

**City of Swartz Creek
AGENDA**

**Regular Council Meeting, Monday August 25, 2008 7:00 P.M.
City Hall 8083 Civic Drive, Swartz Creek Michigan 48473**

1. **CALL TO ORDER:**
2. **INVOCATION AND PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**
 - 4A. Regular Council Meeting, August 11, 2008 MOTION Pg. 6,10-16
5. **APPROVE AGENDA**
 - 5A. Proposed / Amended Agenda MOTION Pg. 6
6. **REPORTS & COMMUNICATIONS:**
 - 6A. [City Manager's Report](#) (Agenda Item) MOTION Pg. 6,2-5
 - 6B. Monthly Fire Report, Purchasing Policy, Proposed 2009 Budget Pg. 17-53
 - 6C. Morrish Road Project, Design Engineering Proposal (Agenda Item) Pg. 54-57
 - 6D. Morrish Road Project, Construction Estimates (Agenda Item) Pg. 58-59
 - 6E. Miller Road Striping Quote (Agenda Item) Pg. 60
 - 6F. Park Fee Waiver Request (Agenda Item) Pg. 61
 - 6G. REI Projects Status Pg. 62
 - 6H. State Farm Subrogation, Sewer Backup Pg. 63-66
 - 6I. Council Candidate Certification Pg. 67-68
 - 6J. Mr. Zettel AICP Certification Pg. 69-70
 - 6K. Flint Twp. Miller Road Project Update Pg. 71-72
7. **MEETING OPENED TO THE PUBLIC:**
 - 7A. General Public Comments
8. **COUNCIL BUSINESS:**
 - 8A. Local Street Paving Projects DISC. Pg. 3
 - 8B. Appropriation, Design Engineering, Morrish Road RESO. Pg. 7,54-59
 - 8C. Bid Extension & Appropriation, Miller Road Striping RESO. Pg. 8,60
 - 8D. Park Fee Waiver, Knights of Columbus RESO. Pg. 9,61
9. **MEETING OPENED TO THE PUBLIC:**
 - 9A. General Public Comments
10. **REMARKS BY COUNCILMEMBER'S:**
11. **ADJOURNMENT:**

City of Swartz Creek
CITY MANAGER'S REPORT

Regular Council Meeting of Monday August 25, 2008 7:00 P.M.

TO: Honorable Mayor, Mayor Pro-Tem & Council Members
FROM: PAUL BUECHE // City Manager
DATE: 22-August-2008

OLD / ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

- ✓ **PERSONNEL POLICIES & PROCEDURES** (*Status*)
The staff met a second time with Mr. Nottley and after review, sent him back with a handful of revisions. When we get this draft back, it should be close to a final draft.
- ✓ **DISASTER, EMERGENCY RESPONSE POLICY COMMITTEE** (*Status*)
We are back meeting and have a draft for review. We should be back before the Council for discussion on this in the near future.
- ✓ **VETERANS MEMORIAL** (*Status*)
Nothing New.
- ✓ **NON-RESIDENT SERVICES STUDY, RAUBINGER BRIDGE** (*Status*)
Pending.
- ✓ **OVERHEAD UTILITY REORGANIZATION PROJECT** (*Status*)
The next step is to get a contractor's quote for the second round of the technical review of the poles. REI has expressed an interest in the project. Now that we have made the three-year QBS selection for engineering services, we can proceed forward with this.
- ✓ **MAJOR STREET FUND, TRAFFIC IMPROVEMENTS** (*See Individual Category*)
 - ❑ **BRISTOL ROAD T.I.P. PROJECT, BRISTOL EXTENSION** (*Status*)
MDOT settled the dispute with DiPonio for \$45,000. Our share is \$9,000. I am checking to determine what portion of this number is actually for additional costs related to Verizon's refusal to relocate their poles. When this is determined, I will invoice them. We will see where it heads.
 - ❑ **THREE LANE CONVERSION, STRIPING** (*Resolution*)
As we have discussed, roads that could easily be changed are Miller between Dye and Elms (or I-69) and Morrish from I-69 to the South City Limit. We have the fall and winter to take a hard look at this. We are in the process of studying traffic counts and crash data going back 15 years for all of Miller Road. We will look at comparatives for before and after three lanes. P.K. Contracting, the striping contractor for Elms Road, will extend their bid prices for any striping we have to do, as long as the work can be done in conjunction with the Elms Project. I recommend we stripe Miller Road from just east of Elms to just east of Seymour and leave the rest until we decide. Although a bit worn, the striping on the rest of the Major Streets should be fine until the spring or summer. We can look to use bid pricing from the Morrish Road reconstruction (Meijer's) that is planned for construction in late spring, 2009. The cost is 10¢ per lineal foot for 4" stripings and 15¢ per lineal foot for 6" (MDOT-

AASHTO standards now call for 6" on fog lines and bicycle lanes). An estimated 26,400' @ 4" and 21,120' @ 6" is needed. Estimated cost is \$5,808. I have a resolution and appropriation included with tonight's agenda.

❑ **SEYMOUR RE-SURFACING PROJECT** (*Status*)

Complete, with the exception of the installation of signage, which should be soon.

❑ **ELMS ROAD RE-SURFACING PROJECT** (*Status*)

Construction began on Monday June 16th and is progressing nicely and ahead of schedule. It should be completed by mid September. Our match for this project is **\$294,477**. The County has budgeted \$21,000 for their half of the 1,300' border section and have given us a verbal approval for participation. We have been unable to get them to proceed with the written agreement. At this point, I guess we trust them for their share.

❑ **MORRISH ROAD RE-CONSTRUCTION PROJECT / MEIJER'S** (*Resolution*)

As you may be recall, this has been submitted to the TIP as a total reconstruction project with a request for a very low amount of funding. Meijer's will be making a sizeable contribution (\$1.5 Million) for public improvements. This money, coupled with TIP funding that we would have had to pay if Meijer had not been approved should be ample to pay the costs of widening, storms, curbs, gutters, traffic signals and decorative lighting. Meijer's would like to open in the spring of 2010, which means they need to begin construction in early 2009. As you may recall, we look to either run this through the TIP, or bid it locally. With a flat contribution from Meijer's, the TIP could provide us additional funds that may allow us to make some aesthetic improvements such as decorative lighting and utility re-location underground. The cost for REI to complete design is \$73,052. I have a resolution for approval with tonight's agenda.

❑ **GM-SPO ISLAND CUTS** (*Status*)

This project remains in the 2009 TIP. We are still evaluation the cost vs. benefit ratio.

❑ **MILLER ROAD REPAIRS** (*Status*)

The repair work has been completed. We will be looking at a 10-year repair fix this summer for all of Miller Road.

✓ **LOCAL STREET FUND, TRAFFIC IMPROVEMENTS**

❑ **2008 REPAIR ROSTER** (*Discussion*)

Bids are back for the following streets: Chesterfield from Seymour to Winston, Jennie Lane, Worchester from Winston to Daval (a portion of this is a Major Street, eligible for 202 funding) and Daval from Oakview to Winshall. The low bidder is Lois Kay at \$398,154. After we pay our \$75,000 share of the Raubinger Road Bridge, we will have about \$150,000 - \$200,000 to spend. As you recall, we had some conversation on this subject at the last couple of meetings. We are working on several ideas and have a short update for tonight's meeting.

✓ **FIRE DEPARTMENT EVALUATION, CONTRACT RENEWAL, BUDGET** (*Status*)

I have met several times with Mr. Shumaker regarding the contract. We have identified a handful of areas that need addressing. Mr. Figura has provided a draft and we are reviewing it. I will be back for some additional conversation in the future. Additionally, a draft of the 2009 FY Budget is included with tonight's packet. The draft has not been approved by the Fire Board and in fact, has been referred back to the Chief for some changes.

- ✓ **SEWER REHABILITATION PROJECT, I&I, PENALTIES** *(Status)*
At a past meeting, we awarded the bid to Liqui-Force based on unit prices. We will be back before the Council at the next meeting for an appropriation and revised sewer rehabilitation plan.
- ✓ **WWS INTERGOVERNMENTAL JURISDICTION ORDINANCE** *(Status)*
The County has turned up the pressure to adopt both the ordinance and the agreement that transfer enforcement (and probably anything else they deem fit) over to them. We are working with Mr. Figura evaluating our options.
- ✓ **NON-MOTORIZED TRAIL SYSTEM, PHASE I** *(Status)*
Pending.
- ✓ **SR. CENTER, LEVY, BUILDING & FUTURE FUNDING PLAN** *(Status)*
Pending.
- ✓ **SPRINGBROOK, HERITAGE STREET-LIGHTING** *(Status)*
We need to talk on a number of issues similar to this. I am working on a recommendation and a policy in handling our condominium associations in an effort to treat them all the same. I will be back at a near future meeting for discussion and the adoption of a policy.
- ✓ **LABOR CONTRACTS** *(Status)*
Mr. Kehoe still needs a basic employment agreement and the Supervisor's contract has a wage re-opener. I will look to meet with them very shortly.

On my contract, it probably needs visiting for update purposes. I would like to take a pass on any rate increases for another year or two and until we are on better financial ground. I am not sure how the Council desires to handle an evaluation. As you recall, a couple of years ago I created a list of accomplishments and shortfalls as I saw them. I could bring the list up to date and then bring it back to the Council for discussion and review. Unless the Council has strong input one way or the other, I will do this and set it for a discussion item, hopefully soon. We can then go from here.
- ✓ **RETIREE HEALTH CARE** *(Status)*
Nearly everyone whom we have on retirement is now Medicaid-Medicare eligible. It may not be necessary to do individual agreements. This topic may be better covered in the City's personnel policy manual. We will be discussing this within the next couple of meetings.
- ✓ **MARATHON STATION BLIGHT & NON-CONFORMING USE** *(Status)*
The pylon sign and the canopy have been removed by the owner. The building remains. We are awaiting the executed order, a proposed copy of which is attached. As you recall from previous discussions, we have a third party of interest here, being the bank. Earlier information we had received was that the bank was going to move for default foreclosure in August. The property owner was pushing for a quick sale to recover some of their losses. It does not appear that this may happen, foreclosure being likely. I am unsure what the bank's position will be if, and when we move to raze the building. We are working with them to get this question answered. I do believe that they may be easier to work with than the current owner may. I will keep the Council posted.

- ✓ **GENERAL LEDGER & ACCOUNTING SOFTWARE** (*Status*)
Software installation is complete. We are still working on the customization of some of the modules.
- ✓ **COUNTY E.M.S. ORDINANCE, AMBULANCE SERVICE** (*Status*)
Pending.
- ✓ **FEES, RATES & SERVICE CHARGES** (*Status*)
We are still reviewing the best method for the installation of the new rate structure. As an afterthought, it appears that we will be getting another rate increase from Detroit... about 16%. We have not received official notice, but the Detroit and Local Newspapers are reporting this. Although we do need to visit water and sewer, as we have discussed, I would like to wait a bit, into the late summer or fall before we make a decision on this, as well as other fees.
- ✓ **SALE OF CITY PROPERTY 5129 MORRISH ROAD** (*Status*)
We are out with the R.F.P. I will keep the Council posted on developments.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

- ✓ **PARK FEE WAIVER, KNIGHTS OF COLUMBUS** (*Resolution*)
The Swartz Creek Chapter of the Knights of Columbus has requested the fees be waived for the use of Elms Park on Sunday, September 14, Pavilion #4. A resolution is included with tonight's agenda.
- ✓ **STAFF A.I.C.P. PLANNER** (*Information*)
Included with tonight's packet is copy of a recent achievement by Mr. Zettel. After an exhaustive testing process back in the spring, he has received his A.I.C.P. (**American Institute of Certified Planners.. B.A. & M.A. Urban Planning**) Certification. A Licensed Staff Planner...quite a compliment for the City! Congratulations are in order to Adam.
- ✓ **GENESEE COUNTY LIBRARY CONTRACT, PERKINS CENTER** (*Status*)
Pending.

Council Questions, Inquiries, Requests and Comments

- *Signs, Blackmore & Rowe (in right of way?)*. It is. Upon checking, a small piece of our curb may be on private property also. We have had some activity on the sale and development of this property. We will take care of all these problems when the property develops.
- *Westbound I-69 Exit Ramp, Miller, Potholes*. County notified.
- *Kroger Stick-up*. Arrested and charged. Suspects from Jackson Michigan.
- *Mast Arm Traffic Lights, Street Sign Anchors (Silver vs. Black)*. We are looking into this.

City of Swartz Creek
RESOLUTIONS
Regular Council Meeting, Monday August 25, 2008 7:00 P.M.

Resolution No. 080825-4A **MINUTES, AUGUST 11, 2008**

Motion by Councilmember: _____

I Move the Swartz Creek City Council hereby approve the Minutes of the Regular Council Meeting held August 11, 2008, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 080825-5A **AGENDA APPROVAL**

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of August 25, 2008 to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 080825-6A **CITY MANAGER'S REPORT**

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the City Manager's Report of August 25, 2008, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

APPROPRIATION, DESIGN ENGINEERING, MORRISH ROAD RE-CONSTRUCTION

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek is a Local Governmental Unit and recognized Street Authority eligible to receive funding from the Michigan Department of Transportation and the Federal Highway Administration; and,

WHEREAS, the City of Swartz Creek is a member of the Genesee County Metropolitan Planning Alliance, an urban transportation planning cooperative charged with allocating funds to eligible street authorities in Genesee County; and

WHEREAS, the City of Swartz Creek has identified a need to make repairs and improvements to Morrish Road from the I-69 viaduct to the North City Limit at Bristol Road and further, repairs have been allocated in the Genesee County Traffic Improvement Program and is scheduled for obligation and repair in 2009; and,

WHEREAS, on August 14, 2006, the City re-zoned ±120 acres of land along the east and west sides of Morrish Road, north of I-69 and south of West Bristol Road, into a Commercial Retail Planned Unit Development District; and

WHEREAS, a final site plan for the construction of a Meijer’s retail outlet with Special Land Use Permits was approved on August 14, 2006 with a revised final site plan approved on August 11, 2008 for the construction of a ±160,000 square foot Meijer’s retail outlet department store along the east side of Morrish Road north of I-69; and

WHEREAS, at site plan approval, and in a letter of commitment dated December 22, 2006, the Meijer Corporation confirmed their contribution of \$1,500,000 towards public improvements related to the re-construction of South Morrish Road between I-69 and West Bristol Road; and

WHEREAS, Meijer’s Incorporated desires to open the retail outlet in early 2010 and in order to meet this deadline, construction of the road and the project would need to begin in early 2009; and

WHEREAS, the City’s engineer has submitted a Design Proposal in the amount of \$73,052.

NOW, THEREFORE, BE IT RESOLVED that the City of Swartz Creek appropriate an amount not to exceed \$73,052 to the City’s Engineer, Rowe Incorporated, for the re-construction design of Morrish Road from I-69 to West Bristol Road, in accordance with the concept and approved site plan for Meijer’s Incorporated of Grand Rapids Michigan.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

MILLER ROAD STRIPING, BID EXTENSION & APPROPRIATION

Motion by Councilmember: _____

WHEREAS, the City filed and was awarded funding for the repair and re-construction of Elms Road, through the Genesee County Metropolitan Planning Commission’s Traffic Improvement Program; and

WHEREAS, the project was designed, approved by the Michigan Department of Transportation, let for bid and awarded to Ace Asphalt Company; and

WHEREAS, the project is nearing completion with lane striping scheduled in the near future; and

WHEREAS, P.K. Contracting Inc. of Troy Michigan is the sub-contractor for the lane striping portion of the project, having been MDOT approved for such work at bid unit prices of 10¢ per lineal foot for four inch yellow striping and 15¢ per lineal foot for 6 inch white striping; and

WHEREAS, the contractor has agreed to extend the bid price for any other striping work the City may desire, as long as the work can be done in conjunction with the scheduled lane striping for the Elms Road Project; and

WHEREAS, the City desires to re-stripe Miller Road from east of Elms to east of Seymour, approximately 26,400’ @ 4” and 21,120’ @ 6”, estimated cost of \$5,808; and

WHEREAS, the City’s purchasing ordinance allows for the use of bid extensions as long as such use is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED, that the City extend the bid unit costs of P.K. Contracting Inc, of Troy Michigan, in the amount of 10¢ per lineal foot for 4” yellow and 15¢ per lineal foot for 6” white, and approve the re-striping of Miller Road from east of Elms to east of Seymour, estimated quantity of 26,400’ yellow and 21,120’ white, total cost of \$5,808, plus 15% contingency, funds to be appropriated from 202 Major Streets.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 080825-8D

PARK FEE WAIVER, KNIGHTS OF COLUMBUS

Motion by Councilmember: _____

I Move the City of Swartz Creek waive fees associated with the use of Elms Road Park Pavilion #4, for the Swartz Creek Chapter of the Knights of Columbus, on Sunday September 14, 2008, from 10:00 AM to 7:00 PM, for their annual picnic.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

City of Swartz Creek
Regular Council Meeting Minutes
Of the Meeting Held
Monday August 11, 2008 7:00 P.M.

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE COUNCIL MEETING
DATE 08/11/2008

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

Invocation and Pledge of Allegiance to the Flag.

Councilmembers Present: Mayor Abrams, Mayor Pro-Tem Christie, Hurt, Shumaker.

Councilmembers Absent: Adams, Hicks, Porath.

Staff Present: City Manager Bueche, City Attorney Gildner, Assistant City Manager Zettel, City Clerk Juanita Aguilar.

Others Present: Boots Abrams, Tommy Butler, David Krueger, Betty Binder, Terry O'Brien, Mike White, Will Tabacchi, Lloyd Swan, Bruce Beatty, Chuck Shinousas, Bud Grimes, John Gilbert, Joseph Letavis, Bill Morgan, Jim Florence.

Resolution No. 080811-01

(Carried)

Motion by Councilmember Hurt
Second by Mayor Pro-Tem Christie

I Move the Swartz Creek City Council hereby excuse the absence of Councilmember Porath from the July 28 and August 11, 2008 Council meetings due to work commitments and family health issues, Councilmember Hicks from the August 11, 2008 Council meeting due to being on vacation, and Councilmember Adams from the August 11, 2008 Council meeting due to family health issues.

YES: Christie, Hurt, Shumaker, Abrams.

NO: None. Motion Declared Carried.

APPROVAL OF MINUTES

Resolution No. 080811-02

(Carried)

Motion by Mayor Pro-Tem Christie
Second by Councilmember Shumaker

I Move the Swartz Creek City Council hereby approve the Minutes for the Regular Council Meeting, held July 28, 2008, to be circulated and placed on file.

YES: Hurt, Shumaker, Abrams, Christie.

NO: None. Motion Declared Carried.

APPROVAL OF AGENDA

Resolution No. 080811-03

(Carried)

Motion by Councilmember Shumaker

Second by Councilmember Hurt

I Move the Swartz Creek City Council approve the Agenda, as amended, for the Regular Council Meeting of August 11, 2008 to be circulated and placed on file.

YES: Hurt, Shumaker, Abrams, Christie.

NO: None. Motion declared carried.

Mayor Abrams presented a proclamation to Joe Letavis for his Eagle Scout work on creating a flag retirement ring for the City of Swartz Creek.

Joe Letavis presented the City with a plaque from all of the companies that contributed to the flag retirement project.

REPORTS AND COMMUNICATIONS:

City Manager's Report

Mayor Abrams added two items to the Reports and Communications: a letter to Tom Kolhoff from the Mayor and a picture of the sign for the right of way.

Resolution No. 080811-04

(Carried)

Motion by Councilmember Hurt

Second by Mayor Pro-Tem Christie

I Move the Swartz Creek City Council approve the City Manager's Report of August 11, 2008, to be circulated and placed on file.

YES: Shumaker, Abrams, Christie, Hurt.

NO: None. Motion declared carried.

All other reports and communications were accepted and placed on file.

MEETING OPENED TO THE PUBLIC:

David Krueger, 7399 Miller Road, spoke about the ITT parking lot and asked when their requested parking lot would be built. He was advised by City Manager Bueche that it would be as soon as possible. Mr. Krueger questioned whether ITT gives out parking passes to its students so that they could identify which vehicles were parked there without permission. City Manager Bueche stated that the parking there is on private property and therefore unenforceable by the police department. He stated that ITT would have to come up with a resolution for the parking problem.

Jim Florence, 4296 Springbrook, wanted to take the opportunity to invite everyone to a pancake breakfast at the Senior Center on Saturday, August 16, 2008. He stated that it is a fundraising event for the upcoming building project. Mr. Florence stated that on Sunday, August 17, 2008 there would be a rummage sale for the same project.

COUNCIL BUSINESS:

Meijer’s Amendment to Final Site Plan

Resolution No. 080811-05

(Carried)

Motion by Mayor Pro-Tem Christie
Second by Councilmember Hurt

WHEREAS, the City of Swartz Creek City Council has reviewed and approved a Planned Unit Development Site Plan, with special land uses for Meijer and,

WHEREAS, the Planned Unit Development satisfies the eligibility criteria of Section 11.01 of the City of Swartz Creek Zoning Ordinance; and,

WHEREAS, the applicant put forth an extended timeline for completion of the project, including possible revisions prior to commencement; and

WHEREAS, the existing Site Plan and all Special Land Uses remain valid contingent upon any revisions.

NOW, THEREFORE, the Swartz Creek City Council approves the Site Plan Amendment for a downsizing and layout alternation of the Meijer Store to be constructed at, 4013 Morrish Road, Tax ID No. 58-36-100-001, applicant Michael Kinstle (Meijer Inc.), as illustrated in the site plan dated July 30, 2008, subject to the following conditions and stipulations:

- 1.) Identified waivers in the staff SPR review letter dated August 1, 2008 are approved by City Council.
- 2.) Approval by the City Council of a planned unit development agreement.
- 3.) Comments by Rowe Engineering and other permitting agencies are addressed.
- 4.) Meijer Inc. is to provide \$1,500,000 towards the Morrish Road improvements as need for completion of Phase I.

Discussion Took Place.

YES: Shumaker, Abrams, Christie, Hurt.
NO: None. Motion Declared Carried.

ITT Technical Institute, Final Site Plan Approval, Parking Lot

Resolution No. 080811-06

(Carried)

Motion by Councilmember Shumaker
Second by Councilmember Hurt

I Move the City of Swartz Creek Council approve the Final Site Plan for the expansion of the ITT parking lot to be constructed at 6399 Miller Rd, Tax ID No. 58-31-100-033, applicant Delta Land Surveying, as illustrated in the site plan dated July 21, 2008, subject to the following conditions and stipulations:

1. Approval by City Council of a restrictive covenant that ties the primary use to the parking lot.
2. The extension of the east property line screening fence along the entire western property line of 6355 Miller Road.
3. The addition of masonry columns to the fence sections along Miller Road per administrative approval.

Discussion Took Place.

YES: Abrams, Christie, Hurt, Shumaker.
NO: None. Motion Declared Carried.

Street Use Permit, Holland Drive, Police Bicycle Rodeo

Resolution No. 080811-07

(Carried)

Motion by Councilmember Hurt
Second by Councilmember Shumaker

I Move the City of Swartz Creek approve the street use permit application, applicant Swartz Creek Police Department, for the closure of Holland Drive between Miller and Ingalls, on Saturday, August 16, 2008 from 7:00 AM to 4:00 PM, for the purpose of holding a youth "Bicycle Rodeo".

Discussion Took Place.

YES: Christie, Hurt, Shumaker, Abrams.
NO: None. Motion Declared Carried.

Planning Commission Resignation, Tom Kolhoff

Resolution No. 080811-08

(Carried)

Motion by Mayor Pro-Tem Christie
Second by Councilmember Hurt

I Move the City of Swartz Creek accept the resignation of Tom Kolhoff from the Swartz Creek Planning Commission.

Discussion Took Place.

YES: Christie, Hurt, Shumaker, Abrams.
NO: None. Motion Declared Carried.

Park Board, Zoning Board of Appeals Resignation, Ken Keyes

Resolution No. 080811-09

(Carried)

Motion by Councilmember Shumaker
Second by Councilmember Hurt

I Move the City of Swartz Creek accept the resignation of Ken Keyes from the Swartz Creek Zoning Board of Appeals and the Swartz Creek Parks & Recreation Board.

Discussion Ensued.

YES: Hurt, Shumaker, Abrams, Christie.
NO: None. Motion Declared Carried.

Street Re-Striping

(Discussion Topic)

City Manager Bueche made a brief presentation about the re-striping of Elms Road after the construction is done. Mr. Bueche talked about PK Contracting extending their prices to other work that the City needs done. Mr. Bueche stated that he would have more information at the next meeting.

Right of Way Permit, Banner for Health Weekend

Resolution No. 080811-10

(Carried)

Motion by Mayor Pro-Tem Christie
Second by Councilmember Hurt

I Move the City of Swartz Creek approve the right of way permit to hang the Swartz Creek Health Weekend banner at a location between 3rd Street and Fairchild Street.

Discussion Took Place.

YES: Hurt, Shumaker, Abrams, Christie.
NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC

Will Tabacchi, 5313 Valleyview, expressed his appreciation for what Swartz Creek contributed to the Seymour Road and Elms Road improvements. Mr. Tabacchi made a suggestion to add Bocce Ball to Elms Road Park. Mr. Bueche stated that he would bring it up to the park board. Mr. Tabacchi expressed a concern about the armed robbery at Kroger recently. He stated that he would like to see less traffic patrol and more neighborhood and commercial establishment patrol by the police department. Mr. Bueche commented that the suspects in the Kroger robbery have been doing similar robberies in the area more frequently and he feels that they are close to getting caught.

David Krueger, 7399 Miller Road, questioned whether the Marathon station was coming down in August as was previously stated. Mr. Zettel stated that the City has a judgment from the 67th District Court that allows the City to mitigate blight conditions on the property. Mr. Zettel stated that the bank has begun foreclosure proceedings and they may object to removing value from the property by removing buildings, which may delay taking down the building. Mr. Krueger also questioned the condition of Miller Road at the exit ramp from WB I-69. He wondered if the state was going to take care of repairing potholes and cracks in that area. Mr. Bueche stated that he would check into it. Mr. Krueger questioned whether the proposed three lanes on Morrish Road would include a bike path to the Meijer's store. Mr. Zettel stated that a bicycle path was not in the plans at this time.

Jim Florence, 4296 Springbrook, spoke about someone riding a moped on Miller Road. He questioned where mopeds are supposed to ride on the roadway. Mr. Bueche stated that unless there is a designated area, they are to ride with the traffic. Mr. Florence expressed concern that mopeds on the roadway may get run over.

Tommy Butler, 40 Somerset, questioned whether Swartz Creek owns the gravel pit on Seymour and Hill Roads. He was advised that the City does not own it. Mr. Butler also spoke about making the streets three lanes. He referred to a Flint Journal newspaper article that stated that the County was going to make the 4 lane streets 3 lanes. Mr. Butler talked about the Health Weekend banner. He wondered why the sign can't go in the right-of-way without a permit, yet there is a tree service sign in the right of way on Miller Road. He was advised that if it was in violation, it would be removed. Mr. Butler stated that he felt too much time was spent on the specifics of the banner.

REMARKS BY COUNCILMEMBERS:

Councilmember Hurt commented on the loss of the bicycle path on Seymour Road. He stated he saw two kids riding down the middle of the road, and believed that it was dangerous. He stated that the Council may want to revisit the idea of adding a bicycle path in the future.

Councilmember Shumaker thanked the Clerk for the voter statistics. He questioned the percentage of voter turnout. He was advised that it was about 18%. Mr. Shumaker talked about the Elms Road construction. He referred to the driveway approaches that were done. Mr. Bueche advised that the approaches that were gravel were replaced so that the gravel

would not eventually end up back on the roadway. The approaches that were concrete were replaced with concrete, and the approaches that were asphalt were replaced with asphalt.

Mayor Pro-Tem Christie spoke about what a great job the City Police Department did handling the robbery at Kroger.

Mr. Christie talked about the issue of mopeds. He stated that he was looking into purchasing a NEV (neighborhood electric vehicle) which is a street legal vehicle on roads up to a speed limit of 35 miles per hour. He stated that there are some vehicles that are only classified up to a certain mile per hour on a road and stated that mopeds may fall into that category.

Mr. Christie asked about the status of the contract with the district library. Mr. Bueche advised that nothing has been done with it at this time, as no one has contacted him. Mr. Bueche stated that he would check into it further.

Mr. Christie asked if the administration was aware of a new digital sign at McDonald's. Mr. Zettel stated that he is aware and explained the sign law in reference to LED message boards.

Mr. Christie mentioned that he would like to see more description of the conversations in reference to opposing views during resolutions. He stated that he felt that when reviewing the minutes at a later date, someone might want more detail as to why someone voted no.

Mr. Christie talked about the lighting in the MDOT lot near ITT. He wondered who was responsible for more lighting there. Mr. Zettel stated that after meeting with them, MDOT claimed that it is against policy, unallowable, and illegal for them to spend money to operate lighting or do other forms of maintenance on these parking lots. MDOT claims that the communities pay for lighting and maintenance themselves.

Mr. Christie talked about the ballots at the election on August 5th. He stated that he believes that a lot of people may not have known to look at the back of the ballot.

Mayor Abrams commended Assistant City Manager Zettel for his work on the ITT project.

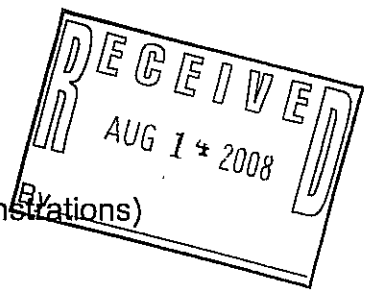
ADJOURNMENT:


There being no objection, Mayor Abrams declared the meeting adjourned at 8:38p.m.

Richard Abrams, Mayor

Juanita Aguilar, City Clerk

DATE: AUGUST 18, 2008
TIME: 5:30 PM (Time moved up to accommodate SCBA demonstrations)
LOCATION: STATION 1
SUBJECT: SWARTZ CREEK AREA FIREBOARD AGENDA



- 
- I. CALL TO ORDER
 - A. PLEDGE OF ALLEGIANCE
 - B. ROLL CALL
 - C. ADDITIONS/CHANGES/DELETIONS AND AGENDA APPROVAL:
 - D. SPECIAL PRESENTATIONS/ANNOUNCEMENTS:
 - 1. Self Contained Breathing Apparatus (SCBA) demonstrations

 - II. APPROVAL OF MINUTES
 - A. JULY 21, 2008 MEETING:

 - III. CORRESPONDENCE:
 - A. JULY INCIDENT SUMMARY REPORT:

 - IV. PROFESSIONAL SERVICE REPORTS:
 - A. JULY FINANCIAL REPORT:
 - B. JULY BILLS LIST:

 - V. COMMITTEE REPORTS:
 - A. BY-LAWS COMMITTEE - Chairman Mike Messer, Boots Abrams, Richard Derby, Bill Cavanaugh and Brent Cole:
 - 1. Attached is a corrected copy of policy 120. Copies of the corrected document will be sent to City Manager Bueche and Supervisor Shumaker once approved.

 - B. MIOSHA, FIREFIGHTER RIGHT TO KNOW (RTK) COMMITTEE: (Chairman Michael Messer, Richard Derby, Rick Clolinger and Brent Cole)
 - 1. HEALTH AND SAFETY SUBCOMMITTEE: Chairman Michael Messer (Members Chief Cole, Assistant Chief Merriam, Captain Tabit, Lieut. Jones & FF VanArsdale)

 - C. FIRE CHIEF PERFORMANCE EVALUATION NEXT STEP: (Chairman Ray Thornton, Richard Derby and Mike Messer)

 - VI. OLD BUSINESS:
 - A. APPARATUS UPDATE from Battalion Chief Jack King-
 - 1. Monthly apparatus status report attached

B. SCBA BID OPENING:

Vendor	Bid with regulator attached to face piece	Bid with regulator attached to SCBA back pack

C. SCAFD INTERNET ACCESS: Table from the July 21 meeting by motion.

VII. NEW BUSINESS:

A. NEW MEMBERS FOR PLACEMENT ON PROBATION: none

B. MEMBERS ELIGIBLE TO COME OFF PROBATION: none

C. MEMBERS RESIGNING/TERMINATING: none

D. MEMBERS ELIGIBLE FOR REINSTATEMENT: none

E. BID SPECIFICATION APPROVAL: Attached is a turn out gear bid specification, without dates, that require Fireboard approval.

Chief Cole requests approval of the attached turn out gear specification for mailing to vendors to receive bids for the budgeted purchase of 5 sets.

F. 2009 BUDGET PRESENTATION:

G. PURCHASE OF 5 MINITOR V PAGERS: Quotes were received from 3 vendors. P&W Paging indicated they would match any and all quotes. We have had tremendous success with P&W over the years. These pagers are a budgeted item under line item 976.

Vendor	Amount
P&W Paging	\$2,054.06
Two-Way Radios	\$2,054.06
Blumerich Communications	\$2,217.50

Chief Cole requests permission to purchase 5 Minitor V pagers, with 5 spare batteries and 5 nylon carrying cases from P&W Paging in the amount of \$2,054.06, including shipping.

H.

VIII. GENERAL INFORMATION:

- A. MUNICIPAL BILLINGS for July.
- B. The flower fund balance is currently \$10.00.
- C. Thank you letter sent to Invisible Fence July 22, 2008.
- D. SCAFD Organizational Chart
- E. Corrected Policy 120
- F. Standard Operating Guideline (SOG) 403 update attached.
- G.

IX. OPEN TO THE PUBLIC:

X. COMMENTS OF FIRE DEPARTMENT PERSONNEL (THROUGH THE CHIEF AND/OR HIS DESIGNATE:

XI. CHAIN OF COMMAND APPEAL TO THE FIREBOARD:

XII. COMMENTS FROM FIREBOARD MEMBERS:

XIII. MEETING ADJOURNMENT:

REGULAR MEETING

JULY 21, 2008

SWARTZ CREEK AREA FIRE DEPARTMENT

The regular scheduled meeting of the Swartz Creek Area Fire Board was held at Station #2, July 21, 2008. Chairman, Jason Christie, called the meeting to order at 7:00p.m.

I. CALL TO ORDER:

- A. PLEDGE OF ALLEGIANCE
- B. ROLL CALL

Board Members Present:

- Chairman, Jason Christie
- Secretary/Treasurer, Boots Abrams
- Clayton Representative, Richard Derby
- City Representative, Ray Thornton
- City Representative, Rick Clolinger

Board Members Absent:

- Clayton Representative, Rod Shumaker
- Vice Chairman, Mike Messer

Staff Present:

- Fire Chief, Brent Cole
- Acct./Clerical, Kim Borse
- Asst. Chief, Eric Merriam
- Attorney, Bill Cavanaugh

Staff Absent:

Others Present:

- Jack King, Batt. Chief
- Karen Merriam, Firefighter
- Dave Jones, Lieutenant
- Greg Baker, Firefighter
- Anthony Davis, Firefighter
- Mike, Roy, Noye & Assoc
- Representatives from Invisible Fence

C. AGENDA: ADDITIONS/CHANGES/DELETIONS/APPROVAL:

- **Resolution 072108-01**
Motion by Rick Clolinger
Second by Boots Abrams

The SCAFD Board does hereby approve the addition of VII.F., SCAFD Internet Access, to the agenda and approve the agenda as amended.

YES: Abrams, Clolinger, Derby, Thornton, Christie

NO: None Motion declared carried

D. SPECIAL PRESENTATIONS:

1. *Audit Report: Mike from Roy, Noye and Associates presented the 2007 audit report*

- **Resolution 072108-02**
Motion by Boots Abrams
Second by Rick Derby

The SCAFD Board does hereby accept the 2007 audit report and direct staff to forward it to the municipalities.

YES: Abrams, Clolinger, Derby, Thornton, Christie

NO: None Motion declared carried

2. *Pet Oxygen Recovery kits: Rachel Carter from Invisible Fence Brand EMI presented two Pet Oxygen Recovery kits to the SCAFD.*

- **Resolution 072108-02**
Motion by Boots Abrams
Second by Rick Clolinger

The SCAFD Board does hereby bestow a resolution of appreciation to Invisible Fence Brand EMI for the presentation and donation of 2 Pet Oxygen Kits to the SCAFD.

YES: Abrams, Clolinger, Derby, Thornton, Christie

NO: None Motion declared carried

II. APPROVAL OF MINUTES

A. JUNE 16, 2008 BOARD MEETING

- **Resolution 072108-04**
Motion by Rick Derby
Second by Boots Abrams

The SCAFD Board does hereby approve the minutes of the June 16, 2008 board meeting, as presented.

YES: Abrams, Clolinger, Derby, Thornton, Christie

NO: None

Motion declared carried

III. CORRESPONDENCE:

A. JUNE INCIDENT SUMMARY REPORT:

- **Resolution 072108-05**

Motion by Boots Abrams

Second by Rick Derby

The SCAFD Board does hereby accept the June 2008 Incident Summary, as presented

YES: Abrams, Clolinger, Derby, Thornton, Christie

NO: None

Motion declared carried

IV. PROFESSIONAL SERVICE REPORTS:

A. JUNE FINANCIAL STATEMENT:

- **Resolution 072108-06**

Motion by Rick Derby

Second by Rick Clolinger

The SCAFD Board does hereby approve the June 2008 financial statement, as presented

YES: Abrams, Clolinger, Derby, Thornton, Christie

NO: None

Motion declared carried

B. JUNE BILLS LIST:

- **Resolution 072108-07**

Motion by Boots Abrams

Second by Ray Thornton

The SCAFD Board does hereby approve the June 2008 bills list, as presented.

YES: Abrams, Clolinger, Derby, Thornton, Christie

NO: None

Motion declared carried

V. COMMITTEE REPORTS:

A. BY-LAWS COMMITTEE MEETING:

1. Policy #120, Purchasing Policy, enclosed

B. MIOSHA, RIGHT TO KNOW COMMITTEE: NONE

1. Health & Safety Subcommittee

C. FIRE CHIEF PERFORMANCE EVALUATION: Chairman Thornton provided the SCAFB with a draft of the Fire Chiefs Job Description for discussion at next month's meeting

VI. OLD BUSINESS

A. APPARATUS UPDATE:

1. Monthly report from Batt. Chief King

B. SCBA VENDOR DEMONSTRATION

- **Resolution 072108-08**

Motion by Rick Clolinger

Second by Boots Abrams

The SCAFD Board will hereby hold a Special Fire Board Meeting on August 18, 2008 at 5:30pm at Station 1 for the purpose of receiving bids and demonstrations from vendors on their SCBA Products, no action will be taken at this meeting

YES: Abrams, Clolinger, Derby, Thornton, Christie

NO: None

Motion declared carried

- **Resolution 072108-09**

SCBA specifications to include: this is a "bid" request, estimated rates for repair parts and maintainance, August 18, 2008 date, vendors limited to a 30 minute presentation.

Motion by Ray Thornton

Second by Rick Clolinger

The SCAFD Board does hereby approve the SCBA specifications from Chief Cole, as amended.

YES: Abrams, Clolinger, Derby, Thornton, Christie

NO: None

Motion declared carried

VII. NEW BUSINESS

A. NEW MEMBER(S) TO BE PLACED ON PROBATION: NONE

B. MEMBER TO COME OFF PROBATION: NONE

C. MEMBERS RESIGNING/TERMINATING: D. Adams

- **Resolution 072108-10**

Motion by Ray Thornton

Second by Boots Abrams

The SCAFD Board does hereby accept the voluntary resignation of Donald Adams, pursuant to By-laws section L, under Requirements for Membership, effective July 3, 2008.

YES: Abrams, Clolinger, Derby, Thornton, Christie

NO: None

Motion declared carried

D. MEMBERS ELIGIBLE FOR REINSTATEMENT: None

E. EXTRICATION EQUIPMENT MAINTENANCE:

- Resolution 072108-11

Motion by Ray Thornton

Second by Rick Derby

The SCAFD Board does hereby approve the annual extrication equipment maintainance through West Shore Fire in the amount of \$1242.00, plus repair parts.

YES: Abrams, Clolinger, Derby, Thornton, Christie

NO: None

Motion declared carried

F. SCAFD INTERNET ACCESS:

- Resolution 072108-12

Motion by Ray Thornton

Second by Boots Abrams

The SCAFD Board does hereby table this item for further information.

YES: Abrams, Clolinger, Derby, Thornton, Christie

NO: None

Motion declared carried

VIII. GENERAL INFORMATION

A. MUNICIPAL BILLINGS

B. FLOWER FUND IS CURRENTLY \$10.00

C. SCAFD ORGANIZATIONAL CHART

IX. OPEN TO THE PUBLIC: NONE

X. COMMENTS OF FIRE DEPARTMENT PERSONNEL, THROUGH THE CHIEF: NONE

XI. CHAIN OF COMMAND APPEAL TO THE FIRE BOARD: NONE

XII. COMMENTS OF THE FIREBOARD:

Clolinger: None

Thornton: Pleased the Chief enabled the donation of the Pet Oxygen kits

Abrams: Congratulations to Chief Cole on the birth of his Grandson, Andrew Isaiah

Derby: Attended GM 100 year anniversary parade-thanks to Walt Melen for taking the 57 to the parade

Good work on the SCBA proposal

Christie: Appreciate presentation & donation by Invisible Fence for Pet Oxygen Kits

XIII. ADJOURNMENT OF MEETING:

Meeting adjourned at 8:15 p.m.

Special Fire Board meeting will be 08/18/2008 at Station 1 at 5:30 pm

The next regular meeting will be 08/18/2008 at Station 1 at 7:00 pm

JASON CHRISTIE
CHAIRMAN
SWARTZ CREEK AREA FIRE BOARD

KIM BORSE
ACCOUNTING/CLERICAL SPECIALIST
SWARTZ CREEK AREA FIRE DEPT.

SWARTZ CREEK AREA FIRE DEPT, SWARTZ CREEK MICHIGAN 48473
 Incident Log for 07/01/2008 through 07/31/2008

Printed: 08/11/2008

Inc. No. - Exp. Location	Date	Disp. Time	Sta. Incident Type	Owner Name	No. Resp Prop. Loss	Disp. to Enrte. Min.	Resp. Min. Cont. Loss	Officer in Charge	Total Hr:Min:Sec
0000099-000 7175 Granada DR MR Mike Gibis	07/02/2008	13:38	2 412 Natural gas line from trencher	MR Mike Gibis	\$ 0	17	0.00	11.00	0:42:00
							\$ 0	Tesner, Richard R - LIEUTENANT	
0000100-000 5234 S Seymour RD	07/03/2008	03:13	1 311 Ambulance lift assist		\$ 0	13	0.00	19.00	0:47:00
							\$ 0	KING, JACK L - BATT CHIEF	
0000101-000 Directions E I-69; exit to morrish MR Lyle McFadden	07/06/2008	16:54	1 131 Passenger vehicle fire	MR Lyle McFadden	\$ 1,000	20	0.00	7.00	0:19:00
							\$ 0	KING, JACK L - BATT CHIEF	
0000102-000 10334 Calkins RD MR Scott Salisbury	07/06/2008	18:26	2 164 Outside mailbox fire	MR Scott Salisbury	\$ 100	20	0.00	9.00	0:34:00
							\$ 0	COLE, BRENT D - CHIEF	
0000103-000 4101 S Sheridan RD	07/06/2008	21:40	1 440 Consumers power box; power outage		\$ 0	23	0.00	10.00	1:00:00
							\$ 0	KING, JACK L - BATT CHIEF	
0000104-000 8098 MILLER MRS Sandy Rafaelli	07/08/2008	07:46	1 651 Smoke scare, odor of smoke	MRS Sandy Rafaelli	\$ 0	19	0.00	8.00	0:14:00
							\$ 0	KING, JACK L - BATT CHIEF	
0000105-000 Lennon and Lennon & Morrish MS Lindsay A Moore	07/11/2008	14:46	1 463 Vehicle accident, general cleanup		\$ 0	15	0.00	4.00	0:44:00
							\$ 0	MERRIAM, ERIC M - ASSISTANT	
0000106-000 8006 Miller RD MRS Jannette Paisley	07/12/2008	12:17	1 411 Gasoline or other flammable liquid	MR James E Robinson	\$ 0	21	0.00	7.00	0:53:00
							\$ 0	KING, JACK L - BATT CHIEF	
0000107-000 12293 Calkins RD MR James Kozumplik	07/12/2008	20:39	2 151 Outside rubbish, trash or waste		\$ 0	14	0.00	16.00	0:26:00
							\$ 0	MERRIAM, ERIC M - ASSISTANT	
0000108-000 2123 Caranome DR MR Richard Carver	07/14/2008	08:07	2 142 Brush, or brush-and-grass mixture		\$ 0	18	0.00	5.00	0:33:00
							\$ 0	MERRIAM, ERIC M - ASSISTANT	
0000109-000 2035 S Morrish RD MS Doreen Jeffers	07/14/2008	11:37	2 143 Grass fire	MS Doreen Jeffers	\$ 0	16	0.00	10.00	0:26:00
							\$ 0	MERRIAM, ERIC M - ASSISTANT	
0000110-000 4477 Windsor CT	07/16/2008	02:35	1 243 Fireworks explosion (no fire)		\$ 0	27	0.00	2.00	0:37:00
							\$ 0	KING, JACK L - BATT CHIEF	
0000111-000 9186 Oakview DR	07/16/2008	23:29	1 444 Power line arcing		\$ 0	23	6.00	9.00	0:38:00
							\$ 0	KING, JACK L - BATT CHIEF	

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Incident Log for 07/01/2008 through 07/31/2008

Inc. No. - Exp. Location	Date	Disp. Time	Sta.	Incident Type	No. Resp Prop. Loss	Disp. to Enrte. Min.	Resp. Min. Cont. Loss	Total Hr:Min:Sec		
Involved Name				Owner Name		Officer in Charge				
0000112-000 4072 S Elms RD MR Jerry Hoy	07/17/2008	22:08	1 561	Unauthorized burning	\$ 0	20 TABIT, STEPHEN D - CAPTAIN/EM	0.00 \$ 0 11.00	0:42:00		
0000113-000 2148 N Nichols RD MR Ronald Corrigall	07/18/2008	02:03	2 111	Building fire	\$ 30,000	23 MERRIAM, ERIC M - ASSISTANT	0.00 \$ 50,000 14.00	3:17:00		
0000114-000 11252 Pierson RD	07/29/2008	16:07	12 111	Building fire; AMA to Flushing	\$ 0	13 Tesner, Richard R - LIEUTENANT	0.00 \$ 0 13.00	0:41:00		
Incidents by Shift Including Exposures										
	No. Resp.	Total Hr:Min		Prop. Loss	Cont. Loss	0	1	2	3	4
Totals:	302	12:33:00		\$ 31,100	\$ 50,000	1	3	8	4	0

The total number of incidents, including exposure fires is 16.

The number of exposure fires is 0.

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SWARTZ CREEK AREA FIRE DEPARTMENT
Income/Expense Report
For the Seven Months Ending July 31, 2008

	Description	Current Mth	Y-T-D	Budget	Remain.Budget	% Budget
Revenues						
3582	OPERATING CONTRIBU					
3583	EQUIPMENT CONTRIBU	119,260.41	240,096.30	252,350.00	12,253.70	(0.95)
3628	MISC. INCOME (SUNDR	0.00	22,675.00	45,350.00	22,675.00	(0.50)
3664	INVESTMENT INCOME	0.00	17.00	0.00	(17.00)	0.00
3673	SALE OF FIXED ASSETS	0.00	76.79	300.00	223.21	(0.26)
		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Total Revenues	<u>119,260.41</u>	<u>262,865.09</u>	<u>298,000.00</u>	<u>35,134.91</u>	<u>(0.88)</u>
Expenses						
4703	SOCIAL SECURITY	1,077.45	6,828.60	12,000.00	5,171.40	0.57
4704	STAFF SALARIES	4,358.32	23,950.94	45,000.00	21,049.06	0.53
4705	MAIN/TRAIN-SALARIES	1,065.40	6,098.75	14,100.00	8,001.25	0.43
4706	OFFICER SALARIES	1,250.00	7,500.00	15,000.00	7,500.00	0.50
4707	FIREFIGHTERS SALARY	7,410.48	39,157.09	74,000.00	34,842.91	0.53
4708	DEFERRED COMPENSA	331.50	1,575.00	3,450.00	1,875.00	0.46
4709	MEDICAL-FIREFIGHTER	981.00	5,465.00	6,650.00	1,185.00	0.82
4727	OFFICE SUPPLIES	163.26	624.18	2,900.00	2,275.82	0.22
4728	BUILDING SUPPLIES	66.78	240.14	900.00	659.86	0.27
4740	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
4741	EQUIPMENT SUPPLIES	804.41	3,507.16	9,500.00	5,992.84	0.37
4801	CONTRACT SERVICES	60.00	4,622.42	8,000.00	3,377.58	0.58
4820	80th Anniversary	0.00	0.00	0.00	0.00	0.00
4850	COMMUNICATIONS	302.71	1,788.64	4,650.00	2,861.36	0.38
4910	INSURANCE	0.00	25,720.00	29,900.00	4,180.00	0.86
4920	UTILITIES	1,230.22	9,058.48	16,000.00	6,941.52	0.57
4960	EDUCATION & TRAININ	639.67	4,321.42	11,200.00	6,878.58	0.39
4970	OFFICE EQUIPMENT	0.00	0.00	240.00	240.00	0.00
4976	FIRE EQUIPMENT	852.00	1,072.00	15,060.00	13,988.00	0.07
4978	FIRE EQUIP.-MAINT/REP	287.24	4,377.63	17,725.00	13,347.37	0.25
4979	FIRE EQUIPMENT-UPGR	79.95	79.95	10,275.00	10,195.05	0.01
4981	APPARATUS	0.00	0.00	0.00	0.00	0.00
4982	Loose Equip. New Apparatu	0.00	0.00	0.00	0.00	0.00
4983	Misc. Upgrades	0.00	0.00	0.00	0.00	0.00
4984	COMPUTER EQUIPMEN	150.00	223.99	900.00	676.01	0.25
4988	COMPUTER SOFTWARE/	0.00	300.00	550.00	250.00	0.55
4999	RESERVE	0.00	0.00	0.00	0.00	0.00
	Total Expenses	<u>21,110.39</u>	<u>146,511.39</u>	<u>298,000.00</u>	<u>151,488.61</u>	<u>0.49</u>
	Net Income/<Loss>	<u>98,150.02</u>	<u>116,353.70</u>	<u>0.00</u>		
3400	FUND BALANCE-Beginni	<u>0.00</u>	<u>11,272.98</u>	<u>0.00</u>		
	Fund Balance-End of Year	<u>98,150.02</u>	<u>127,626.68</u>	<u>0.00</u>		

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**SWARTZ CREEK AREA FIRE DEPARTMENT
BILLS PAID LIST**

					31-Jul-08
DATE:	CHECKS	PAYEE:	AMT	ACCT	TRANSACTION DESCRIPTION
7/1/2008	14747	CITY OF SWARTZ CREEK	\$376.40	4920	GAS/ELE STA 1 05/08
7/1/2008	14748	GENESEE CO ASSOC FIRE CHIEFS	\$585.00	4960	NIMS ICS 400 CLASS
7/1/2008	14749	ICMA	\$69.42	22023	DF COMP EE PORTION
7/1/2008	14750	PAYROLL	\$942.35	1002	PAYROLL-STAFF
7/1/2008	14751	DMS SOLUTIONS	\$150.00	4984	CHIEF CPU REPAIR
7/1/2008	14752	VALLEY PETROLEUM	\$286.35	4741	FUEL
7/7/2008	14753	CHASE BANK	\$2,829.16	22021	06/08 SOC SEC
7/7/2008	14754	CLAYTON TWP	\$28.06	4920	SEWER-STA2 05/08
7/7/2008	14756	SCAFA	\$396.00	22024	ASSOC DUES
			\$60.00	22025	ASSOC PAGERS
7/7/2008	14757	FRIEND OF THE COURT	\$21.18	22026	FRIEND OF THE COURT
7/7/2008	14758	GILL ROYS	\$1.96	4741	MISC EQUIPMENT SUPPLIES
7/7/2008	14759	ICMA	\$425.59	22023	DF COMP EE PORTION
		(INTERNL CITY/COUNTY MGT ASSOC.)	\$331.50	4708	DF COMP ER PORTION
7/7/2008	14760	KRAUS FIRE EQUIP	\$214.25	4978	M/A FIRE EXTINGUISHERS
7/7/2008	14761	MCLAREN MEDICAL	\$981.00	4709	PHYSICALS (6)
7/7/2008	14762	MR FRONT END	\$35.00	4978	BALANCE TIRES 41-27
7/7/2008	14763	TRUDY ONORE	\$60.00	4801	CLEAN STA 1
7/7/2008	14764	PAYROLL	\$7,460.24	1002	PAYROLL-FF
7/7/2008	14765	STATE OF MICHIGAN	407.77	22022	06/08 STATE TAX
7/7/2008	14766	SUBURBAN AUTO	\$79.95	4979	BATTERS 41-16
			\$5.01	4741	MISC EQUIPMENT SUPPLIES
7/7/2008	14767	VALLEY PETROLEUM	\$445.73	4741	FUEL
7/7/2008	14768	VERIZON	\$290.71	4850	PHONE STA 1 & 2
7/14/2008	14769	AIR SOURCE ONE	\$65.36	4741	TEES & VALVES
7/14/2008	14770	CONSUMERS ENERGY	\$347.09	4920	GAS/ELE STA 2 06/08
7/14/2008	14771	DOUGLASS SAFETY	\$852.00	4978	HELMETS
			\$8.25	4727	SHIPPING
7/14/2008	14772	ICMA	\$69.42	22023	DF COMP EE PORTION
7/14/2008	14773	PAYROLL	\$920.57	1002	PAYROLL-STAFF
7/14/2008	14774	VISA	\$51.80	4728	BUILDING SUPPLIES
			\$122.32	4727	SHIPPING/OFFICE SUPPLIES
			\$54.67	4960	REHAB SUPPLIES
7/21/2008	14775	CITY OF SWARTZ CREEK	\$478.67	4920	GAS/ELE STA 1 06/08
7/21/2008	14776	SCAFA	\$12.00	4850	CHIEFS PAGERS
7/24/2008	14777	ICMA	\$69.42	22023	DF COMP EE PORTION
7/24/2008	14778	LOWES	\$14.98	4728	LIGHT BULBS-BUILDING
7/24/2008	14779	PAYROLL	\$973.82	1002	PAYROLL-STAFF
7/24/2008	14780	PETTY CASH	\$32.69	4727	POSTAGE
			\$37.99	4978	AIR COMPRESSOR PARTS
			(\$2,829.16)	22021	06/08 SOC SEC
			(\$407.77)	22022	06/08 STATE TAX
			\$3,286.82	22021	07/08 SOC SEC PAYABLE
			\$466.82	22022	07/08 STATE TAX PAYABLE
		TOTAL	\$21,110.39		

VOID CHECKS: 14755

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AS OF: August 11, 2008
 TO: Swartz Creek Area Fireboard
 RECORDED BY: Fire Chief Brent Cole
 SUBJECT: Current Apparatus Readiness Status

Unit	Type	Assignment	Status
11	98 Pumper	Station 1	In service.

12	91 Pumper	Station 2	Out of service.
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July 28: Received call from Precision Fleet that unit was done.

July 29: Unit picked up at Precision Fleet. On the way home, it was discovered that the unit was driving down the road slightly sideways. Inspection at the fire station determined there was a difference of 1 1/2" between the front and rear tires from one side to the other. Precision Fleet was contacted and they drove down and picked the unit for further repair.

16	91 Squad	Station 1	In service.
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July 28: Generator repair parts were order from Moe Sales & Service, Burton.
Aug. 7: Generator muffler installed and placed back in operating status.

17	79 Grass Rig	Station 1	In service.
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July 30: Unit was reported to be running rough. It was taken to Precision Auto for an analysis. Adjustments were done, but nothing major was found.

21	99 Pumper	Station 2	In service.
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23	92 Tanker	Station 2	In service.
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26	93 Squad	Station 2	In service.
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27	79 Grass Rig	Station 2	In service.
----	--------------	-----------	-------------

Swartz Creek Area Fire Department

The Swartz Creek Area Fire Department is requesting sealed bids for 5 sets (pant and coat) of Bunker gear. The following are requirements for the manufacturer of the equipment as well as for the vendor supplying the sealed bid.

Manufacturer requirements

The Turnout gear requested must meet all the current NFPA/OSHA standards or revisions in place at the time of manufacture.

The Turnout gear requested must be of the latest modern design that enhances firefighter mobility and reduces stress and exertion to the user, as well as allowing full range of motion without restriction. These areas can include but are not limited to the elbows shoulders waist and knees.

Coat

The coat shall have a PBI Matrix outer shell, Crosstech moisture barrier, and Glide II 2 layer thermal liner. The 3 major components shall be removable for inspection and repair purposes.

The coat shall be short/medium length while still maintaining the minimum overlap requirement.

The coat shall have a 3" X 4" X 6" radio pocket with flap on the right chest, and Velcro tabs for closure

The coat shall have an accessory D ring and accessory snap hook on the left chest.

The coat shall be lettered with S C A F D on the upper rear of coat using 3 inch Scotchlite neon yellow letters.

The coat shall have 1 left and 1 right handwarming/utility bellows type pockets and cover flap, with Velcro tabs for closure.

The coat shall have reinforced elbows for added abrasion and moisture resistance.

The coat closures shall be interior zipper and outer Velcro. Areas where there is only 1 closure, such as pockets and collars, the closure shall be Velcro.

The coat shall have the YOK strap drag rescue device built into, but not attached to the coat. The Velcro closure over the strap shall be labeled with neon yellow Scotchlite DRD.

Reflective trim shall be Scotchlite triple trim, yellow silver yellow.

The color shall be tan in nature.

Pant

The pant shall have a PBI Matrix outer shell, Crosstech moisture barrier and Glide II 2 layer thermal liner. The 3 major components shall be removable for inspection and repair purposes.

The pant shall be a low rise type, while still maintaining minimum overlap requirement.

The pant shall have reinforced knees as well as enhanced moisture resistance.

The pant shall have 3" X 8" X 8" bellows type pocket with flap cover, 1 left and 1 right, that shall be accessible without having to lift the coat. Closure flap shall have Velcro tabs.

The pant shall come with suspenders that also have elastic to allow more freedom of movement when crawling.

The pant closure shall be interior zipper and outer Velcro.

Reflective trim shall be Scotchlite triple trim, yellow silver yellow.

The color shall be tan in nature.

Vendor requirements

The prices quoted shall be good for not less than 90 days.

The vendor shall note any deviations, positive or negative, from the above listed requirements in their proposal. Vendors may also be able to address the Fireboard at the meeting where the bids are to be opened to explain or demonstrate their product.

The vendor shall supply all technical data available relating to the garments themselves as well as the components of manufacture. This can include but is not limited to wet and dry weights, water retention properties, thermal protection data, and wear/tear properties.

The vendor shall provide a demo set of gear shortly after the receipt of request for sealed bid for the Swartz Creek Area Fire Department to evaluate until such time as the contract is awarded.

The vendor shall provide all warranty information related to their product.

The vendor shall supply at least 5 fire departments, with contact information, in the area that currently use their product.

The vendor shall supply any price variations for larger size garments.

If the contract is awarded, the vendor is required to measure the selected individuals at the Swartz Creek Area Fire Department on a mutually agreeable date.

Bids shall be received no later than _____. Any sealed bid received after this date and time shall not be considered.

The sealed bids shall be opened at a regularly scheduled Fireboard meeting scheduled for _____. There is no guarantee that an award will be made at that date. It is possible the matter be tabled for further discussion or evaluation.

The Swartz Creek Area Fire Department reserves the right to accept or reject any or all bids at their sole discretion with or without reason or justification.

The sealed bids shall be sent certified mail to the address listed below:

Swartz Creek Area Fire Department
"Turn Out Gear Bid"
8100-B Civic Dr.
Swartz Creek MI, 48473

For questions you can contact Fire Chief Brent Cole at 810-635-2300 during normal business hours or Captain Stephen Tabit at 810-397-3188.

VARTZ CREEK AREA FIRE DEPARTMENT
 0 B CIVIC DRIVE
 VARTZ CREEK, MI 48473

Phone: 810/835-2300
 Fax: 810/835-7481

INVOICE

Invoice Number: 2008-021
 Invoice Date: Aug 11, 2008
 Page: 1
 Duplicate

AYTON TOWNSHIP
 11 MORRISH ROAD
 VARTZ CREEK, MI 48473

[Redacted]

CLAY01	Due at end of Month
Courier	8/31/08

279.53	FIRE02	FIRE SERVICE 07/2008	12.01	3,357.69
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Subtotal	3,357.69
Sales Tax	
Total Invoice Amount	3,357.69
Payment/Credit Applied	
TOTAL	

Check/Credit Memo No:

SWARTZ CREEK AREA FIRE DEPARTMENT
 8100 B CIVIC DRIVE
 SWARTZ CREEK, MI 48473

Phone: 810/835-2300
 Fax: 810/835-7481

INVOICE

Invoice Number: 2008-020
 Invoice Date: Aug 11, 2008
 Page: 1
 Duplicate

CITY OF SWARTZ CREEK
 8003 CIVIC DRIVE
 SWARTZ CREEK, MI 48473

[Redacted]

CITY01	Due at end of Month
Courier	8/31/08

217.53	FIRE02	FIRE SERVICE 07/2008	12.01	2,813.15
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Subtotal	2,813.15
Sales Tax	
Total Invoice Amount	2,813.15
Payment/Credit Applied	
TOTAL	

Check/Credit Memo No:

12



Swartz Creek Area Fire Department

Serving Clayton Twp. and Swartz Creek Since 1925
8100 B Civic Dr., Swartz Creek MI 48473-1376 • phone: 810-635-2300 • fax: 810-635-7461

July 22, 2008

Ms. Rachel Carter
Invisible Fence Brand EMI
P.O. Box 995
Fenton MI 48430

Dear Rachel,

Please accept this letter as our sincerest appreciation for your providing the Swartz Creek Area Fire Department with two Pet Oxygen Recovery Mask Kits. After training of our firefighters, they will be placed in service, ready for the day when they may be needed. Be assured we will contact you should the need for their usage arise.

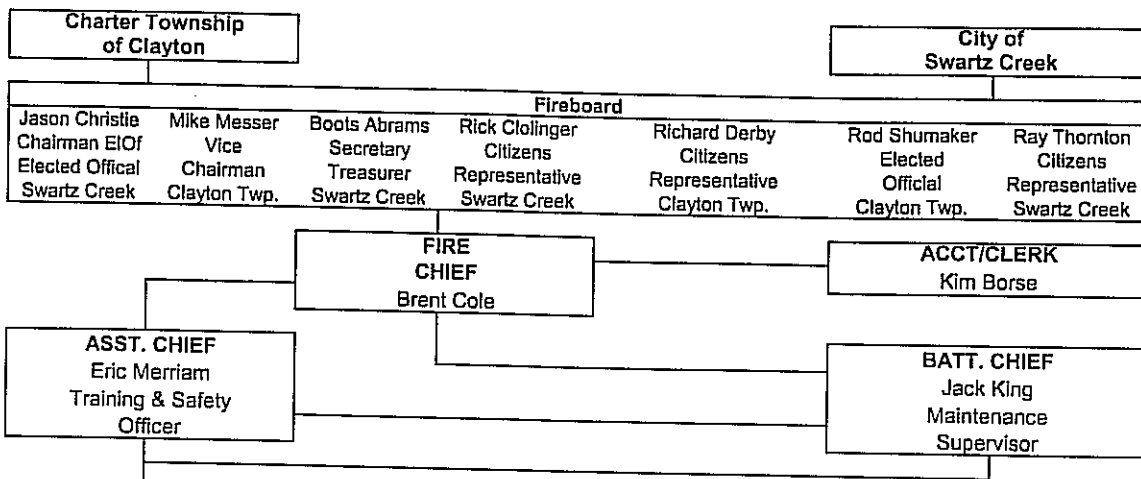
In addition, a copy of your grant program form has been sent to the Genesee County Fire Chief's Association for distribution.

Sincerely,

Brent Cole
Fire Chief

Swartz Creek Area Fire Department

Organization Chart



STATION 1				STATION 2			
Capt. Steve Tabit - Quarter Master & Coordinator				Capt. Dave Plumb - Asst. Qtrmstr, Coordinator, Run % Monitor			
Lt. Mike Treiger - Fire Prevention & Station 1 Assignments				Lt. Dave Jones - Vehicle Inspections & Station 2 Assignments			
Lt. Brent Cole - Medical & Rehab Supplies				Lt. Rich Tesner - Uniforms			
	Leave Expires	Dir. Res. Start	Off Prob.		Leave Expires	Dir. Res. Start	Off Prob.
FF Rod Armstrong				FF Greg Baker			06/16/09
FF James Bowers			06/16/09	FF James Barr II			
FF Rick Castano			06/16/09	FF Robert Brandt		06/11/01	
FF Tiffany Forbes				FF Jarrad Brooks		07/16/07	
FF Jerrud Howard			06/16/09	FF Ann Christofferson			
FF Jeffery Jarrad				FF Anthony Davis		01/18/05	
FF Jeffrey Kelley				FF David Derby	8/26/2008		
FF Todd Kimbrue				FF Lori McKerracher		05/31/01	
FF Corey Leisure			04/21/09	FF Tim McKnight			04/21/09
FF Angela Martin				FF Karen Merriam			
FF Scott Martin				FF Mark Merriam			06/16/09
FF Walter Melen				FF Bill Samida			
FF Brian Scott	10/01/08			FF Steve Webster			06/16/09
FF Todd Sherrill				FF Joe Yambrick			04/21/08
FF Brian Sipes							
FF Ryan Spillane							
FF Kevin VanArsdale		04/15/04					
FF Brian VanWormer			11/01/08				
FF Bryan Wistuba			04/21/09				
FS Joe Edgerton	08/29/08						
FS Bob Plumb							
RO Valerie Dow							
RO Rebecca Tabit							
On personal leave/Medical=			2	On personal leave/Medical=			1
Suspended=			0	Suspended=			0
Non-Probationary Total =			12	Non- Probationary =			8
Probationary Total =			6	Probationary =			5
Firefighter Subtotal =			20	Firefighter Subtotal =			14
Radio Operators =			2	Radio Operators =			0
Support =			1	Support =			0
Station Personnel Total =			23	Station Personnel Total =			14

*Placed on probation June 18, 2007. Extended due to none FD injury accident June 25, 2007

Total Officers =	9
Total Firefighters=	34
Support	1
Radio Operators =	2
Total active =	46

Name in italics = probationary status

Font = Suspension

Font = Leave of absence or sick leave

Firefighters with run direct status= 14 (9 Officers & 5 Firefighters)

Updated: 8/8/2008

Officers =	9
Active non-probationary =	20
Active probationary =	11
Active Radio Operators =	2
Support	1
Suspended=	0
Medical or extended leave =	3
Total dept. force =	46

14

GUIDELINE: #403

ADOPTED: October 24, 1993

REVIEWED: 08/08/08

REVISED: 10/96,08/10/99, 12/26/06, 08/24/08

SUBJECT: PERSONNEL GUIDELINES; Fire Fighter Orientation

PURPOSE: To establish general guidelines for the orientation of new department members

OBJECTIVE: To provide specific Guidelines to be followed for the orientation of new department members

1. Orientation shall be the responsibility of the Chief, Training Officer, Equipment Officer, and/or Department Officers as applicable and/or assigned.
2. Orientation shall be provided for all new members.
3. Probationary firefighters must attend all orientation sessions.
4. The Chief shall be responsible for the initial interview and subsequent paperwork:
 - A. Provide all probationary members with a copy of the current training schedule.
 - B. Provide Hepatitis B Vaccination intention forms.
 - C. Provide department physical forms.
 - D. Provide a copy of the current Firefighter I/II Academy class registration form.
 - E. Review department training requirements.
 - F. Provide tour of station facilities.
5. After receiving approval of the Fire Chief, the quartermaster or his designate shall be responsible for the following:
 - A. Issue protective clothing (coat, pants, gloves, helmet, nomex hood, face mask, flashlight, etc.)
 - B. Provide and explain a copy of the department Standard Operating Guidebook (SOG) followed by receiving a signed form from the new recruit verifying receipt and return of said book.
 - C. Issue, explain, and demonstrate operation of pager.
 - D. Perform facemask fit testing as indicated in SOG 308.
6. ***The Training Officer shall contact each new member and explain the training schedule and attendance percentage, as prescribed in SOG 407.***
7. ***The Officer responsible for assigning mentors will sit down with the new recruit and their assigned mentor and explain the roles and responsibilities of each.***
8. An officer shall be responsible for the following should the new recruit already be a certified Firefighter:
 - A. Explain and demonstrate SCBA.
 - B. Explain types and uses of ladders.
 - C. Explain types and uses of hoses.
 - D. Explain types and uses of extrication equipment.
 - E. Explain types and uses of equipment on Squad 16.
 - F. Explain types and uses of various other equipment.
9. NOTE: Applicants shall be limited in their fire ground participation, as outlined in SOG 404. It is understood the annual Firefighter Academy class will give a new recruit the foundation for education, followed by Mentor association, as outlined in SOG 427 and department training.

SOG403

08/08

Page 1/1

Paul Bueche

From: Fire Chief Brent Cole [brentcole@scafd.com]
Sent: Tuesday, August 19, 2008 9:31 AM
To: Paul Bueche; ClaytonTwp-Terry
Cc: Christie, Jason
Subject: Policy 120
Attachments: Policy 120.pdf

City Manager Bueche & Supervisor Shumaker,
Please find attached the new Purchase Policy 120. The Fireboard has directed me to send you a copy.

Sincerely,
Chief Brent Cole

POLICY: # 120
ADOPTED: 06/16/2008
REVIEWED/REVISED:
SUBJECT: PURCHASING

PURCHASING

All purchases made in the name of and on behalf of the Swartz Creek Area Fire Department shall comply with the following requirements:

1. No purchases shall be made that do not comply with the authority granted by the operating agreement between the City of Swartz Creek and Clayton Township that is in effect on the date of the purchase.
2. All purchases shall comply with the adopted budget in effect at the time of purchase and shall be recorded in accordance with generally accepted accounting practices and statutory requirement in effect at the time of purchase.

Purchases under \$500.00

The fire chief as the chief administrator officer of the department may authorize routine expenditures of up to \$500.00. Such expenditures are authorized, provided that the expenditures are within the adopted budget.

Purchases over \$500.00

The fire board shall approve purchases over \$500.00. Purchases over \$500.00 shall be presented to the fire board with competitive price information from at least three (3) proposed vendors, when three (3) proposed vendors or prices are not available the proposal shall explain why less than three (3) proposed prices or vendors are available. The board may authorize the purchases that the board deems appropriate, but shall state the reason for acceptance of a proposal that is not the lowest price.

Purchases over \$5,000.00

Purchases over \$5,000.00 shall be considered by the fire board after solicitation of sealed bids for the proposal purchase.

The solicitation for sealed bids shall include specifications for the items being proposed sufficient to describe the proposed purchase to prospective vendors. Specifications shall be presented to the fire board before the invitation to solicit bids is offered. The notice shall include the dates when acceptance of bids shall close.

Methods of acquiring bids

The fire board shall approve the method of bid solicitation and determines whether to advertisement by general circulation publication, fire service publication, on line advertisement, governmental publication, or direct solicitation from known vendors. The fire board may approve bid solicitation from any or all of the methods described above, in an effort to obtain competitive bids.

Acceptance of proposed bids

Bids submitted to the fire department shall remain sealed until opened by the fire board in accordance with the following process:

- A. The board may open sealed bids at a regularly scheduled fire board meeting;
- B. The board may designate a sub-committee to open sealed bids at a public meeting, after due notice of said meeting noticed in the same manner as the notice required for a fire board meeting;
- C. At the time of opening the sealed bids, the bids shall be read aloud.

After opening the sealed bids the chief of the department may be directed to evaluate and make recommendation on the bids or the fire board may take action on the bids at the boards sole discretion.

Fire board action of proposed bids

Upon receipt of bids, the fire board at public meeting may reject bids which do not meet the bid specifications.

The board shall consider bids that are within specifications and may accept the lowest bid. In the event that the board accepts a bid that is not the lowest bid, the board shall state the reason for such acceptance.

The board shall not be required to purchase at the conclusion of the bid process and may delay the purchase or direct that a new bid process be initiated at the board's sole discretion. The board may at its sole discretion cancel the purchase process.

Exception to the purchase policy

- 1. Fuel purchases to maintain the readiness of the fire department shall not be restricted by the purchase policy
- 2. Payroll expenditures made pursuant to the approved by-laws and joint operating agreement between the City of Swartz Creek and Clayton Township shall not be restricted by this policy
- 3. Maintenance and emergency repairs over \$500.00 necessary to maintain the readiness of the department may be approved upon recommendation of the fire chief to the chairman of the fire board, the chairman may approve such expenditures, place such expenditure on the agenda for the next fire board meeting or call a special meeting of the fire board to consider such expenditures at the chairman's sole discretion.
- 4. Expenditures necessary to ensure public and firefighter safety. When on an official fire service call, if it is apparent the urgencies of public safety and/or the safety of firefighting personnel require the fire chief or the officer in charge of the fire scene to employ additional resources to assure public and/or firefighter safety beyond the resources of the fire department. Such resources may be employed only for resolving the immediate safety concerns, even if the cost of such services exceed the \$500.00 discretionary spending authority of the fire chief. Such expenditures may include, but are not limited to; heavy equipment to secure a call scene; specialized personnel and equipment to address hazardous chemicals and/or explosives. This authority is limited to such expenditures as are necessary to resolve urgencies of public and/or firefighter safety and must be reported to the fire board chairman as soon as possible for presentation to the fire board in compliance with paragraph three of "Exceptions to the Purchase Policy" in the Purchasing Policy.

The Swartz Creek Area Fire Department



2009 Budget

August 18, 2008

August 18, 2008

Swartz Creek Area Fireboard

Dear Sirs:

Attached, you will find the 2009 Proposed Budget for the Swartz Creek Area Fire Department (SCAFD). The gross budget amount of \$330,890.00, is an 11% increase over 2008.

Some highlights, listed by account number, are indicated below:

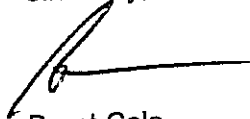
1. 703; no increase due to a reduction in alarms.
1. 704; no increase for the fire chief is indicated. Accountant/Clerical Specialist wage increase is proposed at 3%. *Half at 45,000 - 22,500 x 3% = 675.00 NOT 750*
2. 705; increases for hose testing and hall/apparatus duties are indicated.
3. 706; an addition of a 5th Lieutenant is indicated. The influx of additional personnel has increased the need to provide additional supervision on the fire ground and at the station during standby. *cost on line for officers salary.*
4. 707; a 2% increase in firefighter wages is proposed. The overall amount of \$74,000 is unchanged due to the decrease in alarm volume. *to what amount?*
5. 708; with the increase of personnel, the deferred compensation amount is needed. ?
6. 709; the over line item amount is unchanged. Adjustments under the various items listed were made. The annual physicals have increased due to personnel increases. However, the need for Hepatitis B vaccinations and safety lenses inserts for SCBA face pieces have decreased in recent years.
7. 727; no change.
8. 728; no change.
9. 741; tires and batteries were moved to line item 4978.
10. 801; a reduction as the cleaning duties that were assigned to Trudy Onore have been assumed by SCAFD personnel under 705.
11. 850; the web site fee is not due until 2010. The Squad 16 cell phone plan has reduced the annual cost to \$120.
12. 910; no increase is anticipated.
13. 920; an increase in utilities is expected.
14. 960; and increase of \$2,600 is based on the new recruits hired in 2008. The increase will pay for their academy training. The tuition increased from \$475 to \$650 per student.
15. 970; no change. This amount is for items that wear out or potential breakage.
16. 976, 978, 979, 984 and 988; are explained in a special 2009 Budget Explanation List attached.
17. 983; not part of the operating budget, but listed if the FEMA grant is denied.

*WHAT
ARE
Both
wages.*

The apparatus replacement and addition schedule is a reflection of the fire department evaluation. In addition, I have listed cost recovery in the consideration letters to both Clayton Township and City of Swartz Creek, as suggested in the evaluation.

Since this budget proposal is "pre-municipality" in status, I respectfully request it remain such until you formally recommend submission for consideration.

Sincerely,



Brent Cole
Fire Chief

SWARTZ CREEK AREA FIRE DEPT: 2009 PROPOSED BUDGET

ACCT #		06 ACTUAL	07 BUDGET	07 ACTUAL	08 BUDGET	09 BUDGET	DEFINITION
	REVENUES:						
3582	Contributions-Operating	\$242,452.78	\$244,513.00	\$258,087.06	\$252,350.00	\$260,500.00	Estimated Operating Contributions
3583	Contributions-Equipment	\$42,625.00	\$37,659.00	\$37,659.00	\$45,350.00	\$227,090.00	Estimated Equipment Contributions
3628	Misc. Income (Sundry)	\$22.00	\$0.00	\$32.00	\$0.00	\$0.00	Miscellaneous Income
3664	Interest Income	\$2,184.08	\$300.00	\$1,230.13	\$300.00	\$300.00	Interest from Deposits
3673	Sale of Fixed Assets	\$575.00	\$0.00	\$0.00	\$0.00	\$0.00	Sale of Miscellaneous Used Items
	TOTAL REVENUES	\$287,858.86	\$282,472.00	\$297,008.19	\$298,000.00	\$487,890.00	
	EXPENSES						
4703	Social Security	\$10,765.59	\$11,543.00	\$13,397.42	\$12,000.00	\$12,000.00	Social Security - .0145%, FICA - .062%
4704	Salaries - Staff	\$40,631.41	\$44,000.00	\$40,760.95	\$45,000.00	\$45,750.00	Chief, Acct. - 22500 - (3% 675) ?
4705	Salaries - Maintenance	\$13,492.47	\$13,900.00	\$14,116.41	\$14,100.00	\$15,000.00	Maint., Qtr. Master Train. FF Labor, pump testing ?
4706	Salaries - Officers	\$14,520.00	\$14,520.00	\$14,520.00	\$15,000.00	\$17,000.00	1 Asst. Chief, 1 Batt. Chief, 2 Capt., 5 Lieut.
4707	Salaries - Firefighters	\$72,725.17	\$70,000.00	\$83,748.56	\$74,000.00	\$74,000.00	Est. Fire Run Payment for Firefighters
4708	Deferred/Direct Response Comp.	\$3,060.00	\$3,450.00	\$3,119.00	\$3,450.00	\$5,900.00	Deferred Comp. Employer Paid/Direct Response Comp.
4709	Medical - Firefighters	\$5,636.50	\$6,650.00	\$4,464.75	\$6,650.00	\$6,700.00	Physicals, Hept. - B Shots
4727	Office Supplies	\$1,633.04	\$2,900.00	\$2,832.15	\$2,900.00	\$2,900.00	Clerical Supplies, Postage, Shipping
4728	Building Supplies/Maint	\$899.95	\$900.00	\$687.59	\$900.00	\$900.00	Utility Paper, Cleaning Supplies, Light Bulbs, Keys
4741	Equip/Oper. supplies	\$8,501.48	\$9,500.00	\$8,738.62	\$9,500.00	\$8,650.00	Small tool, Batteries, Fuel, Filters etc...
4801	Contract Services	\$6,627.81	\$7,900.00	\$7,032.70	\$8,000.00	\$7,700.00	Audit, Legal, Cleaning, Advertising, Copier Maint, Agree., Photos
4850	Communications	\$3,490.33	\$4,250.00	\$3,601.78	\$4,650.00	\$4,200.00	Telephone/Internet Service
4910	Insurance	\$28,422.35	\$27,700.00	\$27,025.00	\$29,900.00	\$29,900.00	Fleet, Liability, Workers' Comp., F.F. Ins.
4920	Utilities	\$13,206.57	\$14,000.00	\$14,645.22	\$16,000.00	\$17,000.00	Gas/Electric, Water/Sewer
4960	Education & Training	\$9,960.58	\$10,600.00	\$6,459.23	\$10,600.00	\$13,200.00	Dues, Classes/Materials, Prevention Materials, Subscriptions
4970	Office Equipment	\$318.34	\$239.00	(\$14.26)	\$240.00	\$240.00	Office Equipment
4976	Fire Equipment	\$15,159.87	\$17,850.00	\$17,408.16	\$15,660.00	\$36,000.00	Gear, Suppression Equip, Pagers, Radios
4978	Fire Equip-Maint/Repair	\$18,262.25	\$17,900.00	\$20,897.65	\$17,725.00	\$18,600.00	Maint. Agree., Repair of Fire Equipment
4979	Fire Equip-Upgrade	\$9,684.85	\$0.00	\$946.56	\$10,275.00	\$12,850.00	Upgrades of existing Fire Equipment
4984	Computer Hardware/Repair	\$1,316.59	\$900.00	\$859.90	\$900.00	\$1,650.00	Computer Hardware & Hardware Repair
4988	Computer Software/Upgrade	\$559.82	\$770.00	\$574.76	\$550.00	\$750.00	Computer Software, Software Upgrades, Train. Mats.
	Sub-total Expenses	278,874.97	282,472.00	285,822.15	298,000.00	330,890.00	11% increase over 2008 budget
4981	Apparatus	\$0.00					Truck Purchases
4982	Loose Equip-New Apparatus	\$0.00					Loose Equip for New Apparatus Only
4983	SCBA Replacement	\$0.00				\$157,000.00	SCBA Replacement
	Total Expenses	278,874.97	282,472.00	285,822.15	298,000.00	487,890.00	
	Net Income (Loss)	\$8,983.89	\$0.00	\$11,186.04	\$0.00	\$0.00	
	Fund balance beginning of the year	\$0.00	\$0.00	\$0.01	\$0.00	\$0.00	
	Fund balance end of the year	\$8,983.89	\$0.00	\$11,186.05	\$0.00	\$0.00	

2009 PROPOSED BUDGET

2009 BUDGET BREAKDOWN:

Acct# 703 Social Security

\$12,000.00 (No Change)

2006 Actual	\$10,765.59	
2007 Actual	\$13,397.42	
2008 Budget	\$12,000.00	
Chief Salary		\$30,082.00
Acct. Wage		\$15,642.72
Officers		\$15,000.00
Main/Train		\$14,100.00
Firefighters		\$74,000.00
Unemployment Payments		\$960.00
TOTAL	\$149,784.72 @ .0765	<u>\$11,458.53</u>

Acct# 704 Staff: Chief & Acct/Clerical Specialist Wages

\$45,750.00 (+750.00)

2006 Actual	\$40,631.41	
2007 Actual	\$40,760.95	
2008 Budget	\$45,000.00	
Chief Salary	\$23.14 x 25hrs x 52 wks (no change)	\$30,082.00
Acct. Wage	\$12.78 x 24hrs x 51wks (3% increase)	\$15,642.72
TOTAL		<u>\$45,724.72</u>

Acct# 705 Maintenance & Training Wages

\$15,000.00 (+900.00)

2006 Actual	\$13,492.47	
2007 Actual	\$14,116.41	
2008 Budget	\$14,100.00	
Truck Maintenance Salary		\$3,120.00
Quarter Master Salary		\$1,800.00
Training Salary		\$2,460.00
Instructor Make Up Training Salary		\$300.00
Firefighter Labor:		
Fire Prevention Presentations		\$1,000.00
Hose Testing		\$1,700.00
Hall/Apparatus Duties		\$4,500.00
TOTAL		<u>\$14,880.00</u>

Acct# 706 Officer Salary

\$17,000.00 (+2,000.00)

2006 Actual	\$13,652.50	
2007 Actual	\$14,520.00	
2008 Budget	\$15,000.00	
Asst. Chief (1)		\$2,520.00
Batt. Chief (1)		\$2,160.00
Captain (2)		\$3,840.00
Lieutenant (5)		\$8,100.00 (1620)
TOTAL		<u>\$16,620.00</u>

2009 PROPOSED BUDGET

Acct# 707 Firefighter Wages **\$74,000.00 (No Change)**

2006 Actual	\$72,725.17		
2007 Actual	\$83,748.56		
2008 Budget	\$74,000.00		
FIREFIGHTER			+2%
Probation I	\$9.31	to	9.49
Probation II	\$9.93	to	10.12
FFI	\$10.53	to	10.74
FFII	\$11.52	to	11.75
Officer I	\$12.46	to	12.7
Officer II	\$13.20	to	13.46
Officer III	\$13.57	to	13.84
Sergeant	\$1.00/hour above normal rate-2 positions		
Tenure	+.30 for 3yrs; 5yrs & 5 year increments		
RADIO OPERATOR			
Probation	\$9.31	to	9.49
After 1 year	\$9.99	to	10.18

Acct# 708 Deferred/Direct Response Compensation **\$5,900.00 (+2,450.00)**

2006 Actual	\$3,060.00		
2007 Actual	\$3,119.00		
2008 Budget	\$3,450.00		
Firefighters: flat rate, \$50 per yr X 26 FF			\$1,300.00
Firefighters: \$1.50 per run x 26 FF X90 runs		(includes fire runs & trail	\$3,510.00
Direct Response: \$4.00 per run X 250 runs			\$1,000.00
TOTAL			<u><u>\$5,810.00</u></u>

Acct# 709 Medical Expense **\$6,700.00 (+50.00)**

2006 Actual	\$5,636.50		
2007 Actual	\$4,464.75		
2008 Budget	\$6,650.00		
Physical 45 FF @ \$140			\$6,300.00
New hire Hept B injections 2 @ \$125			\$250.00
Safety Lenses 2 @ \$50			\$100.00
TOTAL			<u><u>\$6,650.00</u></u>

Acct# 727 Office Supplies **\$2,900.00 (No Change)**

2006 Actual	\$1,633.04		
2007 Actual	\$2,856.22		
2008 Budget	\$2,900.00		
Supplies (forms, envelopes, pens, etc...)			\$1,100.00
Postage (stamps, special mailings)			\$500.00
Shipping			\$1,300.00
TOTAL			<u><u>\$2,900.00</u></u>

2009 PROPOSED BUDGET

Acct# 728 Building Supplies		\$900.00 (No Change)
2006 Actual	\$899.95	
2007 Actual	\$687.59	
2008 Budget	\$900.00	
Paper Products		\$350.00
Cleaning Products		\$250.00
Light Bulbs		\$100.00
Keys		\$20.00
Repairs/Updates		\$180.00
TOTAL		<u>\$900.00</u>
Acct# 741 Equipment Supplies		\$8,650.00 (-850.00)
2006 Actual	\$8,501.48	
2007 Actual	\$8,738.62	
2008 Budget	\$9,500.00	
Fuel		\$4,500.00
Filters		\$500.00
Oil		\$350.00
Small Tools		\$600.00
Misc. Supplies		\$2,700.00
TOTAL		<u>\$8,650.00</u>
Acct# 801 Contract Services		\$7,700.00 (-300.00)
2006 Actual	\$6,627.81	
2007 Actual	\$7,032.70	
2008 Budget	\$8,000.00	
Emergency Excavating/Towing		\$500.00
Auditing Service		\$2,600.00
Maintenance Agreement-Copier		\$1,850.00 (430 min)
Office Cleaning (Sta 1)		\$600.00
Legal Service		\$2,000.00 ?
Personnel Photos		\$110.00
TOTAL		<u>\$7,660.00</u>
Acct# 850 Communications		\$4,200.00 (-450.00)
2006 Actual	\$3,490.33	
2007 Actual	\$3,601.78	
2008 Budget	\$4,650.00	
Web Site Domain Name (next due 01/01/10)		\$0.00
Cell Phone		\$120.00
Chief's Pager		\$72.00
maint. Officer's Pager		\$72.00
Phones		\$3,930.00
TOTAL		<u>\$4,194.00</u>
Acct# 910 Insurance		\$29,900.00 (No Change)
2006 Actual	\$28,422.35	
2007 Actual	\$26,914.00	
2008 Budget	\$29,900.00	
Michigan Par Plan		\$19,000.00
Worker's Compensation		\$9,000.00
Volunteer Firefighter Insurance		\$1,900.00
TOTAL		<u>\$29,900.00</u>

2009 PROPOSED BUDGET

Acct# 920 Utilities			\$17,000.00 (+1,000.00)
	2006 Actual	\$13,206.57	
	2007 Actual	\$14,645.22	
	2008 Budget	\$16,000.00	
Water/Sewer			\$1,000.00
Gas/Electric			\$16,000.00
	TOTAL		\$17,000.00

Acct# 960 Education & Training			\$13,200.00 (+2,600.00)
	2006 Actual	\$9,960.58	
	2007 Actual	\$6,459.23	
	2008 Budget	\$10,600.00	
FIREFIGHTER TRAINING			
FF ACADEMY 10 new ff			\$6,500.00
ADVANCED TRAINING			
Officer Classes \$350 ea x 4			\$1,400.00
National Fire Academy \$100 ea x 2 individuals			\$200.00
Spring/Fall Fire School \$175ea x 2 individuals			\$350.00
CONFERENCES			
Michigan Fire Service Instructor			\$125.00
CERTIFICATIONS			
CPR			\$50.00
MEMBERSHIPS			
Michigan Fire Chiefs			\$80.00
Genesee Co. Fire Chiefs \$60 ea x 2 + \$135 dept			\$245.00 ✓
Shiawassee Co. Firefighters			\$75.00 ✓
Mi State Fireman's Assoc \$30 ea x 45 + \$75 dept			\$1,425.00 ✓
Mi Fire Service Instruct. Assoc			\$60.00
Interntl Assoc Of Arson Invest. \$30/3 yrs due 2011			\$0.00
National Volunteer Fire Council			\$60.00
Fire Dept Safety Officers Assoc			\$85.00
JOURNALS			
Fire Engineering (9)			\$180.00
NFPA Fire Code Subscription Annual Updates			\$795.00
Smart Computing			\$29.00
FIRE PREVENTION			
Misc. Materials/handouts/DVDs			\$1,500.00 ✓
	TOTAL		\$13,159.00

Acct# 970 Office Equipment			\$240.00 (No Change)
	2006 Actual	\$318.34	
	2007 Actual	(\$14.26)	
	2008 Budget	\$240.00	
Potential Replacement of Damaged Items			\$240.00
	TOTAL		\$240.00

2009 PROPOSED BUDGET

Acct# 976 Fire Equipment		\$36,000.00 (+20,340.00)
2006 Actual	\$15,159.87	
2007 Actual	\$17,408.16	
2008 Budget	\$15,660.00	
Securitex Turn Out Gear (10)		\$15,000.00
Thermal Imager		\$9,000.00✓
Misc. Personal Safety Equipment		\$3,000.00
Dress Uniforms		\$5,000.00✓
Minitor V Pagers (5)		\$2,250.00
10 yr Anniversary Helmet (1)		\$200.00
2.5" Fire Hose (10-50')		\$1,500.00
TOTAL		<u>\$35,950.00</u>

Acct# 978 Fire Equipment-Maint/Repair		\$18,600.00 (+875.00)
2006 Actual	\$18,262.25	
2007 Actual	\$20,897.65	
2008 Budget	\$17,725.00	
Truck Repair		\$5,000.00
Jaws Pump Maint		\$1,350.00
Air Compressor M/A		\$1,000.00
Turn-Out Gear Repair/Cleaning		\$3,000.00
Ladder Certification		\$700.00
Annual Pump Test/Maint		\$2,000.00
Pager/Radio Repair		\$2,500.00
SCBA Repair		\$700.00
First Aid Kit (restock)		\$400.00
Fire Extinguishers Maint		\$300.00
Misc. Equipment Repair		\$1,000.00
Posi Check Maint		\$500.00
SCBA Air Bottle Testing		\$150.00
TOTAL		<u>\$18,600.00</u>

Acct# 979 Fire Equipment-Upgrades		\$12,850.00 (+2,575.00)
2006 Actual	\$9,684.85	
2007 Actual	\$946.56	
2008 Budget	\$10,275.00	
Carbon Fiber SCBA Cylinders (16)		\$8,500.00
Face Masks (5 in addition to FEMA grant)		\$1,750.00
TFT BIV (2)		\$2,600.00
TOTAL		<u>\$12,850.00</u>

Acct# 981 Apparatus Purchase	\$0.00
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Acct# 982 Loose Equipment-New Apparatus	\$0.00
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Acct# 983 SCBA		\$157,000.00 (+157,000.00)
SCBA Replacment		\$140,000.00
Spare Bottle/Software Replacement		\$8,500.00
Quantitative Fit Testing Equipment		\$8,500.00
TOTAL		<u>\$157,000.00</u>

2009 PROPOSED BUDGET

Acct# 984 Computer Hardware/Repairs		\$1,650.00 (+750.00)
2006 Actual	\$1,316.59	
2007 Actual	\$859.90	
2008 Budget	\$900.00	
Computer/Monitor upgrades		\$600.00
Laptop		\$750.00
Potential Repairs		\$300.00
TOTAL		<u>\$1,650.00</u>
Acct# 988 Computer Software/Upgrades		\$750.00 (+200.00)
2006 Actual	\$559.82	
2007 Actual	\$574.76	
2008 Budget	\$550.00	
Fire Tools Upgrade		\$300.00
Peachtree Upgrade		\$0.00
Peachtree Tax Service (must have to run payroll)		\$250.00
Miscellaneous Software Needs		\$200.00
TOTAL		<u>\$750.00</u>
Acct# 999 Reserve		\$0.00

Swartz Creek Area Fire Department 2009 Budget Explanation List:

~August 18, 2008~

4976 Fire Equipment:

#	Cost	Description
10	15,000	Sets of Securitex turn out gear (This is a continuation of replacement & provisions for new personnel if sizes in our current back up inventory do not fit. In addition, NFPA 1851 recommends removal from service fire gear that is 10 years old.)
1	9,000	Thermal Imager. Our current TI is 10 years old and is housed at station 2. We have proven the usage of the TI for search and rescue should extend to both stations equally to be effective. Finding the special batteries for our current model will soon be non existent. Eventually, it too will have to be replaced. This is a normal trend for electronic equipment.
1	3,000	Continue amount (started in 2002) that will cover replacement or purchase (due to size needs) of boots, helmets, gloves, hoods, facemasks & etc. as needed throughout the year.
	5,000	Dress uniform needs. Each firefighter that comes off probation should receive a complete dress uniform, to properly represent the SCAFD. With the increase in personnel and the age of some currently issued uniforms, an increase from last year is warranted.
5	2,250	Minitor V dispatch pagers (An analysis of the current inventory leads us to start replacing all the Minitor III models due to increase repair and parts availability issues.)
1	200	Anniversary helmets (Those that reach their 10 th Anniversary are presented with a traditional helmet)
10	1,500	10-50' lengths of 2 ½" fire hose. (We currently have only 200' of spare 2 ½" hose in reserve. We should have enough hose on hand to replace one engines hose should it get contaminated or destroyed at a fire, without stripping the hose off another engine.)

Total Fire Equipment = \$35,950.00

4978 Fire Equip.-Maintenance/Repair

	5,000	Unclassified truck repair labor
1	1,350	Jaws Pump Annual Maintenance program (Amkus recommends that the units have the oil changed & tools be inspected/repared annually for optimum usability. Due to liability, it is recommended that a qualified factory company inspect & maintain our rescue tools.)
1	1,000	Breathing Air Compressor Maintenance (an ongoing MiOSHA requirement to insure the air that the SCBA bottles are filled with is not contaminated)
1	3,000	Turn out gear repair and cleaning (When cost effective, gear that has been damaged beyond local means to repair or clean, can be returned to usable condition. Each garment is analyzed to determine the cost effectiveness of repair, of which this cost would be taken from this fund.)

1	700	Ladder Certification (An annual cost associated with the MiOSHA & NFPA requirement)
1	2,000	Annual Engine Pump testing (An annual cost associated with NFPA requirements). Beginning in 2008, pump maintenance was reduced to once a year, based on the number of incidents for the SCAFD per year. Unless alarms should increase, this will be the standard for future. Included with the annual maintenance, each applicable pump will be re-certified.
	2,500	Pager/radio repair (To try and hold down repair costs, new pagers are once again being proposed, as electronic equipment only lasts so long. With increase age, comes an increase in repeat repairs. In addition, the more people on the roster, the greater the amount of repairs that may be needed.)
	700	SCBA repair (Parts associated with the frame, bottles & face masks. As our SCBA age, they will cost more.)
	400	First Aid Kit (Restock of used items & replacement of expired.)
	300	Department fire extinguisher maintenance (yearly inspections are required)
	1,000	Misc. Equipment Repairs (hand tools, power equipment & etc)
	500	Fit Test Maintenance (parts and machine certification associated with MiOSHA requirements)
	150	Hydrostatic SCBA bottle testing (Hydro tested ever 3 years for SCBA bottles is a mandatory MiOSHA requirement, in previous years not listed separately. Not all bottles are tested each year. The year of testing is determined by the date they were purchased new.)

Total Maintenance/Repair = \$18,600.00

4979 Fire Equipment - Upgrades

#	Cost	Description
16	8,500	Carbon fiber SCBA cylinders. If we do not receive the FEMA SCBA grant and there is no funding from the municipalities for SCBA replacement, in 2009 we will not have enough replacement bottles for all SCBA currently being utilized. If no spare bottles are purchased, by 2009, only 10 spare bottles will be available as spares for 26 air packs. In short, if the FEMA is denied AND the municipalities do not fund the fleet replacement, 16 new bottles need to be purchased to maintain a minimum readiness.
5	1,750	ISI face masks (Additional face masks above what the FEMA grant was written for to accommodate the extra personnel recently hired.)
2	2,600	TFT ball indicator valves to replace intake valves on E11. (The age of the current ones are becoming almost impossible to operate. These are the same as what's on E12. Future recommendations will include E21 valve replacements.)

Total Upgrades = \$12,850.00

4984 Computer Hardware (Repairs/Upgrades):

Cost Description

- 600 Computer Upgrades (Amount to cover aging monitors, CPU's and misc. hardware)
- 300 Repairs and/or replacement of miscellaneous items such as monitors, mice, keyboards, hard drives, and etc.
- 750 Replace training laptop purchased in 2002 (the fans no longer work and some of the keys also are not working).

Total Computer Hardware (Repairs/Upgrades) = \$1,650.00

4988 Computer Software (New/Upgrades):

Cost Description

- 300 FireTools user fee. (FireTools has charged the SCAFD this amount yearly. It includes all upgrades associated with the program.)
- 250 Peach Tree Tax Service (required to run payroll)
- 200 Miscellaneous unforeseen software upgrades and/or purchases.

Total Computer Software (New/Upgrades) = \$750.00

4983 SCBA Replacement (outside normal operating budget)

- 140,000 Estimate amount for SCBA replacement plus additional face masks to accommodate for the additional personnel hired after the original FEMA grant was submitted in 2008.
- 8,500 To replace spare SCBA bottles, repair parts inventory and testing equipment/software previously purchased for ISI if another SCBA brand is purchased to replace all SCBA.
- 8,500 Quantitative fit testing equipment

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**Swartz Creek Area Fire Department
2009 Fire Apparatus Replacement / Addition Schedule
August 18, 2008**

New or Replacement Year	Purchased New Year	Original Cost	Service Years When Replaced	Apparatus Description	Rig #	Replacement / Additional Apparatus	Projected Cost
2011	1991	55,459	20	1991 Chev Step Van	41-16	Squad with air system & lighting	200,000
2013	1993	24,290	20	1993 Chev Crew Cab	41-27	Fully equip grass rig with 4 door crew cab	82,540 (1)
2016	1991	180,681	25	1991 Pierce, 1500 GPM pump, 1000 gal tank	41-12	1500 GPM pumper, 750 gal. tank	551,538 (1)
2020	1992	71,235	28	1992 International, 5000 gallon tanker	41-23	New chassis & pump - remount tank	350,000
2023	1997	215,366	25	1998 Pierce, 1500 GPM pump, 750 gal. tank	41-11	1500 GPM pumper, 750 gal. tank	885,649 (1)
2024	1999	227,919	25	1999 Pierce, 1500 GPM pump, 750 gal tank	41-21	1500 GPM pumper, 750 gal. tank	947,645 (1)

(1) Cost estimate courtesy of Rehmann Robson 2008
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DATE: August 18, 2008
TO: Rod Shumaker, Township Supervisor/Fire Board Representative
Clayton Township Board
FROM: Fire Chief Brent Cole
SUBJECT: Township Considerations – 2009 Budget
(1) indicates recommendations listed in previous consideration letters.

- I. Safety
 1. Maintain vigilant compliance with MiOSHA regulations.
- II. Issues to insure current/future safety for the community
 1. Bi-yearly hydrant flush and pump maintenance, and annual flow testing. **(1)** REASON: At present, Genesee County verbally advises they are flowing once a year. Documentation of said testing should be forwarded to the fire department.
 2. Enact a Knox Box ordinance for all future commercial development **(1)**. REASON: This will allow for fast access to the business, after hours, without causing damage due to forcible entry.
 3. Cost recovery for future apparatus purchases. Rehmann Robson under section IV, paragraph 9, indicated a need for adoption of cost recovery ordinances. It was also recommended the fees collected should be earmarked for said purchases. The SCAFD is prepared to start collecting cost recovery fees for placement in a separate fund designated in the name of the Charter Township of Clayton, once said ordinances are enacted and authorization is given to the SCAFD for collection.
- III. Other important considerations
 1. Increase the parking lot size on the east/front side of station 2. **(1)** REASON: The current configuration makes vehicle maneuvering difficult, thus raising the potential for collisions. With the recent increase in personnel assigned to station 2, this, now more than ever, is a realistic request.
 2. Black top to the rear parking lot **(1)**. REASON: This will stop those individuals that are using the gravel surface for "donuts". The grade level of the parking lot, especially near Walden Dr., is far too low. Water collects there on a regular basis. The previous attempt to fill the holes utilized the "Chip and Seal" product that was left over from a road project, which has since disappeared.
 3. Clean the carpet in the conference/deputy area **(1)**. REASON: Obvious stains are the indicators. Now that the roof leaks have been repaired, this request is now realistic.
 4. Hire a painter to paint all the interior walls **(1)**. REASON: it needs it and now the roof has been repaired.
 5. Replace all suspended ceiling tile in the areas where water was apparent.

Thank you for your consideration. If you should have any questions, please do not hesitate to contact me.

DATE: August 18, 2008

TO: Jason Christie, Mayor Protem/Fire Board Representative
Paul Bueche, City Manager
City of Swartz Creek Council

FROM: Fire Chief Brent Cole

SUBJECT: City Station Considerations – 2009 Budget
(1) Previous considerations that have not been addressed or have not received a reply of consideration.

I. Safety

1. Maintain vigilant compliance with MiOSHA regulations.
2. Garage door remote controls. This is both a safety and energy conservation issue. (1) During 2004, I thought they were going to be installed. Since then I've recommended the upgrade every year without response. To help prevent slips or falls (by an individual proceeding to the apparatus after shutting the door) and/or having the ability to shut the door without waiting for a person to do so (which will cut down on response times) are hopefully sufficient reasons.

II. Issues to insure current/future safety for the community

1. Bi-yearly hydrant flush and pump maintenance, and annual flow testing. (1) REASON: Due to a continued difficulty in opening the large steamer taps at hydrant locations, it is imperative that each cap on each hydrant be completely loosened to insure reliability. ISO credit was reduced due to this not being done. Currently, they are only flushed once a year.
2. Enact a multi-residential and commercial sprinkler/smoke detector ordinance for all future development. (1) REASON: The cost of such is now affordable due to recent technology advancements. Insurance premiums and life safety issues will be reduced for the owner. In the event of fire, this will save lives and property damage.
3. Enact a Knox Box ordinance for all future commercial development. (1) REASON: This will allow for fast access to the business after hours without causing damage due to forcible entry. The cost of a Knox Box is born by the owner.
4. Install "No Parking" signs on the garage doors on the east side of the fire station. (1) REASON: Citizens have parked in front of and/or adjacent to the apparatus doors. With the creation of the Veteran's Memorial, the possibility increases.
5. Cost recovery for future apparatus purchases. Rehmann Robson under section IV, paragraph 9, indicated a need for adoption of cost recovery ordinances. It was also

recommended the fees collected should be earmarked for said purchases. The SCAFD is prepared to start collecting cost recovery fees for placement in a separate fund designated in the name of the City of Swartz Creek, once said ordinances are enacted and authorization is given to the SCAFD for collection.

III. Other important considerations

1. Replace heating system in bay area with radiant system. **(1)** REASON: Radiant system is more efficient than forced air, thus reducing utility costs. The furnace allocated to heating the eastern area of the apparatus bay does not work because the pilot light blows out when the door is opened, meaning only one furnace heats the whole area.
2. Continue replacement of the apparatus bay lighting. **(1)**
3. Clean or replace office area carpeting. **(1)** REASON: It's original carpet from when the building was built in the late 1980's.
4. Repaint the garage doors facing Fortino Dr. REASON: With the replacement of panels on one of the doors, they are different colors. **(1)**

Thank you for your consideration. If you should have any questions, please do not hesitate to contact me.

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April 10, 2008

Mr. Paul Bueche
City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473

RE: Design and Construction Engineering Services
Morrish Road Infrastructure Improvements


Dear Mr. Bueche:

Rowe Incorporated (Rowe) is pleased to provide you with this proposal for design and construction engineering services for infrastructure improvements to the Morrish Road corridor between I-69 and Bristol Road. Construction will involve road widening along Morrish Road to three lanes with concrete curb and gutter along the entire length and traffic signalization at the I-69 off-ramp and Bristol Road intersections. At the request of the City, we have prepared engineering fees based on the project being bid locally by the City or bid through MDOT.

The total engineering fee for a locally bid project is **\$148,976**. If the city chooses to utilize MDOT's local agency bidding process, we estimate our fee to be an additional \$12,644 (see breakdown attached). The cost as shown in the attached breakdown reflects extra time involved to follow all federal guidelines during the construction process (design engineering can be accomplished for the same fee). The work described above can commence upon your acceptance of this proposal.

Thank you for the opportunity to assist the City with the infrastructure improvements to the Morrish Road Corridor. We look forward to another successful project with the City. If you have any questions, please contact me at (810)341-7500.

Sincerely,
ROWE INCORPORATED


Lou Fleury, P.E.
Project Manager

**City of Swartz Creek
Morrish Road Infrastructure Improvements
Design and Construction Engineering Fee Breakdown
April 10, 2008**

Design Engineering:

Field Work

Provide topographic survey to identify all surface features within the project limits and delineate public right of way lines.

Topographical Survey	30 hours @ \$138/hour	\$4,140
Research	6 hours @ \$ 92/hour	\$552
CAD	10 hours @ \$ 80/hour	<u>\$800</u>
Field Work Subtotal		\$5,492

Contract Documents

Review proposed improvements with City staff and Meijer representatives; develop plan and profile construction sheets from fieldwork; develop quantities and preliminary engineer's estimate; prepare contract documents and technical specifications; obtain the necessary soil erosion, Genesee County Drain Commission, MDOT, and Genesee County Road Commission construction permits; review final plans with City staff; advertise for bids; open bids, develop bid tabulation, review low bidder's qualifications, recommend award; and conduct preconstruction meeting.

Road Plans

Project Manager	80 hours @ \$114/hour	\$9,120
Project Engineer	200 hours @ \$ 97/hour	\$19,400
Engineering Technician	240 hours @ \$ 75/hour	\$18,000
Soil Borings	1 Lsum	<u>\$2,000</u>
Road Plans Subtotal		\$48,520

Traffic Signals

Project Manager	20 hours @ \$114/hour	\$2,280
Project Engineer	80 hours @ \$ 97/hour	\$7,760
Engineering Technician	120 hours @ \$ 75/hour	<u>\$9,000</u>
Traffic Signals Subtotal		\$19,040
Design Engineering Total		\$73,052

Construction Observation and Contract Administration (**Bid by City Alternative**):

Our billing will reflect the actual hours of construction observation necessary during construction. The following cost breakdown is based on a schedule of approximately fourteen weeks construction time.

Construction Observer

Measure Contract Quantities		
Prepare Inspector Daily Reports (IDR's)		
Prepare as-built information on utility work		
Verify construction compliance with contract specifications		
Attend Progress Meetings	48 hrs/wk x 14 wks @ \$83/hr	\$ 55,776

Construction Staking

Storm Sewer Staking	8 hrs @ \$138/hr	\$ 1,104
Curb Staking	24 hrs @ \$138/hr	\$ 3,312
Calculations / Cut sheets	4 hrs @ \$ 80/hr	\$ 320
QA/QC	4 hrs @ \$ 92/hr	\$ 368
Staking Total		\$ 5,104

Project Manager

Resolve contractor issues		
Attend Progress Meetings	4 hrs/wk x 14 wks @ \$114/hr	\$ 6,384
	10 hrs @ \$114/hr	\$ 1,140
		\$ 7,524

Contract Administration

Process pay estimates		
Process contract modifications		
Verify work quantities with contractor		
Process final payment	40 hrs @ \$88/hr	\$ 3,520

Construction testing

Concrete air, slump, and strength testing		
Bituminous density testing		
Aggregate base density testing	1 LSUM	\$ 4,000
	Construction Engineering Total	\$ 75,924

Design and Construction Engineering Total (Local Bid) \$ 148,976

Construction Observation and Contract Administration (MDOT Local Agency) :

Construction Observer

Measure Contract Quantities		
Prepare Inspector Daily Reports (IDR's)		
Prepare as-built information on utility work		
Conduct Wage Rate Interviews		
Verify construction compliance with contract specifications		
Attend Progress Meetings	50 hrs/wk x 14 wks @ \$83/hr	\$ 58,100

Construction Staking

Storm Sewer Staking	8 hrs @ \$138/hr	\$ 1,104
Curb Staking	24 hrs @ \$138/hr	\$ 3,312
Calculations / Cut sheets	4 hrs @ \$ 80/hr	\$ 320
QA/QC	4 hrs @ \$ 92/hr	\$ 368
Staking Total		\$ 5,104

Project Manager

Review contract documents		
Resolve contractor issues		
Attend Progress Meetings	4 hrs/wk x 14 wks @ \$114/hr	\$ 6,384
	30 hrs @ \$114/hr	\$ 3,420

Contract Administration

File setup		
Process pay estimates		
Review material certifications		
Review wage rates and payrolls		
Process contract modifications		
Verify work quantities with contractor		
Incorporate all field documentation into "field manager" files		
File review process with MDOT		
Process contractor evaluations		
Process final payment	120 hrs @ \$88/hr	\$ 10,560

Construction testing

Concrete air, slump, and strength testing		
Bituminous density testing		
Aggregate base density testing	1 LSUM	\$ 5000

Construction Engineering Total \$ 88,568

Design and Construction Engineering Total (MDOT BID) \$ 161,620

**CITY OF SWARTZ CREEK
MORRISH ROAD RECONSTRUCTION AND WIDENING
PRELIMINARY COST ESTIMATE
8/21/2008**



Description: This estimate includes widening of Morrish Road from I-69 to Bristol Road to three lanes with concrete curb and gutter

Pay Item	Total Quantity	Unit	Unit Price	Total Cost
Mobilization, Max _____	1	LSUM	\$140,000.00	\$140,000.00
Cold Milling, 2 inch	12500	Syd	\$2.00	\$25,000.00
Embankment, CIP	7000	Cyd	\$10.00	\$70,000.00
Aggregate Base, 6 inch	13000	Syd	\$7.00	\$91,000.00
Remove Pavement	3330	Syd	\$6.00	\$19,980.00
Remove Guardrail	1560	Ft	\$2.00	\$3,120.00
Remove Curb & Gutter	200	Ft	\$8.00	\$1,600.00
Machine Grading	28	Sta	\$3,000.00	\$84,000.00
Remove Driveway	650	Syd	\$16.00	\$10,400.00
Dr. Structure, 48 inch	12	Ea	\$1,500.00	\$18,000.00
Dr. Structure Cover	6000	Lb	\$2.00	\$12,000.00
Sewer, 18 inch	1500	Ft	\$50.00	\$75,000.00
Det 7	1250	Ft	\$9.00	\$11,250.00
Det 8	1250	Ft	\$10.00	\$12,500.00
Hand Patching	250	Ton	\$80.00	\$20,000.00
Maintenance Aggregate	300	Ton	\$20.00	\$6,000.00
Concrete Curb & Gutter, MDOT Det C-4	6000	Ft	\$15.00	\$90,000.00
Subgrade Undercutting	500	Cyd	\$20.00	\$10,000.00
Guardrail	1200	Ft	\$15.00	\$18,000.00
Pavement Repair	300	Syd	\$40.00	\$12,000.00
HMA, 4C	3000	Ton	\$65.00	\$195,000.00
HMA, 3C	2000	Ton	\$60.00	\$120,000.00
HMA, 2C	3000	Ton	\$55.00	\$165,000.00
Concrete Driveway	500	Syd	\$40.00	\$20,000.00
Dr Structure Cover, Adj, Case 1	10	Ea	\$500.00	\$5,000.00
Maintaining Traffic	1	LSUM	\$30,000.00	\$30,000.00
Cleanup and Restoration	1	LSUM	\$10,000.00	\$10,000.00
Erosion Control	1	LSUM	\$5,000.00	\$5,000.00
Sign, Type B, Temp, Furn	1	LSUM	\$3,000.00	\$3,000.00
Sign, Type B, Temp, Oper	1	LSUM	\$1,000.00	\$1,000.00
Barricade, Type III, High Intensity, Lighted, Furn	10	Ea	\$250.00	\$2,500.00
Barricade, Type III, High Intensity, Lighted, Oper	10	Ea	\$10.00	\$100.00
Pavement Marking	1	LSUM	\$10,000.00	\$10,000.00
Hydrant Relocate	2	Ea	\$2,000.00	\$4,000.00
Clearing	0.5	Acre	\$2,500.00	\$1,250.00
Permanent Signing	1	LSUM	\$3,000.00	\$3,000.00
Proposed Traffic Signal - Bristol/Morrish	1	LSUM	\$150,000.00	\$150,000.00
Proposed Traffic Signal - 1-69 Ramp/Morrish	1	LSUM	\$150,000.00	\$150,000.00
	Subtotal			\$1,604,700.00
	15% Contingency			\$240,705.00
	TOTAL COST			\$1,845,405.00

2008-2011 Genesee County Transportation Improvement Program

County	Jurisdiction	Project Name	Limits	Length	Primary Work Type	Phase	Advance Construct	Federal Costs (\$1000s)	Federal Fund Source	State Costs (1000s)	State Fund Source	Local Costs (1000s)	Local Fund Source	Total Costs (1000s)	MDOT Job No.	Local ID No.
2009																
Genesee	City of Davison	Flint St	State Rd, 500 feet West	0.10	Resurface	CON	ACC 2009	246	STU	0		77	CITY	323		841
Genesee	City of Fenton	Walnut Street	E Ellen Street to E Silver Lake Road	0.10	Resurface	CON		74	STU	0		23	CITY	98		1216
Genesee	City of Flint	Pierson Rd	Clio to Fleming Road	0.50	Reconstruct	CON	ACC 2009	1335	STU	0		417	CITY	1752		843
Genesee	City of Swartz Creek	Morrish Road	I-69 Overpass to Bristol Road	0.40	Widen-Minor (Add turn lane)	CON		368	STU	0		1806	PRVT	2174		1133
Genesee	GCRC	Belsay Rd	Perry Road to Hill Road	1.00	Resurface	CON	ACC 2009	520	STU	0		162	CNTY	682		818
Genesee	GCRC	Belsay Rd	Hill Road to Maple Ave	1.00	Resurface	CON	ACC 2009	508	STU	0		159	CNTY	666		820
Genesee	GCRC	Clio Rd	Stanley Road to Mt. Morris Road	1.00	Resurface	CON	ACC 2009	490	STU	0		162	CNTY	652		822

50

SPEED MESSAGE

(REVISED)

Fax:

Aug 12 2008 02:30pm P001/001

To:

TOM SVRCEK
CITY OF SWARTZ CREEK
FAX 1-810-635-2887

From:

P.K. CONTRACTING, INC.
1965 Barrett
Troy, Michigan 48084
(248) 362-2130
(248) 362-4969 Fax



SUBJECT: STRIPING OF MILLARD (ELMS TO SEYMOUR)

Date 8-8-08

Tom-

PER OUR PHONE CONVERSATION OF THIS DATE, THE BELOW PRICES
IS BASED ON MDOT APPROVED PAINT & GLASS BEADS

WATERBORNE PAINT MARKERS 4" YELLOW 26,400' @ .10

" " " WHITE 21,120' @ .15

APPROX TOTAL \$5808.00

BASED ON 2 MILES IN LENGTH, WE WILL BILL FOR ACTUAL FOOTAGE
COMPLETED.

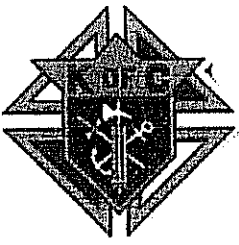
ALSO- BASED ON COMPLETION AT SAME TIME AS ELMS RD, UNIT PRICE
BASED ON MOBILIZATION ALREADY COVERED ON ELMS RD PROJECT

Thanks,

Signed

Joey S. [Signature]

Please let me know



Knights of Columbus

SWARTZ CREEK COUNCIL, No. 6694

St. Mary Queen of Angels Church

Swartz Creek, Michigan 48473

August 12, 2008

Swartz Creek City Council
C/O Mr. Paul Bueche
City Manager
8083 Civic Drive
Swartz Creek, MI 48473

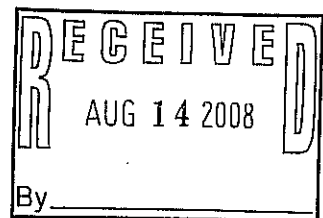
Mr. Bueche

On behalf of The Knights of Columbus (Swartz Creek Council 6694) I am requesting that the fee for Pavilion 4 at Elms Road Park be waived. We are a non profit organization and have reserved this pavilion for our annual family picnic on September 14, 2008.

Respectfully,

A handwritten signature in cursive script that reads "Roy E. Beville".

Roy E. Beville
4th Degree Knight
Swartz Creek Council 6694



CITY OF SWARTZ CREEK

STATUS OF ROWE PROJECTS

August, 2008

1. **CONSTRUCTION – Elms Road Project:**

- The tentative schedule this week is as follows:
 - Ditching – rough and finish grading 8/20-8/22
 - Restoration – 8/22-8/29
- The contractor will place aggregate shoulders and the top course of asphalt the week of 9/1. The final contract completion date is September 15, 2008.

2. **CONSTRUCTION – South Seymour Road:**

- Permanent signs have been installed; additional “no parking” signs will be placed (1 per block) along the east side of the road between Oakview and Miller Road.

3. **CONSTRUCTION – Local Street Paving :**

- Bids were opened on 6/27; Lois Kay contracting from Saginaw was the low bidder at \$398,153.45.

Prepared by:



SEWER BACK-UP AND FLOODING REPORT

City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473
810-635-4464

Date of Inspection: 6/12/08

Time of Inspection: 12:15 PM

Name of Affected Resident of Property Owner: Christopher Herman

Address of Property Owner: 5115 Durwood

Address of Property (If different): NO

Phone Number: 635 3132 Work: _____ Cell: _____

Date of Occurrence: 6-12-08 Initial Time of Occurrence: _____

Approximate Duration of Occurrence: 3 hours

Background Information

Finished Basement:	YES	NO	<u>2/3</u> %	Floor Drain:	<input checked="" type="radio"/> YES	<input type="radio"/> NO
Carpet Damage:	YES	<input checked="" type="radio"/> NO	_____ %	Dry Wall Damage:	YES	<input checked="" type="radio"/> NO <i>Anne Bay</i>
Interceptor Backup:	<input checked="" type="radio"/> YES	<input type="radio"/> NO		City Main Backup:	YES	<input type="radio"/> NO
House Lead Backup:	YES	<input checked="" type="radio"/> NO		Weather Related:	YES	<input checked="" type="radio"/> NO
Owner Flood Insurance:	<input checked="" type="radio"/> YES	<input type="radio"/> NO		Check Valve:	YES	<input checked="" type="radio"/> NO
Photographs of Damage:	YES	<input checked="" type="radio"/> NO		Taken By:	City - Owner - Other	_____

City Photos Required for Main Line Problems, Errors, Blocks

Sump Connection to Sanitary Sewer: YES NO

Brief Description of Problem and Damage: Main line plugged
causing back up into basement about 2'

Description Continued:

Called to jets sewer main 12³⁰ they
called and had truck problems
So we used a different company
root away to clean main line.
this property is at a dead end

Known Condition of City Lines, Station, and Interceptor at Time of Incident:

OK Main line plugged

Other Miscellaneous Comments:

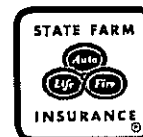
took approx 3 hours

Name of Inspector(s):

Signature of Inspector(s):

Jim Surick

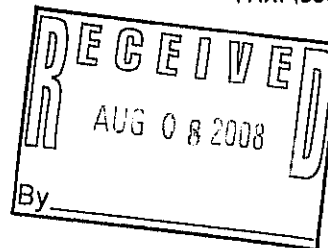
State Farm Insurance Companies



PO Box 2354
Bloomington IL 61702-2354
FAX: (800) 688-6816

August 7, 2008

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



RE: Claim Number: 22-M408-370
Date of Loss: June 12, 2008
Our Insured: Christopher W Herman

Dear City of Swartz Creek:

We are writing to you regarding the June 12, 2008 damage to property belonging to our insured. The loss was covered by an insurance policy issued by us.

Our investigation indicates you are responsible for the damages suffered by our insured. Therefore, we are asserting our legal right to seek reimbursement from you.

If you have insurance, please refer this letter to your insurance company and provide us the name of your insurance company, their address and your policy number. A self-addressed envelope has been included for your convenience.

If you do not have insurance, please contact me at once to arrange for payment of the amount owed.

You or your insurance company representative may contact me if you have any questions or require additional information. You can reach me Monday through Friday at 810-733-9037.

Sincerely

A handwritten signature in cursive that reads "Allan Davis" followed by a circled "CD" or similar initials.

Allan Davis
Claim Representative
810-733-9037

State Farm Fire and Casualty Company

Enclosure

Paul Bueche

From: Paul Bueche
Sent: Friday, August 15, 2008 5:10 PM
To: 'dwinn@meadowbrook.com'
Subject: 2008-Aug-8, Sewer Backup Claim, State Farm Ins, Herman

Attachments: 2008-Aug-8, Sewer Backup Claim, State Farm Ins, Herman.pdf



2008-Aug-8, Sewer
Backup Claim...

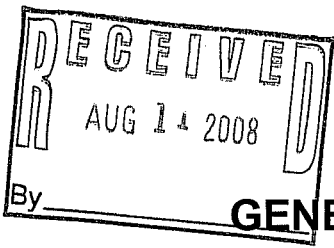
Dianne,

Per our conversation, here is an initial report and a letter of re-imbusement from State Farm on a backup. I assume the resident filed a claim with their insurance Company whom paid, and now wants to collect from us.

Give me a call when you get a minute and have reviewed this.

Thanx...

Paul Bueche
810-635-4464



**CANVASS OF VOTES
GENESEE COUNTY BOARD OF CANVASSERS
GENESEE COUNTY, MICHIGAN**

**AUGUST 5, 2008
CERTIFICATE OF DETERMINATION
GENESEE COUNTY**

CITY OF SWARTZ CREEK OFFICES – NON PARTISAN

STATE OF MICHIGAN)
)ss
COUNTY OF GENESEE)

The Board of County Canvassers of Genesee County, Michigan, having ascertained and canvassed the votes of said City of Swartz Creek at the Election held on Tuesday, the 5th day of August, Two Thousand and Eight;

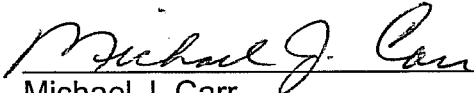
Do hereby certify and determine the number of votes given for non partisan candidates for the following City of Swartz Creek Offices:

Council Member At Large – 4 Year Term (Vote for 3)

Richard Abrams	443	(Nominated)
Donald Raymond Adams	240	(Nominated)
Betty Binder	297	(Nominated)
Jason Christie	334	(Nominated)
John A. Gilbert	194	
David Krueger	245	(Nominated)
Doug Whetstone	200	(Nominated)

CERTIFICATE OF DETERMINATION
CITY OF SWARTZ CREEK – NON PARTISAN
PAGE 2

ATTEST:



Michael J. Carr
Clerk of Board of County Canvassers

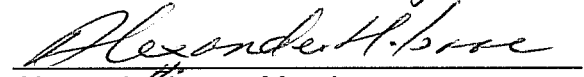
BOARD OF CANVASSERS:



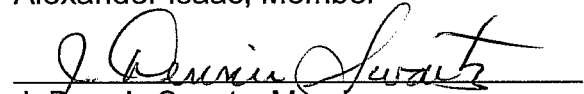
Darryl Baker, Chairperson



Edward Goggins, Member



Alexander Isaac, Member

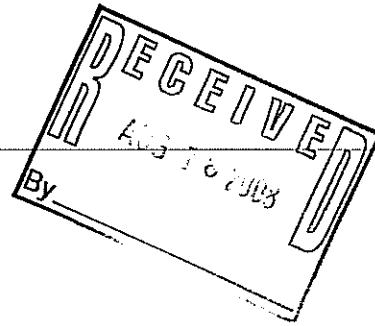


J. Dennis Swartz, Member

DATED: 8/7/08



The American Planning Association's
Professional Institute
**American Institute
of Certified Planners**



August 8, 2008

Dear Adam Zettel:

Your official score report for the May 2008 AICP examination is enclosed. Congratulations on passing the exam!

I commend you on your efforts and encourage you to make the most of this worthwhile professional development goal. AICP members pledge to adhere to ethical standards and to pursue continuing education. What do members receive in return? Intellectual enrichment, higher compensation, and professional recognition are some of the many benefits of AICP certification and membership. Besides the knowledge gained through AICP-sponsored continuing education, members also receive *Practicing Planner*, the quarterly online magazine that showcases members' innovative solutions to common planning problems.

Your prorated AICP member dues invoice is enclosed. You will be entitled to use the AICP designation as soon as your APA and AICP dues are paid in full. You will receive an AICP member package—including your personalized certificate and lapel pin—about four weeks after we receive your dues payment. Thereafter, you will receive one annual dues invoice for your membership in APA and its constituent bodies, including AICP.

If you have any questions, please contact AICP at aicp@planning.org.

I applaud your desire to become a certified planner and wish you success in your future endeavors.

Sincerely,

W. Paul Farmer, FAICP
Executive Director

Encl: CPE Official Score Report

Please reply to
Chicago office
122 South Michigan Avenue
Suite 1600
Chicago, IL 60603
p 312.431.9100
f 312.431.9985
planning.org

National Headquarters
1776 Massachusetts Avenue, NW
Suite 400
Washington, DC 20036
p 202.872.0611
f 202.872.0643

Graham Billingsley, AICP, *President*
APA's Professional Institute,
The American Institute of Certified Planners
W. Paul Farmer, FAICP,
Executive Director & Chief Executive Officer



**COMPREHENSIVE PLANNING EXAMINATION
OFFICIAL SCORE REPORT**

August 8, 2008

**Adam Zettel
8083 Civic Dr.
Swartz Creek, MI 48473**

**Candidate ID: 163614
Test Date: 6/2/2008
Test Site: S2306
Scaled Score: 65**

CONGRATULATIONS!

**You have passed the Comprehensive Planning Examination (CPE) of the
American Institute of Certified Planners (AICP),
the professional institute of the American Planning Association.**

**The results of the test are not valid for selection purposes or for employment ranking
within the planning industry because the tests are not constructed to differentiate among
candidates except at the passing score.**



Miller Road Reconstruction Weekly Update

Issue 14

August 8, 2008

Synopsis of work done

South side completed – north side underway

- ✓ **Miller Road from Linden to Best Buy**
 - Pavement removal is 50% complete.
 - Storm sewer work is 50% complete.
 - Placement of aggregate base under-drainage is 25% complete. (This is tiling that goes under the aggregate base to improve drainage.)
- ✓ **Miller Road from I-75 to Ballenger**
 - Traffic has been shifted to the north side.
 - **Three lanes are open on the south side!**

Now that 3 lanes are once again open on the section from I-75 to Ballenger Highway traffic flow is greatly improved in that area. Thanks again for your patience!

Important Reminders!

- ❖ **Some broad leaf weeds have begun to appear** in some of the roadside areas that have been restored. If these weeds are simply mowed they likely will not return. **Remember, these areas are the property owner's responsibility.**
- ❖ **Merchants, especially those on the north side of Miller Road:** Please remove any sprinklers and decorative landscaping on the road side of the stakes! The deadline is quickly approaching. Construction on the north side of Miller between I-75 and Ballenger continues! **If removal is necessary, restoration is the property owner's responsibility.**
- ❖ **Mailboxes will be relocated.** Boxes not meeting US Postal standards **will be removed.** Contact Mike Steiner at the Cody Branch of the US Post Office for more information. His number is (810) 234-8342.
- ❖ **Please continue to observe the 25 MPH speed limit!**

What to expect next week

Work on north side progressing

- **Crews will work this weekend.**
- **Miller Road from Linden to Best Buy**
 - Remainder of pavement on the north side will be removed.
 - Storm sewer work will be completed.
 - Aggregate base under-drainage placement continues.
 - Excavation of roadway for aggregate base will start.
- **Miller Road from I-75 to Ballenger**
 - Discussions with merchants regarding possible driveway consolidation are ongoing.
 - Pavement removal is underway.
 - **Three lanes of traffic will be open!!**
- **As always, driveway access and all businesses are open throughout the project!**

We need to hear from you

We are quickly approaching the end of project. **We need to hear from you soon about any outstanding issues that you may be aware of so that we can meet with you as necessary and address these issues prior to project close out.**

If you call or send email (see below), please provide a contact number so that we can respond effectively.

Notable Quote

"The road crews working on the Miller Road project have done an outstanding job! Access to my business in the Somerset Town Centre has not been a problem. Some of my customers have complained about a slight delay, however, I try to remind them the benefits these improvements will provide to all of us in the end."

Mark Kloeckner, Owner, Oreck Vacuums

Your ideas, suggestions or comments are welcome. Contact Construction Manager John Plamondon at **767-4920 ext 232**, or by email at jplamondon@gcrc.org. Visit Miller Road Page on www.gcrc.org for the most current information and automatic updates.



Miller Road Reconstruction Weekly Update

Issue 16

August 22, 2008

Synopsis of work done

North side work progressing very well

- ✓ **Miller Road from Linden to Best Buy**
 - Storm sewer work is complete.
 - Grading and placement of aggregate base is complete.
 - Curbing is 90% complete.
- ✓ **Miller Road from I-75 to Ballenger**
 - Pavement removal is underway.
 - Storm sewer work is underway.
 - **Three lanes are open on the south side!**
- ✓ **Vicinity of I-75 Interchange**
 - Permanent signage for dual left turn lanes onto I-75 has been installed.

Congratulations to the City of Flint on the 32nd Crim Festival of Races! Good luck to all participants!

Important Reminders!

- ❖ We are quickly approaching the end of project. **We need to hear from you soon about any outstanding issues** that you may be aware of so that we can meet with you as necessary and address these issues prior to project close out. If you call or send email (see below), please provide a contact number so that we can respond effectively.
- ❖ Also, **in a couple of weeks** we will be placing the top course of asphalt. **To ensure a smooth finish it will be necessary to keep all traffic off the pavement for the 8 hours it takes to cure.** We will be doing this work at night, between 9 PM and 6 AM, to minimize impact on businesses, but we realize that some have other hours. **If you are concerned about needing access between these hours, please contact us so that we can coordinate with you.**

Please continue to observe the 25 MPH speed limit!

What to expect next week

Work on north side – ramp closure coming up

- **Crews will work this weekend.**
- **Miller Road from Linden to Best Buy**
 - Paving to begin.
 - Placement of curbing will continue.
 - Driveway installations to begin.
- **Miller Road from I-75 to Ballenger**
 - Grading and aggregate base underway.
 - Curb lines will be placed.
- **The Entrance Ramp to NB I-75**
 - **Ramp will be CLOSED from 7am Monday August 25 to 11:00pm Friday August 29.**
 - Excavation of bridge and ramp area.
 - Place aggregate base and curbing.
 - **Detour: SB I-75 to Bristol Road to NB I-75**
- **Vicinity of I-75 Interchange**
 - Install antennae for traffic signal interconnect.

A 'Talk Back' in the August 17th Flint Journal voiced concerns that we are wasting money by "busting up long-lasting concrete... to replace it with black top".

In fact, the concrete was way beyond its useful life and in terrible shape. The road had been widened in piecemeal fashion since 1926 and was last resurfaced in 1989.

We considered several pavement types and chose hot mix asphalt because it allows flexibility in construction and maintenance activities, thus minimizing the impact on motorists and businesses in this corridor that supports more concentrated traffic and vital economic activity than any other in Genesee County. Concrete construction would have required closing access to merchant driveways for 3-7 days at a time.

The asphalt roadway that is now being constructed has been specifically designed for the expected traffic and is equivalent to its concrete counterpart. It should last at least 20 years with routine maintenance.

#####

The latest **Bargains by the Barrels** winners are **Eunice Milton** and **Norma Haist**. Congratulations!

Your ideas, suggestions or comments are welcome. Contact Construction Manager John Plamondon at **767-4920 ext 232**, or by email at jplamondon@gcrc.org. Visit Miller Road Page on www.gcrc.org for the most current information and automatic updates.