

**City of Swartz Creek  
AGENDA**

**Regular Council Meeting, Monday March 25, 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 March 11, 2013 MOTION Pg. 7, 10-14
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. Police Statistic Status Report Pg. 15-19
  - 6C. 2012 FY Fire Department Audit Pg. 20-44
  - 6D. Morrish Bridge Project, MDOT Notice Pg. 45-46
  - 6E. Meijer Fuel Station, Outdoor Storage Pg. 47-50
  - 6F. DEQ Scrap Tire Grant Status Pg. 51-52
  - 6G. Comcast Letter, Channel Changes Pg. 53
  - 6H. Small Cities Agenda Pg. 54-56
  - 6I. Flint Water Supply - KWA Evaluation CD
  - 6J. Meijer Traffic Signal Bid Documents CD
7. **MEETING OPENED TO THE PUBLIC:**
  - 7A. Proclamation, Eagle Scout Award PROC.
  - 7B. General Public Comments
8. **COUNCIL BUSINESS:**
  - 8A. Adopt Ordinance #410, Revisions for Signs & Building Construction RESO. Pg. 8
  - 8B. Farmers Market RESO. Pg. 9, 6
  - 8C. Shared Services Committee Update DISC. Pg. 3
  - 8D. Title VI & L.E.P. Requirements DISC. Pg. 6
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 March 25, 2013 7:00 P.M.**

**TO:** Honorable Mayor, Mayor Pro-Tem & Council Members  
**FROM:** PAUL BUCHE // City Manager  
**DATE:** 22-March-2013

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

- ✓ **MAJOR STREET FUND, TRAFFIC IMPROVEMENTS** (See Individual Category)
- **2014-2017 T.I.P. APPLICATION** (Status)

Applications have been filed on the following streets for the next round of the TIP Program: **Bristol Road** (GM-SPO to Miller Road), **Fairchild, Winston, Cappy & Worchester** (Miller to Miller), **Miller Road Segment #1** (Elms to Tallmadge), **Miller Road Segment #2** (Morrish to Elms), **Miller Road Segment #3** (Seymour to Morrish), **Miller Road Segment #4** (Tallmadge to Dye). Below is a tentative schedule for repair (funded streets above the line), not yet approved by the MPO:

AGENCY	PROJECT	LIMITS	SUBMITTED		PER LN ADT	Total Fed	Cost Per LN FT
			PASER	SCORED PASER			
GCRC	Flushing Road	Linden Road to Mill Road	2	2	1,581	\$ 716,680.00	\$ 52.30
GCRC	Pierson Road	Linden Road to I-75	3	3	6,485	\$ 954,776.00	\$ 86.77
GCRC	Coldwater Road	Neff Road to Saginaw Road	2	2	1,581	\$ 1,471,080.00	\$ 87.07
GCRC	Coldwater Road	Clio Road to Neff Road	2	2	1,493	\$ 1,471,080.00	\$ 87.07
GCRC	Clio Road	Dodge Road to Wilson Road	2	2	1,471	\$ 1,239,240.00	\$ 90.44
Swartz Creek	Fairchild, Winston	Miller Road to Miller Road	2	2	557	\$ 510,657.00	\$ 71.96
Swartz Creek	Miller Road	Morrish Road to Elms Road	3	3	6,942	\$ 887,621.00	\$ 58.37
Swartz Creek	Miller Road	Tallmadge Court to Dye Road	3	3	4,309	\$ 891,494.00	\$ 43.97
Mt Morris	Saginaw Street	South City Limits to Mt Morris Ro	2	2	3,461	\$ 627,115.00	\$ 74.23
GCRC	Flushing Road	Warner Road to Linden Road	2	2	1,389	\$ 570,400.00	\$ 41.63
Flint	Kearsley Street	Chevrolet Ave to Beach Street	3	3	6,443	\$ 954,467.00	\$ 66.86
Mt Morris	Saginaw Street	Mt Morris Road to North City Lim	2	2	2,331	\$ 634,404.00	\$ 75.10
Burton	Center Road	Atherton Road to Lippincott Blvd	3	3	5,104	\$ 979,275.00	\$ 46.37
GCRC	Linden Road	Lennon Road to Corunna Road	3	3	6,811	\$ 1,910,444.00	\$ 87.68
GCRC	Coldwater Road	Saginaw Road to Dort Highway	2	2	974	\$ 839,960.00	\$ 48.03
GCRC	Linden Road	Corunna Road to Calkins Road	3	3	5,825	\$ 1,898,880.00	\$ 89.55
Fenton	Poplar Street	Silver Lake Road to North Road	3	3	4,388	\$ 466,338.00	\$ 753.44
GCRC	Linden Road	Frances Road to Dodge Road	2	2	1,657	\$ 480,000.00	\$ 57.51
Mt Morris	Roosevelt Street	Benson Street (City Limits) to Sag	2	2	215	\$ 416,417.00	\$ 170.02
GCRC	Davison Road	Irish Road to Davison City Limits	3	3	3,640	\$ 1,035,920.00	\$ 34.04
Flint	Fenton Road	Campbell Street to I-69	5	3	3,380	\$ 1,323,045.00	\$ 73.87
Burton	Center Road	Bristol Road to Atherton Road	3	3	3,771	\$ 993,134.00	\$ 47.02
GCRC	N Saginaw Road	Mt Morris City Limits to Frances f	3	3	2,147	\$ 526,240.00	\$ 47.10
Davison	W Rising, Dayton,	State Street (M-15) to Main Stree	3	3	838	\$ 547,931.00	\$ 115.83
GCRC	N Saginaw Road	Carpenter Road to Coldwater Roa	3	3	2,109	\$ 937,480.00	\$ 44.30
Swartz Creek	Miller Road	Seymour Road to Morrish Road	4	4	5,402	\$ 924,543.00	\$ 56.12
GCRC	N Saginaw Road	Stanley Road to Mt Morris City Li	3	3	4,038	\$ 474,720.00	\$ 46.15

Assuming this list will be approved, all of the streets we have submitted finished near the top of the repair list. All of the streets are within the funding level, with the exception of the Miller Road piece between Morrish and Seymour, which falls just below the funding line. As a note, Fairchild, Cappy, Worchester and Winston may likely be pulled from the funding section by MDOT as the traffic counts are not significant enough to justify limited funds. Even so, we would be able to repair Miller from Morrish to Dye, with the exception of the piece near I-69. It's probably a safe bet that Miler between Morrish and Seymour will not make the 2014-2017 funding call. Not a bad finish though...

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

The Morrish Road Bridge Project is the last remaining project funded in the 2011-2014 TIP. The original bid placed the project under estimates by about \$25k. Included with your packet tonight is a letter from MDOT informing us the low bidder

is out of compliance based on what appears now to be the inability to obtain and submit the proper bond documents. MDOT has issued a compliancy deadline of March 29<sup>th</sup>. IF they do not meet the requirements by this date, the project then heads to the next lowest bidder, which is considerably higher. On another matter, the only item we do not have a price on yet are the four lights included in the design. We are 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)

The project is estimated to last for two months and with a tentative start date of June 17<sup>th</sup>. The first round of notification letters have gone out with additional letters planned later into the spring.

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

☐ **REHABILITATION PROGRAM** (Status)

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

☐ **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.

✓ **MARATHON REDEVELOPMENT PROJECT** (Status)

The Council selected the Biggby Project at the Special Meeting of February 20<sup>th</sup>. 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:	March, 2013
Commence Construction:	T.B.D.

The Circuit Court has granted a default motion to quiet title. The title company is collecting the paperwork needed for closing and the Atkinson's are reviewing the requested deed covenants offered by the Marathon Petroleum Company.

✓ **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** (Discussion)

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. Flint Township will be visiting the matter at their meeting to be held this evening. I have set an update discussion for tonight's meeting on the progress of the shared services committee. We'll be visiting where we are, where we're going and where we've been.

✓ **FIRE DEPARTMENT: BUDGET, CONTRACT & COST RECOVERY** (*Status*)

I met with the township regarding the contract. The meeting produced a step closer to resolving the CIP issue. I'm doing a bit of research before a yet to be scheduled second meeting.

✓ **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.

✓ **SIGN ORDINANCE, APPENDIX A REVISIONS** (*Resolution*)

The Planning Commission, at their January 8<sup>th</sup> meeting, discussed changes to the Sign Ordinance as well as design standard changes in Appendix A. They held the required public hearing and approved the recommendation for changes to both. Mr. Gildner has drafted the changes into an ordinance amendment, being Ord #410, included with tonight's packet, for adoption.

On a similar, but unrelated matter, Meijer gas station inquired about outdoor sales items at the station. It seems in the extensive six year review process, we missed this. As always, gas stations depend heavily on this and it's been a problem with at least one of the stations that once or twice a year, store excessive amounts. In discussing the matter with Adam, we agreed that it's always a concern, everywhere. It's also widely un-enforceable for all but those that push it to excess. He tells me the answer in Owosso is to amend the ordinance to allow 200 square feet of outdoor storage for fuel stations, by right. I like the idea. I've asked him to rough in another ordinance amendment permitting such. In the mean time for Meijer, I've given them temporary administrative approval for 200 approximate square feet of outdoor storage pending an ordinance amendment. A drawing provided by their engineering department is included with tonight's packet.

✓ **MEIJER OPENING, INTERSTATE TRAFFIC SIGNAL** (*Status*)

The Council approved an amended site plan allowing for the construction of a gross square foot store of 192,214 along with related changes to parking, traffic circulation, lighting, landscaping, and signage, all of which have been deemed by the City's staff as minor and within the general concept of the original site plan approval. On paid-in capital, Meijer funded improvements capped at \$1,500,000. To date, they have paid \$1,095,000. They owe the City \$52,873, which when invoiced and paid, will put their contribution, to date, for the Morrish project at \$1,147,873. This leaves \$352,127 left to fund traffic signals and other related improvements.

We have updated costs estimates for the signal, as follows:

<i>Meijer Entrance &amp; I-69 Traffic Signal</i>					
<b>Constr Est</b>	<b>P.E. / C.E.</b>	<b>Street Lights</b>	<b>Total</b>	<b>Avail Funds</b>	<b>Remain Funds</b>
\$198,000	\$39,812	\$11,000	\$248,812	\$352,127	\$103,315

We have the traffic signal installation schedule kicked into high gear. The final permit from MDOT was issued Tuesday March 5<sup>th</sup>, after having to tickle politicians to get it out of the state. We continue to push the project as hard as possible to meet the store opening.

The tentative schedule for the opening of the Meijer Fuel Station is Thursday April 18<sup>th</sup>. The store has a soft opening scheduled for Thursday May 16<sup>th</sup> with a grand opening set to begin Sunday May 19<sup>th</sup>. Meijer states this will be their 200<sup>th</sup> store and the 10<sup>th</sup> in the Flint area. They are planning a big splash to coincide with the 200<sup>th</sup> opening.

- ✓ **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.
  - ❑ **SDM NEW, 4141 MORRISH ROAD, MEIJER INC.** (*Status*)

Pending further correspondence from 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*)

Returns are back and have been reviewed by the City's Engineer. Out of seven returns ranging from a high of \$48,000 to a low of \$27,000, the lowest was L. Zeller & Sons Excavating, of Flint. Mr. Fluery is familiar with the low bidder and endorses their work. We are working to get the project started in April, prior to the opening of the Meijer store. As the Council may recall, we have been awarded a \$30,000 grant from the State's Emergency Management Division as the overpass was damaged during the May 4<sup>th</sup> 2012 flood. Additionally, this is the jurisdiction dispute with MDOT as to which road agency is responsible for repairs. We sort of dropped the complaint when the State Police awarded 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 in late March or April. 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). Included with tonight's packet is an acceptance letter from MI-DEQ inviting the City to continue to the second phase of the grant process. On another note, if the grant works, then it may be something to look at for paving some of the local streets several years down the road.



## NEW BUSINESS / PROJECTED ISSUES & PROJECTS

### ✓ FARMERS MARKET (*Resolution*)

The Farmers Market was a good program for the years we ran it at City Hall. One of the major problems encountered was finding someone to operate it. I used paid staff to do it however it put them in the position where they virtually gave up weekends and any time off through the summer. When it transferred out of the City's control to private, the same problem persisted, eventually causing the end of the program. Mr. Mattson has been searching for a way to revive the program. In a series of meetings, he's found a way that may work for little expense. He's also lined up an anchor vendor for home grown items. The location is the Holland Park on Holland. If we have the desire to run this program, we could do it on a shoe string budget of perhaps \$3,000. My input on this has always been that IF we desire to operate these programs, that they be done so by payroll employees. This keeps us fully inside the line of liability and workers comp concerns. I've set this for a discussion at tonight's meeting. Mr. Mattson will be attending to answer questions. If the Council wishes to proceed with this program, we'd have to endorse the concept tonight in order to lock down the anchor vendor.

### ✓ TITLE VI & L.E.P. REQUIREMENTS (*Information*)

At the last meeting, I provided a notice of compliancy from the State's Civil Rights Commission on Title VI and Limited English Plan (L.E.P.). Basically, the state is telling us we have to develop a plan relative to the two documents if we are to receive any grant funds that are rooted in federal money. Title VI and the L.E.P. are requirements that flow outwards from the 1964 Federal Civil Rights Act. Because we belong to cooperative efforts through the County for all federal and state grants funding, we've always come under the wings of their plans when we utilize such grant sources. Apparently this has changed and we now must adopt plans of our own. There's still no problem with this as the state has templates, however, they are overreaching in that we may be committing to follow these policies for all our purchasing, bids, contracting, irrespective of the funding sources. Still not a lot of problem with this as we are always fair and unbiased in our purchasing, but the policies are cumbersome, specific, expensive and complex, so one has to ask the question that if we purchase a box of pencils, are we civilly liable if we do not precisely follow this policy? We are under a rather tight time frame to submit drafts to the state for approval, even so before approval of the Council, which will ultimately be needed. As you may know, I dislike "straw approvals", but this may be a case where that's exactly what's happening by way of the twisted arm approach. I'll keep the Council informed as we proceed.

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

- *Deteriorated Retaining Walls & Planters at City Buildings.* The wall along the north side of the building has been repaired. We are looking at options on some of the other repairs around the site.
- *Additional Lighting, Miller – Fairchild Intersection.* We are back trying to get a review by Consumers Energy.
- *Deteriorated Grain Elevator Building, Morrish at CNA Crossing.* Pending.

**City of Swartz Creek**  
**RESOLUTIONS**  
**Regular Council Meeting, Monday March 25, 2013 7:00 P.M.**

**Resolution No. 130325-4A            MINUTES – MARCH 11, 2013**

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

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday March 11, 2013, to be circulated and placed on file.

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

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

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

**Resolution No. 130325-5A            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 March 25, 2013, to be circulated and placed on file.

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

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

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

**Resolution No. 130325-6A            CITY MANAGER’S REPORT**

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

**I Move** the Swartz Creek City Council approve the City Manager’s Report of March 25, 2013, to be circulated and placed on file.

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

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

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

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

**I Move** the City of Swartz Creek ordain:

**CITY OF SWARTZ CREEK  
ORDINANCE NO. 410**

*An ordinance to amend sections of Appendix A, the Zoning Ordinance of the City of Swartz Creek.*

**THE CITY OF SWARTZ CREEK ORDAINS:**

**Section 1. Amendment of Appendix A by the Deletion of Section 21.07 of Article 21.**

*Section 21.07 of Article 21 of Appendix A, the Zoning Ordinance of the City of Swartz Creek is hereby deleted in its entirety.*

**Section 2. Amendment of Section 29.07(B) of Article 29 of Appendix A, the Zoning Ordinance of the City of Swartz Creek.**

*Section 29.07(B) of Article 29 of Appendix A, the Zoning Ordinance of the City of Swartz Creek is hereby amended to read as follows:*

**B. Building Materials.**

- 1. Durable building materials which provide an attractive, quality appearance must be utilized.*
- 2. New structure exteriors shall be predominantly (75% or more) constructed from quality materials such as earth-toned brick, native stone, and/or glass products. The planning commission may choose to allow distribution of coverage across all elevations evenly or to concentrate such coverage on more visible elevations, provided no elevation shall have less than 50% of its exterior constructed of such materials. Tinted/textured concrete masonry units may be used as accent materials on all sides and as a primary material on side and rear elevations.*
- 3. Other materials such as smooth-faced concrete block, EIFS panels or pre-fabricated steel panels should only be used as accents and not dominate the building exterior of the structure.*
- 4. Metal roofs may be allowed if deemed by the planning commission to be compatible with the overall architectural design of the building.*

**Section 3. Effective Date.**

*This Ordinance shall take effect on May 10, 2013.*

*Voting for:*

*Voting against:*

*Absent:*

*The Mayor declared the ordinance adopted.*



\_\_\_\_\_  
**David Krueger**  
Mayor

\_\_\_\_\_  
**Juanita Aguilar**  
City Clerk

**CERTIFICATION**

The foregoing is a true copy of Ordinance No. 410 which was enacted by the Swartz Creek City Council at a regular meeting held on the 25<sup>TH</sup> day of March, 2013.

\_\_\_\_\_  
Juanita Aguilar  
City Clerk

**Publish Date:**  
**Paper:**  
**Effective Date: May 10, 2013**

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

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

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

**Resolution No. 130325-8B      2013 FARMERS MARKET**

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

**I Move** the City of Swartz Creek approve the concept of a Farmers Market, to be held in the City's Holland Park, and direct the City's Staff to prepare a budget and plan, to be brought back before the City Council for review and final approval.

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

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

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

**City of Swartz Creek**  
**Regular Council Meeting Minutes**  
*Of the Meeting Held*  
**Monday March 11, 2013 7:00 P.M.**

**CITY OF SWARTZ CREEK**  
**SWARTZ CREEK, MICHIGAN**  
**MINUTES OF THE COUNCIL MEETING**  
**DATE 3/11/2013**

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, Hicks, Hurt, Krueger, Porath, Shumaker.

Councilmembers Absent: None.

Staff Present: City Manager Paul Bueche, City Clerk Juanita Aguilar, DPS Director Tom Svrcek.

Others Present: Sharon Shumaker, Bob Plumb, Boots Abrams, Ron Schultz, Jim Florence, Tommy Butler, Penny Messer, Rich Mattson, Jean Florence.

Mayor Krueger announced that Councilmember Hicks is a new grandmother, which is why she was not present at the last council meeting.

**APPROVAL OF MINUTES**

**Resolution No. 130311-01**

**(Carried)**

Motion by Councilmember Porath  
Second by Councilmember Shumaker

**I Move** the Swartz Creek City Council hereby approve the Minutes of the Regular Council Meeting, held Monday, February 25, 2013, to be circulated and placed on file.

YES: Gilbert, Hicks, Hurt, Krueger, Porath, Shumaker, Abrams.

NO: None. Motion Declared Carried.

**APPROVAL OF AGENDA**

**Resolution No. 130311-02**

**(Carried)**

Motion by Mayor Pro-Tem Abrams  
Second by Councilmember Hurt

**I Move** the Swartz Creek City Council approve the Agenda, as amended, for the Regular Council Meeting of March 11, 2013, to be circulated and placed on file.

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

Boots Abrams presented a \$2,000 check to the Cops in the Park Program; the proceeds being raised by the Swartz Creek Women's Club. Officer Szmansky accepted the check and gave a brief overview of the Cops in the Park Program.

## **REPORTS AND COMMUNICATIONS:**

### **City Manager's Report**

**Resolution No. 130311-03**

**(Carried)**

Motion by Councilmember Shumaker  
Second by Councilmember Hurt

**I Move** the Swartz Creek City Council approve the City Manager's Report of March 11, 2013, to be circulated and placed on file.

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

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

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

None.

## **COUNCIL BUSINESS:**

### **Bid Award, Appropriation, Morrish Road & I-69 Bridge Repair**

**Resolution No. 130311-04**

**(Carried)**

Motion by Councilmember Hicks  
Second by Councilmember Hurt

**I Move** the City of Swartz Creek award the repair of Morrish Road at the I-69 Overpass to the low bidder L. Zeller & Sons Excavating of Flint Michigan, in an amount not to exceed \$27,000 plus 25% contingency, work to be performed in accordance with the specifications as set forth in the bid documents drafted by the City's Engineer, and further, direct the Mayor and City Clerk to execute any and all necessary documents on behalf of the City, Funds to be appropriated from 202 Major Streets.

**Be it further resolved** that the City Council direct the staff to independently account for and recover expenses related to the repair of the overpass from a grant awarded the City from the State of Michigan, purpose of the grant being damages suffered as a result of flooding that occurred on May 4, 2012, grant amount capped at \$30,000.

Discussion Took Place.

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

### **Tri-County Wireless Lease Renewal Option**

**Resolution No. 130311-05**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Hurt

**I Move** the City of Swartz Creek rescind Resolution #130225-07a, the approval of a new lease with Tri-County Wireless, enacted at the regular City Council Meeting of Monday, February 25, 2013, and approve the lease option extension as provided for in Section No. 2 of the lease agreement dated September 1, 2007 between the City and Tri-County Wireless, all other terms and conditions in full force and effect, as provided for therein.

Discussion Ensued.

YES: Porath, Shumaker, Abrams, Gilbert, Hicks, Hurt, Krueger.  
NO: None. Motion declared carried.

### **Addendum, Supervisor's Collective Bargaining Agreement**

**Resolution No. 130311-06**

**(Amended)**

Motion by Councilmember Hurt  
Second by Mayor Pro-Tem Abrams

**I Move** the City of Swartz Creek authorize an addendum to the 2012-2016 Collective Bargaining Agreement between the City and the Swartz Creek Supervisor's Association, addendum to include changes to the following:

1. Language consistency changes to reflect "Lieutenant" and to remove any reference to "Sergeant".
2. Add new language to create a probationary period for new hires.
3. Limit Police Lieutenant to a maximum 96 hours absent time with no eligibility for comp time.
4. Add new language to permit comp time positions in lieu of 40 extra hours of absent time.

**Be it further directed** that the Council authorizes the Mayor and City Clerk to execute an addendum on behalf of the City.

Discussion Took Place.

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

**Meijer Opening Events & Issues**

**(Discussion)**

City Manager Bueche brought the council up to date on the status of the Meijer opening and possible donations from Meijer to different areas of the City.

**MEETING OPENED TO THE PUBLIC:**

None.

**REMARKS BY COUNCILMEMBERS:**

Councilmember Gilbert asked DPS Director Svrcek about trees being cut down in Winshall Park, near the creek. Mr. Svrcek advised that it may be Genesee County cleaning up trees near the ditch.

Councilmember Hicks spoke about the Senior Center now being a warming and cooling sight.

Councilmember Shumaker spoke about the Senior Center not having a standby generator. Mr. Shumaker talked about the Swartz Creek Women's Club. Mr. Shumaker stated that the Women's Club provides a lot of services around the City and works very well with other service groups in the area. Mr. Shumaker spoke about the Morrish Road bridge repair asking if it was a repair or reconstruction.

Councilmember Porath spoke about hiring a new Lieutenant for the police department, stating that he thinks the new supervisor should be hired based on ability and qualifications and not entitlement.

Mayor Pro-Tem Abrams spoke about the Small Cities meeting that he attended. Mr. Abrams stated that they talked about some cities eliminating personal property taxes. Mr. Abrams asked Councilmember Gilbert about the MML class that he took. Mr. Gilbert advised that it went well. Mr. Abrams spoke about the Art Guild and the Kiwanis Art Show, stating that Meijer could donate to them as well as the Veteran's Memorial.

Mayor Krueger asked Clerk Juanita Aguilar to explain the ballot for the Primary Election on Tuesday.

**Adjournment**

**Resolution No. 130311-07**

**(Carried)**

Motion by Councilmember Hicks

Second by Councilmember Hurt

**I Move** the City of Swartz Creek adjourn the Regular Session of the City Council meeting at 8:15 p.m.

YES: Unanimous Voice Vote.

NO: None. Motion Declared Carried.

**David A. Krueger, Mayor**

**Juanita Aguilar, City Clerk**



**MICHIGAN INCIDENT CRIME REPORTING SYSTEM  
SUMMARY REPORT OF INCIDENTS & CLEARANCES**

REPORT NO: 8000101-MISINCIDEN  
 FOR MI2577200 Swartz Creek Police Dept  
 DEFINITION: REPORT TYPE 1 - INDIVIDUAL JURISDICTION

REPORT DATE: 03/22/2013  
 PAGE: 1  
 REPORT PERIOD: 01/01/2012 TO 12/31/2012

INDICATES REPORTED INCIDENTS AND CLEARANCES. ASSIST AND INCOMPLETE INCIDENTS ARE NOT INCLUDED. HIERARCHY OFFENSE FILE CLASS IS INDICATED FOR MULTIPLE OFFENSE INCIDENTS. JURISDICTION REPORTING MAY NOT BE COMPLETE.

FILE CLASS	DESCRIPTION	CURRENT YR		CLEARANCES		TOTAL	RATE	LAST YR INCIDENTS	PERCENT CHANGE
		INCIDENTS	ARRESTS	EXCEPTION					
1000-2	PARENTAL KIDNAPPING	0	0	0	0	0	0.0	1	-100.0
SUB TOTALS		0	0	0	0	0	0.0	1	-100.0
1100-1	SEXUAL PENETRATION PENIS/VAGINA CSC 1ST	0	0	0	0	0	0.0	1	-100.0
1100-7	SEXUAL CONTACT FORCIBLE CSC 2ND	0	0	0	0	0	0.0	1	-100.0
SUB TOTALS		0	0	0	0	0	0.0	2	-100.0
1200-0	ROBBERY	2	0	0	0	0	0.0	1	100.0
SUB TOTALS		2	0	0	0	0	0.0	1	100.0
1300-1	NONAGGRAVATED ASSAULT	42	28	11	39	92.9	35	20.0	
1300-2	AGGRAVATED/FELONIOUS ASSAULT	3	3	0	3	100.0	5	-40.0	
1300-3	INTIMIDATION/STALKING	5	1	3	4	80.0	10	-50.0	
SUB TOTALS		50	32	14	46	92.0	50	0.0	
2200-1	BURGLARY FORCED ENTRY	25	2	4	6	24.0	18	38.9	
2200-2	BURGLARY ENTRY WITHOUT FORCE (INTENT)	4	0	0	0	0.0	1	300.0	
2200-3	BURGLARY ENTRY W/OUT AUTH. W/OR W/OUT FORCE	1	0	1	1	100.0	1	0.0	
SUB TOTALS		30	2	5	7	23.3	20	50.0	
2300-2	LARCENY PURSES/NATCHING	1	0	0	0	0.0	2	-50.0	
2300-3	LARCENY THEFT FROM BUILDING	9	1	2	3	33.3	13	-30.8	

REPORT NO: 8000101-MISINCIDEN  
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REPORT DATE: 03/22/2013  
 PAGE: 2  
 REPORT PERIOD: 01/01/2012 TO 12/31/2012

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FILE CLASS	DESCRIPTION	CURRENT YR INCIDENTS	ARRESTS	CLEARANCES		TOTAL	RATE	LAST YR INCIDENTS	PERCENT CHANGE
				EXCEPTION					
2300-5	LARCENY THEFT FROM MOTOR VEHICLE	23	1	0		1	4.3	20	15.0
2300-6	LARCENY THEFT OF MOTOR VEH	11	0	1		1	9.1	5	120.0
2300-7	LARCENY OTHER	25	2	3		5	20.0	32	-21.9
SUB TOTALS		69	4	6		10	14.5	72	-4.2
2400-1	MOTOR VEHICLE THEFT	5	1	0		1	20.0	5	0.0
SUB TOTALS		5	1	0		1	20.0	5	0.0
2500-0	FORGERY/COUNTERFEITING	1	0	0		0	0.0	3	-66.7
SUB TOTALS		1	0	0		0	0.0	3	-66.7
2600-1	FRAUD FALSE PRETENSE/SWINDLE/CONFIDENCE	8	0	5		5	62.5	6	33.3
2600-2	FRAUD CREDIT CARD/ATM	7	0	1		1	14.3	12	-41.7
2600-3	FRAUD IMPERSONATION	3	0	1		1	33.3	5	-40.0
2600-4	FRAUD WELFARE	1	1	0		1	100.0	0	100.0
2600-5	FRAUD WIRE	1	0	0		0	0.0	1	0.0
2600-6	FRAUD BAD CHECKS	4	1	3		4	100.0	8	-50.0
SUB TOTALS		24	2	10		12	50.0	32	-25.0
2700-0	EMBEZZLEMENT	1	1	0		1	100.0	0	100.0
SUB TOTALS		1	1	0		1	100.0	0	100.0
2800-0	STOLEN PROPERTY	1	1	0		1	100.0	0	100.0
SUB TOTALS		1	1	0		1	100.0	0	100.0

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FILE CLASS	DESCRIPTION	CURRENT YR INCIDENTS	CLEARANCES			TOTAL	RATE	LAST YR INCIDENTS	PERCENT CHANGE
			ARRESTS	EXCEPTION					
2900-0	DAMAGE TO PROPERTY	50	35	3	38	76.0	36	38.9	
	SUB TOTALS	50	35	3	38	76.0	36	38.9	
3000-2	RETAIL FRAUD THEFT	1	1	0	1	100.0	3	-66.7	
	SUB TOTALS	1	1	0	1	100.0	3	-66.7	
3500-1	VIOLATION OF CONTROLLED SUBSTANCE	14	13	1	14	100.0	12	16.7	
3500-2	NARCOTIC EQUIPMENT VIOLATIONS	1	1	0	1	100.0	0	100.0	
	SUB TOTALS	15	14	1	15	100.0	12	25.0	
3600-2	SEXUAL PENETRATION NONFORCIBLE OTHER	0	0	0	0	0.0	1	-100.0	
3600-4	SEX OFFENSE OTHER	1	1	0	1	100.0	1	0.0	
	SUB TOTALS	1	1	0	1	100.0	2	-50.0	
3700-0	OBSCENITY	0	0	0	0	0.0	1	-100.0	
	SUB TOTALS	0	0	0	0	0.0	1	-100.0	
3800-1	FAMILY ABUSE/NEGLECT NONVIOLENT	1	1	0	1	100.0	1	0.0	
	SUB TOTALS	1	1	0	1	100.0	1	0.0	
4100-2	LIQUOR VIOLATIONS OTHER	2	2	0	2	100.0	10	-80.0	
	SUB TOTALS	2	2	0	2	100.0	10	-80.0	
4800-0	OBSTRUCTING POLICE	5	5	0	5	100.0	3	66.7	
	SUB TOTALS	5	5	0	5	100.0	3	66.7	
5000-0	OBSTRUCTING JUSTICE	43	39	3	42	97.7	21	104.8	

REPORT NO: 8000101-MISINCIDEN  
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FILE CLASS	DESCRIPTION	CURRENT YR INCIDENTS	ARRESTS	CLEARANCES EXCEPTION	TOTAL	RATE	LAST YR INCIDENTS	PERCENT CHANGE
SUB TOTALS		43	39	3	42	97.7	21	104.8
5200-1	WEAPONS OFFENSE CONCEALED	2	2	0	2	100.0	4	-50.0
5200-3	WEAPONS OFFENSE OTHER	4	3	1	4	100.0	0	400.0
SUB TOTALS		6	5	1	6	100.0	4	50.0
5300-1	DISORDERLY CONDUCT	2	2	0	2	100.0	1	100.0
5300-2	PUBLIC PEACE OTHER	6	1	5	6	100.0	2	200.0
SUB TOTALS		8	3	5	8	100.0	3	166.7
5400-1	HIT AND RUN MOTOR VEHICLE ACCIDENT	24	3	1	4	16.7	24	0.0
5400-2	OUIL OR OUID	12	12	0	12	100.0	20	-40.0
SUB TOTALS		36	15	1	16	44.4	44	-18.2
5500-0	HEALTH AND SAFETY	10	9	1	10	100.0	14	-28.6
SUB TOTALS		10	9	1	10	100.0	14	-28.6
5700-1	TRESPASS	2	1	1	2	100.0	0	200.0
SUB TOTALS		2	1	1	2	100.0	0	200.0
6200-0	CONSERVATION	0	0	0	0	0.0	2	-100.0
SUB TOTALS		0	0	0	0	0.0	2	-100.0
7000-0	JUVENILE RUNAWAY	2	1	1	2	100.0	4	-50.0
SUB TOTALS		2	1	1	2	100.0	4	-50.0
7300-0	MISCELLANEOUS CRIMINAL OFFENSE	0	0	0	0	0.0	1	-100.0

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FILE CLASS	DESCRIPTION	CURRENT YR INCIDENTS	ARRESTS	CLEARANCES EXCEPTION	TOTAL	RATE	LAST YR INCIDENTS	PERCENT CHANGE
SUB TOTALS		0	0	0	0	0.0	1	-100.0
GRAND TOTALS		365	175	52	227	62.2	347	5.2

# SWARTZ CREEK AREA FIRE DEPARTMENT

Swartz Creek, Michigan

## FINANCIAL STATEMENTS

December 31, 2012

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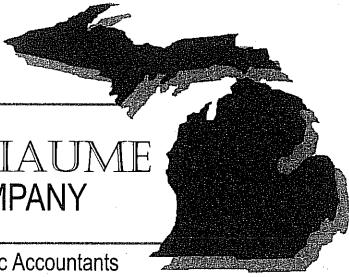
BERTHIAUME  
& COMPANY

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Certified Public Accountants







**REQUIRED COMMUNICATION TO SWARTZ CREEK AREA FIRE DEPARTMENT  
IN ACCORDANCE WITH PROFESSIONAL STANDARDS**

To the Fire Dept. Board  
Swartz Creek Area Fire Department

We have audited the financial statements of the governmental activities of the Swartz Creek Area Fire Department for the year ended December 31, 2012, and we have issued our report thereon dated February 6, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter to you dated November 18, 2010. Professional standards also require that we communicate to you the following information related to our audit.

**Our Responsibility Under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

**Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter.

**Significant Accounting Policies**

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the Swartz Creek Area Fire Department are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

**Accounting Estimates**

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and

assumptions about future events. Certain accounting estimates may be particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no sensitive estimates affecting the financial statements.

#### **Disclosures**

The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures may be particularly sensitive because of their significance to financial statement users.

#### **Difficulties Encountered in Performing the Audit**

We encountered no difficulties in performing and completing our audit.

#### **Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements, if any.

#### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### **Management Representations**

We have requested certain representations from management that are included in the management representation letter dated February 6, 2013.

#### **Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### **Issues Discussed Prior to Retention of Independent Auditors**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### **Supplementary Information**

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

#### **Communication of Internal Control Matters Identified in the Audit**

In planning and performing our audit of the financial statements of the Swartz Creek Area Fire Department as of and for the year ended December 31, 2012, in accordance with auditing

standards generally accepted in the United States of America, we considered the Swartz Creek Area Fire Department's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations during our audit, we identified deficiencies, as noted below, in internal control that we consider material weaknesses. However, other material weaknesses may exist that have not been identified.

#### Recording, Processing and Summarizing Accounting Data

Criteria: All governmental units are required to have in place internal controls over recording, processing, summarizing accounting data and preparing financial statements.

Conditions: As is the case with many smaller and medium-sized entities, the Fire Department has historically relied on its independent external auditors to assist in preparing financial statements as part of its external financial reporting process. Accordingly, the organization has placed reliance on its external auditors, who cannot by definition be considered a part of the internal controls.

Cause: This condition was caused by the organization's decision that it is more cost effective to have external auditors prepare the financial statements than to incur the time and expense for the government to perform these tasks internally.

Effect: As a result of this condition, there is considered a lack of internal controls over the preparing of financial statements.

View of Responsible Officials: The Fire Department has evaluated the cost versus benefit of establishing internal controls over the preparing of financial statements, and determined that it is in the best interests of the organization to rely on its external auditors to prepare the financial statements.

\*\*\*\*\*

This communication is intended solely for the information and use of the Fire Board and Management and the State of Michigan Department of Treasury, and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

*Berthiaume & Co.*

Berthiaume & Company  
Certified Public Accountants  
Saginaw, Michigan

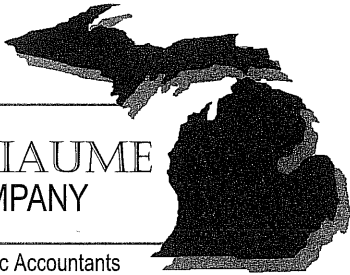
February 6, 2013

# SWARTZ CREEK AREA FIRE DEPARTMENT

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## INDEPENDENT AUDITORS' REPORT

To the Swartz Creek Area Fire Department Board  
Swartz Creek, Michigan

We have audited the accompanying financial statements of the governmental activities and the major fund of the Swartz Creek Area Fire Department as of and for the year ended December 31, 2012, which collectively comprise the Department's basic financial statements as listed in the table of contents, and the related notes to the financial statements.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditors' Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Swartz Creek Area Fire Department as of December 31, 2012, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.



*Other-Matter*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (pages 4 through 6) and budgetary comparison schedules (page 17) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Swartz Creek Area Fire Department's financial statements as a whole. The supplemental information as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements. The supplemental information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*Berthiaume & Co.*

Saginaw, Michigan  
February 6, 2013

***MANAGEMENT'S DISCUSSION AND ANALYSIS***

# SWARTZ CREEK AREA FIRE DEPARTMENT

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## MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the Swartz Creek Area Fire Department's financial statements provides an overview of the Department's financial activities for the fiscal year ended December 31, 2012. This discussion and analysis is designed to assist the reader in focusing on the significant financial issues and activities and to identify any significant changes in financial position. We encourage readers to consider the information presented here in conjunction with the financial statements as a whole.

### OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to provide a basic understanding of the Swartz Creek Area Fire Department's statements. These statements comprise three components: (1) government-wide financial statements, (2) fund (modified accrual) financial statements, and (3) notes to the financial statements. Supplemental information is also provided for additional information purposes.

#### Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Swartz Creek Area Fire Department's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the Swartz Creek Area Fire Department's assets and liabilities, with the differences between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Department is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

#### Fund (Modified Accrual) Financial Statements

Unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds (modified accrual) statements with similar information presented for government-wide financial statements. By doing so, readers may better understand the long-term impact of the Department's near term financing decisions.

The Swartz Creek Area Fire Department adopts an annual budget for the operating fund. A budgetary comparison statement has been provided to demonstrate compliance with this budget.

#### Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund (modified accrual) financial statements.

## FINANCIAL HIGHLIGHTS

### Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. As shown on the chart below, the Department's assets exceeded liabilities by \$263,447 at the end of the fiscal year.

# SWARTZ CREEK AREA FIRE DEPARTMENT

## MANAGEMENT'S DISCUSSION AND ANALYSIS

The net position is separated into two major components, invested in capital assets, which amounted to \$138,718 or 53 percent of net position, and unrestricted net position of \$127,729 or 47 percent of net position.

The following table shows the net position as of December 31, 2012 and 2011:

	<u>2012</u>	<u>2011</u>
<b>Assets:</b>		
Other assets	\$ 130,566	\$ 111,988
Capital assets	<u>138,718</u>	<u>177,308</u>
Total assets	<u>269,284</u>	<u>289,296</u>
<b>Liabilities:</b>		
Other liabilities	<u>24,300</u>	<u>13,202</u>
<b>Net Position:</b>		
Invested in capital assets	138,718	177,308
Unrestricted	<u>124,729</u>	<u>107,174</u>
Total net position	<u>\$ 263,447</u>	<u>\$ 284,482</u>

The following table presents the changes in net position for the year ended December 31, 2012 and 2011:

	<u>2012</u>	<u>2011</u>
<b>Revenues:</b>		
Operating grants and contributions	\$ 255,825	\$ 263,621
Capital grants and contributions	-	71,163
Interest	263	386
Other	<u>-</u>	<u>3,132</u>
Total revenues	<u>256,088</u>	<u>338,302</u>
<b>Expenses:</b>		
Operations	247,379	245,424
Depreciation	<u>38,590</u>	<u>41,920</u>
Total expenses	<u>285,969</u>	<u>287,344</u>
Net revenues over (under) expenses before other items	<u>(29,881)</u>	<u>50,958</u>
<b>Other Items:</b>		
Sale of capital assets	786	163
Insurance recoveries	<u>8,060</u>	<u>-</u>
Total other items	<u>8,846</u>	<u>163</u>
Change in net position	(21,035)	51,121
Net position, beginning of year	<u>284,482</u>	<u>233,361</u>
Net position, end of year	<u>\$ 263,447</u>	<u>\$ 284,482</u>

# SWARTZ CREEK AREA FIRE DEPARTMENT

## MANAGEMENT'S DISCUSSION AND ANALYSIS

### Financial Analysis of Fund (Modified Accrual) Statements

As noted earlier, the focus of the fund (modified accrual) financial statements is to provide information on the near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Department's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Department reported an ending fund balance of \$124,729, an increase of \$17,555 from the prior year.

### BUDGETARY HIGHLIGHTS

The Department annually prepares formal budgets with amendments made when necessary. The amendments were relatively minor.

### CAPITAL ASSETS

The Department had \$138,718 in capital assets, net of accumulated depreciation at December 31, 2012. During the year, the Department did not have any capitalized acquisitions. Depreciation for the year was \$38,590.

The following table summarizes the capital assets at December 31, 2012 and 2011.

	<u>2012</u>	<u>2011</u>
Machinery and equipment	\$ 365,370	\$ 388,981
Office equipment	2,499	2,999
Vehicles	<u>759,959</u>	<u>759,959</u>
Total depreciable capital assets	1,127,828	1,151,939
Accumulated depreciation	<u>(989,110)</u>	<u>(974,631)</u>
	<u>\$ 138,718</u>	<u>\$ 177,308</u>

### LONG-TERM DEBT

As of December 31, 2012, the Department had no long-term debt which was the same as the prior fiscal year.

### ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

For 2013, the Department has proposed a balanced budget with anticipated revenues and expenditures of \$751,390. This is an increase of \$487,900 or 185% from 2012. The Department is expecting to purchase new fire apparatus in the upcoming year.

### CONTACTING THE DEPARTMENT MANAGEMENT

This financial report is designed to provide a general overview of the Swartz Creek Area Fire Department's finances and to show accountability. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Swartz Creek Area Fire Department, 8100 B Civic Drive, Swartz Creek, Michigan 48473.

***BASIC FINANCIAL STATEMENTS***



# SWARTZ CREEK AREA FIRE DEPARTMENT

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## GOVERNMENTAL FUND BALANCE SHEET/STATEMENT OF NET POSITION

December 31, 2012

	<i>Governmental Fund</i>	<i>Adjustments (Note 2)</i>	<i>Statement of Net Position</i>
<b>Assets:</b>			
Cash and cash equivalents	\$ 126,856	\$ -	\$ 126,856
Accounts receivable	18,333	-	18,333
Due from other governmental units	130	-	130
Prepaid expenditures/expenses	3,710	-	3,710
Capital assets:			
Depreciable capital assets, net	-	138,718	138,718
Total assets	\$ 149,029	138,718	287,747
<b>Liabilities and Fund Balance:</b>			
<i>Liabilities:</i>			
Accounts payable	\$ 21,433	-	21,433
Payroll liabilities	2,867	-	2,867
Total liabilities	24,300	-	24,300
<i>Fund Balance:</i>			
Nonspendable: Prepaid expenditures	3,710		
Committed for: Future capital purchases	121,019		
Total fund balance	124,729		
Total liabilities and fund balance	\$ 149,029		
<b>Net Position:</b>			
Invested in capital assets		138,718	138,718
Unrestricted		-	124,729
Total net position		\$ 138,718	\$ 263,447

*The accompanying notes are an integral part of these financial statements.*

# SWARTZ CREEK AREA FIRE DEPARTMENT

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## STATEMENT OF GOVERNMENTAL REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE/STATEMENT OF ACTIVITIES

Year Ended December 31, 2012

	<i>Governmental Fund</i>	<i>Adjustments (Note 2)</i>	<i>Statement of Activities</i>
<b>Revenues:</b>			
Operating contributions	\$ 215,158	\$ -	\$ 215,158
Equipment contributions	36,190	-	36,190
Interest	263	-	263
Contributions	4,477	-	4,477
Other	786	-	786
Total revenues	256,874	-	256,874
<b>Expenditures/Expenses:</b>			
Operations	247,379	-	247,379
Depreciation	-	38,590	38,590
Total expenditures/expenses	247,379	38,590	285,969
Excess (deficiency) of revenues over expenditures	9,495	(38,590)	(29,095)
<b>Other financing sources:</b>			
Insurance recoveries	8,060	-	8,060
Change in fund balance/net position	17,555	(38,590)	(21,035)
Fund balance/Net position, beginning of year	107,174	177,308	284,482
Fund balance/Net position, end of year	\$ 124,729	\$ 138,718	\$ 263,447

*The accompanying notes are an integral part of these financial statements.*

***NOTES TO FINANCIAL STATEMENTS***

# SWARTZ CREEK AREA FIRE DEPARTMENT

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## NOTES TO FINANCIAL STATEMENTS

December 31, 2012

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### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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The accounting and reporting policies of the Swartz Creek Area Fire Department (Department) included in the basic financial statements conform to U.S. generally accepted accounting principles applicable to state and local governments.

#### **Reporting Entity -**

The Swartz Creek Area Fire Department has been organized as a joint venture of the City of Swartz Creek and Clayton Charter Township. The agreement provides for a joint exercise of power and the establishment of a separate administrative entity. Members of the Department Board are appointed by the City and the Township. The City of Swartz Creek and Clayton Charter Township each have an undivided one-half interest in the assets of the Department.

The Department has followed the guidelines of the Governmental Accounting Standards Board's Statement No. 61 and has determined that no entities should be consolidated into its financial statements as component units. The Department is not considered to be a component unit of any other governmental unit.

#### **Government-wide and Fund Financial Statements -**

The government-wide financial statements (i.e. the Statement of Position and the Statement of Activities) report information of all activities of the Department. The Swartz Creek Area Fire Department is accounted for in one governmental type fund.

As permitted by GASB Statement No. 34, the Department uses an alternative approach reserved for single program governments to present combined government-wide and fund financial statements by using a columnar format that reconciles individual line items of fund financial data to government-wide data in a separate column. Accordingly, this is presented in the Governmental Fund Balance Sheet/Statement of Net Position and the Statement of Governmental Revenues, Expenditures and Changes in Fund Balance/Statement of Activities.

#### **Measurement Focus, Basis of Accounting and Financial Statement Presentation -**

The government-wide financial statements (i.e. the Statement of Net Position and Statement of Activities) are reported using the economic resource measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grant and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

The fund (modified accrual) statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized when it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences and claims and judgments, if any, are recorded only when payment is due.

# SWARTZ CREEK AREA FIRE DEPARTMENT

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## NOTES TO FINANCIAL STATEMENTS, continued

December 31, 2012

### Assets, Liabilities and Net Position or Equity -

**Cash Equivalents** - Cash equivalents are deposits and short-term investments that are readily convertible to cash or have a maturity date of 90 days or less from the date of purchase.

**Capital Assets** - Capital assets, which include property, plant and equipment, are reported in the government-wide financial statements. Capital assets are defined by the Department as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Capital assets are depreciated using the straight-line method over the following:

Machinery and equipment	7-20 years
Office equipment	5-7 years
Vehicles	7 years

The Department utilizes some vehicles that were purchased by the applicable entities prior to organizing as a Department. These assets are not recorded in the Department financial statements, but rather in the municipalities that purchased the assets.

**Deferred Revenue** - In both the government-wide and in the fund (modified accrual) financial statements, revenue received or recorded before it is earned is recorded as deferred revenue.

**Long-Term Obligations** - In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the statement. In the fund financial statements, these items are recorded as expenditures when paid.

**Fund Equity** - In the fund financial statements, fund balance may be presented in five possible categories, each of which identifies the extent to which the Department is bound to honor constraints on the specific purpose for which amounts can be spent:

*Nonspendable* - amounts which cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

*Restricted* - amounts that have constraints placed on their use by an external party or constitutional provisions or enabling legislation (grants, contributions, specific fee mandates).

*Committed* - amounts that are committed for specific purposes by the Department Board, as the Department's highest level of decision-making authority, pursuant to constraints imposed by formal actions taken, such as majority vote or resolution. These committed amounts cannot be used for any other purpose unless the Department Board removes or changes the specific use through the same type of formal action taken to establish the commitment.

*Assigned* - amounts that are constrained by the Department's intent to be used for specific purposes, but are neither restricted nor committed. The Department Board has the authority to assign amounts to be used for specific purposes.

*Unassigned* - amounts that are available for any purpose.

# SWARTZ CREEK AREA FIRE DEPARTMENT

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## NOTES TO FINANCIAL STATEMENTS, continued

December 31, 2012

When the Fire Department incurs expenditures for purposes for which various fund balances classifications can be used, it is the Fire Department's policy to use the restricted fund balance first, then committed fund balance, and finally unassigned fund balance.

**Estimates** - In preparing financial statements in conformity with generally accepted accounting principles, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

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### NOTE 2: RECONCILIATION OF FUND/GOVERNMENT-WIDE FINANCIAL STATEMENTS

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A. Explanation of differences between the fund (modified accrual) balance sheet and the government wide statement of net position.

**Fund balance** \$ 124,729

Capital assets used in the modified accrued activities are not financial resources and therefore are not reported in the governmental fund.

Capital assets	1,127,828	
Less accumulated depreciation	<u>(989,110)</u>	<u>138,718</u>

**Net position** \$ 263,447

B. Explanation of differences between the fund (modified accrual) statement of revenues, expenditures, and changes in fund balance and the government-wide statement of activities.

**Change in fund balance** \$ 17,555

The governmental fund reports capital outlay as expenditures. However, in the statement of activities, the cost of those assets is depreciated over their estimated useful lives and reported as depreciation expense.

Capital outlay	-	
Less depreciation expense	<u>(38,590)</u>	<u>(38,590)</u>

**Change in net position** \$ (21,035)

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### NOTE 3: STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

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#### Excess of Expenditures over Appropriations in Budgeted Funds:

The Uniform Budgetary and Accounting Act, PA 2 of 1968, as amended, provides that a local governmental unit shall not incur expenditures in excess of the amount appropriated. The Department's budget was approved at the account level.

# SWARTZ CREEK AREA FIRE DEPARTMENT

## NOTES TO FINANCIAL STATEMENTS, continued

December 31, 2012

During the year, the Department's expenditures in excess of the amounts appropriated, as follows:

	<u>Final Budget</u>	<u>Actual</u>	<u>Actual Over Final Budget</u>
Contract services	\$ 7,296	\$ 9,556	\$ 2,260
Education and training	8,129	9,517	1,388
Fire equipment	17,805	18,634	829

### NOTE 4: DEPOSITS AND INVESTMENTS

#### Deposits:

Act 217 PA 1982, as amended, authorizes the Department to deposit in certificates of deposit, savings accounts, depository accounts or depository receipts of a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office or branch office located in this State under the laws of this State or the United States, but only if the bank, savings and loan association, savings bank or credit union is eligible to be a depository of surplus funds belonging to the State under Section 5 or 6 of Act 105 of the Public Acts of 1855, as amended, by section 21.145 and 21.146 of the Michigan Compiled Laws.

Federal Deposit Insurance Corporation (FDIC) regulations provide that deposits of governmental units are to be separately insured for the amount of \$250,000 for deposits in an insured institution for savings and demand deposits. Furthermore, if specific deposits are regulated by statute or bond indenture, these specific deposits are to be separately insured for the amount of \$250,000.

As of December 31, 2012, the Department maintained checking and savings accounts with a carrying value of \$126,781, and bank balances of \$130,966. The bank balance was FDIC insured at December 31, 2012.

### NOTE 5: CAPITAL ASSETS

Capital assets for the year ended December 31, 2012 was as follows:

	<u>January 1, 2012</u>	<u>Additions</u>	<u>Retirements</u>	<u>December 31, 2012</u>
Depreciable capital assets				
Machinery and equipment	\$ 388,981	\$ -	\$ (23,611)	\$ 365,370
Office equipment	2,999	-	(500)	2,499
Vehicles	759,959	-	-	759,959
Total depreciable capital assets	<u>1,151,939</u>	<u>-</u>	<u>(24,111)</u>	<u>1,127,828</u>
Accumulated depreciation	<u>(974,631)</u>	<u>(38,590)</u>	<u>24,111</u>	<u>(989,110)</u>
Depreciable capital assets, net	<u>\$ 177,308</u>	<u>\$ (38,590)</u>	<u>\$ -</u>	<u>\$ 138,718</u>

Depreciation expense for the year ended December 31, 2012 was \$38,590.

# SWARTZ CREEK AREA FIRE DEPARTMENT

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## NOTES TO FINANCIAL STATEMENTS, continued

December 31, 2012

As indicated in Note 1, the Department utilizes some vehicles purchased by the member municipalities prior to the forming of the Department. These assets are not recorded in the Department's financial statements but rather by the municipalities that purchased the assets.

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### NOTE 6: LONG-TERM LIABILITIES

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The Department had no long-term liabilities outstanding at December 31, 2012.

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### NOTE 7: FUNDING

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The Department is financed each year by the participating municipalities. This funding represents approximately 84% of total revenues for the year ending December 31, 2012. Consequently, the Department's ability to provide services is dependent upon the continuing support of those municipalities.

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### NOTE 8: RISK MANAGEMENT

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The Department is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation). The Department participates in the Michigan Municipal Workers' Compensation Fund for workers' compensation claims and participates in the Michigan Township Participating Plan for claims relating to general and auto liability, auto physical damage, and property loss claims. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in the past three fiscal years.

The Michigan Township Participating Plan risk pool program operates as a common risk-sharing management program for local units of government in Michigan; member premiums are used to purchase excess commercial insurance coverage and to pay member claims in excess of deductible amounts.

The Michigan Municipal Workers' Compensation Fund provides that the pool will be self-sustaining through member premiums and will reinsure through commercial companies for claims in excess of limitations imposed by the pool. The Department pays annual premiums to the respective pool for workers' compensation insurance coverage. The Michigan Municipal Workers' Compensation Fund provides coverage of claims up to \$500,000 per occurrence.

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### NOTE 9: EMPLOYEE BENEFIT PLANS

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#### Deferred Compensation Plan:

The Department offers its firefighters a deferred compensation plan created in accordance with IRC Section 457. The plan permits them to defer a portion of their current salary until future years. The Department contributes \$4.00 per month and \$1.25 per run for firefighters that have elected to participate in the deferred compensation plan.



***REQUIRED SUPPLEMENTAL INFORMATION***

# SWARTZ CREEK AREA FIRE DEPARTMENT

## GOVERNMENTAL FUND

### BUDGETARY COMPARISON SCHEDULE

Year Ended December 31, 2012

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Actual</u>
	<u>Original</u>	<u>Final</u>		<u>Over (Under)</u>
				<u>Final Budget</u>
<b>Revenues:</b>				
Operating contributions	\$ 227,180	\$ 227,180	\$ 215,158	\$ (12,022)
Equipment contributions	36,190	36,190	36,190	-
Interest	120	120	263	143
Contributions	-	-	4,477	4,477
Other	-	-	786	786
<b>Total revenues</b>	<u>263,490</u>	<u>263,490</u>	<u>256,874</u>	<u>(6,616)</u>
<b>Expenditures:</b>				
Salaries - Staff	42,500	39,609	39,604	(5)
Salaries - Main/Train	10,900	11,223	11,223	-
Salaries - Officers	15,000	15,000	15,000	-
Salaries - Firefighters	69,000	69,000	56,978	(12,022)
Social security	10,600	10,600	9,396	(1,204)
Deferred compensation	3,200	3,200	2,974	(226)
Medical - Firefighters	4,500	4,500	3,653	(847)
Office supplies	1,000	1,041	1,041	-
Building supplies	700	718	718	-
Equipment supplies	8,000	8,000	7,711	(289)
Contract services	6,900	7,296	9,556	2,260
Communications	4,100	4,100	2,925	(1,175)
Education and training	6,400	8,129	9,517	1,388
Insurance	27,500	26,739	23,111	(3,628)
Utilities	17,000	17,000	11,319	(5,681)
Office equipment	240	380	380	-
Fire equipment	16,800	17,805	18,634	829
Fire equipment - Maintenance/Repairs	17,650	26,210	23,184	(3,026)
Computer equipment	800	800	50	(750)
Computer software/updates	700	700	405	(295)
<b>Total expenditures</b>	<u>263,490</u>	<u>272,050</u>	<u>247,379</u>	<u>(24,671)</u>
Excess (deficiency) of revenues over expenditures	-	(8,560)	9,495	18,055
<b>Other financing sources:</b>				
Insurance recoveries	-	8,560	8,060	(500)
Change in fund balance	-	-	17,555	17,555
Fund balance, beginning of year	<u>107,174</u>	<u>107,174</u>	<u>107,174</u>	<u>-</u>
Fund balance, end of year	<u>\$ 107,174</u>	<u>\$ 107,174</u>	<u>\$ 124,729</u>	<u>\$ 17,555</u>

***SUPPLEMENTAL INFORMATION***

# SWARTZ CREEK AREA FIRE DEPARTMENT

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## GOVERNMENTAL FUND

### COMPARATIVE DETAILED SCHEDULE OF EXPENDITURES

Years Ended December 31, 2012 and 2011

	<u>2012</u>	<u>2011</u>
Salaries - staff and training/maintenance	\$ 50,827	\$ 50,712
Salaries - officers	15,000	14,370
Salaries - firefighters	56,978	51,918
Deferred compensation	2,974	2,670
Payroll taxes	9,396	8,951
Medical expenses	3,653	3,355
Office supplies	1,041	1,880
Building supplies	718	536
Equipment supplies	7,711	9,651
Contract services	9,556	5,452
Communications	2,925	3,585
Insurance	23,111	23,943
Utilities	11,319	12,495
Education and training	9,517	3,833
Equipment maintenance	23,184	16,007
Equipment and software	19,469	106,059
	<u>\$ 247,379</u>	<u>\$ 315,417</u>

**Paul Bueche**

---

**From:** Lou Fleury [LFleury@rowepsc.com]  
**Sent:** Tuesday, March 19, 2013 8:40 AM  
**To:** Paul Bueche; Tom Svrcek  
**Subject:** MDOT Correspondence - Morrish Road Bridge

**Attachments:** doc03967920130319083648.pdf



doc0396792013031  
9083648.pdf (5...

Please see the attached letter sent to the contractor on March 11, 2013. Apparently, the contractor has an issue getting bonded and MDOT has given them a deadline of March 29, 2013 to submit documentation. It sounds like this project could go to the next lowest bidder if they are unable to get bonded. THIS WILL DEFINITELY IMPACT THE BUDGET, SINCE THE NEXT LOWEST BIDDER IS SIGNIFICANTLY HIGHER. WE WILL WORK WITH OUR CONTACT AT MDOT TO SEE IF THE FUNDING RATIO CAN BE INCREASE ACCORDINGLY IF THIS HAPPENS. Hopefully the low bid contractor will have his bonds in place prior to the deadline I will keep you posted.....

Louis P. Fleury, P.E.  
Project Manager

P. O. Box 3748  
Flint, MI 48502  
tel 810.341.7500  
fax 810.341.7573  
cell 810.240.2414  
email LFleury@rowepsc.com

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

From: NoReply  
Sent: Tuesday, March 19, 2013 8:37 AM  
To: Lou Fleury  
Subject: scan from print2

please see attached

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TASKalfa 305  
[00:c0:ee:80:aa:3b]  
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STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
LANSING

RICK SNYDER  
GOVERNOR

KIRK T. STEUDLE  
DIRECTOR

March 11, 2013

**Via Facsimile and Certified Mail**

Mr. Brian Slagter, President  
J. Slagter & Son Construction Company  
1326 142<sup>nd</sup> Avenue  
Wayland, Michigan 49348

Dear Mr. Slagter:

Subject: Contract 25010-112204, Item 021 of the January 11, 2013 Bid Letting

Pursuant to the proposal cover, paragraph 8 of Contract 25010-112204, Item 021, of the Michigan Department of Transportation's (MDOT) January 11, 2013, bid letting, your company, by submitting a bid and as the verified low bidder, agreed to pay MDOT the bid guaranty sum of \$10,000 if your company failed to provide the required material and/or execute the contract in accordance with Subsection 102.15 of the 2012 Standard Specification for Construction.

At this time, MDOT is unable to make the award due to the fact that J. Slagter & Son Construction Company (J. Slagter) has not returned the required contract and bond documents. According to our records, the contract documents were sent to you on January 24, 2013. As a result, the Department has concerns about the ability to meet the construction schedule.

Therefore, MDOT is requesting receipt of all contract documents including bond forms no later than **12:00 p.m. on Friday, March 29, 2013**. If the required documents are not received in our office by the above deadline, MDOT will exercise the right under subsection 102.15 of the 2012 Standard Specifications for Construction and proceed to award the contract to the next lowest bidder or take such action as may be deemed appropriate in regard to the project. Should that take place, MDOT will invoice J. Slagter for payment of the \$10,000 bid guaranty as allowed by subsection 102.17 of the 2012 Standard Specification for Construction.

Thank you for your immediate attention in this matter which would allow MDOT to execute the award of the contract with J. Slagter and Son Construction Company. If you have any questions, please feel free to contact me at (517) 373-4680.

Sincerely,

Demetrius A. Parker, P.E., Administrator  
Contract Services Division

**Paul Bueche**

---

**From:** Paul Bueche [pbueche@cityofswartzcreek.org]  
**Sent:** Tuesday, March 19, 2013 12:17 PM  
**To:** 'Adam Zettel'  
**Cc:** pbueche@cityofswartzcreek.org  
**Subject:** RE: FW: 259 Meijer gas station sales area

Z,

If you could do a walk through final just to make sure we did not miss anything.

Thanx..... Paul

---

**From:** Adam Zettel [mailto:azettel@umich.edu]  
**Sent:** Tuesday, March 19, 2013 11:52 AM  
**To:** Paul Bueche  
**Subject:** Re: FW: 259 Meijer gas station sales area

Hi Paul,

This is a pretty typical request for items that usually fall under the radar when considering "outdoor display." I believe every functioning gas station in town has an area set aside for propane storage, as well as seasonal storage/display in front of the store.

Ideally, the city would request a special land use permit from each of these. However, I think it would be more prudent to permit these activities as-of-right by drafting an ordinance that allows such uses up to a specified coverage area and with other provisions as needed. In the mean time, this has not been enforceable for staff and is tacitly permitted elsewhere in the community. My recommendation is to permit this administratively as a "temporary use," pending a change in the ordinance. Enforcement can always be an option based upon performance standards and nuisance law if the area grows too big, unsightly, or is otherwise a danger to the health, safety, and welfare of the community.

Also, Rob has asked if I should go over the Meijer site one last time before a C of O is written. Do you want me to do this or not? I could probably finish such an onsite review Thursday morning in an hour or so.

Take care,

Z

On Mon, Mar 18, 2013 at 3:49 PM, Paul Bueche <[pbueche@cityofswartzcreek.org](mailto:pbueche@cityofswartzcreek.org)> wrote:

Z,

Per our conversation last week on out door storage at gas stations, can you do a quick review and let me know if this passes the "smell test"

Thanx.....

Paul

---

**From:** Lee Vander Meulen [mailto:[vandermeulenl@progressiveae.com](mailto:vandermeulenl@progressiveae.com)]  
**Sent:** Monday, March 18, 2013 3:17 PM  
**To:** 'Paul Bueche'  
**Subject:** 259 Meijer gas station sales area

Hi Paul,

Enclosed is the exhibit we spoke about last week.

Please review and let me know if this is acceptable or if you have any questions.

Thanks Lee

**Lee E. Vander Meulen, P.E.**

Land Development Practice Leader

progressive|ae

Progressive AE

1811 4 Mile Road

Grand Rapids, MI 49525

[616-361-2664](tel:616-361-2664) ext 3244

[616-361-1493](tel:616-361-1493) fax

[616-262-9958](tel:616-262-9958) cell

800 Ellis Road

Suite 144

Muskegon, MI 49441

[231-799-4960](tel:231-799-4960)



[vandermeulenl@progressiveae.com](mailto:vandermeulenl@progressiveae.com)

<http://www.progressiveae.com>



please consider the environment prior to printing

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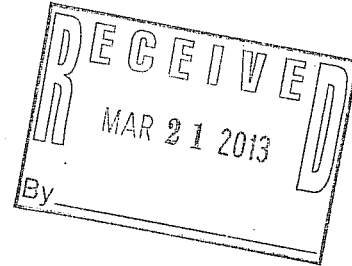
RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
LANSING



DAN WYANT  
DIRECTOR

March 15, 2013



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

Dear Mr. Bueche:

This letter is to inform you that your Letter of Interest submitted to the Scrap Tire Market Development Grant Program has been accepted. You are hereby invited to submit a full application.

Please review and complete all required components of the application for your project. In addition to the Required Application Components beginning on page 11 of the application packet, please answer the following questions in your full application:

- Will you incorporate any variations in the mix to create test sections versus control sections?
- What is the cost difference between the rubber modified asphalt and conventional asphalt?
- What frequency and for how long will testing be conducted to determine the benefits of rubber modified asphalt?
- Will you continue to use rubber modified asphalt after this project? Or is the material only being used because there is grant funding available?
- Why is rubber modified asphalt being used for this project?
- Will the rubber content push the current specifications? If not will you consider using a higher rate of rubber than the proposed amount?

The Department of Environmental Quality (DEQ) will accept full applications with all supporting documentation that are **postmarked on or before April 15, 2013**. The DEQ will not accept applications submitted by e-mail or fax.

Please note you may not speak to or contact any DEQ Scrap Tire staff about your specific Market Development Grant Project or application until after the final grant decisions have been made.

If you have any general non-project specific questions about the Scrap Tire Market Development Program, please contact Mr. Michael Marshall at 517-373-4738, or marshallm7@michigan.gov; or myself at the telephone number below; oyerr@michigan.gov; or either of us at DEQ, P.O. Box 30241, Lansing, Michigan 48909-7741.

Sincerely,



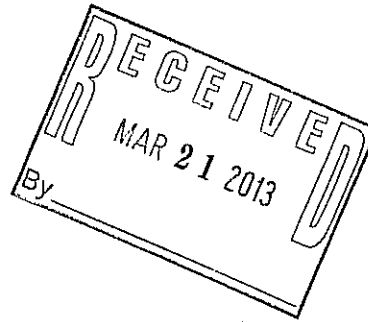
*FOR* Rhonda S. Oyer, Chief  
Sustainable Management Materials Unit  
Solid Waste Section  
Office of Waste Management and  
Radiological Protection  
517-373-4750

cc: Mr. Bryan Grochowski, DEQ-Lansing  
Mr. Michael Marshall/Scrap Tire File, DEQ



March 18, 2013

Paul Bueche, City Manager  
City of Swartz Creek  
8083 Civic Dr.  
Swartz Creek, MI 48473



Dear Mr. Bueche:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community, I am writing to notify you of changes to our channel lineup. Customers are being notified of these changes via a bill message.

Effective on or about May 22, 2013, Fox Business Network / Fox Business Network HD (ch. 06/243) will move from the Digital Preferred Service to the Digital Starter Service.

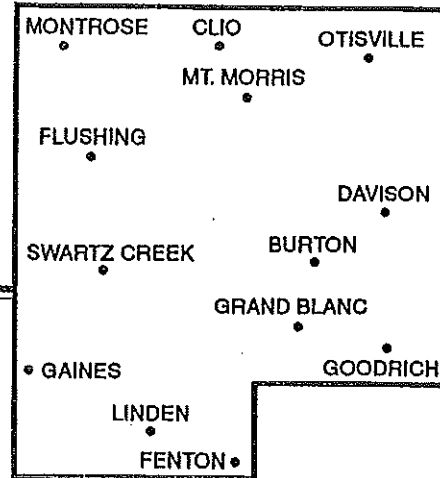
As always, feel free to contact me directly at 586-883-7075 with any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Gerald W. Smith".

Gerald W. Smith  
Senior Manager, Government Affairs  
Comcast, Heartland Region  
36250 Van Dyke Ave.  
Sterling Heights, MI 48312

GENESEE COUNTY  
**Small Cities & Villages  
Association**



**WEDNESDAY, April 3, 2013**

**Gathering Time:** 6:30 p.m.

**Dinner Time:** 7:00 p.m.

**Meeting Time:** 7:00 p.m.

**Hosted by:** Village of Otisville

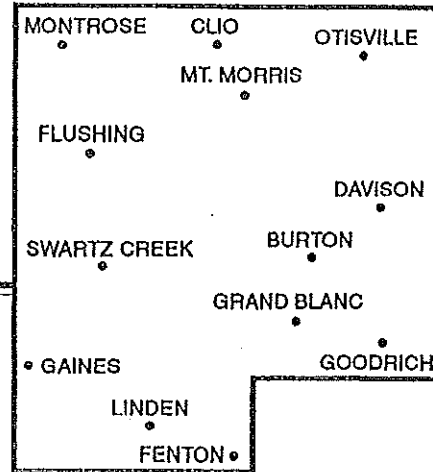
**Location:** Forest Township Hall  
130 E. Main Street, Otisville 48463

**- AGENDA-**

1. Call to Order/Introductions
2. Approval of March 6, 2013 minutes
3. Treasurer's Report
4. Unfinished Business
5. New Business
6. Program: Deb Cherry, Genesee County Treasurer – foreclosures  
Judge John Conover - update
7. Community Updates
8. Adjournment

**Please RSVP to Andrea at the Village of Otisville (810) 631-4680 by  
Friday, March 29. Dinner will be catered at \$15 per person.**

GENESEE COUNTY  
**Small Cities & Villages  
 Association**



Minutes of Wednesday, March 6, 2013  
 Hosted by the City of Linden  
 Held at Spring Meadows Country Club

**Municipalities Present:** Clio, Fenton, Linden, Otisville, Swartz Creek

**Municipalities Absent:** Burton, Davison, Flushing, Gaines, Goodrich, Grand Blanc, Montrose, Mt. Morris, Otter Lake

**Present:** Richard Abrams, Swartz Creek  
 Tom Bess, Otisville  
 Bob Slattery, Life Member  
 Tom Bess, Otisville  
 Scott Sutter, Linden  
 Amanda Adams, Linden  
 Ray Culbert, Linden  
 Gloria Kirshman, Linden  
 Sue Young, Linden  
 Samantha Harkins, MML

Tracy Myers, Clio  
 Ben & Cherie Smith, Fenton  
 Bob & Sue Smith, Clio  
 Robert Jennings, Otisville  
 Lynn Henry, Linden  
 Raymond Swan, Linden  
 David Lossing, Linden  
 Marti Donnelly, Linden  
 Paul Zelenak, Linden

1. **Call to Order**  
 The meeting was called to order by Chairman Bob Smith at 7:01 p.m. Introductions were made.
2. **Approval of Minutes**  
Motion by David Lossing, second by Richard Abramsto approve the minutes from the February 6, 2013 meeting hosted by the City of Mt. Morris.  
 All yeas  
*Motion carried*
3. **Treasurer's Report**  
 Treasurer Carl Hammond was not present to give a report.
4. **Unfinished Business- none**
5. **New Business - none**

## 6. Program

### **Samantha Harkins, MML**

Samantha Harkins is the Director of State Affairs for the Michigan Municipal League. She is responsible for directing the League's lobbying team in Lansing as well as specifically handling municipal finance and labor issues.

Samantha discussed Personal Property Tax which is a tax on business equipment that many Michigan communities heavily rely upon for vital services including police and fire protection, schools and libraries. It is a large amount of revenue for some cities. The Michigan Municipal League has raised numerous questions about the bills introduced. The League fully supports eliminating the personal property tax as long as there is a full, guaranteed replacement of the funds. She explained this plan currently has too many unanswered questions. The plan includes allowing locals to levy an essential services assessment for police and fire services as well as diverting a portion of the currently assessed statewide use tax. The League has a number of concerns with the plans including its reliance on a statewide vote of the people to divert the use tax as well as concerns over the level of reimbursement. In addition, the plan appears to be an administrative nightmare for our communities.

She stated Governor Snyder presented his 2014 budget recommendations which he is calling for an increase of \$1.2 billion annually in new funding for transportation. He has proposed raising the majority of these funds by increasing the gas tax and raising registration fees. The MML met with the Governor's staff to follow up on concerns about not increasing funding for EVIP and encouraged the administration to increase money for the program. They echoed the challenges they've heard from our membership and will continue to recommend changes to the program. She encouraged municipalities to contact their legislators and ask them to increase funding for EVIP and to give us an accountability program that increases efficiencies while not implementing a single approach for our different communities. She took questions from the members.

## 7. Community Updates

- ❖ **Clio**– Bob stated they received a grant to do three roads this year; amphitheater season will be starting soon and encouraged members to come out and see the shows.
- ❖ **Fenton** – Ben mentioned they broke ground on the restaurant in the old fire hall building this week; Expo weekend went well last week; had good turnout.
- ❖ **Otisville** – Tom mentioned he has spoken with Dave Dorr from Otter Lake and they will be coming to the meetings again; he stated all municipalities within the Small Cities and Villages Association should be sending a representative to the meetings.
- ❖ **Swartz Creek** – Richard mentioned Meijer will be opening around mid-April.

## 8. Adjournment

Chairman Smith adjourned the meeting at 8:09pm

I've attached these summaries regarding the Shared Services Study to follow along with tonight's discussion.

Paul



## SUMMARY OF SUGGESTED ACTIONS FOR OPERATIONAL IMPROVEMENT FOR SWARTZ CREEK AREA FIRE DEPARTMENT

Based on the above findings, we recommend that the following be considered for SCAFD:

1. A written annual report should be developed regarding programs, activities and service performance. The website provides much of this information, but a well-conceived annual report could focus attention on annual accomplishments and provide policymakers and the public with a comprehensive overview.
2. The Fire Chief should revisit the automatic aid agreements for the purpose of modifying the conditions for turnout. More specifically, the Chief should:
  - Work with E-911 to limit turnout to calls for service by obtaining more exact information on the specifics of the fire situation.
  - Evaluate the potential for limiting automatic aid to daytime calls when fewer personnel are available – not simply round-the-clock automatic turnout.

Having reviewed these options, the Fire Chief should develop his recommendations for change and present this information to the Board. (Note: this is the same recommendation presented in 2007.)

3. A capital budget should be developed and funded (to the extent possible) for future acquisition of fire trucks. These costs will be significant and prefunding will lessen the financial impact. Options for funding and purchase are presented in our 2007 report and should be reviewed.

### **E. FIRE SHARED-SERVICES OPPORTUNITIES AND CONSTRAINTS**

Fire services by their nature are more likely to gravitate toward shared-service and the three studied agencies are no exception. In addition to the county-wide mutual aid agreement, each of the three studied agencies has automatic aid pacts with other agencies for assistance. These include:

- Swartz Creek (SCAFD): Flushing, Venice and Gaines Townships
- Mundy Township (MTFD): Flint Township, Grand Blanc, Gaines Township, Fenton Township
- Flint Township (FTFD): Mundy Township.

Essentially, much of Genesee County is low density, and in turn, benefits from cooperative service provision. Unfortunately, our analysis is limited to three jurisdictions, whereas fire consolidation may be more practical on a larger scale or with agencies not included in the study. As an example, the frequency of auto-aid between SCAFD and the Flushing Fire Department as well as geographic proximity, indicate two agencies that would be strong candidates for consolidation. Similarly, (important cost issues aside) a consolidation between Grand Blanc and Mundy Township is conceivable from a geographic perspective.

However, our evaluation of fire consolidation is focused exclusively on the three communities/agencies included in this study. Related to this, Exhibit 29, contained on the following page, illustrates the physical proximity of the three communities and the location of service areas and station houses. As seen in the exhibit, the station houses are fairly well placed with the exception of Mundy Township's Hill Road station house which ideally could be located further east and south to provide more rapid response to areas of greater density or commercial development.

Of the seven station houses, it does not appear that any could be eliminated as a result of service consolidation without negatively impacting response times and geographic coverage more generally. In viewing Exhibit 29, it is apparent that any combined effort would still require the existing physical facilities or some reasonably similar alternative.

**SUMMARY OF SUGGESTED ACTIONS FOR OPERATIONAL IMPROVEMENT FOR  
THE SWARTZ CREEK ASSESSING DEPARTMENT**

1. The City should consider providing an on-line option for accessing the assessment role. BS&A has two different methods for delivering this solution. First, municipalities can have BS&A post this information on the Internet at no cost. In this case, property owners can look up their information for free. Any others who wish to look up data (appraisers, title companies, etc.) pay \$2 per look-up. BS&A keeps the \$2. The second option is for the City of Swartz Creek to pay BS&A a fee of \$3,000 per year.

**E. ASSESSING SHARED-SERVICES OPPORTUNITIES  
AND CONSTRAINTS**

As discussed in the findings, each of the three communities utilizes a contract assessor to some degree. It is our conclusion that the three communities should focus on our recommendations for operational improvement before considering any shared-services arrangements. This is particularly true for Flint Township where the ideal operational mix of in-house and contract resources should be determined. Mundy Township will also need to ultimately make the decision of whether to retain contract services at the current level.

Once this is accomplished, each community will have a clear understanding of the level of contract services that is appropriate for their operation. At that time, a joint bid could be prepared to contract for assessing services.

The current contractors could certainly be invited to bid on a combined contract. Additionally, there are a number of companies in southeast and central Michigan of sufficient size to service the three communities under one contract. These could also be invited to submit bids.

Assuming that all three communities have an existing contract and a well written request-for-proposals document with similar service specifications, it should be possible to elicit competitive bids that can be compared to existing contract cost. If there is an economy-of-scale to be achieved it will be revealed through this process.

\* \* \* \* \*

## **SUMMARY OF SUGGESTED ACTIONS FOR OPERATIONAL IMPROVEMENT FOR THE SWARTZ CREEK BUILDING DEPARTMENT**

Based on the above findings, we recommend that the following be considered for the Swartz Creek Building Department:

1. Building Department systems should be peer reviewed by a competent building professional. To evaluate inspection services properly it is necessary to do follow-up inspections. In addition to fire risk, the Insurance Services Office (ISO) also grades communities based on building code and compliance. One question in the rating process is simply "Does someone inspect your or other inspectors work?" Based on our analysis, this review is something that should be done in Swartz Creek the near future.

As mentioned, the City could retain the services of a qualified local Building Official to perform this duty. The Mundy Township Building Official could be one potential candidate to perform this "audit" work.

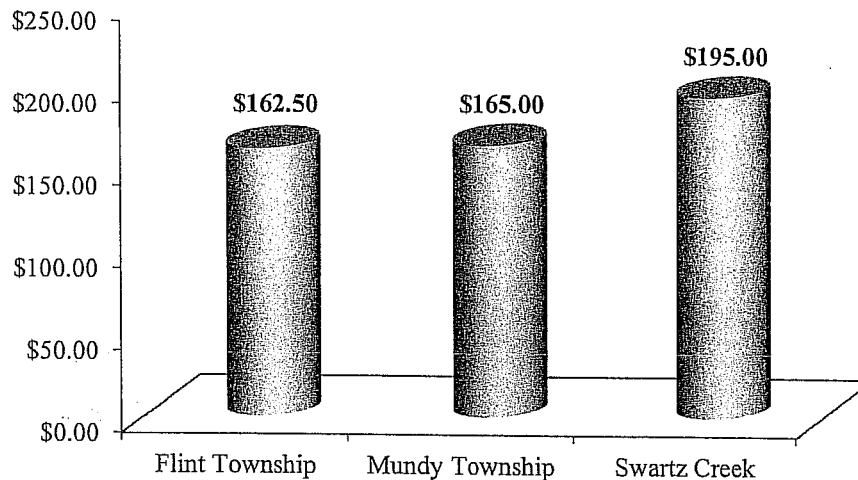
2. The City should consider the purchase of BS&A building software. The software will provide a basis for strong records management and improved coordination and communications in the permitting process. The estimated cost is \$5,370 and training cost of \$5,000. Lower training costs could potentially be achieved by utilizing Mundy Township personnel for training.
3. A code enforcement records management system should be designed and instituted along with written policies and procedural documentation. The system should meet legal standards for code enforcement.
4. A plan should be developed to eliminate the vast majority of open permits. Closure should not be achieved by "drive by" inspections but by diligent field work. In regard to permit fees, the Building Official should charge for any re-inspection work.

### **D. BUILDING SHARED-SERVICES OPPORTUNITIES AND CONSTRAINTS**

In regard to service consolidation there are many similarities in the current service offerings and few constants to merging the three building departments. In regard to code, the three building services operate with uniform building and property maintenance codes. As such, service objectives are consistent across the three Communities. Property maintenance code enforcement will differ in the focus of enforcement (e.g. grass, vehicles etc.) or the level of enforcement, but the code is also the same in each community. Differences do exist in zoning ordinances, but these are easily learned and reconciled. Essentially, all three building services are applying and policing similar codes and ordinances. Consequently, service objectives and the basis for enforcement do not pose impediments to service consolidation.

Similarly, building department fee structures are not markedly different in the three Communities. These fees are typically set by reviewing fees in neighboring communities (as well as internal costs to some degree) and the three building departments also generally follow this rule. Exhibit 43 is a simple comparison of permit fees for a \$10,000 project (such as a detached garage). As seen in the exhibit, two of the three communities are virtually identical in fee level while the third is slightly higher. Individual fees will vary, but there appears to be more similarity than difference in the current fee structure.

**Exhibit 43**  
**Simplified Comparison of Building Fees in the Three Communities**  
**Example: Building Permit Fee for \$10,000 Project\***



\*Includes application and inspection fee. A detached garage would be one example of a project at this fee level.

Source: Building permit fee schedules in the three communities

Also, personnel issues are not a major impediment to shared-service or consolidation. Most of the employees are part-time/contract and some currently work for more than one of the building departments. Mundy Township is the only one of the three with a full-time Building Official and this component could be integrated into a shared-services concept as discussed below.

**1. A TWO OR THREE COMMUNITY BUILDING AUTHORITY (OR CONTRACT) IS FEASIBLE AND COULD PROVIDE BENEFIT TO EACH MEMBER COMMUNITY.**

As discussed in the operational reviews, each of the three communities has particular needs as pertaining to Building Services. Specifically:

- Flint Township would benefit from greater professional input in directing and evaluating building permit and inspection processes.

- Swartz Creek would benefit from a number of upgrades to operating systems as well as ongoing audit and management input regarding Building Department performance and output.
- Mundy Township would benefit from some level of cost reduction – particularly in the current building environment.

Considered in total, all of the Communities have particular needs that could be satisfied by service consolidation or contract. These include:

1. A three community authority could be formed or a contract initiated. Features could include:
  - The Mundy Building Official could hold this title for all three communities. The wage for this individual is currently estimated at \$81,151 including benefits. A pay raise would be in order and would need to be negotiated and conditions for allocating the salary among the three communities would need to be determined. The position is currently unionized; this would also need to change. Depending on the terms of the agreement, the Building Official could remain a Mundy Township employee or have a contract with the authority.
2. If a contract, different levels of service could be negotiated at different cost. As discussed, both Swartz Creek and Flint Township would benefit from periodic audit. A contract for just this service could be negotiated.
3. Or, a more expansive arrangement could be negotiated, either as a contract or authority, possibly to include the following:
  - The current Mundy Township Building Official manages all three operations.
  - The current Building Officials in Swartz Creek and Mundy Township become contract building inspectors, with some office responsibilities and hours as determined by need.
  - If possible, the best trade inspectors among the three jurisdictions (as determined by the Building Official) are utilized across the communities.
  - Code enforcement operations could also be overseen by the Building Official with an intermediate level of management reporting at each jurisdiction.
  - All inspectors are evaluated on an ongoing basis and best practices are consistently implemented and applied.

- BS&A building software is adopted as the standard for all three jurisdictions. Training is performed by the Building Official and Mundy’s Administrative Assistant to avoid the \$1,000 per day cost, to the extent possible.
- Additionally, if desired, zoning administration could be standardized by using the current contractor in Swartz Creek and Mundy Township – in Flint Township as well.

In regard to cost, there are too many options to provide a definitive cost analysis. On the cost side, Flint Township currently allocates \$35,458 of the Economic Enhancement Director’s salary and benefits to the building and code enforcement operation. The Building Official received an additional \$22,000 in compensation in 2011. Flint Township could begin their cost analysis at this point.

As mentioned, the Swartz Creek Building Official is receiving \$32,000 in wage, or roughly \$34,500 with FICA cost in 2012. Similarly, this would be a starting point to determine the cost benefit of different levels of service from either a contract or authority.

If the Communities opted for an authority or similar shared-services arrangement, the Building Official’s wage could be allocated in a number of different ways. Hours could be divided based on agreement or allocated by number of permits, value of construction or other mutually agreeable metric.

4. The option for a two community arrangement should also be noted. In Flint Township, the Economic Enhancement Director’s duties are woven in multiple operating areas including building services. Flint Township could consider this a productive use of resources and opt not to consider a partnership. As mentioned, simply contracting for periodic peer review is also an option.

In contrast, Swartz Creek has more flexibility for the provision of building services. There are no full-time employees and there is more discretion in considering alternatives to the current system. Workload in Swartz Creek is also relatively light and could readily be managed by the Mundy Township Building Official and whatever contract resources are deemed necessary. Consequently we would consider the consolidation of building services in Mundy Township and Swartz Creek to be a very viable option presuming final terms could be agreed-on.

\* \* \* \* \*

*In the following Section VI, we present our findings for assessing services.*

## SUMMARY OF SUGGESTED ACTIONS FOR OPERATIONAL IMPROVEMENT FOR SWARTZ CREEK POLICE DEPARTMENT

Based on the above findings, we recommend that the following be considered for SCPD:

1. In light of pressing financial difficulties, SCPD could eliminate two special assignments including the FANG officer and the K-9 officer. If this is done, the City would lose the FANG grant funding (50%) but could also eliminate a position and save the other 50%. Eliminating the K-9 officer would create savings from training time elimination, end the need for a special vehicle and eliminate net animal costs (after donations). As discussed above, both actions have some service repercussions.

If the City maintains the K-9 officer, some agreement other than the mutual aid agreement should be made for cost reimbursement from other agencies using the service – whether it be a calculated cost or a portion of forfeiture monies.

2. Report writing systems should be changed. Police officers should be trained in report preparation and assigned responsibility for report preparation. Technology should be improved to allow report preparation in the patrol cars. Clerical staffing should then be eliminated or changed to a part-time position.
3. Data systems should be further upgraded. An annual report should be prepared by the department and an improved records management system should be considered, such as ARMS.

### **D. POLICE SHARED-SERVICES OPPORTUNITIES AND CONSTRAINTS**

Exhibit 12 illustrates the physical proximity of the three communities and the location of service areas and station houses. As seen in the exhibit, the City of Swartz Creek and Flint Township are much closer aligned due to Swartz Creek's city limits extending past US 21. Moreover, the two police station houses are only 3.7 miles apart. Though Mundy Township shares a common border with Flint Township, the southern reaches of Mundy Township are 6 or more miles distant from the closest reaches of either of the other two communities.

In our opinion, speaking strictly from a geographic perspective, the geographic layout provides a more realistic opportunity for a shared-services agreement between Swartz Creek and Flint Township. Mundy Township is more geographically removed, and would present logistical response problems unless operations were fully consolidated and integrated. As discussed below, there are also factors discussed below that support a separate service arrangement for Mundy Township.



**Resolution No. 130325-8E**

**BID AWARD, MORRISH & I-69 MEIJER RAMP TRAFFIC SIGNAL**

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

**I Move** the City of Swart Creek Accept the low bid of Strain Electric Company of Wyoming Michigan, for the installation of a traffic Signal at West Bound I-69 Exit / Entrance Ramps and ingress / egress to Meijer Retail Center, cost of installation \$98,864 plus 10% contingency, in accordance with the specifications and construction plans drafted and bid by the City's contract engineer Progressive AE, funds to be appropriated from 202 Major Streets.

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

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

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

**Paul Bueche**

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**From:** Ryan Minkus [minkusr@progressiveae.com]  
**Sent:** Monday, March 25, 2013 2:48 PM  
**To:** Paul Bueche  
**Cc:** Tom Svrcek; Pete LaMourie  
**Subject:** Meijer Signal - Bid results  
**Attachments:** Swartz Creek 69-Morrish Signal.pdf

Paul,

Attached are the bid results from the bid opening this morning. All three contractors are MDOT prequalified and more than capable of completing the installation. Strain Electric Company out of Grand Rapids was the low bidder, and would be our recommendation for the City as the contractor for this project.

As soon as we hear back from you that the City has approved the contractor, we will get contract documents drawn up and continue moving forward with the project.

If you have any questions, please don't hesitate to contact Pete or myself here at our office.

Thanks.

**Ryan Minkus, PE, PTOE**  
Civil Engineer

**Progressive AE**  
1811 4 Mile Road, NE  
Grand Rapids, MI 49525  
Tel: 616-361-2664  
Fax: 616-361-1493  
<http://www.progressiveae.com>

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