

**City of Swartz Creek  
AGENDA**

**Regular Council Meeting, Monday, January 27, 2025, 7:00 P.M.  
Paul D. Bueche Municipal Building, 8083 Civic Drive Swartz Creek, Michigan 48473  
THIS WILL BE A HYBRID MEETING, WITH IN PERSON ATTENDANCE BY COUNCIL MEMBERS.**

1. **CALL TO ORDER:**
2. **INVOCATION& PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**  
4A. Council Meeting of January 13, 2025 MOTION Pg. 28
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. 33  
6C. Updated TIP Cost Projections Pg. 40  
6D. Stormwater Representatives Letter Pg. 45  
6E. Otterburn Park Complete Engineering Services Proposal Pg. 46  
6F. FY 2024 Fire Department Budget Actuals and Adjustments Pg. 52  
6G. Fiscal Year 2024 Audit Attached
7. **MEETING OPENED TO THE PUBLIC:**  
7A. General Public Comments
8. **COUNCIL BUSINESS:**  
8A. Audit Presentation PRESENTATION  
8B. Audit Acceptance RESO Pg. 24  
8C. Appointments RESO Pg. 25  
8E. Otterburn Park Engineering Services RESO Pg. 26  
8F. Fire Department Budget Adjustment RESO Pg. 26
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION Pg. 27

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

Planning Commission:	Tuesday, February 4, 2025, 7:00 p.m., PDBMB
City Council:	Monday, February 10, 2025, 7:00 p.m., PDBMB
Downtown Development Authority:	Thursday, February 13, 2025, 6:00 p.m., PDBMB
Zoning Board of Appeals:	Wednesday, February 19, 2025, 6:00 p.m., PDBMB
Fire Board:	Monday, February 17, 2025, 6:00 p.m., Station #1
Park Board:	Tuesday, February 18, 2025, 5:30 p.m., PDBMB
City Council:	Monday, February 24, 2025, 7:00 p.m., PDBMB
Metro Police Board:	Wednesday, February 26, 2025, 11:00 a.m., Metro HQ

## **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, JANUARY 27, 2025, 7:00 P.M.**

The regular meeting of the City of Swartz Creek city council is scheduled for **January 27, 2025** starting at 7:00 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 (DTMF) 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: January 27, 2025 at 7:00 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/j/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, January 27, 2025 -7:00 P.M.

**TO:** *Honorable Mayor, Mayor Pro-Tem & Council Members*  
**FROM:** Adam Zettel, City Manager  
**DATE:** January 22, 2025

**ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS**

- ✓ **MICHIGAN TAX TRIBUNAL APPEALS (Update)**  
 There were not any commercial appeals for 2024. This was welcome and not unexpected since we know that market values are increasing much faster than taxable values. I suspect the same circumstances will apply to 2025 appeals, but we will need to wait until after May to know for sure.
- ✓ **STREETS (See Individual Category)**
  - ✓ **2025-2027 TRAFFIC IMPROVEMENT PROGRAM (TIP) (Update)**  
 We have tentative funding for Miller, Morrish to Dye, as well as Elms Road. These two streets are broken up into four separate projects for the Genesee County Traffic Improvement Program as noted below.

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 was that the local match for all projects was initially over \$2.1M. As of writing, we have new numbers in from OHM that reduce the projects down to very basic mill and resurfacing projects. This substantially reduces the overall price and cuts our local match from \$2,142,772 in the original breakdown to \$1,344, 070 as follows, a savings of about \$800,000:

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	\$730,313	\$470,800	\$259,513
Miller	Asphalt Resurfacing	Morrish	Elms	\$1,287,581	\$747,384	\$540,197
Miller	Asphalt Resurfacing	Tallmadge	Dye	\$1,524,916	\$1,114,256	\$410,660

\$5,010,014    \$2,867,242    \$1,344,070

Based on these new numbers, there is a path forward by which we can do all of the work. However, I was hoping to get the local match below \$1M. Note that the projects have substantially reduced estimates for the typical level of curb, sidewalk, grading, and undercutting work. As priced, we are looking at projects that are more similar in nature to the quick and easy Seymour Road resurfacing than the more involved Miller Road rehabilitation. However, given the condition of the streets at this point, I find such an investment to still be very much worth it with the matching funds.

We will plan to proceed with all four streets. The big question we will be working on with the GCMPC and OHM is related to the phasing. We need to set a tentative plan to get all the work done in a three year window. Doing all the work at once will save costs on mobilization and will put the work behind us quicker, with fewer interruptions. However, that plan could be a traffic nightmare and may be inflexible should we need more time to set funds aside. We are likely to break this project into two phases, perhaps the concrete first, followed by all paving in a subsequent season.

After meeting with GCMPC on January 16<sup>th</sup>, they intend to break the project into two phases with 2027 and 2029 being the construction years. This is later than we would like, but this is probably the best that can be arranged. We are trying to line up the asphalt phases of Miller Road first since those are the most time sensitive repair in order to prevent more costly decay. Note that a project occurring in 2026 is nearly impossible at this point because of the nine month delay with governmental agency reviews for engineered projects.

### **STREET PROJECT UPDATES** *(No Change of Status)*

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

We currently have no updates on the completion of ongoing street work. This is an important issue due to a substantial claim regarding aggregate materials, which could impact our ability to take on future projects. Additionally, we are waiting for final approvals from third parties before bidding on the 2025 Cappy Lane and Don Shenk projects. I expect this bidding process to begin within the next 30 days.

For Winchester Village, street reconstruction has entered the final stages. Updates will be shared as we address restoration of parkways. So far, concrete sections have been removed and replaced. For more information on tree-related concerns, please refer to the October 28, 2024, city manager's report. Future forestry efforts will follow the same process as the current phase.

Regarding the aggregate claim, the amount in question is approximately \$375,000. After reviewing the case, our engineer concluded that the claim is not valid. Despite this, the issue remains unresolved following a meeting with the contractor. The contractor plans to resubmit a revised claim to strengthen their position. I will provide updates on next steps as they become available.

In Winchester Woods, street rehabilitation with limited drainage work has been successfully completed. Paving is finished for all areas, including Young, School, Maple,

and Raubinger. One remaining ditching project on Oakview's unimproved section may still be completed this year.

Overband crack filling has been carried out in two phases this fall, although we were unable to cover every street in the city. Typically, a small area is selected for this work, but with improving conditions, our goal is to address the entire city annually moving forward.

As for FOG seal applications, we are currently seeking bids for this work, with applications scheduled for 2025. This timeline aligns with the earliest availability of the 2024 low bidder. For additional details, refer to the October 14, 2024, report.

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

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

Sewer work for 2024 is complete, and there were no areas identified for additional sewer work, such as lining. We will continue with the second year of the eight year cleaning and televising in 2025. Council approved to have Dependable Sewer address the areas of Bristol, Miller, and in Heritage that amount to about 17,000 lineal feet, as follows:

**2025 Sewer Cleaning and Televising**

	<b>Manholes Numbers</b>	<b>Footage</b>
Heritage Village	G1-G73	5107
Bristol Rd.	A251-A265	5098
Miller Rd.	A273-A287	6852
	Total	17057

Based upon the approved pricing of the three year agreement, I estimate that the work will cost around \$80,000 for cleaning, televising, root cutting, and mobilization. Staff did include additional provisions for traffic control, which include a benchmark of MDOT standards.

The city is also taking the next step forward in GIS (our Geographic Information System or mapping system). DLZ has been retained to do some repairs on our GIS map and to update the related data fields with existing information. They will also be updating the data regularly as new inspection and/or repair data is made available.

See the January 13, 2025 report for historic and conceptual details regarding the city's eight year inspection program.

✓ **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** *(No Change of Status)*

Water affordability did not make it through lame duck. I suspect we have seen the last of this for the foreseeable future.

The hydrant painting is likely done for the year and will commence in spring. I believe all blasted hydrants have been painted or at least primed. 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 in December, it was again stressed that there is not a good solution for PFAS effluence. The county may be forced to devise a plan for incineration as land application and landfill disposal becomes more problematic. This could result in future added costs.

It was affirmed during the GCDC-WWS budget meeting in December that there is no rate increase planned for our bulk water.

✓ **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** (*Update*)

The January newsletter is out. Let me know what you think!

✓ **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. 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 2025** is nearly ready for bid. We are going through punch lists now for the 2024 projects, but we still need to settle the dispute over aggregate amounts. 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. 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 was expected to apply to the Genesee County Metropolitan Planning Commission Housing Impact Fund to complete the project. I will report any changes in status.
5. **(Update)** 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. I expected this in January, but the owner was in a tragic accident, which slowed the process. **There has been 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. **(Update)** The **southwest corner of Elms & Miller** was seeing some increased activity. We met with the owner and an architect yet again in January. Though there is nothing imminent, there is enough interest to make me believe we may see something in 2025.
7. **Park projects** currently include an active grant award for Otterburn. The park board recommends interpretive signs and bike racks. These projects may require more time this spring to complete. 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. We will be creating a 2025 priority list soon with Park Board.
8. **New Businesses**. Quiznos is open. The Country Carriage at 9237 Miller Road was granted a liquor license in a limited capacity by the ZBA (limited hours, indoor service only, and beer/wine only). Since this is a transfer, local approval is not required by LARA.
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. **(Update) 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. **Wayfinding** planning is complete. We have gotten initial costs, and they are not favorable. I met with one of the sign vendors to go over options, and it appears we can proceed with an affordable program. 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 requested MEDC assistance through the RRC program to create a Request for Qualifications for reuse of the site. This has been approved. The DDA will now 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. To make this happen, the state is hiring a professional to craft a Request for Qualifications packet that will include promotional materials, project guidelines, and rating criteria. I expect the DDA to take the lead on finding a good use and developer.

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.

✓ **CDBG (No Change of Status)**

The applications for the next cycle (2025-2027) have been submitted. These include a 30% allocation to the senior center and a 70% allocation to an accessible drop off point for the Pajtas Amphitheater. I will report the application status.

✓ **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!

✓ **OTTERBURN PARK DEVELOPMENT (Business Item)**

Our DNR Trust Fund grant application was approved by the DNR Trust Fund Board on December 11<sup>th</sup> in the amount of \$290,000! We have also signed on the sub-recipient

agreement for the \$283,333.33 in funds from Kildee's office. In addition, we have two years worth of donations from BeeMoreJentery that total well over \$10,000.

We now have a proposal from Rowe Professional Services Company to move the project forward with the intention of bidding the project for completion in 2025 or 2026. Rowe has been the most involved engineer with our recreation planning. This is the firm that has worked on our park plan, created the Otterburn Park concepts/pricing, and which we find to have a suitable park experience.

Note that the costs, which are estimated to be \$80,000 (about 16% of the project total) include design engineering, limited administrative support, and construction observation costs. While such costs are substantial, they are below the common threshold for complete project engineering.

We are still awaiting a grant agreement with the DNR, but we can proceed with engineering services without those funds.

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 side of the site, which is not affordable. I am including the most recent concept, pricing, and engineering proposal.

✓ **FIBER INSTALLATION** *(No Change of Status)*

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** *(No Change of Status)*

Local signs are installed, and we await installation in Nelson, New Zealand. Trail marker signs should be ordered any time! 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 pursue, 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. Bids were received on January 9<sup>th</sup> that are under the \$120,000 threshold. The center should be moving forward with the purchase and reimbursement at any time. See the March 11, 2024 report for more details on this award and process. I will remove this section from future packets.

✓ **WAYFINDING PROJECT (Update)**

Wayfinding planning is complete. The prices were higher than anticipated. I am now 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. There appears to be a workable solution.

To take the first step, we are looking to adapt the concepts to the trail head signs and trail wayfinding signs that are already planned and paid for (through the Cosmos crowdfunding campaign). The park board took a look at the concepts and made final recommendations on details.

✓ **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)**

As of writing, the committee has been able to meet again. They are fine tuning the concept prior to ordering construction drawings. At their last meeting, they decided to go with a laminated, engineered wood product. This will offer much longer longevity, easier maintenance, and the ability to readily relocate the structure. The downside is that it comes with a 40% higher price tag. With Greg seeking contributions and the other funds lined up, we should be able to swing it.

Some details that are still pending include lighting and sound. We expect to meet again in about two weeks to put together a final cost and plan. Once complete, this will go before the DDA and city council. 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 have 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 completed three cores on Cross Creek Drive to better understand the pavement cross section that is there. It appears the road is generally built of 10" thick asphalt on clay instead of 5" asphalt on 10" of aggregate. Leadership from the HOA met with our engineers and staff to go over the implications of this finding on January 21st.

For the time being, they are taking the informal advice of our engineers and adjusting some of their plans for the 2025-2026 construction years. Though there is not any further movement towards a potential street transfer, they appear to be proceeding with street maintenance and rehabilitation in a manner that would meet city standards.

I expect to be meeting with the group regularly moving forward. See the October 14, 2024 report for all the details of this request, as well as an historical and contextual narrative.

✓ **WIRELESS TOWER UPDATES** *(Update)*

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. As of mid-January, I have not heard anything new so I will remove this from future reports until there is an update.

Concerning our tower on Elms south of Miller (Verizon), we were given 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 did not offer any additional rent for land subsequently leased. The option would run the entire term of the lease.

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. In response to this, their agent called on January 15<sup>th</sup> and indicated that their offer was not, in fact, a strong market offer. He affirmed that it would be better for both parties to await a user or higher demand to make the proposal financially viable for the tower company and the city. I will remove this section from future reports.

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 late 2024, 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.

Though their service still appears to be lacking, they do not appear to be working on solutions. I will remove this update from future reports as well.

✓ **EARNED SICK TIME ACT** *(No Change of Status)*

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.

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

The City Council authorized the expenditure for a new Spartan Fire Engine at their meeting on December 9, 2024. 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.

Clayton Township reviewed the purchase in early January and approved it with a 4-3 vote. The engine order was placed. I will remove this section from future reports.

✓ **ABRAMS FORESTRY GRANT** (*No Change of Status*)

The city has been awarded \$9,890 through the Community Forestry Grant Program to plant 38 native trees in Abrams Park. There are no strings attached here except that we are to provide an equal match. The time for performance is through fall of 2026, and there are no NEPA, Davis Bacon, or other federal requirements. I expect to bid this early in 2025.

✓ **FISCAL YEAR 2024 AUDIT** (*Business Item*)

The audit was completed in 2024 and filed with the state. Our subsequent reporting to the third parties is complete or in process. Each council member should have a hardcopy. If you do not, let me or Renee know! She has extra copies in her office.

Plante Moran will be presenting the audit at our meeting on the 27<sup>th</sup>. The previous report on the audit implications follows.

Please review the “Financial Report with Supplemental Information”, which is the city’s general audit for all funds, including DDA. You will also have a separate “Federal Awards Supplemental Information”, which is often referred to as the Single Audit. This is a separate audit of the city’s financial activities related to USDA, Traffic Improvement Program, ARPA and other federal funds that surpass \$750,000 annually.

Concerning general findings, there are some obvious take-aways.

1. The opinion of the auditors is unmodified, which is the high standard expected when stating the position of the city’s finances.
2. The city’s net position did fare as expected, resulting in surplus revenues in the general fund and the related increase in general fund fund balance. The other budgeted funds are in line with projections.
3. We have one ‘significant deficiency’ identified (See the Single Audit). This involves the need for additional separation of duties as it relates to the payroll system. We have liaised with the auditors and made corrections to our processes and software permissions to correct this finding.
4. We have one ‘material weakness’ identified (See the Single Audit). This involves the recognition of grant revenue in a fund different than the fund that incurred the expense; inventory balances that were in need of adjustment; and the accounting of prepaid expenses as current year expenses. Corrections were made. We are confident our new professional service finance staff will be able to manage these processes moving forward.

Overall, this was not a smooth or timely audit. However, I do believe that the audit does reflect an accurate and healthy financial status for the city. We have also been working to complete the transition from the former Finance Director/Treasurer to the new Treasurer and professional financial services company. With Amy and Sheri on the case for most of the 2025 fiscal year, I expect the 2025 audit and future financial duties to be more in line with our expectations.

Contact me directly with questions. If I cannot answer them, I will direct you to the staff member that can.

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

✓ **MONTHLY REPORTS (Update)**

Monthly reports are included.

✓ **STORM WATER APPOINTMENT LETTER (Update)**

The county is soliciting delegates to serve as Storm Water 342 representatives, a primary and an alternate. These representatives serve in a similar capacity as the Water and Wastewater reps, except their focus is on National Pollutant Discharge Elimination System (NPDES) and Municipal Separate Storm Sewer System (MS4) programming. These are duties performed by the county and city via DLZ.

To align with current practices, I recommend that myself and Rob Bincsik serve in these capacities with a timeframe that matches other appointments made during the seating of a new council.

✓ **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.

Their next meeting is scheduled for February 4, 2025, which will serve as a joint meeting with the DDA and their annual meeting.

✓ **DOWNTOWN DEVELOPMENT AUTHORITY (Update)**

They did NOT hold a December meeting. Their next meeting was scheduled for January 9 but was cancelled due to attendance concerns. A request for event support and the Church RFQ were on the agenda. These items are not time sensitive and will be moved to the February agenda.

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

The ZBA met 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). They approved the request with conditions (beer/wine sales only, limited hours, indoor service only, and no 'bar' construction).

They are not scheduled to meet in January or February. Their annual meeting, on March 19<sup>th</sup>, will likely include in-house training.

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

The park board held their regular monthly meeting on January 21, 2025. In addition to routine updates, the board provided some input on the proposed trailhead signs, trail wayfinding signs, and Holland Square.

They are expected to lead the final Otterburn Park design efforts and prepare for 2025 projects in the coming months. Their next scheduled meeting is February 18, 2025.

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

The Board of Review met on December 10<sup>th</sup> at 1:00pm to hear qualified errors and poverty exemptions. There were no petitioners. Their next sessions will consist of training and the March Board of Review.

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

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

As of today, we do not have an election in 2025, but the deadline for schoolboards . to submit a petition to place a question on the May ballot is January 28.

We have one QBS for Engineering services out for bid (as Adam stated below) with the bids due February 21. We also have two RFBs, for Tree Removal and fog sealing, both due on February 20.

✓ **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.
- ❑ Rauhorn has been in the village working on streetlight installation.
- ❑ 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 responded to 16 snow events so far this season.
- ❑ .
- ❑ Bids for engineering services, fog sealing and tree removals are currently being advertised.
- ❑ Ditching and culvert replacement in the Woods will resume in the spring as soon as weather and the contractors schedule allows.
- ❑ Don Shenk and Cappy Lane road reconstruction should be advertised in the next couple of weeks. The project is still awaiting a permit from EGLE for the watermain construction.

✓ **TREASURER UPDATE (Nichols)** *(No Change of Status)*

Winter tax bills were mailed, and payments are coming in. The audit is wrapped up with a presentation expected at the January 27<sup>th</sup> meeting. 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. Holland Sq: We continue to engage with Dort Financial CU detailing the opportunity of naming rights for the proposed pergola. DDA has requested a \$50,000 naming rights opportunity.

2. Methodist Church: We have accepted the services of Aligned Planning who will deliver a RFQ with a marketing package for the site. The scope of work will include project meetings, graphic design and document development, concept design, selection process and the RFQ Document.
3. EV Chargers: Red E Charge received our map for possible placement of EV chargers at Holland Square and conducted a traffic study to determine the best type of charger for the area and how many would be appropriate. The results are:

Traffic: Overall medium demand at that location/area. 1-2 DCFC units with future proofing are recommended. There are little to no travel stop amenities there, and a 10 x DCFC Tesla station at the Meijer on the same exit, so it is likely to underperform projections of ~6 DCFC visits per day.

Technology: To compete with the Tesla location for traffic, a minimum of 2x 160kW DC Fast Chargers would be needed at this location. While EV registrations are low in the area (which affects L2 traffic), it would be good to consider future proofing with ~2 80A Level 2 chargers (a Dual Port 80A Pedestal would suffice).

## NEW BUSINESS / PROJECTED ISSUES & PROJECTS

### ✓ **APPOINTMENTS** (*Business Item*)

Positions that still need to be filled are the ZBA Alternate, the Board of Review Alternate, and a Park Board Position. At this point, the Mayor is recommending filling the park board seat with resident Sara Witter. The ZBA and BOR are still vacant.

The resolution also includes the appointments for the storm water representatives noted above.

### ✓ **QUALIFIED BIDDER SELECTION** (*Update*)

In order to expend federal funds on engineering services, we must select one or more engineers using the MDOT approved QBS process. This allows the city to use such funds on preliminary and construction engineering services for the Traffic Improvement Program and similar federal programs. We have done this regularly since I can remember.

At this point, we are getting ready to solicit proposals and qualifications from firms for the next five years. I expect to have submissions from the area firms, such as OHM, Rowe, and Spicer, among others. We will then score these in accordance with MDOT standards and make a recommendation to the council. Note that we usually approve multiple firms. We do so because some processes require multiple firms to work on the same project (such as the TIP projects), and we also find that firms have different expertise or specialties. For example, we currently use Rowe for our recreation planning and design, DLZ for sewer/GIS work, and OHM for water and streets.

This process will take 2-3 months. I will have a recommendation to council when it is ready.

### ✓ **BUILDING CODES AND FEES** (*Update*)

The State of Michigan is moving ahead with updating the state building code. This process will likely take a year and will certainly result in changes for builders in the community.

In addition, we are meeting with Mundy Township to go over the short and long term capacity of our shared building department, including contingencies for a potential project at the Advanced Manufacturing District site. Given that we have not adjusted our building fees and rental inspection fees in about a decade, which support staff and contracted inspectors, I suspect a request to do so will be on the table to ensure ongoing operations by the department. In fact, I am surprised prices have been fixed for so long and hope that any increase is not substantial.

I will report more on these issues as information becomes available.

✓ **COLLECTIVE AND INDIVIDUAL LABOR AGREEMENTS (Update)**

All of our labor agreements expire on June 30, 2025. I will be working with AFSCME to update our collective bargaining agreement (CBA) first, which will serve as the pattern for remaining staff. I do expect significant changes in the document because we now have zero defined benefit pension and defined benefit retirement medical employees. This is a big change, which will remove many sections of the CBA. Otherwise, I do not expect much change in the CBA aside from inflationary adjustments and tweaks to existing provisions. However, we will see where things go. The labor agreements span for three years.

✓ **FIRE DEPARTMENT BUDGET ADJUSTMENTS (Business Item)**

As the fire department finished their fiscal year at the end of December, they discovered that some of their line item spending exceeded budgetary parameters. The chief has included some budget worksheets that indicate which three line items have exceeded the budget allowance and where funds could be transferred from to balance the budget. There are three instances. Medical runs are over by \$17, Education and Training are over by \$165.33, and Software is over by \$3,131.46. The chief, being underbudget overall, proposes to allocate the required \$3,313.79 from the Fire Equipment line item.

I am including his budget worksheets and a resolution to affirm this budget adjustment, as required by the interlocal agreement.

**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.

*Permit Suspensions:* 6061 & 6071 Miller are residential rental units. They were classified as 'suspended' in the last monthly report. This means that the certificate is suspected or revoked until the owner can demonstrate compliance with known deficiencies.

**City of Swartz Creek  
RESOLUTIONS  
Regular Council Meeting, Monday, January 27, 2025, 7:00 P.M.**

**Motion No. 250127-4A**                      **MINUTES – JANUARY 13, 2025**

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

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, January 13, 2025, to be circulated and placed on file.

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

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

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

**Motion No. 250127-5A**                      **AGENDA APPROVAL – JANUARY 27, 2025**

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

**I Move** the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of January 27, 2025, to be circulated and placed on file.

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

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

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

**Motion No. 250127-6A**                      **CITY MANAGER’S REPORT**

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

**I Move** the Swartz Creek City Council accept the City Manager’s Report of January 27, 2025, including reports and communications, to be circulated and placed on file.

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

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

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

**Resolution No. 250127-8A**                      **RESOLUTION TO ACCEPT THE 2023-2024 FISCAL YEAR  
AUDIT BY INDEPENDENT AUDITOR PLANTE-MORAN**

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

**WHEREAS**, Section 8.13 of the City Charter requires an audit of all accounts of the city government; and

**WHEREAS**, independent auditors, retained by the city per a qualified bidding selection process, have completed said audit for the most recent fiscal year, 2024; and

**WHEREAS**, said audit contains financials for related public utilities, enterprise accounts, and the Downtown Development Authority; and

**WHEREAS**, the audit, as presented to the city council on January 27, 2025, has been found to meet generally accepted accounting standards and required reporting provisions of state and local law.

**NOW, THEREFORE, BE IT RESOLVED**, the City of Swartz Creek approve the 2023-2024 Fiscal Audit Report prepared by Plante-Moran, a copy of which is attached hereto, and further, direct such to be published, distributed, circulated and placed on file in a manner prescribed by law.

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

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

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

**Resolution No. 250127-8B                      RESOLUTION TO APPROVE COMMISSION APPOINTMENTS**

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

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

**WHEREAS**, there exist vacancies in such positions; and

**WHEREAS**, said appointments are Mayoral appointments, subject to affirmation of the City Council.

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

**#250127-8B1      MAYOR APPOINTMENT:                      **Adam Zettel**  
Genesee County Storm Water 342 Representative  
Two year term, expiring November 23, 2026**

**#250127-8B2      MAYOR APPOINTMENT:                      **Robert Bincsik**  
Genesee County Storm Water 342 Representative – Alternate  
Two year term, expiring November 23, 2026**

**#2250127-8B3      MAYOR APPOINTMENT:                      **Sara Witter**  
Park and Recreation Advisor Board - Resident  
Three year term, expiring December 31, 2027**

**#250127-8B4      MAYOR APPOINTMENT:  
Board of Review Authority - Alternate**

Remainder of three year term, expiring June 30, 2026

**#250127-8B5** **MAYOR APPOINTMENT:**  
ZBA Alternate  
Remainder of Three year term, expiring June 30, 2025

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

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

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

**Resolution No. 250127-8C**      **RESOLUTION TO APPROVE PROFESSIONAL ENGINEERING SERVICES FOR OTTERBURN PARK DESIGN, BID, AND CONSTRUCTION OBSERVATION**

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

**WHEREAS**, the City of Swartz Creek owns, operates, and maintains a system of parks, trails, and recreational structures that are planned and invested into in accordance with a five year parks and recreation plan; and

**WHEREAS**, the city is developing Otterburn Park to include a pavilion, restrooms, a disc golf course, a sledding hill, a bike station, and a walking path, and

**WHEREAS**, the city has acquired funds from HUD, the DNR, and a local charity (Be More Jentry) in the amount of \$600,000 and likewise has a development plan that is estimated to cost \$600,000; and

**WHEREAS**, the city solicited a proposal from a pre-approved engineer that has experience and continuity in working with the city’s park assets to complete the design for the park, bid the work, satisfy the grant requirements, and observe construction.

**NOW, THEREFORE, BE IT RESOLVED**, the Swartz Creek City Council hereby approve the professional service agreement dated January 16, 2025, as submitted by Rowe Professional Services Company in the estimated amount of \$80,600, and further authorizes and directs the Mayor to execute said agreement on behalf of the city.

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

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

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

**Resolution No. 250127-8D**      **RESOLUTION TO AMEND THE FISCAL YEAR 2024 BUDGET FOR THE FIRE DEPARTMENT**

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

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

**WHEREAS**, the staff of Clayton Township and the Swartz Creek City approved the Swartz Creek Area Fire Department operating budget for the 2024 fiscal year; and,

**WHEREAS**, while the expenses of the budget do not exceed revenues, as budgeted, there are three line items that do exceed budgeted expenses that must be adjusted and affirmed by the Township of Clayton and the City of Swartz Creek.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City of Swartz Creek approve the amended Fiscal Year 2024 Swartz Creek Area Fire Board Budget, as included in the January 27, 2025 City Council Packet.

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

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

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

**Motion No. 250127-11A**

**ADJOURN**

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

**I Move** the Swartz Creek City Council adjourn the regular council meeting of January 27, 2025.

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

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

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

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE REGULAR COUNCIL MEETING  
DATE January 13, 2025**

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

Invocation and Pledge of Allegiance.

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

Councilmembers Absent: Melen (not excused).

Staff Present: City Manager Adam Zettel.

Others Present: Jeff Kelley, Doug Stephens, Tyler Woods.

**APPROVAL OF MINUTES**

**Resolution No. 250113-01**

**(Carried)**

Motion by Councilmember Spillane  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting, as amended, held Monday December 16, 2024, to be circulated and placed on file.

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

**APPROVAL OF AGENDA**

**Resolution No. 250113-02**

**(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 January 13, 2025, to be circulated and placed on file.

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

## **CITY MANAGER’S REPORT**

**Resolution No. 250113-03**

**(Carried)**

Motion by Mayor Pro Tem Hicks  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council accept the City Manager’s Report of January 13, 2025, including reports and communications to be circulated and placed on file.

Discussion Ensued.

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

**MEETING OPENED TO THE PUBLIC:** None.

### **COUNCIL BUSINESS:**

#### **RESOLUTION TO APPROVE PROFESSIONAL SERVICES FOR GIS UPDATES AND ONGOING ADMINISTRATION**

**Resolution No. 250113-04**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Mayor Pro Tem Hicks

**WHEREAS**, the City of Swartz Creek owns, operates, and maintains a system of sanitary sewer collection lines and manholes that are not yet inventoried into a Geographic Information System (GIS), as well as water, stormwater, street, and related data that are in various states of a GIS inventory; and

**WHEREAS**, the city seeks to maintain GIS records that are sufficient to efficiently plan, operate, and maintain its assets, and

**WHEREAS**, the city’s sewer lines and manholes are the least inventoried asset, which makes cleaning, maintenance, and replacement of those underground assets a challenge; and

**WHEREAS**, the city solicited a proposal from a pre-approved engineer that specializes in sewer and GIS matters to improve and oversee the improvement of our GIS maps and database.

**NOW, THEREFORE, BE IT RESOLVED**, the Swartz Creek City Council hereby approve the professional service agreement dated November 27, 2024, as

submitted by DLZ in the amount of \$28,600, including additional time and materials for future GIS work, and authorize and direct the Mayor to execute said agreement on behalf of the city.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

## **RESOLUTION TO APPROVE 2025 SEWER CLEANING AND INSPECTIONS UNDER THE EXISTING 2024-2026 SEWER CLEANING AND INSPECTIONS AWARD**

**Resolution No. 250113-05**

**(Carried)**

Motion by Councilmember Knickerbocker

Second by Mayor Pro Tem Hicks

**WHEREAS**, the city owns, operates, and maintains a sewer collection system that consists of clay, lined clay, and plastic pipes, as well as manholes; and

**WHEREAS**, the city is nearing completion of a twenty-year plan that includes inspections and lining of older clay pipes; and

**WHEREAS**, the critical collection lines have been addressed, and the city now seeks to reevaluate the system through inspections and to commence a routine cleaning program; and

**WHEREAS**, bids were solicited to commence with the first three years of cleaning and inspections as part of an eight-year cleaning cycle; and

**WHEREAS**, Foco Inc, doing business as Dependable Sewer, submitted the lowest responsible bid, which includes unit pricing, and they completed the first of three phases in 2024.

**NOW, THEREFORE, BE IT RESOLVED** the City of Swartz Creek hereby affirms the bid by Foco Inc, as a unit cost bid, as included in the January 13, 2025 city council packet, funds to be appropriated to the Sewer 590 fund.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** the City of Swartz Creek hereby approves the 2025 sewer work scope, as included in the January 13, 2025 city council packet, said work items expected to cost approximately \$80,000.

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

Discussion Ensued.

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

NO: None. Motion Declared Carried.

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

**Resolution No. 250113-06**

**(Carried)**

Motion by Councilmember Spillane

Second by Councilmember Gilbert

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

**WHEREAS**, the Swartz Creek Kiwanis Club, in conjunction with the Swartz Creek Area Art Guild and Women’s Club is proposing an expanded park use reservation for Elms Park August 22-23, 2025 for the purpose of holding a public art fair and classic car show; and

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, the Swartz Creek City Council hereby approves the expanded use reservation of the Swartz Creek Kiwanis Club and waives all fees for the August 22-23, 2025 reservation in Elms Park.

Discussion Ensued with Doug Stephens.

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

NO: None. Motion Declared Carried.

Motion by Councilmember Krueger that the council support and endorse the Detroit Lions to win their playoff games and the Super Bowl game in 2025. Second by Gilbert.

Unanimous Voice Vote.

**MEETING OPENED TO THE PUBLIC:** None.

**REMARKS BY COUNCILMEMBERS:**

Councilmember Krueger: There is an unusual planetary alignment of seven planets.

Councilmember Spillane: It was nice to see families on the sled hill and ice rink at Elms.

Mayor Pro Tem Hicks: She attended the ceremony for the new fire truck. It was on the news.

Councilmember Gilbert: Think spring.

Councilmember Knickerbocker: We had a packer fan make the Lions resolution.

Mayor Henry: Happy New Year!

**ADJOURNMENT**

**Resolution No. 250113-10**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Krueger

**I Move** the Swartz Creek City Council adjourn the regular meeting at 7:56 p.m.

Unanimous Voice Vote.

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**Nate Henry, Mayor**

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

# Metro Police Authority Offense Summary

## For Swartz Creek

Occurred 1/1/2023 - 12/31/2023

Offense	Total Offenses
0301 - 03000 - Illegal Entry	2
1171 - 11001 - CSC First (1st) Degree -Penetration Penis/Vagina	1
1173 - 11003 - CSC First (1st) Degree -Penetration Oral/Anal	1
1178 - 11008 - CSC Fourth (4th) Degree - Forcible Contact	2
1201 - 12000 - Robbery - Business - Gun	1
1302 - 13002 - Aggravated/Felonious Assault - Family - Other Weapon	1
1305 - 13002 - Aggravated/Felonious Assault - Non-Family - Other Weapon	4
1308 - 13002 - Aggravated/Felonious Assault - Public Official - Other Weapon	1
1312 - 13002 - Aggravated/Felonious Assault - Police Officer - Strong Arm	1
1313 - 13001 - Assault and Battery/Simple Assault	22
1376 - 13003 - Intentional Threat to Commit Act of Violence Against Schools	1
1377 - 13003 - Intentional Threat to Commit Act of Violence Against Schools w/specific intent to carry out or overt act toward	1
1380 - 13003 - Telephone Used for Harassment, Threats	8
1381 - 13003 - Aggravated Stalking (Felony)	1
1385 - 13003 - Other Electronic Medium Used for Harassment, Threats	1
1397 - 13002 - Assault w/Intent to Murder	2
1399 - 13002 - Assault (Other)	1
2005 - 20000 - Arson -Business	1
2101 - 21000 - Extortion - Threat to Injure Person	1
2199 - 21000 - Extortion (Other)	1
2202 - 22001 - Burglary - Forced Entry - Residence (Including Home Invasion)	4
2203 - 22001 - Burglary - Forced Entry - Non-Residence	1
2275 - 22001 - Burglary - Unoccupied Building or Other Structure	1
2298 - 22003 - Burglary - Entering Without Permission	1
2304 - 23006 - Larceny - Parts and Accessories from Vehicle	3
2305 - 23005 - Larceny - Personal Property from Vehicle	11
2308 - 23003 - Larceny - From Building (Includes library, office used by public, etc)	1
2309 - 23007 - Larceny - From Yards (Grounds surrounding a building)	2

# Metro Police Authority Offense Summary

## For Swartz Creek

Occurred 1/1/2023 - 12/31/2023

Offense	Total Offenses
2399 - 23007 - Larceny (Other)	17
2404 - 24001 - Vehicle Theft	3
2408 - 24001 - Possess Stolen Vehicle	1
2411 - 24001 - Motor Vehicle - Unauthorized Use	1
2475 - 24002 - Motor Vehicle as Stolen Property - Unauthorized Use (Includes Joyriding)	1
2504 - 25000 - Pass Forged -Any Object	1
2505 - 25000 - Pass Counterfeited - Any Object	1
2602 - 26001 - Fraud - Swindle	2
2606 - 26006 - Non-Sufficient Funds Checks	1
2609 - 26007 - Fraud - Identity Theft	5
2699 - 26001 - Fraud (Other)	17
2901 - 29000 - Damage to Property - Business Property	3
2902 - 29000 - Damage to Property - Private Property	12
2903 - 29000 - Damage to Property - Public Property	2
2999 - 29000 - Damage to Property (other)	1
3074 - 30002 - Retail Fraud Theft 2nd Degree	6
3078 - 30002 - Retail Fraud Theft 3rd Degree	15
3512 - 35001 - Heroin - Possess	1
3532 - 35001 - Cocaine - Possess	1
3564 - 35001 - Marijuana - (Other)	1
3692 - 36002 - Sexual Penetration (Other)	1
3709 - 37000-Child Sexually Abusive Activity, Aggravated Distributing or Promoting	1
3806 - 38001 - Neglect Child	3
3899 - 38003 - Family Offense (Other)	1
4801 - 48000 - Resisting Officer	5
4877 - 48000 - Fleeing and Eluding (Felony)	1
5005 - 50000 - Contempt of Court	4
5006 - 50000 - Obstructing Justice	11
5007 - 50000 - Obstructing Court Order	1
5015 - 50000 - Failure to Appear	6
5099 - 50000 - Obstruct (Other)	1
5201 - 52001 - Concealed Weapons - Altering Identification	1

# Metro Police Authority Offense Summary

## For Swartz Creek

Occurred 1/1/2023 - 12/31/2023

Offense	Total Offenses
5202 - 52001 - Concealed Weapons - Carrying Concealed	2
5203 - 52001 - Concealed Weapons - Carrying Prohibited	1
5215 - 13003 - Threat to Bomb	2
5289 - 52001 - Weapons Concealed (Other)	1
5295 - 52001 - Concealed Weapons - Firearm in Auto (CCW)	1
5309 - 53002 - Harassing Communications	2
5311 - 53001 - Disorderly Conduct	2
5313 - 63000 - Vagrancy - Curfew	1
5399 - 53002 - Public Peace (Other)	1
5503 - 55000 - Drugs - (Other)	2
5560 - 55000 - Dog Law Violations	1
5561 - 55000 - Animals at Large	1
5599 - 55000 - Health and Safety Violations (Other)	1
5707 - 57001 - Trespass (Other)	4
5802 - 58000 - Smuggle Contraband into Prison/County Jail	1
6274 - 62000 - Littering on Public or Private Property	1
8011 - 54001 - Motor Vehicle Accident - Failed to Stop and Identify	2
8041 - 54002 - Operating Under the Influence of Intoxicating Liquor	1
8043 - 54002 - Operating While Visibly Impaired	1
8062 - 54003 - Traffic - Exceed Freeway Speed (70 MPH Zone)	1
8072 - 54003 - Traffic - Careless Driving	1
8073 - 54003 - Traffic - Reckless Driving	2
8110 - 54003 - Traffic - Failed to Yield w/i Intersect Left Turn	1
8180 - 54003 - Traffic - Other Hazardous Violations	1
8271 - 54003 - Traffic - No Operators License	6
8273 - 54003 - Traffic - Driving on Susp/Revoked/Refused License	19
8275 - 54003 - Traffic - Driver License Law Violations	1
8277 - 54003 - Traffic - Registration Law Violations	9
8280 - 54003 - Traffic - No Proof of Insurance	1
8281 - 54003 - Traffic - No Operators/Chauffers License on Person	1
8283 - 54003 - Traffic - No Motorcycle Endorsement	1
8328 - 54003 - Motor Vehicle Violation	20

# Metro Police Authority Offense Summary

## For Swartz Creek

Occurred 1/1/2023 - 12/31/2023

Offense	Total Offenses
9910 - 93001 - Traffic, Non-Criminal - Accident	108
9911 - 93002 - Traffic, Non-Criminal - Non-Traffic Accident	40
9913 - 93004 - Traffic, Non-Criminal - Parking Violations	11
9937 - 97006 - Other Non-Criminal Accidents - All Other	1
9939 - 98002 - Inspections/Investigations - Vehicle/VIN/School Bus	1
9940 - 98003 - Inspections/Investigations - Property	2
9941 - 98004 - Inspections/Investigations - Other Inspections	1
9942 - 98006 - Inspections/Investigations - Family Trouble	5
9943 - 98007 - Inspections/Investigations - Suspicious Situations	9
9944 - 98008 - Inspections/Investigations - Lost and Found Prop	7
9945 - 98009 - Inspections/Investigations - Drug Overdose	1
9946 - 99001 - Miscellaneous - Suicide	1
9947 - 99002 - Miscellaneous - Natural Death	14
9948 - 99003 - Miscellaneous - Missing Persons	2
9953 - 99008 - Miscellaneous - General Assistance	37
9954 - 99009 - Miscellaneous - Non-Criminal	7
9955 - 99008 - Miscellaneous - Assist to EMS	1
9956 - 99008 - Miscellaneous - Assist to Other Police Agency	1
<b>Total</b>	<b>547</b>

# Metro Police Authority Offense Summary

## For Swartz Creek

Occurred 1/1/2024 - 12/31/2024

Offense	Total Offenses
1172 - 11002 - CSC Third (3rd) Degree -Penetration Penis/Vagina	1
1201 - 12000 - Robbery - Business - Gun	1
1298 - 12000 - Attempted Robbery -Armed	1
1301 - 13002 - Aggravated/Felonious Assault - Family - Gun	1
1305 - 13002 - Aggravated/Felonious Assault - Non-Family - Other Weapon	3
1306 - 13002 - Aggravated/Felonious Assault - Non-Family - Strong Arm	1
1313 - 13001 - Assault and Battery/Simple Assault	21
1380 - 13003 - Telephone Used for Harassment, Threats	5
1381 - 13003 - Aggravated Stalking (Felony)	1
1382 - 13003 - Stalking (Misdemeanor)	2
2202 - 22001 - Burglary - Forced Entry - Residence (Including Home Invasion)	2
2203 - 22001 - Burglary - Forced Entry - Non-Residence	1
2299 - 22001 - Burglary -Other Forced Entry	1
2305 - 23005 - Larceny - Personal Property from Vehicle	17
2308 - 23003 - Larceny - From Building (Includes library, office used by public, etc)	2
2399 - 23007 - Larceny (Other)	13
2404 - 24001 - Vehicle Theft	2
2408 - 24001 - Possess Stolen Vehicle	2
2475 - 24002 - Motor Vehicle as Stolen Property - Unauthorized Use (Includes Joyriding)	1
2498 - 24002 - Motor Vehicle as Stolen Property (Other)	2
2499 - 24001 - Stolen (Other)	1
2602 - 26001 - Fraud - Swindle	2
2609 - 26007 - Fraud - Identity Theft	3
2696 - 26008 - Computer Hacking	1
2699 - 26001 - Fraud (Other)	11
2901 - 29000 - Damage to Property - Business Property	2
2902 - 29000 - Damage to Property - Private Property	9
2999 - 29000 - Damage to Property (other)	1
3073 - 30002 - Retail Fraud Theft 1st Degree	3
3074 - 30002 - Retail Fraud Theft 2nd Degree	8
3078 - 30002 - Retail Fraud Theft 3rd Degree	11

# Metro Police Authority Offense Summary

## For Swartz Creek

Occurred 1/1/2024 - 12/31/2024

Offense	Total Offenses
3542 - 35001 - Synthetic Narcotic - Possess	1
3550 - 35002 - Narcotic Equipment	2
3576 - 35001 - Crystal Meth - Possess	1
3593 - 35001 - Crack - (Other)	1
3605 - 36004 - Indecent Exposure	1
3806 - 38001 - Neglect Child	2
3809 - 38001 - Child abuse third degree/Non-Violent, second offense	1
4801 - 48000 - Resisting Officer	4
4803 - 48000 - Making False Report	1
4899 - 48000 - Obstruct Police (Other)	1
5005 - 50000 - Contempt of Court	2
5006 - 50000 - Obstructing Justice	16
5007 - 50000 - Obstructing Court Order	1
5015 - 50000 - Failure to Appear	3
5099 - 50000 - Obstruct (Other)	1
5212 - 52001 - Concealed Weapons - Possession of Weapon	1
5216 - 13003 - Threat to Burn	1
5295 - 52001 - Concealed Weapons - Firearm in Auto (CCW)	1
5299 - 52003 - Weapons Offense (Other)	1
5311 - 53001 - Disorderly Conduct	3
5313 - 63000 - Vagrancy - Curfew	1
5599 - 55000 - Health and Safety Violations (Other)	1
5707 - 57001 - Trespass (Other)	1
7070 - 70000 - Runaway	1
8011 - 54001 - Motor Vehicle Accident - Failed to Stop and Identify	1
8028 - 54002 - Operating with Blood Alcohol Content of .08% or more	1
8041 - 54002 - Operating Under the Influence of Intoxicating Liquor	2
8072 - 54003 - Traffic - Careless Driving	1
8073 - 54003 - Traffic - Reckless Driving	1
8174 - 54003 - Traffic - Furnish False Info to Police Officer	1
8271 - 54003 - Traffic - No Operators License	7

# Metro Police Authority Offense Summary

## For Swartz Creek

Occurred 1/1/2024 - 12/31/2024

Offense	Total Offenses
8273 - 54003 - Traffic - Driving on Susp/Revoked/Refused License	29
8275 - 54003 - Traffic - Driver License Law Violations	1
8277 - 54003 - Traffic - Registration Law Violations	6
8280 - 54003 - Traffic - No Proof of Insurance	1
8328 - 54003 - Motor Vehicle Violation	25
8920 - 89003 - Violation - Insurance - Fail to File PLPD Insurance	3
8930 - 89003 - Violation - Insurance - Other Commission Rules	2
9906 - 92002 - Civil Custodies - Incapacitation	2
9908 - 92004 - Civil Custodies - Insanity (Mental)	1
9910 - 93001 - Traffic, Non-Criminal - Accident	110
9911 - 93002 - Traffic, Non-Criminal - Non-Traffic Accident	44
9913 - 93004 - Traffic, Non-Criminal - Parking Violations	27
9939 - 98002 - Inspections/Investigations - Vehicle/VIN/School Bus	1
9941 - 98004 - Inspections/Investigations - Other Inspections	1
9942 - 98006 - Inspections/Investigations - Family Trouble	2
9943 - 98007 - Inspections/Investigations - Suspicious Situations	6
9944 - 98008 - Inspections/Investigations - Lost and Found Prop	10
9945 - 98009 - Inspections/Investigations - Drug Overdose	1
9946 - 99001 - Miscellaneous - Suicide	1
9947 - 99002 - Miscellaneous - Natural Death	9
9948 - 99003 - Miscellaneous - Missing Persons	3
9953 - 99008 - Miscellaneous - General Assistance	30
9954 - 99009 - Miscellaneous - Non-Criminal	12
9956 - 99008 - Miscellaneous - Assist to Other Police Agency	1
<b>Total</b>	<b>523</b>



# OPINION OF PROBABLE CONSTRUCTION COST

**ORCHARD, HILTZ & McCLIMENT, INC.**

34000 Plymouth Road, Livonia, Michigan, 48150

Telephone: (734) 522-6711 FAX: (734) 466-4557

PROJECT: Elms Rd Rehab  
 LOCATION: South City Limits to North City Limits  
 WORK: 1.00 miles of single lift mill and resurfacing with limited curb and gutter remove/replace, and signage upgrades.

DATE: January 10, 2025  
 PROJECT #:  
 ESTIMATOR: RJD  
 CHECKED BY: AJH  
 CURRENT ENR:

ITEM CODE	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	COST
1500001	Mobilization, Max.	LS	1	\$ 53,980.00	\$ 53,980.00
2040020	Curb and Gutter, Rem	Ft	100	\$ 10.00	\$ 1,000.00
2040035	Guardrail, Rem	Ft	200	\$ 2.00	\$ 400.00
2047011	Pavt, Rem, Modified	Syd	517	\$ 10.00	\$ 5,170.00
2047011	Sidewalk, Rem, Modified	Syd	300	\$ 10.00	\$ 3,000.00
2050041	Subgrade Undercutting, Type II	Cyd	150	\$ 50.00	\$ 7,500.00
2080036	Erosion Control, Silt Fence	Ft	2000	\$ 3.00	\$ 6,000.00
2090001	Project Cleanup	LS	1	\$ 5,000.00	\$ 5,000.00
3060020	Maintenance Gravel	Ton	100	\$ 35.00	\$ 3,500.00
3070126	Shoulder, CI II, 4 inch	Syd	2164	\$ 10.00	\$ 21,640.00
4030010	Dr Structure Cover, Type B	Ea	4	\$ 1,000.00	\$ 4,000.00
4030050	Dr Structure Cover, Type K	Ea	12	\$ 1,000.00	\$ 12,000.00
4037050	Structure Cover, Adj, Case 1, Modified	Ea	16	\$ 750.00	\$ 12,000.00
5010002	Cold Milling HMA Surface	Syd	21671	\$ 3.00	\$ 65,013.00
5017011	HMA and Joint Repairs	Syd	250	\$ 100.00	\$ 25,000.00
5017011	HMA, Driveway	Syd	267	\$ 50.00	\$ 13,350.00
5017031	HMA, 5EML	Ton	2498	\$ 100.00	\$ 249,800.00
8020038	Curb and Gutter, Conc, Det F4	Ft	100	\$ 14.00	\$ 1,400.00
8070000	Guardrail, Type B	Ft	150	\$ 30.00	\$ 4,500.00
8070042	Guardrail Approach Terminal, Type 2B	Ea	4	\$ 3,000.00	\$ 12,000.00
8070095	Post, Mailbox	Ea	45	\$ 100.00	\$ 4,500.00
8117001	Pavement Markings	Ft	20000	\$ 1.00	\$ 20,000.00
8127051	Proposed Signs	LS	1	\$ 10,000.00	\$ 10,000.00
8127051	Traffic Control	LS	1	\$ 35,000.00	\$ 35,000.00
8160100	Slope Restoration, Type A	Syd	1800	\$ 10.00	\$ 18,000.00
<b>CATEGORY 2 -PE</b>					
1027051	PE	LS	1	\$ 47,500.00	\$ 47,500.00
<b>CATEGORY 3 -CE</b>					
1027051	CE	LS	1	\$ 89,060.00	\$ 89,060.00
<b>SUBTOTAL FOR CATEGORY 1 -Construction</b>					<b>\$ 593,753.00</b>
<b>SUBTOTAL FOR CATEGORY 2 -PE</b>					<b>\$ 47,500.00</b>
<b>SUBTOTAL FOR CATEGORY 3 -CE</b>					<b>\$ 89,060.00</b>
<b>TOTAL OPINION OF PROBABLE CONSTRUCTION COST =</b>					<b>\$ 730,313.00</b>

PROJECT: Miller Road Rehabilitation  
LOCATION: Moorish to Elms  
WORK: 1.13 miles of mill and resurfacing with intermittent curb and gutter  
remove/replace, and signage upgrades.

ITEM CODE	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	COST
1500001	Mobilization, Max.	LS	1	\$ 99,410.00	\$ 99,410.00
2047011	Pavt, Rem, Modified	Syd	750	\$ 10.00	\$ 7,500.00
2047011	Sidewalk, Rem, Modified	Syd	100	\$ 10.00	\$ 1,000.00
2050041	Subgrade Undercutting, Type II	Cyd	50	\$ 50.00	\$ 2,500.00
2080020	Erosion Control, Inlet Protection, Fabric Drop	Ea	53	\$ 75.00	\$ 3,975.00
2080036	Erosion Control, Silt Fence	Ft	250	\$ 3.00	\$ 750.00
2090001	Project Cleanup	LS	1	\$ 5,000.00	\$ 5,000.00
3060020	Maintenance Gravel	Ton	250	\$ 35.00	\$ 8,750.00
4030010	Dr Structure Cover, Type B	Ea	29	\$ 750.00	\$ 21,750.00
4030050	Dr Structure Cover, Type K	Ea	32	\$ 750.00	\$ 24,000.00
4037050	Structure Cover, Adj, Case 1, Modified	Ea	61	\$ 750.00	\$ 45,750.00
5010002	Cold Milling HMA Surface	Syd	30372	\$ 3.00	\$ 91,116.00
5017011	HMA and Joint Repairs	Syd	750	\$ 100.00	\$ 75,000.00
5017031	HMA, 5EML	Ton	5572	\$ 100.00	\$ 557,200.00
8037010	Sidewalk, Conc, 4 inch, Modified	Sft	1000	\$ 10.00	\$ 10,000.00
8070095	Post, Mailbox	Ea	36	\$ 100.00	\$ 3,600.00
8100371	Post, Steel, 3 lb	Ft	932	\$ 10.00	\$ 9,320.00
8100402	Sign, Type III, Erect, Salv	Ea	1	\$ 20.00	\$ 20.00
8100403	Sign, Type III, Rem	Ea	71	\$ 10.00	\$ 710.00
8100404	Sign, Type IIIA	Sft	52	\$ 15.00	\$ 780.00
8100405	Sign, Type IIIB	Sft	211	\$ 15.00	\$ 3,165.00
8110024	Pavt Mrkg, Ovly Cold Plastic, 6 inch, Crosswalk	Ft	374	\$ 10.00	\$ 3,740.00
8110045	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	Ft	12	\$ 20.00	\$ 240.00
8110049	Pavt Mrkg, Ovly Cold Plastic, Direction Arrow Sym, Bike	Ea	19	\$ 300.00	\$ 5,700.00
8110058	Pavt Mrkg, Ovly Cold Plastic, Bike, Small Sym	Ea	19	\$ 200.00	\$ 3,800.00
8110063	Pavt Mrkg, Ovly Cold Plastic, Lt Turn Arrow Sym	Ea	9	\$ 200.00	\$ 1,800.00
8110068	Pavt Mrkg, Ovly Cold Plastic, Only	Ea	4	\$ 200.00	\$ 800.00
8110071	Pavt Mrkg, Ovly Cold Plastic, Rt Turn Arrow Sym	Ea	3	\$ 200.00	\$ 600.00
8110077	Pavt Mrkg, Ovly Cold Plastic, Thru and Rt Turn Arrow Sym	Ea	1	\$ 300.00	\$ 300.00
8110153	Pavt Mrkg, Sprayable Thermopl, 4 inch, White	Ft	10493	\$ 1.00	\$ 10,493.00
8110154	Pavt Mrkg, Sprayable Thermopl, 4 inch, Yellow	Ft	21566	\$ 1.00	\$ 21,566.00
8120010	Barricade, Type III, High Intensity, Double Sided, Furn	Ea	10	\$ 100.00	\$ 1,000.00
8120011	Barricade, Type III, High Intensity, Double Sided, Oper	Ea	10	\$ 5.00	\$ 50.00
8120140	Lighted Arrow, Type C, Furn	Ea	1	\$ 500.00	\$ 500.00

PROJECT: Miller Road Rehabilitation  
 LOCATION: Moorish to Elms  
 WORK: 1.13 miles of mill and resurfacing with intermittent curb and gutter  
remove/replace, and signage upgrades.

ITEM CODE	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	COST
8120141	Lighted Arrow, Type C, Oper	Ea	1	\$ 100.00	\$ 100.00
8120170	Minor Traf Devices	LS	1	\$ 10,000.00	\$ 10,000.00
8120221	Pavt Mrkg, Type NR, Paint, 4 inch, Yellow, Temp	Ft	12000	\$ 1.00	\$ 12,000.00
8120241	Pavt Mrkg, Type R, 4 inch, Yellow, Temp	Ft	2600	\$ 10.00	\$ 26,000.00
8120260	Plastic Drum, High Intensity, Lighted, Furn	Ea	150	\$ 25.00	\$ 3,750.00
8120261	Plastic Drum, High Intensity, Lighted, Oper	Ea	150	\$ 1.00	\$ 150.00
8120330	Sign, Portable, Changeable Message, Furn	Ea	1	\$ 3,000.00	\$ 3,000.00
8120331	Sign, Portable, Changeable Message, Oper	Ea	1	\$ 500.00	\$ 500.00
8120350	Sign, Type B, Temp, Prismatic, Furn	Sft	444	\$ 5.00	\$ 2,220.00
8120351	Sign, Type B, Temp, Prismatic, Oper	Sft	444	\$ 1.00	\$ 444.00
8120370	Traffic Regulator Control	LS	1	\$ 10,000.00	\$ 10,000.00
8210001	Monument Box	Ea	1	\$ 500.00	\$ 500.00
8210005	Monument Box Adjust	Ea	1	\$ 500.00	\$ 500.00
8210010	Monument Preservation	Ea	1	\$ 500.00	\$ 500.00
8230431	Gate Box, Adj, Case 1	Ea	4	\$ 500.00	\$ 2,000.00
<b>CATEGORY 2 -PE</b>					
1027060	PE	Dlr	1	\$ 30,000.00	\$ 30,000.00
<b>CATEGORY 3 -CE</b>					
1027060	Construction Engineering	Dlr	1	\$ 164,032.00	\$ 164,032.00
<b>SUBTOTAL FOR CATEGORY 1 -CON</b>					\$ 1,093,549.00
<b>SUBTOTAL FOR CATEGORY 2 -PE</b>					\$ 30,000.00
<b>SUBTOTAL FOR CATEGORY 3 -CE</b>					\$ 164,032.00
<b>TOTAL OPINION OF PROBABLE CONSTRUCTION COST =</b>					<b>\$ 1,287,581.00</b>

PROJECT: Miller Road Reconstruction  
 LOCATION: Tallmadge to Dye  
 WORK: 1.10 miles of mill and resurfacing with intermittent curb and gutter  
 remove/replace, and signage upgrades

ITEM CODE	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	COST
<b>CATEGORY 1 -CON</b>					
1500001	Mobilization, Max.	LS	1	\$ 117,820.00	\$ 117,820.00
2040020	Curb and Gutter, Rem	Ft	100	\$ 10.00	\$ 1,000.00
2047011	Pavt, Rem, Modified	Syd	795	\$ 10.00	\$ 7,950.00
2050041	Subgrade Undercutting, Type II	Cyd	50	\$ 50.00	\$ 2,500.00
2080020	Erosion Control, Inlet Protection, Fabric Drop	Ea	38	\$ 75.00	\$ 2,850.00
2090001	Project Cleanup	LS	1	\$ 5,000.00	\$ 5,000.00
3060020	Maintenance Gravel	Ton	150	\$ 35.00	\$ 5,250.00
4030010	Dr Structure Cover, Type B	Ea	14	\$ 750.00	\$ 10,500.00
4030050	Dr Structure Cover, Type K	Ea	16	\$ 750.00	\$ 12,000.00
4037050	Structure Cover, Adj, Case 1, Modified	Ea	30	\$ 750.00	\$ 22,500.00
5010002	Cold Milling HMA Surface	Syd	40791	\$ 3.00	\$ 122,373.00
5017011	HMA and Joint Repairs	Syd	917	\$ 100.00	\$ 91,700.00
5017031	HMA, 5EML	Ton	7406	\$ 100.00	\$ 740,600.00
8020038	Curb and Gutter, Conc, Det F4	Ft	850	\$ 30.00	\$ 25,500.00
8070095	Post, Mailbox	Ea	41	\$ 100.00	\$ 4,100.00
8100371	Post, Steel, 3 lb	Ft	885	\$ 10.00	\$ 8,850.00
8100380	Post, Wood, 4 inch by 6 inch	Ft	64	\$ 20.00	\$ 1,280.00
8100403	Sign, Type III, Rem	Ea	51	\$ 10.00	\$ 510.00
8100404	Sign, Type IIIA	Sft	47	\$ 15.00	\$ 705.00
8100405	Sign, Type IIIB	Sft	355	\$ 15.00	\$ 5,325.00
8110045	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	Ft	249	\$ 20.00	\$ 4,980.00
8110049	Pavt Mrkg, Ovly Cold Plastic, Direction Arrow Sym, Bike	Ea	16	\$ 300.00	\$ 4,800.00
8110058	Pavt Mrkg, Ovly Cold Plastic, Bike, Small Sym	Ea	16	\$ 200.00	\$ 3,200.00
8110063	Pavt Mrkg, Ovly Cold Plastic, Lt Turn Arrow Sym	Ea	5	\$ 200.00	\$ 1,000.00
8110068	Pavt Mrkg, Ovly Cold Plastic, Only	Ea	1	\$ 200.00	\$ 200.00
8110069	Pavt Mrkg, Ovly Cold Plastic, Railroad Sym	Ea	4	\$ 400.00	\$ 1,600.00
8110153	Pavt Mrkg, Sprayable Thermopl, 4 inch, White	Ft	13141	\$ 1.00	\$ 13,141.00
8110154	Pavt Mrkg, Sprayable Thermopl, 4 inch, Yellow	Ft	24752	\$ 1.00	\$ 24,752.00
8120010	Barricade, Type III, High Intensity, Double Sided, Furn	Ea	10	\$ 100.00	\$ 1,000.00
8120011	Barricade, Type III, High Intensity, Double Sided, Oper	Ea	10	\$ 5.00	\$ 50.00
8120140	Lighted Arrow, Type C, Furn	Ea	1	\$ 500.00	\$ 500.00
8120141	Lighted Arrow, Type C, Oper	Ea	1	\$ 100.00	\$ 100.00
8120170	Minor Traf Devices	LS	1	\$ 10,000.00	\$ 10,000.00
8120221	Pavt Mrkg, Type NR, Paint, 4 inch, Yellow, Temp	Ft	12000	\$ 1.00	\$ 12,000.00
8120241	Pavt Mrkg, Type R, 4 inch, Yellow, Temp	Ft	1400	\$ 1.00	\$ 1,400.00
8120260	Plastic Drum, High Intensity, Lighted, Furn	Ea	150	\$ 50.00	\$ 7,500.00
8120261	Plastic Drum, High Intensity, Lighted, Oper	Ea	150	\$ 1.00	\$ 150.00
8120330	Sign, Portable, Changeable Message, Furn	Ea	1	\$ 3,000.00	\$ 3,000.00

PROJECT: Miller Road Reconstruction

LOCATION: Tallmadge to Dye

WORK: 1.10 miles of mill and resurfacing with intermittent curb and gutter  
remove/replace, and signage upgrades

ITEM CODE	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	COST
8120331	Sign, Portable, Changeable Message, Oper	Ea	1	\$ 500.00	\$ 500.00
8120350	Sign, Type B, Temp, Prismatic, Furn	Sft	305	\$ 5.00	\$ 1,525.00
8120351	Sign, Type B, Temp, Prismatic, Oper	Sft	305	\$ 1.00	\$ 305.00
8120370	Traffic Regulator Control	LS	1	\$ 10,000.00	\$ 10,000.00
8160100	Slope Restoration, Type A	Syd	445	\$ 10.00	\$ 4,450.00
8210001	Monument Box	Ea	1	\$ 50.00	\$ 50.00
8210005	Monument Box Adjust	Ea	1	\$ 500.00	\$ 500.00
8210010	Monument Preservation	Ea	1	\$ 500.00	\$ 500.00
8230431	Gate Box, Adj, Case 1	Ea	1	\$ 500.00	\$ 500.00
<b>CATEGORY 2 -PE</b>					
1027060	PE	Dir	1	\$ 30,000.00	\$ 30,000.00
<b>CATEGORY 3 -CE</b>					
1027060	Construction Engineering	Dir	1	\$ 198,900.00	\$ 198,900.00
<b>SUBTOTAL FOR CATEGORY 1 -CON</b>					<b>\$ 1,296,016.00</b>
<b>SUBTOTAL FOR CATEGORY 2 -PE</b>					<b>\$ 30,000.00</b>
<b>SUBTOTAL FOR CATEGORY 3 -CE</b>					<b>\$ 198,900.00</b>
<b>TOTAL OPINION OF PROBABLE CONSTRUCTION COST =</b>					<b>\$ 1,524,916.00</b>



GENESEE COUNTY DRAIN COMMISSIONER'S OFFICE

-DIVISION OF-  
SURFACE WATER MANAGEMENT

JEFFREY WRIGHT  
COMMISSIONER

G-4608 BEECHER ROAD, FLINT, MI 48532  
PHONE (810) 732-1590 FAX (810) 732-1474

TO: City of Swartz Creek  
FROM: Michaela Whitkopf  
RE: Storm Water 342 Representatives  
DATE: December 20, 2024

With recent retirements and elections, we thought it would be a good time to update the Storm Water 342 representative list. The Storm Water 342 representative is a separate position than the Waste and Water representative, which you also may have recently updated. After going through our records, we show that your representative(s) is/are:

Storm Water Advisory Representative: None on file  
Alternate Representative: None on file

Note: Please provide your representatives names and a copy of the resolution for our records.

A 342 contract requires that your board pass a resolution designating their representative(s). If the representative(s) need to be changed please have your Board select new representative(s) and provide us a copy of that resolution.

If you have any questions, please feel free to contact us at the above number or [MWhitkopf@geneeecountymi.gov](mailto:MWhitkopf@geneeecountymi.gov).



January 16, 2025

Mr. Adam Zettel, AICP, Manager  
Swartz Creek  
8083 Civic Drive  
Swartz Creek, MI 48473

RE: Otterburn Park Improvements – MNRTF Grant  
Professional Services Proposal

Dear Mr Zettel:

Congratulations on your grant awards! ROWE Professional Services Company was grateful to assist you and appreciates this opportunity to provide you with a proposal for acting as the Prime Professional for the project referenced above.

We understand that in addition to the \$290,000 awarded by the Michigan Natural Resource Trust Fund (MNRTF), the Genesee County Parks has awarded \$283,333.33 to the City of Swartz Creek as a sub-recipient HUD grant under Community Project Funding Grant Award Package: B-24-CP-MI-1144 for the 2024 funding cycle.

## UNDERSTANDING

We have had experience with MNRTF grant administration and have reviewed the HUD grant information and identified responsibilities for both ROWE and the city. The construction budget that was projected for this project is approximately \$523,250. The project is intended to support an existing 18-hole disc golf course, sled hill, existing gravel parking area, and non-motorized pathway along Bristol Road.

The improvements associated with this project include:

- 25-foot by 40-foot pre-manufactured pavilion and concrete slab.
- Pre-manufactured accessible restrooms (one to two stalls) and sanitary/water connections.
- 3,500 linear foot aggregate perimeter path, 8-foot wide.
- Paved Americans with Disabilities Act (ADA) parking spaces at existing gravel parking lot.
- Portable restroom concrete pad in the middle of the disc golf course.
- Canopy trees/native landscape
- Bike fix station on a concrete pad with shade structure.
- ADA picnic tables and trash/recycle bins.
- Entry gate

**SINCE 1962**

Flint, MI | Lapeer, MI | Farmington Hills, MI | Grand Rapids, MI | Mt. Pleasant, MI | Oscoda, MI | Grayling, MI | Myrtle Beach, SC

Based on available county GIS Fetch data, the site includes an existing watercourse draining to the west, but it is not indicated to be a county drain. There are no floodplain or wetlands on the site. ROWE will include electrical engineering subconsultant services to provide power to the proposed restrooms and pavilion. We are also sub-consulting for geotechnical and archeological desktop review as required by the HUD grant. The city will proceed with securing grant agreements, expected by July 2025.

## **SCOPE OF SERVICES**

We offer the following proposed scope of work for this project:

### **Preliminary Design**

ROWE will meet on-site with the city for a kickoff meeting and review the site, project scope, and schedule. ROWE will complete a topographic survey of the 19-acre site and coordinate five, five-foot-deep soil borings to be completed by a geotechnical subconsultant. A National Environmental Policy Act/State Historical Preservation Office (NEPA/SHPO) desktop review will be completed to meet HUD requirements.

ROWE will prepare a 50 percent complete site plan and preliminary construction cost opinion and meet with the city to review. We will coordinate with Genesee County Drain Commission on stormwater requirements. Although the impervious area is under 0.5 acres, the additional gravel pathway may trigger some on-site treatment of stormwater.

### **Final Design**

Upon approval ROWE will complete 90 percent complete construction documents including site plan, details, technical specifications and updated construction cost opinion for review with the city on a virtual meeting.

ROWE will provide a project schedule and documents for the city to upload for Michigan Department of Natural Resources (MDNR) approval prior to advertising. The city will need to assign ROWE as the Prime Professional to allow us to be your representative on this project.

### **Permitting**

A Storm Water Management Permit will be prepared for the Genesee County Drain Commission. A Soil Erosion and Sedimentation Control permit application will be prepared by ROWE for execution by the Contractor. A building permit application will be prepared by the Contractor. No wetlands or other permitting is included. No permit review fees are included. No site plan review process is included.

### **Bidding**

Upon approval by MDNR, ROWE will assist the city with the advertisement of single bid process for the project and address technical questions by bidders. ROWE will attend the bid opening, review bids, and provide a recommendation to the MDNR and the city for award.

**Construction**

It is understood that the city will monitor construction on a daily basis. Construction staking and material testing will be provided by the Contractor. ROWE will be available to assist with the following key part-time activities to assist the city during construction on a time and materials basis:

- Pre-construction meeting
- Shop drawing review
- Pay applications review
- Progress meetings
- Punchlist meeting and follow-up
- Record drawing

**Grant Administration**

The city will be the primary administrator for grant correspondence with the MDNR. ROWE will assist with quarterly reporting on progress. As stated above, ROWE will act as the prime professional as defined by MDNR.

The city will provide HUD form SF-1199A, narrative and budget, register for a Unique Entity ID, and establish/maintain the DRGR account.

**SCHEDULE**

The following approximate schedule is anticipated for the project:

Notice to Proceed	January 2025
Preliminary Design	February-April 2025
Final Design	May-July 2025
Bidding and Award	September-October 2025
Construction	Fall 2025-Spring 2026

**COMPENSATION**

Topographic Survey	\$6,000
Geotechnical	\$2,000
Electrical Engineering	\$7,100
Archeological Review	\$1,500
Preliminary Design	\$15,000
Final Design	\$20,000
Bidding	\$4,000
<u>Construction Assistance (160 hours)</u>	<u>\$25,000 time and materials</u>
<b>Project Total</b>	<b>\$80,600</b>

The fee is approximately 16 percent of the estimated project cost

Mr. Adam Zettel, AICP, Manager  
January 16, 2025  
Page 4

**Clarifications**

1. Boundary information provided (tax description) will be accurate and suitable for site plan design; therefore, no boundary surveying services are included.
2. Environmental testing or archeological investigation is not included in this proposal.
3. No formal site plan review process is included.
4. No architectural design is included.

We look forward to our work with you and communities on these projects. Please contact me at (810) 869-5170 if you have any questions or require additional information. Upon award we will provide a contract for execution as notice to proceed.

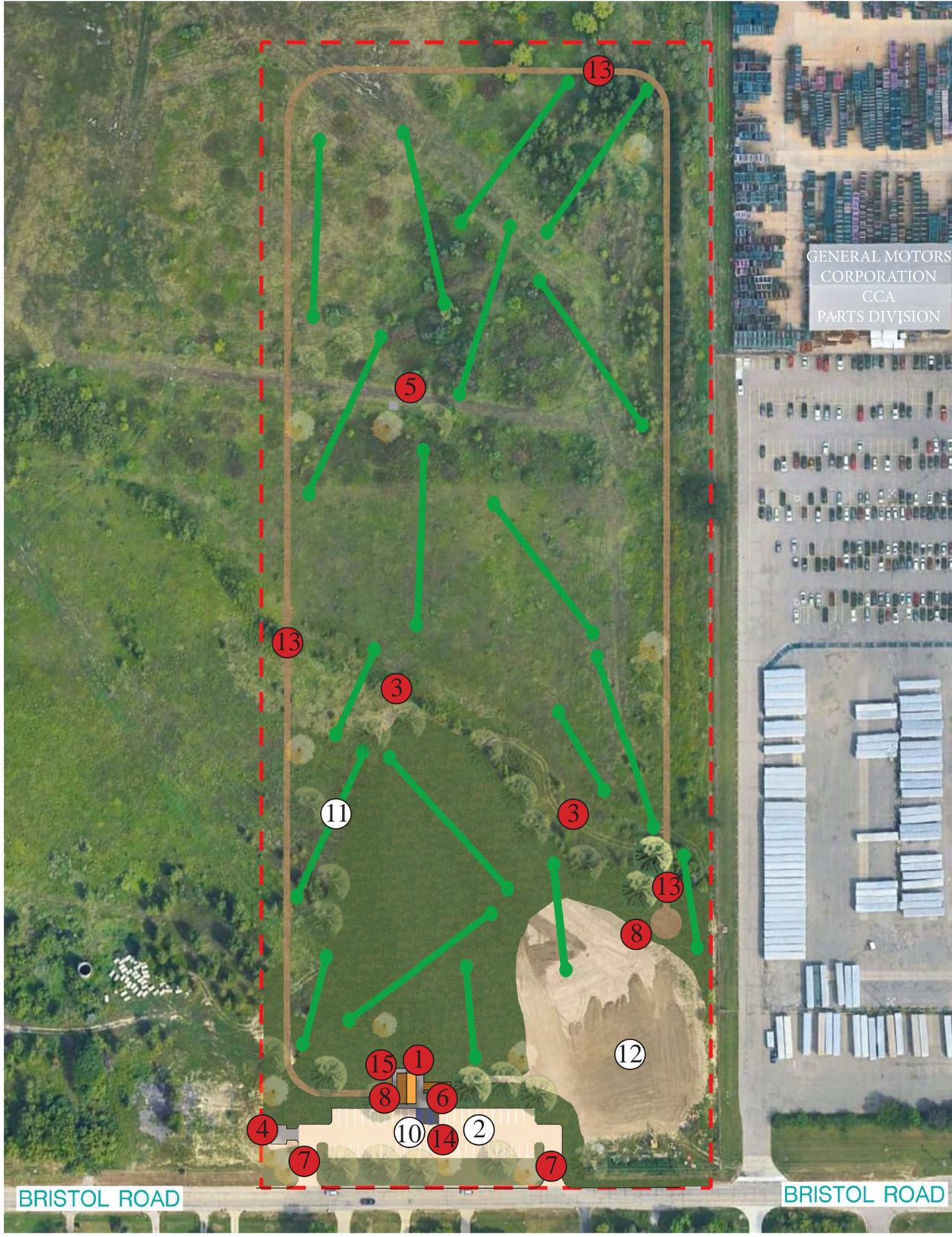
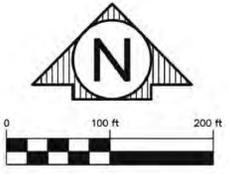
Sincerely,  
ROWE Professional Services Company

Douglas R. Schultz, PLA  
Senor Landscape Architect II

R:\Projects\PROPOSAL\LETTER PROPOSAL WORK IN PROGRESS\2025\Swartz Creek (Otterburn) Jan\Otterburn proposal.docx

# OTTERBURN PARK SITE PLAN

## SWARTZ CREEK, MI



### LEGEND:

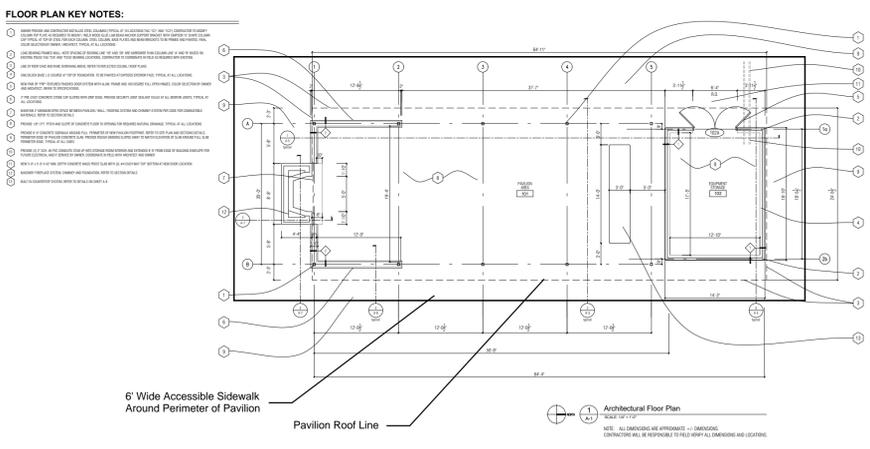
--- PARK BOUNDARY

### PROPOSED:

- ① LARGE PAVILION WITH RESTROOM FACILITY
- ③ DRAINAGE DITCH
- ④ WASTE ENCLOSURE
- ⑤ PORTA JOHN LOCATION/CONCRETE PAD
- ⑥ BIKE PAVILION STATION
- ⑦ ENTRANCE DRIVE
- ⑧ RECYCLED TRASH RECEPTACLE
- ⑨ RECYCLED MATERIAL BENCH
- ⑬ 8' AGGREGATE PATH WITH VEHICULAR ACCESS FOR EMERGENCY PERSONEL AND PARK SERVICE
- ⑭ ADA PARKING NEAR PAVILION
- ⑮ ADA ACCESSIBLE PICNIC TABLES WITH EXPANDED SEATING OPTION (TYP. OF 2)

### EXISTING:

- ⑪ 18-HOLE DISC GOLF (TYP.)
- ⑫ SLEDDING HILL
- ② GRAVEL PARKING
- ⑩ TWO (2) ADA PARKING SPACES



LARGE PAVILION CONCEPTUAL FLOOR PLAN

NOT TO SCALE

SEPTEMBER 2024  
22C0112



**City of Swartz Creek**

9/25/2024

22C0112

**Engineer's Construction Cost Opinion**

**Otterburn Park**



**ROWE PROFESSIONAL SERVICES COMPANY**

ITEM	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
Site Preparation/Grading	1	LSUM	\$ 15,000	\$ 15,000
Landscaping	1	LSUM	\$ 25,000	\$ 25,000
Sidewalk, Conc., 4"	1850	SFT	\$ 8	\$ 14,800
Aggregate Base, 8" (ADA Parking Area)	70	SYD	\$ 30	\$ 2,100
HMA, 13A (4")	30	TONS	\$ 120	\$ 3,600
Pavement Markings, Overlay Cold Plastic, Handicap Symbol - Blue	2	EA	\$ 250	\$ 500
4" Pavement Markings - Regular Dry (Blue)	100	LFT	\$ 4	\$ 400
Main Pavilion (25'x40') with Restroom Facilities - Includes sanitary sewer and water connections	1	LSUM	\$ 250,000	\$ 250,000
Porta John, Conc. Pad	1	LSUM	\$ 200	\$ 200
8' Aggregate Path - 22A Limestone	3500	LFT	\$ 10	\$ 35,000
8' Picnic Table, Model #WB695289 (Global Industrial or approved equal)	2	EA	\$ 1,200	\$ 2,400
Bike Pavilion Station	1	LSUM	\$ 20,000	\$ 20,000
Site Restoration	1	LSUM	\$ 10,000	\$ 10,000
Sign	1	LSUM	\$ 7,500	\$ 7,500
SESC Measures	1	LSUM	\$ 5,000	\$ 5,000
Trash Receptacles	4	EA	\$ 250	\$ 1,000
Entrance Drive Gate	2	EA	\$ 5,000	\$ 10,000
<b>Subtotal</b>				<b>\$ 402,500</b>
Engineering (20%)				\$ 80,500
Construction Contingency (15%)				\$ 60,375
Mobilization (15%)				\$ 60,375
<b>Total</b>				<b>\$ 603,750</b>

**Disclaimer:**

In providing opinions of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractors method of pricing and that the Consultants opinions of probable constructions costs are made on the basis of the Consultant's professional judgement and experience. the consultant makes no warranty, express or implied, that the bids or the negotiated costs of the work will not vary from the Consultant's opinion of probably construction cost.

**Swartz Creek Area Fire Department**  
**Budget vs. Actuals: 2024 - FY24 P&L**  
 January - December 2024

	Dec 2024		Total		% of Budget Used
	Actual	YTD	Budget	Remaining Budget	
<b>Revenue</b>					
3582 OPERATING CONTRIBUTIONS	147,463.25	527,058.35	399,031.50	-128,026.85	132.08%
3628 MISC. INCOME (SUNDRY)		245.60	0.00	-245.60	
3630 GRANT INCOME		0.00	0.00	0.00	
3673 SALE OF FIXED ASSETS		0.00	25,000.00	25,000.00	0.00%
Services		2,768.00	0.00	-2,768.00	
<b>Expenditures</b>					
4703 SOCIAL SECURITY	1,055.42	11,657.56	13,484.50	1,826.94	86.45%
4704 STAFF SALARIES	2,625.00	31,999.50	41,900.00	9,900.50	76.37%
4705 MAIN/TRAINSALARIES	1,541.34	20,566.02	22,900.00	2,333.98	89.81%
4706 OFFICER SALARIES	1,288.00	14,182.00	18,468.00	4,286.00	76.79%
4707 FIREFIGHTERS SALARY	8,356.28	82,450.59	93,000.00	10,549.41	88.66%
4708 DEFERRED COMPENSATION	216.75	2,335.04	3,015.00	679.96	77.45%
4709 MEDICALFIREFIGHTERS	170.00	8,425.00	8,408.00	-17.00	100.20%
4710 UNEMPLOYMENT PAYMENTS(1)		0.00	500.00	500.00	0.00%
4727 OFFICE SUPPLIES	170.19	1,825.95	1,950.00	124.05	93.64%
4728 BUILDING SUPPLIES	952.03	3,359.62	3,740.00	380.38	89.83%
4741 EQUIPMENT SUPPLIES	5,540.63	12,434.01	14,400.00	1,965.99	86.35%
4801 CONTRACT SERVICES	79.64	6,104.75	8,625.00	2,520.25	70.78%
4850 COMMUNICATIONS	381.71	4,532.72	5,720.00	1,187.28	79.24%
4910 INSURANCE		25,207.00	28,200.00	2,993.00	89.39%
4920 UTILITIES	2,657.30	17,491.34	21,500.00	4,008.66	81.36%
4960 EDUCATION & TRAINING	5,177.90	12,666.33	12,501.00	-165.33	101.32%
4970 OFFICE EQUIPMENT		771.56	1,000.00	228.44	77.16%
4976 FIRE EQUIPMENT	7,906.90	68,888.33	75,454.00	6,565.67	91.30%
4978 FIRE EQUIP.MAINT/REPAIR	2,394.69	21,081.90	23,980.00	2,898.10	87.91%
4981 APPARATUS		0.00	0.00	0.00	
4984 COMPUTER EQUIPMENT		1,599.98	1,800.00	200.02	88.89%
4988 COMPUTER SOFTWARE/UPGRADES	1,108.02	7,671.46	4,540.00	-3,131.46	168.97%

Tuesday, Jan 14, 2025 03:50:47 PM GMT-8 - Accrual Basis

**Swartz Creek Area Fire Department**  
**Budget vs. Actuals: 2024 - FY24 P&L**  
 January - December 2024

	Dec 2024		Total		% of Budget Used
	Actual	YTD	Budget	Remaining Budget	
<b>Revenue</b>					
3582 OPERATING CONTRIBUTIONS	147,463.25	527,058.35	399,031.50	128,026.85	132.08%
3628 MISC. INCOME (SUNDRY)		245.60	0.00	245.60	
3630 GRANT INCOME		0.00	0.00	0.00	
3673 SALE OF FIXED ASSETS		0.00	25,000.00	-25,000.00	0.00%
Services		2,768.00	0.00	2,768.00	
<b>Expenditures</b>					
4703 SOCIAL SECURITY	1,055.42	11,657.56	13,484.50	1,826.94	86.45%
4704 STAFF SALARIES	2,625.00	31,999.50	41,900.00	9,900.50	76.37%
4705 MAIN/TRAINSALARIES	1,541.34	20,566.02	22,900.00	2,333.98	89.81%
4706 OFFICER SALARIES	1,288.00	14,182.00	18,468.00	4,286.00	76.79%
4707 FIREFIGHTERS SALARY	8,356.28	82,450.59	93,000.00	10,549.41	88.66%
4708 DEFERRED COMPENSATION	216.75	2,335.04	3,015.00	679.96	77.45%
4709 MEDICALFIREFIGHTERS	170.00	8,425.00	8,425.00	0.00	100.00%
4710 UNEMPLOYMENT PAYMENTS(1)		0.00	500.00	500.00	0.00%
4727 OFFICE SUPPLIES	170.19	1,825.95	1,950.00	124.05	93.64%
4728 BUILDING SUPPLIES	249.07	3,359.62	3,740.00	380.38	89.83%
4741 EQUIPMENT SUPPLIES	2,677.48	12,434.01	14,400.00	1,965.99	86.35%
4801 CONTRACT SERVICES	79.64	6,104.75	8,625.00	2,520.25	70.78%
4850 COMMUNICATIONS	339.74	4,532.72	5,720.00	1,187.28	79.24%
4910 INSURANCE		25,207.00	28,200.00	2,993.00	89.39%
4920 UTILITIES	1,159.24	17,491.34	21,500.00	4,008.66	81.36%
4960 EDUCATION & TRAINING		12,666.33	12,666.33	0.00	100.00%
4970 OFFICE EQUIPMENT		771.56	1,000.00	228.44	77.16%
4976 FIRE EQUIPMENT	7,631.00	68,888.33	72,140.21	3,251.88	95.49%
4978 FIRE EQUIP.MAINT/REPAIR	2,394.69	21,081.90	23,980.00	2,898.10	87.91%
4981 APPARATUS		0.00		0.00	
4984 COMPUTER EQUIPMENT		1,599.98	1,800.00	200.02	88.89%
4988 COMPUTER SOFTWARE/UPGRADES	611.31	7,671.46	7,671.46	0.00	100.00%

From	To	Amount
4976	4709	17.00
4976	4960	165.33
4976	4988	3131.46
		3313.79