

**City of Swartz Creek
AGENDA**

**Regular Council Meeting, Monday, November 9, 2020, 7:00 P.M.
Paul D. Bueche Municipal Building, 8083 Civic Drive Swartz Creek, Michigan 48473**

1. **CALL TO ORDER**
2. **INVOCATION:**
3. **OATH OF OFFICE-COUNCILMEMBER’S ELECT (City Clerk):**
4. **ROLL CALL:**
5. **COUNCIL ELECTIONS:**
 - 5A. Elect Mayor MOTION Pg. 22
 - 5B. Elect Mayor Pro-Tem MOTION Pg. 22
6. **MOTION TO APPROVE MINUTES:**
 - 6A. Council Meeting of October 26, 2020 MOTION Pg. 40
7. **APPROVE AGENDA:**
 - 7A. Proposed / Amended Agenda MOTION Pg. 1
8. **REPORTS & COMMUNICATIONS:**
 - 8A. City Manager’s Report MOTION Pg. 4
 - 8B. Staff Reports & Meeting Minutes Pg. 46
 - 8C. Mundy Township Shared Service Agreement Pg. 82
 - 8D. American Tower Lease Proposal Pg. 91
 - 8E. City Council Procedures and Virtual Meeting Policy Pg. 114
 - 8F. MERS Addendums Pg. 124
 - 8G. CDBG Program Information Pg. 136
 - 8H. Area Election Results Pg. 158
 - 8I. Gaming Commission Release Pg. 162
 - 8J. Decorative Sign Grant Bid Award Pg. 164
 - 8K. Fire Board Amended Bylaws Pg. 178
 - 8L. 2020 Fiscal Year Audit (See October 26, 2020 Packet)
9. **MEETING OPENED TO THE PUBLIC:**
 - 9A. General Public Comments
10. **COUNCIL BUSINESS:**
 - 10A. Fiscal Year 2020 Audit PRESENTATION
 - 10B. Utility Rate Increase RESO Pg. 23
 - 10C. Mundy Township Shared Service Agreement RESO Pg. 33
 - 10D. CDBG Pre-Application **PUBLIC HEARING** RESO Pg. 34
 - 10E. MERS Addendums RESO Pg. 35
 - 10F. American Tower Lease Amendment RESO Pg. 35
 - 10G. Virtual Meeting Policy RESO Pg. 36
 - 10H. Grant Bid Award - Signs RESO Pg. 37
 - 10I. Fire Board Bylaws RESO Pg. 38
11. **MEETING OPENED TO THE PUBLIC:**
12. **REMARKS BY COUNCILMEMBERS:**
13. **ADJOURNMENT:** MOTION Pg. 39

Next Month Calendar

Planning Commission: Tuesday, November 10, 2020, 7:00 p.m., PDBMB (one week later)

Downtown Development Authority: Thursday, November 12 2020, 6:00 p.m., PDBMB
Fire Board: Monday, November 16, 2020, 6:00 p.m., Public Safety Bldg
ZBA Board: Wednesday, November 18, 2020, 6:00 p.m., PDBMB
City Council: Monday, November 23, 2020, 7:00 p.m., PDBMB
Metro Police Board: Tuesday, November 24, 2020, 10:00 a.m., Metro HQ (one day early)
Planning Commission: Tuesday, December 1, 2020, 7:00 p.m., PDBMB (one week later)
Park Board: Wednesday, December 2, 2020, 5:30 p.m., PDBMB
City Council: Monday, December 7, 2020, 7:00 p.m., PDBMB
Downtown Development Authority: Thursday, December 10 2020, 6:00 p.m., PDBMB
City Council: Monday, December 14, 2020, 7:00 p.m., PDBMB
Metro Police Board: Wednesday, December 16, 2020, 10:00 a.m., Metro HQ (a week early)

City of Swartz Creek Mission Statement

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

City of Swartz Creek Values

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

Honesty, Integrity and Fairness

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

Fiscal Responsibility

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

Public Service

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

Embrace Employee Diversity and Employee Contribution, Development and Safety

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

Expect Excellence

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

Respect the Dignity of Others

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

Promote Protective Thinking and Innovative Suggestions

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

City of Swartz Creek
CITY MANAGER'S REPORT

Regular Council Meeting of Monday, November 9, 2020 - 7:00 P.M.

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

FROM: Adam Zettel, City Manager

DATE: November 4, 2020

ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

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

We have one appeal filed so far this year. It is a repeat appeal for an office at 5376 Miller Road. At this point, we are fairly confident this is the only one. An appraisal for this property has been ordered from Kevin Groves Appraisals, Inc. I will keep the council informed on the progress of this appeal.

✓ **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.

Street projects for 2020 are finished!

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.

Mr. Harris and I will be working with OHM to ascertain what preventative maintenance projects or rehabilitation projects might be added to 2021 and beyond.

✓ **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** *(No Change in Status)*

The scope of work is indeed smaller than originally thought. This means that the excavation and piping needs are smaller, as is the impact on property owners. Engineering services have been approved. Prior to commencing in full, we hope to acquire permanent easements for the run of the new line. We will be working with Springbrook and the Masonic Lodge. I will keep the council informed.

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** *(No Change in Status)*

Work is complete on:

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

Work is underway on Miller Road, from Tallmadge to Dye.

Bristol from Elms to Miller will commence later in the year.

We have sent notice to all impacted properties of record.

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.

✓ **UTILITY BILL PENALTIES, INTEREST, AND TURN OFFS** *(Update)*

We have decided to commence with utility bill penalties after the January billing payment date. We will send this notice out with all invoices and directly to those with outstanding balances. This does NOT mean that shut offs will occur. We will be accepting payment plans on an extended basis that will go beyond the standard shut off time period.

Again, we understand that there were allowances made to overcome hardships, so we do not wish to financially punish folks or take unreasonable action on collections or shut offs. However, we do need to move forward sooner or later. Further down the road, we shall need to consider if the outstanding balances will need to go on the July 2021 tax assessment roll, or if some delay will be necessary. We will keep the council informed.

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

The last of the lots acquired prior to the special assessment have been sold. We approved permits for single family homes on September 30th. The city also has two more lots that were acquired through the tax reversion process.

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

The October newsletter is out!

✓ **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. **(Update) Street repair in 2020** is complete. 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** (*No Change of Status*)

After added effort, GM has responded and is communicating as needed through their governmental liaison. They have also commissioned a traffic study to look at the situation. It is unclear if this is a sincere effort to work the problem and cooperate or if it is a justification for their initial reaction that trails are dangerous. Hopefully, we can meet with them and work something out that works for all parties.

In the meantime, we continue to negotiate easements with three other property owners. We are concurrently pursuing appraisals for these three easement requests, as well as General Motors. This is a requirement of the condemnation process. Hopefully, this will not be necessary, but we must maintain our timeline for improvements. I will keep the council informed.

In other news, we resubmitted our DNR grant and are hoping for a positive outcome.

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** (*Update*)

We are supposed to have a joint meeting of the council, planning commission, and DDA this calendar year. This is an obvious challenge to do in person with COVID, and might be even more difficult with a virtual meeting of the same group. Given the large amount of appointments that are due in the near future, compounded with our need to revisit the master plan, I am working with the state on solutions. They recommend we push this into early 2021. We could host a virtual workshop on master planning or otherwise bring the larger group together to host a state-of-the city style event. I will keep the council informed.

There is a buyer for the Lovegrove Building. We met with them onsite. Though they have not yet closed on the property, it appears that they will soon. They have plans for relatively robust maintenance and upgrades at the property, and they would like to cooperate on parking, site access, and downtown events.

Though it does not appear they have any immediate plans to engage in a larger scale transformative project, I do believe they have some good users coming to the site and will be investing sufficient resources to bring the building up to functional expectations. I think this is a good step forward.

We are still able to offer our RRC incentives. We will continue to work with property owners to educate and encourage them to consider the benefits of property enhancement and the incentives that can be leveraged to that end.

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*)

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** (*Update*)

The city council extended the forbearance period through September 30th. There was not an October payment and November 1 payment now outstanding as well. The outstanding balance prior to forbearance was the month of March and half of February's payment (totaling \$3,000 without penalties or interest. As of writing, we have received \$400 dollars. There has not been any payment made toward October. However, the tenant has been awarded a \$10,000 grant from the county (CARES Act funding). This has been affirmed by the county to be remitted any day now.

The tenant has been responding to our inquiries and communicative. I have reached out to ascertain what their expectations are as we continue through COVID and the post-COVID world. They are requesting a 'buy-out' number and indicated a desire to finance a purchase. As of writing, the current situation, even with CARES support, is not working.

While we still wish to see the property and business thrive, sustainable rents above ~\$50 a month (as observed between March and October), are required. With promises made in August to catch up not bearing fruit, I will look to work with the attorney to have a resolution on the agenda for November 23rd to proceed with eviction. The council can decide to pursue this, extend a forbearance, or pursue some other option.

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 outlet 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** *(Business Item x2)*

We have released bids for the purchase of decorative street signs. This project includes the purchase and installation of decorative street signs throughout the downtown area. We hope to proceed as soon as orders can be made. The bid is less than anticipated, which is always good. We can purchase the signs and look to seek reimbursement for reasonable labor and equipment costs related to installation by our crews. This should get us close to the available allotment.

I am including the specifications and bid. The company that submitted a quote is the company that has been supplying signs for the other intersections. Other companies did get the specifications and made inquiries, but they did not submit prices. I am not sure why, but I do know that other suppliers appear to be out-of-state, which might have had much to do with it.

We also have the next three year CDBG cycle planning phase upon us. We posted a notice for a public needs hearing for November 9th to stay on the December submission timeline. This is the first step to using CDBG funds for the next cycle, whether it is on senior services, infrastructure projects, or other purposes. The needs hearing will seek comment on prior and potential projects. Using this information, we will submit a pre-application packet to the Genesee County Metropolitan Planning Commission.

The amount of funding available for the 2022-2024 cycle is \$42,025. We can allocate up to 30% to service projects, which has gone to the senior center in the past in the amount of 15%. The remainder can be dedicated to construction/improvement projects with in the eligible block group area that is identified in the CDBG guidelines map. This roughly equates to the south side of downtown.

Eligible projects could be lighting, sidewalks, Bicentennial Park improvements, Holland Square improvements, alley construction, streetscapes, property acquisition, historic preservation, housing rehabilitation, blight removal, and similar projects. This really offers opportunities to invest in 8067 Miller/alley, improve the park, or work with other public properties in the area.

Past projects included decorative lighting, streetscape activities, sidewalks, and sign purchases.

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

A conditional award has been made by the MDOT! 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 approving a proposal for engineering this fall so we can construct in 2022. This was a year later than anticipated, but we have observed delays in the process for some months that made this likely.

✓ **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** (*Business Item*)

Mundy's park is substantially complete and they intend to be open in December. We have a draft agreement prepared that relates to the level of service and terms for park maintenance by city staff. This agreement is modeled after our shared building service agreement and has the blessing of Mundy Township. I am including the agreement in our packet, along with a resolution to approve it.

Overall, the initial impact will not be significant. We expect to provide about 10 hours a week of seasonal or part-time labor and 4 hours of full time (overtime), with a single pickup truck for the season, May through November. We will likely provide 6-10 hours of part time labor and truck December through April. Services will initially be limited to waste collection and inspection in the summer. We expect to provide those services on a limited basis during the winter, along with the potential for limited parking lot snow/ice removal.

On a broader scale, I think this is another great movement toward stronger working relationships with our neighbors. Long term benefits are expected to be cost savings

through economies of scale, the addition of equipment or services that are otherwise out of reach, and enhancements to our community facilities that reflect on and provide value to greater Swartz Creek.

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! However, no fundraiser has been done this year, so there are no baskets or pads.

The park board is considering the purchase of the baskets and pads using budgeted funds. This might enable us to hit the ground running in 2021. The difficulty comes from the usage of the site for water main construction staging. While Glaeser Dawes is doing a great service in providing this, they have a heavy footprint there and will continue to do so most of the 2021 warm months. This makes recreational use problematic. We will work with GD and the volunteers to see what options we have this winter.

✓ **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 13th 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** (*Update*)

The November election used much of our resources to properly conduct. Now that the election is over, we plan to more rigorously separate our staff at the office and DPW. Many of our neighboring governments have had to endure one or more total shut downs. We seek to avoid this by maintaining and increasing our efforts to promote personal protective gear usage, sanitization, and employee separation.

The most notable feature will be to separate the office staff into two separate teams that will work on opposite days. Doing so will make potential tracing easier and avoid a total shutdown in the event of a positive test. See previous reports for details on our established policies and procedures.

✓ **8067 MILLER ROAD** *(No Change of Status)*

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. As of writing, it appears there is no desire to use this property to enhance the Lovegrove investments, beyond the need for a rear yard easement to Hayes Street.

With that said, 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.). **IF THIS IS DESIRED, PLEASE SHARE YOUR OPINION WITH THE COUNCIL!** We will not likely get another shot at this.

✓ **CARES FUNDING** *(No Change of Status)*

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 17th. 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.

✓ **ORV ORDINANCE** *(No Change of Status)*

Per guidance from the city council, I am working with the attorney to draft an ordinance that would enable enclosed ORV's on select streets (shoulders or 25 mph speed limits and under) under select circumstances (operator, ORV features, etc). When this is ready for review, we shall bring it to the council for discussion.

✓ **RACEWAY LEGISLATION SUPPORT LETTER** *(Update)*

Based upon the input by Senator Ananich, we will await a later version of the bill prior to acting. It is apparent that there are four or more subcommittee versions that replace the public version which I included in the October 10 packet. I expect this to be on an agenda yet this calendar year.

In other news, there is a press release from the gaming control board regarding the track in Northville. This press release has raised some questions because it notes the inability of the Swartz Creek facility to acquire race days. However, this too appears to be tied to PA 661 according to the owner. I expect a statement from them before the meeting indicating their plans for 2021 and beyond.

The previous report follows:

Senate Bill 661 continues to have life in the senate. There is a hope and expectation that the bill will become law in calendar year 2020. I am including the draft bill as passed by the senate in the council packet. Though changes are likely, the bill would enable Sports Creek raceway to engage in historical wagering, a form of wagering on prior horse races (disguised against human or AI interpretation). The owners of the track believe that such wagering would make the facility economically viable when combined with live thoroughbred horse racing.

They owner is requesting a resolution of support from the city council for this legislation. They would like to use the existing facility for a use that reflects its intend and practical attributes. Doing so would certainly eliminate a depreciating, even blighting feature of our community. It MIGHT add some additional resources through additional property investment and the potential for 'breakage' tax revenues to the city as derived from the historical wagering.

Even during its hayday, the facility did not have a remarkable impact on the rest of the local economy (for good or ill). However, the site was maintained, paid its fair share of taxes, and had some economic impacts that were noted by local businesses. The new owner is proving to be an open and sincere communicator that has a willingness to cooperate with the community and invest. While the site has other obvious opportunities given its location and size, the current approvals, buildings, and ownership lean towards a return to racing.

This is clearly a council decision. However, circumstances and recent council and community action indicate that this is still the preferred course. I am including the resolution for approval.

✓ **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** *(No Change of Status)*

The Planning Commission conditionally approved a site plan at their meeting on October 13th. The medical office at 7550 Miller Road was approved for expansion. In addition to the building expansion, the parking areas and landscaping will be improved. The office is to be the future home of Dr. Sharman.

The next meeting is scheduled for November 3rd, however, due to the election the November meeting will be on the 10th. Due to some confusion over a requirement for curbing versus parking blocks, the 7550 Miller site plan is expected to be revisited on the 10th.

✓ **DOWNTOWN DEVELOPMENT AUTHORITY** *(Update)*

The DDA did not meet in October. The next meeting was scheduled for November 12th. However, there is not any business at the moment. The next meeting date is December 10, 2020.

✓ **ZONING BOARD OF APPEALS** *(No Change of Status)*

The ZBA did not have a March meeting due to COVID 19 mitigation. Their annual meeting was held on September 16th. 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** *(Update)*

The Park Board met at city hall for their November 4 meeting. See the attached minutes for details. The Crapo structure donation is still on hold because the family is not committed to it. Winterization is underway. The park board also moved to convert the Otterburn Park berm into a sledding hill. This can be done using the in-kind efforts of the contractor, without adding budgeted expenses or compromising the park.

The next meeting is slated for December 2nd at city hall.

✓ **BOARD OF REVIEW (Update)**

The Board of Review will convene December 15th, but the time has yet to be scheduled. The purpose is to hear petitions related to clerical errors, mutual mistakes of fact, PREs, poverty exemptions, and disabled veterans exemptions.

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

Things went great on Election Day. The polls were very busy in the morning with the afternoon having a little rush. Then it really slowed down in the evening, which was a big surprise. Thanks to the great team of workers that worked those long hours. They are much appreciated and they are the ones that make it happen. Also, thanks to Troop 122 for working with us and keeping voting areas sanitized and greeting residents. Their presence was greatly appreciated.

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

Street sweeping is ongoing. We are also working to take care of tree issues in Elms Park, such as the removal of low hanging, sick, or dangerous limbs. This should increase tree health and safety. We hope to extend this program into the downtown (civic campus, street trees, and Bicentennial Park), as well as Abrams Park. The long term goal is to conduct forestry as a holistic asset management program instead of a reactive remove and replace approach.

Water main breaks have been a big problem. There have been multiple breaks on Miller (fortunately they are on the section that is due to be replaced). However, we have had two more in the village, one on Elms, and one on Morrish. We suspect that the activity related to hydrant flushing and stoppages for the Miller Road work have been contributing factors. .

✓ **TREASURER UPDATE (Update)**

Staff assisted with voter inquiries on the phone and in the office through Election Day. During the final few days it become a full-time job for most staff. Several annually required state reports were prepared by the Treasurer including the F-65 Financial Report, Qualifying Statement, Act 51 Street Financial Report and the 4 reports required to continue to receive stated shared revenue including the Citizens Guide and Dashboard. Routine duties were performed including but not limited to writing journal entries, processing tax distributions, bank wires, review of accounts payable invoices, preparation and review of payroll remittance payments, monthly and annual billings for accounts receivable, and other financial matters impacting the city.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

✓ **ELECTION RESULTS (Update)**

I am including the election results that we have for the city and county races. The most notable change is the election of Mrs. Samantha Fountain to the city council. She is joined by returning members Mr. Dave Krueger and Mr. John Gilbert. Mr. Dennis Cramer finished in fourth and will not be returning to the council.

✓ **NEW COUNCIL, MAYORAL ELECTION (Business Item)**

Welcome back to our returning incumbents and welcome to our new member, Mrs. Fountain. We have a handful of organizational activities tonight, including Office Oath, Mayor, and Mayor Pro-Tem Elections.

Swartz Creek City Council adopted the following selection procedure for the Offices of Mayor and Mayor Pro-Tem:

1. The City Clerk will accept verbal nominations for all candidates of the respective post. Support for the nominee is not required.
2. A roll call vote of each Councilmember will be conducted by the Clerk. Councilmembers will name a single choice for the respective post.
3. Four votes shall be required of a nominee to be selected as Mayor and Mayor Pro-Tem.
4. If four votes are not cast for a candidate, the process will be repeated.

✓ **APPOINTMENTS (Update)**

As expected following an election, there are numerous appointments to make on a number of city boards and commissions. All of these expire on November 23rd and will be made at the next meeting. This has been a standing practice because it does not make much sense to place appointments on the same agenda as the selection of the Mayor, since they are mayoral appointments. The obvious result of concurrent selection could be a total lack of preparation or awareness of appointments for an incoming mayor.

With the election of Mrs. Fountain to the city council, replacing Mr. Cramer, she is disqualified from remaining on the zoning board of appeals since Mr. Gilbert is the current council representative to the ZBA. This appointment therefore expires immediately. However, since they are not scheduled to meet until December 16th, a replacement appointment can be made on the 23rd.

✓ **AMERICAN TOWER (Business Item)**

We have received a request to modify the lease from the lessee for the communications tower on Elms Road (east side, north of the Swartz Creek). American Tower operates the tower on behalf of the tele-communications users that occupy it. This lease has recently been amended to make the arrangement sustainable for the modern industry. This included a substantial lump-sum payment to the city in order to extend this lease.

Currently, they are seeking to amend the escalators (automatic rent increases) to 10% every 5 years instead of 20% every 5 years. In exchange for this, they offer to guarantee 10 years of lease payments, even if the tower is vacated. Based upon our experience in Elms Park and the advent of 5G, this is no small thing.

Deanna calculates the present cash value of this change to be \$22,966. It is this figure that we would be exchanging for a decade of guaranteed payments. There is no way to accurately speculate demand for this site, but it is clear there is risk to assuring payments. The Elms Park site vacancy and rent reduction is evidence of this. Given the current rate of inflation, a 10% escalator makes sense in exchange for mitigating this risk.

We now have a legal instrument to proceed with the change. The city attorney sees no issues with the instrument. After consideration of the industry drop in demand for towers, current inflation, and the lease history, I believe this is a reasonable request. Note that the big factors contributing to the decrease in tower demand is the consolidation of wireless providers through mergers and the planned roll-out of 5G, which is expected to rely on smaller, lower, and more prevalent antennas instead of the existing infrastructure.

✓ **2020 FISCAL YEAR AUDIT (*Business Item*)**

Copies of the Fiscal Year 2020 audit were included in the October 26 packet. This is available on the city website. Due to technical difficulties the auditor presentation was not successful using the virtual format. They will be present in-person for the presentation at our November 9 meeting.

Findings for the city's processes and fiscal performance are outstanding and include an 'unmodified' opinion. This means that the city is maintaining solid practices related to our processes, accuracy, checks/balances, and security.

In addition, our funds continue to meet expectations related to maintaining positive operational cash flows and fund balances. However, we proceed with caution at present and into the next fiscal year due to uncertainties with the general economic outlook, COVID 19, and the state capacity to fund revenue sharing.

There is a lot of information in the audit so do not hesitate to ask or note questions. In addition to covering our internal processes, controls, and reporting, the auditors shall cover our revenues, expenses, short/long term obligations, pension/OPEB liabilities, and the outlook moving forward. Bring questions and a high level of scrutiny.

✓ **WATER RATE INCREASE (*Business Item*)**

As discussed at the October 26 meeting, the added expense for residential cross connection control is another unfunded mandate that we did not budget for or have a revenue source for. To account for this, the readiness to serve charge for 5/8", 1", and 1.5" is going from \$52.76 to \$56.88. All other RTS charges for water and sewer will remain the same. The water commodity is going from \$7.28 per 100 cubic feet to \$7.35, a 1% increase. This is to accommodate inflationary increases over the last 18 months.

I am including a resolution to approve these changes. There are no other changes to any city rates, fees, or fines. Overall, I believe our utility rates are more stable than most commodities that our customers purchase. This is a positive note given prior increases by the Great Lakes Water Authority.

✓ **MERS ADDENDUMS (*Business Item*)**

The city's retirement investor is seeking written affirmation of wage calculations from all of its users in the state. This means that they wish to affirm what components of compensation are included in the wage totals that are used to calculate employer and employee contributions towards retirement.

For example, while all employers likely include base wages, not all employers consider a car allowance to be considered as wage income for retirement purposes (such

purpose includes the final average compensation determination for defined benefit, as well as the wage multiplier for both defined benefit and defined contribution).

To see the example played out:

Base wage of \$100 with a 401 contribution of 5% equals \$5 contributed toward retirement.

Base wage of \$100 and a \$10 car allowance with a 401 contribution of 5% equals \$5.50 contributed toward retirement.

Based upon our existing practices, we have filled out the addendums for our two pension groups (defined benefit and defined contribution). Note that all current hires are defined contribution (401k). The defined benefit program is limited to two active employees.

We ask the city council to approve the two addendums. This does not change the pension plans, employee contributions/benefits, or employer costs/obligation. Again, this is a restatement that MERS is seeking to solidify expectations across the state.

✓ **VIRTUAL MEETING POLICY (*Business Item*)**

With the expiration of the executive orders that enabled virtual public meetings, the state legislature has enacted laws that enable virtual meetings moving forward under specific circumstances. In general, those with health issues or those that are in the service will be permitted to attend virtual meetings. Meetings of the entire public body may be held virtually if there is an applicable federal, state, or local state of emergency.

In addition to these legal provisions, we are pursuing new technology that shall enable hybrid functionality. This means that in-person meetings will be able to engage virtual attendees (public body members and the general public) that are participating virtually. Doing so requires two-way audio and perhaps video capabilities in the city council chambers. We are seeking quotes currently.

To enable virtual meetings, we are compelled to adopt virtual meeting policies. Based upon our attorney's template and our prior policies for virtual meetings, we have compiled the attached virtual meeting policies and procedures. Though we do not anticipate returning to full virtual meetings, I recommend adopting these just in case, as well as to enable hybrid engagement.

✓ **GENESEE COUNTY DESIGNATED ASSESSOR (*Update*)**

Per a new state law (PA 660 of 2018), each county must appoint a designated assessor by December 31, 2020. The Designated Assessor shall serve as the assessor of record and assume all duties and responsibilities as the assessor of record for an Assessing District that is determined to be non-compliant with the State Tax Commission audit program as described in MCL 211.10g(1). This is the AMAR review that we have passed with flying colors.

The Designated Assessor will be designated by an Inter-local Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts

in the County, including Swartz Creek. The individual designated as the County Designated Assessor must then be approved by the State Tax Commission.

At the Board of Commissioners meeting on October 28th, the BOC voted unanimously to adopt a Resolution and Inter-local Agreement naming Stacey Kaake as the Genesee County Designated Assessor. The proposal is for \$200 for each city/township per year.

We expect to participate in the approval process at our next meeting so there is no delay in the county selecting an assessor by the end of the year. The agreement basically enables an assessor to come in if the city failed an AMAR, then failed their corrective action plan. I will provide additional materials for review at the November 23rd meeting.

✓ **FIRE DEPARTMENT BYLAWS (Update)**

The fire department is making some changes to their bylaws. The changes require approval by the board, the city council, and Clayton Township. The township and board have already endorsed the new bylaws.

The changes effectively amount to the ability for the department to engage in additional forms of e-payments and to write policies to that end. There are also changes to the agenda format. There is also a procedural change to enable open communication during joint meetings of the board and fire service. I see no issues with these changes given their specific impacts, nor do I see any reason for the self-governing powers of the board to be limited in this matter. A resolution is included to affirm the bylaws.

Council Questions, Inquiries, Requests, Comments, and Notes

Winter Events: The buck pole at the Kincaid fair grounds is on for November 15th. It appears there will be a Christmas parade and tree lighting as well.

Lawn mowing: Our contract for mowing has expired. We will look to bid this over the winter. The council may also choose to extend the current contract.

**City of Swartz Creek
RESOLUTIONS
Regular Council Meeting, Monday, November 9, 2020, 7:00 P.M.**

Motion No. 201109-5A

NOMINATIONS & ELECT MAYOR

Councilmember	Farmer:	_____
Councilmember	Fountain:	_____
Councilmember	Gilbert:	_____
Councilmember	Henry:	_____
Councilmember	Hicks:	_____
Councilmember	Krueger:	_____
Councilmember	Pinkston:	_____

Elected (*Minimum 4 Votes Needed*): _____

Motion No. 201109-5B

NOMINATIONS & ELECT MAYOR PRO-TEM

Councilmember	Farmer:	_____
Councilmember	Fountain:	_____
Councilmember	Gilbert:	_____
Councilmember	Henry:	_____
Councilmember	Hicks:	_____
Councilmember	Krueger:	_____
Councilmember	Pinkston:	_____

Elected (*Minimum 4 Votes Needed*): _____

Resolution No. 201109-6A

MINUTES – October 26, 2020

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, October 26, 2020, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 201109-7A

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 November 9, 2020, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 201109-8A CITY MANAGER’S REPORT

Motion by Councilmember: _____

I Move the Swartz Creek City Council accept the City Manager’s Report of November 9, 2020, including reports and communications, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 201109-10B RESOLUTION TO AMEND AND RESTATE CITY-WIDE RATES, FEES, AND CHARGES

Motion by Councilmember: _____

WHEREAS, the City sets rates and collects fees, fees for permits, charges for services, cost recovery’s and cost recovery for consulting services (rates, fees, & charges), and;

WHEREAS, such rates, fees, & charges are a necessary and essential part of the funding for the services that the City provides, and:

WHEREAS, the City’s Code of Ordinances defines and provides for certain rates, fees, & charges, and;

WHEREAS, other such rates, fees, & charges are provided for by resolution of the City Council, statutory provision, past practice, policy and other such actions, and

WHEREAS, the City has amended the City’s Code of Ordinances to provide for various rates, fees, & charges to be set by resolution of the City Council, and;

WHEREAS, the City has need to implement additional rates, fees, & charges to be set by resolution of the City Council, and;

WHEREAS, the City desires to have all such rates, fees, & charges organized into a single resolution that can be visited periodically and adjusted accordingly.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek hereby sets its rates, fees, & charges in accordance with the following schedule, effective immediately or as soon as practical thereafter, table as follows:

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

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

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

Offense

Fine

(a)	Parking too far from curb	\$ 40.00
(b)	Angle parking violations	\$ 40.00
(c)	Obstructing traffic	\$ 40.00

Prohibited parking (signs un-necessary)

(d)	On sidewalk	\$ 40.00
(e)	In front of drive	\$ 40.00
(f)	Within intersection	\$ 40.00
(g)	Within 15 feet of hydrant	\$ 40.00
(h)	On crosswalk	\$ 40.00
(i)	Within 20 feet of crosswalk or 15 feet of corner lot lines	\$ 40.00
(j)	Within 30 feet of street side traffic sign or signal	\$ 40.00
(k)	Within 50 feet of railroad crossing	\$ 40.00
(l)	Within 20 feet of fire station entrance	\$ 40.00
(m)	Within 75 feet of fire station entrance on opposite side of street (signs required)	\$ 40.00
(n)	Beside street excavation when traffic obstructed	\$ 40.00
(o)	Double parking	\$ 40.00
(p)	On bridge of viaduct or within tunnel	\$ 40.00
(q)	Within 200 feet of accident where police in attendance	\$ 40.00
(r)	In front of theater	\$ 40.00
(s)	Blocking emergency exit	\$ 40.00
(t)	Blocking fire escape or fire lane	\$ 50.00
(u)	In a handicapped space	\$100.00
(v)	In prohibited zone (signs required)	\$ 40.00
(w)	In alley (signs required)	\$ 40.00

Parking for prohibited purpose

(x)	Displaying vehicle for sale	\$ 40.00
(y)	Working or repairing vehicle	\$ 40.00
(z)	Displaying advertising	\$ 40.00
(aa)	Selling merchandise	\$ 40.00
(bb)	Storage over 48 hours	\$ 40.00
(cc)	Wrong side boulevard roadway	\$ 40.00
(dd)	Loading zone violation	\$ 40.00
(ee)	Bus, parking other than bus stop	\$ 40.00
(ff)	Taxicab, parking other than cab stand	\$ 40.00
(gg)	Bus, taxicab stand violations	\$ 40.00
(hh)	Failure to set brakes	\$ 40.00
(ii)	Parked on grade wheels not turned to curb	\$ 40.00
(jj)	Parked on lawn extension within right of way	\$ 40.00
(kk)	Parked on front lawn	\$ 40.00

All \$40.00 violations not paid within 20 days will be assessed a \$20.00 late fee.

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

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

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

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

- B. Actual costs shall be assessed to each defendant convicted of O.U.I.L. – O.U.I.D or O.W.I. in which a motor vehicle accident occurred. The cost recovery shall be collected as a part of the fines and costs set by the 67th District Court. In the event the court declines collection, they shall be billed direct to the defendant.
- C. For the purpose of determining costs for extensive investigation and cleanup recovery for emergency response for alcohol related arrests and accidents, the following table shall be used:

Fire

Pumper	\$250.00/hour
Tanker	\$350.00/hour
Squad/Utility	\$150.00/hour
Grass	\$200.00/hour
Command	\$150.00/hour
Officers	\$18.00/hour
Firefighters	\$15.00/hour

Police

Officers	\$47.30/hour
Officer Overtime	\$60.85/hour
Police Car	\$15.00/hour

4. Chapter 5: Cemetery Lots - Purchase

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

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

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

6. Chapter 11: Park Reservation Fees

Elms Park

Pavilion #1	\$ 70.00
Pavilion #2	\$ 120.00
Pavilion #3	\$ 70.00
Pavilion #4	\$ 120.00

Abrams Park

Pavilion #1	\$ 70.00
Pavilion #2	\$ 70.00
Pavilion #3	\$ 70.00

Deposit \$100.00

7. Chapter 12: Peddlers and Solicitors License and Background Check

\$50.00

8. Chapter 15: Permit, Sidewalk Installation

\$25.00

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

\$100.00

10. Chapter 19: Water System Use, Rates and Charges

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

Rates for Quarterly Billings

Readiness to serve charge

5/8", 3/4", 1"	\$56.88
1.5"	\$227.39
2"	\$363.83
3"	\$682.18
4"	\$1,136.97
6"	\$2,273.93

Commodity charge (per 100 cubic feet of water): \$7.35

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

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

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

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

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

Bulk Water Purchases

1 cubic ft. = 7.4805
Gallons

Gallons	Cubic ft.	Cost
3,740	499.96658	\$104.00
5,000	668.40452	\$116.00
10,000	1336.809	\$160.00
15,000	2005.2136	\$204.00
20,000	2673.6181	\$247.00

11. Chapter 19: Water & Sewer Tap Fees

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

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

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

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

12. Chapter 19: Sanitary Sewer Rates

Rates for Quarterly Billings

Readiness to serve charge (per Residential Equivalent Unit):	\$52.50
Readiness to serve charge (non-metered accounts):	\$124.61
Commodity charge (per 100 cubic feet of water consumed):	\$2.14

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

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

13. Chapter 20: Weed Cutting Fees

\$300 per cut

14. Building & Trade Inspection Fees

A. Building Permit Fees:

\$75.00 for first \$1,000 value \$5.00 per \$1,000 thereafter and \$50.00 for a one-time Inspection fee.

The first \$75.00 of the application fee is non-refundable. The total cost of Improvement is based on the Bureau of Construction Codes Square Foot Construction Cost Table with the following exceptions:

Single Family Home	1 story.....	\$105.00 per sq. foot
	1.5 story.....	\$91.00 per sq. foot
	2.0 story.....	\$85.00 per sq. foot
Detached garage.....		\$25.00 per sq. foot
Pole Barn.....		\$16.50 per sq. foot
Open deck or porch.....		\$14.00 per sq. foot
Covered deck or porch.....		\$28.00 per sq. foot

Pre-manufactured unit fees are based upon 50% of the normal on-site construction fee.

Residential Roofing..... \$100.00 fee per project

Siding permits are based upon the project cost.

Commercial roofing is to be based upon the project cost.

Up to \$1,000 (includes one (1) inspection only).....	\$75.00
\$1,000.00 to \$10,000.00.....	\$75.00 plus \$10.00 per \$1,000.00 over \$1,000.00
\$10,000.00 to \$100,000.00.....	\$165.00 plus \$3.00 per \$1,000.00 over \$10,000.00
\$100,001.00 to \$500,000.00.....	\$435.00 plus \$2.00 per \$1,000.00 over \$100,000.00

\$500,000 plus.....\$1,235.00 plus \$3.00 per \$1,000.00 over \$500,000.00

All work not involving a sq. foot computation:

Plan review and administration base fee (plus \$50.00 for each inspection)	\$75
Additional inspections	\$75
Certificate of Occupancy	\$50
Work Commencing Before Permit Issuance	\$75

B. Electrical Inspection Fees

Application Fee (non-refundable)	\$65
Work Commencing Before Permit Issuance	\$75

New Residential Electrical System

Up to 1,500.00 sq. foot	\$80.00
1,501 to 3,500 sq. foot	\$130.00
Over 3,500 sq. foot	\$180.00

Service

Through 200 Amp.	\$10
Over 200 Amp. thru 600 Amp.	\$15
Over 600 Amp. thru 800 Amp.	\$20
Over 800 Amp. thru 1200 Amp.	\$50
Over 1200 Amp. (GFI only)	\$75
Circuits	\$5
Lighting Fixtures-per 25	\$5
Dishwasher	\$5
Furnace-Unit Heater	\$5
Electrical-Heating Units (baseboard)	\$4
Power Outlets (ranges, dryers, etc.)	\$7

Signs

Unit	\$6
Letter	\$10
Neon-each 25 feet	\$20

Feeders-Bus Ducts, etc.-per 50' \$6

Mobile Home Park Site \$5

Recreational Vehicle Park Site \$5

K.V.A. & H.P.

Units up to 20	\$4
Units 21 to 50 K.V.A. or H.P.	\$6
Units 51 K.V.A. or H.P. & over	\$10

Fire Alarm Systems (excl. smoke detectors)

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

Low voltage - Per opening (devices) \$5 each

Energy Retrofit-Temp. Control \$45

Conduit only or grounding only \$45

Inspections

Special/Safety Insp. (includes cert. fee) \$65
Additional Inspection \$65
Final Inspection \$65
Certification Fee \$25

C. Mechanical Inspection Fees

Application Fee (non-refundable) \$65
Work Commencing Before Permit Issuance \$75

Residential Heating System

(Includes duct & pipe)
Up to 1,500 sq. feet \$80
1,501 to 3,500 sq. feet \$130
Over 3,500 sq. feet \$180
Gas/Oil Burning Equipment Under 400,000 In \$30
Gas/Oil Burning Equipment Under 400,000 In \$40
Boiler \$30
Water Heater \$5
Damper/Flue \$5
Solid Fuel Equip. (includes chimney) \$30
Gas Burning Fireplace \$30
Chimney, factory built (installed separately) \$25
Solar; set of 3 panels-fluid transfer \$20
(includes piping)
Gas piping; each opening-new installation \$5
(residential)
Air Conditioning (includes split systems)
1.5hp to 15 hp \$30
Over 15 hp \$50
Heat Pumps (complete residential) \$30
Dryer, Bath & Kitchen Exhaust \$5

Tanks

Aboveground \$20
Aboveground Connection \$20
Underground \$20
Underground Connection \$20
Humidifiers/Air Cleaners \$5

Piping

Piping-minimum fee \$25 \$.05/ft
Process piping \$.05/ft

Duct-minimum fee \$25 \$.10/ft
Heat Pumps; Commercial (pipe not included) \$20

Air Handlers/Heat Wheels

Conversion Burners (oil) \$30
Commercial Hoods/Exhausters \$15
Heat Recovery Units \$10
V.A.V. Boxes \$10
Unit Ventilators \$10
Unit Heaters (terminal units) \$15

Fire Suppression/Protection/Other

(includes piping) –minimum fee \$20 \$.75/head

Limited Area Suppression (per head)	\$2
Fire Suppression Hood (per head)	\$4
Evaporator Coils	\$30
Refrigeration (split system)	\$30
Chiller	\$30
Cooling Towers	\$30
Compressor/Condenser	\$30
Manufactured Chimney	\$25
Exhaust Fans	\$20
Multi Zone Self Contained Units	\$25
Through Wall Units	\$25
Ranges (gas)	\$20

Inspections

Special/Safety Insp. (includes cert. fee)	\$65
Additional Inspection	\$65
Final Inspection	\$65
Certification Fee	\$25

D. Plumbing Inspection Fees

Application Fee (non-refundable)	\$65
Work Commencing Before Permit Issuance	\$75

New Residential Plumbing System

Up to 1,500 sf	\$80
1,501 to 3,500 sf	\$130
Over 3,500 sf	\$180

Mobile Home Park Site	\$5 each
Fixtures, floor drains, special drains,	\$4 each
Water connected appliances	\$4 each
Stacks (soil, waste, vent and conductor)	\$2 each
Sewage ejectors, sumps	\$5 each
Sub-soil drains	\$5 each

Water Service

Less than 2"	\$5
2" to 6"	\$25
Over 6"	\$50
Connection (bldg. drain-bldg. sewers)	\$5

Sewers (sanitary, storm or combined)

Less than 6"	\$5
6" and Over	\$25
Manholes, Catch Basins	\$5 each

Water Distributing Pipe (system)

¾" Water Distribution Pipe	\$5
1" Water Distribution Pipe	\$10
1 ¼" Water Distribution Pipe	\$15
1 ½" Water Distribution Pipe	\$20
2" Water Distribution Pipe	\$25
Over 2" Water Distribution Pipe	\$30
Reduced pressure zone back-flow preventer	\$5 each
Domestic water treatment and filtering equipment only	\$5
Medical Gas System	\$45

Inspections

Special/Safety Insp. (includes cert. fee)	\$65
Additional Inspection	\$65
Final Inspection	\$65
Certification Fee	\$25

15. Chapter 22: General Emergency Response Fees

Fire

Pumper	\$250.00/hour
Tanker	\$350.00/hour
Squad/Utility	\$150.00/hour
Grass	\$200.00/hour
Command	\$150.00/hour

Officers	\$18.00/hour
Firefighters	\$15.00/hour

Police

Officers	\$47.30/hour
Officer Overtime	\$60.85/hour
Police Car	\$15.00/hour

16. Appendix B: Franchises

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

17. Miscellaneous Fees

A. *Copies:*

Black & White: 10¢ for page.

Color or Mixed Color and Black & White: 25¢ per page

B. *Freedom of Information Act Requests:*

See the City of Swartz Creek Freedom of Information Act Procedures & Guidelines: adopted June 22, 2015 for details. Standard requests shall be charged 10¢ for 8.5 x 11 page (25¢ for color or mixed color) plus all actual costs for outside re-production (i.e. photo re-prints, blueprint copies, digital media storage, etc.). Extensive search requests shall have an additional per hour fee equal to wages only of the lowest paid clerical position employed with the City (\$8.15/hour with a 1.1 fringe multiplier, totaling \$8.97/hour).

C. *Weddings:*

\$50 per ceremony

D. *Fax Services:*

50¢ per page for the first 10 pages, then \$0.25 per page thereafter

E. *Notary Services:*

\$10.00 per item

F. *Insufficient Funds:*

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

G. *Penalties on Outstanding Invoices/Miscellaneous Receivables:*

\$10 penalty for unpaid miscellaneous receivables, including but not limited to: utility bills, mowing invoices, sidewalk repair, project reimbursements, charges for services, and retiree coverage contributions. This penalty shall be applied once to "past due" invoices.

- H. *Interest on Outstanding Invoices/Miscellaneous Receivables:*
 1.5% interest per month on outstanding invoices that are 30 days “past due”.

*Payments made toward outstanding balances shall be applied in the following order: interest, penalties, principle.

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

A. Site Plan Review:

Property Re-Zoning	\$250
Single & Multiple-Family (non-plat)	\$300 plus \$5.00 per lot
Cluster Housing Development	\$300 plus \$5.00 per unit
Mobile Home Park	\$400 plus \$5.00 per unit
Commercial Development	\$450 plus \$50.00 per acre/fraction
Industrial Development	\$400 plus \$50.00 per acre/fraction
Office Development	\$350 plus \$50.00 per acre/fraction
Institutional	\$300 plus \$50.00 per acre/fraction
Public/semi-public uses	\$300 plus \$50.00 per acre/fraction
Special Approval or Conditional Use	\$250 plus \$5.00 per acre/fraction
PUD/Mixed Use Review	\$500 plus \$50.00 per acre/fraction
Consulting Fees (All Reviews)	Actual consultant costs
Revisions	½ of original review fee

B. Building and Zoning:

Swimming Pool Permit	\$25
Misc. Zoning Permit	\$25
Sidewalk Permit	\$25
Sign Permit	See Building Permits
Structure Movement Permit	\$95
Demolition Permit (Including ROW Permit)	\$150
Right of Way Permit	\$100
Home Occupation Permit	\$95
Variance Review	\$250 per variance
Zoning Board of Appeals: Petitioned Interpretation Review	\$150
Zoning Board of Appeals: Appeal Review	\$250
Lot Split/Combination: City Ordinance Section 16.2	\$150 plus \$5.00 per lot
Public or Private Road Plan Reviews	\$400 per mile/fraction
Consulting Fees	Actual consultant costs
Zoning Code	\$10 CD, \$25 Paper Copy
Engineering Standards Manual	\$10 CD, \$25 Paper Copy
Medical Marijuana Dispensary/Facility Review	\$500

C. Subdivision Review

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

19. Chapter 1: Municipal Civil Infraction Fines

Civic Infraction Citation Fines:

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

Civic Infraction Notice Fines:

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

20. Rental Inspection Program Fees

Registration	\$75 for the first unit, plus \$20 for each additional unit on a shared premises, with common ownership and management, or within recognized apartment complexes
Follow up inspections	The initial and one follow-up inspection will be performed without additional fees. Subsequent inspections shall be charged at the rate of \$25/unit
Registration Updates/Amendments Coverage	No charge The initial fee covers the registration and first inspection and is valid until the resulting certificate of compliance expires
Pro-ration	There shall be no pro-ration of fees

ADOPTION & REVISION HISTORY:

Resolution No. 050711-07	Dated July 11, 2005
Resolution No. 100208-06	Dated February 8, 2010
Resolution No. 101206-04	Dated December 6, 2010 (Water-Sewer-RTS)
Resolution No. 111114-05	Dated November 14, 2011 (Park Fees)
Resolution No. 110613-07	Dated June 13, 2011 (Water Fees)
Resolution No. 120611-05	Dated June 11, 2012 (Water Fees)
Resolution No. 120709-05	Dated July 9, 2012 (Bulk Water Fees)
Resolution No. 130610-09	Dated June 10, 2013 (Water Fees)
Resolution No. 130826-06	Dated August 26, 2013 (K.W.A. Water Fees)
Resolution No. 140922-07	Dated September 22, 2014 (Utility and MMD Fees)
Resolution No. 150824-05	Dated August 24, 2015 (FOIA, Rentals, Utility Fees)
Resolution No. 151214-05	Dated December 14, 2015 (Parking)
Resolution No. 160523-05	Dated May 23, 2016 (Water and Sewer)
Resolution No. 160808-04	Dated August 8, 2016 (Solicitation)
Resolution No. 171023-07	Dated October 23, 2017 (Building; Police Removal)
Resolution No. 180312-06	Dated March 12, 2018 (Building Penalty)
Resolution No. 181126-07	Dated November 26, 2018 (Parking)
Resolution No. 190325-09	Dated March 25, 2019 (Water)
Resolution No. 200309-06	Dated November 9, 2020 (Water Increase for Cross Connection)

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 201109-10C A RESOLUTION TO APPROVE A SHARED SERVICE AGREEMENT WITH MUNDY TOWNSHIP THAT WILL ENABLE THE PROVISION OF PARK AND PUBLIC WORKS SERVICES AND COST SHARING

WHEREAS, the City of Swartz Creek operates a department of community services that is responsible for the overseeing operations and investment of streets, water, sewer, storm, parks, facilities, waste, and related functions; and

WHEREAS, Mundy Township is finishing improvements to a park on Hill Road, which includes parking areas, lighting, passive recreation, trails, and a future ballfield; and

WHEREAS, the Township of Mundy does not operate a department of community services and desires to contract with the City of Swartz Creek to provide routine and limited services related to inspections, waste collection, snow removal, and minor upkeep on the park; and

WHEREAS, the city and township currently maintain two shared service agreements (building services and engineering services), as well as a joint police department; and

WHEREAS, the city and township, under MCL 124.532, desire to cooperate on the joint provision of public works to reduce costs and add collective value.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek hereby approves the Agreement for Joint Maintenance Services with Mundy Township as included in the November 9, 2020 packet and directs staff to integrate the terms of the agreement into the official minutes of record and to establish and set procedures, policies, and duties as necessary to implement and perform services as outlined in the agreement.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 201109-10D RESOLUTION TO APPROVE THE CITY CDBG PRE-ALLOCATION

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek City Council receives an allocation of Community Development Block Grant Funds from Genesee County on a three year cycle, with the next allocation expected to be \$42,025; and

WHEREAS, applications are now being accepted for service projects and construction projects; and,

WHEREAS, projects must meet specific criteria as noted on the pre-application forms, including expenditure in low/moderate income areas, or serving a low/moderate income population while accomplishing a national objective; and,

WHEREAS, the funds for services can equal up to 30% of the three year allocation for approved and eligible purposes; and,

WHEREAS, the city council held a public hearing on November 09, 2020 to hear public comment related to the use of such funds,

NOW, THEREFORE, BE IT RESOLVED THAT the Swartz Creek City Council submit a pre-application to the Genesee County Metropolitan Planning Commission for the three year Community Development Block Grant Distribution, an amount estimated to be \$42,025, to support all or some of the following activities:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 201109-10E RESOLUTION TO APPROVE ADDENDUMS TO THE CITY'S MERS RETIREMENT AGREEMENTS

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek participates in the Michigan Municipal Employees Retirement System, including current and former full time employees that participate in defined benefit and defined contribution retirement plans; and

WHEREAS, MERS is seeking affirmation of how the city accounts for retirement eligible compensation as it relates to determining the value of wages for which retirement is earned and final average compensation; and

WHEREAS, staff has consulted with MERS and completed the defined benefit and defined contribution agreement addendums to reflect the current practices for calculating wages for matching contributions and wages for final average compensation.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek City Council hereby approves the Defined Contribution Plan Adoption Agreement Amendment and the Defined Benefit Plan Adoption Agreement Amendment.

BE IT FURTHER RESOLVED THAT, the City Council authorizes and directs the City Manager to execute and deliver the amendments to MERS of Michigan.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 201109-10F RESOLUTION TO APPROVE AN AMENDMENT TO THE AMERICAN TOWER LEASE AGREEMENT FOR A COMMUNICATION FACILITY LOCATED ON ELMS ROAD

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek (Landlord) owns the real property on Elms Road; and

WHEREAS, the City and American Tower (Tenant) (or its predecessor-in-interest) entered into that certain Lease Agreement dated June 19, 1997 (the “*Original Lease*”) as amended by that certain First Amendment to Lease Agreement dated July 25, 2016 (the “*First Amendment*”) (as the same may have been amended from time to time, collectively, the “*Lease*”), pursuant to which the Tenant leases a portion of the Parent Parcel and is the beneficiary of certain easements for access and public utilities, all as more particularly described in the Lease; and

WHEREAS, Tenant, Verizon Communications Inc., a Delaware corporation, and other parties identified therein, entered into a Management Agreement and a Master Prepaid Lease, both with an effective date of March 27, 2015 and both with ATC Sequoia LLC, a Delaware limited liability company (“*American Tower*”), pursuant to which American Tower subleases, manages, operates and maintains, as applicable, the Leased Premises, all as more particularly described therein; and

WHEREAS, Tenant has granted American Tower a limited power of attorney (the “*POA*”) to, among other things, prepare, negotiate, execute, deliver, record and/or file certain documents on behalf of Tenant, all as more particularly set forth in the POA; and

WHEREAS, Landlord and Tenant desire to amend the terms of the Lease and to otherwise modify the Lease as expressly provided therein.

NOW THEREFORE, BE IT RESOLVED the City of Swartz Creek hereby approves the Second Amendment to Lease Agreement as included in the November 9, 2020 city council packet.

BE IT FURTHER RESOLVED THAT, the City Council nominates, authorizes, and directs the City Attorney Mike Gildner to function as Attorney in Fact to execute and deliver the lease and any related memorandums or instruments of the lease that are necessary.

BE IT FURTHER RESOLVED THAT, the City Council authorizes and directs its members to individually execute the accompanying Consent Affidavit.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 201109-10G

RESOLUTION TO APPROVE THE CITY OF SWARTZ CREEK VIRTUAL (ELECTRONIC) MEETING RULES AND PROCEDURES

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek City Council and other public bodies have been meeting virtually during the COVID 19 pandemic in accordance with various State of Michigan Executive Orders that were intended to enable meetings of public bodies in a manner that would be conducive to the health and participation objectives of public body members and the general public, and;

WHEREAS, the applicable executive orders are no longer valid; however Public Act 228 of 2020 enables the provision of virtual (electronic) meetings of public bodies under limited circumstances, and;

WHEREAS, the City of Swartz Creek intends to invest in sufficient technology to be able to sustainably hold virtual meetings of the public body or hybrid meetings in which some members of the public body or public may be participating electronically.

NOW THEREFORE, BE IT RESOLVED the City of Swartz Creek City Council hereby adopts the City of Swartz Creek Virtual (Electronic) Meeting rules and Procedures for use at future virtual meetings of all city public bodies.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 201109-8H

RESOLUTION TO PURCHASE DECORATIVE STREET SIGNS USING CDBG FUNDS

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek City Council receives an allocation of Community Development Block Grant Funds from Genesee County on a three year cycle; and

WHEREAS, such funds must be used in eligible low to moderate areas of the city for approved and eligible purposes or be a qualifying service, including the provision of public assets and infrastructure components; and,

WHEREAS, the City has engaged in enhancement of the commercial and residential areas of downtown, which is a qualifying district; and,

WHEREAS, the Swartz Creek City Council held a public hearing on November 12, 2018 to hear public comment related to the use of such funds; and

WHEREAS, sealed bids were solicited from the general public and Women and Minority Owned Businesses to acquire decorative street signs in accordance with state, federal, and local standards; and

WHEREAS, sealed bids were opened on October 29, 2020, with the lowest bid being Dornbos Sign, Inc.; and

WHEREAS, after the checking of eligibility of the bidder, staff recommends approval of the low bid.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek hereby accepts the low bid, including units costs, from Dornbos Sign, Inc., and appropriates an amount not to exceed \$17,964.70 plus 20% contingency, funds to be allocated from 101 General Fund.

BE IT FURTHER RESOLVED the City of Swartz Creek hereby authorizes DPW staff to install the signs, with labor and equipment costs to be submitted for reimbursement through the CDBG program.

BE IT FURTHER RESOLVED the City of Swartz Creek hereby directs the city manager to execute necessary agreements and work orders, sufficient to engage and execute the services of Dornbos Sign, Inc. in accordance with the bid specifications and applicable regulatory compliance measures.

BE IT FURTHER RESOLVED the City of Swartz Creek hereby directs the city manager, clerk, and treasurer to sign any and all project documents related to the corresponding Community Development Block Grant Contract and oversight, including reimbursement and regulatory documents.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 201109-10C A RESOLUTION TO APPROVE AMENDED BYLAWS OF THE SWARTZ CREEK FIRE BOARD

WHEREAS, the City of Swartz Creek and Clayton Township operate a joint fire department pursuant to the provision of MSA 5.2640(6), in which a joint board has been established to operate the fire department; and

WHEREAS, The Swartz Creek Area Fire Board oversees the operation of the joint department under the applicable interlocal agreement and bylaws that are adopted by the two municipalities; and

WHEREAS, the Board seeks to update these bylaws to enable electronic payments by the department, to alter agenda layout, and to alter protocols for joint meetings of the department staff and board; and

WHEREAS, the Swartz Creek City Council finds these updates to be beneficial to the provision of fire service in the operations area.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek hereby approves and affirms the Swartz Creek Area Fire Board bylaws as included in the November 9, 2020 city council packet.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 201109-13A ADJOURN

Motion by Councilmember: _____

I Move the Swartz Creek City Council adjourn the regular council meeting of November 9, 2020, and set _____(location) as the venue for the next regularly scheduled council meeting of November 23, 2020.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE 10/26/2020**

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

Invocation and Pledge of Allegiance.

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

Councilmembers Absent: None.

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

Others Present: Samantha Fountain, Steve Long.

APPROVAL OF MINUTES

Resolution No. 201026-01

(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 October 12, 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. 201026-02

(Carried)

Motion by Councilmember Cramer
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Agenda as, printed for the Regular Council Meeting of October 26, 2020, to be circulated and placed on file.

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

CITY MANAGER’S REPORT

Resolution No. 201026-03

(Carried)

Motion by Councilmember Farmer
Second by Councilmember Gilbert

I Move the Swartz Creek City Council accept the City Manager’s Report of October 26, 2020, including reports, communications and changes to be circulated and placed on file.

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

MEETING OPENED TO THE PUBLIC:

None.

COUNCIL BUSINESS:

SWARTZ CREEK WOMEN’S CLUB G.F.W.C.

PROCLAMATION

Mayor read the GFWC Advocates for Children Mayoral Proclamation.

RESOLUTION TO ACCEPT THE 2019-2020 FISCAL YEAR AUDIT BY INDEPENDENT AUDITOR PLANTE-MORAN

Resolution No. 201026-04

(Carried)

Motion by Councilmember Hicks
Second by Councilmember Cramer

WHEREAS, Section 8.13 of the City Charter requires an audit of all accounts of the city government; and

WHEREAS, independent auditors, retained by the city per a qualified bidding selection process, have completed said audit for the most recent fiscal year, 2020; and

WHEREAS, said audit contains financials for related public utilities, enterprise accounts, and the Downtown Development Authority; and

WHEREAS, the audit, as presented to the city council on October 26, 2020, has been found to meet generally accepted accounting standards and required reporting provisions of state and local law.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek approve the 2019-2020 Fiscal Audit Report prepared by Plante-Moran, a copy of which is attached hereto, and further, direct such to be published, distributed, circulated and placed on file in a manner prescribed by law.

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

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE AN EXPANDED CROSS CONNECTION PROGRAM AGREEMENT

Resolution No. 201026-05

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Henry

WHEREAS, to remain compliant to the Safe Drinking Water Act of 1976, PA 339, the City of Swartz Creek instituted a Cross Connection Control and Compliancy Program, and solicited and awarded sealed bids to HydroCorp of Troy, Michigan to implement the program, and;

WHEREAS, HydroCorp has brought the City into full compliancy with the Act and MI-DEQ Regulations, and;

WHEREAS, it is mandatory for the City to continue the program in order to remain compliant with the Act and MI-DEQ Regulations, and;

WHEREAS, additional guidance from the Michigan Department of Environment, Great Lakes, and Energy requires that the city expand its cross connection control program to residential users, and;

WHEREAS, the work performed by HydroCorp is a specialized professional service and cannot be done by regularly employed crews of the City, and;

WHEREAS, it is efficient and desirable for the City to remain with a single company to maintain compliancy and continued continuity of the established records currently maintained by HydroCorp, Inc.

NOW THEREFORE, BE IT RESOLVED the City of Swartz Creek appropriate an amount not to exceed \$3,347 per month for 36 months, total accrued amount not to exceed \$120,492, payment for expansion and continuation of the City's Cross Connection Compliancy and Control Program, to HydroCorp, a Michigan corporation located in Troy, Michigan, agreement period to run from February 1, 2021 through January 31, 2023, funds to be appropriated from 590, Water Supply Fund.

BE IT FURTHER RESOLVED THAT, the City Council approves the cross connection professional services agreement included in the October 26, 2020 city council packet and direct the Mayor and City Clerk to execute said agreement on behalf of the city.

Discussion Ensued.

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

ELECTION WORKER PAY ADJUSTMENTS

Resolution No. 201026-06

(Carried)

Motion by Mayor Pro Tem Pinkston
Second by Councilmember Cramer

WHEREAS, the City Clerk applied for and received grant funding from Center for Technology and Civic Life; and

WHEREAS, grant funding will cover expenses incurred due to the COVID-19 Pandemic; and

WHEREAS, the City of Swartz Creek Election Commission met on October 7, 2020 and voted unanimously to recommend another increase and pay each election inspector an additional \$25.00 hazard pay for the November 2020 elections due to COVID -19 Pandemic.

THEREFORE BE IT RESOLVED, the Swartz Creek City Council hereby authorizes that each election inspector receives an additional \$25.00 hazard pay for the November 2020 elections due to the COVID 19 Pandemic, effective October 26, 2020.

Discussion Ensued.

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

CLOSED SESSION TO STRATEGIZE WITH THE CITY ATTORNEY (ROLL CALL VOTE)

Resolution No. 201026-07

(Carried)

Motion by Councilmember Henry
Second by Councilmember Farmer

WHEREAS, the City of Swartz Creek City Council and City Attorney desire to consider options related to potential/pending litigation, and;

WHEREAS, the MCL 15.268(e) permits a governing body to enter a closed session to consult with the city attorney regarding a trial or settlement strategy in connection with pending litigation, finding that an open meeting would have a detrimental financial effect on the settlement position of the city.

NOW THEREFORE, BE IT RESOLVED the City of Swartz Creek City Council exit the regular session of the city council and enter into a closed session for the purpose of discussion with the city attorney.

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

Break 8:14 p.m. – 8:19 p.m.

Closed Session 8:19 p.m. – 8:41 p.m.

MEETING OPENED TO THE PUBLIC:

None.

REMARKS BY COUNCILMEMBERS:

Councilmember Cramer has 29 Back to Badge signs for purchase if anyone is interested. Construction looks great

Councilmember Farmer is thankful for the DPW & Glaeser Dawes working on the water main breaks and their fast response last Sunday.

Councilmember Hicks thanked the Mayor for the Proclamation and the village streets do look wonderful.

Councilmember Gilbert inquired on last leaf pickup day. Mr. Zettel responded it's the last Monday in November. Everyone stay healthy & safe.

Mayor Pro Tem Pinkston told a water leak story.

Mayor Krueger updated everyone on his wife's condition.

ADJOURNMENT

Resolution No. 201026-08

(Carried)

Motion by Councilmember Gilbert

Second by Councilmember Henry

I Move the Swartz Creek City Council adjourn the regular meeting at 9:00 p.m.

Unanimous Voice Vote.

David A. Krueger, Mayor

Connie Olger, City Clerk

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PARK AND RECREATION ADVISORY BOARD
MINUTES OF REGULAR MEETING AT THE PAUL D. BUECHE MUNICIPAL BUILDING
NOVEMBER 4, 2020

Meeting called to order at 5:30 p.m. by Chairperson Barclay.

Members Present: James Barclay, Jentery Farmer, , Mark Gonyea, George Hicks, Rae Lynn Hicks, Steve Long (5:31), & Trudy Plumb.

Members Absent: Samantha Fountain & Connie Olger.

Staff Present: Adam Zettel.

Others Present: Lania Rocha & Nate Henry.

APPROVAL OF AGENDA: Motion by Farmer to approve the agenda of November 4, 2020, support by Plumb.
Approved by unanimous voice vote.

APPROVAL OF MINUTES: Motion by Gonyea to approve minutes of October 7, 2020 support by R.L. Hick.
Motion carried by voice vote.

MEETING OPEN TO THE PUBLIC: Mr. Long indicated that the small dog section of the dog park appears to be locked all the time. A skate park might be a good idea for the community.

COMMUNICATIONS TO THE BOARD:

- A. October 7, 2020 Minutes
- B. Staff Letter

REPORTS:

- A. DPW Director: Not present.
- B. City Manager: Mr. Zettel indicated that the disc golf course is still being graded and the parks are being winterized. There has been no change regarding the Crapo structure or the trail grants.

BUSINESS:

- A. Forestry: Staff is meeting with an arborist on November 5th. The idea is to apply rigorous inspections and maintenance to the two main parks, as well as the downtown civic area/Bicentennial park, in a three year rotation. The arborist should be able to identify property trees for future plantings based upon species mix, location, soils, and desired function.
- B. Sledding Hill Improvements: The transformation of the berm at Otterburn into a full sledding hill was proposed. This should be possible without functional changes to the park or added resources, given the nature of this area as a staging area for the city projects.

Motion by Barclay to pursue the installation of a sledding hill at Otterburn Park, support by Gonyea. Motion carried unanimously by roll call vote.

- C. Christmas Decorating: The status of the parade and tree lighting is unclear, but this is to be performed by others. The board will continue to judge the home decorating contest. Judges will be Farmer, Plumb, Gonyea, and Long. Zettel will provide maps.

MEETING OPEN TO PUBLIC: None

BOARD MEMBER COMMENTS:

Mrs. Plumb was very pleased with the election volunteers and process in town.

Mr. Farmer believes there are some good ideas coming for future Halloween events and decorating in town.

Mr. Gonyea noted that the arborist should be able to create symbiotic species mixes for future plantings.

ADJOURNMENT: Meeting adjourned at 6:04 p.m.

NEXT MEETING: December 1, 5:30 p.m. in the city council chambers.

Connie Olger, Secretary

11/03/2020

CHECK REGISTER FOR CITY OF SWARTZ CREEK
CHECK DATE FROM 10/01/2020 - 10/31/2020

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN CONSOLIDATED ACCOUNT						
10/08/2020	GEN	48471	H-00000087	ANDREW HARRIS	REIMB AMAZON NETGEAR AC1200 WIFI USB ADA	42.92
10/08/2020	GEN	48472	C-00000178	CHASE CARD SERVICES	MONTHLY INVOICE GFOA/ZOOM	201.78
10/08/2020	GEN	48473	C-00000087	CITY OF SWARTZ CREEK	8067 MILLER UB 7/11-9/18/20	80.09
					UB 8059 FORTINO 6/21-9/20/20	671.20
					UB 5363 WINSHALL 6/21-9/20/20	300.43
					UB 5121 MORRISH 6/21-9/20/20	219.71
					UB 8083 CIVIC DR 6/21-9/20/20	417.50
					UB 8100 CIVIC DR 6/21-9/20/20	761.69
					UB 8095 CIVIC DR 6/21-9/20/20	173.78
					UB 4125 ELMS RD 6/21-9/20/20	308.62
						2,933.02
10/08/2020	GEN	48474	C-00000185	COFFIELD OIL COMPANY INC	FUEL	14.00
10/08/2020	GEN	48475	C-00000095	COMCAST BUSINESS	CITY HALL MONTHLY INVOICE	143.30
10/08/2020	GEN	48476	C-00000095	COMCAST BUSINESS	MONTHLY INVOICE 9/29-10/28/20 DPW	179.74
10/08/2020	GEN	48477	C-00000056	CONSUMERS ENERGY	PRORATED FROM \$500 PER MILE	85.00
10/08/2020	GEN	48478	C-00000056	CONSUMERS ENERGY	8067 MILLER 8/24-9/22/20	40.85
10/08/2020	GEN	48479	C-00000056	CONSUMERS ENERGY	STREET LIGHTS 1294 9/1-9/30/20	7,127.19
10/08/2020	GEN	48480	C-00000056	CONSUMERS ENERGY	TRAFFIC LIGHTS 1781 9/1-9/30/20	399.97
10/08/2020	GEN	48481	C-00000056	CONSUMERS ENERGY	4524 MORRISH RD 9/1-9/30/20	52.45
10/08/2020	GEN	48482	C-00000056	CONSUMERS ENERGY	SIRENS TRAFFIC LIGHTS 1997 9/1-9/30/20	26.53
10/08/2020	GEN	48483	C-00000056	CONSUMERS ENERGY	5361 WINSHALL DR #2 RESTRMS 9987 9/1-9/3	44.18
10/08/2020	GEN	48484	C-00000056	CONSUMERS ENERGY	8095 CIVIC DR 9/1-9/30/20	389.02
10/08/2020	GEN	48485	C-00000056	CONSUMERS ENERGY	ELMS PARKING LOT AREA LIGHTS 2300 9/1-9/	33.25
10/08/2020	GEN	48486	C-00000056	CONSUMERS ENERGY	8011 MILLER RD 9/1-9/30/20	28.85
10/08/2020	GEN	48487	C-00000056	CONSUMERS ENERGY	48473 LED LIGHT RD WORCHESTER/CHESTERFIE	1,031.89
10/08/2020	GEN	48488	C-00000056	CONSUMERS ENERGY	9099 MILLER RD 9/1-9/30/20	32.98
10/08/2020	GEN	48489	C-00000056	CONSUMERS ENERGY	8083 CIVIC DR 9/1-9/30/20	393.28
10/08/2020	GEN	48490	C-00000056	CONSUMERS ENERGY	5121 MORRISH RD 9/1-9/30/20	262.64
10/08/2020	GEN	48491	C-00000056	CONSUMERS ENERGY	4510 MORRISH RD 9/1-9/30/20	39.43
10/08/2020	GEN	48492	C-00000056	CONSUMERS ENERGY	8059 FORTINO DR 9/1-9/30/20	69.24
10/08/2020	GEN	48493	C-00000056	CONSUMERS ENERGY	8499 MILLER RD 9/1-9/30/20	31.39
10/08/2020	GEN	48494	C-00000056	CONSUMERS ENERGY	5257 WINSHALL DR 9/1-9/30/20	28.85
10/08/2020	GEN	48495	C-00000056	CONSUMERS ENERGY	5361 WINSHALL DR 8369 9/1-9/30/20	31.24
10/08/2020	GEN	48496	C-00000056	CONSUMERS ENERGY	5015 HOLLAND DR LOT LIGHTS 9/1-9/30/20	37.46
10/08/2020	GEN	48497	C-00000056	CONSUMERS ENERGY	8301 CAPPY LN 9/2-10/1/20	230.81
10/08/2020	GEN	48498	C-00000056	CONSUMERS ENERGY	8100 CIVIC DR 9/2-10/1/20	741.77
10/08/2020	GEN	48499	K-00000019	DEANNA KORTH	BANK MILEAGE DEANNA SEPTEMBER 2020	17.94
10/08/2020	GEN	48500	E-00000048	ENERGY REDUCTION COALITION	EXCESS BENEFIT PAYMENT	1,136.79
10/08/2020	GEN	48501	F-00000070	FAMILY FARM AND HOME INC	SEPTEMBER 2020 INVOICES	76.00
10/08/2020	GEN	48502	F-00000084	FERGUSON WATERWORKS #3386	R900 V4 WALL MIU	2,086.24
					2 T10 MTR P/C CF *X	694.50
						2,780.74
10/08/2020	GEN	48503	F-00000084	FERGUSON WATERWORKS #3386	SAF GREE INV MARK PAINT WTR	81.77
10/08/2020	GEN	48504	F-00000071	FIDELITY SECURITY LIFE INSUR/EYEMED	OCTOBER 2020 RETIREE VISION (5)	34.84
10/08/2020	GEN	48505	F-00000042	FLINT AREA NARCOTICS GROUP	FANG DUES 2020/2021	7,850.60
10/08/2020	GEN	48506	F-00000025	FLINT TOWNSHIP	SEPT & DEC 2020 SWR TRANS MAINT CHR 42	63.00
10/08/2020	GEN	48507	F-00000026	FLINT WELDING SUPPLY	CYLINDER COMPRESSED OXYGEN	5.00
10/08/2020	GEN	48508	G-00000042	GILL ROYS HARDWARE	SEPT 2020 INVOICES LESS DISCOUNT	362.10
10/08/2020	GEN	48509	G-00000075	GLAESER DAWES	ROAD CONSTRUCTION OAKVIEW/WINSTON/CHELMS	294,433.39
10/08/2020	GEN	48510	G-00000069	GUNTHERS LOCKSMITH SERVICE	KEYS QTY 15	30.00
10/08/2020	GEN	48511	R-00000051	HEART TO HEART HOSPICE OF FLINT	SUMMER 2020 TAX OVRPMT 58-80-807-019	1.89
10/08/2020	GEN	48512	I-00000036	INTEGRITY BUSINESS SOLUTIONS	TOILET TISSUE 2 CT	91.98
10/08/2020	GEN	48513	V-00000031	JAMS MEDIA LLC	WATER QUALITY REPORT	1,012.50
10/08/2020	GEN	48514	R-00000068	JENNIFER WELCH	PAVILION REFUND ELMS PARK 9/27/20	100.00
10/08/2020	GEN	48515	J-00000038	JERRY'S TIRE	LT245/75R16 TIRES (2)/MOUNT/BALANCE/VALV	295.84
10/08/2020	GEN	48516	K-00000045	JODY KEY	BANK MILEAGE JODY SEPTEMBER 2020	13.46
10/08/2020	GEN	48517	J-00000024	JOHNS TRUCK SERVICE	REPAIR 2002 RED GMC	2,516.97
10/08/2020	GEN	48518	L-00000061	JOSE A MIRELES	MOW & TRIM CITY PROPERTIES	1,145.00
					MOW & TRIM CITY PROPERTIES	1,145.00

10/08/2020	GEN	48519	K-00000040	KCI	OCTOBER 2020 UB BILLS/POSTAGE BALANCE	379.09
10/08/2020	GEN	48520	L-00000065	LEGACY ASSESSING SERVICES INC	ASSESSING SERVICES OCTOBER 2020	2,487.00
10/08/2020	GEN	48521	L-00000069	LJ ELECTRIC LLC	RE-GAS PIPE BOILER AND CLEAN BOILER 8067	900.00
10/08/2020	GEN	48522	R-00000068	MARISA CASSAR	PAVILION DEPOSIT ELMS PARK 10/3/20	100.00
10/08/2020	GEN	48523	M-00000088	MID STATES BOLT AND SCREW CO	HARDWARE FOR STREET SIGNS	99.72
10/08/2020	GEN	48524	M-00000101	MMTA	DUES KORTH 1/1/21-12/31/21	75.00
10/08/2020	GEN	48525	R-00000046	RWS OF MID MICHIGAN	WASTE CONTAINER 6 CU YD	38.50
10/08/2020	GEN	48526	S-00000244	STAPLES	50 FT CAT53 CABLES	38.98
10/08/2020	GEN	48527	S-00000226	STATE OF MICHIGAN	RETURN FUNDS CARES ACT PSPHPR	11,602.00
10/08/2020	GEN	48528	S-00000086	SWARTZ CREEK AREA FIRE DEPT.	FIRE SERVICE SEPTEMBER 2020	2,588.15
10/08/2020	GEN	48529	R-00000068	TANESHA HARPER	ELMS PARK PAVILION DEPOSIT 9/26/20 #1	100.00
10/08/2020	GEN	48530	T-00000093	TUCKER PLUMBING	INSTALL ELECTRONIC FAUCET/SENIOR CENTER	450.00
10/15/2020	GEN	48531	R-00000069	BIO-SERV CORPORATION	PEST CONTROL - CITY HALL/LIBRARY-SR CTR	114.00
10/15/2020	GEN	48532	R-00000069	BIO-SERV CORPORATION	PEST CONTROL - PUBLIC SAFETY BLDG	59.00
10/15/2020	GEN	48533	C-00000177	COMMUNITY IMAGE BUILDERS	TEMPLAR MIDWEST 7550 MILLER	923.00
10/15/2020	GEN	48534	E-00000044	CONNIE OLGER	ADVANCE NOVEMBER 3 2020 ELECTION	300.00
10/15/2020	GEN	48535	C-00000056	CONSUMERS ENERGY	4125 ELMS RD 4353 9/3-10/4/20	50.85
10/15/2020	GEN	48536	C-00000056	CONSUMERS ENERGY	4125 ELMS RD PAVILION 4437 9/3-10/4/20	36.58
10/15/2020	GEN	48537	C-00000056	CONSUMERS ENERGY	6425 MILLER PARK & RIDE 9/3-10/4/20	119.38
10/15/2020	GEN	48538	MISC	CROSSROADS TITLE AGENCY	UB REFUND FOR 8078 MAPLE	105.26
10/15/2020	GEN	48539	D-00000066	DELTA DENTAL PLAN	RETIREE DENTAL NOVEMBER 2020 (5)	348.58
10/15/2020	GEN	48540	MISC	DONALD EDWARDS	UB REFUND FOR 9284 JILL MARIE	5.75
10/15/2020	GEN	48541	F-00000084	FERGUSON WATERWORKS #3386	NEPTUNE REP	150.00
10/15/2020	GEN	48542	G-00000075	GLAESER DAWES	USDA WATERMAIN PROJ OAKVIEW/MILLER/BRIST	93,979.88
10/15/2020	GEN	48543	MISC	HUD	UB REFUND FOR 8092 MILLER	64.36
10/15/2020	GEN	48544	V-00000031	JAMS MEDIA LLC	ORDIN #450 9/24/20	109.90
10/15/2020	GEN	48545	J-00000049	JAY'S SEPTIC TANK SERVICE	9/25-10/22/20 PORT-A-JON RENTAL (3)	300.00
10/15/2020	GEN	48546	L-00000061	JOSE A MIRELES	MOW & TRIM CITY PROPERTIES	1,145.00
10/15/2020	GEN	48547	K-00000036	KORENE KELLY	JULY-SEPT 2020 SUPP INS REIMB	429.99
10/15/2020	GEN	48548	M-00000072	MICHIGAN PIPE AND VALVE	1060 M2 GRATE FLAT HD	159.38
					MARKING FLAG 1 PACK BLUE/1 PACK GREEN	32.00
						191.38
10/15/2020	GEN	48549	O-00000025	OHM ADVISORS	DYE TO ELMS TRAIL	4,380.00
10/15/2020	GEN	48550	O-00000025	OHM ADVISORS	OAKVIEW/CHELMSFORD/OXFORD CONSTRUCTION S	11,093.00
10/15/2020	GEN	48551	O-00000025	OHM ADVISORS	EXISTING PLAN SCANNING	59.00
10/15/2020	GEN	48552	O-00000025	OHM ADVISORS	SHARP FUNERAL HOME CONSTRUCTION SERVICES	137.00
10/15/2020	GEN	48553	MISC	PHILLIP OTT	UB REFUND FOR 7055 BRISTOL	47.21
10/15/2020	GEN	48554	P-00000013	PITNEY BOWES INC.	RED INK CART. 1 BOX	254.97
10/15/2020	GEN	48555	P-00000099	POOPY'S POTTIES LLC	STANDARD/HANDICAP ACCESSIBLE 10/10/20 HO	275.00
10/15/2020	GEN	48556	MISC	RAYMOND TONCHEN	UB REFUND FOR 4048 MORRISH	9.52
10/15/2020	GEN	48557	MISC	RE/MAX SELECT	UB REFUND FOR 7465 WADE	105.26
10/15/2020	GEN	48558	R-00000022	ROWE PROFESSIONAL SERVICES CO	DISTRICT 3 SANITARY RELIEF SEWER SURVEY	3,360.00
10/15/2020	GEN	48559	R-00000046	RWS OF MID MICHIGAN	FY21 GARBAGE/RECYCLING/YARD WASTE SEPTEM	24,326.57
10/15/2020	GEN	48560	S-00000032	SIMEN FIGURA & PARKER PLC	MONTHLY INVOICE SEPTEMBER 2020	2,406.00
10/15/2020	GEN	48561	S-00000244	STAPLES	WEBCAM (2)	99.98
10/15/2020	GEN	48562	S-00000052	STATE OF MICHIGAN-DEQ WTR	DRINKING WATER LAB TESTING	96.00
10/15/2020	GEN	48563	U-00000016	U. S. POST OFFICE	POSTAGE FOR NEWSLETTER	637.03
10/15/2020	GEN	48564	U-00000022	UNITED METHODIST CHURCH -SW CK	NOVEMBER 3RD L ELECTION-GYM , JOHNSON CE	1,500.00
10/15/2020	GEN	48565	U-00000005	UNUM LIFE INSURANCE	RETIREE LIFE NOVEMBER 2020 (4)	49.73
10/15/2020	GEN	48566	V-00000032	VERIZON WIRELESS	MONTHLY STATEMENT 9/2-10/1/20	484.69
10/15/2020	GEN	48567	W-00000002	WALDORF AND SONS INC	WATERMAIN REPAIR ELMS RD & I-69	4,268.00
10/15/2020	GEN	48568	W-00000016	WEST SHORE SERVICES INC	2020 SIREN MAINTENANCE	1,800.00
10/22/2020	GEN	48569	A-00000127	AGROSCAPING INC.	VETERANS MEMORIAL	95.00
10/22/2020	GEN	48570	B-00000029	BLUE CARE NETWORK-EAST MI	RETIREE HEALTH NOVEMBER 2020	1,383.61
10/22/2020	GEN	48571	R-00000068	DEONDRA STALLINGS	ELMS PARK DEPOSIT REFUND 10/17/20 #2	100.00
10/22/2020	GEN	48572	MISC	DONALD LEWIS	UB REFUND FOR 4358 MAYA	23.86
10/22/2020	GEN	48573	G-00000033	GENESEE CTY DRAIN COMMISSIONER	SEWER 7/1-9/30/20 6,054,736 CF	165,807.32
10/22/2020	GEN	48574	G-00000033	GENESEE CTY DRAIN COMMISSIONER	WATER 8/26-9/30/20 2,119,068 CF	133,346.41
10/22/2020	GEN	48575	R-00000068	HAILEY BURGESS	ELMS PARK DEPOSIT REFUND 10/11/20 #2	100.00
10/22/2020	GEN	48576	I-00000038	I T RIGHT INC	MID LAPTOP (4)/PC MID (3)	6,252.00
10/22/2020	GEN	48577	I-00000036	INTEGRITY BUSINESS SOLUTIONS	FACE MASKS 5 BOXES	149.95
					GARBAGE BAGS (4)	164.56
					ROLL KITCHEN TOWELS	40.69
					DISINFECTANT SPRAY	79.99
						435.19

10/22/2020	GEN	48578	L-0000061	JOSE A MIRELES	MOW & TRIM CITY PROPERTIES	1,145.00
10/22/2020	GEN	48579	K-0000040	KCI	ESTIMATED POSTAGE WINTER 2020 TAX BILLS	601.34
10/22/2020	GEN	48580	W-0000064	MATTHEW R WADDILL	PLUG TIRE	10.00
10/22/2020	GEN	48581	MISC	MICHAEL SCOTT LONSBERRY	UB REFUND FOR 5219 GREENLEAF	148.73
10/22/2020	GEN	48582	MISC	NICKOLAS HARRISON	UB REFUND FOR 3483 ELMS	151.49
10/22/2020	GEN	48583	P-0000078	PARAGON LABORATORIES INC	WATER SAMPLES WO SWARTZ CREEK	707.00
					WATER SAMPLES WO SWARTZ CREEK	280.00
						987.00
10/22/2020	GEN	48584	MISC	SARGENTS TILE COMPANY LLC	UB REFUND FOR 7251 LINDSEY	193.07
10/22/2020	GEN	48585	S-00000174	SELF SERVE LUMBER CO.	12 X 12 GRAY PATIO STONE (6)	11.94
					12 X 12 GRAY PATIO STONE (12)	23.88
						35.82
10/22/2020	GEN	48586	S-00000244	STAPLES	LABELS/COPY PAPER (2)	21.41
10/22/2020	GEN	48587	S-00000075	SUBURBAN AUTO SUPPLY	TIRE PLUG KIT	4.97
10/22/2020	GEN	48588	L-00000066	TERRY LOCKHART	INSTALL CUSTOM ALUMINUM WRAP/PUBLIC SAFE	1,200.00
					INSTALL ALUMINUM/WOOD ON CITY HALL/REPLA	2,645.40
						3,845.40
GEN TOTALS:						
Total of 118 Checks:						815,235.77
Less 0 Void Checks:						0.00
Total of 118 Disbursements:						815,235.77

Public Works
Monthly Work Orders

11/03/20

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
CKME20-0443 COMPLETED	J110-009188-0000-02	ARNOLD, CATHRINE 9188 JILL MARIE LN	10/05/20 10/05/20	CHECK METER
CKME20-0444 COMPLETED	SP10-004414-0000-02	PERINA, DIANE 4414 SPRINGBROOK DR	10/05/20 10/05/20	CHECK METER
CKME20-0445 COMPLETED	MO10-005152-B119-01	RIVERSIDE MANOR CLUBHOUSE 5152 MORRISH # B119 RD	10/06/20 10/07/20	CHECK METER
CKME20-0446 COMPLETED	CC10-007430-0000-02	CREAGER, MATTHEW & PHILLPOTS 7430 CROSS CREEK DR	10/08/20 10/08/20	CHECK METER
CKME20-0447 COMPLETED	CH40-004277-0000-03	MEHRENS, GEORGE 4277 CHAPEL LN	10/15/20 10/15/20	CHECK METER
CKME20-0448 COMPLETED	LI10-004292-0000-02	TOPPI, RODNEY 4292 LINDSEY DR	10/20/20 10/20/20	CHECK METER
CKME20-0449	CC10-007355-0000-01	MULANIX, PATRICIA 7355 CROSS CREEK DR	10/26/20	CHECK METER
ELEC20-0058	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	10/30/20	ELEC SETUP/TAKEDO
FNRD20-1807 COMPLETED	MI10-008104-0000-01	BURNHAM, MARGARET 8104 MILLER RD	10/01/20 10/01/20	FINAL READ
FNRD20-1808 COMPLETED	J110-009262-0000-02	LINDSTROM, EUGENE 9262 JILL MARIE LN	10/05/20 10/05/20	FINAL READ
FNRD20-1809	SC20-005021-0000-14	KRAFT, ZANDREA 5021 SCHOOL ST	10/05/20	FINAL READ
FNRD20-1810 COMPLETED	MI10-008021-0000-01	LUEA, MARK G 8021 MILLER RD	10/05/20 10/05/20	FINAL READ
FNRD20-1811 COMPLETED	MI10-008015-0000-02	LUEA PROPERTIES 8015 MILLER RD	10/05/20 10/05/20	FINAL READ
FNRD20-1812 COMPLETED	GR10-005219-0000-02	MIDDLETON, ALLISON 5219 GREENLEAF DR	10/06/20 10/06/20	FINAL READ
FNRD20-1813 COMPLETED	AU10-006343-0000-03	MATTHEWS, RODNEY 6343 AUGUSTA ST	10/06/20 10/06/20	FINAL READ
FNRD20-1814 COMPLETED	MA20-008078-0000-04	HALSTEAD, STEPHANIE 8078 MAPLE ST	10/06/20 10/07/20	FINAL READ
FNRD20-1815 COMPLETED	WI10-005296-0000-01	MULLEN, ETHEL 5296 WINSHALL DR	10/08/20 10/12/20	FINAL READ
FNRD20-1816 COMPLETED	MI10-005428-0000-13	EDWARDS, ALEXANDRA 5428 MILLER RD	10/12/20 10/12/20	FINAL READ
FNRD20-1817 COMPLETED	DA10-005149-0000-04	COZART, JENNIFER 5149 DAVAL DR	10/13/20 10/13/20	FINAL READ
FNRD20-1818 COMPLETED	LI10-007251-0000-02	MOREY, WILLIAM 7251 LINDSEY DR	10/13/20 10/13/20	FINAL READ

Work Order # Work Order Status	Location ID	Customer Name Service Address	Date Recd Date Comp	Type
FNRD20-1820 COMPLETED	GR10-005206-0000-04	SMITH, MICHAEL 5206 GREENLEAF DR	10/16/20 10/16/20	FINAL READ
FNRD20-1821 COMPLETED	DO10-005334-0000-03	SCHNEIDER, DOROTHY 5334 DON SHENK DR	10/23/20 10/23/20	FINAL READ
FNRD20-1822 COMPLETED	OA10-005240-0000-03	HIGHAM, MARK 5240 OAKVIEW DR	10/15/20 10/16/20	FINAL READ
FNRD20-1823 COMPLETED	DU10-005256-0000-03	CLOUSE, VICKIE 5256 DURWOOD DR	10/19/20 10/19/20	FINAL READ
FNRD20-1824 COMPLETED	SP10-004361-0000-03	BLAHNIK, LLOYD E. 4361 SPRINGBROOK DR	10/20/20 10/21/20	FINAL READ
FNRD20-1825 COMPLETED	HE10-005199-0000-01	DEERING, MARY 5199 HELMSLEY DR	10/26/20 10/26/20	FINAL READ
FNRD20-1826 COMPLETED	MI10-008295-0000-06	PARKER, GERALD 8295 MILLER RD	10/21/20 10/21/20	FINAL READ
FNRD20-1827 COMPLETED	GR10-005296-0000-06	ANDERSON, JOSEPH 5296 GREENLEAF DR	10/22/20 10/22/20	FINAL READ
FNRD20-1828 COMPLETED	ST10-006235-0000-02	SCHANICK, JULIE 6235 ST CHARLES PASS	10/22/20 10/22/20	FINAL READ
FNRD20-1829 COMPLETED	MI10-008013-0000-01	RANDALL, VALERIE 8013 MILLER RD	10/22/20 10/26/20	FINAL READ
FNRD20-1830	HT10-003449-0000-01	KESSLER, JOANNE 3449 HERITAGE BLVD	10/30/20	FINAL READ
FNRD20-1831	PA10-007191-0000-02	DAVIS, GINA 7191 PARK RIDGE PKY	10/26/20	FINAL READ
FNRD20-1832 COMPLETED	WI10-005296-0000-02	METCALFE IV, WILLIAM 5296 WINSHALL DR	10/27/20 10/28/20	FINAL READ
FNRD20-1833 COMPLETED	CE10-009287-0000-08	BARNES, NORELLA 9287 CEDAR CREEK CT	10/28/20 10/28/20	FINAL READ
FNRD20-1834	MI10-008053-0000-02	HODGE, JANET 8053 MILLER RD	10/29/20	FINAL READ
FNRD20-1835 COMPLETED	LU10-009106-0000-03	SIMEN, CAROL R 9106 LUEA LN	10/29/20 10/29/20	FINAL READ
GWO20-0580 COMPLETED	PA10-007232-0000-02	CLOLINGER, RICK 7232 PARK RIDGE PKY	10/06/20 10/09/20	GENERIC WORK ORDE
GWO20-0581	MI10-008475-0000-06	SMITH, BRYAN 8475 MILLER RD	10/06/20	GENERIC WORK ORDE
GWO20-0583 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	10/07/20 10/08/20	GENERIC WORK ORDE
GWO20-0584	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	10/12/20	GENERIC WORK ORDE
GWO20-0585	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	10/13/20	GENERIC WORK ORDE
GWO20-0586	CA10-008336-0000-01	SWARTZ CREEK SCHOOLS- WAREHO	10/26/20	GENERIC WORK ORDE

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
		8336 CAPPY LN		
IRR11000013	MI10-008138-0000-01	SHARP FUNERAL HOME 8138 MILLER RD	10/05/20	IRRIGATION METER
MNT20-0338	CI10-008095-0000-01	PERKINS LIBRARY 8095 CIVIC DR	10/06/20	BUILDING MAINTENA
MNT20-0339 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	10/07/20 10/13/20	BUILDING MAINTENA
MTRP20-0606 COMPLETED	DU10-005290-0000-01	DAVIS, MARK R 5290 DURWOOD DR	10/26/20 10/26/20	METER REPAIR
READ20-0827 COMPLETED	MI10-008138-0000-01	SHARP FUNERAL HOME 8138 MILLER RD	10/12/20 10/05/20	READ METER
READ20-0828	SP10-004399-0000-03	EVANS, RENA 4399 SPRINGBROOK DR	10/02/20	READ METER
READ20-0829 COMPLETED	CH20-009194-0000-01	SMITH, RON 9194 CHESTERFIELD DR	10/05/20 10/05/20	READ METER
READ20-0830 COMPLETED	CH20-009194-0000-01	SMITH, RON 9194 CHESTERFIELD DR	10/06/20 10/06/20	READ METER
READ20-0831 COMPLETED	MI10-007048-SUMM-02	FINANCIAL PLUS CRED UN 7048 MILLER RD	10/05/20 10/05/20	READ METER
READ20-0832 COMPLETED	MY10-004336-0000-01	MONTINI, MARLENE 4336 MAYA LN	10/09/20 10/09/20	READ METER
READ20-0833 COMPLETED	CC10-007386-0000-01	JACQUES, LINDA & DIANNE 7386 CROSS CREEK DR	10/13/20 10/13/20	READ METER
READ20-0834 COMPLETED	SP10-004387-0000-02	MARBLE, PHYLLIS 4387 SPRINGBROOK DR	10/21/20 10/21/20	READ METER
REPL20-0072	WD10-004477-SUMM-02	JULIE REID 4477 WINDSOR #SUMM CT	10/28/20	METER REPLACEMENT
SI-000048 COMPLETED	PA10-007192-0000-03	ADAMS, JAMIE 7192 PARK RIDGE PKY	10/06/20 10/07/20	SIGNS
STRT20-0106 COMPLETED	SC20-005069-0000-08	DELAY, JESSICA 5069 SCHOOL ST	10/23/20 10/23/20	STREET REPAIR
STRT20-0107	SC20-005067-0000-03	YAMBRICK, MARY LOU 5067 SCHOOL ST	10/26/20	STREET REPAIR
SWLK20-0018 COMPLETED	CA10-008359-0000-03	DIXON, SANDRA 8359 CAPPY LN	10/15/20 10/15/20	SIDEWALK REPAIR
SWR20-0085 COMPLETED	MI10-006141-0000-03	MOFFIT-HOTEN, CAROL A 6141 MILLER RD	10/16/20 10/19/20	SEWER DRAIN PROBL
SWR20-0086	DU10-005274-0000-02	BURT, EUNICE 5274 DURWOOD DR	10/26/20	SEWER DRAIN PROBL
TRDN20-0097	SE20-005331-0000-01	TREVILLIAN, C S 5331 SEYMOUR RD	10/05/20	TREE-TAKE DOWN
TRDN20-0098	WI10-005169-0000-01	SALAVICS, GEORGE 5169 WINSHALL DR	10/26/20	TREE-TAKE DOWN

Work Order # Work Order Status	Location ID	Customer Name Service Address	Date Recd Date Comp	Type
WMBK20-0102	EL10-004237-0000-01	MCDONALD'S CORP 4237 ELMS RD	10/02/20	WATER MAIN BREAK
WMBK20-0103 REPAIRED	MI10-007241-0000-05	DIECK, JUSTIN 7241 MILLER RD	10/22/20 10/23/20	WATER MAIN BREAK
WMBK20-0104 REPAIRED	MI10-007241-0000-05	DIECK, JUSTIN 7241 MILLER RD	10/25/20 10/25/20	WATER MAIN BREAK
WMBK20-0105 COMPLETED	MI10-006359-0000-02	LAT'S ENTERPRISES LLC 6359 MILLER RD	10/28/20 10/28/20	WATER MAIN BREAK
WOFF20-2354 COMPLETED	MI10-008013-0000-01	RANDALL, VALERIE 8013 MILLER RD	10/22/20 10/26/20	WATER TURN OFF
WOFF20-2355 COMPLETED	DU10-005290-0000-01	DAVIS, MARK R 5290 DURWOOD DR	10/26/20 10/26/20	WATER TURN OFF
WPRESS20-000029	MY10-004330-0000-01	DUNNIGAN, PATRICIA 4330 MAYA LN	10/23/20	WATER PRESSURE
WTON20-1367 COMPLETED	WI10-005296-0000-01	MULLEN, ETHEL 5296 WINSHALL DR	10/12/20 10/12/20	WATER TURN ON

Total Records: 71

Report Generated: 11/3/2020 9:06 AM
Report Options: Scheduled From: 10/1/2020 To: 10/31/2020

From: 09/26/2020 To: 10/23/2020

Grouped By: Employee ID

Date	Employee ID	Employee Name	Pay Code ID	Department	Reg Hours	OT Hours
Hours for Week Beginning: 09/20/2020						
09/26/2020	4100000004	Wright, David L	15X	401	0.00	1.00
		- dumped trash and opened bathrooms				
09/26/2020	4100000004	Wright, David L	15X	401	0.00	1.00
		- dumped trash and opened bathrooms				
Total For Employee: 4100000004					0.00	2.00
Hours for Week Beginning: 09/27/2020						
09/28/2020	4100000001	Gardner, Rodney E	REG	401	5.00	0.00
09/28/2020	4100000001	Gardner, Rodney E	REG	401	3.00	0.00
		- samples				
09/29/2020	4100000001	Gardner, Rodney E	REG	401	4.00	0.00
		- sweep				
09/29/2020	4100000001	Gardner, Rodney E	REG	401	4.00	0.00
		- cb				
09/30/2020	4100000001	Gardner, Rodney E	REG	401	1.00	0.00
09/30/2020	4100000001	Gardner, Rodney E	REG	401	4.00	0.00
09/30/2020	4100000001	Gardner, Rodney E	REG	401	3.00	0.00
10/01/2020	4100000001	Gardner, Rodney E	REG	401	1.00	0.00
10/01/2020	4100000001	Gardner, Rodney E	REG	401	1.00	0.00
10/01/2020	4100000001	Gardner, Rodney E	REG	401	4.00	0.00
10/01/2020	4100000001	Gardner, Rodney E	REG	401	2.00	0.00
10/02/2020	4100000001	Gardner, Rodney E	REG	401	8.00	0.00
10/02/2020	4100000001	Gardner, Rodney E	15X	401	0.00	4.00
		- main break				
10/03/2020	4100000001	Gardner, Rodney E	15X	401	0.00	1.00
		- pickup				
10/03/2020	4100000001	Gardner, Rodney E	15X	401	0.00	1.00
		- pickup				
Total For Employee: 4100000001					40.00	6.00
09/27/2020	4100000004	Wright, David L	2X	401	0.00	1.00
		- dumped trash and opened bathrooms				
09/27/2020	4100000004	Wright, David L	2X	401	0.00	1.00
		- dumped trash and opened bathrooms				
09/28/2020	4100000004	Wright, David L	REG	401	0.50	0.00
		- dumped trash				
09/28/2020	4100000004	Wright, David L	REG	401	1.00	0.00
		- cleaned catch basins				
09/28/2020	4100000004	Wright, David L	REG	401	1.00	0.00
		- cleaning catch basin				
09/28/2020	4100000004	Wright, David L	REG	401	1.00	0.00
		- water reads				
09/28/2020	4100000004	Wright, David L	REG	401	2.00	0.00
		- went to jerrys tire and got new tires for #2-08 pickup and installed them				
09/28/2020	4100000004	Wright, David L	REG	401	1.00	0.00
		- dumped trash				
09/28/2020	4100000004	Wright, David L	REG	401	1.00	0.00
		- dumped trash				
09/28/2020	4100000004	Wright, David L	REG	401	0.50	0.00
		- dumped trash				
09/29/2020	4100000004	Wright, David L	REG	401	0.50	0.00
		- opened and sanitized bathrooms				
09/29/2020	4100000004	Wright, David L	REG	401	0.50	0.00
		- opened and sanitized bathrooms				
09/29/2020	4100000004	Wright, David L	REG	401	6.00	0.00
		- trimmed trees blocking signs and that fell across streets in the woods				
09/29/2020	4100000004	Wright, David L	REG	401	1.00	0.00
		- water staking				

From: 09/26/2020 To: 10/23/2020

Grouped By: Employee ID

Date	Employee ID	Employee Name	Pay Code ID	Department	Reg Hours	OT Hours
09/30/2020	4100000004	Wright, David L	REG	401	1.00	0.00
		- lowered flags				
09/30/2020	4100000004	Wright, David L	REG	401	6.00	0.00
		- put brackets on new black poles for stop signs				
09/30/2020	4100000004	Wright, David L	REG	401	1.00	0.00
		- water reads				
10/01/2020	4100000004	Wright, David L	REG	401	2.00	0.00
		- put bench in elms road park				
10/01/2020	4100000004	Wright, David L	REG	401	1.00	0.00
		- trimmed tree on seymour road				
10/01/2020	4100000004	Wright, David L	REG	401	4.00	0.00
		- put brackets on sign poles for stop signs				
10/01/2020	4100000004	Wright, David L	REG	401	1.00	0.00
		- shut water off to veterans memorial and pulled meter				
10/02/2020	4100000004	Wright, David L	REG	401	0.50	0.00
		- opened and sanitized bathrooms				
10/02/2020	4100000004	Wright, David L	REG	401	0.50	0.00
		- Opened and sanitized bathrooms				
10/02/2020	4100000004	Wright, David L	REG	401	3.00	0.00
		- flushed hydrants and did stakings				
10/02/2020	4100000004	Wright, David L	REG	401	2.00	0.00
		- checked sewer manholes				
10/02/2020	4100000004	Wright, David L	REG	401	2.00	0.00
		- washed equipment				
----- Total For Employee: 4100000004					40.00	2.00
09/28/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- clean and disinfect bathrooms and equipment				
09/28/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- clean and disinfect bathrooms and equipment				
09/28/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- open manholes for waldorf to inspect for cleaning				
09/28/2020	4100000005	Sandford, Jay E	REG	401	5.00	0.00
		- work on GiS				
09/29/2020	4100000005	Sandford, Jay E	REG	401	4.00	0.00
		- cold patched local streets. fill hole in yard on concord by catch basin				
09/29/2020	4100000005	Sandford, Jay E	REG	401	3.00	0.00
		- install new curb box on grove street				
09/29/2020	4100000005	Sandford, Jay E	PERS	401	1.00	0.00
		- personal time				
09/30/2020	4100000005	Sandford, Jay E	REG	401	7.00	0.00
		- put brackets on ornamental street sign posts along major streets				
09/30/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- empty park garbage				
10/01/2020	4100000005	Sandford, Jay E	REG	401	3.00	0.00
		- install new bench in elms park. pick up trash in playscapes				
10/01/2020	4100000005	Sandford, Jay E	REG	401	2.00	0.00
		- clean catch basins				
10/01/2020	4100000005	Sandford, Jay E	REG	401	3.00	0.00
		- put brackets on sign posts in otterburn heights.				
10/02/2020	4100000005	Sandford, Jay E	REG	401	8.00	0.00
		- work on water main break on elms rd.				
10/02/2020	4100000005	Sandford, Jay E	15X	401	0.00	2.50
		- work on water main break on elms rd				
----- Total For Employee: 4100000005					40.00	2.50
09/28/2020	440000000000012	Harris, Andrew J	REG	202	9.25	0.00
		- includes council meeting and conversation with Brenda H.				
09/29/2020	440000000000012	Harris, Andrew J	REG	202	7.50	0.00
09/30/2020	440000000000012	Harris, Andrew J	REG	202	9.00	0.00

From: 09/26/2020 To: 10/23/2020

Grouped By: Employee ID

Date	Employee ID	Employee Name	Pay Code ID	Department	Reg Hours	OT Hours
		- .5 mundy				
10/01/2020	440000000000012	Harris, Andrew J	REG	202	9.00	0.00
		- .5 mundy - JROTC and 2.5 mundy				
10/02/2020	440000000000012	Harris, Andrew J	REG	202	11.00	0.00
-----					-----	-----
Total For Employee: 440000000000012					45.75	0.00
09/29/2020	44000000008	May, Curtis R	REG	404	1.00	0.00
09/29/2020	44000000008	May, Curtis R	REG	404	1.00	0.00
09/29/2020	44000000008	May, Curtis R	REG	404	6.00	0.00
09/30/2020	44000000008	May, Curtis R	REG	404	1.00	0.00
09/30/2020	44000000008	May, Curtis R	REG	404	1.00	0.00
09/30/2020	44000000008	May, Curtis R	REG	404	6.00	0.00
10/01/2020	44000000008	May, Curtis R	REG	404	2.00	0.00
		- bench				
10/01/2020	44000000008	May, Curtis R	REG	404	1.00	0.00
		- trim tree				
10/01/2020	44000000008	May, Curtis R	REG	404	4.00	0.00
		- street brackets on				
10/01/2020	44000000008	May, Curtis R	REG	404	1.00	0.00
		- load bumpster				
10/02/2020	44000000008	May, Curtis R	REG	404	1.00	0.00
		- trash				
10/02/2020	44000000008	May, Curtis R	REG	404	1.00	0.00
		- trash				
10/02/2020	44000000008	May, Curtis R	REG	404	2.00	0.00
		- flush hydrant				
10/02/2020	44000000008	May, Curtis R	REG	404	2.00	0.00
		- check sewer holes				
10/02/2020	44000000008	May, Curtis R	REG	404	2.00	0.00
-----					-----	-----
Total For Employee: 44000000008					32.00	0.00
09/28/2020	44000000009	Bosas, Rebecca M	REG	401	0.50	0.00
		- Measure council chambers for new executive order - COVID related				
09/28/2020	44000000009	Bosas, Rebecca M	REG	401	7.50	0.00
		- Missdig Stakings Curb box attachments - Helmsley, Daval, Oakview, Norbury, Durwood, Whitney, Greenleaf, a				
09/29/2020	44000000009	Bosas, Rebecca M	REG	401	2.00	0.00
		- Coldpatching - Miller, Bristol, Seymour, Hill				
09/29/2020	44000000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Coldpatching - Jill Marie, Natalie, Norbury				
09/29/2020	44000000009	Bosas, Rebecca M	REG	401	4.00	0.00
		- Replace curb box on Grove St in front of Creek AutoWork on GIS vacant lots S-Z - completed.				
09/29/2020	44000000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Check out structure on Concord near HeritageFill with dirt				
09/30/2020	44000000009	Bosas, Rebecca M	REG	401	0.50	0.00
		- Grant access to City owned house on Miller/Hayes - LJ electric				
09/30/2020	44000000009	Bosas, Rebecca M	REG	401	0.50	0.00
		- Street sweep - parts of Miller				
09/30/2020	44000000009	Bosas, Rebecca M	REG	401	7.00	0.00
		- Street sweep - 1st, 2nd, 3rd, Wade, Church, Frederick, Mason, Otterburn Heights, Winshall, Cappy, Durwood				
10/01/2020	44000000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Piles at garage dpw				
10/01/2020	44000000009	Bosas, Rebecca M	REG	401	0.50	0.00
10/01/2020	44000000009	Bosas, Rebecca M	REG	401	1.00	0.00
10/01/2020	44000000009	Bosas, Rebecca M	REG	401	1.50	0.00
		- Missdig at Dort Federal Get things together for second cycle of Lead and Copper sampling				
10/01/2020	44000000009	Bosas, Rebecca M	REG	401	0.50	0.00
		- Pics of vandalism in field - rutsGet things together to install bench				
10/01/2020	44000000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Colony Data Log				
10/01/2020	44000000009	Bosas, Rebecca M	REG	401	0.50	0.00

From: 09/26/2020 To: 10/23/2020

Grouped By: Employee ID

Date	Employee ID	Employee Name	Pay Code ID	Department	Reg Hours	OT Hours
		- Replace manhole cover w/ Rod in Heritage				
10/01/2020	4400000009	Bosas, Rebecca M	REG	401	2.00	0.00
		- Fill out lead and copper report and final notice				
10/02/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Street sweep water main break area - Elms Rd under I69 vidocks				
10/02/2020	4400000009	Bosas, Rebecca M	REG	401	6.00	0.00
		- Distribute Lead and Copper Sample NoticesDistribute second round of bottles Assist with barricades on wat				
10/02/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Data log SharpsData log high usage in Springbrook				

Total For Employee: 4400000009					40.00	0.00

Hours for Week Beginning: 10/04/2020						

10/04/2020	4100000001	Gardner, Rodney E	2X	401	0.00	1.00
		- pickup				
10/04/2020	4100000001	Gardner, Rodney E	2X	401	0.00	1.00
		- pickup				
10/05/2020	4100000001	Gardner, Rodney E	REG	401	6.00	0.00
10/05/2020	4100000001	Gardner, Rodney E	REG	401	1.00	0.00
10/05/2020	4100000001	Gardner, Rodney E	REG	401	1.00	0.00
10/06/2020	4100000001	Gardner, Rodney E	REG	401	5.00	0.00
		- mow				
10/06/2020	4100000001	Gardner, Rodney E	REG	401	2.00	0.00
10/06/2020	4100000001	Gardner, Rodney E	REG	401	1.00	0.00
10/07/2020	4100000001	Gardner, Rodney E	REG	401	8.00	0.00
10/08/2020	4100000001	Gardner, Rodney E	REG	401	2.00	0.00
		- maintance				
10/08/2020	4100000001	Gardner, Rodney E	REG	401	6.00	0.00
10/09/2020	4100000001	Gardner, Rodney E	REG	401	4.00	0.00
10/09/2020	4100000001	Gardner, Rodney E	REG	401	2.00	0.00
10/09/2020	4100000001	Gardner, Rodney E	REG	401	2.00	0.00

Total For Employee: 4100000001					40.00	2.00

10/05/2020	4100000004	Wright, David L	REG	401	8.00	0.00
		- water stakings water reads and checking meters for high reads and leaks				
10/06/2020	4100000004	Wright, David L	REG	401	5.00	0.00
		- mowing lots and road shoulders				
10/06/2020	4100000004	Wright, David L	REG	401	3.00	0.00
		- mounting signs on portable stands for trunk or treat				
10/07/2020	4100000004	Wright, David L	REG	401	2.00	0.00
		- mowed grass				
10/07/2020	4100000004	Wright, David L	REG	401	2.00	0.00
		- water stakings				
10/07/2020	4100000004	Wright, David L	REG	401	4.00	0.00
		- loaded scrap metal in trucks and cleaned up dps yard				
10/08/2020	4100000004	Wright, David L	REG	401	5.00	0.00
		- water stakings				
10/08/2020	4100000004	Wright, David L	REG	401	1.00	0.00
		- located sewer for 6141 miller road				
10/08/2020	4100000004	Wright, David L	REG	401	2.00	0.00
		- hauled scrap metal to genesee recycling				
10/09/2020	4100000004	Wright, David L	REG	401	2.00	0.00
		- put out baricades				
10/09/2020	4100000004	Wright, David L	REG	401	4.00	0.00
		- water stakings				
10/09/2020	4100000004	Wright, David L	REG	401	2.00	0.00
		- checked manholes				

Total For Employee: 4100000004					40.00	0.00

10/05/2020	4100000005	Sandford, Jay E	VAC	401	8.00	0.00
		- vacation time				

From: 09/26/2020 To: 10/23/2020

Grouped By: Employee ID

Date	Employee ID	Employee Name	Pay Code ID	Department	Reg Hours	OT Hours
10/06/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- clean bathrooms				
10/06/2020	4100000005	Sandford, Jay E	REG	401	3.00	0.00
		- trim city properties				
10/06/2020	4100000005	Sandford, Jay E	REG	401	0.50	0.00
		- sweep up broken glass on parkridge				
10/06/2020	4100000005	Sandford, Jay E	REG	401	0.50	0.00
		- put up new no parking sign on parkridge				
10/06/2020	4100000005	Sandford, Jay E	REG	401	2.00	0.00
		- water stakings and final reads				
10/06/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- clean bathrooms				
10/07/2020	4100000005	Sandford, Jay E	REG	401	0.50	0.00
		- disinfect park bathrooms				
10/07/2020	4100000005	Sandford, Jay E	REG	401	0.50	0.00
		- disinfect park bathrooms				
10/07/2020	4100000005	Sandford, Jay E	REG	401	3.00	0.00
		- clean library				
10/07/2020	4100000005	Sandford, Jay E	REG	401	2.50	0.00
		- mow city properties				
10/07/2020	4100000005	Sandford, Jay E	PERS	401	1.50	0.00
		- personal time				
10/08/2020	4100000005	Sandford, Jay E	REG	401	0.50	0.00
		- take election box to city hall				
10/08/2020	4100000005	Sandford, Jay E	REG	401	3.00	0.00
		- pull weeds at city hall. wash outside windows.				
10/08/2020	4100000005	Sandford, Jay E	REG	401	2.00	0.00
		- trim weeds around holland square area. straighten scarecrows for trunk or treat				
10/08/2020	4100000005	Sandford, Jay E	REG	401	2.00	0.00
		- mow city properties				
10/08/2020	4100000005	Sandford, Jay E	REG	401	0.50	0.00
		- high water read appointment.				
10/09/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- wash windows at city hall				
10/09/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- rake leaves off sidewalks at cemetery and downtown				
10/09/2020	4100000005	Sandford, Jay E	REG	401	4.00	0.00
		- woodchipping				
10/09/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- open elms park				
10/09/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- open parks				
10/10/2020	4100000005	Sandford, Jay E	15X	401	0.00	1.00
		- open abrams park				
10/10/2020	4100000005	Sandford, Jay E	15X	401	0.00	1.00
		- open elms park				
-----					-----	-----
Total For Employee: 4100000005					40.00	2.00
10/05/2020	4400000000000012	Harris, Andrew J	REG	202	8.75	0.00
		- .5 mundy				
10/06/2020	4400000000000012	Harris, Andrew J	REG	202	9.25	0.00
		- 2 mundy				
10/07/2020	4400000000000012	Harris, Andrew J	REG	202	9.50	0.00
		- includes park board meeting				
10/08/2020	4400000000000012	Harris, Andrew J	VAC_SUPV	202	6.75	0.00
-----					-----	-----
Total For Employee: 4400000000000012					34.25	0.00
10/05/2020	4400000008	May, Curtis R	REG	404	6.00	0.00
10/05/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
10/05/2020	4400000008	May, Curtis R	REG	404	1.00	0.00

From: 09/26/2020 To: 10/23/2020

Grouped By: Employee ID

Date	Employee ID	Employee Name	Pay Code ID	Department	Reg Hours	OT Hours
10/07/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- trash				
10/07/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- mowing				
10/07/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- trash				
10/07/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- trash				
10/07/2020	4400000008	May, Curtis R	REG	404	4.00	0.00
		- cleanyard				
10/08/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- repair picnictable				
10/08/2020	4400000008	May, Curtis R	REG	404	3.00	0.00
		- chip brush				
10/08/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- trash				
10/08/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- trash				
10/08/2020	4400000008	May, Curtis R	REG	404	2.00	0.00
		- scrap metal				
10/09/2020	4400000008	May, Curtis R	REG	404	2.00	0.00
10/09/2020	4400000008	May, Curtis R	REG	404	4.00	0.00
10/09/2020	4400000008	May, Curtis R	REG	404	2.00	0.00
----- Total For Employee: 4400000008					32.00	0.00
10/05/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Street sweep parts of Miller and Morrish				
10/05/2020	4400000009	Bosas, Rebecca M	REG	401	5.00	0.00
		- Street sweep - old part of town, otterburn heights, Winshall				
10/05/2020	4400000009	Bosas, Rebecca M	REG	401	2.00	0.00
		- Work orders, assist Dave with his work orders				
10/06/2020	4400000009	Bosas, Rebecca M	REG	401	6.00	0.00
		- Street sweep - civic, old part of town, portion of park ridge, etc. Repair/clean street sweeper				
10/06/2020	4400000009	Bosas, Rebecca M	REG	401	2.00	0.00
		- ReadLead/Copper Bottle pick up				
10/07/2020	4400000009	Bosas, Rebecca M	REG	401	2.00	0.00
		- Lead and Copper bottle collection, paperworkPrep for tomorrows sampling pick ups				
10/07/2020	4400000009	Bosas, Rebecca M	REG	401	2.00	0.00
		- Street sweeper maintenance				
10/07/2020	4400000009	Bosas, Rebecca M	VAC	401	4.00	0.00
		- Leave form - left with a headache				
10/08/2020	4400000009	Bosas, Rebecca M	REG	401	2.00	0.00
		- Street sweep part of Miller, Elms, Bristol, Morrish				
10/08/2020	4400000009	Bosas, Rebecca M	REG	401	4.00	0.00
		- Street sweep old parts of town, Maple, Crapo, Paul Fort., Civic, Norbury, Durwood, Winston, Otterburn Hei				
10/08/2020	4400000009	Bosas, Rebecca M	REG	401	2.00	0.00
		- Finish collecting/paperwork Lead Copper SamplesWQP SamplesPick up				
10/09/2020	4400000009	Bosas, Rebecca M	REG	401	4.00	0.00
		- Street Sweep Miller, Morrish, Dye, part of Elms				
10/09/2020	4400000009	Bosas, Rebecca M	REG	401	4.00	0.00
		- Street Sweep all the local streets surrounding Holland Square for tomorrows Jeepers Creekers - Old part o				
----- Total For Employee: 4400000009					40.00	0.00
10/05/2020	4400000012	Golden, Craig A	REG	404	1.00	0.00
		- Open bathrooms and disinfect bathrooms and tot lot				
10/05/2020	4400000012	Golden, Craig A	REG	404	1.00	0.00
		- Open bathrooms and disinfect bathrooms and tot lot				
10/05/2020	4400000012	Golden, Craig A	REG	404	6.00	0.00
		- Woodchipping				
10/06/2020	4400000012	Golden, Craig A	REG	404	0.50	0.00

From: 09/26/2020 To: 10/23/2020

Grouped By: Employee ID

Date	Employee ID	Employee Name	Pay Code ID	Department	Reg Hours	OT Hours
		- Pu garbage				
10/06/2020	4400000012	Golden, Craig A	REG	404	3.00	0.00
		- Mowed and weedwhack				
10/06/2020	4400000012	Golden, Craig A	REG	404	2.00	0.00
		- Woodchipping				
10/06/2020	4400000012	Golden, Craig A	REG	404	1.00	0.00
		- Open bathrooms, clean, pu garbage, disinfect bathrooms & tot lot				
10/06/2020	4400000012	Golden, Craig A	REG	404	1.50	0.00
		- Open bathrooms, clean, pu garbage, disinfect bathrooms & tot lot				
10/08/2020	4400000012	Golden, Craig A	REG	404	3.00	0.00
		- Pu garbage, clean all bathroom, disinfect lobby and council chambers and bathrooms due to election traini				
10/08/2020	4400000012	Golden, Craig A	REG	404	1.50	0.00
		- Woodchipping , cut trees around perimeter of city garage				
10/08/2020	4400000012	Golden, Craig A	REG	404	1.00	0.00
10/08/2020	4400000012	Golden, Craig A	REG	404	1.50	0.00
		- Pu garbage, disinfect bathrooms & tot lot				
10/08/2020	4400000012	Golden, Craig A	REG	404	1.00	0.00
		- Washed gray truck				
-----					-----	-----
Total For Employee: 4400000012					24.00	0.00
Hours for Week Beginning: 10/11/2020						

10/12/2020	4100000001	Gardner, Rodney E	REG	401	4.00	0.00
10/12/2020	4100000001	Gardner, Rodney E	REG	401	4.00	0.00
		- samples				
10/13/2020	4100000001	Gardner, Rodney E	REG	401	8.00	0.00
10/14/2020	4100000001	Gardner, Rodney E	REG	401	2.00	0.00
10/14/2020	4100000001	Gardner, Rodney E	REG	401	6.00	0.00
		- dig around shed				
10/15/2020	4100000001	Gardner, Rodney E	REG	401	4.00	0.00
10/15/2020	4100000001	Gardner, Rodney E	REG	401	4.00	0.00
10/16/2020	4100000001	Gardner, Rodney E	REG	401	1.00	0.00
10/16/2020	4100000001	Gardner, Rodney E	REG	401	1.00	0.00
10/16/2020	4100000001	Gardner, Rodney E	REG	401	2.00	0.00
10/16/2020	4100000001	Gardner, Rodney E	REG	401	2.00	0.00
10/16/2020	4100000001	Gardner, Rodney E	REG	401	2.00	0.00
		- mhi				
-----					-----	-----
Total For Employee: 4100000001					40.00	0.00
10/12/2020	4100000004	Wright, David L	REG	401	2.00	0.00
		- TOOK DOWN FLOWER BASKETS				
10/12/2020	4100000004	Wright, David L	REG	401	2.00	0.00
		- picked up signs and barricades from trunk or treat				
10/12/2020	4100000004	Wright, David L	REG	401	4.00	0.00
		- water stakings				
10/13/2020	4100000004	Wright, David L	REG	401	3.00	0.00
		- water stakings and repaired yards from curb box repairs				
10/13/2020	4100000004	Wright, David L	REG	401	5.00	0.00
		- cleaniny scrap metal from dps yard and hauling to genesee recycling				
10/14/2020	4100000004	Wright, David L	REG	401	4.00	0.00
		- repaired yards from curb box repairs and water stakings				
10/14/2020	4100000004	Wright, David L	REG	401	4.00	0.00
		- cut up scrap metal and loaded hauled stump grindings and wood chips out of dps yard				
10/15/2020	4100000004	Wright, David L	REG	401	1.00	0.00
		- cold patched driveway approach on cappy lane				
10/15/2020	4100000004	Wright, David L	REG	401	3.00	0.00
		- water stakings				
10/15/2020	4100000004	Wright, David L	REG	401	4.00	0.00
		- loaded scrap iron and hauled to genesee recycling and loaded dumpsters with leaves				
10/16/2020	4100000004	Wright, David L	REG	401	1.00	0.00
		- opened and disenfect bathrooms				

From: 09/26/2020 To: 10/23/2020

Grouped By: Employee ID

Date	Employee ID	Employee Name	Pay Code ID	Department	Reg Hours	OT Hours
10/16/2020	4100000004	Wright, David L	REG	401	2.00	0.00
		- repaired catch basin on miller road				
10/16/2020	4100000004	Wright, David L	REG	401	3.00	0.00
		- water stakings and checking water leak on winshall dr				
10/16/2020	4100000004	Wright, David L	REG	401	2.00	0.00
		- checked sewer manholes				
-----					-----	-----
Total For Employee: 4100000004					40.00	0.00
10/11/2020	4100000005	Sandford, Jay E	15X	401	0.00	1.00
		- open abrams park				
10/11/2020	4100000005	Sandford, Jay E	15X	401	0.00	1.00
		- open parks				
10/12/2020	4100000005	Sandford, Jay E	REG	401	2.00	0.00
		- cold patch major streets				
10/12/2020	4100000005	Sandford, Jay E	REG	401	2.00	0.00
		- cold patch local streets				
10/12/2020	4100000005	Sandford, Jay E	REG	401	1.50	0.00
		- dump all roadway barrels along major streets				
10/12/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- collect trash from park				
10/12/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- collect trash from park				
10/12/2020	4100000005	Sandford, Jay E	REG	401	0.50	0.00
		- dump park and ride barrel				
10/13/2020	4100000005	Sandford, Jay E	REG	401	2.00	0.00
		- pick up trash in playscape. repair missing boards. tighten loose screws and hammer in nails coming out of				
10/13/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- move political signs off city right of way				
10/13/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- move political signs off city right of way				
10/13/2020	4100000005	Sandford, Jay E	REG	401	1.50	0.00
		- final read work orders				
10/13/2020	4100000005	Sandford, Jay E	REG	401	0.50	0.00
		- wash truck				
10/13/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- open park. collect trash . disinfect.				
10/13/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- open park. collect trash. disinfect.				
10/14/2020	4100000005	Sandford, Jay E	REG	401	3.00	0.00
		- make repairs to playscape				
10/14/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- replace post and pedestrian signs on fairchild st				
10/14/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- water work orders				
10/14/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- open parks				
10/14/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- open parks				
10/14/2020	4100000005	Sandford, Jay E	PERS	401	1.00	0.00
		- personal time				
10/15/2020	4100000005	Sandford, Jay E	REG	401	3.00	0.00
		- pick up asphalt on village streets left from street sweeper.				
10/15/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- trim trees along maple and crapo streets				
10/15/2020	4100000005	Sandford, Jay E	PERS	401	4.00	0.00
		- personal time				
10/16/2020	4100000005	Sandford, Jay E	REG	401	3.00	0.00
		- clean library				
10/16/2020	4100000005	Sandford, Jay E	REG	401	2.00	0.00
		- water work orders				

From: 09/26/2020 To: 10/23/2020

Grouped By: Employee ID

Date	Employee ID	Employee Name	Pay Code ID	Department	Reg Hours	OT Hours
10/16/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- blow leaves off cemetery				
10/16/2020	4100000005	Sandford, Jay E	REG	401	2.00	0.00
		- empty trash from parks				
-----					-----	-----
Total For Employee: 4100000005					40.00	2.00
10/12/2020	440000000000012	Harris, Andrew J	REG	202	1.00	0.00
10/12/2020	440000000000012	Harris, Andrew J	VAC_SUPV	202	5.00	0.00
10/13/2020	440000000000012	Harris, Andrew J	REG	202	8.50	0.00
10/14/2020	440000000000012	Harris, Andrew J	REG	202	9.00	0.00
10/15/2020	440000000000012	Harris, Andrew J	REG	202	8.50	0.00
		- 2.5 mundy				
10/16/2020	440000000000012	Harris, Andrew J	REG	202	8.00	0.00
		- .75 mundy				
-----					-----	-----
Total For Employee: 440000000000012					40.00	0.00
10/12/2020	4400000008	May, Curtis R	REG	404	2.00	0.00
		- take haning baskets				
10/12/2020	4400000008	May, Curtis R	REG	404	2.00	0.00
		- take down signs				
10/12/2020	4400000008	May, Curtis R	REG	404	4.00	0.00
		- water staking				
10/13/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- clean				
10/13/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- clean				
10/13/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- yard r\work				
10/13/2020	4400000008	May, Curtis R	REG	404	5.00	0.00
		- clean yard				
10/14/2020	4400000008	May, Curtis R	REG	404	3.00	0.00
		- clean lot				
10/14/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
10/14/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- garbage				
10/14/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- garbage				
10/14/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- garbage				
10/14/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- repair yard				
10/15/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- take down tennis nets				
10/15/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- take down volley net				
10/15/2020	4400000008	May, Curtis R	REG	404	0.50	0.00
		- garbage				
10/15/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- cold patch				
10/15/2020	4400000008	May, Curtis R	REG	404	1.50	0.00
		- open and garbage				
10/15/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- open garbage				
10/15/2020	4400000008	May, Curtis R	REG	404	2.00	0.00
		- load scrap				
-----					-----	-----
Total For Employee: 4400000008					32.00	0.00
10/12/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Cold patching - Miller				
10/12/2020	4400000009	Bosas, Rebecca M	REG	401	4.00	0.00

From: 09/26/2020 To: 10/23/2020

Grouped By: Employee ID

Date	Employee ID	Employee Name	Pay Code ID	Department	Reg Hours	OT Hours
		- Cold patching- Durwood, Norbury, Don Shenk, Winshall, Oakview, Frederick, Civic, etc				
10/12/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Final read and water turn on work orders				
10/12/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Clean/disinfect bathrooms/equipment				
10/12/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Clean/Disinfect bathrooms/equipment				
10/13/2020	4400000009	Bosas, Rebecca M	REG	401	7.00	0.00
		- Street sweeping - old part of town, 1/2/3/Wade, Maple, Crapo, etc				
10/14/2020	4400000009	Bosas, Rebecca M	REG	401	2.00	0.00
		- Street sweeping - parts of Miller, Morrish, Seymour				
10/14/2020	4400000009	Bosas, Rebecca M	REG	401	6.00	0.00
		- Street sweep - Old streets in the village, Winston, Paul Fortino, Civic, etc				
10/15/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Street sweeping - Sections of Miller and Elms				
10/15/2020	4400000009	Bosas, Rebecca M	REG	401	7.00	0.00
		- Street sweeping - Win Village, Otterburn Heights, Old part of town, etc				
10/16/2020	4400000009	Bosas, Rebecca M	REG	401	2.00	0.00
		- Street sweeping - Morrish, Miller				
10/16/2020	4400000009	Bosas, Rebecca M	REG	401	6.00	0.00
		- Street Sweeping - Old Part of Town, 1/2/3/Wade, Mason/Fredrick/Church, Cappy, Winston, around fire hydran				
10/17/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Open parks				
10/17/2020	4400000009	Bosas, Rebecca M	15X	401	0.00	1.00
		- Open Parks				
-----					-----	-----
Total For Employee: 4400000009					40.00	1.00
10/13/2020	4400000012	Golden, Craig A	REG	404	1.00	0.00
		- Pu garbage, stock bathrooms, disinfect council chambers & lobby areas				
10/13/2020	4400000012	Golden, Craig A	REG	404	0.50	0.00
		- vacuum, pu garbage				
10/13/2020	4400000012	Golden, Craig A	REG	404	0.50	0.00
		- Pu garbage, stock bathrooms				
10/13/2020	4400000012	Golden, Craig A	REG	404	6.00	0.00
		- Clean city garage yard, preparing for shed move				
10/15/2020	4400000012	Golden, Craig A	REG	404	0.50	0.00
		- Stock				
10/15/2020	4400000012	Golden, Craig A	REG	404	1.00	0.00
		- Clean & stock				
10/15/2020	4400000012	Golden, Craig A	REG	404	0.50	0.00
		- Stock				
10/15/2020	4400000012	Golden, Craig A	REG	404	2.00	0.00
		- Pu garbage,disinfect tot lot, remove tennis court nets, open bathrooms				
10/15/2020	4400000012	Golden, Craig A	REG	404	3.00	0.00
		- Open bathrooms, disinfect tot lot, pu garbage, stock, remove volleyball nets				
10/15/2020	4400000012	Golden, Craig A	REG	404	1.00	0.00
		- Clean city garage yard				
-----					-----	-----
Total For Employee: 4400000012					16.00	0.00
Hours for Week Beginning: 10/18/2020						

10/19/2020	4100000001	Gardner, Rodney E	REG	401	4.00	0.00
10/19/2020	4100000001	Gardner, Rodney E	REG	401	4.00	0.00
		- sidewalk repair 1hr				
10/20/2020	4100000001	Gardner, Rodney E	REG	401	8.00	0.00
10/21/2020	4100000001	Gardner, Rodney E	REG	401	8.00	0.00
10/22/2020	4100000001	Gardner, Rodney E	VAC	401	8.00	0.00
10/23/2020	4100000001	Gardner, Rodney E	REG	401	8.00	0.00
		- sweep				
-----					-----	-----
Total For Employee: 4100000001					40.00	0.00

From: 09/26/2020 To: 10/23/2020

Grouped By: Employee ID

Date	Employee ID	Employee Name	Pay Code ID	Department	Reg Hours	OT Hours
10/19/2020	4100000004	Wright, David L	REG	401	3.00	0.00
		- cold patched and went to flint for a load of cold patch				
10/19/2020	4100000004	Wright, David L	REG	401	3.00	0.00
		- cold patched local streets				
10/19/2020	4100000004	Wright, David L	REG	401	1.00	0.00
		- water stakings				
10/19/2020	4100000004	Wright, David L	PERS	401	1.00	0.00
		- dentist appointment				
10/20/2020	4100000004	Wright, David L	REG	401	8.00	0.00
		- chipped brush				
10/21/2020	4100000004	Wright, David L	REG	401	4.00	0.00
		- mowed grass				
10/21/2020	4100000004	Wright, David L	REG	401	1.00	0.00
		- put new post on fairchild street and raised ped. sign				
10/21/2020	4100000004	Wright, David L	REG	401	3.00	0.00
		- water stakings				
10/22/2020	4100000004	Wright, David L	REG	401	8.00	0.00
		- repairing watermain on miller road				
10/22/2020	4100000004	Wright, David L	15X	401	0.00	6.00
		- valving down water main setting out cones and barricades working with waldorf contractors				
10/23/2020	4100000004	Wright, David L	REG	401	2.00	0.00
		- cleaned catch basins				
10/23/2020	4100000004	Wright, David L	REG	401	2.00	0.00
		- chipped brush				
10/23/2020	4100000004	Wright, David L	REG	401	2.00	0.00
		- water stakings				
10/23/2020	4100000004	Wright, David L	REG	401	2.00	0.00
		- checked sewer manholes				
----- Total For Employee: 4100000004					40.00	6.00
10/19/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- openand disinfect abrams park				
10/19/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- open and disinfect elms park				
10/19/2020	4100000005	Sandford, Jay E	REG	401	2.00	0.00
		- move election signs back off city right of ways.				
10/19/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- put gravel back in water repair spot on elms rd				
10/19/2020	4100000005	Sandford, Jay E	REG	401	3.00	0.00
		- work with waldorf on water service replacement on winshall. water work orders.				
10/20/2020	4100000005	Sandford, Jay E	REG	401	3.00	0.00
		- take flowers out of downtown pots an boxes				
10/20/2020	4100000005	Sandford, Jay E	REG	401	2.00	0.00
		- assist dawes with water service repair on miller rd water main project				
10/20/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- empty trash				
10/20/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- empty trash				
10/20/2020	4100000005	Sandford, Jay E	PERS	401	1.00	0.00
		- personal time				
10/21/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- clean bathrooms				
10/21/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- clean bathrooms				
10/21/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- fix downtown scarecrows				
10/21/2020	4100000005	Sandford, Jay E	REG	401	4.00	0.00
		- mow city lots				
10/21/2020	4100000005	Sandford, Jay E	REG	401	1.00	0.00
		- clean catch basins				

From: 09/26/2020 To: 10/23/2020

Grouped By: Employee ID

Date	Employee ID	Employee Name	Pay Code ID	Department	Reg Hours	OT Hours
10/22/2020	4100000005	Sandford, Jay E	REG	401	8.00	0.00
		- work on water main break on miller rd				
10/22/2020	4100000005	Sandford, Jay E	15X	401	0.00	4.00
		- work on water main break on miller rd				
10/23/2020	4100000005	Sandford, Jay E	REG	401	2.00	0.00
		- woodchipping				
10/23/2020	4100000005	Sandford, Jay E	REG	401	2.00	0.00
		- check manholes				
10/23/2020	4100000005	Sandford, Jay E	VAC	401	4.00	0.00
		- vacation time				

Total For Employee: 4100000005					40.00	4.00
10/19/2020	440000000000012	Harris, Andrew J	REG	202	8.00	0.00
10/20/2020	440000000000012	Harris, Andrew J	REG	202	6.00	0.00
10/20/2020	440000000000012	Harris, Andrew J	VAC_SUPV	202	2.00	0.00
10/21/2020	440000000000012	Harris, Andrew J	REG	202	2.00	0.00
		- voicemails, conversation with Dawes and Waldorf				
10/21/2020	440000000000012	Harris, Andrew J	VAC_SUPV	202	6.00	0.00
10/22/2020	440000000000012	Harris, Andrew J	REG	202	3.00	0.00
		- water main break on Miller Roadconveration with arborist about seymour tree removal				
10/22/2020	440000000000012	Harris, Andrew J	VAC_SUPV	202	5.00	0.00
10/23/2020	440000000000012	Harris, Andrew J	REG	202	1.00	0.00
		- conversations/voicemail with plumber for burkshire irrigation meter				
10/23/2020	440000000000012	Harris, Andrew J	VAC_SUPV	202	7.00	0.00

Total For Employee: 440000000000012					40.00	0.00
10/19/2020	4400000008	May, Curtis R	REG	404	6.00	0.00
		- cold patch				
10/20/2020	4400000008	May, Curtis R	REG	404	8.00	0.00
		- chipped				
10/21/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- garbage				
10/21/2020	4400000008	May, Curtis R	REG	404	4.00	0.00
		- mowing				
10/21/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- garbage				
10/21/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- garbage				
10/21/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- tree trimming				
10/23/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
10/23/2020	4400000008	May, Curtis R	REG	404	2.00	0.00
		- stakeing				
10/23/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
		- woodchip				
10/23/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
10/23/2020	4400000008	May, Curtis R	REG	404	1.00	0.00
10/23/2020	4400000008	May, Curtis R	REG	404	2.00	0.00
		- clean catch basins				

Total For Employee: 4400000008					30.00	0.00
10/18/2020	4400000009	Bosas, Rebecca M	2X	401	0.00	1.00
		- Open parks				
10/18/2020	4400000009	Bosas, Rebecca M	2X	401	0.00	1.00
		- Open Parks				
10/19/2020	4400000009	Bosas, Rebecca M	REG	401	0.50	0.00
		- Pick up battery from Battery Plus for CH furnace				
10/19/2020	4400000009	Bosas, Rebecca M	REG	401	5.50	0.00
		- Street sweep in village				
10/19/2020	4400000009	Bosas, Rebecca M	REG	401	0.50	0.00

From: 09/26/2020 To: 10/23/2020

Grouped By: Employee ID

Date	Employee ID	Employee Name	Pay Code ID	Department	Reg Hours	OT Hours
10/19/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
10/19/2020	4400000009	Bosas, Rebecca M	REG	401	0.50	0.00
		- Garbage				
10/20/2020	4400000009	Bosas, Rebecca M	REG	401	2.50	0.00
		- Assist Dawes with main turn off/on and repair clamp				
10/20/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Clean/disinfect bathroom				
10/20/2020	4400000009	Bosas, Rebecca M	REG	401	0.50	0.00
		- Repair fallen STOP sign on Talmadge				
10/20/2020	4400000009	Bosas, Rebecca M	REG	401	0.50	0.00
		- Clean/disinfect bathrooms				
10/20/2020	4400000009	Bosas, Rebecca M	REG	401	3.50	0.00
		- Pull dead flowers from pots/flower boxes downtown and surrounding areas				
10/21/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Blow leaves away from entrance, pick up yard waste bags				
10/21/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Pull weeds in rock beds				
10/21/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Blow leaves away from entrance, trim back vines from sidewalk, garbage				
10/21/2020	4400000009	Bosas, Rebecca M	REG	401	3.00	0.00
		- Work on street sweeper - add hyd oil, raise/adjust arm, work on side broom, etc				
10/21/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Replace post with longer post - pedestrian sign on FairchildCement around post to stabilize				
10/21/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Final Read work orderData Log work order				
10/22/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Catch basin check				
10/22/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Garbage, clean and disinfect bathrooms				
10/22/2020	4400000009	Bosas, Rebecca M	REG	401	8.00	0.00
		- Assist with watermain break - Miller Road (worked over until 6:30pm)				
10/23/2020	4400000009	Bosas, Rebecca M	REG	401	1.50	0.00
		- Clean/disinfect library. Garbage. Stock supply closet.				
10/23/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Clean/disinfect. Garbage				
10/23/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Clean/disinfect. Garbage				
10/23/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Clean/disinfect park bathrooms				
10/23/2020	4400000009	Bosas, Rebecca M	REG	401	0.50	0.00
		- Final Read				
10/23/2020	4400000009	Bosas, Rebecca M	REG	401	1.00	0.00
		- Clean/disinfect bathrooms				
-----					40.00	2.00
Total For Employee: 4400000009						
10/20/2020	4400000012	Golden, Craig A	REG	404	8.00	0.00
		- woodchipping				
10/22/2020	4400000012	Golden, Craig A	REG	404	3.00	0.00
		- Clean catch basins of leaves during rain of major roads				
10/22/2020	4400000012	Golden, Craig A	REG	404	2.00	0.00
		- Clean catch basin of leaves during rain				
10/22/2020	4400000012	Golden, Craig A	REG	404	2.00	0.00
		- Open bathrooms, clean, disinfect,pu garbage				
10/22/2020	4400000012	Golden, Craig A	REG	404	1.00	0.00
		- Clean garage				
-----					16.00	0.00
Total For Employee: 4400000012						
Grand Total:					982.00	31.50

October 2020	MILES DRIVEN		GALLONS GAS PURCHASED		GALLONS DIESEL PURCHASED
#6-16 2WD gas	443.0		41.9		
#1-20 4WD diesel	156.0				22.7
#7-15 4WD gas	402.0		68.6		
#3-08 P/U 4WD gas	412.0		70.4		
#10-18 P/U diesel	803.0				80.8
#2-08 P/U 4WD gas	350.0		45.5		
#6-00 BACKHOE diesel					
#11 DUMP gas			13.8		
#12-02 DUMP diesel	124.0				33.0
#12-04 DUMP diesel					
#12-99 GENERATOR gas					
#17 CASE BACKHOE diesel					
#19 JD TRACTOR diesel					
#06-99 BUCKET TRUCK gas					
#21 WOOD CHIPPER diesel					25.3
#807 STREET SWEEPER diesel	258.0				186.9
#42 ASPHALT HEATER diesel					
#37 TRAIL ARROW					
#10-15 GEN gas					
#5-18 KUBOTA (Hours)					
gas can			14.6		
TOTAL	2948.0		254.8		348.7

Equipment ID	Description	GL Number	Activity Code	Date	Hours	Rate	Approx Cost
Employee ID	Name						
Pickup 4WD	1-20, 7-15,3-08, 2-08, 10-1						
4100000001	Gardner, Rodney E	590-540.000-941.000		10/12/2020	4.00	12.61	50.44
4100000001	Gardner, Rodney E	101-782.000-941.000		10/16/2020	1.00	12.61	12.61
4100000001	Gardner, Rodney E	101-783.000-941.000		10/16/2020	1.00	12.61	12.61
4100000001	Gardner, Rodney E	202-463.000-941.000		10/16/2020	2.00	12.61	25.22
4100000001	Gardner, Rodney E	590-540.000-941.000		10/16/2020	2.00	12.61	25.22
4100000001	Gardner, Rodney E	591-536.000-941.000		10/16/2020	2.00	12.61	25.22
4100000001	Gardner, Rodney E	202-463.000-941.000		10/19/2020	4.00	12.61	50.44
4100000001	Gardner, Rodney E	203-463.000-941.000		10/19/2020	4.00	12.61	50.44
4100000004	Wright, David L	226-782.000-941.000		09/26/2020	1.00	12.61	12.61
4100000004	Wright, David L	226-783.000-941.000		09/26/2020	1.00	12.61	12.61
4100000004	Wright, David L	226-782.000-941.000		09/27/2020	1.00	12.61	12.61
4100000004	Wright, David L	226-783.000-941.000		09/27/2020	1.00	12.61	12.61
4100000004	Wright, David L	202-463.000-941.000		09/28/2020	1.00	12.61	12.61
4100000004	Wright, David L	203-463.000-941.000		09/28/2020	1.00	12.61	12.61
4100000004	Wright, David L	226-782.000-941.000		09/28/2020	1.00	12.61	12.61
4100000004	Wright, David L	226-783.000-941.000		09/28/2020	1.00	12.61	12.61
4100000004	Wright, David L	590-540.000-941.000		09/28/2020	1.00	12.61	12.61
4100000004	Wright, David L	203-463.000-941.000		09/29/2020	6.00	12.61	75.66
4100000004	Wright, David L	590-540.000-941.000		09/29/2020	1.00	12.61	12.61
4100000004	Wright, David L	101-794.000-941.000		09/30/2020	1.00	12.61	12.61
4100000004	Wright, David L	203-474.000-941.000		09/30/2020	6.00	12.61	75.66
4100000004	Wright, David L	590-540.000-941.000		09/30/2020	1.00	12.61	12.61
4100000004	Wright, David L	101-783.000-941.000		10/01/2020	2.00	12.61	25.22
4100000004	Wright, David L	202-463.000-941.000		10/01/2020	1.00	12.61	12.61
4100000004	Wright, David L	202-474.000-941.000		10/01/2020	4.00	12.61	50.44
4100000004	Wright, David L	590-540.000-941.000		10/01/2020	1.00	12.61	12.61
4100000004	Wright, David L	590-540.000-941.000		10/02/2020	3.00	12.61	37.83
4100000004	Wright, David L	591-536.000-941.000		10/02/2020	2.00	12.61	25.22
4100000004	Wright, David L	590-540.000-941.000		10/05/2020	8.00	12.61	100.88
4100000004	Wright, David L	202-463.000-941.000		10/06/2020	5.00	12.61	63.05
4100000004	Wright, David L	202-463.000-941.000		10/07/2020	2.00	12.61	25.22
4100000004	Wright, David L	590-540.000-941.000		10/07/2020	2.00	12.61	25.22
4100000004	Wright, David L	590-540.000-941.000		10/08/2020	5.00	12.61	63.05
4100000004	Wright, David L	591-536.000-941.000		10/08/2020	1.00	12.61	12.61
4100000004	Wright, David L	202-474.000-941.000		10/09/2020	2.00	12.61	25.22
4100000004	Wright, David L	590-540.000-941.000		10/09/2020	4.00	12.61	50.44
4100000004	Wright, David L	591-536.000-941.000		10/09/2020	2.00	12.61	25.22
4100000004	Wright, David L	101-794.000-941.000		10/12/2020	2.00	12.61	25.22
4100000004	Wright, David L	202-474.000-941.000		10/12/2020	2.00	12.61	25.22
4100000004	Wright, David L	590-540.000-941.000		10/12/2020	4.00	12.61	50.44
4100000004	Wright, David L	590-540.000-941.000		10/13/2020	3.00	12.61	37.83
4100000004	Wright, David L	590-540.000-941.000		10/14/2020	4.00	12.61	50.44
4100000004	Wright, David L	203-463.000-941.000		10/15/2020	1.00	12.61	12.61

Equipment ID	Description						Approx
Employee ID	Name	GL Number	Activity Code	Date	Hours	Rate	Cost
410000004	Wright, David L	590-540.000-941.000		10/15/2020	3.00	12.61	37.83
410000004	Wright, David L	101-782.000-941.000		10/16/2020	1.00	12.61	12.61
410000004	Wright, David L	202-463.000-941.000		10/16/2020	2.00	12.61	25.22
410000004	Wright, David L	590-540.000-941.000		10/16/2020	3.00	12.61	37.83
410000004	Wright, David L	591-536.000-941.000		10/16/2020	2.00	12.61	25.22
410000004	Wright, David L	203-463.000-941.000		10/19/2020	3.00	12.61	37.83
410000004	Wright, David L	590-540.000-941.000		10/19/2020	1.00	12.61	12.61
410000004	Wright, David L	203-463.000-941.000		10/21/2020	4.00	12.61	50.44
410000004	Wright, David L	590-540.000-941.000		10/21/2020	3.00	12.61	37.83
410000004	Wright, David L	590-540.000-941.000		10/22/2020	14.00	12.61	176.54
410000004	Wright, David L	202-463.000-941.000		10/23/2020	2.00	12.61	25.22
410000004	Wright, David L	590-540.000-941.000		10/23/2020	2.00	12.61	25.22
410000004	Wright, David L	591-536.000-941.000		10/23/2020	2.00	12.61	25.22
410000005	Sandford, Jay E	101-782.000-941.000		09/28/2020	1.00	12.61	12.61
410000005	Sandford, Jay E	101-783.000-941.000		09/28/2020	1.00	12.61	12.61
410000005	Sandford, Jay E	203-463.000-941.000		09/28/2020	1.00	12.61	12.61
410000005	Sandford, Jay E	203-463.000-941.000		09/29/2020	3.00	12.61	37.83
410000005	Sandford, Jay E	590-540.000-941.000		09/29/2020	3.00	12.61	37.83
410000005	Sandford, Jay E	226-783.000-941.000		09/30/2020	1.00	12.61	12.61
410000005	Sandford, Jay E	101-783.000-941.000		10/01/2020	3.00	12.61	37.83
410000005	Sandford, Jay E	203-463.000-941.000		10/01/2020	2.00	12.61	25.22
410000005	Sandford, Jay E	590-540.000-941.000		10/02/2020	10.50	12.61	132.41
410000005	Sandford, Jay E	101-345.000-941.000		10/06/2020	1.00	12.61	12.61
410000005	Sandford, Jay E	101-790.000-941.000		10/06/2020	1.00	12.61	12.61
410000005	Sandford, Jay E	202-463.000-941.000		10/06/2020	3.00	12.61	37.83
410000005	Sandford, Jay E	203-463.000-941.000		10/06/2020	0.50	12.61	6.31
410000005	Sandford, Jay E	203-474.000-941.000		10/06/2020	1.00	12.61	12.61
410000005	Sandford, Jay E	101-790.000-941.000		10/07/2020	3.00	12.61	37.83
410000005	Sandford, Jay E	202-463.000-941.000		10/07/2020	2.50	12.61	31.53
410000005	Sandford, Jay E	101-262.000-941.000		10/08/2020	0.50	12.61	6.31
410000005	Sandford, Jay E	101-793.000-941.000		10/08/2020	3.00	12.61	37.83
410000005	Sandford, Jay E	101-794.000-941.000		10/08/2020	2.00	12.61	25.22
410000005	Sandford, Jay E	202-463.000-941.000		10/08/2020	2.00	12.61	25.22
410000005	Sandford, Jay E	101-793.000-941.000		10/09/2020	1.00	12.61	12.61
410000005	Sandford, Jay E	202-463.000-941.000		10/09/2020	1.00	12.61	12.61
410000005	Sandford, Jay E	226-530.000-941.000		10/09/2020	4.00	12.61	50.44
410000005	Sandford, Jay E	226-782.000-941.000		10/09/2020	1.00	12.61	12.61
410000005	Sandford, Jay E	226-783.000-941.000		10/09/2020	1.00	12.61	12.61
410000005	Sandford, Jay E	226-782.000-941.000		10/10/2020	1.00	12.61	12.61
410000005	Sandford, Jay E	226-783.000-941.000		10/10/2020	1.00	12.61	12.61
410000005	Sandford, Jay E	226-782.000-941.000		10/11/2020	1.00	12.61	12.61
410000005	Sandford, Jay E	226-783.000-941.000		10/11/2020	1.00	12.61	12.61
410000005	Sandford, Jay E	202-463.000-941.000		10/12/2020	2.00	12.61	25.22
410000005	Sandford, Jay E	203-463.000-941.000		10/12/2020	2.00	12.61	25.22

Equipment ID	Description	GL Number	Activity Code	Date	Hours	Rate	Approx Cost
Employee ID	Name						
4100000005	Sandford, Jay E	226-528.000-941.000		10/12/2020	1.50	12.61	18.92
4100000005	Sandford, Jay E	226-782.000-941.000		10/12/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	226-783.000-941.000		10/12/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	202-463.000-941.000		10/13/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	203-463.000-941.000		10/13/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	226-782.000-941.000		10/13/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	226-783.000-941.000		10/13/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	590-542.000-941.000		10/13/2020	1.50	12.61	18.92
4100000005	Sandford, Jay E	101-783.000-941.000		10/14/2020	3.00	12.61	37.83
4100000005	Sandford, Jay E	203-474.000-941.000		10/14/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	226-782.000-941.000		10/14/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	226-783.000-941.000		10/14/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	590-542.000-941.000		10/14/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	203-463.000-941.000		10/15/2020	3.00	12.61	37.83
4100000005	Sandford, Jay E	203-474.000-941.000		10/15/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	101-790.000-941.000		10/16/2020	3.00	12.61	37.83
4100000005	Sandford, Jay E	101-796.000-941.000		10/16/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	226-783.000-941.000		10/16/2020	2.00	12.61	25.22
4100000005	Sandford, Jay E	590-542.000-941.000		10/16/2020	2.00	12.61	25.22
4100000005	Sandford, Jay E	101-782.000-941.000		10/19/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	101-783.000-941.000		10/19/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	202-463.000-941.000		10/19/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	590-540.000-941.000		10/19/2020	3.00	12.61	37.83
4100000005	Sandford, Jay E	101-794.000-941.000		10/20/2020	3.00	12.61	37.83
4100000005	Sandford, Jay E	226-782.000-941.000		10/20/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	226-783.000-941.000		10/20/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	590-540.000-941.000		10/20/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	101-782.000-941.000		10/21/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	101-783.000-941.000		10/21/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	101-794.000-941.000		10/21/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	202-463.000-941.000		10/21/2020	4.00	12.61	50.44
4100000005	Sandford, Jay E	203-463.000-941.000		10/21/2020	1.00	12.61	12.61
4100000005	Sandford, Jay E	590-540.000-941.000		10/22/2020	12.00	12.61	151.32
4100000005	Sandford, Jay E	226-530.000-941.000		10/23/2020	2.00	12.61	25.22
4100000005	Sandford, Jay E	591-536.000-941.000		10/23/2020	2.00	12.61	25.22
4400000008	May, Curtis R	202-463.000-941.000		10/01/2020	1.00	12.61	12.61
4400000008	May, Curtis R	203-474.000-941.000		10/01/2020	4.00	12.61	50.44
4400000009	Bosas, Rebecca M	590-540.000-941.000		09/28/2020	2.00	12.61	25.22
4400000009	Bosas, Rebecca M	202-463.000-941.000		09/29/2020	2.00	12.61	25.22
4400000009	Bosas, Rebecca M	203-463.000-941.000		09/29/2020	1.00	12.61	12.61
4400000009	Bosas, Rebecca M	590-540.000-941.000		09/29/2020	3.00	12.61	37.83
4400000009	Bosas, Rebecca M	591-536.000-941.000		09/29/2020	1.00	12.61	12.61
4400000009	Bosas, Rebecca M	101-793.000-941.000		09/30/2020	0.50	12.61	6.31
4400000009	Bosas, Rebecca M	226-783.000-941.000		10/01/2020	1.00	12.61	12.61

Equipment ID	Description	GL Number	Activity Code	Date	Hours	Rate	Approx Cost
Employee ID	Name						
440000009	Bosas, Rebecca M	590-542.000-941.000		10/01/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	590-540.000-941.000		10/02/2020	5.00	12.61	63.05
440000009	Bosas, Rebecca M	590-542.000-941.000		10/02/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	590-540.000-941.000		10/05/2020	2.00	12.61	25.22
440000009	Bosas, Rebecca M	590-540.000-941.000		10/06/2020	2.00	12.61	25.22
440000009	Bosas, Rebecca M	590-540.000-941.000		10/07/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	590-540.000-941.000		10/08/2020	2.00	12.61	25.22
440000009	Bosas, Rebecca M	101-782.000-941.000		10/12/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	101-783.000-941.000		10/12/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	202-463.000-941.000		10/12/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	203-463.000-941.000		10/12/2020	4.00	12.61	50.44
440000009	Bosas, Rebecca M	590-540.000-941.000		10/12/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	226-782.000-941.000		10/17/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	226-783.000-941.000		10/17/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	226-782.000-941.000		10/18/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	226-783.000-941.000		10/18/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	226-783.000-941.000		10/19/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	101-782.000-941.000		10/20/2020	0.50	12.61	6.31
440000009	Bosas, Rebecca M	101-783.000-941.000		10/20/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	101-794.000-941.000		10/20/2020	3.50	12.61	44.14
440000009	Bosas, Rebecca M	203-474.000-941.000		10/20/2020	0.50	12.61	6.31
440000009	Bosas, Rebecca M	590-540.000-941.000		10/20/2020	2.50	12.61	31.53
440000009	Bosas, Rebecca M	101-345.000-941.000		10/21/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	101-790.000-941.000		10/21/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	101-793.000-941.000		10/21/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	203-474.000-941.000		10/21/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	590-542.000-941.000		10/21/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	203-463.000-941.000		10/22/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	226-782.000-941.000		10/22/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	590-540.000-941.000		10/22/2020	8.00	12.61	100.88
440000009	Bosas, Rebecca M	101-345.000-941.000		10/23/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	101-782.000-941.000		10/23/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	101-783.000-941.000		10/23/2020	1.00	12.61	12.61
440000009	Bosas, Rebecca M	101-790.000-941.000		10/23/2020	1.50	12.61	18.92
440000009	Bosas, Rebecca M	101-793.000-941.000		10/23/2020	1.00	12.61	12.61
Equipment Totals					342.00	4,312.68	
Front Blade	Front Blade/Plow - used on						
Pickup 2WD	6-16 2WD						
440000008	May, Curtis R	226-782.000-941.000		10/02/2020	1.00	9.39	9.39
440000008	May, Curtis R	226-783.000-941.000		10/02/2020	1.00	9.39	9.39
440000008	May, Curtis R	590-540.000-941.000		10/02/2020	2.00	9.39	18.78
440000008	May, Curtis R	591-536.000-941.000		10/02/2020	2.00	9.39	18.78

Equipment ID	Description	GL Number	Activity Code	Date	Hours	Rate	Approx Cost
Employee ID	Name						
440000008	May, Curtis R	202-441.000-941.000-441.000		10/07/2020	1.00	9.39	9.39
440000008	May, Curtis R	203-463.000-941.000		10/07/2020	1.00	9.39	9.39
440000008	May, Curtis R	226-782.000-941.000		10/07/2020	1.00	9.39	9.39
440000008	May, Curtis R	226-783.000-941.000		10/07/2020	1.00	9.39	9.39
440000008	May, Curtis R	226-782.000-941.000		10/08/2020	1.00	9.39	9.39
440000008	May, Curtis R	226-783.000-941.000		10/08/2020	1.00	9.39	9.39
440000012	Golden, Craig A	101-782.000-941.000		10/05/2020	1.00	9.39	9.39
440000012	Golden, Craig A	101-783.000-941.000		10/05/2020	1.00	9.39	9.39
440000012	Golden, Craig A	226-530.000-941.000		10/05/2020	6.00	9.39	56.34
440000012	Golden, Craig A	202-441.000-941.000-441.000		10/06/2020	0.50	9.39	4.70
440000012	Golden, Craig A	226-782.000-941.000		10/06/2020	1.00	9.39	9.39
440000012	Golden, Craig A	226-783.000-941.000		10/06/2020	1.50	9.39	14.09
440000012	Golden, Craig A	101-793.000-941.000		10/08/2020	3.00	9.39	28.17
440000012	Golden, Craig A	226-782.000-941.000		10/08/2020	1.00	9.39	9.39
440000012	Golden, Craig A	226-783.000-941.000		10/08/2020	1.50	9.39	14.09
440000012	Golden, Craig A	101-345.000-941.000		10/13/2020	0.50	9.39	4.70
440000012	Golden, Craig A	101-790.000-941.000		10/13/2020	0.50	9.39	4.70
440000012	Golden, Craig A	101-793.000-941.000		10/13/2020	1.00	9.39	9.39
440000012	Golden, Craig A	101-345.000-941.000		10/15/2020	1.00	9.39	9.39
440000012	Golden, Craig A	101-790.000-941.000		10/15/2020	0.50	9.39	4.70
440000012	Golden, Craig A	101-793.000-941.000		10/15/2020	0.50	9.39	4.70
440000012	Golden, Craig A	226-782.000-941.000		10/15/2020	2.00	9.39	18.78
440000012	Golden, Craig A	226-783.000-941.000		10/15/2020	3.00	9.39	28.17
440000012	Golden, Craig A	226-530.000-941.000		10/20/2020	8.00	9.39	75.12
440000012	Golden, Craig A	202-463.000-941.000		10/22/2020	3.00	9.39	28.17
440000012	Golden, Craig A	203-463.000-941.000		10/22/2020	2.00	9.39	18.78
440000012	Golden, Craig A	226-783.000-941.000		10/22/2020	2.00	9.39	18.78
Equipment Totals					52.50		493.01
Backhoe	Backhoe						
410000001	Gardner, Rodney E	590-540.000-941.000		09/29/2020	4.00	59.46	237.84
410000004	Wright, David L	203-474.000-941.000		10/21/2020	1.00	59.46	59.46
410000005	Sandford, Jay E	202-474.000-941.000		09/30/2020	7.00	59.46	416.22
410000005	Sandford, Jay E	203-474.000-941.000		10/01/2020	3.00	59.46	178.38
440000008	May, Curtis R	203-478.000-941.000		10/01/2020	1.00	59.46	59.46
Equipment Totals					16.00		951.36
Breaker	Breaker - used on backhoe						
Bucket Truck	No. 06-99						
Bucket	Bucket - used with Bucket T						
Brush Hog	NO. 9-02						

Equipment ID Employee ID	Description Name	GL Number	Activity Code	Date	Hours	Rate	Approx Cost
Dump	Dump Truck No. 11, 12-02, 1						
4100000004	Wright, David L	202-463.000-941.000		10/19/2020	2.00	45.11	90.22
4100000004	Wright, David L	226-530.000-941.000		10/20/2020	8.00	45.11	360.88
4100000004	Wright, David L	226-530.000-941.000		10/23/2020	2.00	45.11	90.22
Equipment Totals					-----	-----	-----
					12.00		541.32
UnderbodyScrapr	Underbody Scraper used w/ d						
Hopper/Salt Box	Hopper/Salt Box use w/ dump						
Sweeper	Sweeper						
4100000001	Gardner, Rodney E	203-463.000-941.000		09/29/2020	4.00	98.94	395.76
4100000001	Gardner, Rodney E	203-463.000-941.000		10/20/2020	8.00	98.94	791.52
4100000001	Gardner, Rodney E	202-463.000-941.000		10/21/2020	8.00	98.94	791.52
4100000001	Gardner, Rodney E	203-463.000-941.000		10/23/2020	8.00	98.94	791.52
4400000009	Bosas, Rebecca M	202-463.000-941.000		09/30/2020	0.50	98.94	49.47
4400000009	Bosas, Rebecca M	203-463.000-941.000		09/30/2020	7.00	98.94	692.58
4400000009	Bosas, Rebecca M	202-463.000-941.000		10/02/2020	1.00	98.94	98.94
4400000009	Bosas, Rebecca M	202-463.000-941.000		10/05/2020	1.00	98.94	98.94
4400000009	Bosas, Rebecca M	203-463.000-941.000		10/05/2020	5.00	98.94	494.70
4400000009	Bosas, Rebecca M	203-463.000-941.000		10/06/2020	6.00	98.94	593.64
4400000009	Bosas, Rebecca M	202-463.000-941.000		10/08/2020	2.00	98.94	197.88
4400000009	Bosas, Rebecca M	203-463.000-941.000		10/08/2020	4.00	98.94	395.76
4400000009	Bosas, Rebecca M	202-463.000-941.000		10/09/2020	4.00	98.94	395.76
4400000009	Bosas, Rebecca M	203-463.000-941.000		10/09/2020	4.00	98.94	395.76
4400000009	Bosas, Rebecca M	203-463.000-941.000		10/13/2020	7.00	98.94	692.58
4400000009	Bosas, Rebecca M	202-463.000-941.000		10/14/2020	2.00	98.94	197.88
4400000009	Bosas, Rebecca M	203-463.000-941.000		10/14/2020	6.00	98.94	593.64
4400000009	Bosas, Rebecca M	202-463.000-941.000		10/15/2020	1.00	98.94	98.94
4400000009	Bosas, Rebecca M	203-463.000-941.000		10/15/2020	7.00	98.94	692.58
4400000009	Bosas, Rebecca M	202-463.000-941.000		10/16/2020	2.00	98.94	197.88
4400000009	Bosas, Rebecca M	203-463.000-941.000		10/16/2020	6.00	98.94	593.64
4400000009	Bosas, Rebecca M	203-463.000-941.000		10/19/2020	5.50	98.94	544.17
Equipment Totals					-----	-----	-----
					99.00		9,795.06
Vacuum Cleaner	Sweeper - used with Street						
Tractor	Tractor						
Woodchipper	Woodchipper						
4400000008	May, Curtis R	226-530.000-941.000		10/20/2020	8.00	27.52	220.16
4400000009	Bosas, Rebecca M	226-530.000-941.000		10/01/2020	1.00	27.52	27.52
Equipment Totals					-----	-----	-----
					9.00		247.68

Equipment ID Employee ID	Description Name	GL Number	Activity Code	Date	Hours	Rate	Approx Cost
Material Heater	Material Heater						
4100000001	Gardner, Rodney E	202-463.000-941.000		10/19/2020	4.00	11.28	45.12
4100000001	Gardner, Rodney E	203-463.000-941.000		10/19/2020	4.00	11.28	45.12
4100000005	Sandford, Jay E	203-463.000-941.000		09/29/2020	3.00	11.28	33.84
4400000009	Bosas, Rebecca M	202-463.000-941.000		10/12/2020	1.00	11.28	11.28
4400000009	Bosas, Rebecca M	203-463.000-941.000		10/12/2020	3.50	11.28	39.48
Equipment Totals					15.50		174.84
Kubota	Kubota #5-18						
Arrow	Arrow						
Trailer	Trailer						

Grand Totals							
Equipment:				19	546.00		16,515.95
Materials:				0	0.00		0.00
Totals:				19			16,515.95

City of Swartz Creek Building Permit List

2020

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee	Location	Type of Construction
Building							
PB2000051	10/13/20	J.W. Morgan Construction	(810) 635 9228	58-30-651-092	\$166,188	\$1,024.00	3278 HERITAGE BLVD 48473-Res Single Family
PB2000052	10/13/20	J.W. Morgan Construction	(810) 635 9228	58-30-651-091	\$166,188	\$1,024.00	3284 HERITAGE BLVD 48473-Res Single Family
PB2000054	10/12/20	WOODSIDE BUILDERS, INC	(810) 635 2227	58-29-551-006	\$0	\$100.00	5438 MILLER RD 48473-Roofing
PB2000055	10/26/20	Atlantic Coast Waterproofing Ir	(810) 750 1717	58-36-526-014	\$10,150	\$215.00	4134 JENNIE LN 48473-Res Add/Alter/Repair
PB2000057	10/26/20	D & W Windows & Sunrooms	(810) 658 8777	58-02-552-016	\$11,191	\$100.00	5333 DON SHENK DR 48473-Roofing
Total:		5 Permits	Value: \$353,717		Fee Total: \$2,463.00		Total Number of Dwelling Units 2

Electrical							
PE2000040	10/05/20	Halligan Electric Inc	(810) 238 8581	58-36-100-015	\$0	\$220.00	4131 MORRISH RD 48473-Electrical
PE2000042	10/07/20	Randall Macdonald	(810) 230 6445	58-03-530-001	\$0	\$216.00	9041 MILLER RD 48473-Electrical
PE2000043	10/12/20	KB Electric	(810) 691 0595	58-36-676-050	\$0	\$390.00	7177 LINDSEY DR 48473 Electrical
PE2000044	10/26/20	RS Daley LLC	(810) 266 4090	58-02-503-037	\$0	\$208.00	8354 CAPPY LN 48473-Electrical
PE2000045	10/28/20	Advance Contracting & Electric	(810) 630 6334	58-01-100-047	\$0	\$150.00	8021 MILLER RD 48473 Electrical
Total:		5 Permits	Value: \$0		Fee Total: \$1,184.00		Total Number of Dwelling Units 0

Mechanical							
PM200053	10/08/20	Staley's Plbg & Htg, Inc.	(810) 659 5572	58-36-651-169	\$0	\$160.00	7389 CROSSCREEK DR 48473-Mechanical
PM200054	10/13/20	Kallas Heating & Cooling	(810) 635 4159	58-03-626-024	\$0	\$160.00	9143 LUEA LN 48473-Mechanical
PM200055	10/19/20	Goyette Mechanical	(810) 742 8530	58-02-502-022	\$0	\$195.00	8461 CAPPY LN 48473-Mechanical
PM200056	10/19/20	Kallas Heating & Cooling	(810) 635 4159	58-02-501-045	\$0	\$160.00	8480 CHELMSFORD DR 48473-Mechanical
PM200057	10/29/20	Blessing Co.	(810) 694 4861	58-36-526-053	\$0	\$160.00	7074 ABBEY LN 48473-Mechanical

City of Swartz Creek Building Permit List 2020

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee	Location	Type of Construction
Total:		5 Permits	Value: \$0		Fee Total: \$835.00	Total Number of Dwelling Units 0	

Right of Way

PROW-0182	10/12/20	DECKER, JAMES		58-30-551-020	\$0	\$100.00	3235 ELMS RD	48473-Right of way
PROW-0185	10/28/20	CONSUMERS ENERGY COR		58-02-503-066	\$0	\$100.00	5215 DON SHENK DR	48473-Right of way
PROW-0186	10/28/20	CONSUMERS ENERGY COR		58-02-503-059	\$0	\$100.00	5173 DON SHENK DR	48473-Right of way
Total:		3 Permits	Value: \$0		Fee Total: \$300.00	Total Number of Dwelling Units 0		

Permit Total: 18 Value: \$353,717 Fee Total: \$4,782.00

Permit.DateIssued Between 10/1/2020 12:00:00 AM AND 10/31/2020 11:59:59 PM

Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
8522 MILLER RD	58-35-551-008	Letter	10/01/2020	10/01/2020	Violation(s)
8603 MILLER RD	58-02-100-009	Final	10/02/2020	10/05/2020	Approved
8603 MILLER RD	58-02-100-009	Final Zoning	10/05/2020	10/05/2020	Approved
6104 MILLER RD	58-31-526-008	Service	10/05/2020	10/07/2020	Partially Approv
4131 MORRISH RD	58-36-100-015	underground	10/06/2020	10/07/2020	Approved
5031 BRADY ST	58-02-527-016	Status	10/07/2020	10/07/2020	Not Complied
5300 OAKVIEW DR	58-03-200-006	Interior Stud Work	10/07/2020	10/07/2020	Approved
1 DRAGON DRIVE	58-02-100-006	Rough Stud Walls	10/07/2020	10/07/2020	Approved
1 DRAGON DRIVE	58-02-100-006	Rough	10/12/2020	10/12/2020	Approved
8354 CAPPY LN	58-02-503-037	Service	10/12/2020	10/12/2020	Approved
5438 MILLER RD	58-29-551-006	Open Roof	10/12/2020	10/12/2020	Approved
1 DRAGON DRIVE	58-02-100-006	Above Ceiling	10/13/2020	10/13/2020	Approved
7389 CROSSCREEK DR	58-36-651-169	Final	10/13/2020	10/13/2020	Approved
1 DRAGON DRIVE	58-02-100-006	Above Ceiling-Venti	10/13/2020	10/13/2020	Approved
9041 MILLER RD	58-03-530-001	Final	10/13/2020	10/13/2020	Approved
7177 LINDSEY DR	58-36-676-050	Rough	10/13/2020	10/13/2020	Approved
7177 LINDSEY DR	58-36-676-050	Service	10/13/2020	10/13/2020	Approved
5020 FORD ST	58-02-528-009	Status	10/14/2020	10/14/2020	Partially Comple
8522 MILLER RD	58-35-551-008	Status	10/14/2020	10/14/2020	Partially Comple
5295 BIRCHCREST DR	58-03-531-112	Site Inspection	10/14/2020	10/14/2020	No Violation
9041 MILLER RD	58-03-530-001	Final Zoning	10/14/2020	10/14/2020	Approved
5375 SEYMOUR RD	58-03-533-031	Initial	10/14/2020	10/14/2020	Violation(s)
5141 DURWOOD DR	58-03-533-154	Initial	10/14/2020	10/14/2020	Violation(s)
4036 ELMS RD	58-36-526-068	Ordinance	10/15/2020		
5300 OAKVIEW DR	58-03-200-006	Rough In Wall	10/15/2020	10/15/2020	Approved
8041 MAPLE ST	58-02-530-012	Initial	10/15/2020	10/15/2020	Complied
7561 MILLER RD	58-01-502-027	Status	10/19/2020	10/19/2020	Complied
5256 MORRISH RD	58-02-200-029	Final	10/19/2020	10/19/2020	Approved
5317 GREENLEAF DR	58-03-533-097	Final	10/19/2020	10/19/2020	Approved
5031 BRADY ST	58-02-527-016	Status	10/20/2020	10/20/2020	Complied
5029 THIRD ST	58-01-502-079	Ordinance	10/20/2020	10/20/2020	Violation(s)
5295 BIRCHCREST DR	58-03-531-112	Ordinance	10/20/2020		
5300 OAKVIEW DR	58-03-200-006	Rough-Sheet Metal	10/20/2020	10/20/2020	Approved
6189 BRISTOL RD	58-31-526-015	Final	10/20/2020	10/20/2020	Approved
5256 MORRISH RD	58-02-200-029	Final	10/20/2020	10/20/2020	Approved
8348 CAPPY LN	58-02-503-038	Status	10/21/2020		

Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
8366 CAPPY LN	58-02-503-035	Initial	10/21/2020	10/21/2020	Violation(s)
7060 YARMY DR	58-36-526-038	Bonding	10/21/2020	10/21/2020	Approved
9143 LUEA LN	58-03-626-024	Final	10/22/2020	10/22/2020	Approved
8354 CAPPY LN	58-02-503-037	Rough-Partial	10/22/2020	10/22/2020	Approved
7177 LINDSEY DR	58-36-676-050	Rough	10/26/2020	10/26/2020	Approved
7489 GROVE ST	58-01-100-010	Status	10/27/2020	10/27/2020	Partially Comple
8480 CHELMSFORD DR	58-02-501-045	Final	10/27/2020	10/27/2020	Approved
8354 CAPPY LN	58-02-503-037	Final	10/27/2020	10/27/2020	Approved
5029 THIRD ST	58-01-502-079	Status	10/28/2020		
7224 PARK RIDGE PKWY	58-36-530-015	Ordinance	10/28/2020		
4501 MORRISH RD	58-36-552-002	Initial	10/28/2020	10/28/2020	Complied
5352 GREENLEAF DR	58-03-533-047	Final	10/28/2020	10/28/2020	Approved
7177 LINDSEY DR	58-36-676-050	Rough	10/29/2020	10/29/2020	Disapproved
3500 ELMS RD	58-25-576-007	Insulation	10/29/2020	10/29/2020	Approved
3500 ELMS RD	58-25-576-007	Final	10/29/2020	10/29/2020	Approved

Inspections: 51

Population: All Records

Inspection.DateTimeScheduled Between 10/1/2020 12:00:00 AM AND 10/31/2020 11:59:59 PM

Certificates With Inspections

11/04/2020

Certificate Number	Address	Date Applied	Since	Issued	Last Inspection	Expires	Status
CR200017	8041 MAPLE ST	03/23/2020	03/23/2020	10/15/2020	10/15/2020	03/23/2023	Certified
Initial	JKEY	Matt Hart	Completed	Complied			
CR200039	5170 MORRISH RD	10/08/2020	10/08/2020	10/08/2020		10/08/2022	Suspended
Initial	JKEY	Matt Hart	Scheduled				
CR200040	5170 MORRISH RD 2	10/08/2020	10/08/2020	10/08/2020		10/08/2022	Suspended
Initial	JKEY	Matt Hart	Scheduled				
CR200042	8366 CAPPY LN	10/13/2020	10/13/2020	10/13/2020	11/02/2020	10/13/2023	Certified
Reinspection	MATT	Matt Hart	Completed	Complied			
Initial	JKEY	Matt Hart	Completed	Violation(s)			
CR200043	7594 MILLER RD	10/13/2020	10/13/2020	10/13/2020		10/13/2022	Suspended
Initial	JKEY	Matt Hart	Scheduled				
CR200044	8101 CRAPO ST	10/19/2020	10/19/2020	10/19/2020		10/19/2022	Suspended
Initial	JKEY	Matt Hart	Scheduled				
CR200048	7 BROOKFIELD	10/27/2020	10/27/2020	10/28/2020		10/28/2022	Suspended
Initial	JKEY	Matt Hart	Scheduled				
CR200082	123 ASHLEY CIR	10/27/2020	10/27/2020	10/28/2020		10/28/2022	Suspended
Initial	JKEY	Matt Hart	Scheduled				

Population: All Records

Record Count: 8

Certificate.DateIssued Between 10/1/2020 12:00:00 AM
AND 10/31/2020 11:59:59 PM

Enforcements By Category

11/04/20

BLIGHT

Enforcement Number	Address	Status	Filed	Closed
E20-096	7224 PARK RIDGE PKWY	Inspection Pending	10/27/20	
			Total Entries: 1	

BUILDING VIOLATIONS

Enforcement Number	Address	Status	Filed	Closed
E20-092	5295 BIRCHCREST DR	No Violation	10/12/20	10/14/20
			Total Entries: 1	

HOME OCCUPATION

Enforcement Number	Address	Status	Filed	Closed
E20-094	5295 BIRCHCREST DR	Inspection Pending	10/15/20	
			Total Entries: 1	

PARKING

Enforcement Number	Address	Status	Filed	Closed
E20-093	5029 THIRD ST	Violation	10/15/20	
			Total Entries: 1	

WEED COMPLAINT

Enforcement Number	Address	Status	Filed	Closed
E20-095	4036 ELMS RD	Inspection Pending	10/15/20	
			Total Entries: 1	

Total Records: 5

Population: All Records

Enforcement.DateFiled Between 10/1/2020 12:00:00 AM AND 10/31/2020 11:5

AGREEMENT FOR JOINT MAINTENANCE SERVICES

This is an Agreement for joint services. This Agreement is made by and between the Charter Township of Mundy (Mundy) and the City of Swartz Creek (Swartz Creek). The purpose of this Agreement, under Michigan law 124.532, is to reduce costs and expenses for Mundy and Swartz Creek. The commencement of this agreement shall occur on December 1, 2020.

Mundy and Swartz Creek have the responsibility, authority, and right to manage and direct on behalf of the public the functions or services performed or exercised to the extent provided in this Agreement.

Swartz Creek employs a workforce qualified to perform general maintenance and labor, as outlined in Exhibit A. Swartz Creek shall furnish this workforce to Mundy, pursuant to the terms below:

1. Mundy shall reimburse Swartz Creek for staff compensation and equipment as documented and billed monthly, plus a 10% multiplier to cover related position training, technology, PPE, and other reimbursable items that Swartz Creek will separately provide. The schedule for current rates for labor and equipment is attached in Exhibit B. This schedule shall change from time-to-time in accordance with applicable MDOT equipment rates, collective bargaining agreements, and the application of benefits such as healthcare and workers compensation.
2. Swartz Creek shall make the workforce available, based on a schedule agreeable to the Mundy Township Manager and Swartz Creek City Manager. The city agrees to supply one staff member, seven days a week for up to two hours May through October, and will supply one staff member up to three days a week for up to two hours November through April.
3. Billable hours shall commence upon departure from the City garage on Morrish Road and cease upon return to the city.
4. Routine duties shall include park inspection (parking area, trail, general grounds, and access drive), waste collection, and reporting of conditions at the Park.
5. Seasonal duties shall further include snow and ice removal from the ADA and first aisle of parking spaces, including access to the sledding hill, in the event that three (3) or more inches of snow accumulates. Trail inspections are not required if three (3) or more inches of snow has accumulated.
6. Additional services (brush chipping, minor pavement repair, limited carpentry, turf repair, and related services) and resulting hours of service can be provided upon

request, if agreeable by the Mundy Township Manager and Swartz Creek City Manager, at rates billed under term number 1 above.

7. Swartz Creek shall attempt to utilize the lowest compensation and equipment rate assets possible to competently and efficiently complete routine and specialized duties. Collective bargaining agreements apply to the utilization of labor for overtime situations, including weekends and equipment competencies.

This Agreement may be terminated by either party on sixty (60) days written notice, without or for any reason. The agreement shall terminate immediately upon separation of the engineer from Swartz Creek. Upon notice of termination, the parties shall conclude all in process activities in honor of this Agreement.

THE CHARTER TOWNSHIP OF MUNDY

THE CITY OF SWARTZ CREEK

By: Joseph Oskey, Supervisor

By: DAVID KRUEGER, Mayor

Dated: _____

Dated: _____

City of Swartz Creek
Job Description

Maintenance Worker
Group 1: Public Service I

REVISED: June 10, 2015

FLSA: Non-exempt
Department: Community Services

GENERAL STATEMENT OF DUTIES: Performs skilled manual labor in the maintenance and operation of public facilities, including, but not limited to, sanitary sewer, water supply, storm drainage, streets and grounds.

SUPERVISION RECEIVED: Works under the general and technical direction of the Director of Community Services.

SUPERVISION EXERCISED: None.

EXAMPLES OF WORK PERFORMED:

The following tasks are typical examples of the work performed by an employee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position

1. Perform routine inspections and maintenance on public facilities, including lift stations, sewer and water mains, streets, playground equipment and athletic facilities.
2. Plow snow from public streets and parking areas.
3. Remove snow from sidewalks and other pedestrian areas.
4. Inspect and repair street signs and traffic regulatory signs.
5. Inspect and repair sanitary sewer and storm drains.
6. Inspect and repair watermain, valves and connections.
7. Inspect and repair street surfaces.
8. Inspect and repair playgrounds and athletic equipment.
9. Inspect and repair municipal buildings and facilities.
10. Report uncorrected deficiencies to supervisor.
11. Read, record and submit data from utility meters, manually and with automated readers.
12. Trim, cut and remove trees and brush.
13. Operate a brush chipper.
14. Install safety barricades and other warning devices on public streets and grounds.
15. Mow grass and cut brush in public parks and along public rights-of-way
16. Collect and empty trash receptacles from public parks and buildings.
17. Perform operator maintenance on tools and equipment.

18. Attend job related training courses and seminars
19. Perform related duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Working knowledge of the practices and procedures used in the maintenance and repair of public facilities, including public water supply, sanitary sewer, storm drains streets and parks.
- Working knowledge of construction methods, materials, and equipment relating to the maintenance and improvement of public facilities.
- Working knowledge of workplace safety policies, practices and procedures.
- Working knowledge of Michigan's employee right to know law, and the use of material safety data sheets.
- Working knowledge of the city's confined space entry policy.
- Ability to communicate clearly and effectively with co-workers, supervisors and the general public.
- Ability to understand and follow oral and written instructions.
- Ability to walk, stoop, bend and climb on uneven terrain and in confined spaces, sometimes in inclement weather and at night.
- Ability to lift up to 40 pounds.
- Skill in the use of a respirator.
- Skill in the use of power tools and equipment, such as drills, saws, lawnmowers, snowblowers and chainsaws.
- Skill in the use of hand tools and equipment, such as hammers, saws, shovels and rakes.
- Skill in the operation of motorized equipment in inclement weather, such as dump trucks, snowplow trucks, tractors, and backhoes.
- Working conditions could include exposure to inclement weather, dust, and janitorial chemicals.

MINIMUM QUALIFICATIONS:

Demonstrated ability to follow instructions, work as part of a team and to comply with established policy and procedure. Must be eighteen years of age or older. A Michigan commercial "Group B" operator license required.

This position belongs to the AFSCME 1918-23 bargaining unit and is subject to the bargaining agreement, as amended from time to time, as well as state laws applicable to union representation.

BILLING OUT SERVICES FOR DPW WORKERS
updated 9-15-20
hourly rates

POSITION	FT-1	FT-2	FT-3	FT-4	PT-1	SPT-1
TOTAL	33.20	34.24	26.99	29.84	13.96	10.77

Equipment ID: Arrow
 Description: Arrow
 Type: Equipment
 Location:
 ID Number:
 State Classification: 96.020
 State Rate Per Unit: 4.7500
 Internal Rate Per Unit: 4.7500

Equipment ID: Backhoe
 Description: Backhoe
 Type: Equipment
 Location:
 ID Number:
 State Classification: 47.304
 State Rate Per Unit: 59.4600
 Internal Rate Per Unit: 59.4600

Equipment ID: Breaker
 Description: Breaker - used on backhoe
 Type: Equipment
 Location:
 ID Number:
 State Classification: 70.600
 State Rate Per Unit: 10.2600
 Internal Rate Per Unit: 10.2600

Equipment ID: Brush Hog
 Description: NO. 9-02
 Type: Equipment
 Location:
 ID Number:
 State Classification: 82.210
 State Rate Per Unit: 27.5200
 Internal Rate Per Unit: 27.5200

Equipment ID: Bucket
 Description: Bucket - used with Bucket Truck
 Type: Equipment
 Location:
 ID Number:
 State Classification: 93.200
 State Rate Per Unit: 5.2600
 Internal Rate Per Unit: 5.2600

Equipment ID: Bucket Truck
 Description: No. 06-99
 Type: Equipment
 Location:
 ID Number:
 State Classification: 12.305
 State Rate Per Unit: 34.8300
 Internal Rate Per Unit: 34.8300

Equipment ID: Dump
 Description: Dump Truck No. 11, 12-02, 12-04
 Type: Equipment
 Location:
 ID Number:
 State Classification: 12.306
 State Rate Per Unit: 45.1100
 Internal Rate Per Unit: 45.1100

Equipment ID: Front Blade
 Description: Front Blade/Plow - used on trucks
 Type: Equipment
 Location:
 ID Number:
 State Classification: 62.320
 State Rate Per Unit: 22.5100
 Internal Rate Per Unit: 22.5100

Equipment ID: Hopper/Salt Box
 Description: Hopper/Salt Box use w/ dump truck
 Type: Equipment
 Location:
 ID Number:
 State Classification: 63.550
 State Rate Per Unit: 9.6400
 Internal Rate Per Unit: 9.6400

Equipment ID: Kubota
 Description: Kubota #5-18
 Type: Equipment
 Location:
 ID Number:
 State Classification: 96.415
 State Rate Per Unit: 13.1500
 Internal Rate Per Unit: 13.1500

Equipment ID: Material Heater
 Description: Material Heater
 Type: Equipment
 Location:
 ID Number:
 State Classification: 21.260
 State Rate Per Unit: 11.2800
 Internal Rate Per Unit: 11.2800

Equipment ID: Pickup 2WD
 Description: 6-16 2WD
 Type: Equipment
 Location:
 ID Number:
 State Classification: 12.300
 State Rate Per Unit: 9.3900
 Internal Rate Per Unit: 9.3900

Equipment ID: Pickup 4WD
 Description: 1-20, 7-15,3-08, 2-08, 10-18
 Type: Equipment
 Location:
 ID Number:
 State Classification: 12.400
 State Rate Per Unit: 12.6100
 Internal Rate Per Unit: 12.6100

Equipment ID: Sweeper
 Description: Sweeper
 Type: Equipment
 Location:
 ID Number:
 State Classification: 83.240
 State Rate Per Unit: 98.9400
 Internal Rate Per Unit: 98.9400

Equipment ID: Tractor
 Description: Tractor
 Type: Equipment
 Location:
 ID Number:
 State Classification: 70.103
 State Rate Per Unit: 39.1400
 Internal Rate Per Unit: 39.1400

Equipment ID: Trailer
 Description: Trailer
 Type: Equipment
 Location:
 ID Number:
 State Classification:
 State Rate Per Unit: 0.0000
 Internal Rate Per Unit: 0.0000

Equipment ID: UnderbodyScrapr
 Description: Underbody Scraper used w/ dump truck
 Type: Equipment
 Location:
 ID Number:
 State Classification: 48.202
 State Rate Per Unit: 9.5300
 Internal Rate Per Unit: 9.5300

Equipment ID: Vacuum Cleaner
 Description: Sweeper - used with Street Sweeper
 Type: Equipment
 Location:
 ID Number:
 State Classification: 83.300
 State Rate Per Unit: 31.3800
 Internal Rate Per Unit: 31.3800

Equipment ID: Woodchipper
Description: Woodchipper
Type: Equipment
Location:
ID Number:
State Classification: 82.210
State Rate Per Unit: 27.5200
Internal Rate Per Unit: 27.5200

THE SECOND AMENDMENT TO LEASE AGREEMENT

This Second Amendment to Lease Agreement (this "**Amendment**") is made effective as of the latter signature date hereof (the "**Effective Date**") by and between **City of Swartz Creek, a municipal corporation** ("**Landlord**") and **Cellco Partnership, d/b/a Verizon Wireless** ("**Tenant**") (Landlord and Tenant being collectively referred to herein as the "**Parties**").

RECITALS

WHEREAS, Landlord owns the real property described on **Exhibit A** attached hereto and by this reference made a part hereof (the "**Parent Parcel**"); and

WHEREAS, Landlord (or its predecessor-in-interest) and Tenant (or its predecessor-in-interest) entered into that certain Lease Agreement dated June 19, 1997 (the "**Original Lease**") as amended by that certain First Amendment to Lease Agreement dated July 25, 2016 (the "**First Amendment**") (as the same may have been amended from time to time, collectively, the "**Lease**"), pursuant to which the Tenant leases a portion of the Parent Parcel and is the beneficiary of certain easements for access and public utilities, all as more particularly described in the Lease (such portion of the Parent Parcel so leased along with such portion of the Parent Parcel so affected, collectively, the "**Leased Premises**"), which Leased Premises are also described on **Exhibit A**; and

WHEREAS, Tenant, Verizon Communications Inc., a Delaware corporation, and other parties identified therein, entered into a Management Agreement and a Master Prepaid Lease, both with an effective date of March 27, 2015 and both with ATC Sequoia LLC, a Delaware limited liability company ("**American Tower**"), pursuant to which American Tower subleases, manages, operates and maintains, as applicable, the Leased Premises, all as more particularly described therein; and

WHEREAS, Tenant has granted American Tower a limited power of attorney (the "**POA**") to, among other things, prepare, negotiate, execute, deliver, record and/or file certain documents on behalf of Tenant, all as more particularly set forth in the POA; and

WHEREAS, Landlord and Tenant desire to amend the terms of the Lease and to otherwise modify the Lease as expressly provided herein.

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants set forth herein and other good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. **Memorandum of Lease**. The Landlord hereby agrees to execute and return to Tenant an original recordable Memorandum of Lease in the form and of the substance attached hereto as **Exhibit B** and by this reference made a part hereof (the "**Memorandum**") executed by Landlord, together with any applicable forms needed to record the Memorandum, which forms shall be supplied by Tenant to Landlord.
2. **Rent and Escalation**. The Parties hereby acknowledge and agree that the rent payable from Tenant to Landlord under the Lease is **Twenty-Three Thousand Six Hundred Thirty-Eight and 80/100 Dollars (\$23,688.80)** per year (the "**Rent**"). Commencing on June 19, 2022 and on the beginning of each renewal term thereafter, Rent due under the Lease shall increase by an amount equal to **ten percent (10%)** of the then current Rent. In the event of any overpayment of Rent prior to or after the Effective Date, Tenant shall have the right to deduct from any future Rent payments an amount equal to the overpayment amount. Notwithstanding anything to the contrary contained in the Lease, all Rent and any other payments expressly required to be paid by Tenant to Landlord under the Lease and this Amendment shall be paid to **City of Swartz Creek MI**. The escalations in this Section shall be the only escalations to the

ATC Site No: 412754 (DSE)
VZW Site No: 139535
Site Name: Swartz Creek MI SQA
November 9, 2020

Rent and any/all rental escalations otherwise contained in the Lease are hereby null and void and are of no further force and effect.

3. **Rent Guarantee.** Notwithstanding anything to the contrary in the Lease, as amended, in the event the Lease terminates prior to ten (10) years after the Effective Date hereof (the "**Rent Guarantee Date**"), Tenant shall pay to Landlord in one lump-sum the total remaining Rent payments that would have otherwise been due to the Landlord through the Rent Guarantee Date (the "**Rent Guarantee Amount**") within thirty (30) days after termination of the Lease, provided however, the Rent Guarantee Amount shall not be paid to Landlord in the event that: (i) the Lease is terminated by Tenant due to an uncured breach of the Lease by Landlord; or (ii) the Lease is terminated by either party or any applicable third party having a legal or statutory right to terminate the Lease due to a condemnation or taking of the Leased Premises and/or Parent Parcel by the applicable local, state or federal jurisdiction or agency.
4. **Landlord and Tenant Acknowledgments.** Except as modified herein, the Lease and all provisions contained therein remain in full force and effect and are hereby ratified and affirmed. In the event there is a conflict between the Lease and this Amendment, this Amendment shall control. The Parties hereby agree that no defaults exist under the Lease. To the extent Tenant needed consent and/or approval from Landlord for any of Tenant's activities at and uses of the site prior to the Effective Date, including subleasing to American Tower, Landlord's execution of this Amendment is and shall be considered consent to and approval of all such activities and uses and confirmation that no additional consideration is owed to Landlord for such activities and uses. Landlord hereby acknowledges and agrees that Tenant shall not need consent or approval from, or to provide notice to, Landlord for any future activities at or uses of the Leased Premises, including, without limitation, subleasing and licensing to additional customers, installing, modifying, repairing, or replacing improvements within the Leased Premises, and/or assigning all or any portion of Tenant's interest in this Lease, as modified by this Amendment. Upon request by Tenant and at Tenant's sole cost and expense but without additional consideration owed to Landlord, Landlord hereby consents to, and agrees to promptly execute and return to Tenant building permits, zoning applications and other forms and documents, including a memorandum of lease or any appeals related to the value of the Leased Premises, as required for the use of the Leased Premises by Tenant and/or Tenant's customers, licensees, and sublessees. Landlord hereby appoints Tenant as Landlord's attorney-in-fact coupled with an interest to prepare, execute and deliver land use and zoning and building permit applications that concern the Leased Premises, or any appeals related to the value of the Leased Premises, on behalf of Landlord with federal, state and local governmental authorities, provided that such applications or appeals shall be limited strictly to the use or value of the Leased Premises as a wireless telecommunications facility and that such attorney-in-fact shall not allow Tenant to re-zone or otherwise reclassify the Leased Premises or the Parent Parcel. The terms, provisions, and conditions of this Section shall survive the execution and delivery of this Amendment.
5. **Non-Compete.** During the original term and any renewal term of the Lease, as amended hereby, Landlord shall not sell, transfer, grant, convey, lease, and/or license by deed, easement, lease, license or other legal instrument, an interest in and to, or the right to use or occupy any portion of the Parent Parcel or Landlord's contiguous, adjacent, adjoining or surrounding property to any person or entity directly or indirectly engaged in the business of owning, acquiring, operating, managing, investing in or leasing wireless telecommunications infrastructure (any such person or entity, a "**Third Party Competitor**") without the prior written consent of Tenant, which may be withheld, conditioned, and/or delayed in Tenant's sole, reasonable discretion.
6. **Landlord Statements.** Landlord hereby represents and warrants to Tenant that: (i) to the extent applicable, Landlord is duly organized, validly existing, and in good standing in the jurisdiction in which Landlord was organized, formed, or incorporated, as applicable, and is otherwise in good standing and

ATC Site No: 412754 (DSE)
VZW Site No: 139535
Site Name: Swartz Creek MI SQA
November 9, 2020

authorized to transact business in each other jurisdiction in which such qualifications are required; (ii) Landlord has the full power and authority to enter into and perform its obligations under this Amendment, and, to the extent applicable, the person(s) executing this Amendment on behalf of Landlord, have the authority to enter into and deliver this Amendment on behalf of Landlord; (iii) no consent, authorization, order, or approval of, or filing or registration with, any governmental authority or other person or entity is required for the execution and delivery by Landlord of this Amendment; (iv) Landlord is the sole owner of the Leased Premises and all other portions of the Parent Parcel; (v) to the best of Landlord's knowledge, there are no agreements, liens, encumbrances, claims, claims of lien, proceedings, or other matters (whether filed or recorded in the applicable public records or not) related to, encumbering, asserted against, threatened against, and/or pending with respect to the Leased Premises or any other portion of the Parent Parcel which do or could (now or any time in the future) adversely impact, limit, and/or impair Tenant's rights under the Lease, as amended and modified by this Amendment; (vi) so long as Tenant performs its obligations under the Lease, Tenant shall peaceably and quietly have, hold and enjoy the Leased Premises, and Landlord shall not act or permit any third person to act in any manner which would interfere with or disrupt Tenant's business or frustrate Tenant or Tenant's customers' use of the Leased Premises and (vii) the square footage of the Leased Premises is the greater of Tenant's existing improvements on the Parent Parcel or the land area conveyed to Tenant under the Lease. The representations and warranties of Landlord made in this Section shall survive the execution and delivery of this Amendment. Landlord hereby does and agrees to indemnify Tenant for any damages, losses, costs, fees, expenses, or charges of any kind sustained or incurred by Tenant as a result of the breach of the representations and warranties made herein or if any of the representations and warranties made herein prove to be untrue. The aforementioned indemnification shall survive the execution and delivery of this Amendment.

7. **Notices.** The Parties acknowledge and agree that Section 15 of the Original Lease and Section 9 of the First Amendment are hereby deleted in their entirety and are of no further force and effect. From and after the Effective Date the notice address and requirements of the Lease, as modified by this Amendment, shall be controlled by this Section of this Amendment. All notices must be in writing and shall be valid upon receipt when delivered by hand, by nationally recognized courier service, or by First Class United States Mail, certified, return receipt requested to the addresses set forth herein; To Landlord at: 8083 CIVIC Dr, Swartz Creek, MI 48473; To Tenant at: Verizon Wireless, Attn.: Network Real Estate, 180 Washington Valley Road, Bedminster, NJ 07921; with a copy to: Attn: Land Management 10 Presidential Way, Woburn, MA 01801, with copy to: Attn Legal Dept. 116 Huntington Avenue, Boston, MA 02116. Any of the Parties, by thirty (30) days prior written notice to the others in the manner provided herein, may designate one or more different notice addresses from those set forth above. Refusal to accept delivery of any notice or the inability to deliver any notice because of a changed address for which no notice was given as required herein, shall be deemed to be receipt of any such notice.
8. **Counterparts.** This Amendment may be executed in several counterparts, each of which when so executed and delivered, shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument, even though all Parties are not signatories to the original or the same counterpart. Furthermore, the Parties may execute and deliver this Amendment by electronic means such as .pdf or similar format. Each of the Parties agrees that the delivery of the Amendment by electronic means will have the same force and effect as delivery of original signatures and that each of the Parties may use such electronic signatures as evidence of the execution and delivery of the Amendment by all Parties to the same extent as an original signature.
9. **Tenant's Securitization Rights; Estoppel.** The Parties acknowledge and agree that Section 13 of the First Amendment is hereby deleted in its entirety and is of no further force and effect. From and after the

ATC Site No: 412754 (DSE)
VZW Site No: 139535
Site Name: Swartz Creek MI SQA
November 9, 2020

Effective Date the obligations of the Parties with respect to Tenant's securitization rights shall be controlled by this Section of this Amendment. Landlord hereby consents to the granting by Tenant and/or American Tower of one or more leasehold mortgages, collateral assignments, liens, and/or other security interests (collectively, a "**Security Interest**") in Tenant's (or American Tower's) interest in this Lease, as amended, and all of Tenant's (or American Tower's) property and fixtures attached to and lying within the Leased Premises and further consents to the exercise by Tenant's (or American Tower's) mortgagee ("**Tenant's Mortgage**") of its rights to exercise its remedies, including without limitation foreclosure, with respect to any such Security Interest. Landlord shall recognize the holder of any such Security Interest of which Landlord is given prior written notice (any such holder, a "**Holder**") as "Tenant" hereunder in the event a Holder succeeds to the interest of Tenant and/or American Tower hereunder by the exercise of such remedies. Landlord further agrees to execute a written estoppel certificate within thirty (30) days of written request of the same by Tenant, American Tower or Holder.

10. **Taxes.** The Parties acknowledge and agree that Section 14 of the First Amendment is hereby deleted in its entirety and is of no further force and effect. From and after the Effective Date the obligations of the Parties with respect to taxes shall be controlled by this Section of this Amendment. During the term of the Lease, as modified by this Amendment, Tenant shall pay when due all real property, personal property, and other taxes, fees, and assessments that are directly attributable to Tenant's improvements on the Leased Premises (the "**Applicable Taxes**") directly to the local taxing authority to the extent that the Applicable Taxes are billed directly to Tenant. Tenant hereby agrees to reimburse Landlord for any Applicable Taxes billed directly to Landlord (which shall not include any taxes or other assessments attributable to periods prior to the Effective Date). Landlord must furnish written documentation (the substance and form of which shall be reasonably satisfactory to Tenant) of any Applicable Taxes along with proof of payment of the same by Landlord. Landlord shall submit requests for reimbursement in writing to: *American Tower Corporation, Attn: Landlord Relations, 10 Presidential Way, Woburn, MA 01801* unless otherwise directed by Tenant from time to time. Subject to the requirements set forth in this Section, Tenant shall make such reimbursement payment within forty-five (45) days of receipt of a written reimbursement request from Landlord. Anything to the contrary notwithstanding, Landlord is only eligible for reimbursement if Landlord requests reimbursement within one (1) year after the date such taxes became due. Additionally, Landlord shall not be entitled to reimbursement for any costs associated with an increase in the value of Landlord's real property calculated based on any monetary consideration paid from Tenant to Landlord. If Landlord fails to pay when due any real property, personal property, and other taxes, fees, and assessments affecting the Parent Parcel, Tenant shall have the right, but not the obligation, to pay such taxes on Landlord's behalf and: (i) deduct the full amount of any such taxes paid by Tenant on Landlord's behalf from any future payments required to be made by Tenant to Landlord hereunder; (ii) demand reimbursement from Landlord, which reimbursement payment Landlord shall make within thirty (30) days of such demand by Tenant; and/or (iii) collect from Landlord any such tax payments made by Tenant on Landlord's behalf by any lawful means.
11. **Deletions.** The Parties acknowledge and agree that Section 17 of the Original Lease is hereby deleted in its entirety and is of no further force and effect.
12. **Conflict/Capitalized Terms.** The Parties hereby acknowledge and agree that in the event of a conflict between the terms and provisions of this Amendment and those contained in the Lease, the terms and provisions of this Amendment shall control. Except as otherwise defined or expressly provided in this Amendment, all capitalized terms used in this Amendment shall have the meanings or definitions ascribed to them in the Lease. To the extent of any inconsistency in or conflict between the meaning, definition, or usage of any capitalized terms in this Amendment and the meaning, definition, or usage of any such capitalized terms or similar or analogous terms in the Lease, the meaning, definition, or usage of any such capitalized terms in this Amendment shall control.

[SIGNATURES FOLLOW ON NEXT PAGE]

ATC Site No: 412754 (DSE)
VZW Site No: 139535
Site Name: Swartz Creek MI SQA
November 9, 2020

LANDLORD:

City of Swartz Creek, a municipal corporation

Signature: _____

Print Name: _____

Title: _____

Date: _____

[SIGNATURES CONTINUE ON NEXT PAGE]

TENANT:

Cellco Partnership d/b/a Verizon Wireless

By: ATC Sequoia LLC, a Delaware limited liability company

Title: Attorney-in-Fact

Signature: _____

Print Name: _____

Title: _____

Date: _____

EXHIBIT A

This Exhibit A may be replaced at Tenant’s option as described below

PARENT PARCEL

Tenant shall have the right to replace this description with a description obtained from Landlord’s deed (or deeds) that include the land area encompassed by the Lease and Tenant’s improvements thereon

The Parent Parcel consists of the entire legal taxable lot owned by Landlord as described in a deed (or deeds) to Landlord of which the Leased Premises is a part thereof with such Parent Parcel being described below.

THE FOLLOWING DESCRIBED PREMISES SITUATED IN THE CITY OF SWARTZ CREEK, COUNTY OF GENESEE AND STATE OF MICHIGAN, TO-WIT:
A PARCEL OF LAND BEING PART OF THE NW 1/4 OF THE SW 1/4 OF SECTION 31, T7N-R6E, FLINT TOWNSHIP, GENESEE COUNTY, DESCRIBED AS BEGINNING AT A POINT ON THE WEST SECTION LINE OF SAID SECTION 31 WHICH IS S 00 DEG. 16'00" W 855.00 FEET FROM THE WEST 1/4 CORNER OF SAID SECTION 31; THENCE S 88 DEG. 54'00" E, 122.58 FEET; THENCE S 16 DEG. 46'00" W, 255.51 FEET; THENCE N 88 DEG. 54'00" W, 50.00 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 31; THENCE N 00 DEG. 16' 00" E, 246.04 FEET ALONG SAID WEST SECTION LINE TO THE POINT OF BEGINNING, CONTAINING 0.49 ACRES AND BEING SUBJECT TO THE USE OF THE WESTERLY 50.00 FEET THEREOF AS ELMS ROAD.

LEASED PREMISES

Tenant shall have the right to replace this description with a description obtained from the Lease or from a description obtained from an as-built survey conducted by Tenant.

The Leased Premises consists of that portion of the Parent Parcel as defined in the Lease which shall include access and utilities easements. The square footage of the Leased Premises shall be the greater of: (i) the land area conveyed to Tenant in the Lease; (ii) Tenant’s (and Tenant’s customers) existing improvements on the Parent Parcel; or (iii) the legal description or depiction below (if any).

LAND IN THE CITY OF SWARTZ CREEK, COUNTY OF GENESEE, STATE OF MICHIGAN, DESCRIBED AS: COMMENCING AT THE W 1/4 CORNER OF SECTION 31, T7N, R6E, CITY OF SWARTZ CREEK, GENESEE COUNTY, MICHIGAN, THENCE S 00° 16' 00" W 903.50 FEET ALONG THE WEST LINE OF SAID SECTION 31 AND THE CENTERLINE OF ELMS ROAD, THENCE S 89° 44' 00" E 50.00 FEET TO THE EAST RIGHT OF WAY LINE OF ELMS ROAD AND TO THE POINT OF BEGINNING: THENCE S 89° 44' 00" E 33.25 FEET; THENCE S 00° 16' 00" W 64.00 FEET; THENCE N 89° 44' 00" W 33.25 FEET; THENCE N 00° 16' 00" E 64.00 FEET ALONG THE EAST RIGHT OF WAY LINE OF ELMS ROAD AND TO THE POINT OF BEGINNING, BEING A PART OF THE S.W. 1/4 OF SAID SECTION 31, T7N, R6E, CITY OF SWARTZ CREEK, GENESEE COUNTY, MICHIGAN, CONTAINING 2128 SQ. FT. OR 0.049 ACRES OF LAND MORE OR LESS, AND SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD, IF ANY.

ACCESS AND UTILITIES

The access and utilities easements include all easements of record as well as existing access and utilities currently servicing the Leased Premises to and from a public right of way.

EXHIBIT B

FORM OF MEMORANDUM OF LEASE

Prepared by and Return to:

American Tower
10 Presidential Way
Woburn, MA 01801
Attn: Land Management/Daniel Foster, Esq.
ATC Site No: 412754
ATC Site Name: Swartz Creek MI SQA
Assessor's Parcel No(s): 58-31-300-003

Prior Recorded Lease Reference:

Book _____, Page _____
Document No: 201608110058448
State of Michigan
County of Genesee

MEMORANDUM OF LEASE

This Memorandum of Lease (the "**Memorandum**") is entered into on the _____ day of _____, 202__ by and between **City of Swartz Creek, a municipal corporation, ("Landlord")** and **Cellco Partnership, d/b/a Verizon Wireless ("Tenant")**.

NOTICE is hereby given of the Lease (as defined and described below) for the purpose of recording and giving notice of the existence of said Lease. To the extent that notice of such Lease has previously been recorded, then this Memorandum shall constitute an amendment of any such prior recorded notice(s).

1. **Parent Parcel and Lease.** Landlord is the owner of certain real property being described in **Exhibit A** attached hereto and by this reference made a part hereof (the "**Parent Parcel**"). Landlord (or its predecessor-in-interest) and Tenant (or its predecessor-in-interest) entered into that certain Lease Agreement, dated June 19, 1997 (the "**Original Lease**") as amended by that certain First Amendment to Lease Agreement, dated July 25, 2016 (the "**First Amendment**") (as the same may have been amended from time to time, collectively, the "**Lease**"), pursuant to which the Tenant leases a portion of the Parent Parcel and is the beneficiary of certain easements for access and public utilities, all as more particularly described in the Lease (such portion of the Parent Parcel so leased along with such portion of the Parent Parcel so affected, collectively, the "**Leased Premises**"), which Leased Premises is also described on **Exhibit A**.
2. **American Tower.** Tenant, Verizon Communications Inc., a Delaware corporation, and other parties identified therein, entered into a Management Agreement and a Master Prepaid Lease, both with an effective date of March 27, 2015 and both with ATC Sequoia LLC, a Delaware limited liability company ("**American Tower**"), pursuant to which American Tower subleases, manages, operates and maintains, as applicable, the Leased Premises, all as more particularly described therein. In connection with these responsibilities, Tenant has also granted American Tower a limited power of attorney (the "**POA**") to, among other things, prepare, negotiate, execute, deliver, record and/or file certain documents on behalf of Tenant, all as more particularly set forth in the POA.
3. **Expiration Date.** Subject to the terms, provisions, and conditions of the Lease, and assuming the exercise by Tenant of all renewal options contained in the Lease, the final expiration date of the Lease would be June 18, 2062. Notwithstanding the foregoing, in no event shall Tenant be required to exercise any

ATC Site No: 412754 (DSE)
VZW Site No: 139535
Site Name: Swartz Creek MI SQA
November 9, 2020

option to renew the term of the Lease.

4. **Leased Premises Description.** Tenant shall have the right, exercisable by Tenant at any time during the original or renewal terms of the Lease, to cause an as-built survey of the Leased Premises to be prepared and, thereafter, to replace, in whole or in part, the description(s) of the Leased Premises set forth on **Exhibit A** with a legal description or legal descriptions based upon such as-built survey. Upon Tenant's request, Landlord shall execute and deliver any documents reasonably necessary to effectuate such replacement, including, without limitation, amendments to this Memorandum and to the Lease.
5. **Right of First Refusal.** There is a right of first refusal in the First Amendment.
6. **Effect/Miscellaneous.** This Memorandum is not a complete summary of the terms, provisions and conditions contained in the Lease. In the event of a conflict between this Memorandum and the Lease, the Lease shall control. Landlord hereby grants the right to Tenant to complete and execute on behalf of Landlord any government or transfer tax forms necessary for the recording of this Memorandum. This right shall terminate upon recording of this Memorandum.
7. **Notices.** All notices must be in writing and shall be valid upon receipt when delivered by hand, by nationally recognized courier service, or by First Class United States Mail, certified, return receipt requested to the addresses set forth herein; To Landlord at: 8083 CIVIC Dr, Swartz Creek, MI 48473, To Tenant at: Verizon Wireless, Attn.: Network Real Estate, 180 Washington Valley Road, Bedminster, NJ 07921; with a copy to; American Tower, Attn: Land Management 10 Presidential Way, Woburn, MA 01801, with copy to: Attn Legal Dept. 116 Huntington Avenue, Boston, MA 02116. Any of the parties hereto, by thirty (30) days prior written notice to the other in the manner provided herein, may designate one or more different notice addresses from those set forth above. Refusal to accept delivery of any notice or the inability to deliver any notice because of a changed address for which no notice was given as required herein, shall be deemed to be receipt of any such notice.
8. **Counterparts.** This Memorandum may be executed in multiple counterparts, each of which when so executed and delivered, shall be deemed an original and all of which, when taken together, shall constitute one and the same instrument.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, Landlord and Tenant have each executed this Memorandum as of the day first above written.

LANDLORD

2 WITNESSES

City of Swartz Creek, a municipal corporation,

Signature: _____
Print Name: _____
Title: _____
Date: _____

Signature: _____
Print Name: _____

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 202____, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public
Print Name: _____
My commission expires: _____

[SEAL]

[SIGNATURES CONTINUE ON NEXT PAGE]

TENANT

WITNESSES

Cellco Partnership d/b/a Verizon Wireless

By: ATC Sequoia LLC,
a Delaware limited liability company

Title: Attorney-in-Fact

Signature: _____
Print Name: _____
Title: _____
Date: _____

Signature: _____
Print Name: _____

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

Commonwealth of Massachusetts

County of Middlesex

On this ____ day of _____, 202____, before me, the undersigned Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public
Print Name: _____
My commission expires: _____

[SEAL]

EXHIBIT A

This Exhibit A may be replaced at Tenant’s option as described below

PARENT PARCEL

Tenant shall have the right to replace this description with a description obtained from Landlord’s deed (or deeds) that include the land area encompassed by the Lease and Tenant’s improvements thereon

The Parent Parcel consists of the entire legal taxable lot owned by Landlord as described in a deed (or deeds) to Landlord of which the Leased Premises is a part thereof with such Parent Parcel being described below.

THE FOLLOWING DESCRIBED PREMISES SITUATED IN THE CITY OF SWARTZ CREEK, COUNTY OF GENESEE AND STATE OF MICHIGAN, TO-WIT:
A PARCEL OF LAND BEING PART OF THE NW 1/4 OF THE SW 1/4 OF SECTION 31, T7N-R6E, FLINT TOWNSHIP, GENESEE COUNTY, DESCRIBED AS BEGINNING AT A POINT ON THE WEST SECTION LINE OF SAID SECTION 31 WHICH IS S 00 DEG. 16'00" W 855.00 FEET FROM THE WEST 1/4 CORNER OF SAID SECTION 31; THENCE S 88 DEG. 54'00" E, 122.58 FEET; THENCE S 16 DEG. 46'00" W, 255.51 FEET; THENCE N 88 DEG. 54'00" W, 50.00 FEET TO A POINT ON THE WEST LINE OF SAID SECTION 31; THENCE N 00 DEG. 16' 00" E, 246.04 FEET ALONG SAID WEST SECTION LINE TO THE POINT OF BEGINNING, CONTAINING 0.49 ACRES AND BEING SUBJECT TO THE USE OF THE WESTERLY 50.00 FEET THEREOF AS ELMS ROAD.

LEASED PREMISES

Tenant shall have the right to replace this description with a description obtained from the Lease or from a description obtained from an as-built survey conducted by Tenant.

The Leased Premises consists of that portion of the Parent Parcel as defined in the Lease which shall include access and utilities easements. The square footage of the Leased Premises shall be the greater of: (i) the land area conveyed to Tenant in the Lease; (ii) Tenant’s (and Tenant’s customers) existing improvements on the Parent Parcel; or (iii) the legal description or depiction below (if any).

LAND IN THE CITY OF SWARTZ CREEK, COUNTY OF GENESEE, STATE OF MICHIGAN, DESCRIBED AS: COMMENCING AT THE W 1/4 CORNER OF SECTION 31, T7N, R6E, CITY OF SWARTZ CREEK, GENESEE COUNTY, MICHIGAN, THENCE S 00° 16' 00" W 903.50 FEET ALONG THE WEST LINE OF SAID SECTION 31 AND THE CENTERLINE OF ELMS ROAD, THENCE S 89° 44' 00" E 50.00 FEET TO THE EAST RIGHT OF WAY LINE OF ELMS ROAD AND TO THE POINT OF BEGINNING: THENCE S 89° 44' 00" E 33.25 FEET; THENCE S 00° 16' 00" W 64.00 FEET; THENCE N 89° 44' 00" W 33.25 FEET; THENCE N 00° 16' 00" E 64.00 FEET ALONG THE EAST RIGHT OF WAY LINE OF ELMS ROAD AND TO THE POINT OF BEGINNING, BEING A PART OF THE S.W. 1/4 OF SAID SECTION 31, T7N, R6E, CITY OF SWARTZ CREEK, GENESEE COUNTY, MICHIGAN, CONTAINING 2128 SQ. FT. OR 0.049 ACRES OF LAND MORE OR LESS, AND SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD, IF ANY.

ACCESS AND UTILITIES

The access and utilities easements include all easements of record as well as existing access and utilities currently servicing the Leased Premises to and from a public right of way.

Instructions for completing the Resolution and Consent Affidavit

IMPORTANT INFORMATION BELOW

In order to avoid delays in the completion of this transaction, the Resolution and Consent Affidavit must be signed by **ALL** Members, Partners, Directors, Shareholders, Officers or Trustees of the organization. Section 6 of this form allows for the organization to appoint one person to sign the remaining documents but **ONE HUNDRED PERCENT (100%)** of the ownership or voting interest of the organization must sign this first. Failure to comply with these instructions or properly indicate the percentage of ownership and/or voting interest will result in delays and could require the documents to be re-executed. If you have any questions, please contact your land lease representative.

Prepared by and Return to:

American Tower
10 Presidential Way
Woburn, MA 01801
Attn: Land Management/Daniel Foster, Esq.
ATC Site No: 412754
ATC Site Name: Swartz Creek MI SQA
Assessor's Parcel No(s): 58-31-300-003

RESOLUTION AND CONSENT AFFIDAVIT

City of Swartz Creek, a municipal corporation

Be it known that, under the pains and penalties of perjury, the undersigned Members, Partners, Directors, Shareholders, Officers or Trustees, as applicable (collectively, the "**Affiants**") of the above referenced entity (the "**Landlord**"), hereby declare and resolve the following:

1. Landlord (or its predecessor-in-interest) has leased or subleased a portion of land to **Cellco Partnership** d/b/a Verizon Wireless (the "**Tenant**") pursuant to that certain Lease Agreement dated June 19, 1997 (as the same may have been amended from time to time, collectively, the "**Lease**").
2. Landlord and Tenant desire to enter into an amendment of the Lease (the "**Amendment**") in order to extend the term thereof and to further amend the Lease as more particularly set forth in the Amendment.
3. Landlord is duly organized, validly existing, and in good standing in the jurisdiction of its formation, organization, and/or incorporation, as applicable, and is otherwise authorized to transact business and in good standing in any other jurisdictions where such qualifications are required. Landlord has full power and authority to enter into and perform Landlord's obligations under the Amendment and the other Transaction Documents (as hereinafter defined), and the Amendment and the other Transaction Documents have been duly executed and delivered by Landlord. The Affiants listed below are the only legal and equitable owners of Landlord and are the only members, partners, directors, shareholders, officers and/or trustees, as applicable, of Landlord.
4. The Affiants hereby approve of the Transaction Documents and all of the terms and provisions contained therein and declare, resolve and/or affirm, as applicable, that Landlord is hereby authorized to enter into the Transaction Documents with Tenant and effect the transactions contemplated therein. The Affiants hereby declare and affirm that any other corporate and shareholder, member, partner, and/or trustee actions required to effectuate the transactions contemplated in the Amendment and other Transaction Documents have been completed.

ATC Site No: 412754 (DSE)
VZW Site No: 139535
Site Name: Swartz Creek MI SQA
November 9, 2020

5. The Affiants also declare that they have full legal authority to bind Landlord under the laws of the State or Commonwealth in which the Leased Premises (as defined in the Amendment) is located, and Affiants have the full authority to execute any and all of the Transaction Documents on behalf of Landlord and to nominate individuals to act on Landlord’s behalf.

6. The Affiants hereby nominate the below listed individual (the “**Nominee**”) as attorney-in-fact to execute and deliver the Amendment, together with any other documents and agreements, including, without limitation, the Memorandum (as defined in the Amendment), required to be executed and delivered pursuant to the terms and provisions of the Amendment (the Amendment and all of such other aforementioned agreements and documents, collectively, the “Transaction Documents”), on behalf of Affiants and Landlord. The Nominee shall have full power and authority to act on behalf of Affiants and on behalf of Landlord for purposes of executing and delivering the Transaction Documents and ensuring that Landlord fulfills its obligations thereunder. Additionally, the Nominee shall have full authority to direct the manner in which all payments made by Tenant pursuant to the Amendment are to be made to Landlord, including, without limitation, identifying which bank account(s) to transfer funds to in the event a wire payment is made by Tenant.

NOMINEE: (Print Name) _____
 (Address) _____

7. This Resolution and Consent Affidavit shall become effective as of the date of the last notarized signature of the Affiants listed below.

8. Affiants hereby acknowledge and agree that Tenant, its lenders, and its title insurance company are relying upon, and are entitled to rely upon, this Resolution and Consent Affidavit and the contents hereof as a material inducement to entering into the Amendment and other Transaction Documents. Tenant, its lenders, and its title insurance company may rely upon a faxed, scanned or otherwise electronically reproduced fully-executed copy of this document as if it were an original.

9. This document can only be amended or modified by addendum or an amendment that is fully executed and notarized by all Affiants listed hereunder.

[SIGNATURE AND NOTARY PAGES TO FOLLOW]

EXECUTED UNDER THE PAINS AND PENALTIES OF PERJURY ON THE DATE WRITTEN BELOW

AFFIANT NO. 1

WITNESS

Signature: _____
Print Name: _____
Date: _____

Signature: _____
Print Name: _____

Title: (circle one) Member, Partner, Director, Shareholder, Officer, Trustee

Percentage Ownership or Voting Interest: _____%

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 202____, before me, the undersigned Notary Public, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public
Print Name: _____
My commission expires: _____

[SEAL]

EXECUTED UNDER THE PAINS AND PENALTIES OF PERJURY ON THE DATE WRITTEN BELOW

AFFIANT NO. 2

WITNESS

Signature: _____
Print Name: _____
Date: _____

Signature: _____
Print Name: _____

Title: (circle one) Member, Partner, Director, Shareholder, Officer, Trustee

Percentage Ownership or Voting Interest: _____%

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 202____, before me, the undersigned Notary Public, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public
Print Name: _____
My commission expires: _____

[SEAL]

EXECUTED UNDER THE PAINS AND PENALTIES OF PERJURY ON THE DATE WRITTEN BELOW

AFFIANT NO. 3

WITNESS

Signature: _____
Print Name: _____
Date: _____

Signature: _____
Print Name: _____

Title: (circle one) Member, Partner, Director, Shareholder, Officer, Trustee

Percentage Ownership or Voting Interest: _____%

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 202____, before me, the undersigned Notary Public, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public
Print Name: _____
My commission expires: _____

[SEAL]

EXECUTED UNDER THE PAINS AND PENALTIES OF PERJURY ON THE DATE WRITTEN BELOW

AFFIANT NO. 4

WITNESS

Signature: _____
Print Name: _____
Date: _____

Signature: _____
Print Name: _____

Title: (circle one) Member, Partner, Director, Shareholder, Officer, Trustee

Percentage Ownership or Voting Interest: _____%

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 202____, before me, the undersigned Notary Public, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public
Print Name: _____
My commission expires: _____

[SEAL]

EXECUTED UNDER THE PAINS AND PENALTIES OF PERJURY ON THE DATE WRITTEN BELOW

AFFIANT NO. 5

WITNESS

Signature: _____
Print Name: _____
Date: _____

Signature: _____
Print Name: _____

Title: (circle one) Member, Partner, Director, Shareholder, Officer, Trustee

Percentage Ownership or Voting Interest: _____%

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 202____, before me, the undersigned Notary Public, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public
Print Name: _____
My commission expires: _____

[SEAL]

EXECUTED UNDER THE PAINS AND PENALTIES OF PERJURY ON THE DATE WRITTEN BELOW

AFFIANT NO. 6

WITNESS

Signature: _____
Print Name: _____
Date: _____

Signature: _____
Print Name: _____

Title: (circle one) Member, Partner, Director, Shareholder, Officer, Trustee

Percentage Ownership or Voting Interest: _____%

Signature: _____
Print Name: _____

WITNESS AND ACKNOWLEDGEMENT

State/Commonwealth of _____

County of _____

On this ____ day of _____, 202____, before me, the undersigned Notary Public, personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public
Print Name: _____
My commission expires: _____

[SEAL]

GENERAL COUNCIL OPERATING PROCEDURES

MEETING OPENED TO THE PUBLIC

All Council meetings except otherwise allowed by law shall be open to the public and shall be subject to the provisions of Act 267 of the Public Acts of the State of Michigan of 1976, as amended.

REGULAR MEETINGS

The Council shall hold regular meetings at least two times per month. A twelve-month schedule of meetings preceding each fiscal year shall be adopted by the Council, on or before the last meeting in June.

SPECIAL MEETINGS

- A. Special meetings may be called by the City Clerk on the written request of the Mayor, City Manager, or any two (2) Councilmembers, by providing each Councilmember and the City Manager with eighteen (18) hours written notice served personally or left at his usual place of residence, or as applicable by The Open Meetings Act or other such statute.
- B. The written notice shall include the date, hour, meeting place, and the purpose for which the Special Meeting was called, and shall include related material where possible.
- C. Any special meeting at which all members of the Council are present or have waived notice thereof in writing shall be a legal meeting for all purposes.
- D. Business transacted at any special meeting shall be limited to subjects recited in the notice of such meetings.

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)).

MAINTAINING ORDER

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

COUNCILMEMBER'S RIGHT TO SPEAK

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. Right to Appeal - Councilmember 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.

ORDER OF BUSINESS

The order of business at regular council meetings is as follows. Deviation is permissible when special circumstances warrant so.

1. Call to Order:
2. Invocation and Pledge of Allegiance to the Flag:
3. Roll Call:
4. Approve Minutes, Previous Meeting:
5. Approve Agenda:
6. Reports & Communications To Council:
7. Meeting Opened to the Public:
8. Business:
9. Meeting Opened to the Public:
10. Remarks by Councilmembers:
11. Adjournment:

Note: Each Report on the Agenda, where necessary, will have an abstract after the title.

PREPARATION OF AGENDA

- A. The Agenda will be prepared by the City Manager with the assistance of the City Clerk.
- B. Material for the Agenda will be submitted to the City Clerk by Wednesday prior to the regular meeting.
- C. The finished Agenda for a regularly scheduled meeting, with associated material, shall be delivered to each Councilmember no less than forty-eight (48) hours prior to the meeting.

MOTIONS & RESOLUTIONS

- A. 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.

B. To Adjourn

A Motion to adjourn is out of order under the following conditions:

1. When a vote is being taken.
2. If a person is speaking.
3. If the previous questions are ordered.
4. If repeated without the intervention of additional business.
5. Prior to midnight if all items on the agenda have not been completed.

An unqualified motion to adjourn shall not be debatable.

C. To Lay Question on the Table

A motion to lay on the table is not debatable and precludes amendments or debate on the subject under consideration. A motion to lay on the table cannot be reconsidered. A motion to take a subject from the table is not debatable.

D. Motion Calling for Previous Question

This motion is not debatable. When the previous question is called for there shall be no further amendments or debate and pending amendments shall be taken in their order before the main questions. A $\frac{2}{3}$ vote is required.

E. To Postpone To Another Time

This motion is debatable and may be amended as to time. All debate must be confined to its merit only and cannot go into the main question except for debate of the immediately pending question.

F. To Refer to Committee or Individual

This is debatable.

G. Amendments

1. Ordinance

An Ordinance may be amended when not in the hands of a City Board or Commission. If any section of an ordinance is amended after reading, the amended section will be read again.

2. Amendments

An amendment may be amended, but further amendments are out of order. Any amendment must be germane to original motion.

H. Motion to be Stated by the Chair.

When a motion is made and seconded, it shall be stated by the Chair before debate. All main motions shall be in written form if requested by a Member of the Council.

I. Withdrawal of Motion

1. A motion may be withdrawn by the person making the motion with the consent of the person seconding the motion if debate has not begun.
2. A motion may be withdrawn after debate with consent of the majority of Council.

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.
2. Individuals shall be allowed five (5) minutes to address the Council, unless special permission is otherwise requested and granted by the Mayor.
3. There shall be no questioning of speakers by the audience; however, the Council, upon recognition of the Mayor, may question the speaker.
4. **No one shall be allowed to address the Council more than once unless special permission is requested, and granted by the Mayor.**
5. 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.
6. Those addressing the Council shall refrain from being repetitive of information already presented.
7. All comments and / or questions shall be directed to and through the Mayor.
8. Public Hearings. The Mayor may invoke the circulation and posting of the following rules for public hearings when, at his / her discretion, time or attendance numbers warrant its use:

PUBLIC HEARINGS

Public Hearings are held for the purpose of allowing community input on a specific piece of City legislation being considered for adoption by the City Council and/or Planning Commission. Citizen's comments will be considered by the Council/Commission in their deliberations following the closure of the public hearing. Procedure shall be as per the following:

1. Public remarks shall be limited to 5 minutes. An extra minute may be allowed by the chair for that person to conclude their statement.
2. No person may delegate his or her time or the balance of his or her time to another individual.
3. Remarks shall be restricted to the topic of the hearing.
4. No person may speak again until all others wishing to speak have had their turn.
5. Remarks must be directed to the Council/Commission and not to the public body.
6. Speakers need not to be a resident of the City of Swartz Creek.
7. Questions asked of the Council/Commission are not usually answered at this time, as it is the public's occasion to speak. However, the chair may rule that either a member of the Council/Commission or a member of City Staff may make a response, following the query.
8. Decorum shall be maintained.
9. Crude, lewd and/or profane speech is not permitted. Removal of an individual using this type of language shall be immediate.

MAYOR

The Council, at its first regular meeting following a regular city election, shall elect one of its member's mayor for a term of two (2) years. The mayor shall preside at meetings of the Council, shall be the chief executive officer of the City insofar as required by law, and for all ceremonial purposes and shall have a vote on all matters, but no administrative duties or veto power. The Mayor shall sign ordinances, deeds, bonds, contracts and other such instruments as may require authentication under the provision of law and when authorized by the Council to do so. The Mayor shall perform only such duties as shall be specifically conferred or required by law.

MAYOR PRO-TEM

The Council shall choose one of its members Mayor Pro-Tem who shall act in the temporary absence or disability of the Mayor.

The Mayor Pro-Tem shall succeed to the office of Mayor in the case of a vacancy in the office of Mayor. The senior member of the Council from the standpoint of continuous service shall then act as Mayor Pro-Tem. As between persons of equal

seniority, the person who received the highest number of votes at the time of his last election shall sit.

COMMITTEES

- A. The Mayor, with the advice and consent of Council, may appoint temporary committees whose membership may include persons not on Council.
- B. Committees will be appointed to study specific matters and a time limit shall be placed on the length of the study. The committee will make a report to the Council at the predetermined time. All committee reports upon which action is expected shall be in written form and copies shall be available to each member of Council.

VOTING RECORD OF COUNCIL

A vote upon all proposed ordinances and resolutions shall be taken by "YES" and "NO" vote and the vote of each Councilmember entered upon the journal, except that where the vote is unanimous it shall be necessary only to so state.

VOTING REQUIREMENTS

A Councilmember shall not vote on any question in which the Councilmember shall have a direct personal financial interest, other than as a citizen of the community, but on all other questions the Councilmember shall vote, unless excused there from by a vote of at least six (6) of the members of Council.

MEETING MINUTES

A record shall be kept of all meetings and the actions taken at these meetings. The names of members present and those absent shall be part of the minutes. There shall be a journal of proceedings of all Council meetings, signed by the Mayor and City Clerk and to which the Public shall have access at all reasonable times.

SERGEANT-AT-ARMS

The Chief of Police shall act as Sergeant-at-Arms at Council meetings if so requested to by the Council or City Manager.

AMENDMENTS TO RULE OF COUNCIL

The rules of Council may be amended by a two-thirds vote of the entire membership of Council. Amending action will become final at the meeting following introduction of the amendment if voted on favorably.

TRAVEL & REIMBURSEMENT POLICY

- A. General Provisions
 - 1. A representative of the City is expected to use good judgment regarding the nature and extent of expenses incurred while traveling. Expenses for

members of one's family or guests, who may accompany, are not reimbursable.

2. The provisions of this policy shall apply for travel expenditures of all individuals traveling on behalf of the City.
3. Approved travel for all City Employees shall be at the discretion of the City Manager; provided, funds in the appropriate budget category are available for such purpose. Travel expenses shall be subject to the City's Purchasing Ordinance.
4. Travel of Councilmembers and Members of City Boards or Committees may be approved by the City Manager; provided, funds in the appropriate budget category are available and budgeted for such purpose. Travel expenses shall be subject to the City's Purchasing Ordinance.
5. Travel of the City Manager shall be approved by the City Council.
6. One engaged in travel for benefit of City has a responsibility to keep accurate, substantiated cost records and to submit requests for reimbursement promptly upon return.

B. Expenses Approved for Reimbursement

The following expenses are authorized for reimbursement when an expense report has been submitted which itemizes the actual and necessary expenses related to the travel:

1. Use of personal car shall be reimbursed at the current rate of mileage for the miles driven; except in the instance of the City Manager whose car allowance shall be the remuneration for use of personal vehicle.
2. Use of City car - Expenses incurred such as gas, oil, and repairs.
3. Lodging - Hotel accommodations shall be reimbursed when receipts for all lodging costs are secured. If family members or guests accompany, the reimbursable lodging cost shall be that of a single room.
4. Meals - Reasonable expenses for meals will be reimbursed at actual cost. Receipts for meals are not required, but should be secured when available. Alcoholic beverages are specifically excluded from reimbursable expenses.
5. Local Transportation - Local transportation costs, such as taxi fare (including tips) shall be reimbursed. Parking expense for a personal or City car shall also be included.
6. Registration Fee - Fees for registration at any meeting or convention attended are allowed for reimbursement. A receipt for the registration fee is required.
7. Gratuities - Reasonable expenses for tips are reimbursable and should be reported by day.

CITY OF SWARTZ CREEK VIRTUAL (ELECTRONIC) MEETING RULES AND PROCEDURES

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 public meetings, Roberts Rules of Order, the City Council General Operating Procedures, and other public board & commission procedures. These procedures are adopted to govern participation by staff, councilpersons and members of the public in all City meetings held electronically pursuant to PA 228 of 2020. 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.

The following shall apply to virtual meetings of the city's public bodies that are held in accordance with the Open Meetings Act.

1. Meetings of the City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Park Board, or committees thereunder may meet electronically or permit electronic participation in such meetings insofar as (1) the Michigan Department of Health and Human Services restricts the number of persons who can gather indoors due to the COVID-19 pandemic; (2) persons have an illness, injury, disability or other health-related condition that poses a risk to the personal health or safety of members of the public or the public body if they were to participate in person; or (3) there is in place a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or other person authorized to declare a state of emergency or disaster.
2. All meetings held hereunder must provide for two-way communication so that members of the public body can hear and respond to members of the general public, and vice versa.
3. Members of the public body who participate remotely must announce at the outset of the meeting that he/she is in fact attending the meeting remotely and by further identifying the specific physical location (by county, township, village and state) where he/she is located. The meeting minutes must include this information.
4. Notice of any meeting held electronically must be posted at the City Offices at least 18 hours before the meeting begins and must clearly explain the following:
 - (a) why the public body is meeting electronically;

- (b) how members of the public may participate in the meeting electronically, including the specific telephone number, internet address or similar log-in information needed to participate in the meeting;
 - (c) how members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting;
 - (d) how persons with disabilities may participate in the meeting.
5. The notice identified above must also be posted on the City's website homepage or on a separate webpage dedicated to public notices for nonregularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes the meeting's purpose.
 6. The City must also post on the City website an agenda of the meeting at least 2 hours before the meeting begins.
 7. Members of the public may offer comment only when the Chair recognizes them and under rules established by the City.
 8. Members of the public who participate in a meeting held electronically may be excluded from participation in a closed session that is convened and held in compliance with the Open Meetings Act.

MAINTAINING ORDER

Public body members and all individuals participating shall preserve order and shall do nothing to interrupt or delay the proceedings of public body.

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 a meeting shall be promptly removed by the city clerk or by order of the Mayor. Profanity in visual or auditory form is prohibited.

The public body members, participating staff, and recognized staff/consultants/presenters 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.

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. A public body member 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 a public body under the following conditions:

1. Each person who wishes to address the public body will be first recognized by the Mayor or Chair 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 or chair. 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 public body, unless special permission is otherwise requested and granted by the Mayor or Chair.
6. There shall be no questioning of speakers by the audience; however, the public body, upon recognition of the Mayor or Chair, may question the speaker.
7. No one shall be allowed to address the public body more than once unless special permission is requested, and granted by the Mayor or Chair.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the public body unless special permission has been requested, and granted by the Mayor or Chair.
9. Those addressing the public body shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor or Chair.
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 PUBLIC BODIES

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

Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit (DB) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Swartz Creek, City of

Municipality number 250401

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 25040101

Division name on file with MERS AFSCME

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Full Time hired prior July 1, 1997

Employee classification contains **public safety employees:** Yes No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Swartz Creek, City of

DIV: 25040101

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

- Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Swartz Creek, City of

DIV: 25040101

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

80 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Swartz Creek, City of

DIV: 25040101

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Swartz Creek, City of

DIV: 25040101

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

CUSTOM: If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|--|---|
| <input checked="" type="checkbox"/> Salary or hourly wage X hours | <input checked="" type="checkbox"/> On-call pay |
| <input checked="" type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES NO

- | | |
|---|---|
| <input checked="" type="checkbox"/> Shift differentials | <input checked="" type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input checked="" type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES NO

- | | |
|--|---|
| <input checked="" type="checkbox"/> PTO cash-out | <input checked="" type="checkbox"/> Educational degrees |
| <input checked="" type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input checked="" type="checkbox"/> Bonuses | <input checked="" type="checkbox"/> Sick payouts |
| <input checked="" type="checkbox"/> Merit pay | <input checked="" type="checkbox"/> Severance (if issued as lump sum) |
| <input checked="" type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES NO

- | | |
|---|---|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input checked="" type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- | | |
|--|---|
| <input checked="" type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input checked="" type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input checked="" type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- | | |
|--|--|
| <input type="checkbox"/> 457 employee and employer contributions | <input type="checkbox"/> IRA contributions |
| <input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input type="checkbox"/> Other: _____ |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES NO

- | | |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES NO

- | | |
|--|---------------------------------------|
| <input checked="" type="checkbox"/> Defined Benefit employee contributions | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> MERS Health Care Savings Program employee contributions | |

Taxable Fringe Benefits apply: YES NO

- | | |
|--|---|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input checked="" type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES NO

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Swartz Creek, City of

DIV: 25040101

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of Swartz Creek

at a Board Meeting which took place on: _____
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

Defined Contribution Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Swartz Creek, City of

Municipality number 250401

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 250401107027

Division name 107027

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is **included** in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

Full time employees hired after July 1, 2006

Employee classification contains **public safety employees:** Yes No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Swartz Creek, City of

DIV: 250401107027

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than ____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be ____ month(s).

Comments:

- Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Swartz Creek, City of

DIV:250401107027

IV. Provisions

1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

Note: Employers who determine vesting based on an “hours-reported” method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Swartz Creek, City of

DIV: 250401107027

2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Swartz Creek, City of

DIV: 250401107027

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

CUSTOM: If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|--|---|
| <input checked="" type="checkbox"/> Salary or hourly wage X hours | <input checked="" type="checkbox"/> On-call pay |
| <input checked="" type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES NO

- | | |
|---|---|
| <input checked="" type="checkbox"/> Shift differentials | <input checked="" type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input checked="" type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES NO

- | | |
|--|---|
| <input checked="" type="checkbox"/> PTO cash-out | <input checked="" type="checkbox"/> Educational degrees |
| <input checked="" type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input checked="" type="checkbox"/> Bonuses | <input checked="" type="checkbox"/> Sick payouts |
| <input checked="" type="checkbox"/> Merit pay | <input checked="" type="checkbox"/> Severance (if issued as lump sum) |
| <input checked="" type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES NO

- | | |
|---|---|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input checked="" type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- | | |
|--|---|
| <input checked="" type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input checked="" type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input checked="" type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- | | |
|--|--|
| <input type="checkbox"/> 457 employee and employer contributions | <input type="checkbox"/> IRA contributions |
| <input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input type="checkbox"/> Other: _____ |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES NO

- | | |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES NO

Taxable Fringe Benefits apply: YES NO

- | | |
|---|---|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES NO

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Swartz Creek, City of

DIV: 250401107027

3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by City of Swartz Creek

at a Board Meeting which took place on: _____
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com



**GENESEE COUNTY METROPOLITAN PLANNING COMMISSION
COMMUNITY DEVELOPMENT PROGRAM**

1101 Beach Street – Room 223, Flint, Michigan 48502-1470 • (810) 257-3010 • www.gcmnpc.org



DEREK BRADSHAW
DIRECTOR-COORDINATOR
CHRISTINE A. DURGAN
ASSISTANT DIRECTOR

MEMORANDUM

TO: Community Development Block Grant (CDBG) Program Participants

FROM: Sheila Taylor, Division Manager
Genesee County Metropolitan Planning Commission

DATE: October 14, 2020

SUBJECT: Genesee County Community Development Block Grant (CDBG) Pre-Application for 2022-2024

Please find an attached copy of the 2022-2024 Community Development Block Grant (CDBG) Program Pre-Application and Guide. Staff will be calling to schedule zoom meeting to review the application on a one-to-one basis. For more information on the CDBG program and application process, please visit the following link and watch the informational videos: [GCMPC Community Development Videos](#).

All Pre-Application items must be completed and emailed to Katie Mehl at KMehl@geneseecountymi.gov no later than 5:00 p.m. on Friday, December 4, 2020.

If you have any questions or concerns regarding the pre-application, please email your project manager, Damon Fortney at DFortney@geneseecountymi.gov or Katie Mehl at KMehl@geneseecountymi.gov or call us at (810) 257-3010.



Equal Housing Opportunity



An Equal Opportunity Organization

Connect with us:  

Genesee County Metropolitan Planning Commission

Community Development Block Grant Program

2022-2024 Pre-Application Guide

Pre-Application Forms Due: Friday, December 4, 2020



Genesee County 2022-2024 Community Development Block Grant (CDBG) Program

Index

What is CDBG?	3
What Projects Are Eligible Under CDBG?	4
What Is My Community's Estimated Allocation Amount?	5
2021 CDBG Project Managers	6
SAM Registration Expiration Dates	7
CDBG Program Policies	8
Genesee County Low- and Moderate-Income Areas Map	9
Income Survey Form	10
What Are the Public Involvement Requirements for CDBG Project Proposals?	11
Sample Public Notice of Local Public Needs Hearing	12
Sample Press Release for Local Public Needs Hearing	13
Sample Attendance List for Local Public Needs Hearing	14
Approved 2021 Genesee County Annual Action Plan Projects	15

What is CDBG?

The U.S. Department of Housing and Urban Development (HUD) provides Community Development Block Grant (CDBG) funds to entitlement community grantees, like Genesee County, to carry out a wide range of community development activities. These activities are directed primarily toward revitalizing neighborhoods, encouraging economic development, and providing improvements to community facilities and services in low to moderate income areas.

To determine annual CDBG award amounts, HUD uses a funding formula comprised of several measures of community need. These measures include: the extent of poverty, population, housing, and overcrowding.

Each CDBG assisted activity must meet at least one of the following National Objectives for the program:

1. Provide benefit to low- and moderate-income persons and households; or
2. Aid in the prevention or elimination of slums or blight conditions

What Projects Are Eligible Under CDBG?

Projects that are located in low to moderate income areas (Page 9), or directly benefiting low to moderate income persons or households are typically eligible under the CDBG program. The following list can help you identify the types of community needs you may be able to address with a CDBG funded project. Keep in mind that this list is not all-inclusive and new project ideas are encouraged. Please note that up to 30% of the local unit of government's allocation can be used for Public Service Projects.

Construction Projects

- Sidewalk Improvements
- Street Improvements
- Water/Sewer Improvements
- Improvements to lighting in public spaces
- Improvements to neighborhood parks/recreational facilities
- Acquisition of real property
- Special Assessment Assistance
- Construction/Rehabilitation of publicly owned buildings (not used for general government)
- Streetscape improvements in neighborhoods/commercial districts
- Purchase firefighting equipment
- Demolition and clearance activities
- Single family housing rehabilitation/improvements
- Historic Preservation
- Neighborhood clean-up efforts
- Art installations/creating aesthetically pleasing public places

Public Service Projects

- Code enforcement activities
- Senior Programs/Services
- Job Training
- Crime Prevention/Public Safety
- Education Programs
- Recreational Programs

What Is My Community's CDBG Allocation Amount?

The following table reflects the estimated 2022-2024 CDBG Allocation of each community. The dollar amounts listed in the table are only estimates and are subject to change based on the number of applications received and the actual funding received by Genesee County from the U.S. Department of Housing and Urban Development.

Community	Estimated Allocation
City of Burton	\$301,818
City of Fenton	\$88,708
City of Flushing	\$50,965
City of Grand Blanc	\$64,517
City of Linden	\$33,176
City of Montrose	\$13,762
City of Mt. Morris	\$34,562
City of Swartz Creek	\$42,025
Argentine Township	\$51,528
Atlas Township	\$52,220
Clayton Township	\$61,635
Davison Township	\$154,430
Fenton Township	\$117,573
Flint Township	\$315,571
Flushing Township	\$71,418
Forest Township	\$27,623
Gaines Township	\$44,228
Genesee Township	\$230,251
Grand Blanc Township	\$273,175
Montrose Township	\$60,011
Mt Morris Township	\$277,733
Mundy Township	\$101,943
Richfield Township	\$67,157
Thetford Township	\$58,795
Vienna Township	\$111,917
Village of Gaines	\$4,131
Village of Goodrich	\$12,988
Village of Otisville	\$8,915

Genesee County 2022-2024 Community Development Block Grant (CDBG) Program

CDBG Project Managers

Each local unit of government is designated a project manager that is to be the main point of contact for all CDBG related inquiries.

Katie Mehl, Planner
kmehl@geneseecountymi.gov
(810) 766-6562

City of Burton
City of Fenton
City of Grand Blanc
City of Montrose
City of Mt. Morris
City of Swartz Creek
Atlas Township
Fenton Township
Flint Township
Forest Township
Genesee Township
Grand Blanc Township
Legal Services of Eastern Michigan
Mt. Morris Township
Richfield Township
Thetford Township
Village of Gaines
Village of Goodrich

Damon Fortney, Lead Planner
dfortney@geneseecountymi.gov
(810) 766-6560

City of Flushing
City of Linden
Flushing Township
Gaines Township
Montrose Township
Mundy Township
Vienna Township

SAM Registration Expiration Dates

Atlas Township	5/29/2021
City of Burton	8/4/2021
City of Fenton	3/9/2021
City of Flushing	3/3/2021
City of Grand Blanc	1/8/2021
City of Linden	7/9/2021
City of Montrose	6/24/2021
City of Mt. Morris	1/14/2021
City of Swartz Creek	5/11/2021
Clayton Township	3/18/2021
Davison Township	10/7/2020
Fenton Township	1/27/2021
Flint Township	4/2/2021
Flushing Township	4/6/2021
Forest Township	6/30/2021
Gaines Township	12/16/2020
Genesee Township	1/22/2021
Grand Blanc Township	2/4/2021
Montrose Township	5/7/2021
Mt. Morris Township	3/2/2021
Mundy Township	12/29/2020
Richfield Township	4/10/2021
Thetford Township	4/16/2019
Vienna Township	8/21/2021
Village of Gaines	5/20/2021
Village of Goodrich	5/28/2021
Village of Otisville	3/25/2021

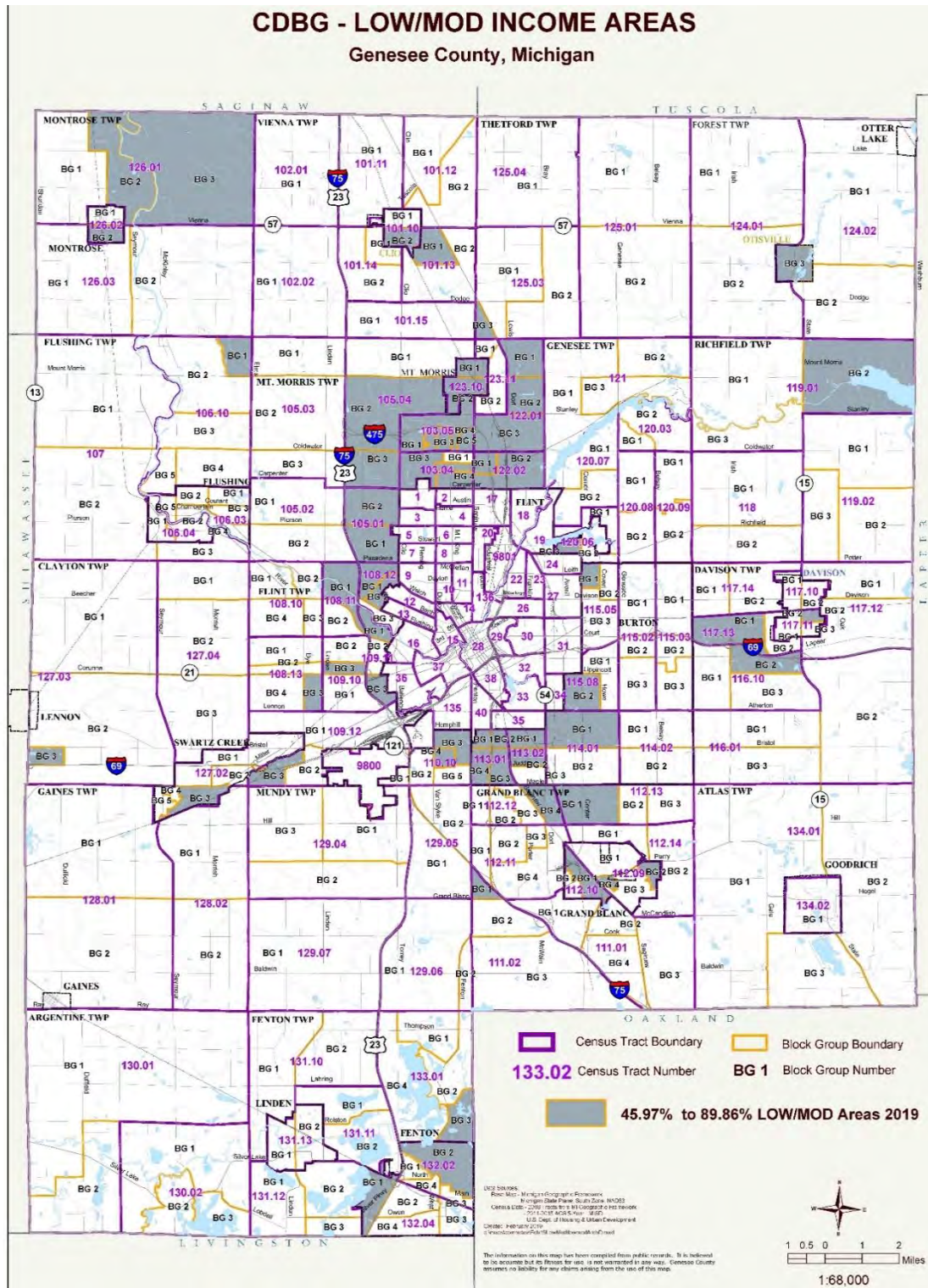
Active SAM registration is required to receive federal funding and must be updated annually. If you need assistance with this process, please contact your project manager. Proof of active SAM registration is to be submitted with the Pre-Application Form(s).

CDBG Program Policies

The following program recommendations were approved and adopted by the Genesee County Board of Commissioners in June of 2018.

Continuing Program Details:

1. Participating local units will be provided a funding estimate for their community which is formula based (population/poverty/over-crowded housing)
2. Staff will continue to assist with or implement projects for the local units of government
3. Public service projects will be 1-year contracts
4. All local units will apply for projects at the same time
5. Call for projects will cover a 3-year cycle
6. Mandatory pre-application process
7. Minimum application of \$5,000 per project
8. Applications for projects under \$5,000 will be accepted but scored as 2nd priority
9. Any funding remaining after projects have been approved will be disbursed via formula to the approved projects
10. Inter-local loan agreements will not be allowed; current agreements will be honored
11. Applicants can propose which year of the 3-year cycle they would like to complete their project in
12. Construction projects will have 1 year to complete the project
13. Project funding that remains after project completion can be transferred to another approved project
14. New projects will not be approved after projects are approved for the 3-year cycle
15. Participating local units can apply for up to 30% of their estimated funding to be used for public service projects
16. A second call for projects will be done only if necessary



If your local unit of government would like to propose an eligible project in an area that is not deemed low-to-moderate income, the Income Survey Form on the following page can be used to collect household income information for residents that would benefit from the proposed project. Using the data collected, GCMPC will determine if the proposed project would meet the national objective of benefitting low-to-moderate income persons. Contact staff for additional guidance prior to utilizing this process.

Genesee County 2022-2024 Community Development Block Grant (CDBG) Program

Income Survey Form

Dear Resident of: _____
(address)

The _____ is conducting an Income Survey to assess the need
(unit of government) for public improvements in your area.

Please indicate the total number of persons comprising your household. Then indicate in the appropriate box, listed under income, your gross household income from all sources. Gross income includes all monies earned (before taxes) by all persons residing within your household.

Number of Persons in Household: _____

Total Household Income:

- \$ 0 - \$35,800
- \$35,801 - \$40,900
- \$40,901 - \$46,000
- \$46,001 - \$51,100
- \$51,101 - \$55,200
- \$55,201 - \$59,300
- \$59,301 - \$63,400
- \$63,401 - \$67,500
- \$67,500+

Signature: _____ Date: _____

An envelope has been provided for your use in returning this form to the Genesee County Metropolitan Planning Commission (GCMPC) Room 111, 1101 Beach Street, Flint, MI 48502. Thank you for your cooperation.

Very truly yours,

(Local Official)

Genesee County 2022-2024 Community Development Block Grant (CDBG) Program

What Are the Public Involvement Requirements for CDBG Project Proposals?

All potential projects that your community is considering submitting for funding must be mentioned, discussed and recorded within minutes at a local public needs hearing in order to be considered for approval under the Genesee County CDBG Program. The following requirements must be followed for properly conducting a public needs hearing:

Prior to the Local Public Needs Hearing

- A public notice of the hearing must be published in your local paper at least one week in advance of the hearing (Page 12)
- Request an Affidavit from the publisher to submit as proof of publication with your CDBG Application OR a copy of the newspaper page

At the Local Public Needs Hearing

- Can be held as part of an official meeting of your governing body OR can be held as a separate meeting
- The requirements of the Open Meetings Act and any other applicable state or local laws must be adhered to
- An attendance list must be signed by all those attending the hearing (Page 14)
 - If meeting is held virtually, please submit a list of all participants with application
- The public must be advised of the estimated amount of CDBG funds available to your community
- The public must be provided with a list of the types of eligible projects under CDBG
- The public must be given an opportunity to express community development needs and to propose projects
- The public should be asked for comments on your past CDBG activities
- Any potential projects to be included in the CDBG Pre-Application Forms must be discussed at this hearing
- Detailed meeting minutes must be taken and submitted with the application
 - Minutes are to include all public comments
- Submit to GCMPC, with Pre-Application Form(s), the following documents:
 - Proof of a public notice publication
 - Press release from the local public needs hearing
 - Meeting minutes from the local public needs hearing
 - Attendance list from the local public needs hearing
 - Proof of active SAM registration

Sample Public Notice of Local Public Needs Hearing

Public Notice

The (Name of Local Unit of Government) will hold a public needs hearing on the use of its 2022-2024 Federal Community Development Block Grant (CDBG) Program funds on (Date) at (Time) at (Location and Address).

The purpose of the hearing is to offer an opportunity for citizens to express their ideas on community needs and project proposals concerning the use of Federal CDBG funds for the (Year) Program Year. The hearing will also provide an opportunity for citizens to comment on past CDBG projects.

Sample Press Release for Local Public Needs Hearing

Press Release

(Name of Local Unit of Government) to hold Community Development Hearing

The (Name of Local Unit of Government) will hold a Community Development Public Needs Hearing on (Date) at (Time) at (Location and Address).

The purpose of the hearing is to offer an opportunity for citizens to express their ideas on community needs and project proposals concerning the use of Federal Community Development Block Grant (CDBG) funds for the 2022-2024 Program Years.

The (Name of Local Unit of Government) expects to receive approximately \$ (Estimated 2022-2024 Project Funding) of 2022-2024 CDBG funds. The funds are provided by the Genesee County Metropolitan Planning Commission Community Development Program from an annual entitlement grant received from the U.S. Department of Housing and Urban Development (HUD).

The funds are intended primarily for projects in low- and moderate-income neighborhoods.

Genesee County 2022-2024 Community Development Block Grant (CDBG) Program

Sample Attendance List for Local Public Needs Hearing

(Name of Local Unit of Government) 2022-2024 Community Development Block Grant
Public Needs Hearing

Attendance List

Name Address

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Genesee County 2022-2024 Community Development Block Grant (CDBG) Program

The following list is to serve as a reference and reminder of already approved CDBG projects for Program Year 2021.

Approved 2021 Genesee County Annual Action Plan Projects

2021 Community Development Block Grant (CDBG) Program - Estimated 2021 Grant Award: \$1,827,824

Genesee County – 2021 CDBG Planning and Administration
Genesee County Metropolitan Planning Commission shall provide Community Development Block Grant funding for Planning and Administration of CDBG projects.

This activity will be funded with \$365,564 of 2021 Genesee County CDBG funds.

Genesee County – 2021 CDBG Home Improvement Program (HIP)
Genesee County shall provide funding for the Community Development Block Grant Home Improvement Program throughout Genesee County.

This activity will be funded with \$610,550 of 2021 Genesee County CDBG funds.

City of Burton – Senior Center Operations
The City of Burton shall fund the Senior Citizen Center Director's salary and any other operational costs at the Burton Senior Citizen Center located at 3410 S. Grand Traverse, Burton, MI 48529.

This activity will be funded with \$18,048 of 2021 Genesee County CDBG funds.

City of Burton – Infrastructure Improvements
The City of Burton shall fund the paving of an existing gravel section of Scottwood Ave. between Barnes Ave. and Fern Ave. Work includes paving, updated signage, ditching and repair of driveways as necessary.

This activity will be funded with \$202,449 of 2021 Genesee County CDBG funds.

City of Fenton – Blight Elimination and Prevention
The City of Fenton shall fund the demolition and clearance of a blighted property to be determined and acquired by the city in 2019.

This activity will be funded with \$64,193 of 2021 Genesee County CDBG funds.

Genesee County 2022-2024 Community Development Block Grant (CDBG) Program

City of Fenton – Parks Programming for Senior

The City of Fenton shall assist in the operations of senior programs at the Fenton Community Center, which are managed by the Southern Lakes Parks and Recreation Authority at 150 S. Leroy, Fenton, MI 48430.

This activity will be funded with \$4,280 of 2021 Genesee County CDBG funds.

City of Flushing – Removal of Architectural Barriers

The City of Flushing shall fund the purchase of new ADA-compliant picnic tables to improve accessibility at two city parks – Riverview Park (230 S. Cherry St, Flushing, MI 48433) and Eastview Park (1465 Coutant St, Flushing, MI 48433).

This activity will be funded with \$339 of 2021 Genesee County CDBG funds.

City of Flushing – Blight Elimination and Prevention

The City of Flushing shall fund the demolition and clearance of a blighted residential building located at 1549 Flushing Road, Flushing, MI 48433.

This activity will be funded with \$1 of 2021 Genesee County CDBG funds.

City of Grand Blanc – Senior Center Operations

The City of Grand Blanc shall fund the Senior Center Director's salary and any other operational expenses at the Grand Blanc Senior Center located at 12632 Pagels Dr. Grand Blanc, MI 48439.

This activity will be funded with \$3,860 of 2021 Genesee County CDBG funds.

City of Linden – Senior Center Operations

The City of Linden shall assist in funding operations of the Loose Senior Center located at 707 N. Bridge St. Linden, MI 48451 for expenses such as staff salaries, utilities, and educational classes for seniors.

This activity will be funded with \$4,115 of 2021 Genesee County CDBG funds.

City of Swartz Creek – Senior Center Operations

The City of Swartz Creek shall assist in funding operations by way of salaries, fringes, supplies, and equipment for the Swartz Creek Area Senior Center located at 8095 Civic Drive, Swartz Creek, MI 48473.

This activity will be funded with \$1,850 of 2021 Genesee County CDBG funds.

Genesee County 2022-2024 Community Development Block Grant (CDBG) Program

Atlas Township – Senior Programs

Atlas Township shall provide funding for Senior Programs, administered through the township hall, located at 7386 S. Gale Road, Grand Blanc, MI 48439. Funding may be used for the following items: Senior Service Programs, Educational Programs, Instructors and materials, health and safety items such as flu shots, hearing exams, hearing aids, newsletter printing and publishing, public transportation for seniors and disabled residents, Senior Center meals, trip assistant/event assistance programs, emergency radios, library readers, eyeglasses, senior housing needs, bus transportation, computer classes, CPR training, and bone-density screening.

This activity will be funded with \$1,284 of 2021 Genesee County CDBG funds.

Fenton Township – Parks & Recreation Programming

Fenton Township shall provide funds to pay Southern Lakes Parks & Recreation (SLPR) program fees for income eligible residents. SLPR is located at 150 S. Leroy St, Fenton, MI 48430.

This activity will be funded with \$4,280 of 2021 Genesee County CDBG funds.

Flint Charter Township – Senior Center Food Pantry

Flint Charter Township shall provide funding to the Senior Center Food Pantry located at 2071 S. Graham Rd. Flint, MI 48532 to purchase food and supplies for seniors in need.

This activity will be funded with \$16,048 of 2021 Genesee County CDBG funds.

Flint Charter Township – Crime Prevention Program

Flint Charter Township shall provide funding towards public safety measures including education and training in low/moderate income areas within the township. The Flint Township Police Department is located at 5200 Norko Dr. Flint, MI 48507.

This activity will be funded with \$2,140 of 2021 Genesee County CDBG funds.

Flushing Charter Township – Senior Center Operations

Flushing Charter Township shall provide funding to the Flushing Area Senior Center at 106 Elm Street, Flushing, MI 48433 to assist in operational expenses.

This activity will be funded with \$4,145 of 2021 Genesee County CDBG funds.

Genesee County 2022-2024 Community Development Block Grant (CDBG) Program

Gaines Township - Senior Center Operations

Gaines Township shall provide funding to the Swartz Creek Area Senior Center located at 8095 Civic Drive Swartz Creek, MI 48473 to assist in operational expenses.

This activity will be funded with \$2,618 of 2021 Genesee County CDBG funds.

Genesee Township – Infrastructure Improvements

Genesee Township shall fund milling and asphalt resurfacing of George Street between Carpenter Road and Kurtz Avenue. This improvement will extend the service life of the roadway.

This activity will be funded with \$112,871 of 2021 Genesee County CDBG funds.

Grand Blanc Charter Township - Senior Center Operations

Grand Blanc Charter Township shall pay for senior center staff salary, fringe benefits and any other operational expenses at the Grand Blanc Senior Center located at 12632 Pagels Drive, Grand Blanc, MI 48439.

This activity will be funded with \$9,415 of 2021 Genesee County CDBG funds.

Grand Blanc Charter Township – Safety Program

Grand Blanc Charter Township, through the Grand Blanc Fire Department, shall fund the installation of smoke and carbon monoxide detectors for low-moderate income residents living in the township. Grand Blanc Fire Station #1 is located at 117 High St. Grand Blanc, MI 48439.

This activity will be funded with \$2,311 of 2021 Genesee County CDBG funds.

Grand Blanc Charter Township – Public Facility Improvements

Grand Blanc Charter Township shall fund repairs to the roof of the Grand Blanc Senior Center, located at 12632 Pagels Drive, Grand Blanc, MI 48439. The project proposes to replace the flat roof at the main entrance with a peaked roof to correct an ongoing leaking and drainage issue; as well as any other necessary repairs.

This activity will be funded with \$28,245 of 2021 Genesee County CDBG funds.

Genesee County 2022-2024 Community Development Block Grant (CDBG) Program

Grand Blanc Charter Township – Public Facility Improvements

Grand Blanc Charter Township shall fund the replacement of an existing sidewalk in need of repair at the Grand Blanc Senior Center, located at 12632 Pagels Drive, Grand Blanc, MI 48439.

This activity will be funded with \$19,258 of 2021 Genesee County CDBG funds.

Grand Blanc Charter Township – Public Facility Improvements

Grand Blanc Charter Township shall fund replacement of existing light fixtures and replacement of old lights with LED bulbs at the Grand Blanc Senior Center, located at 12632 Pagels Drive, Grand Blanc, MI 48439.

This activity will be funded with \$9,629 of 2021 Genesee County CDBG funds.

Legal Services of Eastern Michigan (LSEM) - Fair Housing

The LSEM Fair Housing Center shall conduct paired tests. LSEM offices are located at 436 S. Saginaw Street, Flint, MI 48502.

This activity will be funded with \$25,000 of 2021 Genesee County CDBG funds.

Mt. Morris Charter Township - Senior Center Operations

Mt. Morris Charter Township shall provide funding to the Kraphol Senior Center located at G-5473 Bicentennial Drive, Mt. Morris, MI 48458. Funds will be used for transportation, wages, and other senior citizens programs.

This activity will be funded with \$10,271 of 2021 Genesee County CDBG funds.

Mt. Morris Charter Township - Youth Program Operations

Mt. Morris Charter Township shall provide funding for the King Karate Youth Program located at 5339 N. Saginaw Street, Flint, MI 48505. Funding will be used to purchase equipment, uniforms and any other program costs for low-income students in the program.

This activity will be funded with \$1,284 of 2021 Genesee County CDBG funds.

Mundy Charter Township - Vocational Independence Program (VIP)

Mundy Charter Township shall provide funding to the Vocational Independence Program (VIP) for training for disabled persons at 5069 Van Slyke Road Flint, MI 48507.

This activity will be funded with \$6,052 of 2021 Genesee County CDBG funds.

Genesee County 2022-2024 Community Development Block Grant (CDBG) Program

Richfield Township - Senior Center Operations

Richfield Township shall provide funding to the Davison Area Senior Center located at 10135 Lapeer Road, Davison, MI 48423 for operational expenses.

This activity will be funded with \$4,406 of 2021 Genesee County CDBG funds.

Thetford Township – Senior Center Operations

Thetford Township shall provide funding for operation expenses at the Thetford Township Senior Center located at 11495 N. Center Road, Clio 48420. Funding will support wages for kitchen staff, newsletter publishing costs, and any other operational expenses.

This activity will be funded with \$3,812 of 2021 Genesee County CDBG funds.

Vienna Charter Township - Senior Center Operations

Vienna Charter Township shall provide funding for operational expenses at the Clio Area Senior Center located at 2136 W. Vienna Road, Clio, MI 48420 for operations such as daily lunches, commodity food distribution, medical services, recreational services, and educational services.

This activity will be funded with \$2,425 of 2021 Genesee County CDBG funds.

Vienna Charter Township – Arts Programming for Persons with Disabilities

Vienna Charter Township shall fund arts programs for Disabled Adults and Senior Citizens through the Clio Center for the Arts, located at 3370 W Vienna Rd, Clio, MI 48420. Funding will support instructor wages, art supplies, and any other operational expenses.

This activity will be funded with \$2,425 of 2021 Genesee County CDBG funds.

Vienna Charter Township – Infrastructure Improvements

Vienna Charter Township shall fund the installation of a new sidewalk along Vienna Road, from approximately Plaza Drive to Liberty Street. This sidewalk extension will provide a safe route for pedestrian travel in a low/moderate income area of the township.

This activity will be funded with \$43,648 of 2021 Genesee County CDBG funds.

Genesee County 2022-2024 Community Development Block Grant (CDBG) Program

Vienna Charter Township – Safety Program

Vienna Charter Township shall fund the purchase of smoke and carbon monoxide detectors for low/moderate income residents. Detectors will be made available free of charge and distributed at the Clio Area Senior Center located at 2136 W. Vienna Road, Clio, MI 48420.

This activity will be funded with \$2,425 of 2021 Genesee County CDBG funds.

Village of Gaines – Senior Center Operations

The Village of Gaines shall provide funding to the Swartz Creek Area Senior Center located at 8095 Civic Drive, Swartz Creek, MI 48473. Funds will support operations at the senior center including exercise classes, seminars and providing other resource information.

This activity will be funded with \$2,139 of 2021 Genesee County CDBG funds.

Village of Goodrich – Senior Center Operations

The Village of Goodrich shall provide funding for Senior Programs, administered through the village offices, located at 7338 S. State Rd, Goodrich, MI 48438. Funded programs include exercise/nutrition programs, Senior Newsletter publishing, senior transportation through Your Ride, and meals.

This activity will be funded with \$4,307 of 2021 Genesee County CDBG funds.

Village of Otisville – Infrastructure Improvements

The Village of Otisville shall provide funding for sidewalk replacement along the west side of S. State Road from W. Main Street to Orchard Street.

This activity will be funded with \$8,785 of 2021 Genesee County CDBG funds.

City of Swartz Creek November 3, 2020 Election Results

	PRECINCT 1	PRECINCT 2	PRECINCT 3	PRECINCT 4	TOTALS*
STRAIGHT PARTY					
Democratic	244	328	218	306	1096
Republican	197	208	156	255	816
Libertarian	3	4	4	1	12
US Taxpayers	0	0	2	0	2
Working Class	3	6	4	0	13
Green	0	0	0	1	1
Natural Law	0	1	0	0	1
PRESIDENT/VICE PRESIDENT					
Biden/Harris	421	503	378	552	1854
Trump/Pence	424	387	322	502	1635
Jorgensen/Cohen	8	10	6	7	31
Blankenship/Mohr	0	0	1	0	1
Hawkins/Walker	3	1	0	1	5
De La Fluente/Richardson	0	0	0	1	1
US SENATOR					
Gary Peters	415	506	369	560	1850
John James	413	362	316	475	1566
Valerie Willis	13	4	12	6	35
Marcia Squier	3	7	6	10	26
Doug Derm	1	1	0	2	4
REP IN CONGRESS-5TH DISTRICT					
Dan Kildee	464	535	399	609	2007
Tim Kelly	355	306	263	413	1337
James Harris	15	22	16	11	64
Kathy Goodwin	9	14	18	12	53
REP IN STATE LEGISLATURE-49TH DISTRICT					
John Cherry	443	540	392	576	1951
Bryan Lutz	383	329	291	458	1461
MEMBER OF THE STATE BOARD OF EDUCATION					
Ellen Lipton	371	460	335	496	1662
Jason Strayhorn	365	454	329	481	1629
Tami Carlone	356	308	261	425	1350
Michelle Frederick	349	310	266	456	1381
Bill Hall	21	25	26	13	85
Richard Hewer	10	18	23	9	60
Karen Adams	15	12	10	13	50
Douglas Levesque	4	3	5	14	26
Mary Hering	28	30	27	17	102
Hali McEachern	15	24	14	11	64
Tom Mair	4	8	11	6	29

REGENT OF THE UNIVERSITY OF MICHIGAN

Mark Bernstein	376	460	340	496	1672
Shauna Diggs	359	434	323	474	1590
Sarah Hubbard	363	329	267	452	1411
Carl Meyers	359	302	254	424	1339
James Hudler	17	23	21	15	76
Eric Larson	16	20	25	17	78
Ronald Graeser	5	11	12	7	35
Crystal Van Sickle	11	14	15	7	47
Michael Mawilai	7	9	15	12	43
Keith Butkovich	5	9	3	4	21

TRUSTEE OF MICHIGAN STATE UNIVERSITY

Brian Mosallam	358	450	318	469	1595
Rema Vassar	370	451	321	458	1600
Pat Okeefe	370	333	269	452	1424
Tonya Schuitmaker	343	307	272	429	1351
Will White	20	22	25	16	83
Janet Sanger	8	12	15	12	47
John Sanger	10	7	12	10	39
Brandon Hu	9	13	9	8	39
Robin Laurain	7	12	19	11	49
Bridgette Abraham-Guzman	9	6	11	5	31

GOVERNOR WAYNE STATE UNIVERSITY

Eva Dewaelsche	359	447	311	457	1574
Shirley Stancato	359	437	315	468	1579
Don Gates	350	310	269	437	1366
Terri Land	354	331	278	445	1408
John Elgas	20	23	26	21	90
Christine Schwartz	14	18	21	16	69
Susan Odgers	12	18	21	13	64

PROSECUTING ATTORNEY

David Leyton	588	650	512	737	2487
--------------	-----	-----	-----	-----	------

SHERIFF

Christopher Swanson	561	612	485	703	2361
Stephen Sanford	269	258	199	321	1047

CLERK & REGISTER OF DEEDS

John Gleason	463	537	398	579	1977
Jesse Couch	355	321	275	432	1383

TREASURER

Deborah Cherry	434	517	388	562	1901
----------------	-----	-----	-----	-----	------

Deborah Hoss	366	327	281	445	1419
DRAIN COMMISSIONER					
Jeff Wright	581	638	501	710	2430
SURVEYOR					
Kim Carlson	560	620	490	684	2354
COUNTY COMMISSIONER-8TH DISTRICT					
Debra Newman	388	482	349	500	1719
Rod Shumaker	408	363	319	491	1581
JUSTICE OF SUPREME COURT					
Susan Hubbard	131	73	71	84	359
Mary Kelly	236	274	114	241	865
Bridget McCormack	382	485	373	453	1693
Kerry Morgan	38	59	78	123	298
Katherine Nepton	30	39	35	75	179
Brock Swartzle	137	115	122	196	570
Elizabeth Welch	178	183	187	324	872
JUDGE OF COURT OF APPEALS-2ND DISTRICT INCUMBENT					
Mark Cavanagh	535	578	434	686	2233
Johnthan Tukul	405	426	363	540	1734
JUDGE OF CIRCUIT COURT-7TH DISTRICT INCUMBENT					
John Gadola	502	547	417	658	2124
Mark Latchana	446	446	394	576	1862
JUDGE OF CIRCUIT COURT-7TH DISTRICT NON-INCUMBENT					
Chris Christenson	447	503	346	653	1949
Herman Marable Jr	173	181	183	153	690
JUDGE OF PROBATE COURT INCUMBENT					
Jennie Barkey	558	623	479	723	2383
JUDGE OF DISTRICT COURT-67-4A DISTRICT INCUMBENT					
Mark McCabe	534	623	490	696	2343
BOARD OF TRUSTEES MEMBER MOTT COMMUNITY COLLEGE					
Janet Couch	208	198	188	261	855
John Daly	230	313	152	217	912
Kris Johns	121	182	159	152	614
David Lossing	121	110	120	188	539
Michael Stikovich	85	89	94	175	443
Annopa Todd	93	77	78	122	370
Rafael Turner	75	98	73	106	352

COUNCIL MEMBER AT LARGE

Dennis Cramer	317	283	248	401	1249
Samantha Fountain	396	445	327	494	1662
John Gilbert	322	332	283	377	1314
David Krueger	407	411	331	528	1677

COUNCIL MEMBER-DISTRICT 3 PARTIAL TERM END 11/8/22

Nate Henry	0	0	461	0	461
------------	---	---	-----	---	-----

BOARD MEMBER SWARTZ CREEK COMMUNITY SCHOOLS

Michael Ahearne	313	334	228	351	1226
Jason Bennett	217	255	240	264	976
Justus Brown	86	139	122	136	483
Carla Cordonnier-Smith	115	171	130	176	592
Leah Davis	152	223	179	225	779
Carrie Germain	341	319	271	452	1383
Jessica Lanave	225	236	189	299	949
Michael Ovsenik	257	203	192	299	951
John Sayer	257	215	180	254	906

STATE OF MICHIGAN-PROPOSAL 20-1

Yes	678	705	562	858	2803
No	95	106	80	115	396

STATE OF MICHIGAN-PROPOSAL 20-2

Yes	702	729	587	843	2861
No	98	94	69	138	399

In Person Votes	383	429	351	349	1512
Absentee Votes	481	476	359	721	2037
Total Ballots Processed	864	905	710	1070	3549
REGISTERED VOTERS	1105	1391	1075	1316	4887
% of Registered Voters who voted	78.19	65.06	66.05	81.31	72.62

*City Results Only: Not reflective of district, county, state, or national results.



PRESS RELEASE

Michigan Gaming Control Board

FOR IMMEDIATE RELEASE:

October 30, 2020

Contact:

Mary Kay Bean
Beanm1@michigan.gov
www.michigan.gov/mgcb

Location: Cadillac Place, 3062 W. Grand Blvd., L-700 – Detroit
Time: 10:30 a.m.

For Immediate Release:

Northville Downs to run 54 live horse racing days in 2021 per Gaming Control Board order

Detroit, Oct. 30, 2020 – Michigan horse racing fans may look forward to 54 days of live pari-mutuel horse racing at Northville Downs on Fridays and Saturdays in 2021 under an order issued Oct. 27 by the Michigan Gaming Control Board. Northville Downs also received a permit to simulcast races to and from the track and conduct simulcast pari-mutuel wagering throughout 2021 except on April 4, Nov. 25, Dec. 24 and Dec. 25.

“It has been a challenging year for live horse racing, and we hope the 2021 season will go well,” said Richard S. Kalm, MGCB executive director. “The added option of mobile betting approved this year provides extra support for Michigan’s horse racing industry and may draw new fans to the sport.”

Northville Downs will split its 2021 live standardbred horse racing season with pari-mutuel wagering into two segments: March 19 through June 26 and Oct. 1 through Dec. 18.

The 2020 live racing season will end Dec. 12. Originally scheduled to begin March 20, the season opened Aug. 14 due to COVID-19 health-related concerns. The current season includes 36 live racing dates although 52 were scheduled prior to the pandemic. The 2020 live racing season was extended under an Oct. 6 order granting 18 additional race dates.

A second applicant was denied 2021 race meeting and simulcast permits. AmRace & Sports LLC's 2021 applications for Sports Creek Raceway near Flint did not comply with Michigan statutory licensing requirements. Following review of the

application and its contents, the agency determined it was incomplete and lacked necessary and required supporting information.

[Oct. 27 Order](#)

[Oct. 6 Order](#)

[2021 Live Racing Calendar](#)

"The Michigan Gaming Control Board shall ensure the conduct of fair and honest gaming to protect the interests of the citizens of the State of Michigan."

####

ADVERTISEMENT
FOR PURCHASE OF DECORATIVE STREET SIGNS
FOR THE
CITY OF SWARTZ CREEK
GENESEE COUNTY, MICHIGAN

Sealed Proposals will be received by the City of Swartz Creek, Genesee County Michigan, for the Purchase of Decorative Street Signs for public streets within the city. Proposals will be received at 8083 Civic Drive, Swartz Creek, MI, 48473 until 2:00 p.m. on October 29th, 2020. All bids received will be opened and publicly read aloud.

Proposals are solicited on the basis of a lump sum price for all material required to complete the project as designed and specified in the contract.

The principal items of the request include:

Decorative street signs including fluted poles, bases, tops, stop signs, street name signs, and related components. The signs are to exactly match the existing signs in the community for visual continuity.

The above referenced project is a federally funded activity authorized under the housing and Community Development Act of 1974.

Minority/Women/Handicapped business owned enterprises (MBE/WBE/HBE) and Section 3 business concerns seeking bid opportunities under this Project Notice are encouraged to respond.

A copy of all Project and Contract Documents are on file and are available for inspection on and after October 13, 2020, at the following location: City Offices, 8083 Civic Drive Swartz Creek, MI 48473. The schedule for the office is Monday and Wednesday between 8:00 a.m. and 12:30 p.m.; Tues and Thursday between 12:00 p.m. and 4:30 p.m, excluding holidays. The bid specifications are also available at www.cityofswartzcreek.org

The right is reserved by the City of Swartz Creek to accept any bid, to reject any or all bids, and to waive any irregularities in any bid, in the interest of the City of Swartz Creek.

*****End of Notice*****

**REQUEST FOR BIDS
PURCHASE OF DECORATIVE STREET SIGNS
CITY OF SWARTZ CREEK
OCTOBER 2020**

Overview

The City of Swartz Creek, Michigan is seeking proposals for the provision of decorative street signs. The signs include fluted poles, bases, tops, stop signs, street name signs, and related components. The signs are to exactly match the existing signs in the community for visual continuity. All components should be delivered by March 31, 2021.

Swartz Creek is located approximately 7 miles west of downtown Flint, Michigan, near the western edge of Genesee County.

Qualification Requirements

Bids are solicited only from responsible bidders with the ability to produce and/or procure said signs and provide delivery to the city's Department of Public Works.

Bid Form

Sealed bids must be submitted on the bid forms furnished by the city. All bids must be filled out in ink or type written and shall be legally signed with the complete address of the bidder given thereon. Bidders not responding to all information requested in this RFB may have their bids rejected. The city council reserves the right to reject any and all bids and to accept any bid which in its opinion, is most advantageous to the city. Bids submitted must remain valid for at least ninety (90) days past the response date provided in this RFB.

Response Date

To be considered, sealed bids must be received at the City offices, 8083 Civic Drive, Swartz Creek, MI 48473, on or before 2:00 p.m. on Thursday, October 29, 2020. During our COVID protocols, the City offices are open Monday and Wednesday between 8:00 a.m. and 12:30 p.m.; Tues and Thursday between 12:00 p.m. and 4:30 p.m, excluding holidays. Contractors mailing bids should allow adequate delivery time to assure timely receipt of their bids. Sealed envelopes containing bids must be clearly marked on the outside with the contractor's name and "SIGN BID- CITY OF SWARTZ CREEK."

Opening of Bids

All bids received will be publicly opened and read at city hall at or soon after 2:00 p.m. on Thursday, October 29, 2020. All bidders are invited to be present.

Rejection of Bids

The city reserves the right to reject any or all bids, in part or in their entirety, or to waive any information or defect in any bid, or accept any bid which, in its opinion is deemed most advantageous to the city.

Explanations and Alternate Bids

Explanations desired by a prospective bidder shall be requested of the city in writing, and if explanations are necessary, a reply shall be made in the form of an addendum, a copy of which will be forwarded to each bidder of record. Every request of such explanations shall be in writing and addressed to: Adam Zettel, City of Swartz Creek, 8083 Civic Drive, Swartz Creek, MI 48473 or received at azettel@cityofswartzcreek.org

Contract Execution

The bidder to whom the contract is awarded shall, within ten (10) calendar days after the notice of award, enter into a written contract with the city. Failure to execute a contract will be considered abandonment of the award and the city shall have no further obligation to that bidder. The city may waive this requirement in lieu of a purchase order at its discretion.

Incurring Costs

The city is not liable for any costs incurred by contractors prior to the issuance of the contract.

Material Submitted

All materials submitted as part of a bid will become the property of the city. The city reserves the right to use any and all ideas presented.

Length of Contract

Bids shall address, to the greatest extent possible, all possible service delivery impacts, including but not limited to, bid prices, equipment, etc., throughout the term of the contract.

Sign Bid Specifications

Definitions

“bids”- shall be defined as an announcement of terms indicating what items are needed to complete a project.

“bidders”-shall be defined as any person(s) or company that attempts to meet the terms of the bid.

“city”- shall mean the City of Swartz Creek.

“contract”- shall mean the contract between the City and the Successful Bidder.

“successful bidder”- shall be defined as the bidder who is chosen by the City Council to enter into contract with the City.

These definitions are meant as guides for understanding and are not binding explanations.

Description

The signs include fluted poles, bases, tops, stop signs, street name signs, and related components. The signs are to exactly match the existing signs in the community for visual continuity. All components should be delivered by March 31, 2021.

Requirements

Bidders shall complete the bid form attached by providing unit costs for all components listed given the quantities assigned in the bid form. A total cost shall be provided. The contract shall be awarded on the unit-cost basis.

The material to be used for signs and supports shall meet the requirements of section 919 of the MDOT 2012 Standard Specifications for Construction. Materials for the decorative signs and supports shall meet the requirements of the Michigan Manual on Uniform Traffic Control Devices and the criteria below:

Decorative sign posts must be aluminum material with a minimum wall thickness of 0.125 inches.

Street name post shall be fluted with a minimal nominal diameter of 4 inches.

The sign post base shall be a 500 series cast aluminum Charleston Style Base.

All hardware required for installation must be stainless steel material.

Street sign names blades shall be 6 or 9 inches depending on location of the post. 9 inch blades are required along all major roadways with the length of the sign sufficient to allow for proper spacing of lettering. Bunched or condensed lettering is not allowed and will be rejected. Street name signs must be two-sided and have a black background with a white reflective lettering on both sides. The street name lettering must be left-justified with the street suffix located in the upper right of the blade. The name blade shall be secured to the sign post with a plain blade holder.

Aluminum flat sign backer must be precision cut to allow a 1- inch or 1.5-inch visible border around the sign, depending on the sign dimension.

The sign post, base, name blade holder, and flat sign backer shall be finished with black semi-gloss Tiger Drylac Series 38 Super Durable Powder or approved equal.

Include SHR-Brackets for stop signs.

It is strongly recommended to submit sign proof(s) and material to the Public Services Director for approval prior to ordering. This is a requirement prior to placement of the signs.

Pole x14	4" Black Fluted Post - length will vary
Base	4" – 500 Series Post Base – Charleston Style

x14	
Finial x14	3DC Dome Cap
Blade Holders Quantity per below	9" DLBH – 9 x (length of blade).
Flat Sign Backer x2	24"X8" – Four way backer
Street Name Signs See below	6" or 9" Extruded Blades – see size and color requirements above
Flat Sign Backer x13	30" Stop Sign Backer
Stop Sign x13	30" Stop Sign
All Way Signs x2	24" x 8" All Way Stop Sign

Specific street name signs include:

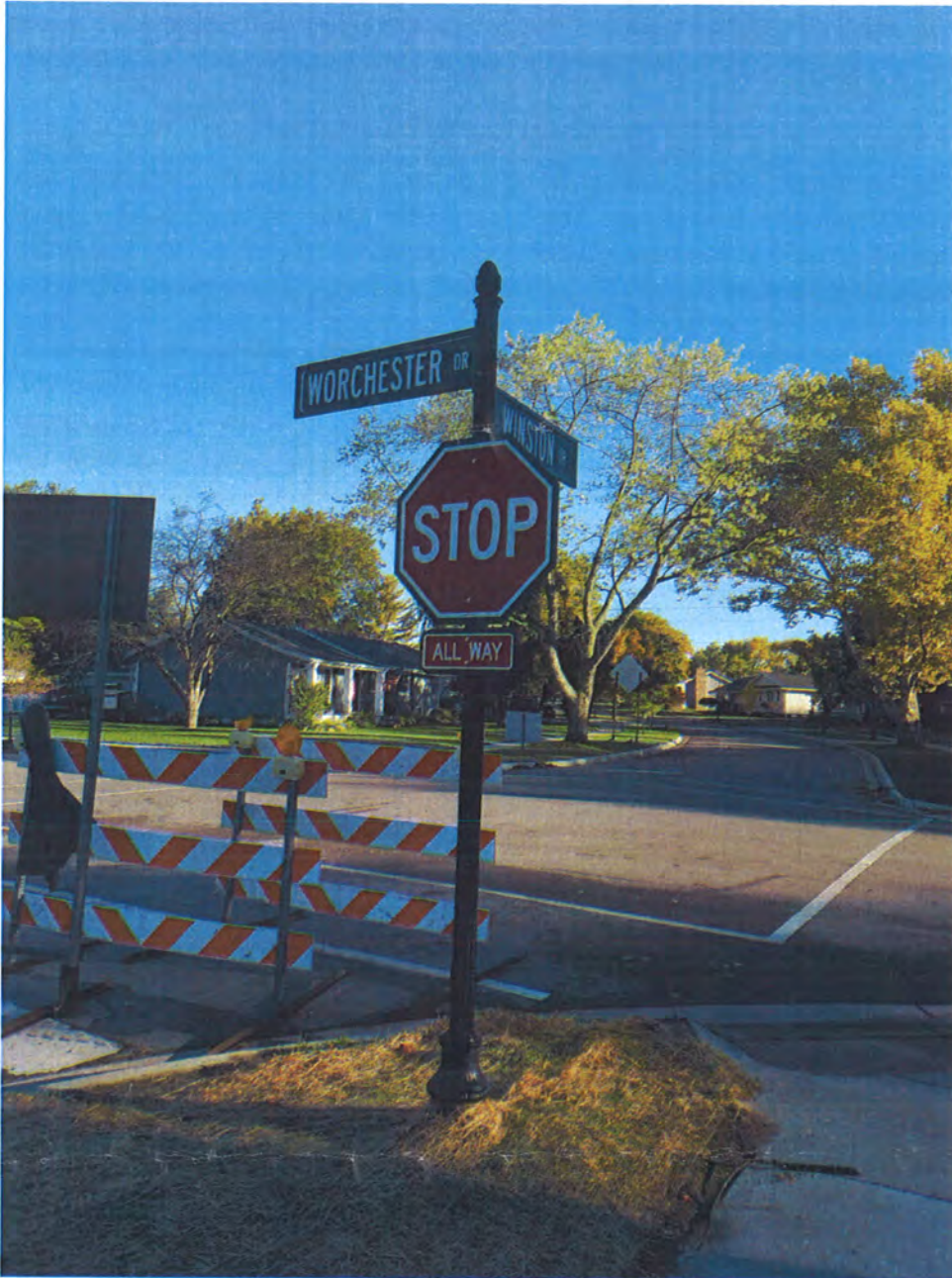
Street of Traffic	Crossing	Primary Sign	Secondary	Secondary	Intersection Type	Other
Maple	Crapo	Stop	Maple St		Major	
First	Wade	Stop	Wade St	First St	Local	
Second	Wade	Stop	Wade St	Second St	Local	
Third	Wade	None	Wade St	Third St	Local	
Church	Fredrick	Stop	Church St	Fredrick St	Local	
Fredrick	Mason	Stop	Fredrick St	Mason St	Local	4-Way
Mason	Fredrick	Stop	Mason St	Fredrick St	Local	4-Way
Holland	Ingalls	Stop	Holland Dr	Ingalls St	Major	
Hayes	Ingalls	Stop	Hayes St	Ingalls St	Major	
Ford	Ingalls	Stop	Ford St	Ingalls St	Major	
Brady	Ingalls	Stop	Brady St	Ingalls St	Major	
Brady	Ingalls	Stop			Major	
Mclain	Ingalls	Stop	Mclain St	Ingalls St	Major	
Mclain	Ingalls	Stop			Major	

Examples of existing signs:

Major Intersection Without Street Name Plates



Major Intersection With Name Plates



Qualifications

Bidders shall provide a company profile and/or background that outlines their production or product experience and ability to sell/deliver in Michigan.

In the event that portions of the work are to be subcontracted or a joint affiliation utilized, detail of such affiliation shall be furnished along with the same information as required for the bidder.

The Proposal

A response to this RFB must be fulfilled through the completion of the attached bid form.

Bidder Responsibility

The City of Swartz Creek will not be liable for any cost incurred in the development of a proposal responsive to this request. By submitting a bid to the work, the bidder represents that it is fully informed concerning the scope of the project, the requirements of the contract, the physical conditions likely encountered in the work, and the character, quality and quantity of the services required by the city.

The successful bidder shall furnish all labor, materials, supplies, devices, or tools needed to perform the required services. The bidder will not be entitled to additional compensation if it later determines that conditions require methods or equipment other than those anticipated in making its bid. In addition, the successful bidder shall provide all vehicles and other equipment and material necessary for work. Bidders having questions regarding this RFB should request clarification prior to submittal of a bid. Negligence or inattention of the bidder in filing a bid, or in any phase of the performance of the work, shall be grounds for refusal of the city to agree to additional compensation. Bidders having questions regarding this RFB contact the city for clarification.

Safety

The successful bidder shall comply with the Safety Rules and Regulations of the Associated General Contractors of America, the Occupational Safety and Health Standards of the Construction Industry, State of Michigan, Department of Energy, Labor & Economic Growth, for the protection of workers on this project.

All equipment and work shall conform to the requirements of the Occupational Safety and Health Act and Michigan Department of Labor Occupational Safety Standards, as amended.

Assignments or Subcontracting

With the exception of delivery, the successful bidder shall not assign, subcontract or otherwise transfer its duties and/or obligations under this proposal, without prior written consent of the city. If the bidder anticipates that it will need to subcontract its duties in order to fulfill the contract requirements, that information must be disclosed in the bidder's response.

Fair Employment Practices

The successful bidder agrees to not discriminate against any employee or applicant for employment, to be hired in the performance of the contract with respect to hire, tenure, term, conditions or privileges of employment, or any other matter directly or indirectly related to employment, because of sex, race, color, religion, national origin, ancestry handicap or any other basis prohibited by state or federal law or regulations.

Contractor's Payment of Taxes, Permits, Etc.

The successful bidder shall be solely responsible for:

- a. Payment of wages to its work force in compliance with all federal and state laws, including the federal and state wage and hour laws.
- b. Payment of any and all FICA, unemployment contributions and other payroll-related taxes or contributions required to be paid by the successful bidder under state and federal law.
- c. Payment of all applicable federal, state, or municipal taxes, charges or permit fees, whether now in force or subsequently enacted.
- d. Payment of any and all suppliers, merchants or vendors from whom the successful bidder obtains items and materials related to the contract.

The successful bidder shall indemnify and hold the city harmless from all claims arising from the foregoing payment obligations of the successful bidder.

Damage to Persons or Property

The successful bidder also accepts sole responsibility for any damage to any person or damage to public, or private property resulting from their performance of the work, whether based on negligence or any other legal or equitable claim.

The successful bidder will protect, defend and hold harmless, the city from any and all damage, claim liability, or expenses whatsoever, or amounts paid in compromise thereof arising out of or connected with the performance of this contract, including those related to the successful bidder's (or its subcontractors') negligence.

Regulatory Grant Compliance

The above-reference project is a federal funded activity authorized under the Housing and Community Development Act of 1974. This project is NOT subject to the Davis-Bacon Act. However, all successful bidders must comply with the federal labor standards including the Copeland Anti-Kickback legislation, federal equal opportunity requirements and Section 3 of the Housing and Urban Development Act.

Enclosed is the set of documents related to compliance with federal requirements concerning Genesee County Community Development Block Grant projects/ or Federal Requirements/CDBG Requirements.

Breach of Contract and City's Right to Terminate Contract

In the event that any of the provisions of this bid and/or resulting contract are breached by the successful bidder, the city shall give written notice to the successful bidder of the breach or pattern of behavior that constitutes the breach and allow the successful bidder to resolve the breach or pattern of behavior that constitutes the breach within ten (10) calendar days of the successful bidder's receipt of notice. If the breach or pattern of behavior is not resolved, then the city manager of the City of Swartz Creek shall have the right to cancel any contract by sending written notice to the successful bidder of cancellation.

If the successful bidder should be judged bankrupt, if it should make a general assignment for the benefit of its creditors, if a receiver should be appointed on account of its insolvency, if it should persistently or repeatedly refuse to supply enough labor, materials and/or equipment to meet the scope of work of the contract, if it should persistently disregard laws of the State of Michigan and/or ordinances of the city, or if it fails to comply and fulfill its obligations under any provision of the contract resulting from its bid, the city may, without prejudice to any other right or remedy, terminate the contract immediately.

If the successful bidder fails to perform or complete the demolition and clean-up of the residential buildings as agreed or otherwise breaches its duties under this bid or the resulting contract, the successful bidder shall be reasonable for any and all costs the city incurs in obtaining satisfactory performance of the project and/or litigation costs and attorney's fees to enforce its rights under the bid and this contract. Such relief shall be in addition to any other legal and equitable remedies available to the city.

City's Right to Modify Contract

The city reserves the right to negotiate with the successful bidder for additions or modification to the order based upon the unit costs provided in order to fulfill the order, should any unforeseen changes be required to ensure the order meets applicable safety standards, MDOT standards, UTC standards, or to otherwise correct errors in quantities.

No Conflict of Interest

The bidder must provide a statement that it has no conflicting financial or professional interests and is qualified to perform the services requested.

Payment

The city shall pay for acceptable work within thirty (30) days of receipt of invoice, except that prior to approval of and final payment for the completion of the project, the successful bidder must thoroughly clear the project site and any other place affected by the work of all debris to the city's satisfaction, in the city's sole discretion.

BID FORM
SIGN BID
SWARTZ CREEK, MICHIGAN

**BID FORM
DECORATIVE SIGNS
SWARTZ CREEK, MICHIGAN**

To: The City of Swartz Creek

8083 Civic Drive

Swartz Creek, MI 48473

BID PRICE

The Bidder, having reviewed the proposed work, and having familiarized themselves with conditions affecting the cost of the work and with the requirements of the Information For Bidders, hereby agree to furnish all the materials and equipment necessary to complete the work as described in the Advertisement and Information For Bidders within the time set forth therein.

DESCRIPTION	QUANTITY	PRICE	TOTAL
ORNAMENTAL – 500 – PHB-9	14		
Pole x14	4" Black Fluted Post - length will vary	262.60	3676.40
Base x14	4" – 500 Series Post Base – Charleston Style	156.00	2184.00
Finial x14	3DC Dome Cap	10.40	145.60
Blade Holders Quantity per below	9" DLBH – 9 x (length of blade). <i>x 28</i>	218.40	6115.20
Flat Sign Backer x2	24"X8" – Four way backer	26.00	52.00
Street Name Signs per specifications	6" or 9" Extruded Blades <i>x 51</i>	37.40	2007.40
Flat Sign Backer x13	30" Stop Sign Backer <i>32"</i>	104.00	3328.00
Stop Sign x13	30" Stop Sign	33.70	438.10
All Way Signs x2	24" x 8" All Way Stop Sign <i>18x6</i>	8.00	16.00
DELIVERY OF ALL PRODUCTS TO 5121 MORRISH ROAD DURING BUSINESS HOURS (MONDAY-FRIDAY 8:00AM TO 4:30PM; EXCLUDING HOLIDAYS)	SINGLE		

Total

\$ 17,964.70

EXECUTION OF CONTRACT

Upon receipt of the Notice of Award the Bidder agrees to execute an Agreement within ten calendar days.

ACKNOWLEDGEMENT OF COMPLIANCE

The project is a federally funded activity authorized under the Housing and Community Development Act of 1974. Bidder agrees to comply with federal labor standards, including the Copeland Anti-Kickback legislation; federal equal opportunity requirements; and Section 3 of the Housing and Urban Development Act of 1968. Davis Bacon Act wages do NOT apply.

WAIVER

The Bidder does hereby represent and warrant that the price in their Bid is a complete and correct statement of the price for the work in said Bid, and further, that all other information given or furnished with this Bid is complete, correct and submitted as intended by them and does hereby waive any right or claim they may now or hereinafter have by reason of errors, mistakes or omissions made by them in said Bid.

BID NON-COLLUSIVE

The Bidder does hereby represent that their Bid is genuine and not collusive or sham, and that they have not in any manner, directly or indirectly, agreed or colluded with any other person, firm or association to submit a sham Bid or to refrain from bidding or in any way to fix this Bid or that of any other Bidder, or to secure any advantage against The City of Swartz Creek.

The Bidder does hereby represent and warrant that no officer or employee of The City of Swartz Creek is directly or indirectly interested in this Bid or in any Contract which may be made under it, or any expected profits to arise there from.

PERIOD BID GUARANTEE

The Bidder agrees that their Bid is guaranteed for a period of ninety (90) calendar days after the scheduled closing time for receipt of the Bids.

TIME OF COMPLETION

If awarded the Contract for the project, the Bidder agrees to complete the entire Work by March 31, 2021.

LEGAL STATUS OF BIDDER

The Bidder declares the following legal status: (Check One)

A Corporation organized and existing under the laws of the State of Michigan

A Partnership consisting of the following partners:

An individual doing business as:

AUTHORIZED SIGNATURE OF BIDDER

Firm Name: Dornbos Sign, Inc

By: Andrea Johnston

Title: Office Manager

Business Address: 619 W Harris St
Charlotte M: 48813
(City, State, Zip Code)
517-543-4000

BID TABULATION SHEET

Opened by:
Witness:

*Cornie Olger
Adam Zettel*

Date:
Time:
Opened at:

*10/29/20
2:07
City Hall*

Bidding for:

City Council Packet

Name and address of bidder

*Dynbos Sign Inc
299 W. Hanks St.
Charlotte Nc. 48813*

Bid Amount

\$17964.70

Remarks

517-543-4000

THE SWARTZ CREEK AREA FIRE BOARD

BY- LAWS

ARTICLE I

Organization:

The City of Swartz Creek and the Township of Clayton, located in the county of Genesee, State of Michigan, pursuant to the provisions of MSA 5.2640(6), created a joint Board for uniform and orderly control of fire protection, fire department practices and organizations and financing within the territorial limits of the municipalities of the city of Swartz Creek and the Township of Clayton.

ARTICLE II

Name:

The name of this Board shall be THE SWARTZ CREEK AREA FIRE BOARD, hereinafter referred to as the Board, and the Board members shall be appointed pursuant to an agreement between the municipalities.

ARTICLE III

Purpose:

The purpose of the Board is to establish and maintain an on-call fire department; to organize and maintain fire companies; recommend appointment of a Chief to each municipality; to make and establish rules and regulations for the government of the department, employees, firefighters and officers thereof and for the care and management of the engines, apparatus, property and buildings pertaining to the department, and the prescribing of the powers and duties of such employees, officers and firefighters.

The purpose of the Fire Department is to promote public safety, specifically in the public's need for fire suppression, prevention, and public education about fire safety. The Department shall also perform such other public safety functions as are particularly suited to the equipment and training of the department's personnel as determined by law and as determined by the Swartz Creek Area Fire Board.

The Swartz Creek Area Fire Department operates under an inter-governmental compact. In the event that the rights and duties of the Fire department or any governmental unit covered by the Fire Department's service area are questioned or refused the Chief of the Department shall notify the Fire Board Chairperson who may place the item initiating such inquiry on the Fire Board Agenda or may notify the governmental unit(s) covered by the Fire Department of the need for a meeting to resolve the issues of inter-governmental co-operation affecting the Fire Department.

ARTICLE IV

Officers:

- Section 1: The officers of the Board shall be the Chairperson, Vice-Chairperson, and Secretary-Treasurer.
Section 2: At the April meeting each year the Board shall elect the officers to serve for the term of one (1) year.
Section 3: Duties of Officers:

(A) Chairperson

The Chairperson shall be the Chief Executive Officer of the Board, and it shall be his/her responsibility to supervise and coordinate all activities of the Board, and to preside at all meetings of the Board, and he/she shall appoint appropriate committees for the conduct of the activities of the Board, and he/she shall require reports from all such appointed committees at the April meeting or at such other times as the Chairperson shall determine to be necessary.

(B) Vice-Chairperson

The Vice-Chairperson shall, in the absence of the Chairperson, act as Chairperson and assume all the duties pertaining to the Chairperson.

(C) Secretary/Treasurer

(1) The Secretary shall be responsible for the records, books, paper and official documents of the Board. The Secretary shall prepare or cause to be prepared at the Secretary's direction the book of records of Board minutes of the proceedings of every Board meeting and shall cause such records to be entered into the Board's official record book. The Secretary shall also cause to be maintained a record of the By-laws, all rules and regulations of the department and all contracts of the department.

The official books and records of the Board shall be maintained at the fire department under the control and direction of the Secretary of the Board. The Secretary shall verify Board action and perform such other tasks as are required by the laws of the State of Michigan.

(2) All checks drawn on the Fire Department shall bear two signatures to be valid. **A signature sheet will also be included with the initials of the signers on all bills. Appendix A)** The Treasurer and the Chief of the department shall be primarily responsible as signatories and shall routinely provide the two signatures on the checks. The Chair and Vice-Chair may be signatories on the checks to provide the efficient administration of the department and may sign instead of the treasurer and the Chief of the department or the Treasurer or the Chief of the department.

Additionally, the authorized signatories for Department checks shall be bonded. The Treasurer shall provide a bond for the faithful discharge of all of the duties of Treasurer in such sums and with such surety or sureties as the Department Board shall determine to be sufficient. The expense of providing bonds shall be paid by the Fire Department.

The Treasurer shall be responsible for the overseeing the effective administration of the department's finances including the following:

- (a) Control of all funds, securities and assets of the Department.
- (b) Overseeing procedures to receive and give receipts for monies due and payable to the Department from any source whatsoever, and overseeing and revealing deposits all such monies in the name of the Department, Trust Company, or other depositories as shall be selected in accordance with the decisions of the Fire Board and in accordance with state law;
- (c) To oversee the general performance of all the duties incident to the office of Treasurer and other such duties as from time to time may be assigned to the Fire Board.

(3) The Fire department Chief shall develop policies to regulate the method of approval of the expenditures of all other fire department funds including electronic payments, said policies shall include a record of two approvals by authorized officials of the fire department and the same bonding requirement as signatories for department checks. The policies may not be put into effect until after the policies have been approved by the Swartz Creek Area Fire Board.

ARTICLE V

Section 1:

All meetings of the Board shall be advertised by posting at the fire stations as to the place and time and shall be open to the general public. A summary of business conducted at a Fire Board meeting shall be available in the fire department office as soon as possible following the meeting.

Section 2:

The Board, unless a quorum is not available, shall meet at least once a month, such meetings to be held the third Monday of each month at a fire station, unless a different time and place is designated by the Chairperson. Firefighters will be permitted to express their opinions at these meetings. (Comments of Department Personnel {Through the Chief and/or his/her Designates}) And Chain Of Command Appeal To The Board.

Section 3: Special Meetings;

- (a) Special meetings of the board may be held at such times and places as may be set by the Board at any regular meeting or, in the discretion of the Chairperson, when it appears advisable. Upon the call of the Chairperson of a Special Meeting, the Secretary shall give notice of the time and place of such meeting to each Board member either in person or by leaving a written notice at his/her address, such notice to be delivered at least 24 hours before such meeting is to be held.
- (b) A Special Meeting may be called by any three (3) members by giving three (3) days advance notice in writing to each member

of the Board and such notice shall specify the reasons for such meeting and the time and place and be called in accordance with the requirements of the Open Meetings Act.

- (c) The Chairperson shall have the right to call a Special Meeting of the Board under the provisions of Section 3 (a) when requested by the Chief for the purpose of a hearing.

Section 4: Executive Sessions;

- (a) Executive sessions shall be discouraged and may only be held for matters authorized by general State laws, as may be amended from time to time.
- (b) All members of the Board entering any Executive session shall be informed of the reason for such meeting.
- (c) The Chairperson or Board member may ask for an Executive meeting after a determination that the executive session requested may be held in compliance with the provisions of the Open Meetings Act.
- (d) No official action of any kind shall take place at an Executive session.

Section 5: Quorum:

A Quorum shall be a minimum of five (5) members with at least one member each from the City of Swartz Creek, and Clayton Township for all purposes. ~~in the By-~~

~~Laws.~~ Section 6: Rules of Order;

- (a) Robert Rules of Order shall govern all meetings of the Board.
- (b) The following shall be the Order of Business at all meetings, unless the rules are suspended by an affirmative vote of five members:
1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Approval of the Agenda
 - ~~2~~5. Approval of Minutes
 - ~~3~~6. Correspondence
 - ~~4~~7. Professional Service Report (Accountant, Attorney, and/or Consultants, Financial Report, Bills)
 8. Committee Reports (Listing Chair)
 - ~~5~~9. Old Business
 - ~~6~~10. New Business
 - ~~7~~11. General Information
 - ~~8~~12. Open to Public
 - ~~9~~13. Comments of Department Personnel (through the Chief and/or his/her designates)
 - ~~10~~14. Chain of Command Appeal to the Board
 - ~~11~~15. Comments of the Board
 - ~~12~~16. Adjournment of Meeting

ARTICLE VI

Executive Duties

Section 1: Administration:

- (a) The Board shall recommend a Fire Chief who shall serve at the pleasure of the Board.
- (b) The Fire Chief shall be an ex-officio member of the Board and shall be present at all regular and special meetings. In his/her absence, he/she shall designate an officer of the Fire Department to represent him/her.

Section 2: Authority:

- (a) No member of the Board shall exercise any authority whatsoever as an individual.
- (b) All authority shall rest with the Board acting as a committee of the whole.
- (c) The Board shall exercise its authority ~~only~~ through the Fire Chief or his/her designated representative.
- (d) The Board shall promulgate general rules, and orders, as they are needed to assure the efficient operation of the Fire Department.
- (e) All rules and orders promulgated by the Board shall be in writing and made available to any member of the Fire Department.
- (f) The Fire Board may hold a Special Joint Meeting with the Firefighters, at the discretion of the Board. The Joint Meeting will be held for the purpose of collectively and cooperatively discussing Swartz Creek Area Fire Department operations and developing an appraisal of Department's effectiveness. Rules of the Chain of Command ~~shall~~ ~~may~~ be suspended permitting

unreserved comment by the Firefighters, ~~restricted only by accepted rules of order~~. Appropriate Board Action relative to the discussion may be taken.

ARTICLE VII

1. Alterations or amendments to these By-Laws, must be proposed in writing at a stated meeting of the Board. A vote can only be taken at the next meeting and must be adopted by an affirmative vote of five (5) members, before the proposed alteration or Amendment shall be enacted. Proposed by law alterations shall be submitted for municipal approval.

Appendix A

PURCHASE ORDER

TO:

DATE:

INVOICE #	DATE	QUANTITY	DESCRIPTION	PRICE PER UNIT	AMOUNT

Fire Chief

Board Treasurer