Resolution No. 211011-05**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Florence

**I Move** the Swartz Creek City Council approve the Fire Department equipment purchase of \$60,000 from fund 402.

YES: Pinkston, Henry, Fountain, Florence, Gilbert, Hicks, Krueger.

NO: None. Motion Declared Carried.

## **RESOLUTION TO APPROVE A PROFESSIONAL SERVICE AGREEMENT FOR OVERSIGHT OF SEWER FATS, OILS, AND GREASE MANAGEMENT**

**Resolution No. 211011-06**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Fountain

**WHEREAS**, the city owns, operates, and maintains a system of sanitary sewer assets; and

**WHEREAS**, the city administers an asset management and maintenance program for said sewer assets, which includes inspections, cleaning, and lining; and

**WHEREAS**, the city also recognizes the importance of reducing fats, oils, and grease (FOG's) in the public system and has adopted best practices and ordinances to that end; and

**WHEREAS**, the city has not pursued active enforcement of the FOG standards in relationship to commercial kitchens, but now recognizes the importance of doing so to reduce system maintenance and increase system reliability; and

**WHEREAS**, DLZ is a federally pre-qualified engineer that has been recognized by city staff as a leader in sanitary sewer services, and they submitted a proposal to perform the services as outlined in the attached proposal dated September 15, 2021; and

**WHEREAS**, the city finds DLZ to be a qualified firm performing a professional service.

**NOW, THEREFORE, BE IT RESOLVED** the City of Swartz Creek approves the service proposal by DLZ as dated September 15, 2021 and included in the October 11, 2021 city council packet, in the amount of \$14,244 for Fats, Oils, and Grease Program Services.

**BE IT FURTHER RESOLVED** the City of Swartz Creek authorizes and directs the Mayor to execute this proposal on behalf of the city.

Discussion Ensued.

YES: Henry, Fountain, Florence, Gilbert, Hicks, Krueger, Pinkston.  
NO: None. Motion Declared Carried.

## **RESOLUTION TO APPROVE HVAC EQUIPMENT AND INSTALLATION BID AWARD**

**Resolution No. 211011-07**

**(Amended)**

Motion by Councilmember Pinkston  
Second by Councilmember Henry

**WHEREAS**, the City of Swartz Creek sought sealed bids for the provision and installation of three furnaces and three AC units located at the civic campus; and

**WHEREAS**, the City of Swartz Creek sought sealed alternative bids for the provision and installation of enhanced air cleaners, thermostats, and high efficiency equipment at the civic campus; and

**WHEREAS**, Dee Cramer is the low bidder, with pricing as follows:

1. Primary HVAC Replacement: \$19,284

2. Filter Retrofits x5: \$4,573
3. Thermostat Replacements x5: \$1,891
4. Six Filter: \$915
5. Six Thermostat: \$378
6. Increased Efficiency Option: \$2,834; and

**WHEREAS**, Dee Cramer is found to be of sufficient capacity and experience to perform the services to expectations.

**NOW, THEREFORE, BE IT RESOLVED**, the Swartz Creek City Council hereby awards the contract for HVAC to the low bidder, Dee Cramer per the specifications set forth in the bid document, inclusive of all alternates, for a total price of \$29,875, and further direct the City Manager to prepare and execute a contractor's agreement with Dee Cramer.

**NOW, THEREFORE, BE IT RESOLVED**, the Swartz Creek City Council further directs the City Treasurer to amend the budget and apportion funds at her discretion.

Discussion Ensued.

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Henry

**I Move** the Swartz Creek City Council approve the HVAC equipment and installation bid with the contingent of three furnaces being quoted in the bid.

YES: Florence, Hicks, Krueger, Henry, Fountain.  
NO: Gilbert, Pinkston. Motion Declared Carried.

YES: Fountain, Florence, Hicks, Krueger, Henry.  
NO: Gilbert, Pinkston. Motion Declared Carried.

**SEWER EQUIPMENT PURCHASE**

**DISCUSSION**

Rob Bincsik, Director of Public & Community Services, communicated the past experiences they have had with outsourcing sewer service companies and the reasons he is suggesting a purchase of a Vactor. He is asking council on whether we should proceed investing time to research the options of purchasing this equipment.

Mr. Zettel also explained this purchase would allow us to do maintenance on our schedule and take care of emergencies timely.

Mayor Krueger requested Mr. Zettel bring to council a cost comparison of doing work with our own equipment/staff versus outsourcing projects, to the next council meeting.

**MEETING OPENED TO THE PUBLIC:**

Dennis Cramer 5299 Worchester Drive, Communities First bought the Masonic Temple in Downtown Flint.

**REMARKS BY COUNCILMEMBERS:**

Councilmember Henry thanked all who helped out at Jeepers Creekers event, it was a nice event.

Councilmember Fountain enjoyed the Jeepers Creekers event and heard lots of compliments about it.

Mayor Pro Tem Hicks informed everyone about Plante Moran’s webinars and there is one tomorrow and they are very informative.

Councilmember Gilbert wished everyone a good evening.

Councilmember Pinkston was disappointed on the lack of HVAC bids, being only one received and not even from a local business.

Mayor Krueger agreed with Councilmember Pinkston.

**ADJOURNMENT**

**Resolution No. 211011-08**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Fountain

**I Move** the Swartz Creek City Council adjourn the regular meeting at 9:02 p.m.

Unanimous Voice Vote.

---

**David A. Krueger, Mayor**

---

**Connie Olger, City Clerk**

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK  
PERIOD ENDING 09/30/2021

GL NUMBER	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 09/30/2021	AVAILABLE BALANCE	% BDGT USED
<b>Fund 101 - General Fund</b>					
<b>Revenue</b>					
000.000 - General	2,374,764.00	2,374,764.00	1,926,077.57	448,686.43	81.11
172.000 - Executive	0.00	0.00	9,350.00	(9,350.00)	100.00
215.000 - Administration and Clerk	30.00	30.00	0.00	30.00	0.00
301.000 - Police Dept	4,250.00	4,250.00	8,721.71	(4,471.71)	205.22
336.000 - Fire Department	0.00	0.00	1,560.29	(1,560.29)	100.00
345.000 - PUBLIC SAFETY BUILDING	26,500.00	26,500.00	4,726.81	21,773.19	17.84
371.000 - Building/Zoning/Planning	54,950.00	54,950.00	23,661.75	31,288.25	43.06
410.000 - Building & Zoning & Planning	0.00	0.00	135.00	(135.00)	100.00
444.000 - Sidewalks	1,500.00	1,500.00	0.00	1,500.00	0.00
448.000 - Lighting	9,221.52	9,221.52	1,930.38	7,291.14	20.93
523.000 - Grass, Brush & Weeds	4,000.00	4,000.00	2,915.00	1,085.00	72.88
694.000 - Community Development Block Grant	37,822.50	37,822.50	0.00	37,822.50	0.00
728.005 - Holland Square Streetscape	40,000.00	40,000.00	40,000.00	0.00	100.00
780.500 - Mundy Twp Park Services	17,000.00	17,000.00	2,108.12	14,891.88	12.40
782.000 - Facilities - Abrams Park	140.00	140.00	70.00	70.00	50.00
783.000 - Facilities - Elms Rd Park	6,500.00	6,500.00	2,880.00	3,620.00	44.31
786.000 - Non-Motorized Trailway	813,500.00	813,500.00	0.00	813,500.00	0.00
790.000 - Facilities-Senior Center/Libr	5,300.00	5,300.00	1,085.40	4,214.60	20.48
<b>TOTAL REVENUES</b>	<b>3,395,478.02</b>	<b>3,395,478.02</b>	<b>2,025,222.03</b>	<b>1,370,255.99</b>	
<b>Expense</b>					
000.000 - General	13,520.00	13,520.00	3,379.65	10,140.35	25.00

GL NUMBER	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 09/30/2021	AVAILABLE BALANCE	% BDGT USED
101.000 - Council	25,448.50	25,269.07	8,333.20	16,935.87	32.98
172.000 - Executive	114,594.96	135,163.40	39,520.49	95,642.91	29.24
215.000 - Administration and Clerk	30,870.00	30,870.00	6,403.98	24,466.02	20.74
228.000 - Information Technology	17,000.00	17,000.00	9,415.97	7,584.03	55.39
247.000 - Board of Review	2,520.00	2,520.00	242.22	2,277.78	9.61
253.000 - Treasurer	100,265.60	100,265.60	25,932.62	74,332.98	25.86
257.000 - Assessor	45,016.00	45,016.00	8,815.90	36,200.10	19.58
262.000 - Elections	36,122.00	36,122.00	2,879.88	33,242.12	7.97
265.000 - Facilities - City Hall	26,150.76	26,099.76	1,296.58	24,803.18	4.97
266.000 - Legal Council	18,000.00	18,000.00	3,472.00	14,528.00	19.29
301.000 - Police Dept	7,900.00	7,951.00	3,925.30	4,025.70	49.37
301.266 - Legal Council PSFY	17,000.00	17,000.00	4,522.00	12,478.00	26.60
301.851 - Retiree Employer Health Care PSFY	21,000.00	21,000.00	5,118.81	15,881.19	24.38
334.000 - Metro Police Authority	1,060,000.00	1,060,000.00	267,334.00	792,666.00	25.22
336.000 - Fire Department	160,634.00	170,784.00	65,311.50	105,472.50	38.24
345.000 - PUBLIC SAFETY BUILDING	34,932.96	34,593.46	10,778.16	23,815.30	31.16
371.000 - Building/Zoning/Planning	138,690.12	148,690.12	19,700.27	128,989.85	13.25
410.000 - Building & Zoning & Planning	0.00	0.00	6,497.27	(6,497.27)	100.00
444.000 - Sidewalks	1,200.00	1,200.00	0.00	1,200.00	0.00
448.000 - Lighting	106,000.00	106,000.00	17,522.10	88,477.90	16.53
523.000 - Grass, Brush & Weeds	1,200.00	1,200.00	995.00	205.00	82.92
567.000 - Facilities - Cemetery	2,083.16	2,083.16	340.00	1,743.16	16.32
694.000 - Community Development Block Grant	39,832.50	39,832.50	0.00	39,832.50	0.00

GL NUMBER	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 09/30/2021	AVAILABLE BALANCE	% BDGT USED
728.000 - Economic Development	350.00	350.00	300.00	50.00	85.71
780.500 - Mundy Twp Park Services	7,483.00	7,483.00	2,373.83	5,109.17	31.72
781.000 - Facilities - Pajtas Amphitheat	2,705.00	2,705.00	3,161.19	(456.19)	116.86
782.000 - Facilities - Abrams Park	37,830.05	37,830.05	5,256.37	32,573.68	13.89
783.000 - Facilities - Elms Rd Park	83,812.94	83,812.94	18,511.76	65,301.18	22.09
784.000 - Facilities - Bicentennial Park	2,194.00	2,194.00	258.82	1,935.18	11.80
786.000 - Non-Motorized Trailway	824,200.00	824,200.00	9,155.06	815,044.94	1.11
787.000 - Veterans Memorial Park	3,045.90	3,045.90	810.36	2,235.54	26.60
788.000 - Otterburn Disc Golf Park	10,000.00	10,000.00	0.00	10,000.00	0.00
790.000 - Facilities-Senior Center/Libr	32,340.34	32,200.00	7,259.34	24,940.66	22.54
793.000 - Facilities - City Hall	0.00	0.00	2,512.55	(2,512.55)	100.00
794.000 - Community Promotions Program	48,244.20	48,244.20	10,921.29	37,322.91	22.64
796.000 - Facilities - Cemetery	0.00	0.00	53.33	(53.33)	100.00
797.000 - Facilities - City Parking Lots	6,800.00	6,800.00	2,337.83	4,462.17	34.38
851.000 - Retired Employee Health Care	21,000.00	21,000.00	2,280.93	18,719.07	10.86
965.000 - Transfers Out	250,000.00	250,000.00	250,000.00	0.00	100.00
<b>TOTAL EXPENDITURES</b>	<b>3,349,985.99</b>	<b>3,390,045.16</b>	<b>826,929.56</b>	<b>2,563,115.60</b>	
<b>Fund 101 - General Fund:</b>					
TOTAL REVENUES	3,395,478.02	3,395,478.02	2,025,222.03	1,370,255.99	59.64
TOTAL EXPENDITURES	3,349,985.99	3,390,045.16	826,929.56	2,563,115.60	24.39
<b>NET OF REVENUES &amp; EXPENDITURES</b>	<b>45,492.03</b>	<b>5,432.86</b>	<b>1,198,292.47</b>	<b>(1,192,859.61)</b>	
<b>Fund 202 - Major Street Fund</b>					
<b>Revenue</b>					
000.000 - General	525,080.00	525,080.00	108,220.24	416,859.76	20.61
441.000 - Miller Rd Park & Ride	5,000.00	5,000.00	599.47	4,400.53	11.99
478.000 - Snow & Ice Removal	2,100.00	2,100.00	0.00	2,100.00	0.00

GL NUMBER	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 09/30/2021	AVAILABLE BALANCE	% BDGT USED
931.000 - Transfers IN	575,000.00	575,000.00	175,000.00	400,000.00	30.43
<b>TOTAL REVENUES</b>	<b>1,107,180.00</b>	<b>1,107,180.00</b>	<b>283,819.71</b>	<b>823,360.29</b>	
<b>Expense</b>					
228.000 - Information Technology	1,225.00	1,225.00	403.00	822.00	32.90
441.000 - Miller Rd Park & Ride	6,126.15	6,126.15	802.60	5,323.55	13.10
449.500 - Right of Way - General	15,000.00	15,000.00	22.50	14,977.50	0.15
449.501 - Right of Way - Storms	25,000.00	25,000.00	0.00	25,000.00	0.00
452.100 - Safe Routes to School Grant	113,200.00	113,200.00	0.00	113,200.00	0.00
454.000 - Major Streets Projects	175,700.00	193,550.00	12,444.50	181,105.50	6.43
463.000 - Routine Maint - Streets	156,558.87	156,686.67	15,863.23	140,823.44	10.12
463.307 - Oakview - Seymour to Chelmsford	489,192.92	489,192.92	152,767.49	336,425.43	31.23
473.000 - Routine Maint - Bridges	1,500.00	1,500.00	0.00	1,500.00	0.00
474.000 - Traffic Services	59,184.00	59,184.00	7,243.28	51,940.72	12.24
478.000 - Snow & Ice Removal	57,425.00	57,425.00	610.62	56,814.38	1.06
482.000 - Administrative	15,707.00	15,707.00	2,298.45	13,408.55	14.63
538.500 - Intercommunity storm drains	12,500.00	12,500.00	1,720.66	10,779.34	13.77
<b>TOTAL EXPENDITURES</b>	<b>1,128,318.94</b>	<b>1,146,296.74</b>	<b>194,176.33</b>	<b>952,120.41</b>	
<b>Fund 202 - Major Street Fund:</b>					
TOTAL REVENUES	1,107,180.00	1,107,180.00	283,819.71	823,360.29	25.63
TOTAL EXPENDITURES	1,128,318.94	1,146,296.74	194,176.33	952,120.41	16.94
NET OF REVENUES & EXPENDITURES	(21,138.94)	(39,116.74)	89,643.38	(128,760.12)	
<b>Fund 203 - Local Street Fund</b>					
<b>Revenue</b>					
000.000 - General	176,535.00	176,535.00	31,413.39	145,121.61	17.79
449.000 - Right of Way Telecomm	15,000.00	15,000.00	0.00	15,000.00	0.00
478.000 - Snow & Ice Removal	1,400.00	1,400.00	0.00	1,400.00	0.00

GL NUMBER	2021-22	2021-22	YTD BALANCE 09/30/2021	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	AMENDED BUDGET			
931.000 - Transfers IN	100,000.00	100,000.00	0.00	100,000.00	0.00
<b>TOTAL REVENUES</b>	<b>292,935.00</b>	<b>292,935.00</b>	<b>31,413.39</b>	<b>261,521.61</b>	
<b>Expense</b>					
228.000 - Information Technology	1,225.00	1,225.00	403.01	821.99	32.90
429.000 - Occupational Safety	33.53	33.53	0.00	33.53	0.00
449.500 - Right of Way - General	27,500.00	27,500.00	7,222.49	20,277.51	26.26
449.501 - Right of Way - Storms	1,500.00	1,500.00	0.00	1,500.00	0.00
463.000 - Routine Maint - Streets	283,091.05	283,140.73	13,280.02	269,860.71	4.69
463.107 - Chelmsford - Seymour to Oakview	318,712.17	318,712.17	101,844.99	216,867.18	31.96
474.000 - Traffic Services	18,797.00	18,797.00	1,153.04	17,643.96	6.13
478.000 - Snow & Ice Removal	42,646.00	42,646.00	530.53	42,115.47	1.24
482.000 - Administrative	18,325.00	18,325.00	1,723.75	16,601.25	9.41
538.500 - Intercommunity storm drains	10,000.00	10,000.00	1,720.66	8,279.34	17.21
<b>TOTAL EXPENDITURES</b>	<b>721,829.75</b>	<b>721,879.43</b>	<b>127,878.49</b>	<b>594,000.94</b>	
<b>Fund 203 - Local Street Fund:</b>					
TOTAL REVENUES	292,935.00	292,935.00	31,413.39	261,521.61	10.72
TOTAL EXPENDITURES	721,829.75	721,879.43	127,878.49	594,000.94	17.71
NET OF REVENUES & EXPENDITURES	(428,894.75)	(428,944.43)	(96,465.10)	(332,479.33)	
<b>Fund 204 - MUNICIPAL STREET FUND</b>					
<b>Revenue</b>					
000.000 - General	663,443.00	663,443.00	683,288.24	(19,845.24)	102.99
<b>TOTAL REVENUES</b>	<b>663,443.00</b>	<b>663,443.00</b>	<b>683,288.24</b>	<b>(19,845.24)</b>	
<b>Expense</b>					
905.000 - Debt Service	169,409.62	169,409.62	320.83	169,088.79	0.19
965.000 - Transfers Out	500,000.00	500,000.00	0.00	500,000.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>669,409.62</b>	<b>669,409.62</b>	<b>320.83</b>	<b>669,088.79</b>	
<b>Fund 204 - MUNICIPAL STREET FUND:</b>					
TOTAL REVENUES	663,443.00	663,443.00	683,288.24	(19,845.24)	102.99
TOTAL EXPENDITURES	669,409.62	669,409.62	320.83	669,088.79	0.05

GL NUMBER	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 09/30/2021	AVAILABLE BALANCE	% BDGT USED
NET OF REVENUES & EXPENDITURES	(5,966.62)	(5,966.62)	682,967.41	(688,934.03)	
Fund 226 - Garbage Fund					
<b>Revenue</b>					
000.000 - General	431,875.00	431,875.00	426,263.19	5,611.81	98.70
TOTAL REVENUES	431,875.00	431,875.00	426,263.19	5,611.81	
<b>Expense</b>					
101.000 - Council	3,903.13	3,903.13	1,602.69	2,300.44	41.06
172.000 - Executive	8,768.24	8,768.24	2,529.90	6,238.34	28.85
215.000 - Administration and Clerk	4,476.00	4,476.00	1,050.61	3,425.39	23.47
228.000 - Information Technology	1,800.00	1,800.00	851.04	948.96	47.28
253.000 - Treasurer	16,979.60	16,979.60	8,978.92	8,000.68	52.88
257.000 - Assessor	800.00	800.00	0.00	800.00	0.00
265.000 - Facilities - City Hall	4,939.28	4,939.28	421.66	4,517.62	8.54
528.000 - Sanitation Collection	324,932.08	324,932.08	54,839.04	270,093.04	16.88
530.000 - Wood Chipping	55,129.08	55,529.16	13,935.06	41,594.10	25.10
782.000 - Facilities - Abrams Park	7,731.00	7,731.00	3,145.55	4,585.45	40.69
783.000 - Facilities - Elms Rd Park	13,141.00	13,141.00	4,279.85	8,861.15	32.57
793.000 - Facilities - City Hall	0.00	0.00	337.58	(337.58)	100.00
TOTAL EXPENDITURES	442,599.41	442,999.49	91,971.90	351,027.59	
Fund 226 - Garbage Fund:					
TOTAL REVENUES	431,875.00	431,875.00	426,263.19	5,611.81	98.70
TOTAL EXPENDITURES	442,599.41	442,999.49	91,971.90	351,027.59	20.76
NET OF REVENUES & EXPENDITURES	(10,724.41)	(11,124.49)	334,291.29	(345,415.78)	
Fund 248 - Downtown Development Fund					
<b>Revenue</b>					
000.000 - General	88,007.00	88,007.00	36,966.09	51,040.91	42.00
TOTAL REVENUES	88,007.00	88,007.00	36,966.09	51,040.91	
<b>Expense</b>					
173.000 - DDA Administration	2,804.00	2,804.00	2,500.51	303.49	89.18

GL NUMBER	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 09/30/2021	AVAILABLE BALANCE	% BDGT USED
728.002 - Streetscape	41,945.00	41,945.00	40,000.00	1,945.00	95.36
728.003 - Facade Program	12,500.00	12,500.00	0.00	12,500.00	0.00
728.004 - Family Movie Night	5,181.75	5,181.75	2,285.00	2,896.75	44.10
<b>TOTAL EXPENDITURES</b>	<b>62,430.75</b>	<b>62,430.75</b>	<b>44,785.51</b>	<b>17,645.24</b>	
<b>Fund 248 - Downtown Development Fund:</b>					
TOTAL REVENUES	88,007.00	88,007.00	36,966.09	51,040.91	42.00
TOTAL EXPENDITURES	62,430.75	62,430.75	44,785.51	17,645.24	71.74
NET OF REVENUES & EXPENDITURES	25,576.25	25,576.25	(7,819.42)	33,395.67	
<b>Fund 402 - Fire Equip Replacement Fund</b>					
<b>Revenue</b>					
000.000 - General	200.00	200.00	3.20	196.80	1.60
931.000 - Transfers IN	75,000.00	75,000.00	75,000.00	0.00	100.00
<b>TOTAL REVENUES</b>	<b>75,200.00</b>	<b>75,200.00</b>	<b>75,003.20</b>	<b>196.80</b>	
<b>Expense</b>					
<b>Fund 402 - Fire Equip Replacement Fund:</b>					
TOTAL REVENUES	75,200.00	75,200.00	75,003.20	196.80	99.74
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	75,200.00	75,200.00	75,003.20	196.80	
<b>Fund 590 - Water Supply Fund</b>					
<b>Revenue</b>					
000.000 - General	1,100.00	1,100.00	44.21	1,055.79	4.02
540.000 - Water System	2,184,700.00	2,184,700.00	8,781.93	2,175,918.07	0.40
543.230 - Water Main Repair USDA Grant	785,000.00	785,000.00	309,590.67	475,409.33	39.44
<b>TOTAL REVENUES</b>	<b>2,970,800.00</b>	<b>2,970,800.00</b>	<b>318,416.81</b>	<b>2,652,383.19</b>	
<b>Expense</b>					
101.000 - Council	13,208.82	13,096.67	4,006.69	9,089.98	30.59
172.000 - Executive	32,468.60	32,340.32	8,615.52	23,724.80	26.64
215.000 - Administration and Clerk	15,467.00	15,467.00	3,656.94	11,810.06	23.64
228.000 - Information Technology	5,925.00	5,925.00	2,722.50	3,202.50	45.95
253.000 - Treasurer	63,947.00	63,947.00	15,665.58	48,281.42	24.50

GL NUMBER	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 09/30/2021	AVAILABLE BALANCE	% BDGT USED
265.000 - Facilities - City Hall	12,641.35	12,641.35	1,104.95	11,536.40	8.74
540.000 - Water System	2,168,464.32	2,170,523.17	165,728.01	2,004,795.16	7.64
542.000 - Read and Bill	52,590.00	52,590.00	5,696.63	46,893.37	10.83
543.230 - Water Main Repair USDA Grant	1,215,556.27	1,215,556.27	337,305.26	878,251.01	27.75
793.000 - Facilities - City Hall	0.00	0.00	840.77	(840.77)	100.00
850.000 - Other Functions	11,300.00	11,300.00	0.00	11,300.00	0.00
905.000 - Debt Service	38,997.88	45,997.88	7,000.00	38,997.88	15.22
<b>TOTAL EXPENDITURES</b>	<b>3,630,566.24</b>	<b>3,639,384.66</b>	<b>552,342.85</b>	<b>3,087,041.81</b>	
<b>Fund 590 - Water Supply Fund:</b>					
TOTAL REVENUES	2,970,800.00	2,970,800.00	318,416.81	2,652,383.19	10.72
TOTAL EXPENDITURES	3,630,566.24	3,639,384.66	552,342.85	3,087,041.81	15.18
NET OF REVENUES & EXPENDITURES	(659,766.24)	(668,584.66)	(233,926.04)	(434,658.62)	
<b>Fund 591 - Sanitary Sewer Fund</b>					
<b>Revenue</b>					
000.000 - General	3,000.00	3,000.00	111.08	2,888.92	3.70
536.000 - Sewer System	1,255,140.00	1,255,140.00	4,261.73	1,250,878.27	0.34
<b>TOTAL REVENUES</b>	<b>1,258,140.00</b>	<b>1,258,140.00</b>	<b>4,372.81</b>	<b>1,253,767.19</b>	
<b>Expense</b>					
101.000 - Council	13,213.82	13,101.67	4,006.34	9,095.33	30.58
172.000 - Executive	32,385.60	32,257.32	8,591.30	23,666.02	26.63
215.000 - Administration and Clerk	15,472.00	15,472.00	3,661.03	11,810.97	23.66
228.000 - Information Technology	5,625.00	5,625.00	2,722.50	2,902.50	48.40
253.000 - Treasurer	59,937.00	59,937.00	15,665.40	44,271.60	26.14
265.000 - Facilities - City Hall	11,542.35	11,542.35	976.49	10,565.86	8.46
536.000 - Sewer System	989,736.79	989,736.79	12,316.88	977,419.91	1.24
537.000 - Sewer Lift Stations	10,907.00	10,907.00	4,716.78	6,190.22	43.25

GL NUMBER	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 09/30/2021	AVAILABLE BALANCE	% BDGT USED
542.000 - Read and Bill	55,658.00	57,752.48	14,170.34	43,582.14	24.54
543.310 - Sewer District Rehabilitation	400,000.00	436,158.75	177,045.85	259,112.90	40.59
543.400 - Reline Existing Sewers	183,128.00	183,128.00	0.00	183,128.00	0.00
543.401 - Flush & TV Sewers	75,000.00	75,000.00	0.00	75,000.00	0.00
793.000 - Facilities - City Hall	0.00	0.00	840.78	(840.78)	100.00
850.000 - Other Functions	9,400.00	9,400.00	0.00	9,400.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>1,862,005.56</b>	<b>1,900,018.36</b>	<b>244,713.69</b>	<b>1,655,304.67</b>	
<b>Fund 591 - Sanitary Sewer Fund:</b>					
TOTAL REVENUES	1,258,140.00	1,258,140.00	4,372.81	1,253,767.19	0.35
TOTAL EXPENDITURES	1,862,005.56	1,900,018.36	244,713.69	1,655,304.67	12.88
NET OF REVENUES & EXPENDITURES	(603,865.56)	(641,878.36)	(240,340.88)	(401,537.48)	
<b>Fund 661 - Motor Pool Fund</b>					
<b>Revenue</b>					
000.000 - General	190,000.00	190,000.00	28,831.17	161,168.83	15.17
<b>TOTAL REVENUES</b>	<b>190,000.00</b>	<b>190,000.00</b>	<b>28,831.17</b>	<b>161,168.83</b>	
<b>Expense</b>					
172.000 - Executive	9,758.00	11,199.00	10,503.97	695.03	93.79
228.000 - Information Technology	970.00	970.00	337.80	632.20	34.82
253.000 - Treasurer	7,853.00	7,853.00	1,583.91	6,269.09	20.17
265.100 - Facilities - City Garage	434,064.88	434,192.68	9,135.55	425,057.13	2.10
795.000 - Facilities - City Garage	0.00	0.00	1,528.52	(1,528.52)	100.00
850.000 - Other Functions	18,750.00	18,750.00	0.00	18,750.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>471,395.88</b>	<b>472,964.68</b>	<b>23,089.75</b>	<b>449,874.93</b>	
<b>Fund 661 - Motor Pool Fund:</b>					
TOTAL REVENUES	190,000.00	190,000.00	28,831.17	161,168.83	15.17
TOTAL EXPENDITURES	471,395.88	472,964.68	23,089.75	449,874.93	4.88
NET OF REVENUES & EXPENDITURES	(281,395.88)	(282,964.68)	5,741.42	(288,706.10)	



October 19, 2021

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

**Attn: Mr. Robert Bincsik**  
**Re: Extension of Contract Terms**

We have enjoyed working with the City of Swartz Creek over the past decade or more. Together we have overcome many challenges and continue to create a sustainable sewage collection system to serve the needs of the City.

As a result of our gratitude for the professionalism and cooperative working environment including the open lines of communication and flexibility of your Department, we offer to maintain our unit prices through June 30, 2023. We will continue to meet or exceed all of the conditions / requirements you have come to expect from us.

If you have any questions or require additional information please feel free to contact me directly. We appreciate the work we have done with the City and look forward to continuing to work together in the future.

Sincerely,  
  
Business Development Manager

**CITY OF SWARTZ CREEK  
SANITARY SEWER TRENCHLESS REHABILITATION  
ITEMIZED BID SHEET  
2021 Rehabilitation & Inspection  
8-Oct-21**

**5**

**4**

**3**

**2**

**1**

ITEM	DESCRIPTION	UNIT	UNIT PRICE	2021 Lining Area - Downtown & Miller E to Elms		Miller Rd West of Morrish & East of Elms - Inspection		Morrish Rd Southern Boarder to Northern Boarder - Inspection		Bristol - Morrish to Eastern Boarder - Inspection		Elms Rd - Northern Boarder to Southern Boarder - Inspection	
				Qty	Item	Qty	Item	Qty	Item	Qty	Item	Qty	Item
<b>PART I - Cleaning, Video Inspection &amp; Reaming</b>													
A	High Pressure Water Jet Cleaning. All Sizes	FT	\$ 3.25	14617	\$ 47,505.25	13964	\$ 45,383.00	7073	\$ 22,987.25	9194	\$ 29,880.50	6501	\$ 21,128.25
B	Sanitary Sewer CCTV (Closed Circuit Television) Inspection recorded on DVD	FT	\$ 1.25	14617	\$ 18,271.25	13964	\$ 17,455.00	7073	\$ 8,841.25	9194	\$ 11,492.50	6501	\$ 8,126.25
C	Sanitary Sewer Calcite Reaming	FT	\$ 4.00	14617	\$ 58,468.00		\$ -		\$ -		\$ -		\$ -
	Heavy - greater than 20% cross sectional area loss	FT	\$ 6.00		\$ -		\$ -		\$ -		\$ -		\$ -
D	Sanitary Sewer Reaming/Cutting Roots with Approved Reamers and Cutters	FT	\$ 4.00		\$ -		\$ -		\$ -		\$ -		\$ -
	Light - equal or less than 20% cross sectional area loss	FT	\$ 6.00		\$ -		\$ -		\$ -		\$ -		\$ -
	Heavy - greater than 20% cross sectional area loss	FT	\$ 6.00		\$ -		\$ -		\$ -		\$ -		\$ -
E	Reaming of Protruding Lateral utilizing approved remote controlled robotic reamer with CCTV assistance	EA	\$ 500.00	0	\$ -		\$ -		\$ -		\$ -		\$ -
F	Lateral Reinstatement	EA	\$ 500.00	150	\$ 75,000.00		\$ -		\$ -		\$ -		\$ -
<b>PART II - Structural Spot Repair as determined by Engineer</b>													
	Pipe point structural spot repair with Cured-In-Place pipe (inverted tube liner) as specified including: sewer cleaning, pre and post video inspection with DVD and report.												
A	8" diameter - 3' to 10' length	EA	\$ 2,500.00		\$ -		\$ -		\$ -		\$ -		\$ -
	8" diameter - additional length greater than 10'	FT	\$ 75.00		\$ -		\$ -		\$ -		\$ -		\$ -
	10" diameter - 3' to 10' length	EA	\$ 2,500.00		\$ -		\$ -		\$ -		\$ -		\$ -
	10" diameter - additional length greater than 10'	FT	\$ 100.00		\$ -		\$ -		\$ -		\$ -		\$ -
	12" diameter - 3' to 10' length	EA	\$ 2,750.00		\$ -		\$ -		\$ -		\$ -		\$ -
	12" diameter - additional length greater than 10'	FT	\$ 100.00		\$ -		\$ -		\$ -		\$ -		\$ -
	15" diameter - 3' to 10' length	EA	\$ 3,000.00		\$ -		\$ -		\$ -		\$ -		\$ -
	15" diameter - additional length greater than 10'	FT	\$ 100.00		\$ -		\$ -		\$ -		\$ -		\$ -
	18" diameter - 3' to 10' length	EA	\$ 3,500.00		\$ -		\$ -		\$ -		\$ -		\$ -
	18" diameter - additional length greater than 10'	FT	\$ 100.00		\$ -		\$ -		\$ -		\$ -		\$ -
<b>PART III - Sanitary Sewer Lateral Cleaning and Repairs</b>													
A	Lateral sewer CCTV (Closed Circuit Television) Inspection through mainline sewer including DVD and report.	EA	\$ 500.00		\$ -		\$ -		\$ -		\$ -		\$ -
B	Installation of 6" Diameter inverted type CIPP Lateral Liner (up to R.O.W.) from mainline sewer, including vacuum excavation and installation of a clean out to surface. Preparatory work of cleaning andn removal of debris in the lateral and temporary rest	EA	\$ 4,000.00		\$ -		\$ -		\$ -		\$ -		\$ -
<b>PART IV - Sanitary Sewer Joint Testing and Sealing</b>													
A	Sanitary Sewer Pipe Joint Sealing with approved Sealant including testing and removal of excess grout.	JOINT	\$ 45.00		\$ -		\$ -		\$ -		\$ -		\$ -
	8" Diameter	JOINT	\$ 45.00		\$ -		\$ -		\$ -		\$ -		\$ -
	10" Diameter	JOINT	\$ 50.00		\$ -		\$ -		\$ -		\$ -		\$ -
	12" Diameter	JOINT	\$ 55.00		\$ -		\$ -		\$ -		\$ -		\$ -
	15" Diameter	JOINT	\$ 60.00		\$ -		\$ -		\$ -		\$ -		\$ -
<b>PART V - Structural CIPP Lining (Fully Deteriorated)</b>													
A	Manhole to Manhole CIPP Lining for 8" Diameter Mains	FT	\$ 36.00	13163	\$ 473,868.00		\$ -		\$ -		\$ -		\$ -
B	Manhole to Manhole CIPP Lining for 10" Diameter Mains	FT	\$ 38.00	1454	\$ 55,252.00		\$ -		\$ -		\$ -		\$ -
C	Manhole to Manhole CIPP Lining for 12" Diameter Mains	FT	\$ 39.00		\$ -		\$ -		\$ -		\$ -		\$ -
D	Manhole to Manhole CIPP Lining for 15" Diameter Mains	FT	\$ 50.00		\$ -		\$ -		\$ -		\$ -		\$ -
E	Manhole to Manhole CIPP Lining for 18" Diameter Mains	FT	\$ 60.00		\$ -		\$ -		\$ -		\$ -		\$ -
F	Manhole to Manhole CIPP Lining for 24" Diameter Mains	FT	\$ 97.00		\$ -		\$ -		\$ -		\$ -		\$ -
Add	<b>Additional Heavy Traffic Control for Main Roads</b>	DAY	\$ 1,000.00		\$ -	15	\$ 15,000.00	7	\$ 7,000.00	10	\$ 10,000.00	7	\$ 7,000.00
<b>Area Totals</b>					<b>\$ 728,364.50</b>		<b>\$ 77,838.00</b>		<b>\$ 38,828.50</b>		<b>\$ 51,373.00</b>		<b>\$ 36,254.50</b>

**City of Swartz Creek  
2021 Sanitary Sewer Inspection & Rehabilitation  
10/8/2021**

**2022 Rehab Area (Downtown & Miller Rd E)**

Street	Pipe ID	USMH	DSMH	Dia	Length	Pipe Cleaning	Pipe Inspection	Reaming	CIPP Lining	Section Total
Paul Fortino	555	A34	A35	8	223	\$ 724.75	\$ 278.75	\$ 892.00	\$ 8,028.00	\$ 9,923.50
Paul Fortino	334	A33	A34	8	222	\$ 721.50	\$ 277.50	\$ 888.00	\$ 7,992.00	\$ 9,879.00
Paul Fortino	343	A32	A33	8	193	\$ 627.25	\$ 241.25	\$ 772.00	\$ 6,948.00	\$ 8,588.50
Civic Dr	284	A31	A32	8	296	\$ 962.00	\$ 370.00	\$ 1,184.00	\$ 10,656.00	\$ 13,172.00
Paul Fortino	647	A342	A341	8	297	\$ 965.25	\$ 371.25	\$ 1,188.00	\$ 10,692.00	\$ 13,216.50
Paul Fortino	675	A341	A340	8	250	\$ 812.50	\$ 312.50	\$ 1,000.00	\$ 9,000.00	\$ 11,125.00
Paul Fortino	676	A340	A112	8	100	\$ 325.00	\$ 125.00	\$ 400.00	\$ 3,600.00	\$ 4,450.00
Morrish	230	A112	A111	10	316	\$ 1,027.00	\$ 395.00	\$ 1,264.00	\$ 12,008.00	\$ 14,694.00
Morrish	297	A111	A110	10	289	\$ 939.25	\$ 361.25	\$ 1,156.00	\$ 10,982.00	\$ 13,438.50
Morrish	66	A110	A109	10	128	\$ 416.00	\$ 160.00	\$ 512.00	\$ 4,864.00	\$ 5,952.00
Miller	186	A109	A108	10	166	\$ 539.50	\$ 207.50	\$ 664.00	\$ 6,308.00	\$ 7,719.00
1st St	93	A108	A107	10	280	\$ 910.00	\$ 350.00	\$ 1,120.00	\$ 10,640.00	\$ 13,020.00
1st St	219	A107	A105	10	275	\$ 893.75	\$ 343.75	\$ 1,100.00	\$ 10,450.00	\$ 12,787.50
Miller	145	A98	A97	8	316	\$ 1,027.00	\$ 395.00	\$ 1,264.00	\$ 11,376.00	\$ 14,062.00
Fredrick St	292	A96	A97	8	354	\$ 1,150.50	\$ 442.50	\$ 1,416.00	\$ 12,744.00	\$ 15,753.00
Fredrick St	54	A94	A96	8	306	\$ 994.50	\$ 382.50	\$ 1,224.00	\$ 11,016.00	\$ 13,617.00
Church St	519	A95	A96	8	370	\$ 1,202.50	\$ 462.50	\$ 1,480.00	\$ 13,320.00	\$ 16,465.00
Mason	296	A93	A94	8	350	\$ 1,137.50	\$ 437.50	\$ 1,400.00	\$ 12,600.00	\$ 15,575.00
Miller	128	A35	A36	8	56	\$ 182.00	\$ 70.00	\$ 224.00	\$ 2,016.00	\$ 2,492.00
Miller	207	A92	A36	8	302	\$ 981.50	\$ 377.50	\$ 1,208.00	\$ 10,872.00	\$ 13,439.00
Holland	513	A91	A40	8	300	\$ 975.00	\$ 375.00	\$ 1,200.00	\$ 10,800.00	\$ 13,350.00
Holland / Morrish Cross Lot	621	A89	A91	8	262	\$ 851.50	\$ 327.50	\$ 1,048.00	\$ 9,432.00	\$ 11,659.00
2nd St	602	A102	A103	8	260	\$ 845.00	\$ 325.00	\$ 1,040.00	\$ 9,360.00	\$ 11,570.00
2nd St	630	A103	A104	8	221	\$ 718.25	\$ 276.25	\$ 884.00	\$ 7,956.00	\$ 9,834.50
3rd St	538	A99	A100	8	283	\$ 919.75	\$ 353.75	\$ 1,132.00	\$ 10,188.00	\$ 12,593.50
3rd St	105	A100	A101	8	322	\$ 1,046.50	\$ 402.50	\$ 1,288.00	\$ 11,592.00	\$ 14,329.00
Wade	415	A41	A106	8	231	\$ 750.75	\$ 288.75	\$ 924.00	\$ 8,316.00	\$ 10,279.50
Wade	402	A327	A328	8	422	\$ 1,371.50	\$ 527.50	\$ 1,688.00	\$ 15,192.00	\$ 18,779.00
Wade	550	A106	A105	8	261	\$ 848.25	\$ 326.25	\$ 1,044.00	\$ 9,396.00	\$ 11,614.50
Wade	251	A105	A104	8	311	\$ 1,010.75	\$ 388.75	\$ 1,244.00	\$ 11,196.00	\$ 13,839.50
Wade	252	A328	A330	8	302	\$ 981.50	\$ 377.50	\$ 1,208.00	\$ 10,872.00	\$ 13,439.00
Wade	572	A329	A330	8	172	\$ 559.00	\$ 215.00	\$ 688.00	\$ 6,192.00	\$ 7,654.00
Wade	383	A104	A101	8	306	\$ 994.50	\$ 382.50	\$ 1,224.00	\$ 11,016.00	\$ 13,617.00
Miller	586	A73	A99	8	287	\$ 932.75	\$ 358.75	\$ 1,148.00	\$ 10,332.00	\$ 12,771.50
Miller	83	A120	A99	8	254	\$ 825.50	\$ 317.50	\$ 1,016.00	\$ 9,144.00	\$ 11,303.00
Miller	114	A121	A120	8	258	\$ 838.50	\$ 322.50	\$ 1,032.00	\$ 9,288.00	\$ 11,481.00
Miller	16	A122	A123	8	190	\$ 617.50	\$ 237.50	\$ 760.00	\$ 6,840.00	\$ 8,455.00
Miller	628	A123	A185	8	362	\$ 1,176.50	\$ 452.50	\$ 1,448.00	\$ 13,032.00	\$ 16,109.00
Miller	123	A185	A186	8	284	\$ 923.00	\$ 355.00	\$ 1,136.00	\$ 10,224.00	\$ 12,638.00
Miller	635	A186	A187	8	244	\$ 793.00	\$ 305.00	\$ 976.00	\$ 8,784.00	\$ 10,858.00
Ruabingerr Rd	615	A187	A190	8	83	\$ 269.75	\$ 103.75	\$ 332.00	\$ 2,988.00	\$ 3,693.50
Ruabingerr Rd	235	A190	A189	8	303	\$ 984.75	\$ 378.75	\$ 1,212.00	\$ 10,908.00	\$ 13,483.50
Ruabingerr Rd	517	A189	A188	8	221	\$ 718.25	\$ 276.25	\$ 884.00	\$ 7,956.00	\$ 9,834.50
Ruabingerr Rd	583	A188	A331	8	70	\$ 227.50	\$ 87.50	\$ 280.00	\$ 2,520.00	\$ 3,115.00
Miller	56	A191	A187	8	256	\$ 832.00	\$ 320.00	\$ 1,024.00	\$ 9,216.00	\$ 11,392.00
Miller	80	A192	A191	8	329	\$ 1,069.25	\$ 411.25	\$ 1,316.00	\$ 11,844.00	\$ 14,640.50
Miller	471	A192	A193	8	203	\$ 659.75	\$ 253.75	\$ 812.00	\$ 7,308.00	\$ 9,033.50
Miller	670	H15	A193	8	131	\$ 425.75	\$ 163.75	\$ 524.00	\$ 4,716.00	\$ 5,829.50
Miller	386	A193	A194	8	124	\$ 403.00	\$ 155.00	\$ 496.00	\$ 4,464.00	\$ 5,518.00
Miller	97	A195	A196	8	345	\$ 1,121.25	\$ 431.25	\$ 1,380.00	\$ 12,420.00	\$ 15,352.50
Miller	187	A196	A197	8	277	\$ 900.25	\$ 346.25	\$ 1,108.00	\$ 9,972.00	\$ 12,326.50
Miller	210	A197	A198	8	58	\$ 188.50	\$ 72.50	\$ 232.00	\$ 2,088.00	\$ 2,581.00
Miller	535	A198	A199	8	209	\$ 679.25	\$ 261.25	\$ 836.00	\$ 7,524.00	\$ 9,300.50
Miller	658	A198A	A199	8	268	\$ 871.00	\$ 335.00	\$ 1,072.00	\$ 9,648.00	\$ 11,926.00
Miller	190	A199	A200	8	302	\$ 981.50	\$ 377.50	\$ 1,208.00	\$ 10,872.00	\$ 13,439.00
Miller	428	A200	A201	8	541	\$ 1,758.25	\$ 676.25	\$ 2,164.00	\$ 19,476.00	\$ 24,074.50
Miller	489	A201	A245	8	276	\$ 897.00	\$ 345.00	\$ 1,104.00	\$ 9,936.00	\$ 12,282.00
Subtotals					14617	\$ 47,505.25	\$ 18,271.25	\$ 58,468.00	\$ 529,120.00	
<b>Estimated Total</b>										<b>\$ 653,364.50</b>





# MICHIGAN FENCE COMPANY, INC.

G-3059 West Hill Rd.  
Flint, MI 48507

Phone: (810) 235-4581  
Fax: (810) 235-9348

September 13, 2021

City of Swartz Creek  
8083 Civic Drive  
Swartz Creek, MI 48473

RE: Elms Park Gate Installations

Dear Rob,

We appreciate the opportunity to present this proposal for your fence requirements. The following is a brief description of the materials to be supplied by Michigan Fence Company, Inc.

Furnish and install one (1) 43' black commercial welded frame double drive bar gates on 4" PC40 hinge posts with box hinges and 2" SS20 holdback posts with duckbill holdbacks.

**Labor & Material - South** **\$ 3,925.00**

Furnish and install one (1) 48' black commercial welded frame double drive bar gates on 4" PC40 hinge posts with box hinges and 2" SS20 holdback posts with duckbill holdbacks.

**Labor & Material - North** **\$ 4,379.00**

**To accept this proposal, please sign, date, and return by fax or mail.**

Signed by \_\_\_\_\_ Date \_\_\_\_\_

*Due to the changes happening within the current steel market, prices are subject to change according to the market.*

The price quoted above is only for the listed material and footages and any changes will result in a change in price.

**PLEASE NOTE THAT THE PROPERTY OWNER IS RESPONSIBLE TO MARK ALL PROPERTY LINES AND TO OBTAIN ANY AND ALL PERMITS NECESSARY.**

*Installer shall call Miss-Dig for location of underground utilities; however, the customer is responsible for the location and marking of all other buried cables and/or any underground obstructions not designated by Miss-Dig. Some of these cables and/or obstructions may be, but are not limited to, cable TV lines, underground sprinkler lines, swimming pool electrical and water lines, and electrical, gas, or telephone lines.*

Again, we appreciate this opportunity to present you with this proposal. We look forward to hearing from you.

Sincerely,



Brian S. Harris

BID FORM  
Gate installation  
LOCATED AT 4125 Elms Rd.  
SWARTZ CREEK, MICHIGAN

**BID FORM**  
**Gate installation**  
**Located at 4125 Elms Rd. SWARTZ CREEK, MICHIGAN**

**Bids can be sent to:**

The City of Swartz Creek  
8083 Civic Drive  
Swartz Creek, MI 48473

**BID PRICE**

The Bidder, having visited the site of the proposed work, and having familiarized themselves with local conditions affecting the cost of the work and with the requirements of the Information For Bidders, hereby agree to furnish all the labor, materials and equipment necessary to complete the work as described in the Advertisement and Bid Specification Document within the time set forth therein.

<u>Item</u>	<u>Cost</u>
North entrance– Gate installation	\$4,379.00
South entrance – Gate installation	\$3,925.00
Alternate bids (increased efficiency) (if any):	\$
	\$

Project Total	\$8,304.00
---------------	------------

**EXECUTION OF CONTRACT**

Upon receipt of the Notice of Award the Bidder agrees to execute an Agreement within ten calendar days.

**WAIVER**

The Bidder does hereby represent and warrant that the price in their Bid is a complete and correct statement of the price for the work in said Bid, and further, that all other information given or furnished in this Bid is complete, correct and submitted as intended by them and does hereby waive any right or claim they may now or hereinafter have by reason of errors, mistakes or omissions made by them in said Bid.

BID FORM  
Gate installation  
LOCATED AT 4125 Elms Rd.  
SWARTZ CREEK, MICHIGAN

**BID NON-COLLUSIVE**

The Bidder does hereby represent that their Bid is genuine and not collusive or sham, and that they have not in any manner, directly or indirectly, agreed or colluded with any other person, firm or association to submit a sham Bid or to refrain from bidding or in any way to fix this Bid or that of any other Bidder, or to secure any advantage against The City of Swartz Creek.

The Bidder does hereby represent and warrant that no officer or employee of The City of Swartz Creek is directly or indirectly interested in this Bid or in any Contract which may be made under it, or any expected profits to arise there from.

**PERIOD BID GUARANTEE**

The Bidder agrees that their Bid is guaranteed for a period of ninety (90) calendar days after the scheduled closing time for receipt of the Bids.

**TIME OF COMPLETION**

If awarded the Contract for the project, the Bidder agrees to complete the entire Work within forty five (45) calendar days from the date of a signed contract.

**LEGAL STATUS OF BIDDER**

The Bidder declares the following legal status: (Check One)

A Corporation organized and existing under the laws of the State of Michigan

A Partnership consisting of the following partners:

---

---

---

An individual doing business as:

BID FORM  
Gate installation  
LOCATED AT 4125 Elms Rd.  
SWARTZ CREEK, MICHIGAN

---

---

**AUTHORIZED SIGNATURE OF BIDDER**

Firm Name: Michigan Fence Company, Inc.

By: Danielle L Smith

Title: Vice President

Business Address: 3059 W Hill Rd.

(Street)

Flint, MI 48507

(City, State, Zip Code)

**PERMANENT EASEMENT FOR SHARED USE PATH**

KNOW ALL MEN BY THESE PRESENTS, that the grantors: William Kincaid, on behalf of Kincaid Manor, whose address is 5086 Morrish Road (hereinafter referred to as "Grantor"), being the title holder to the following described parcel of land to wit:

Description of Parcel: **A parcel of land being a part of the N 1/2 of Section 2, Town 6 North, Range S East, City of Swartz Creek, Genesee County, Michigan, more particularly described as follows:**

**Beginning S 00°18'00" E 262.15 feet & S 89°59'00" E 576.80 feet from the SE corner of Lot 8, "CRAPO PLAT No. 1", as recorded in Liber 15 of Plats, Page 40, Genesee County Records; thence S 89°59'00" E 769.0 feet; thence S 00°23'00" E 309.45 feet; thence S 77°30'00" W 787.22 feet; thence N 00°18'00" W 480.06 feet to the Point of Beginning. Subject to all easements and restrictions of record, if any.**

*Tax Identification Number:* **58-02-200-014**

for and in consideration of Nine Hundred Twenty One Dollars and Fifty Cents (\$921.50), receipt of which is hereby acknowledged, does hereby grant and convey to the City of Swartz Creek, a Michigan Municipal Corporation, whose address is 8083 Civic Drive, Swartz Creek MI. 48473 (hereinafter referred to as "Grantee"), a perpetual easement for the installation of a shared use path over, upon, across, in, through, and under the following described real property to wit:

Description of Parcel: **A 22 foot pathway easement being a part of the N 1/2 of Section 2, Town 6 North, Range S East, City of Swartz Creek, Genesee County, Michigan, more particularly described as follows:**

**Beginning S 00°18'00" E 262.15 feet & S 89°59'00" E 576.80 feet & S 00° 18'00" E 431.79 feet from the SE corner of Lot 8, "CRAPO PLAT No. 1", as recorded in Liber 15 of Plats, Page 40, Genesee County Records; thence N 55°00'00" E 22.87 feet; thence 29.85 feet along a curve to the right, radius 76.0 feet, delta 22°30'00", chord bears N 66° 15'00" E 29.65 feet; thence N 77°33'00" E 110.29 feet; thence 39.79 feet along a curve to the right, radius 76.0 feet, delta 30°00'00", chord bears S 87°30'00" E 39.34 feet; thence S 72°30'00" E 17.21 feet; thence 28.27 feet along a curve to the left, radius 54.0 feet, delta 30°00'00", chord bears S 87°30'00" E 27.95 feet; thence N 77°30'00" E 206.81 feet; thence N 76°02'48" E 176.13 feet; thence 7.31 feet along a curve to the left, radius 54.0 feet, delta 07°45'04", chord bears N 72° 10'16" E 7.30 feet; thence N 68° 17'45" E 47.16 feet; thence 7.31 feet along a curve to the left, radius 54.0 feet, delta 07°45'04", chord bears N 64°25'13" E 7.30 feet; thence N 60°32'41" E 28.54 feet; thence 22.94 feet along a curve to the right, radius 76.0 feet, delta 17° 17'29", chord bears N 69°11'26" E 22.85 feet; thence N 77°50'10" E 15.65 feet; thence S 00°04'36" W 5.92 feet; thence 16.43 feet along a curve to the left, radius 88.33 feet, delta 10°39'21", chord bears S 03°25'04" E 16.40 feet; thence S 77°50'10" W 11.90 feet; thence 16.30 feet along a curve to the left, radius 54.0 feet, delta 17°17'29", chord bears S 69°11'26" W 16.24 feet; thence S 60°32'41" W 28.54 feet; thence 10.28 feet along a curve to the right, radius 76.0 feet, delta 07°45'04", chord bears S 64°25'13" W 10.27 feet; thence S 68°17'45" W 47.16 feet; thence 10.28 feet along a curve to the right, radius 76.0 feet, delta 07°45'04", chord bears S 72°10'16" W 10.27 feet; thence S 76°02'48" W 176.41 feet; thence S 77°30'00" W 207.09 feet; thence 39.79 feet along a curve to the right, radius 76.0 feet, delta 30°00'00", chord**

PROJECT Safe Routes to School	
PARCEL 58-02-200-014 City Council Packet	NAME Kincaid, William October 25, 2021

bears N 87°30'00" W 39.34 feet; thence N 72°30'00" W 17.21 feet; thence 28.27 feet along a curve to the left, radius 54.0 feet, delta 30°00'00", chord bears N 87°30'00" W 27.95 feet; thence S 77°30'00" W 110.29 feet; thence 21.21 feet along a curve to the left, radius 54.0 feet, delta 22°30'00", chord bears S 66°15'00" W 21.07 feet; thence S 55°00'00" W 31.64 feet; thence 6.24 feet along a curve to the right, radius 76.0 feet, delta 04°42'01", chord bears S 58°30'39" W 6.23 feet; thence N 0°18'00" W 26.40 feet to the Point of Beginning.

Contains 16,757 square feet or 0.385 acres of land, more or less. Subject to all easements and restrictions of record, if any.

and to enter upon sufficient land adjacent to said shared use path for the purpose of exercising the rights a privileges granted herein.

Grantee may install, repair, maintain shared used path and all associated material thereto, within the easement herein granted as shown in the attached drawing.

The premises so disturbed by reason of the exercise of any of the foregoing powers, rights, and privileges, shall be reasonably restored to its prior condition by Grantee.

This instrument shall be binding upon and inure to the benefit of the parties hereto, their heirs, representatives, successors and assigns.

IN WITNESS WHEREOF, the undersigned Grantors have affixed \_\_\_\_\_ signature this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2020

WITNESSES:

**William Kincaid**

\_\_\_\_\_  
Witness Signature

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Its: \_\_\_\_\_  
Printed name & Title

\_\_\_\_\_  
Witness Signature

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Its: \_\_\_\_\_  
Printed name & Title

PROJECT Safe Routes to School	
PARCEL 58-02-200-014	NAME Kincaid, William

Notary Public, State of \_\_\_\_\_ County of \_\_\_\_\_ (Commission)

The foregoing instrument was acknowledged before me in \_\_\_\_\_ County, this  
Acting in the County of

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_  
Name of Grantor(s)

\_\_\_\_\_ My Commission Expires on \_\_\_\_\_  
NOTARY PUBLIC –

Drafted by:

City of Swartz Creek

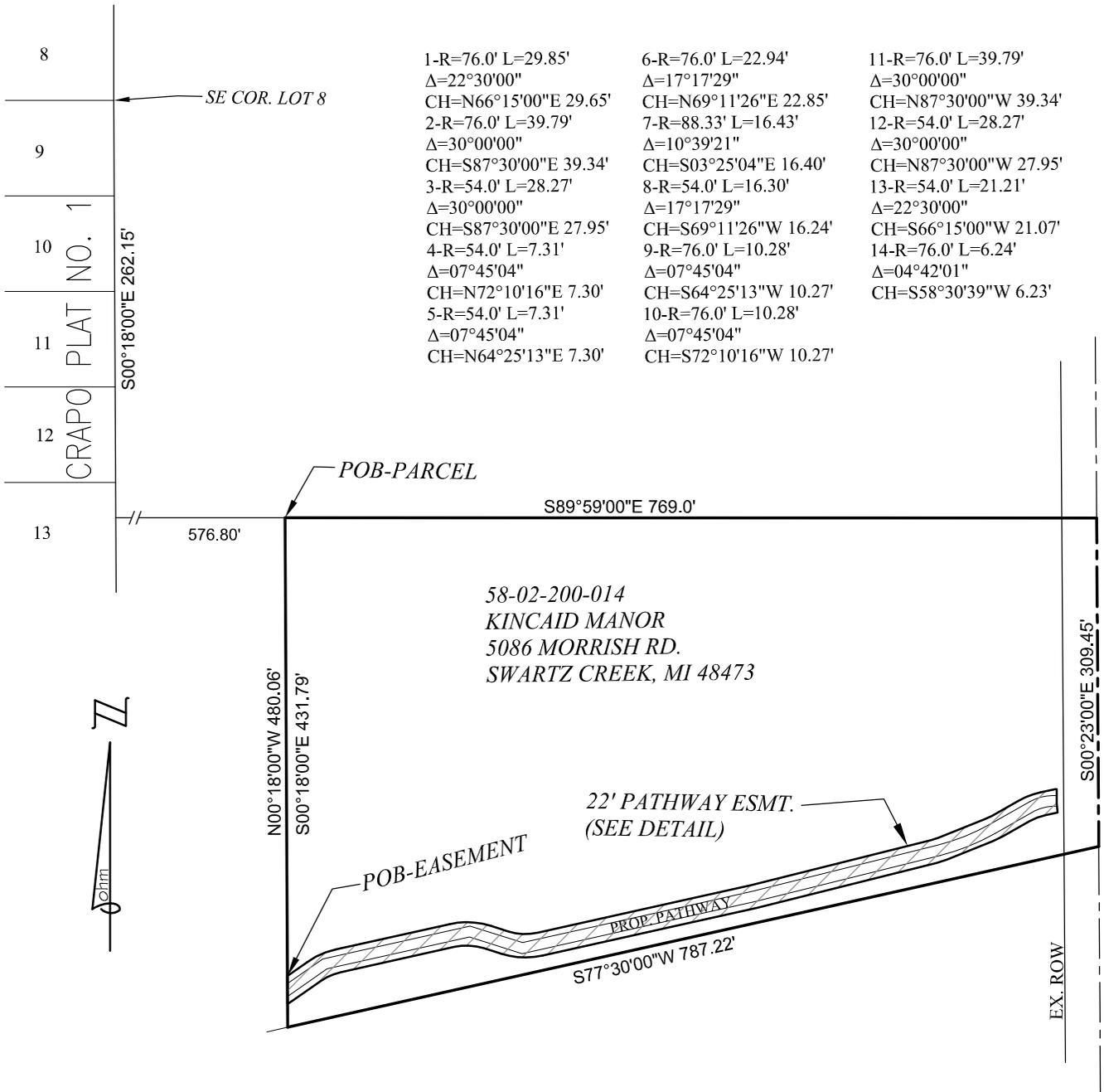
When recorded return to:

City of Swartz Creek

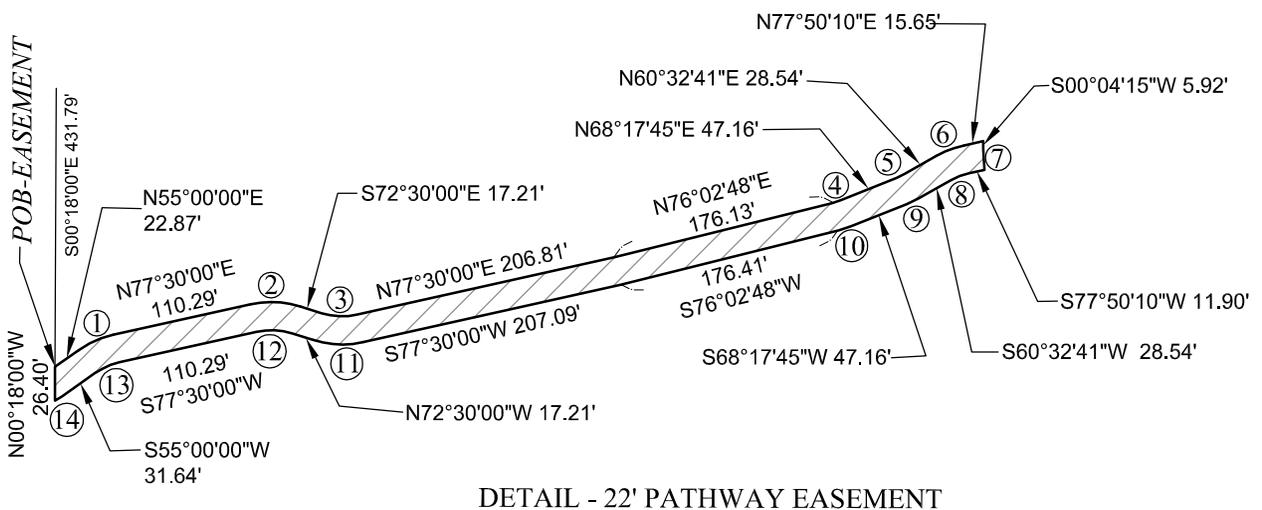
PROJECT Safe Routes to School	
PARCEL 58-02-200-014	NAME Kincaid, William

# PATHWAY EASEMENT SKETCH

Exhibit "A"



1-R=76.0' L=29.85' Δ=22°30'00" CH=N66°15'00"E 29.65'	6-R=76.0' L=22.94' Δ=17°17'29" CH=N69°11'26"E 22.85'	11-R=76.0' L=39.79' Δ=30°00'00" CH=N87°30'00"W 39.34'
2-R=76.0' L=39.79' Δ=30°00'00" CH=S87°30'00"E 39.34'	7-R=88.33' L=16.43' Δ=10°39'21" CH=S03°25'04"E 16.40'	12-R=54.0' L=28.27' Δ=30°00'00" CH=N87°30'00"W 27.95'
3-R=54.0' L=28.27' Δ=30°00'00" CH=S87°30'00"E 27.95'	8-R=54.0' L=16.30' Δ=17°17'29" CH=S69°11'26"W 16.24'	13-R=54.0' L=21.21' Δ=22°30'00" CH=S66°15'00"W 21.07'
4-R=54.0' L=7.31' Δ=07°45'04" CH=N72°10'16"E 7.30'	9-R=76.0' L=10.28' Δ=07°45'04" CH=S64°25'13"W 10.27'	14-R=76.0' L=6.24' Δ=04°42'01" CH=S58°30'39"W 6.23'
5-R=54.0' L=7.31' Δ=07°45'04" CH=N64°25'13"E 7.30'	10-R=76.0' L=10.28' Δ=07°45'04" CH=S72°10'16"W 10.27'	



DETAIL - 22' PATHWAY EASEMENT



SCALE: 1" = 150'

### LEGEND

- ROW RIGHT-OF-WAY
- POB POINT OF BEGINNING
- PATHWAY EASEMENT

### PATHWAY EASEMENT

PART OF THE N 1/2 OF SECTION 2  
T.6N., R.5E., CITY OF SWARTZ CREEK, GENESEE COUNTY, MICHIGAN  
PARCEL ID# 58-02-200-014

SCALE H:1"=150'
SHEET 1
OF 2



DATE: 06-24-2021	CLIENT: CITY OF SWARTZ CREEK	JOB # 4023-19-0060
34000 Plymouth Road   Livonia, MI 48150   P (734) 522-6711   F (734) 522-6427   WWW.OHM-ADVISORS.COM		

COPYRIGHT 2021 OHM ALL DRAWINGS AND WRITTEN MATERIALS APPEARING HEREIN CONSTITUTE THE ORIGINAL AND UNPUBLISHED WORK OF OHM AND THE SAME MAY NOT BE DUPLICATED, DISTRIBUTED, OR DISCLOSED WITHOUT PRIOR WRITTEN CONSENT OF OHM

# PATHWAY EASEMENT DESCRIPTION

Exhibit "A"

**PARCEL DESCRIPTION (58-02-200-014)**  
**(PER GENESEE COUNTY TAX ROLLS)**

A parcel of land being a part of the N 1/2 of Section 2, Town 6 North, Range 5 East, City of Swartz Creek, Genesee County, Michigan, more particularly described as follows:

Beginning S 00°18'00" E 262.15 feet & S 89°59'00" E 576.80 feet from the SE corner of Lot 8, "CRAPO PLAT No. 1", as recorded in Liber 15 of Plats, Page 40, Genesee County Records; thence S 89°59'00" E 769.0 feet; thence S 00°23'00" E 309.45 feet; thence S 77°30'00" W 787.22 feet; thence N 00°18'00" W 480.06 feet to the Point of Beginning. Subject to all easements and restrictions of record, if any.

**PATHWAY EASEMENT**

A 22 foot pathway easement being a part of the N 1/2 of Section 2, Town 6 North, Range 5 East, City of Swartz Creek, Genesee County, Michigan, more particularly described as follows:

Beginning S 00°18'00" E 262.15 feet & S 89°59'00" E 576.80 feet & S 00°18'00" E 431.79 feet from the SE corner of Lot 8, "CRAPO PLAT No. 1", as recorded in Liber 15 of Plats, Page 40, Genesee County Records; thence N 55°00'00" E 22.87 feet; thence 29.85 feet along a curve to the right, radius 76.0 feet, delta 22°30'00", chord bears N 66°15'00" E 29.65 feet; thence N 77°33'00" E 110.29 feet; thence 39.79 feet along a curve to the right, radius 76.0 feet, delta 30°00'00", chord bears S 87°30'00" E 39.34 feet; thence S 72°30'00" E 17.21 feet; thence 28.27 feet along a curve to the left, radius 54.0 feet, delta 30°00'00", chord bears S 87°30'00" E 27.95 feet; thence N 77°30'00" E 206.81 feet; thence N 76°02'48" E 176.13 feet; thence 7.31 feet along a curve to the left, radius 54.0 feet, delta 07°45'04", chord bears N 72°10'16" E 7.30 feet; thence N 68°17'45" E 47.16 feet; thence 7.31 feet along a curve to the left, radius 54.0 feet, delta 07°45'04", chord bears N 64°25'13" E 7.30 feet; thence N 60°32'41" E 28.54 feet; thence 22.94 feet along a curve to the right, radius 76.0 feet, delta 17°17'29", chord bears N 69°11'26" E 22.85 feet; thence N 77°50'10" E 15.65 feet; thence S 00°04'36" W 5.92 feet; thence 16.43 feet along a curve to the left, radius 88.33 feet, delta 10°39'21", chord bears S 03°25'04" E 16.40 feet; thence S 77°50'10" W 11.90 feet; thence 16.30 feet along a curve to the left, radius 54.0 feet, delta 17°17'29", chord bears S 69°11'26" W 16.24 feet; thence S 60°32'41" W 28.54 feet; thence 10.28 feet along a curve to the right, radius 76.0 feet, delta 07°45'04", chord bears S 64°25'13" W 10.27 feet; thence S 68°17'45" W 47.16 feet; thence 10.28 feet along a curve to the right, radius 76.0 feet, delta 07°45'04", chord bears S 72°10'16" W 10.27 feet; thence S 76°02'48" W 176.41 feet; thence S 77°30'00" W 207.09 feet; thence 39.79 feet along a curve to the right, radius 76.0 feet, delta 30°00'00", chord bears N 87°30'00" W 39.34 feet; thence N 72°30'00" W 17.21 feet; thence 28.27 feet along a curve to the left, radius 54.0 feet, delta 30°00'00", chord bears N 87°30'00" W 27.95 feet; thence S 77°30'00" W 110.29 feet; thence 21.21 feet along a curve to the left, radius 54.0 feet, delta 22°30'00", chord bears S 66°15'00" W 21.07 feet; thence S 55°00'00" W 31.64 feet; thence 6.24 feet along a curve to the right, radius 76.0 feet, delta 04°42'01", chord bears S 58°30'39" W 6.23 feet; thence N 00°18'00" W 26.40 feet to the Point of Beginning.

Contains 16,757 square feet or 0.385 acres of land, more or less. Subject to all easements and restrictions of record, if any.

<b>PATHWAY EASEMENT</b>		SCALE H:1"=150'	
PART OF THE N 1/2 OF SECTION 2 T.6N., R.5E., CITY OF SWARTZ CREEK, GENESEE COUNTY, MICHIGAN <b>PARCEL ID# 58-02-200-014</b>		SHEET <b>2</b> OF 2	
DATE: 06-24-2021	CLIENT: CITY OF SWARTZ CREEK	JOB # <b>4023-19-0060</b>	
34000 Plymouth Road   Livonia, MI 48150   P (734) 522-6711   F (734) 522-6427   WWW.OHM-ADVISORS.COM			
COPYRIGHT 2021 OHM ALL DRAWINGS AND WRITTEN MATERIALS APPEARING HEREIN CONSTITUTE THE ORIGINAL AND UNPUBLISHED WORK OF OHM AND THE SAME MAY NOT BE DUPLICATED, DISTRIBUTED, OR DISCLOSED WITHOUT PRIOR WRITTEN CONSENT OF OHM			