

**City of Swartz Creek  
AGENDA**

**Regular Council Meeting, Monday June 10, 2013 7:00 P.M.  
City Hall Building, 8083 Civic Drive Swartz Creek, Michigan 48473**

1. **CALL TO ORDER:**
2. **INVOCATION AND PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**
  - 4A. Regular Council Meeting of May 28, 2013 MOTION Pg. 7, 26-53
5. **APPROVE AGENDA**
  - 5A. Proposed / Amended Agenda MOTION Pg. 7
6. **REPORTS & COMMUNICATIONS:**
  - 6A. [City Manager's Report](#) (Agenda Item) MOTION Pg. 7, 2-6
  - 6B. Monthly [Police](#), [DPW](#), [Check Ledger](#), YTD [Exp-Rev](#) Reports Pg. 54,61,67,71
  - 6C. ZBA Minutes, 6/4/2013 Pg. 74-77
  - 6D. WWS Notice, Water Rate Increase (Agenda Item) Pg. 78-82
  - 6E. Fire Apparatus Purchase (Agenda Item) Pg. 83-94
  - 6F. Parade Permit Application (Agenda Item) Pg. 95-97
  - 6G. Tax Reverted Properties (Agenda Item) Pg. 98-105
  - 6H. Fire Board Resignation, Thornton Pg. 106
  - 6I. County Notice, Home Improvement Grants Pg. 107
  - 6J. County MPO Notice, LRTP Pg. 108
  - 6K. City Invoice, Check Pg. 109
7. **MEETING OPENED TO THE PUBLIC:**
  - 7A. Mr. Ed Benning, MTA Director PRESENTATION
  - 7B. Mr. James Washington, ITT Tech PRESENTATION
  - 7C. General Public Comments
8. **COUNCIL BUSINESS:**
  - 8A. 2014-2017 TIP Schedule & Commitment RESO. Pg. 8
  - 8B. Adopt 2013-2014 FY Budget RESO. Pg. 9, 2
  - 8C. Set 2013-2014 Meeting Schedule RESO. Pg. 13
  - 8D. 2012-2013 Year End Fiscal Adjustments RESO. Pg. 15
  - 8E. Rates & Fees, Water Rate Increase RESO. Pg. 15-23
  - 8F. Fire Apparatus Purchase, Endorse Concept RESO. Pg. 24, 83-94
  - 8G. Parade Permit, City of Swartz Creek RESO. Pg. 24, 95-97
  - 8H. Tax Reverted Properties DISC. Pg.
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION

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

**Regular Council Meeting of Monday June 10, 2013 7:00 P.M.**

**TO:** Honorable Mayor, Mayor Pro-Tem & Council Members  
**FROM:** PAUL BUCHE // City Manager  
**DATE:** 7-June-2013

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

✓ **MAJOR STREET FUND, TRAFFIC IMPROVEMENTS** (*See Individual Category*)

❑ **2014-2017 T.I.P. APPLICATION** (*Resolution*)

Included with tonight's agenda is a resolution of endorsement and commitment for streets scheduled to be repaired in the 2014-2017 TIP program.

❑ **MORRISH ROAD BRIDGE PROJECT** (*Status*)

The Morrish Road Bridge Project is the last remaining project funded in the 2011-2014 TIP. The only item we do not have a price on yet are the four lights included in the design. We are still awaiting this data from Consumer's Energy. Cost estimates, using the lowest bid return, are as follows:

*Morrish Road Bridge Deck Project (Summer, 2013)*

Constr Total	Constr City Match	P.E.	C.E.	Total City Match	Project Total
\$425,453	\$36,957*	\$29,589	\$70,931	\$137,477	\$525,973

\*Includes Enhancements & Walk-Way / Does Not Include Lighting (4)

All appears on schedule and the project is estimated to last for two months, with a tentative start date of June 17<sup>th</sup>. Notification letters have been sent. We'll also do personal visits for businesses that may be affected.

✓ **2013-2014 FISCAL YEAR BUDGET** (*Resolutions*)

Included with tonight's agenda is the final adoption of the 2013-2014 FY Budget. As in the past, the budget is adopted on a department basis. As we have discussed, I have an in-depth report that addresses long term financial structural deficit along with solutions. As of writing, the document is not quite finished. I'll have it at the next meeting. The report is geared to the public and strives to depict the City's finances using graphs and similar demonstrations. In addition to the budget adoption, tonight's agenda includes setting the 2013-2014 meeting schedule and balance transfers that may be needed.

	FY 12 Actual YE	FY 13 Estimated YE	FY 13 Estimated YE	FY 13 Estimated Effect on Fund Balance	FY 13 Estimated Year End Fund Balance	FY 14 Recom'd Operating Revenues	FY 14 Recom'd Project Revenues	FY 14 Recom'd Operating Expend	FY 14 Recom'd Project Expend	FY 14 Est Effect on Fund Balance	FY 14 Estimated Year End Fund Balance
General Fund	1,311,189	1,725,332	1,697,925	27,406	1,338,595	1,713,753	15,849	2,076,778	30,066	(377,242)	961,353
Major Streets Fund	580,969	499,575	362,163	137,412	718,381	275,039	4,000	141,721	149,872	(12,554)	705,827
Local Streets Fund	63,799	100,444	78,726	21,718	85,517	82,945	16,000	113,043	33,500	(47,598)	37,919
Garbage Fund	472,748	336,333	421,749	(85,416)	387,332	344,631	0	477,655	0	(133,024)	254,308
DDA Fund	41,364	3,059	7,980	(4,921)	36,443	1,280	1,000	6,750	2,500	(6,970)	29,473
Drug Enforcement Fund	14,119	52,231	52,230	2	14,121	0	0	11,966	0	(11,966)	2,154
Senior Citizens Fund	50	9	56	(47)	3	0	0	2	0	(2)	0
City Hall Debt Fund	2,420	83,851	83,805	46	2,466	81,353	0	81,330	0	23	2,489
Capital Projects Fund	0	9	9	0	0	0	0	0	0	0	0
Fire Equip Fund	81,499	150	0	150	81,649	150	0	0	0	150	81,799
Water Fund	1,059,860	1,391,033	1,365,784	25,249	1,085,109	1,510,592	0	1,483,770	0	26,822	1,111,931
Sewer Fund	2,113,728	1,086,796	1,132,946	(46,150)	2,067,578	1,088,427	0	1,021,491	125,000	(58,064)	2,009,514
Motor Pool Fund	266,100	152,672	210,790	(58,118)	207,982	147,260	0	216,824	0	(69,564)	138,418
Sidewalks Fund	4,424	0	0	0	4,424	0	0	4,424	0	(4,424)	0
Weed Fund	30,317	0	0	0	30,317	0	0	30,317	0	(30,317)	0
Sewer Assessment Fund	3,650	0	0	0	3,650	0	0	0	0	0	3,650
<b>Totals</b>	<b>6,046,236</b>	<b>5,431,493</b>	<b>5,414,162</b>	<b>17,331</b>	<b>6,063,567</b>	<b>5,245,430</b>	<b>36,849</b>	<b>5,666,072</b>	<b>340,938</b>	<b>(724,731)</b>	<b>5,338,837</b>

May 13 <sup>th</sup> :	Draft Presentation, Discussion, Set Public Hearing.
May 28 <sup>th</sup> :	Public Hearing, Discussion, Set Levy
June 10 <sup>th</sup> :	Adopt Budget, Set 2013-2014 Meeting Schedule, Year End Fiscal Adjustments, Discussion & Exploration of Structural Deficit Concerns
June – September:	Explore & Craft Solutions For Long Term Structural Deficit Concerns

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

**REHABILITATION PROGRAM** (*Status*)

Pending creation of a new plan for continuation of the Rehabilitation Program.

**WATER RATE INCREASE** (*Resolution*)

As we have discussed, included with tonight's packet is a notice of water rate increase from the County's WWS Division. The increase is for 35¢ per 100 cubic feet of water purchased by bulk. Additionally, the County has adjusted the City's meter fees downward a bit for unexplained reasons. Calculations in our office show the overall impact to be minimal. Not knowing how the KWA debt retirement will be integrated, the staff recommends we leave any adjustments alone for now to see where KWA rates go. Our calculation sheet is included with tonight's packet.

**BEAR CREEK SANITARY SEWER AGREEMENT** (*Status*)

As the Council is aware, some of the elected positions have changed in Gaines Township. I'm going to let this sit a bit longer to allow the new board to acclimate before addressing it. The County WWS has it on their radar and may push in the near future to reach a resolve.

**KWA** (*Status*)

Mr. Wright will be attending the meeting of June 24<sup>th</sup> to discuss the KWA and its impact on finances.

✓ **MARATHON REDEVELOPMENT PROJECT** (*Status*)

The Council selected the Bigby Project at the Special Meeting of February 20, 2012. Here is the revised schedule:

RFP Issued:	September 8, 2011
RFP Response Deadline:	November 1, 2011 @ 4:00 p.m.
Presentations by Invitation:	February 2, 2012
Council Selection:	February 20, 2012
Purchase Agreement:	June, 2012
Planning Commission Site Plan:	TBD, 2013
Building Demo:	October, 2012
UST Removal:	December, 2012
Property Closing:	June, 2013
Commence Construction:	T.B.D.

We are all set to close. The holdup is now me. The Atkinson's intend to grade and seed the property this week. They are not in a hurry to construct as they are in the process of getting another shop up and running. I've been delayed on a variety of matters, specifically Meijer and finances. I'll seek to get this closed right after Meijer is running and we are past budget.

✓ **PERSONNEL: POLICIES & PROCEDURES** (*Status*)

Pending.

✓ **CITY PROPERTY, 4438 MORRISH ROAD** (*Status*)

We'll look at a disposition for the house at 4438 Morrish in the spring.

- ✓ **LABOR CONTRACTS, SHARED SERVICES, BUILDING DEPARTMENT** (*Status*)  
The POLC, AFSCME, Supervisor, Assessor, Zoning Administrator and Part-Time Police Officers have been settled. The remaining loose ends are the building inspector's employment agreement, which in part is addressed in the Shared Services Study and the City Manager contract. Mundy Township has officially offered its commitments to perform building services for the City and Flint Township. We continue to look into the building services consolidation.
- ✓ **FIRE DEPARTMENT: CONTRACT, COST RECOVERY & APPARATUS** (*Resolution*)  
The Fire Chief has been trying for some time now to add an engine-squad combination to the vehicle fleet. A short memo has been included with tonight's packet that explains, albeit briefly, the proposed apparatus. I have met several times with the Township and it remains unclear what, if any desire, they may have to pursue this purchase. As an attempt to get this matter resolved one way or the other, I have set it for discussion and a resolution of endorsement for the concept, only. There are still a number of issues to be resolved before we can move forward, such as custom vs. commercial, financing options, etc. The cost, calculated using a custom built, is \$633,000. Subtract the CIP money currently held by the Fire Department, and the cost is \$522,000. Our half interest would be \$261,000. At any rate, I need to know what interest the Council has in pursuing this.
- ✓ **SPRINGBROOK EAST & HERITAGE ASSOCIATION S.A.D.** (*Status*)  
All that remains is to accept the streets into our Act #51 Street System. This process is a bit lengthy insofar as legal steps required assuring a proper transfer. Mr. Figura has prepared the paperwork on this end. There are several steps the Associations need to complete before we can begin our process. As soon as we get past this busy spurt, I'll fire up the Associations to start the process.
- ✓ **MEIJER, TRAFFIC SIGNAL, COMMUNITY DONATION** (*Status*)  
We're reconciling final invoices and when finished, I'll drop a copy in the packet for review. On the Meijer Community Donation, I'm working on a possible solution and will be back at the next meeting to discuss options.
- ✓ **MI-LCC PENDING LICENSES** (*See Individual Category*)
  - ❑ **CLASS "C" NEW, 8013 MILLER, MONTINI** (*Status*)  
The Council has referred this to the Planning Commission. The request needs review as it may be a significant change of use and accompanies a request for outdoor sales. The applicant, via his attorney, has been informed that they need a formal submission. As of yet, they have not filed with the City.
  - ❑ **NEW SDM & SDD, 4141 MORRISH ROAD, MEIJER INC.** (*Status*)  
The SDM has been issued. The SDD is still under review by MI-LCC
  - ❑ **CLASS "C" TRANSFER, 6104 MILLER, KENDRA LLC** (*Status*)  
Pending further correspondence from MI-LCC.
- ✓ **I-69 MORRISH ROAD BRIDGE REPAIR, FLOOD RELIEF GRANT** (*Status*)  
We have been awarded a \$30,000 grant from the State's Emergency Management Division from the damage that occurred during the May 4<sup>th</sup> 2012 flood. Work has been completed by the contractor, Zeller & Sons Contracting, at the bid cost of \$27,000. As soon as final invoicing is in we will submit for reimbursement under the grant.

- ✓ **MPSC COMPLAINT, FRONTIER v CITY** (*Status*)  
I met with Frontier in late January, the meeting being quite positive. They will be formerly addressing the Council on several matters either late this month or first of July. In the meantime, they continue to repair poor workmanship locations in the overhead infrastructure. I'll keep the Council posted on developments.
- ✓ **MI-DEQ SCRAP TIRE GRANT** (*Status*)  
The Council approved the application to the MI-DEQ for a 50% construction cost grant for public paving improvements that use recycled scrap tires in the asphalt process. We are looking at our parking lots, being Public Safety Building and the north alley lot behind Hank & Don's, as a test. The estimated total project costs are \$322,000 of which the City's match would be \$182,000 (includes design and construction engineering). We've made it past the initial application process and have been invited to continue in the process. On another note, if the grant works, then it may be something to look at for paving some of the local streets in the future.
- ✓ **FARMERS MARKET** (*Status*)  
Underway. After a month or so in operation, I'll have Mr. Mattson report on the progress.
- ✓ **EVIP COMPETITIVE GRANT ASSISTANCE PROGRAM** (*Status*)  
As we discussed a couple of meetings ago, we are looking at this grant source for the development of the Bristol Road property into a sports complex, with the schools. Lou has advised Rowe can do the application for \$1,200. We're going to proceed forward on the outside chance that funds may be available. I'll keep the Council posted on developments.
- ✓ **PARK RESERVATION REQUEST, ART GUILD** (*Status*)  
The Swartz Creek Art Guild, represented by Mr. Chuck Jackson, has requested to reserve all of Elms Park on Saturday September 13<sup>th</sup> and Sunday September 14<sup>th</sup> 2014, to hold a fundraiser arts & crafts show for the guild. The matter is under review by the Park Board and the staff. A recommendation will be back before the Council in the near future.

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

- ✓ **PARADE PERMIT** (*Resolution*)  
The Veterans Memorial Committee has requested to do a short parade in honor of Flag Day as well as the final improvement to the memorial park. A small canine statute will be put in place at the memorial. The parade will run from St, Mary's Church, south on Frederick, west on Miller, north on Fortino, to the park. The parade involves about a dozen units, no kids, no items handed out, and two sets of "walkers", being an honor guard and the women's auxiliary. It should take about 15 minutes. The City will be the sponsor and the short ceremony will fall under the City's casualty insurance. Rick has approved the application and will provide police assistance for the event. A resolution of approval is included with tonight's program.
- ✓ **TAX REVERTED PROPERTIES** (*Discussion*)  
In the packet tonight is a notice from the County Treasurer's office showing tax reverted properties located within the City. There are 12 new properties that the

City may acquire for payment of the back owed taxes. The properties include three houses and nine vacant lots. The houses are at 5017 Third, 5052 Fairchild and 6289 Bristol. The vacants are all in Winchester Woods, with the exception of one, which is an out lot on Hill Road. The only one that I can see that may have a clear “public purpose” to acquire is the one on Hill. The others are a bit of a stretch, but may present some reasons, particularly the ones that are vacant and in Winchester Woods. At any rate, I’ve set this for discussion to weigh the pros and cons.

✓ **PRESENTATIONS: M.T.A. & I.T.T. TECH** (*Presentation*)

Mr. Ed Benning, MTA Director and Mr. James Washington, from ITT Tech, have requested a few minutes to address the Council. The requests are not related. I have scheduled each for a brief presentation at tonight’s meeting.

✓ **BOARDS & COMMISSIONS** (*Status*)

We have a number of appointments to catch up on, inclusive of the vacancy on the Fire Board. I have not had the time to address these since the last meeting. I will have them for the next meeting.

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

- *Additional Lighting, Miller – Fairchild Intersection.* We are back trying to get a review by Consumers Energy.
- *High School Arts Center, Construction Debris.* Still working at getting the yard cleaned up. I’ll keep the Council posted.
- *Inquiry, Check #37427.* I was stumped by an inquiry on this check at the last meeting. It’s not very often that that happens, but it did. The invoice is included with tonight’s packet. The expenses were cumulative at various locations, for jetting grease from our sanitary sewer lines.
- *Deteriorated Grain Elevator Building, Morrish at CNA Crossing.* Pending.



**City of Swartz Creek**  
**RESOLUTIONS**  
**Regular Council Meeting, Monday June 10, 2013 7:00 P.M.**

**Resolution No. 130610-4A      MINUTES – MAY 28, 2013**

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

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Tuesday May 28, 2013, to be circulated and placed on file.

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

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

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

**Resolution No. 130610-5A      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 June 10, 2013, to be circulated and placed on file.

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

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

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

**Resolution No. 130610-6A      CITY MANAGER'S REPORT**

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

**I Move** the Swartz Creek City Council approve the City Manager's Report of June 10, 2013, to be circulated and placed on file.

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

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

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

**ACCEPT & COMMIT, 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM**

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 to the following streets within its Major Street System:

1. Miller Road between Morrish and Elms, mill and resurface 1.2 miles
2. Miller Road between Tallmadge and Dye, mill and resurface 1.2 miles
3. Fairchild, Winston, Worchester and Cappy, mill and resurface .84 miles.

**WHEREAS**, the Genesee County Metropolitan Alliance and the Swartz Creek City Council have considered the making of such repairs and improvements in open session following the review of documents and the hearing of comments on the need, from the city’s engineer, staff and from the public; and

**WHEREAS**, the Genesee County Metropolitan Alliance have set a funding schedule for its 2014-2017 Traffic Improvement Program (“TIP”), the plan including the following streets and corresponding cost estimates:

<i>Year</i>	<i>Project</i>	<i>Limits</i>	<i>Phase</i>	<i>Federal</i>	<i>State</i>	<i>Local</i>	<i>Total</i>
2014	Miller Road	Morrish Road to Elms Road	Design	\$71,553	-	\$17,888	\$89,441
2014	Miller Road	Tallmadge Court to Dye Road	Design	\$71,865	-	\$17,966	\$89,831
2015	Miller Road	Morrish Road to Elms Road	Construction	\$814,272	-	\$203,568	\$1,017,840
2015	Miller Road	Tallmadge Court to Dye Road	Construction	\$817,825	-	\$204,456	\$1,022,281
2017	Fairchild, Winston, Worchester Cappy	Miller Road to Miller Road	Construction	\$102,904	-	\$535,417	\$638,321
<b>TOTAL:</b>				<b>\$1,878,419</b>		<b>\$979,295</b>	<b>\$2,857,714</b>

**NOW, THEREFORE, BE IT RESOLVED** that the City of Swartz Creek hereby accept and endorse the 2014-2017 Genesee County Metropolitan Alliance Traffic Improvement Program Plan, inclusive of the City of Swartz Creek streets identified within and included in the TIP Plan, and further, to pledge the local match estimated to be \$979,295, funds to be the responsibility of the City of Swartz Creek.

**BE IT FURTHER RESOLVED**, that the City of Swartz Creek direct its staff to seek and secure bids for engineering services in accordance with the Qualified Bid Selection Process (“QBS”) in compliance with rules promulgated by the Michigan Department of Transportation (“MDOT”) and the Federal Highway Administration (“FHA”), and bring all such findings and results back to the City Council for review and decision.

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

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

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



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

**I Move** the Swartz Creek City Council, in accordance with the General Appropriations and Uniform Budgeting Act, adopt the proposed 2013-2014 Fiscal Budget based upon the following Summer Tax Levies:

<b>General Operating Levy:</b>	<b>4.8289 Mills</b>
<b>Sanitation Levy:</b>	<b><u>2.3500 Mills</u></b>
<b>Total:</b>	<b>7.1789 Mills</b>

<b>101 General Fund</b>		
<b>Estimated Revenues</b>	<b>Adopted</b>	
General Fund Estimated Operating Revenues	1,713,753	
General Fund Estimated Project Revenues	15,849	
<b>Total General Fund Estimated Revenues</b>	<b>1,729,602</b>	
<b>Appropriations</b>	<b>Adopted</b>	
General Government Activities 101-299	383,475	
Public Safety Activities 301-399	1,046,100	
Public Works Activities 400-799	577,222	
Other Government Activities 800-999	69,981	
<b>Total General Fund Operating Appropriations</b>	<b>2,076,778</b>	<b>Estimated Beg Fund Balance</b>
<b>Total General Fund Project Appropriations</b>	<b>30,066</b>	<b>1,338,595</b>
<b>Total General Fund Appropriations</b>	<b>2,106,844</b>	
		<b>Estimated Ending Fund Balance</b>
<b>Effect on General Fund's Fund Balance</b>	<b>(377,242)</b>	<b>961,353</b>
<b>202 Major Streets Fund</b>		
<b>Estimated Revenues</b>	<b>Adopted</b>	
Major Streets Fund Estimated Operating Revenues	275,039	
Major Streets Fund Estimated Project Revenues	4,000	
<b>Total Major Streets Fund Estimated Revenues</b>	<b>279,039</b>	
<b>Appropriations</b>	<b>Adopted</b>	
General Government Activities 101-299	500	
Public Safety Activities 301-399	0	
Public Works Activities 400-799	141,221	
Other Government Activities 800-999	0	
<b>Total Major Streets Fund Operating Appropriations</b>	<b>141,721</b>	<b>Estimated Beg Fund Balance</b>
<b>Total Major Streets Fund Project Appropriations</b>	<b>149,872</b>	<b>718,381</b>
<b>Total Major Streets Fund Appropriations</b>	<b>291,593</b>	
		<b>Estimated Ending Fund Balance</b>
<b>Effect on Major Streets Fund's Fund Balance</b>	<b>(12,554)</b>	<b>705,827</b>
<b>203 Local Streets Fund</b>		
<b>Estimated Revenues</b>	<b>Adopted</b>	
Local Streets Fund Estimated Operating Revenue	82,945	
Local Streets Fund Estimated Project Revenue	16,000	
<b>Total Local Streets Fund Estimated Revenue</b>	<b>98,945</b>	

<b>Appropriations</b>	<b>Adopted</b>	
General Government Activities 101-299	500	
Public Safety Activities 301-399	0	
Public Works Activities 400-799	112,543	
Other Government Activities 800-999	0	
<b>Total Local Streets Fund Operating Appropriations</b>	<b>113,043</b>	<b>Estimated Beg Fund Balance</b>
<b>Total Local Streets Fund Project Appropriations</b>	<b>33,500</b>	<b>85,517</b>
<b>Total Local Streets Fund Appropriations</b>	<b>146,543</b>	
		<b>Estimated Ending Fund Balance</b>
<b>Effect on Local Streets Fund's Fund Balance</b>	<b>(47,598)</b>	<b>37,919</b>

**226 Garbage Fund**

<b>Estimated Revenues</b>	<b>Adopted</b>	
Garbage Fund Estimated Operating Revenue	344,631	
Garbage Fund Estimated Project Revenue	0	
<b>Total Garbage Fund Estimated Revenue</b>	<b>344,631</b>	
<b>Appropriations</b>	<b>Adopted</b>	
General Government Activities 101-299	89,070	
Public Safety Activities 301-399	0	
Public Works Activities 400-799	368,253	
Other Government Activities 800-999	20,332	
<b>Total Garbage Fund Operating Appropriations</b>	<b>477,655</b>	<b>Estimated Beg Fund Balance</b>
<b>Total Garbage Fund Project Appropriations</b>	<b>0</b>	<b>387,332</b>
<b>Total Garbage Fund Appropriations</b>	<b>477,655</b>	
		<b>Estimated Ending Fund Balance</b>
<b>Effect on Garbage Fund's Fund Balance</b>	<b>(133,024)</b>	<b>254,308</b>

**248 Downtown Development Authority Fund**

<b>Estimated Revenues</b>	<b>Adopted</b>	
DDA Fund Estimated Operating Revenue	1,280	
DDA Fund Estimated Project Revenue	1,000	
<b>Total DDA Fund Estimated Revenue</b>	<b>2,280</b>	
<b>Appropriations</b>	<b>Adopted</b>	
General Government Activities 101-299	6,750	
Public Safety Activities 301-399	0	
Public Works Activities 400-799	0	
Other Government Activities 800-999	0	
<b>Total DDA Fund Operating Appropriations</b>	<b>6,750</b>	<b>Estimated Beg Fund Balance</b>
<b>Total DDA Fund Project Appropriations</b>	<b>2,500</b>	<b>36,443</b>
<b>Total DDA Fund Appropriations</b>	<b>9,250</b>	
		<b>Estimated Ending Fund Balance</b>
<b>Effect on Local Streets Fund's Fund Balance</b>	<b>(6,970)</b>	<b>29,473</b>

**265 Drug Enforcement Fund**

<b>Estimated Revenues</b>	<b>Adopted</b>
Drug Enforcement Fund Estimated Operating Revenue	0
Drug Enforcement Fund Estimated Project Revenue	0
<b>Total Drug Enforcement Estimated Revenue</b>	<b>0</b>

<b>Appropriations</b>	<b>Adopted</b>	
General Government Activities 101-299	0	
Public Safety Activities 301-399	11,966	
Public Works Activities 400-799	0	
Other Government Activities 800-999	0	
<b>Total Drug Enforcement Fund Operating Appropriations</b>	<b>11,966</b>	<b>Estimated Beg Fund Balance</b>
<b>Total Drug Enforcement Fund Project Appropriations</b>	<b>0</b>	<b>14,121</b>
<b>Total Drug Enforcement Fund Appropriations</b>	<b>11,966</b>	<b>Estimated Ending Fund Balance</b>
<b>Effect on Drug Enforcement Fund's Fund Balance</b>	<b>(11,966)</b>	<b>2,154</b>

#### **275 Senior Citizens Fund**

<b>Estimated Revenues</b>	<b>Adopted</b>	
Senior Citizens Fund Estimated Operating Revenue	0	
Senior Citizens Fund Estimated Project Revenue	0	
<b>Total Senior Citizens Estimated Revenue</b>	<b>0</b>	

<b>Appropriations</b>	<b>Adopted</b>	
General Government Activities 101-299	0	
Public Safety Activities 301-399	0	
Public Works Activities 400-799	2	
Other Government Activities 800-999	0	
<b>Total Senior Citizens Fund Operating Appropriations</b>	<b>2</b>	<b>Estimated Beg Fund Balance</b>
<b>Total Senior Citizens Fund Project Appropriations</b>	<b>0</b>	<b>2</b>
<b>Total Senior Citizens Fund Appropriations</b>	<b>2</b>	<b>Estimated Ending Fund Balance</b>
<b>Effect on Senior Citizens Fund's Fund Balance</b>	<b>(2)</b>	<b>0</b>

#### **350 City Hall Debt Fund**

<b>Estimated Revenues</b>	<b>Adopted</b>	
City Hall Debt Fund Estimated Revenue	81,353	
<b>Total City Hall Debt Fund Estimated Revenue</b>	<b>81,353</b>	

<b>Appropriations</b>	<b>Adopted</b>	
General Government Activities 101-299	0	
Public Safety Activities 301-399	0	
Public Works Activities 400-799	0	
Other Government Activities 800-999	81,330	<b>Estimated Beg Fund Balance</b>
<b>Total City Hall Debt Fund Appropriations</b>	<b>81,330</b>	<b>2,466</b>
<b>Effect on City Hall Debt Fund's Fund Balance</b>	<b>23</b>	<b>Estimated Ending Fund Balance</b>
		<b>2,489</b>

#### **401 Capital Projects Fund**

<b>Estimated Revenues</b>	<b>Adopted</b>
Capital Project Fund Estimated Operating Revenue	0
Capital Project Fund Estimated Project Revenue	0
<b>Total Capital Projects Fund Estimated Revenue</b>	<b>0</b>

<b>Appropriations</b>	<b>Adopted</b>
General Government Activities 101-299	0

Public Safety Activities 301-399	0	
Public Works Activities 400-799	0	
Other Government Activities 800-999	0	
<b>Total Capital Projects Fund Operating Appropriations</b>	<b>0</b>	<b>Estimated Beg Fund Balance</b>
<b>Total Capital Projects Fund Project Appropriations</b>	<b>0</b>	<b>0</b>
<b>Total Capital Projects Fund Total Appropriations</b>	<b>0</b>	
		<b>Estimated Ending Fund Balance</b>
<b>Effect on Capital Projects Fund's Fund Balance</b>	<b>0</b>	<b>0</b>

**402 Fire Equipment Replacement Fund**

	<b>Adopted</b>	
<b>Estimated Revenues</b>		
Fire Equipment Replacement Fund Est Operating Revenue	150	
Fire Equipment Replacement Fund Est Project Revenue	0	
<b>Total Fire Equip Replacement Fund Est Revenue</b>	<b>150</b>	
	<b>Adopted</b>	
<b>Appropriations</b>		
General Government Activities 101-299	0	
Public Safety Activities 301-399	0	
Public Works Activities 400-799	0	
Other Government Activities 800-999	0	
<b>Total Fire Equip Replacement Fund Operating Approp</b>	<b>0</b>	<b>Estimated Beg Fund Balance</b>
<b>Total Fire Equip Replacement Fund Project Approp</b>	<b>0</b>	<b>81,649</b>
<b>Total Fire Equip Replacement Fund Approp</b>	<b>0</b>	
		<b>Estimated Ending Fund Balance</b>
<b>Effect on Fire Equip Replacement Fund's Fund Balance</b>	<b>150</b>	<b>81,799</b>

**590 Water Supply Fund**

	<b>Adopted</b>	
<b>Estimated Revenues</b>		
Water Supply Fund Estimated Operating Revenue	1,510,592	
Water Supply Fund Estimated Project Revenue	0	
<b>Total Water Supply Fund Estimated Revenue</b>	<b>1,510,592</b>	
	<b>Adopted</b>	
<b>Appropriations</b>		
General Government Activities 101-299	135,460	
Public Safety Activities 301-399	0	
Public Works Activities 400-799	1,319,478	
Other Government Activities 800-999	28,832	
<b>Total Water Supply Fund Operating Appropriations</b>	<b>1,483,770</b>	<b>Estimated Beg Fund Balance</b>
<b>Total Water Supply Fund Project Appropriations</b>	<b>0</b>	<b>1,085,109</b>
<b>Total Water Supply Fund Appropriations</b>	<b>1,483,770</b>	
		<b>Estimated Ending Fund Balance</b>
<b>Effect on Water Supply Fund's Fund Balance</b>	<b>26,822</b>	<b>1,111,931</b>

**591 Sanitary Sewer Fund**

	<b>Adopted</b>
<b>Estimated Revenues</b>	
Sanitary Sewer Fund Estimated Operating Revenue	1,088,427
Sanitary Sewer Fund Estimated Project Revenue	0
<b>Total Sanitary Sewer Fund Estimated Revenue</b>	<b>1,088,427</b>
	<b>Adopted</b>
<b>Appropriations</b>	
General Government Activities 101-299	135,838

Public Safety Activities 301-399	0	
Public Works Activities 400-799	799,447	
Other Government Activities 800-999	86,206	
<b>Total Sanitary Sewer Fund Operating Appropriations</b>	<b>1,021,491</b>	<b>Estimated Beg Fund Balance</b>
<b>Total Sanitary Sewer Fund Project Appropriations</b>	<b>125,000</b>	<b>2,067,578</b>
<b>Total Sanitary Sewer Fund Appropriations</b>	<b>1,146,491</b>	
		<b>Estimated Ending Fund Balance</b>
<b>Effect on Sanitary Sewer Fund's Fund Balance</b>	<b>(58,064)</b>	<b>2,009,514</b>
<b>661 Motor Pool Fund</b>		
<b>Estimated Revenues</b>	<b>Adopted</b>	
Motor Pool Fund Estimated Operating Revenue	147,260	
Motor Pool Fund Estimated Project Revenue	0	
<b>Total Motor Pool Fund Estimated Revenue</b>	<b>147,260</b>	
<b>Appropriations</b>	<b>Adopted</b>	
General Government Activities 101-299	19,563	
Public Safety Activities 301-399	80,100	
Public Works Activities 400-799	117,161	
Other Government Activities 800-999	0	
<b>Total Motor Pool Fund Operating Appropriations</b>	<b>216,824</b>	<b>Estimated Beg Fund Balance</b>
<b>Total Motor Pool Fund Project Appropriations</b>	<b>0</b>	<b>207,982</b>
<b>Total Motor Pool Fund Appropriations</b>	<b>216,824</b>	
		<b>Estimated Ending Fund Balance</b>
<b>Effect on Motor Pool Fund's Fund Balance</b>	<b>(69,564)</b>	<b>138,418</b>
<b>Total Estimated Revenues</b>	<b>5,282,279</b>	
<b>Total All Funds Appropriations</b>	<b>5,972,269</b>	

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

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

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

### **Resolution No. 130610-8C**

### **SET 2013-2014 COUNCIL MEETING SCHEDULE**

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

**WHEREAS**, Act 261 of the Public Acts of the State of Michigan of 1968, as amended, requires a public notice of the schedule of regular meetings of the Swartz Creek City Council be given once each calendar year or fiscal year and that said notice shall show the regular dates and times for the meeting and the place at which meetings are held; and

**WHEREAS**, the Act directs that notice be posted prominently at the principle office of the City of Swartz Creek or at the public building at which meetings are held or published in the newspaper of general circulation in Swartz Creek.

**NOW, THEREFORE**, pursuant to the Act, public notice is hereby given that regular meetings for fiscal year 2013-2014 shall be held twice each month, and further, that all meetings shall be held in the City Hall Council Chambers located at 8083 Civic Drive, Swartz Creek, Michigan, unless otherwise provided in advance by the City Council, and further, meetings shall commence at 7:00 P.M. on the following dates:

July 2013:	Monday – 8 <sup>th</sup> Monday – 22 <sup>nd</sup>	
August 2013:	Monday – 12 <sup>th</sup> Monday – 26 <sup>th</sup>	
September 2013:	Monday – 9 <sup>th</sup> Monday – 23 <sup>rd</sup>	
October 2013:	Monday – 14 <sup>th</sup> Monday – 28 <sup>th</sup>	(Columbus Day)
November 2013:	Monday – 11 <sup>th</sup> Monday – 25 <sup>th</sup>	(Veterans Day)
December 2013:	Monday – 2 <sup>nd</sup> Monday – 9 <sup>th</sup>	(One Week Earlier) (Two Weeks Earlier)
January 2014:	Monday – 13 <sup>th</sup> Monday – 27 <sup>th</sup>	
February 2014:	Monday – 10 <sup>th</sup> Monday – 24 <sup>th</sup>	
March 2014:	Monday – 10 <sup>th</sup> Monday – 24 <sup>th</sup>	
April 2014:	Monday – 14 <sup>th</sup> Monday – 28 <sup>th</sup>	
May 2014:	Monday – 12 <sup>th</sup> Tuesday - 27 <sup>th</sup>	(Monday 26 <sup>th</sup> is Memorial Day)
June 2014:	Monday – 9 <sup>th</sup> Monday – 23 <sup>rd</sup>	

**BE IT FURTHER RESOLVED** that the Clerk is hereby directed to post a copy of this resolution in a prominent place in the City Offices of the City of Swartz Creek.

**BE IT FURTHER RESOLVED** that the City Clerk is hereby directed to supply forthwith, upon request, a copy of this resolution to any newspaper of general circulation in the political subdivision in which the meeting will be held and/or to any radio or television station that regularly broadcasts into the City of Swartz Creek.

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

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

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



**Resolution No. 120611-8D**

**2012-2013 YEAR END FISCAL ADJUSTMENTS**

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

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

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

**WHEREAS**, the City Council has reviewed the City’s 2012 - 2013 Fiscal Year Budget and comparative year-to-date balance sheet of expenses and revenues, and finds that it is not in deficit; however, certain department activity line items may be in deficit.

**THEREFORE BE IT RESOLVED**, the Swartz Creek City Council hereby authorizes and directs the City Manager to make all necessary year-end budget adjustment amendments.

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

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

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

**Resolution No. 130610-8E**

**ADOPT CITY-WIDE RATES, FEES AND CHARGES  
(WATER RATE INCREASE)**

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

**WHEREAS**, the City collects rates, fees, fees for permits, charges for services, cost recovery’s and cost recovery for consulting services, and;

**WHEREAS**, such rates, fees, fees for permits, charges for services, cost recovery’s and cost recovery for consulting services are a necessary and essential part of the funding for the services that the City provides, and:

**WHEREAS**, the City’s Code of Ordinances defines and provides for certain rates, fees, fees for permits, charges for services, cost recovery’s and cost recovery for consulting services, and;

**WHEREAS**, other such rates, fees, fees for permits, charges for services, cost recovery’s and cost recovery for consulting services are provided for by resolution of the City Council, statutory provision, past practice, policy and other such actions, and

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

**WHEREAS**, the City has need to implement additional rates, fees, fees for permits, charges for services, cost recovery’s and cost recovery for consulting services to be set by resolution of the City Council, and;

**WHEREAS**, the City desires to have all such rates, fees, fees for permits, charges for services, cost recovery's and cost recovery for consulting services organized into a single resolution that can be visited periodically and adjusted accordingly.

**NOW, THEREFORE**, Be It Resolved the City of Swartz Creek hereby sets its rates, fees, fees for permits, charges for services, cost recovery's and cost recovery for consulting services in accordance with the following schedule, effective immediately or as soon as practical thereafter, table as follows:

**CITY OF SWARTZ CREEK RATES, FEES PERMITS & CHARGES FOR SERVICES**

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

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

<b><u>Offense</u></b>	<b><u>Fine</u></b>
(a) Parking too far from curb	\$ 20.00
(b) Angle parking violations	\$ 20.00
(c) Obstructing traffic	\$ 20.00

Prohibited parking (signs un-necessary)

(d) On sidewalk	\$ 20.00
(e) In front of drive	\$ 20.00
(f) Within intersection	\$ 20.00
(g) Within 15 feet of hydrant	\$ 20.00
(h) On crosswalk	\$ 20.00
(i) Within 20 feet of crosswalk or 15 feet of corner lot lines	\$ 20.00
(j) Within 30 feet of street side traffic sign or signal	\$ 20.00
(k) Within 50 feet of railroad crossing	\$ 20.00
(l) Within 20 feet of fire station entrance	\$ 20.00
(m) Within 75 feet of fire station entrance on opposite side of street (signs required)	\$ 20.00
(n) Beside street excavation when traffic obstructed	\$ 20.00
(o) Double parking	\$ 20.00
(p) On bridge of viaduct or within tunnel	\$ 20.00
(q) Within 200 feet of accident where police in attendance	\$ 20.00
(r) In front of theater	\$ 20.00
(s) Blocking emergency exit	\$ 20.00
(t) Blocking fire escape or fire lane	\$ 50.00
(u) In a handicapped space	\$100.00
(v) In prohibited zone (signs required)	\$ 20.00
(w) In alley (signs required)	\$ 20.00

Parking for prohibited purpose

(x) Displaying vehicle for sale	\$ 20.00
(y) Working or repairing vehicle	\$ 20.00
(z) Displaying advertising	\$ 20.00
(aa) Selling merchandise	\$ 20.00
(bb) Storage over 48 hours	\$ 20.00
(cc) Wrong side boulevard roadway	\$ 20.00
(dd) Loading zone violation	\$ 20.00
(ee) Bus, parking other than bus stop	\$ 20.00

(ff) Taxicab, parking other than cab stand	\$ 20.00
(gg) Bus, taxicab stand violations	\$ 20.00
(hh) Failure to set brakes	\$ 20.00
(ii) Parked on grade wheels not turned to curb	\$ 20.00
(jj) Parked on lawn extension within right of way	\$ 20.00

All \$20.00 violations not paid within 20 days will be assessed a \$10.00 late fee.

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

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

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

**A.** A cost of \$150 shall be assessed to each defendant convicted of O.U.I.L. – O.U.I.D or O.W.I. The cost recovery shall be collected as a part of the fines and costs set by the 67<sup>th</sup> District Court.

**B.** Actual costs shall be assessed to each defendant convicted of O.U.I.L. – O.U.I.D or O.W.I. in which a motor vehicle accident occurred. The cost recovery shall be collected as a part of the fines and costs set by the 67<sup>th</sup> District Court. In the event the court declines collection, they shall be billed direct to the defendant.

**C.** For the purpose of determining costs for extensive investigation and cleanup recovery for emergency response for alcohol related arrests and accidents, the following table shall be used:

Police Personnel	\$40	Per Hour
Police Clerical	30	Per Hour
Police Car	15	Per Hour
Fire Personnel	20	Per Hour
Fire Pumper	250	Per Hour
Fire Support Vehicles	100	Per Hour

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

The cost for purchase of cemetery lots will be \$100.00 per lot.

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

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

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

<u>Elms Park</u>	
Pavilion #1	\$ 70.00
Pavilion #2	\$ 120.00
Pavilion #3	\$ 70.00
Pavilion #4	\$ 120.00

<u>Winshall Park</u>	
Pavilion #1	\$ 70.00
Pavilion #2	\$ 70.00
Pavilion #3	\$ 70.00

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

\$25.00

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

\$100.00

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

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

*Rates for Quarterly Billings*

**Readiness to serve charge**

5/8", 3/4", 1"	\$47.45
1.5"	\$200.70
2"	\$321.12
3"	\$602.10
6"	\$2,007.00

**Commodity charge (per 100 cubic feet of water consumed): \$3.88**

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

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

(C) There shall be a Twenty Dollar (\$20.00) charge for shutting off the water service pursuant to such request and a Twenty Dollar (\$20.00) charge for turning the water service back on, if the shut off or turn on is performed during normal business hours. If this shut off or turn on is performed outside of normal business hours, the charge shall be One-Hundred Dollars (\$100.00). Such charges shall also apply if water is shut off or turned back on pursuant to account delinquency. The City Manager may waive shut off and turn on fees for reasonable cause.

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

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

**Bulk Water Purchases**

1 cubic ft. = 7.4805

Gallons

Gallons	Cubic ft.	Cost	
3,740	499.96658	\$83.17	(minimum charge)
5,000	668.40452	\$91.10	
10,000	1336.809	\$122.68	
15,000	2005.2136	\$154.21	
20,000	2673.6181	\$185.78	

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

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

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

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

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

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

*Rates for Quarterly Billings*

Readiness to serve charge (per metered account):	\$48.70
Readiness to serve charge (non-metered accounts):	\$119.58
Commodity charge (per 100 cubic feet of water consumed):	\$1.57

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

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

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

\$300 per cut

**13. Building & Trade Inspection Fees**

**A. Building Permit Fees: Appendix A 21.06**

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

**B. Electrical Inspection Fees**

Application Fee (non-refundable) \$50

**Service**

Through 200 Amp.	\$10
Over 200 Amp. thru 600 Amp.	\$15
Over 600 Amp. thru 800 Amp.	\$20
Over 800 Amp. thru 1200 Amp.	\$25
Over 1200 Amp. (GFI only)	\$50
Circuits	\$5
Lighting Fixtures-per 25	\$6
Dishwasher	\$5
Furnace-Unit Heater	\$5
Electrical-Heating Units (baseboard)	\$4
Power Outlets (ranges, dryers, etc.)	\$7

**Signs**

Unit	\$10
Letter	\$15

Neon-each 25 feet	\$20
Feeders-Bus Ducts, etc.-per 50'	\$6
Mobile Home Park Site	\$6
Recreational Vehicle Park Site	\$4

**K.V.A. & H.P.**

Units up to 20	\$6
Units 21 to 50 K.V.A. or H.P.	\$10
Units 51 K.V.A. or H.P. & over	\$12

**Fire Alarm Systems (excl. smoke detectors)**

Up to 10 devices	\$50
11 to 20 devices	\$100
Over 20 devices	\$5 each

**Data/Telecommunication Outlets**

1-19 devices	\$5 each
20-300 devices	\$100
Over 300 devices	\$300
Energy Retrofit-Temp. Control	\$45
Conduit only or grounding only	\$45

**Inspections**

Special/Safety Insp. (includes cert. fee)	\$50
Additional Inspection	\$50
Final Inspection	\$50
Certification Fee	\$20

**C. Mechanical Inspection Fees**

Application Fee (non-refundable)	\$50
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**Residential Heating System** (includes duct & pipe, new building only)

Gas/Oil Burning Equipment (furnace, roof top units, generators)	\$50
Boiler	\$30
Water Heater	\$30
Damper	\$5
Solid Fuel Equip. (includes chimney)	\$5
Gas Burning Fireplace	\$30
Chimney, factory built (installed separately)	\$30
Solar; set of 3 panels-fluid transfer (includes piping)	\$25
Gas piping; each opening-new installation (residential)	\$20
Air Conditioning (includes split systems)	\$5
RTU-Cooling only	\$30
Heat Pumps (complete residential)	\$30
Dryer, Bath & Kitchen Exhaust	\$5

**Tanks**

Aboveground	\$20
Aboveground Connection	\$20
Underground	\$25
Underground Connection	\$25
Humidifiers/Air Cleaners	\$10

**Piping-minimum fee \$25**

Piping	\$.05/ft
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Process piping	\$ .05/ft
Duct-minimum fee \$25	\$ .10/ft
Heat Pumps; Commercial (pipe not included)	\$20
<b><u>Air Handlers/Heat Wheels</u></b>	
Under 10,000 CFM	\$20
Over 10,000 CFM	\$60
Commercial Hoods/Exhausters	\$15
Heat Recovery Units	\$10
V.A.V. Boxes	\$10
Unit Ventilators	\$10
Unit Heaters (terminal units)	\$15
<b><u>Fire Suppression/Protection</u></b>	
(includes piping) –minimum fee \$20	\$.75/head
Evaporator Coils	\$30
Refrigeration (split system)	\$30
Chiller	\$30
Cooling Towers	\$30
Compressor/Condenser	\$30
<b><u>Inspections</u></b>	
Special/Safety Insp. (includes cert. fee)	\$50
Additional Inspection	\$50
Final Inspection	\$50
Certification Fee	\$20
<b>D. Plumbing Inspection Fees</b>	
Application Fee (non-refundable)	\$50
<b><u>Mobile Home Park Site</u></b>	
Fixtures, floor drains, special drains,	\$5 each
Water connected appliances	\$5 each
Stacks (soil, waste, vent and conductor)	\$3 each
Sewage ejectors, sumps	\$5 each
Sub-soil drains	\$5 each
<b><u>Water Service</u></b>	
Less than 2"	\$5
2" to 6"	\$25
Over 6"	\$50
Connection (bldg. drain-bldg. sewers)	\$5
<b><u>Sewers (sanitary, storm or combined)</u></b>	
Less than 6"	\$5
6" and Over	\$25
Manholes, Catch Basins	\$5 each
<b><u>Water Distributing Pipe (system)</u></b>	
¾" Water Distribution Pipe	\$5
1" Water Distribution Pipe	\$10
1 ¼" Water Distribution Pipe	\$15
1 ½" Water Distribution Pipe	\$20
2" Water Distribution Pipe	\$25
Over 2" Water Distribution Pipe	\$30
Reduced pressure zone back-flow preventer	\$5 each
Domestic water treatment and filtering equipment only	\$5

Medical Gas System \$45

**Inspections**

Special/Safety Insp. (includes cert. fee) \$50  
Additional Inspection \$50  
Final Inspection \$50  
Certification Fee \$20

**14. Appendix B: Franchises**

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

**15. Miscellaneous Fees**

A. *Copies:*

Black & White: 50¢ for the first page & 10¢ for each additional page.

Color or Mixed Color and Black & White: 50¢ for the first page & 20¢ for each additional page.

B. *Freedom of Information Act Requests:*

50¢ for the first page and 10¢ for each additional page (20¢ for color or mixed color and black & white) plus all actual costs for outside re-production (i.e. photo re-prints, blueprint copies, etc.). Extensive search requests shall have an additional per hour fee equal to wages only of the lowest paid clerical position employed with the City.

C. *Police Reports:*

\$5 for copies under 6 pages, 10¢ for each page thereafter. Extensive research, reproduction costs, etc. shall be charged in accordance with F.O.I.A. requests.

D. *Gun Registrations, Permits & Safety Inspections:*

No Charge

E. *Towing & Impound Fees:*

\$100 for each vehicle towed as incidental to arrest or other civil custody. \$100 for each vehicle towed as abandoned. The Chief of Police may, at his/her discretion, waive any towing fee when in his/her opinion, special circumstance exists. A report shall be filed when any such action is taken.

F. *Weddings:*

\$25 per ceremony

G. *Fax Services:*

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

H. *Notary Services:*

\$5.00 per item

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

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

A. Site Plan Review:

Single & Multiple-Family (non-plat)	\$300 plus \$5.00 per lot
Cluster Housing Development	\$300 plus \$5.00 per unit
Mobile Home Park	\$400 plus \$5.00 per unit
Commercial Development	\$450 plus \$50.00 per acre/fraction
Industrial Development	\$400 plus \$50.00 per acre/fraction
Office Development	\$350 plus \$50.00 per acre/fraction
Institutional	\$300 plus \$50.00 per acre/fraction
Public/semi-public uses	\$300 plus \$50.00 per acre/fraction

Special Approval or Conditional Use	\$250 plus \$5.00 per acre/fraction
PUD/Mixed Use Review	\$500 plus \$50.00 per acre/fraction Consulting
Fees (All Reviews)	Actual consultant costs
Revisions	½ of original review fee

**B. Building and Zoning:**

Swimming Pool Permit	\$25
Zoning Permit	\$25
Sidewalk Permit	\$25
Sign Permit	See Building Permits
Structure Movement Permit	\$95
Demolition Permit (Including ROW Permit)	\$150
Right of Way Permit	\$100
Home Occupation Permit	\$95
Variance Review	\$250 per variance
Lot Split/Combination: City Ordinance Section 16.2	\$150 plus \$5.00 per lot
Public or Private Road Plan Reviews	\$400 per mile/fraction
Consulting Fees	Actual consultant costs
Zoning Code	\$10 CD, \$25 Paper Copy
Engineering Standards Manual	\$10 CD, \$25 Paper Copy

**C. Subdivision Review**

Preliminary Subdivision Review-Tentative	\$300 plus \$5.35 per lot
Preliminary Subdivision Review- Final	\$160 plus \$2.70 per lot
Final Plat Review	\$160 plus \$1.00 per lot

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

Civic Infraction Citation Fines:

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

Civic Infraction Notice Fines:

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

**ADOPTION & REVISION HISTORY:**

Resolution No. 050711-07	Dated July 11, 2005
Resolution No. 100208-06	Dated February 8, 2010
Resolution No. 101206-04	Dated December 6, 2010 (Water-Sewer-RTS)
Resolution No. 111114-05	Dated November 14, 2011 (Park Fees)
Resolution No. 110613-07	Dated June 13, 2011 (Water Fees)
Resolution No. 120611-05	Dated June 11, 2012 (Water Fees)
Resolution No. 120709-05	Dated July 9, 2012 (Bulk Water Fees)
Resolution No. 130610-8E	Dated June 10, 2013 (Water Fees)

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

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

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

**Resolution No. 130610-8F**

**FIRE APPARATUS PURCHASE, ENDORSE CONCEPT**

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

**WHEREAS**, the Swartz Creek Area Fire Department has identified the need to purchase an engine – squad combination vehicle apparatus; and

**WHEREAS**, initial cost model shows the gross purchase price for a custom designed unit to be \$633,000 with an adjusted cost of \$522,000 using the CIP Fund, one half each of which would be the responsibility of Clayton Township and the City, being \$261,000; and

**WHEREAS**, the City Council endorses the general concept of the purchase of an engine - squad, however, has not reviewed comparatives of commercial vs. custom constructed chassis or any other specifications that may accompany such a purchase.

**NOW, THEREFORE, I Move** the City of Swartz Creek hereby endorse the concept of the purchase of an engine – squad apparatus, and further, seek an endorsement of commitment from Clayton Township, or absent this, a denial to participate.

**BE IT FURTHER RESOLVED** that in the event the Township desires to commit to the concept of the purchase of an engine – squad, that the Swartz Creek Area Fire Board seek dual bids relative to commercial and custom built chassis as well as detailed financing options, and bring all such data back to both the Township of Clayton Board and the Swartz Creek City Council for review and final decision.

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

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

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

**Resolution No. 130610-8G**

**PARADE – STREET USAGE PERMIT, CITY OF SWARTZ CREEK**

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

**I Move** the Swartz Creek City Council on behalf of the City of Swartz Creek, approve and authorize the Swartz Creek Veterans Committees’ application for street usage – parade permit for Friday, June 14, 2013 from 6:00 p.m. until 6:30 p.m. for purposes of conducting a parade, route to be south on Frederick Street, west on Miller Road, north on Fortino Drive to the Civic Veterans Memorial Park, under the following stipulations:

1. Under the insurance policy of the City.
2. No objects of any kind to be thrown or handed from, to or at any vehicle, trailer, float, or similar, or from any pedestrian, and further, that the Veterans Committee establish and maintain a list of all participants and/or entries in the parade that identifies a contact person, such contact to be informed by

the Veterans Committee of the stipulation and motor vehicle code enforcement actions for violations thereof.

3. General approval, and under the direction and control of the Office of the Chief of Police.

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

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

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

**City of Swartz Creek**  
**Regular Council Meeting Minutes**  
*Of the Meeting Held*  
**Tuesday May 28, 2013 7:00 P.M.**

**CITY OF SWARTZ CREEK**  
**SWARTZ CREEK, MICHIGAN**  
**MINUTES OF THE COUNCIL MEETING**  
**DATE 5/28/2013**

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

Invocation and Pledge of Allegiance to the Flag.

Councilmembers Present: Abrams, Gilbert, Hurt, Krueger, Porath, Shumaker.

Councilmembers Absent: Hicks.

Staff Present: City Manager Paul Bueche, City Clerk Juanita Aguilar,

Others Present: Boots Abrams, Bob Plumb, Tommy Butler, Jim Florence, Lou Fleury.

**Resolution No. 130528-01**

**(Carried)**

Motion by Councilmember Hurt  
Second by Councilmember Gilbert.

**I Move** the Swartz Creek City Council excuse the absence of Councilmember Hicks.  
YES: Gilbert, Hurt, Krueger, Porath, Shumaker, Abrams.  
NO: None. Motion Declared Carried.

**APPROVAL OF MINUTES**

**Resolution No. 130528-02**

**(Carried)**

Motion by Councilmember Porath  
Second by Councilmember Hurt

**I Move** the Swartz Creek City Council hereby approve the Minutes of the Regular Council Meeting, held Monday, May 13, 2013 to circulated and placed on file.

YES: Hurt, Krueger, Porath, Shumaker, Abrams, Gilbert.  
NO: None. Motion Declared Carried.



**APPROVAL OF AGENDA**

**Resolution No. 130528-03**

**(Carried)**

Motion by Mayor Pro Tem Abrams  
Second by Councilmember Hurt

**I Move** the Swartz Creek City Council approves the Agenda, as amended, for the Regular Council Meeting of May 28, 2013, to be circulated and placed on file.

YES: Hurt, Krueger, Porath, Shumaker, Abrams, Gilbert.  
NO: None. Motion Declared Carried.

**REPORTS AND COMMUNICATIONS:**

**City Manager’s Report**

**Resolution No. 130528-04**

**(Carried)**

Motion by Councilmember Shumaker  
Second by Councilmember Hurt

**I Move** the Swartz Creek City Council approve the City Manager’s Report of May 28, 2013, to be circulated and placed on file.

YES: Krueger, Porath, Shumaker, Abrams, Gilbert, Hurt.  
NO: None. Motion Declared Carried.

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

**MEETING OPENED TO THE PUBLIC:**

None.

**COUNCIL BUSINESS:**

**Public Hearing, 2013-2014 FY Budget**

City Manager Paul Bueche went through budget line items and explained them.

Public Hearing Open:

Tommy Butler wanted to know if anyone saw the news about getting more money for the City. City Manager Paul Bueche responded that he was aware of it but it’s a minimal amount compared to what we have lost in the last few years.

Tommy Butler asked is there any plans for the future for funding. Mr. Bueche replied that for a number of years we have cut expenses and that we would be looking for long term solutions.

Mayor David Krueger commented that the people are the ones who are going to have to raise the taxes.

Jim Florence wanted to know where are all the Representatives from Lansing, who represent us, except when it is time for election. Mr. Bueche responded that Lansing has made it clear that we are on our own.

Public Hearing Closed.

### **SET 2013-2014 FISCAL YEAR LEVY**

**Resolution No. 130528-05**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Hurt

**I Move** the Swartz Creek City Council set the 2013-2014 Fiscal Year Levy for summer tax collection, in accordance with State Statute and City Ordinance, as follows:

<b>General Operating Levy:</b>	<b>4.8289 Mills</b>
<b>Sanitation Levy:</b>	<b><u>2.3500 Mills</u></b>
<b>Total:</b>	<b>7.1789 Mills</b>

YES: Porath, Shumaker, Abrams, Gilbert, Hurt, Krueger,  
NO: Motion Declared Carried

### **APPROPRIATION, INTERSECTION REPAIRS**

**Resolution No. 130528-06**

**(Carried)**

Motion by Councilmember Hurt  
Second by Mayor Pro Tem Abrams

**I Move** the City of Swartz Creek appropriate an amount not to exceed \$4,585 plus 15% contingency, to Delta Paving of Flint Michigan, for the mill and resurfacing of the approaches of the intersections of Winston at Miller and Fairchild at Miller, funds to be assigned to 202 Major Streets.

YES: Shumaker, Abrams, Gilbert, Hurt, Krueger, Porath.  
NO: Motion Declared Carried

### **PARK USAGE REQUEST, SWARTZ CREEK ART GUILD**

**Resolution No. 130528-06A**

**(Postponed)**

Motion by Councilmember Porath

Second by Hurt

**I Move** the City of Swartz Creek tentatively accept the park use request from the Swartz Creek Art Guild for September 13<sup>th</sup> & 14<sup>th</sup> 2014, and refer the matter to the Swartz Creek Parks & Recreation Board for a recommendation on the event as well as future policy for similar full use reservation vents.

**Resolution No. 130528-06B**

**(Carried)**

Motion by Mayor Pro Tem Abrams  
Second by Councilmember Hurt

**I Move** the City of Swartz Creek postpone Resolution No. 130528-06 and refer back to staff for consideration.

YES: Abrams, Gilbert, Hurt, Krueger, Porath, Shumaker.  
NO: Motion Declared Carried

**PARK FEE WAIVER, FAIRWINDS SCOUT COUNCIL**

**Resolution No. 130528-07**

**(Carried)**

Motion by Mayor Pro Tem Abrams  
Second by Councilmember Hurt

**I Move** the City of Swartz Creek grant a waiver of fees and approve the use of Elms Road Park Pavilion #2 on Sunday, September 5, 2013, 12:00 noon to 6:00pm, for the Girl Scouts Fairwinds Council.

YES: Gilbert, Hurt, Krueger, Porath, Shumaker, Abrams.  
NO: Motion Declared Carried

**ADOPT TITLE VI & LIMITED ENGLISH PROFICIENCY PLAN**

**Resolution No. 130528-08**

**(Carried)**

Motion by Councilmember Shumaker  
Second by Councilmember Gilbert

**I Move** the City of Swartz Creek adopt a Title VI Compliancy and Limited English Proficiency Plan, as follows:

**CITY OF SWARTZ CREEK  
TITLE VI  
NON-DISCRIMINATION PLAN**

**8083 Civic Drive  
Swartz Creek, MI 48473  
Phone: 810 635-4464**

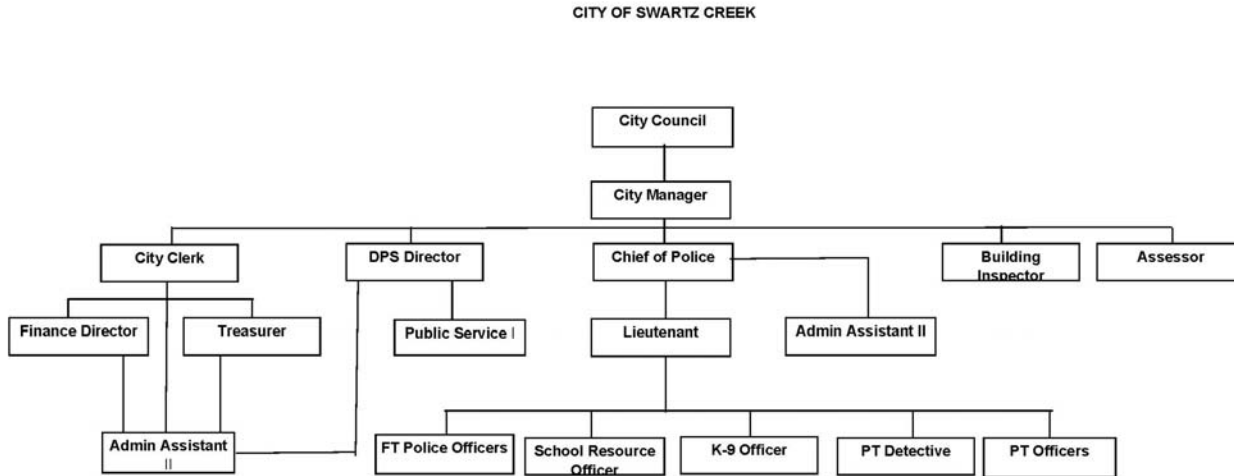
Fax: 810 635-2887  
Website: [www.cityofswartzcreek.org](http://www.cityofswartzcreek.org)

**Title VI Coordinator:**  
Paul D. Bueche, City Manager  
Phone: 810 635-4464  
Fax: 810 635-2887  
Email: [pbueche@cityofswartzcreek.org](mailto:pbueche@cityofswartzcreek.org)

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# CITY OF SWARTZ CREEK'S ORGANIZATION CHART



## INTRODUCTION

The City of Swartz Creek is a Michigan Municipal Corporation established by charter in 1959, pursuant to PA 279 of 1909, as amended. The City is charged with the preservation of public peace and to provide for the health, safety and welfare of its residents and visitors, including minority populations, low-income populations, the elderly, persons with disabilities, and those who traverse the state of Michigan. The City recognizes its responsibility to provide fairness and equity in all of its programs, services, and activities, and that it must abide by and enforce federal and state civil rights legislation.

Title VI of the Civil Rights Act of 1964, is the overarching civil rights law which prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that, “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.” Title VI has been broadened by related statutes, regulations and executive orders. Discrimination based on sex is prohibited by Section 324 of the Federal-Aid Highway Act, which is the enabling legislation of the Federal Highway Administration (FHWA). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 prohibit unfair and inequitable treatment of persons as a result of projects which are undertaken with Federal financial assistance. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of federal-aid recipients and contractors whether those programs and activities are federally funded or not.

In addition to statutory authorities, Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” signed in February of 1994, requires federal agencies to achieve Environmental Justice as part of its mission by identifying disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations. Environmental Justice Initiatives are accomplished by involving the potentially affected public in the development of transportation projects that fit within their communities without sacrificing safety or mobility. In 1997, the U.S. Department of Transportation (USDOT) issued its DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations to

summarize and expand upon the requirements of Executive Order 12898 on Environmental Justice. Also, Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency (LEP),” provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance.

As a recipient of federal financial assistance, the City of Swartz Creek must provide access to individuals with limited ability to speak, write, or understand the English language. The City of Swartz Creek will not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under its programs or projects. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color or national origin. Therefore, the primary goals and objectives of the City of Swartz Creek’s Title VI Program are:

1. To assign roles, responsibilities, and procedures for ensuring compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives;
2. To ensure that people affected by City programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;
3. To prevent discrimination in the City of Swartz Creek’s programs and activities.
4. To establish procedures for identifying impacts in any program, service, or activity that may create illegal adverse discrimination on any person because of race, color, national origin, age, sex, or disability; or on minority populations, low-income populations, the elderly, and all interested persons and affected Title VI populations;
5. To establish procedures to annually review Title VI compliance within specific program areas within the City.
6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in the City’s services, programs or activities.

As the sub-recipient of federal transportation funds, the City of Swartz Creek must comply with federal and state laws, and related statutes, to ensure equal access and opportunity to all persons, with respect to transportation services, facilities, activities, and programs, without regard to race, color, religion, national origin, sex, socio-economic status, or geographical location.

The City of Swartz Creek shall also ensure that their sub-recipients adhere to state and federal law and include in all written agreements or contracts, assurances that the sub-recipient must comply with Title VI and other related statutes. The City of Swartz Creek, as a sub-recipient who distributes federal transportation funds, shall monitor their sub-recipients for voluntary compliance with Title VI. In the event that non-compliance is discovered, the City will make a good faith effort to ensure that the sub-recipient corrects any deficiencies arising out of complaints related to Title VI; and that sub-recipients will proactively gauge the impacts of any program or activity on minority populations and low-income populations, the elderly, persons with disabilities, all interested persons and affected Title VI populations.

### **Discrimination under Title VI**

There are two types of illegal discrimination prohibited under Title VI and its related statutes. One type of discrimination which may or may not be intentional is “disparate treatment.” Disparate treatment is defined as treating similarly situated persons differently because of their race, color, national origin, sex, disability, or age.

The second type of illegal discrimination is “disparate impact.” Disparate impact discrimination occurs when a “neutral procedure or practice” results in fewer services or benefits, or inferior services or benefits, to members of a protected group. With disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent.

The City of Swartz Creek’s efforts to prevent such discrimination must address, but not be limited to, a program’s impacts, access, benefits, participation, treatment, services, contracting opportunities, training, investigation of complaints, allocation of funds, prioritization of projects, and the overarching functions of planning, project development and delivery, right-of-way, construction, and research.



The City of Swartz Creek has developed this Title VI Plan to assure that services, programs, and activities of the City are offered, conducted, and administered fairly, without regard to race, color, national origin, sex, age, or disability of the participants or beneficiaries of federally funded programs, services, or activities (see Title VI Assurances).

**CITY OF SWARTZ CREEK  
NON-DISCRIMINATION POLICY STATEMENT**

The City of Swartz Creek reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” In applying this policy, the City and its sub-recipients of federal funds shall not:

1. Deny any individual with any services, opportunity, or other benefit for which such individual is otherwise qualified;
2. Provide any individual with any service, or other benefit, which is inferior (in quantity or quality) to, or which is provided in a different manner from that which is provided to others;
3. Subject any individual to segregated or disparate treatment in any manner related to such individual’s receipt of services or benefits;
4. Restrict an individual in any way from the enjoyment of services, facilities or any other advantage, privilege or other benefit provided to others;
5. Adopt or use methods of administration, which would limit participation by any group of recipients or subject any individual to discrimination;
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;
7. Permit discriminatory activity in a facility built in whole or in part with federal funds;
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program;
9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English speaking ability, when requested and as appropriate;
10. Subject an individual to discriminatory employment practices under any federally funded program whose objective is to provide employment;
11. Locate a facility in any way, which would limit or impede access to a federally-funded service or benefit.

The City of Swartz Creek will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program’s operation, procedures will be promptly implemented to resolve Title VI issues all within a period not to exceed 90 days.

The City of Swartz Creek designates Paul Bueche, City Manager as the Title VI Coordinator. The City Manager will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the City of Swartz Creek complies with the Title VI regulations and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the City of Swartz Creek and Title VI may be directed to the City Manager, 8083 Civic Dr., Swartz Creek, MI. 48473; Phone: 810 635-4464; Fax: 810 635-2887; Email: [pbueche@cityofswartzcreek.org](mailto:pbueche@cityofswartzcreek.org).

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David Krueger, Mayor

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Paul D. Bueche, City Manager

**CITY OF SWARTZ CREEK  
TITLE VI ASSURANCE**

The City of Swartz Creek (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-Assisted Programs for the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of gender, race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and hereby gives assurances that it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7 (a) (1) and (b) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the Federal Aid Highway Program:

1. That the Recipient agrees that each "program" and each "facility as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

“The (Recipient), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, SubTitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision

of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.

9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom it delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

City of Swartz Creek

\_\_\_\_\_  
Paul D. Bueche, City Manager

\_\_\_\_\_  
Date

#### **AUTHORITIES**

##### **Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h);**

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, sex, low income, and disability.

The Civil Rights Restoration Act of 1987 also broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

**Federal Aid Highway Act of 1973, 23 USC 324:** No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

**Age Discrimination Act of 1975, 42 USC 6101:** No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

**Americans With Disabilities Act of 1990 PL 101-336:** No qualified individual with a disability shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination by a department, agency, special purpose district or other instrumentality of a state or local government.

**Section 504 of the Rehabilitation Act of 1973:** No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

**USDOT Order 1050.2:** Standard Title VI Assurances

**EO12250:** Department of Justice Leadership and coordination of Non-discrimination Laws.

**EO12898:** Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

**28 CFR 50.3:** Guidelines for the enforcement of Title VI of the Civil Rights Act of 1964.

**EO13166:** Improving Access to Services for Persons with Limited English Proficiency.

## **DEFINITIONS**

Adverse Effects – The totality of significant individual or cumulative human health or environmental effects including interrelated social and economic effects, which may include, but are not limited to: (See Appendix E for additional discussion of “significant”)

- Bodily impairment, infirmity, illness or death
- Air, noise and water pollution and soil contamination
- Destruction or disruption of man-made or natural resources
- Destruction or diminution of aesthetic values
- Destruction or disruption of community cohesion or community’s economic vitality
- Destruction or disruption of the availability of public and private facilities and services
- Adverse employment effects
- Displacement of person’s businesses, farms or non-profit organizations
- Increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community
- Denial of, reduction in, or significant delay in the receipt of benefits of the City programs, policies and activities

Federal Assistance – Includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, federal property or any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and any federal agreement, arrangement or other contract which has, as one of its purposes, the provision of assistance.

Limited English Proficiency - Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit provided by the City.

Low-Income – A person whose median household income is at or below the Department of Health and Human Service Poverty guidelines (see <http://aspe.hhs.gov/poverty/>).

Low-Income Population – Any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City program, policy or activity.

Minority – A person who is:

- a. Black – A person having origins in any of the black racial groups of Africa;
- b. Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- c. Asian American – A person having origins in any of the original people of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; or
- d. American Indian and Alaskan Native – A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

Minority Population – Any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City program, policy or activity.

Non-Compliance – A recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI and related statutes.

Persons – Where designation of persons by race, color or national origin is required, the following designation ordinarily may be used; “White not of Hispanic origin”, “Black not of Hispanic origin”, “Hispanic”, “Asian or Pacific Islander”,

“American Indian or Alaskan Native”. Additional sub-categories based on national origin of primary language spoken may be used, where appropriate, on either a national or a regional basis.

**Program** – Includes any road or park project including planning or any activity for the provision of services financial aid or other benefits to individuals. This includes education or training, work opportunities, health welfare, rehabilitation, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

**Recipient** - Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

**Significant Adverse effects on Minority and Low-Income Populations** – An adverse affect that:

- a. is predominantly borne by a minority population and/or a low-income population, or
- b. will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

**Sub-Recipient** – Any agency such as a council of governments, regional planning agency, or educational institution, for example, that received Federal Highway Administration (FHWA) funds through the State DOT and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.

## **ADMINISTRATION – GENERAL**

The City of Swartz Creek designates Paul D. Bueche, City Manager as the Title VI Coordinator (hereinafter referred to as the “Title VI Coordinator”). Mr. Bueche shall have lead responsibility for coordinating the administration of the Title VI and related statutes, programs, plans, and assurances.

**Complaints:** If any individual believes that he/she or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or service, or on the grounds of race, color, national origin (including Limited English Proficiency), sex, age or disability, he/she may exercise his/her right to file a complaint with the City. Complaints may be filed with the Title VI Coordinator. Every effort will be made to resolve complaints informally at the lowest level.

**Data Collection:** Statistical data on race, color, national origin, English language ability and sex of participants in and beneficiaries of the City; e.g., impacted citizens and affected communities will be gathered and maintained by the City. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

**Program Reviews:** Special emphasis program reviews will be conducted based on the annual summary of Title VI activities, accomplishments, and problems. The reviews will be conducted by the Title VI Coordinator to assure effectiveness in their compliance of Title VI provisions. The Title VI Coordinator will coordinate efforts to ensure the equal participation in all their programs and activities at all levels. The City does not have any special emphasis programs at this time.

**Title VI Reviews on Sub-Recipients:** Title VI compliance reviews will be conducted annually by the Title VI Coordinator. Priority for conducting reviews will be given to those recipients of federal (U.S. Department of Transportation) funds with the greatest potential of impact to those groups covered by the Act. The reviews will entail examination of the recipients’ adherence to all Title VI requirements. The status of each review will be reported in the annual update and reported to relevant U.S. Department of Transportation (USDOT) modes upon request.

**Annual Reporting Form:** The Title VI Coordinator will be responsible for coordination, compilation, and submission of the annual reporting form data to the Michigan Department of Transportation (MDOT), Civil Rights Program Unit via the Sub-Recipient Annual Certification Form (MDOT form #0179) by October 5<sup>th</sup>.

Title VI Plan Updates: If updated, a copy of Title VI Plan will be submitted to the MDOT, Civil Rights Program Unit, as soon as the update has been completed, or as soon as practicable, and no later than 30 days if significant changes are made.

Public Dissemination: The City will disseminate Title VI Program information to City employees and to the general public. Title VI Program information will be submitted to sub-recipients, contractors and beneficiaries. Public dissemination will include inclusions of Title VI language in contracts and publishing the Title VI Plan on the City's internet website, at [www.cityofswartzcreek.org](http://www.cityofswartzcreek.org)

Remedial Action: The City, through the Title VI Coordinator, will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it/them in writing to effect compliance may not exceed 90 days from the date the deficiencies are found.

### **LIMITED ENGLISH PROFICIENCY (LEP) PLAN**

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiency<sup>i</sup>, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write and speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounter<sup>i</sup>. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, "LEP," or Limited English Proficient. The Executive Order states that:

"Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities."

Not only do all federal agencies have to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies, to nonprofits and organizations. Title VI covers a recipient's entire program or activity. This means all parts of a recipient's operations are covered, even if only one part of a recipient's organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

The City of Swartz Creek receives funds from the US Department of Transportation via the Federal Highway Administration.

The US Department of Transportation published *Policy Guidance Concerning Recipients' responsibilities to Limited English Proficient Person* in the December 14<sup>th</sup>, 2005 Federal Register.<sup>ii</sup>

The Guidance implies that the City of Swartz Creek is an organization that must follow this guidance:

This guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, among many others. Coverage extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT provides assistance to a state department of transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation—not just the particular highway program or project—are covered by the DOT guidance.

## **Elements of an Effective LEP Policy**

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing and LEP policy or plan. These elements include:

1. Identifying LEP persons who need language assistance
2. Identifying ways in which language assistance will be provided
3. Training Staff
4. Providing notice to LEP persons
5. The recommended method of evaluating accessibility to available transportation services is the Four-Factor Analysis identified by the USDOT.

These recommended plan elements have been incorporated into this plan.

## **Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy**

The DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.
4. The resources available to the City of Swartz Creek and overall cost.

The greater the number or proportion of eligible LEP persons, the greater the frequency with which they have contact with a program, activity, or service and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of DOT's guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments.

Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets.

The DOT guidance is modeled after the Department of Justice's guidance and requires recipients and sub-recipients to take steps to ensure meaningful access to their programs and activities to LEP persons. More information for recipients and sub-recipients can be found at <http://www.lep.gov>.

## **The Four-Factor Analysis**

This plan uses the recommended four-factor analysis of an individualized assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to the City of Swartz Creek services and activities that may affect their quality of life. Recommendations are then based on the results of the analysis.

### **Factor 1: The Proportion, Numbers and Distribution of LEP Persons**

The Census Bureau has a range for four classifications of how well people speak English. The classifications are: 'very well,' 'well,' 'not well,' and 'not at all.' For our planning purposes, we are considering people that speak English less than 'very well' as Limited English Proficient persons.

As seen in Table #1, the Census 2011 Data for the City of Swartz Creek shows a small amount of the population that would speak English less than 'very well.'

**TABLE #1**

LANGUAGE SPOKEN AT HOME	# OF INDIVIDUALS	PERCENTAGE
Population 5 years and over	4,767	4,767
English only	4,630	97.1%
Language other than English	137	2.9%
Speak English less than "very well"	71	1.5%
Spanish	32	0.7%
Speak English less than "very well"	12	0.3%
Other Indo-European languages	73	1.5%
Speak English less than "very well"	43	0.9%
Asian and Pacific Islander languages	32	0.7%
Speak English less than "very well"	16	0.3%
Other languages	0	0.0%
Speak English less than "very well"	0	0.0%

**Factor 2: Frequency of Contact with LEP Individuals**

The city has conducted an informal survey of our employees with regard to whether they have had encounters with LEP individuals in the performance of their job functions and found that they have had few encounters with LEP individuals. We have offices accessible to the public and therefore accessible to LEP individuals and we have staff that work in the field that could encounter LEP individuals. Additionally, regular City Council meetings are held on the second and fourth Monday of each month which would potentially bring LEP individuals to these meetings. Given the small concentration of LEP individuals as displayed in Table #1 (above) the probability of our employees to encounter and LEP individual is low.

**Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP**

The City of Swartz Creek serves individuals throughout the City in a variety of ways including managing roads, water, sewer, police, fire, elections, and other services to citizens of the City and individuals from outside of the City, such as visitors and those traversing the state. The nature of the services that the City provides is very important to an individual’s day-to-day life. Therefore the denial of services to an LEP individual could have a significant detrimental effect. Although the LEP population in the City is small, we will ensure accessibility to all of our programs, services, and activities.

**Factor 4: The Resources Available to the City of Swartz Creek and Overall Cost**

US Department of Transportation Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

*“Certain DOT recipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written LEP plan.”*

The City of Swartz Creek does serve very few LEP persons and has very limited resources; therefore it has decided to include a LEP section in its Title VI Plan in order to comply with the Executive Order.

**Safe Harbor Stipulation**

Federal law provides a “Safe Harbor” situation so that recipients can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English. A “Safe Harbor” means that if a recipient provides written translation in certain circumstances, such action will be considered strong evidence of compliance with the recipient’s written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is non-compliance, but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four factor analysis. For example, even if a Safe Harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

Strong evidence of compliance with the recipient’s written translation obligations under “Safe Harbor” includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less,



of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally.

This “Safe Harbor” provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

Given the small number of LEP language group members, the City of Swartz Creek budget and number of staff, it is deemed that written translations of vital documents would be so burdensome as to defeat the legitimate objectives of our programs. It is more appropriate for the City of Swartz Creek to proceed with oral interpretation options for compliance with LEP regulations.

### **Providing Notice to LEP Persons**

USDOT LEP guidance says:

Once an agency has decided, based on the four factors, that it will provide language service, it is important that the recipient notify LEP persons of services available free of charge. Recipients should provide this notice in languages LEP persons would understand.

The guidance provides several examples of notification including:

1. Signage in languages that an LEP individual would understand when free language assistance is available with advance notice.
2. Stating in outreach documents that free language services are available from the agency.
3. Working with community-based organizations and other stakeholders to inform LEP individuals of the recipient’s services, including the availability of language assistance services.

Statements in languages that an LEP individual would understand will be placed in public information and public notices informing LEP individuals that person’s requiring language assistance and/or special accommodations will be provided the requested service free of charge, with reasonable advance notice to the City of Swartz Creek.

### **Options and Proposed Actions**

#### **Options:**

Federal fund recipients have two (2) main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis.<sup>iii</sup>

The City of Swartz Creek is defining an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and transfers the meaning of written text from one language into another. The person who translates orally is not a translator, but an interpreter.<sup>iv</sup>

Considering the relatively small size of the City of Swartz Creek, the small number of LEP individuals in the service area, and limited financial resources, it is necessary to limit language aid to the most basic and cost-effective services.

#### **What the City of Swartz Creek will do. What actions will the City of Swartz Creek take?**

- Notify the public that interpreter services are available upon request, with seven day advance notice.
- With advance notice of seven calendar days, the City will provide interpreter services at public meetings, including language translation and signage for the hearing impaired.
- The City will utilize the *Translators Resource List* as provided by MDOT for translation services and verbal interpretation.
- The Census Bureau “I-speak” Language Identification Card will be distributed to all employees that may potentially encounter LEP individuals.

- Once the LEP individual's language has been identified, an agency from the *Translators Resource List* will be contacted to provide interpretation services.
- Publications of the city's complaint form will be made available online and upon request.
- In the event that a City employee encounters an LEP individual, they will follow the procedure listed below:

#### OFFICE ENCOUNTER

1. Provide an I-speak language identification card to determine the language spoken of the LEP individual.
2. Once the foreign language is determined, provide information to Title VI coordinator who will contact an interpreter from MDOT's *Translators Resource List*.
3. If the need is for a document to be translated, the Title VI coordinator may elect to have the document translated and provided to the requestor.

#### ROAD ENCOUNTER

1. Road crew employees will immediately contact the Title VI coordinator for assistance, and provide an I-speak language identification card to the LEP individual to determine the language spoken of the individual.
2. Once the foreign language is determined, provide information to Title VI coordinator who will contact an interpreter from MDOT's *Translators Resource List* to provide telephonic interpretation.
3. If the need is for a document to be translated, the Title VI coordinator will have the document translated and provided to the requestor as soon as possible.

#### IN WRITING

1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.
2. The Title VI Coordinator will contact an translator from the MDOT's *Translators Resource List* to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the selected agency to provide the requested service to the individual in a timely manner.

#### OVER THE PHONE

1. If someone calls into our office speaking another language every attempt will be made to keep that individual on the line until an interpreter can be conferenced into the line and if possible determine the language spoken of the caller.
2. Once the language spoken by the caller has been identified, we will proceed with providing the requested assistance to the LEP individual.

### **The City of Swartz Creek's Staff Training**

The City of Swartz Creek's Staff will be provided training on the requirements for providing meaningful access to services for LEP persons.

### **ENVIRONMENTAL JUSTICE**

**Compliance with Title VI includes ensuring that no minority or low income population suffers "disproportionately high and adverse human health or environmental effect" due to any "programs, policies and activities" undertaken by any agency receiving federal funds. This obligation will be met by the City in the following ways:**

- When planning specific programs or projects, identifying those populations that will be affected by a given program or project.
- If a disproportionate effect is anticipated, following mitigation procedures.
- If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

Disproportionate effects are those effects which are appreciably more severe for one group or predominantly borne by a single group. The City will use U.S. Census data to identify low income and minority populations.

Where a project impacts a small number or area of low income or minority populations, the City will document that:

- Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment; etc.
- The project's impact is unavoidable;
- The benefits of the project far out-weigh the overall impacts; and
- Mitigation measures are being taken to reduce the harm to low income or minority populations.

If it is concluded that no minority and/or low income population groups are present in the project area, the City of Swartz Creek will document how the conclusion was reached. If it is determined that one or more of these population groups are present in the area, the City will administer potential disproportionate effects test.

The following steps will be taken to assess the impact of projects on minority and/or low income population groups:

**STEP ONE:** Determine if a minority or low income population is present within the project area. If the conclusion is that no minority and/or low income population is present within the project area, document how the conclusion was reached. If the conclusion is that there are minority populations and/or low income population groups present, proceed to Step Two.

**STEP TWO:** Determine whether project impacts associated with the identified low income and minority populations are disproportionately high and adverse. In doing so, refer to the list of potential impacts and questions contained in Appendix E. If it is determined that there are disproportionately high and adverse impacts to minority and low income populations, proceed to Step Three.

**STEP THREE:** Propose measures that will avoid, minimize and/or mitigate disproportionately high and disproportionate adverse impacts and provide offsetting benefits and opportunities to enhance communities, neighborhoods and individuals affected by proposed project.

**STEP FOUR:** If after mitigation, enhancements and off setting benefits to the affected populations, there remains a high and disproportionate adverse impact to minority or low income populations, then the following questions must be considered:

**Question 1:** Are there further mitigation measures that could be employed to avoid or reduce the adverse effect to the minority or low income population?

**Question 2:** Are there other additional alternatives to the proposed action that would avoid or reduce the impacts to the low income or minority populations?

**Question 3:** Considering the overall public interest, is there a substantial need for the project?

**Question 4:** Will the alternatives that would satisfy the need for the project and have less impact on protected populations (a) have other social economic or environmental impacts that are more severe than those of the proposed action (b) have increased costs of extraordinary magnitude?

**STEP FIVE:** Include all findings, determinations or demonstrations in the environmental document prepared for the project.

## FILING A TITLE VI COMPLAINT

### I. Introduction

The Title VI complaint procedures are intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding the City programs, activities, and services as required by statute.

## **II. Purpose**

The purpose of the discrimination complaint procedures is to describe the process used by the City for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes.

## **III. Roles and Responsibilities**

The Title VI Coordinator has overall responsibility for the discrimination complaint process and procedures. The Title VI Coordinator may, at his/her discretion assign a capable person to investigate the complaint.

The designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon information obtained from the investigation.

## **IV. Filing a Complaint**

The complainant shall make himself/herself reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

Applicability: The complaint procedures apply to the beneficiaries of the City programs, activities, and services; including but not limited to: the public, contractors, sub-contractors, consultants, and other sub-recipients of federal and state funds.

Eligibility: Any person who believes that he/she has been excluded from participation in, denied benefits or services of any program or activity administered by the City or its sub-recipients, consultants, and contractors on the basis of race, color, national origin (including Limited English Proficiency), sex, age or disability may bring forth a complaint of discrimination under Title VI.

Time Limitation on Filing Complaints: Title VI complaints may be filed with the Title VI Coordinator's office. In all situations, the employees of the City must contact the Title VI Coordinator immediately upon receipt of Title VI related complaints.

Complaints must be filed within 180 days of the alleged discrimination. If the complainant could not reasonably be expected to know that the act was discriminatory within the 180 day period, he/she will have 60 additional days after becoming aware of the illegal discrimination to file the complaint.

Complaints must be in writing, and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative.

Items that should not be considered a formal complaint: (unless the items contain a signed cover letter specifically alleging a violation of Title VI) include but are not limited to:

1. An anonymous complaint that is too vague to obtain required information
2. Inquiries seeking advice or information
3. Courtesy copies of court pleadings
4. Newspaper articles
5. Courtesy copies of internal grievances

## **V. Investigation**

Investigation Plan: The investigator shall prepare a written plan, which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s)
- Basis for complaint
- Issues, events or circumstances that caused the person to believe that he/she has been discriminated against

- Information needed to address the issue
- Criteria, sources necessary to obtain the information
- Identification of key people
- Estimated investigation time line
- Remedy sought by the complainant(s)

Conducting the Investigation:

- The investigation will address only those issues relevant to the allegations in the complaint.
- Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.
- If a Title VI complaint is received on a MDOT related contract against the City of Swartz Creek, MDOT will be responsible for conducting the investigation of the complaint. Upon receipt of a Title VI complaint filed against the City of Swartz Creek, the complaint and any pertinent information should immediately be forwarded to the MDOT, Civil Rights Program Unit.

Investigation Reporting Process:

- Complaints made against a City of Swartz Creek’s sub-recipient should be investigated by the City, following the internal complaint process.
- Within 40 days of receiving the complaint, the investigator shall prepare an investigative report and submit the report and supporting documentation to the office of the City Manager, Paul Bueche, for review.
- The City Manager shall review the file and investigative report. Subsequent to the review, the City Manager shall make a determination of “probable cause” or “no probable cause” and prepare a decision letter.

Retaliation:

Laws enforced by the City prohibit retaliation or intimidation against anyone because an individual has either taken action or participated in action to secure rights protected by such laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint please contact:

Paul D. Bueche, City Manager  
 City of Swartz Creek  
 8083 Civic Drive  
 Swartz Creek, MI 48473  
 Phone: 810 635-4464  
 Fax: 810 635-2887  
 Email: [pbueche@cityofswartzcreek.org](mailto:pbueche@cityofswartzcreek.org)

**Reporting Requirements to an External Agency**

A copy of the complaint, together with a copy of the investigation report and final decision letter will be forwarded to the MDOT, Civil Rights Program Unit within 60 days of the date the complaint was received.

**Records**

All records and investigative working files are maintained in a confidential area. Records are kept for three years.

**APPENDIX A - [TO BE INSERTED IN ALL FEDERAL-AID CONTRACTS]**

During the performance of this contract, the contractor, for itself, its assignees and successors, in interest (hereinafter referred to as the “contractor”) agrees, as follows:

1. **Compliance with Regulations:** The contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issues pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department of the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event the contractor's noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the contractor under the contract until the contractor complies and/or
  - b. Cancellation, termination or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

## APPENDIX B - TRANSFER OF PROPERTY

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

### (GRANTING CLAUSE)

NOW THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the State of Michigan, will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4) does hereby remise, release, quitclaim and convey unto the State of Michigan all the right, title and interest of the Department of Transportation in and to said lands described Exhibit "A" attached hereto and made a part hereof.

### (HABENDUM CLAUSE)\*

TO HAVE AND TO HOLD said lands and interests therein unto the State of Michigan, and its successors forever, subject, however, the covenant, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the State of Michigan, its successors and assigns.

The State of Michigan, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part, on, over, or under such lands hereby conveyed (,) (and)\*(2) that the State of Michigan shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this deed.

\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

## **APPENDIX C - PERMITS, LEASES AND LICENSES**

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Michigan Department of Transportation, pursuant to the provisions of Assurance 7(a).

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his heirs, personal representative, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add, "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)\*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)\*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to re-enter lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Michigan Department of Transportation and its assigns.

\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.



**APPENDIX D - TITLE VI COMPLAINT FORM**

**CITY OF SWARTZ CREEK  
TITLE VI COMPLAINT FORM**

Title VI of the Civil Rights Act of 1964 states that “No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program, service, or activity receiving federal assistance.”

This form may be used to file a complaint with the City of Swartz Creek based on violations of Title VI of the Civil Rights Act of 1964. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint. **Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within 180 day period, you have 60 days after you became aware to file your complaint.**

*If you need assistance completing this form due to a physical impairment, please contact Paul Bueche by phone at 810-635-4464 or via e-mail at [pbueche@cityofswartzcreek.org](mailto:pbueche@cityofswartzcreek.org).*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Individual(s) discriminated against, if different than above (use additional pages, if needed).

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Please explain your relationship with the individual(s) indicated above: \_\_\_\_\_

Name of agency and department or program that discriminated:

Agency or department name: \_\_\_\_\_

Name of individual (if known): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date(s) of alleged discrimination:

Date discrimination began \_\_\_\_\_ Last or most recent date \_\_\_\_\_

**ALLEGED DISCRIMINATION:**

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

\_\_\_\_ Race

\_\_\_\_ Religion

\_\_\_\_ Color

\_\_\_\_ National Origin

\_\_\_\_ Age

\_\_\_\_ Sex

\_\_\_\_ Disability

\_\_\_\_ Income

Explain: Please explain as clearly as possible what happened. Provide the name(s) of witness (es) and others involved in the alleged discrimination. (Attach additional sheets, if necessary, and provide a copy of written material pertaining to your case).

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed form to:** Paul Bueche, 8083 Civic Drive, Swartz Creek, MI 48473; Phone: 810 635-4464; Fax: 810 635-2887; E-mail: [pbueche@cityofswartzcreek.org](mailto:pbueche@cityofswartzcreek.org)

**Note:** *The City of Swartz Creek prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the City. Please inform the person listed above if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.*

## APPENDIX E - DETERMINE/DISTINGUISH SIGNIFICANT/NON-SIGNIFICANT EFFECTS

“Significant” requires considerations of both context and intensity:

- (a) *Context*. This means that the significance of an action must be analyzed in several contexts such as society as a whole (human, nation), the affected region, the affected interests, and the locality. Significance varies with the setting of the proposed action. For instance, in the case of a site-specific action, significance would usually depend upon the effects in the local area rather than in the world as a whole. Both short-and long-term effects are relevant.
- (b) *Intensity*. This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. The following should be considered in evaluating intensity:
  - (1) Impacts that may be both beneficial and adverse. A significant effect may exist even if, on balance, the effect would be beneficial.

“Non-significant effect” means no substantial change to an environmental component and this no material bearing on the decision-making process.

Scientific, technical, institutional, the public’s value, and the local economic conditions influence the meaning of significant effect.

If an alternative would provide a beneficial effect, then the alternative would cause no significant adverse effect. If an alternative would provide an adverse effect, the effect might be significant or the effect might be non-significant.

Determinations of “significant” and “non-significant” effects will be made by the City Manager.

## APPENDIX F - PROGRAM COMPLIANCE & REVIEW GOALS FOR CURRENT PLAN YEAR

1. The City of Swartz Creek's Title VI Plan will be communicated to each City Department Head who will review the plan with departmental employees.
2. The City of Swartz Creek's Title VI Plan will be published on the main page of the City of Swartz Creek's website.
3. Appendix A will be included in all City of Swartz Creek contracts as outlined in the Title VI Plan.
4. The language in Number 2 of the City of Swartz Creek's Title VI Assurance will be included in all solicitations for bids for work or material subject to the Regulations and in all proposals for negotiated agreements.
5. The procedure(s) for responding to individuals with Limited English Proficiency will be implemented.
6. All City of Swartz Creek employees will be trained or made aware of the LEP procedure and the Title VI complaint procedure.
7. A review of City facilities will be conducted in reference to compliance with the American Disabilities Act.
8. The following data will be collected and reviewed by the Title VI Coordinator and included, where appropriate, in the annual report submitted to MDOT.
  - a. **Boards and Commissions:** The number of vacancies; how vacancies are advertised and filled; the number of applicants; the representation of minorities will be evaluated.
  - b. **Public Meetings:** The number of open meetings; how meeting dates and times are communicated to the general public and to individuals directly affected by the meeting.
  - c. **Construction Projects:** The number of construction projects, number of minority contractors bidding and the number selected; verification that Title VI language was included in bids and contracts for each project.
  - d. **LEP Needs:** The number of requests for language assistance that were requested or required and the outcome of these requests.
  - e. **Complaints:** The number of Title VI complaints received; nature of the complaints; resolution of the complaints.
  - f. **Timeliness of Services:** The number of requests for services; amount of time from request to when service was delivered; number of requests denied.
  - g. **Right of Way/Imminent Domain:** The number of such actions and diversity of individual affected.
  - h. **Program Participants:** Racial Data of program participants where possible.

<sup>1</sup> The executive order verbatim can be found online at <http://www.usdoj.gov/crt/cor/Pubs/eolep.htm>.

<sup>1</sup> Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons. Federal Register: December 14, 2005 (Volume 70, Number 239)

<sup>1</sup> The DOT has also posted an abbreviated version of this guidance on their website at <http://www.dotcr.ost.dot.gov/asp/lep.asp>.

<sup>1</sup> <http://www.dotcr.ost.dot.gov/asp/lep.asp>

<sup>1</sup> Department of Justice Final LEP Guidelines, Federal Register June 18, 2002-Vol. 67-Number 117.

YES: Hurt, Krueger, Porath, Shumaker, Abrams, Gilbert.  
NO: Motion Declared Carried

### Resignation of Ray Thornton

Mayor David Krueger read a letter from Ray Thornton that he is resigning from the Fire Board and Park Board. He is moving out of state.

### MEETING OPENED TO THE PUBLIC:

None.

**REMARKS BY COUNCILMEMBERS:**

Councilmember Hurt commented on a discussion earlier about being forced by state, federal government on funding and leaves the City with no choices and it worries him.

Councilmember Gilbert commented on the Memorial Day Service and wanted to thank Mayor Krueger for speaking and for everyone who attended.

Councilmember Shumaker commented on Flag Day, June 14, 2013, the Swartz Creek Area Veterans Memorial Committee is hosting a parade and hopefully the last statue of the service animal will be installed.. The parade starts at 6:00 p.m.

Councilmember Porath wanted to know if the sand on Elms/Miller Rd. could be leveled and grass seed planted.

Mayor Pro-Tem Abrams commented that Mayor Krueger did a fine job at the Memorial Service and it was a great time at the American Legion Hall after the service and wanted to thank them. He also commented he will be out of town for the first council meeting in July. Mr. Abrams wanted to remind everyone about the Small Cities meeting to be held here in Swartz Creek and to please RSVP if you are going to attend.

Mayor David Krueger commented that Mr. Atkinson had mentioned they were going to put a nice "Welcome to Swartz Creek sign on the corner Miller/Elms and he would follow-up on it.

**Adjournment**

**Resolution No. 130528-09**

**(Carried)**

Motion by Mayor Pro-Tem Abrams

Second by Councilmember Hurt

**I Move** the City of Swartz Creek adjourn the Regular Session of the City Council meeting at 8:21 p.m.

YES: Unanimous Voice Vote.

NO: None. Motion Declared Carried.

**David A. Krueger, Mayor**

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**Juanita Aguilar, City Clerk**

**SWARTZ CREEK POLICE DEPARTMENT**  
**MOTOR POOL RENTAL HOURS**  
**MAY 2013**

	<u>101-301-941</u>	<u>101-302-941</u>	<u>101-303-941</u>	<u>101-304-941</u>
#05-168	17	0	0	0
#05-649	57	0	0	0
#07-375	96	6	0	0
#12-144	397	13	0	0
#09-401	0	0	112	0
#09-226	76	9	0	1
#10-161	41	1	0	0
<b>TOTAL</b>	<b>684</b>	<b>29</b>	<b>112</b>	<b>1</b>

## Ticket Ledger Report

**Report Criteria:**

Ticket Type	Officer	Start Date	End Date
Traffic	All	05/01/2013	05/31/2013

Number	Name	Date	Location	Description	Officer	Fine
T-1264588		05/01/13	WINCHESTER VILLAGE -- WINSHALI	EXCEEDED POSTED SPEED LIMIT		
T-1264590		05/01/13	MORRISH NEAR APPLE CREEK	EXCEEDED POSTED SPEED LIMIT		
T-1221430		05/02/13	I-69 NEAR MORRISH	NO PROOF INSURANCE/POSSESE		
T-1221416		05/03/13	MORRISH NEAR MARY ST	NO PROOF INSURANCE/POSSESE		
T-1221417		05/03/13	MORRISH NEAR MARY ST	NO PROOF INSURANCE/POSSESE		
T-1221418-A		05/03/13	MORRISH NEAR MARY ST	EXCEEDED POSTED SPEED LIMIT		
T-1221418-B		05/03/13	MORRISH NEAR MARY ST	NO OPS IN POSSESSION		
T-1264558-A		05/03/13	MILLER NEAR SCHOOL	EXCEEDED POSTED SPEED LIMIT		
T-1264558-B		05/03/13	MILLER NEAR SCHOOL	GRADUATED LICENSE VIOLATION		
T-1264557		05/03/13	VOID	NO PROOF INSURANCE/POSSESE		
T-1264559-A		05/04/13	MILLER AT ELMS	SUSP/REVOKED/NEVER APPL.		
T-1264559-B		05/04/13	MILLER AT ELMS	NO PROOF INSURANCE/POSSESE		
T-1264559-C		05/04/13	MILLER AT ELMS	TINTED WINDOWS/NO WINDSHIEI		
T-1221432		05/04/13	I-69 NEAR MORRISH	NO PROOF INSURANCE/POSSESE		
T-1221431		05/04/13	VOID	EXCEEDED POSTED SPEED LIMIT		
T-1221458-A		05/04/13	MILLER NEAR MORRISH	NO PLATE/FAIL TO DISPLAY/EXPII		
T-1221458-B		05/04/13	MILLER NEAR MORRISH	NO PROOF INSURANCE/POSSESE		
T-1221433-A		05/05/13	MILLER NEAR ELMS	NO PLATE/FAIL TO DISPLAY/EXPII		
T-1221433-B		05/05/13	MILLER NEAR ELMS	NO PROOF INSURANCE/POSSESE		
T-1221419-A		05/06/13	I-69	EXCEEDED POSTED SPEED LIMIT		
T-1221419-B		05/06/13	I-69	NO PROOF INSURANCE/POSSESE		
T-1264591		05/07/13	MASON NEAR MORRISH	NO PROOF INSURANCE/POSSESE		
T-1221086		05/07/13	MILLER NEAR BRISTOL	NO PLATE/FAIL TO DISPLAY/EXPII		
T-1221087-A		05/07/13	MORRISH NEAR FORTINO	EXCEEDED POSTED SPEED LIMIT		
T-1221087-B		05/07/13	MORRISH NEAR FORTINO	NO PROOF INSURANCE/POSSESE		
T-1221420		05/08/13	MORRISH NEAR MARY ST	EXCEEDED POSTED SPEED LIMIT		
T-1221421-A		05/09/13	MORRISH NEAR MARY ST	SEAT BELT DRIVER/PASSENGER		
T-1221421-B		05/09/13	MORRISH NEAR MARY ST	FAIL TO SIGNAL TURN		
T-1221421-C		05/09/13	MORRISH NEAR MARY ST	NO TAIL/BRAKE LIGHTS		
T-1221422-A		05/09/13	MORRISH NEAR MARY ST	EXCEEDED POSTED SPEED LIMIT		
T-1221422-B		05/09/13	MORRISH NEAR MARY ST	NO OPS IN POSSESSION		
T-1221423		05/09/13	I-69 EXIT AT MORRISH	DISREGARDED TRAFFIC SIGNAL/		
T-1221424-A		05/09/13	MILLER NEAR WINSTON	SEAT BELT DRIVER/PASSENGER		
T-1264593		05/10/13	MORRISH NEAR APPLE CREEK	EXCEEDED POSTED SPEED LIMIT		
T-1221088-A		05/10/13	ELMS NEAR MILLER	NO PLATE/FAIL TO DISPLAY/EXPII		
T-1221088-B		05/10/13	ELMS NEAR MILLER	TAIL LIGHTS (DEFECTIVE, IMPROI		
T-1221088-C		05/10/13	ELMS NEAR MILLER	FAILED TO MAINTAIN EQUIPMENT		
T-1264594		05/11/13	MILLER NEAR FORD	NO PROOF INSURANCE/POSSESE		
T-1221425		05/13/13	MILLER NEAR FAIRCHILD	HEADLIGHTS		
T-1264560		05/13/13	I-69 AT MILLER RAMP #002A	RIGHT OF WAY AT INTERSECTION		
T-1264410-A		05/13/13	MILLER NEAR DYE	SUSP/REVOKED/NEVER APPL.		
T-1264410-B		05/13/13	MILLER NEAR DYE	IMPROPER USE OF REGISTRATIO		
T-1264410-C		05/13/13	MILLER NEAR DYE	NO PROOF INSURANCE/POSSESE		
T-1264564		05/13/13	VOID	EXCEEDED POSTED SPEED LIMIT		
T-1264561		05/14/13	MORRISH NEAR I-69	HEADLIGHTS		
T-1264562		05/14/13	MILLER NEAR ELMS	NO TAIL/BRAKE LIGHTS		

Tickets so far: 46

Charges so far: 46

Fines Subtotal:

0.00

## Ticket Ledger Report

**Report Criteria:**

Ticket Type	Officer	Start Date	End Date			
Traffic	All	05/01/2013	05/31/2013			
Number	Name	Date	Location	Description	Officer	Fine
T-1264595		05/15/13	MILLER NEAR BRADY	EXCEEDED POSTED SPEED LIMIT		
T-1264596		05/15/13	MILLER NEAR MORRISH	NO PROOF INSURANCE/POSSESS		
T-1212324		05/15/13	ELMS NEAR BRISTOL	TAIL LIGHTS (DEFECTIVE, IMPRO		
T-1264563-B		05/16/13	MILLER NEAR DYE	NO PROOF INSURANCE/POSSESS		
T-1264563-A		05/16/13	MILLER NEAR DYE	HEADLIGHTS		
T-1264565-A		05/17/13	MORRISH AT MARY	SUSP/REVOKED/NEVER APPL.		
T-1264565-B		05/17/13	MORRISH AT MARY	EXCEEDED POSTED SPEED LIMIT		
T-1264411-A		05/18/13	MILLER NEAR I-69	GRADUATED LICENSE VIOLATION		
T-1264411-B		05/18/13	MORRISH NEAR I-69	NO PROOF INSURANCE/POSSESS		
T-1264411		05/18/13	MORRISH NEAR I-69	UNLIGHTED REG PLATE		
T-1212323		05/18/13	ELMS NEAR BRISTOL	EXCEEDED POSTED SPEED LIMIT		
T-1264566-B		05/19/13	I-69 NEAR SEYMOUR	NO PROOF INSURANCE/POSSESS		
T-1264566-A		05/19/13	I-69 NEAR SEYMOUR	EXCEEDED POSTED SPEED LIMIT		
T-1264597-A		05/20/13	MILLER AT FAIRCHILD	DISREGARDED TRAFFIC SIGNAL/!		
T-1264597-B		05/20/13	MILLER NEAR FAIRCHILD	EXCEEDED POSTED SPEED LIMIT		
T-1264597		05/22/13	MILLER NEAR FAIRCHILD	NO PROOF INSURANCE/POSSESS		
T-1264598		05/24/13	ELMS AT MILLER	DISREGARDED TRAFFIC SIGNAL/!		
T-1183712-A		05/24/13	I-69 NEAR MORRISH	EXCEEDED POSTED SPEED LIMIT		
T-1183712-B		05/24/13	I-69 NEAR MORRISH	NO PROOF INSURANCE/POSSESS		
T-1264599		05/26/13	I-69 NEAR MORRISH	NO TAIL/BRAKE LIGHTS		
T-1264413		05/27/13	I-69 NEAR MORRISH	SEAT BELT 4-16 YR. OLD		
T-1264414-A		05/28/13	ELMS AT MILLER	DISREGARDED TRAFFIC SIGNAL/!		
T-1264414-B		05/28/13	ELMS AT MILLER	NO PROOF INSURANCE/POSSESS		
T-1264600		05/29/13	I-69 AT MORRISH	CARELESS DRIVING		
T-1264601		05/29/13	MILLER AT FAIRCHILD	NO TAIL/BRAKE LIGHTS		
Tickets Total: 71		Charges Total: 71		Fines Total:		0.00



## Uniform Crime Report

**Report Criteria:**

Start File Class	End File Class	Print Zeros?
0100-0	9900-9	Yes

Class	Description	MAR 2012	MAY 2013	YR TO DATE
0100-0	Sovereignty	0	0	0
0200-0	Military	0	0	0
0300-0	Immigration	0	0	0
0900-1	Murder/Non-negligent Manslaughter (Voluntary)	0	0	0
0900-2	Negligent Homicide/Manslaughter (Involuntary)	0	0	0
0900-3	Negligent Homicide - Vehicle/Boat/Snowmobile/ORV	0	0	0
0900-4	Justifiable Homicide	0	0	0
1000-1	Kidnapping/Abduction	0	0	0
1000-2	Parental Kidnapping	0	0	0
1100-1	Sexual Penetration Penis/Vagina - CSC 1st Degree	0	0	0
1100-2	Sexual Penetration Penis/Vagina - CSC 3rd Degree	0	0	0
1100-3	Sexual Penetration Oral/Anal - CSC 1st Degree	0	0	0
1100-4	Sexual Penetration Oral/Anal - CSC 3rd Degree	0	0	0
1100-5	Sexual Penetration Object - CSC 1st Degree	0	0	0
1100-6	Sexual Penetration Object - CSC 3rd Degree	0	0	0
1100-7	Sexual Contact Forcible - CSC 2nd Degree	0	0	0
1100-8	Sexual Contact Forcible - CSC 4th Degree	0	0	0
1200-0	Robbery	1	0	0
1300-1	Non-Aggravated Assault	3	1	18
1300-2	Aggravated/Felonious Assault	1	0	1
1300-3	Intimidation/Stalking	0	2	6
1400-0	Abortion	0	0	0
2000-0	Arson	0	0	0
2100-0	Extortion	0	0	0
2200-1	Burglary - Forced Entry	4	1	15
2200-2	Burglary - Entry Without Force (Intent to Commit)	1	0	1
2200-3	Burglary - Entry Without Authority With or Without Force (No Intent)	0	2	3
2200-4	Possession of Burglary Tools	0	0	0
2300-1	Larceny - Pocketpicking	0	0	0
2300-2	Larceny - Purse Snatching	0	0	0
2300-3	Larceny - Theft from Building	1	2	6
2300-4	Larceny - Theft from Coin-Operated Machine/Device	0	0	0
2300-5	Larceny - Theft from Motor Vehicle	1	2	6
2300-6	Larceny - Theft of Motor Vehicle Parts/Accessories	3	0	0
2300-7	Larceny - Other	2	4	9
2400-1	Motor Vehicle Theft	0	0	2
2400-2	Motor Vehicle as Stolen Property	0	0	0
2400-3	Motor Vehicle Fraud	0	0	0
2500-0	Forgery/Counterfeiting	1	0	0
2600-1	Fraud - False Pretense/Swindle/Confidence Game	2	1	2
2600-2	Fraud - Credit Card/Automatic Teller Machine	0	0	5
2600-3	Fraud - Impersonation	0	0	1
2600-4	Fraud - Welfare Fraud	0	0	0
2600-5	Fraud - Wire Fraud	0	0	0
2600-6	Fraud - Bad Checks	0	0	2
2700-0	Embezzlement	0	0	0
2800-0	Stolen Property	1	0	0

## Uniform Crime Report

**Report Criteria:**

Start File Class	End File Class	Print Zeros?
0100-0	9900-9	Yes

Class	Description	MAR 2012	MAY 2013	YR TO DATE
2900-0	Damage to Property	1	2	6
3000-1	Retail Fraud - Misrepresentation	1	0	0
3000-2	Retail Fraud - Theft	0	0	2
3000-3	Retail Fraud - Refund/Exchange	0	0	0
3500-1	Violation of Controlled Substance - Act	2	1	11
3500-2	Narcotic Equipment Violations	0	1	1
3600-1	Sexual Penetration Non-forcible - Blood/Affinity (CSC 1st/3rd Degr)	0	0	0
3600-2	Sexual Penetration Non-forcible - Other (CSC 1st and 3rd Degree)	0	0	1
3600-3	Peeping Tom	0	0	0
3600-4	Sex Offense - Other	0	0	0
3700-0	Obscenity	0	0	0
3800-1	Family - Abuse/Neglect Nonviolent	0	1	4
3800-2	Family - Non-Support	0	0	0
3800-3	Family - Other	0	0	0
3900-1	Gambling - Betting/Wagering	0	0	0
3900-2	Gambling - Operating/Promoting/Assisting	0	0	0
3900-3	Gambling - Equipment Violations	0	0	0
3900-4	Gambling - Sports Tampering	0	0	0
4000-1	Commercialized Sex - Prostitution	0	0	0
4000-2	Commercialized Sex- Assisting/Promoting Prostitution	0	0	0
4100-1	Liquor License - Establishment	0	0	5
4100-2	Liquor Violations - Other	0	0	0
4200-0	Drunkenness - Except OUIL	0	0	0
4800-0	Obstructing Police	2	4	7
4900-0	Escape/Flight	0	2	3
5000-0	Obstructing Justice	2	3	22
5100-0	Bribery	0	0	0
5200-1	Weapons Offense - Concealed	1	2	2
5200-2	Weapons Offense - Explosives	0	0	0
5200-3	Weapons Offense - Other	0	0	1
5300-1	Disorderly Conduct	0	0	0
5300-2	Public Peace - Other	0	3	5
5400-1	Hit & Run Motor Vehicle Accident	1	0	6
5400-2	Operating Under the Influence of Liquor or Drugs (OUIL or OUID)	0	0	8
5400-3	Driving Law Violations	8	3	38
5500-0	Health and Safety	1	1	5
5600-0	Civil Rights	0	0	0
5700-1	Trespass	1	0	1
5700-2	Invasion of Privacy - Other	0	0	0
5800-0	Smuggling	0	0	0
5900-0	Election Laws	0	0	0
6000-0	Antitrust	0	0	0
6100-0	Tax/Revenue	0	0	0
6200-0	Conservation	0	0	0
6300-0	Vagrancy	0	0	0
7000-0	Juvenile Runaway	0	0	4
7300-0	Miscellaneous Criminal Offense	0	2	26

## Uniform Crime Report

**Report Criteria:**

Start File Class	End File Class	Print Zeros?
0100-0	9900-9	Yes

Class	Description	MAR 2012	MAY 2013	YR TO DATE
7500-0	Solicitation (All Crimes Except Prostitution)	0	0	0
7700-0	Conspiracy	0	0	0
8900-1	SERVICE OF COMMISSION PAPERS	0	0	0
8900-2	UNAUTHORIZED TRANSPORTATION	0	0	0
8900-3	VIOLATION OF RULES/REGISTRATION	0	0	0
8900-4	WARRANTS	0	0	0
8900-5	MOTOR CARRIER SAFETY RULES	0	0	0
8900-6	INSPECTIONS OF HOMES TO BE MOVED	0	0	0
8900-7	MIGRANT AGRICULTURE WORKERS TRANSP	0	0	0
8900-9	ALL OTHER MOTOR CARRIER VIOLATIONS	0	0	0
9100-1	DELINQUENT MINOR	0	0	0
9100-2	RUNAWAYS	0	0	0
9200-1	DIVORCE AND SUPPORT	0	0	0
9200-2	INCAPACITATION	0	0	3
9200-3	WALK-AWAY - MENTAL INSTITUTIONS ETC	0	0	0
9200-4	ORDER FOR PICKUP AND EXAMINATION	1	0	0
9200-5	CIVIL INFRACTION - ALCOHOL POSSES.	0	0	0
9300-1	Property Damage Accident/Personal Injury	7	8	37
9300-2	NON-TRAFFIC PDA	8	3	12
9300-3	TRAFFIC VIOLATIONS/CIVIL INFRACTION	0	0	0
9300-4	TOWED VEHICLE	1	0	7
9300-5	TRAFFIC HAZARD/ABANDONED VEHICLE	0	0	0
9300-6	TRAFFIC POLICING	0	0	0
9400-1	FALSE ALARM ACTIVATION	0	0	0
9400-2	VALID ALARM ACTIVATION	0	0	0
9400-3	REST AREA/ROADSIDE PARK VIOLATIONS	0	0	0
9500-1	ACCIDENTAL FIRE	0	0	0
9500-2	ACCIDENTAL EXPLOSION	0	0	0
9500-4	OPEN BURNING	0	0	0
9500-6	FIRE-HAZARDOUS CONDITIONS	0	0	0
9700-0	ACCIDENTAL SHOOTING	0	0	0
9700-5	ACCIDENTAL DEATH-WATER	0	0	0
9700-6	ACCIDENT - ALL OTHER	0	0	0
9800-2	RECOVERED PROPERTY	0	0	0
9800-3	PROPERTY INSPECTION	0	0	0
9800-4	OTHER INSPECTIONS/WEAPONS	6	6	30
9800-5	ALARMS	0	0	1
9800-6	CIVIL	1	6	19
9800-7	SUSPICIOUS SITUATION	3	3	15
9800-8	LOST AND FOUND PROPERTY	3	4	8
9800-9	OVERDOSE	0	0	1
9900-1	SUICIDE	3	0	1
9900-2	DOA - NATURAL	0	1	3
9900-3	MISSING PERSON	0	0	1
9900-7	SAFEKEEPING	0	0	0
9900-8	DEPARTMENTAL ASSIST	3	2	12
9900-9	GENERAL - NON CRIMINAL	0	7	29

## Uniform Crime Report

Report Criteria:

Start File Class	End File Class	Print Zeros?
0100-0	9900-9	Yes

Class	Description	MAR 2012	MAY 2013	YR TO DATE
Totals:		77	80	414

DPS ACTIVITY - MAY 2013

	REG	HOL	VAC	ABSENT	OT	DT
<b>101 GENERAL FUND</b>						
262.0 ELECTIONS	9.00			0.08		
781.0 AMPHI-PARK						
782.0 WINSHALL PARK	27.00			0.18		1.00
783.0 ELMS PARK	55.00			0.57	3.00	1.00
784.0 BICENT. PARK	3.00					
790.0 SENIOR CENTER/LIBRARY	27.00			0.06		
792.0 P S BLDG	17.00			0.04		
793.0 CITY HALL	4.62			0.01		
794.0 COMM PROMO	10.00					
796.0 CEMETERY						
<b>202 MAJOR STREET FUND</b>						
429.0 SAFETY	13.00			0.03		
441.0 PARK & RIDE GARBAGE	3.00			0.01		
463.0 STREET MAIN	48.00			0.03		
474.0 TRAFFIC						
478.0 SNOW & ICE						
482.0 ADMIN	3.30	0.22	0.66	0.22		
<b>203 LOCAL STREET FUND</b>						
429.0 SAFETY						
463.0 STREET MAIN	61.00			0.08		
474.0 TRAFFIC						
478.0 SNOW & ICE						
482.0 ADMIN	3.30	0.22	0.66	0.22		
<b>226 GARBAGE FUND</b>						
528.0 COLLECT	23.00			0.79		
530.0 WOODCHIPPING	23.00	0.40	1.20	0.43		
782.0 WINSHALL PARK GARBAGE	7.00			0.08	1.00	1.00
783.0 ELMS PARK GARBAGE	11.00			0.08	1.00	1.00
793.0 CITY HALL	4.62			0.01		
<b>590 WATER</b>						
540.0 WATER SYSTEM	92.70	3.58	10.74	4.09		
540.0 WATER-ON CALL	8.00					
542.0 READ & BILL	11.50			0.14		
793.0 CITY HALL	4.63			0.01		
<b>591 SEWER</b>						
536.0 SEWER SYSTEM	64.70	3.58	10.74	3.66		
536.0 SEWER-ON CALL	8.00					
537.0 LIFT STATION	11.00			0.08		
542.0 READ & BILL	11.50			0.14		
793.0 CITY HALL	4.63			0.01		
<b>661 MOTOR POOL FUND</b>						
795.0 CITY GARAGE	43.00			0.45		
<b>DAILY HOURS TOTAL</b>	<b>612.50</b>	<b>8.00</b>	<b>24.00</b>	<b>11.50</b>	<b>5.00</b>	<b>4.00</b>

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

06/03/13

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
BXRP13-0074	DO10-005278-0000-02	DESBOIS, MICHAEL 5278 DON SHENK DR	05/24/13	CURB BOX REPAIR
CHIP13-0019	DU10-005327-0000-02	STARKEL, SCOTT 5327 DURWOOD DR	05/31/13	TREE CHIPPING
CKME13-0201 COMPLETED	CC10-007414-0000-01	NEISCH, W O REV 7414 CROSSCREEK DR	05/07/13 05/07/13	CHECK METER
CKME13-0202 COMPLETED	MI10-008528-0000-01	CAR WASH, ED LETAVIS 8528 MILLER RD	05/13/13 05/13/13	CHECK METER
CKME13-0203 COMPLETED	SE20-005351-0000-02	HUNT, LISA & WARREN 5351 SEYMOUR RD	05/24/13 05/24/13	CHECK METER
DAPU13-0012 COMPLETED	MI10-007049-0000-01	GRANGER, MARIAN 7049 MILLER RD	05/07/13 05/07/13	DEAD ANIMAL PICK
DRAN13-0017	WI10-005182-0000-01	ALEXANDER, LINDA J 5182 WINSHALL DR	05/02/13	STORM DRAINS
DRAN13-0018 COMPLETED	PA10-007040-0000-01	LORD, CATHY 7040 PARK RIDGE PKY	05/02/13 05/02/13	STORM DRAINS
DRAN13-0019	WI10-005182-0000-01	ALEXANDER, LINDA J 5182 WINSHALL DR	05/24/13	STORM DRAINS
ELEC13-0035 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	05/06/13 05/08/13	ELEC SETUP/TAKEDO
ELEC13-0036 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	05/08/13 05/08/13	ELEC SETUP/TAKEDO
FLAG13-0092	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	05/13/13	LOWER/RAISE FLAG
FLAG13-0093 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	05/15/13 05/16/13	LOWER/RAISE FLAG
FNRD13-0537 COMPLETED	GR10-005312-0000-02	KANN, DEANNA 5312 GREENLEAF DR	05/01/13 05/02/13	FINAL READ
FNRD13-0538 COMPLETED	CE10-009275-0000-03	HOSEY, MARCY 9275 CEDAR CREEK CT	05/02/13 05/02/13	FINAL READ
FNRD13-0540 COMPLETED	CE10-009279-0000-03	COCKEREL, PAUL 9279 CEDAR CREEK CT	05/01/13 05/01/13	FINAL READ
FNRD13-0541 COMPLETED	FA10-005093-0000-05	OAKWOOD PROPERTIES 5093 FAIRCHILD ST	05/01/13 05/02/13	FINAL READ
FNRD13-0542 COMPLETED	CO20-007449-0000-01	CONLEN, NOLA 7449 COUNTRY MEADOW DR	05/06/13 05/07/13	FINAL READ
FNRD13-0543 COMPLETED	SE20-005371-0000-03	GENESEE COUNTY LAND BANK 5371 SEYMOUR RD	05/07/13 05/08/13	FINAL READ
FNRD13-0544 COMPLETED	YO10-009192-0000-01	JACKSON, BRUCE K 9192 YOUNG DR	05/08/13 05/08/13	FINAL READ

Work Order # Work Order Status	Location ID	Customer Name Service Address	Date Recd Date Comp	Type
FNRD13-0545 COMPLETED	MI10-008247-0000-05	BELL, MICHELLE 8247 MILLER RD	05/31/13 05/31/13	FINAL READ
FNRD13-0546 CANCELLED	WI10-005324-0000-04	LEAVITT, ANDREW 5324 WINSHALL DR	05/10/13 05/13/13	FINAL READ
FNRD13-0547 COMPLETED	DO10-005227-0000-02	GODLEY, TONI D. 5227 DON SHENK DR	05/13/13 05/13/13	FINAL READ
FNRD13-0549 COMPLETED	OA10-005239-0000-04	RICHESON, TRISHA 5239 OAKVIEW DR	05/17/13 05/20/13	FINAL READ
FNRD13-0550 COMPLETED	BR30-000031-0000-03	VALUE HOMES 31 BROOKFIELD DR	05/21/13 05/21/13	FINAL READ
FNRD13-0551 COMPLETED	WO10-005333-0000-03	GENESEE CO LAND BANK 5333 WORCHESTER DR	05/22/13 05/23/13	FINAL READ
FNRD13-0552 COMPLETED	MI10-005428-0000-03	SABOURIN, MARISSA 5428 MILLER RD	05/23/13 05/23/13	FINAL READ
FNRD13-0553 COMPLETED	DO10-005411-0000-01	DAVIES, MARION 5411 DON SHENK DR	05/28/13 05/30/13	FINAL READ
FNRD13-0554 COMPLETED	CE10-009289-0000-02	JONES, BRITT 9289 CEDAR CREEK CT	05/28/13 05/28/13	FINAL READ
FNRD13-0555 COMPLETED	CC10-007378-0000-01	SCHOEPPACH, WAYNE 7378 CROSSCREEK DR	05/30/13 05/30/13	FINAL READ
GWO13-0267	EL10-004125-0000-01	ELMS PARK 4125 ELMS RD	05/06/13	GENERIC WORK ORDE
GWO13-0268	WI10-005363-0000-01	WINSHALL PARK 5363 WINSHALL DR	05/06/13	GENERIC WORK ORDE
GWO13-0269 COMPLETED	MO10-005052-0000-02	MCGRAIL, JENNIFER 5052 MORRISH RD	05/06/13 05/07/13	GENERIC WORK ORDE
GWO13-0270 COMPLETED	HI20-004202-0000-01	KALAKAY, MATTHEW 4202 HICKORY LN	05/06/13 05/07/13	GENERIC WORK ORDE
GWO13-0271 COMPLETED	OA10-009189-0000-01	PHIPPS, MARK 9189 OAKVIEW DR	05/07/13 05/07/13	GENERIC WORK ORDE
GWO13-0272 COMPLETED	WO10-005185-0000-01	HANEY, LAWANDA J 5185 WORCHESTER DR	05/08/13 05/13/13	GENERIC WORK ORDE
GWO13-0273 COMPLETED	BI10-005203-0000-02	YORK, MICHELLE 5203 BIRCHCREST DR	05/13/13 05/13/13	GENERIC WORK ORDE
GWO13-0274 COMPLETED	EL10-004072-0000-04	ALDRICH, FRED 4072 ELMS RD	05/21/13 05/21/13	GENERIC WORK ORDE
GWO13-0275	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	05/23/13	GENERIC WORK ORDE
GWO13-0276	EL10-004125-0000-01	ELMS PARK 4125 ELMS RD	05/24/13	GENERIC WORK ORDE
LIMB13-0013 COMPLETED	DU10-005397-0000-01	DIEM, JOHN 5397 DURWOOD DR	05/23/13 05/23/13	TREE LIMB DOWN
MNT13-0128	EL10-004125-0000-01	ELMS PARK	05/02/13	BUILDING MAINTENA

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
COMPLETED		4125 ELMS RD	05/03/13	
MNT13-0129	CI10-008095-0000-01	PERKINS LIBRARY	05/20/13	BUILDING MAINTENA
COMPLETED		8095 CIVIC DR	05/21/13	
MNT13-0130	CI10-008095-0000-01	PERKINS LIBRARY	05/28/13	BUILDING MAINTENA
COMPLETED		8095 CIVIC DR	05/30/13	
READ13-0296	SE20-005351-0000-02	HUNT, LISA & WARREN	05/17/13	READ METER
COMPLETED		5351 SEYMOUR RD	05/17/13	
SETM13-0009	MI10-005387-0000-02	FLORIA, MICHAEL	05/07/13	SET METER
		5387 MILLER RD		
STRT13-0040	CI10-008083-0000-01	CITY OF SWARTZ CREEK	05/08/13	STREET REPAIR
		8083 CIVIC DR		
STRT13-0041	MI10-008179-0000-04	SEBOK, LINDA	05/09/13	STREET REPAIR
COMPLETED		8179 MILLER RD	05/09/13	
SWR13-0032	PA10-007104-0000-02	CORNELL, THOMAS	05/28/13	SEWER DRAIN PROBL
COMPLETED		7104 PARK RIDGE PKY	05/28/13	
TRIM13-0018	DO10-005243-0000-03	OLIVO, MICHAEL	05/10/13	TREE-TRIM
		5243 DON SHENK DR		
WBKU13-0029	MI10-007115-0000-01	OGINSKY, BERNADINE	05/06/13	WATER BACK UP-CHE
COMPLETED		7115 MILLER RD	05/06/13	
WMBK13-0037	DA10-005235-0000-01	HAGSTROM, DAVE	05/20/13	WATER MAIN BREAK
COMPLETED		5235 DAVAL DR	05/20/13	
WOFF13-0617	MO10-004432-0000-02	HEMPLE, DAN	05/22/13	WATER TURN OFF
COMPLETED		4432 MORRISH RD	05/22/13	
WOFF13-0911	WI10-005116-0000-04	UNITED SECURITY FINANCIAL	05/09/13	WATER TURN OFF
COMPLETED		5116 WINSHALL DR	05/09/13	
WOFF13-0912	CH20-008493-0000-04	WOODELL, TROY	05/22/13	WATER TURN OFF
COMPLETED		8493 CHESTERFIELD DR	05/23/13	
WOFF13-0913	DO10-005278-0000-02	DESBOIS, MICHAEL	05/22/13	WATER TURN OFF
COMPLETED		5278 DON SHENK DR	05/22/13	
WOFF13-0914	DU10-005346-0000-01	GRAZIANO, REBECCA	05/22/13	WATER TURN OFF
COMPLETED		5346 DURWOOD DR	05/22/13	
WOFF13-0915	GR10-005288-0000-02	CHAMBLESS, BONNIE	05/22/13	WATER TURN OFF
CANCELLED		5288 GREENLEAF DR	05/22/13	
WOFF13-0916	HI20-004183-0000-01	FICK, DANEEN	05/22/13	WATER TURN OFF
CANCELLED		4183 HICKORY LN	05/23/13	
WOFF13-0917	IN10-008051-0000-04	BANKS, LORI	05/22/13	WATER TURN OFF
CANCELLED		8051 INGALLS ST	05/23/13	
WOFF13-0918	MA20-008099-0000-01	MAC AULEY, ALGER	05/22/13	WATER TURN OFF
CANCELLED		8099 MAPLE ST	05/22/13	
WOFF13-0919	MI10-008103-0000-05	HONKANEN, JEFFREY	05/22/13	WATER TURN OFF
CANCELLED		8103 MILLER RD	05/22/13	
WOFF13-0920	MO10-004400-0000-01	DELBRIDGE, ROBERT	05/22/13	WATER TURN OFF
CANCELLED		4400 MORRISH RD	05/22/13	



Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
WOFF13-0921 CANCELLED	MO10-005288-0000-03	STURGESS PROPERTIES, INC 5288 MORRISH RD	05/22/13 05/22/13	WATER TURN OFF
WOFF13-0922 CANCELLED	OA10-005153-0000-02	BECKLEY, MICHELLE 5153 OAKVIEW DR	05/22/13 05/22/13	WATER TURN OFF
WOFF13-0923 CANCELLED	WI10-005280-0000-02	MYERS, SHANNON 5280 WINSHALL DR	05/22/13 05/28/13	WATER TURN OFF
WOFF13-0924 COMPLETED	WO10-005142-0000-02	HERRICK, JULIE 5142 WORCHESTER DR	05/22/13 05/22/13	WATER TURN OFF
WOFF13-0925 COMPLETED	WO10-005215-0000-04	SMYTH, CHRISTINE 5215 WORCHESTER DR	05/22/13 05/23/13	WATER TURN OFF
WOFF13-0926	MI10-008169-0000-03	JAGGAER, MICHAEL 8169 MILLER RD	05/23/13	WATER TURN OFF
WREP13-0044 COMPLETED	LU10-009116-0000-01	CLEMONS, MAXINE 9116 LUEA LN	05/14/13 05/14/13	WATER REPAIRS
WREP13-0045 COMPLETED	SE20-005375-0000-04	HARTMAN, FRANK 5375 SEYMOUR RD	05/16/13 05/16/13	WATER REPAIRS
WREP13-0046 COMPLETED	OA10-005233-0000-01	JENNICHES, JEAN 5233 OAKVIEW DR	05/21/13 05/21/13	WATER REPAIRS
WREP13-0047 COMPLETED	DA10-005235-0000-01	HAGSTROM, DAVE 5235 DAVAL DR	05/28/13 05/28/13	WATER REPAIRS
WTON13-0615 COMPLETED	MO10-005200-0000-02	SMITH, LAWRENCE 5200 MORRISH RD	05/17/13 05/17/13	WATER TURN ON
WTON13-0616 COMPLETED	FO20-008059-SPRI-00	VETERAN'S MEMORIAL 8059 PAUL FORTINO DR	05/21/13 05/21/13	WATER TURN ON
WTON13-0618 COMPLETED	MO10-004432-0000-02	HEMPLE, DAN 4432 MORRISH RD	05/22/13 05/22/13	WATER TURN ON
WTON13-0619 COMPLETED	WO10-005142-0000-02	HERRICK, JULIE 5142 WORCHESTER DR	05/22/13 05/22/13	WATER TURN ON
WTON13-0620 COMPLETED	DU10-005346-0000-01	GRAZIANO, REBECCA 5346 DURWOOD DR	05/22/13 05/22/13	WATER TURN ON
WTON13-0621 COMPLETED	WO10-005215-0000-04	SMYTH, CHRISTINE 5215 WORCHESTER DR	05/23/13 05/23/13	WATER TURN ON
WTON13-0622	SE20-005375-0000-04	HARTMAN, FRANK 5375 SEYMOUR RD	05/31/13	WATER TURN ON
WTON13-0623	WI10-005185-0000-05	HUD 5185 WINSHALL DR	05/31/13	WATER TURN ON

Total Records: 81

May 2013	MILES DRIVEN	GALLONS GAS PURCHASED	GALLONS DIESEL PURCHASED
#1 P/U 4WD			
#3 P/U 4WD	263	28	
07-03 P/U 4WD	288		27
09-03 P/U 4WD	620		31
#2 P/U 2WD	525	75	
#6-00 BACKHOE			
#9 DUMP			
#10 DUMP			
#11 DUMP	24		
#12-02 DUMP			
#12-04 DUMP	25		
#12-99 GENERATOR			
#9-02 BRUSH HOG			
#17 CASE BACKHOE			
#19 JD TRACTOR			12
#06-99 BUCKET TRUCK			
#21 WOOD CHIPPER			
#807 STREET SWEEPER	84		66
#42 ASPHALT HEATER			
#37 TRAIL ARROW			
#10-98 3" PUMP			
#28A 3" PUMP			
3" PUMP			
#30 4" PUMP			
#31 4" PUMP			
#32 4" PUMP			
1" PUMP			
S-10	254	23	
<b>TOTAL</b>	<b>2083</b>	<b>126</b>	<b>135</b>

06/03/2013

**CHECK REGISTER FOR CITY OF SWARTZ CREEK**  
**CHECK DATE FROM 05/01/2013 - 05/31/2013**

Check Date	Check	Vendor Name	Description	Amount
Bank GEN CONSOLIDATED ACCOUNT				
05/02/2013	37500	ACE-SAGINAW PAVING COMPANY	COLD PATCH	822.25
05/02/2013	37501	ARROW UNIFORM RENTAL	UNIFORMS, MATS, SUPPLIES, ENV. MATS, SUPPLIES	90.87 27.50
				118.37
05/02/2013	37502	CARL BASS	UB REFUND FOR 4261 LINDSEY	365.65
05/02/2013	37503	CITY OF SWARTZ CREEK	REIMB PETTY CASH	51.44
05/02/2013	37504	COMCAST BUSINESS	5/1-5/31/13 PUBLIC SAFETY BLDG	141.85
05/02/2013	37505	CREEK AUTO SERVICES LLC	LOF MONTH MNT/MT&BAL 4 TIRES/BRAKES	359.85
05/02/2013	37506	D & G EQUIPMENT INC	STIHL POWER HEAD AND BRUSH ATTACHMENT	543.90
05/02/2013	37507	DONALD KORTH	FIX EMAIL ESKEW/NICHOLS	75.00
05/02/2013	37508	ELITE BUSINESS PRODUCTS	OFFICE SUPPLIES	149.68
05/02/2013	37509	FIDELITY SECURITY LIFE INSUR/EYEME	MAY 2013 VISION - RETIREES (4)	20.98
05/02/2013	37510	HACH	DPD FREE CHLORINE WATER SAMPLE MATERIAL	182.95
05/02/2013	37511	HYDRO DESIGNS	WATER CROSS CONNECTION CONTROL AND COMP	300.00
05/02/2013	37512	INNOVATIVE PROP MGT	REFUND DEPOSIT 5428 MILLER D HARRISON	150.00
05/02/2013	37513	JOHNS TRUCK SERVICE	BRAKE CALIPER/BRAKE PAD SET GASKET/ANTI-FREEZE REPAIR BRAKES	172.20 283.10 905.90
				1,361.20
05/02/2013	37514	NICK PAUL	PATCHES SEWN UNFRM & ALT PAUL/SZMANSKY	58.00
05/02/2013	37515	PURCHASE POWER	POSTAGE/TRANS FEE	2,019.99
05/02/2013	37516	ROWE PROFESSIONAL SERVICES CO	SITE PLAN RVW TACO BELL/TIRE GRANT APP	740.00
05/02/2013	37517	SCHAEFER'S OFFICE SOURCE	TRASH BAGS & LNRS/BATH TISSUE/ROLL TOWEL	301.19
05/02/2013	37518	SUBURBAN AUTO SUPPLY	SUPER CLEAN DEGR	11.99
05/02/2013	37519	SWARTZ CREEK AREA SENIOR CITZ.	DIST DELQ TAX REVN COLLECTED	37.73
05/02/2013	37520	UPS	UPS SHIPPING RETURNS	10.57
05/02/2013	37521	VALLEY PETROLEUM	4/16-4/30/13 FUEL USAGE - POLICE	1,202.63
05/02/2013	37522	VALLEY PETROLEUM	4/16-4/30/13 FUEL USAGE - DPW	420.02
05/09/2013	37523	ADAM H ZETTEL	APRIL HOURS	1,481.25
05/09/2013	37524	ARROW UNIFORM RENTAL	UNIFORMS, MATS, SUPPLIES, ENV. MATS, SUPPLIES	77.55 27.56
				105.11
05/09/2013	37525	C & H CONSTRUCTION CO INC	ELMS RD PKG LOT/GRAVEL, REGARDING REPAIR OF 2" DIA CURB INLET/FAIRCHILD REGRADE OAKVIEW DR.	2,637.50 1,958.40 2,137.75
				6,733.65
05/09/2013	37526	CONSUMERS ENERGY	4/1-4/30/13/4524 MORRISH	42.85
05/09/2013	37527	CONSUMERS ENERGY	4/1-4/30/13 ELMS PKG LOT	29.17
05/09/2013	37528	CONSUMERS ENERGY	4/1-4/30/13 STREET LIGHTS	10,166.97
05/09/2013	37529	CONSUMERS ENERGY	4/1-4/30/13 SIRENS	26.97
05/09/2013	37530	CONSUMERS ENERGY	4/1-4/30/13 TRAFFIC LIGHTS	404.91
05/09/2013	37531	D.C. LEWIS	REFUND FOR ELMS PARK RESERVATION/CANCEL	100.00
05/09/2013	37532	DENNIS J BITTNER	CALCIUM CHLORIDE TO CITY RD/ELMS PARK RD	1,575.00
05/09/2013	37533	DENNIS MITCHELL	TREE REMOVAL WINSHALL PK/CHIPPING CITY	1,785.00
05/09/2013	37534	FAMILY FARM AND HOME INC	JERSEY GLOVES 3 PKS LEAF RAKES (4) RED PAINT SAFE GLASSES/TINT LENS	32.97 59.96 13.99 10.49
				117.41
05/09/2013	37535	FLINT WELDING SUPPLY	CYLINDER COMPRESSED OXYGEN	5.00

05/09/2013	37536	GENESEE CTY DRAIN COMMISSIONER	MISS DIG STAKINGS NOV 2012-APRIL 2013	156.00
05/09/2013	37537	HOSEY, MARCY	DEPOSIT REFUND FOR 9275 CEDAR CREEK	346.38
05/09/2013	37538	MCLAREN MEDICAL MANAGEMENT INC	DRUG SCREEN/HEP B INJ/PHYSICAL/MATTSON	123.00
05/09/2013	37539	MID MICHIGAN MANUFACTURING	JETTED SEWER MILLER/BURKESHIRE	425.00
05/09/2013	37540	RICHARD ABRAMS	SMALL CITIES MTG 5/1/13 /DINNER/MILAGE	58.33
05/09/2013	37541	RWS OF MID MICHIGAN	FY13 APRIL GARBAGE/RECYCLING/YARD WASTE/	20,554.56
05/09/2013	37542	SCHAEFER'S OFFICE SOURCE	OFFICE SUPPLIES	284.85
			55 GAL LINERS/PARKS	370.79
			BATH TISSUE/ROLL TOWELS	307.36
			SHARPIE MARKER SET	6.29
				969.29
05/09/2013	37543	SIMEN FIGURA & PARKER PLC	APRIL 2013	1,771.00
05/09/2013	37544	VERIZON WIRELESS	APRIL 2013	496.39
05/09/2013	37545	VERMEER OF MICHIGAN	BLADE SHARPENING/SHIPPING	45.11
05/09/2013	37546	VIEW NEWSPAPER GROUP	5/7 PLANN COMM MTG/ ORD 410	101.50
05/16/2013	37547	ACE-SAGINAW PAVING COMPANY	COLD PATCH	906.20
05/16/2013	37548	ADS PLUS PRINTING LLC	MOVIE NIGHT FLYERS	359.00
05/16/2013	37549	AMERICAN MESSAGING	5/15-6/14/13 8108332563 8108331159	24.55
05/16/2013	37550	ARROW UNIFORM RENTAL	MATS, SUPPLIES	27.56
			UNIFORMS, MATS, SUPPLIES, ENV.	77.55
				105.11
05/16/2013	37551	C & H CONSTRUCTION CO INC	REPAIR CURB INLET CATCH BASIN 7029MILLER	1,676.85
05/16/2013	37552	CISLO TITLE CO	UB REFUND 4412 MORRISH	64.35
05/16/2013	37553	COMFORT INN	3 NIGHTS LODGING SEPLA TRAINING	225.00
05/16/2013	37554	CONSUMERS ENERGY	4/6-5/7/13 E 4125 ELMS RD	30.28
05/16/2013	37555	CONSUMERS ENERGY	4/6-5/7/13 A 4125 ELMS RD PAVILION	24.19
05/16/2013	37556	CONSUMERS ENERGY	4/5-5/6/13 A 5121 MORRISH RD	424.30
05/16/2013	37557	CONSUMERS ENERGY	4/3-5/6/13 A 5257 WINSHALL DR	22.24
05/16/2013	37558	CONSUMERS ENERGY	4/3-5/6/13 ADJ 5361 WINSHALL DR	22.24
05/16/2013	37559	CONSUMERS ENERGY	4/3-5/6/13 A WINSHALL RESTROOMS	23.34
05/16/2013	37560	CONSUMERS ENERGY	4/6-5/7/13 A 6425 MILLER PARK & RIDE	64.73
05/16/2013	37561	CONSUMERS ENERGY	4/5-5/6/13 A 8011 MILLER RD	22.24
05/16/2013	37562	CONSUMERS ENERGY	4/5-5/3/13 E 8059 FORTINO	31.38
05/16/2013	37563	CONSUMERS ENERGY	4/5-5/3/13 E 8083 CIVIC	727.44
05/16/2013	37564	CONSUMERS ENERGY	4/5-5/3/13 E 8095 CIVIC DR	768.26
05/16/2013	37565	CONSUMERS ENERGY	4/5-5/3/13 E 8100 CIVIC DR	807.03
05/16/2013	37566	CONSUMERS ENERGY	4/4-5/6/13 A 8301 CAPPY LN	658.03
05/16/2013	37567	CONSUMERS ENERGY	4/4-5/6/13 A 8499 MILLER RD	23.34
05/16/2013	37568	CONSUMERS ENERGY	4/4-5/3/13 E 9099 MILLER RD	34.42
05/16/2013	37569	DAVID KRUEGER	SMALL CITIES MTG/DINNER	12.00
05/16/2013	37570	DEANNA KORTH	REIMB FOR ELECTION SUPPLIES FOR 5/7/13	25.44
05/16/2013	37571	DELTA DENTAL PLAN	JUNE 2013 DENTAL - RETIREES (4)/EST TAX	289.53
05/16/2013	37572	DENNIS S SMITH	REVIEW CORNERSTONE BAPTIST	200.00
05/16/2013	37573	GCGC	QTRLY MTG AGUILAR/KORTH	30.00
05/16/2013	37574	GILL ROYS HARDWARE	BOLTS (2)	14.98
			TOWELS/EYE BOLT	21.89
			M6 FURNACE FILTER (4)/LIBRARY	14.76
			UPS SHIPPING	11.52
			CABLE/BOX CONN/FASTENERS	72.52
			SOAP	19.63
			PLUMBING SUPPLIES	19.96
			UTILITY BRUSH/BLEACH	12.48
			APRIL 2013 DISCOUNT	(17.51)
				170.23
05/16/2013	37575	GREGORY MCKNIGHT	UB REFUND 5360 WINSHALL	114.40
05/16/2013	37576	MICHAEL R SHUMAKER	SMALL CITIES MTG/DINNER	12.00
05/16/2013	37577	MICHIGAN METER TECHNOLOGY GRP. II	ON-SITE AUDIT/MILEAGE	975.80
05/16/2013	37578	MICHIGAN PIPE AND VALVE	FRAME & GRATE FOR CATCH BASIN	1,190.08
05/16/2013	37579	MY-CAN LLC	PORT A JON RENTAL 4/13-6/8/13	660.00
05/16/2013	37580	PAUL COCKEREL	UB REFUND FOR 9279 CEDAR CREEK	352.65
05/16/2013	37581	PROGRESSIVE AE	ENGINEERING SERVICES FOR SIGNAL WORK MOR	1,100.10
05/16/2013	37582	ROYALTY SERVICES INC	20 YARDS TOPSOIL	335.00

05/16/2013	37583	SEPLA	TRAINING SZMANSKY 6/18-6/20/13	375.00
05/16/2013	37584	SWARTZ CREEK AREA FIRE DEPT.	APRIL 2013 MONTHLY RUNS	1,722.58
05/16/2013	37585	UNUM LIFE INSURANCE	JUNE 2013 LIFE INS SHANNON/SNELL	15.40
05/16/2013	37586	WALDORF AND SONS INC	K-COPPER WATER SERVICE 5212 WINSHALL	1,410.00
05/16/2013	37587	WOODS COLLISION	REPAIR RIGHT DOOR	264.80
05/20/2013	37588	CONNIE ESKEW	QVF TRAINING MILEAGE LANSING 5/16-5/17/1	118.24
05/20/2013	37589	STERLING HEIGHTS DODGE INC	ADVANCE 2013 DODGE CHARGER PATROL VEH	21,457.00
05/20/2013	37590	VALLEY PETROLEUM	5/1-5/15/13 FUEL USAGE - POLICE	1,137.18
05/20/2013	37591	VALLEY PETROLEUM	5/1-5/15/13 FUEL USAGE - DPW	470.61
05/23/2013	37592	A+ SUPPLY CO INC	LIGHT BULBS (8)	55.25
05/23/2013	37593	AMERAPLAN INC	JUNE 2013 BILLING FOR HEALTH PLAN	254.25
05/23/2013	37594	ARROW UNIFORM RENTAL	UNIFORMS, MATS, SUPPLIES, ENV. MATS, SUPPLIES	77.55 27.56
				105.11
05/23/2013	37595	BLUE CARE NETWORK-EAST MI	JUNE 2013 RETIREE MED INS KELLY JUNE 2013 RETIREE MED INS PETRUCHA JUNE 2013 RETIREE MED INS TYLER JUNE 2013 RETIREE MED INS SHANNON JUNE 2013 CLAIM TAX ASSESSMENT	460.05 1,058.11 460.05 460.05 157.52
				2,595.78
05/23/2013	37596	C & H CONSTRUCTION CO INC	REPAIR CURB INLET 7067 MILLER	1,256.60
05/23/2013	37597	DAVID KRUEGER	KEY TO CITY FOR MEIJER	60.50
05/23/2013	37598	DONALD KORTH	UPDATED EJS/POLICE	75.00
05/23/2013	37599	GEN CTY ROAD COMMISSION	LABOR/FARMERS MARKET SIGNS APRIL 2013 S-MTCE & OPERATIONS	111.93 264.29
				376.22
05/23/2013	37600	GENESEEE CTY DRAIN COMMISSIONER	3/27-4/29/13 COMM/READY TO SERVE	77,576.10
05/23/2013	37601	INSULMASTER INC	PAINT OFFICE & HALL/PUBLIC SAFETY BLDG	1,816.00
05/23/2013	37602	JOSE A MIRELES	MOW & TRIM CITY PROPERTIES MOW & TRIM CITY PROPERTIES MOW & TRIM CITY LOTS/RESIDENTIAL (3)	730.00 755.00 795.00
				2,280.00
05/23/2013	37603	KETZLERS FLORIST	FLOWERS/MEIJER	107.95
05/23/2013	37604	MACKENZIE CRUSHING LLC	RECYCLED ASPHALT	1,150.00
05/23/2013	37605	MICHIGAN ASSOC OF PLANNING	7/1/13-6/30/14 PLANNING COMMISSION	625.00
05/23/2013	37606	MICHIGAN PIPE AND VALVE	CURB STOP (8)/CLAMP	728.72
05/23/2013	37607	MUNICIPAL SUPPLY CO.	PLASTIC BARRICADES (3)/FARMERS MARKET	180.00
05/23/2013	37608	PARAGON LABORATORIES INC	WATER SAMPLES	172.50
05/23/2013	37609	PITNEY BOWES INC.	RENTAL CHARGES 2/28-5/30/13	150.00
05/23/2013	37610	PROGRESSIVE AE	ENGINEERING SERVICES FOR SIGNAL WORK MOR	4,033.45
05/23/2013	37611	SELF SERVE LUMBER CO.	LUMBER/PARKS	71.54
05/23/2013	37612	SWARTZ CREEK ELEVATOR	FERTILIZER/KILLS ALL	86.00
05/23/2013	37613	VERMEER OF MICHIGAN	PARTS FOR WOOD CHIPPER	149.67
05/30/2013	37614	ARROW UNIFORM RENTAL	UNIFORMS, MATS, SUPPLIES, ENV. MATS, SUPPLIES	91.08 27.56
				118.64
05/30/2013	37615	BETTY SHANNON	APRIL-JUNE 2013 PER CONTRACT HEALTH REIM	237.00
05/30/2013	37616	BLUMERICH COMMUNICATIONS	REPROGRAMMED RADIOS TO BE AUCTIONED	120.00
05/30/2013	37617	BRADYS BUSINESS SYSTEMS	COPY MACHINE MAINT AGRMNT 5/15-6/15/13	66.36
05/30/2013	37618	C & H CONSTRUCTION CO INC	MAINTENANCE ON BALL DIAMOND REPAIR CURB INLET 8127 MILLER STORM CATCH BASIN REPAIR HERITAGE PLAZA	2,246.25 1,673.05 890.30
				4,809.60

05/30/2013	37619	CAPITAL TIRE	(6) P225/60R18 EAGLE RSA TIRES	785.94
05/30/2013	37620	COMCAST BUSINESS	5/26-6/25/13 CITY HALL	278.75
05/30/2013	37621	COMCAST BUSINESS	6/1-6/30/13 PUBLIC SAFETY BUILDING	144.80
05/30/2013	37622	CREEK AUTO SERVICES LLC	LOF MNTH MAINT/FRONT BRAKES&ROTORS 7-375 MT & BAL 2 NEW TIRES ON REAR 10-161	289.70 32.00
				321.70
05/30/2013	37623	DAVID KRUEGER	SHIPPING ON KEY TO CITY FOR MEIJER	68.60
05/30/2013	37624	DENNIS MITCHELL	CHIPPING 5/15/13	675.00
05/30/2013	37625	GENESEEE COUNTY 911 CONSORTIUM	LGNET CONN 911-LANSING/SOFTWARE/VPN	292.95
05/30/2013	37626	HEADSETS.COM	REPLACEMENT BATTERY DORT WIRELESS HEADST	37.90
05/30/2013	37627	JOSE A MIRELES	MOW & TRIM CITY PROPERTIES	765.00
05/30/2013	37628	KENDALL PRINTING	1000 BSN CARDS OFFCRS/500 ENVLP RET ADDR	120.00
05/30/2013	37629	KLEE MFG & DIST	SERVICE BRANCH FLAGS (6)/US FLAG (1)	344.50
05/30/2013	37630	L ZELLAR AND SONS EXCAVATING INC	MORRISH RD DRAINAGE IMPROVEMENTS	27,000.00
05/30/2013	37631	LANDMARK APPRAISAL CO	ASSESSOR SERVICES MAY 2013	2,289.17
05/30/2013	37632	LETAVIS ENTERPRISES INC.	(17) VEH. WASHES @ 6.75 EA APRIL 2013	114.75
05/30/2013	37633	MARISSA SABOURIN	UB REFUND FOR 5248 MILLER	284.90
05/30/2013	37634	MATT ASSENMACHER	UB REFUND FOR 7550 CHURCH ST	1.35
05/30/2013	37635	MEDCO SUPPLY COMPANY	MIDICINE SUPPLIES FOR OFFICE	126.05
05/30/2013	37636	MI MUNICIPAL WORKERS COMP FUND	FY14 WORKERS COMP INS	18,184.00
05/30/2013	37637	MICHIGAN PIPE AND VALVE	FRAME & GRATE FOR CATCH BASIN	595.04
05/30/2013	37638	MUNICIPAL SUPPLY CO.	LED SUNDOWNER BARRICADE LIGHT	114.00
05/30/2013	37639	PK CONTRACTING INC	PAVMNT MARKNG WHITE/YELLOW I-69&MORRISH	3,244.50
05/30/2013	37640	PRINTING SYSTEMS	AV APP WINDOW ENV 1000/QVF APP 1500	149.45
05/30/2013	37641	RBM CONSULTING LLC	ELECTION EQUIP MAINT 7/1/13-6/30/14	1,025.00
05/30/2013	37642	ROWE PROFESSIONAL SERVICES CO	CONST ENG AND TESTING SRVCS MORRISH RD B	375.00
05/30/2013	37643	SUBURBAN AUTO SUPPLY	SPARK PLUG OIL FILTER/FUEL FILTER	4.99 28.87
				33.86
05/30/2013	37644	TOM O'BRIEN	HEALTH INS MONTHLY PREM 6/1-6/30/13	599.05
05/30/2013	37645	VILLAGE CLEANERS	APRIL 2013 DRY CLEANING UNIFORMS	149.25
05/30/2013	37646	WALDORF AND SONS INC	CAMERA/EDGE DRAIN REPAIR 2/CURB BOX RPR	3,100.00
05/30/2013	37647	WOODS COLLISION	REPAIR PICKUP BOX ON S-10	49.66

GEN TOTALS:

**Total of 148 Disbursements:**

**257,075.06**

**REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK**  
**PERIOD ENDING 05/31/2013**

GL NUMBER	2012-13 AMENDED BUDGET	YTD BALANCE 05/31/2013 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
<b>Fund 101 - General Fund</b>				
TOTAL REVENUES	1,686,678.00	1,466,289.15	220,388.85	86.93
TOTAL EXPENDITURES	1,788,702.11	1,512,276.72	276,425.39	84.55
NET OF REVENUES & EXPENDITURES	<b>(102,024.11)</b>	<b>(45,987.57)</b>		
<b>Fund 202 - Major Street Fund</b>				
TOTAL REVENUES	324,607.00	366,215.15	(41,608.15)	112.82
TOTAL EXPENDITURES	683,572.34	263,855.76	419,716.58	38.60
NET OF REVENUES & EXPENDITURES	<b>(358,965.34)</b>	102,359.39		
<b>Fund 203 - Local Street Fund</b>				
TOTAL REVENUES	96,722.00	81,474.48	15,247.52	84.24
TOTAL EXPENDITURES	113,373.00	67,998.68	45,374.32	59.98
NET OF REVENUES & EXPENDITURES	<b>(16,651.00)</b>	13,475.80		
<b>Fund 226 - Garbage Fund</b>				
TOTAL REVENUES	351,630.00	335,580.16	16,049.84	95.44
TOTAL EXPENDITURES	435,129.00	338,107.44	97,021.56	77.70
NET OF REVENUES & EXPENDITURES	<b>(83,499.00)</b>	<b>(2,527.28)</b>		
<b>Fund 248 - Downtown Development Fund</b>				
TOTAL REVENUES	2,888.00	279.04	2,608.96	9.66
TOTAL EXPENDITURES	14,600.00	3,207.14	11,392.86	21.97
NET OF REVENUES & EXPENDITURES	<b>(11,712.00)</b>	<b>(2,928.10)</b>		
<b>Fund 265 - Drug Enforcement Fund</b>				
TOTAL REVENUES	110,622.00	52,377.25	58,244.75	47.35
TOTAL EXPENDITURES	110,622.00	52,229.64	58,392.36	47.21
NET OF REVENUES & EXPENDITURES	0.00	147.61		

**REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK**  
**PERIOD ENDING 05/31/2013**

GL NUMBER	2012-13 AMENDED BUDGET	YTD BALANCE 05/31/2013 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
<b>Fund 350 - City Hall Debt Fund</b>				
TOTAL REVENUES	83,875.00	83,854.00	21.00	99.97
TOTAL EXPENDITURES	83,830.00	83,805.00	25.00	99.97
NET OF REVENUES & EXPENDITURES	45.00	49.00		
<b>Fund 401 - Capital Project Fund</b>				
TOTAL REVENUES	36,202.00	6.72	36,195.28	0.02
TOTAL EXPENDITURES	36,202.00	0.00	36,202.00	0.00
NET OF REVENUES & EXPENDITURES	0.00	6.72		
<b>Fund 402 - Fire Equip Replacement Fund</b>				
TOTAL REVENUES	230.00	148.23	81.77	64.45
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	230.00	148.23		
<b>Fund 590 - Water Supply Fund</b>				
TOTAL REVENUES	1,292,640.00	1,054,259.06	238,380.94	81.56
TOTAL EXPENDITURES	1,317,891.25	1,070,491.60	247,399.65	81.23
NET OF REVENUES & EXPENDITURES	(25,251.25)	(16,232.54)		
<b>Fund 591 - Sanitary Sewer Fund</b>				
TOTAL REVENUES	1,070,990.00	820,767.44	250,222.56	76.64
TOTAL EXPENDITURES	1,451,092.63	878,250.29	572,842.34	60.52
NET OF REVENUES & EXPENDITURES	(380,102.63)	(57,482.85)		
<b>Fund 661 - Motor Pool Fund</b>				
TOTAL REVENUES	118,848.00	118,753.93	94.07	99.92
TOTAL EXPENDITURES	177,023.00	140,291.49	36,731.51	79.25
NET OF REVENUES & EXPENDITURES	(58,175.00)	(21,537.56)		



REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK  
PERIOD ENDING 05/31/2013

GL NUMBER	2012-13 AMENDED BUDGET	YTD BALANCE 05/31/2013 NORMAL (ABNORMAL)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
<b>Fund 865 - Sidewalks</b>				
TOTAL REVENUES	0.00	5,562.63	(5,562.63)	100.00
TOTAL EXPENDITURES	0.00	5,534.84	(5,534.84)	100.00
NET OF REVENUES & EXPENDITURES	0.00	27.79		
<b>Fund 866 - Weed Fund</b>				
TOTAL REVENUES	0.00	3,635.00	(3,635.00)	100.00
TOTAL EXPENDITURES	0.00	615.00	(615.00)	100.00
NET OF REVENUES & EXPENDITURES	0.00	3,020.00		

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE ZONING BOARD OF APPEALS  
DATE 06/04/13**

The Regular Meeting was called to order at 6:02pm by Chairman Schultz in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Board members Present: Packer, Porath, Schultz, Smith, Stephens.

Alternates Present: None.

Board members Absent: None.

Staff Present: Paul Bueche.

Others Present:

**Resolution No. 130604-01 (Carried)**

Motion by Boardmember Smith  
Second by Boardmember Packer

The Swartz Creek City Zoning Board of Appeals hereby approves the Agenda of the Regular Board Meeting of June 6, 2013 as presented.

YES: Unanimous Voice Vote.  
NO: None. Motion declared carried.

**APPROVAL OF MINUTES:**

**Resolution No. 130604-02 (Carried)**

Motion by Boardmember Porath  
Second by Boardmember Stephens

The Swartz Creek City Zoning Board of Appeals hereby approves the Minutes of the Regular Board Meeting March 20, 2013, to be circulated and placed on file.

YES: Unanimous Voice Vote.  
NO: None. Motion declared carried.

**Meeting Open To The Public**

None.

**Business**

**Variance Application**

Bill Beckett, representing Taco Bell, explained their petition.

City Manager Bueche gave the Board a brief history of the project.

Adam Zettel explained his findings to the Board.

**Resolution No. 130604-03**

**(Carried)**

Motion by Boardmember Porath,  
Second by Boardmember Packer

The Swartz Creek Zoning Board of Appeals makes the following findings in relation to the variance application for 4301 Elms Road:

1. The site is unique because its sole drive is from Elms Road to the west, its frontage is along Miller Road, and its primary vantage point is on I-69 to the east.
2. The interstate is elevated at this location, making the permitted pylon sign height up to 25' higher.
3. A pylon sign of 60' in height would be very difficult to construct of masonry materials.
4. The chart reflecting distances from the right-of-way in section 21.1 should apply to the pylon sign proposed at this location.
5. The tree line creates visibility problems about 50 feet in height for the pylon.
6. The colors of the sign tend to blend in with the forestry in the background.

YES: Porath, Schultz, Smith, Stephens, Packer.

NO: None. Motion Declared Carried.

**Resolution No. 130604-04a**

**(Withdrawn)**

Motion by Boardmember Stephens  
Second by Boardmember Smith

The Swartz Creek Zoning Board of Appeals approves/denies the monument sign variance request with the following conditions:

1. \_\_\_\_\_
2. \_\_\_\_\_

Discussion Took Place.

**Resolution No. 130604-05**

**(Carried)**

Motion by Boardmember Packer  
Second by Boardmember Stephens

The Swartz Creek Zoning Board of Appeals approves the variance request for additional wall signs as proposed with the following conditions:

No extra conditions.

YES: Schultz, Smith, Stephens, Packer, Porath.  
NO: None. Motion Declared Carried.

Applicant verbally requested the removal of variance 130604-04

**Resolution No. 130604-06**

**(Carried)**

Motion by Boardmember Smith  
Second by Boardmember Porath

The Swartz Creek Zoning Board of Appeals approves the variance request for pylon sign changes as proposed with the following conditions:

1. 140 square feet in area maximum.

YES: Smith, Stephens, Packer, Porath, Schultz.  
NO: None. Motion Declared Carried.

**Meeting Open to the Public**

None.

**FINAL REMARKS BY BOARDMEMBERS:**

None.

**ADJOURNMENT:**

**Resolution No. 130604-07**

**(Carried)**

Motion by Boardmember Porath  
Second by Boardmember Packer

CITY OF SWARTZ CREEK, MICHIGAN  
DRAFT MINUTES OF ZONING BOARD OF APPEALS – June 4, 2013

- 4 -

The Swartz Creek City Zoning Board of Appeals adjourns the June 4, 2013 Zoning Board of Appeals meeting.

YES: Unanimous Voice Vote  
NO: None. Motion declared carried.

The board unanimously declared the meeting adjourned at approximately 7:21 p.m.

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Ronald Smith  
Secretary



GENESEE COUNTY DRAIN COMMISSIONER'S OFFICE

- DIVISION OF -

WATER & WASTE SERVICES

G-4610 BEECHER ROAD - FLINT, MICHIGAN 48532-2617

PHONE (810) 732-7870 - FAX (810) 732-9773

JEFFREY WRIGHT  
COMMISSIONER

April 23, 2013

To: The Governing Bodies of each of the  
Communities Served by the  
Genesee County Water Supply System

Attention: Clerk

Re: Notice of Rates to be Charged for  
Water Supply for all Bills Rendered  
On and After September 2, 2013



Dear Ladies and Gentlemen:

The water rates as proposed by DWSD for the 2013/2014 year have been approved. Their rates will take effect on all water used on and after July 1, 2013.

The County Agency has also reviewed its rates for 2013. The new rate structure will take the County through its next five years. The rate evaluation has made adjustment to the Readiness to Serve charges for both master and individual meters.

After reviewing the DWSD rate increase, the County Agency recommended an increase of 35¢ per 100 cubic feet of water used. We have enclosed an executed rate sheet for your convenience.

**The rate will become effective on all water bills issued by the County Agency after September 2, 2013.** Those bills prepared before and issued on September 1 will not include the new rate. Wholesale customers' first bill would be September 10 and retail customers on October 1, 2013.

Once the rate increase is approved by each local community, our retail customers need to give us 20 day notice of rate change. If you would like your rate change to be effective October 1, we need notification by September 10. If, for example, your ordinance requires 90 day notice for rates, you must begin the process in June. As always, our office is available to assist you in adjusting your water rates to cover the increase.

Should you have any questions or need further comments, do not hesitate to contact this office.

Sincerely,

John F. O'Brien, P.E., Director  
Division of Water and Waste Services

GENESEE COUNTY WATER SUPPLY SYSTEM  
 RATES FOR SERVICE FOR WATER BILLS RENDERED  
 ON AND AFTER SEPTEMBER 2, 2013

\*\*\*\*\*

The rates to be charged for water furnished by the System shall be as hereinafter set forth. Water to be furnished by the System shall be measured by a meter or equivalent meters, installed and controlled by the County. Charges for water service will be made for water furnished based upon monthly, bimonthly, and quarterly billings as set forth herein.

**I. RATES BASED ON SUMMATION OF INDIVIDUAL METER READINGS (MONTHLY CHARGES)**

<u>Meter Size - Inches</u>	<u>Readiness to Serve Charge</u>	<u>Irrigation Meters</u>
5/8	\$ 14.59	\$14.59
3/4	\$ 21.89	¾ or larger \$21.89
1	\$ 36.48	
1-1/2	\$ 72.95	
2	\$ 116.72	
3	\$ 218.85	
4	\$ 364.75	
6	\$ 729.50	
8	\$ 1,167.20	
10	\$ 1,750.80	
12	\$ 3,136.85	

(Irrigation meters are an automatic charge May 1 through October 31 or any quarter that usage is recorded) Rate becomes effective on date signed.

**I. A. Indirect Rates**

<u>Meter Size - Inches</u>	<u>Readiness to Serve Charge</u>	<u>Irrigation Meters</u>
5/8	\$ 13.53	\$13.53
3/4	\$ 20.30	¾ or larger \$20.30
1	\$ 33.83	
1-1/2	\$ 67.65	
2	\$ 108.24	
3	\$ 202.95	
4	\$ 338.25	
6	\$ 676.50	
8	\$ 1,082.40	

**II. RATES BASED ON MASTER METER READINGS**

**A. MONTHLY**

<u>Equivalent Meters</u>	<u>Readiness to Serve Charge @ \$89.67 / eq. meter</u>
25	\$ 2,241.75
50	\$ 4,483.50
80	\$ 7,173.60
120	\$ 10,760.40
165	\$ 14,795.55
215	\$ 19,279.05
320	\$ 28,694.40

The number of equivalent meters is based on the peak monthly flow from the prior calendar year. An equivalent meter size will be determined based on the peak monthly flow being 75% of the meter capacity. The meter capacity and number of capacity equivalent meters will be based on current AWWA standards. The meter size and number of equivalent meters will be based on standard meter sizes, with a minimum of 25 equivalent meters.

**III. COMMODITY CHARGES (applies to both Individual and Master Meters):**

The total commodity charge is \$3.53 per 100 cubic feet. This sum is the total of \$1.45 per 100 cu.ft. plus the DWSD commodity charge, which is charged via the City of Flint and is currently estimated at \$2.08 per 100 cu. ft.

**IV. QUARTERLY RATES (applies to Individual Meters):**

Multiply readiness to serve charge by three.

**V. WATER STATION RATES**

The commodity charge for watering is \$4.71 per 100 cubic feet (0.25 per 40 gallons). No Readiness to Serve charge. Accounts shall be billed monthly.

**VI. HYDRANT METER RATES**

The commodity charge is \$4.71 per 100 cubic feet. No Readiness to Serve charge. Accounts shall be billed within 30 days of use.

GENESEE COUNTY WATER SUPPLY SYSTEM  
RATES FOR SERVICE FOR WATER BILLS RENDERED  
ON AND AFTER SEPTEMBER 2, 2013

\*\*\*\*\*

**VII. COUNTY CAPITAL IMPROVEMENT FEE**

The County will charge a Capital Improvement Fee of \$1,000 per unit based upon the Residential Equivalent Units prior to the issuance of a Water Permit (B-Permit). The County Agency shall collect the fee.

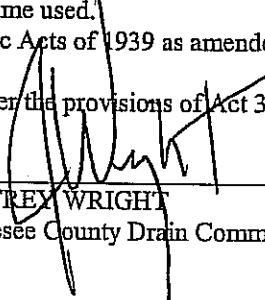
**VIII. CITY OF FLINT FRANCHISE RATES**

The County will add \$1.00 per month to the amount the City of Flint bills the franchise customers for each <sup>5</sup>/<sub>8</sub>-inch meter equivalence plus \$0.10 per each 100 cubic feet of volume used.

The rates are established pursuant to Act 342 Michigan Public Acts of 1939 as amended.

Jeffrey Wright, Drain Commissioner, as County Agency under the provisions of Act 342, Michigan Public Acts of 1939, as amended.

Dated: 4.22.13



\_\_\_\_\_  
JEFFREY WRIGHT

Genesee County Drain Commissioner, the County Agency



**Comparison of Water**

		<b>Billed</b>		<b>Quantity</b>	
<b>1</b>	2/10/2013	6591.5	59430.07	1868870	0.0318
<b>2</b>	1/10/2013	6591.5	76955.36	2419980	0.0318
<b>3</b>	12/10/2012	6591.5	58878.34	1851520	0.0318
<b>4</b>	11/10/2012	6591.5	62481.59	1964830	0.0318
<b>5</b>	10/10/2012	6591.5	70607.45	2220360	0.0318
<b>6</b>	9/10/2012	6591.5	73015.34	2296080	0.0318
<b>7</b>	8/10/2012	6591.5	78557.45	2470360	0.0318
<b>8</b>	7/10/2012	6591.5	98309.3	3321260	0.0296
<b>9</b>	6/10/2012	6591.5	82541.38	2788560	0.0296
<b>10</b>	5/10/2012	6591.5	75395.64	2547150	0.0296
<b>11</b>	4/10/2012	6591.5	56840.29	1920280	0.0296
<b>12</b>	3/10/2012	6591.5	54372.83	1836920	0.0296
		<b>\$79,098.00</b>	<b>\$847,385.04</b>	27506170	

\$926,483.04

12414170 0.0022 27311.174

		<b>New Rates</b>		<b>Quantity</b>	
<b>1</b>	2/10/2013	4483.5	65971.111	1868870	0.0353
<b>2</b>	1/10/2013	4483.5	85425.294	2419980	0.0353
<b>3</b>	12/10/2012	4483.5	65358.656	1851520	0.0353
<b>4</b>	11/10/2012	4483.5	69358.499	1964830	0.0353
<b>5</b>	10/10/2012	4483.5	78378.708	2220360	0.0353
<b>6</b>	9/10/2012	4483.5	81051.624	2296080	0.0353
<b>7</b>	8/10/2012	4483.5	87203.708	2470360	0.0353
<b>8</b>	7/10/2012	4483.5	117240.478	3321260	0.0353
<b>9</b>	6/10/2012	4483.5	98436.168	2788560	0.0353
<b>10</b>	5/10/2012	4483.5	89914.395	2547150	0.0353
<b>11</b>	4/10/2012	4483.5	67785.884	1920280	0.0353
<b>12</b>	3/10/2012	4483.5	64843.276	1836920	0.0353
		<b>\$53,802.00</b>	<b>\$970,967.80</b>	27506170	

\$1,024,769.80  
-27311.17  
\$997,458.63

1.076607544

7.66 % increase

If Readiness to serve charge left unchanged increase would be about 10.4%

		<b>New Rates</b>		<b>Quantity</b>	
<b>1</b>	2/10/2013	4483.5	73633.478	1868870	0.0394
<b>2</b>	1/10/2013	4483.5	95347.212	2419980	0.0394
<b>3</b>	12/10/2012	4483.5	72949.888	1851520	0.0394

4	11/10/2012	4483.5	77414.302	1964830	0.0394
5	10/10/2012	4483.5	87482.184	2220360	0.0394
6	9/10/2012	4483.5	90465.552	2296080	0.0394
7	8/10/2012	4483.5	97332.184	2470360	0.0394
8	7/10/2012	4483.5	130857.644	3321260	0.0394
9	6/10/2012	4483.5	109869.264	2788560	0.0394
10	5/10/2012	4483.5	100357.71	2547150	0.0394
11	4/10/2012	4483.5	75659.032	1920280	0.0394
12	3/10/2012	4483.5	72374.648	1836920	0.0394
		<b>\$53,802.00</b>	<b>\$1,083,743.10</b>	27506170	<b>\$1,137,545.10</b>

**Difference of \$ 121027.14**

DATE: Wednesday, June 5, 2013  
TO: Paul Bueche, City Manager, Swartz Creek  
FROM: Brent Cole, Fire Chief, Swartz Creek Area Fire Department  
SUBJECT: New Re-hab Pumper

OBJECTIVE:

The SCAFD is requesting the City of Swartz Creek, and the Charter Township of Clayton to purchase a custom chassis fire engine-squad combination.

Currently, the SCAFD has three (3) engines quartered at two stations. The goal is to have two engines at each station to insure sufficient response from each station.

The design proposed would add one engine to the fleet, while combining the features of Squad 16 with those of a pumper, and a re-hab unit. Therefore, the fleet count would remain the same while increasing the number of pumpers available as well as providing for on scene firefighter rehabilitation, which is now a strong NFPA recommendation.

ADVANTAGES:

**MAINTENANCE COSTS-** The newest engine in our fleet is now 14 years old with the other trucks older yet. We have had very good service with our current Pierce fleet, but, no matter how good the truck, as they get older, maintenance costs inevitably rise and sometimes substantially. Also, our squad is an old step van, not really intended for the fire service.

The department evaluation of 2007 also determined the next purchase should be a squad replacement.

**ADDITIONAL PUMPER-** The proposed truck would be a full Class A pumper that would provide back up capabilities for the fleet as well as upgrading the age of our fleet. Additionally, this truck could enhance our ISO rating, thereby reducing insurance costs for our citizens.

**ENHANCED SQUAD CAPABILITY-** As mentioned, our current squad is an older step van, not ever intended for the fire service. Its road performance for emergency responses is marginal as is its storage capability. This new truck would replace this old squad and greatly enhance our "squad" capabilities.

**REHABILITATION (RE-HAB) UNIT-** New NFPA standards stipulate provisions that should be provided for firefighter rehabilitation on a fire scene. These requirements become all the more important during long operations, as well as in severe weather. Fire fighting is a very physically demanding job and statistics show a high rate of fire fighter injury and even death due to the physical strain of fighting a fire. Heart attacks in those even in their 30's are not uncommon.

It is imperative that every fire department provide a means to re-hydrate their members especially in hot weather, provide for hot beverages and minimal food, as well as a place for them to cool down and/or warm up as necessary and out of the elements! This new truck will do all this.

### KEY FEATURES:

After working on the specifications for this proposed truck for more than three years, which has had the input of many of the fire department's members, a list of features has been developed to provide a vehicle that will accomplish the objectives.

**FIRE FIGHTING-** This pumper will be designed with all the required features such as 1,500 gallon per minute pump, a 750 gallon water tank, pre-connected hose lines and compartment space to provide for all the equipment a pumper must have on board today.

**SQUAD FUNCTIONS-** The truck will provide a cascade system that will refill our self contained breathing bottles on the scene, as well as provide storage for additional bottles. It will provide space for additional firefighting equipment. It will provide an extendable light tower needed to illuminate dark scenes for both fire and rescue operations.

**REHABILITATION-** The truck will have an 8 person cab, large enough for that number of fire fighters to get out of the elements during inclement weather as well as provide space for traveling to emergency scenes. The cab will have enough electrical power to re-charge our necessary hand held lights, hand held radios and our computer.

Further, the truck will be equipped with an awning to provide shade and protection from rain while refilling air bottles or using the other re-hab equipment. That equipment will include a small refrigerator to keep our bottled water cool, a coffee maker and possibly even a small microwave. All necessary for prolonged emergency scene incidents.

As you can see, this is a very multi functional vehicle. It's literally like getting three separate vehicles in one.

### SPECIFICATIONS:

The specifications proposed are based on a Pierce model called the PUC (Pierce Ultimate Configuration). The SCAFD has had a long history of using Pierce fire apparatus and have experienced excellent service from these trucks. It must be remembered, not all fire truck makes provide the same long, reliable service that our Pierces have given us.

The PUC model lends itself perfectly to our intended use of combining three trucks into one. It provides the space we need in the body, the seating and roominess in the cab required and is operationally, very easy to use, an important consideration with paid on call members such as ours.

It also provides numerous other features that lend it ideally to our intended mission.

Some of the key specifications are as follows;

**CAB-** A 100" cab with full seating for 8 firefighters to provide room for safe accommodation while responding to calls and for rehabilitation while on scene. Also, a design that is very safe and built to protect the occupants in the event of an accident. Electrical power is available to operate the various radios, hand held lights and the on board computer.

**SAFETY-** The truck will feature front and side airbags for crash protection as well as anti-lock brakes, traction control and stability control to avoid accidents in the first place.

**HEAVY DUTY FRAME-** The frame will be the strongest available on a fire truck so as to insure not only enough strength to support the load of this truck, but, also to assure a life span of upwards of 25 years while minimizing maintenance or costly refurbishment later in life.

**INDEPENDENT TORSION BAR FRONT SUSPENSION-** This feature provides substantially improved road holding, especially on two lane crowned roads, better directional control and improved stopping by as much as 35% over conventional fire truck beam front axles.

**VERTICAL EXHAUST-** This keeps the heat and contaminants of the exhaust away from those working around the truck, and, is especially important while refilling SCBA bottles on scene.

**COMPARTMENT SPACE-** Enough to carry all the firefighting equipment a pumper needs, extra equipment normally carried on our squad as well as the re-hab equipment needed. This body configuration also provides space for our breathing air bottle refill station and the storage bottles necessary for this equipment. Room for future needs will still be available.

**POWER TAKE OFF PUMP-** This way of powering the fire pump provides the easiest way to engage or disengage the pump while eliminating the chance of damaging the traditional drive mechanism. It also provides for compactness to keep the overall size of this truck reasonable and allowing more compartment space. It is also the easiest pump for routine maintenance, or major service, thus keeping costs down. It has been proven by over 800 of these trucks in service around the country.

#### CUSTOM vs COMMERCIAL CHASSIS:

A custom chassis fire truck is one that is designed, engineered and built from the ground up to be nothing but a fire truck! The frame, suspension, driveline configuration, pump installation and especially the cab, are all designed to work together for the purposes of fighting fires.

Commercial chassis fire trucks are those that are built on truck chassis intended for commercial applications such as a freight van, a dump truck, etc. They are NOT designed to be converted into fire trucks. Can they be? Yes. But, the modifications are extensive and the end result is a compromise. The cabs are small making it very difficult to fit equipment in them and provide adequate room for the firefighters.

The vehicles are very long since commercial chassis are all engine ahead of cab thus increasing overall length substantially making maneuvering difficult.

Commercial chassis fire trucks only save money when built on medium duty chassis with smaller engines, frames, and axles. They are not intended to provide 25 years of life. For a department like ours, 8 to 10 years would be the expectation.

Safety- commercial chassis fire trucks are not as safe. Period. Some manufacturers don't even offer disc brakes. The cabs on these trucks are not built to take the rigors of fire fighting. They don't offer the robust doors, hinges and structure of a custom fire truck.

Many line of duty deaths in the fire service are from traffic accidents responding to and returning from fire/emergency calls. The vast majority of those accidents are in commercial chassis fire trucks that don't have the road ability of custom chassis trucks, and most importantly, their cabs are not designed to withstand front, side impacts, or rollovers. Attached is a six (6) page article published in Firehouse Magazine, July 2005, that debates the commercial versus custom cab safety issues.

Please reference the study done by the Palm Coast Fire Department that indicates that commercial chassis fire trucks are not as safe as custom chassis trucks.

It is available at [www.usfa.fema.gov/pdf/efop/efo38580.pdf](http://www.usfa.fema.gov/pdf/efop/efo38580.pdf) (copy and paste link to browser), starting on page 19.

Therefore, with municipal approval, a specification will be sent to qualified vendors for a design based on the Pierce PUC. There are other manufacturers that now build a version of the PUC although each manufacturer has their own specification dealing with details and their interpretations of these multi functional fire trucks.

The potential price for this new truck would be approximately \$570,000, plus loose equipment that is not provided with the truck. We are hopeful the final total amount will be below \$650,000.

Financing options for five (5) or seven (7) years have already been provided.

Thank you for your consideration.

# **FIREHOUSE MAGAZINE**

## **EMERGENCY VEHICLE OPERATIONS**

### **CUSTOM VS. COMMERCIAL**

**I receive many questions via email and phone and one of the most frequently asked questions do we buy a custom fire truck chassis or a commercial fire truck chassis. Why you might ask is this under the Emergency Vehicle column heading and not the Apparatus Architect? Although everything that I write and lecture about has one goal in mind and that is firefighter safety it seemed to fit best here. The whole intent of this column is to promote firefighter safety, save lives and to reduce on the job injuries.**

**With all the great work that is being done by the National Fallen Firefighters Foundation, the Federal Government the Unions, manufactures and other fire service organizations to reduce the firefighter line of duty death rate, the fact is that at the present rate, by years end over 140 firefighters will have died in the line of duty. We have averaged around 100 line of duty deaths per year over the past**

**decade. The increase in the number of line of duty deaths, so far this year is truly alarming.**

**Today's fire apparatus represent the biggest financial investment for most fire departments and municipalities. So as the cost of fire apparatus continues to increase municipalities and fire departments continue to struggle with the need to balance the purchase of safe, cost affective fire apparatus at the same time needing to be mindful of budget constraints.**

**Generally custom apparatus cost anywhere from \$20,000.00 - \$40,000.00 more than commercial chassis apparatus depending on options. What are Custom chassis apparatus? Why would you pay a \$40,000.00 premium for a Custom apparatus? Custom apparatus are also referred to at times as cab forward apparatus as the cab is forward of the engine. You can buy custom chassis apparatus from all major apparatus manufactures for example Pierce, Emergency One, Seagrave, KME, Suphten, Ferrera, Crimson, American LaFrance, just to name a few.**

**Commercial chassis are also called, at times engine forward apparatus. Commercial chassis are those that were manufactured by**



**Freightliner, Navistar/International, Sterling, GMC, Mack, Peterbilt, Kenworth, White/Volvo, just to name a few.**

**I have been fortunate, thanks to many of you, to have amassed thousands of pictures of wrecked fire trucks. Each of the pictures tell the same story. If you are in a custom chassis apparatus and you roll the apparatus completely over, with your seatbelt on, short of hitting a fixed object like a tree or bridge abutment, you can generally unbuckle and in many cases walk away. If you are in a commercial chassis apparatus and you roll the apparatus over the roof will generally end up even with the dash board. On commercial chassis due to the design and construction of the roof posts, the “A” post tends to bend or roll during impact, causing the roof to shift in the direction opposite of the impact. During rollover the a and b posts actually roll with the vehicle as pictured in Photo #1. Generally commercial cab apparatus are not designed to support the weight of the roof. Why do custom apparatus tend to with- stand the affects of rollover so much better than their commercial counter parts? Fully enclosed four door cab apparatus are generally constructed of aluminum or stainless steel tubing in the roof area to support the weight of the roof, and any attended equipment. In addition the material thickness and design of the A post at the**

windshield and the other supporting cab side walls are generally designed of heavier material with additional interior support to provide protection for the crew. Also many custom apparatus manufacturers have done some form of crash testing on their cabs. Some custom chassis manufactures actually offer some kind of airbag rollover protection packages for their chassis. This in conjunction with crash testing and rollover protection generally provides superior protection for the personnel riding inside of the cab.

I have two case studies that show the stark difference. The first occurred in Alabama where firefighters were responding to a brush fire when their commercial apparatus rolled over rounding a curve. A female firefighter was crushed and trapped in the cab for a couple of hours she died even though she had her seatbelt on. In the second case study Phoenix Engine 37 was responding to a medical call when a car in an opposing lane locked the brakes up and the driver turned the wheel while in the skid. When the civilian driver let off on the brakes the car steered right in front of Engine 37. Engine 37 was nearly knocked into a utility pole, the driver of the apparatus due to excellent driving skills, was able to avoid a direct hit of the pole. As he swerved to avoid the pole Engine 37 then went across the road end up into a fence and rolled

over a couple of times. The back end of the apparatus was totally destroyed, however the cab stayed in tact. The only intrusion into the cab was that the front windshield popped out (Photo # 1). All on board Engine 37 were wearing seatbelts. The crew of Engine 37 were all able to unbuckle and walk away, while the most serious injury was a shoulder separation.

This is not to say that every incident will result in the same results, however two important facts cannot be understated. First, a comprehensive driver training and re-qualification program will help insure that the department's drivers have been given the appropriate level of training for the important tasks that they undertake every time they get behind the wheel of an emergency vehicle. Secondly, making sure that each department specifies that needed and required safety devices on every piece of apparatus and having enforceable SOG's that require all personnel to be seated and belted will help to insure that "Everyone goes Home" from every run.

Hope to see and meet many of you at the Firehouse Expo in Baltimore.

Submitted by Michael Wilbur

## Paul Bueche

---

**From:** Paul Bueche [pbueche@cityofswartzcreek.org]  
**Sent:** Friday, June 07, 2013 10:18 PM  
**To:** paulbueche@comcast.net  
**Subject:** FW: Emailing: Fire Department.xlsx  
**Attachments:** Capital Improvement Schedule 2013-2033 041513Cole 5 year finance.xlsx; Capital Improvement Schedule 2013-2033 041513Cole 7 year finance.xlsx

-----Original Message-----

**From:** Chief Brent Cole [<mailto:bdcole@scafd.com>]  
**Sent:** Tuesday, April 16, 2013 8:57 AM  
**To:** 'Paul Bueche'  
**Subject:** RE: Emailing: Fire Department.xlsx

Paul,

With the way things have gone and are going, I don't see how I can accurately predict the purchase of apparatus for the future, with any certainty.

I have recalculated what it would cost both municipalities to finance a new unit for 5 and 7 years. The spread sheets are attached.

It has been my goal to provide 2 engines at each station, which the proposed purchase would accomplish.

Since we have been purchasing quality built apparatus, I believe, we will be able to refurbish existing apparatus, provided they remain sound in the future. Given this, the condition of the current apparatus, at the time, will determine refurbishing dates.

Below is what I presented at the Fireboard meeting last night, after receiving information that prevented it from being included in the regular packet:

As of April 15, 2013, the approximate cost of the new apparatus, minus loose equipment, is \$570,000.00. The loose equipment estimate is \$63,000.00 resulting in an approximate total of \$633,000.00. This amount, minus the current CIFP balance would bring the total to \$521,785.00. If financed for 5 years, the amount per municipality would equal \$52,178.50 annually plus interest. If financed for 7 years, \$37,270.00 annually, plus interest.

The Fireboard meeting last night directed Mike Messer to contact both municipalities to try and schedule a join meeting to discuss this new apparatus. I suspect Mike will be contact you soon.

Brent

-----Original Message-----

**From:** Paul Bueche [<mailto:pbueche@cityofswartzcreek.org>]  
**Sent:** Wednesday, April 03, 2013 17:39  
**To:** 'Chief Brent Cole'  
**Subject:** RE: Emailing: Fire Department.xlsx

B,

Thanx..... P

-----Original Message-----

From: Chief Brent Cole [<mailto:bdcole@scafd.com>]  
Sent: Wednesday, April 03, 2013 7:33 AM  
To: 'Paul Bueche'  
Subject: RE: Emailing: Fire Department.xlsx

Paul,

Currently we are revising the specifications and loose equipment prices from 2010 to current.

I'm hoping I will have that information by next week, since I will leaving out of town starting April 17 until April 29.

Brent

-----Original Message-----

From: Paul Bueche [<mailto:pbueche@cityofswartzcreek.org>]  
Sent: Monday, March 18, 2013 11:40  
To: Brent Cole  
Subject: Emailing: Fire Department.xlsx

Brent,

I met with the Township trying to resolve the agreement concerns. I've proposed tying an annual contribution to the CIP fund by both municipalities. Attached is tentative worksheet showing potential contributions amortized over 20 years. Can you drop an apparatus replacement schedule on the right column that coincides with this funding schedule? You can provide separate written document explaining your views, positive or negative, on the schedule, and email back.

Also, I'm looking to catch up with you later this week to chat about several things. What days, Wed - Fri might you be around?

Thanx.....

Paul Bueche



# BULLETIN

**TO: All Pierce Sales Representatives**  
**FROM: Bobby Williams**  
**DATE: May 3, 2013**  
**RE: June 15, 2013 Price Increase**

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As discussed, Pierce is announcing a price increase effective June 15, 2013. Each year we face cost pressure related to health care, energy, raw material, purchased components and transportation. Increases in health care are becoming particularly acute. As a point of reference, the annual Producer Price Index (PPI) increase for heavy duty trucks is trending to 2.9% and has averaged 3% since 2009.

Based on feedback from our field sales force, we conducted a thorough review of all product lines. Ensuingly, we are implementing an average 3% overall price increase with strategic adjustments for certain products. For instance, aerials will only increase 2.5% on average; while **mid-mount platforms** will decrease by 2.0%. Custom pumpers will increase between 2.5% - 3.0%. Also effective on orders booked after June 15, we will begin e-coating our frame rails and liners as standard on all units. This e-coat process is included in the price increase. We will have documentation outlining the benefits of e-coating sent out to the field in the upcoming weeks.

The price increase is effective on all bids after June 14, 2013, and all respective orders received after August 15, 2013. Consistent with past practice, all Pulse orders must be in a submitted status and validated for this to be honored.

As a reminder, Pierce's prepay discount offers a significant competitive advantage to lower the overall acquisition cost of a Pierce apparatus for our customers. We also offer many lease financing and turn-in lease options through Oshkosh Capital to assist with the purchase of fire apparatus for our customers.

If you have any questions, please call me or your Regional Vice President of Sales.

CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN

STREET CLOSURE APPLICATION

DATE OF REQUEST: June 7, 2013 200

SPONSOR ORGANIZATION City of Swartz Creek

AUTHORIZED REPRESENTATIVE: Paul Bueche City Manager

WORK ADDRESS: 8083 Civic HOME ADDRESS: \_\_\_\_\_

PHONE NO: WORK (810) 635-4166 HOME: ( ) \_\_\_\_\_ CELL: ( ) \_\_\_\_\_

TYPE OF EVENT:  PARADE\* (DRAW ROUTE ON ATTACHED MAP)

\_\_\_\_\_ CARNIVAL \_\_\_\_\_ CRAFT SHOW

\_\_\_\_\_ STREET DANCE \_\_\_\_\_ CONCERT

\_\_\_\_\_ OTHER: \_\_\_\_\_

DATE OF EVENT: 06/14, 2013 TIME OF EVENT: FROM: 6:00 AM  PM  
TO: 6:30 AM  PM

ESTIMATED NUMBER OF PARTICIPANTS: 12

ROADS REQUESTED TO BE CLOSED: \*\* FREDERICK - MILLER - FORDINO

The applicant agrees, as a condition of the granting of this permit, to hold the City of Swartz Creek, it's officers, employees, and agents harmless from any liability from any injuries caused to persons or property in connection with this event. To that end, the applicant shall provide the City with evidence of insurance for such liability in an amount determined adequate by the City Attorney, but in no case less than \$1,000,000/2,000,000 aggregate and the City of Swartz Creek shall be named as an insured party on said policy. The policy shall also contain a provision providing the City with ten (10) days written notice of cancellation.

For: VETERANS MEMORIAL PARK (Organization) By: [Signature] (Authorized Representative)

APPROVED BY: [Signature] (Chief of Police) 6-7-13

INSURED VIA CITY BLANKET POLICY

\* The throwing of any item(s) from any vehicle during the course of a parade is strictly prohibited and violations may result in criminal prosecution and/or the denial of future permit applications.

\*\*The Chief of Police reserves the right to determine the length of time that any street(s) remain(s) closed to traffic.

**THIS REQUEST AND ALL REQUIRED ASSOCIATED DOCUMENTS MUST BE SUBMITTED TO THE OFFICE OF THE CHIEF OF POLICE NO LATER THAN 30 DAYS PRIOR TO EVENT DATE**



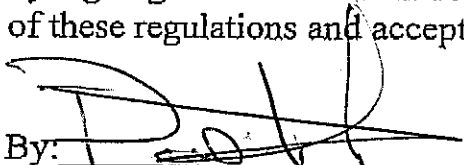


### CITY OF SWARTZ CREEK PARADE REGULATIONS

The approval of a street closure request and/or a "parade permit" is based on the assumption that the event coordinator(s) fully understand and accept the following regulations regarding the event: \*

1. The throwing of any object(s) from any vehicle during the course of the parade is prohibited by ordinance. Violations of this ordinance could result in prosecution and/or the denial of future permit requests.
2. The closing of major thorough fares entails the rerouting of thousands of motorists and the interruption of commerce. It is imperative that parades begin and end on time so as not to unnecessarily disrupt the usual course of traffic and business.
3. Parade organizers must provide a means of direct communication between the event coordinator and the Chief of Police (or his designate) during the course of the parade in order to address any dangerous conditions that may develop during the course of the event.
4. The practice of parade participants jumping onto or off of moving vehicles in the parade is prohibited.
5. When determining the staging area for parade participants, organizers should ensure that the area is sufficient in size to accommodate all entries without creating traffic or pedestrian hazards.

It is the responsibility of the event coordinator(s) to ensure that all parade participants are made aware of the regulations that directly affect them and by signing this document hereby acknowledge that they have received a copy of these regulations and accept said responsibility.

By:  For: \_\_\_\_\_  
 (Event Coordinator or Representative) (Organization)

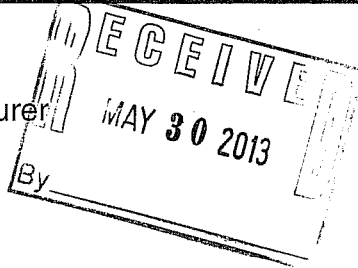
No Articles PASSED During  
 PARADE - WACKELS: ① Honor Guard ② Police  
 Chaires ③ Womens Aux.



**GENESEE COUNTY  
OFFICE OF THE TREASURER**

1101 Beach Street, Suite 144  
Flint, Michigan 48502-1475  
Telephone (810) 257-3054  
Fax (810) 257-3885

Deborah L. Cherry, Treasurer



**DATE:** May 28, 2013  
**TO:** Local Unit Clerks  
**FROM:** Deborah L. Cherry, Treasurer  
**SUBJECT:** Tax Reverted Property

MCL211.78m directs that all parcels foreclosed by a County Treasurer's Office (foreclosing governmental unit) are available to be purchased by the State of Michigan, City, Village, Township or County in which they are located. The acquisition must be made prior to the foreclosed parcels being taken to public auction.

Sec 78m (1) is excerpted below:

Sec. 78m.

- (1) Not later than the first Tuesday in July, immediately succeeding the entry of judgment under section 78k vesting absolute title to tax delinquent property in the foreclosing governmental unit, this state is granted the right of first refusal to purchase property at the greater of the minimum bid or its fair market value by paying that amount to the foreclosing governmental unit if the foreclosing governmental unit is not this state. If this state elects not to purchase the property under its right of first refusal, a city, village, or township may purchase for a public purpose any property located within that city, village, or township set forth in the judgment and subject to sale under this section by **payment to the foreclosing governmental unit of the minimum bid**. If a city, village, or township does not purchase that property, the county in which that property is located may purchase that property under this section by payment to the foreclosing governmental unit of the minimum bid. If property is purchased by a city, village, township, or county under this subsection, the foreclosing governmental unit shall convey the property to the purchasing city, village, township, or county within 30 days.

Please find attached a list of foreclosed properties in your governmental unit that are available for purchase for the minimum bid. Note that a few foreclosures might be reversed, as allowed by law.

If you are interested in acquiring any of the parcels in your unit, contact Carla Vandefifer and the agreement that must be signed will be forwarded.

The deadline to acquire property from the 2013 foreclosures is July 12, 2013.

If you have any questions, please feel free to call.

cc: Unit Treasurer

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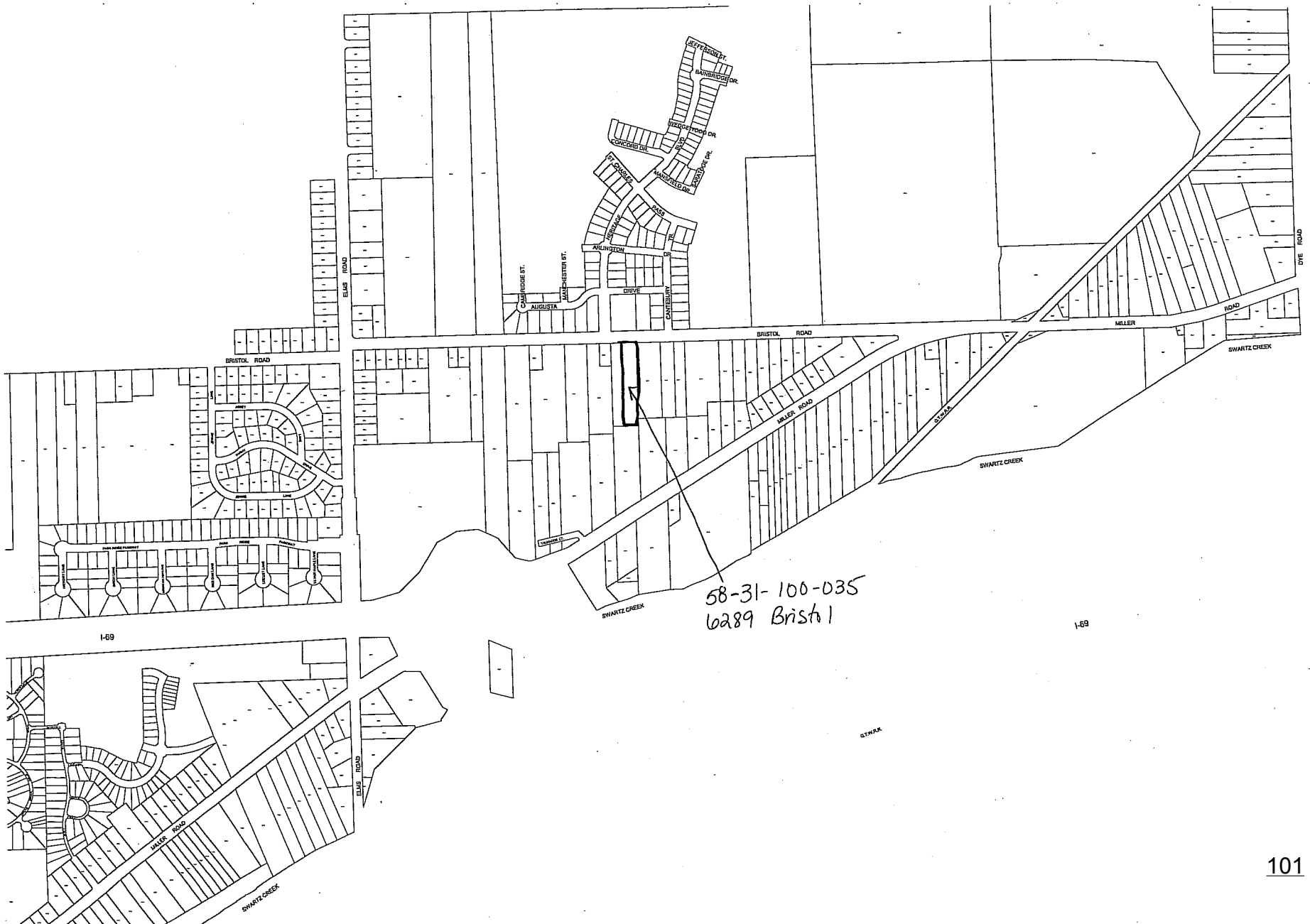
05/16/2013  
9:33 AM

FORECLOSURE LIST FOR GENESEE COUNTY  
For 2013 Foreclosures of 2010 and prior taxes  
All Records

BY: VANDEF1C

Interest Computed As Of Foreclosure Date

PARCEL	TAX DUE	INTEREST/FEES DUE	TOTAL DUE	TAX YEARS DELINQUENT
<i>Eckstein</i> 58-01-502-077 <i>S017 Jrd</i>	8,041.68	1,968.73	10,010.41	2012 2011 2010
<i>D Mac</i> 58-02-526-086 <i>JOSL Fairchild</i>	3,575.30	825.14	4,400.44	2012 2011 2010
<i>Blackburn</i> 58-03-531-031 <i>Cardigan</i>	411.35	441.68	853.03	2012 2011 2010
58-03-531-033	411.40	441.68	853.08	2012 2011 2010
58-03-531-034	411.39	441.68	853.07	2012 2011 2010
58-03-531-129 <i>Yours DR</i>	410.55	441.54	852.09	2012 2011 2010
58-03-531-130	410.52	441.53	852.05	2012 2011 2010
58-03-531-143	411.42	441.69	853.11	2012 2011 2010
58-03-531-144	411.38	441.68	853.06	2012 2011 2010
58-03-531-145	411.42	441.69	853.11	2012 2011 2010
58-03-576-014 <i>Hilled</i>	507.78	463.23	971.01	2012 2011 2010
<i>Holland</i> 58-31-100-035 <i>6239 Bristol</i>	3,080.75	619.40	3,700.15	2012 2010



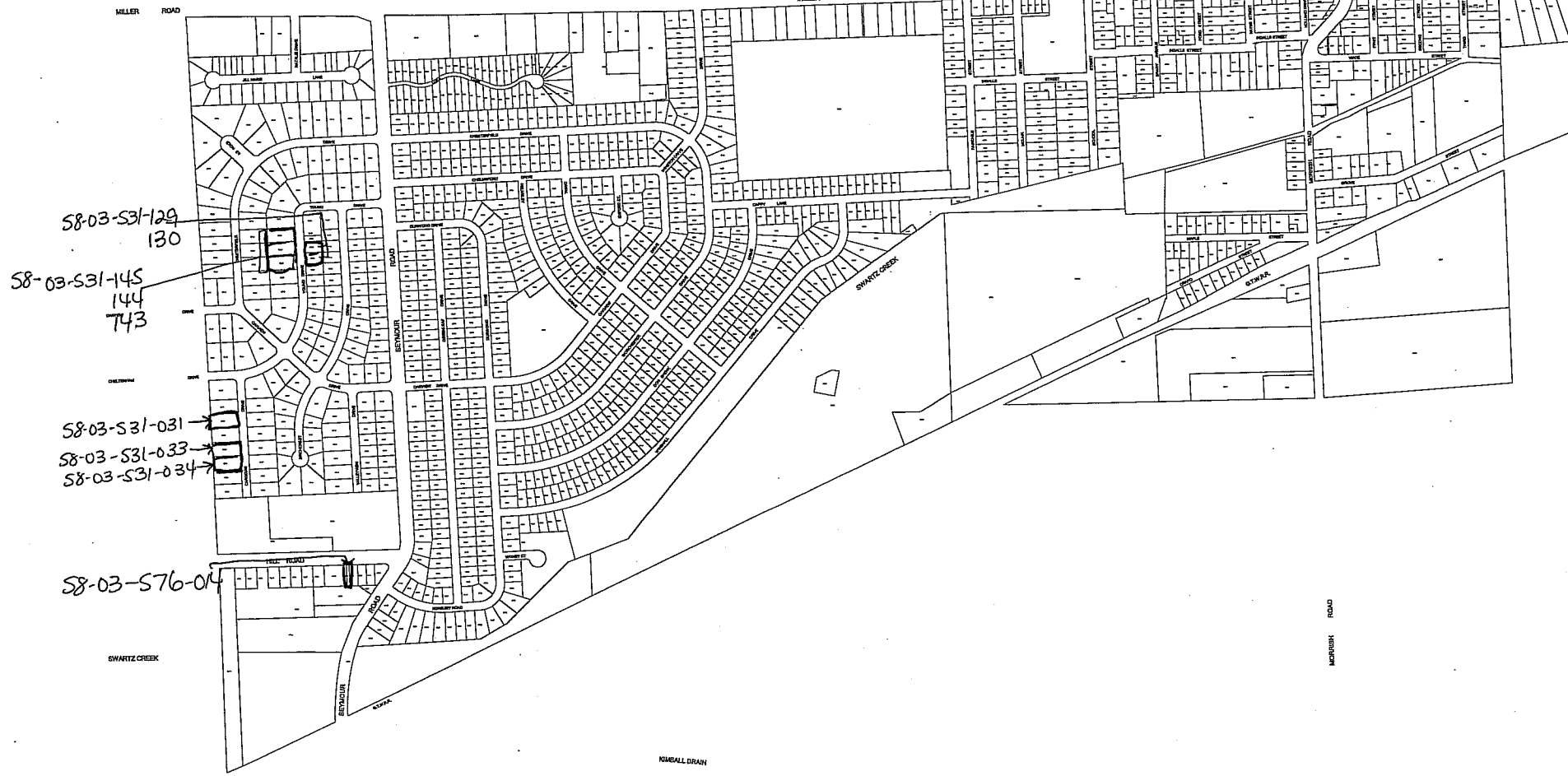
58-31-100-035  
6289 Bristol

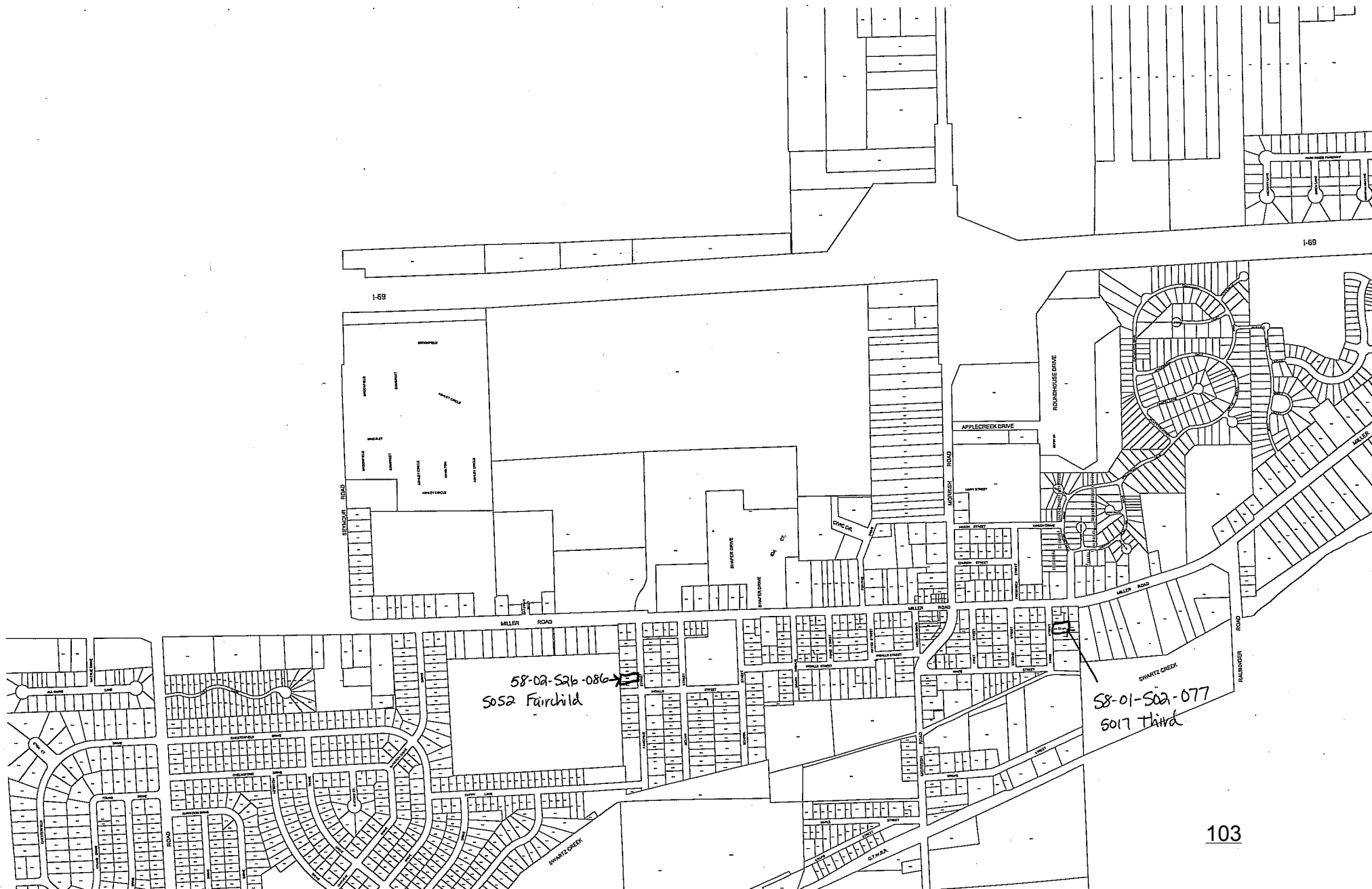
I-69

I-69

SWARK

DYE ROAD





58-02-526-086  
502 Fairchild

58-01-502-077  
5017 Third

NOTICE TO GENESEE COUNTY TREASURER DEBORAH L. CHERRY, THE  
FORECLOSING GOVERNMENTAL UNIT, OF ELECTION TO PURCHASE  
FORECLOSED PROPERTY

The City of Swartz Creek hereby notifies Deborah L. Cherry, Genesee County Treasurer and Genesee County Foreclosing Governmental Unit, that it intends to purchase property described as parcel 58-36-578-018, also known as Miller Rd, which property is located in Swartz Creek, Michigan, for a public purpose. The purchase price is \$1,354.11, which amount is the minimum bid as that term is defined in MCL 211.78m (11).

The public purpose for which the property is being purchased is:

The City of Swartz Creek agrees that this Notice will be filed with the Genesee County Register of Deeds and that the City of Swartz Creek will notify the Foreclosing Governmental Unit at least seven days before the event if it ever sells or transfers to a third party all or any part of the above described property. Further, the City of Swartz Creek understands and agrees that if it should ever sell the purchased property above described for an amount in excess of the minimum bid and all costs incurred relating to demolition, renovation, improvements, or infrastructure development, the excess amount shall be returned to the Genesee County Treasurer for deposit into the delinquent tax property sales proceeds account for the year in which the property was purchased by the City of Swartz Creek.

Upon the request of the Foreclosing Governmental Unit the City of Swartz Creek shall provide without cost to the Foreclosing Governmental Unit information requested regarding any subsequent sale or transfer of the above described property. The information shall be provided within seven days of receipt of the request.

This election by the City of Swartz Creek is made subject to any prior right of election vested in the State of Michigan.

The City of Swartz Creek understands that neither Genesee County nor Deborah L. Cherry, either individually and/or as Genesee County Treasurer and/or as the Foreclosing Governmental Unit, makes any warranty of any kind as to the title transferred to the City of Swartz Creek and will not indemnify, defend, save nor hold harmless the City of Swartz Creek from any or all claims, liabilities, damages, losses, suits, fines, penalties, demands or expenses, including costs of suit and attorney fees, incurred by the City of Swartz Creek because of or related to its election to purchase the property above described.



The City of Swartz Creek agrees to indemnify, defend, save and hold harmless Genesee County and Deborah L. Cherry, individually and/or as Genesee County Treasurer and/or as Foreclosing Governmental Unit, from any and all claims, liabilities, damages, losses, suits, fines, penalties, demands and expenses, including costs of suit and attorney fees, which Genesee County and/or Deborah L. Cherry, individually and/or as Genesee County Treasurer and/or as Foreclosing Governmental Unit incurred because of or related to the election of the City of Swartz Creek to purchase the property above described.

Attached to this notice is a copy of the resolution authorizing the purchase which resolution incorporates the indemnification of Genesee County and Deborah L. Cherry.

Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor or Supervisor

Date: \_\_\_\_\_

\_\_\_\_\_  
Clerk

David Kruger, Mayor  
City of Swartz Creek  
8083 Civic Drive  
Swartz Creek, Michigan

May 20, 2013

Dear Mr. Mayor...

Please accept this letter as my resignation from the Swartz Creek Area Fire Board and the City of Swartz Creek Park Board.

I have served as a City designee on both of these boards for several years and have enjoyed the experience.

I hope my time and counsel have helped these bodies strengthen the services provided to the citizens of the area.

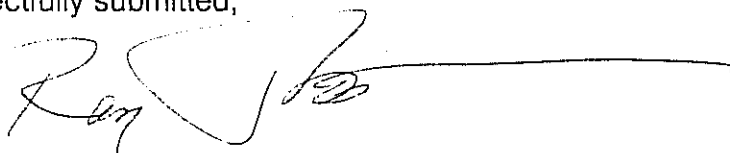
An impending change in our lives prompts my resignation. We will be moving to a new home in Marengo Illinois in late June or early July 2013.

The Swartz Creek community a wonderful place for people to live, work, play and raise families. It is my ardent hope that the fortunes of the city allow it to continue to play that role for the friends and neighbors we will be leaving behind and for the next generation.

If I have one regret about my service on these boards; it is the failure of the City to keep it's citizens well informed about the size and impact of the states reduction of income stream to the community. The residents of our town would be served better if they had knowledge of the struggles of the city to maintain appropriate levels of service for their safety, health and comfort. With the collapse of the Flint Journal's ability to report any real news, only headlines about the community shared on TV stations (inadequately) reach our citizens. I hope you will consider a monthly news letter to spread the word of the good things happening in our town and the **source** of the struggles we face to provide service to them.

I wish you a bright future.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ray Thornton", with a long horizontal line extending to the right.

Ray Thornton

CC. Chief Cole  
CCI. Mike Messer  
CCII. Raelynn Hicks  
CCIII. Tom Svrcek

NEWS RELEASE

FOR IMMEDIATE RELEASE      May 30, 2013

CONTACT PERSON:      KIMELEY STOWELL, REHABILITATION INTAKE COORDINATOR, GENESEE COUNTY METROPOLITAN PLANNING COMMISSION, HOME IMPROVEMENT PROGRAM

The Genesee County Metropolitan Planning Commission (GCMPC) Home Improvement Program (HIP) operates a program for homeowners to make needed improvements to their home. These improvements include, but are not limited to: roofs, windows, furnaces, and wells. Improvements are based on the health, safety, and welfare of the home's occupants. The home must be owner occupied and located in Genesee County, but **outside** the Village of Lennon, and the cities of Flint, Clio, Davison, and Flushing. Property taxes must be current, mortgage payments must be current, and the home must be covered by homeowner's insurance. Homes must be single family structures on their own property. Total household income must be within 80% of Genesee County Median Income Limits. Presently, the median income for Genesee County is \$52,100.00. Income amounts are adjusted based on family size. For example, a family of four cannot have more than \$44,400.00 in family income.

The HIP operates a program for senior citizens, age 62 and over, in which the loan is forgiven if the homeowner remains in the home for five years. For citizens under age 62, the program requires a percentage of what is spent to be paid back at some point in time. The percentage of what is paid back is based on family income.

If you are interested, or have additional questions, please contact Kim Stowell at (810) 257-3010 or visit our website at [www.gcmpc.org](http://www.gcmpc.org).

ATTENTION!

A Public Hearing will be held Wednesday, June 19, 2013 at 7:00 p.m. in the Willard P. Harris Auditorium, third floor, Genesee County Administration Building, 1101 Beach Street, Flint, Michigan, 48502, as part of the Genesee County Metropolitan Alliance meeting. This public hearing is an opportunity for you to review and comment on the following item: the proposed reaffirmation of the Genesee County 2035 Long Range Transportation Plan (LRTP). The LRTP identifies the county's transportation deficiencies, summarizes the transportation network, and offers a vision of projected transportation needs over the next 25 years. This plan is set to expire on July 22, 2013. Genesee County must reaffirm the 2035 LRTP to assure there is a valid LRTP in place at all times. Staff has reviewed the 2035 LRTP and found that the analysis and recommendations of the plan are still valid and applicable for Genesee County at this time. The proposed reaffirmation of the 2035 LRTP will be in effect until July 22, 2014, when staff anticipates the 2040 LRTP will be ready for approval. This process is also being used to meet the public input requirements of the transit Program of Projects. The 2035 LRTP is available to view by [clicking on this link](#). Call for office hours. Comments may be made in person or by mail, phone, fax or e-mail. The Genesee County Metropolitan Planning Commission will furnish reasonable auxiliary aids and services to individuals with disabilities upon request. Individuals with disabilities requiring auxiliary aids for services or persons with Limited English Proficiency should contact the Planning Commission by writing or calling the following:

Sharon Gregory

Genesee County Metropolitan Planning Commission

1101 Beach Street, Room 223, Flint, MI 48502

(810) 257-3010

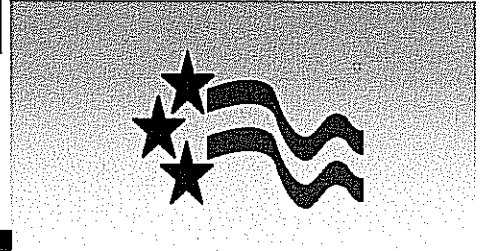
Michigan Relay Center: Dial 711 or 1-800-649-3777

E-mail: [gcmpec@co.genesee.mi.us](mailto:gcmpec@co.genesee.mi.us)

“An Equal Opportunity Organization”

**Michigan Manufacturing & Maintenance**

82 East Mt. Morris Rd  
 Mount Morris, Michigan 48451

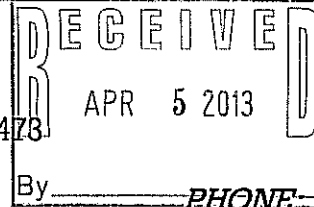


**Invoice**

INV #: 3580  
 Date: 4/4/2013  
 Terms: ON RECIEPT

**Bill To:**

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



W.O. Number PER CONTRACT  
 Customer Serv WORK ORDER  
 Sales Person: KJD

By \_\_\_\_\_ PHONE: 1-800-544-3204

FAX: 1-810-640-2451

**PAID**

DATE	W.O.#	Description	Qty/Hours	Rate	Amount
03-15-13		JETTED SEWER LINES	6.00	\$125.00	\$750.00
W-2514		MILER ROAD: BUAKSHIRE APPT JETTED SEWER TO APT AND CLEANED MANHOLE HAWG & DON: SEWER LINE ALLEY , ARBY'S , WENDY'S , MCDONALDS, ELMS ROAD ACROSS MILLER ROAD 5108 WINSHAL SEWERLINE, 5166 WINSHALL ROOT IN EDGE OF DRAIN, 5177 OAKVIEW JETTED SEWRE LINE			
		CHARGE FOR 1 ASST. ON JOB	6.00	\$45.00	\$270.00
		EXTRA CHARGE BECAUSE OF GREASE DEPOSITS	1.00	\$125.00	\$125.00

total: \$1,145.00

Thank You For Your Buisness