

**City of Swartz Creek  
AGENDA**

**Regular Council Meeting, Monday, December 09, 2024, 6:00 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 & PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**  
4A. Council Meeting of November 25, 2024 MOTION Pg. 31
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. 50  
6C. CDBG Letter and Map Pg. 77  
6D. Fire Engine Specifications and Proposal Pg. 80  
6E. County Housing Program Information Pg. 142  
6F. Poverty Exemption Policy Pg. 144  
6G. MDOT Miller Road Rail Crossing Award Notice Pg. 147  
6H. Speedy Sign Quote Pg. 148  
6I. Miller Settlement Award Thank You Pg. 149  
6J. Water Affordability Article Pg. 150  
6K. Verizon Tower Land Lease Option for Additional Space Pg. 154  
6L. DNR Forestry Grant Agreement Pg. 177  
6M. Cornerstone Baptist Church Site Plan and Application Pg. 219
7. **MEETING OPENED TO THE PUBLIC:**  
7A. General Public Comments
8. **COUNCIL BUSINESS:**  
8A. Cornerstone Baptist Church Special Land Use (Child Care Center) RESO Pg. 26  
8B. Fire Engine Purchase RESO Pg. 27  
8C. Poverty Exemption 2025 Standards RESO Pg. 28  
8D. Brewer Resolution of Support RESO Pg. 28  
8E. New Zealand Sign Quote RESO Pg. 29  
8F. Forestry Grant Agreement RESO Pg. 30
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION Pg. 30

**Next Month Calendar** (Public Welcome at All Meetings)

|                                 |   |
|---------------------------------|---|
| Downtown Development Authority: | Thursday, December 12, 2024, 6:00 p.m., PDBMB (Cancelled) |
| City Council:                   | Monday, December 16, 2024, 6:00 p.m., PDBMB               |
| Fire Board:                     | Monday, December 16, 2024, 6:00 p.m., Station #2          |
| Park Board:                     | Tuesday, December 17, 2024, 5:30 p.m., PDBMB (Cancelled)  |
| Zoning Board of Appeals:        | Wednesday, December 18, 2024, 6:00 p.m., PDBMB            |
| Metro Police Board:             | Wednesday, December 18, 2024, 11:00 a.m., Metro HQ        |
| Planning Commission:            | Tuesday, January 7, 2025, 7:00 p.m., PDBMB                |
| Downtown Development Authority: | Thursday, January 9, 2025, 6:00 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, DECEMBER 9, 2024, 6:00 P.M.**

The regular meeting of the City of Swartz Creek city council is scheduled for **December 9, 2024** starting at 6:00 p.m. and will be conducted in hybrid form. The meeting will be available virtually (online and/or by phone). Council members and staff must attend in-person. The general public may attend in-person or virtually.

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 Renee Kraft, 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 provided 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.

**Renee Kraft is inviting you to a scheduled Zoom meeting.**

**Topic: Swartz Creek City Council Meeting**

**Time: December 9, 2024 at 6:00 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 concerns, please contact 810-429-2766 or email [rkraft@cityofswartzcreek.org](mailto:rkraft@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) 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 who 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, December 9, 2024 - 6:00 P.M.**

**TO: Honorable Mayor, Mayor Pro-Tem & Council Members**  
**FROM: Adam Zettel, City Manager**  
**DATE: December 4, 2024**

**ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS**

- ✓ **MICHIGAN TAX TRIBUNAL APPEALS** *(No Change of Status)*  
 There have not been any commercial appeals for 2024 as of yet. Though some commercial appeals reach the tribunal in July, I suspect there will not be any for this calendar year.
  
- ✓ **STREETS** *(See Individual Category)*
  - ✓ **2025-2027 TRAFFIC IMPROVEMENT PROGRAM (TIP)** *(Update)*  
 We have a preliminary ranking of streets for TIP rehabilitation funding and PASER 5 funding. I am including these for reference but they can and almost certainly will change. As of writing, we may literally see funding for ALL segments.

The concrete section of Miller Road is proposed to be funded at 80% as a rehabilitation project. However, the other three segments have PASER 5 funds, and these funds are proposed to be limited. This limit is currently set at \$55/lane foot, and funding is set to be only 80% of that, but this could change.

Summarily, the good news is that federal funds are available for all submissions. The bad news is that the local match for all projects is over \$2.1M. The breakdown is as follows:

| Section | Repair Type         | Beginning                | End                    | Total Cost  | Federal     | Local     |
|---------|---------------------|--------------------------|------------------------|-------------|-------------|-----------|
| Miller  | Concrete Repair     | East Springpoint of Elms | 475' East of Tallmadge | \$668,502   | \$534,802   | \$133,700 |
| Elms    | Asphalt Resurfacing | South City Limits        | North City Limits      | \$893,240   | \$470,800   | \$422,440 |
| Miller  | Asphalt Resurfacing | Morrish                  | Elms                   | \$1,665,506 | \$747,384   | \$918,122 |
| Miller  | Asphalt Resurfacing | Tallmadge                | Dye                    | \$1,782,766 | \$1,114,256 | \$668,510 |

\$5,010,014    \$2,867,242    \$2,142,772

Based on these numbers, I do not see how we can afford to tackle all of the projects. We may need to prioritize based upon total affordability and the efficiency of the repairs. I am going to work with the engineers to see if the projects can reasonably be trimmed in scale in a manner that makes the repairs worth it. For example, creating a \$1M Miller project between Morrish and Elms might be very affordable, but if the asphalt repairs are so thin or reduced in ability to address base work, the repairs may be shorter lived than the remaining life of the road.

I will continue to report on this as the situation evolves. For now, I think we can tackle about \$750,000 to \$1M in local road expense from this TIP and stay within budget.

### **STREET PROJECT UPDATES (Update)**

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

Street reconstruction for Winchester Village is in the punch list phase. I will report how this goes, especially as it relates to restoration of parkways. As of writing, concrete sections have been removed and replaced. See the October 28, 2024 city manager report for details on tree complaints. Note that we intend to conduct forestry in future phases in the same manner as the existing phase.

As noted previously, there is still a claim concerning aggregate. It is substantial, at about \$375,000. Our engineer reviewed the claim and responded that they do not believe the claim is valid in any amount. Based upon the facts of the case, I stand by this assertion. A follow up meeting did not completely resolve the issue. The contractor is expected to resubmit a claim that they believe will better substantiate their position. I will report what the next steps are.

Street rehabilitation with limited drainage in Winchester Woods is complete! Paving has occurred for all areas, and the surfacing of Young, School, Maple, and Raubinger is also done! There is only one more ditching project that is slated for Oakview, on the unimproved section of road. This may yet be done this year.

Overband crack filling has been completed in two phases this fall, but we were not able to get to every street in the city. Usually, we select a small area of the city, but with conditions improving, we aspire to address the entire city on an annual basis moving forward.

Concerning FOG seal, we are looking to bid that out this winter for application in 2025, which was the soonest that the 2024 low bid could do the work anyways. See the October 14, 2024 report for details on this program.

Engineering services for Don Shenk Street reconstruction, as well as Cappy Lane and water main work are wrapping up, with reviews being conducted on the water main segments by the state. Note that Don Shenk does not require water main replacement, and part of Cappy Lane is also of newer street and water main. We should have enough funds to complete this project in the 2025 construction season. If not, I will recommend use of major street fund dollars for Cappy Lane and/or short term internal borrowing.

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

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

Sewer work is wrapping up, and we expect the televised video and a statement of findings this winter. We can then ascertain the need, if any, for additional sewer work on the first segments that we inspected. We will continue with the second year of the eight year cleaning and televising in 2025.

In addition, we are looking to take the next step forward in GIS (our Geographic Information System or mapping system). This will greatly assist in our tracking of progress in sewer inspections, cleaning, and lining. This is probably the asset that stands to benefit most from updated GIS data because the asset is not readily observable for inspection (unlike streets or buildings). It is the asset that is scheduled for the most routine maintenance/tv cycle). Lastly, it is the asset that we appear to have the least reliable data.

Much of the sewer map has been updated by recent work by DLZ engineers. They have incorporated many of our existing plans and prior work orders for lining. However, the data is incomplete and needs constant updates (e.g. we need to incorporate the 2024 cleaning and lining findings to GIS as the formal record).

With that said, we are seeking a proposal from DLZ to manage GIS on an active basis moving forward. This would include the addition of new infrastructure that is dedicated, such as Springbrook East streets, water, sewer, etc. It will also include annual maintenance work and other physical system changes. They would be expected to update the maps AND the data fields that accompany the maps. Adding these features is crucial to having current information, and current information is required for long term planning and current decision making.

Note that our staff will still be working on the GIS data to update routine fields, such as hydrant maintenance, and they will also be able to geolocate assets in the field from our records and for DLZ to incorporate.

The previous report follows.

The first three miles of cleaning and inspections (two sections of Miller, Dye, and all of Elms) have commenced. I expect this project to be completed very soon. We will report the findings to the city council regarding the potential for additional sewer repair work in the areas that were televised.

This effort is part of a program to clean and inspect the entire sewer system approximately every eight years. We believe this is a prudent time frame until we can assess all lines at least once. Note that Genesee County was on a seven-year schedule, but after an experience study, they moved to a ten-year schedule. Further note that some segments (e.g. Miller and Elms) will be done more frequently due to known build-up issues.

This program will ensure proper flow of the system, but it cannot ensure elimination of all blockages. Televising of the lines will be conducted with inspection of manholes. This will provide the city with information to plan future lining, excavation, or manhole rehabilitation projects, if any. As noted previously, we believe we have addressed most, if not all, of the high-risk clay lines. The cleaning and inspection program will determine if any of the newer clay lines (1970s era) require work. With this information we can create a revised asset management plan.

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

All water main work is substantially complete. There is some obvious restoration to do, which will take USDA closeout into winter, but for all intents and purposes, the water main is in and we are done with this phase of USDA work.

✓ **WATER/SEWER SYSTEM MISCELLANEOUS** *(Update)*

Water affordability is back. There is a strong push to get this through the lame duck legislature. I strongly oppose this. I believe that water affordability via a state-wide tax is a laudable and appropriate manner to assist low-income families with bill payment (e.g. additional welfare payments or direct assistance from the state general fund). However, increasing water bills by over 2% for a typical user does not make the water more affordable or “cleaner,” as the article implies.

I think this legislation will force local units and the state to manage another complicated bureaucracy that will require further investment to redistribute wealth through the proposed fee structure. I also believe it will make shut offs and assessments problematic, forcing utilities to further increase rates and fees to customers to recover funds that are in arrears or uncollectible. I included my thoughts and related information in the October 28 packet.

The hydrant painting is likely done for the year and will commence in spring. I believe all blasted hydrants have been painted. We are not pleased with the performance so far as it relates to timing, but the work appears to be adequate.

Work is complete on a new section of water main that will connect Elms/Maple to Hill, and on to Morrish. This will provide some additional redundancy for the system. Water main is being installed on Elms, between Maple and Hill. Connection down Hill to Seymour is expected next year. I am making inquiries to the county to see if this is something we need to plan for. It does not appear that a connection is imminent.

These two connections will greatly increase reliability in the city, especially on our extreme west end, where we have a pronounced need for a second feed from either Clayton or Gaines. As a side note, this could encourage some new development south of the city, which is common to experience when utilities are extended during strong economic periods.

See prior reports (May 28, 2024) for updates on PFAS. At a meeting of the WWS Advisory Committee on September 18, it was reported that the federal government has declared PFAS to be a toxic substance. The county ceased land application at this time and has been depositing waste in approved landfills. This has resulted in an additional expense that is estimated to total \$2,000,000 annually for the county.

As of writing, there is no rate increase planned, nor have there been additional restrictions on what products can possess PFAS. The latter is of concern because all water intake and distribution tests indicate that there are no traces of PFAS, but waste water from businesses and homes DOES contain PFAS. They estimate that 60% of the PFAS effluent comes from residential users that have PFAS in their homes and products.

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

Another privately owned lot is having a new home built. The water service could not be located, so the city provided one at our expense.

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. In addition, the association manager reached out about permitted designs and builders for the subdivision. There could be renewed interest in some building. 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. Let me know what you think. The next newsletter is expected to go out in January.

✓ **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. Additional **demolitions have been undertaken by the owner of the raceway.** The owner intends to have the site razed for future use. The site is not formally for sale, nor is there a concept plan for reuse.
2. **(Update)** The **reuse of Mary Crapo is moving forward.** Construction is underway on phase one of the varsity baseball field. There will be two pickleball courts that can double as skating in the winter. Most recently, we have fielded a number of afterhours construction/noise complaints. We believe we have addressed this with the school.
3. **Street repair in 2024** is substantially complete. We are going through punch lists now, but all paving has been completed. A second round of crack filling occurred in early November. There is not a contractor available to apply a FOG seal to select streets in 2024, but we plan to bid this again over the winter.
4. **(Business Item)** The **Brewer Condo Project** first tri-plex is complete and all units are sold. In addition to a potential redesign that would include a first floor bedroom, the developer has met with the city and the Genesee County Metropolitan Planning Commission regarding the potential to use the Housing Impact Fund to complete the project. See the dedicated section below for details.
5. The current phase of **Springbrook East is substantially complete.** We created a punch list for the infrastructure improvements, which the owner has completed. The next step is to proceed with formal street dedication. **There was a sale of this project's future phases and real estate.** It appears JW Morgan and another partner are in control of future phases.
6. The **southwest corner of Elms & Miller** was seeing some increased activity. We met with the owner and an architect on some preliminary plans in the spring. Neither the designer nor our staff have heard anything since, but the property owner says this is still cooking.

7. **Park projects** currently include an active grant application for Otterburn, pavilion repairs at Elms (now complete) and application of more asphalt millings to all parking areas. The park board recommended interpretive signs, bike racks, and benches for 2024. Benches are in. Signs are awaiting availability of the historical society to furnish content. Bike racks were to be completed by others, but that donation fell through. We will look to add these ourselves. Pickleball courts are now in at Elms Park. A FLOCK camera has been installed at Elms, and fence repair is complete, with new fences to go in at Elms. Sidewalk repairs are complete.
8. **(Update) New Businesses.** Quiznos appears to be in the final stages of opening. In addition, the Country Carriage at 9237 Miller Road is seeking a liquor license. Since this is a transfer, local approval is not required by LARA. However, the use is a conditional land use for this zoning district, which requires the principle building to be set back 100 feet from residential properties. This will require a variance, which is scheduled for December 18th. I included the notice in the November 12, 2024 packet (note that the Sunday sales and adult entertainment are NOT transferring).
9. **Mundy Megasite.** We are hearing a lot of chatter that indicates a strong likelihood that a user may locate a large operation at the Mundy Township site. I have been communicating with staff, Mundy Township, Metro PD, Swartz Creek Area Fire Department, Swartz Creek Community Schools, and our other partners about strategies to proceed forward in the event that such an announcement occurs. If an investment is announced, I will recommend we collaborate with our partners to engage in third party assessments to ascertain area needs for housing, infrastructure, and services. I expect resources would be made available to help analyze our position and to impact needed change.
10. **Holland Square** has updated material costs. We are integrating these costs into the plan and will be getting the committee together soon. We plan to fund this project with \$75,000 from MSHDA and matching funds from the MEDC crowdfunding program.
11. **(Update) Wayfinding** planning is complete. We have gotten initial costs, and they are not favorable. I am going to meet with one of the sign vendors to go over options. Once complete, the DDA and council can liaise on if, when, and how to proceed with installation.
12. The DDA is considering a **Social District**. With the potential for another tavern coming, the city has the ability to designate a commons area in the community. This was discussed by the DDA on April 11<sup>th</sup>. There was no desire to proceed at this point.

✓ **REDEVELOPMENT READY COMMUNITIES (Update)**

The DDA completed the purchase of the Methodist Church on Morrish. They made this acquisition as a means to create more likely opportunities for the building's preservation and reuse for recreation, hospitality, or culture. We are now requesting MEDC assistance through the RRC program to create a Request for Qualifications for reuse of the site. If this is approved, the DDA will work with professionals to create a marketable request for developer/user qualifications and concepts.

The idea will be to market the site to potential users and request statements from interested parties that include a conceptual use, business plans, and qualifications. The DDA can then proceed to select one or more parties to negotiate a plan and transaction.

The DDA is also taking the lead on Holland Square, which is a candidate for a future crowdfunding program. Please see the dedicated section below.

✓ **TAX REVERTED PROPERTY USE (Update)**

There has not been an update to this for some time. I will look to remove this section from future reports.

The owners adjacent to the Wade Street property emailed me on August 13<sup>th</sup> and indicated that they would be willing to purchase the lot for \$6,000. Please indicate your interest in discussing this again in open or closed session. The previous report follows.

The neighbor to the north of the city lot called and expressed interest in buying this to add to their homesite. I made an inquiry of the assessor to determine its value. She indicated that it would be worth \$15,000 but for the floodplain. She feels \$5,000 to \$6,000 would be fair given the floodplain building requirements. I relayed this to the neighbor, and I received an email reply from them. They offered \$3,000 cash to purchase this lot. The council did not wish to entertain this price and dropped the issue.

The council has the option of having the planning commission and/or DDA make a recommendation regarding the disposition of this lot to a neighbor. This is not being placed on the agenda at this time, but if any council member believes this offer is worth considering it is probably worth discussion. Let me know.

✓ **CDBG (Update)**

The applications for the next cycle (2025-2027) have been submitted. This includes senior services and downtown decorative lighting. However, we were just notified that the county has new maps that reflect low/moderate income areas, and the city is completely without such areas. This means that we cannot engage in the lighting or other public improvement projects within the city.

As such, we must submit application by January 13<sup>th</sup> to the county for a new, qualifying service project. I have published a notice in the paper for a public hearing on December 16<sup>th</sup>. Here are the list of eligible presumed benefit populations:

- Elderly (62 and older)
- Abused Children
- Battered Spouses
- Persons with Disabilities
- Homeless Persons
- Illiterate Adults
- Persons with AIDS
- Migrant Farm Workers

As noted, we have already put in an allocation for the senior center, which is capped at 25% of available funds. For the other 75%, which is estimated to be \$26,391.75, we do not have a good option from the above list, since we are not organized to be a service provider that specializes in any of the noted populations.

However, it does appear that blight elimination is permissible anywhere within the city. We have used funds for this in the past. Though it is not quick or efficient, it does work. We were able to demolish a blighted structure on Morrish Road about ten years ago. It is possible we could set funds aside for a similar use. I am also checking to see if wages for code enforcement or similar expenses may apply.

I will have this on the agenda for December 16<sup>th</sup>.

✓ **DISC GOLF** *(No Change of Status)*

Shattered Chains has completed the course as it relates to the 18 baskets and fairways. They plan to have all the tee pads installed by the end of the month, and all bridges/crossings are in and very functional! In fact, they are holding an event on October 26<sup>th</sup> as part of a Halloween/course kick off attraction.

They expect to have signs installed in early 2025 to mark the course. Once complete, a ribbon cutting will follow!

✓ **PAVILION COMMITMENT/GRANTS** *(Update)*

We have signed on the sub-recipient agreement for the \$283,333.33 in funds from Kildee's office. We will not commence with engineering or additional planning until we know the result of the DNR Trust Fund application.

Our DNR Trust Fund grant application appears to be competitive. I attended a TF board meeting on October 16<sup>th</sup> to plead our case. We will not likely know until December. The project now includes a pavilion, restrooms, a path, bike station, gates, sign, and ADA parking. The estimated total cost is \$600,000. This concept includes all original work items, excluding the disc golf and sledding hill (now complete), as well as a secondary pavilion on the far north of the site, which is not affordable. We received our preliminary score and worked with the state to improve this by amending our submission prior to October 1. Final results are expected in November or December. I plan to advocate for our grant in person this month.

✓ **SPEEDING AND TRAFFIC CONTROL** *(Update)*

Ingalls has been marked. The double yellow was reduced to a single yellow at the recommendation of the striping company, who indicated that a double yellow would reduce the lane widths below minimums.

Some of the markings for "25 MPH" and "30 MPH" are in various locations across the city. Combined with our other efforts, we expect this will help create more awareness and help to reduce speeds.

Note that both the contractor and staff find the stencils to be a bit small. We are ordering professional stencils that we can use in perpetuity. We will apply these in other areas. If the update appears dramatic and positive, we will likely black out and paint over the existing markings.

✓ **FIBER INSTALLATION** *(Update)*

Fiber installation continues across the city, and new permits are being submitted for further expansion. We are now starting to see a number of service connection requests that include

boring under city streets, which are in addition to their system build-out. This service will provide the community with valuable high-speed service, as well as the potential for enhanced 5G.

✓ **SOLAR SYSTEM MODEL** (*Business Item*)

I have a quote for the New Zealand sign. Greg and I (as well as Samantha some months back) have been working with about a half dozen different sign companies to use the local design specifications for sign fabrication in Nelson, New Zealand. This has proved to be a difficult process that has lasted for months and included a couple of dead ends. Seeking out and establishing quotes for international sign fabrication has proven difficult, and the recommended fabricator has not been able to deliver a quote.

However, we have been communicating well with a company called Speedy Signs. They have worked through our many demands and questions, and they have delivered a quote that is in line with our expectations. They can produce a single station in Nelson New Zealand for about \$4,562 USD (\$3,900 USD without the GST). I am assuming we will not be exempt from the tax. The folks at the observatory are able and willing to collect and install the sign!

The issue is a simple but objective one. We have only been able to solicit one quote, despite all of our efforts. Our finance ordinance requires multiple quotes for goods priced between \$3,000 and \$7,500 in order to proceed with administrative approval. We obviously have not been able to do so. As this point, I am comfortable with the price and our good faith efforts to work with multiple businesses. I am asking the city council to approve the single quote so we can proceed.

I am including their quote in the packet, as well as an affirmative resolution.

We have ordered the local signs, including installation. It is now just a matter of time. Wayfinding signs are on hold until the council can review the wayfinding concepts. See the April 8, 2024, council packet for more details.

✓ **CROSS CONNECTIONS** (*No Change of Status*)

See the October 28, 2024 packet for the most recent reports.

I attended a water training course in early October. Among other things, I was able to speak to the EGLE staff about residential cross connections. They indicated that there is not a foreseeable mandate to require service termination of those residents that are not participating, yet. As such, I think our good faith model approach is appropriate. The previous report follows.

Much progress has been made since the residential cross connection inspection program inception. However, a number of homes have not had the opportunity to comply, and some are still hesitant to comply. We have renewed the program for another two years and hope to get through most of the units by the end. Some will likely not comply without a turn off, but that is a last resort.

As previously noted, we have postponed imminent shut-offs and the related hearings before the city council. I have concerns that there are not enough inspection slots for all outstanding inspections to sign up, making the process impossible to complete for all

users. We are going to consider the matter in the coming months to come up with a long term strategy that is predictable, fair, and productive as it relates to getting compliance with the residential cross connection inspections.

This is not something we wish to be pursuing, but the expectations for cross connection are objective and reasonable.

✓ **SENIOR CENTER ARPA WINDFALL (Update)**

The senior center and city now have an agreement to use the \$100,000 in additional ARPA funds. They are proposing to buy a 14-passenger bus for \$120,000 to \$135,000. They are working on a final bid package and will be releasing this to the public soon. See the March 11, 2024 report for more details on this award and process.

✓ **WAYFINDING PROJECT (Update)**

Wayfinding planning is complete. The prices were higher than anticipated. I am going to be liaising with Signs By Crannie to discuss how we could apply the concept in a more affordable way, both to the proposed plans and the trail signs that have already been budgeted.

✓ **SOCIAL DISTRICT (No Change of Status)**

The DDA had a discussion about the potential for a social district in the downtown area. There is some potential for this to have a positive impact by attracting events and visitors to encourage commerce and desirable activities in the community. There is also the potential for this to generate undesirable nonsense, bad behavior, litter, etc. The DDA did not act on this. They intend to independently consider how a district might impact the community, be received by the residents, and support businesses. See the April 8, 2024 packet for more details.

✓ **HOLLAND SQUARE CROWDFUNDING PROJECT (Update)**

I should be able to call the committee together next week or the week after to go over the new plans, costs, and timeline. This has definitely been delayed, but we are relying on a lot of donated professional services, which can slow things down a bit. The previous report follows.

We are working to formalize the \$75,000 in MSHDA grant funds. This will make the powering of the structure, along with lighting and sound, a reality! MSHDA is asking that we sign off on a grant agreement by September 30<sup>th</sup>. Since this is our last meeting, I am hopeful they will provide us with such an agreement prior to our meeting. As of writing, I do not have it. If it is not available prior to our meeting, I will include as much of the supporting documentation as I can and ask the council to enable myself or the Mayor to execute the agreement when it is available.

The project is still being reviewed by the committee and we await updated costs and plans for the structure and technology components. We are nearing the creation of detailed plans, which will provide more finely tuned costs and imagery for review by the city council. I seek to have this in the month of September. The previous report follows.

The Holland Square Steering Committee met on May 30<sup>th</sup>. We believe we explored many opportunities and areas of concern to narrow in on what appears to be the most viable and

desirable project. The concept remains the same, but there have been some additions relating to power, lighting, sound, and architectural style. The architect and contractor are working on renderings now.

Our community continues to pursue a crowd funding match for a public place enhancement. The Public Places, Community Spaces opportunity is a powerful incentive and can provide up to \$50,000 towards a downtown project (perhaps as much as \$75,000 if it includes universal design)!

The DDA believes that the primary objective for such funds is to invest in Holland Square to provide built-in structures for community seating, vending, entertainment, and related activities. There are a couple examples of this already that seem to work well in public spaces. Such a concept would activate Holland Square along Miller Road by providing social interactions, market activities, and some recreation. It would also include lighting, sound systems, and some shade/weather protection. Parking would be reduced but only minimally.

Over the last year, the DDA has worked with a local architect (thanks AMA Architects for the in-kind work), and a local builder (thanks JW Morgan) to refine a design, materials, and cost. This has resulted in concept plans for a pergola style structure, with a total base installation price of about \$150,000. With the addition of the grant, we expect the project to total around \$225,000.

The city council created a steering committee to finalize project details for review by the city. The council will have the final say in any structure constructed on city property.

✓ **SPRINGBROOK STREET DEDICATION INQUIRY (Update)**

The HOA is proceeding with three cores on Crosscreek Drive to better understand the pavement cross section that is there. Once we can analyze these results, we will be in a better position to gauge what, if any changes, occur with their rehabilitation plan. We can also then discuss potential next steps as it relates to further street cores and visual inspections.

See the October 14, 2024 report for all the details of this request, as well as an historical and contextual narrative.

✓ **WIRELESS TOWER UPDATES (Updates)**

The lease reduction that was proposed by the tower operator in Elms Park was denied at the November 12, 2024 meeting. Please see that meeting packet for details. I have notified the operator. They indicate that it is likely the tower will be decommissioned.

Concerning our tower on Elms south of Miller (Verizon), we now have a formal request to secure an additional 1,000 square foot land lease for ground equipment (included in the packet). They are offering \$3,500 for the option, but they are not offering any additional rent for land subsequently leased. The option would run the entire term of the lease.

I am not asking for action from the council at this point. This is a pretty low offer for an option and the potential execution of one. Their goal is to have additional ground space available so they can lure potential co-locators to the site. I have requested an offer that

includes new rent in the event that the option is exercised. I can better explain the function of options and leases at the meeting if anyone has questions.

Concerning our water tower, Verizon approached us many months back about locating a system here to correct the noted deficiencies on the west end of town. Using the city tower will greatly improve service to the community. Since the tower is used by two wireless providers currently, this request will be treated as a colocation. This means that the city will be responsible for approving the site plan at the planning commission level for a permitted use, as well as a lease for occupancy.

As of writing, it appears Verizon put this on hold because they do not prefer water tower locations. There was a draft lease (included in the April 8, 2024 packet). This is disappointing news because Verizon used to be the primary provider in the area, and we found their service to be atrocious for municipal use, forcing a switch to a competitor.

✓ **EARNED SICK TIME ACT (Update)**

The ESTA will be effective in Michigan on February 21, 2025. This comes about due to a prior statewide ballot initiative, previous legislative amendments, and a full round of appellate court and supreme court rulings. Suffice it to say, it is happening.

The act requires all employers, regardless of size, to provide sick time to all employees, regardless of classification. Details are still being defined and clarified by the Michigan Department of Labor and Economic Opportunity (LEO). Legislation is also pending that may alter the requirements. As of writing, the general requirements appear to apply:

- Hours accumulate at a rate of 1 hour for every 30 hours worked (minimum)
- Hours can be front loaded by employer, but they must be tracked to ensure the minimum ratio is maintained
- Documentation for leave can only be requested by the employer for absences of three or more consecutive days; employer must compensate for any documentation charges
- Hours can accumulate (within a year ) and carry over (between years) without limits
- The smallest increment for use must match or be smaller than that used to track other time (e.g. 0.25 hours, 0.1 hours, etc)
- Only 72 hours can be taken in any defined 12 month period for 10+ employees (40 hours for >10 employees)
- Employer must keep records for three years
- No payout of unused sick time at year end or termination is required
- Applies to all employees, including PT and temps
- Payroll must be able to track and report sick time
- Requires new labor poster by 2.21.25 (LEO has one available); written notice is also required upon hiring

The implications of this are not completely solidified for our employees. The city currently offers 'vacation' time and 'absent' time. For our purposes, absent time has functioned as sick time. The city provides 96 hours of such time a year to full time employees (front loaded), with up to 72 hours being paid for unused time at year end.

The Act offers a provision for employers to offer existing and/or similar time off provisions IF those provisions match or exceed the Act. With that said, Absent time may suffice as it is currently offered or with minor adjustments. Proposed House Bill 6057 may exempt carry over for employers that front load (e.g. offer 72 hours or more at the beginning of the year). This feature, if approved, would place our existing absent time in a position to accumulate, be tracked, be used, and be paid out (in lieu of a carry over) in accordance with the Act. We will need to provide ESTA (absent time) to temporary and part time employees, which the city has done in the past.

I will be watching this closely as we approach the deadline and prepare to negotiate our labor agreements for the June 30, 2025 expiration.

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

✓ **MONTHLY REPORTS** *(Update)*

Monthly reports are included.

✓ **MILLER SETTLEMENT THANK YOU** *(Update)*

We received a kind letter from Ms. Keeley, the Miller Settlement Award winner. She sends her thanks to the council and residents.

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

✓ **PLANNING COMMISSION** *(Update)*

The Planning Commission met on December 3 regarding a special land use for a Child Care Center for the interior of the Cornerstone Baptist Church. Child care is a special land use in the single family residential zoning district. However, since the site is established as a large scale church, the commission found it very suitable to convert some of the interior space into child care.

They unanimously recommended approval with one condition, which is to complete the landscaping from their 2012 site plan amendment. For whatever reason, these plantings were never completed, and the church is willing to do so now. I am including the day care plans, their application, the staff letter, and the 2012 plans. I recommend the council concur with the planning commission and approve the application.

Their next meeting is scheduled for January 7, 2025

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

The DDA closed on the purchase of the former Methodist Church on Morrish for a cost of \$125,000. The DDA is pursuing this as a means to create opportunities for the building's preservation and reuse for recreation, hospitality, or culture. More information is to follow.

The DDA did not have quorum to deliberate formally on this issue at their meeting on November 14<sup>th</sup>. In the absence of this, Greg and I will look to proceed on the advice of our MEDC contact and secure state support of development of a Request for Qualifications. The idea will be to market the site to potential users and request statements from interested parties that include a conceptual use, business plans, and

qualifications. The DDA can then proceed to select one or more parties to negotiate a plan and transaction.

They did NOT hold an October meeting. Their next meeting is scheduled for December 12, but this is likely to be cancelled due to a lack of business items.

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

The ZBA is to meet on December 18<sup>th</sup> to hear a variance request to allow a conditional land use request for 9237 Miller Road (Tavern at the Country Carriage).

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

The park board held their regular monthly meeting on November 19, 2024. Things are very much calming down for the year. As such, the agenda was limited to the Christmas decorating contest, which should proceed as normal, as well as the annual rules and reservation form review.

In other news, we received a grant of just under \$10,000 to help diversify Abrams Park with native species. I am attaching the notice!

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

The Board of Review will meet on December 10<sup>th</sup> at 1:00pm to hear qualified errors and poverty exemptions.

✓ **CLERK'S OFFICE/ELECTION UPDATE (Kraft) (No Change of Status)**

Routine duties include record management, publications, FOIA request, human resources, payroll approval and everything related to elections.

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

- ❑ DPS continues to GPS water and sewer assets. This will be ongoing for most of the year as we have time available.
- ❑ Diponio has been back in town this week working through punchlist items: removing silt bags from catch basins, added more millings to the new parking lot on Whitney Court, repaired a conduit for decorative street lighting, repaired several curb and valve boxes, repoured the concrete surrounds on Norbury and Greenleaf.
- ❑ DPS continues to update water meter transponders, registers and meters as needed to allow the new meter reading collectors to read meters. This will be ongoing for several months.
- ❑ DPS has been working on tree trimming..
- ❑ DPS has responded to 4 snow events so far this season.

✓ **TREASURER UPDATE (Nichols) (Update)**

Winter tax bills were mailed, and payments are coming in. The audit is just about wrapped up with a presentation expected in January. Routine operations include, but are not limited to, processing payments for utility bills, tax bills, delinquent personal and qualified real taxes, building permits, daily/weekly/monthly journal entries, bank wires, review/approval of accounts payable invoices, issuance of building permits and rental inspection collections, processing payroll, accounting for grants and projects and other financial matters impacting the city.

✓ **ECONOMIC DEVELOPMENT UPDATE (Dietrich) (Update)**

1. Met with MEDC to review our Redevelopment Ready Communities (RRC) certification. Our certification is good for the next 5 years.
2. Holland Sq: Sent an email to Dort Financial CU detailing the opportunity of naming rights for the proposed pergola. The email included a rendering, cost structure and the DDA's vision for the future use of Holland SQ. DDA has requested a \$50,000 would be appropriate for naming rights.
3. Methodist Church: We have initiated the Request for Qualifications through the Community Development Association of Michigan (CEDAM). We will be setting up a call to determine the scope of the project next year.
4. Attended the Michigan Economic Developers Association Fall Conference. Content included property rehabilitation, community financing and legislative updates from the Michigan Economic Development Corporation (MEDC).
5. On 11/18 we met with representatives from Genesee County along with Mayor Henry and RBF Construction to discuss the county housing incentive.
6. Sent in map of Holland Sq to Red E Charge for possible placement of EV chargers on the property. Once the map is submitted Red E Charge will send out a crew to measure traffic volume and parking to determine the best type of charger for the area along with traffic study to determine how many would be appropriate.
7. On 11/1 a total of 10 downtown businesses received information about the Match on Main grant. Information was personally delivered to them that also included the new economic developers contact information. The businesses that were contacted:
  - Jamies Place
  - Great Lakes Smoothie CO
  - Kelly & Co Nail Studio
  - Kallas Heating & Cooling
  - Blue Butterfly Gifts
  - Against the Grain Hair Studio
  - Swartz Creek Pharmacy
  - Stay Gold Art
  - Pink Florist & Boutique
  - S&K Pub

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

✓ **APPOINTMENTS (Update)**

Many appointments were made at the November 25<sup>th</sup> meeting. The clerk is swearing in new members, and staff has updated exterior entities that will be receiving new members. Positions that still need to be filled are the ZBA Alternate, the Board of Review Alternate, and a Park Board Position that Angela Ritter vacated due to her relocation.

✓ **FIRE TRUCK PURCHASE REQUEST (Update)**

Chief Plumb has provided a revised quote and specifications for a new engine. I am including the quote and full specifications in the packet. I am also including the narrative that was written by Chief Plumb for our November 12 meeting. This explains more of the rationale and purpose of the equipment.

The quoted price is \$1,124,590, assuming a modern engine is needed. My understanding is that the price may be \$80,000 lower if an existing engine can be located and used. The city share, upon delivery, is to be \$562,295.

From the staff perspective, I do not have comment on the type of apparatus in question, though this certainly does weigh on affordability and use. However, I do wish to ensure that the purchases are in accordance with a sustainable vehicle replacement schedule that the fire board finds sufficient and efficient.

With that said, the city currently has about \$166,000 in the fire equipment fund. This includes a small amount of carried-over savings, plus the \$155,000 budgeted deposit for the fiscal year commencing on July 1, 2024. If council continues to budget for fire equipment at the same rate, the city will have ~\$321,000 on July 1, 2025, ~\$476,000 on July 1, 2026, and ~\$631,000 on July 1, 2027. This last date is approximately 2.5 years from now, making the potential purchase of an engine possible from a financial standpoint.

Note that this does not account for interest earnings and other equipment needs that the department may have during this time, which can impact this fund. However, if one considers that our share of a new piece of equipment is to be approximately \$560,000 in two to three years, I can report that funding is projected to be sufficient with about a 10% contingency.

As requested by the fire board, I am including a resolution to authorize the purchase in the packet. As of writing, I do not have information indicating the disposition of Clayton Township on the matter.

✓ **POVERTY EXEMPTION GUIDELINES UPDATE (*Business Item*)**

The Audit of Minimum Assessing Requirements (AMAR) review has specific requirements for best practice as it relates to numerous policies, procedures, forms, and practices. The city has adopted and updated many of our assessing policies in recent years to remain compliant.

As of January 19, 2021, the state altered their guidance related to the granting of poverty exemptions. The city updated and adopted new poverty exemption guidelines to align with the changes. Presently, the city is required to update the specific set income levels used to determine qualification on an annual basis, with the last update in January of this year. Staff has updated the table within the policy that accomplishes this. This is the only proposed change in the policy. I have drafted a resolution that will affect the requested changes.

In addition, there is a standing provision to waive interest and penalties affiliated with untimely submission of a Property Transfer Affidavit. Our assessor finds this too punitive for new homeowners in the event that their closing does not include the form. It is also difficult to administer, track, and recover when weighed with the potential income. This provision aligns with our current practice.

✓ **BREWER TOWNHOMES (*Business Item*)**

The Housing Impact Fund is a new and limited program that is being administered by the Genesee County Metropolitan Planning Commission to increase the supply of specific types of housing in the region. The goal is to provide 'missing middle' housing in safe, sanitary communities, and especially downtowns. The program seeks to target housing that is affordable for those in the middle ranges of income.

This program could be a good fit for this project. Our goal is to add traditional housing to the walkable downtown that inserts disposable income, social capital (engaged residents), and appropriate density. Unfortunately, the housing cost and demand make the project very marginal due to current costs in our downtown market. This program offers gap financing to connect the dots.

For example, if home construction (with Davis Bacon Act prevailing wages) costs \$330,000 and the market price of a unit is \$270,000, the county can use the funds to effect a transaction so that the home sells for \$330,000 to a qualifying family that can bring \$270,000 to the table.

The populations they are looking to serve are (by way of examples) include: police officers, accountants, teachers, certified nursing assistants, and mortgage underwriters. See their handout in the packet for specific wage and income information related to the program. A three person household earning \$85,950 per year is an example of how two such incomes would combine to qualify and be included in such a transaction, while still being able to provide traditional lending for their share.

✓ **ABRAMS FORESTRY GRANT** (*Business Item*)

The city has been awarded some funds to work on forestry at Abrams Park. The DNR is awarding \$9,890 through the Community Forestry Grant Program. There are no strings attached here except that we are to provide an equal match. The grant will pay for the purchase and installation of 38 trees that will be mostly Elm and Oak, though we are allowed to alter this list if we choose. The time for performance is through fall of 2026, and there are no NEPA, Davis Bacon, or other federal requirements.

This seems like a slam dunk. I am including the agreement and original application. I recommend approval.

✓ **MILLER RAIL CROSSING** (*Update*)

MDOT funds have been awarded for the repair of the crossing at Miller Road!. This took a lot of dedication by OHM to track down the right folks with the railroad to make the submission happen. I am glad that this will be done when the weather breaks. The notice is included in the packet.

✓ **FISCAL YEAR 2024 AUDIT** (*Update*)

Normally, we receive our audit and presentation from Plante Moran in November of each year. Obviously, that has not been the case. While Plante Moran believe the audit will be completed yet in December, it is unlikely they will be presenting by the 16<sup>th</sup>. This process has definitely taken longer. Much of the issue is related to the disruption in our finance department. Because Deanna was here for the first quarter of FY2024, with Amy, Kim, and Sheri (Taylor Morgan) each playing a role during the subsequent nine months and the audit review, there is a lack of continuity. This has made response times for audit inquiries take significantly longer as the current staff attempt to discern the actions of their predecessors.

When the dust settles, I do expect we will have some adjustments and/or errors to correct for FY24. However, I think our current situation with Sheri and Amy is sustainable and will result in more accurate and timely financial processes in the future.

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

*Orienteering Course:* I am working with Walt to replace these medallions. The medallions are likely to be fabricated over the winter, with a spring installation.

*Annual Fire Department Parade:* It is happening downtown on Saturday, December 7<sup>th</sup> at 6pm.

**City of Swartz Creek  
RESOLUTIONS**

**Regular Council Meeting, Monday, December 9, 2024, 6:00 P.M.**

**Motion No. 241209-4A**

**MINUTES – NOVEMBER 25, 2024**

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

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, November 25, 2024, to be circulated and placed on file.

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

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

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

**Motion No. 241209-5A**

**AGENDA APPROVAL – DECEMBER 9, 2024**

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

**I Move** the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of December 9, 2024, to be circulated and placed on file.

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

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

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

**Motion No. 241209-6A**

**CITY MANAGER’S REPORT**

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

**I Move** the Swartz Creek City Council accept the City Manager’s Report of December 9, 2024, including reports and communications, to be circulated and placed on file.

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

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

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

**Resolution No. 241209-8A**

**RESOLUTION TO APPROVE A SITE PLAN AND SPECIAL  
LAND USE FOR 6273 MILLER ROAD CHILD DAYCARE  
CENTER (CORNERSTONE BAPTIST CHURCH)**

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

**WHEREAS**, the city received a proposal to convert existing building space of a worship center to Child Day Care on a piece of land zoned as Single Family Residential (R-1), that parcel being 6273 Miller Road, parcel ID 58-31-200-017, and;

**WHEREAS**, the project is a special land use within the R-1 zoning district and requires a site plan review, with an additional approval for the special land use, and;

**WHEREAS**, the planning commission, in reviewing the application materials and criteria in Zoning Ordinance Sections 13 & 30, among other sections, found the proposed site plan for a Child Daycare Center meets the intent of the zoning ordinance, and;

**WHEREAS**, a public comment session was offered, and input by city staff has been received, and;

**WHEREAS**, the planning commission found that the site plan in conjunction with the special land use, would meet all other general and specific standards applicable if the following conditions are met:

1. Landscaping shall be installed in accordance with the 2012 site plan.

**NOW, BE IT RESOLVED** that the Swartz Creek City Council approves the site plan, dated October 11, 2024, subject to the conditions in this resolution.

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

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

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

**Resolution No. 241209-8B**

**RESOLUTION TO AUTHORIZE THE JOINT PURCHASE OF A NEW FIRE TRUCK FOR THE SWARTZ CREEK AREA FIRE DEPARTMENT**

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

**WHEREAS**, the city operates a joint fire department with Clayton Township and such department has a board that functions in accordance with the terms and conditions set in the interlocal agreement as approved pursuant to the Urban Cooperation Act of 1967, MCL 124.501 et al; and

**WHEREAS**, the board has analyzed the need for replacement of the 1991 and 1997 Pierce engines in the near future; and

**WHEREAS**, the department advocates for the purchase of a new engine that will generally match the specifications of the most recent Spartan delivery for the price of \$1,124,590, with a city share of \$562,295; and

**WHEREAS**, the equipment need has been planned for by both participating municipalities, and the delivery date of July 1, 2027 or after is in line with the city’s budget projections for a new fire engine; and

**WHEREAS**, the city has been presented with the equipment needs of the fire department and concurs with the findings and recommendation of the fire board and fire chief.

**NOW, THEREFORE, BE IT RESOLVED** the City of Swartz Creek, conditioned upon equal participation of the Clayton Township Board, hereby approves payment to the Swartz Creek

Area Fire Department in an amount not-to-exceed \$562,295 towards the purchase of a new Fire Truck as detailed by the SCAFD.

**BE IT FURTHER RESOLVED**, the payment for the apparatus shall be appropriated from the Fire Equipment Fund 402 in installments to be determined by the City Treasurer to be in the best financial interest of the city, upon consideration of pre-deliver discounts, interest rates, and other factors.

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

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

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

**Resolution No. 241209-8C**

**RESOLUTION TO APPROVE AN AMENDED POVERTY EXEMPTION POLICY AS PART OF THE MICHIGAN STATE TAX COMMISSION AUDIT OF MINIMUM ASSESSING REQUIREMENTS**

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

**WHEREAS**, the Michigan Tax Commission conducts an Audit of Minimum Assessing Requirements (AMAR) of Townships and Cities; and

**WHEREAS**, the city has adopted various policies and procedures related to these requirements, including a local Poverty Exemption Policy; and

**WHEREAS**, the State Tax Commission Policy Regarding Requests for Percentage Reductions in Taxable Value for Poverty Exemptions Under MCL 211.7u, has been updated as of November 26, 2024; and

**WHEREAS**, the city updated and affirmed written guidelines for poverty exemptions in 2023 and must continue to update and affirm specific wage thresholds for the policy.

**NOW, THEREFORE BE IT RESOLVED** that the City of Swartz Creek adopts the City of Swartz Creek Requirements of Poverty Exemption, as included in the December 9, 2024, city council packet, including the updated set income levels for exemption.

**BE IT FURTHER RESOLVED** that the City of Swartz Creek hereby waives penalties and interest that is otherwise required to be levied for failure to file a Property Transfer Affidavit under MCL 211.27b.

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

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

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

**Resolution No. 241209-8D**

**RESOLUTION TO SUPPORT THE APPLICATION OF THE BREWER TOWNHOMES PROJECT TO THE HOUSING IMPACT FUNDING PROGRAM OF GENESEE COUNTY**

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

**WHEREAS**, the City of Swartz Creek supports the submission of an application titled, Brewer Townhomes, to the Housing Impact Funding program for the completion of 8 - 12 attached housing units, as approved by the city council, located at the northwest corner of Morrish Road and Paul Fortino Drive; and

**WHEREAS**, the location of the proposed project is within the jurisdiction of the City of Swartz Creek and is within the downtown; and

**WHEREAS**, the proposed project, if completed, will benefit the community by adding households within the walkable downtown, in accordance with the city's planning efforts; and

**WHEREAS**, with this resolution of support, it is acknowledged that the City of Swartz Creek recognizes that the purpose and goal of the Housing Impact Fund is to increase the supply of decent, safe, and sanitary housing for Genesee County residents.

**NOW, THEREFORE, BE IT RESOLVED** the City of Swartz Creek hereby supports submission of a Housing Impact Fund Application for the Brewer Townhomes.

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

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

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

**Resolution No. 241209-8E**

**RESOLUTION TO APPROVE SIGN FABRICATION FOR THE NELSON, NEW ZEALAND STATION OF COSMOS IN THE CREEK**

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

**WHEREAS**, the City of Swartz Creek has collected funds to install ten sign stations that will make up the Cosmos in the Creek Solar System Model, including nine stations in Swartz Creek and one in Nelson, New Zealand; and

**WHEREAS**, the city has approved the quote for local sign fabrication for nine stations; and

**WHEREAS**, the city has been seeking quotes for sign fabrication for the station in Nelson; and

**WHEREAS**, a single quote has been received that is competitive for a single sign fabrication, however consistent communication and other barriers have made the timely acquisition of other quotes problematic; and

**WHEREAS**, the city has been seeking quotes for sign fabrication for the station in Nelson; and

**WHEREAS**, the city finds that, though this is normally a competitive product, the interests of the city are best served by proceeding with the current negotiated quote.

**NOW, THEREFORE, BE IT RESOLVED**, the City of Swartz Creek approves the quote for the New Zealand sign station as made by Speedy Signs Nelson, in the amount of \$7,742.95 New Zealand Dollars (~\$4,562.22 USD).

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

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

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

**Resolution No. 241209-8F**

**RESOLUTION TO APPROVE A GRANT AGREEMENT WITH THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES FOR \$9,890 OF COMMUNITY FORESTRY FUNDS**

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

**WHEREAS**, the City of Swartz Creek owns, operates, and maintains a system of parks; and

**WHEREAS**, the city plans for long term improvements in said parks through its Park and Recreation Plan, which is updated and kept on file with the DNR; and

**WHEREAS**, the city is prioritizing forestry in Abrams Park to replace aging Cottonwoods with native Oak, Elm, and other species; and

**WHEREAS**, the city applied for and was awarded a Community Forestry Grant to purchase and install such trees.

**NOW, THEREFORE, BE IT RESOLVED**, the City of Swartz Creek approves the Community Forestry Grant Program agreement as included in the December 9, 2024 city council packet and authorizes and directs the City Manager to be the designated signee and contact for this grant.

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

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

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

**Motion No. 241209-11A**

**ADJOURN**

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

**I Move** the Swartz Creek City Council adjourn the regular council meeting of December 9, 2024.

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

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

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

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE REGULAR COUNCIL MEETING  
DATE November 25, 2024**

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

Invocation and Pledge of Allegiance.

Councilmembers Present: Cramer, Spillane, Gilbert, Hicks, Krueger, Knickerbocker, Henry.

Councilmembers Absent: None.

Staff Present: City Manager Adam Zettel, Clerk Renee Kraft.

Others Present: Daleene Grandy, Dennis Cramer, Captain Steve Tabit, Rod Gardner, M. McLanaham

**APPROVAL OF MINUTES**

**Resolution No. 241125-01** **(Carried)**

Motion by Councilmember Spillane  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday November 12, 2024 to be circulated and placed on file.

YES: Spillane, Gilbert, Hicks, Krueger, Knickerbocker, Henry, Melen.  
NO: None. Motion Declared Carried.

**APPROVAL OF AGENDA**

**Resolution No. 241125-02** **(Carried)**

Motion by Councilmember Krueger  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council approve the Agenda as printed for the Regular Council Meeting of November 25, 2024 to be circulated and placed on file.

YES: Gilbert, Hicks, Krueger, Knickerbocker, Henry, Melen, Spillane.  
NO: None. Motion Declared Carried.

**CITY MANAGER'S REPORT**



- #241125-8A3** **MAYOR APPOINTMENT:** **Nate Henry**  
 Genesee County Metropolitan Alliance – Alternate  
 Two year term, expiring November 23, 2026
- #241125-8A4** **MAYOR APPOINTMENT:**  
 Board of Review Authority - Alternate  
 Remainder of three year term, expiring June 30, 2026
- #241125-8A5** **MAYOR APPOINTMENT:** **Rae Lynn Hicks**  
 Swartz Creek Area Fire Board – Council Rep  
 Two year term, expiring November 23, 2026
- #241125-8A6** **MAYOR APPOINTMENT:** **John Gilbert**  
 Swartz Creek Area Fire Board – Council Rep  
 Two year term, expiring November 23, 2026
- #241125-8A7** **MAYOR APPOINTMENT:** **Ken Brill**  
 Swartz Creek Area Fire Board – Citizen Rep  
 Two year term, expiring November 23, 2026
- #241125-8A8** **MAYOR APPOINTMENT:** **David Krueger**  
 Planning Commission – Council Rep  
 Two year term, expiring November 23, 2026
- #241125-8A9** **MAYOR APPOINTMENT:** **Nate Henry**  
 Small Cities – Council Rep  
 Two year term, expiring November 23, 2026
- #241125-8A10** **MAYOR APPOINTMENT:** **John Knickerbocker**  
 Small Cities – Council Rep Alternate  
 Two year term, expiring November 23, 2026
- #241125-8A11** **MAYOR APPOINTMENT:** **John Gilbert**  
 GAIN Auto Theft Unit – Council Rep  
 Two year term, expiring November 23, 2026
- #241125-8A12** **MAYOR APPOINTMENT:** **David Spillane**  
 GAIN Auto Theft Unit – Alternate  
 Two year term, expiring November 23, 2026
- #241125-8A13** **MAYOR APPOINTMENT:** **Nate Henry**  
 Flint Area Narcotics Group – Council Rep  
 Two year term, expiring November 23, 2026
- #241125-8A14** **MAYOR APPOINTMENT:** **John Gilbert**  
 Flint Area Narcotics Group – Alternate  
 Two year term, expiring November 23, 2026
- #241125-8A16** **MAYOR APPOINTMENT:** **John Gilbert**  
 Zoning Board of Appeals – Council Rep  
 Two year term, expiring November 23, 2026
- #241125-8A17** **MAYOR APPOINTMENT:**  
 ZBA Alternate  
 Remainder of Three year term, expiring June 30, 2025

- #241125-8A18 MAYOR APPOINTMENT:** **Robert Bincsik**  
 Water/Waste Services – Staff Delegate  
 Two year term, expiring November 23, 2026
- #241125-8A19 MAYOR APPOINTMENT:** **Adam Zettel**  
 Water/Waste Services – Staff Delegate Alternate  
 Two year term, expiring November 23, 2026
- #241125-8A20 MAYOR APPOINTMENT:** **Robert Bincsik**  
 Street Administrator – Staff Delegate  
 Two year term, expiring November 23, 2026
- #241125-8A21 MAYOR APPOINTMENT:** **Adam Zettel**  
 Street Administrator – Staff Delegate Alternate  
 Two year term, expiring November 23, 2026
- #241125-8A22 MAYOR APPOINTMENT:** **John Knickerbocker**  
 911 Consortium – Delegate  
 Two year term, expiring November 23, 2026
- #241125-8A23 MAYOR APPOINTMENT:** **Nate Henry**  
 911 Consortium – Alternate  
 Two year term, expiring November 23, 2026
- #241125-8A24 MAYOR APPOINTMENT:** **James Barclay**  
 Park and Recreation Advisor Board - Resident  
 Three year term, expiring December 31, 2027
- #241125-8A25 MAYOR APPOINTMENT:** **Walt Melen**  
 Park and Recreation Advisor Board - Resident  
 Three year term, expiring December 31, 2027
- #241125-8A26 MAYOR APPOINTMENT:**  
 Park and Recreation Advisor Board - Resident  
 Three year term, expiring December 31, 2027
- #241125-8A27 MAYOR APPOINTMENT:** **Douglas Stephens**  
 Construction Board of Appeals - Resident  
 Three year term, expiring November 23, 2026
- #241125-8A28 MAYOR APPOINTMENT:** **Brad Lindsay**  
 Construction Board of Appeals - Resident  
 Two year term, expiring November 23, 2026
- #241125-8A29 MAYOR APPOINTMENT:** **Joe Perreault**  
 Construction Board of Appeals - Resident  
 Two year term, expiring November 23, 2026

Discussion Ensued.

YES: Krueger Knickerbocker, Henry, Melen, Spillane, Gilbert, Hicks.

NO: None. Motion Declared Carried.

**RESOLUTION TO APPROVE AMEND THE PARK RULES, RESERVATION FORM, AND RENTAL AGREEMENT**

**Resolution No. 241125-05**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Melen

**WHEREAS**, the City of Swartz Creek owns, operates, and maintains public park and recreation facilities and desires to promote safe and equitable use of those facilities; and

**WHEREAS**, the city regulates use of city parks through the adoption of “Park Rules and Regulations” as enabled and enforceable under City Ordinance Section 11-47, Park Rules and Regulations, which reads as follows: the City Council may by resolution adopt rules and regulations governing the use of parks, including prohibitions or restrictions on uses and acts within parks; and

**WHEREAS**, the city park and recreation commission recommends amending of the attached Park Rules and Regulations, Reservation Form (inclusive of rates), and Rental Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, the Swartz Creek City Council hereby approve the amended park rules, reservation form, and rental agreement as attached.

Attached here

Discussion Ensued.

YES: Knickerbocker, Henry, Melen, Spillane, Gilbert, Hicks, Krueger.  
NO: None. Motion Declared Carried.

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

**Resolution No. 241125-06**

**(Carried)**

Motion by Councilmember Knickerbocker  
Second by Mayor Pro Tem Hicks

**WHEREAS**, the City sets rates and collects fees, fees for permits, charges for services, cost recovery for public safety and cost recovery for consulting services (rates, fees, & charges), and;

**WHEREAS**, such rates, fees, & charges are a necessary and essential part of the funding for the services that the City provides, and:

**WHEREAS**, the City’s Code of Ordinances defines and provides for certain rates, fees, & charges, and;

**WHEREAS**, other such rates, fees, & charges are provided for by resolution of the City Council, statutory provision, past practice, policy and other such actions, and

**WHEREAS**, the City has amended the City’s Code of Ordinances to provide for various rates, fees, & charges to be set by resolution of the City Council, and;

**WHEREAS**, the City has need to implement additional rates, fees, & charges to be set by resolution of the City Council, and;

**WHEREAS**, the City desires to have all such rates, fees, & charges organized into a single resolution that can be visited periodically and adjusted accordingly.

**NOW, THEREFORE, BE IT RESOLVED** the City of Swartz Creek hereby sets its rates, fees, & charges in accordance with the following schedule, effective immediately or as soon as practical thereafter, table as follows:

**CITY OF SWARTZ CREEK RATES, FEES PERMITS & CHARGES FOR SERVICES**  
**(All fees may be paid in person with cash, check, or card. Building and utility fees may be paid online with card or e-check)**

(Changes are hi-lighted)

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

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

| <u>Offense</u>  | <u>Fine</u> |
|---|-------------|
| (a) Parking too far from curb   | \$ 40.00    |
| (b) Angle parking violations  | \$ 40.00    |
| (c) Obstructing traffic   | \$ 40.00    |
| <u>Prohibited parking (signs un-necessary)</u>  |             |
| (d) On sidewalk   | \$ 40.00    |
| (e) In front of drive   | \$ 40.00    |
| (f) Within intersection   | \$ 40.00    |
| (g) Within 15 feet of hydrant   | \$ 40.00    |
| (h) On crosswalk  | \$ 40.00    |
| (i) Within 20 feet of crosswalk or 15 feet of corner lot lines                          | \$ 40.00    |
| (j) Within 30 feet of street side traffic sign or signal                                | \$ 40.00    |
| (k) Within 50 feet of railroad crossing   | \$ 40.00    |
| (l) Within 20 feet of fire station entrance   | \$ 40.00    |
| (m) Within 75 feet of fire station entrance on opposite side of street (signs required) | \$ 40.00    |
| (n) Beside street excavation when traffic obstructed                                    | \$ 40.00    |
| (o) Double parking  | \$ 40.00    |
| (p) On bridge of viaduct or within tunnel   | \$ 40.00    |
| (q) Within 200 feet of accident where police in attendance                              | \$ 40.00    |
| (r) In front of theater   | \$ 40.00    |

|   |          |
|---|----------|
| (s) Blocking emergency exit             | \$ 40.00 |
| (t) Blocking fire escape or fire lane   | \$ 50.00 |
| (u) In a handicapped space              | \$100.00 |
| (v) In prohibited zone (signs required) | \$ 40.00 |
| (w) In alley (signs required)           | \$ 40.00 |

Parking for prohibited purpose

|   |          |
|---|----------|
| (x) Displaying vehicle for sale                   | \$ 40.00 |
| (y) Working or repairing vehicle                  | \$ 40.00 |
| (z) Displaying advertising                        | \$ 40.00 |
| (aa) Selling merchandise                          | \$ 40.00 |
| (bb) Storage over 48 hours                        | \$ 40.00 |
| (cc) Wrong side boulevard roadway                 | \$ 40.00 |
| (dd) Loading zone violation                       | \$ 40.00 |
| (ee) Bus, parking other than bus stop             | \$ 40.00 |
| (ff) Taxicab, parking other than cab stand        | \$ 40.00 |
| (gg) Bus, taxicab stand violations                | \$ 40.00 |
| (hh) Failure to set brakes                        | \$ 40.00 |
| (ii) Parked on grade wheels not turned to curb    | \$ 40.00 |
| (jj) Parked on lawn extension within right of way | \$ 40.00 |
| (kk) Parked on front lawn                         | \$ 40.00 |

All \$40.00 violations not paid within 20 days will be assessed a \$20.00 late fee.

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

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

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

- A. A cost of \$150 shall be assessed to each defendant convicted of O.U.I.L. – O.U.I.D or O.W.I. The cost recovery shall be collected as a part of the fines and costs set by the 67<sup>th</sup> District Court.
- B. Actual costs shall be assessed to each defendant convicted of O.U.I.L. – O.U.I.D or O.W.I. in which a motor vehicle accident occurred. The cost recovery shall be collected as a part of the fines and costs set by the 67<sup>th</sup> District Court. In the event the court declines collection, they shall be billed direct to the defendant.
- C. For the purpose of determining costs for extensive investigation and cleanup recovery for emergency response for alcohol related arrests and accidents, the following table shall be used:

Fire

|               |               |
|---------------|---------------|
| Pumper        | \$250.00/hour |
| Tanker        | \$350.00/hour |
| Squad/Utility | \$150.00/hour |
| Grass         | \$200.00/hour |
| Command       | \$150.00/hour |
| Officers      | \$18.00/hour  |
| Firefighters  | \$15.00/hour  |

Police

|                  |              |
|------------------|--------------|
| Officers         | \$51.54/hour |
| Officer Overtime | \$62.34/hour |
| Police Car       | \$15.00/hour |

**4. Chapter 5: Cemetery Lots - Purchase**

The cost for purchase of cemetery lots will be \$600.00 per lot.

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

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

**6. Chapter 11: Park Reservation Fees**

| <u>Elms Park</u> |                                 |
|------------------|---------------------------------|
| Pavilion #1      | \$80.00(\$225.00 non-resident)  |
| Pavilion #2      | \$100.00(\$275.00 non-resident) |
| Pavilion #3      | \$50.00(\$165.00 non-resident)  |
| Pavilion #4      | \$80.00(\$225.00 non-resident)  |

| <u>Abrams Park</u> |                                |
|--------------------|--------------------------------|
| Pavilion #1        | \$50.00(\$165.00 non-resident) |
| Pavilion #2        | \$50.00(\$165.00 non-resident) |
| Pavilion #3        | \$40.00(\$135.00 non-resident) |
| Pavilion #4        | \$40.00(\$135.00 non-resident) |

Deposit \$200.00\*

\*Deposit to be forfeited with any validated park rule or ordinance violation attributed to the reserving entity.

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

\$50.00

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

\$25.00

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

\$100.00

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

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

*Rates for Quarterly Billings*

***Readiness to serve charge***

|                |            |
|----------------|------------|
| 5/8", 3/4", 1" | \$60.76    |
| 1.5"           | \$241.14   |
| 2"             | \$385.84   |
| 3"             | \$723.45   |
| 4"             | \$1,205.76 |
| 6"             | \$2,411.50 |

**Commodity charge (per 100 cubic feet of water): \$7.87**

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

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

(C) There shall be a Twenty Dollar (\$20.00) charge for shutting off the water service pursuant to such request and a Twenty Dollar (\$20.00) charge for turning the water service back on, if the shut off or turn on is performed during normal business hours. If this shut off or turn on is performed outside of normal business hours, the charge shall be One-Hundred Dollars (\$100.00).

If water is shut off and/or turned back on pursuant to account delinquency, the fee shall be Forty Dollars (\$40.00) per turn off and Forty Dollars (\$40.00) per turn on. This fee shall be applied upon deployment of the field crew for water shut off. Requests for after-hours turn on shall cost One-Hundred Dollars (\$100.00). The City Manager may waive any shut off and turn on fees for reasonable cause.

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

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

**Bulk Water Purchases**

1 cubic ft. = 7.4805

Gallons

| Gallons | Cubic ft. | Cost     |
|---------|-----------|----------|
| 3,740   | 499.96658 | \$109.20 |
| 5,000   | 668.40452 | \$121.80 |
| 10,000  | 1336.809  | \$168.00 |
| 15,000  | 2005.2136 | \$214.20 |
| 20,000  | 2673.6181 | \$259.35 |

**11. Chapter 19: Water & Sewer Tap Fees**

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

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

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

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

**12. Chapter 19: Sanitary Sewer Rates**

*Rates for Quarterly Billings*

|  |          |
|--|----------|
| Readiness to serve charge (per Residential Equivalent Unit): | \$53.53  |
| Readiness to serve charge (non-metered accounts):            | \$130.43 |
| Commodity charge (per 100 cubic feet of water consumed):     | \$2.52   |

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

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

**13. Chapter 20: Weed Cutting Fees**

\$300 per cut

**14. Building & Trade Inspection Fees**

**A. Building Permit Fees:**

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

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

|                            |                |                       |
|----------------------------|----------------|-----------------------|
| Single Family Home         | 1 story.....   | \$105.00 per sq. foot |
|                            | 1.5 story..... | \$91.00 per sq. foot  |
|                            | 2.0 story..... | \$85.00 per sq. foot  |
| Detached garage.....       |                | \$25.00 per sq. foot  |
| Pole Barn.....             |                | \$16.50 per sq. foot  |
| Open deck or porch.....    |                | \$14.00 per sq. foot  |
| Covered deck or porch..... |                | \$28.00 per sq. foot  |

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

Residential Roofing..... \$100.00 fee per project

Siding permits are based upon the project cost.

Commercial roofing is to be based upon the project cost.

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

All work not involving a sq. foot computation:

Plan review and administration base fee \$75  
(plus \$50.00 for each inspection)

|  |          |
|--|----------|
| Additional inspections                                   | \$75     |
| Certificate of Occupancy                                 | \$50     |
| Work Commencing Before Permit Issuance                   | \$75     |
| <b>B. Electrical Inspection Fees</b>                     |          |
| Application Fee (non-refundable)                         | \$65     |
| Work Commencing Before Permit Issuance                   | \$75     |
| <b><u>New Residential Electrical System</u></b>          |          |
| Up to 1,500.00 sq. foot                                  | \$80.00  |
| 1,501 to 3,500 sq. foot                                  | \$130.00 |
| Over 3,500 sq. foot                                      | \$180.00 |
| <b><u>Service</u></b>                                    |          |
| Through 200 Amp.   | \$10     |
| Over 200 Amp. thru 600 Amp.                              | \$15     |
| Over 600 Amp. thru 800 Amp.                              | \$20     |
| Over 800 Amp. thru 1200 Amp.                             | \$50     |
| Over 1200 Amp. (GFI only)                                | \$75     |
| Circuits   | \$5      |
| Lighting Fixtures-per 25                                 | \$5      |
| Dishwasher   | \$5      |
| Furnace-Unit Heater                                      | \$5      |
| Electrical-Heating Units (baseboard)                     | \$4      |
| Power Outlets (ranges, dryers, etc.)                     | \$7      |
| <b><u>Signs</u></b>                                      |          |
| Unit   | \$6      |
| Letter   | \$10     |
| Neon-each 25 feet  | \$20     |
| Feeders-Bus Ducts, etc.-per 50'                          | \$6      |
| Mobile Home Park Site                                    | \$5      |
| Recreational Vehicle Park Site                           | \$5      |
| <b><u>K.V.A. &amp; H.P.</u></b>                          |          |
| Units up to 20   | \$4      |
| Units 21 to 50 K.V.A. or H.P.                            | \$6      |
| Units 51 K.V.A. or H.P. & over                           | \$10     |
| <b><u>Fire Alarm Systems (excl. smoke detectors)</u></b> |          |
| Up to 10 devices   | \$50     |
| 11 to 20 devices   | \$100    |
| Over 20 devices  | \$5 each |
| Low voltage - Per opening (devices)                      | \$5 each |
| Energy Retrofit-Temp. Control                            | \$45     |
| Conduit only or grounding only                           | \$45     |

**Inspections**

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

**C. Mechanical Inspection Fees**

|  |      |
|--|------|
| Application Fee (non-refundable)       | \$65 |
| Work Commencing Before Permit Issuance | \$75 |

**Residential Heating System**

|  |       |
|--|-------|
| (Includes duct & pipe)                                     |       |
| Up to 1,500 sq. feet                                       | \$80  |
| 1,501 to 3,500 sq. feet                                    | \$130 |
| Over 3,500 sq. feet  | \$180 |
| Gas/Oil Burning Equipment Under 400,000 In                 | \$30  |
| Gas/Oil Burning Equipment Under 400,000 In                 | \$40  |
| Boiler   | \$30  |
| Water Heater   | \$5   |
| Damper/Flue  | \$5   |
| Solid Fuel Equip. (includes chimney)                       | \$30  |
| Gas Burning Fireplace                                      | \$30  |
| Chimney, factory built (installed separately)              | \$25  |
| Solar; set of 3 panels-fluid transfer<br>(includes piping) | \$20  |
| Gas piping; each opening-new installation<br>(residential) | \$5   |
| Air Conditioning (includes split systems)                  |       |
| 1.5hp to 15 hp   | \$30  |
| Over 15 hp   | \$50  |
| Heat Pumps (complete residential)                          | \$30  |
| Dryer, Bath & Kitchen Exhaust                              | \$5   |

**Tanks**

|                          |      |
|--------------------------|------|
| Aboveground              | \$20 |
| Aboveground Connection   | \$20 |
| Underground              | \$20 |
| Underground Connection   | \$20 |
| Humidifiers/Air Cleaners | \$5  |

**Piping**

|                         |          |
|-------------------------|----------|
| Piping-minimum fee \$25 | \$.05/ft |
| Process piping          | \$.05/ft |

|  |          |
|--|----------|
| Duct-minimum fee \$25                      | \$.10/ft |
| Heat Pumps; Commercial (pipe not included) | \$20     |

**Air Handlers/Heat Wheels**

|                               |      |
|-------------------------------|------|
| Conversion Burners (oil)      | \$30 |
| Commercial Hoods/Exhausters   | \$15 |
| Heat Recovery Units           | \$10 |
| V.A.V. Boxes                  | \$10 |
| Unit Ventilators              | \$10 |
| Unit Heaters (terminal units) | \$15 |

**Fire Suppression/Protection/Other**

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

**Inspections**

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

**D. Plumbing Inspection Fees**

|  |      |
|--|------|
| Application Fee (non-refundable)       | \$65 |
| Work Commencing Before Permit Issuance | \$75 |

**New Residential Plumbing System**

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

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

**Water Service**

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

**Sewers (sanitary, storm or combined)**

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

**Water Distributing Pipe (system)**

|   |          |
|---|----------|
| ¾" Water Distribution Pipe                | \$5      |
| 1" Water Distribution Pipe                | \$10     |
| 1 ¼" Water Distribution Pipe              | \$15     |
| 1 ½" Water Distribution Pipe              | \$20     |
| 2" Water Distribution Pipe                | \$25     |
| Over 2" Water Distribution Pipe           | \$30     |
| Reduced pressure zone back-flow preventer | \$5 each |
| Domestic water treatment and              |          |

|                          |      |
|--------------------------|------|
| filtering equipment only | \$5  |
| Medical Gas System       | \$45 |

**Inspections**

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

**15. Chapter 22: General Emergency Response Fees**

Fire

|               |               |
|---------------|---------------|
| Pumper        | \$250.00/hour |
| Tanker        | \$350.00/hour |
| Squad/Utility | \$150.00/hour |
| Grass         | \$200.00/hour |
| Command       | \$150.00/hour |
| Officers      | \$18.00/hour  |
| Firefighters  | \$15.00/hour  |

Police

|                  |              |
|------------------|--------------|
| Officers         | \$51.54/hour |
| Officer Overtime | \$62.34/hour |
| Police Car       | \$15.00/hour |

**16. Appendix B: Franchises**

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

**17. Miscellaneous Fees**

A. *Copies:*

Black & White: 10¢ for page.  
Color or Mixed Color and Black & White: 25¢ per page

B. *Freedom of Information Act Requests:*

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

C. *Weddings:*

\$50 per ceremony

D. *Fax Services:*

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

E. *Notary Services:*

\$10.00 per item

F. *Insufficient Funds:*

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

G *Penalties on Outstanding Invoices/Miscellaneous Receivables:*  
 \$10 penalty for unpaid miscellaneous receivables, including but not limited to: utility bills, mowing invoices, sidewalk repair, project reimbursements, charges for services, and retiree coverage contributions. This penalty shall be applied once to “past due” invoices.

H. *Interest on Outstanding Invoices/Miscellaneous Receivables:*  
 1.5% interest per month on outstanding invoices that are 30 days “past due”.

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

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

|   |  |                                      |
|---|--|--------------------------------------|
| A. <u>Site Plan Review:</u>                               |  |                                      |
| Property Re-Zoning  |  | \$250                                |
| Single & Multiple-Family (non-plat)                       |  | \$300 plus \$5.00 per lot            |
| Cluster Housing Development                               |  | \$300 plus \$5.00 per unit           |
| Mobile Home Park  |  | \$400 plus \$5.00 per unit           |
| Commercial Development                                    |  | \$450 plus \$50.00 per acre/fraction |
| Industrial Development                                    |  | \$400 plus \$50.00 per acre/fraction |
| Office Development  |  | \$350 plus \$50.00 per acre/fraction |
| Institutional   |  | \$300 plus \$50.00 per acre/fraction |
| Public/semi-public uses                                   |  | \$300 plus \$50.00 per acre/fraction |
| Special Approval or Conditional Use                       |  | \$250 plus \$5.00 per acre/fraction  |
| PUD/Mixed Use Review                                      |  | \$500 plus \$50.00 per acre/fraction |
| Consulting Fees (All Reviews)                             |  | Actual consultant costs              |
| Revisions   |  | ½ of original review fee             |
| B. <u>Building and Zoning:</u>                            |  |                                      |
| Swimming Pool Permit                                      |  | \$25                                 |
| Misc. Zoning Permit                                       |  | \$25                                 |
| Sidewalk Permit   |  | \$25                                 |
| Sign Permit   |  | See Building Permits                 |
| Structure Movement Permit                                 |  | \$95                                 |
| Demolition Permit (Including ROW Permit)                  |  | \$150                                |
| Right of Way Permit (Residential)                         |  | \$100                                |
| Right of Way Permit (Commercial and/or Road Break)        |  | \$250 +review/inspection escrow      |
| Home Occupation Permit                                    |  | \$95                                 |
| Variance Review   |  | \$250 per variance                   |
| Zoning Board of Appeals: Petitioned Interpretation Review |  | \$150                                |
| Zoning Board of Appeals: Appeal Review                    |  | \$250                                |
| Lot Split/Combination: City Ordinance Section 16.2        |  | \$150 plus \$5.00 per lot            |
| Public or Private Road Plan Reviews                       |  | \$400 per mile/fraction              |
| Consulting Fees   |  | Actual consultant costs              |
| Zoning Code   |  | \$10 CD, \$25 Paper Copy             |
| Engineering Standards Manual                              |  | \$10 CD, \$25 Paper Copy             |
| Medical Marijuana Dispensary/Facility Review              |  | \$500                                |
| C. <u>Subdivision Review</u>                              |  |                                      |
| Preliminary Subdivision Review-Tentative                  |  | \$300 plus \$5.35 per lot            |
| Preliminary Subdivision Review- Final                     |  | \$160 plus \$2.70 per lot            |
| Final Plat Review   |  | \$160 plus \$1.00 per lot            |

**19. Chapter 1: Municipal Civil Infraction Fines**

Civic Infraction Citation Fines:

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

Civic Infraction Notice Fines:

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

**20. Rental Inspection Program Fees**

|  |  |
|--|--|
| Registration                             | \$75 for the first unit, plus \$20 for each additional unit on a shared premises, with common ownership and management, or within recognized apartment complexes |
| Follow up inspections                    | The initial and one follow-up inspection will be performed without additional fees. Subsequent inspections shall be charged at the rate of \$25/unit             |
| Registration Updates/Amendments Coverage | No charge<br>The initial fee covers the registration and first inspection and is valid until the resulting certificate of compliance expires                     |
| Pro-ration                               | There shall be no pro-ration of fees   |

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ADOPTION & REVISION HISTORY:

|                          |   |
|--------------------------|---|
| Resolution No. 050711-07 | Dated July 11, 2005                                     |
| Resolution No. 100208-06 | Dated February 8, 2010                                  |
| Resolution No. 101206-04 | Dated December 6, 2010 (Water-Sewer-RTS)                |
| Resolution No. 111114-05 | Dated November 14, 2011 (Park Fees)                     |
| Resolution No. 110613-07 | Dated June 13, 2011 (Water Fees)                        |
| Resolution No. 120611-05 | Dated June 11, 2012 (Water Fees)                        |
| Resolution No. 120709-05 | Dated July 9, 2012 (Bulk Water Fees)                    |
| Resolution No. 130610-09 | Dated June 10, 2013 (Water Fees)                        |
| Resolution No. 130826-06 | Dated August 26, 2013 (K.W.A. Water Fees)               |
| Resolution No. 140922-07 | Dated September 22, 2014 (Utility and MMD Fees)         |
| Resolution No. 150824-05 | Dated August 24, 2015 (FOIA, Rentals, Utility Fees)     |
| Resolution No. 151214-05 | Dated December 14, 2015 (Parking)                       |
| Resolution No. 160523-05 | Dated May 23, 2016 (Water and Sewer)                    |
| Resolution No. 160808-04 | Dated August 8, 2016 (Solicitation)                     |
| Resolution No. 171023-07 | Dated October 23, 2017 (Building; Police Removal)       |
| Resolution No. 180312-06 | Dated March 12, 2018 (Building Penalty)                 |
| Resolution No. 181126-07 | Dated November 26, 2018 (Parking)                       |
| Resolution No. 190325-09 | Dated March 25, 2019 (Water)                            |
| Resolution No. 201109-06 | Dated November 9, 2020 (Water Rates - Cross Connection) |
| Resolution No. 210927-06 | Dated September 27, 2021 (Cost Recovery & Right of Way) |
| Resolution No. 211213-04 | Dated December 13, 2021 (Water and Sewer Rates)         |
| Resolution No. 220613-05 | Dated June 13, 2022 (UB Turn On/Off & Park Deposit)     |
| Resolution No. 221114-06 | Dated November 14, 2022 (Park Reservations)             |
| Resolution No. 231127-08 | Dated November 27, 2023 (Parks, Water, Cost Recovery)   |
| Resolution No. 241125-__ | Dated November 25, 2024 (Parks)                         |

Discussion Ensued.

YES: Henry, Melen, Spillane, Hicks, Krueger, Knickerbocker.

NO: Gilbert. Motion Declared Carried.

**RESOLUTION TO AUTHORIZE CONTINUATION OF THE EMS SERVICE AS PROVIDED BY THE SWARTZ CREEK AREA FIRE DEPARTMENT**

**Resolution No. 241125-07**

**(Carried)**

Motion by Councilmember Spillane

Second by Councilmember Knickerbocker

**WHEREAS**, the City of Swartz Creek and Clayton Township operate a joint fire department pursuant to the provision of MSA 5.2640(6), in which a joint board has been established to operate the fire department; and

**WHEREAS**, The Swartz Creek Area Fire Board oversees the operation of the joint department under the applicable interlocal agreement and bylaws that are adopted by the two municipalities; and

**WHEREAS**, the City and Township approved changes to the department bylaws, job descriptions, and budget to enable emergency medical runs by the Swartz Creek Area Fire Department; and

**WHEREAS**, the Swartz Creek City Council finds the service to be beneficial in the operational area.

**NOW, THEREFORE, BE IT RESOLVED** the City of Swartz Creek hereby approves and affirms the function of emergency medical runs and associated departmental functions by the Swartz Creek Area Fire Department.

Discussion Ensued.

YES: Melen, Spillane, Gilbert, Hicks, Krueger, Knickerbocker, Henry.

NO: None. Motion Declared Carried.

**SPRINGBROOK STREET PROPOSAL:** Discussion ensued

**RESOLUTION TO APPROVE A SUB-RECIPIENT AGREEMENT WITH GENESEE COUNTY PARKS FOR HOUSING AND URBAN DEVELOPMENT FEDERAL FUNDS**

**Resolution No. 241125-08**

**(Carried)**

Motion by Councilmember Krueger

Second by Councilmember Melen

**WHEREAS**, the City of Swartz Creek, Grand Blanc Township, and Mundy Township applied for congressionally designated spending through Congressman Kildee’s office through the Housing and Urban Development Department; and

**WHEREAS**, the requested funds were to be used to make improvements at Otterburn Park; and

**WHEREAS**, funds were awarded at a lower amount than requested, but they are still available for a scalable project as administered by the Genesee County Parks; and

**WHEREAS**, Genesee County Parks is requesting a sub-recipient agreement to set the terms and conditions for use of said funds.

**NOW, THEREFORE, BE IT RESOLVED** the City of Swartz Creek hereby approves the Sub-recipient agreement with City of Swartz Creek for HUD Grant Funds B-24-CP-MI-1144 as included in the City Council Packet of November 25, 2024 and further directs the City Manager to be the designated contact and to execute said agreement.

Discussion Ensued.

YES: Melen, Spillane, Gilbert, Hicks, Krueger, Knickerbocker, Henry.

NO: None. Motion Declared Carried.

**MEETING OPENED TO THE PUBLIC:**

Dennis Cramer: Asked if the Old Methodist Church has heat? Response-yes.

Marianne McLanahan: Stated there is a hole on Fairchild – Mayor Henry responded it has been patched. Ms. McLanahan doesn’t like the painted lines on Ingalls.

**REMARKS BY COUNCILMEMBERS:**

Councilmember Knickerbocker: Chamber luncheon at noon tomorrow.

Mayor Pro Tem Hicks: Suggested checking the garbage at Wendy’s. Forrestry-38 trees.

Councilmember Spillane: It was unnerving to see an 18 wheeler truck parked down Ingalls. Suggested cleaning out the council packets. December 16 is the concert day.

Mayor Henry: Questioned if the striping on Ingalls was done by the engineers – response was yes, school engineers. Questioned if chipping was complete – response was yes.

**ADJOURNMENT**

**Resolution No. 241125-09**

**(Carried)**

Motion by Councilmember Krueger  
Second by Councilmember Melen

**I Move** the Swartz Creek City Council adjourn the regular meeting at 7:58 p.m.

Unanimous Voice Vote.

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**Nate Henry, Mayor**

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**Renee Kraft, CMC, MiPMC-2, City Clerk**

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK

PERIOD ENDING 11/30/2024

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

| GL NUMBER                                   | 2024-25<br>ORIGINAL<br>BUDGET | 2024-25<br>AMENDED<br>BUDGET | YTD BALANCE<br>11/30/2024 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|---|-------------------------------|------------------------------|---------------------------|----------------------|----------------|
| Fund 101 - General Fund                     |                               |                              |                           |                      |                |
| 000.000 - General                           | 2,819,079.00                  | 2,819,079.00                 | 1,997,006.58              | 822,072.42           | 70.84          |
| 215.000 - Administration and Clerk          | 0.00                          | 0.00                         | 3.00                      | (3.00)               | 100.00         |
| 253.000 - Treasurer                         | 0.00                          | 0.00                         | 480.00                    | (480.00)             | 100.00         |
| 262.000 - Elections                         | 0.00                          | 0.00                         | 5,305.19                  | (5,305.19)           | 100.00         |
| 301.000 - Police Dept                       | 4,700.00                      | 4,700.00                     | 1,930.50                  | 2,769.50             | 41.07          |
| 345.000 - PUBLIC SAFETY BUILDING            | 24,200.00                     | 24,200.00                    | 6,146.29                  | 18,053.71            | 25.40          |
| 371.000 - Building/Zoning/Planning          | 63,275.00                     | 63,275.00                    | 37,099.00                 | 26,176.00            | 58.63          |
| 448.000 - Lighting                          | 8,722.00                      | 8,722.00                     | 3,217.30                  | 5,504.70             | 36.89          |
| 523.000 - Grass, Brush & Weeds              | 3,600.00                      | 3,600.00                     | 1,500.00                  | 2,100.00             | 41.67          |
| 694.000 - Community Development Block Grant | 39,822.00                     | 39,822.00                    | 0.00                      | 39,822.00            | 0.00           |
| 780.000 - Parks & Recreation                | 0.00                          | 0.00                         | 35.00                     | (35.00)              | 100.00         |
| 780.500 - Mundy Twp Park Services           | 11,024.00                     | 11,024.00                    | 3,707.55                  | 7,316.45             | 33.63          |
| 782.000 - Facilities - Abrams Park          | 500.00                        | 500.00                       | 310.00                    | 190.00               | 62.00          |
| 783.000 - Facilities - Elms Rd Park         | 10,000.00                     | 10,000.00                    | 2,150.00                  | 7,850.00             | 21.50          |
| 790.000 - Facilities-Senior Center/Libr     | 5,300.00                      | 5,300.00                     | 1,962.76                  | 3,337.24             | 37.03          |
| TOTAL REVENUES                              | 2,990,222.00                  | 2,990,222.00                 | 2,060,853.17              | 929,368.83           |                |
| 000.000 - General                           | 14,133.00                     | 14,133.00                    | 6,647.73                  | 7,485.27             | 47.04          |
| 101.000 - Council                           | 26,012.00                     | 26,012.00                    | 10,888.15                 | 15,123.85            | 41.86          |
| 172.000 - Executive                         | 161,341.00                    | 161,341.00                   | 65,537.68                 | 95,803.32            | 40.62          |
| 215.000 - Administration and Clerk          | 36,293.00                     | 36,293.00                    | 16,228.32                 | 20,064.68            | 44.71          |
| 228.000 - Information Technology            | 23,000.00                     | 23,000.00                    | 7,227.93                  | 15,772.07            | 31.43          |
| 247.000 - Board of Review                   | 4,204.00                      | 4,204.00                     | 275.88                    | 3,928.12             | 6.56           |

| GL NUMBER                                   | 2024-25<br>ORIGINAL<br>BUDGET | 2024-25<br>AMENDED<br>BUDGET | YTD BALANCE<br>11/30/2024 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|---|-------------------------------|------------------------------|---------------------------|----------------------|----------------|
| 253.000 - Treasurer                         | 122,480.00                    | 122,480.00                   | 65,247.68                 | 57,232.32            | 53.27          |
| 257.000 - Assessor                          | 52,881.00                     | 52,881.00                    | 16,563.96                 | 36,317.04            | 31.32          |
| 262.000 - Elections                         | 86,374.00                     | 86,374.00                    | 51,076.74                 | 35,297.26            | 59.13          |
| 265.000 - Facilities - City Hall            | 19,357.00                     | 19,357.00                    | 10,204.36                 | 9,152.64             | 52.72          |
| 266.000 - Legal Council                     | 18,900.00                     | 18,900.00                    | 5,636.10                  | 13,263.90            | 29.82          |
| 301.000 - Police Dept                       | 12,026.00                     | 12,026.00                    | 11,771.73                 | 254.27               | 97.89          |
| 301.266 - Legal Council PSFY                | 24,000.00                     | 24,000.00                    | 9,156.00                  | 14,844.00            | 38.15          |
| 301.851 - Retiree Employer Health Care PSFY | 36,648.00                     | 36,648.00                    | 5,405.72                  | 31,242.28            | 14.75          |
| 334.000 - Metro Police Authority            | 1,291,290.00                  | 1,291,290.00                 | 639,397.50                | 651,892.50           | 49.52          |
| 336.000 - Fire Department                   | 205,162.00                    | 205,162.00                   | 89,959.70                 | 115,202.30           | 43.85          |
| 345.000 - PUBLIC SAFETY BUILDING            | 40,138.00                     | 40,138.00                    | 11,885.80                 | 28,252.20            | 29.61          |
| 371.000 - Building/Zoning/Planning          | 129,303.00                    | 129,303.00                   | 45,319.67                 | 83,983.33            | 35.05          |
| 448.000 - Lighting                          | 108,150.00                    | 108,150.00                   | 51,133.55                 | 57,016.45            | 47.28          |
| 523.000 - Grass, Brush & Weeds              | 1,500.00                      | 1,500.00                     | 90.00                     | 1,410.00             | 6.00           |
| 567.000 - Facilities - Cemetery             | 2,817.00                      | 2,817.00                     | 978.47                    | 1,838.53             | 34.73          |
| 694.000 - Community Development Block Grant | 39,822.00                     | 39,822.00                    | 0.00                      | 39,822.00            | 0.00           |
| 728.000 - Economic Development              | 8,237.00                      | 8,237.00                     | 3,584.65                  | 4,652.35             | 43.52          |
| 780.000 - Parks & Recreation                | 20,354.00                     | 20,354.00                    | 7,055.01                  | 13,298.99            | 34.66          |
| 780.500 - Mundy Twp Park Services           | 10,022.00                     | 10,022.00                    | 4,930.32                  | 5,091.68             | 49.19          |
| 782.000 - Facilities - Abrams Park          | 74,055.00                     | 74,055.00                    | 28,833.58                 | 45,221.42            | 38.94          |
| 783.000 - Facilities - Elms Rd Park         | 101,047.00                    | 101,047.00                   | 114,539.04                | (13,492.04)          | 113.35         |
| 786.000 - Non-Motorized Trailway            | 20.00                         | 20.00                        | 340.00                    | (320.00)             | 1,700.00       |
| 788.000 - Otterburn Disc Golf Park          | 56,154.00                     | 56,154.00                    | 4,229.38                  | 51,924.62            | 7.53           |
| 790.000 - Facilities-Senior Center/Libr     | 30,332.00                     | 30,332.00                    | 13,612.43                 | 16,719.57            | 44.88          |
| 794.000 - Community Promotions Program      | 77,194.00                     | 77,194.00                    | 35,867.41                 | 41,326.59            | 46.46          |

| GL NUMBER                                | 2024-25<br>ORIGINAL<br>BUDGET | 2024-25<br>AMENDED<br>BUDGET | YTD BALANCE<br>11/30/2024 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|--|-------------------------------|------------------------------|---------------------------|----------------------|----------------|
| 797.000 - Facilities - City Parking Lots | 8,725.00                      | 8,725.00                     | 760.08                    | 7,964.92             | 8.71           |
| 851.000 - Retired Employee Health Care   | 34,732.00                     | 34,732.00                    | 10,031.21                 | 24,700.79            | 28.88          |
| 965.000 - Transfers Out                  | 202,500.00                    | 202,500.00                   | 155,000.00                | 47,500.00            | 76.54          |
| TOTAL EXPENDITURES                       | 3,079,203.00                  | 3,079,203.00                 | 1,499,415.78              | 1,579,787.22         |                |
| -----                                    |                               |                              |                           |                      |                |
| Fund 101 - General Fund:                 |                               |                              |                           |                      |                |
| TOTAL REVENUES                           | 2,990,222.00                  | 2,990,222.00                 | 2,060,853.17              | 929,368.83           | 68.92          |
| TOTAL EXPENDITURES                       | 3,079,203.00                  | 3,079,203.00                 | 1,499,415.78              | 1,579,787.22         | 48.69          |
| NET OF REVENUES & EXPENDITURES           | (88,981.00)                   | (88,981.00)                  | 561,437.39                | (650,418.39)         |                |
| -----                                    |                               |                              |                           |                      |                |
| Fund 202 - Major Street Fund             |                               |                              |                           |                      |                |
| 000.000 - General                        | 617,797.00                    | 617,797.00                   | 135,806.10                | 481,990.90           | 21.98          |
| 441.000 - Miller Rd Park & Ride          | 5,000.00                      | 5,000.00                     | 1,354.02                  | 3,645.98             | 27.08          |
| 463.000 - Routine Maint - Streets        | 10,000.00                     | 10,000.00                    | 0.00                      | 10,000.00            | 0.00           |
| 478.000 - Snow & Ice Removal             | 3,000.00                      | 3,000.00                     | 0.00                      | 3,000.00             | 0.00           |
| TOTAL REVENUES                           | 635,797.00                    | 635,797.00                   | 137,160.12                | 498,636.88           |                |
| -----                                    |                               |                              |                           |                      |                |
| 228.000 - Information Technology         | 900.00                        | 900.00                       | 311.34                    | 588.66               | 34.59          |
| 429.000 - Occupational Safety            | 34.00                         | 34.00                        | 0.00                      | 34.00                | 0.00           |
| 441.000 - Miller Rd Park & Ride          | 5,873.00                      | 5,873.00                     | 1,708.61                  | 4,164.39             | 29.09          |
| 449.500 - Right of Way - General         | 15,000.00                     | 15,000.00                    | 12,650.00                 | 2,350.00             | 84.33          |
| 449.501 - Right of Way - Storms          | 15,000.00                     | 15,000.00                    | 0.00                      | 15,000.00            | 0.00           |
| 452.100 - Safe Routes to School Grant    | 0.00                          | 0.00                         | 5,610.24                  | (5,610.24)           | 100.00         |
| 454.000 - STREETS PROJECTS               | 0.00                          | 0.00                         | 16,194.25                 | (16,194.25)          | 100.00         |
| 463.000 - Routine Maint - Streets        | 319,653.00                    | 319,653.00                   | 94,258.18                 | 225,394.82           | 29.49          |
| 474.000 - Traffic Services               | 29,778.00                     | 29,778.00                    | 25,935.25                 | 3,842.75             | 87.10          |
| 478.000 - Snow & Ice Removal             | 62,193.00                     | 62,193.00                    | 2,616.76                  | 59,576.24            | 4.21           |
| 482.000 - Administrative                 | 17,525.00                     | 17,525.00                    | 6,282.40                  | 11,242.60            | 35.85          |
| 538.500 - Intercommunity storm drains    | 14,540.00                     | 14,540.00                    | 1,025.66                  | 13,514.34            | 7.05           |
| TOTAL EXPENDITURES                       | 480,496.00                    | 480,496.00                   | 166,592.69                | 313,903.31           |                |
| -----                                    |                               |                              |                           |                      |                |

| GL NUMBER                             | 2024-25<br>ORIGINAL<br>BUDGET | 2024-25<br>AMENDED<br>BUDGET | YTD BALANCE<br>11/30/2024 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|---------------------------------------|-------------------------------|------------------------------|---------------------------|----------------------|----------------|
| Fund 202 - Major Street Fund:         |                               |                              |                           |                      |                |
| TOTAL REVENUES                        | 635,797.00                    | 635,797.00                   | 137,160.12                | 498,636.88           | 21.57          |
| TOTAL EXPENDITURES                    | 480,496.00                    | 480,496.00                   | 166,592.69                | 313,903.31           | 34.67          |
| NET OF REVENUES & EXPENDITURES        | 155,301.00                    | 155,301.00                   | (29,432.57)               | 184,733.57           |                |
| Fund 203 - Local Street Fund          |                               |                              |                           |                      |                |
| 000.000 - General                     | 196,892.00                    | 196,892.00                   | 84,539.30                 | 112,352.70           | 42.94          |
| 449.000 - Right of Way Telecomm       | 15,000.00                     | 15,000.00                    | 0.00                      | 15,000.00            | 0.00           |
| 478.000 - Snow & Ice Removal          | 1,500.00                      | 1,500.00                     | 0.00                      | 1,500.00             | 0.00           |
| 931.000 - Transfers IN                | 965,000.00                    | 965,000.00                   | 0.00                      | 965,000.00           | 0.00           |
| TOTAL REVENUES                        | 1,178,392.00                  | 1,178,392.00                 | 84,539.30                 | 1,093,852.70         |                |
| 228.000 - Information Technology      | 700.00                        | 700.00                       | 311.34                    | 388.66               | 44.48          |
| 449.500 - Right of Way - General      | 14,000.00                     | 14,000.00                    | 5,525.00                  | 8,475.00             | 39.46          |
| 449.501 - Right of Way - Storms       | 1,000.00                      | 1,000.00                     | 0.00                      | 1,000.00             | 0.00           |
| 454.000 - STREETS PROJECTS            | 0.00                          | 0.00                         | 17,101.50                 | (17,101.50)          | 100.00         |
| 463.000 - Routine Maint - Streets     | 1,078,384.00                  | 1,078,384.00                 | 145,216.61                | 933,167.39           | 13.47          |
| 474.000 - Traffic Services            | 10,657.00                     | 10,657.00                    | 14,671.17                 | (4,014.17)           | 137.67         |
| 478.000 - Snow & Ice Removal          | 43,380.00                     | 43,380.00                    | 2,129.85                  | 41,250.15            | 4.91           |
| 482.000 - Administrative              | 13,144.00                     | 13,144.00                    | 4,711.75                  | 8,432.25             | 35.85          |
| 538.500 - Intercommunity storm drains | 13,200.00                     | 13,200.00                    | 1,025.66                  | 12,174.34            | 7.77           |
| TOTAL EXPENDITURES                    | 1,174,465.00                  | 1,174,465.00                 | 190,692.88                | 983,772.12           |                |
| Fund 203 - Local Street Fund:         |                               |                              |                           |                      |                |
| TOTAL REVENUES                        | 1,178,392.00                  | 1,178,392.00                 | 84,539.30                 | 1,093,852.70         | 7.17           |
| TOTAL EXPENDITURES                    | 1,174,465.00                  | 1,174,465.00                 | 190,692.88                | 983,772.12           | 16.24          |
| NET OF REVENUES & EXPENDITURES        | 3,927.00                      | 3,927.00                     | (106,153.58)              | 110,080.58           |                |
| Fund 204 - MUNICIPAL STREET FUND      |                               |                              |                           |                      |                |
| 000.000 - General                     | 812,938.00                    | 812,938.00                   | 836,204.10                | (23,266.10)          | 102.86         |
| TOTAL REVENUES                        | 812,938.00                    | 812,938.00                   | 836,204.10                | (23,266.10)          |                |
| 455.100 - CAPITAL IMPROVEMENT BOND    | 2,895,284.00                  | 2,895,284.00                 | 865,609.44                | 2,029,674.56         | 29.90          |
| 905.000 - Debt Service                | 661,473.00                    | 661,473.00                   | 369,544.04                | 291,928.96           | 55.87          |

| GL NUMBER                            | 2024-25<br>ORIGINAL<br>BUDGET | 2024-25<br>AMENDED<br>BUDGET | YTD BALANCE<br>11/30/2024 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|--------------------------------------|-------------------------------|------------------------------|---------------------------|----------------------|----------------|
| 965.000 - Transfers Out              | 965,000.00                    | 965,000.00                   | 0.00                      | 965,000.00           | 0.00           |
| TOTAL EXPENDITURES                   | 4,521,757.00                  | 4,521,757.00                 | 1,235,153.48              | 3,286,603.52         |                |
| -----                                |                               |                              |                           |                      |                |
| Fund 204 - MUNICIPAL STREET FUND:    |                               |                              |                           |                      |                |
| TOTAL REVENUES                       | 812,938.00                    | 812,938.00                   | 836,204.10                | (23,266.10)          | 102.86         |
| TOTAL EXPENDITURES                   | 4,521,757.00                  | 4,521,757.00                 | 1,235,153.48              | 3,286,603.52         | 27.32          |
| NET OF REVENUES & EXPENDITURES       | (3,708,819.00)                | (3,708,819.00)               | (398,949.38)              | (3,309,869.62)       |                |
| -----                                |                               |                              |                           |                      |                |
| Fund 226 - Garbage Fund              |                               |                              |                           |                      |                |
| 000.000 - General                    | 499,946.00                    | 499,946.00                   | 490,486.73                | 9,459.27             | 98.11          |
| 253.000 - Treasurer                  | 0.00                          | 0.00                         | 120.00                    | (120.00)             | 100.00         |
| TOTAL REVENUES                       | 499,946.00                    | 499,946.00                   | 490,606.73                | 9,339.27             | 98.13          |
| 101.000 - Council                    | 4,221.00                      | 4,221.00                     | 1,782.58                  | 2,438.42             | 42.23          |
| 172.000 - Executive                  | 9,912.00                      | 9,912.00                     | 4,983.72                  | 4,928.28             | 50.28          |
| 215.000 - Administration and Clerk   | 2,961.00                      | 2,961.00                     | 1,911.34                  | 1,049.66             | 64.55          |
| 228.000 - Information Technology     | 2,640.00                      | 2,640.00                     | 970.69                    | 1,669.31             | 36.77          |
| 253.000 - Treasurer                  | 21,540.00                     | 21,540.00                    | 12,872.52                 | 8,667.48             | 59.76          |
| 265.000 - Facilities - City Hall     | 4,437.00                      | 4,437.00                     | 1,700.22                  | 2,736.78             | 38.32          |
| 528.000 - Sanitation Collection      | 336,098.00                    | 336,098.00                   | 113,429.35                | 222,668.65           | 33.75          |
| 530.000 - Wood Chipping              | 57,758.00                     | 57,758.00                    | 38,767.14                 | 18,990.86            | 67.12          |
| 782.000 - Facilities - Abrams Park   | 17,835.00                     | 17,835.00                    | 5,720.46                  | 12,114.54            | 32.07          |
| 783.000 - Facilities - Elms Rd Park  | 20,434.00                     | 20,434.00                    | 7,438.92                  | 12,995.08            | 36.40          |
| 965.000 - Transfers Out              | 2,500.00                      | 2,500.00                     | 0.00                      | 2,500.00             | 0.00           |
| TOTAL EXPENDITURES                   | 480,336.00                    | 480,336.00                   | 189,576.94                | 290,759.06           |                |
| -----                                |                               |                              |                           |                      |                |
| Fund 226 - Garbage Fund:             |                               |                              |                           |                      |                |
| TOTAL REVENUES                       | 499,946.00                    | 499,946.00                   | 490,606.73                | 9,339.27             | 98.13          |
| TOTAL EXPENDITURES                   | 480,336.00                    | 480,336.00                   | 189,576.94                | 290,759.06           | 39.47          |
| NET OF REVENUES & EXPENDITURES       | 19,610.00                     | 19,610.00                    | 301,029.79                | (281,419.79)         |                |
| -----                                |                               |                              |                           |                      |                |
| Fund 248 - Downtown Development Fund |                               |                              |                           |                      |                |
| 000.000 - General                    | 167,327.00                    | 167,327.00                   | 112,614.61                | 54,712.39            | 67.30          |
| 728.000 - Economic Development       | 0.00                          | 0.00                         | 10,000.00                 | (10,000.00)          | 100.00         |
| -----                                |                               |                              |                           |                      |                |

| GL NUMBER                               | 2024-25<br>ORIGINAL<br>BUDGET | 2024-25<br>AMENDED<br>BUDGET | YTD BALANCE<br>11/30/2024 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|---|-------------------------------|------------------------------|---------------------------|----------------------|----------------|
| TOTAL REVENUES                          | 167,327.00                    | 167,327.00                   | 122,614.61                | 44,712.39            |                |
| 173.000 - DDA Administration            | 16,400.00                     | 16,400.00                    | 6,418.19                  | 9,981.81             | 39.14          |
| 728.000 - Economic Development          | 38,299.00                     | 38,299.00                    | 138,984.87                | (100,685.87)         | 362.89         |
| 728.002 - Streetscape                   | 100,000.00                    | 100,000.00                   | 49,600.00                 | 50,400.00            | 49.60          |
| 728.003 - Facade Program                | 20,000.00                     | 20,000.00                    | 0.00                      | 20,000.00            | 0.00           |
| 728.004 - Family Movie Night            | 6,500.00                      | 6,500.00                     | 1,359.86                  | 5,140.14             | 20.92          |
| TOTAL EXPENDITURES                      | 181,199.00                    | 181,199.00                   | 196,362.92                | (15,163.92)          |                |
| Fund 248 - Downtown Development Fund:   |                               |                              |                           |                      |                |
| TOTAL REVENUES                          | 167,327.00                    | 167,327.00                   | 122,614.61                | 44,712.39            | 73.28          |
| TOTAL EXPENDITURES                      | 181,199.00                    | 181,199.00                   | 196,362.92                | (15,163.92)          | 108.37         |
| NET OF REVENUES & EXPENDITURES          | (13,872.00)                   | (13,872.00)                  | (73,748.31)               | 59,876.31            |                |
| Fund 401 - Capital Project Fund         |                               |                              |                           |                      |                |
| 000.000 - General                       | 0.00                          | 0.00                         | 2.60                      | (2.60)               | 100.00         |
| 931.000 - Transfers IN                  | 60,000.00                     | 60,000.00                    | 0.00                      | 60,000.00            | 0.00           |
| TOTAL REVENUES                          | 60,000.00                     | 60,000.00                    | 2.60                      | 59,997.40            |                |
| Fund 401 - Capital Project Fund:        |                               |                              |                           |                      |                |
| TOTAL REVENUES                          | 60,000.00                     | 60,000.00                    | 2.60                      | 59,997.40            | 0.00           |
| TOTAL EXPENDITURES                      | 0.00                          | 0.00                         | 0.00                      | 0.00                 | 0.00           |
| NET OF REVENUES & EXPENDITURES          | 60,000.00                     | 60,000.00                    | 2.60                      | 59,997.40            |                |
| Fund 402 - Fire Equip Replacement Fund  |                               |                              |                           |                      |                |
| 000.000 - General                       | 1,245.00                      | 1,245.00                     | 265.93                    | 979.07               | 21.36          |
| 931.000 - Transfers IN                  | 155,000.00                    | 155,000.00                   | 155,000.00                | 0.00                 | 100.00         |
| TOTAL REVENUES                          | 156,245.00                    | 156,245.00                   | 155,265.93                | 979.07               |                |
| 336.000 - Fire Department               | 0.00                          | 0.00                         | 107,012.28                | (107,012.28)         | 100.00         |
| TOTAL EXPENDITURES                      | 0.00                          | 0.00                         | 107,012.28                | (107,012.28)         |                |
| Fund 402 - Fire Equip Replacement Fund: |                               |                              |                           |                      |                |
| TOTAL REVENUES                          | 156,245.00                    | 156,245.00                   | 155,265.93                | 979.07               | 99.37          |
| TOTAL EXPENDITURES                      | 0.00                          | 0.00                         | 107,012.28                | (107,012.28)         | 100.00         |
| NET OF REVENUES & EXPENDITURES          | 156,245.00                    | 156,245.00                   | 48,253.65                 | 107,991.35           |                |
| Fund 590 - Sanitary Sewer Fund          |                               |                              |                           |                      |                |
| 000.000 - General                       | 11,000.00                     | 11,000.00                    | 28,407.84                 | (17,407.84)          | 258.25         |

| GL NUMBER                          | 2024-25<br>ORIGINAL<br>BUDGET | 2024-25<br>AMENDED<br>BUDGET | YTD BALANCE<br>11/30/2024 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|------------------------------------|-------------------------------|------------------------------|---------------------------|----------------------|----------------|
| 253.000 - Treasurer                | 0.00                          | 0.00                         | 300.00                    | (300.00)             | 100.00         |
| 536.000 - Sewer System             | 1,383,900.00                  | 1,383,900.00                 | 307,180.89                | 1,076,719.11         | 22.20          |
| TOTAL REVENUES                     | 1,394,900.00                  | 1,394,900.00                 | 335,888.73                | 1,059,011.27         |                |
| 101.000 - Council                  | 10,372.00                     | 10,372.00                    | 4,462.79                  | 5,909.21             | 43.03          |
| 172.000 - Executive                | 39,363.00                     | 39,363.00                    | 19,332.27                 | 20,030.73            | 49.11          |
| 215.000 - Administration and Clerk | 13,526.00                     | 13,526.00                    | 7,081.62                  | 6,444.38             | 52.36          |
| 228.000 - Information Technology   | 9,440.00                      | 9,440.00                     | 3,605.39                  | 5,834.61             | 38.19          |
| 253.000 - Treasurer                | 84,886.00                     | 84,886.00                    | 44,230.34                 | 40,655.66            | 52.11          |
| 265.000 - Facilities - City Hall   | 10,690.00                     | 10,690.00                    | 4,270.09                  | 6,419.91             | 39.94          |
| 536.000 - Sewer System             | 1,190,171.00                  | 1,190,171.00                 | 230,401.12                | 959,769.88           | 19.36          |
| 537.000 - Sewer Lift Stations      | 12,096.00                     | 12,096.00                    | 3,197.22                  | 8,898.78             | 26.43          |
| 542.000 - Read and Bill            | 71,164.00                     | 71,164.00                    | 23,877.34                 | 47,286.66            | 33.55          |
| 543.401 - Flush & TV Sewers        | 200,000.00                    | 200,000.00                   | 0.00                      | 200,000.00           | 0.00           |
| 850.000 - Other Functions          | 8,000.00                      | 8,000.00                     | 0.00                      | 8,000.00             | 0.00           |
| TOTAL EXPENDITURES                 | 1,649,708.00                  | 1,649,708.00                 | 340,458.18                | 1,309,249.82         |                |
| Fund 590 - Sanitary Sewer Fund:    |                               |                              |                           |                      |                |
| TOTAL REVENUES                     | 1,394,900.00                  | 1,394,900.00                 | 335,888.73                | 1,059,011.27         | 24.08          |
| TOTAL EXPENDITURES                 | 1,649,708.00                  | 1,649,708.00                 | 340,458.18                | 1,309,249.82         | 20.64          |
| NET OF REVENUES & EXPENDITURES     | (254,808.00)                  | (254,808.00)                 | (4,569.45)                | (250,238.55)         |                |
| Fund 591 - Water Supply Fund       |                               |                              |                           |                      |                |
| 000.000 - General                  | 9,000.00                      | 9,000.00                     | 15,597.36                 | (6,597.36)           | 173.30         |
| 253.000 - Treasurer                | 0.00                          | 0.00                         | 300.00                    | (300.00)             | 100.00         |
| 540.000 - Water System             | 2,555,308.00                  | 2,555,308.00                 | 557,260.95                | 1,998,047.05         | 21.81          |
| TOTAL REVENUES                     | 2,564,308.00                  | 2,564,308.00                 | 573,158.31                | 1,991,149.69         |                |
| 101.000 - Council                  | 9,957.00                      | 9,957.00                     | 4,463.12                  | 5,493.88             | 44.82          |
| 172.000 - Executive                | 39,396.00                     | 39,396.00                    | 19,706.09                 | 19,689.91            | 50.02          |
| 215.000 - Administration and Clerk | 13,574.00                     | 13,574.00                    | 7,081.63                  | 6,492.37             | 52.17          |

| GL NUMBER                              | 2024-25<br>ORIGINAL<br>BUDGET | 2024-25<br>AMENDED<br>BUDGET | YTD BALANCE<br>11/30/2024 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|--|-------------------------------|------------------------------|---------------------------|----------------------|----------------|
| 228.000 - Information Technology       | 9,440.00                      | 9,440.00                     | 3,605.39                  | 5,834.61             | 38.19          |
| 253.000 - Treasurer                    | 98,543.00                     | 98,543.00                    | 43,080.61                 | 55,462.39            | 43.72          |
| 265.000 - Facilities - City Hall       | 10,453.00                     | 10,453.00                    | 4,287.80                  | 6,165.20             | 41.02          |
| 540.000 - Water System                 | 2,930,853.00                  | 2,930,853.00                 | 641,837.73                | 2,289,015.27         | 21.90          |
| 542.000 - Read and Bill                | 53,144.00                     | 53,144.00                    | 24,938.08                 | 28,205.92            | 46.93          |
| 543.230 - Water Main Repair USDA Grant | 0.00                          | 0.00                         | 69,905.45                 | (69,905.45)          | 100.00         |
| 850.000 - Other Functions              | 8,000.00                      | 8,000.00                     | 0.00                      | 8,000.00             | 0.00           |
| 905.000 - Debt Service                 | 188,476.00                    | 188,476.00                   | 1,954.71                  | 186,521.29           | 1.04           |
| 965.000 - Transfers Out                | 5,000.00                      | 5,000.00                     | 0.00                      | 5,000.00             | 0.00           |
| TOTAL EXPENDITURES                     | 3,366,836.00                  | 3,366,836.00                 | 820,860.61                | 2,545,975.39         |                |
| Fund 591 - Water Supply Fund:          |                               |                              |                           |                      |                |
| TOTAL REVENUES                         | 2,564,308.00                  | 2,564,308.00                 | 573,158.31                | 1,991,149.69         | 22.35          |
| TOTAL EXPENDITURES                     | 3,366,836.00                  | 3,366,836.00                 | 820,860.61                | 2,545,975.39         | 24.38          |
| NET OF REVENUES & EXPENDITURES         | (802,528.00)                  | (802,528.00)                 | (247,702.30)              | (554,825.70)         |                |
| Fund 661 - Motor Pool Fund             |                               |                              |                           |                      |                |
| 000.000 - General                      | 155,450.00                    | 155,450.00                   | 87,804.03                 | 67,645.97            | 56.48          |
| TOTAL REVENUES                         | 155,450.00                    | 155,450.00                   | 87,804.03                 | 67,645.97            |                |
| 172.000 - Executive                    | 11,802.00                     | 11,802.00                    | 9,866.80                  | 1,935.20             | 83.60          |
| 228.000 - Information Technology       | 815.00                        | 815.00                       | 534.78                    | 280.22               | 65.62          |
| 253.000 - Treasurer                    | 946.00                        | 946.00                       | 995.25                    | (49.25)              | 105.21         |
| 265.100 - Facilities - City Garage     | 293,959.00                    | 293,959.00                   | 126,720.12                | 167,238.88           | 43.11          |
| 850.000 - Other Functions              | 3,000.00                      | 3,000.00                     | 0.00                      | 3,000.00             | 0.00           |
| TOTAL EXPENDITURES                     | 310,522.00                    | 310,522.00                   | 138,116.95                | 172,405.05           |                |
| Fund 661 - Motor Pool Fund:            |                               |                              |                           |                      |                |
| TOTAL REVENUES                         | 155,450.00                    | 155,450.00                   | 87,804.03                 | 67,645.97            | 56.48          |
| TOTAL EXPENDITURES                     | 310,522.00                    | 310,522.00                   | 138,116.95                | 172,405.05           | 44.48          |
| NET OF REVENUES & EXPENDITURES         | (155,072.00)                  | (155,072.00)                 | (50,312.92)               | (104,759.08)         |                |
| Fund 750 - Payroll Fund                |                               |                              |                           |                      |                |
| 000.000 - General                      | 0.00                          | 0.00                         | 1.51                      | (1.51)               | 100.00         |

| GL NUMBER                      | 2024-25<br>ORIGINAL<br>BUDGET | 2024-25<br>AMENDED<br>BUDGET | YTD BALANCE<br>11/30/2024 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|--------------------------------|-------------------------------|------------------------------|---------------------------|----------------------|----------------|
| TOTAL REVENUES                 | 0.00                          | 0.00                         | 1.51                      | (1.51)               |                |
| -----                          |                               |                              |                           |                      |                |
| Fund 750 - Payroll Fund:       |                               |                              |                           |                      |                |
| TOTAL REVENUES                 | 0.00                          | 0.00                         | 1.51                      | (1.51)               | 100.00         |
| TOTAL EXPENDITURES             | 0.00                          | 0.00                         | 0.00                      | 0.00                 | 0.00           |
| NET OF REVENUES & EXPENDITURES | 0.00                          | 0.00                         | 1.51                      | (1.51)               |                |
|                                |                               |                              |                           |                      |                |
| TOTAL REVENUES - ALL FUNDS     | 10,615,525.00                 | 10,615,525.00                | 4,884,099.14              | 5,731,425.86         | 46.01          |
| TOTAL EXPENDITURES - ALL FUNDS | 15,244,522.00                 | 15,244,522.00                | 4,884,242.71              | 10,360,279.29        | 32.04          |
| NET OF REVENUES & EXPENDITURES | (4,628,997.00)                | (4,628,997.00)               | (143.57)                  | (4,628,853.43)       |                |

12/04/2024

CHECK REGISTER FOR CITY OF SWARTZ CREEK  
CHECK DATE FROM 11/01/2024 - 11/30/2024

| Check Date                    | Check | Vendor Name                         | Description                              | Amount          |
|-------------------------------|-------|-------------------------------------|--|-----------------|
| Bank GEN CONSOLIDATED ACCOUNT |       |                                     |  |                 |
| 11/14/2024                    | 61(E) | FIDELITY SECURITY LIFE INSUR/EYEMED | RETIREE VISION NOVEMBER 2024             | 39.36           |
| 11/14/2024                    | 54123 | ADS PLUS PRINTING LLC               | #10 WINDOW ENVELOPES WITH LOGO (4) BOXES | 295.00          |
| 11/14/2024                    | 54124 | AGROSCAPING INC.                    | STUMP REMOVAL. TREE PLANTING ( CE GRANT  | 5,700.00        |
| 11/14/2024                    | 54125 | AIS CONSTRUCTION EQUIPMENT CORP     | FUEL PUMP & SEAL WA                      | 104.79          |
| 11/14/2024                    | 54126 | ASPHALT RESTORATION INC             | OVERBAND CRACK SEALING                   | 9,270.00        |
| 11/14/2024                    | 54127 | BOTT, TIMOTHY                       | UB refund for account: 0000254800        | 228.74          |
| 11/14/2024                    | 54128 | JASON BOYD                          | BOYDS LAWN & LANDSCAPING                 | 960.00          |
|                               |       |                                     | BOYDS LAWN & LANDSCAPING                 | 760.00          |
|                               |       |                                     |  | <u>1,720.00</u> |
| 11/14/2024                    | 54129 | CHASE CARD SERVICES                 | TRAINING RENEE KRAFT NOVEMBER 2024 VIRTU | 95.00 V         |
| 11/14/2024                    | 54130 | CHRISTINA DOMINICK                  | (2) SEPERATE INVOICES FOR REFUND FOR CAR | 560.23          |
| 11/14/2024                    | 54131 | COMMUNITY IMAGE BUILDERS            | PROFESSIONAL SERVICES 10/1/24 THRU 10/29 | 3,111.25        |
| 11/14/2024                    | 54132 | CIVICPLUS LLC                       | FULL SERVICE SUPPLEMENAITON SUBSCRIPTION | 4,062.14        |
| 11/14/2024                    | 54133 | COFFIELD OIL COMPANY INC            | FUEL                                     | 106.58          |
| 11/14/2024                    | 54134 | CONSUMERS ENERGY                    | 8011 MILLER RD                           | 30.09           |
| 11/14/2024                    | 54135 | CONSUMERS ENERGY                    | 5121 MORRISH RD                          | 354.83          |
| 11/14/2024                    | 54136 | CONSUMERS ENERGY                    | 8095 CIVIC DR                            | 562.08          |
| 11/14/2024                    | 54137 | CONSUMERS ENERGY                    | 5361 WINSHALL DR #2 RESTRMS 9987         | 35.58           |
| 11/14/2024                    | 54138 | CONSUMERS ENERGY                    | 9099 MILLER RD                           | 33.36           |
| 11/14/2024                    | 54139 | CONSUMERS ENERGY                    | 5361 WINSHALL DR 8369                    | 31.56           |
| 11/14/2024                    | 54140 | CONSUMERS ENERGY                    | 5257 WINSHALL DR                         | 28.76           |
| 11/14/2024                    | 54141 | CONSUMERS ENERGY                    | 8083 CIVIC DR                            | 499.32          |
| 11/14/2024                    | 54142 | CONSUMERS ENERGY                    | 8499 MILLER RD                           | 31.13           |
| 11/14/2024                    | 54143 | CONSUMERS ENERGY                    | 8059 FORTINO DR                          | 54.81           |
| 11/14/2024                    | 54144 | CONSUMERS ENERGY                    | 4510 MORRISH RD                          | 40.79           |
| 11/14/2024                    | 54145 | CONSUMERS ENERGY                    | 5015 HOLLAND DR LOT LIGHTS               | 40.32           |
| 11/14/2024                    | 54146 | CONSUMERS ENERGY                    | 5441 WHITNEY CT PAVILLION                | 28.76           |
| 11/14/2024                    | 54147 | CONSUMERS ENERGY                    | 5361 WINSHALL DR NP                      | 33.40           |
| 11/14/2024                    | 54148 | CONSUMERS ENERGY                    | 8301 CAPPY LN                            | 239.05          |
| 11/14/2024                    | 54149 | CONSUMERS ENERGY                    | 8100 CIVIC DR                            | 802.36          |
| 11/14/2024                    | 54150 | CONSUMERS ENERGY                    | 4125 ELMS RD 4353                        | 68.53           |
| 11/14/2024                    | 54151 | CONSUMERS ENERGY                    | 4125 ELMS RD PAVILION 4437               | 12.05           |

|            |       |                               |  |                  |
|------------|-------|-------------------------------|--|------------------|
| 11/14/2024 | 54152 | CONSUMERS ENERGY              | 6425 MILLER PARK & RIDE                  | 75.27            |
| 11/14/2024 | 54153 | CONSUMERS ENERGY              | 48473 LED LIGHT RD WORCHESTER/CHESTERFIE | 6,009.63         |
| 11/14/2024 | 54154 | CONSUMERS ENERGY              | 4524 MORRISH RD                          | 73.66            |
| 11/14/2024 | 54155 | CONSUMERS ENERGY              | STREET LIGHTS 1294                       | 3,955.68         |
| 11/14/2024 | 54156 | CONSUMERS ENERGY              | ELMS PARKING LOT AREA LIGHTS 2300        | 47.24            |
| 11/14/2024 | 54157 | CONSUMERS ENERGY              | TRAFFIC LIGHTS 1781                      | 481.78           |
| 11/14/2024 | 54158 | CONSUMERS ENERGY              | SIRENS TRAFFIC LIGHTS 1997               | 31.57            |
| 11/14/2024 | 54159 | D&K TRUCK COMPANY INC         | TOW TO LANSING NEW TRUCK                 | 725.00           |
| 11/14/2024 | 54160 | DIPONIO CONTRACTING, LLC      | USDA WATER MAIN AND LOCAL STREET IMPROVE | 17,993.90        |
| 11/14/2024 | 54161 | FAMILY FARM AND HOME INC      | MONTHLY INVOICES OCTOBER 2024            | 345.84           |
| 11/14/2024 | 54162 | FERGUSON WATERWORKS #3386     | FS1-9.39X 36 CLMP & FS1 9.39 X 20 -CCA C | 1,180.72         |
| 11/14/2024 | 54163 | FLINT WELDING SUPPLY          | CYLINDER COMPRESSED OXYGEN               | 6.25             |
| 11/14/2024 | 54164 | GILL ROYS HARDWARE            | OCTOBER 2024 INVOICES LESS DISCOUNT      | 708.94           |
| 11/14/2024 | 54165 | GUIDE STUDIO, INC             | WAYFINDING ASSESEMENT & SCHEMATIC PLAN C | 3,325.00         |
| 11/14/2024 | 54166 | HYDRO DESIGNS INC             | CROSS CONNECTION PROGRAM FY2026 JULY-JAN | 1,071.00         |
|            |       |                               | CROSS CONNECTION PROGRAM FY2025 JULY-JUN | 3,975.00         |
|            |       |                               |  | <u>5,046.00</u>  |
| 11/14/2024 | 54167 | JAY'S SEPTIC TANK SERVICE     | PORT-A-JON RENTAL PAJITAS THEATER 8/6/24 | 290.00           |
| 11/14/2024 | 54168 | KLEE MFG & DIST               | FLAGS FOR VETERANS MEMORIAL (5) @ 78.00  | 390.00           |
| 11/14/2024 | 54169 | LEGACY ASSESSING SERVICES INC | ASSESSING SERVICES NOVEMBER 2024         | 2,888.97         |
| 11/14/2024 | 54170 | MICHIGAN FENCE CO INC         | FENCE FOR ELMS RD PARK TENNIS & PICKELBA | 14,196.00        |
| 11/14/2024 | 54171 | MICHIGAN MUNICIPAL LEAGUE     | CDL DRIVERS FEE FOR (5) DRIVERS PROGRAM  | 450.00           |
| 11/14/2024 | 54172 | MISSION COMMUNICATIONS LLC    | SERVICE 12/1/24 THRU 11/30/2025          | 387.00           |
| 11/14/2024 | 54173 | OHM ADVISORS                  | 2024 PROFESSIONAL SERVICES RENDERED THRU | 3,836.50         |
|            |       |                               | USDA PHASE II WATER MAIN ENGINEERING SER | 27,443.50        |
|            |       |                               | USDA PHASE II WATER MAIN ENGINEERING SER | 15,595.50        |
|            |       |                               | CAPPY LN & DON SHENK PE THROUGH JULY 27  | 8,719.00         |
|            |       |                               |  | <u>55,594.50</u> |
| 11/14/2024 | 54174 | OHM ADVISORS                  | WINCHESTER WOODS SUBDIVISION IMPROVEMENT | 4,020.25         |
| 11/14/2024 | 54175 | PITNEY BOWES INC.             | LEASING CHARGES AUG 30,2024 THRU NOV 29, | 165.54           |
| 11/14/2024 | 54176 | PLANTE & MORAN PLLC           | PROGRESS BILLING FOR FINANCILA STATEMENT | 8,250.00         |
|            |       |                               | FINAL BILLING AUDIT JUNE 30 2024 FIN STM | 12,015.00        |
|            |       |                               |  | <u>12,015.00</u> |

|            |       |                              |  |                 |
|------------|-------|------------------------------|--|-----------------|
|            |       |                              |  | 20,265.00       |
| 11/14/2024 | 54177 | PRINTING SYSTEMS             | ELECTION KITS& VOTING APPLICATIONS       | 56.23           |
| 11/14/2024 | 54178 | PRIORITY WASTE LLC           | FY2025 JULY2024 THRU JUNE 2025           | 26,364.00       |
| 11/14/2024 | 54179 | BIO-SERV CORPORATION         | PEST CONTROL - CITY HALL/LIBRARY-SR CTR  | 148.00          |
|            |       |                              | PEST CONTROL - PUBLIC SAFETY BLDG        | 69.00           |
|            |       |                              |  | <u>217.00</u>   |
| 11/14/2024 | 54180 | SELF SERVE LUMBER CO.        | TREATED LUMBER FOR ELMS & ABRAMS, PARK B | 112.34          |
| 11/14/2024 | 54181 | SIMEN FIGURA & PARKER PLC    | MONTHLY INVOICE OCTOBER 2024             | 1,891.00        |
| 11/14/2024 | 54182 | SPECTRUM PRINTERS INC        | VOTE TEST DECK NOVEMBER 2024 ELECTION 4  | 432.59          |
| 11/14/2024 | 54183 | STAPLES                      | BROTHER BLACK TONER CARTRIDGE            | 83.64           |
| 11/14/2024 | 54184 | SUBURBAN AUTO SUPPLY         | 730CCA BATTERY WITH BRUSH & CLEANER      | 219.37          |
| 11/14/2024 | 54185 | SUPER FLITE OIL CO INC       | FUEL - DPW OCTOBER 2024                  | 1,353.73        |
| 11/14/2024 | 54186 | SUPER FLITE OIL CO INC       | OIL BY THE PAIL                          | 133.98          |
| 11/14/2024 | 54187 | SWARTZ CREEK AREA FIRE DEPT. | OCTOBER 2024 MONTHLY RUNS                | 3,530.75        |
| 11/14/2024 | 54188 | VC3 INC                      | MICROSOFT BUSNS STANDARD/EXCHANGE ONLINE | 190.80          |
| 11/14/2024 | 54189 | VERIZON WIRELESS             | MONTHLY INVOICE                          | 337.39          |
| 11/14/2024 | 54190 | JAMS MEDIA LLC               | SIDEWALKS NOTICE, PLAN HEAR PUBLIC & AFF | 92.60           |
| 11/14/2024 | 54191 | VISUAL EDGE IT               | CONTRACT PAYMENT 10/22/24-11/22/24 FOR B | 282.38          |
| 11/14/2024 | 54192 | MICHIGAN MUNICIPAL LEAGUE    | TRAINING RENEE KRAFT NOVEMBER 2024 VIRTU | 95.00           |
| 11/27/2024 | 62(E) | RICK CLOLINGER               | RICK CLOLINGER RETIREE MEDICAL REINBURS  | 811.64          |
| 11/27/2024 | 63(E) | ENERGY REDUCTION COALITION   | EXCESS BENEFIT PAYMENT                   | 1,149.08        |
| 11/27/2024 | 54193 | AGROSCAPING INC.             | SPRINKLER WINTERIZATION VETERANS MEMORIA | 115.00          |
| 11/27/2024 | 54194 | RICK CLOLINGER               | RICK CLOLINGER RETIREE MEDICAL REINBURS  | 8.60            |
| 11/27/2024 | 54195 | COMCAST BUSINESS             | CITY HALL MONTHLY INVOICE NOV 26TH 2024  | 255.80          |
| 11/27/2024 | 54196 | DAVIS KIRKSEY ASSOCIATES INC | PROFESSIONAL SERVICES FINAL PAYMENT UNER | 3,000.00        |
| 11/27/2024 | 54197 | DELTA DENTAL PLAN            | RETIREE BENIFITS DECEMBER 2024           | 428.58          |
| 11/27/2024 | 54198 | FERGUSON WATERWORKS #3386    | NEPTUNE360 AMI 1001-2500 & N360 CELL DAT | 11,033.60       |
| 11/27/2024 | 54199 | FLINT AREA NARCOTICS GROUP   | 2024/2025 MEMBERSHIP DUES                | 7,850.60        |
| 11/27/2024 | 54200 | F S E                        | BOUNDARY SURVEY AND SPLIT & COMBINE AS D | 2,985.00        |
|            |       |                              | COMPLETE ALTA/NSPS SURVEY ON BOUNDARY &  | <u>2,910.00</u> |
|            |       |                              |  | 5,895.00        |
| 11/27/2024 | 54201 | GCGC                         | WINTER GCGC MEETING 12/11/24 (2) PEOPLE  | 20.00           |
| 11/27/2024 | 54202 | GEN CTY ROAD COMMISSION      | SIGNAL MILLER @ FAIRCHILD BILLED THRU 10 | 879.35          |

|            |       |                                     |                  |  |                 |
|------------|-------|-------------------------------------|------------------|--|-----------------|
| 11/27/2024 | 54203 | GENESEE CTY DRAIN COMMISSIONER      | 9/25/24-10/30/24 | OCTOBER BULK WATER-                        | 132,775.09      |
| 11/27/2024 | 54204 | GRAND TRUNK WESTERN RAILROAD        |                  | RR CROSSING MAINTENANCE 5/1/25 THRU 4/30   | 3,459.00        |
| 11/27/2024 | 54205 | HODGES SUPPLY COMPANY               |                  | REPAIRS TO CITY GARAGE BATHROOM            | 23.31           |
|            |       |                                     |                  | CITY GARAGE BATROOM REPAIR/ REFUND \$6.42  | 40.48           |
|            |       |                                     |                  | GARAGE BATHROOM REPAIR                     | 12.31           |
|            |       |                                     |                  |  | <u>76.10</u>    |
| 11/27/2024 | 54206 | JAY'S SEPTIC TANK SERVICE           |                  | PORT-A-JON RENTAL 4150 ELMS RD 11-15-24    | 580.00          |
|            |       |                                     |                  | PORT-A-JON RENTAL ABRAMS PARK 5240 WINSH   | 280.00          |
|            |       |                                     |                  |  | <u>860.00</u>   |
| 11/27/2024 | 54207 | LIFETIME URGENT CARE                |                  | DRUG SCREEN & PHYSICAL FOR STEVE BLOSS     | 140.00          |
| 11/27/2024 | 54208 | STRUCTURED TECHNOLOGIES GROUP INC   |                  | PODIUM MICROPHONE REPLACEMENT              | 439.99          |
| 11/27/2024 | 54209 | METRO POLICE AUTH OF GENESEE COUNTY |                  | OCTOBER 2024 ORD. FEES                     | 3,651.12        |
| 11/27/2024 | 54210 | MGFOA                               |                  | MGFOA DUES 2025                            | 135.00          |
| 11/27/2024 | 54211 | MICHIGAN MUNICIPAL LEAGUE           |                  | TRAINING WALT MELEN NEWLY ELECTED OFFIC    | 125.00          |
| 11/27/2024 | 54212 | PARAGON LABORATORIES INC            |                  | WATER SAMPLES WO SWARTZ CREEK 11/6/24      | 702.00          |
|            |       |                                     |                  | WATER SAMPLES WO SWARTZ CREEK 8230 CRAPO   | 328.00          |
|            |       |                                     |                  |  | <u>1,030.00</u> |
| 11/27/2024 | 54213 | BFT LP                              |                  | PET WASTE BAGGIES                          | 296.00          |
| 11/27/2024 | 54214 | PITNEY BOWES INC.                   |                  | POSTAGE FROM 10/1/24 THRU 10/31/24         | 2,041.99        |
| 11/27/2024 | 54215 | BIO-SERV CORPORATION                |                  | PEST CONTROL - PUBLIC SAFETY BLDG          | 69.00           |
| 11/27/2024 | 54216 | STATE OF MICHIGAN-DEPART. TREA      |                  | MICHIGAN WITHHOLDING TAX                   | 100.00          |
| 11/27/2024 | 54217 | STATE OF MICHIGAN-DEQ WTR           |                  | DRINKING WATER LAB TESTING ELMS ELEMENTARY | 48.00           |
|            |       |                                     |                  | DRINKING WATER LAB TESTING FOR 1 DRAGON    | 48.00           |
|            |       |                                     |                  |  | <u>96.00</u>    |
| 11/27/2024 | 54218 | SUBURBAN AUTO SUPPLY                |                  | NEW STARTER, BRAKE CLEAN ON 3-08 TRUCK     | 214.97          |
|            |       |                                     |                  | HEADLAMP BULB 7-22                         | 12.99           |
|            |       |                                     |                  | 2016 CHEVY OIL CHANGE FILTER & OIL         | 39.47           |

OIL FILTER 6-16 3.99

271.42

11/27/2024 54219 T MOBILE USA INC  
11/27/2024 54220 ADAM ZETTEL

DPW PHONES & ONE OFFICE PHONE 10/22/24 - 328.43  
REIMB SSL CERT. GODADDY 2 YR 399.98

GEN TOTALS:  
Total of 101 Checks: 380,007.78  
Less 1 Void Checks: 95.00  
Total of 100 Disbursements: 379,912.78

12/03/24

# City of Swartz Creek

## Building Permit List

2024

| Permit No.      | Date     | Applicant               | Phone          | Tax ID No.    | Value of Const/Permit Fee |          | Location           | Type of Construction       |
|-----------------|----------|-------------------------|----------------|---------------|---------------------------|----------|--------------------|----------------------------|
| <b>Building</b> |          |                         |                |               |                           |          |                    |                            |
| PB2400083       | 11/07/24 | FRANTA, LEWIS & JANE    | (810) 569 4489 | 58-02-526-080 | \$7,100                   | \$100.00 | 5094 FAIRCHILD ST  | 48473-Roofing              |
| PB2400087       | 11/14/24 | Majic Window Co         | (248) 668 4212 | 58-03-534-044 | \$25,860                  | \$100.00 | 9244 JILL MARIE LN | 48473-Roofing              |
| PB2400089       | 11/13/24 | D & N Development, Inc. | (810) 210 3922 | 58-02-501-014 | \$10,800                  | \$217.00 | 5197 DAVAL DR      | 48473-Res Add/Alter/Repair |
| PB2400090       | 11/15/24 | H2O Restoration LLC     | (810) 735 5627 | 58-36-651-245 | \$116,706                 | \$618.00 | 4268 LATIFEE CT    | 48473-Res Add/Alter/Repair |

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|               |                  |                         |                   |                   |                                |          |
|---------------|------------------|-------------------------|-------------------|-------------------|--------------------------------|----------|
| <b>Total:</b> | <b>4 Permits</b> | <b>Value: \$160,466</b> | <b>Fee Total:</b> | <b>\$1,035.00</b> | Total Number of Dwelling Units | <b>0</b> |
|---------------|------------------|-------------------------|-------------------|-------------------|--------------------------------|----------|

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**Electrical**

|           |          |                               |                |               |     |          |                   |                  |
|-----------|----------|-------------------------------|----------------|---------------|-----|----------|-------------------|------------------|
| PE2400042 | 11/06/24 | Renner Electric LLC           | (810) 247 8904 | 58-02-200-011 | \$0 | \$154.00 | 8051 INGALLS ST   | 48473-Electrical |
| PE2400043 | 11/22/24 | Holland Heating & Cooling Inc | (810) 653 4328 | 58-01-100-017 | \$0 | \$144.00 | 7494 GROVE ST     | 48473-Electrical |
| PE2400044 | 11/20/24 | Morning Star Electric         | (810) 397 7225 | 58-36-577-011 | \$0 | \$140.00 | 7049 MILLER RD    | 48473-Electrical |
| PE2400045 | 11/21/24 | VANHOUSEAR, HEATHER           | 8107726192     | 58-03-533-104 | \$0 | \$140.00 | 5367 GREENLEAF DR | 48473-Electrical |

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|               |                  |                   |                   |                 |                                |          |
|---------------|------------------|-------------------|-------------------|-----------------|--------------------------------|----------|
| <b>Total:</b> | <b>4 Permits</b> | <b>Value: \$0</b> | <b>Fee Total:</b> | <b>\$578.00</b> | Total Number of Dwelling Units | <b>0</b> |
|---------------|------------------|-------------------|-------------------|-----------------|--------------------------------|----------|

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**Mechanical**

|          |          |                                |                |               |     |          |                    |                  |
|----------|----------|--------------------------------|----------------|---------------|-----|----------|--------------------|------------------|
| PM240052 | 11/08/24 | Energy Efficiency Resources, L | (810) 428 0325 | 58-31-501-010 | \$0 | \$195.00 | 6483 BRISTOL RD    | 48473-Mechanical |
| PM240053 | 11/08/24 | Energy Efficiency Resources, L | (810) 428 0325 | 58-02-504-010 | \$0 | \$195.00 | 8391 MILLER RD     | 48473-Mechanical |
| PM240057 | 11/05/24 | Staley's Plbg & Htg, Inc.      | (810) 659 5572 | 58-03-578-006 | \$0 | \$200.00 | 5332 WORCHESTER DR | 48473-Mechanical |
| PM240058 | 11/20/24 | DRF Installations              | (630) 615 4580 | 58-01-502-116 | \$0 | \$200.00 | 7485 WADE ST       | 48473-Mechanical |
| PM240059 | 11/22/24 | Holland Heating & Cooling      | (810) 653 4328 | 58-01-100-017 | \$0 | \$165.00 | 7494 GROVE ST      | 48473-Mechanical |
| PM240060 | 11/15/24 | Clark Builders LLC             | (810) 449 7197 | 58-02-200-011 | \$0 | \$185.00 | 8051 INGALLS ST    | 48473-Mechanical |
| PM240061 | 11/27/24 | Energy Efficiency Resources, L | (810) 428 0325 | 58-30-651-023 | \$0 | \$160.00 | 6292 AUGUSTA ST    | 48473-Mechanical |

12/03/24

# City of Swartz Creek Building Permit List

2024

| Permit No. | Date     | Applicant                | Phone          | Tax ID No.    | Value of Const/Permit Fee | Location       | Type of Construction |
|------------|----------|--------------------------|----------------|---------------|---------------------------|----------------|----------------------|
| PM240062   | 11/26/24 | Peak Heating and Cooling | (231) 237 7969 | 58-36-577-021 | \$0 \$160.00              | 7165 MILLER RD | 48473-Mechanical     |

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**Total: 8 Permits Value: \$0 Fee Total: \$1,460.00** Total Number of Dwelling Units 0

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### Plumbing

|          |          |                               |                |               |              |                 |                |
|----------|----------|-------------------------------|----------------|---------------|--------------|-----------------|----------------|
| PP240025 | 11/26/24 | Steve's Plumbing & Heating Co | (810) 742 4270 | 58-36-300-025 | \$0 \$135.00 | 4413 MORRISH RD | 48473-Plumbing |
| PP240029 | 11/25/24 | Goyette Mechanical            | (810) 742 8530 | 58-36-651-245 | \$0 \$152.00 | 4268 LATIFEE CT | 48473-Plumbing |

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**Total: 2 Permits Value: \$0 Fee Total: \$287.00** Total Number of Dwelling Units 0

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### Right of Way

|           |          |                        |                |               |              |                |                    |
|-----------|----------|------------------------|----------------|---------------|--------------|----------------|--------------------|
| PROW-0322 | 11/12/24 | Frontier Communication | (517) 266 5755 | 58-36-577-022 | \$0 \$100.00 | 7179 MILLER RD | 48473-Right of way |
| PROW-0323 | 11/20/24 | CONSUMERS ENERGY COM   |                | 58-02-530-002 | \$0 \$100.00 | 8040 MAPLE ST  | 48473-Right of way |

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**Total: 2 Permits Value: \$0 Fee Total: \$200.00** Total Number of Dwelling Units 0

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### Zoning

|           |          |                  |                |               |             |                |             |
|-----------|----------|------------------|----------------|---------------|-------------|----------------|-------------|
| PZ24-0015 | 11/20/24 | TWA Construction | (989) 288 0821 | 58-36-527-025 | \$0 \$25.00 | 4176 LOCUST LN | 48473-Fence |
|-----------|----------|------------------|----------------|---------------|-------------|----------------|-------------|

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**Total: 1 Permits Value: \$0 Fee Total: \$25.00** Total Number of Dwelling Units 0

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**Permit Total: 21 Value: \$160,466 Fee Total: \$3,585.00**

12/03/24

# City of Swartz Creek Building Permit List 2024

| Permit No. | Date | Applicant | Phone | Tax ID No. | Value of Const/Permit Fee | Location | Type of Construction |
|------------|------|-----------|-------|------------|---------------------------|----------|----------------------|
|------------|------|-----------|-------|------------|---------------------------|----------|----------------------|

Permit.DateIssued Between 11/1/2024  
12:00:00 AM AND 11/30/2024 11:59:59 PM

# Inspection List

| Address              | Parcel Number | Inspection Type    | Scheduled  | Completed  | Result             |
|----------------------|---------------|--------------------|------------|------------|--------------------|
| 4413 SPRINGBROOK DR  | 58-36-651-081 | Final              | 11/05/2024 | 11/05/2024 | Approved           |
| 8603 MILLER RD       | 58-02-100-009 | Final              | 11/05/2024 | 11/05/2024 | Disapproved        |
| 8197 MILLER RD       | 58-02-526-027 | Rough              | 11/05/2024 | 11/05/2024 | Approved           |
| 7455 WADE ST         | 58-01-502-097 | Follow Up          | 11/06/2024 | 11/06/2024 | Complied           |
| 6285 ARLINGTON DR    | 58-30-651-044 | Footing-Garage     | 11/06/2024 | 11/06/2024 | Approved           |
| 8197 MILLER RD       | 58-02-526-027 | Rough              | 11/06/2024 | 11/06/2024 | Disapproved        |
| 8197 MILLER RD       | 58-02-526-027 | Service            | 11/07/2024 | 11/07/2024 | Approved           |
| 8197 MILLER RD       | 58-02-526-027 | Rough              | 11/07/2024 | 11/07/2024 | Approved           |
| 9124 CHELMSFORD DR   | 58-03-528-027 | Initial            | 11/07/2024 | 11/08/2024 | Violation(s)       |
| 5222 WORCHESTER DR   | 58-02-502-004 | Initial            | 11/07/2024 | 11/08/2024 | Violation(s)       |
| 5187 SEYMOUR RD      | 58-03-533-005 | Initial            | 11/07/2024 | 11/08/2024 | Violation(s)       |
| 8451 MILLER RD       | 58-02-501-080 | Initial            | 11/07/2024 | 11/08/2024 | Complied           |
| 7296 MILLER RD       | 58-36-578-002 | Initial            | 11/07/2024 | 11/08/2024 | Violation(s)       |
| 8197 MILLER RD       | 58-02-526-027 | Foundation         | 11/12/2024 | 11/13/2024 | Approved           |
| 7484 WADE ST         | 58-01-502-047 | Ordinance          | 11/12/2024 | 11/14/2024 | Partially Complied |
| 5342 DON SHENK DR    | 58-02-552-004 | Final              | 11/12/2024 | 11/12/2024 | Approved           |
| 9146 CHESTERFIELD DR | 58-03-526-017 | Final              | 11/12/2024 | 11/12/2024 | Approved           |
| 4448 MORRISH RD      | 58-35-677-002 | Final              | 11/12/2024 | 11/12/2024 | Locked Out         |
| 4448 MORRISH RD      | 58-35-677-002 | Final              | 11/12/2024 | 11/12/2024 | Approved           |
| 8197 MILLER RD       | 58-02-526-027 | Insulation         | 11/12/2024 | 11/12/2024 | Approved           |
| 35 SOMERSET ST       | 58-35-776-035 | Ordinance          | 11/13/2024 | 11/14/2024 | No Violation       |
| 9278 CHESTERFIELD DR | 58-03-531-014 | Final-Reinspection | 11/13/2024 | 11/14/2024 | Approved           |
| 8013 MILLER RD       | 58-01-100-040 | Final              | 11/14/2024 | 11/14/2024 | Approved           |
| 9221 CHESTERFIELD DR | 58-03-531-158 | Ordinance          | 11/14/2024 | 11/14/2024 | Complied           |
| 8517 CHESTERFIELD DR | 58-02-501-056 | Ordinance          | 11/14/2024 | 11/14/2024 | Complied           |
| 8499 CHESTERFIELD DR | 58-02-501-053 | Ordinance          | 11/14/2024 | 11/14/2024 | Complied           |
| 8603 MILLER RD       | 58-02-100-009 | Final-Reinspection | 11/14/2024 | 11/14/2024 | Partially Approved |
| 6285 ARLINGTON DR    | 58-30-651-044 | Backfill           | 11/14/2024 | 11/14/2024 | Approved           |
| 7512 GROVE ST        | 58-01-100-019 | Ordinance          | 11/14/2024 | 11/14/2024 | Complied           |
| 9295 CEDAR CREEK CT  | 58-03-627-015 | Initial            | 11/14/2024 | 11/18/2024 | Complied           |
| 9293 CEDAR CREEK CT  | 58-03-627-014 | Initial            | 11/14/2024 | 11/18/2024 | Complied           |
| 5093 FAIRCHILD ST    | 58-02-526-071 | Initial            | 11/14/2024 | 11/18/2024 | Complied           |
| 9289 CEDAR CREEK CT  | 58-03-627-012 | Initial            | 11/14/2024 | 11/18/2024 | Complied           |
| 9221 CHESTERFIELD DR | 58-03-531-158 | Ordinance          | 11/19/2024 |            |                    |
| 4448 MORRISH RD      | 58-35-677-002 | Final-Reinspection | 11/19/2024 | 11/20/2024 | Approved           |
| 8603 MILLER RD       | 58-02-100-009 | Final-Reinspection | 11/20/2024 | 11/20/2024 | Approved           |

# Inspection List

| Address             | Parcel Number | Inspection Type | Scheduled  | Completed  | Result       |
|---------------------|---------------|-----------------|------------|------------|--------------|
| 5094 FAIRCHILD ST   | 58-02-526-080 | Final           | 11/21/2024 | 11/21/2024 | Approved     |
| 9275 CEDAR CREEK CT | 58-03-627-006 | Initial         | 11/21/2024 | 11/25/2024 | Complied     |
| 6218 MILLER RD      | 58-31-526-016 | Follow Up       | 11/21/2024 | 11/25/2024 | Violation(s) |
| 7151 MILLER RD      | 58-36-577-020 | Initial         | 11/21/2024 | 11/25/2024 | Violation(s) |
| 9283 CEDAR CREEK CT | 58-03-627-010 | Initial         | 11/21/2024 | 11/25/2024 | Locked Out   |
| 5251 SEYMOUR RD     | 58-03-533-014 | Ordinance       | 11/26/2024 |            |              |
| 4448 MORRISH RD     | 58-35-677-002 | Final           | 11/26/2024 | 11/26/2024 | Approved     |
| 7263 MAPLECREST CIR | 58-36-676-036 | Final           | 11/26/2024 | 11/26/2024 | Approved     |
| 7494 GROVE ST       | 58-01-100-017 | Final           | 11/26/2024 | 11/26/2024 | Approved     |
| 7494 GROVE ST       | 58-01-100-017 | Final           | 11/26/2024 | 11/26/2024 | Approved     |
| 7485 WADE ST        | 58-01-502-116 | Final           | 11/26/2024 | 11/26/2024 | Disapproved  |
| 8051 INGALLS ST     | 58-02-200-011 | Service         | 11/27/2024 | 11/27/2024 | Approved     |
| 4035 ELMS RD        | 58-31-501-004 | Final           | 11/27/2024 | 11/27/2024 | Approved     |

**Inspections: 49**

Population: All Records

Inspection.DateTimeScheduled Between 11/1/2024 12:00:00 AM AND 11/30/2024 11:59:59 PM

# Enforcements By Category

12/03/24

## BUILDING VIOLATIONS

| Enforcement Number | Address        | Status | Filed                   | Closed   |
|--------------------|----------------|--------|-------------------------|----------|
| E24-154            | 35 SOMERSET ST | Closed | 11/12/24                | 11/14/24 |
|                    |                |        | <b>Total Entries: 1</b> |          |

## PARKING

| Enforcement Number | Address              | Status             | Filed                   | Closed |
|--------------------|----------------------|--------------------|-------------------------|--------|
| E24-155            | 9221 CHESTERFIELD DR | Inspection Pending | 11/18/24                |        |
|                    |                      |                    | <b>Total Entries: 1</b> |        |

**Total Records: 2**

Population: All Records

Enforcement.DateFiled Between 11/1/2024 12:00:00 AM AND 11/30/2024 11:5

# Certificates With Inspections

12/03/2024

| Certificate Number | Address              | Date Applied  | Since      | Issued     | Last Inspection | Expires    | Status    |
|--------------------|----------------------|---------------|------------|------------|-----------------|------------|-----------|
| CR240080           | 8500 CHESTERFIELD DR | 11/06/2024    | 11/06/2024 | 11/06/2024 |                 | 11/06/2026 | Suspended |
| Initial            | JKEY                 | Corey Jarbeau | Scheduled  |            |                 |            |           |
| CR240089           | 5173 WINSHALL DR     | 11/25/2024    | 11/25/2024 | 11/25/2024 |                 | 11/25/2026 | Suspended |
| Initial            | JKEY                 | Corey Jarbeau | Scheduled  |            |                 |            |           |

Population: All Records

Record Count: 2

Certificate.DateIssued Between 11/1/2024 12:00:00 AM  
AND 11/30/2024 11:59:59 PM

**Public Works**  
**Monthly Work Orders**

12/03/24

| Work Order #<br>Work Order Status | Location ID         | Customer Name<br>Service Address                     | Date Recd<br>Date Comp | Type               |
|-----------------------------------|---------------------|--|------------------------|--------------------|
| 24-000058<br>COMPLETED            | OA10-009239-0000-02 | STEPHENSON, MICHELLE<br>9239 OAKVIEW DR              | 11/14/24<br>11/18/24   | WATER LEAK         |
| BXRP24-0244<br>COMPLETED          | CH10-009124-0000-05 | METCALFE, WILLIAM<br>9124 CHELMSFORD DR              | 11/15/24<br>11/15/24   | CURB BOX REPAIR    |
| CKME24-0611<br>COMPLETED          | MO10-005234-0000-05 | DIESEL PRO'S LLC<br>5234 MORRISH RD                  | 11/13/24<br>11/13/24   | CHECK METER        |
| CKME24-0612<br>COMPLETED          | MO10-005234-0000-05 | DIESEL PRO'S LLC<br>5234 MORRISH RD                  | 11/18/24<br>11/18/24   | CHECK METER        |
| ELEC24-0071<br>COMPLETED          | CI10-008083-0000-01 | CITY OF SWARTZ CREEK<br>8083 CIVIC DR                | 11/04/24<br>11/04/24   | ELEC SETUP/TAKEDOI |
| ELEC24-0072<br>COMPLETED          | CI10-008083-0000-01 | CITY OF SWARTZ CREEK<br>8083 CIVIC DR                | 11/06/24<br>11/06/24   | ELEC SETUP/TAKEDOI |
| GWO24-0720<br>COMPLETED           | WI20-005029-0000-01 | MC GOWAN, GARY L<br>5029 WINSTON DR                  | 11/12/24<br>11/12/24   | GENERIC WORK ORDEI |
| GWO24-0721<br>COMPLETED           | EL10-004237-0000-01 | MCDONALD'S CORP<br>4237 ELMS RD                      | 11/13/24<br>11/13/24   | GENERIC WORK ORDEI |
| GWO24-0722<br>COMPLETED           | BI10-005260-0000-02 | KEENE, KATHERINE<br>5260 BIRCHCREST DR               | 11/13/24<br>11/13/24   | GENERIC WORK ORDEI |
| LNDS24-0188<br>COMPLETED          | MO10-005121-0000-01 | SWARTZ CREEK DPW, CITY OF<br>5121 MORRISH RD         | 11/27/24<br>11/27/24   | LANDSCAPING        |
| MNT24-0473<br>COMPLETED           | CI10-008083-0000-01 | CITY OF SWARTZ CREEK<br>8083 CIVIC DR                | 11/08/24<br>11/08/24   | BUILDING MAINTENAI |
| MNT24-0474<br>COMPLETED           | CI10-008083-0000-01 | CITY OF SWARTZ CREEK<br>8083 CIVIC DR                | 11/18/24<br>11/18/24   | BUILDING MAINTENAI |
| REPL24-0097<br>COMPLETED          | MO10-005152-B109-01 | RIVERSIDE MANOR TOWNHOUSES<br>5152 MORRISH # B109 RD | 11/18/24<br>11/25/24   | METER REPAIR       |
| REPL24-0098<br>COMPLETED          | SE20-004373-0000-02 | HAVENPARK<br>4373 SEYMOUR RD                         | 11/15/24<br>11/18/24   | METER REPLACEMENT  |
| RPLR24-0056<br>COMPLETED          | IT10-004935-B013-01 | MARI-DAN MILLER FARMS<br>4935 ITA # B013 CT          | 11/18/24<br>11/18/24   | REPLACE READER     |
| SAMP24-0076<br>COMPLETED          | MO10-005121-0000-01 | SWARTZ CREEK DPW, CITY OF<br>5121 MORRISH RD         | 11/05/24<br>11/05/24   | WATER SAMPLES      |
| SAMP24-0077<br>COMPLETED          | MO10-005121-0000-01 | SWARTZ CREEK DPW, CITY OF<br>5121 MORRISH RD         | 11/06/24<br>11/05/24   | WATER SAMPLES      |
| SAMP24-0078<br>COMPLETED          | MO10-005121-0000-01 | SWARTZ CREEK DPW, CITY OF<br>5121 MORRISH RD         | 11/12/24<br>11/12/24   | WATER SAMPLES      |
| SAMP24-0080<br>COMPLETED          | MO10-005121-0000-01 | SWARTZ CREEK DPW, CITY OF<br>5121 MORRISH RD         | 11/19/24<br>11/19/24   | WATER SAMPLES      |
| SAMP24-0081<br>COMPLETED          | MO10-005121-0000-01 | SWARTZ CREEK DPW, CITY OF<br>5121 MORRISH RD         | 11/27/24<br>11/27/24   | WATER SAMPLES      |

| Work Order #             | Location ID         | Customer Name  | Date Recd            | Type              |
|--------------------------|---------------------|--|----------------------|-------------------|
| Work Order Status        |                     | Service Address                                      | Date Comp            |                   |
| SETM24-0129<br>COMPLETED | HT10-003304-0000-01 | CORNERSTONE BUILDING CO, LLC<br>3304 HERITAGE BLVD   | 11/15/24<br>11/18/24 | SET METER         |
| SI-000089<br>COMPLETED   | MI10-007577-0000-01 | EXECUTIVE FINANCIAL<br>7577 MILLER RD                | 09/09/24<br>11/26/24 | SIGNS             |
| SWR24-0105<br>COMPLETED  | BR10-005075-00B1-02 | EQUITY TRUST CUST. FBO GEORGI<br>5075 BRADY # B1 AVE | 11/21/24<br>11/21/24 | SEWER DRAIN PROBL |
| WMBK24-0136<br>COMPLETED | EL10-004311-0000-01 | TACO BELL OF AMERICA<br>4311 ELMS RD                 | 11/14/24<br>11/14/24 | WATER MAIN BREAK  |
| WOFF24-2817<br>COMPLETED | FO20-008059-SPRI-00 | VETERAN'S MEMORIAL<br>8059 PAUL FORTINO DR           | 11/07/24<br>11/07/24 | WATER TURN OFF    |
| WOFF24-2818<br>COMPLETED | CR10-008109-0000-01 | HARRISON, ROBERT<br>8109 CRAPO ST                    | 11/13/24<br>11/13/24 | WATER TURN OFF    |
| WOFF24-2819<br>COMPLETED | MI10-007089-0000-01 | FREEMAN, RICHARD<br>7089 MILLER RD                   | 11/13/24<br>11/13/24 | WATER TURN OFF    |
| WOFF24-2820<br>COMPLETED | MI10-007493-0000-06 | PARROTT, JEFF<br>7493 MILLER RD                      | 11/13/24<br>11/13/24 | WATER TURN OFF    |
| WOFF24-2821<br>COMPLETED | DO10-005328-0000-02 | YOUNT, DERRICK<br>5328 DON SHENK DR                  | 11/13/24<br>11/13/24 | WATER TURN OFF    |
| WOFF24-2822<br>COMPLETED | DO10-005405-0000-04 | AURINO, ANDREA<br>5405 DON SHENK DR                  | 11/13/24<br>11/13/24 | WATER TURN OFF    |
| WOFF24-2823<br>COMPLETED | CH10-009124-0000-05 | METCALFE, WILLIAM<br>9124 CHELMSFORD DR              | 11/13/24<br>11/13/24 | WATER TURN OFF    |
| WOFF24-2824<br>COMPLETED | OA10-005153-0000-03 | POWELL, SARAH<br>5153 OAKVIEW DR                     | 11/13/24<br>11/13/24 | WATER TURN OFF    |
| WOFF24-2825<br>COMPLETED | SP10-004370-0000-01 | SUMMERS, JERRY D<br>4370 SPRINGBROOK DR              | 11/13/24<br>11/13/24 | WATER TURN OFF    |
| WOFF24-2826<br>COMPLETED | SE20-005105-0000-02 | ROESNER, JAQLYN<br>5105 SEYMOUR RD                   | 11/13/24<br>11/13/24 | WATER TURN OFF    |
| WOFF24-2827<br>COMPLETED | DO10-005278-0000-04 | IDONI, ANGELO<br>5278 DON SHENK DR                   | 11/13/24<br>11/13/24 | WATER TURN OFF    |
| WOFF24-2828<br>COMPLETED | BI10-005176-0000-02 | KERR, ANDREA<br>5176 BIRCHCREST DR                   | 11/13/24<br>11/13/24 | WATER TURN OFF    |
| WOFF24-2829<br>COMPLETED | WI10-005166-0000-04 | GILSON, JILLYN<br>5166 WINSHALL DR                   | 11/13/24<br>11/13/24 | WATER TURN OFF    |
| WOFF24-2830<br>COMPLETED | WI10-005174-0000-03 | CLANCY, MORGAN<br>5174 WINSHALL DR                   | 11/13/24<br>11/13/24 | WATER TURN OFF    |
| WOFF24-2831<br>COMPLETED | WI10-005304-0000-09 | CALDWELL, CHRISTINA<br>5304 WINSHALL DR              | 11/13/24<br>11/13/24 | WATER TURN OFF    |
| WOFF24-2832<br>COMPLETED | HT10-003449-0000-02 | ELLIS, THOMAS<br>3449 HERITAGE BLVD                  | 11/13/24<br>11/13/24 | WATER TURN OFF    |
| WOFF24-2833<br>COMPLETED | EL10-003384-0000-01 | TAKACS, GYULA<br>3384 ELMS RD                        | 11/13/24<br>11/13/24 | WATER TURN OFF    |
| WOFF24-2834              | BR20-007055-0000-04 | EDAN DECKER  | 11/13/24             | WATER TURN OFF    |

| Work Order #      | Location ID         | Customer Name       | Date Recd | Type           |
|-------------------|---------------------|---------------------|-----------|----------------|
| Work Order Status |                     | Service Address     | Date Comp |                |
| COMPLETED         |                     | 7055 BRISTOL RD     | 11/13/24  |                |
| WOFF24-2835       | WI10-005414-0000-07 | HIGGERSON, BRANDON  | 11/13/24  | WATER TURN OFF |
| COMPLETED         |                     | 5414 WINSHALL DR    | 11/13/24  |                |
| WOFF24-2836       | WO10-005191-0000-04 | SCHULTZ, JAY        | 11/13/24  | WATER TURN OFF |
| COMPLETED         |                     | 5191 WORCHESTER DR  | 11/13/24  |                |
| WOFF24-2837       | BR20-007165-0000-05 | BAKER, JOE          | 11/13/24  | WATER TURN OFF |
| COMPLETED         |                     | 7165 BRISTOL RD     | 11/13/24  |                |
| WOFF24-2838       | WO10-005184-0000-01 | DENNIS, DIANE       | 11/14/24  | WATER TURN OFF |
| COMPLETED         |                     | 5184 WORCHESTER DR  | 11/14/24  |                |
| WOFF24-2839       | BR20-007317-0000-02 | NOURI, LABEED       | 11/13/24  | WATER TURN OFF |
| COMPLETED         |                     | 7317 BRISTOL RD     | 11/13/24  |                |
| WOFF24-2840       | BR20-007379-0000-02 | KUJALA, TED         | 11/13/24  | WATER TURN OFF |
| COMPLETED         |                     | 7379 BRISTOL RD     | 11/13/24  |                |
| WOFF24-2841       | CC10-007363-0000-01 | KAPLA, BRUCE        | 11/14/24  | WATER TURN OFF |
| COMPLETED         |                     | 7363 CROSS CREEK DR | 11/14/24  |                |
| WOFF24-2842       | MP10-007264-0000-01 | PYLES, JACK         | 11/14/24  | WATER TURN OFF |
| COMPLETED         |                     | 7264 MAPLECREST CIR | 11/14/24  |                |
| WOFF24-2843       | SE20-005308-0000-01 | HARSILA, WALLY      | 11/20/24  | WATER TURN OFF |
| COMPLETED         |                     | 5308 SEYMOUR RD     | 11/20/24  |                |
| WOFF24-2844       | FA10-005057-0000-02 | ROBINS, JANE        | 11/26/24  | WATER TURN OFF |
| CANCELLED         |                     | 5057 FAIRCHILD ST   | 11/26/24  |                |
| WOFF24-2845       | PA10-007129-0000-04 | PRINGLE, SHANY      | 11/27/24  | WATER TURN OFF |
| COMPLETED         |                     | 7129 PARK RIDGE PKY | 11/27/24  |                |
| WPRESS24-000065   | BR20-007379-0000-02 | KUJALA, TED         | 11/15/24  | WATER PRESSURE |
| COMPLETED         |                     | 7379 BRISTOL RD     | 11/15/24  |                |
| WPRESS24-000066   | DO10-005362-0000-02 | FOOTE, DEBBIE       | 11/15/24  | WATER PRESSURE |
| COMPLETED         |                     | 5362 DON SHENK DR   | 11/15/24  |                |
| WTON24-1740       | CR10-008109-0000-01 | HARRISON, ROBERT    | 11/13/24  | WATER TURN ON  |
| COMPLETED         |                     | 8109 CRAPO ST       | 11/13/24  |                |
| WTON24-1741       | DO10-005405-0000-04 | AURINO, ANDREA      | 11/13/24  | WATER TURN ON  |
| COMPLETED         |                     | 5405 DON SHENK DR   | 11/13/24  |                |
| WTON24-1742       | DO10-005328-0000-02 | YOUNT, DERRICK      | 11/13/24  | WATER TURN ON  |
| COMPLETED         |                     | 5328 DON SHENK DR   | 11/13/24  |                |
| WTON24-1743       | SE20-005105-0000-02 | ROESNER, JAQLYN     | 11/13/24  | WATER TURN ON  |
| COMPLETED         |                     | 5105 SEYMOUR RD     | 11/13/24  |                |
| WTON24-1744       | WO10-005191-0000-04 | SCHULTZ, JAY        | 11/13/24  | WATER TURN ON  |
| COMPLETED         |                     | 5191 WORCHESTER DR  | 11/13/24  |                |
| WTON24-1745       | BR20-007165-0000-05 | BAKER, JOE          | 11/13/24  | WATER TURN ON  |
| COMPLETED         |                     | 7165 BRISTOL RD     | 11/14/24  |                |
| WTON24-1746       | WI10-005304-0000-09 | CALDWELL, CHRISTINA | 11/13/24  | WATER TURN ON  |
| COMPLETED         |                     | 5304 WINSHALL DR    | 11/13/24  |                |
| WTON24-1747       | WI10-005414-0000-07 | HIGGERSON, BRANDON  | 11/13/24  | WATER TURN ON  |
| COMPLETED         |                     | 5414 WINSHALL DR    | 11/13/24  |                |

| Work Order #             | Location ID         | Customer Name                           | Date Recd            | Type          |
|--------------------------|---------------------|---|----------------------|---------------|
| Work Order Status        |                     | Service Address                         | Date Comp            |               |
| WTON24-1748<br>COMPLETED | BR20-007055-0000-04 | EDAN DECKER<br>7055 BRISTOL RD          | 11/14/24<br>11/14/24 | WATER TURN ON |
| WTON24-1749<br>COMPLETED | BI10-005176-0000-02 | KERR, ANDREA<br>5176 BIRCHCREST DR      | 11/13/24<br>11/13/24 | WATER TURN ON |
| WTON24-1750<br>COMPLETED | WI10-005174-0000-03 | CLANCY, MORGAN<br>5174 WINSHALL DR      | 11/13/24<br>11/13/24 | WATER TURN ON |
| WTON24-1751<br>COMPLETED | HT10-003449-0000-02 | ELLIS, THOMAS<br>3449 HERITAGE BLVD     | 11/13/24<br>11/13/24 | WATER TURN ON |
| WTON24-1752<br>COMPLETED | DO10-005278-0000-04 | IDONI, ANGELO<br>5278 DON SHENK DR      | 11/14/24<br>11/14/24 | WATER TURN ON |
| WTON24-1753<br>COMPLETED | OA10-005153-0000-03 | POWELL, SARAH<br>5153 OAKVIEW DR        | 11/14/24<br>11/14/24 | WATER TURN ON |
| WTON24-1754<br>COMPLETED | BR20-007379-0000-02 | KUJALA, TED<br>7379 BRISTOL RD          | 11/14/24<br>11/14/24 | WATER TURN ON |
| WTON24-1755<br>COMPLETED | MI10-007493-0000-06 | PARROTT, JEFF<br>7493 MILLER RD         | 11/14/24<br>11/14/24 | WATER TURN ON |
| WTON24-1756<br>COMPLETED | WI10-005166-0000-04 | GILSON, JILLYN<br>5166 WINSHALL DR      | 11/14/24<br>11/14/24 | WATER TURN ON |
| WTON24-1757<br>COMPLETED | MP10-007264-0000-01 | PYLES, JACK<br>7264 MAPLECREST CIR      | 11/15/24<br>11/15/24 | WATER TURN ON |
| WTON24-1758<br>COMPLETED | SP10-004370-0000-01 | SUMMERS, JERRY D<br>4370 SPRINGBROOK DR | 11/18/24<br>11/18/24 | WATER TURN ON |
| WTON24-1759<br>COMPLETED | EL10-003384-0000-01 | TAKACS, GYULA<br>3384 ELMS RD           | 11/20/24<br>11/20/24 | WATER TURN ON |
| WTON24-1760<br>COMPLETED | CC10-007363-0000-01 | KAPLA, BRUCE<br>7363 CROSS CREEK DR     | 11/25/24<br>11/25/24 | WATER TURN ON |

Total Records: 76

Report Generated: 12/3/2024 11:05 AM

Report Options: Completed From: 11/1/2024 To: 11/30/2024

| November 2024               | Beginning Mileage | Ending Mileage | Miles Driven | Gallons Gas Purchased | Gallons Diesel Purchased |
|-----------------------------|-------------------|----------------|--------------|-----------------------|--------------------------|
|                             |                   |                |              |                       |                          |
| #7-15 4WD P/U gas           | 57093             | 57645          | 552          | 63.5                  |                          |
| #2-08 4WD P/U gas           | 79380             |                |              |                       |                          |
| #7-22 4 WD P/U gas          | 15522             | 16265          | 743          | 74.3                  |                          |
| #12-02 DUMP diesel          | 35469             |                |              |                       |                          |
| #21 WOOD CHIPPER diesel     | 2515              |                |              |                       |                          |
| #9-07 STREET SWEEPER diesel | 20437             | 20545          | 108          |                       | 103.4                    |
| #5-18 KUBOTA (hours)        | 1000              |                |              |                       |                          |
| #1-20 4WD P/U diesel        | 7653              |                |              |                       |                          |
| #3-08 4WD P/U gas           | 89898             |                |              |                       |                          |
| #10-18 4WD P/U diesel       | 40512             | 40977          | 465          |                       | 34.5                     |
| #8-22 CASE BACKHOE          | 265               | 307            | 42           |                       | 27.3                     |
| #6-16 2WD P/U gas           | 87916             | 88629          | 713          | 37.9                  |                          |
| #6-00 BACKHOE diesel        |                   |                |              |                       |                          |
| #1-22 DUMP                  | 6129              | 6422           |              |                       | 68.5                     |
| #12-04 DUMP diesel          | 41889             |                |              |                       |                          |
| #12-99 GENERATOR gas        |                   |                | 0            |                       |                          |
| #17 CASE BACKHOE diesel     |                   |                | 0            |                       |                          |
| #19 JD TRACTOR diesel       |                   |                | 0            |                       |                          |
| #9-22 PATCHER               |                   |                | 0            |                       |                          |
| #37 TRAIL ARROW             |                   |                | 0            |                       |                          |
| #10-15 GEN gas              | 80122             |                |              |                       |                          |
| #11-23 Big Plow Truck       | 1077              |                |              |                       |                          |
| gas can                     |                   |                | 0            |                       |                          |
| 8/24 Truck                  | 273               | 509            | 236          | 28.5                  |                          |
| 9/24 Truck                  | 300               |                |              |                       |                          |
|                             |                   |                |              |                       |                          |
| <b>TOTAL</b>                |                   |                | <b>2859</b>  | <b>204.2</b>          | <b>233.7</b>             |

# Metro Police Authority Offense Summary

## For Swartz Creek

Occurred **11/1/2024 - 11/30/2024**

| Offense   | Total Offenses |
|---|----------------|
| 1380 - 13003 - Telephone Used for Harassment, Threats               | 1              |
| 2399 - 23007 - Larceny (Other)                                      | 1              |
| 2499 - 24001 - Stolen (Other)                                       | 1              |
| 3074 - 30002 - Retail Fraud Theft 2nd Degree                        | 1              |
| 3809 - 38001 - Child abuse third degree/Non-Violent, second offense | 1              |
| 5006 - 50000 - Obstructing Justice                                  | 1              |
| 5599 - 55000 - Health and Safety Violations (Other)                 | 1              |
| 8273 - 54003 - Traffic - Driving on Susp/Revoked/Refused License    | 1              |
| 8328 - 54003 - Motor Vehicle Violation                              | 2              |
| 9910 - 93001 - Traffic, Non-Criminal - Accident                     | 10             |
| 9911 - 93002 - Traffic, Non-Criminal - Non-Traffic Accident         | 4              |
| 9913 - 93004 - Traffic, Non-Criminal - Parking Violations           | 1              |
| 9943 - 98007 - Inspections/Investigations - Suspicious Situations   | 1              |
| 9947 - 99002 - Miscellaneous - Natural Death                        | 1              |
| 9953 - 99008 - Miscellaneous - General Assistance                   | 2              |
| 9954 - 99009 - Miscellaneous - Non-Criminal                         | 1              |
| <b>Total</b>  | <b>30</b>      |



**GENESEE COUNTY**  
**METROPOLITAN PLANNING  
COMMISSION**

November 25, 2024

Adam Zettel, City Manager  
City of Swartz Creek  
8083 Civic Dr.  
Swartz Creek, MI 48473

**SUBJECT: Updated Census Low/Moderate Income Maps**

Dear Mr. Zettel:

Every five years, the U.S. Department of Housing and Urban Development (HUD) releases new low/moderate income data based on the latest American Community Survey (ACS). GCMPC staff has created new maps based on this data. HUD regulations state the new projects occurring after August 1, 2024, that have not been financially obligated must use the new data to qualify projects. This data replaces the previous data collected in the 2011-2015 ACS. We regret to inform you that the following project is no longer in an income eligible CDBG low/mod area under the new data:

- 2025 Infrastructure Improvements: \$29,911 (Installation of decorative lighting)

Your 2024 CDBG projects will continue as scheduled. All other CDBG 2025-2027 projects remain unchanged. For projects impacted by these changes, there are a few actions you can take to ensure this funding stays in your community:

- An income survey may be conducted to determine area eligibility.
- You may select a new project within a low/mod area.
- If your community no longer has any low/mod areas, you will need to find another project that benefits low/mod clientele instead of an area-based project.

The low/mod maps for each municipality in Genesee County can be found here: <https://gcmprc.org/wp-content/uploads/2024/10/LUG-LowMod-Maps-2020-ACS-Data.pdf>. If you plan on applying for a new project, a public hearing, a pre-application, and a full application must be completed and entered into Neighborly by January 13th at 5PM. Staff would be happy to meet with you to provide assistance with project development. If you have any questions or would like to schedule a meeting, please do not hesitate to contact me at (810) 766-6560.

Sincerely,

**COMMUNITY DEVELOPMENT PROGRAM**

1101 Beach Street – Room 111, Flint, Michigan 48502-1470 • (810) 257-3010 • [www.gcmprc.org](http://www.gcmprc.org)  
An Equal Opportunity Organization • Equal Housing Opportunity



A handwritten signature in black ink, appearing to read "Damon Fortney". The signature is fluid and cursive, with the first name "Damon" and the last name "Fortney" written in a connected style.

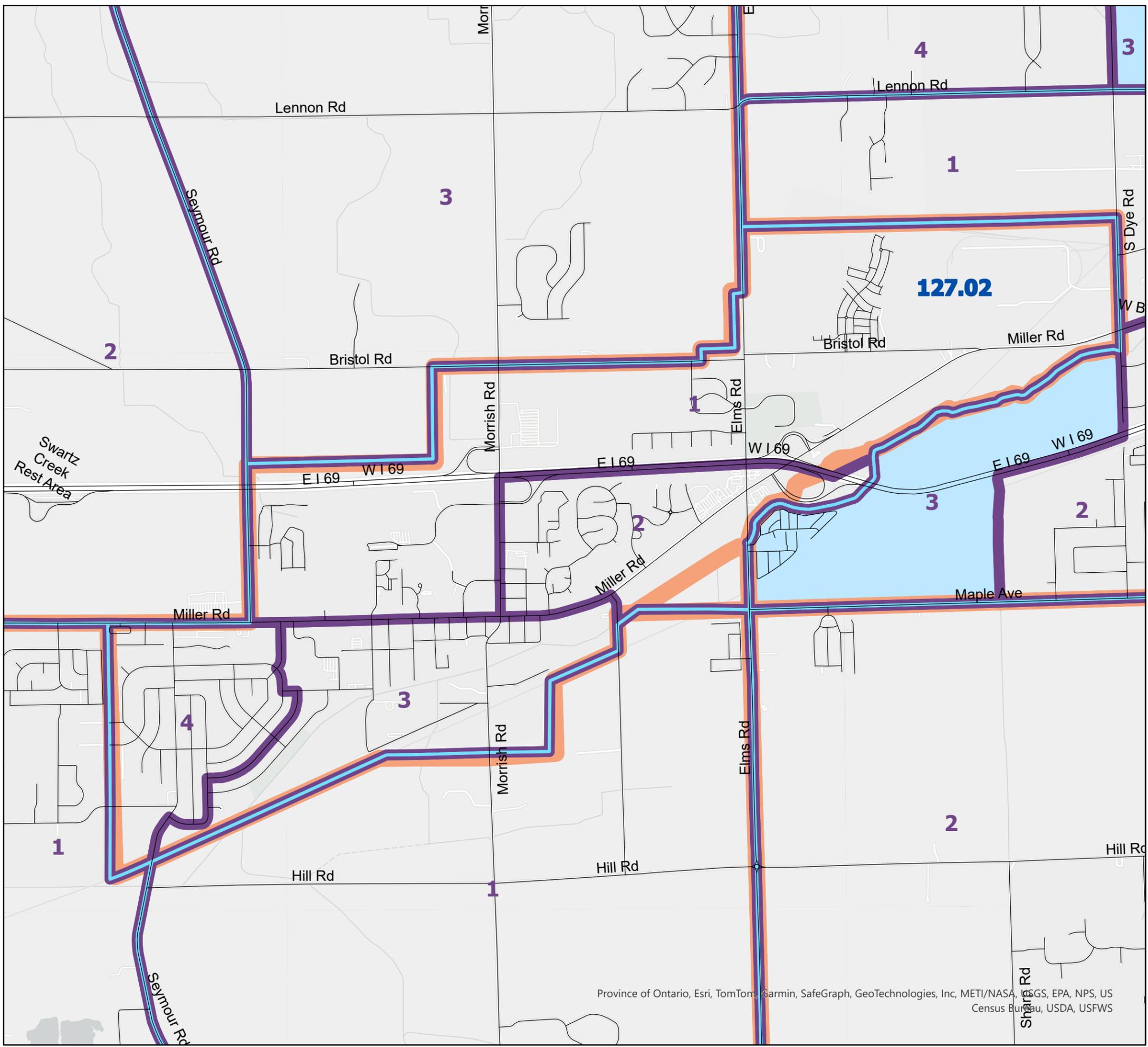
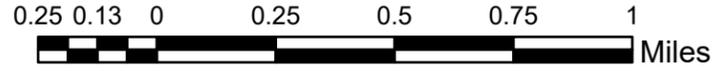
Damon Fortney, Lead Planner  
Genesee County Metropolitan Planning Commission

# CDBG - Low/MOD Income Areas City of Swartz Creek

-  Municipality Boundaries
-  Block Groups
-  2020 Census Tracts
-  2020 Low/Mod Block Groups

**133.02** Census Tract Number

**1** Block Group Number



**From:** [Fire Chief](#)  
**To:** [Adam Zettel](#)  
**Subject:** Next Truck Purchases  
**Date:** Sunday, November 3, 2024 6:40:07 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[SKM\\_454e24102811470.pdf](#)

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Good morning Adam,

At the October 21, 2024, I made a proposal to the Swartz Creek Area Fireboard to recommend to the municipalities to order our next fire truck this year. A lot of things are changing, almost daily with these proposals .

The manufacture who built our last fire truck, which we just took delivery of, has provided the attached proposal of \$1,092,912. The last trucks proposed cost was \$910,956 and through thorough review of the specification by my staff and I delivered a truck with a final cost of \$897,241.56.

There are several reasons we propose moving forward without going through a traditional bidding process. My staff and I spent 2 1/2 years researching and speaking with sales representatives from various manufacturers as well as area fire departments that have purchased trucks for their agencies and determined this build was the best fit for our communities. Price, quality and delivery times were all taken into consideration during our evaluation.

We currently have 2 trucks built by one manufacturer (Spartan) and 3 trucks built by Pierce. Moving into a bid process could possibly lead us to a third. One of the reasons Pierce trucks were recommended for so many years was to avoid dealing with multiple manufacturers, when ordering parts and scheduling service. With this proposal the next truck will replace a 1999 Pierce (27-year-old truck at delivery) and a 1991 Pierce (a 36 year truck at time of delivery) leaving us with only 1 Pierce, the rest being Spartan built trucks. Additionally, with this purchase of this truck, at this time, will put us back on track after a 16-year gap of no truck purchases or replacements. This will make the next delivery of a *major* replacement truck in 2035.

All manufacturers announce a price increase at the end of each year due to emissions standards and OSHA requirements and NFPA recommendations. With this proposal, we are stuck in the engine mess and the main pricing issue. I was just advised that there will be another price increase 11-15 that there are no more price extensions being made. This is due to current model changes that must be put into play. Right now, we have limited availability for the X-12 engine that we have in current truck. Everybody is after them so I'm not sure we will get one or not which means the pricing difference are noted below.

Engine. The X-10 engine comes with an estimated \$80,000 price tag. All manufactures are faced with this and no way out. The other manufactures are telling their customers \$80K to 175K for the engine. The problem is, Cummins has not released the new engine demos for the manufactures to test and design change around them. There is no guarantee any of this pricing is correct, only an estimate currently. That said, the sooner an order is placed, the better chance we have for the X-12 and the estimated \$80K comes off. This is a very

complex and difficult problem to deal with right now and there will be heart burn with the X-10 change over

There will be a price increase on 11-15 with this manufacture. They tell me 1%. The problem is there are other factors that play in, and I expect once done, it will be in the 1.5 to 2% range. The inflation although slowed down some is still alive and well in the fire industry and is not following the national numbers. Other manufactures have stated the same with some rumors of up to 4% increase.

Doing payments saves us money. Exactly how much is nearly impossible to calculate not knowing the payment amount or when it will be received. If we paid for it at time of order, we would save approximately \$106,000. It would be less if we get the X-12 engine

Build times are dependent on the engine. A minimum of 700 days up to 850 days given the X-10 engine is an unknown, currently.

This is the absolute best time to order a truck given the circumstances. I think it is safe to say we will miss the 11-15 deadline so with that being said the cost would be \$1,114,770.24. This is before other price increase that could come as we are working through the approval. If we are able to secure a X10 engine we may be able to get the price down back around the proposal price, we also will be making proposed changes to the current design specifications that may result in a reduced final price. For example, there is a 1250 gallon tank in the current truck the next truck will be 1000 gallons which should save money not only on the tank but the suspension requirements.

In speaking to other truck manufacturers, some of the trucks are looking at 1100 day builds. Nationally, there is always a rush to order trucks this time of year to beat the various price increases. It also seems there is always a price increase every 30 days. Because we ordered the last truck when we did, we avoid increases from, seat manufacturers and window manufacturers who imposed increases at various times during the build.

The current major purchases schedule recommends replacing our ATV around 2035 and our Air Packs in 2037.

Respectfully,  
David J. Plumb – CFI-I  
**Fire Chief**  
Swartz Creek Area Fire Department  
8100-b Civic Dr  
Swartz Creek Mi, 48473  
810-635-2300 Office  
810-965-4573 Cell





295 Industrial Park Drive Belleville, MI 48111

SALES PROPOSAL

Date: 11/22/2024

THIS PROPOSAL ("Proposal") is made by and between R&R Fire Truck Repair Inc., ("R&R"), and Swartz Creek Area Fire Department 8100 Civic Drive Ste B Swartz Creek, MI 48473 ("Customer") for the purchase of One (1) new Spartan ER Star Custom Pumper on a Spartan Metro Star chassis. In exchange for the Apparatus and Equipment, Customer agrees to pay R&R the sum of One Million One Hundred Twenty Four Thousand Five Hundred Ninety Dollars (\$1,124,590.00) ("Purchase Price"). If this proposal is not accepted by the purchaser within 30 days from the date proposed, we reserve the right to withdraw this proposal.

(1) Subject to the terms of this Proposal, the R&R shall furnish, and Customer shall purchase, the apparatus and equipment ("Apparatus and Equipment") described and in accordance in all material respects with the specifications ("Original Specifications") submitted with the bid proposal (the "Bid Proposal"). In the event there is any conflict between Original Specification and the Bid Proposal, the Bid Proposal will prevail.

(2) This Proposal for Apparatus and Equipment conforms to all Federal Department of Transportation (DOT) and Environmental Protection Agency (EPA) rules and regulations and to all National Fire Protection Association (NFPA) Guidelines for Automotive Fire Apparatus in effect as of the Effective Date. Any increased cost incurred by the manufacturer because of future changes in or additions to such DOT, EPA or NFPA standards will be passed along to Customer as an addition to the Purchase Price set forth below.

(3) The Apparatus and Equipment shall be ready for delivery from the factory, within 800 days. **This delivery timeframe is subject to modification if there are customer driven delays to holding the pre-construction meeting and/or if there are customer driven delays to returning the corresponding signed change order to the factory. All days exceeding 10 days after the pre-construction conclusion with priced change order ready for approval will be added to the above-mentioned delivery timeframe.**

(4) A competent R&R service representative shall be provided to demonstrate and provide instructions in the handling and operation of Apparatus or Equipment described herein.

(5) Any applicable taxes not specified noted above will be paid by Customer directly or will be added to the Purchase Price. If Customer claims exemption from any tax, Customer shall furnish applicable exemption certificate to R&R and hold R&R harmless from any such tax, interest or penalty which may at any time be assessed against R&R.

All payments must be made to R&R Fire Truck Repair Inc. Any representation that payment is to be to any other party is unauthorized.

(6) R&R warrants that, at the time of delivery, the Apparatus and Equipment shall comply in all material respects with the Original Specifications. **OTHER MANUFACTURER WARRANTIES APPLICABLE TO THE APPARATUS AND EQUIPMENT ARE THOSE EXPRESSLY SET FORTH IN THE BID PROPOSAL AND IDENTIFIED AS APPLYING TO THE APPARATUS AND EQUIPMENT. SUCH WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE.**

(7) This proposal becomes part of the binding contract upon signing a "Contract" between R&R and customer along with authorized signatures of R&R (company officer) and Customer (authorized officials) signatures.

Submitted to Customer By: Charles J Glagola on  
R&R Sales Representative - Print Name

11/22/2024.  
Date

R&R Sales Representative Signature

# *Specification*

## **MODEL**

The chassis shall be a Metro Star model. The cab and chassis shall include design considerations for multiple emergency vehicle applications, rapid transit and maneuverability. The chassis shall be manufactured for heavy duty service with the strength and capacity to support a fully laden apparatus, one hundred (100) percent of the time.

## **MODEL YEAR**

The chassis shall have a vehicle identification number that reflects a 2026 model year.

## **COUNTRY OF SERVICE**

The chassis shall be put in service in the country of United States of America (USA).

The chassis will meet applicable U.S.A. federal motor vehicle safety standards per CFR Title 49 Chapter V Part 571 as clarified in the incomplete vehicle book per CFR Title 49 Chapter V Part 568 Section 4 which accompanies each chassis. The chassis manufacturer is not responsible for compliance to state, regional, or local regulations. Dealers should identify those regulations and order any necessary optional equipment from the chassis manufacturer or their OEM needed to be in compliance with those regulations.

## **CAB AND CHASSIS LABELING LANGUAGE**

The cab and chassis shall include the applicable caution, warning, and safety notice labels with text to be written in English. All applicable caution, warning, and safety notice labels shall be Innovative Controls brand. Where applicable to the location within the specific layout and label package of the cab and chassis, the labels shall include decorative chrome bezels. Designs shall include bezels that fit individual labels or packaged configurations of labels in certain common locations.

## **APPARATUS TYPE**

The apparatus shall be a pumper vehicle designed for emergency service use which shall be equipped with a permanently mounted fire pump which has a minimum rated capacity of 750 gallons per minute (3000 L/min). The apparatus shall include a water tank and hose body whose primary purpose is to combat structural and associated fires.

## **VEHICLE TYPE**

The chassis shall be manufactured for use as a straight truck type vehicle and designed for the installation of a permanently mounted apparatus behind the cab. The apparatus of the vehicle shall be supplied and installed by the apparatus manufacturer.

## **VEHICLE ANGLE OF APPROACH PACKAGE**

The angle of approach of the apparatus shall be a minimum of 8.00 degrees.

NFPA1901 Angle of Approach definition:

“To determine the angle of approach, place a thin steel strip against the front of the tires where they touch the ground or stretch a tight string from one front tire to the other at the front where they touch the

ground. Determine the lowest point (component or equipment) on the vehicle forward of the front tire that would make the smallest angle of approach. Hang a plumb bob from the lowest point and mark the point on the ground where the point of the plumb bob touches. Measure the vertical distance from the ground to the point where the plumb bob was hung (distance  $V$ ). Measure the horizontal distance from the plumb bob point to the steel strip or string running from front tire to front tire (distance  $H$ ). Divide the vertical distance by the horizontal distance. The ratio of  $V/H$  is the tangent of the angle of approach. If the ratio is known, the angle of approach can be determined from a table of trigonometric functions of angles or from a math calculator. The standard requires a minimum angle of approach of 8.00 degrees: since the tangent of 8.00 degrees is 0.1405, if  $V$  divided by  $H$  is 0.1405 or larger, the angle of approach is 8.00 degrees or greater.”

### **AXLE CONFIGURATION**

The chassis shall feature a 4 x 2 axle configuration consisting of a single rear drive axle with a single front steer axle.

### **GROSS AXLE WEIGHT RATINGS FRONT**

The front gross axle weight rating (GAWR) of the chassis shall be 21,500 pounds.

This front gross axle weight rating shall be adequate to carry the weight of the completed apparatus including all equipment and personnel.

### **GROSS AXLE WEIGHT RATINGS REAR**

The rear gross axle weight rating (GAWR) of the chassis shall be 27,000 pounds.

This rear gross axle weight rating shall be adequate to carry the weight of the completed apparatus including all equipment and personnel.

### **PUMP PROVISION**

The chassis shall include provisions to mount a drive line pump in the middle of the chassis, behind the cab, more commonly known as the midship location. Chassis driveline pump provisions shall include an interlock feature for automatic setting of the park brake when the vehicle is shifted into pump mode while the transmission is in neutral and the transmission output speed translates to less than 1 mph. When the conditions are met the driver side parking brake valve shall activate. Once shifted to road mode the condition for electric automatic brake engagement is no longer present and the driver's parking brake control valve shall function normally.

### **WATER & FOAM TANK CAPACITY**

The chassis shall include a carrying capacity of 750 gallons (2839 liters) to 1250 gallons (4732 liters). The water and/or foam tank(s) shall be supplied and installed by the apparatus manufacturer.

### **CAB STYLE**

The cab shall be a custom, fully enclosed, LFD model with a 10.00 inch raised roof over the driver, officer, and crew area, designed and built specifically for use as an emergency response vehicle by a company specializing in cab and chassis design for all emergency response applications. The cab shall be designed for heavy-duty service utilizing superior strength and capacity for the application of protecting the occupants of the vehicle. This style of cab shall offer up to ten (10) seating positions.

The cab shall incorporate a fully enclosed design with side wall roof supports, allowing for a spacious cab area with no partition between the front and rear sections of the cab. To provide a superior finish by

reducing welds that fatigue cab metal; the roof, the rear wall and side wall panels shall be assembled using a combination of welds and proven industrial adhesives designed specifically for aluminum fabrication for construction.

The cab shall be constructed using multiple aluminum extrusions in conjunction with aluminum plate, which shall provide proven strength and the truest, flattest body surfaces ensuring less expensive paint repairs if needed. All aluminum welding shall be completed to the American Welding Society and ANSI D1.2-96 requirements for structural welding of aluminum.

All interior and exterior seams shall be sealed for optimum noise reduction and to provide the most favorable efficiency for heating and cooling retention.

The cab shall be constructed of 5052-H32 corrosion resistant aluminum plate. The cab shall incorporate tongue and groove fitted 6061-T6 0.13 & 0.19 inch thick aluminum extrusions for extreme duty situations. A single formed, one (1) piece extrusion shall be used for the "A" pillar, adding strength and rigidity to the cab as well as additional roll-over protection. The cab side walls and lower roof skin shall be 0.13 inch thick; the rear wall and raised roof skins shall be 0.09 inch thick; the front cab structure shall be 0.19 inch thick.

The exterior width of the cab shall be 94.00 inches wide with a minimum interior width of 88.00 inches. The overall cab length shall be 144.60 inches with 67.50 inches from the centerline of the front of the axle to the back of the cab.

The cab interior shall be designed to afford the maximum usable interior space and attention to ergonomics with hip and legroom while seated which exceeds industry standards. The crew cab floor shall be flat across the entire walking area for ease of movement inside the cab.

The cab shall offer an interior height of 57.50 inches from the front floor to the headliner and a rear floor to headliner height of 65.00 inches in the raised roof area, at a minimum. The cab shall offer an interior measurement at the floor level from the rear of the engine tunnel to the rear wall of the cab of 65.38 inches. All interior measurements shall include the area within the interior trimmed surfaces and not to any unfinished surface.

The cab shall include a driver and officer area with two (2) cab doors large enough for personnel in full firefighting gear. The front doors shall offer a clear opening of 40.25 inches wide X 53.50 inches high, from the cab floor to the top of the door opening. The cab shall also include a crew area with up to two (2) cab doors, also large enough for personnel in full firefighting gear. The rear doors shall offer a clear opening of 32.25 inches wide X 61.00 inches high, from the cab floor to the top of the door opening.

The cab shall incorporate a progressive two (2) step configuration from the ground to the cab floor at each door opening. The progressive steps are vertically staggered and extend the full width of each step well allowing personnel in full firefighting gear to enter and exit the cab easily and safely.

The first step for the driver and officer area shall measure approximately 11.50 inches deep X 31.13 inches wide. The intermediate step shall measure approximately 8.50 inches deep X 32.50 inches wide. The height from the first step to the intermediate step and the intermediate step to the cab floor shall not exceed 11.00 inches.

The first step for the crew area shall measure approximately 11.50 inches deep X 20.44 inches wide. The intermediate step shall measure approximately 10.25 inches deep X 22.75 inches wide. The height from the first step to the intermediate step and the intermediate step to the cab floor shall not exceed 12.80 inches.

### **OCCUPANT PROTECTION**

An IMMI 4Front® occupant protection system shall be installed in the vehicle's cab. The system shall inflate three (3) air bags in the following locations:

- Steering wheel air bag to protect the head and neck of the driver
- Knee bolster air bag to protect the driver's legs
- Knee bolster air bag to protect the officer's legs

The air bags shall use a combination of high-pressure stored argon and oxygen with a pyrotechnic charge for initiation to inflate the bags remain inflated for several seconds.

The system shall be connected to the crash detection sensor that will also activate the driver and first officer integrated belt pretensioners if it detects a frontal crash.

A RollTek™ rollover occupant protection system shall be installed in the apparatus cab. The system shall include an integrated roll sensor (IRS) master module and a slave sensor in applicable configurations.

The IRS shall be a microprocessor-controlled solid-state sensing device that utilizes vehicle-specific calibrations to detect rollovers. The IRS shall be equipped with pyrotechnic loops for connection to the protective countermeasures which shall include seat integrated side roll airbags (SRA), integrated seat belt pretensioners, and air seat pull-downs (S4S), in applicable occupant seat positions.

The IRS shall continuously monitor the truck's acceleration and angle, and upon detection of an imminent roll-over, shall activate protective countermeasures in a pre-programmed sequence. In addition, the IRS shall also act as a data recorder to record crash events for post-crash evaluation.

### **CAB FRONT FASCIA**

The front cab fascia shall be constructed of 5052-H32 Marine Grade, 0.13 of an inch thick aluminum plate which shall be an integral part of the cab.

The cab fascia will encompass the entire front of the aluminum cab structure from the bottom of the windshield to the bottom of the cab and shall be the "Classic" design.

The front cab fascia shall include two (2) molded plastic modules on each side accommodating a total of up to four (4) Hi/Low beam headlights and two (2) turn signal lights or up to four (4) warning lights. A gloss black molded plastic bezel shall be provided on each side around each set of four lamps.

### **FRONT GRILLE**

The front fascia shall include a box style, 304 stainless steel front grille 44.45 inches wide X 33.50 inches high X 1.50 inches deep. The grille shall include a minimum free air intake of 732.00 square inches. The upper portion of the grille shall be hinged to provide service access behind the grille. The grille and hinge shall be painted gloss black.

### **CAB UNDERCOAT**

There shall be undercoating applied to the underside of the cab which provides an abrasion resistant coating for protection against corrosion caused by moisture, salt, alkalis and galvanic reaction.

#### **CAB SIDE DRIP RAIL**

There shall be a drip rail along the top radius of each cab side. The drip rails shall help prevent water from the cab roof running down the cab side.

#### **CAB PAINT EXTERIOR**

The cab exterior shall be painted a single color per customers specified paint color following the RFG-SR-001 paint standards.

#### **CAB PAINT PROCESS/MANUFACTURER**

The cab shall be painted with PPG Industries paint prior to the installation of glass accessories and all other cab trim to ensure complete paint coverage and the maximum in corrosion protection of all metal surfaces.

All metal surfaces on the cab shall be mechanically etched by sanding disc to remove any surface oxidation or surface debris which may hinder the paint adhesion. Once all imperfections on the exterior surfaces are removed and sanded smooth, body fillers shall be applied to the cab on all surfaces that require a critically aesthetic finish and sanded smooth.

The entire cab shall then be coated with a high quality base primer that is designed to fill any minor surface defects, provide an adhesive bond between the primer and the paint and improve the color and gloss retention of the color. The finish to this procedure shall be sanding the cab to a smooth finish followed by sealing the seams with an automotive seam sealer. The minimum thickness of the primer coat after sanding shall be 2.50 mils with a maximum thickness of 5.00 mils.

The cab shall then be painted the specific color(s) designated by the customer with an acrylic urethane type system designed to retain color and resist acid rain and most atmospheric chemicals found on an emergency scene. The paint shall have a minimum thickness of 1.00 mils with a maximum of 4 mils, followed by a clear top coat with a minimum of 2.5 mils and a maximum of 3.5 mils. The entire cab shall then be baked to speed the curing process of the coatings.

#### **CAB PAINT PRIMARY/LOWER COLOR**

The primary/lower paint color shall be:

#### **CAB PAINT WARRANTY**

Purchaser shall receive a Paint and Finish (Exterior Clear coated) Ten (10) Years limited warranty in accordance with, and subject to, warranty certificate RFW0710. The warranty certificate is incorporated by reference into this proposal, and included with this proposal or available upon request.

#### **CAB PAINT INTERIOR**

The visible interior cab structure surfaces shall be painted with a multi-tone silver gray texture finish.

#### **CAB ENTRY DOORS**

The cab shall include four (4) entry doors, two (2) front doors and two (2) crew doors designed for ease of entering and egress when outfitted with an SCBA. The doors shall be constructed of extruded aluminum with a nominal thickness of 0.13 inch. The exterior skins shall be constructed of 0.13 inch aluminum plate.

The doors shall include a double rolled style automotive rubber seal around the perimeter of each door frame and door edge which ensures a weather tight fit.

All door hinges shall be hidden within flush mounted cab doors for a pleasing smooth appearance and perfect fit along each side of the cab. Each door hinge shall be piano style with a 0.38 inch pin and shall be constructed of stainless steel.

#### **CAB ENTRY DOOR TYPE**

All cab entry doors shall be barrier clear design resulting in exposed lower cab steps. The doors shall provide approximately 32.00 inches of clearance from the ground to the bottom of the door so cab doors may be opened un-hindered by most obstacles encountered, such as guard rails along interstate highways.

Entry doors shall include Pollak mechanical plunger style switches for electrical component activation.

#### **CAB INSULATION**

The cab ceiling and walls shall include a nonwoven polyester fiber insulation. The insulation shall act as a barrier absorbing noise as well as assisting in sustaining the desired climate within the cab interior.

#### **LH MID EMS COMPARTMENT**

The cab shall include a compartment located in the middle of the wall above the left side wheel well. This compartment shall measure 17.00 inches wide X 26.00 inches high X 25.00 inches deep.

#### **LH MID EMS EXTERIOR ACCESS**

The cab shall include a hinged box pan door featuring a full length stainless steel piano style hinge and a bright aluminum tread plate inner panel located in the middle of the wall above the left side wheel well. The compartment shall have a clear door opening of 15.00 inches wide X 24.00 inches high.

#### **LH MID EMS COMPARTMENT INTERIOR**

The cab compartment located in the middle of the wall above the left side wheel well shall include solid aluminum walls with an interior access point rear facing. This compartment shall be finished to customer specification.

#### **LH MID EMS COMPARTMENT INTERIOR ACCESS**

The left hand EMS compartment shall include access from inside the cab. The compartment shall be accessible from the inside of the cab via a cargo net covered provision that shall include side-release buckle assemblies at the bottom. The interior access provision shall feature a clear opening of 14.50 inches wide and as tall as possible in the available customer specified left EMS compartment height and access point.

#### **LH MID EMS COMPARTMENT INTERIOR SHELVING**

The left hand mid EMS compartment located in crew area of the cab shall include one (1) aluminum shelf which shall be secured using Unistrut channel on two (2) sides of the interior walls of the compartment. The shelf shall include a 1.00 inch lip around the edges. The shelf shall be finished the same as the interior of the compartment.

#### **LH MID EMS COMPARTMENT DOOR HARDWARE**

The left side EMS compartment door shall include a locking semi-gloss black powder coated Eberhard slam latch. There shall be a switch to activate the open compartment warning light in the cab in the event the door is left ajar. The door hinge shall be painted black.

#### **RH MID EMS COMPARTMENT**

The cab shall include a compartment located in the middle of the wall above the right side wheel well. This compartment shall measure 17.00 inches wide X 26.00 inches high X 25.00 inches deep.

#### **RH MID EMS EXTERIOR ACCESS**

The cab shall include a hinged box pan door featuring a full length stainless steel piano style hinge and a bright aluminum tread plate inner panel located in the middle of the wall above the right side wheel well. The compartment shall have a clear door opening of 15.00 inches wide X 24.00 inches high.

#### **RH MID EMS COMPARTMENT INTERIOR**

The cab compartment located in the middle of the wall above the right side wheel well shall include solid aluminum walls with an interior access point rear facing. This compartment shall be finished to customer specification.

#### **RH MID EMS COMPARTMENT INTERIOR ACCESS**

The right hand EMS compartment shall include access from inside the cab. The compartment shall be accessible from the inside of the cab via a cargo net covered provision that shall include side-release buckle assemblies at the bottom. The interior access provision shall feature a clear opening of 14.50 inches wide and as tall as possible in the available customer specified right EMS compartment height and access point.

#### **RH MID EMS COMPARTMENT INTERIOR SHELVING**

The right hand mid EMS compartment located in crew area of the cab shall include one (1) aluminum shelf which shall be secured using Unistrut channel on two (2) sides of the interior walls of the compartment. The shelf shall include a 1.00 inch lip around the edges. The shelf shall be finished the same as the interior of the compartment.

#### **RH MID EMS COMPARTMENT DOOR HARDWARE**

The right side EMS compartment door shall include a locking semi-gloss black power coat Eberhard slam latch. There shall be a switch to activate the open compartment warning light in the cab in the event the door is left ajar. The door hinge shall be painted black.

#### **MID EMS COMPARTMENT LIGHTING**

The interior portion of each of the mid EMS compartments shall include compartment door activated LED lighting to illuminate all usable surfaces within each compartment.

#### **MID EMS COMPARTMENT EXTERIOR FINISH**

The mid EMS compartment surfaces that are exposed to the interior of the cab shall be painted with a multi-tone silver gray texture finish.

#### **MID EMS COMPARTMENT INTERIOR FINISH**

The interior of the mid EMS compartment shall be painted with a multi-tone silver gray texture finish.

#### **LH EXTERIOR REAR COMPARTMENT**

The cab shall offer an exterior compartment on the left side of the cab behind the rear door. The compartment opening shall be 10.00 inches wide X 84.19 inches high. The compartment size shall be 11.34 inches wide X 84.19 inches high.

**LH EXTERIOR REAR COMPARTMENT UNDER FLOOR DEPTH**

The cab shall offer an exterior compartment on the left side of the cab behind the rear door with a depth of 21.19 inches under the cab floor.

**LH EXTERIOR REAR COMPARTMENT ACCESS**

The cab shall offer rear exterior compartment access behind the doors on the left side of the cab via a 1.50 inches thick reverse hinged box pan style flush mount door. There shall be a switch to activate compartment lighting and the open compartment warning light in the cab in the event the door is left ajar.

**LH EXTERIOR REAR COMPARTMENT ACCESS**

The cab rear exterior compartment access door on the left side of the cab shall include an Eberhard slam latch with black finish.

**LH EXTERIOR REAR COMPARTMENT ACCESS**

The cab rear exterior compartment access door on the left side of the cab shall include a DA sanded aluminum inner panel.

**LH EXTERIOR REAR COMPARTMENT DEPTH ABOVE FLOOR**

The cab shall offer an exterior compartment on the left side of the cab behind the rear door that shall be 8.00 inches deep into the cab crew area above the floor.

**LEFT HAND EXTERIOR REAR COMPARTMENT LIGHTING**

There shall be two (2) clear LED strip lights installed to illuminate the exterior rear compartment on the left side of the cab. The strip lights shall be sized appropriately to illuminate all usable surfaces in the compartment.

**LH EXTERIOR COMPARTMENT INTERIOR FINISH**

The interior of the left hand exterior compartment shall have a multi-tone silver gray texture finish.

**RH EXTERIOR REAR COMPARTMENT**

The cab shall offer an exterior compartment on the right side of the cab behind the rear door. The compartment opening shall be 10.00 inches wide X 84.19 inches high. The compartment size shall be 11.34 inches wide X 84.19 inches high.

**RH EXTERIOR REAR COMPARTMENT UNDER FLOOR DEPTH**

The cab shall offer an exterior compartment on the right side of the cab behind the rear door with a depth of 21.19 inches under the cab floor.

**RH EXTERIOR REAR COMPARTMENT ACCESS**

The cab shall offer rear exterior compartment access behind the doors on the right side of the cab via a 1.50 inches thick reverse hinged box pan style flush mount door. There shall be a switch to activate compartment lighting and the open compartment warning light in the cab in the event the door is left ajar.

**RH EXTERIOR REAR COMPARTMENT ACCESS**

The cab rear exterior compartment access door on the right side of the cab shall include an Eberhard slam latch with black finish.

#### **RH EXTERIOR REAR COMPARTMENT ACCESS**

The cab rear exterior compartment access door on the right side of the cab shall include a DA sanded aluminum inner panel.

#### **RH EXTERIOR REAR COMPARTMENT DEPTH ABOVE FLOOR**

The cab shall offer an exterior compartment on the right side of the cab behind the rear door that shall be 8.00 inches deep into the cab crew area above the floor.

#### **RIGHT HAND EXTERIOR REAR COMPARTMENT LIGHTING**

There shall be two (2) clear LED strip lights installed to illuminate the exterior rear compartment on the right side of the cab. The strip lights shall be sized appropriately to illuminate all usable surfaces in the compartment.

#### **RH EXTERIOR COMPARTMENT INTERIOR FINISH**

The interior of the right hand exterior compartment shall have a multi-tone silver gray texture finish.

#### **CAB STRUCTURAL WARRANTY**

Purchaser shall receive a Cab Structure (Aluminum) Ten (10) Years or 100,000 Miles limited warranty in accordance with, and subject to, warranty certificate RFW0602. The warranty certificate is incorporated by reference into this proposal, and included with this proposal or available upon request.

#### **CAB TEST INFORMATION**

The cab shall have successfully completed the preload side impact, static roof load application and frontal impact without encroachment to the occupant survival space when tested in accordance with Section 4 of SAE J2420 COE Frontal Strength Evaluation Dynamic Loading Heavy Trucks, Section 5 of SAE J2422 Cab Roof Strength Evaluation Quasi –Static Loading Heavy Trucks and ECE R29 Uniform Provisions Concerning the Approval of Vehicles with regard to the Protection of the Occupants of the Cab of a Commercial Vehicles Annex 3 Paragraph 5.

The above tests have been witnessed by and attested to by an independent third party. The test results were recorded using cameras, high speed imagers, accelerometers and strain gauges. Documentation of the testing shall be provided upon request.

#### **ELECTRICAL SYSTEM**

The chassis shall include a single starting electrical system which shall include a 12 volt direct current multiplexing system, suppressed per SAE J551. The wiring shall be appropriate gauge cross link with 311 degree Fahrenheit insulation. All SAE wires in the chassis shall be color coded and shall include the circuit number and function where possible. The wiring shall be protected by 275 degree Fahrenheit minimum high temperature flame retardant loom. All nodes and sealed Deutsch connectors shall be waterproof.

#### **VEHICLE DISPLAY**

The multiplex electrical system shall include (2) Weldon Vista IV displays which shall be located one (1) on the right side of the dash in the switch panel and one (1) on the left side of the dash in the switch panel. The Vista IV displays shall feature full color LCD display screens which include a message bar

displaying the time of day and important messages requiring acknowledgement by the user which shall all be displayed on the top of the screen in the order they are received. There shall be eight (8) push button virtual controls, four (4) on each side of the display for the on-board diagnostics. The display screens shall be video ready for back-up cameras, thermal cameras, and DVD.

The Vista IV displays shall offer varying fonts and background colors. The displays shall be fully programmable to the needs of the customer and shall offer virtually infinite flexibility for screen configuration options.

### **LOAD MANAGEMENT SYSTEM**

The apparatus load management shall be performed by the included multiplex system. The multiplex system shall also feature the priority of sequences and shall shed electrical loads based on the priority list specifically programmed.

### **DATA RECORDING SYSTEM**

The chassis shall have a Weldon Vehicle Data Recorder (VDR) system installed. The system shall be designed to meet NFPA 1901 and shall be integrated with the Weldon Multiplex electrical system. The following information shall be recorded:

- Vehicle Speed
- Acceleration
- Deceleration
- Engine Speed
- Engine Throttle Position
- ABS Event
- Seat Occupied Status
- Seat Belt Status
- Master Optical Warning Device Switch Position
- Time
- Date

Each portion of the data shall be recorded at the specified intervals and stored for the specified length of time to meet NFPA 1901 guidelines and shall be retrievable by connecting a laptop computer to the VDR system. The laptop connection shall be a panel mounted female type B USB connection point, remotely mounted in the left side foot well.

### **ACCESSORY POWER**

The electrical distribution panel shall include two (2) power studs. The studs shall be size #10 and each of the power studs shall be circuit protected with a fuse of the specified amperage. One (1) power stud shall be capable of carrying up to a 40 amp battery direct load. One (1) power stud shall be capable of carrying up to a 15 amp ignition switched load. The two (2) power studs shall share one (1) #10 ground stud.

An OEM body connections bracket shall be installed on the chassis near the left hand battery box. The bracket shall include one (1) set each of 200 amp master power switched and 300 amp battery direct fused power and ground studs.

### **AUXILIARY ACCESSORY POWER**

An auxiliary six (6) position Blue Sea Systems 5025 blade type fuse panel shall be installed behind the switch panel. The fuse panel shall be protected by a 40 amp fuse. The panel shall be capable of carrying up to a maximum 40 amp battery direct load.

**EXTERIOR ELECTRICAL TERMINAL COATING**

All terminals exposed to the elements will be sprayed with a high visibility protective rubberized coating to prevent corrosion.

**ELECTRICAL SYSTEM WARRANTY**

Purchaser shall receive an Electrical System Two (2) Years or 36,000 Miles limited warranty in accordance with, and subject to, warranty certificate RFW0202. The warranty certificate is incorporated by reference into this proposal, and included with this proposal or available upon request.

**ENGINE**

The chassis engine shall be a Cummins heavy heavy duty (HHD) certified X10 engine. The X10 engine shall be an in-line six (6) cylinder, four-cycle diesel-powered engine. The engine shall offer a rating of 450 horsepower at 1432 RPM and shall be governed at 1800 RPM. The torque rating shall feature 1650-foot pounds of torque at 1100 RPM.

The engine shall feature a VGT™ Turbocharger, a high-pressure common rail fuel system, fully integrated electronic controls with an electronic governor, and shall be EPA certified to meet the 2027 emissions standards.

A wiring harness shall be supplied ending at the back of the cab. The harness shall include a connector which shall allow an optional harness for the pump panel. The included circuits shall be provided for a tachometer, oil pressure, engine temperature, hand throttle, high idle and a PSG system. A circuit for J1939 data link shall also be provided at the back of the cab.

**Until the 2027 EPA engine integration is finalized, option availability and body design relative to engine and aftertreatment are subject to change. Additional costs associated with the 2027 EPA engine will be passed on to the end user. No exceptions.**

**CAB ENGINE TUNNEL**

The cab interior shall include an integrated engine tunnel constructed of 5052-H32 Marine Grade, 0.19 of an inch thick aluminum. The tunnel shall be a maximum of 41.50 inches wide X 25.50 inches high.

**DIESEL PARTICULATE FILTER CONTROLS**

There shall be two (2) controls for the diesel particulate filter. One (1) control shall be for regeneration and one (1) control shall be for regeneration inhibit.

**ENGINE PROGRAMMING HIGH IDLE SPEED**

The engine high idle control shall maintain the engine idle at approximately 1250 RPM when engaged.

**ENGINE HIGH IDLE CONTROL**

The vehicle shall be equipped with an automatic high-idle speed control which shall be pre-set to operate the engine at a specified RPM to increase alternator output if the system voltage drops to 12.5 volts. This device shall automatically operate only when the engine is running, the transmission is in neutral, and with the parking brake set. The automatic high idle will stay engaged for a minimum of ten

(10) minutes and until the system, voltage has reached 13.0 volts. Application of the service brake will override the automatic high idle and reset timer. The vehicle shall be equipped with a high-idle speed virtual button on the vehicle display and control screen to activate/deactivate manual control only. It shall be pre-set so when activated, it will operate the engine at the specified RPM to increase alternator output. This device shall operate only when the engine is running, the transmission is in neutral, and with the parking brake set. When automatically engaged the high idle shall disengage when the operator depresses the brake pedal, or the transmission is placed in gear, and shall be available to manually or automatically re-engage when the brake pedal is released, or when the transmission is placed in neutral. Virtual control screen shall not override automatic high idle between voltage parameters during timed cycle. Display shall indicate when high idle is disabled, enabled, or active.

#### **ENGINE PROGRAMMING ROAD SPEED GOVERNOR**

The engine shall include programming which will govern the top speed of the vehicle.

#### **AUXILIARY ENGINE BRAKE**

A compression brake, for the six (6) cylinder engine shall be provided. A cutout relay shall be installed to disable the compression brake when in pump mode or when an ABS event occurs. The engine compression brake shall activate upon 0% accelerator when in operation mode and actuate the vehicle's brake lights.

The engine shall utilize a variable geometry turbo (VGT) as an integrated auxiliary engine brake to offer a variable rate of exhaust flow, which when activated in conjunction with the compression brake shall enhance the engine's compression braking capabilities.

#### **AUXILIARY ENGINE BRAKE CONTROL**

An engine compression brake control device shall be included. The electronic control device shall monitor various conditions and shall activate the engine brake only if all of the following conditions are simultaneously detected:

- A valid gear ratio is detected.
- The driver has requested or enabled engine compression brake operation.
- The throttle is at a minimum engine speed position.
- The electronic controller is not presently attempting to execute an electronically controlled final drive gear shift.

The compression brake shall be controlled via an off/low/medium/high virtual button on the vehicle display and control screen. The system shall remember and default to the last engine brake control setting when the vehicle is shut off and re-started.

#### **ELECTRONIC ENGINE OIL LEVEL INDICATOR**

The engine oil shall be monitored electronically and shall send a signal to activate a warning in the instrument panel when levels fall below normal. The warning shall activate in a low oil situation upon turning on the master battery and ignition switches without the engine running.

#### **FLUID FILLS**

The front of the chassis shall accommodate fluid fill for the engine oil through the grille. This area shall also accommodate a check for the engine oil. The transmission, power steering, and coolant fluid fills and checks shall be under the cab. The windshield washer fill shall be accessible through the front left side mid step.

#### **ENGINE DRAIN PLUG**

The engine shall include an original equipment manufacturer installed oil drain plug.

### **ENGINE WARRANTY**

The Cummins engine shall be warranted for a period of five (5) years or 100,000 miles, whichever occurs first.

### **REMOTE THROTTLE HARNESS**

An apparatus interface wiring harness for the engine and transmission pump interlocks shall be supplied with the chassis. The harness shall include a connector for connection to a chassis pump panel harness supplied by the body builder and shall terminate in the left frame rail behind the cab for connection by the body builder. The harness shall include circuits deemed for a pump panel and shall contain circuits for a hand throttle, and a multiplexed gauge. Separate circuits shall also be included for a pump control switch, "Pump Engaged" and "OK to Pump" indicator lights, open compartment ground, start signal, park brake ground, ignition signal, master power, clean power, customer ignition, air horn solenoid switch, high idle switch and high idle indicator light. The harness shall contain interlocks that will prevent shifting to road or pump mode unless the transmission output speed translates to less than 1 mph and the transmission is in neutral. The shift to pump mode shall also require the park brake be set.

### **ENGINE PROGRAMMING REMOTE THROTTLE**

The engine ECM (Electronic Control Module) discreet wire remote throttle circuit shall be turned off for use with a J1939 based pump controller or when the discreet wire remote throttle controls are not required.

### **ENGINE PROGRAMMING IDLE SPEED**

The engine low idle speed will be programmed at 700 rpm.

### **ENGINE AIR INTAKE**

The engine air intake system shall include an ember separator. This ember separator shall be designed to protect the downstream air filter from embers using a combination of unique flat and crimped metal screens packaged in a heavy duty galvanized steel frame. This multilayered screen shall trap embers and allow them to burn out before passing through the pack.

The engine air intake system shall also include an air cleaner mounted above the radiator. This air cleaner shall utilize a replaceable dry type filter element designed to prevent dust and debris from being ingested into the engine. A service cover shall be provided on the housing, reducing the chance of contaminating the air intake system during air filter service.

The air intake system shall include a restriction indicator light in the warning light cluster on the instrument panel, which shall activate when the air cleaner element requires replacement.

### **ENGINE FAN DRIVE**

The engine cooling system fan shall incorporate a thermostatically controlled, Horton fully variable type fan drive with SmartClutch J-1939 CAN controller.

The variable speed fan clutch only engages at the amount needed for proper cooling to facilitate improved vehicle performance, cab heating in cold climates, and fuel economy. The fan clutch design shall be fail-safe so that if the clutch drive fails the fan shall engage to prevent engine overheating due to the fan clutch failure. The fan speed shall include a J-1939 CAN clutch controller to receive signal from

the engine control module to activate at variable rates of speed. Variable speeds shall be set through thermostatic and engine speed signals to run as efficiently and quietly as required to maintain temperature.

### **ENGINE COOLING SYSTEM**

There shall be a heavy-duty aluminum cooling system designed to meet the demands of the emergency response industry. The cooling system shall have the capacity to keep the engine properly cooled under all conditions of road and pumping operations. The cooling system shall be designed and tested to meet or exceed the requirements specified by the engine and transmission manufacturer and all EPA requirements. The complete cooling system shall be mounted to isolate the entire system from vibration or stress. The individual cores of the cooling system shall be mounted in a manner to allow expansion and contraction at various rates without inducing stress into the adjoining cores.

The cooling system shall be comprised of a charge air cooler to radiator serial flow package that provides the maximum cooling capacity for the specified engine as well as serviceability. The main components shall include a surge tank, a charge air cooler bolted to the front of the radiator, recirculation shields, a shroud, a fan, and required tubing.

The radiator shall be a down-flow design constructed with aluminum cores, plastic end tanks, and a steel frame. The radiator shall be equipped with a drain cock to drain the coolant for serviceability.

The cooling system shall include a one piece injected molded polymer fan with a three (3) piece fiberglass fan shroud.

The cooling system shall be equipped with a surge tank that is capable of removing entrained air from the system. The surge tank shall be equipped with a low coolant probe and rearward oriented sight glass to observe coolant in the system. A cold fill and observation line shall be included within the frame mounted translucent recovery bottle to monitor the level of the coolant. The surge tank shall have a dual seal cap that meets the engine manufacturer's pressure requirements and allows for expansion and recovery of coolant into a separate integral expansion chamber.

All radiator tubes shall be formed from aluminized steel tubing. Recirculation shields shall be installed where required to prevent heated air from reentering the cooling package and affecting performance.

The charge air cooler shall be a cross-flow design constructed completely of aluminum with cast tanks. All charge air cooler tubes shall be formed from aluminized steel tubing and installed with silicone hump hoses and stainless steel "constant torque" style clamps meeting the engine manufacturer's requirements.

The radiator and charge air cooler shall be removable through the bottom of the chassis.

### **ENGINE COOLING SYSTEM PROTECTION**

The engine cooling system shall include a recirculation shield designed to act as a light duty skid plate below the radiator to provide additional protection for the engine cooling system from light impacts, stones, and road debris. The skid plate shall be painted to match the frame components.

### **ENGINE COOLANT**

The cooling package shall include Extended Life Coolant (ELC). The use of ELC provides longer intervals between coolant changes over standard coolants providing improved performance. The

coolant shall contain a 50/50 mix of ethylene glycol and de-ionized water to keep the coolant from freezing to a temperature of -34 degrees Fahrenheit.

Proposals offering supplemental coolant additives (SCA) shall not be considered, as this is part of the extended life coolant makeup.

### **ELECTRONIC COOLANT LEVEL INDICATOR**

The instrument panel shall feature a low engine coolant indicator light which shall be located in the center of the instrument panel. An audible tone alarm shall also be provided to warn of a low coolant incident.

### **COOLANT HOSES**

The cooling systems hose shall be formed silicone hose and formed aluminized steel tubing and include stainless steel constant torque band clamps.

### **ENGINE COOLANT OVERFLOW BOTTLE**

A remote engine coolant overflow expansion bottle shall be provided in the case of over filling the coolant system. The overflow bottle shall capture the expansion fluid or overflow rather than allow the fluid to drain on the ground.

### **ENGINE EXHAUST SYSTEM**

The exhaust system shall include an end-in end-out horizontally mounted dual module after treatment device, and downpipe from the charge air cooled turbo. The dual module shall include a diesel particulate filter (DPF), urea dosing module (UL2), and a selective catalytic reduction (SCR) catalyst to meet current EPA standards.

The system shall utilize 0.07 inch thick stainless steel exhaust tubing between the engine turbo and the DPF. Zero leak clamps seal all system joints between the turbo and DPF.

The DPF, the decomposition tube, and the SCR canister through the end of the tailpipe shall be connected with zero leak clamps. The discharge shall terminate horizontally on the right side of the vehicle ahead of the rear tires.

The exhaust system after treatment modules shall be mounted below the frame, with the DPF in the outboard position and the SCR rearward in the inboard position.

### **DIESEL EXHAUST FLUID TANK**

The exhaust system shall include a molded cross linked polyethylene tank for Diesel Exhaust Fluid (DEF). The tank shall have a capacity of five (5) usable gallons and shall be mounted on the left hand side of the chassis frame.

The DEF tank shall be designed with capacity for expansion in case of fluid freezing. Engine coolant, which shall be thermostatically controlled, shall be run through lines in the tank to help prevent the DEF from freezing and to provide a means of thawing the fluid if it should become frozen.

The tank fill tube shall be routed under the rear of the cab with the fill neck and splash guard accessible in the top rear step.

### **ENGINE EXHAUST ACCESSORIES**

An exhaust temperature mitigation device shall be shipped loose for installation by the body manufacturer on the vehicle. The temperature mitigation device shall lower the temperature of the exhaust by combining ambient air with the exhaust gasses at the exhaust outlet.

The tail pipe shall have a drop in it to allow additional clearance from the body.

**ENGINE EXHAUST WRAP**

The exhaust tubing between the engine turbo and the diesel particulate filter (DPF) shall be wrapped with a thermal cover in order to retain the necessary heat for DPF regeneration. The exhaust wrap shall also help protect surrounding components from radiant heat which can be transferred from the exhaust.

The exhaust flex joint shall not include the thermal exhaust wrap.

**EMISSIONS SYSTEMS WARRANTY**

Purchaser shall receive a Regulated Emissions Systems ten (10) years, or 450,000 miles, or 22,000 engine hours limited warranty for heavy heavy-duty engines in accordance with, and subject to, warranty certificate RFW0144. The warranty certificate is incorporated by reference into this proposal and included with this proposal or available upon request.

**REGULATED EMISSIONS WARRANTY TIRES**

Purchaser shall receive a regulated emissions tires two (2) years or 24,000 miles limited warranty in accordance with, and subject to, warranty certificate RFW0145. The warranty certificate is incorporated by reference into this proposal and included with this proposal or available upon request.

**REGULATED EMISSIONS WARRANTY AIR CONDITIONING**

Purchaser shall receive a regulated emissions air conditioning five (5) years or 100,000 miles limited warranty in accordance with, and subject to, warranty certificate RFW0146. The warranty certificate is incorporated by reference into this proposal and included with this proposal or available upon request.

**TRANSMISSION**

The drive train shall include an Allison model EVS 4000 torque converting, automatic transmission which shall include electronic controls. The transmission shall feature two (2) 10-bolt PTO pads located on the converter housing.

The transmission shall include two (2) internal oil filters which shall offer Allison formulated Castrol TranSynd™ synthetic transmission fluid which shall be utilized in the lubrication of the EVS transmission. An electronic oil level sensor shall be included with the readout located in the shift selector.

The transmission gear ratios shall be:

- 1st 3.51:1
- 2nd 1.91:1
- 3rd 1.43:1
- 4th 1.00:1
- 5th 0.74:1
- 6th 0.64:1 (if applicable)
- Rev 4.80:1

**TRANSMISSION MODE PROGRAMMING**

The transmission, upon start-up, will select the fifth speed operation without the need to press the mode button.

### **TRANSMISSION FEATURE PROGRAMMING**

The Allison Gen V/VI-E transmission EVS group package number 127 shall contain the 198 vocational package in consideration of the duty of this apparatus as a pumper. This package shall incorporate an automatic neutral with selector override. This feature commands the transmission to neutral when the park brake is applied, regardless of drive range requested on the shift selector. This requires re-selecting drive range to shift out of neutral for the override.

This package shall be coupled with the use of a split shaft PTO and incorporate pumping circuits. These circuits shall be used allowing the vehicle to operate in the fourth range lockup while operating the pump mode due to the 1 to 1 ratio through the transmission, therefore the output speed of the engine is the input speed to the pump. The pump output can be easily calculated by using this input speed and the drive ratio of the pump itself to rate the gallons of water the pump can provide.

A transmission interface connector shall be provided in the cab. This package shall contain the following input/output circuits to the transmission control module. The Gen V/VI-E transmission shall include prognostic diagnostic capabilities. These capabilities shall include the monitoring of the fluid life, filter change indication, and transmission clutch maintenance.

| <u>Function ID</u> | <u>Description</u>                | <u>Wire assignment</u> |
|--------------------|-----------------------------------|------------------------|
| Inputs             |                                   |                        |
| C                  | PTO Request                       | 142                    |
| J                  | Fire Truck Pump Mode (4th Lockup) | 122 / 123              |
| Outputs            |                                   |                        |
| C                  | Range Indicator                   | 145 (4th)              |
| G                  | PTO Enable Output                 | 130                    |
|                    | Signal Return                     | 103                    |

### **TRANSMISSION SHIFT SELECTOR**

An Allison pressure sensitive range selector touch pad shall be provided and located to the right of the driver within clear view and easy reach. The shift selector shall have a graphical Vacuum Florescent Display (VFD) capable of displaying two lines of text. The shift selector shall provide mode indication and a prognostic indicator (wrench symbol) on the digital display. The prognostics monitor various operating parameters and shall alert you when a specific maintenance function is required.

### **ELECTRONIC TRANSMISSION OIL LEVEL INDICATOR**

The transmission fluid shall be monitored electronically.

### **TRANSMISSION PRE-SELECT WITH AUXILIARY BRAKE**

When the auxiliary brake is engaged, the transmission shall automatically shift to second gear to decrease the rate of speed assisting the secondary braking system and slowing the vehicle.

### **TRANSMISSION COOLING SYSTEM**

The transmission shall include a water to oil cooler system located in the cooling loop between the radiator and the engine. The transmission cooling system shall meet all transmission manufacturer requirements. The transmission cooling system shall feature continuous flow of engine bypass water to maintain uninterrupted transmission cooling.

## **TRANSMISSION DRAIN PLUG**

The transmission shall include an original equipment manufacturer installed magnetic transmission fluid drain plug.

## **TRANSMISSION WARRANTY**

The Allison EVS series transmission shall be warranted for a period of five (5) years with unlimited mileage. Parts and labor shall be included in the warranty.

## **PTO LOCATION**

The transmission shall have two (2) power take off (PTO) mounting locations, one (1) in the 8:00 o'clock position and one (1) in the 1:00 o'clock position.

## **DRIVELINE**

All drivelines shall be heavy duty metal tube and equipped with MSI 1810 series universal joints. The shafts shall be dynamically balanced prior to installation to alleviate future vibration. In areas of the driveline where a slip shaft is required, the splined slip joint shall be coated with Glide Coat<sup>®</sup>. The drivelines shall include Meritor brand u-joints with thrust washers.

## **MIDSHIP PUMP / GEARBOX**

A temporary jackshaft driveline shall be installed by the chassis manufacturer to accommodate the mid-ship split shaft pump as specified by the apparatus manufacturer. Holes shall be provided as specified by the OEM for mounting a pump.

See PDF for specific hole pattern.

## **MIDSHIP PUMP / GEARBOX MODEL**

The midship pump/gearbox provisions shall be for a Waterous CSUC20 or C22 pump.

## **MIDSHIP PUMP GEARBOX DROP**

The Waterous pump gearbox shall have a "C" (medium length) drop length.

## **MIDSHIP PUMP RATIO**

The ratio for the midship pump shall be 2.27:1.

## **MIDSHIP PUMP LOCATION C/L SUCTION TO C/L REAR AXLE**

The midship pump shall be located so the dimension from the centerline of the suction to the centerline of the rear axle is 107.50 inches.

## **PUMP SHIFT CONTROLS**

One (1) air pump shift control panel shall be located on the left hand side of the engine tunnel, integrated with the shifter pod. The following shall be provided on the panel: a three (3) position control lever; an engraved PUMP ENGAGED identification light; and an engraved OK TO PUMP identification light. The pump shift control panel shall be black with a yellow border outline and shall include pump instructions. An instruction plate describing the transmission shift selector position used for pumping shall be provided and located so it can be read from the driver's position per NFPA 16.10.1.3. The road mode shall be selected when the control lever is in the forward position and pump mode shall be selected when the control lever is in the rearward position.

The control lever center position shall exhaust air from both pump and road sides of the pump gear box shift cylinder.

### **PUMP SHIFT CONTROL PLUMBING**

Air connections shall be provided from the air supply tank to the pump shift control valve and from the pump shift control valve to the frame mounted bracket. The frame mounted bracket shall include labeling identifying the pump and road connection points with threaded 0.25 inch NPT fittings on the solenoid for attaching the customer installed pump. The air supply shall be pressure protected from service brake system.

### **FUEL FILTER/WATER SEPARATOR**

The fuel system shall have a Fleetguard FS20121 fuel filter/water separator as a primary filter. The fuel filter shall have a drain valve.

A water in fuel sensor shall be provided and wired to an instrument panel lamp and audible alarm to indicate when water is present in the fuel/water separator.

A secondary fuel filter shall be included as approved by the engine manufacturer.

### **FUEL LINES**

The fuel system supply and return lines installed from the fuel tank to the engine shall be black textile braided lines which are reinforced with braided high tensile steel wire. The fuel lines shall be connected with reusable steel fittings.

### **FUEL SHUTOFF VALVE**

There shall be two (2) fuel shutoff valves which shall be installed, one (1) in the fuel draw line at the primary fuel filter and one (1) in the fuel outlet line at the primary fuel filter to allow the fuel filters to be changed without loss of fuel to the fuel pump.

A third fuel shutoff valve shall be installed in the fuel draw line, near the fuel tank to allow maintenance to be performed with minimal loss of fuel.

### **ELECTRIC FUEL PRIMER**

Integral to the engine assembly is an electric lift pump that serves the purpose of pre-filter fuel priming.

### **FUEL TANK**

The fuel tank shall have a capacity of sixty-eight (68) gallons and shall measure 35.00 inches in width X 17.00 inches in height X 29.00 inches in length.

The baffled tank shall have a vent port to facilitate venting to the top of the fill neck for rapid filling without "blow-back" and a roll over ball check vent for temperature related fuel expansion and draw.

The tank is designed with dual draw tubes and sender flanges. The tank shall have 2.00 inch NPT fill ports for right or left hand fill. A 0.50 inch NPT drain plug shall be centered in the bottom of the tank.

The fuel tank shall be mounted below the frame, behind the rear axle. Two (2) three-piece strap hanger assemblies with "U" straps bolted midway on the fuel tank front and rear shall be utilized to allow the tank to be easily lowered and removed for service purposes. Rubber isolating pads shall be provided

between the tank and the upper tank mounting brackets. Strap mounting studs through the rail, hidden behind the body shall not be acceptable.

### **FUEL TANK MATERIAL AND FINISH**

The fuel tank shall be constructed of 12 gauge aluminized steel. The exterior of the tank shall be powder coated black and then painted to match the frame components.

All powder coatings, primers and paint shall be compatible with all metals, pretreatments and primers used. The cross hatch adhesion test per ASTM D3359 Method B, results to be 5B minimum. The pencil hardness test per ASTM D3363 shall have a final post-curved pencil hardness of H-2H. The direct impact resistance test per ASTM D2794, results to be 5B minimum.

Any proposals offering painted fuel tanks with variations from the above process shall not be accepted. The film thickness of vendor supplied parts shall also be sufficient to meet the performance standards as stated above.

### **FUEL TANK STRAP MATERIAL**

The fuel tank straps shall be constructed of ASTM A-36 steel. The fuel tank straps shall be powder coated black and then painted to match the frame components if possible.

### **FUEL TANK FILL PORT**

The fuel tank fill ports shall be provided with two (2) left fill ports located one (1) in the forward position and one (1) in the middle position and the right fill port located in the middle position of the fuel tank.

### **FUEL TANK DRAIN PLUG**

A 0.5 inch NPT magnetic drain plug shall be centered in the bottom of the fuel tank.

### **FRONT AXLE**

The front axle shall be a Meritor Easy Steer Non drive front axle, model number MFS-20. The axle shall include a 3.74 inch drop and a 71.00 inch king pin intersection (KPI). The axle shall include a conventional style hub with a standard knuckle. The weight capacity for the axle shall be rated to 21,500 pounds FAWR.

### **FRONT WHEEL BEARING LUBRICATION**

The front axle wheel bearings shall be lubricated with oil. The oil level can be visually checked via clear inspection windows in the front axle hubs.

### **FRONT SHOCK ABSORBERS**

Two (2) Bilstein inert, nitrogen gas filled shock absorbers shall be provided and installed as part of the front suspension system. The shocks shall be a monotubular design and fabricated using a special extrusion method, utilizing a single blank of steel without a welded seam, achieving an extremely tight peak-to-valley tolerance and maintains consistent wall thickness. The monotubular design shall provide superior strength while maximizing heat dissipation and shock life.

The ride afforded through the use of a gas shock is more consistent and shall not deteriorate with heat, the same way a conventional oil filled hydraulic shock would.

The Bilstein front shocks shall include a digressive working piston assembly allowing independent tuning of the compression and rebound damping forces to provide optimum ride and comfort without compromise. The working piston design shall feature fewer parts than most conventional twin tube and “road sensing” shock designs and shall contribute to the durability and long life of the Bilstein shock absorbers.

Proposals offering the use of conventional twin tube or “road sensing” designed shocks shall not be considered.

### **FRONT SUSPENSION**

The front suspension shall include a ten (10) leaf spring pack in which the longest leaf measures 54.00 inch long and 4.00 inches wide and shall include a military double wrapped front eye. Both spring eyes shall have a case hardened threaded bushing installed with lubrication counter bore and lubrication land off cross bore with grease fitting. The spring capacity shall be rated at 21,500 pounds.

### **STEERING COLUMN/ WHEEL**

The cab shall include a Douglas Autotech steering column which shall include a seven (7) position tilt, a 2.25 inch telescopic adjustment, and an 18.00 inch, four (4) spoke steering wheel located at the driver’s position. The steering wheel shall be covered with black polyurethane foam padding.

The steering column shall contain a horn button, self-canceling turn signal switch, four-way hazard switch and headlamp dimmer switch.

### **ELECTRONIC POWER STEERING FLUID LEVEL INDICATOR**

The power steering fluid shall be monitored electronically and shall send a signal to activate an audible alarm and visual warning in the instrument panel when fluid level falls below normal.

### **POWER STEERING PUMP**

The hydraulic power steering pump shall be a TRW PS and shall be gear driven from the engine. The pump shall be a balanced, positive displacement, sliding vane type. The power steering system shall include an oil to air passive cooler.

### **FRONT AXLE CRAMP ANGLE**

The chassis shall have a front axle cramp angle of 48-degrees to the left and 44-degrees to the right.

### **POWER STEERING GEAR**

The power steering gear shall be a TRW model TAS 65 with an assist cylinder.

### **CHASSIS ALIGNMENT**

The chassis frame rails shall be measured to insure the length is correct and cross checked to make sure they run parallel and are square to each other. The front and rear axles shall be laser aligned. The front tires and wheels shall be aligned and toe-in set on the front tires by the chassis manufacturer.

### **REAR AXLE**

The rear axle shall be a Meritor model RS-25-160 single drive axle. The axle shall include precision forged, single reduction differential gearing, and shall have a fire service rated capacity of 27,000 pounds.

The axle shall be built of superior construction and quality components to provide the rugged dependability needed to stand up to the fire industry's demands. The axle shall include rectangular shaped, hot-formed housing with a standard wall thickness of 0.63 of an inch for extra strength and rigidity and a rigid differential case for high axle strength and reduced maintenance.

The axle shall have heavy-duty Hypoid gearing for longer life, greater strength and quieter operation. Industry-standard wheel ends for compatibility with both disc and drum brakes, and unitized oil seal technology to keep lubricant in and help prevent contaminant damage will be used.

#### **REAR AXLE DIFFERENTIAL LUBRICATION**

The rear axle differential shall be lubricated with oil.

#### **REAR WHEEL BEARING LUBRICATION**

The rear axle wheel bearings shall be lubricated with oil.

#### **VEHICLE TOP SPEED**

The top speed of the vehicle shall be approximately 68 MPH +/-2 MPH at governed engine RPM.

#### **REAR SUSPENSION**

The single rear axle shall feature a Hendrickson Firemaax™ air suspension. The suspension shall include two optimized air springs mounted to cast structural trailing arms, a transverse cross beam for increased roll stability and two heavy duty shock absorbers. Dual air height control valves shall be installed to ensure equal frame height on both sides of the vehicle regardless of the load. Axle alignment is maintained using two eccentric bushings at each frame bracket.

The rear suspension capacity shall be rated at 27,000 pounds.

#### **REAR SHOCK ABSORBERS**

Shock absorbers shall be supplied by the suspension manufacturer and installed on the rear axle suspension.

#### **TIRE INTERMITTENT SERVICE RATING**

The chassis shall be rated using Intermittent Service ratings provided to the emergency vehicle market by the tire manufacturers as the basis for determining the maximum vehicle load and speed.

#### **FRONT TIRE**

The front tires shall be Michelin 425/65R-22.5 20PR "L" tubeless radial XZY3 mixed service tread.

The front tire stamped load capacity shall be 22,800 pounds per axle with a nominal speed rating of 65 miles per hour when properly inflated to 120 pounds per square inch.

The Michelin Intermittent Service Rating maximum load capacity shall be 24,396 pounds per axle with a maximum speed of 65 miles per hour when properly inflated to 120 pounds per square inch.

The Michelin Intermittent Service Rating maximum speed capacity shall be 22,800 pounds per axle with a speed rating of 75 miles per hour when properly inflated to 120 pounds per square inch.

The Michelin Intermittent Service Rating limits the operation of the emergency vehicle to no more than fifty (50) miles of continuous operation under maximum recommended payload, or without stopping for

at least twenty (20) minutes. The emergency vehicle must reduce its speed to no more than 50 MPH after the first fifty (50) miles of travel.

### **REAR TIRE**

The rear tires shall be Michelin 12R-22.5 16PR "H" tubeless radial XDN2 all-weather tread.

The rear tire stamped load capacity shall be 27,120 pounds per axle with a nominal speed rating of 75 miles per hour when properly inflated to 120 pounds per square inch.

The Michelin Intermittent Service Rating maximum load capacity shall be 29,020 pounds per axle with a maximum speed of 75 miles per hour when properly inflated to 120 pounds per square inch.

The Michelin Intermittent Service Rating maximum speed capacity shall match the nominal speed rating.

The Michelin Intermittent Service Rating limits the operation of the emergency vehicle to no more than fifty (50) miles of continuous operation under maximum recommended payload, or without stopping for at least twenty (20) minutes. The emergency vehicle must reduce its speed to no more than 50 MPH after the first fifty (50) miles of travel.

### **REAR AXLE RATIO**

The rear axle ratio shall be 4.30:1.

### **TIRE PRESSURE INDICATOR**

There shall be electronic chrome LED valve caps shipped loose for installation by the OEM which shall illuminate with a red LED when tire pressure drops 8psi provided. The valve caps are self-calibrating and set to the pressure of the tire upon installation.

### **FRONT WHEEL**

The front wheels shall be Alcoa hub piloted, 22.50 inch X 12.25 inch aluminum wheels. The wheels shall feature Alcoa's Dura-Black® finish technology as an integral part of the wheel surface. The hub piloted mounting system shall provide easy installation and shall include two-piece flange nuts.

### **REAR WHEEL**

The outer rear wheels shall be Alcoa hub piloted, 22.50 inch X 9.00 inch aluminum wheels with Alcoa's Dura-Black® finish technology as an integral part of the wheel surface. The inner rear wheels shall be Alcoa hub piloted, 22.50 inch X 9.00 inch aluminum wheels with Alcoa's Dura-Black® finish technology as an integral part of the wheel surface. The hub piloted mounting system shall provide easy installation and shall include two-piece flange nuts.

### **BALANCE WHEELS AND TIRES**

All of the wheels and tires, including any spare wheels and tire assemblies, shall be dynamically balanced.

### **WHEEL TRIM**

The front and rear wheels shall include Alcoa Dura-Black hub and nut covers shipped loose with the chassis for installation by the apparatus builder. The hub and nut covers shall be multi-piece clamp on style that mounts directly to the lug nuts.

Each wheel trim component shall meet D.O.T. certification.

### **BRAKE SYSTEM**

A rapid build-up air brake system shall be provided. The air brakes shall include, at a minimum, a two (2) air tank, three (3) reservoir system with a total of 4152 cubic inch of air capacity. A floor mounted treadle valve shall be mounted inside the cab for graduated control of applying and releasing the brakes. An inversion valve shall be installed to provide a service brake application in the unlikely event of primary air supply loss. All air reservoirs provided on the chassis shall be labeled for identification.

The rear axle spring brakes shall automatically apply in any situation when the air pressure falls below 25 PSI and shall include a mechanical means for releasing the spring brakes when necessary. An audible alarm shall designate when the system air pressure is below 60 PSI.

A four (4) sensor, four (4) modulator Anti-lock Braking System (ABS) shall be installed on the front and rear axles in order to prevent the brakes from locking or skidding while braking during hard stops or on icy or wet surfaces. This in turn shall allow the driver to maintain steering control under heavy braking and in most instances, shorten the braking distance. The electronic monitoring system shall incorporate diagonal circuitry which shall monitor wheel speed during braking through a sensor and tone ring on each wheel. A dash mounted ABS lamp shall be provided to notify the driver of a system malfunction. The ABS system shall automatically disengage the auxiliary braking system device when required. The speedometer screen shall be capable of reporting all active defaults using PID/SID and FMI standards.

Additional safety shall be accommodated through Automatic Traction Control (ATC) which shall be installed on the single rear axle. The ATC system shall apply the ABS when the drive wheels lose traction. The system shall scale the electronic engine throttle back to prevent wheel spin while accelerating on ice or wet surfaces.

A virtual button on the vehicle display and control screen shall be provided and properly labeled "mud/snow". When the switch is pressed once, the system shall allow a momentary wheel slip to obtain traction under extreme mud and snow conditions. During this condition the ATC light shall blink continuously notifying the driver of activation. Pressing the switch again shall deactivate the mud/snow feature.

The Electronic Stability Control (ESC) unit is a functional extension of the electronic braking system. It is able to detect any skidding of the vehicle about its vertical axis as well as any rollover tendency. The control unit comprises an angular-speed sensor that measures the vehicle's motion about the vertical axis, caused, for instance, by cornering or by skidding on a slippery road surface. An acceleration sensor measures the vehicle's lateral acceleration. The Controller Area Network (CAN) bus provides information on the steering angle. On the basis of lateral acceleration and steering angle, an integrated microcontroller calculates a theoretical angular speed for the stable vehicle condition.

### **FRONT BRAKES**

The front brakes shall be Meritor EX225 Disc Plus disc brakes with 17.00 inch vented rotors.

### **REAR BRAKES**

The rear brakes shall be Meritor 16.50 inch X 7.00 inch S-cam drum type. The brakes shall feature a cast iron shoe.

### **PARK BRAKE**

Upon application of the push-pull valve in the cab, the rear brakes will engage via mechanical spring force. This is accomplished by dual chamber rear brakes, satisfying the FMVSS parking brake requirements.

#### **PARK BRAKE CONTROL**

A Meritor-Wabco manual hand control push-pull style valve shall operate the parking brake.

The parking brake actuation valve shall be mounted to the left side of the engine tunnel integrated into the transmission shift pod console within easy access of the driver.

#### **REAR BRAKE SLACK ADJUSTERS**

Haldex rear brake automatic slack adjusters shall be installed on the axle.

#### **AIR DRYER**

The brake system shall include a Wabco System Saver 1200 air dryer with an integral 100 watt heater with a Metri-Pack sealed connector. The air dryer incorporates an internal turbo cutoff valve that closes the path between the air compressor and air dryer purge valve during the compressor "unload" cycle. The turbo cutoff valve allows purging of moisture and contaminants without the loss of turbo boost pressure. The air dryer shall be located on the right hand frame rail forward of the front wheel behind the right hand cab step.

#### **FRONT BRAKE CHAMBERS**

The front brakes shall be provided with MGM type 24 long stroke brake chambers.

#### **REAR BRAKE CHAMBERS**

The rear axle shall include a piston style MGM 30/30 long stroke brake chambers which shall convert the energy of compressed air into mechanical force and motion. This shall actuate the brake camshaft, which in turn operates the foundational brake mechanism forcing the brake shoes against the brake drum.

#### **AIR COMPRESSOR**

The air compressor provided for the engine shall be a Wabco<sup>®</sup> SS318 single cylinder pass-through drive type compressor which shall be capable of producing 18.7 CFM at 1200 engine RPMs. The air compressor shall feature a higher delivery efficiency translating to more air delivery per horsepower absorbed. The compressor shall include an aluminum cylinder head which shall improve cooling, reduce weight and decrease carbon formation. Superior piston and bore finishing technology shall reduce oil consumption and significantly increasing the system component life.

#### **AIR GOVERNOR**

An air governor shall be provided to control the cut-in and cut-out pressures of the engine mounted air compressor. The governor shall be calibrated to meet FMVSS requirements. The air governor shall be mounted to the right frame rail.

#### **AUXILIARY AIR RESERVOIR**

One (1) auxiliary air reservoir with a 2084 cubic inch capacity shall be installed on the chassis to act as an additional reserve supply to the air system for air horn, air tool, or other non-service brake use. The reservoir shall be isolated with a 90 PSI pressure protection valve on the reservoir supply side to prevent depletion of the air to the air brake system.

## **MOISTURE EJECTORS**

Manual ¼ turn type drain valves shall be installed on all reservoirs of the air supply system.

## **AIR SUPPLY LINES**

The air system on the chassis shall be plumbed with color coded reinforced nylon tubing air lines. The primary (rear) brake line shall be green, the secondary (front) brake line red, the parking brake line orange and the auxiliary (outlet) will be blue.

Push to connect type fittings shall be used on the nylon tubing. All drop hoses shall include fiber reinforced neoprene covered hoses.

## **AIR TANK SPACERS**

There shall be spacers included with the air tank mounting. The spacers shall move the air tanks 1.50 inches inward towards the center of the chassis. This shall provide clearance between the air tanks and the frame for body U-bolt clearance.

## **REAR AIR TANK MOUNTING**

If a combination of wheel base, air tank quantity, or other requirements necessitate the location of one or more air tanks to be mounted rear of the fuel tank, these tank(s) will be mounted perpendicular to frame.

## **WHEELBASE**

The chassis wheelbase shall be 202.00 inches.

## **REAR OVERHANG**

The chassis rear overhang shall be 61.00 inches.

## **FRAME**

The frame shall consist of double rails running parallel to each other with cross members forming a ladder style frame. The frame rails shall be formed in the shape of a "C" channel, with the outer rail measuring 10.25 inches high X 3.50 inches deep upper and lower flanges X 0.38 inches thick with an inner channel of 9.44 inches high X 3.13 inches deep and 0.38 inches thick. Each rail shall be constructed of 110,000 psi minimum yield high strength low alloy steel. Each double rail section shall be rated by a Resistance Bending Moment (RBM) minimum of 3,213,100 inch pounds and have a minimum section modulus of 29.21 cubic inches. The frame shall measure 35.00 inches in width.

Proposals calculating the frame strength using the "box method" shall not be considered.

Proposals including heat treated rails shall not be considered. Heat treating frame rails produces rails that are not uniform in their mechanical properties throughout the length of the rail. Rails made of high strength, low alloy steel are already at the required yield strength prior to forming the rail.

A minimum of seven (7) fully gusseted 0.25 inch thick cross members shall be installed. The inclusion of the body mounting, or bumper mounting shall not be considered as a cross member. The cross members shall be attached using zinc coated grade 8 fasteners. The bolt heads shall be flanged type, held in place by distorted thread flanged lock nuts. Each cross member shall be mounted to the frame rails utilizing a minimum of 0.25 inch thick gusset reinforcement plates at all corners balancing the area of force throughout the entire frame.

Any proposals not including additional reinforcement for each cross member shall not be considered.

All relief areas shall be cut in with a minimum 2.00 inch radius at intersection points with the edges ground to a smooth finish to prevent a stress concentration point.

### **MISCELLANEOUS FRAME OPTIONS**

The frame shall include hole patterns which shall be specific to Crimson Vibratorque style body mounting. There shall be nine (9) mounting locations forward of the centerline of rear axle, and seven (7) mounting locations rearward of the centerline of rear axle, and one (1) mounting location centered over the centerline of rear axle.

See PDF for OEM specified pattern.

### **REAR TOW DEVICE**

The frame rails shall contain (6) holes per frame in a pattern specified by the OEM for mounting Spartan ERV tow eyes at the rear of the frame at a location defined by the OEM.

### **FRAME PAINT**

The frame shall be powder coated black prior to any attachment of components.

All powder coatings, primers and paint shall be compatible with all metals, pretreatments and primers used. The cross hatch adhesion test per ASTM D3359 shall not have a fail of more than ten (10) squares. The pencil hardness test per ASTM D3363 shall have a final post-curved pencil hardness of H-2H. The direct impact resistance test per ASTM D2794 shall have an impact resistance of 120.00 inches per pound at 2 mils.

Any proposals offering painted frame with variations from the above process shall not be accepted. The film thickness of vendor supplied parts shall also be sufficient to meet the performance standards as stated above.

### **FRAME ASSEMBLY STRUCTURAL**

Purchaser shall receive a Frame Assembly Structural Fifty (50) Years or 250,000 Miles limited warranty in accordance with, and subject to, warranty certificate RFW0305. The warranty certificate is incorporated by reference into this proposal, and included with this proposal or available upon request.

### **FRAME RAIL CORROSION**

Purchaser shall receive a Frame Rail Corrosion (Powder Coat) Three (3) Years or 48,000 Miles limited warranty in accordance with, and subject to, warranty certificate RFW0311. The warranty certificate is incorporated by reference into this proposal, and included with this proposal or available upon request.

### **FRAME COMPONENTS CORROSION**

Purchaser shall receive a Frame Components Corrosion (Powder Coat) Three (3) Years or 48,000 Miles limited warranty in accordance with, and subject to, warranty certificate RFW0313. The warranty certificate is incorporated by reference into this proposal, and included with this proposal or available upon request.

### **REAR MUD FLAP**

The unit shall be equipped with a temporary wooden fender and mud flap assembly for transport to the body manufacturer.

### **FRONT BUMPER**

The chassis shall be equipped with a severe duty front bumper constructed from structural steel channel. The bumper material shall be 0.38 thick ASTM A36 steel which shall measure 12.00 inches high with a 3.05 inch flange and shall be 99.00 inches wide with angled front corners.

The bumper shall be primed and painted as specified.

### **FRONT BUMPER EXTENSION LENGTH**

The front bumper shall be extended approximately 24.00 inches ahead of the cab.

### **FRONT BUMPER PAINT**

The front bumper shall be painted gloss black.

### **FRONT BUMPER SUCTION PROVISION**

The bumper apron shall include a 5.00 inch stainless steel pipe intended for use as a suction intake for the pump. The suction pipe shall be routed from the right hand front bumper area to the area rear of the front axle near the back of the cab.

The front of the suction pipe shall be designed to extend 2.00 inches horizontally through the face of the bumper on the right hand side.

The forward end of the suction pipe shall be finished with a 5.00 inch National Pipe Thread (NPT). The rear of the suction shall include a Victaulic groove for connecting to the pump plumbing. The suction pipe shall also include a 0.50 inch NPT port intended as a primer assist connection.

The apparatus manufacturer shall plumb the suction pipe to the pump and shall provide all valves as required.

### **FRONT BUMPER APRON**

The 24.00 inch extended front bumper shall include an apron constructed of 0.19 inch thick embossed aluminum tread plate.

The apron shall be installed between the bumper and the front face of the cab affixed using stainless steel bolts attaching the apron to the top bumper flange.

### **FRONT BUMPER DISCHARGE**

The bumper apron shall include a 2.50 inch diameter plumbed line intended for use as a discharge trash line. The discharge line shall be routed through the left side bumper apron down the left hand rail to the area rear of the front axle, ahead of the battery box. The discharge shall terminate vertically through the left side apron inboard position with a, 2.50 inch NPT (national pipe thread) x 2.50 inch NST (national standard thread), brass Chicksan swivel to accommodate deployment of hose in different directions.

The discharge shall pipe shall be a, 2.50 inch stainless steel schedule 10 tube. The discharge shall include a Victaulic groove for connecting to the pump on the end of the tube.

The apparatus manufacturer shall plumb the discharge pipe to the pump and shall provide all valves as required.

#### **FRONT BUMPER COMPARTMENT CENTER**

The front bumper shall include a compartment in the bumper apron located in the center between the frame rails which may be used as a hose well. The compartment shall be constructed of 0.13 inch 5052-H32 grade aluminum and shall include drain holes in the bottom corners to allow excess moisture to escape. A webbing restraint shall be installed over the front bumper storage well.

#### **FRONT BUMPER COMPARTMENT LH**

The bumper shall include a compartment in the front bumper located on the left hand side of the bumper outboard of the frame rail which may be used as a hose well. The compartment shall be constructed of 0.13 inch 5052-H32 grade aluminum. A webbing restraint shall be installed over the front bumper storage well.

#### **MECHANICAL SIREN**

The front bumper shall include an electro mechanical Federal Q2B™ siren, which shall be streamlined, chrome-plated and shall produce 123 decibels of sound at 10.00 feet. The Q2B™ siren produces a distinctive warning sound that is recognizable at long distances. A unique clutch design provides a longer coast down sound while reducing the amp draw to 100 amps. The siren shall measure 10.50 inches wide X 10.00 inches high X 14.00 inches deep. The siren shall include mounting hardware designed to recess or flush mount.

#### **MECHANICAL SIREN LOCATION**

The siren shall be recess mounted on the left side of the front fascia of the bumper approximately in the center of the flat surface between the bumper radius and the frame rail.

#### **MECHANICAL SIREN ACCESSORIES**

The front of the siren shall include (2) stainless steel flat bars approximately 1.00 inch wide by 19.00 inches long. Each bar shall be placed vertically on the right and left side of the siren face wrapping around towards the back of the siren into the bumper extension offering protection to the Q2B siren.

#### **AIR HORN**

The front bumper shall include two (2) Hadley brand E-Tone air horns which shall measure 21.00 inches long with a 6.00 inch round flare. The air horns shall be trumpet style with a chrome finish on the exterior and a painted finish deep inside the trumpet.

#### **AIR HORN LOCATION**

The air horns shall be recess mounted in the front bumper fascia between the frame rails in the right and left outboard positions.

#### **AIR HORN RESERVOIR**

One (1) air reservoir, with a 2084 cubic inch capacity, shall be installed on the chassis to act as a supply tank for operating air horns. The reservoir shall be isolated with a 90 PSI pressure protection valve on the reservoir supply side to prevent depletion of the air to the air brake system.

#### **ELECTRONIC SIREN SPEAKER**

There shall be one (1) Cast Products Inc. model SA4301, 100 watt speaker provided. The speaker shall measure 6.20 inches tall X 7.36 inches wide X 3.06 inches deep. The speaker shall include a flat mounting flange which shall be polished aluminum.

#### **ELECTRONIC SIREN SPEAKER LOCATION**

The electronic siren speaker shall be located on the front bumper face in the center position between the frame rails.

#### **FRONT BUMPER TOW HOOKS**

Two (2) heavy duty tow hooks, painted to match the frame components, shall be installed below the front bumper in the forward position, bolted directly to the underside of each chassis frame rail with grade 8 bolts.

#### **CAB TILT SYSTEM**

The entire cab shall be capable of tilting approximately 45-degrees to allow for easy maintenance of the engine and transmission. The cab tilt pump assembly shall be located on the right side of the chassis above the battery box.

The electric-over-hydraulic lift system shall include an ignition interlock and red cab lock down indicator lamp on the tilt control which shall illuminate when holding the “Down” button to indicate safe road operation.

It shall be necessary to activate the master battery switch and set the parking brake in order to tilt the cab. As a third precaution the ignition switch must be turned off to complete the cab tilt interlock safety circuit.

Two (2) spring-loaded hydraulic hold down hooks located outboard of the frame shall be installed to hold the cab securely to the frame. Once the hold-down hooks are set in place, it shall take the application of pressure from the hydraulic cab tilt lift pump to release the hooks.

Two (2) cab tilt cylinders shall be provided with velocity fuses in each cylinder port. The cab tilt pivots shall be 1.90 inch ball and be anchored to frame brackets with 1.25 inch diameter studs.

A steel safety channel assembly, painted safety yellow shall be installed on the right side cab lift cylinder to prevent accidental cab lowering. The safety channel assembly shall fall over the lift cylinder when the cab is in the fully tilted position. A cable release system shall also be provided to retract the safety channel assembly from the lift cylinder to allow the lowering of the cab.

#### **CAB TILT AUXILIARY PUMP**

A manual cab tilt pump module shall be attached to the cab tilt pump housing/power distribution box.

#### **CAB TILT LIMIT SWITCH**

A cab tilt limit switch shall be installed. The switch will effectively limit the travel of the cab when being tilted. The limit adjustment of the switch shall be preset by the chassis manufacturer to prevent damage to the cab or any bumper mounted option mounted in the cab tilt arc. Further adjustment to the limit by the apparatus manufacturer shall be available to accommodate additional equipment.

#### **CAB TILT CONTROL RECEPTACLE**

The cab tilt control cable shall include a receptacle which shall be temporarily located on the right hand chassis rail rear of the cab to provide a place to plug in the cab tilt remote control pendant. The tilt pump shall include 8.00 feet of cable with a six (6) pin Deutsch receptacle with a cap.

The remote control pendant shall include 20.00 feet of cable with a mating Deutsch connector. The remote control pendant shall be shipped loose with the chassis.

#### **CAB TILT LOCK DOWN INDICATOR**

The cab dash shall include a message located within the dual air pressure gauge which shall alert the driver when the cab is unlocked and ajar. The alert message shall cease to be displayed when the cab is in the fully lowered position and the hold down hooks are secured and locked to the cab mounts.

In addition to the alert message an audible alarm shall sound when the cab is unlocked and ajar with the parking brake released.

#### **CAB WINDSHIELD**

The cab windshield shall have a surface area of 2825.00 square inches and be of a two (2) piece wraparound design for maximum visibility.

The glass utilized for the windshield shall include standard automotive tint. The left and right windshield shall be fully interchangeable thereby minimizing stocking and replacement costs.

Each windshield shall be bonded to the cab using a high strength commercial grade automotive adhesive.

#### **GLASS FRONT DOOR**

The front cab doors shall include a window which is 27.00 inches in width X 26.00 inches in height. These windows shall have the capability to roll down completely into the door housing. This shall be accomplished manually utilizing a crank style handle on the inside of the door. A reinforced window regulator assembly shall be provided for severe duty use.

There shall be an irregular shaped fixed window which shall measure 2.50 inches wide at the top, 8.00 inches wide at the bottom X 26.00 inches in height, more commonly known as "cozy glass" ahead of the front door roll down windows.

The windows shall be mounted within the frame of the front doors trimmed with a black anodized ring on the exterior.

#### **GLASS TINT FRONT DOOR**

The windows located in the left and right front doors shall include a dark gray automotive tint which shall allow forty-five percent (45%) light transmittance. The dark tint shall aid in cab cooling and help protect passengers from radiant solar energy.

#### **GLASS REAR DOOR RH**

The rear right hand side door shall include a window which is 27.00 inches in width X 26.00 inches in height. This window shall roll up and down manually utilizing a crank style handle on the inside of the door. A reinforced window regulator assembly shall be provided for severe duty use.

#### **GLASS TINT REAR DOOR RIGHT HAND**

The window located in the right hand side rear window shall include a dark gray automotive tint which shall allow forty-five percent (45%) light transmittance. The dark tint shall aid in cab cooling and help protect passengers from radiant solar energy.

**GLASS REAR DOOR LH**

The rear left hand side door shall include a window which is 27.00 inches in width X 26.00 inches in height. This window shall roll up and down manually utilizing a crank style handle on the inside of the door. A reinforced window regulator assembly shall be provided for severe duty use.

**GLASS TINT REAR DOOR LEFT HAND**

The window located in the left hand side rear door shall include a dark gray automotive tint which shall allow forty-five percent (45%) light transmittance. The dark tint shall aid in cab cooling and help protect passengers from radiant solar energy.

**GLASS SIDE MID RH**

The cab shall include a window on the right side behind the front and ahead of the crew doors which shall measure 16.00 inches wide X 12.00 inches high. This window shall be fixed within this space and shall be rectangular in shape. The window shall be mounted using self-locking window rubber. The glass utilized for this window shall include a green automotive tint unless otherwise noted.

**GLASS TINT SIDE MID RIGHT HAND**

The window located on the right hand side of the cab between the front and rear doors shall include a dark gray automotive tint which shall allow forty-five percent (45%) light transmittance. The dark tint shall aid in cab cooling and help protect passengers from radiant solar energy.

**GLASS SIDE MID LH**

The cab shall include a window on the left side behind the front door and ahead of the crew door and above the wheel well which shall measure 16.00 inches wide X 12.00 inches high. This window shall be fixed within this space and shall be rectangular in shape. The window shall be mounted using self-locking window rubber. The glass utilized for this window shall include a green automotive tint unless otherwise noted.

**GLASS TINT SIDE MID LEFT HAND**

The window located on the left hand side of the cab between the front and rear doors shall include a dark gray automotive tint which shall allow forty-five percent (45%) light transmittance. The dark tint shall aid in cab cooling and help protect passengers from radiant solar energy.

**CABIN AIR FILTRATION SYSTEM**

An Active Air Purification system will be installed in the cab. The system utilizes RGF's Photohydroionization® Cell (PHI-Cell®) technology which produces hydro-peroxides and hydroxide ions, reducing airborne mold, bacteria, viruses, and odors up to 99%.

The system shall include a stainless-steel housing approximately 7.50 inches high X 16.13 inches wide X 6.6 inches deep in a trapezoid shape and shall be located at the upper portion of the rear wall mounted in a horizontal orientation. The system shall be 12V DC and shall be active either when the ignition power is on, or when the shoreline is connected.

**CLIMATE CONTROL**

A ceiling mounted combination defroster and cabin heating and air conditioning system shall be located above the engine tunnel area. The system covers and plenums shall be of severe duty design made of aluminum which shall be coated with a customer specified interior paint. The design of the system's covers shall provide quick access to washable air intake filters as well as easy access to other serviceable items.

Six (6) adjustable louvers will provide comfort for the front seat occupants and ten (10) adjustable louvers will provide comfort for the rear crew occupants. The plenum shall be shortened to terminate in the mid crew area on cabs with 10.00 inch raised roofs and greater. This shortened plenum shall allow for the body builder to utilize the upper rear center wall for compartmentation, equipment, or apparatus operations.

Separate front and rear blower motors shall be of brushless design and shall be controlled independently. It shall be capable of reducing the interior cabin air temperature from 122° F (+/- 3° F) to 80° F in thirty minutes with 50% relative humidity and full solar load as described in SAE J2646.

The system shall also provide heater pull up performance which meets or exceeds the performance requirements of SAE J1612 as well as defrost performance that meets or exceeds the performance requirements of SAE J381.

A gravity drain system shall be provided that is capable of evacuating condensate from the vehicle while on a slope of up to a 13% grade in any direction.

The air conditioning system plumbing shall be a mixture of custom bent zinc coated steel fittings and Aeroquip flexible hose with Aeroquip EZ-Clip fittings.

The overhead heater/defroster plumbing shall include an electronic flow control valve that re-directs hot coolant away from the evaporator, via a bypass loop, as the temperature control is moved toward the cold position.

All defrost/heating systems shall be plumbed with one (1) seasonal shut-off valve at the front corner on the right side of the cab. There shall be one (1) additional seasonal shut-off valve located adjacent to the first valve for a total of two (2) shutoff valves, one (1) in each heater/defroster coolant hose. The cab must be tilted to access the shut-off valves. Any component which needs to be accessed to perform system troubleshooting shall be accessible by one person using basic hand tools. Regularly serviced items shall be replaceable by one person using basic hand tools.

***\*\* The chassis manufacturer recommends that the overall climate system performance be based off third-party testing in accordance with the Society of Automotive Engineering standards as a complete system.***

***Individual component level BTU ratings is not an accurate indicator of the performance capability of the completed system. System individual component BTU ratings:***

- Air conditioning evaporator total BTU/HR: 82,000
- Air conditioning condenser total BTU/HR: 59,000

- Heater coil total BTU/HR: 98,000

*Performance data specified is based on testing performed by an independent third-party test facility using a medium four-door 10" raised roof cab equipped with an ISL engine.*

#### **CLIMATE CONTROL DRAIN**

The climate control system shall include a gravity drain for water management. The gravity drain shall remove condensation from the air conditioning system without additional mechanical assistance.

#### **CLIMATE CONTROL ACTIVATION**

The heating, defrosting and air conditioning controls shall be in the center dash center switch panel, in a position which is easily accessible to the driver. The climate control shall be activated by a rotary switch.

#### **HVAC OVERHEAD COVER PAINT**

The overhead HVAC cover shall be painted with a multi-tone silver gray texture finish.

#### **AUXILIARY CLIMATE CONTROL FRONT UNDERSEAT**

Two (2) 13,500 BTU heaters shall be provided and installed in the face of the seat riser storage area for the left and right front seats, one (1) each side. The fan controls shall be located on the vehicle display and control screen(s).

The auxiliary heater system hoses shall be silicone with stainless steel constant torque clamps approved for use with silicone hose. The auxiliary heater system shall include one (1) seasonal shut-off valve. The valve shall be supplied at the front of the right hand corner of the cab. The cab must be tilted to access the shut-off valve.

#### **AUXILIARY CLIMATE CONTROL REAR CREW**

One (1) 53,500 BTU heater shall be provided and installed in the rear section of the crew cab under the center forward facing seat riser. The fan controls shall be located on the heater unit.

The auxiliary heater system hoses shall be silicone with stainless steel constant torque clamps approved for use with silicone hose. The auxiliary heater system shall include one (1) seasonal shut-off valve. The valve shall be supplied at the front of the right hand corner of the cab. The cab must be tilted to access the shut-off valve.

#### **HEATER HOSE INSULATION**

The heater hoses leading from the engine to the cab shall include a foam insulation wrap which runs the length of the hose improving heating in extreme cold climates. The heater hoses which shall be routed inside the cab shall not be insulated.

#### **A/C CONDENSER LOCATION**

A roof mounted A/C condenser shall be installed centered on the cab forward of the raised roof against the slope rise.

#### **A/C COMPRESSOR**

The air-conditioning compressor shall be a belt driven, engine mounted compressor. The compressor shall be compatible with R134-a refrigerant.

***\*\*The chassis manufacturer recommends that the overall climate system performance be based off third-party testing in accordance with the Society of Automotive Engineering standards as a complete system.***

***Individual component level ratings are not an accurate indicator of the performance capability of the completed system.***

Refrigerant Compressor displacement: 19.1 cubic inches per revolution.

### **UNDER CAB INSULATION**

The underside of the cab tunnel surrounding the engine shall be lined with multi-layer insulation, engineered for application inside diesel engine compartments.

The insulation shall act as a noise barrier, absorbing noise thus keeping the decibel level in the cab well within NFPA recommendations. As an additional benefit, the insulation shall assist in sustaining the desired temperature within the cab interior.

The engine tunnel insulation shall measure approximately 0.30 inch thick including a multi-layer foil faced glass cloth and polyester fiber layer. The foil surface acts as protection against heat, moisture and other contaminants. The insulation shall meet or exceed FMVSS 302 flammability test.

The cab floor insulation shall measure approximately 0.30 inch thick including a multi-layer foil faced glass cloth and polyester fiber layer. The foil surface acts as protection against heat, moisture and other contaminants. The insulation shall meet or exceed FMVSS 302 flammability test.

The insulation shall be cut precisely to fit each section and sealed for additional heat and sound deflection. The insulation shall be held in place by acrylic pressure sensitive adhesive.

The cab floor insulation shall cover the driver and officer floor areas as well as all crew floor areas and compartment floor areas if applicable.

### **INTERIOR TRIM FLOOR**

The floor of the cab shall be covered with a multi-layer mat consisting of 0.25 inch thick sound absorbing closed cell foam with a 0.06 inch thick non-slip vinyl surface with a pebble grain finish. The covering shall be held in place by a pressure sensitive adhesive and a cast aluminum trim piece at each cab door opening. All exposed seams shall be sealed with silicone caulk matching the color of the floor mat to reduce the chance of moisture and debris retention.

### **INTERIOR TRIM**

The cab interior shall include trim on the front ceiling, rear crew ceiling, and the cab walls. It shall be easily removable to assist in maintenance. The trim shall be constructed of insulated vinyl over a hard board backing.

### **REAR WALL INTERIOR TRIM**

The rear wall of the cab shall be trimmed with vinyl.

### **HEADER TRIM**

The cab interior shall feature header trim over the driver and officer dash constructed of 5052-H32 Marine Grade, 0.13 inch thick aluminum.

### **TRIM CENTER DASH**

The main center dash area shall be constructed of 5052-H32 Marine Grade, 0.13 inch thick aluminum plate. There shall be four (4) holes located on the top of the dash near each outer edge of the electrical access cover for ventilation. The center dash electrical access cover shall include a gas cylinder stay which shall hold the cover open during maintenance.

#### **TRIM LH DASH**

The left hand dash shall be constructed of 5052-H32 Marine Grade, 0.13 inch thick aluminum plate for a perfect fit around the instrument panel. For increased occupant protection the extreme duty left hand dash utilizes patent pending break away technology to reduce rigidity in the event of a frontal crash. The left hand dash shall offer lower vertical surface area to the left and right of the steering column to accommodate control panels.

#### **TRIM RH DASH**

The right hand dash shall be constructed of 5052-H32 Marine Grade, 0.13 of an inch thick aluminum plate and shall include a glove compartment with a hinged door and a Mobile Data Terminal (MDT) provision. The glove compartment size will measure 14.00 inches wide X 4.50 inches high X 5.88 inches deep. The MDT provision shall be provided above the glove compartment.

#### **ENGINE TUNNEL TRIM**

The cab engine tunnel shall be covered with a multi-layer mat consisting of 0.25 inch closed cell foam with a 0.06 inch thick non-slip vinyl surface with a pebble grain finish. The mat shall be held in place by pressure sensitive adhesive. The engine tunnel mat shall be trimmed with anodized aluminum stair nosing trim for an aesthetically pleasing appearance.

#### **POWER POINT DASH MOUNT**

The cab shall include one (1) 12 volt cigarette lighter type receptacles in the cab dash to provide a power source for 12 volt electrical equipment. The receptacles shall be wired battery direct.

The cab shall also include one (1) Dual universal serial bus (USB) charging receptacles in the cab dash rocker switch cutout to provide a power source for USB chargeable electrical equipment. The USB receptacle shall include two (2) USB ports capable of a 5 Volt-2.4 amp output. The receptacles shall be wired battery direct and include a backlit legend.

#### **STEP TRIM**

Each cab entry door shall include a three step entry. The first step closest to the ground shall be constructed of polished 5052 H32 aluminum Grip Strut® grating with angled outer corners. The grating shall allow water and other debris to flow through rather than becoming trapped within the stepping surface. The lower step shall be mounted to a frame which is integral with the construction of the cab for rigidity and strength. The middle step shall be integral with the cab construction and shall be trimmed in 0.08 inch thick 3003-H22 embossed aluminum tread plate.

#### **STEP TRIM KICKPLATE**

The cab steps shall include a kick plate in the rise of each step. The risers shall be trimmed in 3003-H22 bright aluminum tread-plate which is 0.07 inch thick.

#### **UNDER CAB ACCESS DOOR**

The cab shall include an access door in the left crew step riser constructed of aluminum tread plate with a push and turn latch. The under cab access door shall provide access to the diesel exhaust fluid fill.

## **INTERIOR DOOR TRIM**

The interior trim on the doors of the cab shall consist of a two-piece aluminum panel constructed of Marine Grade 5052-H32 0.13 of an inch thick aluminum plate. The panels shall include a painted finish.

### **DOOR TRIM KICKPLATE**

The inner door panels shall include an aluminum kick plate fastened to the lower portion of the door panels which shall feature a medium gray spray on bedliner coating.

### **DOOR TRIM CUSTOMER NAMEPLATE**

The interior door trim on the front doors shall include a customer nameplate which states the vehicle was custom built for their department, city, township, or county.

### **CAB DOOR TRIM REFLECTIVE**

The interior of each door shall include high visibility reflective tape. A white reflective tape shall be provided vertically along the rear outer edge of the door. The lowest portion of each door skin shall include a reflective tape chevron with red and white stripes and a Spartan logo. The chevron tape shall measure 6.00 inches in height.

### **INTERIOR GRAB HANDLE "A" PILLAR**

There shall be two (2) rubber covered 11.00 inch grab handles installed inside the cab, one on each "A" post at the left and right door openings. The left handle shall be located 7.88 inches above the bottom of the door window opening and the right handle shall be located 2.88 inches above the bottom of the door window opening. The handles shall assist personnel in entering and exiting the cab.

### **INTERIOR GRAB HANDLE FRONT DOOR**

Each front door shall include one (1) ergonomically contoured 9.00 inch cast aluminum handle mounted horizontally on the interior door panels to assist personnel entering and exiting the cab. The handle shall feature a black spray on bedliner coating.

### **INTERIOR GRAB HANDLE REAR DOOR**

A cast aluminum assist handle shall be provided on the inside of each rear crew door to assist personnel in exiting and entering the cab. The 30.00 inch long handle shall extend horizontally the width of the window just above the window sill. Each handle shall feature a black spray on bedliner coating.

### **INTERIOR SOFT TRIM COLOR**

The cab interior soft trim surfaces shall be gray in color.

### **INTERIOR TRIM SUNVISOR**

The header shall include two (2) sun visors, one each side forward of the driver and officer seating positions above the windshield. Each sun visor shall be constructed of Masonite and covered with padded vinyl trim.

### **INTERIOR FLOOR MAT COLOR**

The cab interior floor mat shall be gray in color.

### **CAB PAINT INTERIOR DOOR TRIM**

The inner door panel surfaces shall be painted with multi-tone silver gray texture finish.

## **HEADER TRIM INTERIOR PAINT**

The metal surfaces in the header area shall be coated with multi-tone silver gray texture finish.

## **TRIM CENTER DASH INTERIOR PAINT**

The entire center dash shall be coated with multi-tone silver gray texture finish. Any accessory pods attached to the dash shall also be painted this color.

## **TRIM LH DASH INTERIOR PAINT**

The left hand dash shall be painted with a multi-tone silver gray texture finish.

## **TRIM RIGHT HAND DASH INTERIOR PAINT**

The right hand dash shall be painted with multi-tone silver gray texture finish.

## **DASH PANEL GROUP**

The main center dash area shall include three (3) removable panels located one (1) to the right of the driver position, one (1) in the center of the dash and one (1) to the left of the officer position. The center panel shall be within comfortable reach of both the driver and officer.

## **SWITCHES CENTER PANEL**

The center dash panel shall include six (6) switch positions in the upper left portion of the panel.

A rocker switch with a blank legend installed directly above shall be provided for any position without a switch and legend designated by a specific option. The non-specified switches shall be two-position, black switches with a green indicator light. Each blank switch legend can be custom engraved by the body manufacturer. All switch legends shall have backlighting provided.

## **SWITCHES LEFT PANEL**

The left dash panel shall include one (1) windshield wiper/washer control switch located in the left hand side of the panel and one (1) rocker switch located in the left hand side of the panel.

A rocker switch with a blank legend installed directly above shall be provided for this position if not designated by a specific option. The non-designated switch shall be a two-position, black switch with a green indicator light. The blank switch legend can be custom engraved by the body manufacturer. The switch legend shall have backlighting provided.

## **SWITCHES RIGHT PANEL**

The right dash panel shall include one (1) rocker switch.

A rocker switch with a blank legend installed directly above shall be provided for any position without a switch and legend designated by a specific option. The non-specified switch shall be a two-position, black switch with a green indicator light. The blank switch legend can be custom engraved by the body manufacturer. The switch legend shall have backlighting provided.

## **SEAT BELT WARNING**

A Weldon seat belt warning system, integrated with the Vehicle Data Recorder system, shall be installed for each seat within the cab. The system shall provide a visual warning indicator in the vehicle display and control screen(s).

The warning system shall activate when any seat is occupied with a minimum of 60 pounds, the corresponding seat belt remains unfastened, and the park brake is released. The warning system shall also activate when any seat is occupied, the corresponding seat belt was fastened in an incorrect sequence, and the park brake is released. Once activated, the visual indicators and applicable audible alarm shall remain active until all occupied seats have the seat belts fastened.

### **SEAT MATERIAL**

The Bostrom Firefighter seats shall include a covering of extra high strength, wear resistant fabric made of durable low seam Durawear Plus™ ballistic polyester. A PVC coating shall be bonded to the back side of the material to help protect the seats from UV rays and from being saturated or contaminated by fluids. Durawear Plus™ meets or exceeds specification of the common trade name Imperial 1800. The material meets FMVSS 302 flammability requirements.

*If applicable, Theatre style seats located in the cab shall be high strength, wear resistant fabric made of durable ballistic polyester. A PVC coating shall be bonded to the back side of the material to help protect the seats from UV rays and from being saturated or contaminated by fluids. Common trade names for this material are Imperial 1200 and Durawear.*

### **SEAT COLOR**

All seats supplied with the chassis shall be black in color. All seats shall include red seat belts.

### **SEAT BACK LOGO**

The seat back shall include the “Spartan” logo. The logo shall be centered on the standard headrest of the seat back and on the left side of a split headrest.

### **SEAT DRIVER**

The driver's seat shall be an H.O. Bostrom 500 Series Firefighter Sierra model seat. The seat shall feature eight-way electric positioning. The eight positions shall include up and down, fore and aft with 8.00 inches of travel, back angle adjustment and seat rake adjustment. The seat shall feature integral springs to isolate shock.

The seat shall feature an all belts to seat (ABTS) style of safety restraint. The ABTS feature shall include a three-point shoulder harness with the lap belt, automatic retractor and buckle as an integral part of the seat assembly. The ABTS feature shall also include the RiteHite™ shoulder adjustment feature to provide enhanced comfort and safety by allowing customized seat belt fit.

The minimum vertical dimension from the seat H-point to the ceiling for this belted seating position shall be 35.00 inches measured with the seat height adjusted to the lowest position of travel.

This model of seat shall have successfully completed the static load tests set forth by FMVSS 207, 209, and 210 in effect at the time of manufacture. This testing shall include a simultaneous forward load of 3000 pounds each on the lap and shoulder belts and twenty (20) times the weight through the center of gravity.

The materials used in construction of the seat shall also have successfully completed testing with regard to the flammability of materials used in the occupant compartments of motor vehicles as outlined in FMVSS 302, of which dictates the allowable burning rate of materials in the occupant compartments of motor vehicles.

### **SEAT BACK DRIVER**

The driver's seat shall include a standard seat back incorporating the all belts to seat feature (ABTS). The seat back shall feature a contoured head rest.

### **SEAT MOUNTING DRIVER**

The driver's seat shall be installed in an ergonomic position in relation to the cab dash.

### **OCCUPANT PROTECTION DRIVER**

The driver's position shall be equipped with the IMMI 4Front and RollTek™ Systems which shall secure belted occupants and increase the survivable space within the cab. The 4Front and RollTek™ Systems shall selectively deploy integrated systems to protect against injuries in qualifying frontal impact, and rollover events.

The Driver's seating area protection shall include:

- Drivers airbag **DAB** - inflates a steering wheel airbag to protect the head and neck of the driver.
- Driver's knee airbag **DKAB** - inflating knee bolster airbags to protect the knees.
- Integrated roll sensor **IRS** - detects an imminent rollover, activates protective devices and records crash events.
- Integrated belt pretension **IBP** - device for mechanical and/or electrical seats tightens the seat belt, securing driver in seat and positions driver for contact with seat integrated head cushion side roll airbag.

Inflatable head cushion seat integrated side roll airbag **SRA** - protects driver's head/neck and shields driver from dangerous surfaces.

### **SEAT OFFICER**

The officer's seat shall be an H.O. Bostrom 500 Series Sierra model seat. The seat shall feature two-way manual adjustment and shall include a tapered and padded seat cushion. The seat shall also feature integral springs to isolate shock.

The seat shall feature an all belts to seat (ABTS) style of safety restraint. The ABTS feature shall include a three-point shoulder harness with the lap belt, automatic retractor and buckle as an integral part of the seat assembly. The ABTS feature shall also include the RiteHite™ shoulder adjustment feature to provide enhanced comfort and safety by allowing customized seat belt fit.

The minimum vertical dimension from the seat H-point to the ceiling for this belted seating position shall be 35.00.

This model of seat shall have successfully completed the static load tests by FMVSS 207, 209, 210 and 302 in effect at the time of manufacture. This testing shall include a simultaneous forward load of 3000 pounds each on the lap and shoulder belts and twenty (20) times the weight through the center of gravity. The model of seats shall also have successfully completed the flammability of materials used in the occupant compartments of motor vehicles as outlined in FMVSS 302, of which decides the burning rate of materials in the occupant compartments of motor vehicles.

### **SEAT BACK OFFICER**

The officer's seat back shall include an IMMI brand SmartDock® Gen 2 hands-free self contained breathing apparatus (SCBA) holder. The hands-free holder shall meet NFPA 1901-03 9G dynamic requirements for cylinder restraint systems for use in crew compartments of emergency response vehicles. The bracket shall accommodate and secure most types of self-contained breathing apparatus cylinders.

The hands-free holder shall consist of a back plate, bottom cradle, non-marring top claws, and claw height adjustment knob. The height adjustment knob shall allow for easy adjustment of the claws to the SCBA. The hands-free holder's claws shall lock from inertial forces to prevent the SCBA from becoming a projectile in the event of a crash to meet the NFPA 1901-03 standard for SCBA retention. The SCBA holder shall offer single-motion insertion into the claws and hands-free release when the SCBA fitted seat occupant rises.

### **SEAT MOUNTING OFFICER**

The officer's seat shall be installed in an ergonomic position in relation to the cab dash.

### **OCCUPANT PROTECTION OFFICER**

The officer's position shall be equipped with the IMMI 4Front and RollTek™ Systems which shall secure belted occupants and increase the survivable space within the cab. The 4Front and RollTek™ Systems shall selectively deploy integrated systems to protect against injuries in qualifying frontal impact, and rollover events.

The Officer's seating area protection shall include:

- Officer's knee airbag **OKAB** - inflating knee bolster airbags to protect the knees.
- Integrated roll sensor **IRS** - detects an imminent rollover, activates protective devices and records crash events.
- Integrated belt pretension **IBP** - device for mechanical and/or electrical seats tightens the seat belt, securing officer in seat and positioning officer for contact with seat integrated head cushion side roll airbag.
- Inflatable head cushion seat integrated side roll airbag **SRA** - protects officer's head/neck and shields officer from dangerous surfaces.

### **POWER SEAT WIRING**

The power seat or seats installed in the cab shall be wired directly to battery power.

### **SEAT BELT ORIENTATION CREW**

The crew position seat belts shall follow the standard orientation which extends from the outboard shoulder extending to the inboard hip.

### **SEAT FORWARD FACING OUTER LOCATION**

The crew area shall include two (2) forward facing outboard seats, which include one (1) located next to the outer wall of the cab on the left side of the cab and one (1) located next to the outer wall on the right side of the cab.

The primary position designation per NFPA 1900 2024 edition, shall only declare the positioning in the cab offers a minimum width of 27.60 inches of shoulder clearance without overlap of any other primary seating position and a minimum of 10.80 inches each side of seat center line. Clear width may be offset from center of seat cushion by up to 3.00 inches. It shall also offer a minimum of 22.00 inches of shoulder width clearance without any overlap of any position.

#### **SEAT CREW FORWARD FACING OUTER**

The crew area shall include a seat in the forward facing outer position which shall be a H.O. Bostrom 500 Series Firefighter model seat. The seat shall feature a tapered and padded seat, and cushion. The seat shall be mounted in a fixed position. The seat and cushion shall be hinged and compact in design for additional room. The seat shall include a “Fold and Hold” feature so that the cushion shall remain in the seated position and simply touched to flip up.

The seat shall feature an all belts to seat (ABTS) style of safety restraint. The ABTS feature shall include a three-point shoulder harness with the lap belt and automatic retractor as an integral part of the seat assembly. The buckle portion of the seat belt shall extend from the seat base towards the driver position within easy reach of the occupant. The ABTS feature shall also include the RiteHite™ shoulder adjustment feature to provide enhanced comfort and safety by allowing customized seat belt fit.

The minimum vertical dimension from the seat H-point to the ceiling for each belted seating position shall be 35.00 inches.

This model of seat shall have successfully completed the static load tests by FMVSS 207/210. This testing shall include a simultaneous forward load of 3000 pounds each on the lap and shoulder belts and twenty (20) times the weight through the center of gravity. This model of seat installed in the cab model, as specified, shall have successfully completed the dynamic sled testing using FMVSS 208 as a guide with the following accommodations. In order to reflect the larger size outfitted firefighters, the test dummy used shall be a 95th percentile hybrid III male weighing 225 pounds rather than the 50th percentile male dummy weighing 165 pounds as referenced in FMVSS 208. The model of seats shall also have successfully completed the flammability of materials used in the occupant compartments of motor vehicles as outlined in FMVSS 302, of which decides the burning rate of materials in the occupant compartments of motor vehicles.

#### **SEAT BACK FORWARD FACING OUTER**

The crew area seat backs shall include an IMMI brand SmartDock® Gen 2 hands-free self contained breathing apparatus (SCBA) holder. The hands-free holder shall meet NFPA 1901-03 9G dynamic requirements for cylinder restraint systems for use in crew compartments of emergency response vehicles. The bracket shall accommodate and secure most types of self-contained breathing apparatus cylinders.

The hands-free holder shall consist of a back plate, bottom cradle, non-marring top claws, and claw height adjustment knob. The height adjustment knob shall allow for easy adjustment of the claws to the SCBA. The hands-free holder's claws shall lock from inertial forces to prevent the SCBA from becoming a projectile in the event of a crash to meet the NFPA 1901-03 standard for SCBA retention.

The SCBA holder shall offer single-motion insertion into the claws and hands-free release when the SCBA fitted seat occupant rises.

### **SEAT MOUNTING FORWARD FACING OUTER**

The forward facing outer seat shall be mounted inboard from the side wall for additional clearance facing the front of the cab.

### **OCCUPANT PROTECTION FFO**

The forward facing outer seat positions shall be equipped with the RollTek™ rollover occupant protection system which shall secure occupants, increase the survivable space within the cab and protect against head/neck injuries in the event of a roll over accident.

The system shall function using a microprocessor-controlled, solid-state sensing device which, when the system detects a side roll shall provide instantaneous occupant protection (less than 0.3 seconds from trigger to total deployment) by automatically initiating the following sequence:

1. The seat belt shall tighten around the occupant.

System Components Shall Include:

Integrated Roll Sensor **IRS** - detects an imminent rollover, activates protective devices and records crash events.

Integrated Belt Pretension **IBP** with flip-up (non theatre) and fixed mechanical seats - tightens the seat belt around occupant, securing occupant in seat.

Integrated Gas Pretension **IGP** with flip-up theatre style seats - tightens the seat belt around occupant, securing occupant in seat.

### **SEAT FORWARD FACING CENTER LOCATION**

The crew area shall include one (1) forward facing center crew seat located directly behind the engine tunnel in the center of the cab.

### **SEAT CREW FORWARD FACING CENTER**

The forward facing center seat shall be a H.O. Bostrom 500 Series Firefighter model seat. The seat shall feature a tapered and padded seat, and cushion. The seat shall be mounted in a fixed position. The seat and cushion shall be hinged and compact in design for additional room. The seat shall include a "Fold and Hold" feature so that the cushion shall remain in the seated position and simply touched to flip up.

The seat shall feature an all belts to seat (ABTS) style of safety restraint. The ABTS feature shall include a three-point shoulder harness with the lap belt and automatic retractor as an integral part of the seat assembly. The buckle portion of the seat belt shall extend from the seat base towards the driver position within easy reach of the occupant. The ABTS feature shall also include the RiteHite™ shoulder adjustment feature to provide enhanced comfort and safety by allowing customized seat belt fit.

The minimum vertical dimension from the seat H-point to the ceiling for each belted seating position shall be 35.00 inches.

This model of seat shall have successfully completed the static load tests by FMVSS 207/210. This testing shall include a simultaneous forward load of 3000 pounds each on the lap and shoulder belts and twenty (20) times the weight through the center of gravity. This model of seat installed in the cab model, as specified, shall have successfully completed the dynamic sled testing using FMVSS 208 as a guide with the following accommodations. In order to reflect the larger size outfitted firefighters, the test dummy used shall be a 95th percentile hybrid III male weighing 225 pounds rather than the 50th percentile male dummy weighing 165 pounds as referenced in FMVSS 208. The model of seats shall also have successfully completed the flammability of materials used in the occupant compartments of motor vehicles as outlined in FMVSS 302, of which decides the burning rate of materials in the occupant compartments of motor vehicles.

### **SEAT BACK FORWARD FACING CENTER**

The crew area seat backs shall include an IMMI brand SmartDock® Gen 2 hands-free self contained breathing apparatus (SCBA) holder. The hands-free holder shall meet NFPA 1901-03 9G dynamic requirements for cylinder restraint systems for use in crew compartments of emergency response vehicles. The bracket shall accommodate and secure most types of self-contained breathing apparatus cylinders.

The hands-free holder shall consist of a back plate, bottom cradle, non-marring top claws, and claw height adjustment knob. The height adjustment knob shall allow for easy adjustment of the claws to the SCBA. The hands-free holder's claws shall lock from inertial forces to prevent the SCBA from becoming a projectile in the event of a crash to meet the NFPA 1901-03 standard for SCBA retention. The SCBA holder shall offer single-motion insertion into the claws and hands-free release when the SCBA fitted seat occupant rises.

### **OCCUPANT PROTECTION FFC**

The forward facing center seat positions shall be equipped with the RollTek™ rollover occupant protection system which shall secure occupants, increase the survivable space within the cab and protect against head/neck injuries in the event of a rollover accident.

The system shall function using a microprocessor-controlled, solid-state sensing device which, when the system detects a side roll shall provide instantaneous occupant protection (less than 0.3 seconds from trigger to total deployment) by automatically initiating the following sequence:

1. The seat belt shall tighten around the occupant.

System Components Shall Include:

Integrated Roll Sensor **IRS** - detects an imminent rollover, activates protective devices and records crash events.

Integrated Belt Pretension **IBP** with flip-up (non theatre) and fixed mechanical seats - tightens the seat belt around occupant, securing occupant in seat.

Integrated Gas Pretension **IGP** with flip-up theatre style seats - tightens the seat belt around occupant, securing occupant in seat.

### **SEAT FRAME FORWARD FACING**

The forward facing center seating positions shall include a full width seat frame located and installed at the rear wall. The seat frame shall span the available space on the rear wall. The seat frame shall be 12.38 inches high X 22.00 inches deep. The seat frame shall be constructed of Marine Grade 5052-H32 0.19 inch thick aluminum plate. The seat box shall be painted with the same color as the remaining interior.

#### **SEAT FRAME FORWARD FACING STORAGE ACCESS**

The seat frame shall include a forward facing access point for the underseat climate control unit. The access point shall be covered with a removable vented access panel.

#### **SEAT MOUNTING FORWARD FACING CENTER**

The forward facing center seats shall be installed facing the front of the cab.

#### **CAB FRONT UNDERSEAT STORAGE ACCESS**

The left and right under seat storage areas shall have a vented aluminum hinged door with non-locking latch.

#### **SEAT COMPARTMENT DOOR FINISH**

All underseat storage compartment access doors shall have a multi-tone silver gray texture finish.

#### **WINDSHIELD WIPER SYSTEM**

The cab shall include a triple arm linkage wiper system which shall clear the windshield of water, ice and debris. There shall be two (2) windshield wipers; each shall be affixed to a radial arm. The wiper motor shall be activated by an intermittent wiper control located within easy reach of the driver's position. The windshield wipers shall be interlocked with the park brake allowing activation only when the park brake is released.

#### **ELECTRONIC WINDSHIELD FLUID LEVEL INDICATOR**

The windshield washer fluid level shall be monitored electronically. When the washer fluid level becomes low the yellow "Check Message Center" indicator light on the instrument panel shall illuminate and the message center in the dual air pressure gauge shall display a "Check Washer Fluid Level" message.

#### **CAB DOOR HARDWARE**

The cab entry doors shall be equipped with exterior pull handles, suitable for use while wearing firefighter gloves. The handles shall be made of aluminum with a gloss black finish.

The interior exit door handles shall be flush paddle type with a black finish, which are incorporated into the upper door panel.

All cab entry doors shall include locks which are keyed alike. The door locks shall be designed to prevent accidental lockout.

The exterior pull handles shall include a scuff plate behind the handle constructed of polished stainless steel and painted gloss black.

#### **DOOR LOCKS**

Each cab entry door shall include a manually operated door lock. Each door lock may be actuated from the inside of the cab by means of a red knob located on the paddle handle of the respective door or by using a TriMark key from the exterior. The door locks are designed to prevent accidental lock out.

**DOOR LOCK LH EMS COMPARTMENT**

The left hand side EMS compartment shall feature a manual door lock.

**DOOR LOCK RH EMS COMPARTMENT**

The right hand side EMS compartment shall feature a manual door lock.

**DOOR LOCK LH REAR CAB COMPARTMENT**

The left hand side rear compartment shall feature a manual door lock.

**DOOR LOCK RH REAR CAB COMPARTMENT**

The right hand side rear compartment shall feature a manual door lock.

**GRAB HANDLES**

The cab shall include one (1) 18.00 inch three-piece knurled aluminum anti-slip exterior grab handle behind each cab door. The Hansen Anti-Slip Rails shall be mounted in aluminum 4000 Series II stanchions, complete with weep holes to prevent the buildup of moisture. The grab handles and stations shall be anodized black.

**GRAB HANDLES ACCESSORY**

Each assist handle shall include a painted black plate which saves the cab from scuffs through continued use of the handle.

**LIGHTED GRAB HANDLES**

The grab rails shall include a 12 volt, 17.00 inch long red LED light to provide an increased margin of safety for night time cab entry and egress.

**REARVIEW MIRRORS**

Retrac Aerodynamic West Coast style dual vision mirror heads model 613300 shall be provided and installed on each of the front cab doors.

The mirrors shall be mounted via 1.00 inch diameter tubular stainless steel arms to provide a rigid mounting to reduce mirror vibration.

The mirrors shall measure 8.00 inches wide X 19.00 inches high and shall include an integral convex mirrors installed in the mirror head below the flat glass to provide a wider field of vision. The flat and convex mirrors shall be motorized with remote horizontal and vertical adjustment. The control switches shall be mounted within easy reach of the driver. The flat and convex mirrors shall be heated for defrosting in severe cold weather conditions.

The mirrors shall be constructed of a vacuum formed black ABS plastic housing that is corrosion resistant and shall include the finest quality non-glare glass.

**REARVIEW MIRROR HEAT SWITCH**

The heat for the rearview mirrors shall be controlled through a virtual button on the vehicle display and control screen.

## **CAB FENDER**

Full width wheel well liners shall be installed on the extruded cab to limit road splash and enable easier cleaning. Fender shall consist of an inner liner 16.00 inches wide made of ABS composite and an outer fenderette 5.00 inches wide made of aluminum with a painted gloss black finish.

## **MUD FLAPS FRONT**

The front wheel wells shall have mud flaps installed on them.

## **CAB EXTERIOR FRONT & SIDE EMBLEMS**

The cab shall include three (3) Spartan emblems. There shall be one (1) installed on the front air intake grille and one (1) emblem on each of the cab sides.

## **CAB EXTERIOR MODEL NAMEPLATE**

The cab shall include "Metro Star" nameplates on the front driver and officer side doors.

## **IGNITION**

A master battery system with a keyless start ignition system shall be provided. There shall be a three-position rocker switch with off, battery, and ignition positions as well as a stainless-steel etched engine start push-button. The engine start button shall include an illuminated LED halo ring. Both switches shall be mounted to the left of the steering wheel on the dash.

The engine start switch shall only operate when the master battery and ignition switch is in the "ignition" position.

## **BATTERY**

The single start electrical system shall include five (5) Odyssey 1150 CCA absorbed glass mat (AGM) batteries with a 205 minute reserve capacity each and 4/0 welding type dual path starter cables per SAE J541.

## **BATTERY TRAY**

The batteries shall be installed within two (2) steel battery trays located on the left side and right side of the chassis, securely bolted to the frame rails. The battery trays shall be coated with the same material as the frame.

The battery trays shall include drain holes in the bottom for sufficient drainage of water. A durable, non-conducting, interlocking mat made by Dri-Dek shall be installed in the bottom of the trays to allow for air flow and help prevent moisture build up.

## **BATTERY BOX COVER**

Each battery box shall include a cover which protects the top of the batteries.

## **BATTERY CABLE**

The starting system shall include cables which shall be protected by 275 degree F. minimum high temperature flame retardant loom, sealed at the ends with heat shrink and sealant.

## **BATTERY JUMPER STUD**

The starting system shall include battery jumper studs. These studs shall be located in the forward most portion of the driver's side lower step, 8.00 inches apart. The studs shall allow the vehicle to be jump started, charged, or the cab to be raised in an emergency in the event of battery failure.

**ALTERNATOR**

The charging system shall include a 320 amp Leece-Neville 12 volt alternator. The alternator shall include a self-exciting integral regulator.

**STARTER MOTOR**

The single start electrical system shall include a Delco brand starter motor.

**BATTERY CONDITIONER**

A Kussmaul Auto Charge Chief 4012 battery conditioner shall be supplied. The battery conditioner shall provide a circuit protected 40-amp output for the chassis batteries and a 20-amp output circuit for accessory loads. The conditioner shall also include a battery temperature sensor.

**BATTERY CONDITIONER LOCATION**

The battery conditioner shall be mounted in the cab behind the driver's seat.

**BATTERY CONDITIONER DISPLAY**

A Kussmaul battery conditioner display with a Digital Status Center shall be integrated into the electrical inlet.

**BATTERY CONDITIONER DISPLAY LOCATION**

The battery conditioner display shall be integrated into the electrical inlet and located via the electrical inlet location 5209 subcategory.

**AUXILIARY AIR COMPRESSOR**

A Kussmaul Auto Pump 120V air compressor shall be supplied. The air compressor shall be installed under the dashboard on the right-hand side, forward of the officer's seating position. The air compressor shall be plumbed to the air brake system to maintain air pressure.

**ELECTRICAL INLET LOCATION**

An electrical inlet shall be installed on the left hand side of cab over the wheel well in the forward position rear of the grab handle and above the door entry key pad if applicable.

**ELECTRICAL INLET**

A Kussmaul 20 amp super auto-eject electrical receptacle shall be supplied. It shall automatically eject the plug when the starter button is depressed.

A single item or an addition of multiple items must not exceed the rating of the electric inlet that it's connected to.

**Amp Draw Reference List:**

*Kussmaul 40 LPC Charger - 5 Amps*

*Kussmaul Chief 4012 Charger – 5.7 Amps*

*Kussmaul 80 LPC Charger - 13 Amps*

*Kussmaul Chief 6012 Charger - 9 Amps*

*Blue Sea P12 7532 - 7.5 Amps*  
*Iota DLS-45/IQ4 - 11 Amps*  
*1000W Engine Heater - 8.33 Amps*  
*1500W Engine Heater - 12.5 Amps*  
*120V Air Compressor - 4.2 Amps*  
*120V Dometic HVAC - 15 Amps*

#### **ELECTRICAL INLET CONNECTION**

The electrical inlet shall be connected to the battery conditioner and the air pump.

#### **ELECTRICAL INLET COLOR**

The electrical inlet connection shall include a red cover.

#### **HEADLIGHTS**

The cab front shall include four (4) rectangular LED headlamps with separate high and low beams mounted in bright chrome bezels. Each lamp shall include a heating system that de-ices the headlight.

#### **HEADLIGHT LOCATION**

The headlights shall be located on the front fascia of the cab directly below the front warning lights.

#### **FRONT TURN SIGNALS**

The front fascia shall include two (2) Whelen model 600 4.00 inch X 6.00 inch programmable LED amber turn signals which shall be installed in an outboard position within the front fascia black bezel. The light heads shall include clear lenses.

#### **SIDE TURN/MARKER LIGHTS**

The sides of the cab shall include two (2) Tecniq S170 LED side marker lights which shall be provided just behind the front cab radius corners. The lights shall be amber with clear lenses and black bezels.

#### **MARKER AND ICC LIGHTS**

In accordance with FMVSS, there shall be five (5) Tecniq S170 LED cab marker lamps designating identification, center and clearance provided. These lights shall be installed on the face of the cab within full view of other vehicles from ground level. The lights shall be clear lenses with black bezels.

#### **HEADLIGHT AND MARKER LIGHT ACTIVATION**

The headlights and marker lights shall be controlled via a virtual button on the Vista display. There shall be a virtual dimmer control on the Vista display to adjust the brightness of the dash lights. The headlamps and markers lamps shall illuminate to 100% brilliance when the master power switch is in the "On" position.

#### **INTERIOR OVERHEAD LIGHTS**

The cab shall include a LED dome lamp located over each door. The lights shall include push switches on each lamp to activate both the clear and red portions of the light individually.

#### **INTERIOR OVERHEAD LIGHTS ACTIVATION**

The clear portion of each lamp shall be activated by opening the respective door and via the multiplex display.

#### **LIGHTBAR PROVISION**

There shall be one (1) light bar installed on the cab roof. The light bar shall be provided and installed by the chassis manufacturer. The light bar installation shall include a lowered mounting that shall place the light bar just above the junction box and wiring to a control switch on the cab dash.

### **CAB FRONT LIGHTBAR MODEL**

The cab shall be provided with one (1) Whelen light bar.

See the light bar layout for specific details.

### **CAB FRONT LIGHTBAR**

The lightbar provisions shall be for one (1) Whelen brand Freedom IV LED lightbar mounted centered on the front of the cab roof. The lightbar shall be 72.00 inches in length. The lightbar shall feature fourteen (14) red LED light modules and two (2) clear LED light modules. The entire lightbar shall feature a clear lens. The clear lights shall be disabled with park brake engaged. The cable shall exit the lightbar on the right side of the cab.

### **LIGHTBAR SWITCH**

The light bar shall be controlled by a virtual button on the vehicle display and control screen. This button shall be clearly labeled for identification.

### **FRONT SCENE LIGHTS**

The front of the cab shall include two (2) HiViz model Firetech FT-MB-2.18-FT-B scene lights installed on the brow of the cab.

Each lamp head shall operate on 12 volt DC and incorporate a 36 LED optic that combines both spot and flood lighting. Each lamp head shall draw 15 amps, generate 19,008 total lumens, and measure approximately 3.75 inches in height X 21.00 inches in width. The lamp heads and brackets shall be powder coated black.

### **FRONT SCENE LIGHT LOCATION**

There shall be two (2) scene lights mounted to the front brow of the cab inboard of the outer front marker lights.

### **FRONT SCENE LIGHTS ACTIVATION**

The front scene lighting shall be activated by a rocker switch.

### **SIDE SCENE LIGHTS**

The side of the cab shall include two (2) Firetech model FT-GSMJR Guardian Elite Junior LED scene lights, one (1) each side which shall be surface mounted with a black bezel.

### **SIDE SCENE LIGHT LOCATION**

The scene lighting located on the left and right sides of the cab shall be mounted rearward of the cab "B" pillar in the 10.00 inch raised roof portion of the cab between the front and rear crew doors.

### **SIDE SCENE ACTIVATION**

The scene lights shall be activated by two (2) virtual buttons on the vehicle display and control screen(s), one (1) for each light.

### **GROUND LIGHTS**

Each door shall include a Tecniq T44 LED ground light mounted to the underside of the cab step below each door. The lights shall include a polycarbonate lens, a housing which is vibration welded and LEDs which shall be shock mounted for extended life.

### **GROUND LIGHTS**

The ground lighting shall be activated when the parking brake is set, by the opening of the door on the respective cab side, and through a virtual button on the vehicle display and control screen.

### **LOWER CAB STEP LIGHTS**

The middle step located at each door shall include a Tecniq T44 LED light which shall activate with the opening of the respective door. The lights shall include a polycarbonate lens, a housing which is vibration welded and LEDs which shall be shock mounted for extended life.

### **INTERMEDIATE STEP LIGHTS**

The intermediate step well area at the front doors shall include a TecNiq D06 LED light within a chrome housing. The front egress step lights shall provide visibility to the step well area for the first step exiting the vehicle. The Egress step lights shall activate with entry step lighting.

### **MAP LIGHTS**

A Roxter gooseneck style map light shall be provided. The light shall have a clear LED light and a control switch on the base. The light shall be located on the right hand side of the dash.

### **SPOTLIGHT**

The cab shall include one (1) 12 volt Brinkmann 800-2301-0 Q-Beam Max Million III hand-held spotlight. The spotlight shall provide 1,200 lumens of light and shall include an 8.00 foot heavy duty coil cord. The spotlight shall be shipped loose with the chassis.

### **ENGINE COMPARTMENT LIGHT**

There shall be a LED NFPA compliant light mounted under the engine tunnel for area work lighting on the engine. The light shall activate automatically when the cab is tilted.

### **DO NOT MOVE APPARATUS LIGHT**

The front headliner of the cab shall include a flashing red TecNiq K50 LED light clearly labeled "Do Not Move Apparatus". In addition to the flashing red light, an audible alarm shall be included which shall sound while the light is activated.

The flashing red light shall be located centered left to right for greatest visibility.

The light and alarm shall be interlocked for activation when either a cab door is not firmly closed, or an apparatus compartment door is not closed, and the parking brake is released.

### **MASTER WARNING SWITCH**

A master switch shall be included, as a virtual button on the Vista display and control screen which shall be labeled "E Master" for identification. The button shall feature control over all devices wired through it. Any warning device switches left in the "ON" position when the master switch is activated shall automatically power up.

### **HEADLIGHT FLASHER**

An alternating high beam headlight flashing system shall be installed into the high beam headlight circuit which shall allow the high beams to flash alternately from left to right.

Deliberate operator selection of high beams will override the flashing function until low beams are again selected. Per NFPA, these clear flashing lights will also be disabled “On Scene” when the park brake is applied.

#### **HEADLIGHT FLASHER SWITCH**

The flashing headlights shall be activated through a virtual button on the Vista display and control screen.

#### **INBOARD FRONT WARNING LIGHTS**

The cab front fascia shall include two (2) Whelen 600 series Super LED front warning lights in the left and right inboard positions. The lights shall feature multiple flash patterns including steady burn for solid colors and multiple flash patterns for split colors. The lights shall be mounted to the front fascia of the cab within a black bezel.

#### **INBOARD FRONT WARNING LIGHTS COLOR**

The warning lights mounted on the cab front fascia in the inboard positions shall be red with a clear lens.

#### **FRONT WARNING SWITCH**

The front warning lights shall be controlled through a virtual control on the vehicle display and control screen. This switch shall be clearly labeled for identification.

#### **INTERSECTION WARNING LIGHTS**

The chassis shall include two (2) Whelen 600 series Super LED intersection warning lights, one (1) each side. The lights shall feature multiple flash patterns including steady burn for solid colors and multiple flash patterns for split colors. The lights shall be mounted within a black bezel.

#### **INTERSECTION WARNING LIGHTS COLOR**

The intersection lights shall be red with a clear lens.

#### **INTERSECTION WARNING LIGHTS LOCATION**

The intersection lights shall be recess mounted into the side face of the bumper.

#### **SIDE WARNING LIGHTS**

The cab sides shall include two (2) Whelen 600 series Super LED warning lights, one (1) on each side. The lights shall feature multiple flash patterns including steady burn for solid colors and multiple flash patterns for split colors. The lights shall be mounted to the sides of the cab within a black bezel.

#### **SIDE WARNING LIGHTS COLOR**

The warning lights located on the side of the cab shall be red with clear lens.

#### **SIDE WARNING LIGHTS LOCATION**

The warning lights on the side of the cab shall be mounted over the front wheel well forward from the center of the front axle.

#### **SIDE AND INTERSECTION WARNING SWITCH**

The side warning lights shall be controlled through a virtual button on the vehicle display and control screen. This button shall be clearly labeled for identification.

### **TANK LEVEL LIGHTS**

There shall be two (2) Whelen Strip-Light Plus XL tank lights surface mounted within a black bezel.

The light strips shall feature four (4) colors of LED lights to indicate the fluid level of a tank. The lights shall change in color to indicate the water level of the tank in ¼ tank increments, the colors shall change from green indicating a full tank to blue, amber, and red as the tank level drops.

### **TANK LEVEL LIGHTS ACTIVATION**

The tank level lights shall be pre-wired and coiled at rear of the cab for connection to the apparatus by the body builder.

### **TANK LEVEL LIGHTS LOCATION**

There shall be water level lights mounted as high as possible on each side of the cab in the upper forward portion of the cab, behind the front cab doors.

### **REAR WARNING LIGHTS**

The cab shall include a Whelen TAL65 Traffic Advisor Kit provided by Spartan. The kit shall include the Traffic Advisor with the standard fifteen (15) feet of cable and a Whelen TACTL5 Traffic Advisor control head.

The Whelen TACTL5 Traffic Advisor control head shall be installed and wired in the center dash panel.

The power to the control head shall be ignition switched and activation shall be dependent upon the state of the controllers switched position upon ignition.

Wiring provisions shall be provided and routed to the rear of the frame for the Whelen traffic advisor which shall be shipped loose for OEM installation.

### **ROTO-RAYS WARNING LIGHT**

A Roto-Rays® warning light shall be provided on the cab. The Roto-Rays light shall consist of three (3) round chrome heads, each equipped with an LED light. The LED lights shall be two (2) red and one (1) clear in color. The Roto-Rays light shall be installed on the top center of the cab front fascia using a custom bracket.

When activated, the entire light head assembly shall rotate at 200 RPM. When the parking brake is engaged the light shall stop rotating. The Roto Rays light shall have individual circuits for rotation and illumination so the lamps can remain illuminated when not rotating. When activated the Roto-Rays lights shall be steady burn while rotating and flashing while not rotating.

### **ROTO-RAYS WARNING LIGHT SWITCH**

The Roto-Rays® front warning light(s) shall be separately controlled through a virtual button on the Vista display and control screen. When the parking brake is engaged the light shall stop rotating.

### **INTERIOR DOOR OPEN WARNING LIGHTS**

The interior of each door shall include one (1) 15.87 inch long X 0.73 inch tall amber Weldon LED warning light. The light shall be located on the upper portion of the door frame to be visible when a

person is standing in front of the door while entering or exiting the cab. Each light shall activate with a scrolling directional flash pattern which moves from inside to outside when the door is in the open position. This shall serve as a warning to oncoming traffic.

### **SIREN CONTROL HEAD**

A Whelen 295HFSA7 electronic siren control head with remote dual amplifier shall be provided and flush mounted in the switch panel with a location specific to the customer's needs. The siren shall feature 200-watt output, radio broadcast, public address, wail, yelp, or piercer tones and hands free operation which shall allow the operator to turn the siren on and off from the horn ring if a horn/siren selector switch option is also selected.

### **AIR HORN AUXILIARY ACTIVATION**

The air horn activation shall be accomplished by two (2) lanyard cables, one (1) on the left hand side accessible to the driver and one (1) on the right hand side accessible to the officer. An air horn activation circuit shall be provided to the chassis harness pump panel harness connector.

### **MECHANICAL SIREN BRAKE/AUXILIARY ACTIVATION**

The mechanical siren shall be actuated by two (2) dual function momentary rocker switches in the switch panel on the dash which shall activate the siren in the upper position and engage the siren brake in the lower position.

### **MECHANICAL SIREN INTERLOCK**

The siren shall only be active when master warning switch is on to prevent accidental engagement.

### **BACK-UP ALARM**

An ECCO model 575 backup alarm shall be installed at the rear of the chassis with an output level of 107 dB. The alarm shall automatically activate when the transmission is placed in reverse.

### **INSTRUMENTATION**

An ergonomically designed instrument panel shall be provided. Each gauge shall be backlit with LED lamps. Stepper motor movements shall drive all gauges. The instrumentation system shall be multiplexed and shall receive ABS, engine, and transmission information over the J1939 data bus to reduce redundant sensors and wiring.

A twenty eight (28) icon lightbar message center with integral LCD odometer/trip odometer shall be included. The odometer shall display up to 999,999.9 miles. The trip odometer shall display 9,999.9 miles. The LCD message center screen shall be capable of custom configuration by the users for displaying certain vehicle status and diagnostic functions.

The instrument panel shall contain the following gauges:

One (1) three-movement gauge displaying vehicle speed, fuel level, and Diesel Exhaust Fluid (DEF) level. The primary scale on the speedometer shall read from 0 to 100 MPH, and the secondary scale on the speedometer shall read from 0 to 160 KM/H. The scale on the fuel and DEF level gauges shall read from empty to full as a fraction of full tank capacity. Red indicator lights in the gauge and an audible alarm shall indicate low fuel or low DEF at 1/8<sup>th</sup> tank level.

One (1) three-movement gauge displaying engine RPM, and primary and secondary air system pressures shall be included. The scale on the tachometer shall read from 0 to 3000 RPM. The scale on the air

pressure gauges shall read from 0 to 150 pounds per square inch (PSI) with a red line zone indicating critical levels of air pressure. Red indicator lights in the gauge and an audible alarm shall indicate low air pressure.

One (1) four-movement gauge displaying engine oil pressure, coolant temperature, voltmeter, and transmission temperature shall be included. The scale on the engine oil pressure gauge shall read from 0 to 100 pounds PSI with a red line zone indicating critical levels of oil pressure. A red indicator light in the gauge and audible alarm shall indicate low engine oil pressure. The scale on the coolant temperature gauge shall read from 100 to 250 degrees Fahrenheit (°F) with a red line zone indicating critical coolant temperatures. A red indicator light in the gauge and audible alarm shall indicate high coolant temperature. The scale on the voltmeter shall read from 9 to 18 volts with a red line zone indicating critical levels of battery voltage. A red indicator light in the gauge and an audible alarm shall indicate high or low system voltage. The low voltage alarm shall indicate when the system voltage has dropped below 11.8 volts for more than 120 seconds in accordance with the requirements of NFPA 1901. The scale on the transmission temperature gauge shall read from 100 to 300 degrees °F with a red line zone indicating critical temperatures. A red indicator light in the gauge and an audible alarm shall indicate a high transmission temperature.

The light bar portion of the message center shall include twenty-eight (28) LED backlit indicators. The lightbar shall be split with fourteen (14) indicators on each side of the LCD message screen. The lightbar shall contain the following indicators and produce the following audible alarms when supplied in conjunction with applicable configurations:

### **RED INDICATORS**

Stop Engine - indicates critical engine fault

Air Filter Restricted - indicates excessive engine air intake restriction

Park Brake - indicates parking brake is set

Seat Belt - indicates a seat is occupied and corresponding seat belt remains unfastened

Low Coolant - indicates critically low engine coolant

Cab Tilt Lock - indicates the cab tilt system locks are not engaged.

### **AMBER INDICATORS**

Malfunction Indicator Lamp (MIL) - indicates an engine emission control system fault

Check Engine - indicates engine fault

Check Transmission - indicates transmission fault

Anti-Lock Brake System (ABS) - indicates anti-lock brake system fault

High exhaust system temperature – indicates elevated exhaust temperatures

Water in Fuel - indicates presence of water in fuel filter

Wait to Start - indicates active engine air preheat cycle

Windshield Washer Fluid – indicates washer fluid is low

DPF restriction - indicates a restriction of the diesel particulate filter

Regen Inhibit-indicates regeneration of the DPF has been inhibited by the operator

Range Inhibit - indicates a transmission operation is prevented and requested shift request may not occur.

SRS - indicates a problem in the supplemental restraint system

Check Message - indicates a vehicle status or diagnostic message on the LCD display requiring attention.

### **GREEN INDICATORS**

Left and Right turn signal indicators

ATC - indicates low wheel traction for automatic traction control equipped vehicles, also indicates mud/snow mode is active for ATC system

High Idle - indicates engine high idle is active.

Cruise Control - indicates cruise control is enabled

OK to Pump - indicates the pump is engaged and conditions have been met for pump operations

Pump Engaged - indicates the pump transmission is currently in pump gear

Auxiliary Brake - indicates secondary braking device is active

### **BLUE INDICATORS**

High Beam indicator

### **AUDIBLE ALARMS**

Air Filter Restriction

Cab Tilt Lock

Check Engine

Check Transmission

Open Door/Compartment

High Coolant Temperature

High or Low System Voltage

High Transmission Temperature

Low Air Pressure

Low Coolant Level

Low DEF Level

Low Engine Oil Pressure

Low Fuel

Seatbelt Indicator

Stop Engine

Water in Fuel

Extended Left/Right Turn Signal On

ABS System Fault

### **BACKLIGHTING COLOR**

The instrumentation gauges and the switch panel legends shall be backlit using red LED backlighting.

### **AUXILIARY SPEEDOMETER**

The dash shall include an auxiliary speedometer which shall feature a digital readout. The primary scale shall match the primary scale of the instrumentation.

### **RADIO**

A Jensen brand heavy-duty radio with weather band, AM/FM stereo receiver and Bluetooth capabilities shall be installed in a customer specified location. Radio shall be the current, commercially available heavy-duty single-DIN automotive model at time of vehicle manufacturing date.

### **RADIO LOCATION**

The radio shall be installed in the left hand overhead position above the driver.

### **AM/FM ANTENNA**

A small antenna shall be located on the left hand side of the cab roof for AM/FM and weather band reception.

### **RADIO SPEAKERS**

There shall be two (2) speakers installed in the front portion of the cab recessed overhead and two (2) speakers installed in the rear portion of the cab overhead. The speakers shall be provided for connection to the sound system.

### **CAMERA RIGHT HAND**

One (1) Audiovox Voyager heavy duty rearview teardrop shaped chrome plated housing camera shall be mounted on the officer side of the cab below the windshield ahead of the front door at approximately the same level as the cab door handles. The camera display shall activate when the right side turn signal is activated.

### **CAMERA REAR**

One (1) Audiovox Voyager heavy duty box shaped HD camera shall be shipped loose for OEM installation in the body to afford the driver a clear view to the rear of the vehicle.

The camera system shall include a one-way communication device that shall be an integral part of the rear camera for the use of voice commands directly to the driver. The rear camera display shall activate when the vehicle's transmission is placed in reverse.

### **CAMERA DISPLAY**

The camera system shall be wired to two (2) vehicle display and control screens located on the driver's and officer's side dash. The camera system display can be activated through the vehicle display and control screens.

### **CAMERA SPEAKER**

The rear camera shall be wired to speaker(s) in the cab and shall audible to the driver and officer. There shall be a virtual button provided on the Vista display and control panel to deactivate the speaker(s).

### **TWO-WAY RADIOS**

The cab shall be pre-wired for six (6) radio headset charging locations. Individual power and ground wires shall be routed to the overhead interior driver and officer position as well as interior overhead RFO and FFO seating positions. Wires shall be labeled headset power and headset ground and shall include two additional feet for OEM installation. The total circuit will be protected by a 10 amp fuse.

### **FIRE EXTINGUISHER**

A 2.50 pound D.O.T approved fire extinguisher with BC rating shall be shipped loose with the cab.

### **DOOR KEYS**

The cab and chassis shall include a total of four (4) door keys for the manual door locks.

### **WARRANTY**

Purchaser shall receive a Custom Chassis Two (2) Years or 36,000 Miles limited warranty in accordance with, and subject to, warranty certificate RFW0102. The warranty certificate is incorporated by reference into this proposal, and included with this proposal or available upon request.

### **CHASSIS OPERATION MANUAL**

The chassis operation manual shall be contained in an on board USB digital storage device. The chassis operation manual shall be accessible through a USB port provided in the OBD diagnostic panel.

### **ENGINE AND TRANSMISSION OPERATION MANUALS**

The following manuals specific to the engine and transmission models ordered will be included with the chassis in the ship loose items:

(1) Hard copy of the Engine Operation and Maintenance manual with digital copy

(1) Digital copy of the Transmission Operator's manual

(1) Digital copy of the Engine Owner's manual

### **CAB/CHASSIS AS BUILT WIRING DIAGRAMS**

The cab and chassis wiring schematics and option wiring diagrams shall be contained in an on board USB digital storage device. The cab and chassis wiring schematics and option wiring diagrams shall be accessible through a USB port provided in the OBD diagnostic panel.

### **PAINT CONFIRMATION**

There shall be a paint confirmation letter sent to the body manufacturer with paint spray outs to confirm the cab primary paint color or primary and secondary paint color as specified by the paint options.

### **CUSTOMER INSPECTION**

There shall be a customer inspection of the chassis at Spartan Chassis in Charlotte, Michigan. The customer, the dealer, or the OEM shall be responsible for all travel costs and arrangements.

The date of the chassis inspection shall be determined based on the requested chassis completion date, OEM production schedules, the chassis off-line date, and the chassis completion date.

The inspection must be coordinated between the OEM/Dealer representative and Andy Torrence the Spartan Chassis FT Auditor/Inspection Coordinator. Andy can be contacted by phone at 517-543-6400 extension 3148, on his cell at 517-231-0959, or by email to [andy.torrence@spartanchassis.com](mailto:andy.torrence@spartanchassis.com).

### **SALES TERMS**

The sale of the chassis shall be governed by the terms contained on the Sales Terms – Acceptance of Purchase Order document, a copy of which is attached to this option.

### **DRIVELINE LAYOUT CONFIRMATION**

During the design phase of the chassis the Spartan Chassis driveline engineer shall submit the driveline layout to an OEM engineer to review the chassis design for any potential problems integrating the OEM body to the chassis. This shall also include review and approval of requested clear areas. The OEM engineer shall provide approval to the driveline engineer prior to driveline bills of materials being released.



**EMERGENCY RESPONSE**

|               |                              |
|---------------|------------------------------|
| CHASSIS:      | SPARTAN METRO STAR LFD 10RR  |
| ENGINE:       | CUMMINS X10 450HP            |
| TRANSMISSION: | ALLISON 4000 EVS             |
| AXLES:        | 21,500# FRONT / 27,000# REAR |
| MODEL:        | STAR PUMPER                  |
| WATER/FOAM:   | 1000 / 40 GALLONS            |
| PUMP:         | WATEROUS CSU 1500GPM         |
| FOAM SYSTEM:  | PROVISIONS ONLY              |
| GENERATOR:    |                              |

**DOOR FRAMED OPENINGS**

| COMPARTMENT | DOOR FRAMED OPENING |
|-------------|---------------------|
| L1          | 46.5-W x 65.0-H     |
| L2          | 62.0-W x 31.0-H     |
| L3          | 46.5-W x 65.0-H     |
| R1          | 46.5-W x 65.0-H     |
| R2          | 35.5-W x 31.0-H     |
| R3          | 46.5-W x 65.0-H     |
| BI          | 43.0-W x 28.0-H     |

**SPECIAL NOTES:**

THE PUMP PANEL LAYOUT IS REFERENCE ONLY. THE LOCATION OF COMPONENTS WILL CHANGE AS REQUIRED FOR DESIGN AND CUSTOMER INPUTS POST THE PRE-CONSTRUCTION MEETING.

**CUSTOMER**

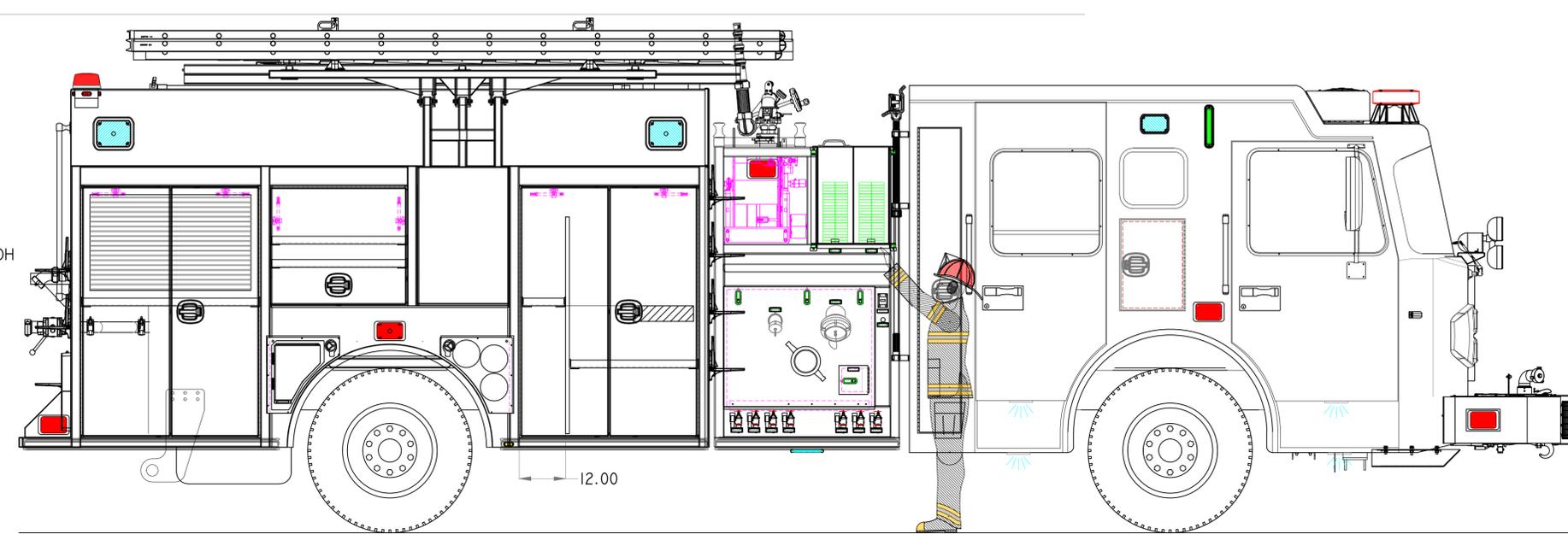
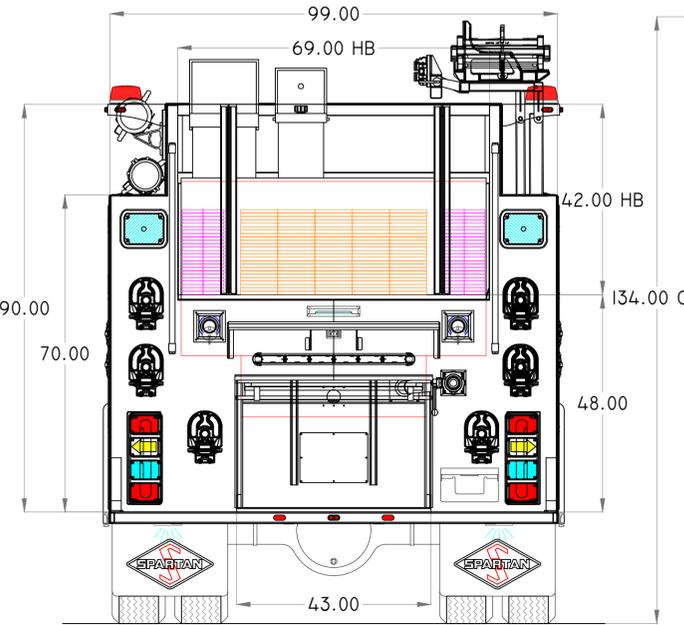
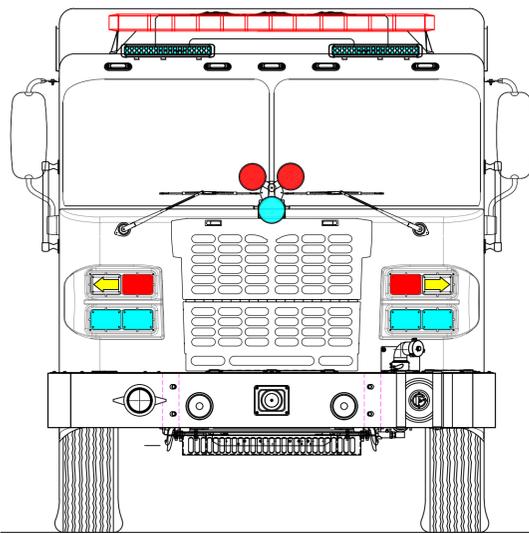
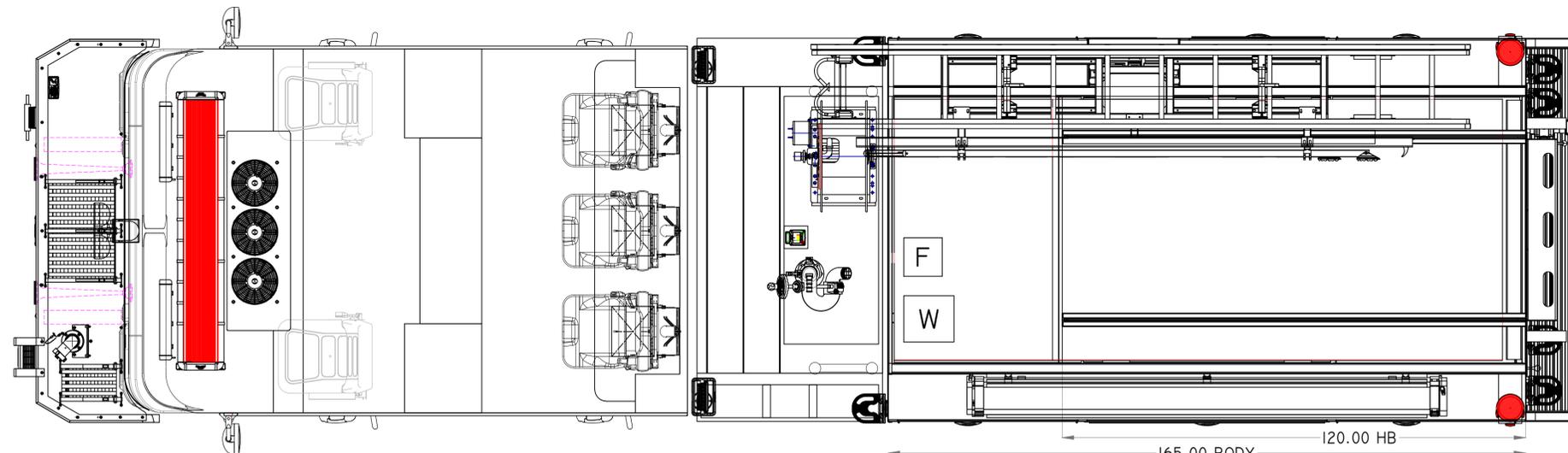
THIS DRAWING IS A CLOSE APPROXIMATION OF YOUR FIRE APPARATUS. IN ALL CASES WHERE THE DRAWING AND THE WRITTEN SPECIFICATION DIFFER, THE SPECIFICATION SHALL PREVAIL. PLEASE WORK WITH YOUR DEALER TO ASSURE THAT THE WRITTEN SPECIFICATION REPRESENTS WHAT YOU WANT IN YOUR FINISHED PRODUCT. SPARTAN EMERGENCY RESPONSE BUILDS TO THE WRITTEN SPECIFICATION, NOT THE DRAWING TO ASSURE THAT YOUR NEEDS ARE MET.

**PROPRIETARY AND CONFIDENTIAL**  
THE INFORMATION CONTAINED IN THIS DRAWING IS THE SOLE PROPERTY OF SPARTAN EMERGENCY RESPONSE. ANY REPRODUCTION IN PART OR AS A WHOLE WITHOUT THE WRITTEN PERMISSION OF SPARTAN EMERGENCY RESPONSE IS PROHIBITED. SPARTAN FIRE, LLC. D/B/A SPARTAN EMERGENCY RESPONSE.

|     |          |                  |      |
|-----|----------|------------------|------|
| 0   | 09/04/24 | INITIAL PROPOSAL | R.H. |
| REV | DATE     | DESCRIPTION      | NAME |

SCALE: NOT TO SCALE  
CUSTOMER: **SWARTZ CREEK AREA FIRE DEPARTMENT**

|               |                          |
|---------------|--------------------------|
| TRUCK NUMBER: | DEALER:                  |
| 000000        | R&R<br>FIRE TRUCK REPAIR |



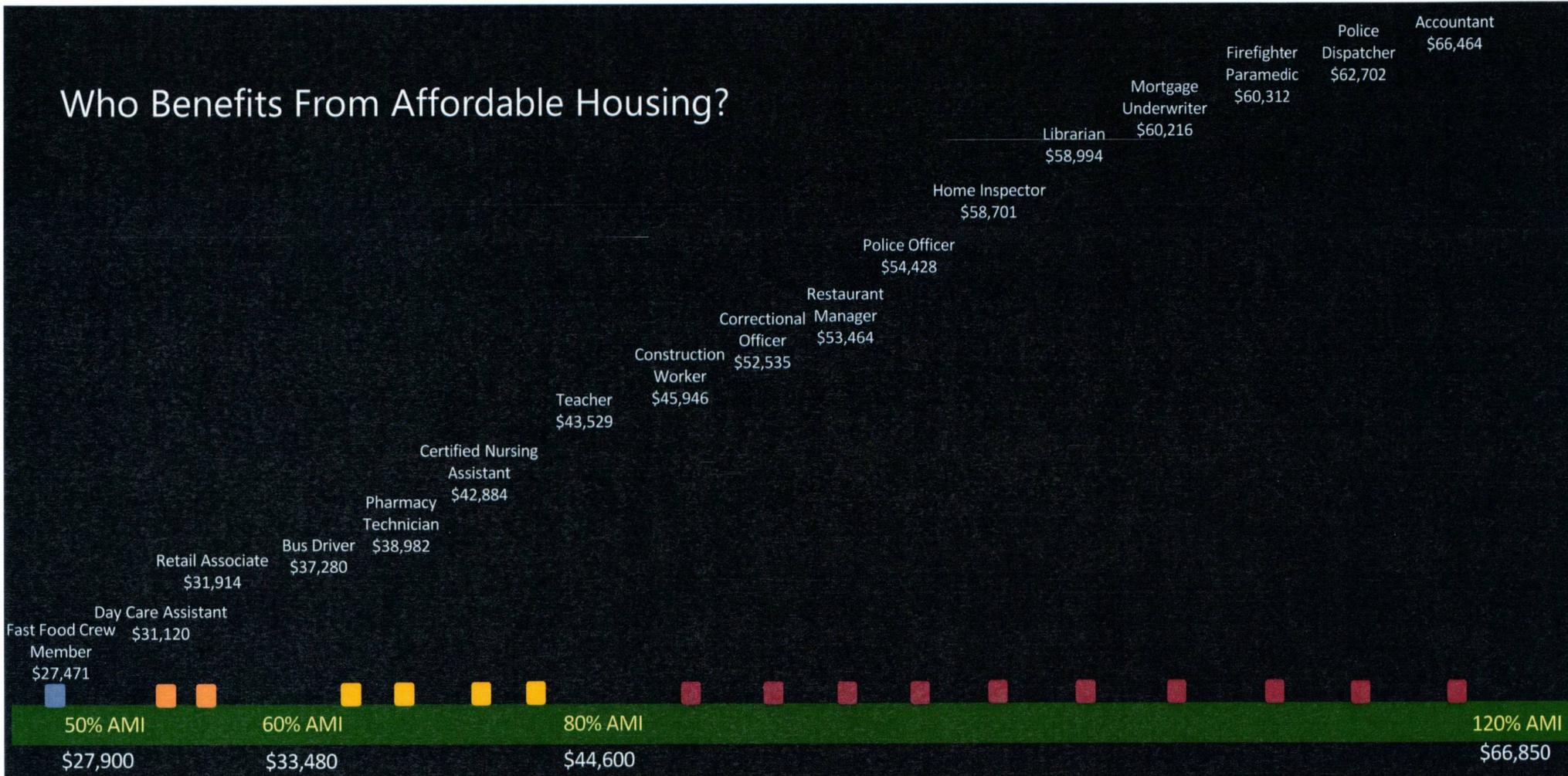
Potential Housing Assistance Income Limits

FY 2024 MEDIAN FAMILY INCOME FOR FLINT AND GENESEE COUNTY -- \$78,300

MAXIMUM INCOME LIMITS

| Household Size | 30%<br>Extremely Low<br>Income | 50%<br>Very Low<br>Income | 60%<br>Low Income | 80%<br>Moderate Income | 120%<br>Middle Income |
|----------------|--------------------------------|---------------------------|-------------------|------------------------|-----------------------|
| One Person     | \$16,750                       | \$27,900                  | \$33,480          | \$44,600               | \$66,850              |
| Two Person     | \$20,440                       | \$31,850                  | \$38,220          | \$51,000               | \$76,400              |
| Three Person   | \$25,820                       | \$35,850                  | \$43,020          | \$57,350               | \$85,950              |
| Four Person    | \$31,200                       | \$39,800                  | \$47,760          | \$63,700               | \$95,500              |
| Five Person    | \$36,580                       | \$43,000                  | \$51,600          | \$68,800               | \$103,150             |
| Six Person     | \$41,960                       | \$46,200                  | \$55,440          | \$73,900               | \$110,800             |
| Seven Person   | \$47,340                       | \$49,400                  | \$59,280          | \$79,000               | \$118,450             |
| Eight Person   | \$52,550                       | \$52,550                  | \$63,060          | \$84,100               | \$126,100             |

# Who Benefits From Affordable Housing?



Note: AMI stands for Area Median Income. Each data point represents the average salary for a specific occupation in Genesee County, Michigan. The percentages indicate how much the average salary falls below the 120% AMI threshold.

**CITY OF SWARTZ CREEK**  
*(An Equal Opportunity Employer)*  
**REQUIREMENTS FOR POVERTY EXEMPTION**

In order to be eligible for the poverty exemption, the claimant must do and meet all of the following requirements on an annual basis:

**REQUIREMENTS**

1. The applicant must own and occupy as a homestead the property for which the exemption is requested. The applicant must also produce a valid driver's license or other form of identification showing place of residence.
2. The applicant must file form 5737, Application for MCL 211.7u Poverty Exemption and form 5739, Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty, with the board of review as provided by the Swartz Creek City Assessor's Office. It must be received between January 1 of each year and the day prior to the last scheduled meeting day of the Board of Review for that year. **Note:** The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right to appeal to the Michigan Tax Tribunal.
3. Applicant must provide federal and state income tax returns for all persons residing in the homestead including any property tax credit returns. These income tax returns may be those filed in the current year or in the immediately preceding year. Any additional information regarding the poverty application must be in writing and attached to the petition form (**Note:** If an applicant is not required to file a federal or state income tax return then they must show proof of income and file the attached affidavit (Form 4988) for all persons residing in the residence who were not required to file federal or state tax returns for the current or preceding tax year.
4. Meet the asset level test, which is established to be: The claimant's and household's total assets, excluding the principal residence, do not exceed Ten Thousand dollars (\$10,000). Applicants must provide a list of all assets when applying for the poverty exemption. Assets include, but are not limited to:

A second home, land, vehicles • Recreational vehicles such as campers, motor-homes, boats and ATV's • Buildings other than the residence • Jewelry, antiques, artworks • Equipment, other personal property of value • Bank accounts (over a specified amount), stocks •

Money received from the sale of property, such as, stocks, bonds, a house or car (unless a person is in the specific business of selling such property) • Withdrawals of bank deposits and borrowed money • Gifts, loans, lump-sum inheritances, and one-time insurance payments Page 3 • Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms • Federal non-cash benefits programs such as Medicare, Medicaid, food stamps and school lunches.

5. The applicant must produce a deed, land contract or other evidence of ownership of the property for which an exemption is requested to support the information provided on the Poverty Petition.
6. An applicant must meet the federal poverty guidelines for the total household income as published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, as attached. Income includes, but is not limited to:

Money, wages, salaries before deductions, regular contributions from persons not living in the residence • Net receipts from non-farm or farm self-employment (receipts from a person's own business, professional enterprise, or partnership, after business expense deductions) • Regular payments from social security, railroad retirement, unemployment, worker's compensation, veteran's payments, public assistance, supplemental security income (SSI) • Alimony, child support, military family allotments • Private and governmental retirement and disability pensions, regular insurance, annuity payments • College or university scholarships, grants, fellowships, assistantships • Dividends, interest, and net income from rentals, royalties, estates, trusts, gambling or lottery winnings

IMPORTANT NOTE: PA390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit SHALL also include an asset level test.

7. The Poverty Exemption applicant must provide additional relevant documentation requested by the Assessor or Board of Review in order to fully investigate an application.

### **GUIDELINES FOR GRANTING POVERTY EXEMPTIONS:**

The Board of Review can deny or grant a full exemption equal to a 100% reduction in taxable value or a partial exemption equal to a 25%, 50% or 75% reduction in taxable value.

Poverty Exemptions must be processed annually. Under no circumstances will a poverty exemption be extended for a subsequent year without renewal of the poverty petition.

## **APPEAL OF POVERTY EXEMPTIONS TO THE MICHIGAN TAX TRIBUNAL:**

A property owner may appeal the March Board of Review's decision on a poverty exemption to the Michigan Tax Tribunal. This appeal must be made by June 30. A property owner may appeal the July Board of Review's decision or December Board of Review's decision to the Michigan Tax Tribunal within 35 days from the date of the decision. The assessor may also appeal a Board of Review's decision on a poverty exemption to the Michigan Tax Tribunal.

### **Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2025**

| <b>Size of Family Unit</b>        | <b>Poverty Guidelines</b> |
|-----------------------------------|---------------------------|
| <b>1</b>                          | <b>\$15,060</b>           |
| <b>2</b>                          | <b>\$20,440</b>           |
| <b>3</b>                          | <b>\$25,820</b>           |
| <b>4</b>                          | <b>\$31,200</b>           |
| <b>5</b>                          | <b>\$36,580</b>           |
| <b>6</b>                          | <b>\$41,960</b>           |
| <b>7</b>                          | <b>\$47,340</b>           |
| <b>8</b>                          | <b>\$52,720</b>           |
| <b>For each additional person</b> | <b>\$5,380</b>            |

**From:** [MDOT-RailCrossings](#)  
**To:** [Adam Zettel](#)  
**Subject:** 2025 Local Grade Crossing Surface Program Award Notice  
**Date:** Thursday, November 28, 2024 12:15:39 AM

---

Dear Road Agency Partner:

Thank you for your recent application to the Local Grade Crossing Surface Program. We are pleased to inform you that all your project(s) met the criteria for inclusion in the 2025 program. Please find the full list of your location(s) below. The fully executed funding application will be sent in a separate email from OneSpan for your records.

| <b>NI#</b> | <b>Road Name</b> | <b>Road Authority</b> | <b>Railroad</b>                      |
|------------|------------------|-----------------------|--------------------------------------|
| 283739R    | Miller Rd        | Swartz Creek, City Of | Grand Trunk Western Railroad Company |

Our office will issue project authorizations directly to the affected railroad company within the next 12-16 weeks, and we anticipate that work will be scheduled by the railroad company for the 2025 construction season. Our office will process all eligible invoices and perform a final inspection to assure satisfactory completion of the work. There is no further action required on your part at this time unless you have previously committed to participation with the railroad for detours or approach paving work. In the event you are planning to actively participate in the project(s), please make sure to work with your relevant railroad contact directly.

If you are contacted by your local Metropolitan Planning Organization (MPO) regarding this work, please confirm that your community has been awarded the Surface Program Grant(s) so that the MPO can validate the additional project(s) within your region.

Finally, please be advised that we anticipate opening the 2026 Local Grade Crossing Surface Program call for projects in July 2025. We plan to send an announcement correspondence once again to all road agencies statewide, and to have the application and instructions available on-line at the MDOT Office of Rail web page. Feel free to contact our office directly at 517-897-2103 if you have any questions.

Thank you for your continued interest and participation,

**Alexis Louth**

Local Grade Crossing Analyst  
MDOT - Rail Safety & Administration Section  
425 W. Ottawa St  
Lansing, MI 48909  
(517) 897-2103 | [loutha@michigan.gov](mailto:loutha@michigan.gov) | [Office of Rail](#)  
Hours: 7:30a-6p M-Th

**Speedy Signs Nelson**

T/A PENZ Enterprises Ltd  
87 Vanguard Street  
Nelson 7010

13/11/2024

03 545 9996

nelson@speedysigns.co.nz

**Greg Dietrich**  
City of Swartz Creek

P: 081 09225283

E: [gdietch@cityofswartzcreek.org](mailto:gdietch@cityofswartzcreek.org)

Hi Greg

Thank you for providing Speedy Signs with the opportunity to present this quotation for your new signage. Please check the information listed below, and if you're happy with our quote (valid for 30 days), sign and email it back to us.

Once you've accepted the quote, we'll send you a colour proof for approval. Following approval of artwork, we will schedule your order into production and will be in touch to confirm delivery or installation timing as soon as possible. If you have any questions, please don't hesitate to get in touch.

**Project:** Solar System Sign

| # | Description   | Qty | Rate     | Amount   |
|---|---|-----|----------|----------|
| 1 | <b>Artwork - Set Up</b><br>File set up, proof and prep  | 1   | 65.00    | 65.00    |
| 2 | <b>Misc - OS</b><br>To make laser cut panels for placard stand and stand framework, made from 5052 aluminium.<br><br>Supply 1 of placard stand frame made from aluminium 5052.<br>Make 1 "planet stand".<br><br>Includes all the printed graphics and painted black.<br><br>"Sun" sphere and post not included<br><br>INSTALLATION NOT INCLUDED<br><br>PRICE PER UNIT ( PANEL)<br><br>PRICE AS PER MOCK UP SENT BY THE CUSTOMER | 1   | 6,668.00 | 6,668.00 |

USD Amount is \$4,534.25 as of December 6, 2024

|                |                    |                        |                    |
|----------------|--------------------|------------------------|--------------------|
| Salesperson:   | Fermin Padilla     | Total Excluding GST    | \$ 6,733.00        |
| Payment Terms: | 50% Deposit        | Total Including GST    | \$ 7,742.95        |
| Bank Account:  | 06-0705-0502422-00 | <b>Deposit Payable</b> | <b>\$ 3,871.48</b> |

**STANDARD TERMS OF TRADE**

Unless otherwise agreed in writing at the time of order, Speedy Signs' Standard Terms of Trade apply to this transaction. Title in goods sold is retained by Speedy Signs until payment in full. Risk passes immediately to the buyer, who must insure the goods, noting the seller's Interest. Our standard payment terms are 50% deposit with order, balance on completion. Unless otherwise specified prices excluded GST, delivery, and installation. Prices based on estimated specifications may be amended if specifications alter. Full terms of trade can be viewed on our website [speedysigns.co.nz](http://speedysigns.co.nz)

November 10, 2024

To: Council Members, and Swartz Creek Residents,

Please excuse the tardiness of this note of thanks and appreciation. The recent death of my sister and only sibling has required most of my time these past few weeks.

I am honored to be a recipient of the Miller Settlement Citizen of the Year for 2023, and to have received a key to the City of Swartz Creek.

While I have lived in Genesee County all my life, when preparing for retirement I investigated several small communities and was pleased to discover that Swartz Creek was exactly what I was looking for. I found a strong, welcoming, and well led community to call home, and have never regretted my decision.

Again, I am honored to have been chosen for the award, and will do my best to live up to its intent.

With Gratitude

Janeen M. Keeley

## Monday, December 2, 2024

[Listen to the Article](#)

# Sponsors, Supporters Hope Bicameral Water Affordability Bill Package Will Be A Priority During Lame Duck Session

Backers of a bicameral legislative package that would create a water rate affordability fund and prevent water shutoffs for residents with health issues on Monday urged their colleagues to make the bills a priority during lame duck.

The House and Senate this time last year took testimony on separate versions of the bills ([HB 5088](#) , [HB 5089](#) , [HB 5090](#) , [HB 5091](#) , [HB 5092](#) , [HB 5093](#) , [SB 549](#) , [SB 550](#) , [SB 551](#) , [SB 552](#) and [SB 553](#) ) which would create a Low-Income Water Residential Affordability Program that would be funded through a \$2 monthly fee per retail water meter. The fund would be overseen by the Department of Treasury. Local officials also threw their support behind [SB 25](#) , which would create a right to water.

Throughout the process, supporters have said the bills are a way to prevent water shutoffs and help residents in need, while opponents said the proposal is an unfair tax on Michigan families to bail out those not paying their bills (See [Gongwer Michigan Report, May 8, 2024](#)).

On Monday, [Sen. Stephanie Chang](#) (D-Detroit), [Sen. John Damoose](#) (R-Harbor Springs) and [Rep. Abraham Aiyash](#) (D-Hamtramck) held a news conference to nudge their colleagues in both chambers to action during lame duck.

"Water affordability must be a priority for this lame duck session because we recognize how important it is that we get this bipartisan, commonsense solution passed for the good of all Michiganders, but also because we recognize that we if we don't pass this in a few years, we will very much be in a crisis," Chang said. "We recognize that water

bills are continuing to go up, and we have not passed any long-term solutions on this issue. While we have appropriated money, which has been very helpful, we know that the problem is only growing, and so it's very, very important for all of the community members that absolutely need this legislation that we pass this before the end of the year."

Aiyash also said the package was a lame duck priority on the House side.

"We look forward to passing it this December," Aiyash added. "There's been a lot of healthy discussions with members of both caucuses, and I think there's an appetite to get this done before we leave for the new year."

Damoose said he's had great conversations on the package with his Republican colleagues in both chambers, including the House. He also questioned why it took so long for the bills to get momentum and why it had to wait for lame duck to see action.

"This is something that really didn't have to wait until lame duck," he said. "I don't know why we didn't get this done earlier. So, now it's just a matter of timing to me. Let's not waste any more time and let it get it done."

Overall, Chang said the package would ensure clean and affordable water for every Michigander.

"Water is not just a resource, it's something that every human being needs in order to live. Yet too many families in our state are struggling to afford their water bills or have, in the past, faced the threat of shut offs," she said. "This bill package represents years of hard work and collaboration with water providers, advocate governments, community organizations and many across the state. The goal is simple to ensure that no family has to choose between paying their water bill, keeping the lights and heat on or putting food on the table."

The legislation, if passed, would make water bills affordable to low-income households at or below 200 percent of the federal poverty level. They would establish a sustainable funding source and provide critical shut off protections.

Chang said it was a sad fact that in 2020, more than 317,000 Michigan households were behind on their water bills.

"That's a lot of our friends and neighbors potentially at risk of losing access to something that's essential for life," she added. "Post inflation only has increased prices and pressures on Michigan's working class and vulnerable families. This is an issue that affects families in urban, suburban and rural communities alike in every single county in Michigan, and our legislation addresses these challenges head on, protecting public health, all while investing in our local water providers and water infrastructure to help stabilize their rising costs."

Several changes were made to the bills via substitutes during and after committees held testimony on the bills last year. The legislative package's sponsors created a website – [miwaterplan.com](http://miwaterplan.com) – to track [changes](#) in the bills, which Chang said were lengthy and only gave an overview of changes during the press conference.

Damoose said he was proud to be a supporter of the package.

"Clean affordable water is something we all depend on, and it's time we come together to ensure that every Michigander has access to it. Florida has beautiful winters, Colorado has amazing mountains, and Michigan has water," Damoose said. "And the thought that some of our residents cannot afford access to that water is something that should be appalling to every legislator, Republican or Democrat. This bill package isn't just about addressing water affordability. It's about doing so in a way that makes fiscal sense."

By capping water bills at 2 to 3 percent of income for low-income households and by creating a sustainable funding source, Damoose said the Legislature was making an investment "that will definitely pay off in the long run."

"Helping families pay their bills reduces bad debt, strengthens utility ledgers and helps prevent costly public health crises down the road," he said. "Some people might be hesitant about the \$2 monthly fee, but let me be clear, this small investment will generate \$65 million annually, funds that will directly benefit families and communities across our state and the utilities that provide them with clean water, and as we've seen, the cost of our inaction is far greater."

Aside from the package being a fiscally smart solution to a growing crisis, Damoose framed it as a moral imperative for lawmakers of all stripes.

"We have a conscience, too," Damoose said of legislative Republicans. "We want to do the right thing."

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## Verizon Tower Proposed Lease Option

### THIRD AMENDMENT TO LEASE AGREEMENT

This Third Amendment to Lease Agreement (this "**Amendment**") is made effective as of the latter signature date hereof (the "**Effective Date**") by and between **City of Swartz Creek, MI ("Landlord")** and **Cellco Partnership d/b/a Verizon Wireless ("Tenant")** (Landlord and Tenant being collectively referred to herein as the "**Parties**").

#### RECITALS

**WHEREAS**, Landlord owns the real property described on **Exhibit A** attached hereto and by this reference made a part hereof (the "**Parent Parcel**"); and

**WHEREAS**, Landlord (or its predecessor-in-interest) and Tenant (or its predecessor-in-interest) entered into that certain Lease Agreement dated June 19, 1997 (the "**Original Lease**"), as amended by that certain First Amendment to Lease Agreement dated July 25, 2016 (the "**First Amendment**") and as amended by that certain Second Amendment to Lease Agreement dated December 23, 2020 (the "**Second Amendment**") (as the same may have been amended from time to time, collectively, the "**Lease**"), pursuant to which the Tenant leases a portion of the Parent Parcel and is the beneficiary of certain easements for access and public utilities, all as more particularly described in the Lease (such portion of the Parent Parcel so leased along with such portion of the Parent Parcel so affected, collectively, the "**Leased Premises**"), which Leased Premises are also described on **Exhibit A**; and

**WHEREAS**, Tenant, Verizon Communications Inc., a Delaware corporation, and other parties identified therein, entered into a Management Agreement and a Master Prepaid Lease, both with an effective date of March 27, 2015 and both with ATC Sequoia LLC, a Delaware limited liability company ("**American Tower**"), pursuant to which American Tower subleases, manages, operates and maintains, as applicable, the Leased Premises, all as more particularly described therein; and

**WHEREAS**, Tenant has granted American Tower a limited power of attorney (the "**POA**") to, among other things, prepare, negotiate, execute, deliver, record and/or file certain documents on behalf of Tenant, all as more particularly set forth in the POA; and

**WHEREAS**, Landlord and Tenant desire to amend the terms of the Lease as expressly provided herein.

**NOW THEREFORE**, in consideration of the foregoing recitals and the mutual covenants set forth herein and other good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. **Memorandum of Lease.** Landlord hereby agrees to execute and return to Tenant an original recordable Memorandum of Lease in the form and of the substance attached hereto as **Exhibit B** and by this reference made a part hereof (the "**Memorandum**"), together with any applicable forms needed to record the Memorandum, which forms shall be supplied by Tenant to Landlord.
2. **One-Time Payment.** Tenant shall pay to Landlord a one-time payment in the amount of **Three Thousand Five Hundred and 00/100 Dollars (\$3,500.00)**, payable within thirty (30) days of the Effective Date and subject to the following conditions precedent: (a) Tenant's receipt of this Amendment and the Memorandum executed by Landlord, on or before December 30, 2024; (b) Tenant's completion of its due diligence, including verification of Landlord's ownership; and (c) Tenant's receipt of any documents and other items reasonably requested by Tenant in order to effectuate the transaction and payment contemplated herein. The one-time payment shall be paid to, and all taxable income shall be reported by, **City of Swartz Creek, MI**.
3. **Rent and Escalation.** The Parties hereby acknowledge and agree that the current rent payable from Tenant to Landlord under the Lease is equal to **Twenty-Six Thousand Two and 68/100 Dollars (\$26,002.68)** per year (the "**Rent**"). Commencing on June 19, 2027 and on the beginning of each renewal

ATC Site No: 412754  
VZW Site No: 139535  
Site Name: Swartz Creek MI SQA

term thereafter, Rent due under the Lease shall increase by an amount equal to **Ten Percent (10%)** of the then current Rent. In the event of any overpayment of Rent prior to or after the Effective Date, Tenant shall have the right to deduct from any future Rent payments an amount equal to the overpayment amount. Notwithstanding anything to the contrary contained in the Lease, all Rent and any other payments expressly required to be paid by Tenant to Landlord under the Lease and this Amendment shall be paid to the **City of Swartz Creek, MI**.

4. **Tenant's Right to Expand Leased Premises.** For good and valuable consideration, the receipt adequacy and sufficiency of which are hereby acknowledged, Landlord hereby grants to Tenant an irrevocable option to expand the Leased Premises to include an additional One Thousand (1,000) square feet in a mutually agreed upon location contiguous to the Leased Premises (the "**Expansion Area**"). Tenant may, by written notice to Landlord, exercise said option, in Tenant's sole and absolute discretion, at any time during the term of the Lease (as the same may be extended from time to time). In connection with this option to expand, Tenant, its agents, employees and independent contractors, shall have the right to enter upon that portion of the Parent Parcel lying beyond the Leased Premises at any time for purposes of evaluating the land and to perform (or cause to be performed) test borings of the soil, environmental audits, engineering studies and to conduct a boundary, as-built or similar survey of all (or any portion of) the Expansion Area to be prepared by a surveyor duly licensed under the laws of the state in which the Expansion Area is located. Said right of Tenant shall include, without limitation, the right to clear trees, brush and other obstructions which may interfere, in Tenant's sole discretion, with Tenant's ability to conduct such evaluation activities. Landlord agrees to execute an amendment to the Lease to reflect the addition of the Expansion Area to the Leased Premises, within thirty (30) days of receipt by Landlord, in a form which is recordable in the jurisdiction in which the Leased Premises is located. Until such time as Tenant exercises said option, if ever, Landlord hereby agrees to give Tenant no less than ninety (90) days prior notice prior to entering into a lease or other use or occupancy agreement pertaining to any portion of the Parent Parcel. During the foregoing ninety (90) day period, Tenant may elect to designate the Expansion Area by written notice to Landlord, in which case such Expansion Area would no longer be available for Landlord to lease to a third party.
  
5. **Exercise of Right to Expand Leased Premises.** The "**Commencement Date**" of the expansion of the Leased Premises, to include the Expansion Area, shall be the earlier of: (i) the date that one of Tenant's (or American Tower's) customers commences payment to Tenant (or American Tower) under a sublease, license or other form of collocation agreement that grants said customer use of the Expansion Area; (ii) the date that Tenant (and/or American Tower) issues a written 'Notice To Proceed' to one of Tenant's (or American Tower's) customers for the purpose of commencing said customer's installation of equipment on all or a portion the Expansion Area; (iii) if no written 'Notice to Proceed' is issued, then the date that Tenant, American Tower, or a customer, licensee, or sublessee thereof commences to install its equipment or other personal property at, on, or within the Expansion Area; (iv) the date that Tenant (and/or American Tower) issues a written notice to Landlord evidencing its intent to commence leasing the Expansion Area; or (v) in the event Tenant (and/or American Tower) commences payment of the additional rent described in Section 6 below (notwithstanding the fact that such payment was not obligated to be made at the time of such payment), the date that such payment commences.
  
6. **Revenue Share.** Any sublease, license or other form of collocation agreement entered into for use of the Expansion Area shall be subject to the revenue sharing provisions described in Section 31(f) of the Original Lease and shall escalate in accordance with Section 3 of this Amendment.

7. **Conflict/Capitalized Terms.** The Parties hereby acknowledge and agree that in the event of a conflict between the terms and provisions of this Amendment and those contained in the Lease, the terms and provisions of this Amendment shall control. Except as otherwise defined or expressly provided in this Amendment, all capitalized terms used in this Amendment shall have the meanings or definitions ascribed to them in the Lease. To the extent of any inconsistency in or conflict between the meaning, definition, or usage of any capitalized terms in this Amendment and the meaning, definition, or usage of any such capitalized terms or similar or analogous terms in the Lease, the meaning, definition, or usage of any such capitalized terms in this Amendment shall control.
8. **Counterparts.** This Amendment may be executed in multiple counterparts, each of which when so executed and delivered, shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument.

[SIGNATURES FOLLOW ON NEXT PAGE]

**LANDLORD:**

**City of Swartz Creek, MI**

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

[SIGNATURES CONTINUE ON NEXT PAGE]

**TENANT:**

**Cellco Partnership d/b/a Verizon Wireless**

By: ATC Sequoia LLC, a Delaware limited liability company  
Title: Attorney-in-Fact

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **EXHIBIT A**

*This Exhibit A may be replaced at Tenant's option as described below.*

### **PARENT PARCEL**

*Tenant shall have the right to replace this description with a description obtained from Landlord's deed (or deeds) that include the land area encompassed by the Lease and Tenant's improvements thereon.*

The Parent Parcel consists of the entire legal taxable lot owned by Landlord as described in a deed (or deeds) to Landlord of which the Leased Premises is a part thereof with such Parent Parcel being described below.

**THE FOLLOWING DESCRIBED PREMISES SITUATED IN THE CITY OF SWARTZ CREEK, COUNTY OF GENESEE AND STATE OF MICHIGAN, TO-WIT:**

**A PARCEL OF LAND BEING PART OF THE NW ¼ OF THE SW ¼ OF SECTION 31, T7N-R6E, CITY OF SWARTZ CREEK, GENESEE COUNTY, DESCRIBED AS BEGINNING AT A POINT ON THE WEST SECTION LINE OF SAID SECTION 31 WHICH IS S 00 DEG. 16'00" W 855.00 FEET FROM THE WEST ¼ CORNER OF SAID SECTION 31; THENCE S 88 DEG. 54'00" E, 122.58 FEET; THENCE S 16 DEG. 46'00" W, 255.51 FEET; THENCE N 88 DEG. 54'00" W, 50.00 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 31; THENCE N 00 DEG. 16' 00" E, 246.04 FEET ALONG SAID WEST SECTION LINE TO THE POINT OF BEGINNING, CONTAINING 0.49 ACRES AND BEING SUBJECT TO THE USE OF THE WESTERLY 50.00 FEET THEREOF AS ELMS ROAD.**

Being situated in the County of Genesee, State of Michigan, and being known as  
Genesee County APN: 58-31-751-004.

### **LEASED PREMISES**

*Tenant shall have the right to replace this description with a description obtained from the Lease or from a survey conducted by Tenant.*

The Leased Premises consists of that portion of the Parent Parcel as defined in the Lease which shall include access and utilities easements. The square footage of the Leased Premises shall be the greater of: (i) the land area conveyed to Tenant in the Lease; (ii) Tenant's (and Tenant's customers') existing improvements on the Parent Parcel; or (iii) the legal description or depiction below (if any).

**LAND IN THE CITY OF SWARTZ CREEK, COUNTY OF GENESEE, STATE OF MICHIGAN, DESCRIBED AS: COMMENCING AT THE W 1/4 CORNER OF SECTION 31, T7N, R6E, CITY OF SWARTZ CREEK, GENESEE COUNTY, MICHIGAN, THENCE S 00° 16' 00" W 903.50 FEET ALONG THE WEST LINE OF SAID SECTION 31 AND THE CENTERLINE OF ELMS ROAD, THENCE S 89° 44' 00" E 50.00 FEET TO THE EAST RIGHT OF WAY LINE OF ELMS ROAD AND TO THE POINT OF BEGINNING: THENCE S 89° 44' 00" E 33.25 FEET; THENCE S 00° 16' 00" W 64.00 FEET; THENCE N 89° 44' 00" W 33.25 FEET; THENCE N 00° 16' 00" E 64.00 FEET ALONG THE EAST RIGHT OF WAY LINE OF ELMS ROAD AND TO THE POINT OF BEGINNING, BEING A PART OF THE S.W. 1/4 OF SAID SECTION 31, T7N, R6E, CITY OF SWARTZ CREEK, GENESEE COUNTY, MICHIGAN, CONTAINING 2128 SQ. FT. OR 0.049 ACRES OF LAND MORE OR LESS, AND SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD, IF ANY.**

ATC Site No: 412754  
VZW Site No: 139535  
Site Name: Swartz Creek MI SQA

**EXHIBIT A (Continued)**

**OPTION FOR EXPANSION AREA**

Tenant has an irrevocable option to expand the Leased Premises to include an additional One Thousand (1,000) square feet in a mutually agreed upon location contiguous to the Leased Premises.

**ACCESS AND UTILITIES**

The access and utility easements include all easements of record as well as that portion of the Parent Parcel currently utilized by Tenant (and Tenant's customers) for ingress, egress and utility purposes from the Leased Premises to and from a public right of way.

## **EXHIBIT B**

# **FORM OF MEMORANDUM OF LEASE**

**Prepared by and Return to:**

American Tower  
10 Presidential Way  
Woburn, MA 01801  
Attn: Land Management/Rory Pickens, Esq.  
ATC Site No: 412754  
ATC Site Name: Swartz Creek MI SQA  
Assessor's Parcel No(s): 58-31-751-004

**Prior Recorded Lease Reference:**

Doc No. 202102080009632  
State of Michigan  
County of Genesee

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**MEMORANDUM OF LEASE**

This Memorandum of Lease (the "**Memorandum**") is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_ by and between **City of Swartz Creek, MI ("Landlord")** and **Cellco Partnership d/b/a Verizon Wireless ("Tenant")**.

**NOTICE** is hereby given of the Lease (as defined and described below) for the purpose of recording and giving notice of the existence of said Lease. To the extent that notice of such Lease has previously been recorded, then this Memorandum shall constitute an amendment of any such prior recorded notice(s).

1. **Parent Parcel and Lease.** Landlord is the owner of certain real property being described on **Exhibit A** attached hereto and by this reference made a part hereof (the "**Parent Parcel**"). Landlord (or its predecessor-in-interest) and Tenant (or its predecessor-in-interest) entered into that certain Lease Agreement dated June 19, 1997 (the "**Original Lease**"), as amended by that certain First Amendment to Lease Agreement dated July 25, 2016 (the "**First Amendment**") and as amended by that certain Second Amendment to Lease Agreement dated December 23, 2020 (the "**Second Amendment**") (as the same may have been amended from time to time, collectively, the "**Lease**"), pursuant to which Tenant leases a portion of the Parent Parcel and is the beneficiary of certain easements for access and public utilities, all as more particularly described in the Lease (such portion of the Parent Parcel so leased along with such portion of the Parent Parcel so affected, collectively, the "**Leased Premises**"), which Leased Premises is also described on **Exhibit A**.
2. **American Tower.** Tenant, Verizon Communications Inc., a Delaware corporation, and other parties identified therein, entered into a Management Agreement and a Master Prepaid Lease, both with an effective date of March 27, 2015 and both with ATC Sequoia LLC, a Delaware limited liability company ("**American Tower**"), pursuant to which American Tower subleases, manages, operates and maintains, as applicable, the Leased Premises, all as more particularly described therein. In connection with these responsibilities, Tenant has also granted American Tower a limited power of attorney (the "**POA**") to, among other things, prepare, negotiate, execute, deliver, record and/or file certain documents on behalf of Tenant, all as more particularly set forth in the POA.

ATC Site No: 412754  
VZW Site No: 139535  
Site Name: Swartz Creek MI SQA

3. **Option to Expand Leased Premises.** The Landlord has granted to Tenant an option to expand the Leased Premises by approximately One Thousand (1,000) square feet in a mutually agreed upon location contiguous to the Leased Premises.
4. **Expiration Date.** Subject to the terms, provisions, and conditions of the Lease, and assuming the exercise by Tenant of all renewal options contained in the Lease, the final expiration date of the Lease would be June 18, 2052. Notwithstanding the foregoing, in no event shall Tenant be required to exercise any option to renew the term of the Lease.
5. **Right of First Refusal.** There is a right of first refusal in the Lease.
6. **Effect/Miscellaneous.** This Memorandum is not a complete summary of the terms, provisions and conditions contained in the Lease. In the event of a conflict between this Memorandum and the Lease, the Lease shall control. Landlord hereby grants the right to Tenant to complete and execute on behalf of Landlord any government or transfer tax forms necessary for the recording of this Memorandum. This right shall terminate upon recording of this Memorandum.
7. **Notices.** All notices must be in writing and shall be valid upon receipt when delivered by hand, by nationally recognized courier service, or by First Class United States Mail, certified, return receipt requested to the addresses set forth herein: to Landlord at: 8083 Civic Drive, Swartz Creek, MI 48473; to Tenant at: Verizon Wireless, Attn.: Network Real Estate, 180 Washington Valley Road, Bedminster, NJ 07921; with copy to: American Tower, Attn.: Land Management, 10 Presidential Way, Woburn, MA 01801, and also with copy to: Attn.: Legal Dept., 116 Huntington Avenue, Boston, MA 02116. Any of the parties hereto, by thirty (30) days prior written notice to the other in the manner provided herein, may designate one or more different notice addresses from those set forth above. Refusal to accept delivery of any notice or the inability to deliver any notice because of a changed address for which no notice was given as required herein, shall be deemed to be receipt of any such notice.
8. **Counterparts.** This Memorandum may be executed in multiple counterparts, each of which when so executed and delivered, shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument.

[SIGNATURES COMMENCE ON FOLLOWING PAGE]

**IN WITNESS WHEREOF**, Landlord and Tenant have each executed this Memorandum as of the day and year set forth below.

**LANDLORD**

**WITNESS**

**City of Swartz Creek, MI**

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_

**WITNESS AND ACKNOWLEDGEMENT**

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

[SEAL]

*[SIGNATURES CONTINUE ON FOLLOWING PAGE]*

**TENANT**

**WITNESS**

**Cellco Partnership d/b/a Verizon Wireless**

By: ATC Sequoia LLC, a Delaware limited liability company  
Title: Attorney-in-Fact

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_

**WITNESS AND ACKNOWLEDGEMENT**

Commonwealth of Massachusetts

County of Middlesex

On this \_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_, before me, \_\_\_\_\_, the undersigned Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

[SEAL]

## **EXHIBIT A**

*This Exhibit A may be replaced at Tenant's option as described below.*

### **PARENT PARCEL**

*Tenant shall have the right to replace this description with a description obtained from Landlord's deed (or deeds) that include the land area encompassed by the Lease and Tenant's improvements thereon.*

The Parent Parcel consists of the entire legal taxable lot owned by Landlord as described in a deed (or deeds) to Landlord of which the Leased Premises is a part thereof with such Parent Parcel being described below.

**THE FOLLOWING DESCRIBED PREMISES SITUATED IN THE CITY OF SWARTZ CREEK, COUNTY OF GENESEE AND STATE OF MICHIGAN, TO-WIT:**

**A PARCEL OF LAND BEING PART OF THE NW ¼ OF THE SW ¼ OF SECTION 31, T7N-R6E, CITY OF SWARTZ CREEK, GENESEE COUNTY, DESCRIBED AS BEGINNING AT A POINT ON THE WEST SECTION LINE OF SAID SECTION 31 WHICH IS S 00 DEG. 16'00" W 855.00 FEET FROM THE WEST ¼ CORNER OF SAID SECTION 31; THENCE S 88 DEG. 54'00" E, 122.58 FEET; THENCE S 16 DEG. 46'00" W, 255.51 FEET; THENCE N 88 DEG. 54'00" W, 50.00 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 31; THENCE N 00 DEG. 16' 00" E, 246.04 FEET ALONG SAID WEST SECTION LINE TO THE POINT OF BEGINNING, CONTAINING 0.49 ACRES AND BEING SUBJECT TO THE USE OF THE WESTERLY 50.00 FEET THEREOF AS ELMS ROAD.**

Being situated in the County of Genesee, State of Michigan, and being known as  
Genesee County APN: 58-31-751-004.

### **LEASED PREMISES**

*Tenant shall have the right to replace this description with a description obtained from the Lease or from a survey conducted by Tenant.*

The Leased Premises consists of that portion of the Parent Parcel as defined in the Lease which shall include access and utilities easements. The square footage of the Leased Premises shall be the greater of: (i) the land area conveyed to Tenant in the Lease; (ii) Tenant's (and Tenant's customers') existing improvements on the Parent Parcel; or (iii) the legal description or depiction below (if any).

**LAND IN THE CITY OF SWARTZ CREEK, COUNTY OF GENESEE, STATE OF MICHIGAN, DESCRIBED AS: COMMENCING AT THE W 1/4 CORNER OF SECTION 31, T7N, R6E, CITY OF SWARTZ CREEK, GENESEE COUNTY, MICHIGAN, THENCE S 00° 16' 00" W 903.50 FEET ALONG THE WEST LINE OF SAID SECTION 31 AND THE CENTERLINE OF ELMS ROAD, THENCE S 89° 44' 00" E 50.00 FEET TO THE EAST RIGHT OF WAY LINE OF ELMS ROAD AND TO THE POINT OF BEGINNING: THENCE S 89° 44' 00" E 33.25 FEET; THENCE S 00° 16' 00" W 64.00 FEET; THENCE N 89° 44' 00" W 33.25 FEET; THENCE N 00° 16' 00" E 64.00 FEET ALONG THE EAST RIGHT OF WAY LINE OF ELMS ROAD AND TO THE POINT OF BEGINNING, BEING A PART OF THE S.W. 1/4 OF SAID SECTION 31, T7N, R6E, CITY OF SWARTZ CREEK, GENESEE COUNTY, MICHIGAN, CONTAINING 2128 SQ. FT. OR 0.049 ACRES OF LAND MORE OR LESS, AND SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD, IF ANY.**

**EXHIBIT A (Continued)**

**OPTION FOR EXPANSION AREA**

Tenant has an irrevocable option to expand the Leased Premises to include an additional One Thousand (1,000) square feet in a mutually agreed upon location contiguous to the Leased Premises.

**ACCESS AND UTILITIES**

The access and utility easements include all easements of record as well as that portion of the Parent Parcel currently utilized by Tenant (and Tenant's customers) for ingress, egress and utility purposes from the Leased Premises to and from a public right of way.

## **Instructions for completing the Resolution and Consent Affidavit**

*\*IMPORTANT INFORMATION BELOW\**

In order to avoid delays in the completion of this transaction, the Resolution and Consent Affidavit must be signed by **ALL** Members, Partners, Directors, Shareholders, Officers or Trustees of the organization. Section 6 of this form allows for the organization to appoint one person to sign the remaining documents but **ONE HUNDRED PERCENT (100%)** of the ownership or voting interest of the organization must sign this first. Failure to comply with these instructions or properly indicate the percentage of ownership and/or voting interest will result in delays and could require the documents to be re-executed. If you have any questions, please contact your land lease representative.

**Prepared by and Return to:**

American Tower  
10 Presidential Way  
Woburn, MA 01801  
Attn: Land Management/Rory Pickens, Esq.  
ATC Site No: 412754  
ATC Site Name: Swartz Creek MI SQA  
Assessor's Parcel No(s): 58-31-751-004

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**RESOLUTION AND CONSENT AFFIDAVIT**

**City of Swartz Creek, MI**

Be it known that, under the pains and penalties of perjury, the undersigned Members, Partners, Directors, Shareholders, Officers or Trustees, as applicable (collectively, the "**Affiants**") of the above referenced entity (the "**Landlord**"), hereby declare and resolve the following:

1. Landlord (or its predecessor-in-interest) has leased or subleased a portion of land to **Cellco Partnership d/b/a Verizon Wireless** (the "**Tenant**") under a Lease Agreement originally dated June 19, 1997 (the "**Original Lease**"), as amended by that certain First Amendment to Lease Agreement dated July 25, 2016 (the "**First Amendment**") and as amended by that certain Second Amendment to Lease Agreement dated December 23, 2020 (the "**Second Amendment**") (as the same may have been amended, renewed, extended, restated or otherwise modified, collectively, the "**Lease**").
2. Landlord and Tenant desire to enter into an amendment of the Lease (the "**Amendment**") in order to amend the Lease as more particularly set forth in the Amendment, a copy of which is attached hereto as **Exhibit A** and by this reference made a part hereof.
3. Landlord is duly organized, validly existing, and in good standing in the jurisdiction of its formation, organization, and/or incorporation, as applicable, and is otherwise authorized to transact business and in good standing in any other jurisdictions where such qualifications are required. Landlord has full power and authority to enter into and perform Landlord's obligations under the Amendment and the other Transaction Documents (as hereinafter defined), and the Amendment and the other Transaction Documents have been duly executed and delivered by Landlord. The Affiants listed below are the only legal and equitable owners of Landlord and are the only members, partners, directors, shareholders, officers and/or trustees, as applicable, of Landlord.

ATC Site No: 412754  
VZW Site No: 139535  
Site Name: Swartz Creek MI SQA



EXECUTED UNDER THE PAINS AND PENALTIES OF PERJURY ON THE DATE WRITTEN BELOW

**AFFIANT NO. 1**

**WITNESS**

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Title: (circle one) Member, Partner, Director, Shareholder, Officer, Trustee

Percentage Ownership or Voting Interest: \_\_\_\_\_%

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_

**WITNESS AND ACKNOWLEDGEMENT**

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 202\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

[SEAL]

EXECUTED UNDER THE PAINS AND PENALTIES OF PERJURY ON THE DATE WRITTEN BELOW

**AFFIANT NO. 2**

**WITNESS**

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Title: (circle one) Member, Partner, Director, Shareholder, Officer, Trustee

Percentage Ownership or Voting Interest: \_\_\_\_\_%

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_

**WITNESS AND ACKNOWLEDGEMENT**

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 202\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

[SEAL]

EXECUTED UNDER THE PAINS AND PENALTIES OF PERJURY ON THE DATE WRITTEN BELOW

**AFFIANT NO. 3**

**WITNESS**

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Title: (circle one) Member, Partner, Director, Shareholder, Officer, Trustee

Percentage Ownership or Voting Interest: \_\_\_\_\_%

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_

**WITNESS AND ACKNOWLEDGEMENT**

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 202\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

[SEAL]

EXECUTED UNDER THE PAINS AND PENALTIES OF PERJURY ON THE DATE WRITTEN BELOW

**AFFIANT NO. 4**

**WITNESS**

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Title: (circle one) Member, Partner, Director, Shareholder, Officer, Trustee

Percentage Ownership or Voting Interest: \_\_\_\_\_%

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_

**WITNESS AND ACKNOWLEDGEMENT**

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 202\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

[SEAL]

EXECUTED UNDER THE PAINS AND PENALTIES OF PERJURY ON THE DATE WRITTEN BELOW

**AFFIANT NO. 5**

**WITNESS**

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_

Title: (circle one) Member, Partner, Director, Shareholder, Officer, Trustee

Percentage Ownership or Voting Interest: \_\_\_\_\_%

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_

**WITNESS AND ACKNOWLEDGEMENT**

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

[SEAL]

EXECUTED UNDER THE PAINS AND PENALTIES OF PERJURY ON THE DATE WRITTEN BELOW

**AFFIANT NO. 6**

**WITNESS**

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

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

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: (circle one) Member, Partner, Director, Shareholder, Officer, Trustee

Percentage Ownership or Voting Interest: \_\_\_\_\_%

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

Print Name: \_\_\_\_\_

**WITNESS AND ACKNOWLEDGEMENT**

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public

Print Name: \_\_\_\_\_

My commission expires: \_\_\_\_\_

[SEAL]



### FY25 COMMUNITY FORESTRY GRANT PROGRAM



This information is required by authority of Part 5 of Act 451, P.A. 1994 as amended, to receive funds.

This Agreement is between City of Swartz Creek, a local unit of government in the county of Genesee, hereinafter referred to as the "GRANTEE," and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "DEPARTMENT." Funds are appropriated from 24-DG-11094200-293, a Federal Grant from the United States Forest Service, USDA (FAL 10.675) to the DEPARTMENT to issue grants for projects in the state under the Cooperative Forestry Assistance Act of 1978 for the Urban and Community Forestry Program and approved by the Michigan Legislature.

A copy of this Federal award is included as APPENDIX B.

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below and described in APPENDIX A. This Agreement is subject to the terms and conditions specified herein.

|                  |                    |                           |                               |
|------------------|--------------------|---------------------------|-------------------------------|
| Project #:       | <u>CFG25-07</u>    |                           |                               |
| Amount of grant: | <u>\$9,890.00</u>  | Max.<br>50% of<br>Project | Start Date: <u>10/01/2024</u> |
| Amount of match: | <u>\$9,890.00</u>  | Min.<br>50% of<br>Project | End Date: <u>09/01/2026</u>   |
| Project Total:   | <u>\$19,780.00</u> |                           |                               |

As a precondition to the execution of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT within 30 days of the date the Agreement is issued, or the Agreement may be cancelled by the DEPARTMENT. **This Agreement is not effective until the GRANTEE has signed it, returned it, and the DEPARTMENT has signed it.** The Agreement is considered executed when signed by the DEPARTMENT.

The individuals signing below certify by their signatures that they are authorized to sign this Grant Agreement on behalf of their agencies, and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

**GRANTEE**

SIGNED

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

*\*Vendor Self Service: <https://www.michigan.gov/VSSLogin>.  
For assistance please contact the VSS Call Center (888) 734-9749 or email [SIGMA-Vendor@Michigan.gov](mailto:SIGMA-Vendor@Michigan.gov)*

PELPKJKR8JM8  
Unique Entity Identifier Number (<https://sam.gov/>)  
CV0048828  
\*SIGMA Vendor Number      \*SIGMA Address ID

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES**

SIGNED

By: \_\_\_\_\_  
Kevin Sayers, UCF Program Manager

\_\_\_\_\_  
Date of Execution by DEPARTMENT

## **I. CONTACT INFORMATION**

This Agreement shall be administered on behalf of the DEPARTMENT by the Forest Resources Division. All reports, documents, or actions required of the GRANTEE shall be submitted to the contact below.

### **GRANTEE CONTACT**

Adam Zettel

Name

City of Swartz Creek

Organization

8083 Civic Dr.

Address

Swartz Creek, MI 48473

City, State, Zip

810-287-2147

Telephone Number

azettel@cityofswartzcreek.org

E-mail Address

### **DEPARTMENT CONTACT**

Kerry Gray, Urban & Community Forestry Grant Specialist

Name/Title

Department of Natural Resources- Forest Resources Division

Organization

525 W. Allegan Street, Lansing, MI 48933

Address

P.O. Box 30425 Lansing, MI 48909-7952

Address

734-691-1806

Telephone Number

Grayk12@michigan.gov

E-mail Address

All notices, reports, requests or other communications hereunder shall be sufficiently given when mailed or emailed and addressed as indicated in this section. The DEPARTMENT and GRANTEE may by written notice designate a different address to which subsequent notices, reports, requests, or other communications shall be sent.

## **II. PROJECT SCOPE**

The GRANTEE'S Community Forestry Grant application (APPENDIX A) is, by this reference, made part of this Agreement. This Agreement, together with the APPENDICES, constitutes the entire Agreement between the parties.

Costs must be allowable, allocable, reasonable and consistent with the budget identified for completing the project as described in APPENDIX A, including modifications to APPENDIX A, which must be requested and approved in writing. Only the agreed-upon project costs incurred during the grant period are eligible for grant payment, unless otherwise approved in writing by the DEPARTMENT.

## **III. PROJECT PERIOD**

The project and budget periods are effective from **October 1, 2024 – September 1, 2026**, as listed on page 1 of this Agreement. The GRANTEE is expected to complete the project within the project period. Requests by the GRANTEE to extend the project period must be made in writing a minimum of 30 days before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT and may be made only by an amendment to this Agreement.

## **IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS**

GRANTEE is required to submit annual progress reports. The reports should summarize the progress made towards meeting project goals, outcomes, and deliverables during the annual reporting period (October 1 – September 30, 2025). In addition to the annual progress report, GRANTEE is **required to submit a request for reimbursement** for any expenses and/or match incurred during the State fiscal year (Oct 1 – September 30, 2025).

**Final Grant Reporting.** The GRANTEE must complete and submit a final narrative summary in accordance with instructions provided by the DEPARTMENT. The summary should include, but is not limited to, details on achieving the deliverables outlined in this grant agreement. The final narrative summary is due at the same time as the final reimbursement request, no later than September 30, 2026.

All projects are required to submit before, during and after pictures that document the grant project process. These pictures should be submitted with the annual and final grant reports.

## **V. CHANGES**

Any changes to this Agreement requested by GRANTEE must be made in writing to the DEPARTMENT and are subject to DEPARTMENT approval in its sole discretion. Changes requiring an amendment to this Agreement, will be executed by the DEPARTMENT and the GRANTEE in the same manner as this Agreement.

## **VI. GRANTEE RESPONSIBILITIES**

The GRANTEE agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this grant.

The GRANTEE of this award is subject to the OMB guidance in subparts A through F of 2 CFR Part 200 as adopted and supplemented by the USDA in 2 CFR Part 400. Adoption by USDA of the OMB guidance in 2 CFR 400 gives regulatory effect to the OMB guidance in 2 CFR 200 where full text may be found.

Electronic copies of the CFR's can be obtained at the following internet site: [www.ecfr.gov](http://www.ecfr.gov). If you are unable to retrieve these regulations electronically, please contact the Grant and Agreements Office at (640) 557-4106.

The GRANTEE agrees to obtain all necessary permits before commencement of the project. This Agreement shall not be construed to obligate the DEPARTMENT or any other agency to issue any permit required for the completion of the project. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits. The GRANTEE will retain a copy of all permits in the file and make them available to the DEPARTMENT upon request.

The GRANTEE affirms to have control of the project area through fee-simple title, lease or other recorded interest in the project area or written permission from the owner of the project area to complete project activities.

This Agreement shall not be construed to require the DEPARTMENT to operate or maintain or to contribute to the operation or maintenance of the project improvements and associated project activities that are the subject of this Agreement for the course of the expected useful life.

The GRANTEE is solely responsible for the operation and maintenance of the project activities that are the subject of this Agreement and the actions of any employee or agent of the GRANTEE acting within the scope of their employment or agency. The GRANTEE shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980 PA 278, as amended, MCL 423.321 et seq.

## **VII. PURCHASING AND CONTRACTING**

The GRANTEE agrees to adhere to all contracting and procurement requirements as outlined in the OMB guidance listed in Part III of this agreement, for the year the grant award was issued or the most recent OMB guidance.

The DEPARTMENT reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The GRANTEE is solely responsible for all contractual activities performed under this Agreement. Further, the DEPARTMENT will consider the GRANTEE to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the anticipated grant. All subcontractors used by the GRANTEE in performing the project shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required.

## **VIII. USE OF MATERIAL**

Unless otherwise specified in this Agreement, the GRANTEE may release information or material developed under this Agreement, provided it includes specific recognition of assistance received from the DEPARTMENT.

The DEPARTMENT retains a royalty-free, nonexclusive and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this grant whether or not the material is copyrighted by the GRANTEE or another person.

## **IX. ASSIGNABILITY**

This Agreement and grant may not be transferred or assigned to any other agency, group, or individual without prior written approval by the DEPARTMENT.

## **X. NON-DISCRIMINATION**

The GRANTEE shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 et seq., the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 et seq., and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her

sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The GRANTEE agrees to include in every subcontract entered into for the performance of this Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

No individual shall be denied access to grant-funded facilities or activities on the basis of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status or disability.

#### **XI. LIABILITY**

The GRANTEE hereby represents that it will defend any suit brought against either party that involves title, ownership, or specific rights, including appurtenant riparian rights, of any lands controlled by the GRANTEE connected with or affected by the project.

The GRANTEE is responsible for all claims, demands, judgments, and expenses, including attorney fees, from any and all loss, damage, or injury to person or property, or death arising under or in any manner related to the Agreement, the activities authorized by the Agreement or the use and occupancy of the premises, project area or facilities.

#### **XII. CONFLICT OF INTEREST**

No government employee, or member of the legislative, judicial, or executive branches, or member of the GRANTEE's Board of Directors, its employees, partner agencies, or their families shall have a direct or indirect interest in any part of this Agreement that creates a substantial conflict of interest.

#### **XIII. ANTI-LOBBYING**

The GRANTEE shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). "Lobbying' means communicating directly with an official of the executive branch of state government or an official in the legislative branch of state government for the purpose of influencing legislative or administrative action."

#### **XIV. DEBARMENT AND SUSPENSION**

By signing this Agreement, the GRANTEE certifies to the best of its knowledge and belief that it, its agents, and its subcontractors:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or the state.
2. Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, as defined in 45 CFR 1185; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in subsection (2).
4. Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

#### **XV. IRAN SANCTIONS ACT**

By signing this Agreement, the GRANTEE is certifying that it is not an Iran linked business, and that its contractors are not Iran linked businesses, as defined in MCL 129.312.

#### **XVI. AUDIT AND ACCESS TO RECORDS**

The DEPARTMENT reserves the right to conduct a programmatic and financial audit of the project and may withhold payment until the audit is satisfactorily completed. The GRANTEE will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. The GRANTEE will provide proper facilities for such access and inspection. All records must be maintained for a minimum of seven years after the final payment has been issued to the GRANTEE by the DEPARTMENT.

## **XVII. INSURANCE**

The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.

## **XVIII. OTHER SOURCES OF FUNDING**

The GRANTEE agrees to notify the DEPARTMENT immediately if funding for the same or a substantially similar project is received and to cease all activity under this Agreement until the difference in scope between projects is identified and agreed upon by all parties.

The GRANTEE guarantees that any claims for reimbursement made to the DEPARTMENT under this Agreement must not be financed by any source other than the DEPARTMENT under the terms of this Agreement. If funding is received through any other source, the GRANTEE agrees to delete from GRANTEE's billings, or to immediately refund to the DEPARTMENT, the total amount representing such duplication of funding.

## **XIX. REIMBURSEMENT**

The DEPARTMENT will make payment to the GRANTEE as follows:

1. The DEPARTMENT will pay the GRANTEE a total amount not to exceed the amount on page 1 of this Agreement, in accordance with the Deliverables and Budget Detail of this Agreement and APPENDIX A. Any cost overruns incurred to complete the project activities called for by this Agreement shall be the sole responsibility of the GRANTEE.
2. To be eligible for payment, the GRANTEE must submit a complete payment request to the DEPARTMENT on form(s) provided by the DEPARTMENT and have satisfied all progress reporting requirements due prior to the date of the payment request.
3. The GRANTEE is required to submit documentation of all costs incurred, including the value of match and donations made to the project. Documentation of expenditures and value of match and donations must meet written DEPARTMENT requirements as specified in the OMB guidance for the year the grant was issued or the most recent version of the OMB guidance. The DEPARTMENT reserves the right to request additional information necessary to substantiate payment.
4. The GRANTEE is responsible for providing documentation of all matching funds committed to the project. If the GRANTEE fails to meet the match obligation the DEPARTMENT may withhold or require repayment of grant funds.
5. The GRANTEE must be a registered vendor with the State of Michigan SIGMA Vendor Self Service (VSS) system to receive payments. The registration website is: <https://sigma.michigan.gov/PRDVSS1X1/Advantage4>. All grant funds will be paid by Electronic Funds Transfer (EFT).
6. GRANTEE is required to have a Unique Entity Identifier (UEI) number. Per 2 CFR 200.210 which refers to 2 CFR 25.315, appendix A, Paragraph C.2, a unique entity identifier is required for SAM registration. GRANTEE may contact the DEPARTMENT if help is needed to set this up.
7. Due to the State's year-end closing procedures, annual and final reimbursement requests must be submitted to the DEPARTMENT no later than September 30 to allow the State to complete its accounting for that fiscal year. Any requests for reimbursement submitted after the deadline will be denied by the DEPARTMENT.

## **XX. CLOSEOUT**

A determination of project completion, which may include a site inspection and an audit, shall be made by the DEPARTMENT after the GRANTEE has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in APPENDIX A.

Upon issuance of final payment from the DEPARTMENT, the GRANTEE releases the DEPARTMENT of all claims against the DEPARTMENT arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the DEPARTMENT'S claims against the GRANTEE. All records must be maintained for a minimum of seven years after the final payment has been issued to the GRANTEE by the DEPARTMENT.

The GRANTEE shall immediately refund to the DEPARTMENT any payments in excess of the costs allowed by this Agreement.

## **XXI. CANCELLATION**

This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding, upon request by the GRANTEE, or upon mutual Agreement by the DEPARTMENT and GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.

## **XXII. TERMINATION**

This Agreement may be terminated by the DEPARTMENT as follows:

1. Upon 30 days written notice to the GRANTEE:
  - a. If the GRANTEE fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation, or the rules promulgated thereunder, or other applicable law or rules.
  - b. If the GRANTEE knowingly and willingly presents false information to the DEPARTMENT for the purpose of obtaining this Agreement or any payment under this Agreement.
  - c. If the DEPARTMENT finds that the GRANTEE, or any of the GRANTEE's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
  - d. If the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
  - e. During the 30-day written notice period, the DEPARTMENT shall withhold payment for any findings under subparagraphs a through d, above and the GRANTEE will immediately cease charging to the grant and stop earning match for the project.
2. Immediately and without further liability to the DEPARTMENT if the GRANTEE, or any agent of the GRANTEE, or any agent of any subcontract is:
  - a. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract;
  - b. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees;
  - c. Convicted under state or federal antitrust statutes;
  - d. Convicted of any other criminal offense that, in the sole discretion of the DEPARTMENT, reflects on the GRANTEE's business integrity; or
  - e. Added to the federal or state Suspension and Debarment list.

If a grant is terminated, the DEPARTMENT reserves the right to require the GRANTEE to repay all or a portion of funds received under this Agreement.

Failure of the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT, in addition to any other remedy provided by law, may:

- a. Terminate this Agreement; and/or
- b. Withhold and/or cancel future payments to the GRANTEE under this Agreement or any other grant projects administered by DEPARTMENT until the violation is resolved to the satisfaction of the DEPARTMENT; and/or
- c. Withhold action on all pending and future grant applications submitted by the GRANTEE and/or
- d. Require repayment of grant funds paid to GRANTEE; and/or
- f. Require specific performance of the Agreement.

**XXIII. RELATIONSHIP**

The GRANTEE is considered a sub-recipient in this grant agreement. The GRANTEE is to use the Federal funds to carry out the program purpose of this Federal award. During the term of this grant the GRANTEE must adhere to all applicable Federal program requirements that are listed in the award, that is included in APPENDIX B.

**XXIV. Indirect Rate**

The approved indirect cost rate at the time of execution is **10.00%**

The GRANTEE does not have an established federally negotiated rate for Indirect charges. Therefore, the GRANTEE has elected to charge the de minimis rate of 10.00% of total direct costs (MTDC) which will be used indefinitely. The MTDC includes direct salaries and wages, applicable fringe benefits, materials, supplies, services, travel and up to the first \$25,000 of each subaward.

**OR**

**XXIV. Indirect Rate**

The approved indirect cost rate at the time of execution is **RATE%** as shown in the NICRA provided by the GRANTEE.

As new NICRAs are agreed to between the GRANTEE and their cognizant audit agency, the revised provisional or final rate(s) are automatically incorporated into this award, as appropriate, and must specify (1) the agreed upon rates, (2) the bases to which the rates apply, (3) the fiscal year for which the rates apply, and (4) the items treated as direct costs. The award obligation will not increase as a result of indirect cost rate increases. Updates to NICRAs will not affect the total funds available for this award unless documented in a formally executed modification.

If the NICRA is for a provisional rate, THE GRANTEE shall be reimbursed at the established provisional rate(s), subject to appropriate adjustment when the final rate(s) for the fiscal year are established.

## Deliverables and Budget Detail CFG25-07 City of Swartz Creek

### Grant Deliverables to be completed:

- Plant and care for 38 trees at Abrams Park

| BUDGET CATEGORIES               | GRANT FUNDS AWARDED<br>(Reimbursable) | LOCAL MATCH*<br>(Cash and/or in-kind) |
|---------------------------------|---------------------------------------|---------------------------------------|
| SALARIES (Program Staff)        |                                       |                                       |
| FRINGES (Program Staff)         |                                       |                                       |
| SALARIES (Administrative Staff) |                                       |                                       |
| SALARIES (Administrative Staff) |                                       |                                       |
| VOLUNTEER                       |                                       |                                       |
| TRAVEL                          |                                       |                                       |
| SUPPLIES                        | \$5,650.00                            | \$5,649.00                            |
| CONTRACTUAL & CONSULTING        | \$4,240.00                            | \$4,240.00                            |
| INDIRECT COSTS                  |                                       |                                       |
| OTHER                           |                                       |                                       |
| <b>TOTAL</b>                    | <b>\$9,890.00</b>                     | <b>\$9,890.00</b>                     |

**SPECIAL CONDITIONS OF GRANT:**

**\*Ultimate match source(s) and amounts may differ from above but must be equal to or greater (1:1) than the eligible and reimbursable expenses.**

The grant expiration date is September 1, 2026. Final reimbursement request and reports are due by September 30, 2026.

Grant funds to be used towards reimbursement of eligible expenses associated with City of Swartz Creek's project.

Copies of **paid** invoices and receipts or time records and submission of all project deliverables (e.g. data, reports or photos as evidence of tree plantings) are required for reimbursement.

All cash matching expenses must be documented with copies of **paid** invoices and receipts or time records.

All in-kind matching expenses must be documented by time records (volunteer logs), donation slips or values calculated and described on official organization letterhead that is signed and dated.

## APPENDIX A

| SECTION 1 - APPLICANT INFORMATION   |   |
|---|---|
| <b>1.1 Applicant Name</b> (Community or Organization)<br>City of Swartz Creek   |   |
| <b>1.2 Type of Organization</b> (select one):<br><br><input checked="" type="checkbox"/> Local Unit of Government (city, township, village, county, library) <input type="checkbox"/> Federally Recognized Tribal Government <input type="checkbox"/> State Agency<br><br><input type="checkbox"/> 501(c)(3) Non-Profit Organization <input type="checkbox"/> Educational Institution   |   |
| <b>1.3 SIGMA Vendor Number</b> (if known*)<br>CV0048828   |   |
| *Will be required if awarded a grant. It is recommended that applicants submit a request for a SIGMA Vendor Number during the grant application process. <a href="#">Sigma Vendor Self Service</a> (VSS). For assistance contact (888)734-9749 or email: <a href="mailto:SIGMA-Vendor@Michigan.gov">SIGMA-Vendor@Michigan.gov</a> .   |   |
| <b>1.4 Federal Unique Entity Identifier Number</b> (if known*)<br>PELPKJKR8JM8  |   |
| *Number is required if awarded a grant. It is recommended that applicants submit a request for a Unique Entity Identifier Number ( <a href="https://sam.gov">https://sam.gov</a> ) during the grant application process.  |   |
| <b>1.5 Contact Person and Title (Primary Project Contact)</b><br>Adam Zettel, City Manager  |   |
| <b>1.6 Contact Information</b>  |   |
| Address including city, state, and zip code<br>8083 Civic Drive, Swartz Creek, Michigan, 48473  | County<br>Genesee                               |
| Email<br>azettel@cityofswartzcreek.org  | Telephone (including area code)<br>810.287.2147 |
| <b>1.7 Authorized Representative Name and Title (if different than contact person)</b>  |   |
| <b>1.8 Authorized Representative Contact Information (if different than contact person)</b>   |   |
| Address including city, state, and zip code   | County  |
| Email   | Telephone (including area code)                 |
| <b>Which of the following urban and community forestry program components does your community <i>currently</i> have in place?</b><br>(check all that apply).<br><br><input type="checkbox"/> <b>Not applicable</b> (non-profit organization, educational institution)<br><input type="checkbox"/> <b>Current* Urban Forest Plan</b> (e.g., management, strategic, master, etc.)<br><input type="checkbox"/> <b>Current* Resource Assessment</b> (e.g. street/park tree inventory or urban tree canopy assessment)<br><input checked="" type="checkbox"/> <b>Public Tree Ordinance</b><br><input checked="" type="checkbox"/> <b>Tree Board/Commission or Responsible Municipal Department</b><br><input type="checkbox"/> <b>Professional Staffing</b> (with urban forestry or natural resources management/planning education, training and/or position responsibilities. This may include consultants.) |   |
| Professional Staffing Position/Title  |   |
| *A plan or resources assessment is current if it has been created or updated within the last 5 years.   |   |

**SECTION 2 – PROJECT OVERVIEW**

**2.1 Project Category** (select all that apply):

Assessment and Data  Tree Maintenance and Care

Planning and Management  Engagement, Education and Training

Tree Planting and Establishment

**2.2 Project title and brief description of project (Max 600 characters).**

Title: Abrams Park Sustainable Forestry

Project Description:

The city intends to acquire and install trees from a single contracted source (tree nursery) in the spring of 2025 for planting in Abrams Park. The purpose is to replace aging cotton woods with a diverse array of native plantings. Trees will be planted by the nursery, by volunteers, or by the city's full service DPW that can install and maintain trees. Best practice methods for planting and maintaining trees shall be applied. The city shall continue to contract with a certified arborist to conduct regular inspections and maintenance on park land, right of way, and other forestry assets.

**2.3 Will the proposed project occur in or directly benefit disadvantaged areas of your community identified in the Michigan UCF IRA Screening Tool?**  Yes  No

If yes, please use the [Michigan UCF IRA Screening Tool](#) to identify and provide the Census Tract Number(s) of the disadvantaged area(s) where activities will occur.

**2.5 Grant Funds Requested** (Grant minimum: \$5,000 / Grant Maximum: \$30,000)     \$9,889.40

**2.6 Has your organization received a Michigan Department of Natural Resources Community Forestry Grant, Urban and Community Forestry Inflation Reduction Act Grant and/or a USDA Forest Service Urban and Community Forestry Inflation Reduction Act grant or pass through grant in the last 3 years?**

Yes      No      Don't know

### SECTION 3 – PROJECT DESCRIPTION

**3.1. Describe the project purpose and need. Explain local issues that are motivating the project and challenges/priorities it aims to address. (Max 3000 characters).**

Note: For tree planting projects also complete question 3.1.A and see the *Guidelines for Tree Planting Projects* in the CFG Handbook for required information.

The City of Swartz Creek is pursuing the re-forestry of Abrams Park. This is a high priority forestry effort from the city's five year Parks and Recreation Plan. The aim of the effort is to return a historic site to diverse and native plantings that reflect the pre-settlement and early settlement canopy that previously existed.

The park is currently dominated by aging Cottonwood trees, which are a nuisance to the adjacent neighborhood and are difficult to maintain. The community is endeavoring to replace these trees and to fill in existing open spaces with native White Swamp Oak (4), White Oak (10), Burr Oak (4), American Elm (10), & Red Oak (10).

The adjacent neighborhood was built in the 1950s after the sale of the Crapo Farm (an historic Hereford Cattle Farm). The area was previously noted to have a dense canopy of trees, with many surviving oaks still in the area of the old Crapo Farm. In tandem with the neighborhood development, trees were removed and the undeveloped area transitioned to open-space and passive recreation. The city, after incorporation 1959, transformed the area into a formal park with active recreation amenities. However, the trees growing on-site were mostly Cottonwoods. These trees make the use of park facilities and life in the area very difficult due to the excessive branch and cotton-fall. This has created a negative disposition towards the park trees. The park board, as evidenced through their DNR approved plan, seeks to return the area to native plantings to enhance the park, improve the community disposition towards forestry, and increase canopy coverage in the city.

The project seeks to reforest the area with a mixture of trees to recover the canopy quickly and sustainability. We propose to promote this project, along with other city-led forestry efforts, to encourage private planting and stewardship of native canopy trees.

**3.1.A Required Tree Planting Information.** If additional space is needed, please attach as a separate document.

| <b>Proposed Species</b><br>(Botanical name preferred, e.g.,<br><i>Quercus alba</i> – white oak) | <b>Quantity</b> | <b>Tree Planting Stock Type</b><br>(Balled & Burlapped, Container, Bare Root) | <b>Tree Size</b><br>(Tree caliper - inches,<br>Container/pot size – gallons or #,<br>Height – feet - for evergreen and<br>multi-stem trees only) |
|---|-----------------|---|--|
| White Swamp Oak   | 4               | B&B   | 2-2.5"   |
| White Oak   | 10              | B&B   | 2-2.5"   |
| Burr Oak  | 4               | B&B   | 2-2.5"   |
| American Elm  | 10              | B&B   | 2-2.5"   |
| Red Oak   | 10              | B&B   | 2-2.5"   |
|   |                 |   |  |
|   |                 |   |  |
|   |                 |   |  |
|   |                 |   |  |
|   |                 |   |  |
| <b>Total</b>  | 38              |   |  |

|                                     |  |
|-------------------------------------|--|
| <b>Tree planting will occur on:</b> | <input checked="" type="checkbox"/> Public Property<br><input type="checkbox"/> Private Property (permission required)*<br><input type="checkbox"/> Both<br><i>*See sample agreement in CFG Handbook</i> |
|-------------------------------------|--|

|  |  |
|--|--|
| <b>Location of tree plantings</b> (ex: right-of-way, park, school grounds or attach a site map). | <p style="text-align: center;">Open park land.</p> |
|--|--|

**3.2 Describe the major outcomes of this project, who will benefit, and how it connects to Michigan Forest Action Plan strategies and local/regional plans/projects** (e.g., Inventory 40,000 street trees to improve management and care of public trees. Achieves Forest Action Plan Strategy 6.1 and our community’s climate action plan goal 4).

The project outcomes include an increase in the area forest canopy, an increase in priority native species, increased species variety, improved urban forestry, increased municipal arbor expertise (potentially leading to Tree City USA programming), and improved community partnerships.

The primary beneficiary will be increased ecological diversity and overall tree coverage. These attributes ensure a more flexible, durable, and sustaining ecosystem. Other beneficiaries include neighborhood residents and park users that will benefit from the establishment of a canopy that is less disruptive and more attractive to use. City staff and our volunteer partners will also benefit from the training, experience, and UCF awareness that will result from such a large-scale planting and maintenance effort. This will promote a stronger culture of forestry awareness and stewardship in these partners, thereby furthering forestry in the community and in the state.

These outcomes support and connect to the objectives of the Michigan Forest Action Plan, including Objectives 2.1.3, 4.2.2, 4.2.9, 5.2.7, 5.3.7, 5.5.6, 8.1.8, and 8.1.11, among others. The tree species inclusion of oak, specifically White Oak is prioritized to align with the Forestry Action Plan species priorities for the area. Swartz Creek City’s Community Management Status is classified as "Potential".

The effort connects to the DDA right of way forestry program:  
 Increase tree canopy cover in the city; Reduce traffic speeds on streets by filling right of ways with trees; Provide gateways that are 'green'; Increase species diversification of ROW trees; Encourage owner participation through a 50/50 ROW tree cost sharing program; Maintain overhead and underground utility spacing with new tree installation: Select trees that thrive in urban environments with limited root expansion, pollution, and salt application; Create awareness of the value of trees and the maintenance required

**3.3 Describe the organization's capacity to complete the project. List the key personnel, including stakeholders, project partners\* and potential contractors/consultants, that will be involved in the project and their roles and responsibilities (including personnel who have technical urban forestry knowledge, grant/project management experience, etc.). For example:**

**Name:** Sally Smith

**Organization:** City of Tree

**Title/Role:** City Urban Forester

**Project Responsibilities:** Will oversee tree inventory and management plan consultant; conduct public engagement and outreach; and oversee implementation of tree planting using the results of the tree inventory and management plan.

**Experience/Expertise:** Urban forestry and arboriculture technical knowledge; community engagement leading city's volunteer urban forester program; managed the city's 2020 DNR urban and community forestry grant.

**\*A brief letter of commitment/permission from any listed project partner (excluding contractors/consultants not under contract) must be included with the grant application. Examples of situations where a letter of commitment/permission is needed: (1) Granting permission to conduct tree planting on public property not owned by the grantee; (2) School district providing educational assistance to implement the project.**

The City of Swartz Creek will be 100% responsible for project implementation and tree maintenance. The city has a well-developed and effective system for strategic and documented asset management. Processes for effective and efficient contract administration for public works are well developed.

The city intends to use this project as a visible public example for forestry and its benefits as a method to garner general and financial support for an integrated forestry plan and program. Using tools (such as GIS) that have been employed for water, sewer, and street asset management, the city intends to begin tracking public tree assets by location, type, condition, and related attributes. This information can then be developed further into a forestry plan that will annualize costs and provides tasks for sustainable tree maintenance and replacement.

The project team is generally composed of staff. However, guidance and advice by the Friends of Abrams Park and the Genesee Conservation District have been and will continue to be crucial during execution. Though a contractor has not been chosen yet, Nash Nurseries has been working with the city to develop a planting plan and list. The key individuals are as follows.

Adam Zettel,  
City of Swartz Creek  
City Manager

Responsibilities: General grant administration; budgeting for necessary staff and equipment; coordination of project bidding, contract administration, and contractor oversight; provision of continuing arbor education; coordination of public education and promotion  
Expertise: Submitted and administered Owosso Emerson Grove Urban Forestry Grant Project circa 2012; CAO and former DPW staff member with 25+ years experience; administered over \$20M of infrastructure improvement projects, utilizing numerous state and federal grants, including DNR Passport & DNR Trust Fund

Robert Bincsik  
City of Swartz Creek  
DPW Director

Responsibilities: Acquisition of supplies and allocation of staff/equipment time toward maintenance  
Expertise: Decades of experience in public works and public works administration

Rebecca Bosas,  
City of Swartz Creek  
DPW Crew Leader

Responsibilities: Initiation and completion of on-site inspections, watering, & trimming; GIS management  
Expertise: Trained by Genesee Conservation District in forestry; proficient GIS user and field asset locator

John Cohoon  
Genesee Conservation District (Advisor)  
Arborist

Responsibilities: Consultation regarding tree type selection, location selection, and training of staff  
Expertise: Arborist

Additional partners that will be providing volunteers and tree sponsorships include:  
Swartz Creek Womens Club, Friends of the Perkins Library, the Friends of Abrams Park, and others.

**3.4 Describe the strategies and activities that have been or will be used to engage, empower, and involve local community members in decision making and implementation of the grant project. (Max 2000 characters)**

To encourage engagement, the city has been working closely with community residents and stakeholders to plan for its parks and forestry efforts. This has involved formal park board engagement in its planning processes. However, much of the early momentum that is building for forestry is coming from the city staff and its affiliate boards/commissions. For example, the DDA and City are pursuing an aggressive right of way forestry program, as noted elsewhere.

Concerning the grant, the Park Board has solicited input on how to improve and operate parks. Input from such sessions and surveys has led to an awareness and desire to actively return Abrams Park to native species as the older cotton wood trees age and die. Specifically, the Friends of Abrams Park Group has been active in advocating for replacement of such trees and will be asked to participate in the staking, planting, and maintenance of the Abrams forestry project.

Our strategy includes communication through the city newsletter, social media, and website that will promote the grant award, a planting event, and ribbon cutting/awareness event to create more awareness and engagement. We expect the Friends of Abrams Park, staff, local media, park board, area residents, and enthusiasts to be involved.



**SECTION 4 - BUDGET**

**4.1 Complete the budget table and provide a detailed explanation of the amount requested.**

A \$1:\$1 match is required for CFG funded projects. Attach quotes and estimates received that were used to determine project costs. Review the *CFG Handbook* for descriptions of each grant category and a sample budget.

**Project Title:** Abrams Park Sustainable Forestry  
**Project Category:** Tree Planting and Establishment

| Expenditure Category                  | Grant Funds Requested (Dollars) | Match (Dollars) | Match (In-kind) | Budget Detail                                |
|---------------------------------------|---------------------------------|-----------------|-----------------|--|
| <b>SALARY</b><br>PROGRAM STAFF        |                                 |                 |                 | Uncalculated match to be in-kind             |
| <b>FRINGE</b><br>PROGRAM STAFF        |                                 |                 |                 | Uncalculated match to be in-kind             |
| <b>SALARY</b><br>ADMINISTRATIVE STAFF |                                 |                 |                 | Uncalculated match to be in-kind             |
| <b>FRINGE</b><br>ADMINISTRATIVE STAFF |                                 |                 |                 | Uncalculated match to be in-kind             |
| <b>VOLUNTEER</b>                      |                                 |                 |                 | Uncalculated match to be in-kind             |
| <b>TRAVEL</b>                         |                                 |                 |                 | Uncalculated match to be in-kind             |
| <b>SUPPLIES</b>                       | \$5,649.40                      | \$5,649.40      |                 | Oak and Elm Trees                            |
| <b>EQUIPMENT PURCHASE</b>             |                                 |                 |                 | Uncalculated match to be in-kind             |
| <b>CONTRACTUAL &amp; CONSULTING</b>   | \$4,240                         | \$4,240         |                 | Tree installation                            |
| <b>INDIRECT COSTS*</b>                |                                 |                 | \$1,977.88      | Salaries, fringes, supplies, travel expenses |
| <b>OTHER</b>                          |                                 |                 |                 | Uncalculated match to be in-kind             |
| <b>TOTAL</b>                          | \$9,889.40                      | \$9,889.40      | \$1,977.88      | \$21,756.68 total project cost               |

**\*Indirect costs.**

- If the applicant has an **approved overhead/indirect rate from a cognizant federal agency, Negotiated Indirect Cost Rate Agreement or NICRA**, that rate may be used, with proof of certification, as an eligible grant expense on salaries, fringes, supplies, travel and contracts. Expenses in the "Other" category may not be used in the indirect calculation.
- If the applicant **does not have an approved NICRA**, the **10% de minimis rate** indirect cost modified total direct cost basis (MTDC) can be requested as an eligible grant expense on salaries, fringes, supplies, travel, and service contracts. Expenses in the "Other" category may not be used in the indirect calculation.

**SECTION 5 – PROJECT/PROGRAM SUSTAINABILITY**

**5.1 Describe the plan to continue, maintain, update, or assess the project beyond the period of grant funding. Review the questions below for each grant category and incorporate, as appropriate, in response. (Max 2000 characters)**

**Assessment and Data:** How will the data be maintained and updated to ensure it stays current?

**Planning and Management:** How will funding be sustained to support implementation of the plan and/or urban forest management activities after grant completion?

**Tree Planting and Establishment:** What strategies are or will be put into place to ensure that the DNR's [Tree Maintenance Guidelines \(IC4108-1\)](#) or similar industry standard guidelines are followed to ensure the long-term survival of newly planted trees?

**Tree Maintenance and Care.** How will funding be sustained to support the continued proactive maintenance and care of the community's public trees?

**Engagement, Education and Training.** How will community members/stakeholders continue to be engaged and empowered to participate in decision-making and implementation of tree and urban forestry related activities?

Tree Planting and Establishment: The city will seek to have the trees professionally installed, with DPW assistance and observation. This will further educate our staff and volunteers on the appropriate process. Installation specifications will be according to DNR guidelines and included in the bid specification.

The city possesses a watering vehicle that is used on vegetation applications, including new tree installations. Staff will monitor, water, fertilize, and prune trees in consultation with the USDA Tree Owner's Manual (2019 ed; on file with the DPW), as well as with the consultation of the Genesee Conservation District Arborist.

Tree Maintenance and Care: As illustrated in the city's park plan and budget, forestry is an ongoing priority for funding. These costs have been and continue to be included in the city's operating budget.

Engagement, Education, and Training: The city intends to use this project, as well as our pilot right of way forestry projects (DDA gateway/corridor plantings), to attract positive attention. Combined with our newsletter, social media, and press communications on these projects, we hope to encourage ROW planting programs, as well as private planting and stewardship with neighborhood homeowner associations, businesses, and residents.

Specifically, we intent to offer cost-sharing ROW planting options that will give owners the ability to learn about various tree species, ROW conflicts, and proper care. They also empower owners to choose their tree from a list of trees that are appropriate to their circumstances!

Concerning business involvement, the city is auditing commercial sites that have existing site plans for appropriate landscaping. Using our improved forestry resources, we will be better prepared to offer those sites that are updating their landscaping options for forestry that they can choose from in order to become compliant.

**SECTION 6 – AUTHORIZATION/SIGNATURE**

**If you are not the landowner where the project will occur, do you have landowner written permission (if applicable)?**

Yes, provide copy                       No (copy is required prior to beginning)                       N/A

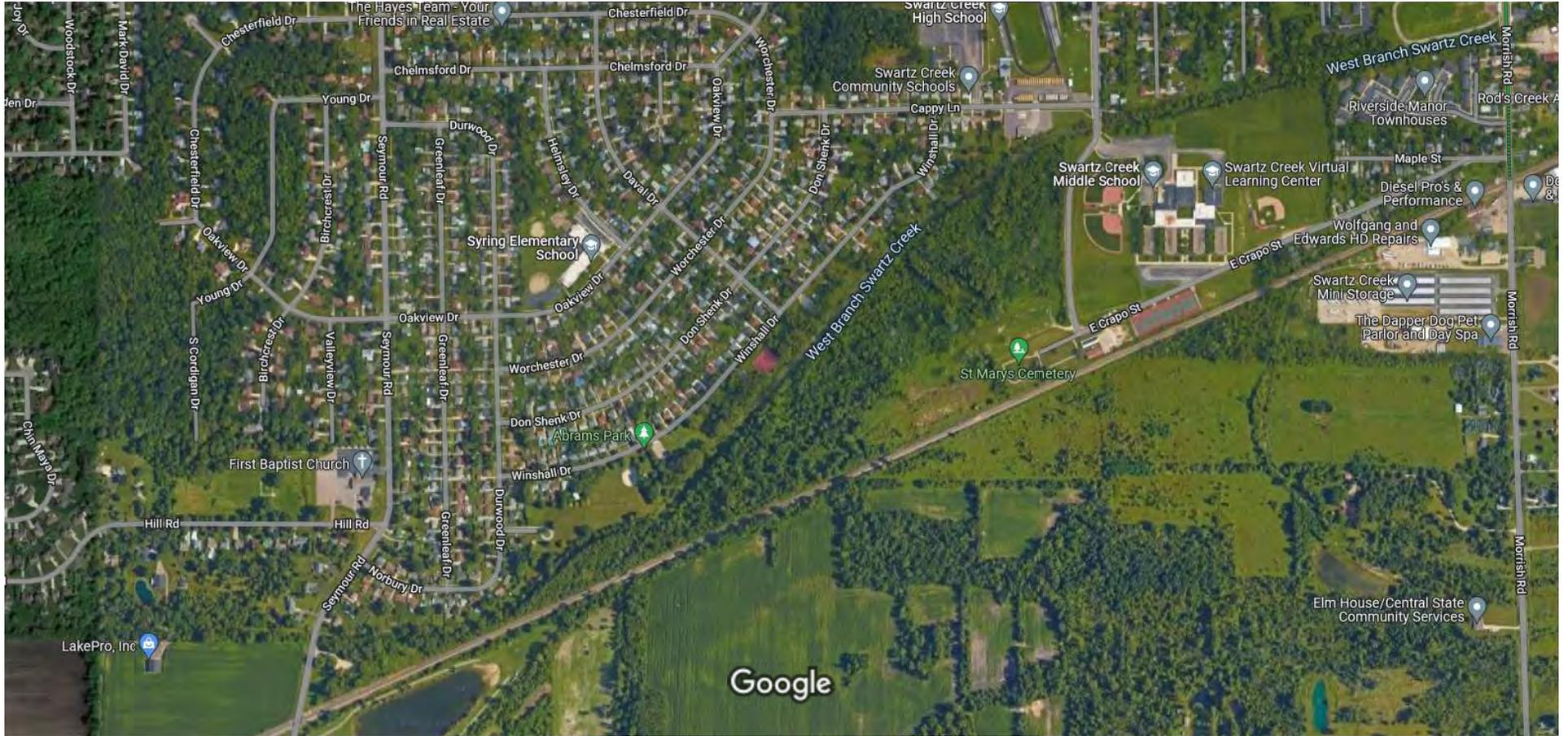
**Non-Profit Organizations: Have you attached a copy of the IRS determination indicating non-profit status?**  Yes  No

**Is your organization currently [debarred or suspended](#) from participating in Federal Assistance Programs?**  Yes  No

*As designated representative of Applicant, I hereby agree to implement this project according to the application and abide by the provisions of the DNR Urban and Community Forestry Program, including compliance with all applicable federal and state laws and regulations.*

| Applicant's Designated Representative (Please Type/Print) | Signature  | Date      |
|---|--|-----------|
| Adam Zettel   | Adam Zettel<br><small>Digitally signed by Adam Zettel<br/>DN: cn=Adam Zettel, o=City of Swartz Creek, ou=City,<br/>email=azettel@cityofswartzcreek.org, c=US<br/>Date: 2024.09.16 12:34:29 -04'00'</small> | 9/16/2024 |

Maps  
2024 DNR UCFP Grant Application  
City of Swartz Creek  
September 2024



Imagery ©2022 CNES / Airbus, Maxar Technologies, U.S. Geological Survey, USDA/FPAC/GEO, Map data ©2022 500 ft

# CRAPO FARM

- 1 REMODELED CRAPO MANSION
- 2 FIRST BARN - 108 FT. LONG
- 3 HORSE BARN - LEFT
- 4 HOG BARN - RIGHT
- 5 CORRAL - SHOW CATTLE
- 6 IMPLEMENT SHED
- 7 SALE BARN
- 8 CATTLE BARN
- 9 SHOP
- 10 TENANT HOUSE
- 11 TENANT HOUSE

22

21

18

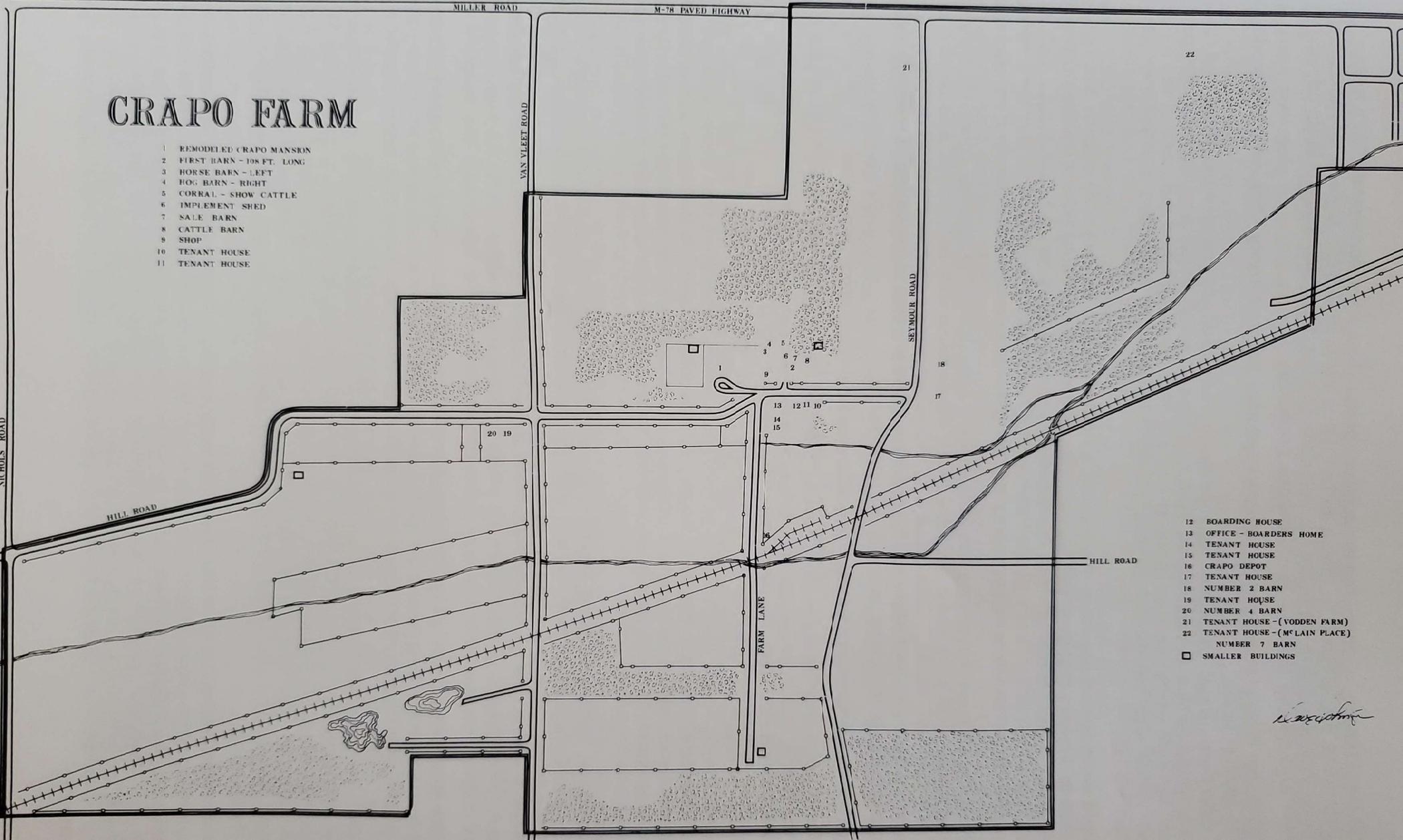
17

13 12 11 10  
14  
15

20 19

- 12 BOARDING HOUSE
- 13 OFFICE - BOARDERS HOME
- 14 TENANT HOUSE
- 15 TENANT HOUSE
- 16 CRAPO DEPOT
- 17 TENANT HOUSE
- 18 NUMBER 2 BARN
- 19 TENANT HOUSE
- 20 NUMBER 4 BARN
- 21 TENANT HOUSE - (YODDEN FARM)
- 22 TENANT HOUSE - (M<sup>S</sup> LAIN PLACE)
- NUMBER 7 BARN
- SMALLER BUILDINGS

*Handwritten signature*



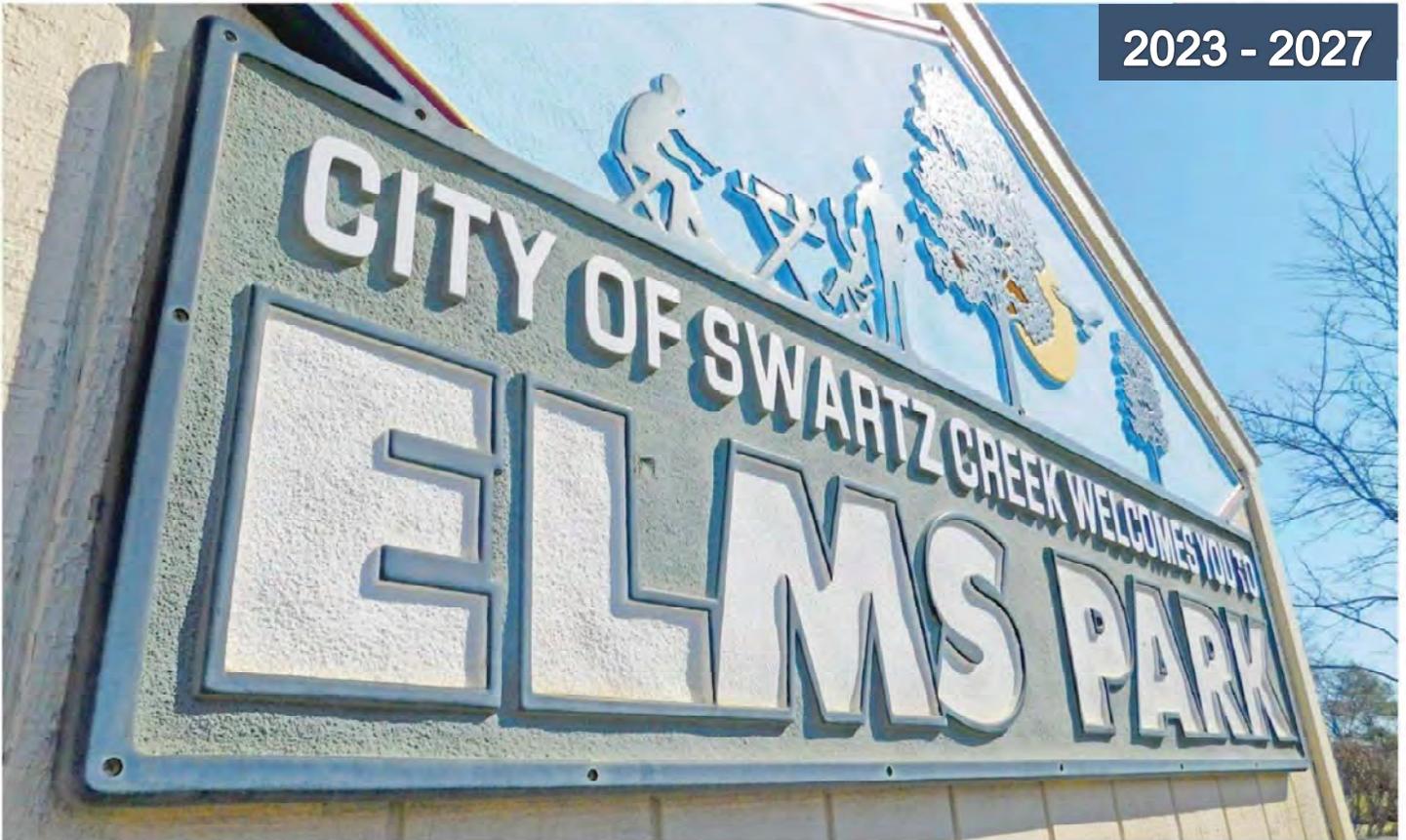
Park Plan Excerpts 2024 DNR  
UCFP Grant Application City of  
Swartz Creek  
September 2024



# CITY OF SWARTZ CREEK

FIVE YEAR PARKS AND RECREATION PLAN

2023 - 2027



Prepared by **ROWE Professional Services Company**

540 S. Saginaw Street Suite 200, Flint, MI 48502 | (810) 341-7500



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

- Park and Recreation Advisory Board to review procedures on an annual basis (upon meeting of new members in February) and provide recommendations to city staff and/or council.
- Be proactive with volunteer groups to complete maintenance efforts in coordinated effort with each other and city staff; better communication between Department of Public Works (DPW), city services, and volunteer groups.
- Review Park properties to determine current usage.
- Establish a maintenance schedule and budget for recreation items such as phases of re-staining of the wood playground in Elms Park to complete a comprehensive process for upkeep of this facility.
- Coordinate with the school district to improve the properties that provide increased access to natural features and education on forestry, water, and land stewardship.

***Action Plan***

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

***Short-Term Projects***

- Replace backstop in Elms Park. Work on maintenance around the park as well with the playground equipment.
- Develop checklist for routine asset maintenance.
- Remove and replace the cottonwood trees in Abrams Park with something new (i.e. swamp oak, elm trees).
- Annual maintenance to play equipment, including staining of sections of Elms Park play structure in a more organized, thorough manner rather than tackling the entire structure at one time.
- Depending on grants and other match funding, development of the non-motorized trail may be timely with improved bid pricing due to local road projects by the city.
- Additional security measures to protect parks from vandals.
- Add parking on the east side of Elms Park while maintain green space and the separation between the parking area and park amenities.
- Bike racks downtown at Holland Square

***Elms Park Internal Trail***

- City proposes that an aggregate non-motorized trail system be developed throughout the park which would establish a pedestrian trail of high priority for the city.
- Trail users will be able to enter the park from the sidewalk along Elms Road without having to share the entry drive with vehicles. Trail would be of barrier-free design, 8 to 10 feet in width and would allow for a wide range of walkers, runners, people in wheelchairs/walkers or bikers to use the trail safely and efficiently.

**Capital Improvement Plan**

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

Funding Key:

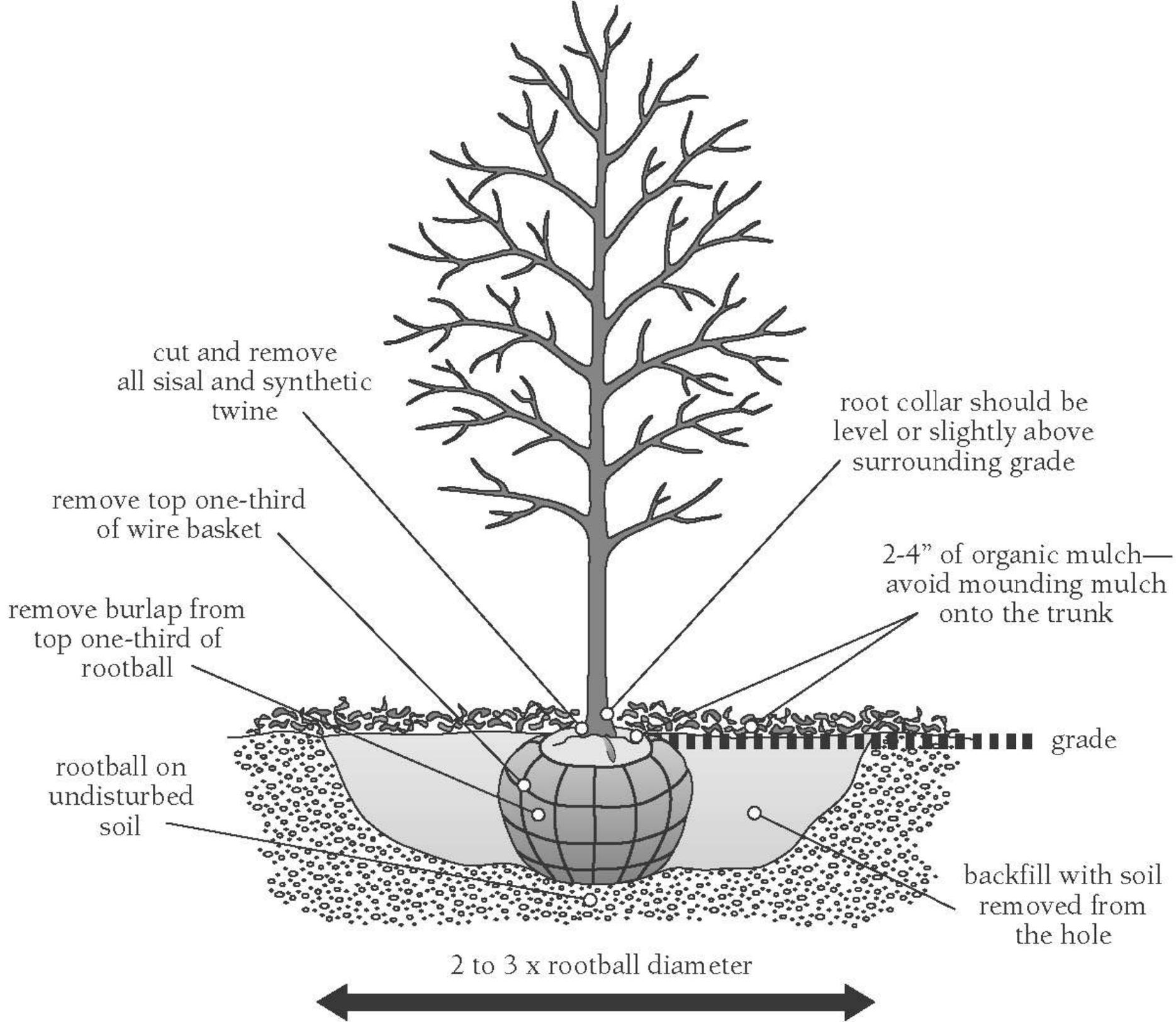
- MNRTF – MDNR Trust Fund
- Passport – MDNR Recreation Passport
- SPARK – MDNR Spark Grant
- TAP – MDOT Transportation Alternative Program
- GF – General Fund
- Private – Private Donation/Foundations

| <b>Capital Improvement Plan</b>                    |   |                  |  |
|--|---|------------------|--|
| Year   | Project   | Cost             | Funding  |
| <b>Years 0-5</b>                                   | <b>Abrams Park</b>  |                  |  |
|  | • Tree replacement (on-going)   | \$15,000         | <b>CE, Private<br/>GF,<br/>Passport</b>                    |
|  | • Annual maintenance (\$40,000 per year x 5)  | \$200,000        |  |
|  | • Renovate restroom facilities, remove exercise stations – Minor renovations have already occurred (doors and fixtures) | \$25,000         |  |
|  | • Additional Seating (Benches)  | \$5,000          |  |
|  | • Refurbish basketball courts (2023)  | \$200,000        |  |
|  | • Interpretive Signage  | \$5,000          |  |
|  | • Bike Racks  | \$1,500          |  |
|  | <b>Total</b>  | <b>\$451,500</b> |  |
|  | <b>Elms Park</b>  |                  |  |
|  | • Replace backstops (2023)  | \$5,000          | <b>GF,<br/>Passport,<br/>Private</b>                       |
|  | • Drainage improvements, extend internal path (2023)  | \$20,000         |  |
|  | • Additional Seating (Benches)  | \$5,000          |  |
|  | • Interpretive Signage  | \$5,000          |  |
|  | • Annual maintenance (\$50,000 per year x 5)  | \$250,000        |  |
|  | • Parking Issues  | T.B.D.           |  |
|  | • Bike Racks  | \$1,500          |  |
|  | <b>Total</b>  | <b>\$286,500</b> |  |
|  | <b>Otterburn Park</b>   |                  |  |
|  | • Pavilions   | \$200,000        | <b>GF,<br/>Passport,<br/>MNRTF,<br/>SPARK,<br/>Private</b> |
|  | • Gravel parking and ADA accessible parking spaces  | \$80,700         |  |
|  | • 8' aggregate path   | \$35,000         |  |
|  | • Site preparation/grading  | \$215,700        |  |
| • Site amenities (i.e. trash receptacles, benches) | \$2,500   |                  |  |
| • Pedestrian bridge                                | \$104,000   |                  |  |
| • Bike pavilion station (including bike racks)     | \$20,000  |                  |  |

Map 4: Abrams Park Drawing



Planting Diagram  
2024 DNR UCFP Grant Application  
City of Swartz Creek  
September 2024



Budget Support Excerpts  
2024 DNR UCFP Grant Application  
City of Swartz Creek  
September 2024

# *City of Swartz Creek*

*Budget Book*  
*Fiscal Year 2024-2025*  
*City Council Meeting*  
*May 28, 2024 Edition*



**PARKS & PROMOTIONS 101 (780,780.5,782,783,786,788,794)**

| SERVICE DESCRIPTION  | OPERATIONAL PLAN 2023-2024  |                  |                  |                  |
|--|---|------------------|------------------|------------------|
| * Provide for operations, maintenance, and repair of city parks (Abrams, Elms, Bicentennial, Otterburn Disc Golf, Veterans Memorial, Pajtas Amphitheater)<br><br>* Provide support for community events and activities related to parks and festivals (parade support & holiday decorating)<br><br>* Provide shared services for maintenance to Mundy Townships park | * Otterburn Park Recreational Passport Grant local match<br>* Construction of Otterburn Park pavilion<br>* Continue forestry in Abrams Park |                  |                  |                  |
|  | CAPITAL OUTLAY  |                  |                  |                  |
|  |   | <u>2024-2025</u> | <u>2025-2026</u> | <u>2026-2027</u> |
|  | Otterburn Park Grant local match  | \$22,500         | \$0              | \$0              |
|  | Otterburn Park Pavilion   | \$20,000         | \$0              | \$0              |
|  |   |                  | \$0              | \$0              |
|  | <b>Total</b>  | <b>\$42,500</b>  | <b>\$0</b>       | <b>\$0</b>       |

**STAFFING SUMMARY**

\* Staffing for this function consists of the equivalent of 2.28 full time employees (FTE).  
 \* 0.10 of the FTE's are composed of salaried staff, including the director of public works.  
 \* 2.08 of the FTE's are composed of hourly staff, primarily from the DPW.  
 \* Primary contractors for this service include mowing.  
 Included in this calculation is 1 Part time DPS worker, and 2 Temporary DPS Positions that are currently vacant.

**BUDGET SUMMARY**

|           | ACTUAL<br><u>2022-2023</u> | AMENDED<br><u>2023-2024</u> | RECOMMENDED<br><u>2024-2025</u> |
|-----------|----------------------------|-----------------------------|---------------------------------|
| Total Exp | 1,195,411                  | 503,095                     | 338,846                         |

| GL NUMBER   | DESCRIPTION                   | 2022-23<br>ACTIVITY | 2023-24<br>ACTIVITY<br>THRU 03/31/24 | 2023-24<br>AMENDED<br>BUDGET | 2023-24<br>PROJECTED<br>ACTIVITY | 2024-25<br>RECOMMENDED<br>BUDGET |
|---|-------------------------------|---------------------|--------------------------------------|------------------------------|----------------------------------|----------------------------------|
| Dept 782.000 - Facilities - Abrams Park             |                               |                     |                                      |                              |                                  |                                  |
| 101-782.000-702.000                                 | Wages                         | 12,794              | 10,158                               | 11,273                       | 11,273                           | 12,448                           |
| 101-782.000-704.100                                 | FICA - Employer's Share       | 806                 | 644                                  | 705                          | 705                              | 772                              |
| 101-782.000-704.200                                 | Medicare - Employer's Share   | 188                 | 151                                  | 165                          | 165                              | 180                              |
| 101-782.000-705.000                                 | Medical Insurance - ER        | 1,641               | 1,553                                | 1,256                        | 1,256                            | 1,344                            |
| 101-782.000-705.100                                 | Vision Benefits               | 18                  | 14                                   | 13                           | 13                               | 14                               |
| 101-782.000-705.200                                 | Dental Benefits               | 198                 | 158                                  | 149                          | 149                              | 153                              |
| 101-782.000-706.000                                 | Life Insurance - ER cost      | 37                  | 28                                   | 32                           | 32                               | 32                               |
| 101-782.000-707.000                                 | Retirement Contributions-ER   | 917                 | 807                                  | 748                          | 748                              | 814                              |
| 101-782.000-707.100                                 | Health Care Savings Plan - ER | 227                 | 181                                  | 231                          | 231                              | 229                              |
| 101-782.000-708.000                                 | Sick & Accident Premiums-ER   | 201                 | 159                                  | 157                          | 157                              | 198                              |
| 101-782.000-726.000                                 | Supplies                      | 2,174               | 1,139                                | 1,000                        | 1,000                            | 1,500                            |
| 101-782.000-801.000                                 | Contractual Services          | 75                  |                                      |                              |                                  |                                  |
| 101-782.000-910.100                                 | Property Insurance            | 416                 | 414                                  | 435                          | 435                              | 457                              |
| 101-782.000-910.500                                 | Workers Comp Insurance        | (130)               | 185                                  | 206                          | 206                              | 289                              |
| 101-782.000-920.000                                 | Utilities                     | 2,380               | 1,767                                | 2,500                        | 2,500                            | 2,625                            |
| 101-782.000-930.000                                 | Repairs and Maintenance       | 47,253              | 52,305                               | 88,715                       | 88,715                           | 50,000                           |
| 101-782.000-941.000                                 | Equipment Rental              | 4,329               | 3,058                                | 2,740                        | 2,740                            | 3,000                            |
| 101-782.000-976.000                                 | Equipment                     |                     | 7,172                                | 7,172                        | 7,172                            |                                  |
| Totals for dept 782.000 - Facilities - Abrams Park  |                               | 73,524              | 79,893                               | 117,497                      | 117,497                          | 74,055                           |
| Dept 783.000 - Facilities - Elms Rd Park            |                               |                     |                                      |                              |                                  |                                  |
| 101-783.000-702.000                                 | Wages                         | 28,232              | 18,100                               | 29,611                       | 29,611                           | 30,033                           |
| 101-783.000-704.100                                 | FICA - Employer's Share       | 1,768               | 1,141                                | 1,663                        | 1,663                            | 1,862                            |
| 101-783.000-704.200                                 | Medicare - Employer's Share   | 414                 | 267                                  | 389                          | 389                              | 435                              |
| 101-783.000-705.000                                 | Medical Insurance - ER        | 3,398               | 3,479                                | 3,609                        | 3,609                            | 3,862                            |
| 101-783.000-705.100                                 | Vision Benefits               | 44                  | 34                                   | 44                           | 44                               | 46                               |
| 101-783.000-705.200                                 | Dental Benefits               | 461                 | 391                                  | 507                          | 507                              | 522                              |
| 101-783.000-706.000                                 | Life Insurance - ER cost      | 79                  | 60                                   | 80                           | 80                               | 80                               |
| 101-783.000-707.000                                 | Retirement Contributions-ER   | 1,985               | 1,478                                | 2,145                        | 2,145                            | 2,319                            |
| 101-783.000-707.100                                 | Health Care Savings Plan - ER | 468                 | 365                                  | 571                          | 571                              | 573                              |
| 101-783.000-708.000                                 | Sick & Accident Premiums-ER   | 458                 | 377                                  | 449                          | 449                              | 547                              |
| 101-783.000-726.000                                 | Supplies                      | 3,071               | 1,109                                | 1,700                        | 1,700                            | 1,700                            |
| 101-783.000-801.000                                 | Contractual Services          | 75                  |                                      |                              |                                  |                                  |
| 101-783.000-910.100                                 | Property Insurance            | 345                 | 377                                  | 355                          | 355                              | 373                              |
| 101-783.000-910.500                                 | Workers Comp Insurance        | (13)                | 97                                   | 130                          | 130                              | 182                              |
| 101-783.000-920.000                                 | Utilities                     | 3,324               | 1,783                                | 3,250                        | 3,250                            | 3,413                            |
| 101-783.000-930.000                                 | Repairs and Maintenance       | 62,592              | 95,357                               | 175,000                      | 175,000                          | 50,000                           |
| 101-783.000-941.000                                 | Equipment Rental              | 8,374               | 5,299                                | 5,100                        | 5,100                            | 5,100                            |
| Totals for dept 783.000 - Facilities - Elms Rd Park |                               | 115,075             | 129,714                              | 224,603                      | 224,603                          | 101,047                          |

Maintenance Plan  
2024 DNR UCFP Grant Application  
City of Swartz Creek  
September 2024



## **Tree Maintenance Guidelines (Minimum)**

*This information is provide by Authority of the Michigan Department of Natural Resources*

To ensure success from your tree planting, the tree must be properly cared for after the initial planting. A properly maintained tree grows well, has less problems and provides many benefits to people and our environment. By following the three year maintenance guidelines, trees receive the care they need to become established. After the first three years, trees should be routinely inspected for problems and watered during dry spells.

### **Your tree should be planted according to the specifications in these planting guides...**

- American National Standards Institute (ANSI)
- Tree City USA Bulletin No. 19 - How to Select and Plant a Tree
- DNR Tree Planting Guide (IC 4108)

### **The year after the tree is planted these specifications should be followed...**

- **Water.** Check soil moisture a few inches below the surface in the root ball.
- **Mulch.** Layer 3 to 4 inches above the ground around the tree but not touching the tree trunk. The area should be four times the area of the root ball. Do not use treated or dyed mulch.
- **Prune** only if necessary. Follow specifications in the How to Prune Trees bulletin (NA-FR-01-95) and/or Tree City USA Bulletin No. 1 - How to Prune Young Shade Trees.
- **Stake** only if necessary. Follow the specifications on the Tree Planting Guide (IC 4108).
- **Check** for mower/weed whip damage, vandal damage and animal damage.
- **Check** for any insect or disease problems on the tree and surrounding trees. Contact a forester or arborist if a problem exists.
- **Do not** fertilize. Fertilizer applied to newly transplanted trees can excessively dry roots (burning).
- **Remove** all tags and twine from the tree to prevent girdling

### **The second year after the tree is planted...**

- **Water.** Trees should be checked and watered. Monitor and water trees from spring to fall.
- **Mulch.** The area surrounding the tree must be re-mulched every spring to achieve the 3-4 inches depth.
- **Remove** any stakes and ties.
- **Prune** only if necessary. Follow specifications in the How to Prune Trees bulletin (NA-FR-01-95).
- **Check** for any insect or disease problems on the new trees and surrounding trees. Contact a forester or arborist if a problem exists.

### **The third year after the tree is planted...**

- **Water.** Root systems are still being established and soil moisture needs to be checked on a regular basis from early spring to fall.
- **Re-mulch** trees in the spring.
- **Prune** if necessary. Remember to prune before the growing season starts.
- **Check** for any type of damage and make corrections.
- Trees may be **fertilized** in the spring if a need exists. Consult a forester or arborist before fertilizing.

Research has shown that it takes approximately three years for a transplanted tree to become well established on a new site. Maintaining a vigorous, healthy tree requires commitment well after the initial planting. The tree should have a healthy living environment and a structurally good form. Good form is obtained from quality planting stock, and importantly, from proper pruning. Your tree should be mulched, watered, free of insect and disease problems and should be protected from animal damage and lawn care equipment injury.

Letters of Support  
2024 DNR UCFP Grant Application  
City of Swartz Creek  
September 2024



5352 Greenleaf Drive  
Swartz Creek, Michigan 48473  
abramsparksc@gmail.com

September 12, 2024

TO WHOM IT MAY CONCERN

Friends of Abrams Park is a nonprofit group with its mission statement, "Promoting community support for the ***preservation of the natural beauty*** and revitalization for recreation offered at Abrams Park. We are committed to provide a healthy and active lifestyle for our children today and tomorrow." (*Emphasis added*).

Abrams Park is a 11-acre neighborhood park with our creek running alongside. The Winchester Village subdivision surrounds our park, along with an elementary, middle, and high school within walking distance to our community park. Not only is this park necessary to the health and welfare of our children, but also to our environment. The City of Swartz Creek and Friends of Abrams Park have been making efforts to continue to beautify Abrams Park for the enjoyment of our community; however, our aged cottonwood trees, which have limb breakage and are being damaged during storms create a hazard to our children and are decreasing the forestry within Abrams Park.

Our group strongly supports the efforts of the City of Swartz Creek to apply for the Michigan Department of Natural Resources Urban and Community Forestry Grant to replace these trees with Michigan native trees, such as Oak and Elm, which would greatly benefit the forestry of our park.

Friends of Abrams Park asks this Panel to greatly consider the City of Swartz Creek as a recipient of the reforestation Grant so that Abrams Park may flourish environmentally for its children and our community's enjoyment (now and in the future).

Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink that reads "Sandra Brill".

Sandra Brill, President  
Friends of Abrams Park  
(810) 449-7456



Headquarters  
1525 N. Elms Rd.  
Flint, MI 48532  
(810) 230-8766 ext. 3  
Downtown Flint Office  
336 W. First St., Ste. 207  
Flint, MI 48502  
[genesecd@yahoo.com](mailto:genesecd@yahoo.com)  
[genesecd.org](http://genesecd.org)

September 5, 2024

To Whom It May Concern:

It is my pleasure to write a letter of support for the City of Swartz Creek reforestation of Abrams Park through the Urban and Community Forestry Grant. This project will improve the urban canopy and highlight the valuable contributions of urban trees.

Genesee Conservation District (GCD) recognizes the significance of the project to enhance the urban canopy of Abrams park. This tree maintenance and planting project will reinvigorate the landscape of the park and draw much needed public awareness to the value of urban forests. In developing this comprehensive plan, the City of Swartz Creek has laid the groundwork for a successful planting and urban forestry program that can be expanded throughout the city.

Genesee Conservation District is enthusiastic to work with the City of Swartz Creek to provide further technical assistance as needed in the areas of tree planting, establishment and maintenance. We are also excited to see this project used as a catalyst to elevate the urban forestry conversation within the Swartz Creek Community to include Tree City USA credentialing, developing staff resources to include a certified arborist, and increasing the overall tree canopy of the city.

In conclusion, I fully support this park renovation project and urge the DNR to award the grant for this highly beneficial community initiative, which is backed by strong community support. With great enthusiasm the GCD commits to this grant submission, appreciates the opportunity, and looks forward to a favorable response to the request from the grant review panel.

Sincerely,

Angela M. Warren  
Executive Director

8373 Miller Rd.  
Swartz Creek, MI 48473

September 5, 2024

To Whom It May Concern,

Abrams Park is a valuable urban neighborhood park that serves the city of Swartz Creek and especially the Winchester Village neighborhood. The local elementary school, Middle School, and High School are all within walking distance of the park. All ages enjoy this park. Neighborhood children play basketball. Grandparents bring their grandchildren to enjoy the shaded tot-lot playground. Parents sit in the shade of trees watching their children play baseball. Seniors enjoy just walking through the park. Recently the city has added a sidewalk and benches along the edge of the park making it easier for older citizens to enjoy a peaceful walk in the woods. Abrams Park enables passive recreation in a natural setting. However, the aging of the existing canopy is threatening this setting.

I am writing to urge funding for the Abrams Park forestry effort. This community park is a natural area of our city that embodies the history of Native Americans, Crapo Farm settlers, and contains some of the original forest canopy. The community has been planning to re-forest this area with species reflective of the state's native plantings, and the Urban and Community Forestry Program can help make that a reality. I recently viewed a webinar produced by EGLE and presented by Lawrence Sobson, DNR "[Where the Sidewalk Ends: Choosing Resilient Trees for Tomorrow's Urban Environments.](#)" The webinar made a strong point about planting trees native to Michigan.

To ensure that future generations continue to enjoy the serenity of Abrams Park, it is fitting that this generation replant trees that will provide an area of calm and quiet for all to enjoy.

This grant will enable us to restore the canopy, return priority to native species, and educate the public on the significant role of urban forestry within Swartz Creek.

I strongly support this effort and encourage funding to enable this transformational and needed project for our future citizens.

Respectfully,



Rae Lynn Hicks

Swartz Creek City Mayor Pro Tem  
President General Federation of Women's Clubs, Michigan  
Member Arbor Day Foundation  
Lifetime Member GSUSA

9-5-2024

To Whom It May Concern:

We are writing to support the request for grant funds for the Abrams Park Forestry effort. This park is an important resource for the local and greater community of Swartz Creek. The park grounds, adjacent creek, and surrounding neighborhood co-exist to provide a potential urban oasis. Replacing the aging Cottonwoods with Burr Oak, White Swamp Oak, Red Oak, White Oak, and American Elm will greatly improve the ecology, experience, and value of the park.

Reestablishing Abrams Park with large caliper trees will quickly transform the park into an ecological asset for the community. This in turn will further the forestry goals of the city and state by promoting tree stewardship and general forestry. It will also increase the tree canopy in the area and return a more native ecology. Lastly, the effort will add capacity to the city and community as it relates to ongoing forestry expertise and fortify a tradition of arboriculture.

We strongly support this effort and encourage funding to enable this transformational project.

Sincerely,  
Winchester Village Residents

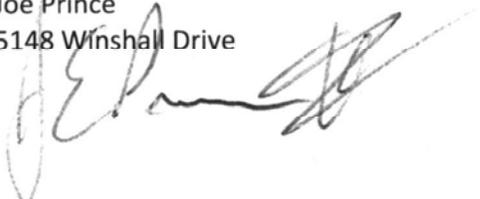
Jason Barret  
5408 Winshall Drive



William Bergen  
5418 Don Shenk Drive



Joe Prince  
5148 Winshall Drive



Nathan Henry  
5411 Don Shenk Drive



Andrea Aurino  
5405 Don Shenk Drive



Tyler Price  
5421 Don Shenk Drive



# SWARTZ CREEK DRAGONS



8354 Cappy Lane, Swartz Creek, MI 48473

(810) 591-2300 FAX (810) 591-2784

[www.swartzcreek.org](http://www.swartzcreek.org)

September 5, 2024

To Whom It May Concern,

I am writing to support the request for grant funds for the Abrams Park Forestry effort. This park is an essential resource for the local and greater community of Swartz Creek. The park grounds, adjacent creek, and surrounding neighborhood co-exist to provide a potential urban oasis. The community cross-country races traverse these grounds with each local meet. Replacing the aging cottonwoods with Linden, Elm White Swamp Oak, Burr Oak, Red Oak, and White Oak will greatly improve the park's ecology, experience, and value.

Reestablishing Abrams Park with large caliper trees will quickly transform the park into an ecological asset for the community. This, in turn, will further the forestry goals of the city and state by promoting tree stewardship and general forestry. It will also increase the tree canopy in the area and return to a more native ecology. Lastly, the effort will add capacity to the city and community related to ongoing forestry expertise and promote a culture of strong arborism.

I strongly support this effort and encourage funding to enable this transformational project, and I greatly appreciate your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Kitchen".

Jim Kitchen  
Deputy Superintendent

Tree and Installation Quote (Nash Nursery)  
2024 DNR UCFP Grant Application  
City of Swartz Creek  
September 2024

**From:** [Kathy James](#)  
**To:** [Adam Zettel](#)  
**Subject:** Re: tree list #6  
**Date:** Friday, August 16, 2024 10:43:56 AM

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Hello Adam,

The mileage fee would be negligible, it is not as far as I thought. If you think you will want to proceed, once you can tell me which trees you may want, our next step would be to check the site for soil, access and set stakes. At that time I would be able to tell you if there would be any additional charges for prep, locally sourcing soil, sand, mulch, ect.

Thanks

Kathy

On Thu, Aug 15, 2024 at 4:16 PM Adam Zettel <[AZettel@cityofswartzcreek.org](mailto:AZettel@cityofswartzcreek.org)> wrote:

Hello Kathy,

The address is 5247-5403 Winshall Dr, Swartz Creek, MI 48473

This is an easy to access, wide open city park. The area is flodplain with sandy and loam type soils.

*Adam Zettel, AICP*

City Manager

Swartz Creek City

8083 Civic Drive

Swartz Creek, MI 48473

810.635.4464 general office

810.287.2147 mobile

[azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org)

<https://www.facebook.com/CityofSwartzCreek>

*This communication, along with any documents, files or attachments, is intended only for the use of the addressee and may contain legally privileged and confidential information. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of any information contained in or attached to this communication is strictly prohibited. If you have received this message in error, please notify the sender immediately and destroy the original communication and its attachments without reading, printing or saving in any manner. This communication does not form any contractual obligation on behalf of the sender or the City of Swartz Creek and, when applicable, the opinions expressed here are my own and do not necessarily represent those of the City.*

---

**From:** Kathy James <[kathy@nashnurseries.com](mailto:kathy@nashnurseries.com)>

**Sent:** Thursday, August 15, 2024 3:35 PM

**To:** Adam Zettel <[AZettel@cityofswartzcreek.org](mailto:AZettel@cityofswartzcreek.org)>

**Subject:** Re: tree list #6

Sure! I see I made an error right off the bat. The White Swamp at 2" - 2 1/2" is \$299.95. Sorry. Of course there will be a mileage fee also. If you give me the planting address I can figure that out for you. The next question would be about the site, soil, access, etc.

White Swamp Oak --- 1 1/2"-2" - \$219.95, installation \$165.00; 2" - 2 1/2" \$299.95, installation \$225.00; 2 1/2"-3" - \$349.95, installation \$265.00

White Oak --- 1 1/2" - 2" - \$249.95 installation \$188.00; 2"-2 1/2"- \$319.95, installation \$240.00

Burr Oak --- 1 1/2" - 2" - \$219.95, installation \$165.00 ; 2" - 2 1/2" - \$299.95, installation \$225.00

American Elm --- 1 1/2" - 2" - \$219.95, installation \$165.00; 2" - 2 1/2" - \$299.95, installation \$225.00

Hornbeam --- 1 1/2" - 2" - \$199.95, installation \$150.00; 2" - 2 1/2" - \$269.95, installation \$203.00

Red Oak --- 1 1/2" - 2" - \$199.95, installation \$150.00; 2" - 2 1/2" - \$269.95, installation \$203.00



**APPLICATION FOR SPECIAL USE APPROVAL**

**City of Swartz Creek**  
*(An Equal Opportunity Employer)*  
**8083 Civic Drive**  
**Swartz Creek, MI 48473**  
**810-635-4464**

To: City Clerk    Date: 10 / 11 / 24    Paid: 325.<sup>00</sup>    Receipt No: 293843

**NOTICE TO APPLICANT:**

Regular meetings of the Swartz Creek Planning Commission are held on the 1<sup>st</sup> Tuesday of each month at 7:00 PM, at the City Hall, 8083 Civic Dr. Application for Special Use shall be filed at least thirty (30) days before the scheduled meeting date.

**TO THE PLANNING COMMISSION**

I, (We), the undersigned do hereby respectfully make application and petition the Planning Commission to call a special hearing to determine whether there are objections for the use of said property as follows:

Child daycare services within the existing Cornerstone Baptist Church located at:

6273 Miller Road, Swartz Creek, Michigan 48473

1. The property sought to be used as a "Special Use" is located and described, as follows: Assessment Roll Description No. 58- 31 - 200 - 017 ,

ALL THAT PART OF W 1/2 OF W 1/2 OF NE 1/4 LYING NLY OF SWARTZ CREEK AND SLY OF M 78 EXCEPT A PARCEL OF LAND BEG AT INTERSECTION OF M 78 R/W AND N AND S 1/4 LINE TH S 220 FT TH NELY PARALLEL TO M 78 110 FT TH N N 200 FT TH WLY 110 FT TO PL OF BEG ALSO EXCEPT A PARCEL OF LAND BEG AT INTERSECTION OF C L OF SWARTZ CREEK AND N AND S 1/4 LINE TH N TO A POINT THAT IS 576.01 FT N OF INTERIOR 1/4 COR OF SEC TH E 100 FT TH S TO C L OF SWARTZ CREEK TH WLY ALONG C L OF SWARTZ CREEK TO PL OF BEG. SEC 31 T7N R6E 12.9 A.

2. The property sought for "Special Use" is owned by:

Name: Cornerstone Baptist Church (Resident Agent: Pastor Nathan Brown)

Address: 6273 Miller Road, Swartz Creek, Michigan 48473

3. Requirements:

4. It is desired and requested that the foregoing described property be given a "Special Use" permit for:

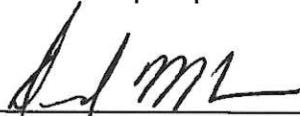
Child daycare services.

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5. We attach a statement hereto indicating why we request the "Special Use" of this property so stated, and why such will not be detrimental to the public welfare, nor the property of other persons in the vicinity thereof.

6. Submit plot plan.

 (David McLane, AIA, NCARB)  
Signature of Applicant

AMAG, LLC - 4488 West Bristol Road, Suite 200, Flint, MI 48507

Address

O: (810) 230-9311

Phone Number:

C: (810) 569-1082

Email Address: [dmclane@amagarch.com](mailto:dmclane@amagarch.com)

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A. Action Taken by the Planning Commission:

1. Date of first appearance of applicant: \_\_\_/\_\_\_/\_\_\_

2. Date of Public Hearing: \_\_\_/\_\_\_/\_\_\_

3. Findings of Planning Commission:

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B. Determination:

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# Adam Zettel, AICP

City Manager

[azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org)

Date: December 6, 2024

Attention: Swartz Creek Planning Commission

Subject: **Special Land Use (Cornerstone Baptist Church): Child Day Care**  
Parcel: 6273 Miller Road, PID 58-31-200-017  
See attached, application and plans dated October 11, 2024

Dear Chairman and Commissioners:

City staff has reviewed the above application submitted by Cornerstone Baptist Church to convert space within their existing church structure to Child Day Care. This is a Special Land Use under 13.08 of the Zoning Ordinance. The property is zoning R-1 Residential. The primary use is a Place of Assembly.

## **APPLICATION SUBMISSION**

The application for the special land use was submitted by Pastor Nathan Brown on behalf of the Cornerstone Baptist Church. The application was accompanied by a five page site plan. Submitted materials are adequate for review. Note that no exterior alterations or additions are proposed.

## **GENERAL STANDARDS REVIEW COMMENTS**

The special land use application has been reviewed utilizing the general standards outlined in *Section 30.02* of the Swartz Creek Zoning Ordinance. The Planning Commission shall grant special land use approval if these standards are met.

1. *Be consistent with the goals, objectives, and future land use plan described in the City of Swartz Creek Master Plan.*

## **Finding: No Adverse Findings**

The use of Child Day Care is important to supporting a strong residential and business environment. This site is built to accommodate large scale use as a place of assembly. It contains adequate parking, a play area, open space, security, and

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8083 Civic Drive

Swartz Creek Michigan 48473

Phone: (810)-635-4464

Fax: (810)-635-2887

[www.cityofswartzcreek.org](http://www.cityofswartzcreek.org)

<ftp://cityofswartzcreek.org>

access. The use is found be staff to be beneficial to the community, and the impact should be negligible.

2. *Be consistent with the stated intent of the zoning district.*

**Finding: No Adverse Findings**

Child Day Care is permitted in R-1 Residential as a special land use, as long as that use is accessory to a primary use. The zoning code implies that such child care should not disrupt stable residential neighborhoods by inerting a business use into a residential structure or setting without a high level of scrutiny. The site in question is already established as a legal place of assembly within the district, thereby not requiring changes that would be disruptive to a residential setting. .

3. *Be designed, constructed, operated, and maintained to be compatible with, and not significantly alter, the existing or intended character of the general vicinity in consideration of environmental impacts, views, aesthetics, noise, vibration, glare, air quality, drainage, traffic, property values or similar impacts.*

**Finding: No Adverse Findings**

As noted above, the site should not undergo any discernable exterior changes, nor is any noticeable operational change expected. The site is property sized and is located in an area with good major street access. It is surrounded by office use, the Swartz Creek, and some distant single family homes. The facilities meet setback requirements.

Note that the previous site plan required landscaping in the form of deciduous trees to be planted along the Miller Road frontage as part of the site plan approval requirements. The site was delivered a certificate of occupancy without completion of the landscaping plan. The commission should consider if the required plantings serve an important purpose in maintaining the site compatibility with the intent of the zoning district.

4. *Will not significantly impact the natural environment.*

**Finding: No Adverse Findings**

No issues are identified.

- 5. Be served adequately by public facilities and services, such as police and fire protection, drainage structures, water and sewage facilities, refuse disposal and schools.*

**Finding: No Adverse Findings**

The site is served with large scale water and sewer public utilities. The proposed use should not have an adverse impact upon public services. Input from the City Fire Chief and Police Chief will also be considered.

- 6. Be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration vehicular turning movements, proximity and relationship to intersections, adequacy to sight distances, location and access of off-street parking and provisions for pedestrian traffic.*

**Finding: No Adverse Findings**

The site offers a high level of ingress, egress, drop off, and parking amenities to serve as a place of assembly. No traffic issues appear to present themselves. The site does not offer pedestrian amenities currently and is not connected to any adjacent or public pedestrian facilities.

- 7. The proposed use shall be such that the location and height of buildings or structures, and the location, nature and height of walls, fences, and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value.*

**Finding: No Adverse Findings**

With the exception of the noted missing landscaping, the site appears to be in compliance with the ordinance and is not proposed to alter any noted features.

- 8. The proposed use shall be designed, located, planned, and operated to protect the public health, safety, and welfare.*

**Finding: Subject to planning commission review**

As noted, the site is not proposed to be altered at all from a design perspective and is known to function without any issues. The new use is not likely to create any observable change in the function of the property. With the exception of the noted landscaping, the site appears to satisfy all needs as a place of assembly and child day care.

Because some of these findings are subjective, the input of the public and commission is required to complete this review.

### **SPECIFIC STANDARDS REVIEW COMMENTS**

There are not any specific standards for review of a Child Daycare Center.

### **RECOMMENDATION**

Staff finds no areas of noncompliance or adverse impact. However, I seek the input of the commission as it relates to the deficient landscaping as a potential condition of approval. It stands to reason that the site should not be altered, intensified, or amended without complying with the standards set for a place of assembly, as reflected in the previous site plan.

Please contact me directly if you have any comments or inquiries on the matter. I am happy to receive comments in person, in writing, over the phone, or via e-mail.

Sincerely,

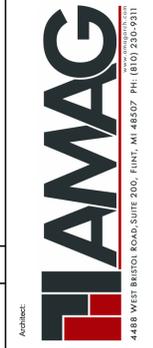


Adam H. Zettel, AICP  
Zoning Administrator  
City of Swartz Creek  
810.287.2147

[azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org)

# CORNERSTONE BAPTIST CHURCH

6273 MILLER RD SWARTZ CREEK MI 48473



Architect

Contractor

PARTIAL CHANGE OF USE

Project Phase:  
Design  
Permit  
Construction

Date  
10-8-24  
10-11-24

Rev. 1 OWNER REVIEW  
2 SLU APPLICATION

Project # 2438  
Drawn by: DM  
Checked by:

Revised Last Issue: 10/16/2024 2:40:07 PM

COVER SHEET

Sheet  
**G000**

4488 WEST BRISTOL ROAD, SUITE 200, FLINT, MI 48507 PH: (810) 256-9311

CORNERSTONE BAPTIST CHURCH  
6273 MILLER RD SWARTZ CREEK MI 48473

### PROJECT TEAM

**OWNER:**  
CORNERSTONE BAPTIST CHURCH  
6273 MILLER ROAD  
SWARTZ CREEK, MICHIGAN 48473  
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**ARCHITECT:**  
AMAG, LLC  
4488 WEST BRISTOL ROAD, SUITE 200  
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CELL: (810) 955-8193  
E-MAIL: CSAWDON@AMAGARCH.COM

**CONTRACTOR:**  
T.B.D.

### APPROVAL AGENCIES

**MUNICIPALITY:**  
CITY OF SWARTZ CREEK  
8083 CIVIC DRIVE  
SWARTZ CREEK, MICHIGAN 48473  
PHONE: (810) 635-4464  
CITY MANAGER: ADAM ZETTEL, AICP  
E-MAIL: AZETTEL@CITYOFSWARTZCREEK.ORG

**PLANNING & ZONING:**  
ZONING ADMINISTRATOR: TARA FORD  
PHONE: (810) 635-3893  
E-MAIL: TARA.FORD@MUNDYTWP-MI.GOV

**BUILDING DEPARTMENT:**  
BUILDING OFFICIAL: MATT HART  
PHONE: (810) 635-4631, EXT. 235  
CELL: (810) 922-3230  
E-MAIL: MATT.HART@MUNDYTWP-MI.GOV

**FIRE DEPARTMENT:**  
SWARTZ CREEK AREA FIRE DEPARTMENT  
8100-B CIVIC DRIVE  
SWARTZ CREEK, MICHIGAN 48473  
PHONE: (810) 635-2300

### BUILDING CODE INFORMATION

**BUILDING CODES:** MICHIGAN REHABILITATION CODE FOR EXISTING BUILDINGS - 2015

**USE GROUP:** RELIGIOUS WORSHIP: "A-3" (ASSEMBLY). CLASSROOMS (SECTION 305.1.1); ACCESSORY TO "A-3" (<100 OCCUPANT LOAD). GYMNASIUM; "A-3" (ASSEMBLY). CHILD DAY CARE: "E" (EDUCATIONAL). SECTION 305.2 THIS GROUP INCLUDES BUILDINGS & STRUCTURES OR PORTIONS THEREOF OCCUPIED BY MORE THAN FIVE CHILDREN OLDER THAN 2-1/2 YEARS OF AGE WHO RECEIVE EDUCATIONAL, SUPERVISION OR PERSONAL CARE SERVICES FOR FEWER THAN 24 HOURS PER DAY.

**CONSTRUCTION TYPE:** '1B' (MBC SECTION 602.2 & TABLE 601) (TABLE 601)

**BUILDING AREA & HEIGHT:** (TABLE 504.3, 504.4 & 506.2)  
EXISTING BUILDING (FOOTPRINT): 52,639SF  
ORIGINAL BUILDING: 40,403SF  
ADDITION (2013): 12,175SF  
ALLOWABLE AREA: EXISTING ORIGINAL BUILDING IS DIVIDED WITH FIREWALLS INTO AREAS REQUIRED FOR COMPLIANCE & THE NEW 2013 PHASE II ADDITION WAS SPRINKLED AS REQUIRED. REFERENCE 2013 PHASE II BUILDING ADDITION CONSTRUCTION DRAWINGS, GENERATED BY DMA ARCHITECTS, PLLC, FOR ADDITIONAL INFORMATION.  
ALLOWABLE HEIGHT: 55 FEET, 1-STORY  
EXISTING BUILDING HEIGHT: 1-STORY +/- (MAX.)

**USE SEPARATION:** (TABLE 508.4) NO SEPARATION REQUIRED BETWEEN 'A' & 'E' USES.

**FIRE PROTECTION:** NO AUTOMATIC SPRINKLER SYSTEM INSTALLED IN THE ORIGINAL EXISTING BUILDING. AN AUTOMATIC SPRINKLER SYSTEM WAS PROVIDED IN THE 2013 BUILDING ADDITION AS REQUIRED.

**OCCUPANT LOAD:** (TABLE 1004.1.2) TOTAL OF ROOMS TO BE USED AS CHILD CARE AREAS: 3,654SF / 35SF/OCC(NET) = 105 OCCUPANTS

**MEANS OF EGRESS:** LIGHTING/SIGNAGE: PROVIDED AS REQUIRED.  
PANIC HARDWARE (1010.1.10): PROVIDED AS REQUIRED (> 50 OCCUPANTS). COMMON PATH OF EGRESS TRAVEL DIST. (1006.2.1): 75 FEET MAX. (ACTUAL: SEE LIFE SAFETY PLAN).  
EXIT ACCESS TRAVEL DIST. (TABLE 1017.2): 200 FEET MAX. (ACTUAL: SEE LIFE SAFETY PLAN).

**ACCESSIBILITY:** PARKING: 1 TO 25 SPACES = 1 ACCESSIBLE SPACE REQUIRED  
ENTRANCE: NO CHANGES TO EXISTING. COMPLIANCE AS REQUIRED.  
ROUTE: NO CHANGES TO EXISTING. COMPLIANCE AS REQUIRED.  
TOILET/LAV/FIXTURES: PROVIDED AS REQUIRED.  
SIGNAGE: PROVIDED AS REQUIRED.

**PLUMBING:** LAVATORIES: MEN/WOMEN: 1 PER 50. EXISTING PROVIDED.  
TOILETS: MEN/WOMEN: 1 PER 50. EXISTING PROVIDED.  
DRINKING FOUNTAIN: 1 REQUIRED (H-I-O) EXISTING PROVIDED.  
UTILITY SINK: 1 REQUIRED. EXISTING PROVIDED.

**DESIGN CRITERIA:** EXISTING BUILDING & CONDITIONS. THE FOLLOWING ARE ASSUMED DESIGN CRITERIA ORIGINALLY USED. VERIFICATION OF EXISTING CONDITIONS WOULD NEED TO BE VERIFIED IF ANY NEW OR REMODEL WORK EXCEEDS, OR CAUSES TO EXCEED, LOADING CONDITIONS ASSUMED. AMAG, LLC WAS NOT RETAINED TO PERFORM A STRUCTURAL ANALYSIS OF THE EXISTING BUILDING OR ELEMENTS.  
FLOOR LIVE LOAD: SLAB ON GRADE.  
GROUND SNOW LOAD: 30PSF  
ROOF DEAD LOAD: 10 PSF  
SURFACE ROUGHNESS: 'C'.  
WIND LOAD: 20PSF (90MPH, 2 SEC. GUST) - EXPOSURE 'C'  
SOIL BEARING: 1,500PSF (MBC LIMITS SOIL BEARING TO 1,500PSF MAX. WITHOUT SOILS INVESTIGATION)  
FOUNDATION: FOOTINGS REST ON UNDISTURBED SOIL, MIN. 42" BELOW GRADE. CONCRETE: 3,500PSI.

### LOCATION MAP



### PROJECT SCOPE OF WORK

USE OF EXISTING INTERIOR ROOMS FOR DAYTIME CHILD CARE SERVICES FOR MORE THAN 5 CHILDREN OLDER THAN 2-1/2 YEARS OF AGE.

### ORDINANCE REVIEW

**LOCAL ORDINANCE:** CITY OF SWARTZ CREEK ZONING ORDINANCE (7/9/24 - SUPPLEMENT 11) (MUNICODE)

**ZONING:** 'R-1' (SINGLE FAMILY RESIDENTIAL)

**ZONING ADJACENCIES:** NORTH & WEST: 'R-1' (SINGLE FAMILY RESIDENTIAL); EAST: 'O-1' (OFFICE); SOUTH: FLINT TOWNSHIP.

**BUILDING AREA:** EXISTING BUILDING (FOOTPRINT): 52,639SF

**SITE REQUIREMENTS:** (SECTION 4.02)  
MIN. LOT AREA: 11,200SF (EXISTING: 618,180SF). NO CHANGES.  
MAX. LOT WIDTH: 80 FEET (EXISTING: 657 FEET). NO CHANGES.  
MAX. LOT COVERAGE FOR ALL BUILDINGS: 35% (EXISTING: 9.10%). NO CHANGES.  
FRONT YARD SETBACK: 30 FEET (EXISTING: 117 FEET). NO CHANGES.  
REAR YARD SETBACK: 35 FEET (EXISTING: 472 FEET). NO CHANGES.  
SIDE YARD SETBACK: 10 FEET EACH SIDE. (WEST SIDE: 124 FEET, EAST SIDE 198 FEET). NO CHANGES.  
MAXIMUM BUILDING HEIGHT: 25 FEET OR 2-STORIES (EXISTING: 1-STORY) NO CHANGES.  
IMPERVIOUS SURFACES: NO CHANGES TO EXISTING CONDITIONS.

**PRINCIPAL USE:** (SECTION 4.01) EXISTING APPROVED SPECIAL LAND USE: RELIGIOUS WORSHIP & EDUCATION.

**SPECIAL LAND USE:** (SECTION 4.01 & 13.08) SECTION 4.01: FUTURE CHILD CARE SERVICES WILL REQUIRE SPECIAL LAND USE APPROVAL  
SECTION 13.08: SPECIAL LAND USE AS ACCESSORY: CHILD DAY CARE CENTER (MORE THAN 6 CHILDREN LESS THAN 24 HOURS/DAY).  
- 1) THE USE SHALL BE REGISTERED WITH THE CITY CLERK'S OFFICE AND SHALL CONTINUALLY HAVE ON FILE WITH THE CITY DOCUMENTATION OF A VALID LICENSE AS REQUIRED BY THE STATE.  
- 2) SINCE THE STATE LAW PREEMPTS IN THIS AREA, THE FACILITY SHALL BE BROUGHT INTO COMPLIANCE WITH ALL STATE BUILDING AND FIRE CODES PURSUANT TO STATE LICENSING RULES R400.1831—R400.1835. DOCUMENTATION OF SUCH COMPLIANCE WITH STATE REQUIREMENTS SHALL BE PROVIDED.  
- 3) THE SITE SHALL COMPLY WITH THE SIGN PROVISIONS OF THE CITY'S SIGN ORDINANCE.  
- 4) OFF-STREET PARKING SHALL BE PROVIDED FOR THE MAXIMUM NUMBER OF EMPLOYEES ON-SITE AT ANY ONE TIME.  
- 5) THE BUILDING SHALL HAVE AN APPEARANCE WHICH IS NON-INTRUSIVE AND CONSISTENT IN COLOR, MATERIALS, ROOF-LINE, AND ARCHITECTURE WITH THE ONE-FAMILY OR MULTIPLE-FAMILY RESIDENTIAL DISTRICT IN WHICH IT IS LOCATED, AS DETERMINED BY THE PLANNING COMMISSION.  
- 6) DOCUMENTATION OF SUFFICIENT INDOOR CLASSROOM, CRIB, OR PLAY AREA MEETING STATE REQUIREMENTS SHALL BE PROVIDED.  
- 7) THERE SHALL BE SUFFICIENT OUTDOOR PLAY AREA TO MEET STATE REGULATIONS. ALL REQUIRED OUTDOOR PLAY AREAS SHALL BE FENCED WITH A FOUR-FOOT TALL FENCE, PROVIDED THAT NO FENCED OUTDOOR PLAY AREA SHALL BE LOCATED IN A FRONT YARD.  
- 8) THERE SHALL BE SUFFICIENT DROP-OFF PARKING SPACES TO ALLOW MANEUVERS WITHOUT CREATING A HAZARD TO TRAFFIC FLOW.  
- 9) THE LOT SHALL BE AT LEAST 1,500 FEET FROM ANOTHER GROUP DAY CARE HOME OR SIMILAR FACILITY. THIS MAY BE REDUCED BY THE PLANNING COMMISSION UPON A FINDING BY THE PLANNING COMMISSION THAT THE PROPOSED FACILITY WILL NOT CONTRIBUTE TO AN EXCESSIVE CONCENTRATION OF STATE LICENSED RESIDENTIAL CARE FACILITIES IN THE AREA.

### CHILD CARE CENTERS LICENSING & OPERATIONAL REQUIREMENTS

**COMPLIANCE WITH THE FOLLOWING PUBLICATIONS & REQUIREMENTS:**  
1) TECHNICAL ASSISTANCE AND CONSULTATION MANUAL FOR CHILD CARE CENTERS.  
2) STATE OF MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (CHILD CARE LICENSING BUREAU).

### CODE REVIEW - REHABILITATION

**CHAPTER 3: COMPLIANCE METHODS.**  
301.1.2: WORK AREA COMPLIANCE METHOD. COMPLIANCE WITH THE APPLICABLE REQUIREMENTS OF CHAPTERS 5 THROUGH 13.

**CHAPTER 4: PRESCRIPTIVE COMPLIANCE METHOD.**  
PER SECTION 806 & 906.1, SECTION 410 COMPLIANCE REQUIRED.  
410.1: A BUILDING, FACILITY, OR ELEMENT THAT HAS A CHANGE IN USE GROUP OR OCCUPANCY LOAD OR ALTERATION SHALL COMPLY IN ACCORDANCE WITH THE REQUIREMENTS OF THE UTILIZATION OF PUBLIC FACILITIES BY PHYSICALLY LIMITED, 1966 PA 1, MCL 125.1351 TO 125.1356 AND THE MBC, R408.30401 TO R408.30499.  
410.3: IF APPLICABLE, ALTERATIONS SHALL NOT REDUCE OR HAVE THE EFFECT OF REDUCING ACCESSIBILITY OF A FACILITY OR PORTION OF A FACILITY.  
410.4.1: PARTIAL CHANGE OF OCCUPANCY. ANY ALTERATIONS SHALL COMPLY WITH SECTIONS 410.6, 410.7 AND 410.8.  
410.5: N/A. NO ADDITIONS.  
410.6: ALTERATIONS. THE LEVEL OF ANY ALTERATION ANTICIPATED WOULD MOST LIKELY FALL UNDER THE EXCEPTIONS AND THEREFORE NOT REQUIRED. IF ALTERATIONS ARE DEEMED APPLICABLE, AND FALL OUTSIDE OF THE EXCEPTIONS, THEN COMPLIANCE WITH APPLICABLE PROVISIONS OF MBC CHAPTER 11 AND ICC/A117.1 LISTED IN CHAPTER 16, WOULD BE REQUIRED, UNLESS TECHNICALLY INFEASIBLE.  
410.7: PRIMARY FUNCTION AREAS REQUIRED TO BE ACCESSIBLE. NEW OCCUPANCY WOULD NOT EFFECT THE ACCESSIBLE ROUTE TO THE PRIMARY FUNCTION AREA.  
410.8: THE PROVISIONS OF 410.8.1 THROUGH 410.8.14 SHALL APPLY TO ALTERATIONS TO EXISTING BUILDINGS AND FACILITIES.  
410.8.1: ENTRANCES. ACCESSIBLE ENTRANCES PROVIDED AS EXISTING.  
410.2 - 410.9: NOT APPLICABLE.  
410.8.10: TOILET ROOMS. WHERE IT IS TECHNICALLY INFEASIBLE TO ALTER EXISTING TOILET ROOMS TO BE ACCESSIBLE, A FAMILY OR ASSISTED USE TOILET ROOM IS PERMITTED. AT THE INACCESSIBLE TOILET ROOM.

**CHAPTER 5: CLASSIFICATION OF WORK.**  
501.2: WORK AREA: THE EXISTING ROOMS THAT WILL BE USED FOR CHILD CARE SERVICES.  
502: REPAIRS: TO BE IN COMPLIANCE WITH CHAPTER 6, IF APPLICABLE.  
503: ALTERATIONS - LEVEL 1: NOT APPLICABLE. NO REMOVAL AND REPLACEMENT OR THE COVERING OF EXISTING MATERIALS, ELEMENT, EQUIPMENT, OR FIXTURES USING NEW MATERIALS, ELEMENTS, EQUIPMENT, OR FIXTURES THAT SERVE THE SAME PURPOSE.  
504: ALTERATIONS - LEVEL 2: NOT APPLICABLE. NO RECONFIGURATION OF SPACE, THE ADDITION OR ELIMINATION OF ANY DOOR OR WINDOW, THE RECONFIGURATION OR EXTENSION OF ANY SYSTEM, OR THE INSTALLATION OF ANY ADDITIONAL EQUIPMENT.  
505: ALTERATIONS - LEVEL 3: NOT APPLICABLE. WORK AREA < 50% OF BUILDING AREA.  
506: CHANGE OF OCCUPANCY OR OCCUPANCY CLASSIFICATION: APPLICABLE. COMPLIANCE WITH PROVISIONS OF CHAPTER 10  
507: ADDITION: NOT APPLICABLE. NO NEW ADDITIONS.  
508: HISTORIC BUILDINGS: NOT APPLICABLE. BUILDING IS NOT HISTORIC.  
509: RELOCATED BUILDINGS: NOT APPLICABLE. NOT A RELOCATED BUILDING.

**CHAPTER 6: REPAIRS.** (IF APPLICABLE)  
601.2: NEW WORK SHALL NOT MAKE THE BUILDING LESS CONFORMING THAN IT WAS BEFORE THE REPAIR WAS UNDERTAKEN.  
602.1: EXISTING COMPLIANT BUILDING MATERIALS WILL REMAIN IN USE WHERE APPLICABLE.  
602.2: NEW MATERIALS, AS PERMITTED BY MBC FOR NEW CONSTRUCTION, WILL BE USED.  
602.3: NO REPLACEMENT GLAZING IN HAZARDOUS AREAS.  
603.1: REPAIRS WILL BE DONE IN A MANNER THAT MAINTAINS THE LEVEL OF FIRE PROTECTION PROVIDED.  
604.1: REPAIRS WILL BE DONE IN A MANNER THAT MAINTAINS THE LEVEL OF PROTECTION FOR MEANS OF EGRESS.  
605.1: REPAIRS WILL BE DONE THAT MAINTAIN THE LEVEL OF ACCESSIBILITY REQUIRED.  
606: NO ANTICIPATED STRUCTURAL REPAIRS OF EXISTING.  
607.1: EXISTING ELECTRICAL WIRING & EQUIPMENT REPAIR WILL COMPLY, AS APPLICABLE.  
608.1: EXISTING MECHANICAL SYSTEMS UNDERGOING REPAIR WILL NOT MAKE THE BUILDING LESS CONFORMING THAN BEFORE THE REPAIR.  
609.1: PROHIBITED PLUMBING MATERIALS & SUPPLIES WILL NOT BE USED FOR REPAIRS.

**CHAPTER 7: ALTERATIONS - LEVEL 1.**  
PER SECTION 1012.8.1, SECTION 705 COMPLIANCE, AS APPLICABLE.  
705: ALTERATIONS WILL BE DONE THAT MAINTAIN THE LEVEL OF ACCESSIBILITY REQUIRED.

**CHAPTER 8: ALTERATIONS - LEVEL 2.**  
PER SECTION 1012.8.1, SECTION 705 COMPLIANCE, AS APPLICABLE.  
806: ACCESSIBILITY SHALL COMPLY WITH SECTION 410.

**CHAPTER 9: ALTERATIONS - LEVEL 3.**  
PER SECTION 1012.8.1, SECTION 705 COMPLIANCE, AS APPLICABLE.  
906.1: COMPLIANCE WITH SECTION 410 REQUIRED.

**CHAPTER 10: CHANGE OF OCCUPANCY.**  
1001.2: NO DIFFERENT FIRE PROTECTION THRESHOLD REQUIREMENT IN MBC CHAPTER 9.  
1001.2.1: WHERE THE OCCUPANCY CLASSIFICATION OR GROUP OF A PORTION OF AN EXISTING BUILDING IS CHANGED, SECTION 1012 SHALL APPLY.  
1001.3: A CERTIFICATE OF OCCUPANCY SHALL BE ISSUED.  
1002: NO SPECIAL USE OR OCCUPANCY.  
1003.1: BUILDING ELEMENTS AND MATERIALS IN PORTIONS OF BUILDINGS UNDERGOING A CHANGE OF OCCUPANCY CLASSIFICATION SHALL COMPLY WITH SECTION 1012.  
1004.1: FIRE PROTECTION REQUIREMENTS OF SECTION 1012 SHALL APPLY WHERE A BUILDING OR PORTIONS THEREOF UNDERGO A CHANGE OF OCCUPANCY CLASSIFICATION OR WHERE THERE IS A CHANGE OF OCCUPANCY WITHIN A SPACE WHERE THERE IS A DIFFERENT FIRE PROTECTION SYSTEM THRESHOLD REQUIREMENT IN CHAPTER 9 OF MBC. ACTUAL: NO DIFFERENT FIRE PROTECTION SYSTEM THRESHOLD REQUIREMENT IN CHAPTER 9 (AREA OF USE < 12,000SF & AREA IS ON THE LEVEL OF EXIT DISCHARGE).  
1005.1: MEANS OF EGRESS IN BUILDINGS UNDERGOING A CHANGE OF OCCUPANCY CLASSIFICATION SHALL COMPLY WITH THE REQUIREMENTS OF SECTION 1012.  
1006.1: ACCESSIBILITY IN PORTION OF BUILDINGS UNDERGOING A CHANGE IN OCCUPANCY CLASSIFICATION SHALL COMPLY WITH THE REQUIREMENTS OF SECTION 410.4.  
1007: NO CHANGES RESULTING IN HIGHER UNIFORM OR CONCENTRATED LOADS ON EXISTING STRUCTURAL ELEMENTS. NO NEW LOADING CONDITIONS IMPACTING THE EXISTING STRUCTURE.

### VICINITY MAP

| SCHEDULE OF DRAWINGS |                     |          |      |
|----------------------|---------------------|----------|------|
| Sht. No.             | Sheet Name          | Date     | Rev. |
| G000                 | COVER SHEET         | 10-11-24 | 2    |
| C100                 | EXISTING SITE PLAN  | 10-11-24 | 2    |
| A101                 | OVERALL FLOOR PLAN  | 10-11-24 | 2    |
| A102                 | ENLARGED FLOOR PLAN | 10-11-24 | 2    |
| A103                 | LIFE SAFETY PLAN    | 10-11-24 | 2    |

**EXISTING CONDITIONS NOTE**

THIS SET OF CONSTRUCTION DOCUMENTS WERE BASED ON OBSERVATIONS OF EXISTING CONDITIONS AND SELECTIVE FIELD MEASUREMENTS OF THE EXISTING BUILDING. ELEMENTS OF THE EXISTING CONSTRUCTION THAT ARE NOT VISUALLY VERIFIABLE WILL REQUIRE VERIFICATION UPON DEMOLITION. THESE WOULD INCLUDE, BUT ARE NOT LIMITED TO, EXISTING ELEMENTS HIDDEN BEHIND SUCH ITEMS AS TRIM, FLOORING, CABINETS, FINISH WALL MATERIALS, FINISH CEILING MATERIALS, AND SIMILAR CAVITY AREAS. NOTIFY ARCHITECT IF FIELD CONDITIONS DIFFER FROM THOSE PRESENTED HERE WITHIN.

**PROPERTY INFORMATION**

PARCEL ID: 58-31-200-017

**LEGAL DESCRIPTION:**  
ALL THAT PART OF W 1/2 OF W 1/2 OF NE 1/4 LYING NLY OF SWARTZ CREEK AND SLY OF M 78 EXCEPT A PARCEL OF LAND BEG AT INTERSECTION OF M 78 RW AND N AND S 1/4 LINE TH S 220 FT TH NELY PARALLEL TO M 78 110 FT TH N 200 FT TH WLY 110 FT TO PL OF BEG ALSO EXCEPT A PARCEL OF LAND BEG AT INTERSECTION OF C L OF SWARTZ CREEK AND N AND S 1/4 LINE TH N TO A POINT THAT IS 576.01 FT N OF INTERIOR 1/4 COR OF SEC TH E 100 FT TH S TO C L OF SWARTZ CREEK TH WLY ALONG C L OF SWARTZ CREEK TO PL OF BEG. SEC 31 17N R12 E 9 A.





**LEGEND**

PORTION OF CHANGE OF USE

**FLOOR PLAN**  
3/32" = 1'-0"

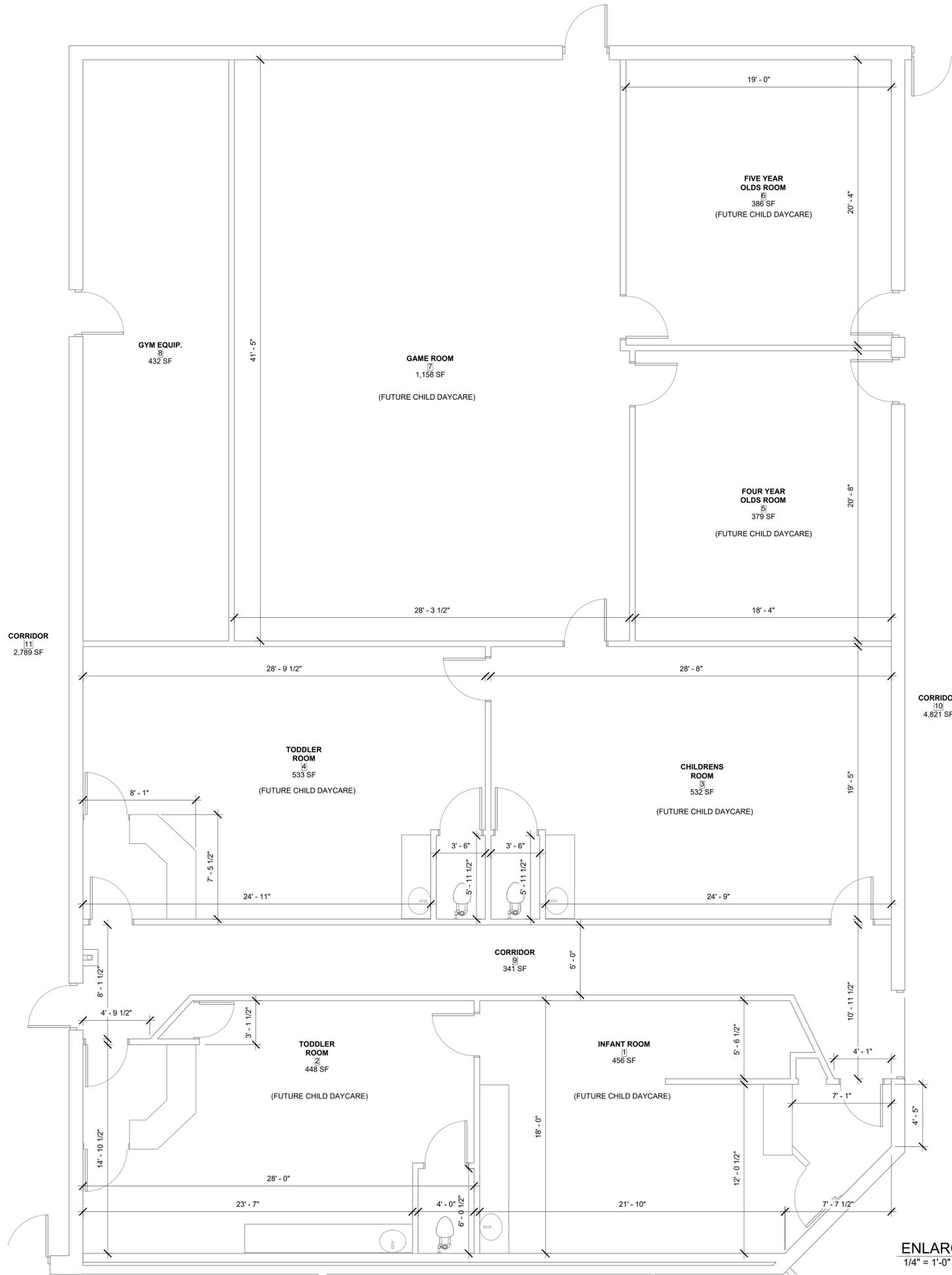
NOT FOR CONSTRUCTION

**Project Phase:**  
Design   
Permit   
Construction   
**Date:**  
10-5-24  
10-11-24

**Rev. Description**  
1 OWNER REVIEW  
2 SLU APPLICATION  
**Revised Last Issue:** 10/15/2024 2:40:10 PM

**Project #** 2438  
**Drawn by:** BD  
**Checked by:** DM

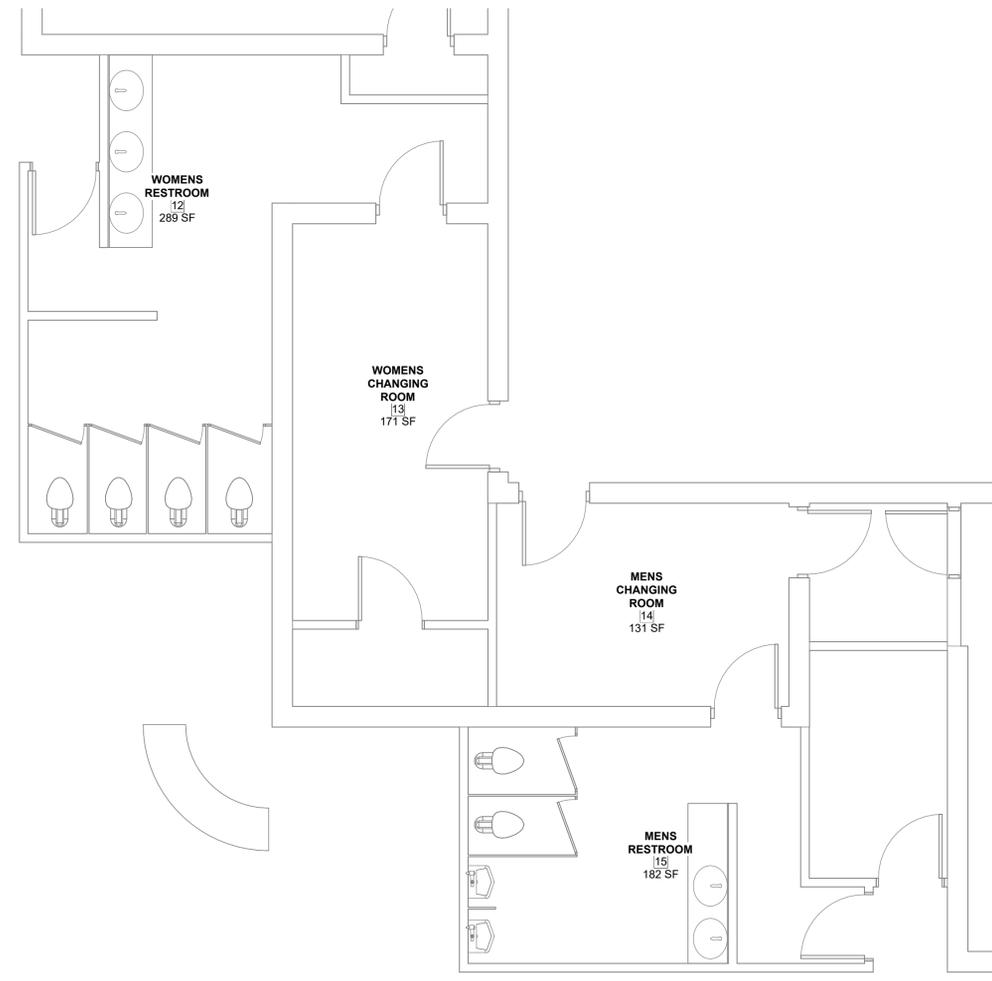
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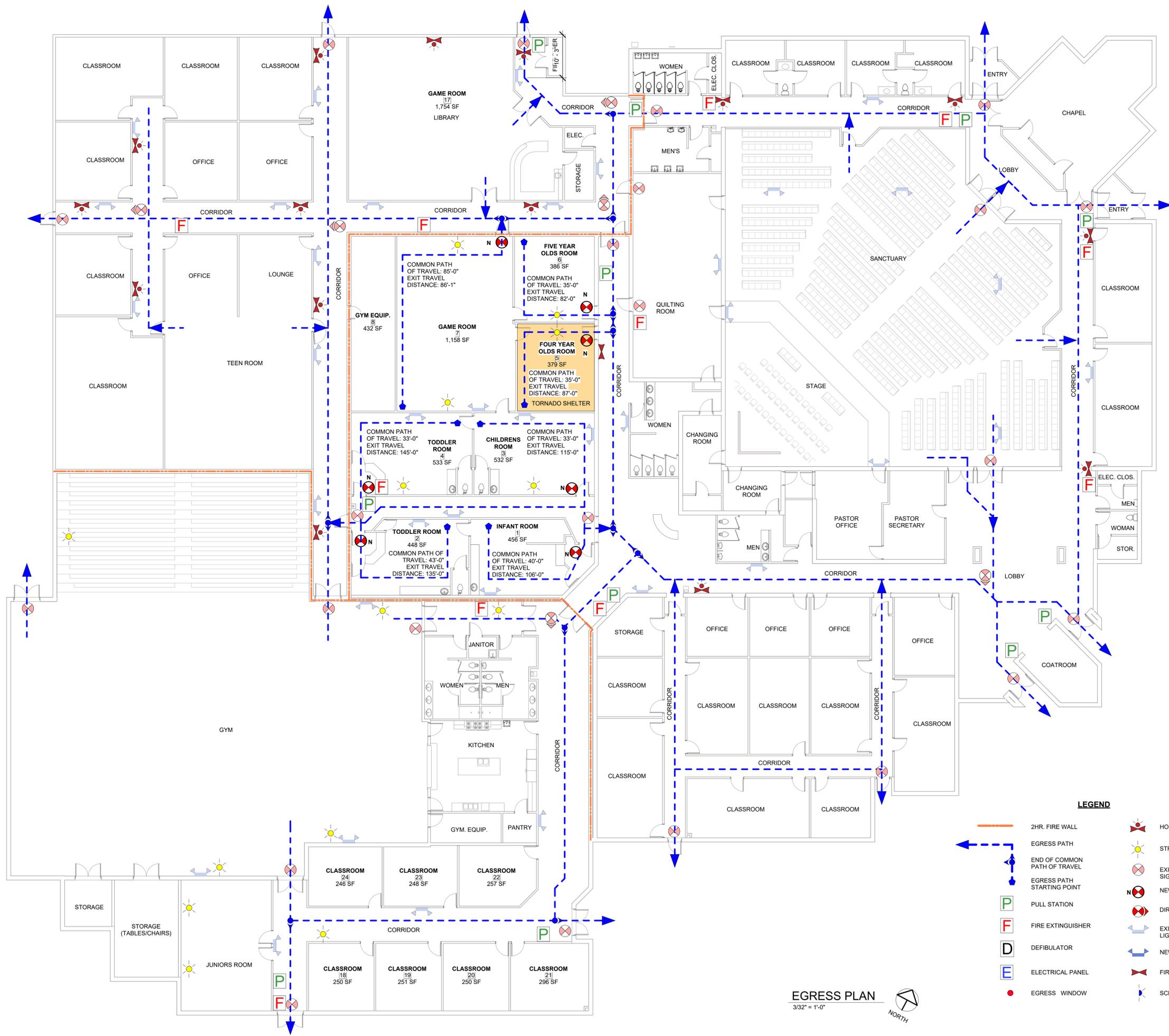
ENLARGED CHILD CARE AREA  
1/4" = 1'-0"



| ROOM FINISH SCHEDULE |                      |              |             |             |                |          |                |          |
|----------------------|----------------------|--------------|-------------|-------------|----------------|----------|----------------|----------|
| #                    | Name                 | Floor Finish | Base Finish | Wall Finish | Ceiling Finish | Area     | Room Perimeter | Comments |
| 1                    | INFANT ROOM          |              |             |             |                | 456 SF   | 121' - 0 3/4"  |          |
| 2                    | TODDLER ROOM         |              |             |             |                | 448 SF   | 98' - 7 3/4"   |          |
| 3                    | CHILDRENS ROOM       |              |             |             |                | 532 SF   | 96' - 2"       |          |
| 4                    | TODDLER ROOM         |              |             |             |                | 533 SF   | 103' - 1"      |          |
| 5                    | GYM EQUIP.           |              |             |             |                | 432 SF   | 103' - 8 1/4"  |          |
| 6                    | GAME ROOM            |              |             |             |                | 1,158 SF | 139' - 4 3/4"  |          |
| 7                    | FIVE YEAR OLDS ROOM  |              |             |             |                | 379 SF   | 78' - 0"       |          |
| 8                    | FOUR YEAR OLDS ROOM  |              |             |             |                | 386 SF   | 78' - 8"       |          |
| 9                    | WOMENS RESTROOM      |              |             |             |                | 289 SF   | 107' - 7 1/4"  |          |
| 10                   | WOMENS CHANGING ROOM |              |             |             |                | 171 SF   | 55' - 7 3/4"   |          |
| 11                   | MENS CHANGING ROOM   |              |             |             |                | 131 SF   | 46' - 7 1/2"   |          |
| 12                   | MENS RESTROOM        |              |             |             |                | 182 SF   | 74' - 7"       |          |
| 13                   | CORRIDOR             |              |             |             |                | 4,821 SF | 965' - 7 3/16" |          |



**NOT FOR CONSTRUCTION**



**EGRESS PLAN**  
3/32" = 1'-0"

- LEGEND**
- 2HR. FIRE WALL
  - EGRESS PATH
  - END OF COMMON PATH OF TRAVEL
  - EGRESS PATH STARTING POINT
  - PULL STATION
  - FIRE EXTINGUISHER
  - DEFIBULATOR
  - ELECTRICAL PANEL
  - EGRESS WINDOW
  - HORN/STROBE
  - STROBE
  - EXISTING LIGHTED EXIT SIGN
  - NEW LIGHTED EXIT SIGN
  - DIRECTIONAL EXIT SIGN
  - EXISTING EMERGENCY LIGHT
  - NEW EMERGENCY LIGHTS
  - FIRE HORN
  - SCHOOL BELL

**NOT FOR CONSTRUCTION**

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# CORNERSTONE BAPTIST CHURCH

6273 MILLER ROAD

2012 Site Plan: Showing landscaping that the planning commission is requiring be installed.

SWARTZ CREEK, MICHIGAN 48473



**PROJECT TEAM**

**OWNER**  
CORNERSTONE BAPTIST CHURCH  
6273 Miller Road  
Swartz Creek, Michigan 48473  
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e-mail: kanderton@siwekcc.com

**SITE REVIEW**

**LOCAL ORDINANCE:** CITY OF SWARTZ CREEK ZONING ORDINANCE (EFFECTIVE APRIL 1, 2008) W/ ORDINANCE NO. 401 AMENDMENTS EFFECTIVE JUNE 15, 2009

**ZONING:** R-1 (SINGLE FAMILY RESIDENTIAL DISTRICT) - SPECIAL LAND USE

**BUILDING AREA:** EXISTING: 40,403 SF; NEW ADDITION: 12,175 SF (30.13% INCREASE OF EXISTING BUILDING)

**SITE REQUIREMENTS:**  
MINIMUM LOT AREA: 11,200 SF (EXISTING: 618,80 SF)  
MINIMUM LOT WIDTH: 80 FEET (EXISTING: 657 FEET)  
MINIMUM LOT COVERAGE FOR ALL BUILDINGS: 35% (EXISTING: 44,053 SF = 7.13%; w/ ADDITION: 56,228 = 9.10%)  
MINIMUM FRONT YARD SETBACK: 30 FEET (EXISTING: 117 FEET)  
MINIMUM SIDE YARD SETBACK: 10 FEET EACH SIDE (TO NEW ADDITION WEST SIDE: 124 FEET; EXISTING EAST SIDE: 198 FEET)  
MINIMUM REAR YARD SETBACK: 35 FEET (EXISTING: 472 FEET)  
MAXIMUM BUILDING HEIGHT: 25 FEET OR 2-STORIES (EXISTING)  
MINIMUM FLOOR AREA PER DWELLING UNIT: 1,050 SF (EXISTING: 40,403 SF; ADDITION: 12,175 SF)  
LANDSCAPING: PLANNING COMMISSION RESOLUTION NO. 12106-03 (FRONTAGE PLANTING PER SECTION 28.02(B))  
SURFACE WATER DETENTION: PROVIDED PER CITY ENGINEER REQUIREMENT (ROWE ENGINEERING LETTER (NOV. 13, 2012) ITEM #A)  
DISTURBED LAND AREA: 22,717 SF  
NPDES PERMIT: NOT REQUIRED.

**PARKING LOT:** 288 SPACES EXISTING (105,265 SF PARKING & DRIVES TO PROPERTY LINE AT INGRESS/EGRESS). NO NEW PARKING REQUIRED FOR ADDITION. LANDSCAPING/BERMS/SCREENING: N/A

**CODE REVIEW**

**APPLICABLE BUILDING CODES:**  
1) MICHIGAN BUILDING CODE - 2009  
2) BARRIER FREE - ICC/ANSI A117.1 - 2003  
3) MECHANICAL CODE - 2009  
4) PLUMBING CODE - 2009  
5) ELECTRICAL CODE: NATIONAL ELECTRICAL CODE - 2008 (PART 8 OF STATE CONSTRUCTION CODE)  
6) NFPA 101 / NFPA 13 - 2009  
7) MICHIGAN ENERGY CODE - CHAPTER 5 (ASHRAE 90.1-07 COMPLIANCE FORMS FOR BUILDING & MEP)

**REHABILITATION CODE:**  
THE REHABILITATION CODE WAS NOT APPLICABLE FOR PHASE II EXISTING (NEW ADDITION TO GYMNASIUM) GIVEN REQUIREMENTS OF CHAPTER 10: ADDITIONS.

**SCHEDULE OF DRAWINGS**

| CVR | COVER SHEET                                       |
|-----|---|
| C1  | SITE PLAN   |
| C2  | SECC PLAN   |
| C3  | SECC MEASURES / DETAILS                           |
| S1  | FOUNDATION PLAN                                   |
| S2  | FOUNDATION DETAILS                                |
| S3  | ROOF FRAMING PLAN                                 |
| A1  | EXISTING & DEMOLITION FLOOR PLAN                  |
| A2  | FLOOR PLAN  |
| A3  | ENLARGED PLANS / B.F. DETAILS / CODE REVIEW CONT. |
| A4  | ELEVATIONS  |
| A5  | BUILDING SECTIONS / DETAILS                       |
| A6  | BUILDING SECTIONS / DETAILS                       |
| A7  | BUILDING SECTIONS / DETAILS                       |
| A8  | REFLECTED CEILING PLAN                            |
| A9  | ROOF PLAN   |
| A10 | SCHEDULES   |
| A11 | SPECIFICATIONS                                    |
| A12 | SPECIFICATIONS                                    |
| EPI | MEANS OF EGRESS PLAN                              |

A: ARCHITECTURAL S: STRUCTURAL C: CIVIL M: MECHANICAL E: ELECTRICAL P: PLUMBING

**APPROVAL AGENCIES**

**BUILDING DEPARTMENT / SITE PLAN REVIEW**  
CITY OF SWARTZ CREEK  
8083 Civic Drive  
Swartz Creek, Michigan 48473  
Phone: (810) 635-4464  
Fax: (810) 635-2887  
Zoning Admin./Asst. City Mgr: Adam Zettel, AICP  
e-mail: azettel@cityofswartzcreek.org  
Building Official: Rob Kehoe  
e-mail: bladh3884@aol.com

**WATER, WASTE & SOIL CONTROL**  
GDCDWSM  
4610 Beecher Road  
Flint, Michigan 48532  
Phone: (810) 732-7870  
Fax: (810)  
Interim Planning/Permits/Construction Manager:  
Shannon Holder  
e-mail: sholder@gdcdwns.com

**SURFACE WATER CONTROL**  
GDCDWSM  
4608 Beecher Road  
Flint, Michigan 48532  
Phone: (810) 732-1540  
Fax: (810) 732-1474  
Staff Engineer: Tom Jones, PE  
e-mail: tjones@co.geneseemius

**FIRE DEPARTMENT**  
SWARTZ CREEK AREA FIRE DEPT.  
8100-B Civic Drive  
Swartz Creek, Michigan 48473  
Phone: (810) 635-2300  
Fire Chief: Brent Cole

**CODE REVIEW**

**USE GROUP:** RELIGIOUS WORSHIP (EXISTING): A-3 (ASSEMBLY) SECTION 303. CLASSROOMS: OCCUPANT LOADS LESS THAN 100 (ACCESSORY TO A-3) SECTION 305. GYMNASIUM (W/O SPECTATOR SEATING): A-3 (ASSEMBLY) SECTION 303.

**CONSTRUCTION TYPE:** PHASE I EXISTING (NEW ADDITION TO GYMNASIUM): TYPE IIB (SECTION 602.3 & TABLE 601) (COMPONENTS OF CONSTRUCTION MEET 1-HR RATING EXCEPT FOR ROOF CONSTRUCTION) PHASE II ADDITION (CLASSROOMS): TYPE IIB (SECTION 602.3 & TABLE 601) (COMPONENTS OF CONSTRUCTION DO NOT MEET 1-HR RATING)

**FIRE PROTECTION:** EXISTING BUILDING: NO SPRINKLER SYSTEM INSTALLED. FIRE AREAS OF NEW PHASE II ADDITION, AND NEW ADDITION TO EXISTING PHASE I, HAVE 2-HR FIRE WALL SEPARATION FROM EXISTING. PHASE I EXISTING (NEW ADDITION TO GYMNASIUM): EXISTING ROOF OVER 20' ABOVE FLOOR (22' EXISTING/PROPOSED) - FIRE PROTECTION OF COMPONENTS NOT REQUIRED (TABLE 601 - NOTE B) OCCUPANT LOAD OF FIRE AREA OVER 300 - AUTOMATIC SPRINKLER SYSTEM REQUIRED (903.2.1.3). FIRE AREA IS LEVEL OF EXIT DISCHARGE. PHASE II (CLASSROOM ADDITION): OCCUPANT LOAD OF FIRE AREA OVER 300 - AUTOMATIC SPRINKLER SYSTEM REQUIRED (903.2.1.3). FIRE AREA IS LEVEL OF EXIT DISCHARGE. FIRE ALARM SYSTEM: AN APPROVED FIRE ALARM SYSTEM SHALL BE INSTALLED IN ACCORDANCE WITH MEC SECTION 907.2.

**BUILDING AREA:** EXISTING: 40,403 SF PHASE I EXISTING (NEW ADDITION TO GYMNASIUM): 12,605 SF PHASE I EXISTING TOTAL (w/ NEW ADDITION TO GYMNASIUM): 44,350 SF PHASE II TOTAL (CLASSROOM ADDITION): 10,915 SF PHASE I & II TOTAL NEW ADDITIONS: 12,175 SF (30.13% INCREASE FROM EXISTING)

**BUILDING CHARACTERISTICS:** ALLOWABLE HEIGHT & BUILDING AREA: -USE GROUP A-3: 35' HEIGHT & 9500 SF (TABLE 503); -WITH AREA MODIFICATIONS: 34,849 SF (SEE SHEET A3). TOTAL AREA SEPARATED FROM EXISTING NON-SPRINKLED BUILDING BY 2-HR FIRE WALL: 24,665 SF NUMBER OF STORIES: SINGLE STORY (28'-3" GYMNASIUM, TALLEST COMPONENT OF BUILDING) DOOR CLOSERS: PROVIDED WHERE REQUIRED HYAC TYPE: FORCED AIR (NATURAL GAS)

**OCCUPANT LOAD:** EXISTING SANCTUARY: 600 SEATING. PHASE I EXISTING (NEW ADDITION TO GYMNASIUM): PHASE II (CLASSROOM ADDITION): OCCUPANT LOAD OVER 300 PER TABLE 1004.1.1. OCCUPANT LOAD IS A COMPONENT OF, NOT IN ADDITION TO, SANCTUARY OCCUPANT LOAD. ROOMS ARE USED FOR SUNDAY SCHOOL PURPOSES. PRIVATE SUNDAY SCHOOL (NOT CHARTER OR PUBLIC). NURSERY ROOMS ARE USED DURING SUNDAY SCHOOL AND CHURCH SERVICES. NURSERY IS NOT STATE LICENSED. AGE GROUPS ARE:  
1) INFANTS: NEWBORN TO 12 MONTHS  
2) TODDLERS 1: 12 TO 24 MONTHS  
3) TODDLERS 2 YEARS  
4) CHILDREN: 3 YEARS

**DESIGN CRITERIA:** GROUND SNOW LOAD: 30#/S.F. ROOF DEAD: 15#/S.F. WIND LOAD: 20#/S.F. (10MPH, 3 SEC. GUST) - EXPOSURE 'C' SOIL BEARING ASSUMED: 3,000#/S.F. (CONTRACTOR TO V.I.F.) ALL FOOTINGS SHALL REST ON UNDISTURBED SOIL. DEPTH TO BE MIN. 42" BELOW FINISH GRADE. CONCRETE: 3500PSI

**LEGAL DESCRIPTION**

LEGAL DESCRIPTION (EXISTING CHURCH PARCEL): (PARCEL NUMBER: 58-31-200-017)  
ALL THAT PART OF 1/2 OF 1/2 OF NE 1/4 LYING NLY OF SWARTZ CREEK AND SLY OF M 78 EXCEPT A PARCEL OF LAND BEG AT INTERSECTION OF M 78 R/W AND N AND S 1/4 LINE TH S 220 FT TH NELY PARALLEL TO M 78 1/10 FT TH N N 200 FT TH NLY 1/10 FT TO PL OF BEG ALSO EXCEPT A PARCEL OF LAND BEG AT INTERSECTION OF C L OF SWARTZ CREEK AND N AND S 1/4 LINE TH N TO A POINT THAT IS 576.01 FT N OF INTERIOR 1/4 COR OF SEC TH E 100 FT TH S TO C L OF SWARTZ CREEK TH NLY ALONG C L OF SWARTZ CREEK TO PL OF BEG. SEC 31 T1N R6E 124 E A

**EXISTING BUILDING NOTE**

THIS SET OF CONSTRUCTION DOCUMENTS WERE BASED ON ORIGINAL ARCHITECTURAL DRAWINGS PROVIDED BY THE OWNER & USED FOR EXISTING TIE-IN LOCATIONS. VISUAL INSPECTIONS OF EXISTING CONDITIONS WERE MADE TO A DEGREE, HOWEVER, PORTIONS OF THE ORIGINAL CONSTRUCTION THAT WERE NOT VISUALLY VERIFIABLE WILL REQUIRE VERIFICATION UPON DEMOLITION. THESE WOULD INCLUDE, BUT ARE NOT LIMITED TO, EXISTING ITEMS HIDDEN BEHIND BLOCK, DRYWALL, TRIM, FLOORING, CABINETS, ROOF TRUSS LOCATIONS, AND SIMILAR CAVITY AREAS. CONTRACTOR SHALL FIELD VERIFY EXISTING ELEMENTS FOR COORDINATION OF NEW CONSTRUCTION INTERFACE. NOTIFY ARCHITECT IF DISCREPANCIES ARE FOUND TO EXIST BETWEEN THE AS-BUILT CONDITIONS AND THIS SET OF CONSTRUCTION DOCUMENTS.

**KEY SYMBOLS**

⊕ NORTH ARROW  
⊖ NEW CONTOUR  
⊕ EXISTING CONTOUR  
x 00.0 NEW GRADE  
x 00.0 EXISTING GRADE  
⊙ 1/AT1 DETAIL NUMBER

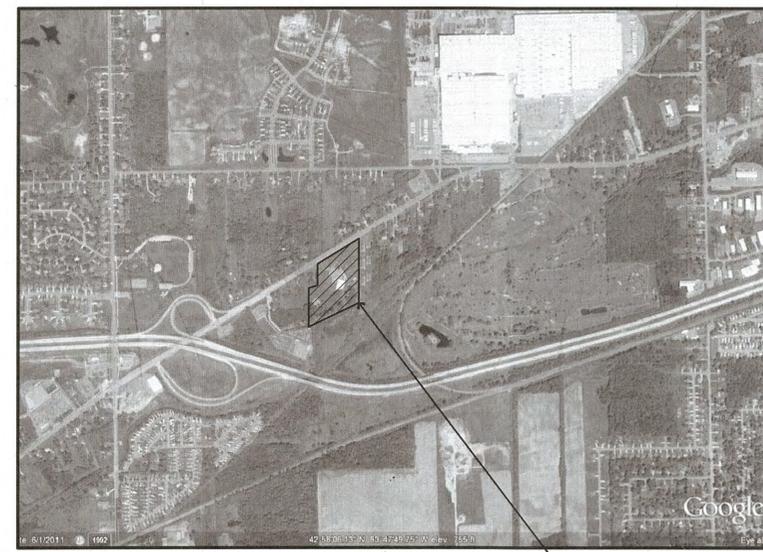
⊙ DOOR NUMBER  
⊕ ROOM NUMBER  
⊕ ELEVATION  
⊕ WINDOW NUMBER  
⊕ WALL TYPE  
⊕ COLUMN NUMBER

**MATERIAL SYMBOLS**

BRICK  
BLOCK  
CONCRETE  
EARTH  
TILE  
ROOFING

RIGID INSULATION  
BLANKET INSULATION  
PLYWOOD  
PLASTER  
BRICK (ELEVATION)  
FILL

WOOD BLOCKING  
WOOD FINISH  
SAND FILL  
METAL  
GRAVEL  
NEW



**UTILITY WARNING**

UNDERGROUND UTILITY LOCATIONS, AS SHOWN, ARE APPROXIMATE AND HAVE NOT BEEN FIELD LOCATED.

3-WORKING DAYS BEFORE YOU DIG, CALL MISS DIG

**811 Know what's below. Call before you dig.**

TOLL FREE: 800.482.7171

THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF AND/OR RELOCATION OF ALL UTILITIES THAT MAY INTERFERE WITH CONSTRUCTION.

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**CONTRACTOR ALERT STATEMENT:**  
THIS PROJECT HAS BEEN DESIGNED IMPLEMENTING THE LATEST GDCD-WWS DESIGN SPECIFICATIONS. CAREFULLY REVIEW THE NOTES, DETAILS, AND DESIGN PRIOR TO SUBMITTING A BID. FULL COMPLIANCE WITH THE NEW STANDARDS WILL BE REQUIRED.

**UTILITY LOCATION NOTE:**  
UNDERGROUND UTILITY LOCATIONS AS SHOWN IN THIS SET OF CONSTRUCTION DOCUMENTS HAVE NOT BEEN EXPOSED FOR VERIFICATION OF LOCATION OR ELEVATION. LOCATIONS ARE APPROXIMATE AND ARE BASED ON EXISTING SITE PLAN DRAWINGS PREVIOUSLY RECORDED.

VICINITY MAP  
SCALE: NONE

SITE LOCATION

LOCATION MAP  
SCALE: NONE

REVISIONS/SUBMISSIONS

| BY | DATE  | ISSUED FOR       |
|----|-------|------------------|
| DM | 10/3  | SITE PLAN REVIEW |
| DM | 10/3  | SITE PLAN REVIEW |
| DM | 12/14 | REVISION         |
| DM | 2/18  | REVISION         |
| DM | 2/21  | REVISION         |
| DM | 3/11  | PERMIT           |
| DM | 4/30  | PLAN REVIEW REV. |

DRAWN BY: DM  
TRACED BY:  
CHECKED BY:  
APPROVED BY:  
DATE: 8/17/12  
ISSUED:  
SHEET TITLE: COVER SHEET

SHEET NO: CVR OF 14  
PROJECT NO: 2012-16 PHASE

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

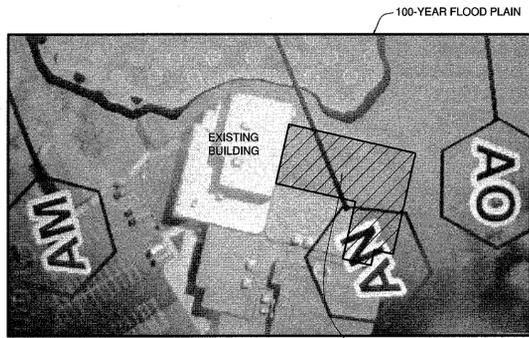
OWNER'S APPROVAL: \_\_\_\_\_ CONTRACTOR'S APPROVAL: \_\_\_\_\_

NEW ADDITION BUILDING ADDITION FOR:  
**CORNERSTONE BAPTIST CHURCH**  
6273 MILLER ROAD

|   |   |
|---|---|
| IMPERVIOUS SURFACES:  | 105,265 SF                              |
| EXISTING PARKING LOT & DRIVES TO PROPERTY LINE:                             | 6,890 SF                                |
| EXISTING SIDEWALKS:   | 40,403 SF (MAIN BUILDING)               |
| EXISTING BUILDINGS:   | 2,400 SF (BARN)<br>1,250 SF (PAVILLION) |
| NEW BUILDING (PHASE II):  | 12,175 SF                               |
| IMPERVIOUS SURFACES RATIO (PHASE II / EXISTING):                            | 7.80% < 10% (NO DETENTION REQUIRED)     |
| <b>PARKING:</b>   |   |
| EXISTING PARKING:   | 288 SPACES                              |
| PHASE II PARKING:   | NONE PROPOSED                           |
| <b>LANDSCAPE REQUIREMENTS:</b>  |   |
| PROPOSED ADDITION DOES NOT CREATE A REQUIREMENT FOR ADDITIONAL LANDSCAPING. |   |

**UTILITY STATEMENT**

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.



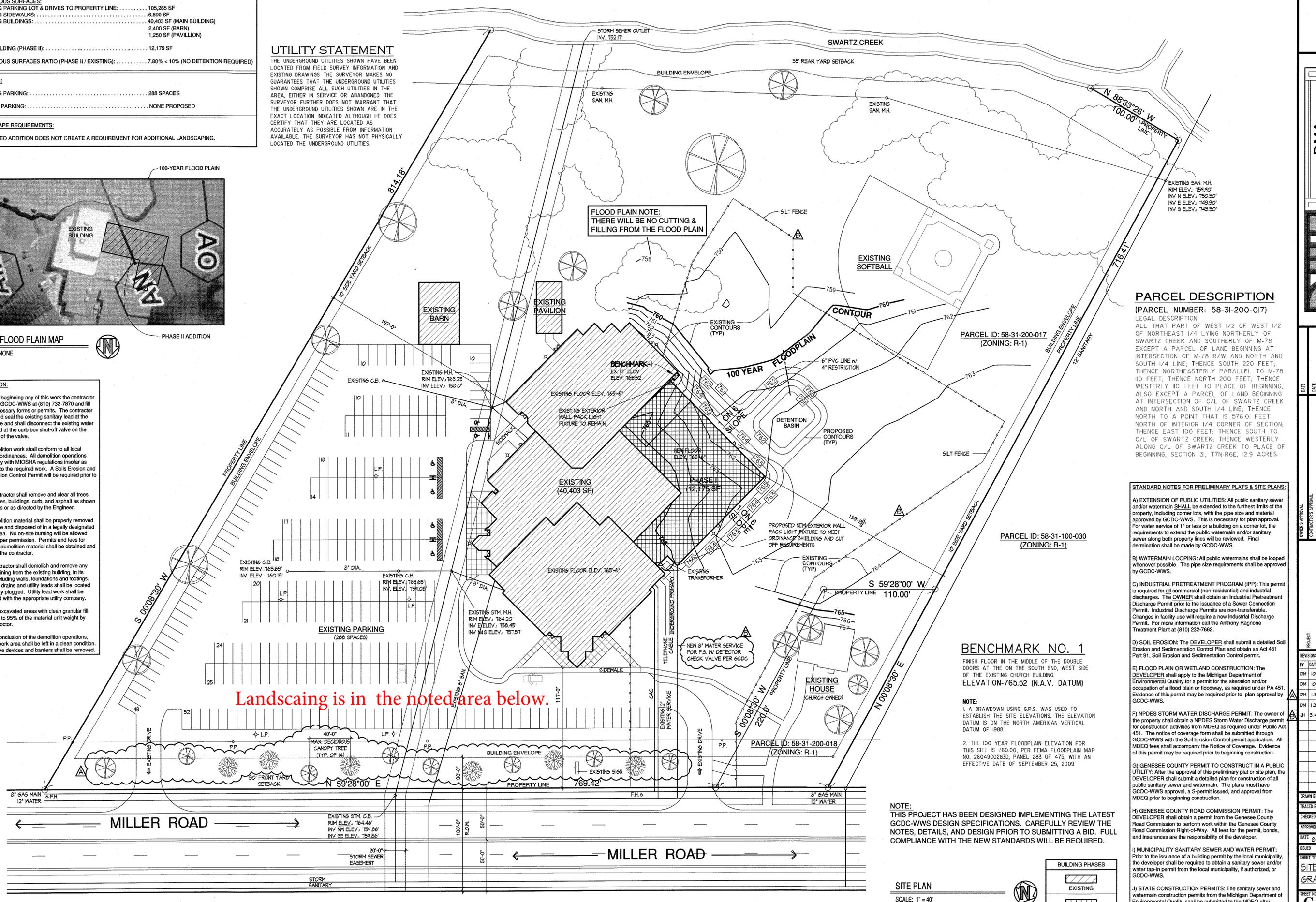
FEMA FLOOD PLAN MAP

SCALE: NONE

**DEMOLITION:**

- A) Prior to beginning any of this work the contractor shall notify GCDC-WWS at (810) 732-7870 and fill out the necessary forms or permits. The contractor shall cut and seal the existing sanitary lead at the property line and shall disconnect the existing water service lead at the curb box shut-off valve on the house side of the valve.
- B) All demolition work shall conform to all local codes and ordinances. All demolition operations shall comply with MIOSHA regulations insofar as they apply to the required work. A Soils Erosion and Sedimentation Control Permit will be required prior to demolition.
- C) The contractor shall remove and clear all trees, brush, fences, buildings, curb, and asphalt as shown on the plans or as directed by the Engineer.
- D) All demolition material shall be properly removed from the site and disposed of in a legally designated disposal area. No on-site burning will be allowed without proper permission. Permits and fees for disposal of demolition material shall be obtained and paid for by the contractor.
- E) The contractor shall demolish and remove any items remaining from the existing building, in its entirety, including walls, foundations and footings. All building drains and utility leads shall be located and properly plugged. Utility lead work shall be coordinated with the appropriate utility company.
- F) Backfill excavated areas with clean granular fill compacted to 95% of the material unit weight by modified proctor.
- G) At the conclusion of the demolition operations, the entire work area shall be left in a clean condition. All protective devices and barriers shall be removed.

Landscaping is in the noted area below.



**FLOOD PLAN NOTE:**  
THERE WILL BE NO CUTTING & FILLING FROM THE FLOOD PLAN

**PARCEL DESCRIPTION**

(PARCEL NUMBER: 58-31-200-017)  
LEGAL DESCRIPTION:  
ALL THAT PART OF WEST 1/2 OF WEST 1/2 OF NORTHEAST 1/4 LYING NORTHERLY OF SWARTZ CREEK AND SOUTHERLY OF M-78 EXCEPT A PARCEL OF LAND BEGINNING AT INTERSECTION OF M-78 R/W AND NORTH AND SOUTH 1/4 LINE; THENCE SOUTH 220 FEET; THENCE NORTHEASTERLY PARALLEL TO M-78 110 FEET TO PLACE OF BEGINNING, ALSO EXCEPT A PARCEL OF LAND BEGINNING AT INTERSECTION OF C/L OF SWARTZ CREEK AND NORTH AND SOUTH 1/4 LINE; THENCE NORTH TO A POINT THAT IS 576.01 FEET NORTH OF INTERIOR 1/4 CORNER OF SECTION; THENCE EAST 100 FEET; THENCE SOUTH TO C/L OF SWARTZ CREEK; THENCE WESTERLY ALONG C/L OF SWARTZ CREEK TO PLACE OF BEGINNING, SECTION 31, T7N-R6E, 12.9 ACRES.

**STANDARD NOTES FOR PRELIMINARY PLATS & SITE PLANS:**

- A) EXTENSION OF PUBLIC UTILITIES: All public sanitary sewer and/or watermain SHALL be extended to the furthest limits of the property, including corner lots, with the pipe size and material approved by GCDC-WWS. This is necessary for plan approval. For water service of 1" or less or a building on a corner lot, the requirements to extend the public watermain and/or sanitary sewer along both property lines will be reviewed. Final determination shall be made by GCDC-WWS.
- B) WATERMAIN LOOPING: All public watermain shall be looped whenever possible. The pipe size requirements shall be approved by GCDC-WWS.
- C) INDUSTRIAL PRETREATMENT PROGRAM (IPP): This permit is required for all commercial (non-residential) and industrial discharges. The OWNER shall obtain an Industrial Pretreatment Discharge Permit prior to the issuance of a Sewer Connection Permit. Industrial Discharge Permits are non-transferable. Changes in facility use will require a new Industrial Discharge Permit. For more information call the Anthony Ragnone Treatment Plant at (810) 232-7662.
- D) SOIL EROSION: The DEVELOPER shall submit a detailed Soil Erosion and Sedimentation Control Plan and obtain an Act 451 Part 91, Soil Erosion and Sedimentation Control permit.
- E) FLOOD PLAN OR WETLAND CONSTRUCTION: The DEVELOPER shall apply to the Michigan Department of Environmental Quality for a permit for the alteration and/or occupation of a flood plain or floodway, as required under PA 451. Evidence of this permit may be required prior to plan approval by GCDC-WWS.
- F) NPDES STORM WATER DISCHARGE PERMIT: The owner of the property shall obtain a NPDES Storm Water Discharge permit for construction activities from MDEQ as required under Public Act 451. The notice of coverage form shall be submitted through GCDC-WWS with the Soil Erosion Control permit application. All MDEQ fees shall accompany the Notice of Coverage. Evidence of this permit may be required prior to beginning construction.
- G) GENESSEE COUNTY PERMIT TO CONSTRUCT IN A PUBLIC UTILITY: After the approval of this preliminary plat or site plan, the DEVELOPER shall submit a detailed plan for construction of all public sanitary sewer and watermain. The plans must have GCDC-WWS approval, a S-permit issued, and approval from MDEQ prior to beginning construction.
- H) GENESSEE COUNTY ROAD COMMISSION PERMIT: The DEVELOPER shall obtain a permit from the Genessee County Road Commission to perform work within the Genessee County Road Commission Right-of-Way. All fees for the permit, bonds, and insurances are the responsibility of the developer.
- I) MUNICIPALITY SANITARY SEWER AND WATER PERMIT: Prior to the issuance of a building permit by the local municipality, the developer shall be required to obtain a sanitary sewer and/or water tap-in permit from the local municipality, if authorized, or GCDC-WWS.
- J) STATE CONSTRUCTION PERMITS: The sanitary sewer and watermain construction permits from the Michigan Department of Environmental Quality shall be submitted to the MDEQ after approval of GCDC-WWS. Construction shall not begin until these state permits are issued.

**BENCHMARK NO. 1**

FINISH FLOOR IN THE MIDDLE OF THE DOUBLE DOORS AT THE ON THE SOUTH END, WEST SIDE OF THE EXISTING CHURCH BUILDING.  
ELEVATION-765.52 (N.A.V. DATUM)

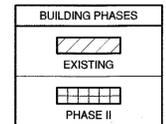
**NOTE:**

1. A DRAWDOWN USING G.P.S. WAS USED TO ESTABLISH THE SITE ELEVATIONS. THE ELEVATION DATUM IS ON THE NORTH AMERICAN VERTICAL DATUM OF 1988.
2. THE 100 YEAR FLOODPLAIN ELEVATION FOR THIS SITE IS 760.00, PER FEMA FLOODPLAIN MAP NO. 26049C0283D, PANEL 283 OF 475, WITH AN EFFECTIVE DATE OF SEPTEMBER 25, 2009.

**NOTE:**  
THIS PROJECT HAS BEEN DESIGNED IMPLEMENTING THE LATEST GCDC-WWS DESIGN SPECIFICATIONS. CAREFULLY REVIEW THE NOTES, DETAILS, AND DESIGN PRIOR TO SUBMITTING A BID. FULL COMPLIANCE WITH THE NEW STANDARDS WILL BE REQUIRED.

**SITE PLAN**

SCALE: 1" = 40'



DMA ARCHITECTS

NEW ADDITION BUILDING ADDITION FOR  
**CORNERSTONE BAPTIST CHURCH**  
6273 MILLER ROAD

SEAL

P.O. BOX 378 • Brighton, MI 48116 • P: 810.569.1082 • E: dmadane.arch@gmail.com

| REVISIONS/SUBMISSIONS | BY    | DATE | ISSUED FOR       |
|-----------------------|-------|------|------------------|
| DM                    | 10/3  |      | SITE PLAN REVIEW |
| DM                    | 10/16 |      | TOPO ADDED       |
| DM                    | 1/16  |      | REVIEW RESPONSE  |
| DM                    | 1/22  |      | GCDC-WWS # 5583  |
| JH                    | 3/14  |      | REVIEW RESPONSE  |

DRAWN BY: DM

TRACED BY:

CHECKED BY:

APPROVED BY:

DATE: 8/1/12

ISSUED:

SHEET TITLE: **SITE PLAN GRADING**

SHEET NO.: **C-1**

PROJECT NO.: 2012-16