

**City of Swartz Creek  
AGENDA**

**Regular Council Meeting, Monday, July 8, 2019, 7:00 P.M.  
Paul D. Bueche Municipal 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. Council Meeting of June 24, 2019 MOTION Pg. 20
5. **APPROVE AGENDA:**  
5A. Proposed / Amended Agenda MOTION Pg. 1
6. **REPORTS & COMMUNICATIONS:**  
6A. City Manager's Report MOTION Pg. 3  
6B. Staff Reports and Minutes Pg. 30  
6C. Dog Park Layout, Conditions, and Rules Pg. 55  
6D. Trail Design Proposal Pg. 61  
6E. Incentive Program Pg. 79  
6F. Cappy Lane Intersection Study Report Pg. 90  
6G. County Water Notice (orthophosphate) Pg. 94  
6H. Comcast Notices Pg. 96
7. **MEETING OPENED TO THE PUBLIC:**  
7A. General Public Comments
8. **COUNCIL BUSINESS:**  
8A. Appointments RESO Pg. 16  
8B. Park Rules RESO Pg. 17  
8C. Incentive Program RESO Pg. 18  
8D. Trail Design Proposal RESO Pg. 18
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION

**Next Month Calendar**

Downtown Development Authority:	Thursday, July 11, 2019, 6:00 p.m., PDBMB (No Business)
Fire Board:	Monday, July 15, 2019, 6:00 p.m., Public Safety Bldg
Zoning Board of Appeals:	Wednesday, July 17, 2019, 6:00 p.m., PDBMB (No Business)
City Council:	Monday, July 22, 2019, 7:00 p.m., PDBMB
Swartz Creek Chamber:	Tuesday, July 23, 2019, 12:00 p.m., American Legion
Metro Police Board:	Wednesday, July 24, 2019, 10:00 a.m., Metro Headquarters
Planning Commission:	Tuesday, August 6, 2019, 7:00 p.m., PDBMB
Park Board:	Wednesday, August 7, 2019, 5:30 p.m., PDBMB
Downtown Development Authority:	Thursday, August 8, 2019, 6:00 p.m., PDBMB
City Council:	Monday, August 12, 2019, 7:00 p.m., PDBMB
Fire Board:	Monday, August 19, 2019, 6:00 p.m., Public Safety Bldg
Zoning Board of Appeals:	Wednesday, August 21, 2019, 6:00 p.m., PDBMB
City Council:	Monday, August 26, 2019, 7:00 p.m., PDBMB
Metro Police Board:	Wednesday, August 28, 2019, 10:00 a.m., Metro Headquarters

## **City of Swartz Creek Mission Statement**

The City shall provide a full range of public services in a professional and competent manner, assuring that the needs of our constituents are met in an effective and fiscally responsible manner, thus promoting a high standard of community life.

## **City of Swartz Creek Values**

The City of Swartz Creek's Mission Statement is guided by a set of values which serve as a common operating basis for all City employees. These values provide a common understanding of responsibilities and expectations that enable the City to achieve its overall mission. The City's values are as follows:

### ***Honesty, Integrity and Fairness***

The City expects and values trust, openness, honesty and integrity in the words and actions of its employees. All employees, officials, and elected officials are expected to interact with each other openly and honestly and display ethical behavior while performing his/her job responsibilities. Administrators and department heads shall develop and cultivate a work environment in which employees feel valued and recognize that each individual is an integral component in accomplishing the mission of the City.

### ***Fiscal Responsibility***

Budget awareness is to be exercised on a continual basis. All employees are expected to be conscientious of and adhere to mandated budgets and spending plans.

### ***Public Service***

The goal of the City is to serve the public. This responsibility includes providing a wide range of services to the community in a timely and cost-effective manner.

### ***Embrace Employee Diversity and Employee Contribution, Development and Safety***

The City is an equal opportunity employer and encourages diversity in its work force, recognizing that each employee has unlimited potential to become a productive member of the City's team. Each employee will be treated with the level of respect that will allow that individual to achieve his/her full potential as a contributing member of the City staff. The City also strives to provide a safe and secure work environment that enables employees to function at his/her peak performance level. Professional growth opportunities, as well as teamwork, are promoted through the sharing of ideas and resources. Employees are recognized for his/her dedication and commitment to excellence.

### ***Expect Excellence***

The City values and expects excellence from all employees. Just "doing the job" is not enough; rather, it is expected that employees will consistently search for more effective ways of meeting the City's goals.

### ***Respect the Dignity of Others***

Employees shall be professional and show respect to each other and to the public.

### ***Promote Protective Thinking and Innovative Suggestions***

Employees shall take the responsibility to look for and advocate new ways of continuously improving the services offered by the City. It is expected that employees will perform to the best of his/her abilities and shall be responsible for his/her behavior and for fulfilling the professional commitments they make. Administrators and department heads shall encourage proactive thinking and embrace innovative suggestions from employees.

**City of Swartz Creek**  
**CITY MANAGER'S REPORT**  
Regular Council Meeting of Monday, July 8, 2019 - 7:00 P.M.

**TO:** *Honorable Mayor, Mayor Pro-Tem & Council Members*

**FROM:** Adam Zettel, City Manager

**DATE:** July 3, 2019

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

✓ **MICHIGAN TAX TRIBUNAL APPEALS (Update)**

Kroger has appealed again, and it is substantial. Heather is working on seeking a professional cost for an appraisal. This is another example of an appeal that, in our opinion, has no basis in reality other than to reduce costs for the corporation. I don't blame them for trying. I do blame the state MTT environment for building a culture in which these appeals are treated with merit and which place the burden on the municipality year after year to expend costs to defend these baseless claims.

We also have two small claims commercial appeals pending, one is for the medical office building on the east end, commonly known as the VPH Building. The other is for the apartments on Brady Street.

We will keep the council informed regarding appeals and the need for appraisals as we move through summer.

✓ **STREETS (See Individual Category)**

✓ **2017-2020 TRAFFIC IMPROVEMENT PROGRAM (TIP) (No Change in Status)**

Fairchild Street is under construction, and we have had our first progress meeting. Everything is on schedule without any notable issues. We anticipate that the street will easily be substantially complete prior to schools starting in the fall. The project includes a mill and resurface of the road way. We are also converting overhead street lights to LED and adding two additional LED pedestrian lights. Enhanced crosswalks are included in the project as well. Traffic should remain open throughout the project.

✓ **2020-2023 TRAFFIC IMPROVEMENT PROGRAM (TIP) (Update)**

Morrish Road from Bristol to Miller has been funded. The city has committed the match portion to this project, which is 80-20. It is unclear what year this project will be undertaken, but we want it done subsequent to the USDA water main work. This MAY span two construction seasons. We have put the engineers on notice regarding our desire to widen Paul Fortino to the north so that a left turn lane may be added. This will occur whether or not the townhome project proceeds.

✓ **Qualified Bidding Selection Process (Update)**

This is a new section of the report that will be with us for a while. We are getting closer to engaging in the Qualified Bidding Selection (QBS) process to pre-certify engineering firms to work on federal projects.

The QBS process is something that the city has routinely done to stay compliant and to have a good faith process for ensuring quality and competitive engineering services. This process was last finalized on November 25, 2013. I am going to split this out as a separate business item until it is complete.

This process is also required to undertake federal road projects that include preliminary and construction engineering.

✓ **STREET PROJECT UPDATES** (*Update*)

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

Helmsley Drive is underway! The contractor is Glaeser Dawes. The project includes full depth road reconstruction, new drive approaches, new sidewalk (for areas not included in the previous water main replacement), some forestry, and three new pedestrian LED's.

The engineering proposal for 2020 local streets with OHM is approved and work is underway. The scope includes a section of Oakview, Chelmsford, and Oxford (including the last small stretch of Winston). Note that it is unlikely we will have a budget to do all of those sections in 2020 since state revenues have not been forthcoming as expected. However, it is work that needs to be completed for the USDA watermain on those streets in the next three years.

Notable issues currently include the proposed layout and ownership (school or city) of the bus lane on Oakview by Syring. We will liaise with the school regarding this and how they wish to proceed with the bond improvements.

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

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

2018-2019 winter sewer projects have been approved and are substantially complete. The project costs exceeded estimates due to higher unit counts on the linear feet of pipe and the number of lateral reinstatements (sewer lead reconnections). Liquiforce completed the large collector on Durwood and a downtown line, School Street.

This multi-year program is on schedule and budget. Based upon current rates and existing fund balance, staff may recommend expending more in the next year or two on the sewer rehabilitation plan in order to get some higher risk assets completed more quickly.

We have flow meters installed at key collector lines in the city. We need to ascertain what the remaining capacity is before we can enable the progress of new projects (Applecreek, Springbrook East expansion, future Morrish Road users, etc). If the lines are not sized properly, investment may be warranted. This would alter our rehabilitation plan to include capital investment for future users. For this reason, we are not altering rates until the capacity information is available.

✓ **WATER MAIN REPLACEMENT (Update)**

The USDA agreement was approved by the council and is pending execution. I am including some initial comments regarding the agreement from early in its review. There was not much that was adjustable, but council can get the flavor of the evolution of the document.

In other news, engineering continues. Bond counsel and other team members have been tentatively assembled and await progress.

Prior system report findings follow:

The Genesee County Drain Commission - Water and Waste Services Division Water Master Plan, indicates they are considering a northern loop to provide redundancy and stability to the system. This is good news since Gaines and Clayton Township rely on the overstressed Miller line. There is currently not any cost or participation information available. I will keep the council informed.

The city has been working with the county to abandon the Dye Road water main in the vicinity of the rail line. Note that we are holding this action pending the master plan review. This line is prone to breaks, which can be very costly and dangerous near the rail spur. The intention would be to connect our customers to the other side of the street, onto the county line. It appears the transition cost would be about \$25,000. We will work with the county on this matter and report back on our findings.

Lastly, the city should probably complete full demolition on the "Brown Road" site (the old well head) and sell this property. This is not a high priority, but it is now on our radar.

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

The last of the lots acquired prior to the special assessment have been approved for sale. The city has two more lots that were acquired through the tax reversion process. If there is no objection, I will look to prepare instruments for the two units acquired in 2017 at new, negotiated pricing if requested by the buyer, JW Morgan, at some point in the future.

✓ **NEWSLETTER (Update)**

The newsletter is out. Topics that were requested to be covered are included, with the exception of solicitation, which was well-covered in the SC View.

✓ **CONSTRUCTION & DEVELOPMENT UPDATE (No Change of Status)**

This will be a standing section of the report that provides a consolidated list for a brief status on public and private construction/developmental projects in the city.

1. The **streetscape project on Miller Road** is underway! Holland Square is to be paved and illuminated, with a decorative fence/wall. Miller Road is to have lighting, landscaping, new walkways, knee walls, and pedestrian crossings.
2. The reconstruction of the expanded **Sharp Funeral Home** continues and should be done this month! This is a ~14,000 square foot building in downtown.

3. **Façade grants** are complete for Robertson Insurance and Howe Art Supplies (she still intends to paint the doors). Renovations on 5015 Holland and 7530 Miller are pending. All work (public and private) will be in excess of \$250,000.
4. The city hopes to commence construction on **about \$1 million of grant support recreational path in 2020**. The MDOT grant is conditionally awarded and we await word on the DNR grant portion.
5. The Chamber, Women's Club, and other downtown business owners continue to plan and expand **events in downtown**. The Fall Family Fun Day is expanding into the Jeepers Creekers event, which will cover multiple weekends in October of 2019. This will include a zombie walk, city-wide decorating, trunk or treat, separate youth and adult movie nights, and related activities.
6. The **raceway has new ownership**. They intend to use the site for thoroughbred horse racing, but they did not get state approval for live races or simulcasting in 2019. They are open to finding additional users for the site to supplement the racing. They are also communicating well in regards to partnering with community groups such as Hometown Days. I find the new owners to be very astute and capable.
7. A Flint based group has a purchase option for **Mary Crapo**. The intent is to use the building and site for senior housing. This would result in new residents in the downtown and the potential for new construction on part of that site. I expect a site plan for about 50 new units in August.
8. The **school bond** passed and many improvements are expected in 2019 throughout the district. Total investment for this effort will exceed \$50 million over two to three years.
9. **Street repair in 2019** is to include Fairchild (with decorative lighting) and Helmsley (full reconstruct). The city also has grants and loans for about **\$5 million in water main work** to occur between 2020 and 2022.
10. The **Applecreek Station** development of 48 townhomes is in the engineering phase. These units range in size from 1,389 to 1,630 square feet, with garages. Construction will occur on vacant land in the back of the development, by Springbrook Colony. Site engineering plans have just been submitted by the owner. Rents are expected to be about \$1.00 per square foot (~ \$1,600 a month) which matches rents in Winchester Village. If this project occurs in 2019, 2020 DDA revenues will be positively and substantially improved.
11. The **Brewer Condo Project** was given site plan approval and tentative purchase agreement approval. This includes 15 townhome condos off Morrish Road in downtown. They are approximately 1,750 square feet, with two car garages and basements. Parking on the raceway property has been tentatively approved by the owner, and we are working on a plan to level and maintain the surface to replace lost parking on Paul Fortino Drive.
12. The city council approved the use of **state tax incentives** and local utility waivers for redevelopment sites in downtown, rounding out our efforts to be a certified Redevelopment Ready Community.
13. There are **soft inquiries for vacant downtown land** for new buildings/users. However, there has not been any new movement on this issue.

✓ **HOLLAND SQUARE & STREETScape (Update)**



Green Tech Systems, LLC is working and progress is steady! Traffic should remain open, though lane closures and shifts are expected. We hope to have everything done in July. As of writing, there are no major issues or project changes to report.

Note that we intend to proceed with pavement styles and colors that are desirable for future use (based upon late feedback from business committee members downtown). This WILL NOT MATCH THE EXISTING. The grey stone look was thought to be too drab and blending into our nasty winters and springs. We are opting to have all future streetscape features contrast the large amounts of grey/black/white with other variations of reds. So, instead of matching what is less desirable for the sake of matching, we intend to building new features that are more in line with aesthetics with the intention of matching the older components when they are due.

✓ **TRAILS (Update)**

The second application to the DNR Trust Fund grant has been submitted. We await notification, which should come this fall. In the meantime, I suggest we proceed with engineering. This will ensure that, pending a late award, we will still have time to bid. Bidding early in the year (during the winter months) generally results in better pricing.

The DNR grant is crucial to offset the 35% that the city must cover to match the Enhancement Grant. The MDOT Enhancement Grant is conditionally awarded. We hope this covers 65% of the investment. Work with Consumers Energy and CN Rail is positive for those project components that require their engagement. We are still working with the MTA and GM on some easements and permissions.

Note that the city will still be heavily invested in this, even if both grants are awarded. Count on a general fund outlay of \$200,000 for the local match and additional engineering, construction, and inspection services. Any overages (price changes and change orders) will be locally covered as well.

The project timeline will be revised. At its core, it should still reflect a 2020 construction timeframe. The difference is that we plan to engineer the project sooner than anticipated so we can bid it upon a conditional DNR award in a year's time.

✓ **REDEVELOPMENT READY COMMUNITIES (No Change of Status)**

We are near the end of the certification process! The following RRC components are still pending and should be administratively complete this summer:

- Development review flowchart and checklist
- Property marketing packages, including incentives (see incentives section)

✓ **DOG PARK (Business Item)**

The dog park is happening! The scouts would like to begin installation this month. We should be able to accommodate this. When the donation was originally accepted, the conditions were as follows:

1. The enclosure shall be ~16,000 square feet, as mapped, with overall dimensions of 140' x 140' less a 70' x 70' square that creates the "L" shape.
2. The fence will be 4' tall black chain link, with a tension wire and closed loops.

3. Double entrances will be provided for safety.
4. A mowing entrance will also be provided.
5. The project shall be overseen by the Director of Public Works and not commence until the ability to ensure project completion is evidenced.

If the plan remains the same, no action is necessary. If the proposed donation is significantly altered in its location, size, or function then the park board and council will need to revisit the project.

The scouts plan to attend the Park Board meeting on July 3 to go over project and installation details. With the concept finally moving forward, the city should also have rules that pertain to the dog park on file. I am including the same draft rules in the council packet that the park board will be reviewing. I recommend we get something on the books as soon as possible. Depending on the park board outcome, we may look to amend or withdraw the draft rules. Otherwise, there is a resolution included to amend the park rules with their inclusion.

✓ **DURAND AREA INDUSTRY - PROJECT TIM** *(No Change of Status)*

This project seems cold and quiet. However, it appears there are still valid purchase agreements in place for the development, and there are state and local bureaucrats continuing work on contingency plans for utility and traffic modelling. It is anyone's guess at this point. Please see prior packets for information on the project and its evolution.

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

I expected transactions for the approved sales of vacant land on Wade Street and in Heritage Village before June. I communicated with the buyer for Heritage. There is still interest, but it is dependent on some pending sales. I recommend we let the options continue for the moment. The Wade Street buyer is unlikely to follow-through. I am seeking a release. It is very likely that we will need to rebid the Wade Street property.

✓ **8002 MILLER** *(Update)*

The contractor is working. A completion timeline has not been set, but the upstairs should be done in July. Time is on our side with this since it gives the user more time to establish their new business and contribute more monthly payments to the project.

Because the upstairs is nearly done, the owner of the business is able and willing to occupy the residential space. To enable this, we will look to replace the existing agreement with a lease that includes the commercial space AND the upstairs. This is likely to come to council at our meeting on July 22.

Note that the proceeds from this lease MUST go to offset the cities investment, effectively counting towards the eventual sale price by the user. This closely resembles a land contract. In fact, the city attorney may recommend we proceed directly to a land contract at this point as a means to recognize the current lease and eventually purchase terms.

✓ **GROUNDWATER WITHDRAWAL ORDINANCE** *(Update)*



We should be able to get the final go-ahead to approve the groundwater withdrawal ordinance this month. As such, I will look to place it on the July 22 agenda. I am told that the form is not expected to change so it should be a match to the ordinance that has been placed in previous council packets.

Concerning the ordinance, the practical impact of this is small since wells are no longer permitted in the city and there are no known 'grandfathered' wells in the impacted area. The city attorney sees no issues with this ordinance, so we will look to have this before the council when Exxon and their consultant are confident the timing is right.

The monitoring wells have been removed from Holland Square! This is great news for the contractor/city as we perform work in that area. It is also good news for access moving forward (they no longer need it). Lastly, it signifies that the state is recognizing conditions that no longer require monitoring. To enable this within our short timeline, I have authorized temporary access to remove these (there is a good chance they will be mobilizing on the 24<sup>th</sup> or 25<sup>th</sup>).

Note that there was some concern about soils from this site being transported to other locations during this project. We have set up parameters to ensure that fill does not leave the site if it is at risk. Any spoils that cause concern will need to be tested and stored in a suitable landfill as non-hazardous waste. This should not be the case since grading is to occur above the recently installed vapor barrier and/or include additional grading on top of existing surfaces. Work in the right of way did not impact the noted areas of concern that are 10-17 feet deep.

✓ **SCHOOL FACILITY PROPOSAL** *(No Change of Status)*

The school received high bids for initial security work. They are rebidding with the addition of fall/winter work in the hopes that the scope and timing of the new work expectations will be more enticing to contractors. It is expected that elementary security entrances and related work will be the first phase of the investment.

Additional bond work shall continue in 2020 and 2021. It will include all facilities, including athletic facilities at the high school. We expect cooperation and benefit in terms of establishing safer connections for walkers, better land grades (e.g. the football field), and more attractive gateways.

✓ **BREWER TOWNHOMES** *(No Change of Status)*

The site plan, condominium documents, and draft purchase agreement were approved at the June 10 city council meeting. Final engineering will be underway for the next month, as will the public review period for the purchase agreement. The council will be reviewing the instruments again on July 22<sup>nd</sup>. See the prior reports for detail on the project.

I still expect to review the use of incentives as it relates to local water and sewer tap fees for this project as well. This is likely to occur in July as well.

✓ **SPORTS CREEK RACEWAY & GAMING COMMISSION** *(No Change of Status)*

I spoke to the owner on June 17<sup>th</sup>. He is hopeful that 2019 casino bills that are pending will enable thoroughbred racing in Swartz Creek in a sustainable manner.

Parking on the raceway property has been tentatively approved by the owner, and we are working on a plan to level and maintain the surface to replace lost parking on Paul Fortino Drive.

✓ **CDBG** (*No Change of Status*)

At this point, we are looking to upgrade street name/stop signs in the downtown area using these funds. I will keep the council informed of the timeline.

✓ **SAFE ROUTES TO SCHOOL** (*No Change of Status*)

The walking audit of the Middle School area was on June 5<sup>th</sup> and Syring occurred on June 7<sup>th</sup>. Elms Elementary is not scheduled yet. Once these are done, we should start seeing some public engagement.

✓ **INCENTIVE PACKAGES & RRC PROPERTIES** (*Business Item*)

The Planning Commission reviewed the incentive program at their meeting on July 2nd. The provision of abatements (state enabled property tax relief) and incentives (local fee waivers and other financial awards) is geared toward achieving the best practices of the Michigan Redevelopment Ready Community program.

The intent is to encourage private use of RRC-identified properties and downtown properties, provided that use accomplishes a public purpose and requires the assistance.

The city council approved the conceptual use of abatements and incentives for such properties this spring with the understanding that the planning commission could work to make recommendations regarding the application of such abatements and incentives. The available tools include:

- Michigan Public Act 255 of 1978: Commercial Redevelopment Act
- Michigan Public Act 210 of 2005: Commercial Rehabilitation Act
- Michigan Public Act 198 of 1974: Plant Rehabilitation and Industrial Development Act
- Expedited Permitting (available to all RRC properties)
- Water and Sewer Connection Fee Waivers (Downtown only)
- Tax Increment Financing Assistance (Downtown only)

The resolutions passed to date do not create any abatement districts or result in direct policy, but it enables marketing of RRC sites with the state, and it will provide a basis for developer interest in our community development goals. The resolution also directed the planning commission to work on a policy for the application of the incentives.

The idea was to create a policy that was not overly prescriptive or rigid in nature. Instead, we want the city to have latitude to consider each project independently and award any incentives on an incremental or percentage basis using the site-specific circumstances. The policy paradox we face is that we desire a predictable and fair instrument, but one that can be flexible based upon program intent and the ability to respond to the unforeseen.

With that said, I am including fact sheets on the state incentives along with a complete draft of the city's potential abatement & incentive program. Note that the state abatements are geared toward providing tax relief on new investment that is in line with the public goals. Local incentives include the waiver of water/sewer tap fees for new projects and expansions. Local incentives MAY include the use of DDA funds down the road, but we do not need to worry about that now.

The program includes a policy, a process, a checklist, and an application. It was created using the strategic goals established for the program by the council. I am hopeful that council finds that desirable project features were able to be reasonably transformed into quantifiable measures.

Please go through the material carefully. The program includes a section on intent that will help explain the 'why' portion of our approach before describing the 'how' and 'what' features of the program. The planning commission reviewed this and made some adjustments at their meeting. They are recommending approval. A resolution is included to adopt the program.

✓ **BUILDING AND ZONING SERVICE DELIVERY** *(No Change of Status)*

A test version is up and running, with staff having initial training on June 5<sup>th</sup>. For the next month or so, we will test the web and staff-user systems to ensure that the online registration, permits, inspection requests, and payment interface is working. We should be live with a full suite of online building services (including limited zoning & right of way permitting)!

The enhancements will improve our internal work flow/checklists and increase our online abilities by enabling the integration with the existing BS&A platforms. This means that we will be using less paper and relying more on digital submissions of applications, as well as the potential for online payment and permit delivery. Projects, both big and small, will then be coordinated and viewable by all users (Swartz Creek and Mundy) within the software at all times.

This is an enhancement that Mundy staff are already engaged in and will look to apply their knowledge to bring us into the 21<sup>st</sup> century as well. In fact, combined with other RRC initiatives, this should make us cutting edge among municipalities. I will keep the council informed.

✓ **NON-COMMERCIAL MARIJUANA (MARIHUANA)** *(No Change of Status)*

I discussed the matter with the city attorney on May 23<sup>rd</sup>. I hope to have some input on WHAT features can be regulated and HOW in the coming months. The previous report follows:

In addition to commercial activities for medical and recreational marijuana, there are still regulatory considerations for residential growing, processing, possessing, and using. Generally, the concerns boil down to odor, as it relates to neighborhood and public impacts of growing and use. There is also concern for the scope and scale of residential growing as it relates to safe irrigation, lighting, ventilation, etc. Problems associated with home growing include odor, mold, pests, electrical fires, and theft.

To address these issues, I have been consulting the city attorney about providing regulations related to home grows (inside, outside and accessory structures; number of plants; applicability of building codes). Many codes already exist and can be enforced. However, ventilation is a tough one. For this, regulators recommend a general odor ordinance. This is something we are looking into.

On the use side, we are considering options for ordinances that might control outdoor consumption. This will almost certainly include publicly owned lands and right-of-ways. There is also consideration for outdoor use on private property as well.

I expect to work with Metro and our attorney in the coming weeks to create some ordinance language to regulate grow operations at residences, as well as outdoor use. Should the city adopt an ordinance to opt out of all commercial recreational marijuana activities (see Recreational Marijuana Ordinance below), this ordinance may also be the conduit to control general marijuana activities.

✓ **CENSUS COMPLETE COUNT COMMITTEE** *(No Change of Status)*

Mr. Cramer will lead the Swartz Creek Complete Count Committee. I am hopeful that we will have more resources for him to use as we proceed. At this time, there are no meetings or activities planned. The 2020 census count will be vital to the city's ability to understand our service needs and in calculating many state and federal funding streams.

✓ **FIRE AGREEMENT** *(No Change of Status)*

The current fire agreement expires in September. I expect to be working with Clayton Township to negotiate terms for its extension.

✓ **GIS MAPS** *(No Change of Status)*

The city maintains detailed maps of infrastructure. Some of these maps include Global Informational Systems data (satellite delineated geo-spatial data on location of features that includes a data base of related data). For example, we have geo-coded location data on city water hydrants that includes a digital database on valve composition, condition, and maintenance.

We are working with Rowe to expand our capabilities in this arena. We are in the process of geo-locating and providing initial data fields for storm sewer, sanitary sewer, and undocumented water distribution features. As it happens, the Genesee County Drain Commission is engaging in a similar effort. We are working with them to ensure our data matches and can be shared equally and adequately. If the data sets and maps match in their scale, the county should be able to reimburse use for some of the charges resulting from the creation of the maps and data fields.

The result will be a much more useful and publicly accessible map and informational database relating to our water, sewer, storm, and street infrastructure. This will help disseminate information, plan improvements, and show results.

✓ **SERVICE LINE INSURANCE PROPOSAL** *(Update)*

I have followed up with this insurance provider. They offer insurance, priced at approximately \$8/month to community residents, to cover the costs of failed water and sewer leads on private property. They provide this service to many Michigan communities.

While water service issues are not common, sewer lines in Winchester Village are prone to collapse and other forms of failure due to their age (~60 years), composition (clay), & location (rear yards).

They request participation by the city to validate the company in their marketing so that potential participants have more comfort with the system. The partnership would include agreement on what components of the lines are private (insurable) and public (city-responsibility). Most notable, they request the ability to use the city letterhead and logo in their mailings, which the city will have the right to review and approve. The only other company that does this is the water system cross connection inspection service that we provide by contract.

They also offer an incentive program in which the city would be paid \$0.50 per month, per subscriber. This money could be used to support water and sewer programming or support related loss programming (e.g. sewer backup compensation or system repairs). If desirable, the city can opt-out of this revenue stream, saving the direct cost to participants. If the city opts to participate, I recommend we do so and reduce the price to end-users.

✓ **APPOINTMENTS** (*Business Item*)

We have one vacancy on the Downtown Development Authority and one on the Planning Commission. There are a couple applications submitted for the planning commission vacancy, and both applicants attended the July 2<sup>nd</sup> meeting. As of writing, there is not a mayoral recommendation. The DDA appointment could be a downtown business owner, downtown property owner, or non-affiliated. A resolution is included in the event that one of the appointees is recommended by the mayor.

✓ **OVERHEAD WIRES ON VACANT LAND** (*No Change of Status*)

We are seeking removal or relocation of the overhead wires on the vacant city-owned property on Fortino Drive between Chase Bank and Gass Becker Insurance. This lot is not currently in use, but any reuse, including parking, could be problematic with the wires and poles in their current location. I will keep the council informed.

✓ **SKILL GAME ORDINANCE** (*No Change of Status*)

I received an application to allow a 'skill game' at a local retail business in the city. This is not a feature of our ordinance that was clearly defined. One definition of a 'skill game' is:

Game of skill refers to any game, contest, or amusement of any description in which the designating element of the outcome is the judgment, skill, or adroitness of the participant in the contest and not chance. [Wedges/Ledges of California v. City of Phoenix, 24 F.3d 56, 63 (9th Cir. 1994)]

Initially, it appeared that the game could be a minor ancillary use for a retail or hospitality business (e.g. a single Pac-man game at the local pizza parlor). However, upon investigation, it became apparent that this use often provides its own customer base and includes features in line with gambling.

Once again, we are faced with the blurring of lines between a skill game that might return tickets for good play at a kids' arcade, with something that returns currency, credits, or other items of value that is more in line with traditional gambling or the sweepstakes concept that was popular a few years ago.

The pending application was not complete, due to the lack of information on the function of the game units sought. The additional information was not submitted, so the permit cannot be reviewed.

In the meantime, I sought an opinion from the attorney. They believe that such devices would be best defined in the gambling section of our code. I continue to work with them to better define what is an ancillary use, an arcade use, and a gambling use. It is my intention to deliver an ordinance amendment to the council to effect changes that make this use predictable to business owners and the general public.

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

✓ **MONTHLY REPORTS** *(Update)*

The monthly report, as well as the June DDA minutes are included.

✓ **COMCAST NOTICES** *(Update)*

There are a pair of notices in the packet regarding offerings in the city.

✓ **COUNTY ORTHOPOHSPHATE** *(Update)*

I am redistributing the notice regarding additives in the county water system per our discussion on June 24<sup>th</sup>. Though no health concerns are noted, the additives are known to be responsible for the white residue left on fixtures. This is also reported to be responsible for the breakdown of some rubbers and/or plastics. The good news is that it is being greatly reduced.

✓ **CAPPY LANE REPORT** *(Update)*

The narrative report for the intersection study at Cappy Lane is included. It does not reflect the recommendation that I thought it would, but the report does a good job explaining the rationale. In short, they recommend removing the north-bound stop sign at Cappy and Fairchild.

Since the school blocks traffic during peak times already, this makes a lot of sense. There is also discussion of keeping all pedestrian access on the west side of the bridge and road moving forward. Since this part of the intersection and the bridge is on school property, we will be liaising with them to determine the solution. I expect this will occur in tandem with the Safe Routes to School findings.

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

✓ **PLANNING COMMISSION** *(Update)*



The commission met on July 2. They reviewed the incentive program materials (see above). The next meeting is scheduled for August 6, 2019. I expect a site plan for a modular Biggby on the Meijer site to be on the agenda. There is still a vacancy on the Planning Commission.

✓ **DOWNTOWN DEVELOPMENT AUTHORITY (Update)**

The DDA met on June 13<sup>th</sup>. They affirmed officers for the next year and approved their budget. Mr. Mardlin resigned, leaving a vacancy on the nine member board. I will not be available for the scheduled meeting on July 11<sup>th</sup>. As of now, there is no business and that meeting may be cancelled.

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

There are no meeting scheduled at this point.

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

The Park Board will meet on July 3 at city hall. Due to the holiday weekend, the packet is going out prior to this meeting. As such, some business items regarding the dog park may be withdrawn or change.

Summer projects include staining parts of the Elms playscape, the Elms trail loop, Abrams Park forestry, and the potential for the dog park. The group discussion covered the condition of the parks (wet) and the slip and slide event.

The next meeting will be on August 7.

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

The BoR will meet at the city offices on Tuesday, July 16<sup>th</sup> at 10:30 a.m. to hear poverty exemptions, veteran exemptions, and clerical appeals.

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

✓ **DISTRACTED DRIVING (Update)**

There is more movement in the state to implement and enforce distracted driving provisions. Some cities are creating their own ordinances, and there is interest in doing so in Swartz Creek as well. I have reached out to Chief Bade and our city attorney about the matter to see how our police powers could be legally applied and reasonably enforced.

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

*Civic Clock:* The clock has been struggling to do its job. I do not know why, but the donor indicated that the company is replacing all internal mechanisms related to time keeping in order to remedy the situation.

*USDA Correspondence:* In reviewing the attorney notes, there really was not much 'wobble room' in the agreement as prescribed by the USDA. The areas of perceived flexibility were actually 'fill in the blank' conditions relating to the water supply, established rates, and term.

**City of Swartz Creek  
RESOLUTIONS  
Regular Council Meeting, Monday, July 8, 2019, 7:00 P.M.**

**Resolution No. 190708-4A                      MINUTES – June 24, 2019**

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

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, June 24, 2019, to be circulated and placed on file.

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

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

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

**Resolution No. 190708-5A                      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 July 8, 2019, to be circulated and placed on file.

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

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

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

**Resolution No. 190708-6A                      CITY MANAGER’S REPORT**

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

**I Move** the Swartz Creek City Council accept the City Manager’s Report of July 8, 2019, including reports and communications, to be circulated and placed on file.

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

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

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

**Resolution No. 190708-8A                      RESOLUTION TO APPOINT OFFICIALS TO THE  
PLANNING COMMISSION & DOWNTOWN  
DEVELOPMENT AUTHORITY**

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

**WHEREAS**, the laws of the State of Michigan, the Charter and Ordinances of the City of Swartz Creek, interlocal agreements in which the City of Swartz Creek is a member, and previous resolutions of the city council require and set terms of offices

for various appointments to city boards and commissions, as well as appointments to non-city boards and commissions seeking representation by city officials; and

**WHEREAS**, there exists a vacancy on the Planning Commission and Downtown Development Authority; and

**WHEREAS**, said appointments are Mayoral appointments, subject to affirmation of the city council.

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

<b>#190624-8C1</b>	<b><u>MAYOR APPOINTMENT:</u></b>	<b>VACANT</b>
	DDA, Non-property interest/resident	
	Four Year Term, expiring June 30, 2023	

<b>#190624-8C2</b>	<b><u>MAYOR APPOINTMENT:</u></b>	<b>VACANT</b>
	Planning Commission, Resident	
	Three year term, expiring June 30, 2022	

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

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

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

**Resolution No. 190708-8B**

**RESOLUTION TO AMEND THE PARK RULES FOR THE PURPOSE OF OPERATING A DOG PARK**

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

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

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

**WHEREAS**, the city park and recreation commission recommends amending of the attached Park Rules and Regulations to enable the operation of a dog park as donated by community Boy Scouts of America members.

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

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

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

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

**Resolution No. 190708-8C**

**A RESOLUTION TO APPROVE INCENTIVE PROGRAM GUIDELINES FOR SELECT PROPERTIES IN THE CITY AS PART OF THE REDEVELOPMENT READY COMMUNITIES INITIATIVE**

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

**WHEREAS**, the city, in pursuing certification as a Redevelopment Ready Community, must demonstrate an ability to provide for site-specific incentives for select redevelopment sites within the city, and;

**WHEREAS**, specific properties shall be noted in the community economic development strategy as priority sites for redevelopment, and;

**WHEREAS**, such sites are noted to have functional, environmental, or other deficiencies that makes reuse, preservation, and enhancement financially impractical, and;

**WHEREAS**, staff has consulted with the Swartz Creek Planning Commission, CIB Planning, and the MEDC to compile a set of tools that will be most likely to have a positive impact on repurposing existing RRC sites and similar sites without compromising public processes, fairness in treatment/access to incentives, or public services, and;

**WHEREAS**, guidelines, a checklist, processes, and an application have been developed to enable the incentive program in a manner that meets the intent the program and is predictable, fair, and proportionate to the benefit produced, and;

**WHEREAS**, the Planning Commission recommended approval of the incentive program, with changes, at their regular meeting on July 2, 2019.

**NOW, THEREFORE, BE IT RESOLVED**, the City of Swartz Creek City Council hereby approves the Swartz Creek RRC Incentive Program, including the attached application, checklist, and policy guidelines, which shall enable consideration of incentives for development projects within the city that meet program criteria.

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

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

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

**Resolution No. 190708-8D**

**RESOLUTION TO APPROVE PRELIMINARY ENGINEERING FOR THE GENESEE VALLEY TRAIL EXTENSION**

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

**WHEREAS**, the City of Swartz Creek Master Plan, as well as the Parks and Recreation Plan, encourage the establishment and expansion of a non-motorized trail system within the city that will connect to the Genesee Valley Trail at Dye Road; and

**WHEREAS**, the city has been awarded conditional grant funds from the Michigan Department of Transportation to support the construction of this trail extension; and

**WHEREAS**, an application is pending with the Michigan Department of Natural Resources to provide additional funds for this project, with said announcement expected to occur in late fall of 2019; and

**WHEREAS**, the city seeks to bid the project immediately after such award is announced in order to get better pricing on the construction elements of the project; and

**WHEREAS**, the State of Michigan Public Act 51 requires that street authorities allocate 1% or greater of their road revenues to non-motorized transportation; and

**WHEREAS**, OHM Advisors, the city engineering firm that designed the schematic engineering that is being used to request grant support, has submitted a proposal for the preliminary engineering of the project that will be required for bidding.

**THEREFORE, I MOVE** the City of Swartz Creek City Council approves the schematic engineering proposal submitted by OHM Advisors on July 3, 2019, funds to be paid from Fund 101 General Fund and/or Fund 202, the Major Street Fund, as directed by the city treasurer, in the amount of \$82,500.00 and further directs the Mayor to execute said proposal on behalf of the city.

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

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

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

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE REGULAR COUNCIL MEETING  
DATE 06/24/2019**

The meeting was called to order at 7:01 p.m. by Mayor Krueger in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Invocation and Pledge of Allegiance.

Councilmembers Present: Cramer, Farmer, Gilbert, Krueger, Pinkston, Root.

Councilmembers Absent: Hicks.

Staff Present: City Manager Adam Zettel, Clerk Connie Eskew, Director of Public Services Tom Svrcek.

Others Present: Lania Rocha, Bob Plumb, Steve Shumaker, Sandi & Ken Brill, Penny Messer, Erik Jamison, Juan Zuniga, Dave Plumb, Elaine Tucker, Susie Kietzman, Wanda Tyler, Steve Long, John Wilson, Mildred Delay, Boots & Dick Abrams.

**EXCUSE COUNCILMEMBER HICKS**

**Resolution No. 190624-01**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Farmer

**I Move** the Swartz Creek City Council excuse Councilmember Hicks.

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

**APPROVAL OF MINUTES**

**Resolution No. 190624-02**

**(Carried)**

Motion by Councilmember Root  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday June 10, 2019 to be circulated and placed on file.

YES: Gilbert, Krueger, Pinkston, Root, Cramer, Farmer.  
NO: None. Motion Declared Carried.



## **APPROVAL OF AGENDA**

### **Resolution No. 190624-03**

**(Carried)**

Motion by Councilmember Cramer  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council approve the Agenda as, amended with deletion of item 8D and the addition of item 8I for the Regular Council Meeting of June 24, 2019, to be circulated and placed on file.

YES: Krueger, Pinkston, Root, Cramer, Farmer, Gilbert.  
NO: None. Motion Declared Carried.

## **CITY MANAGER'S REPORT**

### **Resolution No. 190624-04**

**(Carried)**

Motion by Councilmember Farmer  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council accept the City Manager's Report of June 24, 2019, including reports and communications to be circulated and placed on file.

Discussion Ensued.

YES: Krueger, Pinkston, Root, Cramer, Farmer, Gilbert.  
NO: None. Motion Declared Carried.

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

Steve Shumaker, 7446 Country Meadow, commented on the Brewer Townhouse project and the comments against the project, the solicitors for the Veterans USA and park donations.

Rod Amon, 5193 Greenleaf Drive, commented on the townhouse project on Fortino Drive and wish the council would of put this development on a ballot for vote.

Sandi Brill, 5352 Greenleaf Drive, she feels the townhouse project is a disappointment for that property.

Jim Lengyel, 4138 Elms Road, he feels this project should have been put on a ballot for the people to vote on.

Juan Zuniga, 8059 Maple Street, introduced himself. He is submitting an application for the planning commission vacancy.

**COUNCIL BUSINESS:**

**GFWC**

**Presentation**

The GFWC Swartz Creek Women’s Club presented Metro Police Authority with a check for \$1155.65 for the K9 program. This was raised at the Hometown Days Rock a Thon.

**RESOLUTION TO SET THE 2019-2020 COUNCIL MEETING SCHEDULE**

**Resolution No. 190624-05**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Mayor Pro Tem Pinkston

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

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

**NOW, THEREFORE**, pursuant to the Act, public notice is hereby given that regular meetings for fiscal year 2019-2020 shall be held twice each month, and further, that all meetings shall be held in the Paul D. Bueche Municipal Building Council Chambers located at 8083 Civic Drive, Swartz Creek, Michigan, unless otherwise provided in advance by the City Council, and further, meetings shall commence at 7:00 P.M. on the following dates:

July 2019:	Monday – 8th Monday – 22nd
August 2019:	Monday – 12th Monday – 26th
September 2019:	Monday – 9th Monday – 23rd
October 2019:	Monday – 14th Monday – 28th
November 2019:	Monday– 11th

	Monday – 25th
December 2019:	Monday – 9th Monday – 23rd
January 2020:	Monday – 13th Monday – 27th
February 2020:	Monday – 10th Monday – 24th
March 2020:	Monday – 9th Monday – 23rd
April 2020:	Monday – 13th Monday – 27th
May 2020:	Monday – 11th Tuesday – 26th (Monday 25th is Memorial Day)
June 2020:	Monday – 8th Monday – 22nd

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

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

Discussion Ensued.

YES: Pinkston, Root, Cramer, Farmer, Gilbert, Krueger.  
NO: None. Motion Declared Carried.

**RESOLUTION TO APPROVE ANNUAL COVERAGE AND PAYMENT FOR GENERAL AND LIABILITY INSURANCE OF THE CITY TO MEADOWBROOK**

**Resolution No. 190624-06**

**(Carried)**

Motion by Mayor Pro Tem Pinkston  
Second by Cramer

**WHEREAS**, the City of Swartz Creek has a need to insure property, equipment, and services that it owns and provides; and

**WHEREAS**, the City of Swartz Creek has been engaged in risk management with the Michigan Municipal League Liability and Property Pool, as serviced by Meadowbrook Insurance Group since 1985; and

**WHEREAS**, the City of Swartz Creek finds this professional service to meet or exceed financial expectations, as well as the staffing and service needs of the city.

**NOW, THEREFORE, BE IT RESOLVED**, the City of Swartz Creek appropriate and approve payment for an amount not to exceed \$43,823 to Michigan Municipal League Meadow Brook Insurance, payment of the City's annual 2019-2020 premiums for property and liability insurance, funds to be apportioned to reflect departmental coverage as noted in the invoice.

YES: Root, Cramer, Farmer, Gilbert, Krueger, Pinkston.

NO: None. Motion Declared Carried.

## **RESOLUTION TO APPROVE THE AFSCME LABOR AGREEMENT**

**Resolution No. 190624-07**

**(Carried)**

Motion by Councilmember Root  
Second by Councilmember Farmer

**WHEREAS**, the City of Swartz Creek City Council approved the agreement with the American Federation of State, County, and Municipal Employees on June 27, 2016 to provide for conditions and provisions of employment; and

**WHEREAS**, the collective bargaining agreement, set to expire on June 30, 2019, was negotiated by the city manager and the AFSCME unit in order to establish terms for a new three year agreement; and

**WHEREAS**, the City and AFSCME have tentatively agreed to terms that include among others, alterations to post-retirement health care, defined contribution retirement, uniforms, and wages.

**NOW, THEREFORE BE IT RESOLVED** that the City of Swartz Creek approve the Agreement between the City of Swartz Creek and the Swartz Creek City Employees Union AFCSME 1918-23 bargaining unit as included herein, less review comments, and further authorize the Mayor and City Clerk to execute the agreement on behalf of the City.

Discussion Ensued.

YES: Cramer, Farmer, Gilbert, Krueger, Pinkston, Root.  
NO: None. Motion Declared Carried.

**RESOLUTION TO APPROVE THE SWARTZ CREEK SUPERVISORS BARGAINING AGREEMENT**

**Resolution No. 190624-08**

**(Carried)**

Motion by Councilmember Cramer  
Second by Mayor Pro Tem Pinkston

**WHEREAS**, the City of Swartz Creek City Council approved the Swartz Creek Supervisors Association agreement with the Supervisors on July 25, 2016 to provide for conditions and provisions of employment; and

**WHEREAS**, the effective Supervisors Agreement set to expire on June 30, 2019, and;

**WHEREAS**, the Employer and Supervisors Association negotiated a tentative agreement that will continue relations with the implementation of a new agreement.

**NOW THEREFORE, BE IT RESOLVED** the City of Swartz Creek City Council hereby approves the amended and restated 2019-2022 Collective Bargaining Labor Agreement between the City and the Swartz Creek Supervisor's Association, a copy of which is attached hereto.

Discussion Ensued.

YES: Farmer, Gilbert, Krueger, Pinkston, Root, Cramer.  
NO: None. Motion Declared Carried.

**RESOLUTION TO APPROVE THE PROFESSIONAL SERVICES AGREEMENT WITH THE CITY MANAGER**

**Resolution No. 190624-09**

**(Carried)**

Motion by Councilmember Farmer  
Second by Councilmember Cramer

**WHEREAS**, the City of Swartz Creek City Council approved the agreement with Adam Zettel, the City Manager on December 3, 2013, as amended by resolution of the city council on June 26, 2017, to provide for conditions and provisions of employment; and

**WHEREAS**, the conditions of employment for department heads and similar employees have changed due to the implementation of the Employee Handbook and various other labor agreements, and;

**WHEREAS**, the Employer and City Manager seek to enter into a revised and restated agreement that will establish comparable terms and conditions of employment for continue relations.

**NOW THEREFORE, BE IT RESOLVED** the City of Swartz Creek City Council hereby approves the amended and restated Professional Services Agreement between the City and the Swartz Creek City Council and Adam Zettel, a copy of which is attached hereto.

Discussion Ensued.

YES: Krueger, Pinkston, Root, Cramer, Farmer.

NO: Gilbert. Motion Declared Carried.

**RESOLUTION TO APPROVE A WATER PURCHASE AGREEMENT WITH GENESEE COUNTY AS A REQUIREMENT TO RECEIVE USDA ASSISTANCE FOR WATER MAIN REPLACEMENT**

**Resolution No. 190624-10**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Farmer

**WHEREAS**, the City of Swartz Creek owns, operates, and maintains a water distribution system, and

**WHEREAS**, the potable water for the City of Swartz Creek is supplied by the Karegnondi Water Authority via Genesee County, and

**WHEREAS**, the city has been awarded USDA grant funds and low interest loans that will defray some of the expense of providing for this local and regional water main infrastructure, and

**WHEREAS**, the USDA award requires that the water supply contract with Genesee County, through its Drain Commission office, be affirmed and include standard terms and conditions of the federal department, and

**WHEREAS**, the GCDC and the city attorney have modified an acceptable template agreement that restates the terms and conditions under which the county shall be required to supply the city with potable water.

**NOW, THEREFORE BE IT RESOLVED** that the City of Swartz Creek City Council hereby approves the "Water Supply Contract Between the County of Genesee, A



Michigan County Corporation, by and Through Its Drain Commissioner, County Agency and the City of Swartz Creek, Michigan, A Michigan Home Rule City” as included in the city council packet of June 24, 2019.

**BE IT FURTHER RESOLVED** that the City of Swartz Creek directs the Mayor to execute this agreement on behalf of the city.

Discussion Ensued.

YES: Krueger, Pinkston, Root, Cramer.  
NO: Farmer, Gilbert. Motion Declared Carried.

## **RESOLUTION TO APPROVE THE PARK WAIVER REQUEST OF BETHANY CHRISTIAN SERVICES**

**Resolution No. 190624-11**

**(Carried)**

Motion by Mayor Pro Tem Pinkston  
Second by Councilmember Cramer

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

**WHEREAS**, the Bethany Christian Services reserved Pavilion #2 in Abrams Park for July 20, 2019 for the purpose of holding an annual picnic; and

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

**WHEREAS**, the City Council finds the petitioning group to be a qualifying group with a qualifying activity, being the donation and installation of trees within Abrams Park.

**NOW, THEREFORE, BE IT RESOLVED**, the Swartz Creek City Council hereby waives all fees (\$70) for the July 20, 2019 reservation in Abrams Park.

Discussion Ensued.

YES: Krueger, Pinkston, Root, Cramer, Farmer, Gilbert.  
NO: None. Motion Declared Carried.

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

Erik Jamison, 5015 Holland Drive, commented he is an advocate for the Brewer Townhome Project.

Dick Abrams, 5352 Greenleaf Drive, Winchester Village, Winchester Woods were incorporated in the city by ballot.

Tom Svrcek, Director of Public Services thanked the residents for their cooperation and apologized for the mowing issues at the parks due to the weather.

**REMARKS BY COUNCILMEMBERS:**

Councilmember Cramer wanted an update on the Mary Crapo building.

Mr. Zettel responded that the property has a purchase agreement in place purchase includes the entire block. They are looking to have 40-50 units of senior housing in the facility. We should see rezoning permits submitted in the near future.

Councilmember Cramer asked how long our community has been planning the Brewer Townhome Project.

Mr. Zettel responded the first time there was a need for missing middle downtown housing on Morrish Road corridor was in 2005. But actively incorporating that state and need at that site was believed to be in 2014.

Councilmember Gilbert there has been negative comments in regards to the Brewer Townhome project he hears them. He has been hearing comments and has experienced black ring in sinks.

Tom Svrcek, Director of Public Services, responded that the amount of phosphate the state is requiring is causing a reaction to rubber seals.

Mayor Pro Tem Pinkston commented on the townhomes. He is really proud of the way things are looking downtown.

Mr. Zettel commented on the verbal agreement with the racewau to be able to use approximately 2 acres at the end of Civic Drive to use for parking. We also have 2 vacant lots on Fortino Drive that can be used.

Mayor Krueger congratulated Dick Abrams on his 90<sup>th</sup> birthday.

**ADJOURNMENT**

**Resolution No. 190624-08**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Farmer

**I Move** the Swartz Creek City Council adjourn the regular meeting at 8:19 p.m.

Unanimous Voice Vote.

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**David A. Krueger, Mayor**

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**Connie Eskew, City Clerk**

06/27/2019

CHECK REGISTER FOR CITY OF SWARTZ CREEK  
CHECK DATE FROM 06/01/2019 - 06/30/2019

Highlighted amount is total for that vendor

Check Date	Check	Vendor Name	Description	Amount
<b>Bank GEN CONSOLIDATED ACCOUNT</b>				
06/06/2019	46554	AMANDA KETTLER	ELMS PARK DEPOSIT REFUND 6/1/19 #1	100.00
06/06/2019	46555	BIO-SERV CORPORATION	PEST CONTROL/PUBLIC SAFETY BLDG	57.00
06/06/2019	46556	C & H CONSTRUCTION CO INC	WATERMAIN REPAIR 5249 DURWOOD DR	1,035.00
06/06/2019	46557	COMCAST BUSINESS	CITY HALL MONTHLY INVOICE 5/26-6/25/19	261.60
06/06/2019	46558	CONNIE ESKEW	MAY 2019 BANK MILEAGE	9.05
06/06/2019	46559	CONSUMERS ENERGY	MILLER RD STREETSCAPE STREETLIGHTING	72,505.00
06/06/2019	46560	CONSUMERS ENERGY	HELMSLEY STREETLIGHTS	9,021.00
06/06/2019	46561	CONSUMERS ENERGY	FAIRCHILD STREETLIGHTS	18,042.00
06/06/2019	46562	COOKS DIESEL RV & TRUCK REPAIR	TRAILER BALL MOUNT	95.00
06/06/2019	46563	DAVID PLUMB	RFND DEP W/CITY 29 BROOKFLD RPLC #44726	75.00
06/06/2019	46564	DEANNA KORTH	MAY 2019 BANK MILEAGE DEANNA	31.67
06/06/2019	46565	DIESEL PROS LLC	VARIANCE REFUND 58-02-200-032	250.00
06/06/2019	46566	ETNA SUPPLY COMPANY	BLUE MARKING FLAGS	18.05
06/06/2019	46567	FAMILY FARM AND HOME INC	MAY 2019 INVOICES	1,236.79
06/06/2019	46568	FERGUSON WATERWORKS #3386	BLUE FLAGS 100 PK	11.65
06/06/2019	46569	FIDELITY SECURITY LIFE INSUR/EYEMED	JUNE 2019 RETIREE VISION (6)	43.44
06/06/2019	46570	FLINT NEW HOLLAND	BRUSH HOG RT72 ROTARY TILLER	2,590.00
06/06/2019	46571	GENESEE COUNTY	PICTOMETRY COST SHARE	503.03
06/06/2019	46572	GENESEE CTY DRAIN COMMISSIONER	NPDES PHASE II FEES 4/1-6/30/19	750.38
06/06/2019	46573	GENESEE CTY DRAIN COMMISSIONER	WATER 3/27-5/1/19 2,351,621 CF	151,318.21
06/06/2019	46574	GILL ROYS HARDWARE	MAY 2019 INVOICES LESS DISCOUNT	309.52
06/06/2019	46575	GREAT LAKES TREE EXPERTS INC	BLACK MULCH 5 YD/DELIVERY	150.00
06/06/2019	46576	HYDRO DESIGNS INC	MAY-JULY 2019 WATER CROSS CONN CNTRL & C	879.00
06/06/2019	46577	<b>INTEGRITY BUSINESS SOLUTIONS</b>	GARBAGE BAGS	122.80
			OFFICE SUPPLIES	448.12
			TRASH BAGS (6)	364.06
				<b>934.98</b>
06/06/2019	46578	JODY KEY	MAY 2019 BANK MILEAGE JODY	9.05
06/06/2019	46579	<b>JOSE A MIRELES</b>	MOW & TRIM CITY PROPERTIES/OTHER (4)	1,175.00
			MOW & TRIM CITY PROPERTIES	800.00
				<b>1,975.00</b>
06/06/2019	46580	KCI	POSTAGE ADVANCE FOR SUMMER 2019 TAX BILL	754.51
06/06/2019	46581	LEGACY ASSESSING SERVICES INC	JUNE 2019 ASSESSING SERVICES OCTOBER 201	2,566.00
06/06/2019	46582	MID STATES BOLT AND SCREW CO	HEX C/S (8)/THRD ROD/HEX FIN NUT (8)	46.30
06/06/2019	46583	MUNICIPAL CODE CORP	ADMIN SUPP FEE 6/1/19-5/31/20	275.00
06/06/2019	46584	RAE LYNN HICKS	REIMB FOR FLOAT SUPPLIES	16.96
06/06/2019	46585	ROYALTY SERVICES INC	LIMESTONE 17 YD/DELIVERY	703.00
06/06/2019	46586	RWS OF MID MICHIGAN	MAY 2019 FY19 GARBAGE/RECYCLING/YARD WAS	23,048.02
06/06/2019	46587	SHIRT TRAVELER	ADDED 10 MORE SHIRTS TO INVOICE	54.90
06/06/2019	46588	SUBURBAN AUTO SUPPLY	BATTERY/BATTERY BOX	159.98
06/06/2019	46589	SUSAN ARVOY	MAY 2019 BANK MILEAGE SUE	4.52
06/06/2019	46590	SWARTZ CREEK SCHOOLS	8 BOXES PAPER	191.84
06/06/2019	46591	VERIZON WIRELESS	MONTHLY INVOICE 4/24-5/23/19	300.61
06/06/2019	46592	VERNON OUTDOOR EQUIP SMALL ENGINE	CARBURETOR KIT/SPARK PLUG/MISC/LABOR	175.80
06/10/2019	46593	CONSUMERS ENERGY	5/1-5/31/19 STREET LIGHTS 1294	9,167.07
06/10/2019	46594	CONSUMERS ENERGY	5/1-5/31/19 ELMS PARKING LOT AREA LIGHTS	33.36
06/10/2019	46595	CONSUMERS ENERGY	5/1-5/31/19 SIRENS TRAFFIC LIGHTS 1997	27.65
06/10/2019	46596	CONSUMERS ENERGY	5/1-5/31/19 4524 MORRISH RD	52.66
06/10/2019	46597	CONSUMERS ENERGY	5/1-5/31/19 TRAFFIC LIGHTS 1781	418.09
06/10/2019	46598	CONSUMERS ENERGY	5/1-5/31/19 48473 LED LIGHT RD WORCHESTE	103.69
06/10/2019	46599	CONSUMERS ENERGY	5/6-6/4/19 A 8083 CIVIC DR	479.74
06/10/2019	46600	CONSUMERS ENERGY	5/6-6/4/19 A 5121 MORRISH RD	478.26
06/10/2019	46601	CONSUMERS ENERGY	5/6-6/4/19 A 4510 MORRISH RD	33.89
06/10/2019	46602	CONSUMERS ENERGY	5/6-6/4/19 A 8059 FORTINO DR	50.71
06/10/2019	46603	CONSUMERS ENERGY	5/6-6/4/19 A 8499 MILLER RD	27.11
06/10/2019	46604	CONSUMERS ENERGY	5/6-6/4/19 A 5257 WINSHALL DR	25.40

06/10/2019	46605	CONSUMERS ENERGY	5/6-6/4/19 A 5361 WINSHALL DR 8369	26.72
06/10/2019	46606	CONSUMERS ENERGY	5/6-6/4/19 A 9099 MILLER RD	29.65
06/10/2019	46607	CONSUMERS ENERGY	5/6-6/4/19 A 5361 WINSHALL DR #2 RESTRMS	34.68
06/10/2019	46608	CONSUMERS ENERGY	5/6-6/4/19 A 8095 CIVIC DR	522.23
06/10/2019	46609	CONSUMERS ENERGY	5/6-6/4/19 A 8011 MILLER RD	25.54
06/10/2019	46610	D & D TRUCK & TRAILER PARTS	SWEEPER FILTER	49.43
06/10/2019	46611	DORNBOS SIGN & SAFETY INC	SIGN/POST (3)	2,322.90
06/10/2019	46612	FERGUSON WATERWORKS #3386	ROD/CURB BOX/PVC DWV RED COUP	90.04
06/10/2019	46613	FLINT WELDING SUPPLY	FAX/CYLINDER COMPRESSED OXYGEN	5.00
06/10/2019	46614	SIMEN FIGURA & PARKER PLC	EML/MAY 2019 MONTHLY INVOICE	2,060.00
06/10/2019	46615	STATE OF MICHIGAN-DEPART. TREA	MARI-DAN 2018 TAX-IN-LIEU	12,842.81
06/10/2019	46616	SUPER FLITE OIL CO INC	MAY 2019 FUEL - DPW	1,052.40
06/20/2019	46617	<b>ADS PLUS PRINTING LLC</b>	100 BUSINESS CARDS ROOT/CRAMER	81.00
			1000 WINDOW ENVELOPES	156.38
				<b>237.38</b>
06/20/2019	46618	BIO-SERV CORPORATION	PEST CONTROL CITY HALL/LIBRARY-SRCTR	110.00
06/20/2019	46619	<b>BLUE CARE NETWORK-EAST MI</b>	JULY 2019 RETIREE HEALTH TYLER	645.00
			JULY 2019 RETIREE HEALTH CLOLINGER	1,243.63
			JULY 2019 COBRA O'BRIEN	614.00
				<b>2,502.63</b>
06/20/2019	46620	BOGDAN BESLAC	PARK REFUND #4 6/15/19	100.00
06/20/2019	46621	COMMUNITY IMAGE BUILDERS	ZONING ORDINANCE CHANGES PER MEDC AUDIT	2,468.50
06/20/2019	46622	CONSUMERS ENERGY	5/8 - 6/6/19 A 6425 MILLER PARK & RIDE	61.97
06/20/2019	46623	CONSUMERS ENERGY	5/9 - 6/6/19 A 4125 ELMS RD PAVILION 443	32.16
06/20/2019	46624	CONSUMERS ENERGY	5/8 - 6/6/19 A 4125 ELMS RD 4353	43.81
06/20/2019	46625	CONSUMERS ENERGY	5/7 - 6/5/19 A 8100 CIVIC DR	958.66
06/20/2019	46626	CONSUMERS ENERGY	5/7-6/5/19 A 8301 CAPPY LN	287.89
06/20/2019	46627	DELTA DENTAL PLAN	JULY 2019 RETIREE DENTAL (6)	424.98
06/20/2019	46628	FERGUSON WATERWORKS #3386	MISC LABOR BILLING AUDIT	1,200.00
06/20/2019	46629	FLINT NEW HOLLAND	V-BELT	72.10
06/20/2019	46630	GEN CTY ROAD COMMISSION	SIGN PURCHASE	196.61
06/20/2019	46631	GEN CTY ROAD COMMISSION	SIGN PURCHASE	120.64
06/20/2019	46632	GEN CTY ROAD COMMISSION	MAY 2019 S-MTCE & OPERATIONS	2,269.66
06/20/2019	46633	GEN CTY ROAD COMMISSION	I-69 WB RAMP/MORRISH	161.03
06/20/2019	46634	GENESEE COUNTY TREASURER	LAND PURCHASE 58-03-531-132 YOUNG DR	1,008.22
06/20/2019	46635	GLAESER DAWES	DAVAL DR FINAL PAYMENT	10,000.01
06/20/2019	46636	GUNTHERS LOCKSMITH SERVICE	SERVICE EXIT DOOR	85.00
06/20/2019	46637	INTEGRITY BUSINESS SOLUTIONS	PAPER TOWEL/BATH TISSUE	208.48
06/20/2019	46638	J W MORGAN CONSTRUCTION LLC	REPLACE CULVERT BIRCHCREST DR	4,900.00
06/20/2019	46639	JAMES GORSUCH	PARK REFUND #2 6/9/19	100.00
06/20/2019	46640	JERMAINE DOBBINS	PARK REFUND #2 6/16/19	100.00
06/20/2019	46641	JOSE A MIRELES	MOW & TRIM CITY PROPERTIES	800.00
06/20/2019	46642	KCI	ADV EST POSTAGE UB BILLS JULY 2019	903.88
06/20/2019	46643	KENNEDY INDUSTRIES INC	FIELD SERVICE/CAPPY LIFT STATION	1,335.69
06/20/2019	46644	LIQUIFORCE SEWER SERVICES	SANITARY SWR REHAB & INSPECT CHELMSFORD/	178,674.00
06/20/2019	46645	LYNNE CARROLL	ELMS PARK PAVILION CALCEL 6/22/19 #3	150.00
06/20/2019	46646	MANDY SNIDER	PARK REFUND #2 6/8/19	100.00
06/20/2019	46647	MARK WOODS	PARK REFUND #1 6/15/19	100.00
06/20/2019	46648	MLIVE MEDIA GROUP	NOTICE OF PUBLIC HEARING PC 6/4/19	438.34
06/20/2019	46649	MY-CAN LLC	PORT A JON RENTAL	360.00
06/20/2019	46650	<b>OHM ADVISORS</b>	DESIGN ENG. OAKVIEW/CHELMSFORD/OXFORD/WI	7,447.00
			ENGINEERING SERVICES HELMSLEY DRIVE	1,990.50
				<b>9,437.50</b>
06/20/2019	46651	OHM ADVISORS	KFC CONSTRUCTION SERVICES	2,351.50
06/20/2019	46652	OHM ADVISORS	USDA WATER MAIN IMPROVEMENT PROJECT	17,251.00
06/20/2019	46653	OHM ADVISORS	APPLE CREEK STATION ENG RVW	1,659.50
06/20/2019	46654	OHM ADVISORS	SHARP FUNERAL HOME CONST SERVICES	979.25
06/20/2019	46655	OHM ADVISORS	STREETSCAPE/PARKING LOT DESIGN AND BIDDI	2,986.00
06/20/2019	46656	OHM ADVISORS	FAIRCHILD - CE	2,262.79

06/20/2019	46657	PARAGON LABORATORIES INC	EML/WATER SAMPLES WO SWARTZ CREEK-053019	398.00
			EML/WATER SAMPLES WO-060619 (354679)	1,120.00
			EML/WATER SAMPLES WO 060619 (2) (354690)	687.00
				<u>2,205.00</u>
06/20/2019	46658	RUTH PEDRIN	PARK REFUND #2 6/15/19	100.00
06/20/2019	46659	RWS OF MID MICHIGAN	STREET SWEEPING	300.00
06/20/2019	46660	SARA SAVAGE	PARK REFUND #1 6/9/19	100.00
06/20/2019	46661	STATE OF MICHIGAN-DEQ WTR	DRINKING WATER LAB TESTING	128.00
06/20/2019	46662	SUBURBAN AUTO SUPPLY	BATTERY	159.99
			SPARK PLUG	2.99
				<u>162.98</u>
06/20/2019	46663	SUZY HOSLER	PARK REFUND #1 6/7/19	100.00
06/20/2019	46664	SWARTZ CREEK AREA FIRE DEPT.	APRIL 2019 FY19 FIRE BUDGET & MONTHLY RU	1,994.56
06/20/2019	46665	SWARTZ CREEK AREA FIRE DEPT.	AIR COMPRESSOR	21,995.50
06/20/2019	46666	TAYLOR CORPORATION	POSTER GUARD 1 YEAR RENEWAL	84.79
			POSTER GUARD 1 YR RENEWAL	84.79
				<u>169.58</u>
06/20/2019	46667	UNUM LIFE INSURANCE	JULY 2019 RETIREE LIFE INS (3)	35.10
06/20/2019	46668	VERNON OUTDOOR EQUIP SMALL ENGINE	REPLACE FUEL PUMP	178.33
06/25/2019	46669	CITY OF SWARTZ CREEK	REIMB PETTY CASH THRU 6/25/19	156.69
06/25/2019	46670	CN RAILROAD	APPLICATION FEE	1,350.00
06/25/2019	46671	CONNIE ESKEW	CLERK MTG/CONFERENCE/PARKING/MEALS/MILAG	270.20
06/25/2019	46672	JOSE A MIRELES	MOW & TRIM CITY PROPERTIES	800.00
GEN TOTALS:				
Total of 119 Checks:				597,953.01
Less 0 Void Checks:				0.00
Total of 119 Disbursements:				<u>597,953.01</u>

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

07/01/19

Work Order # Work Order Status	Location ID	Customer Name Service Address	Date Recd Date Comp	Type
CKME19-0417 COMPLETED	MY10-004297-0000-01	BALLREICH, RICHARD 4297 MAYA LN	06/11/19 06/11/19	CHECK METER
DRAN19-0068 COMPLETED	OA10-005188-0000-01	HOWARD, DONALD 5188 OAKVIEW DR	06/10/19 06/10/19	STORM DRAINS
DRAN19-0069 COMPLETED	WI10-005182-0000-01	ALEXANDER, LINDA J 5182 WINSHALL DR	06/11/19 06/14/19	STORM DRAINS
DRAN19-0070	J110-009272-0000-03	STORNELLO, JENNIE 9272 JILL MARIE LN	06/25/19	STORM DRAINS
FLAG19-0205 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	06/03/19 06/05/19	LOWER/RAISE FLAG
FNRD19-1561 COMPLETED	CH20-008500-0000-02	LOUGHEED, KATRINA 8500 CHESTERFIELD DR	06/03/19 06/03/19	FINAL READ
FNRD19-1562 COMPLETED	OA10-005247-0000-02	SPENCLEY, BROOKE 5247 OAKVIEW DR	06/05/19 06/05/19	FINAL READ
FNRD19-1563	HI10-009315-0000-02	PERRY, STANLEY H. JR. 9315 HILL RD	06/17/19	FINAL READ
FNRD19-1565 COMPLETED	DO10-005363-0000-03	FARRELL, THOMAS 5363 DON SHENK DR	06/10/19 06/10/19	FINAL READ
FNRD19-1566 COMPLETED	DO10-005163-0000-03	MORRIS, JASON 5163 DON SHENK DR	06/14/19 06/14/19	FINAL READ
FNRD19-1567 COMPLETED	WI10-005348-0000-03	TILLEY, ANGIE 5348 WINSHALL DR	06/28/19 06/28/19	FINAL READ
FNRD19-1568 COMPLETED	CO30-006280-0000-01	KOOPMAN, THOMAS 6280 CONCORD DR	06/28/19 06/28/19	FINAL READ
FNRD19-1569	MA40-006246-0000-04	ADAMS, KIM 6246 MANSFIELD ST	06/20/19	FINAL READ
FNRD19-1570	SC20-005069-0000-07	WAGNER, CAROLE 5069 SCHOOL ST	06/17/19	FINAL READ
FNRD19-1571 COMPLETED	YA10-007016-0000-02	SCHARNWEBER, CANDY 7016 YARMY DR	06/18/19 06/18/19	FINAL READ
FNRD19-1572 COMPLETED	MI10-008408-0000-03	BEIHL, MICHAEL 8408 MILLER RD	06/18/19 06/18/19	FINAL READ
FNRD19-1573 COMPLETED	CE10-009269-0000-06	DIEHL, JACOB 9269 CEDAR CREEK CT	06/18/19 06/18/19	FINAL READ
FNRD19-1574 COMPLETED	CH20-009181-0000-02	WHITSON PROPERTIES LLC 9181 CHESTERFIELD DR	06/18/19 06/18/19	FINAL READ
FNRD19-1575 COMPLETED	SE20-005225-0000-02	WIEDERMAN, JEFFREY 5225 SEYMOUR RD	06/28/19 06/28/19	FINAL READ
FNRD19-1576 COMPLETED	LU10-009034-0000-03	GOOD, DAVID 9034 LUEA LN	06/26/19 06/26/19	FINAL READ July, 8, 2019

Work Order # Work Order Status	Location ID	Customer Name Service Address	Date Recd Date Comp	Type
FNRD19-1577 COMPLETED	VI10-004484-0000-02	BOYD, CINDY L. 4484 VIRGINIA CT	06/27/19 06/27/19	FINAL READ
FNRD19-1578 COMPLETED	MI10-008603-0000-03	MANIBA LLC 8603 MILLER RD	06/28/19 07/01/19	FINAL READ
GWO19-0520 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	06/05/19 06/05/19	GENERIC WORK ORDE
GWO19-0524 COMPLETED	BR20-007281-0000-01	KELLY, KORENE 7281 BRISTOL RD	06/05/19 06/05/19	GENERIC WORK ORDE
GWO19-0525 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	06/06/19 06/07/19	GENERIC WORK ORDE
GWO19-0526 COMPLETED	CH20-008468-0000-01	RUTLEDGE, RONDA 8468 CHESTERFIELD DR	06/18/19 06/26/19	GENERIC WORK ORDE
GWO19-0527	CH20-009298-0000-01	HARBURN, LYNN 9298 CHESTERFIELD DR	06/24/19	GENERIC WORK ORDE
INSP19-000027	BI10-005280-0000-04	THORNHILL, GREGORY S. 5280 BIRCHCREST DR	06/24/19	TREE INSPECTION
LNDS19-0149 COMPLETED	MI10-008067-0000-03	MOORE, STEVEN 8067 MILLER RD	06/03/19 06/03/19	LANDSCAPING
LNDS19-0150 COMPLETED	SC20-005061-0000-07	SCHOENDORFF, PAUL 5061 SCHOOL ST	06/03/19 06/03/19	LANDSCAPING
LNDS19-0151 COMPLETED	MI10-008011-0000-03	LPL FINANCIAL 8011 MILLER RD	06/06/19 06/06/19	LANDSCAPING
LNDS19-0152 COMPLETED	WO10-005249-0000-03	RILEY, KEITH 5249 WORCHESTER DR	06/11/19 06/20/19	LANDSCAPING
LNDS19-0153 COMPLETED	WO10-005235-0000-04	EDWARDS, ANGELA & MARSHALL, 5235 WORCHESTER DR	06/20/19 06/21/19	LANDSCAPING
MNT19-0297 COMPLETED	CI10-008100-0000-01	PUBLIC SAFETY BUILDING 8100 CIVIC DR	06/11/19 06/11/19	BUILDING MAINTENA
MNT19-0298 COMPLETED	CI10-008095-0000-01	PERKINS LIBRARY 8095 CIVIC DR	06/13/19 06/13/19	BUILDING MAINTENA
MNT19-0299 CANCELLED	CI10-008095-000B-01	SENIOR CENTER 8095 CIVIC DR 000B	06/17/19 06/18/19	BUILDING MAINTENA
READ19-0694 COMPLETED	KR20-004276-0000-01	SPRINGVALE ASSISTED LIVING 4276 KROGER DR	06/07/19 06/07/19	READ METER
READ19-0695 COMPLETED	BR20-006060-0000-02	GENERAL MOTORS 6060 BRISTOL RD	06/12/19 06/12/19	READ METER
READ19-0696 CANCELLED	BR30-000016-0000-01	BENDER, KEVIN 16 BROOKFIELD DR	06/21/19 06/21/19	READ METER
READ19-0697	JI10-009188-0000-02	ARNOLD, CATHRINE 9188 JILL MARIE LN	06/24/19	READ METER
READ19-0698	WA10-007469-0000-01	PORTER, MIKE 7469 WADE ST	06/24/19	READ METER
REPL19-0069	WI10-005403-0000-02	SEWELL, WILLIAM	06/21/19	METER REPLACEMENT



Work Order # Work Order Status	Location ID	Customer Name Service Address	Date Recd Date Comp	Type
COMPLETED		5403 WINSHALL DR	06/21/19	
RPLR19-0036 COMPLETED	BR20-007281-0000-01	KELLY, KORENE 7281 BRISTOL RD	06/12/19 06/12/19	REPLACE READER
SI-000033 COMPLETED	BA10-006230-0000-02	WEDEL, RALPH 6230 BAINBRIDGE DR	06/17/19 06/18/19	SIGNS
SI-000034 COMPLETED	CA10-008360-0000-01	WRIGHT, SCOTT 8360 CAPPY LN	06/19/19 06/21/19	SIGNS
STRT19-0094 CANCELLED	GR10-005318-0000-03	DRURY, NICK 5318 GREENLEAF DR	06/04/19 06/04/19	STREET REPAIR
STRT19-0095 COMPLETED	BR20-007095-0000-01	SCHAENZER, TOM 7095 BRISTOL RD	06/26/19 06/26/19	STREET REPAIR
STRT19-0096	SE20-005300-0000-02	RODDY, AMY J 5300 SEYMOUR RD	06/27/19	STREET REPAIR
SWLK19-0014	LI10-004252-0000-02	GAGNON, IRENEE 4252 LINDSEY DR	06/24/19	SIDEWALK REPAIR
TRDN19-0088	BI10-005204-0000-02	PAVKOVICH, MARCIA ANN 5204 BIRCHCREST DR	06/20/19	TREE-TAKE DOWN
WMBK19-0094 COMPLETED	MA30-007565-0000-01	LANDSKROENER, MARK 7565 MASON ST	06/20/19 06/20/19	WATER MAIN BREAK
WOFF19-2217 CANCELLED	CH20-009104-0000-03	MCDONALD, ALICIA 9104 CHESTERFIELD DR	06/04/19 06/04/19	WATER TURN OFF
WOFF19-2218 CANCELLED	MA20-008095-0000-03	PASHEEK, RYAN L 8095 MAPLE ST	06/04/19 06/04/19	WATER TURN OFF
WOFF19-2219 CANCELLED	MA20-008040-0000-02	KEVIN ELLINGHAUSEN 8040 MAPLE ST	06/18/19 06/19/19	WATER TURN OFF
WOFF19-2220 CANCELLED	WO10-005192-0000-01	MORRISON, PAUL W 5192 WORCHESTER DR	06/18/19 06/18/19	WATER TURN OFF
WOFF19-2221 CANCELLED	WO10-005215-0000-05	SMYTH, KARIN 5215 WORCHESTER DR	06/18/19 06/18/19	WATER TURN OFF
WOFF19-2222 CANCELLED	WO10-005365-0000-05	HOLTZ, HILARY 5365 WORCHESTER DR	06/18/19 06/20/19	WATER TURN OFF
WREP19-0071	DY10-003462-0000-02	MTA 3462 DYE RD	06/20/19	WATER REPAIRS
WTON19-1314 COMPLETED	DY10-003398-0000-02	RASHMAWI, RAHMEH 3398 DYE RD	06/11/19 06/11/19	WATER TURN ON

Total Records: 59

Report Generated: 7/1/2019 9:42 AM

Report Options: Scheduled From: 6/1/2019 To: 6/30/2019

# DPS ACTIVITY

## JUNE 2019

	<u>REGULAR</u>	<u>HOLIDAY</u>	<u>VACATION</u>	<u>ABSENT</u>	<u>OT</u>	<u>DT</u>
101 GENERAL FUND						
262.0 ELECTIONS						
345.0 P S BLDG	26.60	0.22	0.88	1.05		
781.0 AMPHI-PARK	4.00	0.35		0.42		
782.0 ABRAMS PARK	17.08	0.28	0.72	0.45		
783.0 ELMS PARK	39.40	3.78	3.77	0.78		
784.0 BICENT. PARK						
790.0 SENIOR CENTER/LIBRARY	42.29	0.32	0.79	1.88		
793.0 CITY HALL	16.31	0.35	0.60	0.70		
794.0 COMM PROMO	71.10	7.86	2.19	3.23	3.00	
796.0 CEMETERY	0.05		0.01			
202 MAJOR STREET FUND						
429.0 SAFETY						
441.0 PARK & RIDE	9.07	0.38	0.39	0.13		
463.0 STREET MAIN	76.21	5.27	4.42	1.21		
474.0 TRAFFIC	1.28	0.27	0.08	0.02		
478.0 SNOW & ICE						
482.0 ADMIN	12.60	0.89	3.57	0.78		
203 LOCAL STREET FUND						
429.0 SAFETY						
463.0 STREET MAIN	89.14	2.90	7.31	1.84		
474.0 TRAFFIC	14.33	0.02	0.09	0.39		
478.0 SNOW & ICE						
482.0 ADMIN	17.90	1.27	5.07	1.11		
226 GARBAGE FUND						
528.0 COLLECT	3.87	0.26	0.66	0.12		
530.0 WOODCHIPPING	81.87	4.73	1.98	2.61		
782.0 ABRAMS PARK GARBAGE	20.11	0.86	0.41	0.71	4.00	5.00
783.0 ELMS PARK GARBAGE	24.10	1.11	0.78	0.71	4.00	5.00
793.0 CITY HALL	3.65	0.06	0.03	0.15		
590 WATER						
540.0 WATER SYSTEM	138.81	11.39	13.46	1.89	2.00	2.00
540.0 WATER-ON CALL	5.00	0.35	0.47	0.42		
542.0 READ & BILL	24.94	0.07	2.39	0.84		
793.0 CITY HALL	9.12	0.15	0.07	0.38		
591 SEWER						
536.0 SEWER SYSTEM	38.13	2.55	7.49	1.76		
536.0 SEWER-ON CALL	5.00	0.35	0.47	0.42		
537.0 LIFT STATION	2.61	0.18	0.73	0.16		
542.0 READ & BILL	24.94	0.07	2.39	0.82		
793.0 CITY HALL	9.13	0.15	0.07	0.38		
661 MOTOR POOL FUND						
795.0 CITY GARAGE	26.36	1.56	2.71	0.14		
<b>DAILY HOURS TOTAL</b>	<b>855.00</b>	<b>48.00</b>	<b>64.00</b>	<b>25.50</b>	<b>13.00</b>	<b>12.00</b>

June 2019	MILES DRIVEN		GALLONS GAS PURCHASED		GALLONS DIESEL PURCHASED
#5-16 2WD gas	1112.0		90.0		
#7-15 4WD gas	491.0		69.3		
#3-08 P/U 4WD gas	469.0		50.6		
#10-18 P/U diesel	435.0				41.5
09-03 P/U 4WD diesel					
#2-08 P/U 4WD gas	242.0		30.0		
#6-00 BACKHOE diesel					
#11 DUMP gas	149.0		32.4		
#12-02 DUMP diesel					
#12-04 DUMP diesel					
#12-99 GENERATOR gas					
#17 CASE BACKHOE diesel					34.0
#19 JD TRACTOR diesel					17.5
#06-99 BUCKET TRUCK gas					
#21 WOOD CHIPPER diesel					32.2
#807 STREET SWEEPER diesel	99.0				105.0
#42 ASPHALT HEATER diesel					8.0
#37 TRAIL ARROW					
#10-15 GEN gas					
#5-18 KUBOTA (Hours)	.16.9		5.0		
gas can			13.5		
<b>TOTAL</b>	<b>2997.0</b>		<b>290.8</b>		<b>238.2</b>

DPS Equipment Rental  
 June 2019  
 Page 1

Nature Of Work	4WD 7-15,3-08 2-08, 09-03	4WD 7-15,3-08 2-08, 09-03a	2WD 5-16	JCB Backhoe 06'00	Backhoe w/breaker 06'00a	Bucket Truck 6-99	Brush Hog 09'02	Dump 11	Dump w/plow 11a	Dump 12'02	Dump w/plow 12'02a	Dump 12-04	Dump w/plow 12-04a
101.262 Elections	1												
101.450 Forestry	2												
101.781 Pajtas Amphi	3												
101.782 Abrams Pk	4	13	1.99										
101.783 Elms Pk	5	18	4.6	4								5	
101.784 Bicentennial Pk	6												
101.790 Sen Ctr./Lib	7	39.5	2.33										
101.345 PS Bldg	8	20.5	3.29										
101.793 City Hall	9	30	2.8										
101.794 Comm Promo	10	20	1.15										
661.795 City Garage	28	1	2.12			1							
101.796 City Cem	11		0.06										
202.463 Maint. Major	12	30	2.05										
202.474 Traffic-Major	13		0.19										
202.478 Snow/Ice-Maj	14												
202.482 Major-Admin	15		11.02										
203.463 Maint-Local	16	26.5	2.61										
203.474 Traffic-Local	17	8	0.39										
203.478 Snow/Ice-Local	18												
203.482 Local-Admin	19		20.56										
226.528 Waste Collect	20	2	1.89										
226.530 Woodchipping	21	16	1.89					36					
590.540 Water System	24	88.5	29.08										
590.542 Water-Read/Bill	27 1/2	25	0.95										
591.536 Sewer System	25	8	29.57										
591.537 Sewer Lift Stat	26		2.33										
226.782 Abrams Pk Gbg	22	23	0.13										
226.783 Elms Pk Gbg	23	23	0.09										
591.542 Sewer Read/Bill	27 1/2	25	0.95										
<b>Total</b>		<b>417</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>

DPS Equipment Rental  
 June 2019  
 Page 2

Nature Of Work	1	2	3	4	5	6	7	8	9	10	28	11	12	13	14	15	16	17	18	19	20	21	24	27 1/2	25	26	Total												
	1		1		11								10				26					34		1			0	13	36	27	34	6	0	0	0	0	13.5		
Portable Generator																																							
Case Backhoe 17			1		11																			1															
Sweeper													10				26																						
JD Tractor 19				3	17								7																										
Chipper																																							
#42 Arrow													2				4																						
Arrow Board																																							
Trailer																																							
Roller																																							
Pressure Washer																																							
Post Hole Digger																																							
Kubota 5-18																																							

# City of Swartz Creek

## Building Permit List

2019

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee	Location	Type of Construction
<b>Building</b>							
PB1900009	06/21/19	MCDONALD'S CORP (21-101		58-31-100-025	\$15,000	\$355.00 4237 ELMS RD	48473-Com Add/Alter/Repair
PB1900036	06/04/19	KRAJNIAK, CHRISTINE		58-03-528-011	\$16,500	\$335.00 5131 HELMSLEY DR	48473-Res Add/Alter/Repair
PB1900040	06/24/19	GREEN, JOHN T & DIANE L (810) 516 6196		58-01-100-019	\$0	\$85.00 7512 GROVE ST	48473-Roofing
PB1900041	06/26/19	Conti Corporation	(586) 274 4800	58-35-576-031	\$20,000	\$270.00 4459 FORTINO DR	48473-Com Add/Alter/Repair
PB1900042	06/27/19	Diamond Maintenance LLC	(586) 615 0592	58-35-776-165	\$0	\$125.00 165 BROOKFIELD	48473-Mobile Home
PB1900043	06/27/19	Diamond Maintenance LLC	(586) 615 0592	58-35-776-134	\$0	\$125.00 134 ASHLEY CIR	48473-Mobile Home
PB1900044	06/27/19	Diamond Maintenance LLC	(586) 615 0592	58-35-776-069	\$0	\$125.00 69 ASHLEY CIR	48473-Mobile Home
PB1900045	06/24/19	Lockhart Roofing Co.	(810) 235 9866	58-25-576-015	\$9,920	\$100.00 3424 ELMS RD	48473-Roofing
PB1900046	06/24/19	Lockhart Roofing Co.	(810) 235 9866	58-03-526-013	\$8,518	\$100.00 9112 CHESTERFIELD DR	48473-Roofing
PB1900047	06/24/19	Lockhart Roofing Co.	(810) 235 9866	58-31-100-007	\$6,620	\$100.00 6413 BRISTOL RD	48473-Roofing
<b>Total:</b>		<b>10 Permits</b>		<b>Value: \$76,558</b>		<b>Fee Total: \$1,720.00</b>	Total Number of Dwelling Units 0

<b>Electrical</b>							
PE1900021	06/24/19	Signs By Crannie	(810) 487 0000	58-35-576-057	\$0	\$140.00 8138 MILLER RD	48473-Electrical
PE1900023	06/04/19	KRAJNIAK, CHRISTINE		58-03-528-011	\$0	\$230.00 5131 HELMSLEY DR	48473-Electrical
PE1900026	06/03/19	J.D. Wisner Electric	(517) 393 3202	58-31-100-025	\$0	\$205.00 4237 ELMS RD	48473-Electrical
PE1900027	06/13/19	Meekhof Electric, Inc.	(616) 885 4781	58-36-200-012	\$0	\$135.00 4246 ELMS RD	48473-Electrical
PE1900028	06/17/19	RP Miller Electric LLC	(989) 529 0865	58-01-100-035	\$0	\$290.00 5015 HOLLAND DR	48473-Electrical
PE1900029	06/17/19	Holland Heating & Cooling Inc	(810) 653 4328	58-03-578-007	\$0	\$134.00 5324 WORCHESTER DR	48473-Electrical
PE1900030	06/24/19	Crandell's Electrician Express	(810) 348 1129	58-02-501-044	\$0	\$134.00 8486 CHELMSFORD DR	48473-Electrical
<b>Total:</b>		<b>7 Permits</b>		<b>Value: \$0</b>		<b>Fee Total: \$1,268.00</b>	Total Number of Dwelling Units 0

# City of Swartz Creek Building Permit List

2019

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee	Location	Type of Construction
<b>Mechanical</b>							
PM190044	06/03/19	Adkisson & Sons Htg & Clg Inc	(810) 695 9300	58-36-651-230	\$0	\$160.00	7374 CROSSCREEK DR 48473-Mechanical
PM190045	06/13/19	Mechanical Comfort and Design	(810) 531 8327	58-36-200-016	\$0	\$225.00	4220 ELMS RD 48473-Mechanical
PM190046	06/17/19	Holland Heating & Cooling	(810) 653 4328	58-03-578-007	\$0	\$135.00	5324 WORCHESTER DR 48473-Mechanical
PM190047	06/25/19	Dee Cramer Inc	(810) 579 4790	58-35-576-020	\$0	\$200.00	4150 MORRISH RD 48473-Mechanical
<b>Total:</b>		<b>4 Permits</b>	<b>Value: \$0</b>		<b>Fee Total: \$720.00</b>		Total Number of Dwelling Units 0

**Right of Way**

PROW-0133	06/03/19	CONSUMERS ENERGY COR		58-02-526-098	\$0	\$0.00	5137 FAIRCHILD ST 48473-Right of way
PROW-0134	06/18/19	Joe Pattee		58-03-531-053	\$0	\$100.00	5302 BIRCHCREST DR 48473-Right of way
PROW-0135	06/19/19	CONSUMERS ENERGY		58-36-577-008	\$0	\$100.00	7029 MILLER RD 48473-Right of way
PROW-0136	06/20/19	CONSUMERS ENERGY		58-36-576-012	\$0	\$100.00	7084 MILLER RD 48473-Right of way
PROW-0137	06/27/19	CONSUMERS ENERGY COM		58-02-529-025	\$0	\$100.00	8077 MILLER RD 48473-Right of way
PROW-0138	06/27/19	BOONE, JOSHUA & EILEEN		58-36-526-037	\$0	\$100.00	7055 ABBEY LN 48473-Right of way
PROW-0139	06/27/19	Joe Pattee		58-03-531-113	\$0	\$100.00	5301 BIRCHCREST DR 48473-Right of way
PROW-0140	06/27/19	SHAVER, BETHANY & ALY:		58-02-530-013	\$0	\$100.00	8051 MAPLE ST 48473 Right of way
<b>Total:</b>		<b>8 Permits</b>	<b>Value: \$0</b>		<b>Fee Total: \$700.00</b>		Total Number of Dwelling Units 0

**Zoning**

PZ19-0011	06/07/19	HILL, DANIEL J & LISA		58-36-300-006	\$1,150	\$25.00	7316 MILLER RD 48473-Fence
PZ19-0013	06/05/19	SWYRTEK, JOHN	(810) 635 7667	58-36-577-035	\$3,000	\$25.00	7301 MILLER RD 48473-Fence
PZ19-0014	06/10/19	AIS Installation	(586) 274 9100	58-36-527-013	\$3,075	\$25.00	7056 PARK RIDGE PKWY 48473-Fence

# City of Swartz Creek Building Permit List 2019

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee	Location	Type of Construction
PZ19-0015	06/17/19	TNT Fireworks	(517) 526 3839	58-36-100-001	\$2,500	\$25.00 4141 MORRISH RD	48473-Miscellaneous
<b>Total:</b>		<b>4 Permits</b>	<b>Value: \$9,725</b>	<b>Fee Total:</b>	<b>\$100.00</b>	Total Number of Dwelling Units 0	

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**Permit Total: 33**                      **Value: \$86,283**                      **Fee Total: \$4,508.00**

Permit.DateIssued Between 6/1/2019 12:00:00 AM AND 6/30/2019 11:59:59 PM



# Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
3317 ELMS RD	58-30-551-013	Status	06/03/2019	06/05/2019	Partially Complied
5192 WORCHESTER DR	58-02-502-009	Status	06/03/2019	06/05/2019	No Change
6460 BRISTOL RD	58-30-300-002	Ordinance	06/03/2019		
5344 MILLER RD	58-29-551-015	Ordinance	06/03/2019		
5334 MILLER RD	58-29-551-016	Ordinance	06/03/2019		
5019 HAYES ST	58-02-529-006	Status	06/04/2019	06/05/2019	Partially Complied
5143 HELMSLEY DR	58-03-532-011	Status	06/04/2019	06/05/2019	Complied
7563 CHURCH ST	58-36-551-015	Status	06/05/2019	06/05/2019	Complied
5482 MILLER RD	58-29-551-003	Ordinance	06/05/2019		
5472 MILLER RD	58-29-551-002	Ordinance	06/05/2019		
7317 BRISTOL RD	58-36-100-006	Status	06/10/2019	06/12/2019	Partially Complied
7041 MILLER RD	58-36-577-010	Status	06/10/2019	06/10/2019	No Change
7029 MILLER RD	58-36-577-008	Status	06/10/2019	06/10/2019	No Change
7512 GROVE ST	58-01-100-019	Status	06/10/2019	06/10/2019	Complied
5472 MILLER RD	58-29-551-002	Ordinance	06/10/2019	06/12/2019	Partially Complied
4186 SILVER MAPLE LN	58-36-527-005	Final Zoning	06/10/2019	06/10/2019	Approved
3317 ELMS RD	58-30-551-013	Status	06/11/2019	06/11/2019	Partially Complied
5275 OAKVIEW DR	58-02-501-116	Ordinance	06/11/2019	06/11/2019	Violation(s)
7103 MILLER RD	58-36-577-017	Reinspection	06/11/2019	06/11/2019	Complied
8012 MAPLE ST	58-02-530-045	Ordinance	06/11/2019	06/11/2019	No Violation
5247 GREENLEAF DR	58-03-533-088	Final	06/11/2019	06/11/2019	Approved
6071 MILLER RD	58-31-527-001	Initial	06/11/2019	06/11/2019	Complied
6061 MILLER RD	58-31-200-011	Initial	06/11/2019	06/11/2019	Complied
5351 WORCHESTER DR	58-03-578-013	Status	06/12/2019	06/12/2019	Complied
7147 BRISTOL RD	58-36-200-024	Status	06/12/2019	06/12/2019	No Change
5159 OAKVIEW DR	58-02-501-100	Final	06/12/2019	06/12/2019	Approved
7538 MILLER RD	58-36-300-021	Code	06/13/2019	06/13/2019	Violation(s)
4048 MORRISH RD	58-35-200-015	Ordinance	06/13/2019		
4411 SPRINGBROOK DR	58-36-651-082	Final	06/17/2019	06/17/2019	Approved
4252 LINDSEY DR	58-36-676-073	Final	06/17/2019	06/17/2019	Approved
7287 MILLER RD	58-36-577-033	Follow Up	06/17/2019	06/17/2019	Complied
7551 CHURCH ST	58-36-551-017	Ordinance	06/18/2019	06/18/2019	No Violation
7562 CHURCH ST	58-36-551-010	Ordinance	06/18/2019	06/18/2019	No Violation
5152 MORRISH RD	58-02-200-023	Ordinance	06/18/2019	06/18/2019	Violation(s)
5075 BRADY ST 101	58-02-200-015	Follow Up	06/18/2019	06/18/2019	Complied
37 SOMERSET ST	58-35-776-037	Final	06/18/2019	06/18/2019	Approved

# Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
5015 HOLLAND DR	58-01-100-035	Underground	06/18/2019	06/18/2019	Approved
5043 WINSTON DR	58-02-501-084	Initial	06/18/2019	06/18/2019	Violation(s)
4062 MORRISH RD	58-35-200-005	Site Inspection	06/19/2019	06/19/2019	No Change
5098 SCHOOL ST	58-02-526-021	Ordinance	06/19/2019	06/19/2019	Violation(s)
8033 INGALLS ST	58-02-529-023	Ordinance	06/19/2019	06/19/2019	Violation(s)
5285 WORCHESTER DR	58-02-551-013	Ordinance	06/19/2019	06/19/2019	Violation(s)
5131 HELMSLEY DR	58-03-528-011	Footing	06/19/2019	06/19/2019	Approved
5192 WORCHESTER DR	58-02-502-009	Status	06/24/2019	06/25/2019	No Change
5019 HAYES ST	58-02-529-006	Status	06/24/2019	06/25/2019	Partially Comple
5275 OAKVIEW DR	58-02-501-116	Status	06/24/2019	06/25/2019	Complied
7103 MILLER RD	58-36-577-017	Ordinance	06/24/2019		
5438 MILLER RD	58-29-551-006	Ordinance	06/24/2019		
5387 MILLER RD	58-32-100-006	Ordinance	06/24/2019	06/25/2019	Violation(s)
5016 MC LAIN ST	58-02-526-058	Site Inspection	06/24/2019		
6218 MILLER RD	58-31-526-016	Ordinance	06/24/2019		
4252 LINDSEY DR	58-36-676-073	Final	06/24/2019	06/24/2019	Approved
5377 DURWOOD DR	58-03-533-182	Progress-Deck	06/24/2019	06/24/2019	Approved
5015 HOLLAND DR	58-01-100-035	Service	06/24/2019	06/24/2019	Approved
8013 MILLER RD	58-01-100-040	Final	06/24/2019	06/24/2019	Approved
5178 DAVAL DR	58-03-532-022	Final	06/24/2019	06/24/2019	Approved
8002 MILLER RD	58-35-576-049	Final-Upstairs Apart	06/24/2019	06/24/2019	Approved
3317 ELMS RD	58-30-551-013	Status	06/25/2019	06/25/2019	Partially Comple
5472 MILLER RD	58-29-551-002	Status	06/25/2019	06/25/2019	Partially Comple
7147 BRISTOL RD	58-36-200-024	Status	06/25/2019	06/25/2019	No Change
4265 LATIFEE CT	58-36-651-254	Final	06/25/2019	06/25/2019	Approved
6242 MILLER RD	58-31-200-008	Final	06/25/2019	06/25/2019	Approved
6141 MILLER RD	58-31-527-007	Final	06/26/2019	06/26/2019	Approved
8396 CAPPY LN	58-02-503-030	Final	06/26/2019	06/26/2019	Approved
4141 MORRISH RD	58-36-100-001	Final Zoning	06/27/2019	06/27/2019	Approved
6460 BRISTOL RD	58-30-300-002	Ordinance	06/27/2019		
4220 ELMS RD	58-36-200-016	Final	06/27/2019		
9284 JILL MARIE LN	58-03-534-024	Code	06/28/2019		

**Inspections: 68**

Population: All Records

Inspection.DateTimeScheduled Between 6/1/2019 12:00:00 AM AND 6/30/2019 11:59:59 PM

# Enforcements By Category

07/01/19

## BLIGHT

Enforcement Number	Address	Status	Filed	Closed
E19-048	5472 MILLER RD	Violation	06/05/19	
E19-050	8012 MAPLE ST	No Violation	06/11/19	06/11/19
E19-053	7551 CHURCH ST	No Violation	06/17/19	06/18/19
E19-057	5098 SCHOOL ST	Violation	06/19/19	
E19-058	8033 INGALLS ST	Violation	06/19/19	
			<b>Total Entries: 5</b>	

## BUILDING VIOLATIONS

Enforcement Number	Address	Status	Filed	Closed
E19-049	5275 OAKVIEW DR	Closed	06/10/19	06/25/19
E19-051	7538 MILLER RD	Inspection Pending	06/12/19	
E19-054	7562 CHURCH ST	Repair Letter Sent	06/17/19	06/18/19
E19-055	5152 MORRISH RD	Violation	06/17/19	
E19-056	4062 MORRISH RD	Inspection Pending	06/19/19	
			<b>Total Entries: 5</b>	

## HOME OCCUPANCY

Enforcement Number	Address	Status	Filed	Closed
E19-060	7103 MILLER RD	Inspection Pending	06/24/19	
E19-061	5438 MILLER RD	Inspection Pending	06/24/19	
E19-064	6218 MILLER RD	Inspection Pending	06/24/19	
			<b>Total Entries: 3</b>	

## PARKING

Enforcement Number	Address	Status	Filed	Closed
E19-059	5285 WORCHESTER DR	Violation	06/19/19	

# Enforcements By Category

07/01/19

**Total Entries: 1**

## UNLICENSED VEHICLES

Enforcement Number	Address	Status	Filed	Closed
E19-062	5387 MILLER RD	Violation	06/24/19	

**Total Entries: 1**

## WEED COMPLAINT

Enforcement Number	Address	Status	Filed	Closed
E19-043	6460 BRISTOL RD	Inspection Pending	06/03/19	
E19-044	5344 MILLER RD	Inspection Pending	06/03/19	
E19-045	5334 MILLER RD	Inspection Pending	06/03/19	
E19-046	5482 MILLER RD	Inspection Pending	06/05/19	
E19-047	5472 MILLER RD	Inspection Pending	06/05/19	
E19-052	4048 MORRISH RD	Inspection Pending	06/13/19	
E19-063	5016 MC LAIN ST		06/24/19	
E19-065	6460 BRISTOL RD	Inspection Pending	06/27/19	
E19-066	9284 JILL MARIE LN		06/27/19	

**Total Entries: 9**

**Total Records: 24**

Population: All Records

Enforcement.DateFiled Between 6/1/2019 12:00:00 AM AND 6/30/2019 11:59:59 PM

# Certificates With Inspections

07/01/2019

Certificate Number	Address	Date Applied	Since	Issued	Last Inspection	Expires	Status
CR160033	7103 MILLER RD	02/08/2016	02/08/2016	06/11/2019	06/11/2019	06/11/2021	Certified
Reinspection	MATT	Matt Hart	Completed	Complied			
Initial	JKey	Matt Hart	Completed	Violation(s)			
CR170005	7287 MILLER RD	12/12/2017	12/12/2017	06/17/2019	06/17/2019	06/17/2021	Certified
Follow Up	JKEY	Matt Hart	Completed	Complied			
Initial	JKEY	Matt Hart	Completed	Violation(s)			
CR190024	5075 BRADY ST 102	03/04/2019	03/04/2019	06/19/2019	06/19/2019	06/19/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190025	5075 BRADY ST 103	03/04/2019	03/04/2019	06/19/2019	06/19/2019	06/19/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190026	5075 BRADY ST 104	03/04/2019	03/04/2019	06/19/2019	06/19/2019	06/19/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190027	5075 BRADY ST 202	03/04/2019	03/04/2019	06/19/2019	06/19/2019	06/19/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190028	5075 BRADY ST 203	03/04/2019	03/04/2019	06/19/2019	06/19/2019	06/19/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190029	5075 BRADY ST 204	03/04/2019	03/04/2019	06/19/2019	06/19/2019	06/19/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190030	5075 BRADY ST 302	03/04/2019	03/04/2019	06/19/2019	06/19/2019	06/19/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190031	5075 BRADY ST 303	03/04/2019	03/04/2019	06/19/2019	06/19/2019	06/19/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190032	5075 BRADY ST 304	03/04/2019	03/04/2019	06/18/2019	06/18/2019	06/18/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190033	5075 BRADY ST 402	03/04/2019	03/04/2019	06/19/2019	06/19/2019	06/19/2021	Certified

City Council Packet

July, 8, 2019

# Certificates With Inspections

07/01/2019

Certificate Number	Address	Date Applied	Since	Issued	Last Inspection	Expires	Status
Initial	JKEY	Matt Hart	Completed	Complied			
CR190034	5075 BRADY ST 403	03/04/2019	03/04/2019	06/19/2019	06/19/2019	06/19/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190035	5075 BRADY ST 404	03/04/2019	03/04/2019	06/19/2019	06/19/2019	06/19/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190036	5075 BRADY ST 502	03/04/2019	03/04/2019	06/19/2019	06/19/2019	06/19/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190037	5075 BRADY ST 503	03/04/2019	03/04/2019	06/19/2019	06/19/2019	06/19/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190038	5075 BRADY ST 504	03/04/2019	03/04/2019	06/19/2019	06/19/2019	06/19/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190039	5075 BRADY ST 602	03/04/2019	03/04/2019	06/19/2019	06/19/2019	06/19/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190040	5075 BRADY ST 603	03/04/2019	03/04/2019	06/19/2019	06/19/2019	06/19/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190041	5075 BRADY ST 604	03/04/2019	03/04/2019	06/19/2019	06/19/2019	06/19/2021	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR190048	5043 WINSTON DR	06/05/2019	06/05/2019	06/05/2019	06/18/2019	06/05/2021	Suspended
Initial	KBROWN	Matt Hart	Completed	Violation(s)			

Population: All Records

Record Count: 21

Certificate.DateIssued Between 6/1/2019 12:00:00 AM  
AND 6/30/2019 11:59:59 PM

# Metro Police Authority Offense Summary

## For Swartz Creek

Occurred 6/1/2019 - 6/30/2019

Offense	Total Offenses
1313 - 13001 - Assault and Battery/Simple Assault	5
2203 - 22001 - Burglary - Forced Entry - Non-Residence	2
2305 - 23005 - Larceny - Personal Property from Vehicle	1
2399 - 23007 - Larceny (Other)	1
2693 - 26006 - Uttering and Publishing Check	1
2902 - 29000 - Damage to Property - Private Property	4
5006 - 50000 - Obstructing Justice	1
5311 - 53001 - Disorderly Conduct	1
5707 - 57001 - Trespass (Other)	1
7070 - 70000 - Runaway	1
8011 - 54001 - Motor Vehicle Accident - Failed to Stop and Identify	2
8013 - 54001 - Motor Vehicle Accident - Failed to Report Accident	1
8271 - 54003 - Traffic - No Operators License	1
8273 - 54003 - Traffic - Driving on Susp/Revoked/Refused License	1
8920 - 89003 - Violation - Insurance - Fail to File PLPD Insurance	1
9910 - 93001 - Traffic, Non-Criminal - Accident	12
9911 - 93002 - Traffic, Non-Criminal - Non-Traffic Accident	1
9913 - 93004 - Traffic, Non-Criminal - Parking Violations	1
9943 - 98007 - Inspections/Investigations - Suspicious Situations	1
9944 - 98008 - Inspections/Investigations - Lost and Found Prop	1
9953 - 99008 - Miscellaneous - General Assistance	1
<b>Total</b>	<b>41</b>

# F.A.N.G. Monthly Activity Report

## June 2019

**06/03/19-** FANG detectives assisted Flint Twp PD with the investigation of an overdose death.

**06/03/19-** FANG detectives conducted a controlled purchase of heroin from a residence in Flint.

**06/06/19-** FANG Detectives conducted surveillance in conjunction with Third District Fugitive Team in Flint Twp, which led to the arrest of a felony fugitive and the execution of a search warrant on a safe deposit box at a bank in the same area.

**06/07/19-** FANG detectives executed a search warrant on a residence in Flint Twp at a suspected drug lab.

**06/10/19-** FANG detectives responded to a medical clinic on Belsay Rd in Burton reference a tip that several juveniles were selling drugs in the parking lot. Detectives contacted the suspects and the investigation is on-going. FANG detectives conducted a controlled purchase of crack cocaine in Flint.

**06/11/19-** FANG detectives conducted a public transportation interdiction operation at the Indian Trails bus station in Flint. FANG conducted a controlled purchase of crack cocaine in Flint.

**06/12/19-** FANG assisted Homeland Security Investigations with a dark web case in Grand Blanc Twp. FANG Detectives also conducted a controlled purchase of cocaine from a suspect in Flint. FANG executed a search warrant in Flint for crystal meth.

**06/13/19-** FANG detectives conducted controlled purchase of heroin from a house in Flint.

**06/18/19-** FANG detectives executed 3 simultaneous search warrants in Flint Twp and Detroit on a drug trafficking organization that was dealing in kilo levels of crystal meth.

**06/19/19-** FANG detectives assisted ATF with surveillance on a cocaine dealer in northern Oakland County being supplied by a source in Genesee County. FANG conducted a controlled purchase of crack in Flint.

**06/24/19-** FANG detectives conducted a controlled purchase of heroin in Flint, and a controlled purchase of crack in Flint.

**06/25/19-** FANG detectives assisted ATF with the execution of a search warrant on a cocaine dealer in northern Oakland County. Pends further investigation. FANG conducted a controlled purchase of cocaine at a residence in Flint. FANG detectives conducted 2 separate buy-bust operations at the Knights Inn in Mundy Twp.

**06/26/19-** FANG detectives executed a search warrant in Flint, seizing crack cocaine, 3 handguns and an SKS semi-automatic rifle with loaded 100 round drum magazine. FANG executed a second search warrant at a residence in Flint for suspected heroin.



**06/27/19-** FANG detectives conducted a controlled purchase of crack from a residence in Flint. FANG conducted a second controlled purchase of crack cocaine from a different dealer at a residence in Flint.

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE DOWNTOWN DEVELOPMENT AUTHORITY  
June 13, 2019**

The Regular Meeting was called to order at 6:03, by Board Member Krueger in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Board Members Present: Beedy (arrived late), King, Krueger, LaBeau, Raffaelli, Jamison (arrived late), Whittey.

Board Members Absent: Eckerdt, Mardlin.

Staff Present: Adam Zettel

Others Present: Dennis Novak, Lania Rocha.

**APPROVAL OF AGENDA:**

**Resolution No. 190613-01**

**(Carried)**

Motion by Board Member King  
Second by Board Member Raffaelli

**I Move** the Swartz Creek City Downtown Development Authority approves the agenda, for the June 13, 2019 Downtown Development Meeting.

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

**APPROVAL OF MINUTES:**

**Resolution No. 190613-02**

**(Carried)**

Motion by Board Member King  
Second by Board Member Raffaelli

**I Move** the Swartz Creek City Downtown Development Authority approves the minutes for the May 9, 2019 Downtown Development Authority meeting.

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

**MEETING OPEN TO PUBLIC:**

None.

### **Chairperson Nomination**

#### **Resolution No. 190613-04**

**Carried**

Nomination of Board Member Krueger by Board Member Raffaelli for Chairperson.

Motion by Board Member Raffaelli  
Second by Board Member King

**I Move** the Swartz Creek Downtown Development Authority hereby selects David Krueger to serve as Chairperson of the Downtown Development Authority, said term to expire upon officer selection at the 2020 annual meeting.

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

### **Vice-Chairperson Nomination**

#### **Resolution No. 190613-05**

**Carried**

Nomination of Board Member Beedy by Board Member LaBeau for Vice-Chairperson.

Motion by Board Member LaBeau  
Second by Board Member Raffaelli

**I Move** the Swartz Creek Downtown Development Authority hereby selects Todd Beedy to serve as Vice-Chairperson of the Downtown Development Authority, said term to expire upon officer selection at the 2020 annual meeting.

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

### **Secretary Nomination**

#### **Resolution No. 190613-06**

**Carried**

Nomination of Board Member King by Board Member Whittey for Secretary.

Motion by Board Member LaBeau  
Second by Board Member Raffaelli

**I Move** the Swartz Creek Downtown Development Authority hereby selects Connie King to serve as Secretary of the Downtown Development Authority, said term to expire upon officer selection at the 2020 annual meeting.

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

## 2020 DDA Budget

### Resolution No. 190613-07

**Carried**

Motion by Board Member Raffaelli  
Second by Board Member King

**I Move** the Swartz Creek Downtown Development Authority approve the proposed 2020 fiscal year budget for the Downtown Development Authority for distribution and review by the city council.

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

### MEETING OPEN TO PUBLIC:

None.

### REMARKS BY BOARD MEMBERS:

Board Member King & Whittey commented on the individual going through trash & vehicles at their businesses.

Board Member Jamison updated board on the construction of the Smoothie Shop.

Board Member Krueger requested all members to submit any references for the board vacancy.

### ADJOURNMENT:

### Resolution No. 190613-08

**Carried**

Motion by Board Member LaBeau  
Second by Board Member Beedy

The Swartz Creek DDA adjourns the June 13, 2019 DDA meeting at 6:45 p.m.

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

---

Connie King



### Donation Conditions for Dog Park

1. The enclosure shall be ~16,000 square feet, as mapped, with overall dimensions of 140' x 140' less a 70' x 70' square that creates the "L" shape.
2. The fence will be 4' tall black chain link, with a tension wire and closed loops.
3. Double entrances will be provided for safety.
4. A mowing entrance will also be provided.
5. The project shall be overseen by the Director of Public Works and not commence until the ability to ensure project completion is evidenced

**CITY OF SWARTZ CREEK**  
**PARK RULES AND REGULATIONS**

**AUTHORITY.** These rules are approved by the city council and enforceable pursuant to the provisions of Section 11 of the Code of Ordinances of the City of Swartz Creek, Michigan.

**APPLICABILITY.** These rules apply to City of Swartz Creek parks, play fields, and other recreational public grounds, hereafter called parks.

1. **HOURS.** City parks shall be open to the public, daily, between the hours of 8:00 a.m. to 10:00 p.m. and, excepting as provided in this article, it shall be unlawful to occupy or be present in any public park during such hours when it is not open to the public. Seasonal park provisions, including water, bathroom facilities, and waste collection will be offered May through October or as directed by the city manager.

Exceptions to use of or presence in park after hours.

- 1) It shall not be unlawful for city employees, while on city business, to remain in or on public parks during such times as the park shall be closed to the public.
  - 2) It shall not be unlawful for persons other than city employees to be on or in park property after hours, provided that they have the prior approval and written permission of the city manager and that such approval shall not be granted except in pursuance of and when related to city business.
  - 3) Non-motorized paths and sidewalks, within and outside of the right of way, may be used twenty four hours a day, 365 days a year for permitted non-motorized transportation and recreation.
2. **CREEK ACCESS AND FLOOD STAGE WATER.** Creek access is permitted in Abrams Park at the risk of the user. Swimming and the use of any boat, canoe, or other floatation device within a city park during a flood event is prohibited except by emergency personnel.
  3. **SMOKING.** Smoking, including (e-cig or e-cigarettes), personal vaporizers (PV) or electronic nicotine delivery systems (ENDS), is prohibited in the city parks.
  4. **PROHIBITED USES AND ACTS.** No person in any park owned or operated by the city shall:
    - 1) *Injuring, removing property.* Willfully mark, deface, disfigure, cut, injure, tamper with, break, displace, or remove any buildings, cables, benches, tables, fireplaces, grills, light poles, fountains, tennis nets, trees, playground equipment, public utilities or parts of appurtenances thereof, signs, notices or placards, whether temporary or permanent, monuments, flag poles, stakes, posts, fences or other boundary markers, or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal.
    - 2) *Kindling fires.* No person shall kindle or build or cause to be kindled or built a fire in any park except in designated places. In those areas where fires are permissible, such fires must be contained in a receptacle designed for the purpose of holding a fire and must be attended at all times. No person shall set fire to trash, garbage or the contents of trash receptacles at any time.
    - 3) *Pets, animals.* No person shall bring in, cause, or allow any dog, cat or other pets or animals which he owns or has permission to control to be brought within the confines of any park unless such animal be attached to a leash not to exceed eight feet in length; such leash is to be of sufficient strength to hold such animal in constant check. Disposal of animal waste is required.
    - 4) *Hindering employees.* No person shall interfere with or in any manner hinder any employee of the city while engaged in constructing, maintaining, repairing or caring for any park property.
    - 5) *Restricted sections of park.* No person shall enter upon any area of the park system where persons are prohibited from going, as indicated by signs, notices or where secured by fences and gates.
    - 6) *Firearms, bow and arrows, fireworks and devices.* No person shall discharge a firearm or firework of any description while in or on park property, provided that such prohibition shall not apply to any peace officer while in the exercise of his official duties. No person shall shoot any arrow by the use of a bow, excepting in such areas as shall be specifically designated as areas for the use of bows and arrows. Crossbows, bolts, and similar weapons are also prohibited.
    - 7) *Peace, disorderly conduct.* No person shall make or excite any disturbance or contention on any public grounds or park. (No person shall use any indecent or obscene language).
    - 8) *Drunkness, alcoholic liquors.* No person shall enter, be in or remain on park property while under the influence of intoxicants or under the influence of unlawful drugs or controlled substances. It shall be unlawful to bring into or use alcoholic liquors upon park property.
    - 9) *Drinking fountains.* No person shall throw, discharge or otherwise place in the waters or any fountain, wash basin or toilets any substance, liquid or solid, which may result in water pollution or create a health hazard to the public.

- 10) *Sleeping in parks.* No person shall sleep, whether in a vehicle, trailer, tent, hammock or other manner, on park property during the hours the park is closed, excepting in such areas as shall be specifically designated for such use. Furthermore, such use in such areas shall require the written approval and authorization of the city manager, and such approval and authorization shall clearly designate the time period within which such use may be made.
- 11) *Dumping articles in parks.* No person shall deposit any rubbish, garbage or refuse matter, break glass or bottles in or upon any part of the park system other than such refuse accumulated from organized and acceptable activities within the park, and such refuse must be deposited in receptacles provided for that purpose.
- 12) *Posted signs, rules and regulations.* No person shall willfully disregard posted signs which regulate the days, hours for various activities, or any other signs installed, posted or attached for control, maintenance, safety or any other purpose within the park system.
- 13) *Public meetings, parades.* No person, organization, club or group shall hold or participate in any parade, drill, exhibition, political meeting, religious meeting, concert, lecture or public entertainment of any kind within the park system without the express consent and written approval of the city manager.
- 14) *Advertisements.* No person shall post, stencil or otherwise affix any placard, advertisement or notice of any kind upon or to any park property.
- 15) *Offering articles for sale.* No person shall carry on any trade or business or sell or display any goods, wares or merchandise in the park system without permission from the city manager.
- 16) *Inflatable play equipment.* Inflatable play equipment is prohibited unless arrangements are made in advance and a certificate of insurance from the party providing such equipment is filed with the city and includes a rider naming the city as an additionally insured party.
- 17) *Non-Motorized Paths.* No person shall obstruct, occupy, or otherwise use the non-motorized paths in a way that prohibits or unreasonably hinders use of the paths by others.

5. **PARK POLICE AND EMPLOYEES.** No person shall resist any police officer or city employee exercising his duty within the park area, or fail or refuse to obey any lawful command of any such police officer or park employee, or in any way interfere with, hinder or prevent any such police officer or park employee from discharging his duty, or in any manner assist or give aid to any person in custody to escape or to attempt to escape from custody, or to rescue or attempt to rescue any person when in such custody.

6. **MOTOR VEHICLES.** The operation of motor vehicles in any park is prohibited, except in that area laid out and appropriated as driving lanes, parking area, or for motor vehicles by the city. No motor vehicle shall be driven or operated on a driving lane at a speed greater than ten miles per hour.

- 1) No person shall stop, stand or park a motor vehicle except in such areas as may be laid out and designated as a parking area by the city.
- 2) No person shall operate a motor vehicle on any lane or service drive, whether posted or not, which is laid out as a means of access for maintenance employees to the various sections of the park system.
- 3) No person shall park or store any motor vehicle during the hours the park is closed in any park, parking area or driving lane owned or operated by the city. Members of the police department are hereby authorized to remove any vehicles so parked or stored.
- 4) It shall be unlawful for any person, whether a pedestrian or operating a motor vehicle of any type, to fail to obey any such applicable traffic control sign, signal, lane marking or other device, whether permanent or temporary, unless otherwise directed by a police officer or city personnel conducting city business.

7. **FEES.** Fees for pavilion and other facility rentals shall be set by resolution of the city council. Fees may be waived in full if reservations by a non-profit are found to result in a public benefit directly or if proceeds from the reserved event are found to be a benefit to the city. Monies must be paid at the time of reservation. Cancellations must be made two (2) weeks or more prior to event date and all cancellations are subject to a \$20 fee.

Deposits, in an amount set by resolution of the city council, shall also be collected for pavilion rentals. Said deposit shall be forfeited for damage to park facilities, failure to properly clean facilities, or violations of park rules that are found in connection to the rental.

8. **PAVILION RESERVATIONS.** Picnic pavilions shall be available on a first-come, first-served basis. Reservations will be taken beginning on the first business day of each calendar year for city residents and thirty (30) days after the first business day of each calendar year for resident and non-resident applications. Fees and exclusive reservations are for weekends (Friday, Saturday, & Sunday) and holidays only.

9. **LIMITED USE FACILITY RESERVATIONS.** Any club, school, association, organization or recognized group desiring the use of specific areas of any park, such as picnic areas, athletic fields or ice rinks, shall file an



application with the city manager and shall not use the park or area until the permit is granted.

- 1) All permits shall require the permittee to clean up the park area after activity has terminated. All applications for permits must give the name, address and phone number of the permittee or the person responsible for the necessary policing thereof.
- 2) All persons shall honor any special permits issued by the city, for certain areas, days and times, to clubs, organizations, teams or any other groups, including, but not limited to, picnic grounds, ball fields, skating rinks, stadiums, provided that such permit is on official forms when presented.
- 3) Reservations will be given on a first come, first served basis beginning the first business day of each calendar year. Priority in the use of ball fields, soccer fields and similar athletic facilities in city parks shall be given to organizations scheduling regular games or matches. The city manager shall have the authority to designate organizations to provide for scheduling and oversight of use of athletic fields. Such organizations shall schedule use of the fields in a way that accommodates use by all interested organizations to the greatest extent feasible and to provide for compliance by these rules and regulations by all organizations using the athletic facilities.
- 4) The city manager shall have the authority to restrict use of athletic fields to avoid excessive wear and tear on facilities.
- 5) Organizations using athletic fields for scheduled games, matches and practices shall be responsible for removing litter from the areas used for their activities. In addition, organizations shall be responsible for removing and storing any equipment used in their activities. Installation of bleachers or similar facilities must be authorized by the city manager or his/her designee.
- 6) The city will provide refuse disposal and the maintenance of athletic fields in coordination with the needs and schedules of organizations using the fields. Organizations using athletic fields that undertake specific activities uniquely required for their particular use of the fields such as the installation of bases or nets, the painting of lines on fields, etc. require prior approval.
- 7) Weekend reservations for facilities shall not be permitted. Playscapes, restrooms, play equipment are not available for reservation.

10) **EXPANDED PARK USE AND RESERVATIONS.** Swartz Creek-based organizations (defined as non-profit organizations or institutions with a principle office or auxiliary presence within the Swartz Creek school district) may be permitted the use of designated areas of city parks, including control during hours the parks are closed to the public, subject to the following conditions:

- 1) Use must be pre-approved by the city council.
- 2) The organizations' use of the park area shall not violate any local or state law nor unreasonably interfere with the use and enjoyment of adjacent park areas by others.
- 3) The organizations shall hold the city harmless from liability for incidents arising out of the organizations' use of the park area and shall provide evidence of insurance coverage.
- 4) The city reserves the right to direct where organizations' structures are installed and activities conducted to minimize damage to park property and facilities and to limit interference with the use of adjacent areas of the park.
- 5) Fees shall equal the cost of all pavilion rentals for the park in use on a daily basis. Additional fees may be charged for services requested of the city and negotiated in advance, including use of barricades, additional utilities, port-a-johns, etc.
- 6) In no case will use result in a charge for or prohibition on general access to the park by the public, by vehicle or other means.
- 7) Reservations for this category can be granted by the city council beginning December 1 of the previous calendar year.

11) **VENDING.** Vending is permitted on a limited basis after application to the city manager and under the administrative rules that may be set by the city, including a background check and administrative fee.

12) **DOG PARK REGULATIONS.** Within the designated dog park area in Elms Park, dogs are permitted under the following regulations. Elsewhere in the city, the city code applies.

- 1) All dogs must be leashed when not in the designated and enclosed dog park facility, including the adjacent parking lot.
- 2) Any person bringing a dog or dogs to the dog exercise area must have one leash per dog.
- 3) There shall be no more than three dogs per person allowed in the dog exercise area. Any person bringing a dog or dogs to the dog exercise area must have at least one dog feces waste bag per dog in his or her possession and must remove any feces deposited by the dog(s) in their care.
- 4) Persons under sixteen years of age visiting the dog exercise area must be accompanied and supervised

- by a parent or guardian or other responsible adult with permission of the parent or guardian.
- 5) No persons under sixteen years of age are allowed in the dog agility area unless accompanied and supervised by a parent or guardian or other responsible adult with permission of the parent or guardian.
  - 6) Each dog shall always be under visual and voice control of the owner or other responsible person at least 16 years of age.
  - 7) All dogs must have current vaccinations and licenses and shall wear a collar with tags as proof thereof.
  - 8) Aggressive dogs, as defined below, are not permitted in or around the dog exercise area, including but not limited to, the parking lot. Owners or other responsible persons will be held legally responsible for any injury caused by a dog that they bring in or around the dog exercise area.  
An aggressive dog means:
    - i. A dog that bites a person. However, a dog shall not be considered aggressive if the dog bites a person wrongfully assaulting the dog or the dog's owner, or if the dog bites a person after being provoked by that person.
    - ii. A dog that injures or kills another domestic animal without provocation while at the dog exercise area.
  - 9) Female dogs in heat are not permitted in or around the dog exercise area including, but not limited to, the parking lot.
  - 10) Dog owners or other responsible persons shall provide dogs with drinking water while visiting the dog exercise area when weather conditions require.
  - 11) Dog owners or other responsible persons shall not keep dogs enclosed in a vehicle during hot weather which may cause injury to the dog.
  - 12) Any person having knowledge of a dog having bitten, scratched, or injured a person or other animal within the dog exercise area, including but not limited to the parking lot, shall report the incident to the police department.

- 13) **PUBLIC NOTICE.** The public shall be deemed to have been properly notified of the provisions of these rules and regulations upon their publication in a newspaper of general circulation in the city. Signs may be posted to insure substantial compliance with the provisions of these rules and regulations.

City Council Approval: June 11, 2018



**Request for Qualifications**  
**Dye Road to Miller Road Trail**  
Swartz Creek, Michigan

**Submittal Date**  
July 3, 2019

**Contract Office**  
**OHM Advisors®**  
G3101 W. Bristol Road  
Flint, Michigan 48507  
**T** 810.396.4015 **TF** 888.522.6711



July 3, 2019

City of Swartz Creek  
Adam Zettel, *Supervisor*  
8083 Civic Drive  
Swartz Creek, Michigan 48473

**Re: Trail Design & Construction Engineering Services**

Dear Mr. Zettel,

OHM Advisors (OHM) is pleased to present our proposal for the preparation of Trail Design and Construction Engineering Services. The project opportunities presented by this non-motorized trail are numerous. Our proposed Project Manager, Vanessa Warren, ASLA, has over seventeen years of Project Management and trail experience, and will be supported by a team with the ability to provide you with the best trail experience available in the region. In addition to this expertise, we have arranged for all field work to be mobilized from our Flint Office. This team offers great insight into the project as it worked with the City, Flint Township, and the Genesee County Metropolitan Planning Commission to develop a schematic design for this trail segment.

**Besides performing the schematic design for this trail segment, the project would benefit from our experience with:**

- Engineering design and construction of local projects
- Trail Master Planning for the Iron Belle Trail, Grand Blanc Township, and Genesee County Parks
- Engineering design and construction of federally and state funded projects
- Coordination of multiple municipalities
- Seamless integration of multiple phase projects
- Trail safety, including vehicular and pedestrian traffic
- Safety studies for intersections, county roads, and by-passes
- Proper trail drainage design
- Overall Michigan agency experience (MDOT, MDNRE, etc.)

We offer you the best in trail design and cost estimating, local agency coordination, and enthusiastic personnel who will be dedicated to this project. We look forward to this opportunity.

Sincerely,  
OHM Advisors

A handwritten signature in black ink, appearing to read "Vanessa Warren".

Vanessa Warren, ASLA  
*Project Manager*





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### **01 Our Company**

At OHM Advisors, we allow the needs of those who live in our communities to drive us to create and innovate for them. Our multidisciplinary experts collaborate to provide a broader, more holistic perspective. We take care of those who take care of the people they serve. And we do it by believing that better ideas make measurable impacts that improve everyday life.

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### **02 What We Do**

As a community advancement firm designing award-winning work across the architecture, engineering and planning spheres, we believe in the power of multidisciplinary teamwork. And that redefining client challenges is the key to finding ideas that aren't just different—they're better

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### **03 Our Approach**

Our approach is simple: we focus on enhancing your community through high-quality design and construct. We incorporate innovation initiatives that build on the character and positive qualities inherent to each place we design.

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# *01 Our Company*

Rooted in experience —and always looking forward. Our heritage is strong, but our passion to help communities is what drives us every day.

### Who We Are

OHM Advisors was founded in Detroit, Michigan in 1962, with the simple idea to move communities forward by creating extraordinary relationships with our clients. More than 50 years later—with a staff of more than 400 associates—we’re still living our mission of Advancing Communities.

The OHM Advisors team thinks differently. From the way we talk about ourselves and to the way we approach projects to the culture that lives within our office walls, it’s clear that our mindset is unique and passion drives our solutions. Advancing Communities is a mission-driven position that means people come first—those we serve and the people they serve. Our growth in recent years has been strategic. We add services and open new offices to serve our clients’ needs and help our associates grow in their careers.

### Firm Location

We currently have offices in Michigan, Ohio and Tennessee, with our permanent headquarters in our Livonia office. The local office directly servicing the project is listed below.

#### Contract Office

G3101 W. Bristol Road, Flint, Michigan 48507

### Firm Ownership

OHM Advisors is a privately held corporation, governed by a seven member Board of Directors and has thirty-three employee shareholders.

### Funding Expertise

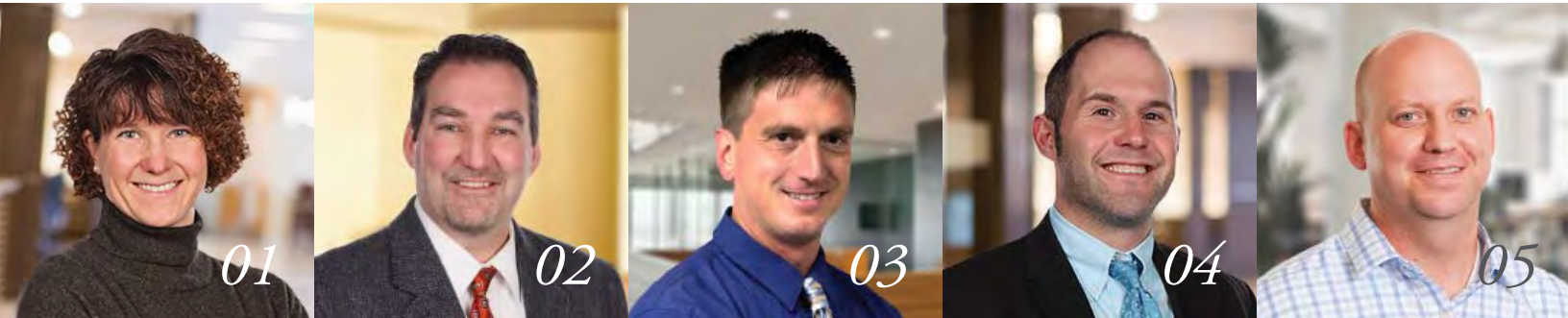
We partner with our clients to navigate the nuances of project funding – we’re knowledgeable, proactive, and have a high success rate. We routinely secure 10-15% of all funding for our clients in our core markets.

### In-House Capacity

26	Architects	21	Landscape Architects
26	CADD Technicians	43	Project Managers
66	Civil Engineers	05	Technicians/Analysts
90	Construction Inspect. & Managers	38	Transportation Engineers
11	Mechanical & Electrical Engineers	07	Structural Engineers
05	GIS Specialists	31	Water Resources Engineers
09	Planners	50	Administrative Professionals
19	Surveyors		

### Our People & Your Team

OHM Advisors attests to the fact that the key personnel provided within this proposal have adequate availability to provide the services as outlined in this document. In addition to the key staff that will support the project directly, we have over *400 professionals firm-wide* to provide as-needed support to the City of Swartz Creek.



**01 Vanessa Warren, ASLA, Project Manager**

Vanessa Warren is responsible for landscape design services including project planning, design, contract administration and quality systems oversight. Her experience is environmentally based in both planning and design. She has experience with all engineering disciplines, geologists, chemists, biologists, ecologists and architects. Vanessa has sixteen years of experience in managing and performing parks and recreation master planning, streetscape improvements, site restoration, site development, illustrative master planning, grant writing and urban design. She also has experience providing research and design services to multiple agencies and municipalities.

**02 Steven Warren, PE, Project Engineer**

Steve Warren manages the Flint and Saginaw offices, and has been working with and advising municipalities throughout Michigan for over twenty years. He has worked all aspects of park and recreation projects, including non-motorized transportation improvements, for over seventeen years and has been involved in over twenty park developments or other improvements that promote quality of life. He has an in-depth understanding of constructability issues that can be unique to non-motorized transportation and park creation/improvement projects.

**03 Lucas Porath, PE, QA/QC & Project Engineer**

Recently joining OHM Advisors, Lucas is a motivated and driven professional engineer bringing over twenty years of valuable experience in the civil engineering field. He has served at every level in the industry, acting as an engineer, manager, and president. He has experience with geometric design and roadside safety design, ROW plans, pavement marking and signing plans. Lucas has also served as Top of Michigan Trails Council Board Member for the past five years.

**04 Andrew Harris, PE, Project Engineer**

Andrew's experience includes designing roads, utilities, streetscapes, trailways, parking lots, site plans and park projects for municipal and governmental agencies and for private entities. He has extensive experience in the planning, design and construction engineering of road projects.

**05 Andrew Schripsema, PE, PS, Project Surveyor**

Andrew's field experience includes crew supervision, data collection, boundary surveys, establishment of horizontal and vertical control using conventional and GPS methods, construction stakeout for buildings and roads, and underground utility studies.





## 02 What We Do



### Our Services

As a community advancement firm designing award-winning work across the architecture, engineering and planning spheres, we believe in the power of multidisciplinary teamwork. And that redefining client challenges is the key to finding ideas that aren't just different—they're better.

### Urban Design

#### *Enhancing Communities with Quality Design*

Our approach is simple: we focus on enhancing your community through high-quality urban design. We incorporate innovation initiatives that build on the character and positive qualities inherent to each place we design.

It is with a broad perspective – strengthened by the daily collaboration amongst our expert team of urban designers, landscape architects, engineers and architects – that we create solutions that aren't just better. They're better because they're the result of a multidisciplinary team with holistic expertise across both the public and private development sectors. A savvy team who knows how to get the project through development review and permit processes, while building a groundswell of community support through interactive meetings and Online engagement.

### Planning

#### *Creating Better Places for People*

Our multi-disciplinary Planning team provides a full range of services across the public and private sectors. As community development experts who have worked extensively on behalf of public and private sector clients, we know that lasting solutions are never one-dimensional.

### Architecture

#### *Designing Your Solution*

Our projects are as diverse as our clients – site and facility plans for institutions, programming for corporate office, renovations and systems upgrades to public buildings, engaging designs for community spaces, or innovative plans for today's schools that meet the needs of the future.

### Engineering

#### *Laying the Groundwork for Impactful Infrastructure*

An award-winning team of advisors who provide integrated solutions to wide-ranging challenges, including water resources, municipal engineering, MEP – and much more.

- Municipal Engineering
- Transportation Engineering
- Mechanical, Electrical, & Plumbing Engineering
- Water Resources Engineering (Stormwater Management, Drinking Water Systems, & Wastewater Systems)

### Construction Engineering

#### *Constructing Project Excellence*

We're an expert team of engineers and technologists who combine talent, know-how and experience to manage, inspect and document your project to completion

### Surveying

#### *Leaders in Precise, Reliable Data Collection*

In a world where precision matters, we're laser-sharp boundary markers who are experienced in every type of land surveying, GIS and geospatial services.

### Geographic Information System

#### *Innovative Technology for the Modern Community*

GIS is more than just mapping — it's location intelligence. We develop geospatial solutions that empower citizens and improve communities.



Our Work



**Iron Belle Trail; Gale Road Section**  
Atlas Township, Genesee County, Michigan

OHM Advisors was awarded the design and construction engineering for the Iron Belle Trail: Gale Road Section in Atlas Township for the Genesee County Parks and Recreation Commission, in cooperation with the Genesee County Metropolitan Planning Commission and the Genesee County Road Commission.

This work included building upon the schematic design process performed in 2015 (also by OHM Advisors) and topographical survey, vertical and horizontal trail alignment, boardwalk design, ditch relocations, quantities, engineer’s construction estimate, project bid phase, and construction engineering.

**Cost**

CE + Design \$86,000  
Construction \$658,250

**Completion**

08/2017

**Client Information**

Genesee County Parks & Recreation Commission  
Barry June, *Deputy Director*  
5045 Stanley Drive, Flint, Michigan 48506  
t 810.736.7100 ext. 817 e geneseecountyparks.org



**Blue Bell Beach Accessibility Project**  
Genesee Township, Genesee County, Michigan

OHM Advisors is currently working on providing landscape and engineering plans that provide accessible pathways from the park’s parking lots to the beach including beach accessible mats, making the water available to all guests.

This park is the county’s flagship for recreational accessibility, and offers universal access to many of its components including playgrounds, splash pad, and buildings. This pathway project will complete the accessibility throughout the park and is partially funded through a grant with the Michigan Department of Natural Resources.

**Cost**

Design \$20,000  
Construction \$200,000 (Estimated)

**Completion**

Ongoing (Expected: 2018)

**Client Information**

Genesee County Parks & Recreation Commission  
Barry June, *Deputy Director*  
5045 Stanley Drive, Flint, Michigan 48506  
t 810.736.7100 ext. 817 e geneseecountyparks.org

**Resort Bluff's Trail**  
Petoskey, Michigan



Lucas Porath served as Project Engineer for this \$1.1 Million project connecting the City of Petoskey's Magnus Park to Resort Township's East Park. Work included full design and construction engineering. This scenic section of trail traverses the 100-foot high steep coastal bluffs, following 1.6 miles of the abandoned Pere Marquette Railroad grade. It was one of the last remaining sections of trail to complete the 23-mile Little Traverse Wheelway from Charlevoix to Harbor Springs.

*Stayed on schedule and within budget, with unexpected Wetland challenges*

The project included use of a state-of-the-art flexible growth medium and native seed mix applied to the steep, erosion-prone slopes, landscaping to enhance and delineate the pathway, 4,960 square feet of retaining walls along over 700 feet of the trail and up to 18 feet in height, and an overlook deck cantilevered over the beach 30 feet below providing awesome views of Little Traverse Bay. Engineering tasks included performing geotechnical slope stability analyses, designing storm drainage and timber bridge resurfacing, and specifying root barrier in critical sections of the trail to prevent root damage to the new pavement.

*\*Project completed by Lucas Porath prior to OHM Advisors*



**Cost**

\$1,100,000

**Completion**

2009

**Client Information**

City of Petoskey  
Mike Robbins, *DPW Director*  
101 East Lake Street, Petoskey, Michigan 49770  
t 231-347-2500 e mrobbins@ci.petoskey.mi.us



Children’s Play Area Development; Bigelow Park  
Bay City, Michigan



Concept Character Images



OHM Advisors worked with Bay City to create an inclusive playground at Bigelow Park. The Imagination Station playground capitalizes on the site’s unique setting at the tip of the peninsula in the Saginaw River and incorporates shipwreck themed design elements.

OHM Advisors led a public engagement process that encouraged children in the community to help design the playground by completing workbooks. In addition to the workbooks, a steering committee was formed to help inform the project. The resulting design reflects the views and aspirations of the community and complements existing recreational development initiatives underway in Bay City. OHM Advisors involvement included civil engineering, utility design, and landscape architecture for the playground and parking enhancements on the site.

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**Cost**

Design \$56,480

Construction \$990,500

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**Completion**

Design 10/2017

Construction Ongoing (Expected: 2018)

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**Client Information**

City of Bay City  
Darwin Baranski, *Director of Parks Department*  
301 Washington Avenue, Bay City, Michigan 48708  
t 989.894.8313 e dbaranski@baycitymi.org

**Shiawassee Park Redevelopment**  
Farmington, Michigan



OHM Advisors worked with the City of Farmington to prepare a Downtown Area Plan for a collection of public and private properties in Downtown Farmington. The Plan defines a vision for future public improvements that will elevate the economic competitiveness of the area and enhance the overall quality of life for the citizens.

The Plan included redevelopment concepts for Shiawassee Park. Built around the history of the area, existing natural features, and the desired programming as identified by the City and community through the planning process, the design intent is to create new opportunities for social gathering, recreation and entertainment through the following programming elements:



- Formal water feature (splash pad, fountains, water wall, etc.)
- Natural water feature
- Playground
- Multi-purpose
- Amphitheater / Water wall and climbing wall / Lawn seating area
- Entry plaza / drop-off zone
- Picnic shelter
- Frisbee golf
- Nature trail
- Multi-use trail
- Enhance connections (neighborhoods, downtown, Shiawassee Road, etc.)

**Cost**

\$30,000

**Completion**

2014

**Client Information**

**City of Farmington**  
Vince Pastue, *Former City Manager*  
23600 Liberty Street, Farmington, Michigan 48335  
t 248.474.5500



**Tattan Park**  
Westland, Michigan



OHM Advisors was contracted by the City of Westland to redevelop Tattan Park, the northern anchor of Westland’s Central City Park. Using \$3.5M worth of funding obtained for improvements to the once contaminated site, extensive enhancements to Tattan Park were made that complement existing site components while introducing new features including a Farmers Market Pavilion, seven shelters, concessions, restrooms, and a modified county drain.

Enhancements made to the Morgan Drain to improve drainage include placing intermediate drain basins throughout the park. A portion of the drain was enclosed to promote access between the Farmers Market and Tattan Park, while the remaining portion was enhanced functionally and aesthetically through cleaning and installing new rock features and plantings. Vents to safely alleviate methane gas build-up were placed throughout the site located just south of the Morgan Drain which sits atop landfill material with an impermeable cap.

The existing stormwater detention area was transformed into a wet pond with a fountain bound by pond walls on the east and south sides. This feature detains the park’s excess stormwater during large rain events and releases it to the Morgan Drain at a manageable rate.

Additionally, the quality of water entering the drain is greatly improved resulting from the addition of three bio-retention features and a manufactured water quality unit implemented into the site design.

The plan retains the splash pad as a major program element while expanding its size to accommodate a higher volume of users. Defined entry points and drop off locations were added to simplify circulation and increase safety while walking circuits were added to connect program elements throughout the park. A central seating space connects the playground to the splash pad allowing adult supervision and clear visibility to park features. Additional seating located throughout the park incorporates shade providing respite in hot summer months. Picnic shelters of varying sizes border the east side of the park, creating a boundary between the road and park space.



Expansion and aesthetic enhancements were also made to the existing park including redirecting a portion of the existing waterway, framing the west side of the park, into a culvert. This allows the plaza space to connect to the concession stand and the hardscape area provides the City the opportunity to host community events within Tattan Park.

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**Cost**

Design \$350,000

Construction \$3,500,000

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**Completion**

08/2014

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**Client Information**

City of Westland  
William Wild, *Mayor*  
36601 Ford Road, Westland, Michigan 48185  
t 734.467.3200 e mayorwild@cityofwestland.com

## General Funding Experience

Various Communities



*OHM Advisors has a wealth of experience with grants, in fact we've secured or administered funding totalling nearly \$268 Million in the past three years for our clients. Below is a sample of our Grant Acquisitions:*

### Sample of Grant Acquisitions

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- City of Grand Ledge, Boat Launch (MDNR Trust Fund)
- Village of Luther, Luther Mill Pond Park (MDNR Trust Fund)
- City of Harrisville, Main Street Improvements (Transportation Enhancement)
- Lincoln Township (Alcona County), Streetscape Corridor Improvements (Transportation Enhancement)
- City of Flint, Kearsley Park, Phase I (MDNR Trust Fund)
- City of Flint, Kearsley Park, Phase II (MDNR Trust Fund)
- City of Flint, Riverside Park Trail (Transportation Enhancement)
- City of Flint, Dayton/Kearsley Park Connection Trail (Transportation Enhancement)
- City of Flint, Mott Community College/Kearsley Park Connection Trail (Transportation Enhancement)
- City of Linden, River District Trails (MDNR Trust Fund)
- City of Davison, Jack Abernathy Park Trail (MDNR Trust Fund)
- University of Michigan Flint, Flint River Trail (Transportation Enhancement)
- Genesee County Parks and Recreation, Fenton Township Trailway System (Transportation Enhancement)
- Flushing Township, Flushing Township Park (MDNR Trust Fund)
- City of Durand, Optimist Park Improvements (MDNR Trust Fund)
- City of Auburn Hills, Streetscape Improvements (Transportation Enhance)
- City of Auburn Hills, Riverwoods Park (MDNR)
- City of Auburn Hills, Riverside Park (MDNR)
- City of Grand Ledge, Riverfront Park Trailway (MDNR Trust Fund)
- City of Fenton, Streetscape Improvements (Transportation Enhance)
- City of Flint, Kearsley Park, Phase I (MDNR Trust Fund)





## 03 Our Approach



## Our Understanding

### Introduction

OHM Advisors understands that this project requires services and labor necessary to conduct and complete the Design/Construction Engineering Services for a Non-Motorized Pathway from Miller Road East to Dye Road and then North on Dye Road to the existing Genesee Valley Trailway in Flint Township. OHM Advisors has assembled an experienced team of qualified professionals who have many years of trail design and construction with state funded projects and Local Agency experience for County governments, Road Commissions, and Municipalities performing these services. OHM Advisors has the capacity to perform this project exceeding the level of quality that City of Swartz Creek, Flint Township, and the Genesee County Metropolitan Planning Commission expect.

The OHM Advisors' staff is very familiar with this project, and expectations pertaining to design standards, schedules, approval process, and inspection and testing associated with trail projects in the City, Township, County (OHM Advisors is on the Road Commission's Preferred Vendor List for Design and Construction

Engineering), Michigan Department of Natural Resources (MDNR), and Michigan Department of Transportation (MDOT). Our staff has recently performed the schematic design and engineering evaluation phase for this project, and is confident in the conclusions of this preliminary fact finding and feels it is a strong foundation to a quality project for the City, Township and the County.

### Project Description

OHM Advisors is prepared to provide experienced personnel for the design, bidding, inspection and testing services for the Non-Motorized Pathway from Miller Road East to Dye Road and then North on Dye Road to the existing Genesee Valley Trailway in Flint Township. These services will include trail design with specifications for trail construction, drainage improvements and restoration. Construction Engineering services will include performance as the Project Engineer, Daily Inspection, Quality Assurance Testing and Reporting, Construction Staking, Measurement, Computation and Documentation of Project Files for grant administration.

### Our Plan

The following is a brief outline of our approach to this project. These elements are grouped together to correlate with the proposed schedule and listing of proposed hours by billing category, to show anticipated effort in each phase.

#### Design Phase

- Verify the road right-of-way.
- Perform topographical survey along the trail route.
- Reach out to utility companies for exact locations of utilities and any preliminarily discuss the potential for guy wire relocation.
- Perform 8 soil borings to 5' in depth spaced throughout the length of the trail and in areas where soil is suspect.
- We will complete preliminary design plans showing the locations of existing site condition and proposed site improvements including trail section, grading, proposed drainage and restoration.
- Review grant papers to ensure all the granting scope items are accurately depicted within the plans.
- The preliminary design package with detailed cost estimates will be presented to the City of Swartz Creek, Flint Township and the Genesee County Road Commission for input and approval at 50% and 90% completion, and modifications made.
- Submit to the MDOT and utility companies for a Grade Inspection with the plans at 90% complete.
- Attend Grade Inspection.
- Modify plans based on comment from the Grade Inspection.
- Submit permit application for SESC permit.
- Finalize the details and specifications needed.
- Finalize design details and quantities.
- Complete and submit the final plan documents for County review and approval.

- Address any questions or clarifications needed during the bidding phase, including preparation of any addendums, if needed.
- Assist with the bid process.
- Attend the Pre-Construction meeting.

#### Construction Phase

OHM Advisors will provide construction observation for all major items of work, including, but not limited to, earth excavation, grading, compaction, mainline paving, storm sewer construction, undercutting, drive paving, boardwalk construction and restoration. An inspector shall be on site at all times for the major items of work as identified. Field Book will be used to track quantities daily. Spot inspection will be provided as needed for other items of work, such as restoration, or as requested by the City of Swartz Creek.

Our team will track quantities of work completed by the contractor on a daily basis, and maintain a running project estimate. Field quantities will be measured daily, and reviewed with the contractor's project foreman. The project status will be communicated to the Owner on a weekly basis, or more frequently if needed. Projections will be provided bi-weekly showing the completed items of work, and projected work remaining. OHM Advisors will manage the project to ensure the construction costs are within budget and eligible for payment with the federal funding. Our team will track the completed work, and any necessary contract modifications, as described above. We will work directly with the contractor and the Owner to resolve claims in a timely manner.

*Urban bike lanes. Multi-use trails. Transit corridors. Converted alleyways. They all work together to enhance transportation within communities. And we're pros at creating them all – and more.*

*We put our know-how to use to create a more synergistic transportation network with easier flow that seamlessly integrates existing roadways. The result? Creative solutions from our award-winning planners and engineers for facilities that are safe and efficient for all users.*

In summary, OHM Advisors will perform the following within this tasks:

- Provide construction staking as requested by the awarded contractor.
- Oversee site construction during major construction activities that require quantity tracking.
- Provide materials testing of aggregate base, HMA paving and compaction. Materials testing will be completed in accordance with the MDOT requirements, included HMA testing at both the batch plant, and behind the paver. Testing logs will be on file and available to the Owner and MDOT for review.
- Track project quantities.
- Review and approved contractor pay applications. OHM Advisors will utilize Field Book and Field Manager to track and report progress. All project data will be collected and stored as required by MDOT. Pay estimates will be prepared in accordance with MDOT standards, and submitted to the Owner for review prior to processing.

**Responsibilities of the City of Swartz Creek Include:**

- Provide timely and thorough reviews of all submittals and attend all project related meetings.
- Pay all required permit and review fees.
- Easement assistance with property owners.



**Proposal Fee**

Phase	Cost
Design Phase	\$82,500.00
Construction Phase	\$125,000.00
<b>Total</b>	<b>\$207,500.00</b>

## Swartz Creek Tax Abatement and Incentive Policy Procedures

1. Contact made from perspective applicant of tax abatement or incentive.
  - a. City of Swartz Creek Abatement & Incentive Policy and Application given to applicant. **(All applications are to go through City Clerk per policy and/or public act.)**
  - b. Give notice to city manager & city assessor.
  - c. Review of application and set meeting with applicant if determined they qualify.
2. Meeting with applicant after application is received.
  - a. Applicant presents possible project. Require applicant to have a cost of project analysis prepared by contractor or architect.
  - b. If applicant is unsure of abatement/exemptions available, review of each is presented.
  - c. If a qualified district for abatement is not in place, applicant is required to request, in writing, a district be established. (In some cases, notification must be given to assessor of request for a district because determining obsolescence is charged to assessor.)
  - d. If qualified district exists, skip to 4.
3. Establishing a district after receipt of request (STC abatements only).
  - a. Prepare memo to council explaining the project and if the applicant qualifies for an abatement/exemption per the city's policy. (Council has already proven to ignore interpretation and recommendation from staff).
  - b. Prepare resolution to set public hearing for establishing a qualified district.
  - c. Prepare maps and any other data that will assist council in making a decision.
  - d. All documents given to clerk by deadline set for being placed on council agenda.
4. After receipt of Incentive Application or State Exemption Application. (See tax link on Michigan.gov).
  - a. Prepare report to council, again explaining project.
  - b. Prepare resolution to set public hearing for abatement/exemption (hearing not required for local incentives).
  - c. Prepare Abatement Schedule for council that determines years for the abatement/exemption, not to exceed statutory limits. The applicant is to present cost estimate prepared by contractor or architect.
  - d. Prepare other supporting documents for council, such as maps, drawings, copy of city's abatement application.
  - e. All documents given to clerk (city manager) by deadline set for being placed on council agenda.
5. Assist clerk in preparing final approved and required documents to send to State Tax Commission for their approval. Many of the statutes give the STC 60 days to make their final approval and may also require documents be sent to them by October to place the abatement/exemption in place for the following year.

# CITY OF SWARTZ CREEK

## Tax Abatement & Incentive Policy

**Policy Statement:** The City of Swartz Creek is committed to enhancing the quality of life for its residents. To do so, the community recognizes the need for robust and diverse businesses to add cultural, entertainment, economic, and related value to the community. The community further recognizes a need to create high-quality places (including walkable areas, diverse housing, higher densities, and public amenities) for such activities, especially in the traditional downtown. Lastly, the community recognizes that some barriers exist to fulfilling these aspirations. Such barriers include obsolescence of property, a struggling regional economy, and limited market strength of certain sectors.

Tax abatements (as provided by state statute) and local incentives (in the form of fee waivers and Tax Increment Financing assistance) can encourage private development projects that produce the results desired. Accordingly, consideration for tax abatements and/or incentives is viewed as a privilege, not as a property right. This policy establishes minimum requirements and a uniform set of standards and procedures to be used when considering a request for a tax abatement/exemption or incentives.

The focused purpose of tax abatements and local incentives is to provide for private investment that would not otherwise occur, provided such investment is aligned with the city's stated intentions. See the City Master Plan and Downtown Development Plan. Abatements and incentives, if awarded, are expected to be awarded to varying degrees that are in proportion with the degree of public benefit that results. The impetus for a formal program is based upon the Michigan Redevelopment Ready Communities best practices.

### Abatements include:

1. Michigan Public Act 255 of 1978: Commercial Redevelopment Act
2. Michigan Public Act 210 of 2005: Commercial Rehabilitation Act
3. Michigan Public Act 198 of 1974: Plant Rehabilitation and Industrial Development Act

### Incentives Include:

1. Water and Sewer Connection Fee Waivers
2. Tax Increment Financing Assistance (Per DDA policy & City Council Budget Oversight)

## I. MINIMUM REQUIREMENTS FOR TAX ABATEMENTS & INCENTIVES

- A. Abatements & incentives shall be subject to duration and amount limits.
- B. Such duration and amount limits shall be for the minimum amount necessary to meet the goals of the project.
- C. Benefits to the city of the proposed abatement or incentive shall be:
  1. at least equal to or greater than the cost of the abatement; and
  2. accomplish at least one of the following purposes:
    - a. provide significant economic and/or employment opportunities;
    - b. provide or help acquire or construct public facilities;

- c. significantly redevelop or renew blighted areas;
  - d. help provide access to services for residents; or
  - e. preserve or restore a feature of historical significance.
- D. The taxable value of any proposed abatement, considered together with the aggregate taxable value of property exempt under certificates previously granted and in force shall not exceed five-percent of taxable value of the City of Swartz Creek.

Example: 2020 City of Swartz Creek potential taxable value - \$150,000,000  
 Five-percent of City of Swartz Creek - \$7,500,000

- E. The city will not issue or be a signatory on bonds in connection with abatements.
- F. Commencement of any new construction or improvements shall be within the limits set forth within the applicable act related to the abatement being applied for.
- G. The city council will not take action on any abatement or incentive unless the applicant or legal representative is present at the public hearing to make a presentation and/or answer questions.
- H. The City reserves the right to waive, modify, or amend any of these policies when it is in the best interest of the city residents.
- I. Abatements shall be granted for RRC sites only.
- J. Incentives shall be granted for DDA sites only.

**II. EVALUATION CRITERIA**

- A. *Private Development Objectives.* The City of Swartz Creek will consider using tax abatement and local incentives to help private development projects that strive to achieve three or more of the following objectives:
  - 1. Include investment in formally recognized RRC sites (required for abatements)
  - 2. Provide for hospitality, cultural, entertainment, and recreational uses
  - 3. Include historic preservation or restoration
  - 4. Provide or retrain build-to lines for development (little or no setbacks)
  - 5. Provide outdoor uses such as dining, seating, recreation, etc.
  - 6. Include strong pedestrian features and design
  - 7. Include residential uses
  - 8. Provide multiple stories
  - 9. Provide total investment of over \$10,000,000 or 50 FTE
  - 10. Satisfy specific plan goal
- B. *Additional Objectives.* Some investments and their consequences are difficult to foresee, requiring flexibility in the decision making process. The City of Swartz Creek will therefore consider the following factors when evaluating tax abatement and incentive requests to help private development projects:
  - 1. Additional consideration will be given to existing businesses seeking to expand and grow within the city.

2. Whether or not the proposed project provides services not already provided in the city or services which are needed.
3. Whether or not the proposed business would be in direct competition with existing businesses in the city. Abatements should not be given to businesses which would receive a competitive advantage over similarly situated businesses in the city.
4. Whether or not the project will significantly impact environmental/natural resources.
5. Public and other stakeholder input.
9. The extent to which the project satisfies or requires improvements in city infrastructure, traffic control, or services such as law enforcement.
10. Consistency of the proposed project with city land use regulations, zoning and planning policies.
11. How the proposed project furthers the goals and objectives of the city and/or community.
12. The level of private financial investment into the project.

### **III. APPLICATION**

- A. The applicant shall submit an application (available from the city) for all projects for which a tax abatement is sought from the City of Swartz Creek.
- B. Applications shall include:
  1. A letter formally requesting tax abatement or incentive from City of Swartz Creek;
  2. Completed application for tax abatement with all support materials attached (if applicable);
  3. The applicant will pay for any contracted legal, financial, consultant or other third party costs not to exceed statutory limits of the applicable act.
  4. Official forms developed by the state of Michigan, if applicable, shall also be submitted in a timely manner per procedures set forth within the applicable abatement/exemption act under which the application is made.
- C. The applicant shall submit completed applications to the city clerk.

### **IV. APPROVAL PROCESS**

- A. The city clerk shall notify, by certified mail, each taxing jurisdiction of a request to establish an abatement district or an application for the abatement. Said taxing jurisdiction shall have 15 days from the date of receipt of said notification to respond in writing of their thoughts and considerations. These taxing jurisdictions shall have no voting or veto authority.
- B. The city clerk shall notify applicant by certified mail if the application is found consistent with this policy. Procedures set forth within the abatement/exemption act shall be followed.
- C. The length of the exemption shall be determined by the attached abatement schedule.
- D. The approval for the abatement district and approval of an application for abatement shall not be addressed at the same meeting.

### **V. DEVELOPMENT AGREEMENT AND ANNUAL REPORTING REQUIREMENTS**

- A. *Development Agreement.* All projects granted tax abatement will be required to enter a development agreement. The development agreement will be recorded against the property, will clearly define the responsibilities of the property owner(s) receiving the abatement, and will require annual reporting.



- B. *Annual Reporting Requirements.* All projects granted tax abatement shall submit an annual status report on the form developed and provided by the City of Swartz Creek. The requirement makes all abatements granted consistent with State Tax Commission Administrative Rules, as they pertain to relevant Public Acts, as amended. The report content will meet reporting expectations set in the Development Agreement.

## **VI. RESCISSION OF ABATEMENT/EXEMPTION**

- A. Imposition of any rescission is at the sole discretion of the City of Swartz Creek and shall be considered on a case-by-case basis in compliance within the applicable act under review.
- B. Rescission shall not violate the statutory requirements of the applicable act in any way. Consideration may include but are not limited to the:
  - 1. sale or closure of the facility and departure of the company from the jurisdiction unless abatement/exemption is transferable.
  - 2. significant change in the use of the facility and /or the business activities of the company not consistent with the requirement of the applicable act for which approved.
  - 3. significant employment reductions not reflective of the company's (normal) business cycle and/or local and national economic condition.
  - 4. failure to achieve the minimum number of net new jobs and wage level as specified in the abatement/exemption application.
  - 5. failure to complete the project in a timely manner as specified in the approval resolution.
  - 6. failure to comply with annual reporting requirements.
  - 7. failure to pay annual property taxes on real and personal property not exempt under the approved abatement/exemption.
  - 8. failure to cooperate with the City of Swartz Creek ordinances and policies.

## Abatement Schedule

**This schedule applies to Industrial or Commercial Property as defined in 211.34c of the General Property Tax Act**

<b>1. Capital investment</b> \$Up to \$100,000 \$100,001 to \$250,000 \$250,001 to \$500,000 \$500,001 to \$1,000,000 \$1,000,001 to \$2,500,000 \$2,500,001 to \$5,000,000 \$5,000,001 and up	<b>Years of tax abatement</b> 1 2 3 4 5 6 7	<b>Rehabilitated/restored</b> additional two years in any capital investment
<b>2. Job creation <u>as Full Time Equivalent</u></b> 1-10 11-25 26-50 51 and up	<b>Years of tax abatement</b> 2 3 4 5	
<b>3. Job wages</b> Average wage > 1.5x minimum wage Average wage > 2x minimum wage Average wage > 3x minimum wage	<b>Years of tax abatement</b> 2 4 6	
<b>4. Number of years located in the City</b> 2-10 11-15 16 and up	<b>Years of tax abatement</b> 1 2 3	
<b>5. Private Development Objectives (II.A)</b> 4-5 6-7 8+	<b>Years of tax abatement</b> 2 3 4	

**Note: Total number of tax abatement years shall not exceed statutory limits. This schedule applies to years of TIF assistance.**

## Incentive Schedule

**Incentives provided as a percentage of fee waivers (water and sewer REU's) or TIF funds returned to project (if available)**

<b>1. Capital investment</b> \$Up to \$100,000 \$100,001 to \$250,000 \$250,001 to \$500,000 \$500,001 to \$1,000,000 \$1,000,001 to \$2,500,000 \$2,500,001 to \$5,000,000 \$5,000,001 and up	<b>Percent of Fee</b> 5% 10% 15% 20% 25% 30% 40%	<b>Rehabilitated/restored</b>  additional 10%  <b>South of I-69</b>  additional 20%
<b>2. Job creation <u>as Full Time Equivalent</u></b> 1-10 11-25 26-50 51 and up	<b>Percent of Fee</b> 10% 15% 20% 25%	
<b>3. Job wages</b> Average wage > 1.5x minimum wage Average wage > 2x minimum wage Average wage > 3x minimum wage	<b>Percent of Fee</b> 10% 20% 30%	
<b>4. Number of years located in the City</b> 2-10 11-15 16 and up	<b>Percent of Fee</b> 10% 15% 20%	
<b>5. Private Development Objectives (II.A)</b> 4-5 6-7 8+	<b>Percent of Fee</b> 30% 40% 50%	

**Note: Total incentive cannot exceed 100%. This schedule applies to annual TIF assistance as a ratio to the project-specific capture.**

## **Current abatements available**

### **PA 198 – 1974 – Industrial Facilities Tax**

Eligible industries: manufacturing, research and development, high-tech, and communications centers.  
Maximum eligible award – 50% abatement for up to 12 years on new real and personal property investments.

### **PA 255 – 1978 Reinstated 2009 – Commercial Redevelopment Tax**

Eligible industries: obsolete and declining property, zoned for commercial/industrial prior to June 21, 1975  
Maximum eligible award – 50% abatement for up to 12 years on replacement or new real property. Zero taxes levied on value of restored real property investment for up to 12 years.

### **PA 210 – 2005 – Commercial Rehabilitation Tax**

Eligible industries: multifamily housing or group of contiguous commercial property 15 years old or older covering at least three acres or located in a downtown district.  
Maximum eligible award – Zero taxes levied on value of restored real property investment for up to 10 years.

**TAX ABATEMENT & INCENTIVE CRITERIA CHECKLIST**

**I. INITIAL CONSIDERATION**

- A. Are the benefits to the city of the proposed abatement at least equal to or greater than the cost of the abatement? Y    N
- B. In the public interest, will the abatement accomplish any of the following purposes?
- a. provide significant economic and/or employment opportunities; Y    N
  - b. provide or help acquire or construct public facilities; Y    N
  - c. significantly redevelop or renew blighted areas; Y    N
  - d. help redevelop or renew blighted areas; Y    N
  - e. help provide access to services for residents; or Y    N
  - f. preserve or restore a feature of historical significance. Y    N
- C. Does the abatement apply to a RRC site? Y    N    NA
- D. Does the incentive apply to a DDA site? Y    N    NA

**II. EVALUATION CRITERIA**

- A. *Private Development Objectives.* Will using tax abatement help the development project strive to achieve three or more of the following objectives?
- 1. Include investment in formally recognized RRC sites Y    N
  - 2. Provide for hospitality, cultural, entertainment, and recreational uses Y    N
  - 3. Include historic preservation or restoration Y    N
  - 4. Provide or retrain build-to lines for development (little or no setbacks) Y    N
  - 5. Provide outdoor uses such as dining, seating, recreation, etc. Y    N
  - 6. Include strong pedestrian features and design Y    N
  - 7. Include residential uses Y    N
  - 8. Provide multiple stories Y    N
  - 9. Provide total investment of over \$10,000,000 or 50 Full Time Equivalent jobs Y    N
  - 10. Satisfy specific plan goal Y    N



## APPLICATION FOR TAX ABATEMENT

Applicant (Official Company Name) \_\_\_\_\_

Business Name (If Different) \_\_\_\_\_

Address of Proposed Project \_\_\_\_\_

\_\_\_\_\_

Mailing Address (If Different) \_\_\_\_\_

\_\_\_\_\_

Do you own the property? \_\_\_\_\_ If no, what is your relationship? \_\_\_\_\_

\_\_\_\_\_

Type of Abatement/Incentive Requested (if known) \_\_\_\_\_

Description of proposed project: type of business, product to be manufactured (if applicable), size of proposed structure and proposed activity and/or product. Provide narrative and described materials to support evaluation criteria findings. Attach materials and plans as necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Give the estimated cost of the following components applicable for the proposed project:

Land improvements (excluding land): \_\_\_\_\_

Building improvements: Size \_\_\_\_\_ sf \$ \_\_\_\_\_

Machinery & Equipment: \_\_\_\_\_

Furniture & Fixtures: \_\_\_\_\_

Time schedule for start and completion of construction and equipment installation (if applicable):

Building:

Equipment installation (if applicable):

Start Date \_\_\_\_\_

Start Date \_\_\_\_\_

Completion Date \_\_\_\_\_

Completion Date \_\_\_\_\_

Will project be owned or leased by applicant? \_\_\_\_\_

Will machinery be owned or leased by applicant? \_\_\_\_\_

How many employees do you currently employ? Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

How many new employees do you estimate after project complete? Full Time \_\_\_\_\_

Part Time \_\_\_\_\_

When project is complete, how many will be:

Management/Professional \_\_\_\_\_ Wage level \$ \_\_\_\_\_

Skilled \_\_\_\_\_ Wage level \$ \_\_\_\_\_

Semi-Skilled \_\_\_\_\_ Wage level \$ \_\_\_\_\_

Un-Skilled \_\_\_\_\_ Wage level \$ \_\_\_\_\_

Name of Company Officer (contact person) \_\_\_\_\_

Title \_\_\_\_\_

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

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

June 26, 2019

Adam Zettel, AICP  
City Manager  
City of Swartz Creek  
8083 Civic Drive  
Swartz Creek, Michigan 48473

RE: Traffic Control Recommendation for Fairchild Street at Cappy Lane  
OHM JN: 4023-19-0050

Dear Mr. Zettel:

As requested, we have reviewed the Fairchild Street at Cappy Lane intersection to review the location for the establishment of all-way stop control and develop a recommendation of reasonable counter measures to improve safety at this location. The subject intersection is a 3-leg T-intersection located in the City of Swartz Creek approximately 1,500 feet south of Miller Road. The intersection is located just north of Swartz Creek Middle School. The speed limit on both streets is 25 mph. The intersection is presently two-way stop controlled, with the northbound Fairchild Street and eastbound Cappy Lane under stop control.

### Background on Traffic Control Determination

Based on the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) there are four conditions where **all-way** STOP signs may be warranted:

- A. *Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.*
- B. *Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.*
- C. *Minimum volumes:*
  1. *The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and*
  2. *The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but*
  3. *If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.*
- D. *Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.*





Based on the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) there are four conditions where STOP signs for minor approaches may be warranted:

- At the intersection of a less important road with a main road where application of the normal right-of-way rule is unduly hazardous
- On a street entering a through highway or street.
- At an unsignalized intersection in a signalized area.
- At other intersections where a combination of high speed, restricted view, or crash records indicate a need for control by the STOP sign.

Many times STOP signs are installed where they may not be warranted. Traffic experts agree that unnecessary STOP signs:

- Cause accidents they are designed to prevent.
- Breed contempt for other necessary STOP signs.
- Waste millions of gallons of gasoline annually.
- Create added noise and air pollution.
- Increase, rather than decrease, speeds between intersections.

The use of a YIELD sign is intended to assign the right-of-way at intersections where it is not usually necessary to stop before proceeding into the intersection. Conversely, the STOP sign is intended for use where it is usually necessary to stop before proceeding into the intersection.

The following conditions should be fully evaluated to determine how the right-of-way should be assigned:

- Traffic Volumes: Normally, the heavier volume of traffic should be given the right-of-way.
- Approach Speeds: The higher speed traffic should normally be given the right-of-way.
- Types of Highways: When a minor highway intersects a major highway, it is usually desirable to control the minor highway.
- Sight Distance: Sight distance across the corners of the intersection is the most important factor and is critical in determining safe approach speeds.

### **Crash Analysis**

Based on information obtained through the Traffic Improvement Association of Michigan, there were two crashes recorded in the past five (5) years at the intersection of Fairchild Street at Cappy Lane. One crash was a single vehicle collision when a driver lost control on snow covered pavement and left the roadway. The other crash occurred when a southbound driver turned right onto Cappy and struck a pedestrian crossing the intersection. No injuries were indicated in the crash.

### **Types of Roadways & Minimum Volumes**

Both Fairchild Street and Cappy Lane are considered local streets. Cappy Lane is currently STOP-controlled and would be considered the minor road at the intersection, while Fairchild Street would be considered the major road as it continues through the intersection. Currently the northbound Fairchild



Street approach is also under STOP-control. The development along both roadways is primarily residential, with Swartz Creek Middle School located just south of the intersection. Further north, Fairchild Street connects to Miller Road.

Traffic counts were collected at Fairchild Street at Cappy Lane on May 23, 2019. A summary of the traffic count is attached. As seen, there were no daily hours which meet the minimum 300 vehicles per hour threshold for an all-way STOP. The warrants allow pedestrian volumes to count toward the thresholds, but they are insufficient to have this location meet the criteria for an all-way STOP.

### **Approach Speeds**

The approach speed limit on both streets is 25 mph. Speed limits alone cannot be used in this case to determine which direction of traffic should be assigned the right-of-way.

### **Sight Distance**

The intersection is free of major potential sight distance obstructions. This factor is evaluated based on guidance from FHWA and other safety organizations. The guidance is that if safe approach speed to an intersection is 10 mph or less, the minor street approach to the intersection, in this case the stem of the tee, should be under STOP control. If the safe approach speed is over 10 to 25 mph, then a YIELD control is appropriate. Beyond 25 mph, no control is required, though many Michigan communities would still consider the use of YIELD controls. The safe approach speed is the speed at which a vehicle can approach an intersection and still stop in time to avoid a collision with a vehicle on the cross street.

For this intersection, the most limiting factor for sight distance is a parking lot located in the northwest quadrant of the intersection. It has the potential to impact sight distance when the corner stalls are occupied. In the southwest quadrant of the intersection, there appears to be no sight distance related reasons that would reduce the safe approach speed. The safe approach speed at this intersection is 11.4 mph based on this restriction. Given this, use of a YIELD control would be appropriate. The safe approach speed calculation spreadsheet is attached for your reference.

### **School Proximity**

The intersection is adjacent to Swartz Creek Middle School, connecting the school property to the adjacent neighborhood. Traffic count data collected at the intersection shows high levels of bus activity (9.1% of vehicular traffic) and pedestrian activity (119 pedestrian crossings). This amount of school related traffic is anticipated given the close proximity to a major school entrance. With the large number of presumed school age pedestrian crossings of Cappy Lane, and the related crash history, maintaining the STOP controlled approach of Cappy Lane is appropriate.

### **Recommendation**

OHM recommends maintaining the Stop sign on the Cappy Lane approach to the intersection. The Stop sign on the northbound Fairchild Street approach should be removed. High emphasis crosswalk markings should be maintained due to the volume of school age pedestrian activity observed at this location. The intersection should continue to be monitored if traffic volumes increase or more crashes occur.



Sincerely,  
Orchard, Hiltz & McCliment, Inc.

A handwritten signature in black ink that reads "Taryn E. Juidici". The signature is fluid and cursive.

---

Taryn E. Juidici, PE, LEED AP  
Traffic Project Engineer

A handwritten signature in black ink that reads "Stephen B. Dearing". The signature is bold and cursive.

---

Stephen B. Dearing, PE, PTOE  
Practice Leader for Traffic Engineering



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
LANSING DISTRICT OFFICE



LIESL EICHLER CLARK  
DIRECTOR

March 7, 2019

Mr. Adam Zettel  
City of Swartz Creek  
8083 Civic Drive  
Swartz Creek, Michigan 48473-1498

WSSN: 06505  
City of Swartz Creek  
Genesee County

Dear Mr. Zettel:

**SUBJECT:** Interim Monitoring Requirements for Genesee County Drain Commission (GCDC)  
Wholesale Customer Supplies

The GCDC has been approved to modify the dosage of phosphoric acid per the letter issued on March 5, 2019, by the Department of Environmental Quality (DEQ). The change will be implemented over time according to the targeted schedule below, during which the DEQ is requiring monitoring that will impact the GCDC wholesale customer supplies.

The GCDC is required to maintain an orthophosphate residual between 2.1 milligrams per liter (mg/l) and 3.7 mg/l (as orthophosphate) at the point of entry to the distribution system, with a recommended average residual target level of 2.5 mg/l. The GCDC's average residual level is approximately 2.5 mg/l as phosphorus, or 7.7 mg/l as orthophosphate. The purpose of setting an operational range is to allow for minor variations in treatment conditions while ensuring effective corrosion control. The GCDC has provided a stable and consistent finished water quality despite operating above the upper limit of the required orthophosphate range. It is believed that operating at this level does not represent a public health concern. Furthermore, phosphate residual levels have been steady and there is no indication of any disruptions to their corrosion control efforts.

The GCDC is authorized to reduce its phosphoric acid dosage by approximately 15 percent each month until the intended target residual of 2.5 mg/l is reached. The following table indicates recommended target residual levels while the reduction in feed rate is being implemented:

Time (months)	1	2	3	4	5	6	7	8
Target PO4 Residual (mg/l)	6.8	5.8	4.9	4.2	3.5	3.0	2.6	2.5

It is intended that each reduction will occur in a single step, and each new target level will remain in place for approximately one month to allow the distribution system to stabilize. To ensure the reduction in feed rate does not disrupt the passivation layer present in the distribution system, the following monitoring is required:

Samples must be collected from two locations within the distribution system per the table below.

Locations	*Parameters	Frequency and Timing
<ul style="list-style-type: none"> <li>• City of Burton</li> <li>• City of Clio</li> <li>• City of Flushing</li> <li>• Genesee Township</li> <li>• Grand Blanc Township</li> <li>• City of Montrose</li> <li>• City of Mount Morris</li> <li>• City of Swartz Creek</li> </ul>	Chlorine residual Turbidity Color Iron Orthophosphate residual Lead and copper	Two locations within the wholesale customer supply's distribution system each month.  Samples should be collected approximately two weeks after each dosage adjustment.

\*These parameters are in addition to the water quality parameters required with lead and copper compliance sampling as indicated in your 2019 Monitoring Schedule. The required lead and copper samples may be included in your compliance sampling pool if the samples are collected using the appropriate lead and copper sampling protocol.

We encourage wholesale customer supplies to reach out to the GCDC during this time in regard to sampling during this interim period. Sampling will need to be coordinated with the dosage adjustments performed by the GCDC, with samples being collected two weeks after the adjustments.

If you have any questions or concerns, you can reach us at the phone numbers listed below, or at the email addresses [lemmerk1@michigan.gov](mailto:lemmerk1@michigan.gov) and [vanderwouder@michigan.gov](mailto:vanderwouder@michigan.gov).

Sincerely,



Kevin Lemmer, P.E.  
Area Engineer  
Community Water Supply Section  
Lansing District Office  
Drinking Water and Municipal Assistance Division  
Phone: 517-614-8632

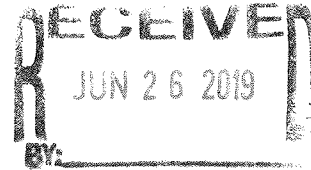


Ryan VanDerWoude  
Environmental Quality Analyst  
Community Water Supply Section  
Lansing District Office  
Drinking Water and Municipal Assistance Division  
Phone: 517-284-6644

cc: Mr. Tom Svrcek, City of Swartz Creek



June 24, 2019



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

Re: TiVo Customers: Accessing Xfinity On Demand App

Dear City Clerk :

We are committed to keeping you updated about actions that may affect our customers. To that end, and as a courtesy in the event you receive questions, we are letting you know that as of June 25, 2019, the Xfinity On Demand app will no longer be available on TiVo devices.

In close consultation with TiVo, we made the decision to remove the Xfinity On Demand app from TiVo devices because the platform that permits those entitlements utilizes outdated technology that can no longer be updated and is therefore susceptible to security breaches. Both Xfinity and TiVo have notified affected customers of this equipment issue.

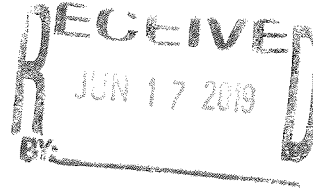
Please feel free to contact me at 517-334-5686 if you have any questions or issues.

Sincerely,

John P. Gardner  
Director, External Affairs  
Comcast, Heartland Region  
1401 E. Miller Rd.  
Lansing, MI 48911



June 11, 2019



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

RE: Important Information—Channel Lineup Change

Dear City Clerk:

I am contacting you today regarding upcoming programming change. Customers are being notified of this change via bill message.

Effective July 23, 2019, Tennis channel will be available in our Digital Starter tier.

If I can be of any further assistance, please contact me at 517-334-5686.

Sincerely,

John P. Gardner  
Director, External Affairs  
Comcast, Heartland Region  
1401 E. Miller Rd.  
Lansing, MI 48911