

**City of Swartz Creek  
AGENDA**

**(VIRTUAL) Regular Council Meeting, Monday, September 28, 2020, 7:00 P.M.  
Paul D. Bueche Municipal Building, 8083 Civic Drive Swartz Creek, Michigan 48473**

1. **CALL TO ORDER**
2. **INVOCATION:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**  
4A. Council Meeting of September 14, 2020 MOTION Pg. 24
5. **APPROVE AGENDA:**  
5A. Proposed / Amended Agenda MOTION Pg. 1
6. **REPORTS & COMMUNICATIONS:**  
6A. City Manager's Report MOTION Pg. 3  
6B. Staff Reports & Meeting Minutes Pg. 37  
6C. Consumers Energy Lighting Contract Amendments Pg. 46  
6D. Street Closure and Public Space Use Application Pg. 53  
6E. ORV Ordinance and Map Pg. 56  
6F. Code Complaint Letter Pg. 66  
6G. Fire Department Draft Budget Pg. 67  
6H. Safe Routes to School Conditional Award Pg. 73
7. **MEETING OPENED TO THE PUBLIC:**  
7A. General Public Comments
8. **COUNCIL BUSINESS:**  
8A. Consumers Energy Lighting Amendment RESO Pg. 24  
8B. Jeepers Creekers Permits RESO Pg. 25  
8C. ORV Allowance DISCUSSION  
8D. Fire Department Budget RESO Pg. 27
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION Pg. 27

**Next Month Calendar**

Planning Commission:	Tuesday, October 6, 2020, 7:00 p.m., PDBMB (Tentative)
Park Board:	Wednesday, October 7, 2020, 5:30 p.m., PDBMB (Tentative)
Downtown Development Authority:	Thursday, October 8, 2020, 6:00 p.m., PDBMB (Bicentennial Park)
City Council:	Monday, October 12, 2020, 7:00 p.m., PDBMB (PDBMB)
Fire Board:	Monday, October 19, 2020, 6:00 p.m., Public Safety Bldg (Virtual)
ZBA Board:	Wednesday, October 21, 2020, 6:00 p.m., PDBMB (Tentative)
City Council:	Monday, October 26, 2020, 7:00 p.m., PDBMB (PDBMB)
Metro Police Board:	Wednesday, October 28, 2020, 10:00 a.m., Metro HQ (Tentative)

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

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

## **City of Swartz Creek Values**

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

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

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

### ***Fiscal Responsibility***

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

### ***Public Service***

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

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

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

### ***Expect Excellence***

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

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

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

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

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

**CITY OF SWARTZ CREEK  
VIRTUAL REGULAR CITY COUNCIL MEETING ACCESS INSTRUCTIONS  
MONDAY, SEPTEMBER 28, 2020, 7:00 P.M.**

The regular virtual meeting of the City of Swartz Creek city council is scheduled for **September 28, 2020** starting at 7:00 p.m. and will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 under the Governor of Michigan's Executive Order 2020-129, as resting on new orders.

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain the notice in alternate formats, please contact Connie Olger, 810-429-2766 48 hours prior to meeting,

**Zoom Instructions for Participants**

**To join the conference by phone:**

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID** number (also provided below) when prompted using your touch-tone (DTMF) keypad.

**Before a videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provide below. The details include a link to "**Join via computer**" as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

**To join the videoconference:**

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone (DMTF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer.

**Participant controls in the lower left corner of the Zoom screen:**



Using the icons in the lower left corner of the Zoom screen you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View participant list-opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” show the active speaker.

Topic: Council Meeting

Time: September 28, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89553702105>

Meeting ID: 895 5370 2105

One tap mobile

+13017158592,,89553702105# US (Germantown)

+13126266799,,89553702105# US (Chicago)

**Dial by your location**

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 895 5370 2105

Find your local number: <https://us02web.zoom.us/u/kdsfrDKUOQ>

**If you have any further questions or concern, please contact 810-429-2766 or email [colger@cityofswartzcreek.org](mailto:colger@cityofswartzcreek.org).**

**A copy of this notice will be posted at City Hall, 8083 Civic Drive, Swartz Creek, Michigan.**

**CITY OF SWARTZ CREEK  
VIRTUAL REGULAR CITY COUNCIL MEETING PROTOCOLS  
MONDAY, SEPTEMBER 28, 2020, 7:00 P.M.**

In order to conduct an effective, open, accessible, and professional meeting, the following protocols shall apply. These protocols are derived from the standard practices of Swartz Creek City Council meetings, Roberts Rules of Order, Executive Order 2020-129, as resting on new orders (Virtual Meetings), and the City Council General Operating Procedures. Note that these protocols do not replace or eliminate established procedures or practices. Their purpose is to augment standing expectations so that practices can be adapted to a virtual meeting format.

**QUORUM OF COUNCIL**

Four members of the Council shall be a quorum for the transaction of business at all Council meetings. In the absence of a quorum, any number of members less than a quorum may adjourn any regular or special meeting to a later date or may compel the attendance of absent members (ref City Charter, Chapter 5, Section 5.5(c))

A majority of the full Council, or a  $\frac{2}{3}$  "super" majority, where required, shall be necessary for the passage of any question before it (i.e. four (4) votes being a majority, or five (5) votes being a "super" majority where required. Ref City Charter Chapter 5, Section 5.12(c)).

Councilmembers shall have the ability to be considered present for the purposes of deliberation and voting with audio capabilities as permitted by Michigan Executive Order 2020-15. They must be present in real time without interruption for the duration of a business item to vote. An uninterrupted quorum must be present for a business item to proceed to a vote.

Councilmembers shall refrain from additional communications with councilmembers during the meeting that the public cannot observe (e.g. direct or mass emails, texts, or other electronic messages to councilmembers).

**MAINTAINING ORDER**

Councilmembers and all individuals participating shall preserve order and shall do nothing to interrupt or delay the proceedings of Council.

All speakers shall identify themselves prior to each comment that follows another speaker, and they shall also indicate termination of their comment. For example, "Adam Zettel speaking. There were no new water main breaks to report last month. That is all."

Any participants found to disrupt the meeting shall be promptly removed by the city clerk or by order of the Mayor. Profanity in visual or auditory form are prohibited.

The city council members and city manager shall be the only participants not muted by default. All other members must request to speak by raising their digital hand on the Zoom application or by dialing \*9 on their phone.

**COUNCILMEMBER'S RIGHT TO SPEAK**

1. Right to Speak - The Mayor, or in his/her absence, the Mayor Pro-Tem, will have the responsibility to recognize a Councilmember's right to speak before the body. Councilmembers shall not be muted during virtual meetings, but they shall verbally or digitally request permission to speak.

2. Discussion - A Councilmember may discuss any one subject in its order on the agenda for a maximum of five (5) minutes. After all Councilmembers who wish to speak have exercised their right to speak on the subject, a Councilmember may be heard a second time for a maximum of five (5) minutes. With the consent of a majority of Council, a Councilmember may be permitted to speak for a longer period of time.
3. Privilege of Closing Discussion - The Councilmember moving the adoption of an Ordinance or Resolution shall have the privilege of closing the discussion after all Members wishing to speak on the subject have had the opportunity.
4. The City Manager may speak on any subject before Council. He may answer questions about the administration of the municipality or he may ask another administrative officer to answer for him. All questions about internal operation of the municipal corporation shall be directed to the City Manager. The City Manager shall not be muted during virtual meetings, but shall verbally or digitally request permission to speak.
5. Right to Appeal - Councilmembers shall have the right to appeal from a decision of the Chair. A majority of Council will determine the matter.

### **RIGHT TO SPEAK UNINTERRUPTED**

A Member duly recognized shall be allowed to speak on the topic under discussion for the prescribed time and may be interrupted if a point of order is raised. If the Councilmember is judged to be out of order, he must change his remarks or surrender his right to continue speaking.

### **MOTIONS & RESOLUTIONS**

All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. The Mayor will assign, by rotation, the reading of motions & resolutions. A Councilmember whom reads/moves for a motion may oppose, argue against or vote no on the motion.

### **PUBLIC ADDRESS OF COUNCIL**

The public shall be allowed to address the Council under the following conditions:

1. Each person who wishes to address the Council will be first recognized by the Mayor and requested to state his / her name and address. This applies to staff, petitioners, consultants, and similar participants.
2. Individuals shall seek to be recognized by raising their digital hand on the Zoom application or by pressing \*9 on their phone.
3. Petitioners are encouraged to appropriately identify their digital presence so they can be easily recognized during business. If you intend to call in only, please notify the clerk in advance of your phone number.
4. The city clerk shall unmute participants and the members of the public based upon the direction of the mayor. Participants not recognized for this purpose shall be muted by default, including staff, petitioners, and consultants.
5. Individuals shall be allowed five (5) minutes to address the Council, unless special permission is otherwise requested and granted by the Mayor.
6. There shall be no questioning of speakers by the audience; however, the Council, upon recognition of the Mayor, may question the speaker.

7. No one shall be allowed to address the Council more than once unless special permission is requested, and granted by the Mayor.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the Council unless special permission has been requested, and granted by the Mayor.
9. Those addressing the Council shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor.
11. Public comments (those not on the agenda as speakers, petitioners, staff, and consultants) are reserved for the two "Public Comment" sections of the agenda and public hearings.

#### **VOTING RECORD OF COUNCIL**

All motions, ordinances, and resolutions shall be taken by "YES" and "NO" voice vote and the vote of each Councilmember entered upon the journal.

**City of Swartz Creek**  
**CITY MANAGER'S REPORT**  
Regular Council Meeting of Monday, September 28, 2020 - 7:00 P.M.

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

**FROM:** Adam Zettel, City Manager

**DATE:** September 23, 2020

-----

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

- ✓ **MICHIGAN TAX TRIBUNAL APPEALS** *(No Change in Status)*  
We have one appeal filed so far this year. It is a repeat appeal for an office at 5376 Miller Road. We may receive more since the state has extended the deadline to August 31st.
  
- ✓ **STREETS** *(See Individual Category)*
  - ✓ **2020-2023 TRAFFIC IMPROVEMENT PROGRAM (TIP)** *(No Change in Status)*  
Morrish Road is slated for 2022 federal funding. Note that the total scope of the project is around \$1,050,000, with 20% being the city's contribution.

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.

- ✓ **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.*

We will proceed with repairing and capping the final segment of Heritage Village per the plan noted in the August 24 City Council Packet.

Street reconstruction for impacted areas is well underway. This is the toughest phase for residents concerning noise, dust, and access. Concrete work, base installation, and asphalt will follow in phases.

Street paint marking should be in process prior to our meeting.

The previous report follows. Crews are mobilized for this year's projects! Due to the scale of the project, we anticipate completing:

Chelmsford from Winston to Daval  
Oakview from Winston to Daval  
Winston from Chesterfield to Oakview  
Oxford Court



Chelmsford and Oakview (to Seymour) will be completed next year.

The city accepted the low bid by Glaeser Dawes for 2020 and 2021 work projects, including our street reconstruction projects. This is the company that completed the first three phases of the street/water main reconstruction projects in the city since 2017.

Lighting contracts with Consumers Energy have been approved.

Note that the street work is tied to the USDA projects as well.

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

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

Work is complete on the sewer collectors on the west end of downtown (Fairchild, McLain, Ingalls, Brady, Hayes, and Holland).

We will also be inspecting and cleaning areas of high fat, oil, and grease concentration in the system, such as Elms and Miller. We will be able to ascertain if we have any restaurant grease trap maintenance issues/enforcement to contend with.

We are still working to geo-locate sewer lines, manholes, and some services so we can map them and track maintenance data on GIS. The Genesee County Drain Commission has verbally committed to reimbursing the city for some of the work related to water and sewer, since they plan to use it from time to time. I do not have a figure at this time, but I expect it to be half of what is related to sanitary sewer and water line mapping.

Note that the most recent inspections are PACP compliant (Pipeline Assessment Certification Program). These inspections provide a GIS based video, along with standard pipe and maintenance scoring for use by state agencies and our assessment management planning efforts.

✓ **SEWER CAPACITY INITIATIVE** *(Update)*

We will be meeting with the engineers about this matter on Friday. I should have a verbal update for our meeting on Monday. We will then know the exact layout, composition, and sizing of the system in question. The hope is that one key line is able to maintain a higher capacity than originally planned, thereby reducing the scope of work.

The previous report follows:

ROWE has a potential solution for the district three capacity problem. They recommend a by-pass of specific portions of the collection system that function as a choke point through the installation of a larger capacity sewer line. This will require a sizable construction effort, approaching \$500,000. It will also require cooperation with Springbrook Home Owners Association, the United Methodist Church, and the

Masonic Lodge. I am hopeful all those property owners will be agreeable and have been communicating with all three groups, with positive feedback.

Rowe has begun their design. We would like to perform this work in 2021. Once crews can begin work, they will survey the area and prepare engineering documents that will get us to bid.

Concerning inflow and infiltration (I&I), the county met with communities about the current status and long term solutions for the sanitary sewer systems. This is something we have been actively reducing for years through manhole water proofing and pipe lining. However, there are still issues, and the higher levels of government are pushing hard to reduce I&I.

In pursuing the 'general permit' that is issued by EGLE, the county will be mandating targets for I&I reduction. We do not know what this will look like for our community since many things come into play, including the current wet weather ratio, the ability of surface water management to effectively remove water from problem areas, and the capacity of the county interceptor. A plan is expected to be crafted by 2022. I will keep the council informed.

✓ **WATER MAIN REPLACEMENT - USDA (Update)**

Work is substantially complete on:

Oakview from Winston to Daval (Near complete)  
Winston from Chesterfield to Oakview (Near complete)  
Oxford Court (Near Complete)

Work is set to begin within a couple weeks on Miller Road, from Tallmadge to Dye. Bristol from Elms to Miller will commence later in the fall.

*UPDATE: MAIN ON CHELMSFORD, FROM WINSTON TO DAVAL, IS NOT BEING REPLACED BECAUSE IT WAS REPLACED IN 2000.*

Chelmsford and Oakview (to Seymour) will be completed next year, along with the remainder of the water main work, which will include Morrish Road from Fortino to I-69 and Miller from Raubinger to Elms.

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.

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

The last of the lots acquired prior to the special assessment have been sold. We expect permits to be pulled for single family homes on them any day now. The city also has two more lots that were acquired through the tax reversion process.

✓ **NEWSLETTER** (*No Change in Status*)

The July newsletter should be in the mail by the time you receive this.

✓ **CONSTRUCTION & DEVELOPMENT UPDATE** (*See Individual Category*)

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

1. The city submitted another application for **DNR Trust funds for 2021 construction of the Genesee Valley Trail**. The MDOT grant is conditionally awarded. We seek to apply again for the Trust fund grant and combine this with the Safe Routes to School initiative for 2021 construction.
2. The **raceway has surrendered its 2020 race days due to a lack of beneficial state statutory changes**. They intend to use the site for thoroughbred horse racing. There is currently some pending legislation that could make this a reality, and they are optimistic. They held an equipment auction in late June.
3. Communities First has a purchase option for **Mary Crapo**. The zoning, site plan, and PILOT for the 40 unit building conversion have been approved by the city. The land purchase and state approvals are still pending. The park board recommends against the lease unless terms are dramatically improved to allow flexible public use. They have until 2/1/21 to make the purchase.
4. The **school bond** passed and many improvements are expected in 2020 throughout the district. Total investment for this effort will exceed \$50 million over two to three years. Work has commenced on Syring and Elms School, as well as the high school athletic complex. Plans are being submitted for the Middle School. The schools in the city are in a rigorous state of improvement at the moment. It also appears that the school will be adding a walking path on their high school campus that should be integrated with other pedestrian features.
5. **Street repair in 2020** is to include part of Chelmsford, the remainder of Winston, Oakview east of Daval, and Oxford Ct. We will be completing the remainder of Chelmsford and Oakview to Seymour in 2021. The city also has grants and loans for about **\$5 million in water main work** to occur between 2020 and 2022. COVID 19 may put a stop to some or all work efforts.
6. The **Applecreek Station** development of 48 townhomes is seeking final review by the county. 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. This project is on hold pending the sewer relief project.

7. The **Brewer Condo Project** was given site plan approval and tentative purchase agreement approval (July 22, 2019). This includes 15 townhome condos off Morrish Road in downtown. They are approximately 1,750 square feet, with two car garages and basements. A drainage solution has just been approved by the county. The developer indicates they may be able to start soon. They will be working to finalize the master deed and condominium documents so that the purchase agreement can be executed and the property transferred. The resolutions and agreement still enable this activity, despite the delay. If council members wish to revisit this, please let the council know. Otherwise, we hope to have the transfer and start of construction occur this fall.
8. The next **Springbrook East** phase is under construction. They have pulled their first home permit.

✓ **TRAILS** (*Business Item*)

We are trying other channels with General Motors for the needed easement. We thought we were making headway, but the company does not appear to be communicating with us anymore. We never were able to arrange a site meeting with facility staff.

Other easements are being pursued as needed with much better results. Aside from Consumers Energy, which has a long but predictable process, there is only one other easement that has not affirmed a verbal commitment in some form at this time.

However, so we do not end up in a bad position with the dedication of easement, the city has laid the groundwork for proceeding with condemnation. This took the form of a resolution of public necessity at our meeting on September 14<sup>th</sup>. The next step will be to perform appraisals on the easement sections that remain. I have been seeking professional services to this end. The city will need to approve such services to proceed.

We just received initial scoring on the DNR grant on September 9. We are not sure where we stand, but we expect to be able to increase our score and resubmit. Final standings and awards should be awarded by late fall.

The MDOT grant is still awarded and awaiting use. We hope to get all easements and the DNR funding with time to bid this winter and construct in 2021. It is unclear what the match will be at this point, but it will be at least \$200,000 by most accounts.

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

There is an apparent buyer for the Lovegrove Building. I have had conversations with them and they are entertaining the possibility of transforming the property in accordance with the Request for Proposals. Either way, we will be moving forward, and I am confident they will act as positive change agents for the building and downtown!

✓ **TAX REVERTED PROPERTY USE** (*No Change of Status*)

The housing market is not moving in any direction that we can discern. Being a presidential election year, I expect investment to be tepid as the nation awaits results. As such, if we have movement on the lot sales, we will take it. However, I do not see much value in remarketing the properties. The previous report follows.

I am seeking release from the buyers of tax reverted property on Wade. I am doing so because the council granted sale approval over one year ago, but the purchase agreements remain unsigned after numerous requests. We can look to reoffer the properties or allow time to mature the prospects more.

✓ **8002 MILLER** *(No Change of Status)*

The city council extended the forbearance period through September 30<sup>th</sup> (the next payment will be to cover October, due October 1). The outstanding balance prior to forbearance was the month of March and half of February's payment (totaling \$3,000 without payments or interest. As of writing, we have received \$400 dollars. The tenant indicates that more rents will be paid incrementally until fully caught up, prior to the end of the forbearance. The tenant is communicating sufficiently with staff, and indications are good that payments shall be made as required by the agreement moving forward.

The previous report (July 27, 2020) contains details of the lease and circumstances regarding the options.

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

The water tower antennae is up. The school is also continuing with improvements district-wide. Athletic facility enhancements are underway. There are also big changes proposed to the middle school and high school grounds, including new parking/drop off arrangements and a trail link. The elementary schools in the city will see additional building and grounds improvements. Note that Elms will have a secondary entrance off an outlot to Elms Road.

One issue that has presented itself is the Residential Equivalent Unit (water and sewer connection and quarterly use factor) charges for Syring. Records indicate that this is a 2 unit building (which is very low for a school). The new county audit places this at 30 units, post construction. This results in additional charges of \$56,000 to be paid by the school to the county and \$84,000 to the city.

We have invoiced the school accordingly. However, I have apprehensions about this large connection fee for a building that has been previously permitted on the system since its construction. We are checking the records to see if we can determine the original unit factor/connection charge amount for the school. If nothing can be found, we may get a request for relief from the school district. I will keep the council informed.

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

County approvals have been granted for storm water. The developer now indicates they may be able to start soon. They will be working to finalize the master deed and condominium documents so that the purchase agreement can be executed and the property transferred. The resolutions and agreement still enable this activity, despite the delay. If council members wish to revisit this, please let the council know. Otherwise, we hope to have the transfer and start construction occur this fall.

✓ **CDBG** *(No Change of Status)*

We finally have timelines and an agreement to proceed with our 2020 project. This includes the purchase and installation of decorative street signs throughout the

downtown area. We hope to proceed as soon as orders can be made. There will be a bidding process for the materials.

✓ **SAFE ROUTES TO SCHOOL** *(Update)*

A conditional award has been made by the MDOT! The notice is attached, and we are very happy to announce a grant for another \$600,000+ for trails and walkways in the community! This will enable installation of paths near the middle school, Elms, and Syring for student safety.

These connections will also enhance our trail network. Andy is working on easements at the moment, and we are getting some initial memorandums of understanding regarding the use of private property. We anticipate moving into engineering this summer so we can construct in 2021, however, with delays experienced in the award and engineering (not yet awarded), this will likely be in 2022.

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

The 2020 census deadline has been extended. The state total response rate is nearly in line with the national average. Data at the local level for total response rate is not available, but Swartz Creek had a very high self-response rate. Make sure your friends and neighbors have participated. Even getting one family to fill this out could amount to tens of thousands for roads and other services in the coming years!

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

Staff is now able to edit the maps and accompanying data fields for our GIS system. This includes underground water, sewer, and storm facilities. We are also mapping basic street data. This system is going to be accessible by our staff anywhere in the city by mobile device and will enable locational support, as well as important maintenance and related data fields related to infrastructure.

We are also exploring the use of work order applications with GIS that will save some time and better integrate data analytics for our infrastructure. Some of these features may be viewable by the public as well once we are established.

✓ **SHARED SERVICES AGREEMENT-MUNDY TOWNSHIP** *(No Change of Status)*

Mundy's park is still under construction but things are moving forward. We have begun active discussions with Mundy Township and our staff. We are working with Mundy to ascertain their service expectations so we can determine what we need to provide. For example, our equipment and labor expectations change greatly if they require 365 day service versus weekly service May through June. Once we narrow down the work parameters we can provide an assessment of impact for our department and a cost estimate for Mundy. The city council and township board will then review an agreement. This would likely model our shared building service agreement.

The previous report follows:

Mundy Township is very interested in utilizing our existing labor and equipment resources to support their new park facility on Hill Road. We have come to verbal terms with each other regarding expectations. I have also ensured we have the capacity and willingness from the DPW Director and union steward that represents the crew that will

be doing the work. The city Treasurer is also equipped to track, report, and invoice such services by virtue of extending a system of accounting that we use to enable our staff to maintain the park and ride.

Moving forward, I expect to deliver a short shared services agreement that will enable city labor and equipment to be used to maintain the Mundy Township park. Again, this agreement will resemble the MDOT park-and-ride service expectation, while taking the form of the shared service agreement we have with Mundy Township for building services. Conceptually, I think this is a great idea to create efficiency for the township and more capacity for the city, while ensuring costs are fairly and appropriately covered. The working plan appears to support the concept in terms of its functionality and demand on our resources.

✓ **DISC GOLF** *(No Change of Status)*

A parking area with two drives has been installed. Site grading, including the extension of the eastern berm continues. In addition, Woodside Builders has donated some culverts for drain crossings. Things are coming together!

Volunteers will continue to work with the city and GD to level fairways and cut back brush. Once complete, sponsorships will be sought for purchase of the equipment and pads (~\$9,000). Disc Golf is in the recommended budget, so we expect to proceed with installation with Park Board guidance. We are holding back on expenses for the time being in case additional funds are needed for site work.

✓ **WELL-HEAD SITE** *(No Change of Status)*

The potential user is still considering the city property. If they proceed, they will conduct a full title search, partial survey, and environmental analysis. They agree to share all of their findings in exchange for access. If there is still interest, they will need to secure zoning approval from Vernon Township in Shiawassee County. They will look to seek a letter of agreement with the city at some point during this process.

With that said, no commitments have been made. The city council will still have ample opportunity to consider a tenant after a site design is completed and findings regarding water rights impact, zoning, and finance are considered. The previous report follows:

For some time, we have known that our well-head in Shiawassee County is of minimal value. A sale seems unlikely due to its circumstances. If Project Tim were a go, things would be different. However, that appears unlikely. In the meantime, the old pump house and fencing should probably be removed to make sure there are no risk factors left on the site.

As chance would have it, a company that provides high speed internet is interested in using this site for the purpose of installing a 25' x 28' enclosure with a satellite transmitter for area residents. They are offering to pay \$500/monthly to do so. They would also incur other incidental costs, including real and personal taxes that may be incurred. I am including their letter and concept plans. I indicated that the council may have an interest.

This is up for discussion at the meeting [January 13, 2020]. The upside is income. The downside is that it might encumber the site with a user that could compromise a future use. Even so, we could probably mitigate this.

✓ **MARY CRAPO** (*No Change of Status*)

The zoning, site plan, and PILOT have been approved for the 40 units of senior housing within the original building. The land sale is still pending by the school, and the state will be considering funding.

The developer offered a lease to the city, but this matter has stalled. While the maintenance and improvement of a recreational area in downtown has many intrinsic benefits, there are costs and limits as indicated in the lease mark up. I included this in the April 13<sup>th</sup> packet for discussion. In concept, a long term lease can make much sense to preserve this feature and make enhancements. However, the developer limited options for use (ballfield) and created some uncertainty with the limits on lease rights. There is also the ever-present matter of providing resources to maintain such a feature.

So, the real issue is, do we seek a ballfield area to be held in public trust (at the city's cost), or do we enable the developer to own it for their use. The park board considered this matter at their May and June meetings (with school administration input at the June meeting). There was no interest in leasing the park for a ballpark only. This appears to reflect a requirement that the owners maintain the ballfield for the school or pay the school to relocate it. If this is the case, they might see the city as a means to uphold their obligations.

The board resolved to reject the lease option as written at the May meeting and affirmed this stance in June. There is still a degree of interest for a lease if the city could maintain it as total green space or if the city had the ability to choose the recreational use.

Currently, Communities First feels the ballfield must be retained as the exclusive use of the site because that is what they feel the community desires. It appears Communities First will owe the school district \$70,000 if the ball field is removed. I communicated the findings of the park board to Communities First. They have until 2/1/21 to make the purchase.

✓ **COVID 19** (*No Change of Status*)

The amended opening plan is on the city website. I can happily report that our work operations and the overall function of the community appears to be stable and adequate, continues despite some remaining restrictions. At this point, we carefully watch the national and state trends in COVID impacts, as well as the resulting policy. Note that we do not expect to go back to 'normal' operations any time soon.

Moving forward we can expect a number of direct and indirect pressures and changes that will impact our community and our city operations. Among those, I expect limits on our staff production, especially should the virus directly impact employees. We are utilizing remote (home) work operations, flexible scheduling, single occupancy vehicles (DPW), cancellation of home appointments, closure of the municipal office/park



facilities, and related actions. The public will feel the impact of the office and park limits, as well as the ability of staff to freely and openly engage in routine business. This will make life slow down, plain and simple.

We can expect revenue hits. The economy is taking a remarkable beating. This will result in hardships for the residents, businesses, and other service providers. We can expect reduced state general revenue sharing, Act 51 street revenues sharing, and property values. We can also expect late utility/tax payments, foreclosures, and building activities. We are already placing a more critical eye on our expenses.

✓ **8067 MILLER ROAD (Update)**

We have acquired the property and taken over maintenance and upkeep. I am holding off on the survey and any interior finishing, pending the plan for use of the Lovegrove Building. Depending on the Lovegrove building plans this site may or may not be required in whole or in part. If it is not, I recommend that the city carve out the easement and sell the property with restrictions on the deed (residential only, no rentals, first right of refusal for city, etc.). This should be done once improvements are made or underway for the Lovegrove building. Note that it is still possible to hold the building for future public use (museum, visitor center/restrooms, chamber building, etc.).

For the time being, I have ordered the boiler and venting maintenance done in order to keep the building climate controlled this winter. This was an anticipated expense based upon pre-purchase inspections.

✓ **BLACK LIVES MATTER (No Change of Status)**

I met with the BLM affiliated group via Zoom since our last city council meeting (Mr. Farmer was also in attendance). The group has a stated policy position that they shared. They acknowledged that much of this agenda is not under our local purview. Many of the issues noted involved prosecutions, warrants, ICE, police tactics, and police equipment.

We engaged and were able to report that many of their desires are already met by Metro PD (officer business cards & psychological exams among others), some we could not speak to due to jurisdiction, and some we could not speak to due to expertise level. I suggested that they pursue change with other venues that have authority over respective features of prosecution & law enforcement.

Since then, the MML has been running a series of webinars on policing and community engagement. I have been sharing the webinars with the city council. It is prudent to become aware of the pressure on police departments, how some departments are handling this, and the desire to evolve police work (and related social work) moving forward.

✓ **CARES FUNDING (Update)**

We have learned that our initial reimbursement request for DPW staff, which was a grey area, is probably not fundable. We have received an allocation, but we will likely refuse this based upon the evolving expectations. It is the right thing to do.

We have also learned that the funds for payroll reimbursement of first responders are insufficient to reimburse all agencies fully. Metro has already received a prorated amount of over \$100,000. Their board is awaiting the final reimbursement and ascertaining other conditions before deciding what to do with those proceeds (pension support was at the top of the list). We are still waiting to hear if the fire department will be reimbursed. There is also a chance that the funding source could be increased.

The previous report follows:

We have fantastic news! Public Act 144 of 2020 was signed into law on July 31, 2020. This state law enables additional governmental units to now qualify for the First Responder Hazard Pay Premiums Program and the Public Safety and Public Health Payroll Reimbursement Program. Metro PD and SCAFD can now apply for payroll reimbursement for wages spent for the qualifying period. They were previously unable to do so. If successful, we can expect to get a refund from those agencies. This will be a big deal for us financially. Keep in mind that the expectation is that we shall maintain any such proceeds for future use when the inevitable revenue sharing cuts hit.

In addition to this outlet, we did submit payroll reimbursement for qualifying activities of our DPW staff. This appears to be a grey area for some, but we wish to get our tax dollars back to the greatest extent possible. Deanna and her staff worked very diligently to get a submission into the state prior to the deadline of July 17<sup>th</sup>. We expect nothing, but we hope to get about \$25,000.

✓ **MASTER PLAN UPDATE** *(No Change of Status)*

The city master plan was last updated in 2016 and is expected to be revisited every five years. This provision could be as simple as accepting the plan as current and valid, or it could be as extensive as a complete rewrite. In speaking with the Mayor, it appears to be prudent to start this process later this year or the beginning of 2021. This will enable the new city council (November election) to consider the scale of the review based upon the post-election environment.

✓ **RENTAL INSPECTION ORDINANCE AMENDMENT** *(Update)*

The ordinance has been approved and published. We will commence operations under this amendment once it is effective and remove this from future reports.

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

✓ **MONTHLY REPORTS** *(Update)*

There are some routine reports included for your information.

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

✓ **PLANNING COMMISSION** *(Update)*

The Planning Commission has not met since March due to COVID restrictions and a lack of business. There has been a site plan submitted for 7550 Miller Road. This is an expansion of the medical office downtown at Frederick. This is on the agenda for October 6th.

- ✓ **DOWNTOWN DEVELOPMENT AUTHORITY** *(No Change of Status)*  
The DDA had a meeting on August 11th. The meeting was held at Bicentennial Park. They approved purchase of a different utility trailer for the movies and general use. The one they purchased last month was out of stock. There was not a September meeting, but their next meeting is October 8.
  
- ✓ **ZONING BOARD OF APPEALS** *(Update)*  
The ZBA did not have a March meeting due to COVID 19 mitigation. Their annual meeting was held on September 16<sup>th</sup>. The officers from last year were appointed for the current year, including Mr. Packer as Chair, Mr. Plumb as Vice-Chair, and Mr. Smith as Secretary. The ZBA engaged in standard training.
  
- ✓ **PARKS AND RECREATION COMMISSION** *(No Change of Status)*  
The Park Board had a real meeting in Abrams Park on September 2nd. Disc golf was discussed (see above). The park board recommended that the disc golf course be formally accepted as a city park, under the name Otterburn Disc Golf Course. This will be a change that can only be affected by an amendment to the city's park plan. For now, we will proceed with the expectation unless there is any objection from the council. Again, council will ultimately make the decision.

The park board also considered the donation of a mid-20<sup>th</sup> century Crapo Farm structure for one of the parks or other public spaces. This structure is about 20' x 32' and is currently located on a Bristol Road farm (relocated in the 1970s from the original farm on Hill Road). The owners are willing to let it be relocated. As a machine shop style structure, it almost perfectly matches the style and function of a park pavilion, complete with open sides.

We will try to get some expert advice regarding the potential relocation of this structure and the related costs. The disc golf course is the ideal site, being in need of such a pavilion. There is some desire by those in the Swartz Creek Historical Society to place this at Abrams Park, being land originally within the Crapo holdings. This will be an agenda item for some time while we collect data and deliberate options. Council will have the final say in accepting any donation and expending any funds to establish the structure on city grounds.

There is some interest in converting some of the city tennis courts to pickle ball courts. I am looking into this. It may be that the paint markings to affect this change are already done. Otherwise, we will need to investigate what markings would be needed and if the surfaces (at Elms or Abrams) are adequate.

Lastly, the issue of graffiti on the back side of the Abrams restrooms was discussed. This has been an ongoing issue for years. The current stance of the park board is to enable this as a public canvas, with the understanding that doing so has limited graffiti to that surface (a practice observed for public features in many communities). The park board affirmed this practice, barring acceptance of any obscene graphics or curse words, as well as tags on other surfaces. The city council can obviously override this decision if they choose.

The next meeting is slated for October 6th at Abrams Park, pavilion #2.

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

Board of Review was July 21 at 9:00 a.m. They have the authority to review principle residency exemptions, poverty exemptions, veteran exemptions and errors. Due to COVID, folks can also protest their assessment like they can in March.

The BoR had 6 people attend. Two people requested PREs, which were granted. Four people protested their assessment or taxable value; all were denied except one that was a recapping issue. They also had one PRE request by letter that was granted.

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

November 3<sup>rd</sup> ballots of 1,635 were mailed out Monday, September 21<sup>st</sup>. The city needed to rent additional space at our polling location, United Methodist Church, in order to spread out our precincts and have more available space for voters for the November election. At the August election we used an additional room for precinct 4, but the November election we will be using 2 additional rooms. As of 9/21/20 we have 4,752 registered voters, so we have approximately 35% of our voters for this election voting absentee. Our absentee requests are up about 22% from the August election.

✓ **DEPARTMENT OF COMMUNITY SERVICES/ENGINEERING UPDATE** *(Update)*

The DPW crew is prepping for the second round of 2020 lead and copper sampling, hydrant flushing efforts, and fall operations. Routine efforts such as chipping, mowing, park maintenance is ongoing and will continue as we enter into the fall season.

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

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

The fire board approved their budget at their regular meeting on September 21, 2020. The operational budget does not include an increase over last year. In fact, the draft indicates a decrease of \$228.01. The total budget, of which the city is responsible for half, is \$311,329.50. Note that on-call wages are paid commiserate with the proportionate usage, meaning that the labor cost of a fire run in the city will be paid by the city. These figures are relatively balanced on an ongoing basis. A resolution is included to approve this budget.

In addition to this allocation, the city continues to contribute to future equipment purchases by transferring general fund dollars to an internal fire equipment fund, Fund 402. We currently contribute \$75,000 each year, an increase from \$30,000 previously. This change was made based upon a multi-year projection of equipment needs by fire department administration. The township is doing the same. This change will increase predictability of annual fire expenses and limit the need to spend fund balance to supplement large purchases.

In the long run, I am advocating for a system in which the beneficiary of equipment pays an hourly or cost-per-run fee at the time of use into an equipment fund. This

system would look similar to the system used to bill for wages in the fire department as well as the system the city uses to bill funds and departments for equipment usage. For example, if there is a house fire in the city, the city currently pays for wages for that service in a monthly bill. This system would also generate an equipment bill for that run that the city would also pay, replacing the contribution to the fire equipment fund 402.

✓ **JEEPERS CREEKERS (*Business Item*)**

Jeepers Creekers is back for 2020! The offerings are not as robust for obvious reasons, but the event is on. The group, now affiliated with the Swartz Creek Firefighters, Inc., is proposing to return the trunk or treat and pub crawl. They are also planning to bring a movie to Holland Square. It does not appear a band or beer tent is on tap for this year.

Permits and supporting resolutions are included to enable the events that require public approval at this time. These events are all slated for Saturday, October 10<sup>th</sup>. The group proposes use of Holland Square from 8:00 a.m. to 10:00 p.m. for the trunk or treat event and a movie showing. They are also requesting street closures on Miller (Morrish to Hayes) and Holland Drive. This will enable parking and a safe environment for the happenings.

This setup matches what occurred last year, with the provision that Hayes and Fortino Drive will both remain open. Our DPW and Metro are prepared to perform operations as needed and those department heads have approved the event. I see no reason not to proceed.

✓ **ORV DISCUSSION (*Business Item*)**

The allowance of ORV's is tricky. I am including the county ordinance and an area map of excluded streets that surround us. Such streets include all state roads. Also included are primary roads in Mundy that carry over 10,000 cars per day and/or function as a bypass for other streets during an emergency.

One of the things that I have learned is that the ORV's are supposed to operate only on the sides of streets. This appears to generally omit streets with curb and gutter, which have no shoulders. As such, our options are extremely limited (Bristol, short segments of Seymour, Morrish, and Raubinger, and Winchester Woods).

I am looking to get some more information about the potential for ORV's on streets with curbs, but this might be problematic, especially compounded with the allowance for on-street parking. Due to these constraints, I am less optimistic about this than I was at the last meeting and have not drafted a resolution at this time. At a minimum, we probably need a working committee to detail a plan for making this happen, which includes a Metro member, a county Road Commission member, a staff member, and some of the council. This is up for discussion to see how the council wishes to proceed.

✓ **CONSUMERS ENERGY CONTRACT AMENDMENT (*Business Item*)**

The school is making modifications to the Elms Elementary access points on Elms Road. This includes a new access drive to the south of the primary drive on Elms Road. The relocation of one streetlight is needed to accommodate this. As such, CE has sent over an amendment to the street lighting contract that will provide for the removal of

one high-pressure sodium light with a new LED in a suitable location. No invoice has been included at this time, but I have included the amendment instruments and a resolution to move this forward.

✓ **CODE ENFORCEMENT COMPLAINTS (Update)**

Code enforcement has been a bigger challenge this year than normal. I am not positive why, but the pandemic may have much to do with it. With folks being home more, there is much more activity in neighborhoods and many more eyes to observe it. We also know that the courts are slower to react, making the end consequence of compliance-failure less of a detriment. Lastly, the regular code officer was temporarily laid off from Metro at the initial onset of COVID restrictions.

With that said, we do respond to all complaints, and we do actively look for violations. However, it is obvious that many violation types, especially the most prevalent (blight), are much more subjective than others. This means that sometimes a report of a violation is not found to be an actionable violation by the code enforcement officer/building official.

One example is the failure to rake leaves, which could be a blighting or health factor under certain conditions but is often just a neighbor dispute. In general, we attempt to maintain health and safety by enforcement of our building and other ordinances. However, we do not use this system to generate funds from fines or fees, nor do we wish to overstep the line on property rights of individuals.

It is also a fact that we can only observe what is visible to the public, generally from a vehicle (we do not own a drone). For such complaints, we rely on neighbors to let us know of a problem. We can then observe the problem from their property, with permission. Under some circumstances, we can inspect the property directly if there is cause.

I am including a letter that expresses some frustration with neighborhood conditions. I am forwarding the concerns about traffic and parking to Metro. However, there is a sentiment that is reflected about conditions that are not addressed as it relates to home businesses and other violations. This is a sentiment that has also been reflected on SeeClickFix:

“There's so much blight, junk cars, noxious weeds in the older part (think S Morrish/Grove/Maple areas) I know city officials see it as they drive it daily. Sad how they turn a blind eye! Clearly some residential and commercial properties (front, back and sides) need the city to address it and more than just "Your request is now resolved" when most times it's not.” –anonymous user

The problem we face more and more is that folks expect results without submitting specific complaints. This is true of code complaints and observations of crimes as well (people will often go to Facebook to report a suspicious person instead of calling 911). There is an expectation that we know about all of the side and rear yard violations or evening activities, but this is simply not true.



To have perspective, we could hire a professional to patrol the entire city once a day at 5 mph. This would cover inspection of all road frontage each day. However, even if this was the case, that individual would not have nearly the knowledge that a homeowner residing within a neighborhood would have regarding the happenings of residents and the condition of properties. We must have direct reports.

Why is this an issue? We are dealing with a new culture of anonymous complaints and expectations that the police/code officers should be aware of everything that occurs without specific information being reported or with no reports at all. Note that the attached letter provides no means to follow up to learn where the alleged home-businesses are even located!

I bring this to council to create awareness and to prime our community for additional changes to correct this issue. SeeClickFix is a start. Education on use of 911 (non-emergency reports) and social media is also needed. However, with similar issues discussed at the September Metro Board meeting, we can expect this culture of improper or inadequate reporting to get more prevalent and compromise our ability to address the issues we are not aware of.

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

*Brush Removal by Zippy's:* The city was dispatch to collect brush near this location, but it was removed prior to arrival.

**City of Swartz Creek  
RESOLUTIONS  
Regular Council Meeting, Monday, September 28, 2020, 7:00 P.M.**

**Resolution No. 200928-4A                    MINUTES – September 14, 2020**

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

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, September 14, 2020, to be circulated and placed on file.

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

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

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

**Resolution No. 200928-5A                    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 September 28, 2020, to be circulated and placed on file.

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

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

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

**Resolution No. 200928-6A                    CITY MANAGER’S REPORT**

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

**I Move** the Swartz Creek City Council accept the City Manager’s Report of September 28, 2020, including reports and communications, to be circulated and placed on file.

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

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

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

**Resolution No. 200928-8A                    RESOLUTION TO APPROVE CONSUMERS ENERGY  
LIGHTING REMOVAL AND REPLACEMENT WORK  
ORDERS & CONTRACT**

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

**WHEREAS**, the street lights in the city are owned and operated by Consumers Energy Company (CE), a Michigan utility with principle offices located at One Energy Plaza, Jackson MI, 49201; and



**WHEREAS**, CE is the sole provider of street lights, electrical delivery, and maintenance on said lights in the County of Genesee, including Swartz Creek City; and

**WHEREAS**, the Swartz Creek Community School District is engaged in building updates, including the addition of a new access drive to Elms School on Elms Road; and

**WHEREAS**, CE supplies street lighting services to the city under a current standard street lighting contract which outlines specific fixture counts and types, said contract restated on November 1, 2014 and revised and approved by the city council as recently as July 13, 2020; and

**WHEREAS**, a single street light requires relocation to accommodate the new access drive on Elms Road; and

**WHEREAS**, Consumers Energy requires affirmation of the work orders to remove the existing lighting and install new lighting in accordance with the restated and amended lighting contract.

**NOW THEREFORE, BE IT RESOLVED**, it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of Swartz Creek, dated November 1, 2014, in accordance with the Authorization for Change in Standard Lighting Contract dated September 10, 2020.

**BE IT FURTHER RESOLVED**, that it is hereby deemed advisable to enter into a contract with Consumers Energy Company for furnishing lighting service within the City of Swartz Creek for a period of one year and thereafter from year to year, in accordance with the terms of the contract heretofore submitted to the city council.

**BE IT FURTHER RESOLVED**, that the city agrees to the terms and conditions of forms 547 and 548 as included in the city council packet of September 28, 2020 and further directs the Clerk to execute said forms that represent the aforementioned terms and conditions.

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

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

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

\*\*\*\*\***Master Resolution**\*\*\*\*\*

**Resolution No. 200928-8B**

**RESOLUTION TO APPROVE A FESTIVAL PERMIT FOR THE SWARTZ CREEK CHAMBER OF COMMERCE, JEEPERS CREEKERS, EVENTS IN OCTOBER OF 2020**

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

**WHEREAS**, Swartz Creek Firefighters, Inc. (SCFF) organization is a recognized charitable entity that operates in Swartz Creek; and

**WHEREAS**, the SCFF is seeking permits and approvals to operate an annual festival on private and public grounds within the city, including a trunk or treat event; and

**WHEREAS**, the City Council finds the SCFF organization and the event to be beneficial to the public and in good standing; and

**WHEREAS**, the 20.01.G of Appendix A of the City Code of Ordinances provides for conditions of approval for a festival within the city, provided that the duration is less than 10 days, the operator is a charitable entity, and city council approval is required.

**NOW, THEREFORE BE IT RESOLVED** that the City of Swartz Creek hereby approves Resolutions/Motions 200928-8B1 through 200928-8B2, allowing for the various permits related to the annual Swartz Creek Jeepers Creekers festival, to be held on Saturday, October 10, 2020, inclusive of all stipulations and conditions as specified and listed within, including the provision of valid insurance that lists the City of Swartz Creek as an additionally insured party for all events.

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

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

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

\*\*\*\*\*

**Resolution No. 200928-8B1      JEEPERS CREEKERS, STREET FESTIVAL, GENERAL STREET & PROPERTY USE PERMITS**

**I Move** the City of Swartz Creek approve and authorize the Swartz Creek Firefighters application for street use permit for the purpose of holding a trunk or treat event on Saturday, October 10, 2020 from 4:00 p.m. until 8:00 p.m. for the following locations:

- 1. Miller Road (Morrish to Hayes)
- 2. Holland between Miller and Ingalls

Street and City property use subject to the following stipulations:

- 1. Insurance certificate naming the City as insured in the amount not less than \$1,000,000.00 (One-Million Dollars)
- 2. Sufficient number of portable bathrooms placed and located, and litter control program in accordance and under the approval of Director of Community Services.
- 3. Approval by the Chief of Police. Traffic control and pedestrian safety plan in accordance with and under the approval of office of Chief of Police.

**Resolution No. 200928-8B2      JEEPERS CREEKERS, STREET USAGE PERMIT**

**I Move** the Swartz Creek City Council approve and authorize the Swartz Creek Firefighter's application for municipal property reservation application for Saturday, October 10, 2020 from 8:00 a.m. until 10:00 p.m. for purposes of conducting a Trunk or Treat event and movie in Holland Square under the following stipulations:

1. Insurance certificate naming the City as an additional insured party in the amount not less than \$1,000,000.00 (One Million Dollars).
2. General approval, and under the direction and control of the Office of the Chief of Police.

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

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

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

**Resolution No. 120928-8D**

**RESOLUTION TO APPROVE THE FISCAL YEAR 2021 BUDGET FOR THE FIRE DEPARTMENT**

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

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

**WHEREAS**, the staff of Clayton Township and the Swartz Creek City have found the proposed budget to be acceptable by both parties; and,

**WHEREAS**, the Swartz Creek Fire Board affirmed the proposed budget at their regular meeting on September 21, 2020.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City of Swartz Creek approve the Fiscal Year 2021 Swartz Creek Area Fire Board Budget, a copy of which is attached hereto, gross maximum total not to exceed \$311,329.50, to be paid commensurate of the agreement between the City of Swartz Creek and the Township of Clayton, payment being the City's obligation of one-half of the proposed total budget.

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

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

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

**Resolution No. 200928-11A**

**ADJOURN**

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

**I Move** the Swartz Creek City Council adjourn the regular council meeting of September 28, 2020, and set \_\_\_\_\_ (location) as the venue for the next regularly scheduled council meeting of October 12, 2020.

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

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

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE REGULAR COUNCIL MEETING  
DATE 09/14/2020**

The meeting was called to order at 7:00 p.m. by Mayor Krueger at Abrams Park Pavilion #2.

Invocation and Pledge of Allegiance.

Councilmembers Present: Cramer, Farmer, Gilbert, Hicks, Krueger, Pinkston, Henry.

Councilmembers Absent: None.

Staff Present: City Manager Adam Zettel, Clerk Connie Olger, City Attorney Chris Stritmatter.

Others Present: Lania Rocha, Lou Fleury, Samantha Fountain, Barclay, Metro PD Chief Bade, Steve Long.

**APPROVAL OF MINUTES**

**Resolution No. 200914-01 (Carried)**

Motion by Councilmember Henry  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday August 24, 2020 to be circulated and placed on file.

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

**APPROVAL OF AGENDA**

**Resolution No. 200914-02 (Carried)**

Motion by Councilmember Cramer  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council approve the Agenda as, amended for the Regular Council Meeting of September 14, 2020, to be circulated and placed on file.

YES: Gilbert, Hicks, Krueger, Pinkston, Henry, Cramer, Farmer.

Draft Minutes

NO: None. Motion Declared Carried.

**CITY MANAGER'S REPORT**

**Resolution No. 200914-03**

**(Carried)**

Motion by Councilmember Farmer  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council accept the City Manager's Report of September 14, 2020, including reports and communications to be circulated and placed on file.

Discussion Ensued.

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

**MEETING OPENED TO THE PUBLIC:**

John Beaird 6157 Miller Road, following up on complaint made against neighbor back in May, who has hogs, chickens and ducks. Chief Bade responded the resident has until October 13<sup>th</sup> to get rid of the hogs and resident is working on complying with city ordinance for the chickens and ducks.

Lou Fleury OHM Advisors, gave an update on the street construction, contractors have entered the concrete phase.

Steve Long 5356 Worchester Drive, inquired if Trick or Treating is allowed in the city this year. Mr. Zettel and Chief Bade responded there has been no cancellation.

**COUNCIL BUSINESS:**

**A RESOLUTION TO ESTABLISH THAT THE GENESEE VALLEY TRAIL EXTENSION IS A PUBLIC NECESSITY AND THAT THE RELATED NEED TO ACQUIRE PROPERTY TO CONSTRUCT THE TRAIL TO MDOT STANDARDS IS ALSO A PUBLIC NECESSITY**

**Resolution No. 200914-04**

**(Carried)**

Motion by Councilmember Hicks  
Second by Councilmember Cramer

**WHEREAS**, the City of Swartz Creek has formally planned for, acquired funds for, and intends to construct an extension of the Genesee Valley Regional Trail, and

Draft Minutes

**WHEREAS**, the trail is a high priority regional asset that functions as an integral part of a non-motorized transportation network, as well as a recreational asset, and

**WHEREAS**, the trail extension will provide value public use for walkers, bikers, joggers, and other users by providing a direct health and recreational benefit and by providing access to non-motorized travel between key destinations, and

**WHEREAS**, MDOT standards for construction require a substantial and ridged footprint to accommodate the 10 foot wide path and accompanying shoulders, and

**WHEREAS**, some sections of the path lack the proper right-of-way to accommodate the path, and

**WHEREAS**, some permanent easements may not be acquired through donation or good faith offers acquisition.

**THEREFORE, BE IT RESOLVED** that the City of Swartz Creek finds that the Genesee Valley Trail extension is a public necessity and the permanent easements needed to construct and maintain the path are likewise a public necessity.

**BE IT FURTHER RESOLVED** that the Swartz Creek City Council authorizes the city attorney and staff to engage in condemnation proceedings for such easements as may be needed to complete the trail project, if any.

Discussion Ensued.

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

**A RESOLUTION TO APPROVE ORDINANCE 450, AN ORDINANCE TO AMEND CHAPTER 4 OF THE CODE OF ORDINANCES SECTIONS 4-41 AND 4-45, RENTAL INSPECTIONS**

**Resolution No. 200914-05**

**(Amended)**

Motion by Councilmember Gilbert  
Second by Councilmember Cramer

**WHEREAS**, the Public Act 167 of 1917, the Housing Law of Michigan, as amended, enables municipal inspections of rental properties, and

**WHEREAS**, the Swartz Creek City Council recognizes a need and subsequent public benefit to regularly inspecting rental housing for compliance with building and property maintenance codes, and

Draft Minutes

**WHEREAS**, a program including registration, inspection, and follow up has been created and adopted by ordinance of the Swartz Creek City Council in July of 2015, along with applicable fees and forms, to enable a comprehensive rental inspection program in the city, and

**WHEREAS**, subsequent findings of Michigan courts have resulted in altered expectations for such rental inspection programs:

**THEREFORE, I MOVE** the City of Swartz Creek ordains:

**ORDINANCE NO. 450**

An ordinance to amend Chapter 4 of the Code of Ordinances sections 4-41 and 4-45.

**THE CITY OF SWARTZ CREEK ORDAINS:**

**Section 1. Amendment of Chapter 4 of the Code of Ordinances of the City of Swartz Creek.**

Chapter 4 of the City of Swartz Creek Code of Ordinances, sections 4-41 and 4-45, are amended as follows:

**ARTICLE IV. RENTAL PROPERTY INSPECTIONS**

**Sec. 4-41. Purpose of standards.**

The city recognizes a compelling interest in establishing standards for the maintenance of sanitary and safe residential rental structures in the city as an important factor for the general health, safety and welfare of all of its citizens. This article is designed to promote the continued maintenance of quality and safe rental properties and to enhance and maintain property values.

This article supplements and augments the existing International Property Maintenance Code in protecting and promoting the health, safety and welfare of the citizens of the City of Swartz Creek by requiring the registration of all rental dwelling units in the city. This registration, combined with regular systematic inspections, will help prevent overcrowding, the incidence of communicable diseases, and will aid in the enforcement of the International Property Maintenance Code, which sets minimum allowable standards for adequate maintenance of habitable dwellings. This article is not intended nor shall it be used for the purpose of including the city in civil disputes between rental owners and tenants involving, but not limited to, non-payment of rent, evictions and/or personal disputes.

In accordance with MCL 125.526(4)(d), inspections shall be conducted on a compliance basis, under which a premises brought into compliance with this Ordinance

Draft Minutes



will be issued a certificate of compliance that is good for a period of two years, unless a complaint is made to the City of Swartz Creek building inspector.

**Sec. 4-45. Inspections.**

The building official shall cause a periodic inspection to be made of every Rental Unit at least once every two years. Such inspection shall include a thorough examination of all parts of such Rental Unit and the premises connected therewith.

Deleted: three

The Owner shall be notified of the date and time of a rental inspection via first class mail at least 30 days prior to the inspection date. Owners shall be required to provide all notices of inspection to the tenant(s) as required by law.

Any Rental Unit, even though not previously scheduled for inspection, may be inspected with prior notice to the Owner and/or tenant if an authorized city official has probable cause to believe that there exists on the property any condition which makes it or any portion thereof substandard or unsafe, or there is evidence that a violation of a code may exist.

If access to a structure, premises or area for the purpose of inspection authorized by this section is refused, an authorized city official, upon showing that probable cause exists for the inspection and for the issuance of an order directing compliance with the inspection requirements of this article with respect to such rental dwelling or rental unit, may petition and obtain such order from a court which has jurisdiction.

Except for probable cause inspections, a Rental Unit may only be inspected during reasonable hours and upon presentation of proper identification by an authorized city official.

No notice of inspection requirement exists to the Owner/Tenant of the Rental Unit if an emergency exists, including but not limited to, fire, flood, or other threat of serious injury or death, the owner may enter at any time.

**Section 2. Effective Date.**

This Ordinance shall take effect 30 days following publication.

At a regular meeting of the City Council of Swartz Creek held on the 14th day of September, 2020, Pinkston moved for adoption of the foregoing ordinance and Gilbert supported the motion.

Deleted: ,

Deleted:

Voting for: Pinkston, Henry, Cramer, Farmer, Gilbert, Hicks, Krueger.  
Voting against: None.

The Mayor declared the ordinance adopted.

Draft Minutes

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

\_\_\_\_\_  
Connie Olger  
City Clerk

**CERTIFICATION**

The foregoing is a true copy of Ordinance No. 450, which was enacted by the Swartz Creek City Council at a regular meeting held on the 14th day of September, 2020.

Deleted:

Deleted:

Deleted: ,

\_\_\_\_\_  
Connie Olger  
City Clerk

**BE IT FURTHER RESOLVED** that the following forms, as included in the preceding July 13, 2015 city council packet, shall be hereby incorporated into the rental inspection program of the City of Swartz Creek, with future fees subject to resolution by the city council:

Rental Registration & Inspection Procedural Rules & Policies  
Occupant Information Form.  
Rental Registration Form  
Rental Inspection Certificate of Compliance  
Rental Inspection Report  
Rental Registration Letter  
Flowchart of Rental Registration Process

Discussion Ensued.

Motion by Mayor Pro Tem Pinkston  
Second by Councilmember Gilbert

I Move that the motion be amended by striking out the following word two, and adding in its place the following word three.

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

**RESOLUTION TO APPROVE ROAD PAINT MARKING COOPERATIVE BID**

**Resolution No. 200914-06**

**(Carried)**

Draft Minutes

Motion by Mayor Pro Tem Pinkston  
Second by Councilmember Henry

**WHEREAS**, the city finds it necessary to properly and adequately mark its streets with paint for lane delineation and related purposes; and

**WHEREAS**, this process requires approximately 150,000 lineal feet of various pavement markings to be applied to the city streets to complete this process; and

**WHEREAS**, the City's Purchasing Ordinance, Chapter 2, Article VI, Section 2-406 provides for and encourages cooperative government purchasing practices; and

**WHEREAS**, the City of Burton accepts and awards bids for the purchase of pavement markings to public rights of way; and

**WHEREAS**, bids received in June of 2020 indicate that M&M Pavement Marking, Inc is the successful low bidder; and

**WHEREAS**, the unit costs bid to the City of Burton for 2020 have been made available to the City and the city council finds that the lineal foot costs listed cannot be matched if attempts were made to bid on the open market or through private sources.

**NOW, THEREFORE, I MOVE** the City of Swartz Creek City Council accept the City of Burton's cooperative purchasing extension for the purchase of pavement marking services from M&M Pavement Marking, Inc., said contract to be based upon the unit costs listed therein, expenses to be distributed to the Local and Major Street funds proportionate to use at the direction of the City's Treasurer.

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

ORV ORDINANCE

Discussion

Mayor Pro Tem Pinkston would like the council to reconsider an ORV ordinance. Councilmember Hicks questioned if the ORV would have to be insured. Chief Bade responded the county ordinance is something we should look at for stipulations the city would need to put in place. Mayor Krueger requested Mr. Zettel gather information and present to council a possible resolution.

**MEETING OPENED TO THE PUBLIC:**

Steve Long 5356 Worchester Drive has heard of Florida communities that have an ORV ordinance in place having a lot of injuries. He also inquired about an age limit. Mr. Zettel said he would have to research that.

Draft Minutes

**REMARKS BY COUNCILMEMBERS:**

Councilmember Henry remarked on the parking inspection report in the packet. Councilmember Cramer had a fantastic Back to Badge fundraiser had approximately 200 people and it was great to see everyone. He does have signs if anyone is interested.

Councilmember Farmer requested the bathrooms at Abrams Park stay open until dusk since they were already locked tonight and at the movie night. Mr. Zettel will look into when they are getting locked.

Councilmember Hicks doesn't like to see residents that mad like tonight. Chief Bade responded that he will follow-up with the code enforcer tomorrow.

Councilmember Gilbert wishes everyone good health and stay safe.

Mayor Pro Tem Pinkston sympathizes with Mr. Beard.

Mayor Krueger gave an update on his wife.

**ADJOURNMENT**

**Resolution No. 200914-07**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Cramer

**I Move** the Swartz Creek City Council adjourn the regular council meeting of September 14, 2020 at 8:17 p.m., and it will be virtual (Zoom) for the next regularly scheduled council meeting of September 28, 2020.

Unanimous Voice Vote.

---

**David A. Krueger, Mayor**

---

**Connie Olger, City Clerk**

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK  
PERIOD ENDING 08/31/2020

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund					
000.000 - General	2,322,610.27	2,322,610.27	1,736,804.90	585,805.37	74.78
215.000 - Administration and Clerk	40.00	40.00	0.00	40.00	0.00
301.000 - Police Dept	4,100.00	4,100.00	4,257.00	(157.00)	103.83
336.000 - Fire Department	0.00	0.00	40,883.00	(40,883.00)	100.00
345.000 - PUBLIC SAFETY BUILDING	25,050.00	25,050.00	1,182.32	23,867.68	4.72
410.000 - Building & Zoning & Planning	65,200.00	65,200.00	12,054.00	53,146.00	18.49
444.000 - Sidewalks	900.00	900.00	0.00	900.00	0.00
448.000 - Lighting	9,870.00	9,870.00	1,286.92	8,583.08	13.04
523.000 - Grass, Brush & Weeds	4,500.00	4,500.00	2,730.00	1,770.00	60.67
694.000 - Community Development Block Grant	33,300.00	33,300.00	0.00	33,300.00	0.00
728.005 - Holland Square Streetscape	40,000.00	40,000.00	40,000.00	0.00	100.00
782.000 - Facilities - Abrams Park	140.00	140.00	140.00	0.00	100.00
783.000 - Facilities - Elms Rd Park	6,700.00	6,700.00	2,400.00	4,300.00	35.82
790.000 - Facilities-Senior Center/Libr	6,200.00	6,200.00	477.57	5,722.43	7.70
790.012 - CDBG Senior Center Operations	1,440.95	0.00	0.00	0.00	0.00
TOTAL REVENUES	2,520,051.22	2,518,610.27	1,842,215.71	676,394.56	
000.000 - General	14,160.00	14,160.00	2,273.58	11,886.42	16.06
101.000 - Council	22,585.73	22,585.73	6,980.90	15,604.83	30.91
172.000 - Executive	109,424.96	109,424.96	163,701.76	(54,276.80)	149.60
201.000 - Finance,Budgeting,Accounting	0.00	0.00	17.00	(17.00)	100.00
215.000 - Administration and Clerk	36,221.00	36,221.00	4,037.89	32,183.11	11.15

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020	AVAILABLE BALANCE	% BDGT USED
228.000 - Information Technology	15,875.00	15,875.00	7,486.38	8,388.62	47.16
247.000 - Board of Review	3,658.85	3,658.85	322.96	3,335.89	8.83
253.000 - Treasurer	93,323.00	93,323.00	9,910.48	83,412.52	10.62
257.000 - Assessor	47,959.00	47,959.00	5,566.85	42,392.15	11.61
262.000 - Elections	47,202.00	47,202.00	12,385.41	34,816.59	26.24
266.000 - Legal Council	14,000.00	14,000.00	1,484.00	12,516.00	10.60
301.000 - Police Dept	7,900.00	7,900.00	3,972.98	3,927.02	50.29
301.266 - Legal Council PSFY	5,000.00	5,000.00	1,652.00	3,348.00	33.04
301.851 - Retiree Employer Health Care PSFY	19,670.00	19,670.00	2,866.92	16,803.08	14.58
334.000 - Metro Police Authority	1,019,475.00	1,019,475.00	253,711.00	765,764.00	24.89
336.000 - Fire Department	206,650.00	206,650.00	62,824.69	143,825.31	30.40
345.000 - PUBLIC SAFETY BUILDING	39,132.39	88,822.39	57,812.74	31,009.65	65.09
410.000 - Building & Zoning & Planning	128,884.00	128,884.00	7,262.67	121,621.33	5.64
410.025 - 2017 CDBG 5157 Morrish Demo	375.00	0.00	0.00	0.00	0.00
444.000 - Sidewalks	1,200.00	1,200.00	0.00	1,200.00	0.00
448.000 - Lighting	105,000.00	105,000.00	8,265.82	96,734.18	7.87
523.000 - Grass, Brush & Weeds	1,200.00	1,200.00	495.00	705.00	41.25
694.000 - Community Development Block Grant	33,300.00	33,300.00	0.00	33,300.00	0.00
728.000 - Economic Development	0.00	0.00	13.30	(13.30)	100.00
781.000 - Facilities - Pajtas Amphitheat	1,468.00	1,468.00	272.18	1,195.82	18.54
782.000 - Facilities - Abrams Park	37,785.87	37,785.87	7,180.88	30,604.99	19.00
783.000 - Facilities - Elms Rd Park	80,732.00	80,732.00	9,105.30	71,626.70	11.28
784.000 - Facilities - Bicentennial Park	1,324.00	1,324.00	122.97	1,201.03	9.29

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020	AVAILABLE BALANCE	% BDGT USED
786.000 - Non-Motorized Trailway	30,000.00	30,000.00	0.00	30,000.00	0.00
787.000 - Veterans Memorial Park	2,840.00	2,840.00	620.00	2,220.00	21.83
788.000 - Disc Golf Park	10,000.00	10,000.00	0.00	10,000.00	0.00
790.000 - Facilities-Senior Center/Libr	36,620.58	36,620.58	5,258.22	31,362.36	14.36
790.012 - CDBG Senior Center Operations	1,440.95	0.00	0.00	0.00	0.00
793.000 - Facilities - City Hall	19,802.88	19,802.88	2,716.67	17,086.21	13.72
794.000 - Community Promotions Program	50,059.00	50,059.00	6,674.17	43,384.83	13.33
796.000 - Facilities - Cemetary	1,901.70	1,901.70	228.32	1,673.38	12.01
797.000 - Facilities - City Parking Lots	5,600.00	5,600.00	378.79	5,221.21	6.76
851.000 - Retired Employee Health Care	25,900.00	25,900.00	2,111.36	23,788.64	8.15
965.000 - Transfers Out	175,367.50	175,367.50	75,000.00	100,367.50	42.77
TOTAL EXPENDITURES	2,453,038.41	2,500,912.46	722,713.19	1,778,199.27	
Fund 101 - General Fund:					
TOTAL REVENUES	2,520,051.22	2,518,610.27	1,842,215.71	676,394.56	73.14
TOTAL EXPENDITURES	2,453,038.41	2,500,912.46	722,713.19	1,778,199.27	28.90
NET OF REVENUES & EXPENDITURES	67,012.81	17,697.81	1,119,502.52	(1,101,804.71)	
Fund 202 - Major Street Fund					
000.000 - General	450,475.00	450,475.00	19.08	450,455.92	0.00
441.000 - Miller Rd Park & Ride	5,000.00	5,000.00	0.00	5,000.00	0.00
478.000 - Snow & Ice Removal	2,400.00	2,400.00	0.00	2,400.00	0.00
TOTAL REVENUES	457,875.00	457,875.00	19.08	457,855.92	
228.000 - Information Technology	1,000.00	1,000.00	326.18	673.82	32.62
441.000 - Miller Rd Park & Ride	5,058.24	5,058.24	413.47	4,644.77	8.17
448.000 - Lighting	15,000.00	58,330.00	43,330.00	15,000.00	74.28
449.500 - Right of Way - General	10,000.00	10,000.00	0.00	10,000.00	0.00

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020	AVAILABLE BALANCE	% BDGT USED
449.501 - Right of Way - Storms	20,000.00	20,000.00	0.00	20,000.00	0.00
463.000 - Routine Maint - Streets	158,025.87	158,025.87	10,493.99	147,531.88	6.64
463.307 - Oakview - Seymour to Chelmsford	50,000.00	50,000.00	0.00	50,000.00	0.00
463.308 - Winston - Oakview to Chesterfield	20,000.00	20,000.00	0.00	20,000.00	0.00
473.000 - Routine Maint - Bridges	1,000.00	1,000.00	0.00	1,000.00	0.00
474.000 - Traffic Services	40,202.00	40,202.00	5,266.74	34,935.26	13.10
478.000 - Snow & Ice Removal	81,307.00	81,307.00	461.87	80,845.13	0.57
482.000 - Administrative	17,762.00	17,762.00	2,034.97	15,727.03	11.46
538.500 - Intercommunity storm drains	12,500.00	12,500.00	750.00	11,750.00	6.00
965.000 - Transfers Out	100,000.00	100,000.00	100,000.00	0.00	100.00
TOTAL EXPENDITURES	531,855.11	575,185.11	163,077.22	412,107.89	
Fund 202 - Major Street Fund:					
TOTAL REVENUES	457,875.00	457,875.00	19.08	457,855.92	0.00
TOTAL EXPENDITURES	531,855.11	575,185.11	163,077.22	412,107.89	28.35
NET OF REVENUES & EXPENDITURES	(73,980.11)	(117,310.11)	(163,058.14)	45,748.03	
Fund 203 - Local Street Fund					
000.000 - General	143,500.00	143,500.00	10.48	143,489.52	0.01
449.000 - Right of Way Telecomm	15,000.00	15,000.00	0.00	15,000.00	0.00
478.000 - Snow & Ice Removal	500.00	500.00	0.00	500.00	0.00
931.000 - Transfers IN	500,000.00	500,000.00	100,000.00	400,000.00	20.00
TOTAL REVENUES	659,000.00	659,000.00	100,010.48	558,989.52	
228.000 - Information Technology	1,000.00	1,000.00	326.18	673.82	32.62
429.000 - Occupational Safety	0.00	0.00	38.10	(38.10)	100.00
448.000 - Lighting	15,000.00	22,222.00	7,222.00	15,000.00	32.50
449.500 - Right of Way - General	22,500.00	22,500.00	0.00	22,500.00	0.00



GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020	AVAILABLE BALANCE	% BDGT USED
463.000 - Routine Maint - Streets	285,870.05	285,870.05	9,045.28	276,824.77	3.16
463.107 - Chelmsford - Seymour to Oakview	50,000.00	50,000.00	0.00	50,000.00	0.00
463.108 - Oxford Court	55,000.00	55,000.00	60,505.99	(5,505.99)	110.01
474.000 - Traffic Services	20,006.00	20,006.00	1,504.86	18,501.14	7.52
478.000 - Snow & Ice Removal	68,999.00	68,999.00	449.90	68,549.10	0.65
482.000 - Administrative	20,319.75	20,319.75	1,526.11	18,793.64	7.51
538.500 - Intercommunity storm drains	10,000.00	10,000.00	750.00	9,250.00	7.50
TOTAL EXPENDITURES	548,694.80	555,916.80	81,368.42	474,548.38	
Fund 203 - Local Street Fund:					
TOTAL REVENUES	659,000.00	659,000.00	100,010.48	558,989.52	15.18
TOTAL EXPENDITURES	548,694.80	555,916.80	81,368.42	474,548.38	14.64
NET OF REVENUES & EXPENDITURES	110,305.20	103,083.20	18,642.06	84,441.14	
Fund 204 - MUNICIPAL STREET FUND					
000.000 - General	651,580.00	651,580.00	668,410.08	(16,830.08)	102.58
TOTAL REVENUES	651,580.00	651,580.00	668,410.08	(16,830.08)	
905.000 - Debt Service	167,917.11	167,917.11	320.83	167,596.28	0.19
965.000 - Transfers Out	500,000.00	500,000.00	0.00	500,000.00	0.00
TOTAL EXPENDITURES	667,917.11	667,917.11	320.83	667,596.28	
Fund 204 - MUNICIPAL STREET FUND:					
TOTAL REVENUES	651,580.00	651,580.00	668,410.08	(16,830.08)	102.58
TOTAL EXPENDITURES	667,917.11	667,917.11	320.83	667,596.28	0.05
NET OF REVENUES & EXPENDITURES	(16,337.11)	(16,337.11)	668,089.25	(684,426.36)	
Fund 226 - Garbage Fund					
000.000 - General	415,025.00	415,025.00	415,335.19	(310.19)	100.07
TOTAL REVENUES	415,025.00	415,025.00	415,335.19	(310.19)	
000.000 - General	10,036.75	10,036.75	0.00	10,036.75	0.00
101.000 - Council	3,169.93	3,169.93	1,434.86	1,735.07	45.26

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020	AVAILABLE BALANCE	% BDGT USED
172.000 - Executive	7,850.00	7,850.00	2,042.44	5,807.56	26.02
201.000 - Finance,Budgeting,Accounting	0.00	0.00	4.25	(4.25)	100.00
215.000 - Administration and Clerk	3,735.00	3,735.00	933.19	2,801.81	24.99
228.000 - Information Technology	2,075.00	2,075.00	822.95	1,252.05	39.66
253.000 - Treasurer	15,705.00	15,705.00	1,526.75	14,178.25	9.72
257.000 - Assessor	800.00	800.00	0.00	800.00	0.00
528.000 - Sanitation Collection	292,202.58	292,202.58	26,711.36	265,491.22	9.14
530.000 - Wood Chipping	52,484.50	52,484.50	9,996.70	42,487.80	19.05
782.000 - Facilities - Abrams Park	9,092.00	9,092.00	1,458.63	7,633.37	16.04
783.000 - Facilities - Elms Rd Park	12,140.00	12,140.00	2,769.62	9,370.38	22.81
793.000 - Facilities - City Hall	4,045.09	4,045.09	691.25	3,353.84	17.09
TOTAL EXPENDITURES	413,335.85	413,335.85	48,392.00	364,943.85	
Fund 226 - Garbage Fund:					
TOTAL REVENUES	415,025.00	415,025.00	415,335.19	(310.19)	100.07
TOTAL EXPENDITURES	413,335.85	413,335.85	48,392.00	364,943.85	11.71
NET OF REVENUES & EXPENDITURES	1,689.15	1,689.15	366,943.19	(365,254.04)	
Fund 248 - Downtown Development Fund					
000.000 - General	66,962.00	66,962.00	50,319.02	16,642.98	75.15
728.004 - Family Movie Night	2,000.00	2,000.00	0.00	2,000.00	0.00
TOTAL REVENUES	68,962.00	68,962.00	50,319.02	18,642.98	
173.000 - DDA Administration	2,820.00	2,820.00	2,515.50	304.50	89.20
728.002 - Streetscape	40,945.00	40,945.00	40,000.00	945.00	97.69
728.004 - Family Movie Night	3,450.00	11,510.00	1,355.00	10,155.00	11.77
TOTAL EXPENDITURES	47,215.00	55,275.00	43,870.50	11,404.50	
Fund 248 - Downtown Development Fund:					

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020	AVAILABLE BALANCE	% BDGT USED
TOTAL REVENUES	68,962.00	68,962.00	50,319.02	18,642.98	72.97
TOTAL EXPENDITURES	47,215.00	55,275.00	43,870.50	11,404.50	79.37
NET OF REVENUES & EXPENDITURES	21,747.00	13,687.00	6,448.52	7,238.48	
Fund 350 - City Hall Debt Fund					
000.000 - General	7.00	7.00	0.04	6.96	0.57
931.000 - Transfers IN	100,357.50	100,357.50	0.00	100,357.50	0.00
TOTAL REVENUES	100,364.50	100,364.50	0.04	100,364.46	
905.000 - Debt Service	101,117.50	101,117.50	0.00	101,117.50	0.00
TOTAL EXPENDITURES	101,117.50	101,117.50	0.00	101,117.50	
Fund 350 - City Hall Debt Fund:					
TOTAL REVENUES	100,364.50	100,364.50	0.04	100,364.46	0.00
TOTAL EXPENDITURES	101,117.50	101,117.50	0.00	101,117.50	0.00
NET OF REVENUES & EXPENDITURES	(753.00)	(753.00)	0.04	(753.04)	
Fund 402 - Fire Equip Replacement Fund					
000.000 - General	11.00	11.00	2.71	8.29	24.64
931.000 - Transfers IN	75,000.00	75,000.00	75,000.00	0.00	100.00
TOTAL REVENUES	75,011.00	75,011.00	75,002.71	8.29	
336.000 - Fire Department	3,500.00	3,500.00	0.00	3,500.00	0.00
TOTAL EXPENDITURES	3,500.00	3,500.00	0.00	3,500.00	
Fund 402 - Fire Equip Replacement Fund:					
TOTAL REVENUES	75,011.00	75,011.00	75,002.71	8.29	99.99
TOTAL EXPENDITURES	3,500.00	3,500.00	0.00	3,500.00	0.00
NET OF REVENUES & EXPENDITURES	71,511.00	71,511.00	75,002.71	(3,491.71)	
Fund 590 - Water Supply Fund					
000.000 - General	6,000.00	6,000.00	12.99	5,987.01	0.22
540.000 - Water System	2,226,000.00	2,226,000.00	(14,396.69)	2,240,396.69	(0.65)
TOTAL REVENUES	2,232,000.00	2,232,000.00	(14,383.70)	2,246,383.70	
000.000 - General	25,091.88	25,091.88	0.00	25,091.88	0.00
101.000 - Council	13,503.00	13,503.00	3,587.52	9,915.48	26.57

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020	AVAILABLE BALANCE	% BDGT USED
172.000 - Executive	29,826.00	29,826.00	6,562.47	23,263.53	22.00
201.000 - Finance,Budgeting,Accounting	0.00	0.00	10.62	(10.62)	100.00
215.000 - Administration and Clerk	19,583.00	19,583.00	3,121.22	16,461.78	15.94
228.000 - Information Technology	5,675.00	5,675.00	2,167.15	3,507.85	38.19
253.000 - Treasurer	56,381.50	56,381.50	5,532.27	50,849.23	9.81
540.000 - Water System	2,037,955.66	2,037,955.66	161,910.54	1,876,045.12	7.94
542.000 - Read and Bill	51,475.00	51,475.00	2,452.72	49,022.28	4.76
543.230 - Water Main Repair USDA Grant	243,800.00	243,800.00	169,502.16	74,297.84	69.53
793.000 - Facilities - City Hall	10,289.20	10,289.20	1,711.49	8,577.71	16.63
905.000 - Debt Service	99,579.23	99,579.23	0.00	99,579.23	0.00
TOTAL EXPENDITURES	2,593,159.47	2,593,159.47	356,558.16	2,236,601.31	
Fund 590 - Water Supply Fund:					
TOTAL REVENUES	2,232,000.00	2,232,000.00	(14,383.70)	2,246,383.70	0.64
TOTAL EXPENDITURES	2,593,159.47	2,593,159.47	356,558.16	2,236,601.31	13.75
NET OF REVENUES & EXPENDITURES	(361,159.47)	(361,159.47)	(370,941.86)	9,782.39	
Fund 591 - Sanitary Sewer Fund					
000.000 - General	5,700.00	5,700.00	222.53	5,477.47	3.90
536.000 - Sewer System	1,267,000.00	1,267,000.00	10,008.19	1,256,991.81	0.79
TOTAL REVENUES	1,272,700.00	1,272,700.00	10,230.72	1,262,469.28	
000.000 - General	25,091.88	25,091.88	0.00	25,091.88	0.00
101.000 - Council	12,930.82	12,930.82	3,587.19	9,343.63	27.74
172.000 - Executive	29,964.00	29,964.00	6,538.33	23,425.67	21.82
201.000 - Finance,Budgeting,Accounting	0.00	0.00	10.63	(10.63)	100.00
215.000 - Administration and Clerk	18,433.00	18,433.00	3,121.33	15,311.67	16.93
228.000 - Information Technology	5,375.00	5,375.00	2,167.15	3,207.85	40.32

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020	AVAILABLE BALANCE	% BDGT USED
253.000 - Treasurer	55,919.00	55,919.00	5,532.26	50,386.74	9.89
536.000 - Sewer System	994,754.59	994,754.59	8,084.20	986,670.39	0.81
537.000 - Sewer Lift Stations	10,982.00	10,982.00	1,408.44	9,573.56	12.82
542.000 - Read and Bill	63,122.00	63,122.00	9,437.66	53,684.34	14.95
543.310 - Sewer District Rehabilitation	0.00	26,263.00	0.00	26,263.00	0.00
543.400 - Reline Existing Sewers	183,128.00	183,128.00	0.00	183,128.00	0.00
543.401 - Flush & TV Sewers	90,000.00	90,000.00	0.00	90,000.00	0.00
793.000 - Facilities - City Hall	9,790.16	9,790.16	1,704.51	8,085.65	17.41
TOTAL EXPENDITURES	1,499,490.45	1,525,753.45	41,591.70	1,484,161.75	
Fund 591 - Sanitary Sewer Fund:					
TOTAL REVENUES	1,272,700.00	1,272,700.00	10,230.72	1,262,469.28	0.80
TOTAL EXPENDITURES	1,499,490.45	1,525,753.45	41,591.70	1,484,161.75	2.73
NET OF REVENUES & EXPENDITURES	(226,790.45)	(253,053.45)	(31,360.98)	(221,692.47)	
Fund 661 - Motor Pool Fund					
000.000 - General	234,250.00	234,250.00	18,072.15	216,177.85	7.71
TOTAL REVENUES	234,250.00	234,250.00	18,072.15	216,177.85	
172.000 - Executive	10,300.00	10,300.00	9,736.00	564.00	94.52
228.000 - Information Technology	1,070.00	1,070.00	270.54	799.46	25.28
253.000 - Treasurer	7,788.00	7,788.00	1,024.43	6,763.57	13.15
795.000 - Facilities - City Garage	386,681.00	386,681.00	10,971.63	375,709.37	2.84
TOTAL EXPENDITURES	405,839.00	405,839.00	22,002.60	383,836.40	
Fund 661 - Motor Pool Fund:					
TOTAL REVENUES	234,250.00	234,250.00	18,072.15	216,177.85	7.71
TOTAL EXPENDITURES	405,839.00	405,839.00	22,002.60	383,836.40	5.42
NET OF REVENUES & EXPENDITURES	(171,589.00)	(171,589.00)	(3,930.45)	(167,658.55)	



**AUTHORIZATION FOR CHANGE IN  
STANDARD LIGHTING CONTRACT  
(COMPANY-OWNED) FORM 547**

Contract Number: 100000431294

Consumers Energy Company is authorized as of 9/10/2020, by the City of SWARTZ CREEK, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of SWARTZ CREEK, dated 11/1/2014.

Lighting Type:

General Service Unmetered Lighting Rate GUL, Standard High Intensity Discharge

Notification Number(s):

1053951241

Construction Work Order Number(s):

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 11/1/2014 shall remain in full force and effect.

City of SWARTZ CREEK

By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed)

Its

\_\_\_\_\_  
(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

**RESOLUTION**

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of SWARTZ CREEK, dated 11/1/2014, in accordance with the Authorization for Change in Standard Lighting Contract dated 9/10/2020,

heretofore submitted to and considered by this  commission  council  board ;and

RESOLVED, further, that the \_\_\_\_\_ Clerk be and are authorized to execute such authorization for change on the behalf of the City.

STATE OF MICHIGAN  
COUNTY OF Genesee

I, \_\_\_\_\_, Clerk of the City of SWARTZ CREEK, do hereby certify that the foregoing resolution was duly adopted by the  commission  council  board of said municipality, at the meeting held on \_\_\_\_\_.

\_\_\_\_\_

Dated:

Municipal Customer Type: City

\_\_\_\_\_

GENERAL SERVICE UNMETERED LIGHTING RATE GUL, STANDARD HIGH INTENSITY DISCHARGE

<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	<u>100</u>	<u>HPS</u>	<u>Cobrahead</u>	<u>Non-Cutoff</u>	<u>Remove</u>	3259 S ELMS RD





**AUTHORIZATION FOR CHANGE IN  
STANDARD LIGHTING CONTRACT  
(COMPANY-OWNED) FORM 547**

Contract Number: 103028022830

Consumers Energy Company is authorized as of 9/10/2020, by the City of SWARTZ CREEK, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of SWARTZ CREEK, dated 11/1/2018.

Lighting Type:  
General Unmetered Experimental Lighting Rate GU-XL

Notification Number(s):  
1053951241

Construction Work Order Number(s):

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 11/1/2018 shall remain in full force and effect.

City of SWARTZ CREEK

By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed)

Its

\_\_\_\_\_  
(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

**RESOLUTION**

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of SWARTZ CREEK, dated 11/1/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated 9/10/2020,

heretofore submitted to and considered by this  commission  council  board ;and

RESOLVED, further, that the \_\_\_\_\_ Clerk be and are authorized to execute such authorization for change on the behalf of the City.

STATE OF MICHIGAN  
COUNTY OF Genesee

I, \_\_\_\_\_, Clerk of the City of SWARTZ CREEK, do hereby certify that the foregoing resolution was duly adopted by the  commission  council  board of said municipality, at the meeting held on \_\_\_\_\_.

\_\_\_\_\_

Dated:

Municipal Customer Type: City

\_\_\_\_\_

## GENERAL UNMETERED EXPERIMENTAL LIGHTING RATE GU-XL

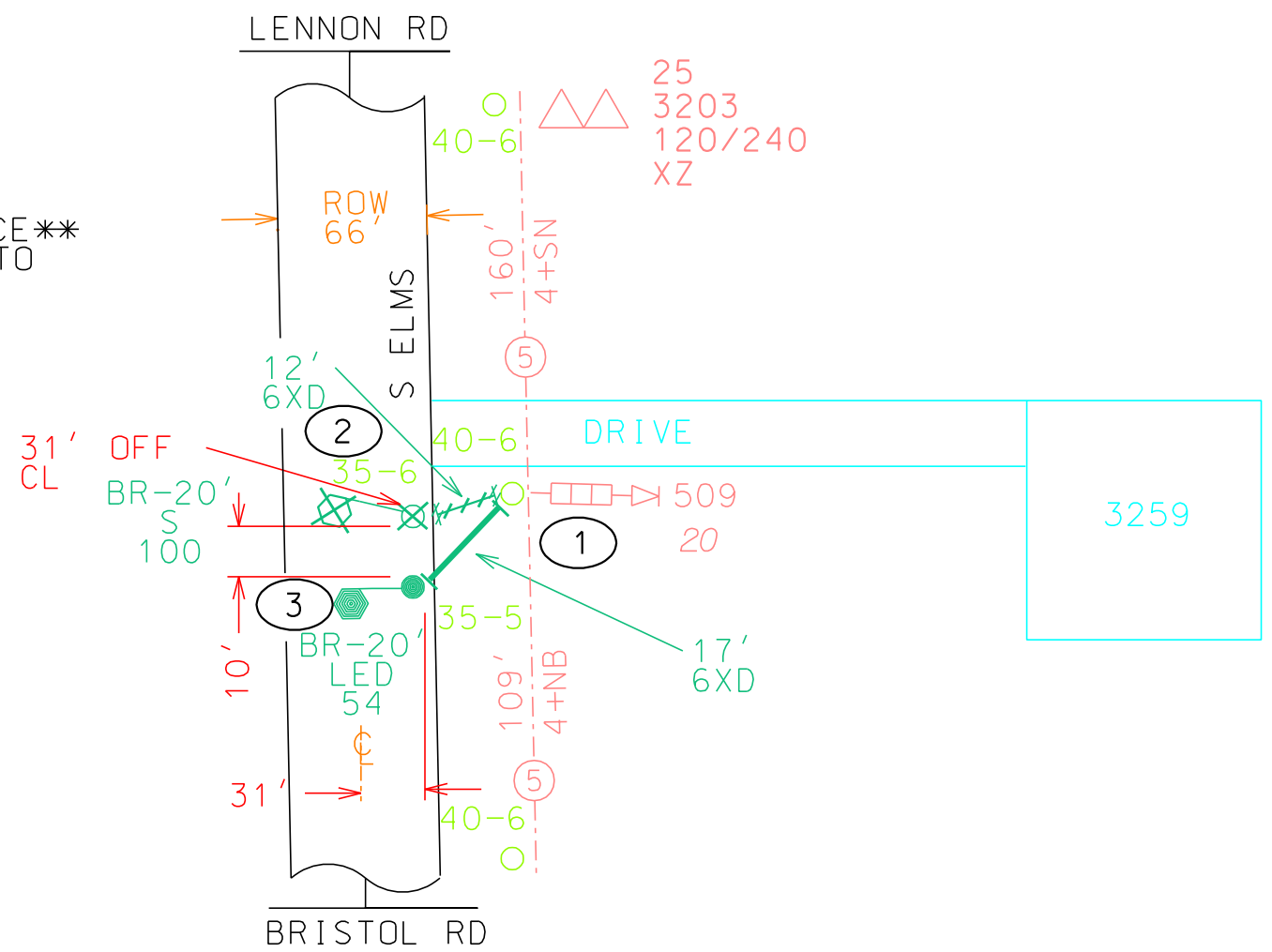
<i>Number of Luminaires</i>	<i>Nominal Watts</i>	<i>Luminaire Type</i>	<i>Fixture Type</i>	<i>Fixture Style</i>	<i>Install Remove</i>	<i>Location</i>
1	<u>54</u>	<u>LED</u>	<u>Cobrahead</u>	<u>Cutoff</u>	<u>Install</u>	3259 S ELMS RD



GENESEE CO  
FLINT TWP  
T07 R56 SEC.30

**\*\*PROTECTIVE DEVICE\*\***  
782/50 LOCATED TO  
THE SOUTH

SOURCE



①

**INSTALL**  
6DX DE  
23-302-1 DEATAIL A  
**REMOVE**  
6DX SEC DE

②

**REMOVE**  
6DX SEC DE  
35-6  
100 W COBRAHEAD  
W/ 20 BRKT

③

**INSTALL**  
35-5  
6DX DE  
23-302-1 DEATAIL A  
54 W LED COBRA W/PC  
20' STLTL BRKT MOUNT @ 25'  
42-102-1  
GROUND STLTL BRKT  
42-105-1

**\*\*REASON FOR WORK\*\***  
TURN LANE BEING PUT IN  
EXISTING STLTL POLE IN THE  
WAY

CONSUMERS ENERGY CONTACTS			
DEPARTMENT	NAME	NUMBER	ALTERNATE
PC	KRISTEN GREENWOOD	269-969-8521	
LVD DESIGNER	JAYLEN MANGETT	810-347-7381	

NOTIFICATION #  
1053951241

ORDER NUMBER

**-CONSTRUCTION CERTIFICATION-**

Work was constructed as Engineered or Changed as Indicated.  
All Salvageable Material Was Returned to Stores.

Signed \_\_\_\_\_ in Direct Charge of Work

Dates: Started \_\_\_\_\_ Completed \_\_\_\_\_

MISS DIG NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

STAKED  YES  NO

TREES  YES  NO

TLM NUMBER # OF RODS OHMS

0756302303



A CMS Energy Company ELECTRIC

DESIGNED BY JJMANGETT DATE 09/01/20

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

SHEET 1 OF 1 SCALE NONE

3259 S ELMS RD, SWARTS CRK

For: SWARTZ CREEK COMMUNITY SCHOOLS

3259 S ELMS RD

SUBSTATION SWARTZ CREEK WD NO. 0398

CIRCUIT MAPLE ROAD CKT NO. 02 LCP NO. 0784

ECNC RLO

CM NO. 100005994209

ORDER TYPE	MAINTENANCE ACTIVITY TYPE	DESIGN NUMBER
ECNC	RLO	11171676

ECNC RLO 11171676

ECNC RLO 11171676

CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
STREET CLOSURE/USE APPLICATION

DATE OF REQUEST: 9/10/2020

SPONSOR ORGANIZATION: SC Firefighters Inc.

AUTHORIZED REPRESENTATIVE: ERIK JAMISON

WORK ADDRESS: 8048 Miller HOME ADDRESS: 5015 Holland

PHONE NO: WORK ( ) \_\_\_\_\_ HOME: ( ) \_\_\_\_\_ CELL: (810) 441-4216

TYPE OF EVENT: (check box)

PARADE  \*\* (Draw Route on Attached Map)

CARNIVAL

FOOT/BIKE RACE

CRAFT SHOW

CONCERT

OTHER: TRUNK OR TREAT

DATE OF EVENT: 10 / 10 / 2020

TIME OF EVENT: FROM: 4:00 AM/PM TO: 8:00 AM/PM

ESTIMATED NUMBER OF PARTICIPANTS: 50

DESCRIPTION OF EVENT; NOTE STREETS REQUESTED TO BE CLOSED/USED:

TRUNK OR TREAT, request Miller Rd from MORRISTH (W/O) to HAYES (E/O)  
TO BE CLOSED FOR PARTICIPANT PARKING. Also request to close Holland Dr from  
Miller (S/O) to Ingalls (W/O) for overflow parking.

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

FOR: SC Firefighters Inc. (JFFPENS (Neighbors)) BY: ERIK JAMISON  
(Organization) (Authorized Representative)

APPROVED BY: [Signature] [Signature]  
(Chief of Police) (Street Administrator)

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

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

THIS REQUEST AND ALL REQUIRED ASSOCIATED DOCUMENTS MUST BE SUBMITTED TO THE CITY HALL NO LATER THAN THIRTY (30) DAYS PRIOR TO EVENT DATE

Phone: (810) 635-4464

Fax: (810) 635-2887



Where Friendships Last Forever

## City of Swartz Creek Municipal Property Reservation Application

Date of Reservation: 10/10/2020 Reservation location: HOLLAND SQUARE

One time event

Recurring event

Name of Responsible Party: SC FIREFIGHTERS INC. (JEEPERS CREEKERS)

Address: 8100 CIVIC Phone: 810-441-4216

City: SWARTZ CREEK Zip Code: 48473

Nature of Activity: OUTDOOR MOVIE Approx. # Attendees 100

Arrival Time: 8:00 AM Departure Time: 10:00 PM

Responsible Party Signature: [Signature]

E-Mail Address: JAMISON@SCAFD.COM

Proof of Insurance Provided

Please check all that will be needed

Water

Waste collection

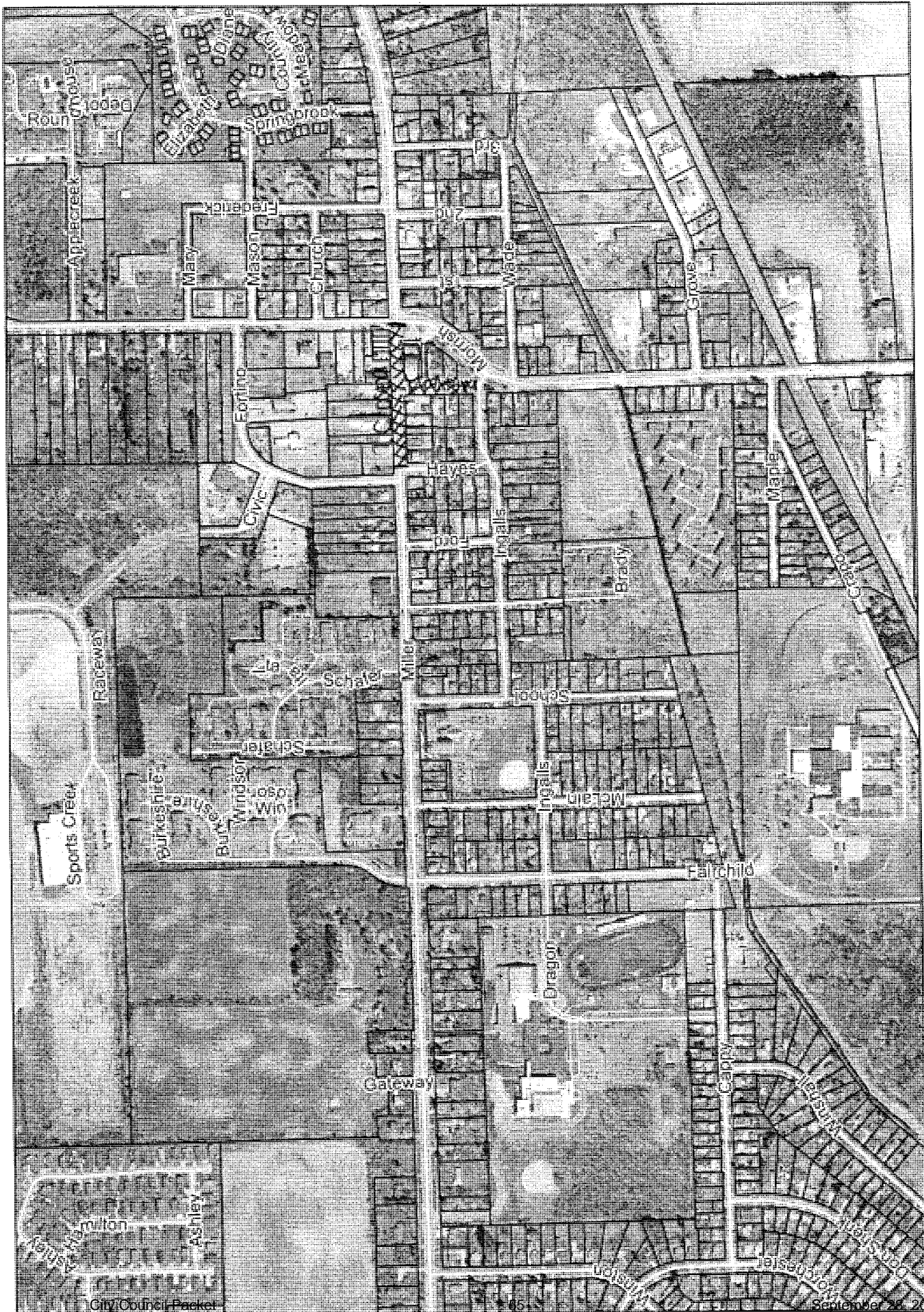
Electricity  Other Services – Specify: \_\_\_\_\_

I have received a copy of the Plaza Rules: [Signature]

IF THERE ARE PROBLEMS DURING THE EVENT CONTACT 911.

City Official \_\_\_\_\_

Date \_\_\_\_\_



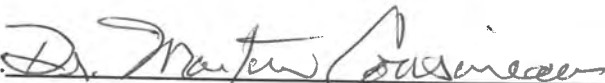
# City of Swartz Creek Downtown & Schools

GENESEE COUNTY ADOPTION OF THE  
GENESEE COUNTY OFF ROAD VEHICLE OPERATION ORDINANCE

BE IT ORDAINED, by this Board of County Commissioners of Genesee County, Michigan, that the Genesee County Off Road Vehicle Operation Ordinance (the "Ordinance"), a copy of said Ordinance being attached to this resolution, is hereby adopted to allow operation of off road vehicles on public highways within the County of Genesee, with the powers, duties, and limitations provided by the Act and subject to the terms and conditions of this ordinance.

The Clerk of this Board is hereby directed to have a notice of this Ordinance promptly published in a newspaper of general circulation in Genesee County, Michigan, said notice being attached to this Resolution.

Adopted: February 26, 2020

Signed:   
Dr. Martin Cousineau, Chairperson  
Genesee County Board of County Commissioners

Certified:   
John J. Gleason  
Genesee County Clerk/Register



**PUBLIC NOTICE**

Notice is hereby given that, on February 26, 2020, the Genesee County Board of County Commissioners enacted the Genesee County Off Road Vehicle Operation Ordinance by its adoption of 2020 Ordinance no. 20-69, a copy of which is on file with, and may be reviewed by any member of the public at, the office of the County Clerk-Vitals/Election Division, located on the second floor of the Genesee County Court House, 900 South Saginaw Street, Room 201 East, Flint, Michigan 48502. The office hours of the Clerk's Office-Vitals/Election Division are 8:00 a.m. to 4:15 p.m. on normal business days.

Dated: February 26, 2020



\_\_\_\_\_  
John J. Gleason,  
Genesee County Clerk/Register

Attachment: ORV Ordinance Notice (RES-2020-69 : Ordinance: Off Road Vehicle Operation)

**GENESEE COUNTY ORDINANCE  
OFF ROAD VEHICLE OPERATION  
Ordinance No. \_\_\_\_\_**

**AN ORDINANCE** authorizing and regulating the use of Off-Road Vehicles (ORV) on County Roads, as authorized by Part 811 the Michigan Natural Resources and Environmental Protection Act (hereinafter referred to as "Act"), as amended, being MCL 324.81131, *et seq.*

**THE COUNTY OF GENESEE ORDAINS:**

**SECTION 1: PURPOSE AND INTENT**

1.1 This ordinance is adopted to allow operation of ORVs on public highways within the County of Genesee, with the powers, duties, and limitations provided by the Act and subject to the terms and conditions of this ordinance and any future amendments thereto.

**SECTION 2: DESIGNATION**

2.1 This Ordinance shall be known as the Off-Road Vehicle Operation Ordinance.

**SECTION 3: DEFINITIONS**

3.1 As used in this ordinance, the following definitions shall apply:

- a) "Driver's license" means an operator's or chauffeur's license or permit issued to an individual by the Secretary of State under Chapter III of the Michigan Vehicle Code, 1949 PA 300, MCL 257.301 to 257.329, for that individual to operate a vehicle, whether or not conditions are attached to the license or permit.
- b) "Operate" means to ride in or on, and be in actual physical control of the operation of an ORV.
- c) "Operator" means a person who operates or is in actual physical control of the operation of an ORV.
- d) "ORV" for the purposes of this ordinance means a motor driven off road recreational vehicle capable of cross-country travel without benefit of a road or trail, on or immediately over land, snow, ice, marsh, swampland, or other natural terrain. ORV or vehicle includes but is not limited to, a multitrack or multi wheel drive vehicle, an ATV, a motorcycle or related 2-wheel, 3-wheel, or 4-wheel vehicle, an amphibious machine, a ground effect air cushion vehicle, or other means of transportation deriving motive power from a source other than muscle or wind. ORV or vehicle does not include a registered snowmobile, a farm vehicle being used for farming, a vehicle used for military, fire, emergency, or law enforcement purposes, a vehicle owned and operated by a utility company or an oil or gas company when performing maintenance on its facilities or on property over which it has an easement, a construction or logging vehicle used in performance of its common function, or a registered aircraft.
- e) "Road" or "County Road" means a county primary road or county local road as described in section 5 of 1951 PA 51, being MCL 247.655.
- f) "Safety certificate" means a certificate issued pursuant to 1994 PA 451 as amended, MCL 324.81129, or a comparable ORV safety certificate issued under the authority of another state or a province of Canada.
- g) "Visual supervision" means the direct observation of the operator with the unaided or normally corrected eye, where the observer is able to come to the aid of the operator.

Attachment: ORV Ordinance 2.10.20 (RES-2020-69 : Ordinance: Off Road Vehicle Operation)

- h) "Far Right of the Maintained Portion of the County Road" indicates the shoulder of the road when the roadway is improved by pavement, tar and chips, concrete, or other similar materials or indicates the extreme right of the open portion of the right-of-way when the roadway is not improved by pavement, tar and chips, concrete, or other similar materials.

**SECTION 4: ORV OPERATION**

4.1 An ORV may be operated only with the flow of traffic on the far right of the maintained portion of the County Roads listed in attached Schedule A and as restricted by the Genesee County Road Commission as listed in attached Schedule B; provided that:

- a) A person shall not operate an ORV at a speed greater than 25 miles per hour, or lower if posted, and in no event shall an ORV be operated in a manner that interferes with traffic on a road or street or at a speed greater than conditions allow.
- b) A person possesses a license as defined in Section 25 of the Michigan Vehicle Code, Act 300, Michigan Public Acts of 1949; MCL 257.25.
- c) Any ORV operated in the allowed portion of the road shall travel single file, except when passing or being overtaken by another ORV.
- d) A person shall not operate an ORV on roads described herein unless displaying a lit headlight and lit taillight.
- e) No person under the age of 18 may operate an ORV on roads described herein, unless that person is in possession of a valid driver's license or under the direct supervision of a parent or guardian and the person has in his or her immediate possession an ORV safety certificate issued pursuant to Part 811 of the Act, or a comparable certificate issued under the authority of another state, or a province of Canada.
- f) No person under the age of 12 may operate an ORV on any road described herein.
- g) Any person and any passenger in or on the ORV shall wear on his or her head a crash helmet and protective eyewear approved by the United States Department of Transportation. This subdivision does not apply if the vehicle is equipped with a windshield and a roof or roll bar that meets or exceeds standards for a crash helmet and the operator and each passenger is wearing a properly adjusted and fastened safety belt.
- h) Any ORV operated on a right of way shall be fitted with a throttle so designed that when the pressure used to advance the throttle is removed, the engine speed will immediately and automatically return to idle.
- i) The ORV is equipped with a spark arrester type United States Forest Service approved muffler in good working order and in constant operation.
- j) The ORV is equipped with a braking system that may be operated by hand or foot, capable of producing deceleration at 14 feet per second on level ground at a speed of 20 miles per hour; a brake light, brighter than a taillight, visible when the brake is activated to the rear of the vehicle when the vehicle is operated during the hours of 1/2 hour after sunset and 1/2 hour before sunrise.
- k) The ORV is operated pursuant to noise emission standards defined by law.
- l) The ORV shall not be operated on any state trunkline right-of-way or on any street within incorporated cities and villages unless allowed by city or village ordinance.
- m) In a court action in this state where competent evidence demonstrates that a vehicle that is permitted to be operated on a highway pursuant to the Michigan Vehicle Code, 1949 PA 300, NCK 257.1 to 257.923, collided with an ORV on a roadway, the driver of the ORV involved in the collision shall be considered prima facie negligent.

4.2 Schedule A may be amended and/or replaced by the Genesee County Board of Commissioners, by action conforming to the passage of ordinances, upon passage of a

resolution amending this Ordinance.

#### SECTION 5: VIOLATIONS

5.1 A person who violates this Ordinance shall be responsible for a civil infraction, and shall pay a fine of up to \$500.00, and in addition may be charged with and ordered to pay the cost of full restitution for damages to the environment, a road, or other property resulting from that persons operation of an ORV.

5.2 Any fines collected pursuant to this Ordinance shall be deposited with the County Treasurer and shall be designated as the ORV fund. The County Board of Commissioners shall appropriate revenue in the ORV fund as specified in MCL 324.81131.

#### SECTION 6: AUTHORIZATION

6.1 Should any term of this ordinance be found to be inconsistent with the authorizing statute; MCL 324.81131, as amended, the provisions of the statute, including any amendments thereto, shall apply.

6.2 The board of a township or municipality in the county may adopt an ordinance to close any roads within the boundaries of the township to the operation of ORVs as permitted by the county. The board of a township or municipality in the county may adopt an ordinance authorizing operation of ORVs on the maintained portion of 1 or more roads located within the township, pursuant to MCL 324.81131(3).

6.3 Should the county Road Commission close, or a township or municipality adopt an ordinance to close, certain roads to ORV use pursuant to MCL 324.81131(4), operation of an ORV on such roads is prohibited under this ordinance.

#### SECTION 7: REVENUE

7.1 All revenue derived from enforcement of this Ordinance shall be deposited into the ORV fund, as described in section 5.2 of this Ordinance, and shall be distributed consistent with the authorizing statute, MCL 324.81131, as amended, as follows:

- a) Fifty percent to the County Sheriff or police agency responsible for law enforcement in the local unit of government for ORV enforcement and training.
- b) Fifty percent to the County Road Commission, or in the case of a city or village, to the department responsible for street maintenance. This revenue shall be used for repairing damage to streets, county roads, or highways and the environment that may have been caused by ORVs and for posting signs indicating ORV speed limits or indicating whether streets, county roads, or highways are open or closed to the operation of ORVs under this section.

#### SECTION 8: SEVERABILITY and IMMUNITY

8.1 If any part of this ordinance shall be determined to be unenforceable by a court of competent jurisdiction, that part shall be deemed to be severed and removed from the body of this ordinance, and the rest shall remain in full force and effect.

8.2 The Road Commission, the County Board of Commissioners, the County of Genesee and

any township or municipality are all immune from tort liability for injuries or damages sustained by any person arising out of the operation or use of an ORV on maintained or unmaintained roads, streets, shoulders, and rights of way over which they have jurisdiction.

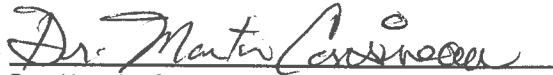
**SECTION 9: PRIOR ORDINANCES and EFFECTIVE DATE**

9.1 All county ordinances and resolutions or a part thereof, insofar as the same may be in conflict herewith, are hereby repealed.

9.2 This ordinance shall be effective on the day when notice of its adoption is published in a newspaper of general circulation in Genesee County.

**ADOPTION**

Adopted by action of the Genesee County Board of Commissioners this 26th day of February, 2020.



Dr. Martin Cousineau, Chairperson  
Board of Commissioners  
Genesee County, Michigan

**CERTIFICATION**

I hereby certify that the foregoing is a true and correct copy of the Ordinance made and passed by the Genesee County Board of Commissioners on the date above.

In Testimony Whereof, I have hereunto set my hand and seal this 26th day of February, 2020.



John Gleason, County Clerk  
Genesee County, Michigan

Attachment: ORV Ordinance 2.10.20 (RES-2020-69 : Ordinance: Off Road Vehicle Operation)

SCHEDULE A

All County primary or local roads as described in Section 5 of 1951 PA 51, MCL 247.655.

Attachment: ORV Ordinance 2.10.20 (RES-2020-69 : Ordinance: Off Road Vehicle Operation)

## SCHEDULE B

All Restricted roadways as determined by the Board of County Road Commissioners, as designated by MCL 824.81131(4).

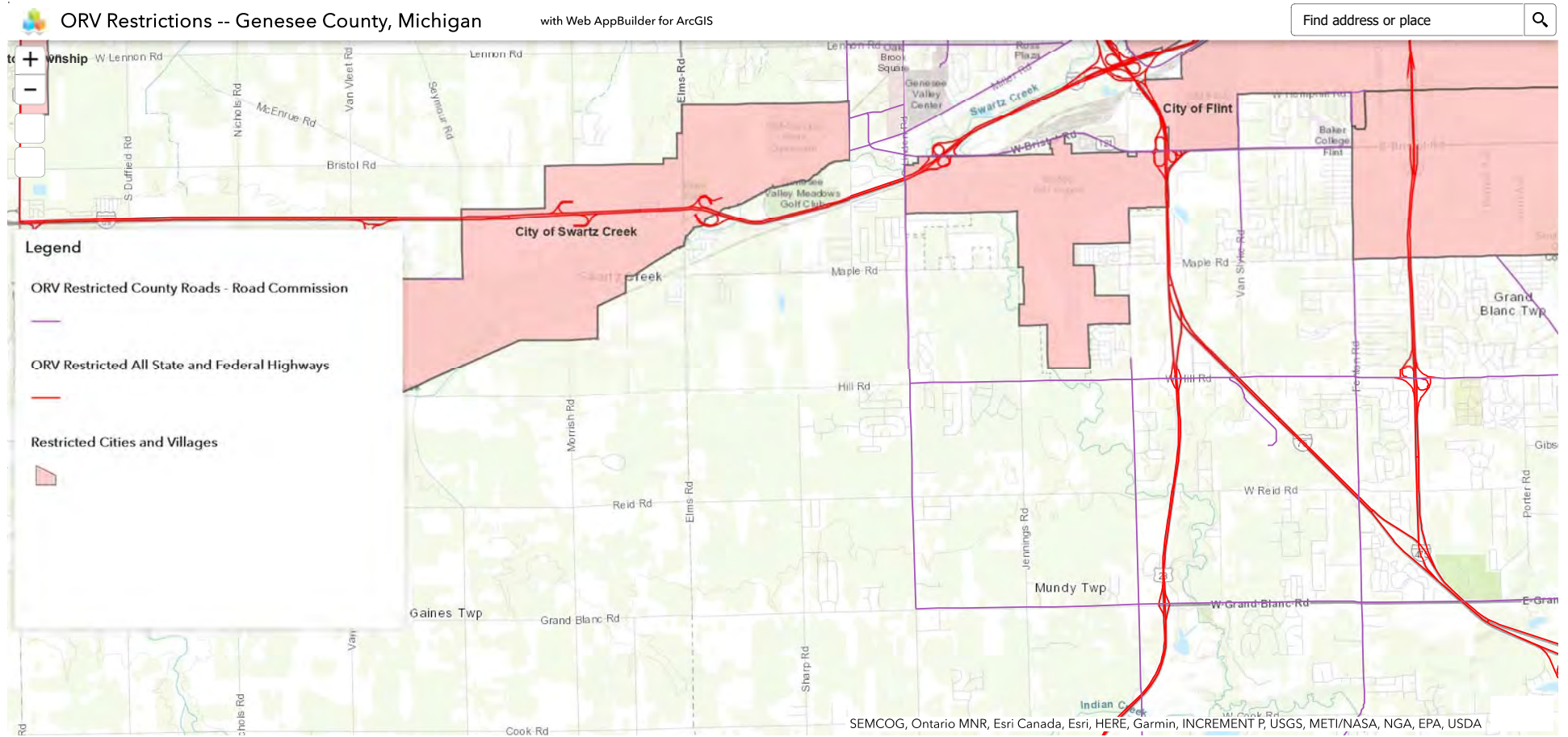
Township	Road Name	FROM	TO
Argentine	Silver Lake Road	Seymour	Glen Hatt
Fenton	Thompson Road	US-23	Torrey
Fenton	Fenton Road	Fenton CTL	Ray
Fenton	Owen Road	Whitaker	Jennings
Mundy	Torrey Road	Ray	Hill
Mundy	Fenton Road	Ray	Maple
Mundy	Baldwin Road	Fenton	Twp Line
Mundy	Grand Blanc Road	Linden	Fenton
Mundy	Hill Road	Linden	Fenton
Mundy	Taylor Drive	Hill	End
Mundy	Linden Road	Grand Blanc	Maple
Grand Blanc	Saginaw Road	S County	Grand Blanc CTL
Grand Blanc	Saginaw Road	N Grand Blanc CTL	Maple
Grand Blanc	Holly Road	Ray	Grand Blanc CTL
Grand Blanc	Perry Road	Grand Blanc CTL	Belsay
Grand Blanc	Center Road	0.2 Mile S of Maple	Maple
Grand Blanc	Baldwin Road	Twp Line	Saginaw
Grand Blanc	Grand Blanc Road	Fenton CTL	Grand Blanc CTL
Grand Blanc	Hill Road	Fenton CTL	Belsay
Grand Blanc	Belsay Road	Perry	Maple
Clayton	Miller Road	Seymour	Seymour
Flint	Lennon Road	Dye	Miller
Flint	Beecher Road	Linden	Flint CTL
Flint	Dye Road	Miller	Reuben
Flint	Ballenger Hwy	Flint CTL	Miller
Flint	Ballenger Hwy	Flint River	Flushing
Flint	Bristol Road	Miller	I-69
Flint	Flushing Road	Twp Line	Flint CTL
Flint	Fenton Road	Bristol	Hemphill
Flint	Lavelle Road	Flushing	Pasadena
Flint	Miller Road	Dye	Ballenger
Flint	Van Slyke Road	Maple	Hemphill
Flint	Elms Road	Corunna	Potter
Flint	Hemphill Road	Tuxedo	Burton
Flint	Linden Road	Maple	Pasadena

Flint	Bristol Road	I-69	Torrey
Flint	Bristol Road	Torrey	Fenton
Flint	Dutcher Street	Mall Entrance	Corunna
Flint	Norko Drive	Dye	Linden
Flint	Fleckenstein Drive	Miller	Norko
Davison	Lapeer Road	Irish	M-15
Davison	Davison Road	Vassar	Aloha
Davison	Irish Road	Atherton	Potter
Davison	Bristol Road	Atlas	M-15
Flushing	Carpenter Road	Cedardale	McKinley
Mt. Morris	Mt Morris Road	Clio	Mt Morris CTL
Mt. Morris	Carpenter Road	Clio	Saginaw
Mt. Morris	Detroit Street	Carpenter	Flamingo
Mt. Morris	Jennings Road	Pasadena	Pierson
Mt. Morris	Neff Road	Coldwater	End
Mt. Morris	Clio Road	Pierson	Frances
Mt. Morris	Coldwater Road	Clio	Saginaw
Mt. Morris	Flushing Road	Twp Line	Flint CTL
Mt. Morris	Pierson Road	Linden	Clio
Mt. Morris	Pasadena Avenue	Linden	Flint CTL
Mt. Morris	Elms Road	Potter	Kelley
Mt. Morris	Linden Road	Pasadena	Pierson
Genesee	Belsay Road	Potter	Richfield
Genesee	N. Saginaw Road	Carpenter	Mt Morris CTL
Genesee	N. Saginaw Road	Mt Morris CTL	Frances
Genesee	Richfield Road	Branch	Vassar
Genesee	Carpenter Road	Saginaw	Harry
Genesee	Center Road	Burton CTL	Richfield
Genesee	Mt. Morris Road	Mt Morris CTL	Dort
Genesee	Coldwater Road	Saginaw	Dort
Genesee	Genesee Road	Burton CTL	Mt. Morris
Genesee	Selby Street	Horton	Carpenter
Genesee	Horton Road	Carpenter	Coldwater
Richfield	Richfield Road	Vassar	Victoria Station
Richfield	Irish Road	Potter	Richfield
Vienna	Peterson Drive	Vienna	Old Vienna
Vienna	Clio Road	Frances	Clio CTL
Vienna	Old Vienna Road	Peterson	Peterson
Thetford	N. Saginaw Road	Frances	Dort
Thetford	Dodge Road	Saginaw	Dort

Attachment: ORV Ordinance 2.10.20 (RES-2020-69 : Ordinance: Off Road Vehicle Operation)

Map to follow:





09-15-20

To the city of Swartz Creek,

I am writing due to an on going concern I have about enforcement of ordinances that don't get enforced for some and enforced for others. All summer long at the entrance to the village a large boat being parked in the yard.(which is a violation of city ordinances) I was told by Metro police that my relatives from out of town(3 vehicles) could park at Syring Ele. and walk to my house, or i could pick them up. I drive around and see people parking all over their lawns for days with nothing done about it. Using side yards between houses as driveways. Are these people special to the city and is this why nothing is done. What about people with money making businesses in there homes and garages. I know of an individual that was a licensed mechanic working as a full time mechanic for a large trucking company and was forced to close his weekend garage due to zoning laws. Winchester village is not zoned commercial. So why is nothing being done to these business being run in areas that are not zoned commercial. These are things that make me and other resident of Swartz Creek go HMMM.

Now I have a question for the city about Miller rd. at Elms. There is a sign on west bound Miller showing that the one lane is a turn lane only, but I have been denied turning into the eatery establishments on the north side of Miller numerous times due to people ignoring the sign and going thru. The city council should take a bus trip to the corner of Lapeer rd. and M-15 to see the neat abutment at the corner so that traffic can not go thru the innersection straight where there is a right turn only sign and lane for turning only. Also when can the residents of seymour rd. get some relieve from the racing up and down the street at night and not stopping at the stop sign. I have saw one officer sit and pull people over during the day.(thank you officer Storms) You never see any police on seymour road at night when the speeding is going on. I have told the police that the speeding is going on between 7pm and 10pm most nights. Myself and some I have spoken to Metro police have been told to call 911 and report it when we see it. I couldn't even begin to tell you how many times I have been passed on Seymour rd and had my bumper ridden almost always because I drive the speed limit which is 25 MPH.

These are just some concerns that I have regarding why some things with the enforcement of city ordinances and traffic laws of our city. Thank you for your time ladies and gentleman of the city council

Concerned Tax Payer

**SWARTZ CREE AREA FIRE DEPT: 2021  
BUDGET-DRAFT**

ACCT #		18 BUDGET	18 ACTUAL	19 BUDGET	19 ACTUAL	20 BUDGET	21 BUDGET	DEFINITION
	<b>REVENUES:</b>							
3582	Contributions-Operating	\$311,716.17	\$235,452.00	\$351,737.26	\$366,098.92	\$311,557.51	\$311,329.50	Estimated Operating Contributions
3583	Contributions-Equipment	\$0.00	\$82,705.00	\$0.00		\$0.00	\$0.00	Estimated Equipment Contributions-combined with 3582 for 2013
3628	Misc. Income (Sundry)	\$0.00	\$615.00	\$0.00	\$33,997.67	\$0.00	\$0.00	Miscellaneous Income
3630	Grant Income	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	Grant Income
3664	Interest Income	\$0.00	\$5.00	\$0.00		\$0.00	\$0.00	Interest from Deposits
3673	Sale of Fixed Assests	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	Sale of Miscellaneous Used Items
	<b>TOTAL REVENUES</b>	\$311,716.17	\$318,777.00	\$351,737.26	\$400,096.59	\$311,557.51	\$311,329.50	
	<b>EXPENSES</b>							
4703	Social Security	12,251.17	12,579.00	12,207.26	11,458.61	12,092.51	12,107.50	Social Security - .0145%, FICA - .062%
4704.1	Salaries - Chief	33,000.00	33,250.00	33,000.00	31,500.00	33,000.00	31,500.00	Chief
4704.2	Salaries - Staff	14,700.00	5,899.00	14,700.00	4,529.00	14,700.00	10,000.00	Accounting Specialist & Clerical
4705	Salaries - Maintenance	20,300.00	14,051.00	21,800.00	10,944.00	20,300.00	20,300.00	Maint., Qtr. Master, Train. Officer, FF Labor, Pump Testing
4706	Salaries - Officers	18,072.00	18,507.00	18,072.00	13,758.00	18,072.00	18,468.00	1 Asst. Chief, 1 Batt. Chief, 2 Capt., 4 Lieut.2 Sgt.
4707	Salaries - Firefighters	72,000.00	85,513.00	72,000.00	89,054.65	72,000.00	78,000.00	Est. Fire Run/Training Payment for Firefighters
4708	Deferred/Direct Response Comp.	2,468.00	1,244.00	2,468.00	1,676.75	2,468.00	2,556.00	Deferred Comp. Employer Paid
4709	Medical - Firefighters	8,265.00	3,804.00	4,265.00	2,868.50	8,265.00	7,408.00	Physicals, Hept. - B Shots
4710	Unemployment Payments	750.00	-	750.00	53.28	750.00	750.00	Unemployment Payments
4715	Unforseen Expenses	-	-	-	-	-	-	Line item for unforeseen costs
4727	Office Supplies	1,850.00	1,527.00	2,000.00	1,219.60	1,850.00	1,850.00	Clerical Supplies,Postage,Shipping
4728	Building Supplies/Maint	1,350.00	1,011.00	1,150.00	1,261.32	1,350.00	1,600.00	Utility Paper, Cleaning Supplies, Light Bulbs, Keys
4741	Equip/Oper. supplies	6,800.00	4,722.00	5,650.00	5,868.53	6,800.00	7,100.00	Small tool, Batteries, Fuel, Filters etc...
4801	Contract Services	9,700.00	8,629.00	8,200.00	6,925.70	9,700.00	7,800.00	Audit,Legal,Cleaning,Advertising,Copier Maint. Agree.,Photos
4850	Communications	5,800.00	4,691.00	6,250.00	6,250.55	5,800.00	5,520.00	Telephone/Internet Service
4910	Insurance	21,175.00	18,908.00	19,069.00	20,345.97	21,175.00	21,375.00	Fleet, Liability, Workers' Comp.
4920	Utilities	20,700.00	18,807.00	18,200.00	19,685.91	20,700.00	19,500.00	Gas/Electric, Water/Sewer
4960	Education & Training	9,305.00	4,646.00	8,935.00	4,398.94	9,305.00	9,455.00	Dues, Classes/Materials, Prevention Materials,Subscriptions
4970	Office Equipment	750.00	-	500.00	-	750.00	750.00	Office Equipment
4976	Fire Equipment	26,750.00	16,587.00	75,641.00	83,062.97	26,750.00	26,720.00	Gear,Suppression Equip.Pagers,Radios
4978	Fire Equip-Maint./Repair/Upgrades	22,330.00	18,215.00	23,480.00	30,440.07	22,330.00	24,230.00	Maint. Agree., Repair & Upgrades of Fire Equipment
4984	Computer Hardware/Repair	1,800.00	1,831.00	1,800.00	390.02	1,800.00	1,800.00	Computer Hardware & Hardware Repair
4988	Computer Software/Upgrade	1,600.00	1,822.00	1,600.00	1,711.00	1,600.00	2,540.00	Computer Software, Software Upgrades, Train. Matls.
	<b>Sub-total Expenses</b>	311,716.17	276,243.00	351,737.26	347,403.37	311,557.51	311,329.50	320,903 = 3% @-228.01(-.0007%) -5% -15,000=296,557.51
4981	Apparatus		\$382,374.96	\$382,374.96	\$382,374.96			Original Proposed \$320,285.12
	<b>Total Expenses</b>	311,716.17	658,617.96	734,112.22	729,778.33	311,557.51	311,329.50	
	<b>Net Income (Loss)</b>	\$0.00	\$42,534.00	\$0.00	\$52,693.22	\$0.00	\$0.00	
	<b>Fund balance beginning of the year</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	
	<b>Fund balance end of the year</b>	\$0.00	\$42,534.00	\$0.00	\$52,693.22	\$0.00	\$1.00	

2021 BUDGET-DRAFT

2021 BUDGET BREAKDOWN :						
Account			2020	2021	Change	
<b>4703 Social Security</b>			<b>12,092.51</b>	<b>12,107.50</b>	<b>14.99</b>	
	2018 Actual	\$12,579.00				
	2019 Actual	\$11,458.61				
	Chief Salary		\$33,000.00	\$31,500.00	-\$1,500.00	
	Acct & Clerical Wage		\$14,700.00	\$10,000.00	-\$4,700.00	
	Officers		\$18,072.00	\$18,468.00	\$396.00	
	Main/Train		\$20,300.00	\$20,300.00	\$0.00	
	Firefighters		\$72,000.00	\$78,000.00	\$6,000.00	
	TOTA	\$158,268.00	0.0765	\$12,092.51	\$12,107.50	\$14.99
<b>4704.1 Chief Salary</b>			<b>\$33,000.00</b>	<b>\$31,500.00</b>	<b>-\$1,500.00</b>	
	2018 Actual	\$33,250.00				
	2019 Actual	\$31,500.00				
	Chief's Salary		\$33,000.00	\$31,500.00	-\$1,500.00	
<b>4704.2 Accounting Specialist &amp; Clerical Wages</b>			<b>\$14,700.00</b>	<b>\$10,000.00</b>	<b>-\$4,700.00</b>	
	2018 Actual	\$5,899.00				
	2019 Actual	\$4,529.00				
	Accting Specialist Wage (\$19.23 hr, avg 10 hrs a week)		\$14,700.00	\$10,000.00	-\$4,700.00	
	TOTAL		\$14,700.00	\$10,000.00	-\$4,700.00	
<b>4705 Maint. &amp; Train. Wages</b>			<b>\$20,300.00</b>	<b>\$20,300.00</b>	<b>\$0.00</b>	
	2018 Actual	\$14,051.00				
	2019 Actual	\$10,944.00				
	Truck Maintenance Duties	\$200/mth	\$2,400.00	\$2,400.00	\$0.00	
	Quarter Master Duties	\$200/mth	\$2,400.00	\$2,400.00	\$0.00	
	Training Duties	\$200/mth	\$2,400.00	\$2,400.00	\$0.00	
	Assit Quarter Master Duties	\$100/mth	\$1,200.00	\$1,200.00	\$0.00	
	IT Specialist	\$100/mth	\$1,200.00	\$1,200.00	\$0.00	
	Fire Prevention Duties	\$100/mth	\$1,200.00	\$1,200.00	\$0.00	
	Firefighter Labor:					
	Hall/Apparatus Duties	Normal Firefighter hourly rate	\$6,500.00	\$6,500.00	\$0.00	
	Flow Testing/SCBA Tech Maint	Normal Firefighter hourly rate	\$1,000.00	\$1,000.00	\$0.00	
	Mechanic Maintenance Duties	Normal Firefighter hourly rate	\$2,000.00	\$2,000.00	\$0.00	
	TOTAL		\$20,300.00	\$20,300.00	\$0.00	
<b>4706 Officer Salary</b>			<b>\$18,072.00</b>	<b>\$18,468.00</b>	<b>\$396.00</b>	
	2018 Actual	\$18,507.00				
	2019 Actual	\$13,758.00				
	Asst. Chief (1)	250/mth	\$2,604.00	\$3,000.00	\$396.00	
	Batt. Chief (1)	187/mth	\$2,244.00	\$2,244.00	\$0.00	
	Captain (2)	334/mth	\$4,008.00	\$4,008.00	\$0.00	
	Lieutenant (4)	568/mth	\$6,816.00	\$6,816.00	\$0.00	
	Sergeant (2)	\$200/mth	\$2,400.00	\$2,400.00	\$0.00	
	TOTAL		\$18,072.00	\$18,468.00	\$396.00	

2021 BUDGET-DRAFT

<b>4707 Firefighter Wages</b>			<b>\$72,000.00</b>	<b>\$78,000.00</b>	\$6,000.00
2018 Actual		\$85,513.00			
2019 Actual		\$89,054.65			
<b>FIREFIGHTER</b>					
Probation I			\$11.73	\$11.73	\$0.00
Probation II			\$12.52	\$12.52	\$0.00
FFI			\$13.23	\$13.23	\$0.00
FFII			\$14.45	\$14.45	\$0.00
Officer I			\$15.59	\$15.59	\$0.00
Officer II			\$16.50	\$16.50	\$0.00
Officer III			\$16.96	\$16.96	\$0.00
Tenure	+ .30 for 3yrs; 5yrs & 5 year increments				
Pump Operator			\$0.27	\$0.27	\$0.00
<b>4708 Deferred Compensation</b>			<b>\$2,468.00</b>	<b>\$2,556.00</b>	\$88.00
2018 Actual		\$1,244.00			
2019 Actual		\$1,676.75			
Firefighters: flat rate, \$52 per yr X18 FF			\$780.00	\$936.00	\$156.00
Firefighters: \$1.50 per run x 18 FF X 60 runs (includes alarms & training)			\$1,688.00	\$1,620.00	-\$68.00
TOTAL			<u>\$2,468.00</u>	<u>\$2,556.00</u>	\$88.00
<b>4709 Medical Expense</b>			<b>\$8,265.00</b>	<b>\$7,408.00</b>	-\$857.00
2018 Actual		\$3,804.00			
2019 Actual		\$2,868.50			
Physical 25 FF			\$8,000.00	\$7,000.00	-\$1,000.00
Hept B injections 3 shots @ \$68(x2)			\$265.00	\$408.00	\$143.00
TOTAL			<u>\$8,265.00</u>	<u>\$7,408.00</u>	-\$857.00
<b>4710 Unemployment Payments</b>			<b>\$750.00</b>	<b>\$750.00</b>	\$0.00
2018 Actual		\$0.00			
2019 Actual		\$53.28			
Unemployment Payments			\$750.00	\$750.00	\$0.00
TOTAL			<u>\$750.00</u>	<u>\$750.00</u>	\$0.00
<b>4715 Unforeseen Costs</b>			<b>\$0.00</b>	<b>\$0.00</b>	\$0.00
2018 Actual					
2019 Actual					
Unforeseen expenses			\$0.00	\$0.00	\$0.00
			<u>\$0.00</u>	<u>\$0.00</u>	\$0.00

2021 BUDGET-DRAFT

<b>4727 Office Supplies</b>			<b>\$1,850.00</b>	<b>\$1,850.00</b>	\$0.00
	2018 Actual	\$1,527.00			
	2019 Actual	\$1,219.60			
					\$0.00
	Supplies (forms, envelopes, pens, etc...)		\$500.00	\$500.00	\$0.00
	Postage (stamps, special mailings)		\$300.00	\$300.00	\$0.00
	Shipping		\$1,000.00	\$1,000.00	\$0.00
	Sam's Club Membership		\$50.00	\$50.00	\$0.00
	TOTAL		<u>\$1,850.00</u>	<u>\$1,850.00</u>	\$0.00
<b>4728 Building Supplies</b>			<b>\$1,350.00</b>	<b>\$1,600.00</b>	\$250.00
	2018 Actual	\$1,011.00			
	2019 Actual	\$1,261.32			
					\$0.00
	Paper Products		\$300.00	\$400.00	\$100.00
	Cleaning Products		\$230.00	\$230.00	\$0.00
	Light Bulbs		\$40.00	\$40.00	\$0.00
	Repairs/Updates		\$230.00	\$230.00	\$0.00
	Rehab Supplies		\$200.00	\$350.00	\$150.00
	First Aid Kit (restock)		\$350.00	\$350.00	\$0.00
	TOTAL		<u>\$1,350.00</u>	<u>\$1,600.00</u>	\$250.00
<b>4741 Equipment Supplies</b>			<b>\$6,800.00</b>	<b>\$7,100.00</b>	\$300.00
	2018 Actual	\$4,722.00			
	2019 Actual	\$5,868.53			
					\$0.00
	Fuel		\$4,200.00	\$4,200.00	\$0.00
	Filters		\$300.00	\$300.00	\$0.00
	Oil		\$250.00	\$250.00	\$0.00
	Small Tools		\$350.00	\$350.00	\$0.00
	Misc. Supplies		\$1,700.00	\$2,000.00	\$300.00
	TOTAL		<u>\$6,800.00</u>	<u>\$7,100.00</u>	\$300.00
<b>4801 Contract Services</b>			<b>\$9,700.00</b>	<b>\$7,800.00</b>	-\$1,900.00
	2018 Actual	\$8,629.00			
	2019 Actual	\$6,725.70			
					\$0.00
	Emergency Excavating/Towing		\$600.00	\$600.00	\$0.00
	Auditing Service		\$5,500.00	\$4,600.00	-\$900.00
	Maintenance Agreement-Copier		\$600.00	\$600.00	\$0.00
	Legal Service		\$3,000.00	\$2,000.00	-\$1,000.00
	TOTAL		<u>\$9,700.00</u>	<u>\$7,800.00</u>	-\$1,900.00
					\$0.00

2021 BUDGET-DRAFT

<b>4850 Communications</b>			<b>\$5,800.00</b>	<b>\$5,520.00</b>	-\$280.00
	2018 Actual	\$4,691.00			
	2019 Actual	\$6,250.55			
					\$0.00
	Web Site Domain Name (renew in 2020 GoDaddy)		\$200.00	\$0.00	-\$200.00
	Web Site Domain Hosting (1and1 renew 2020)		\$200.00	\$0.00	-\$200.00
	IAR (I Am Responding) Smart Phone Program		\$650.00	\$620.00	-\$30.00
	Phone Equipment		\$750.00	\$600.00	-\$150.00
	Phones/Internet Access		\$4,000.00	\$4,300.00	\$300.00
	TOTAL		<u>\$5,800.00</u>	<u>\$5,520.00</u>	-\$280.00
					\$0.00
<b>4910 Insurance</b>			<b>\$21,175.00</b>	<b>\$21,375.00</b>	\$200.00
	2018 Actual	\$18,908.00			
	2019 Actual	\$20,345.97			
					\$0.00
	Michigan Par Plan		\$15,000.00	\$16,000.00	\$1,000.00
	Worker's Compensation		\$6,000.00	\$5,200.00	-\$800.00
	MML Membership		\$175.00	\$175.00	\$0.00
	TOTAL		<u>\$21,175.00</u>	<u>\$21,375.00</u>	\$200.00
					\$0.00
<b>4920 Utilities</b>			<b>\$20,700.00</b>	<b>\$19,500.00</b>	-\$1,200.00
	2018 Actual	\$18,807.00			
	2019 Actual	\$19,685.91			
					\$0.00
	Water/Sewer		\$3,200.00	\$3,000.00	-\$200.00
	Gas/Electric		\$17,500.00	\$16,500.00	-\$1,000.00
	TOTAL		<u>\$20,700.00</u>	<u>\$19,500.00</u>	-\$1,200.00
					\$0.00
<b>4960 Education &amp; Training</b>			<b>\$9,305.00</b>	<b>\$9,455.00</b>	\$150.00
	2018 Actual	\$4,646.00			
	2019 Actual	\$4,398.94			
					\$0.00
	FIREFIGHTER TRAINING				\$0.00
	Misc. FF Classes		\$2,000.00	\$2,000.00	\$0.00
	ADVANCED TRAINING				\$0.00
	Officer Classes		\$3,000.00	\$3,000.00	\$0.00
	CERTIFICATIONS				\$0.00
	CPR		\$300.00	\$300.00	\$0.00
	MEMBERSHIPS				\$0.00
	Michigan Fire Chiefs		\$245.00	\$245.00	\$0.00
	Genesee Co. Fire Chiefs \$60 ea x 3 + \$125 dept		\$305.00	\$305.00	\$0.00
	Shiawassee Co. Firefighters		\$75.00	\$75.00	\$0.00
	Mi State Fireman's Assoc \$30 ea x35 + \$75 dept		\$1,125.00	\$1,125.00	\$0.00
	Mi Fire Inspectors Association		\$85.00	\$85.00	\$0.00
	Hundred Club		\$0.00	\$150.00	\$150.00
	Mi Fire Instructors Association (2)		\$170.00	\$170.00	\$0.00
	TRAINING SUPPLIES		\$500.00	\$500.00	\$0.00
	FIRE PREVENTION				\$0.00
	Misc. Materials/handouts/audio visual aides		\$500.00	\$500.00	\$0.00
	Fire Safety Trailer		\$1,000.00	\$1,000.00	\$0.00
	TOTAL		<u>\$9,305.00</u>	<u>\$9,455.00</u>	\$150.00

2021 BUDGET-DRAFT

<b>4970 Office Equipment</b>			<b>\$750.00</b>	<b>\$750.00</b>	\$0.00
	2018 Actual	\$0.00			\$0.00
	2019 Actual	\$0.00			\$0.00
<b>Upgrades/Repairs</b>			<b>\$750.00</b>	<b>\$750.00</b>	\$0.00
	TOTAL		<u>\$750.00</u>	<u>\$750.00</u>	\$0.00
<b>4976 Fire Equipment</b>			<b>\$26,750.00</b>	<b>\$26,720.00</b>	\$0.00
	2018 Actual	\$16,587.00			\$-30.00
	2019 Actual	\$83,062.97			
Turn Out Gear (5)			\$9,200.00	\$11,500.00	\$2,300.00
Misc Equipment			\$4,500.00	\$4,500.00	\$0.00
Uniforms			\$2,000.00	\$2,000.00	\$0.00
10 yr Anniversary Helmet			\$0.00	\$0.00	\$0.00
Fire Hose			\$3,830.00	\$0.00	-\$3,830.00
Nozzles and adaptors			\$4,500.00	\$0.00	-\$4,500.00
Foam			\$0.00	\$6,000.00	\$6,000.00
Replacement Helmets (10)			\$2,000.00	\$2,000.00	\$0.00
Leather Fire Boots (2)			\$720.00	\$720.00	\$0.00
	TOTAL		<u>\$26,750.00</u>	<u>\$26,720.00</u>	-\$30.00
<b>4978 Fire Equipment-Maint/Repair</b>			<b>\$22,330.00</b>	<b>\$24,230.00</b>	\$1,900.00
	2018 Actual	\$18,215.00			
	2019 Actual	\$30,440.07			
Truck Repair			\$7,500.00	\$9,000.00	\$1,500.00
Jaws Pump Maint - Bi-Annually 2021			\$0.00	\$1,500.00	\$1,500.00
Turn-Out Gear Repair/Cleaning			\$500.00	\$500.00	\$0.00
Ladder Certification			\$750.00	\$750.00	\$0.00
Annual Pump Test/Maint			\$5,500.00	\$4,500.00	-\$1,000.00
Pager/Radio Repair/Upgrade			\$1,200.00	\$1,000.00	-\$200.00
SCBA Repair			\$1,500.00	\$1,500.00	\$0.00
Fire Extinguishers Maint			\$500.00	\$550.00	\$50.00
Misc. Equipment Repair			\$1,500.00	\$1,500.00	\$0.00
Posi Check Calibration	**potential split 50/50 with GTFD		\$700.00	\$750.00	\$50.00
OHD Facemask Fit Equipment	**potential split 50/50 with GTFD		\$820.00	\$820.00	\$0.00
Air Compressor M/A (2)			\$1,860.00	\$1,860.00	\$0.00
			<u>\$22,330.00</u>	<u>\$24,230.00</u>	\$1,900.00
<b>4981 Apparatus</b>			<b>\$0.00</b>	<b>\$0.00</b>	\$0.00
	2018 Actual	\$0.00			
	2019 Actual	\$382,374.96			
	TOTAL		<u>\$0.00</u>	<u>\$0.00</u>	\$0.00
<b>4984 Computer Hardware/Repairs</b>			<b>\$1,800.00</b>	<b>\$1,800.00</b>	\$0.00
	2018 Actual	\$1,831.00			
	2019 Actual	\$390.02			
<b>Computer/Monitor Upgrades</b>			\$1,500.00	\$1,500.00	\$0.00
Repairs			\$300.00	\$300.00	\$0.00
	TOTAL		<u>\$1,800.00</u>	<u>\$1,800.00</u>	\$0.00
<b>4988 Computer Software/Upgrades</b>			<b>\$1,600.00</b>	<b>\$2,540.00</b>	\$940.00
	2018 Actual	\$1,822.00			
	2019 Actual	\$1,711.00			
Fire Tools Upgrade			\$400.00	\$500.00	\$100.00
Quickbooks			\$1,200.00	\$2,040.00	\$840.00
Misc Program Support (Zoom, Windows)			\$0.00	\$1,000.00	\$1,000.00
	TOTAL		<u>\$1,600.00</u>	<u>\$2,540.00</u>	\$940.00





# Grant Summary

Date: 09/24/2020

Page: 1 of 4

**Grant Type:** Transportation Alternatives Program

**Grant Number:** 2020015

Section	Applicant	Description (rpt)	Current Grant Amount	Total Match	Total Amount	Grant %	Status	Grant Year
01	City of Swartz Creek	SRTS: Swartz Creek Community Schools	\$635,790.00	\$0.00	\$635,790.00	100.00%	Proposed	2021
<b>Total:</b>			<b>\$635,790.00</b>	<b>\$0.00</b>	<b>\$635,790.00</b>	<b>100.00%</b>		

**Section**    **Grant Section Description**  
 01            FY 2021 TAP CONDITIONAL COMMITMENT  
                  Job Number 211462 approved 9/24/2020.

The City of Swartz Creek in conjunction with Swartz Creek Public Schools will complete a pedestrian safety project to benefit students at Elms Elementary School, Swartz Creek Middle School, and Syring Elementary School. The project will provide enhanced crossings on routes near campuses and establish safe shared use paths.

Infrastructure components include:

Elms Elementary School

a. Installation of a 10-foot-wide shared use path stemming from the proposed Genesee Valley Trail running along West Bristol Road, connecting to southwest corner of the Elms Elementary School campus.

Swartz Creek Middle School

- a. Establish an ADA compliant mid-block crossing with RRFBs and in-street pedestrian crossing sign configuration at Moorish Road between Grove Street and Wade Street.
- b. Installation of a 10-foot-wide shared use path along the north side of West Branch Swartz Creek, connecting Moorish Road and Fairchild Street.
- c. Removal of pedestrian crossing just south of the intersection of Fairchild Street and Cappy Lane. Enhance pedestrian crossing at the west side of the intersection of Cappy Lane and Fairchild Street, with curb bulb-outs and crosswalk paint.

Syring Elementary School

a. Installation of 5-foot-wide sidewalk on the west side of Seymour Road between the First Baptist Church and just north of Oakview Drive, and between Young Drive and Miller Road.

Programming includes: pedestrian safety education campaign, walking school bus, and safety patrol. All non-infrastructure work will be coordinator and contracted with the Michigan Fitness Foundation.

Total infrastructure grant budget: \$635,790

Total non-infrastructure grant budget: \$24,000.00

Combined infrastructure and non-infrastructure grant amount: \$659,790



# Grant Summary

Date: 09/24/2020

Page: 2 of 4

## Job Phase Summary

Section	Job/Phase	Est Grant Amount	Auth Grant Amount	CTD Grant Amount	Route	Work Description	Location Description	Financial Stage/Status	FinSys
01	211462(A)	\$635,790.00			Morrish Rd	Sidewalk, shared use path, RRFB, crosswalks, ramps	Citywide, Swartz Creek	New / Requesting	TA
<b>Total:</b>		<b>\$635,790.00</b>							

### **Nonmotorized Funding Condition**

This project must be designed and constructed in accordance with the standards in the American Association of State Highway and Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities, 2012 edition. The standards for off-road trails include a minimum 10 foot width with a minimum of 2 foot clear zone on each side. The standards for bridges or boardwalks include a minimum 14 foot width between rub rails. In addition, bridges and boardwalks should meet a minimum H-10 design load rating. For roadways with no curb and gutter, the standards for on-road paved shoulders include a minimum 4 foot width facility on each side of the road. If parking is permitted, the standards for bike lanes include a minimum width of 5 foot. The project must also be designed and constructed in accordance with the Michigan Manual on Uniform Traffic Control Devices (MMUTCD).

### **Historic Condition for Non-Historic Preservation**

This project must be designed and implemented in accordance with the Secretary of the Interior Standards for Rehabilitation (National Park Service, 1990). The applicant must submit design plans to the State Historic Preservation Office (SHPO) for review as part of the overall environmental clearance for the project (see the MDOT Local Agency Programs (LAP) website [www.michigan.gov/mdotlap](http://www.michigan.gov/mdotlap), for SHPO Environmental Review form and instructions). The SHPO will determine whether or not the design complies with the Standards. If the design does not comply with the Standards, the applicant must alter the design to address SHPO comments before the grant award will be approved and subsequent federal obligation is requested.

### **SRTS Funding Condition**

Safe Routes to School (SRTS) and Transportation Alternatives (TAP) funding awards are conditional upon the items mentioned in the correspondence from the MDOT Office of Economic Development conveying the grant award summary, supporting documentation, as well as fund availability. Federal transportation funding could be subject to Congressional approval of a rescission, reducing or eliminating the remaining unobligated funds. The amount of SRTS and TAP funding that Congress has authorized for expenditure is provided on a first come, first serve basis to the projects that have completed the steps necessary to request federal fund authorization from the Federal Highway Administration. These steps include submitting completed plans, a cost estimate, specifications, and obtaining all necessary permits, clearances, an executed agreement, and non-participating funds.

### **SRTS Local Funding Condition**

**IMPORTANT NOTE ON FEDERAL Safe Routes to School and Transportation Alternatives Program FUNDING:**

Federal SRTS or TAP funds shall be applied to the eligible items of the total participating project cost up to the maximum of: (1) the federal SRTS grant amount, or (2) an amount equal to the lowest qualified bid for participating costs, at the time of the award of the construction contract. The balance of the participating project cost, after deduction of Federal SRTS or TAP Funds, shall be the responsibility of the grant applicant. All of the non-participating cost shall be the responsibility of the grant applicant.

In accordance with the limits mentioned above, Federal SRTS or TAP funds are capped at the applicable low bid amount and shall not be applied to any extra construction costs or construction over-runs; these costs shall be the responsibility of the grant applicant.

### **NEPA Condition**

This project shall adhere to the regulations set forth under the National Environmental Policy Act of 1969, as amended. (Pub. L. 91-190, 42 U.S.C. 4321-4347, January 1, 1970, as amended by Pub. L. 94-52, July 3, 1975, Pub. L. 94-83, August 9, 1975, and Pub. L. 97-258, 4(b), Sept. 13, 1982). This project is required to analyze and report on certain environmental, economic, and social conditions which may be impacted as part of the project undertaking. A complete and approved Local Agency Environmental Clearance Form (Form 5323) must be on file with the Michigan Department of Transportation Local Agency Programs unit prior to requesting obligation of funds. The form can be found on the MDOT Forms Repository webpage: [mdotjboss.state.mi.us/webforms/](http://mdotjboss.state.mi.us/webforms/)

### **Quarterly Progress Report Condition-MDOT Form 3197**



## Grant Summary

**Date:** 09/24/2020

**Page:** 4 of 4

As the grantee responsible for implementing this project, it is your responsibility to show that your project is making adequate progress towards federal obligation in the approved fiscal year. To show continued progress, you must submit a Quarterly Progress Report in the MDOT Grant System (MGS) on or before the first business day of the months of January, April, July, and October. Use MDOT Form 3197, found on the MDOT Forms Repository webpage: [mdotjboss.state.mi.us/webforms/](http://mdotjboss.state.mi.us/webforms/) Submission of this report is required from the time a Conditional Commitment/Award is issued until the grantee reports that they have provided approval on an accurate bid letting package to MDOT's Local Agency Program. Failure to submit this form by the due dates listed could result in the rescission of the grant. Submission of forms that show lack of detail or progress toward federal obligation may also lead to rescission.