

**City of Swartz Creek
AGENDA**

**Virtual Council Meeting, Monday, February 22, 2021, 7:00 P.M.
Paul D. Bueche Municipal Building, 8083 Civic Drive Swartz Creek, Michigan 48473**

1. **CALL TO ORDER**
2. **INVOCATION:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**
4A. Council Meeting of February 8, 2021 MOTION Pg. 26
5. **APPROVE AGENDA:**
5A. Proposed / Amended Agenda MOTION Pg. 1
6. **REPORTS & COMMUNICATIONS:**
6A. City Manager's Report MOTION Pg. 8
6B. Staff Reports & Meeting Minutes Pg. 31
6C. Election Commission Minutes Pg. 44
6D. USDA Phase II Application Proposal Pg. 45
7. **MEETING OPENED TO THE PUBLIC:**
7A. General Public Comments
8. **COUNCIL BUSINESS:**
8A. Election Worker Hazard Pay RESO Pg. 23
8B. Engineering Proposal RESO Pg. 24
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION Pg. 25

Next Month Calendar

Metro Police Board:	Wednesday, February 24, 2021, 10:00 a.m., (Virtual)
Planning Commission:	Tuesday, March 2, 2021, 7:00 p.m., PDBMB (Virtual)
Park Board:	Wednesday, March 3, 2021, 5:30 p.m., PDBMB (Virtual)
City Council:	Monday, March 8, 2021, 7:00 p.m., PDBMB (Virtual)
Downtown Development Authority:	Thursday, March 11, 2021, 6:00 p.m., PDBMB (Virtual)
Fire Board:	Monday, March 15, 2021, 6:00 p.m., (Virtual)
Zoning Board of Appeals:	Wednesday, March 17, 2021, 6:00 p.m., PDBMB (Virtual)
City Council:	Monday, March 22, 2021, 7:00 p.m., PDBMB (Virtual)

City of Swartz Creek Mission Statement

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

City of Swartz Creek Values

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

Honesty, Integrity and Fairness

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

Fiscal Responsibility

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

Public Service

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

Embrace Employee Diversity and Employee Contribution, Development and Safety

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

Expect Excellence

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

Respect the Dignity of Others

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

Promote Protective Thinking and Innovative Suggestions

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

**CITY OF SWARTZ CREEK
VIRTUAL REGULAR CITY COUNCIL MEETING ACCESS INSTRUCTIONS
MONDAY, FEBRUARY 22, 2021, 7:00 P.M.**

The regular virtual meeting of the City of Swartz Creek city council is scheduled for **February 22, 2021** starting at 7:00 p.m. and will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 and rules promulgated by the Michigan Department of Health and Human Services.

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

Zoom Instructions for Participants

To join the conference by phone:

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

Before a videoconference:

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

To join the videoconference:

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

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

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

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

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



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

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

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

Connie Olger is inviting you to a scheduled Zoom meeting.

Topic: Swartz Creek City Council Meeting

Time: February 22, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/5699610014>

Meeting ID: 569 961 0014

One tap mobile

+13126266799,,5699610014# US (Chicago)

+19292056099,,5699610014# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 569 961 0014

Find your local number: <https://us02web.zoom.us/u/kedFRqg7ij>

If you have any further questions or concern, please contact 810-429-2766 or email colger@cityofswartzcreek.org.

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

CITY OF SWARTZ CREEK VIRTUAL (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 non-regularly 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 virtual application or by dialing *9 on their phone, if applicable.

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 as appropriate on the digital application.

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.

City of Swartz Creek
CITY MANAGER'S REPORT
Regular Council Meeting of Monday, February 22, 2021 - 7:00 P.M.

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

FROM: Adam Zettel, City Manager

DATE: February 16, 2021

ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

✓ **MICHIGAN TAX TRIBUNAL APPEALS** *(No Change in Status)*

We have an appeal filed for an office at 5376 Miller Road. An appraisal for this property has been completed by Kevin Groves Appraisals, Inc. We have a hearing date, but may be able to settle beforehand based upon our data. I will keep the council informed on the progress of this appeal.

Another appeal is for Family Farm and Home. This is part of a disturbing trend we are hearing about in which businesses use the economy of the COVID year to set their taxable values substantially lower, knowing that they cannot improve with the economy during a rebound (Proposal A). What is more disturbing is that some industries saw banner years, fast food and yard/hardware among them, however the appeals are still coming in.

✓ **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. The project is slated to be complete in 2022, one year after the water main installation in this area. We are proceeding with preliminary engineering for this project. The engineers have included work scope regarding our desire to widen Paul Fortino to the north so that a left turn lane may be added. We expect this will occur whether or not the townhome project proceeds.

In addition, we expect to ramp up with the next round of TIP submissions. This is the phase in which we request funding of specific major streets through the federal programs next three year cycle. Andy and I have been working on a strategy, and we believe we have no choice but to submit Miller Road (Morrish to N. Seymour) and ONLY this segment. In the past, we have submitted other major streets as backup. While they have been funded (Morrish and Fairchild), we have not been adequately addressing our largest and most crucial asset.

As such, we propose completing PE for Miller Road early and keeping it as a standby project for other unspent TIP funds in the county (e.g. if the GCRC or another community in Genesee receives funding for a project but cannot complete it for some reason, a 'shovel-ready' project can take its place). Doing so will put our project on stand by and also demonstrate to the selection committee the degree of

our commitment to having Miller Road funded in the next cycle. We will have a proposal before the council to consider in February.

Lastly, the county has put Miller and Elms intersection on a short list for potential roundabout candidates. It is unclear if there will be any additional funds (safety, air quality, or other). However, we are taking the first steps to take this into consideration. This intersection certainly poses some safety and efficiency issues.

✓ **STREET PROJECT UPDATES** *(No Change in Status)*

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 this 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)*

We are ramping up for a new slate of inspections, cleaning, and lining. Revenues and fund balance are still adequate for an aggressive program. This is true even with the added expense of the District 3 expansion. All of this is good because we have learned that there is more clay pipe in the system than we originally thought, including Springbrook.

With that said, we are going to include more routine cleanings and inspections on an annual basis. Previously, these were limited to inspections in our capital improvement program or to high grease/high problem areas. However, we would like to revisit lines every 10 years instead of every 20. For select lines, the frequency is as high as one year.

Andy and our contractor will be compiling a list of projects for this coming year. This may result in budgetary adjustments. However, the funds and work are both present, so we wish to proceed.

Note that we also intend to apply for funds that may help with storm sewer disconnections. This is part of the massive Inflow and Infiltration (I&I) program that the county must undertake. I&I enables stormwater to enter the sanitary sewer and results in high volumes (up to 10x normal flow), which impact the treatment facility

and transmission lines can be overwhelmed. As such, we have been working to eliminate I&I by lining clay pipes, sealing manholes, and removing direct inflow (home weep tile, business roof drains, etc.).

We hope to secure the noted grant to be able to eliminate weep tile connections as we come across them. Most of them are in Winchester Village, and they are responsible for most of our I&I. While our I&I is not relatively bad, it can still cause problems. The grant could save a homeowner up to \$10,000 for such a disconnection.

We continue to work on GIS mapping updates for all sewer system attributes.

✓ **SEWER CAPACITY INITIATIVE (Update)**

The Springbrook easement has been approved. We are looking to have this executed so we can proceed with county and state reviews.

The previous report follows:

ROWE has a potential solution for the district three capacity problem. They recommend a by-pass of specific portions of the collection system that function as a choke point through the installation of a larger capacity sewer line. This will require a sizable construction effort, approaching \$500,000. It will also require cooperation with Springbrook Home Owners Association, the United Methodist Church, and the Masonic Lodge. I am hopeful all those property owners will be agreeable and have been communicating with all three groups, with positive feedback.

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

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

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

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

After another consultation with the engineers, Mr. Harris and I recommend we pursue another round of funding (loans with a small chance of additional grants). This will help us afford the remainder of the Winchester Village Streets:

Greenleaf

Winshall
Durwood
Norbury
Whitney
Seymour (South of Miller)

If we are going to do this, we may need to skip a street reconstruction in 2022 so that the USDA process is ready to go. The upside is that 2023 and 2024 could see the total completion of all Village water main and streets. Doing so will also require another street bond. This is something we can probably arrange for ten years like we did with the first segment of road work.

We are looking at the numbers now. The idea is to balance our reliable revenues with the cost of borrowing and the benefits of completing a larger scope of work in a timely manner. A proposal form OHM is in the packet. This is to conduct the application to USDA only. Design services will follow, and costs/fees associated with other services, such as legal, are separate.

If the application is approved, we will know our obligations towards additional notes or access to grants. We can then formalize a workable financial and construction plan to finish the Village streets and water main. I have included a resolution to proceed and support this strongly. I think we have a lot to gain.

Work is complete on:

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

The majority of water main has been installed from Tallmadge to Dye however the Contractor will be returning this year to complete the connection near Dye Road and install water services.

The water main installation on Bristol from Elms to Miller is nearing completion. Once main is complete and all tests have passed the Contractor will begin working on services along both Miller and Bristol Roads. There is one section of main on Miller near Dye that still needs to be installed. That work will require a portion of Miller Road to be removed and will be completed this spring to minimize the amount of time of having an unpaved travel lane.

The Contractor is going to begin tree removal in the Village in the next week or two when weather is accommodating. The limits of removal will be on Oakview and Chelmsford from Daval to Seymour.

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 this 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.

✓ **WATER SYSTEM MASTER PLAN** *(No Change in Status)*

The city must complete a Water System Master Plan by mid-2021 for compliance with America's Water Infrastructure Act of 2018 (AWIA). The city must also update a Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP). The Water System Master Plan will address the requirements of the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Safe Drinking Water Act (Act 399) for both the Water Reliability Study (Part 12) and General Plan (Part 16) portions.

This Water Master plan will ultimately be used by the City to address high-priority asset needs that are critical to the City's infrastructure performance, hydraulic capacity, and planning for future capital and operating expenditures. The City last completed an update in 2013.

Under AWIA, the RRA & ERP must certify to the Environmental Protection Agency (EPA) that the RRA has been completed by June 30, 2021. The certification that the ERP has been completed is due 6 months after RRA certification. The RRA identifies key water system assets and potential threats to those assets, and the Emergency Response Plan identifies the procedures and processes the City will employ to address the identified threats.

The investigation and analysis to complete these tasks is highly sophisticated. As such, we have retained OHM to provide these studies and reports. They are at work on the matter.

✓ **UTILITY BILL PENALTIES, INTEREST, AND TURN OFFS** *(No Change in Status)*

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. In fact,

the state does not allow shut offs due to COVID. 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 January (winter) edition of the newsletter is out. Let us know what you think.

✓ **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 has been recommended for funding through the **DNR Trust funds for 2021 construction of the Genesee Valley Trail**. The MDOT grant is conditionally awarded. We hope to combine this with the Safe Routes to School initiative for 2021 construction.
2. The **raceway did not benefit from any last minute 2020 state statutory changes**. The owner may be looking to repurpose the site at this point, but he has not affirmed that yet. I have debriefed with Senator Ananich and Mr. Schafer, and they plan to reconvene this month to go over the prospect for 2021 legislation. If it does not appear highly favorable, I suspect we will be looking at working with Mr. Schafer to plan and market the site for a new use.
3. Communities First has a purchase option for **Mary Crapo**. This option has apparently been extended by the School Board for one year as of this month. Their first application was denied. 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.
4. The **school bond** passed and many improvements are expected in 2020 throughout the district. Total investment for this effort will exceed \$50 million over two to three years. Work has commenced on Syring and Elms School, as well as the high school athletic complex. Plans are being submitted for the Middle School. The schools in the city are in a rigorous state of improvement at the moment. It also appears that the school will be adding a walking path on their high school campus that should be integrated with other pedestrian features.
5. **Street repair in 2020** is 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** is finalizing a survey plan for the master deed. This is a crucial step. Once done, the property can be transferred and building commenced. The 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. 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 Spring. I expect an application for connect fee waivers.
8. The next **Springbrook East** phase is under construction. They have pulled their first home permit.

✓ **TRAILS** (*No Change in Status*)

We sent offers to GM and the other property owner, both of which have not granted needed easements for the trail construction. We have not heard back. Upon expiration of the offer, our counsel will take further steps.

The DNR is recommending funding of the Trust Fund grant application in the amount of \$300,000! This is fantastic news which should cover the absolute lion's share of the construction amount. As always, the bids could come in high or construction change orders could add costs, but we are definitely in a good spot. I suspect high exposure will be \$150,000 of local funds at this point. Hopefully, this will cover most of it!

There are some trees that will need to be removed for this project. Due to MDOT restrictions on scheduling tree removal, the City accepted bids on 2/16/2021 for removal of trees within the project limits. This work will be completed outside of the MDOT contract to allow for more flexibility with regard to contractor scheduling. The Council will be presented with a recommendation in the near future.

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

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 attorney has proof of funds for a substantial rent payment. This occurred on February 9th. As such, the hearing is being delayed for two weeks pending the settlement of those funds and payment to the city. We will report more as soon as we know more.

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

The school is continuing to work on most facilities. Major efforts underway include the admin building. Much site and building work at the city elementary schools is finishing up, as are the athletic facilities. More work on the high school and middle school campuses is slated for 2021. It appears there will be a series of trails near the high school campus.

✓ **CDBG** *(No Change in Status)*

Applications were submitted prior to the due date of January 15th. The amount of funding available for the 2022-2024 cycle is \$42,025. 15% will go towards senior services and 85% will go towards new downtown residential neighborhood sidewalks.

We have accepted 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 will 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.

- ✓ **SAFE ROUTES TO SCHOOL** *(No Change of Status)*
A conditional award has been made by the MDOT! We have also funded and awarded engineering for this effort. This is a substantial 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.

- ✓ **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.

- ✓ **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.

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

Our operational status, including open meetings being virtual, has not changed. However, business restrictions are loosening as caseloads continue to drop off November highs. The vaccine is also in play, with Metro and the SCAFD having willing staff able to receive doses. Our water system operators are now eligible, but vaccine supplies are limited in Michigan.

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

The future of this property was put before the Planning Commission on February 2nd. The commission deliberated some options, and is leaning towards marketing and selling the house as a live-work residence. Mr. Zuniga is going to provide more information at the next meeting that can help pinpoint a vision.

For the time being, the commission has no objection with acquiring an easement, with the understanding that they are leaning towards a sale sometime in 2021, one way or another. If there is not an objection, I will seek a quote from one of our engineers to do this and bring that to the council.

✓ **MASTER PLAN UPDATE** *(No Change in 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.

We need to get this process underway. There are two circumstances that should settle prior to commencing. We need a final disposition on the raceway, and we need a better open meeting environment. Once the raceway is known, we will have a better idea of the plan scope. We can then decide whether to do this in-house like last time or to contract the service out.

✓ **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** *(No Change of Status)*

The raceway friendly legislation is not going through this year. Senator Ananich indicates he has a strategy for doing so in 2021, but the owner may not have any

interest in waiting longer. In fact, their previous statements indicated that they would like to move on if there was not legislation in place by January of 2021. I have debriefed with Senator Ananich and Mr. Schafer, and they plan to reconvene this month to go over the prospect for 2021 legislation. If it does not appear highly favorable, I suspect we will be looking at working with Mr. Schafer to plan and market the site for a new use.

I hope to have a clear strategy quickly. I believe that an option to pursue further legislation has a small chance of success, leaving us in a stagnant situation which we have little control over. If the owner chooses to redevelop the site, we will be very involved and busy indeed. I suspect the community is more than able and willing to play that role. I will keep the council informed.

✓ **SPRINGBROOK HYDRANT** *(No Change in Status)*

The association decided to hold off on hydrant replacement for the time being. It appears they will consult with their attorney for advice. I have forwarded them the utility agreement they have with the city. The previous report follows:

We have a cost to relocate the Springbrook hydrant. The homeowners association (HOA) is considering whether they find this work worth the effort to contribute half of the cost. At this point, they indicated that they do not, so we will consider this matter closed unless council wishes to revisit this. If the HOA has a change of heart, I suspect they will request that the city council cover the other half of the expense and proceed.

Background: the water system in Springbrook was originally a private common area element of the association. At the request of the state regulatory agencies, the city took over the system about a decade ago. The city now owns, operates, and maintains the system. However, the city is not responsible for common area elements above or around the water system. The reason for this is that the construction of the system was not carried out to city standards. As such, the HOA is responsible for those features.

This brings us to the hydrant. The hydrant exists about two inches from an existing driveway. This is a preexisting conflict that is getting new attention. The driveway cannot reasonable be relocated or reduced, but the hydrant can. However, given the terms of operation, the city should not bear responsibility for the apparent conflict between the public system and a common area element.

With that said, the HOA has verbally inquired about the likelihood of sharing the burden. This is worth considering. As far as we can tell, this is the only such obvious conflict. Moving the hydrant certainly makes sense and can reduce a future repair on our end. However, expending such dollars to eliminate a common element conflict sets a bad precedent. Therefore, splitting the cost may be a good compromise. I will report what the HOA decides. Council will then be able to make a decision.

✓ **WASTE BIDS** *(No Change of Status)*

Our contract with Republic expires July 1, 2021. We are seeking new bids for full refuse, recycling, and yard waste. We are also seeking bids for both automated and traditional/manual collection methods. As council is aware, we have had a tough time managing the rising complaints from the service performed by Republic. It is unclear

if the automated service is playing a role or if other factors are in play. There is clear evidence for both. As such, we are seeking both to compare side-by-side.

Bids are available to be viewed if requested. We are aware of four bid holders at the moment, including Republic. However, bid specifications have not been posted publicly. This ensures that we maintain a comprehensive bid list for the purposes of communicating addendums.

Bids are due back on February 24th. Once in, we will communicate the results to the city council. The council can choose to select one or set a more rigorous review process to determine the award.

✓ **FIRE DEPARTMENT SERVICES (Update)**

The fire department is proceeding with a detailed operational plan for implementation of medical runs. I expect we will see this again if/when there is a budget amendment required. If there is not such an amendment, good for them (and us)!

The chief proposes a program would restrict medical responses to one or two fire personnel per run. This is a great reduction from some departments that have up to twenty people on the payroll for a call. The department would license two vehicles only. After initial costs, which he is still investigating, he estimates a yearly increase of about \$1500 a year per municipality.

✓ **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 in Status)**

The Planning Commission met on February 2, 2021. In addition to the discussion on 8067 Miller Road (above), the commission held their annual meeting. They maintained the same slate of officers, with Wyatt as Chair, Novak as Vice-Chair, and Farmer as Secretary. They also approved the 2020 annual report, which is included in the packet.

Note that there was some confusion within the Zoom meeting (propelled by myself). It appears that Mr. Grimes (current PC member) was not in attendance, but Mr. Hicks (not on PC) was. Given Mr. Hick's place on other boards and commissions, I confused him for a participating member in placed of Mr. Grimes. Since all votes were unanimous voice votes, there is no meaningful impact. However, it should be noted (I am embarrassed).

The next meeting is March 2nd.

✓ **DOWNTOWN DEVELOPMENT AUTHORITY (Update)**

The DDA met on February 11. It took 25 minutes to get a quorum of 5 of 9 members. The board discussed current happenings and opted to seek a call for projects for the façade improvement program. Their next meeting is scheduled for March 11.

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

There was a sign variance request heard at the January 20, 2021 meeting. The LED wall sign at Letavis was approved as installed, condition upon the forfeiture of all ground sign rights.

✓ **PARKS AND RECREATION COMMISSION** *(No Change in Status)*

The Park Board met on February 3rd. They approved the donation of a white pine tree and memorial stone for Elms Park. Since forestry and memorials are existing and common features of the park, I am not sure if this requires council approval. We can discuss this and vote on it if needed.

The park board also deliberated on an event that some Swartz Creek students are seeking to hold at the park. The students normally do a Special Olympics polar plunge in Fenton, but they cannot use the facility this year due to COVID. They originally desired to hold a slip and slide at Elms Park, seeking to use our tarp and restrooms.

After discussion, it was found that a sprinkler event (performed by the SCAFD & with paramedics onsite) would be safer, cleaner, and less risky to the public and city. This is planned for February 27th. It is expected to have about 30 participants and last 45 minutes. The school mentor, Special Olympics liaison, and SCAFD will be onsite. The city will not have any staff, equipment, or restroom involvement. However, feel free to go freeze yourself for a good cause!

Their next meeting is March 4th.

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

The Board of Review will convene in March.

At the December Board of Review, they had a total of twelve petitions, including veterans' exemptions, Principle Residence Exemptions (PREs), and a couple of recappings from people that hadn't filed PTAs. The Sanctuary of Swartz Creek also had an attorney appeal their exemption status for 2019. It was denied for the same reason that the assessor had denied it, that the people owned it along with the church.

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

If you haven't heard already the two ballot proposals on the May 4 ballot are: 911 telephone surcharge renewal of \$1.86 per line and the new 0.94-mill property tax request from Genesee Health System for mental health services. Nothing further to report other than getting ready for another election.

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

The past couple of weeks have been relatively quiet with the exception of the snowstorm on February 16. Our crews were in early that day and the roads within the City were clear by morning. As a reminder, please respect the snow plows when you see them on the road. Our number one goal is to provide safe roadways for users.

Please have patience and allow extra space when sharing the road with the snow removal equipment.

It was noted in the agenda a couple weeks ago but we have moved forward with ordering a new plow truck! This will be equipped with a side wing plow which you may have seen on many of the road commission's trucks and will provide better coverage for Miller and Seymour Roads. We're excited to update the fleet however the truck won't be here until late this year or early next year.

✓ **TREASURER UPDATE (Update)**

Preliminary work on the draft budget for fiscal year 2021-2022 is in progress. The majority of changes needed to the chart of accounts to align it with the new uniform chart of accounts approved by the Michigan Treasury Department in November 2020 have been identified. Some of these changes will be noticeable in the next fiscal year budget. Routine duties were performed including but not limited to writing and processing routine journal entries, processing tax distributions, bank wires, review of accounts payable invoices, preparation and review of payroll remittance payments, processing of utility billing payment arrangements, and other financial matters impacting the city.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

✓ **ELECTION WAGES (Business Item)**

The Swartz Creek Election Commission met on February 11, 2021. The commission voted unanimously to recommend another increase of pay for each election inspector. The increase is an additional \$25.00 hazard pay for the May 4, 2021 election due to COVID -19 Pandemic.

Given our difficulties in sustaining adequate election worker numbers in these uncertain times, this was an important facet of the November general election function. Mrs. Olger wishes to continue this for the next election. A resolution is included in the packet that will establish these rates. We are very grateful to have the dedicated election workers that we have, and we owe many thanks to the staff and folks that work hard to make the Creek elections safe, predictable, and comfortable for the inspectors.

Council Questions, Inquiries, Requests, Comments, and Notes

Council Packet: This is obviously a light packet. I am out of the office from the 17th to the 19th, so the packet was released early, limiting business and reports. There MAY be some additions on Monday.

Underground Security Company: We took a look at the inventory. It is an extensive list of pretty old records in microfiche. Given the cost of about \$170 per year, we made the decision to continue with the storage. It is not worth the time (money) to sort through what is there, especially since some of the records will undoubtedly need to be maintained anyway. If you wish to see the contents, let myself or Connie know.

Notable Code Issues: Our attorney is pushing a court date as quickly as possible on the Miller Road camping; we hope to have demolition permits for

the homes on Miller by Elms that are blighted soon; we are working on one unpermitted sign (Burkeshire).

**City of Swartz Creek
RESOLUTIONS**

Virtual Regular Council Meeting, Monday, February 22, 2021, 7:00 P.M.

Motion No. 210222-4A

MINUTES – February 8, 2021

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, February 8, 2021, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 210222-5A

AGENDA APPROVAL

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of February 22, 2021, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 210222-6A

CITY MANAGER’S REPORT

Motion by Councilmember: _____

I Move the Swartz Creek City Council accept the City Manager’s Report of February 22, 2021, including reports and communications, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 210208-8A

**RESOLUTION TO APPROVE TEMPORARY PAY
INCREASES FOR ELECTION WORKERS**

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek was notified by Genesee County that the Genesee County Board of Commissioners voted to place two countywide proposals on the May 4, 2021 ballot.

WHEREAS, the City of Swartz Creek Election Commission met on February 11, 2021 and voted unanimously to recommend an increase of pay to each election inspector an additional \$25.00 hazard pay for the May 4, 2021 election due to the COVID 19 Pandemic.

THEREFORE BE IT RESOLVED, the Swartz Creek City Council hereby authorizes each election inspector receives an additional \$25.00 hazard pay for the May 4, 2021 election due to the COVID 19 Pandemic, effective February 22, 2021.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 210222-8B

RESOLUTION TO APPROVE PROFESSIONAL SERVICES TO CREATE AND SUBMIT APPLICATION TO THE USDA FOR GRANT AND LOAN ASSISTANCE RELATED TO WATER MAIN REPLACEMENT

Motion by Councilmember: _____

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

WHEREAS, the city is replacing streets, water main, and other public improvements as part of an ongoing investment strategy, and

WHEREAS, the city provides local and transmission water main that serves city residents and area residents alike, and

WHEREAS, the city applied for and received a USDA grant and low interest loan for replacement main on Miller, Bristol, Morrish, Oakview, Oxford, and Chelmsford, and

WHEREAS, the city continues to qualify for such loans and/or grants that would defray some of the expense of providing for this local and regional water main infrastructure, and

WHEREAS, application for such grants and loans is an involved process, requiring the technical input of a professional engineer, and

WHEREAS, OHM Advisors, functioning as the city's consultant engineer, delivered a proposal, dated February 15, 2021 to provide such services.

NOW, THEREFORE BE IT RESOLVED that the City of Swartz Creek City Council accepts the proposal from OHM in the amount of \$13,160 for the noted services.

BE IT FURTHER RESOLVED that the City of Swartz Creek directs the Treasurer to apportion expenses from the water fund.

BE IT FURTHER RESOLVED, that the City Council directs the Mayor to execute said proposal on behalf of the city.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 210222-11A

ADJOURN

Motion by Councilmember: _____

I Move the Swartz Creek City Council adjourn the regular council meeting of February 22, 2021, and set Zoom as the venue for the next regularly scheduled council meeting of March 8, 2021.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR (VIRTUAL) COUNCIL MEETING
DATE 2/08/2021**

The virtual meeting was called to order at 7:00 p.m. by Mayor Krueger.

Invocation and Pledge of Allegiance.

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

Councilmembers Absent: None.

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

Others Present: Lania Rocha, Steve Tabit, Bob Plumb, Rebecca Bosas, Dave Plumb, Steve Long.

APPROVAL OF MINUTES

Resolution No. 210208-01

(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 January 25, 2021 to be circulated and placed on file.

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

APPROVAL OF AGENDA

Resolution No. 210208-02

(Carried)

Motion by Councilmember Fountain
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Agenda as, printed for the Regular Council Meeting of February 8, 2021, to be circulated and placed on file.

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

CITY MANAGER'S REPORT

Resolution No. 210208-03

(Carried)

Motion by Councilmember Farmer
Second by Councilmember Gilbert

I Move the Swartz Creek City Council accept the City Manager’s Report of February 8, 2021 as amended, including reports and communications to be circulated and placed on file.

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

MEETING OPENED TO THE PUBLIC:

None.

COUNCIL BUSINESS:

RESOLUTION TO APPROVE A NEW JOB DESCRIPTION FOR USE BY THE SWARTZ CREEK AREA FIRE DEPARTMENT

Resolution No. 210208-04

(Carried)

Motion by Mayor Pro Tem Hicks
Second by Councilmember Henry

WHEREAS, the city provides fire protection via an interlocal agreement with the Township of Clayton, vesting the Swartz Creek Area Fire Board with certain rights to operate the area fire service; and

WHEREAS, the SCAFB approved a new job description, Vehicle Maintenance Specialist, that can be held by a civilian member of the fire department; and

WHEREAS, the addition of this job description does not coincide with any budgetary changes; and

WHEREAS, the SCAFB is seeking affirmation of the new description from the Swartz Creek City Council and the Township of Clayton Board of Trustees.

NOW, THEREFORE BE IT RESOLVED that the City of Swartz Creek approves the Vehicle Maintenance Specialist job description as included in the February 8, 2021 city council packet, and as may be amended by the SCAFB from time to time.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

FIRE DEPARTMENT MEDICAL RUNS

DISCUSSION

Chief Plumb brought up the guest who came to a council meeting back in 2019 and proposed the fire department do medical runs. Since then Chief Plumb has been doing some research on this. In the late 80's to early 90's the fire department did medical calls. Then an ambulance service was brought into the city. Over the years several changes have taken place and response times have been an issue. He believes we can cut down on response times by offering medical runs. He is not sure if this will be a short term or long term process, but with the increase of calls we have had in 2019 & 2020 he believes it would be beneficial. This would mean the fire department would be dispatched by 911 to Tier 1 calls if no ambulance is within an 8 mile radius and the fire department would be on scene until an ambulance arrives. Chief request affirmation from council to proceed with implementation of the plan/policy and then comeback for final resolution once everything is done. All councilmembers approved implementation.

RESOLUTION TO APPROVE AN AMENDED POVERTY EXEMPTION POLICY AS PART OF THE MICHIGAN STATE TAX COMMISSION AUDIT OF MINIMUM ASSESSING REQUIREMENTS

Resolution No. 210208-05

(Carried)

Motion by Councilmember Gilbert
Second by Mayor Pro Tem Hicks

WHEREAS, the Michigan Tax Commission conducts an Audit of Minimum Assessing Requirements (AMAR) of Townships and Cities; and

WHEREAS, the city has adopted various policies and procedures related to this requirements, including a local Poverty Exemption Policy; and

WHEREAS, the State Tax Commission Policy Regarding Requests for Percentage Reductions in Taxable Value for Poverty Exemptions Under MCL 211.7u, has been updated as of January 19, 2021; and

WHEREAS, the assessor recommends that the city council update and affirm written guidelines for poverty exemptions.

NOW, THEREFORE BE IT RESOLVED that the City of Swartz Creek adopts the City of Swartz Creek Requirements of Poverty Exemption, as included in the February 8, 2021 city council packet, including the Michigan Department of Treasury application form 5737, as amended from time to time.

BE IT FURTHER RESOLVED that the City of Swartz Creek hereby waives penalties and interest that is otherwise required to be levied for failure to file a Property Transfer Affidavit under MCL 211.27b.

Discussion Ensued.

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

**RESOLUTION TO APPROVE ACQUISITION OF A SEWER EASEMENT AND
COMPENSATION RELATED TO IT FOR TREE REMOVAL**

Resolution No. 210208-06

(Carried)

Motion by Councilmember Pinkston
Second by Councilmember Henry

WHEREAS, the City of Swartz Creek owns operates and maintains a system of sewer collector lines that discharge to a county interceptor; and

WHEREAS, it has been determined that one such collection system is below capacity for current and future needs; and

WHEREAS, design plans to expand capacity include the addition of a new collector line that will necessitate two easements across private property; and

WHEREAS, one such easement was donated; and

WHEREAS, the second easement, crossing common area of Springbrook Colony, will require substantial tree removal; and

WHEREAS, the Homeowners Association is willing to provide the easement, but they seek reimbursement for the tree removal and reforestation to restore the common area and make the HoA whole; and

WHEREAS, the City Engineer has drafted an easement in consultation with the city attorney and HoA.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council hereby approves acquisition of the easement as included in the February 8, 2021 city council packet, including the reimbursement of up to \$7,500 to Springbrook Colony for forestry efforts related to the project.

BE IT FURTHER RESOLVED that the City of Swartz Creek City Council directs the Mayor to execute the easement on behalf of the city.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

Steve Long, 5356 Worchester Drive, complained about Comcast and wished we had other cable options in the city.

REMARKS BY COUNCILMEMBERS:

Councilmember Gilbert everybody stay healthy and think spring.

Councilmember Fountain agrees with Mr. Gilbert.

Councilmember Farmer mentioned that this is a blood drive Thursday at the United Methodist Church.

Councilmember Henry noticed that the school isn't shoveling the sidewalk on Fairchild.

Mayor Krueger hopes to be meeting in person soon.

ADJOURNMENT

Resolution No. 210208-07

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Farmer

I Move the Swartz Creek City Council adjourn the regular council meeting of February 8, 2021 at 7:55 p.m., and set Zoom as the venue for the next regularly scheduled council meeting of February 22, 2021.

Unanimous Voice Vote.

David A. Krueger, Mayor

Connie Olger, City Clerk

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK
PERIOD ENDING 01/31/2021

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 01/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund					
000.000 - General	2,322,610.27	2,337,610.93	1,932,879.17	404,731.76	82.69
215.000 - Administration and Clerk	40.00	40.00	0.40	39.60	1.00
262.000 - Elections	0.00	5,000.00	5,000.00	0.00	100.00
301.000 - Police Dept	4,100.00	4,257.00	4,257.00	0.00	100.00
336.000 - Fire Department	0.00	40,883.00	40,883.00	0.00	100.00
345.000 - PUBLIC SAFETY BUILDING	25,050.00	25,050.00	12,819.51	12,230.49	51.18
410.000 - Building & Zoning & Planning	65,200.00	68,300.00	38,584.09	29,715.91	56.49
444.000 - Sidewalks	900.00	900.00	0.00	900.00	0.00
448.000 - Lighting	9,870.00	9,870.00	4,504.22	5,365.78	45.64
523.000 - Grass, Brush & Weeds	4,500.00	4,500.00	2,770.00	1,730.00	61.56
694.000 - Community Development Block Grant	33,300.00	33,300.00	0.00	33,300.00	0.00
728.005 - Holland Square Streetscape	40,000.00	40,000.00	40,000.00	0.00	100.00
780.500 - Mundy Twp Park Services	0.00	0.00	363.74	(363.74)	100.00
782.000 - Facilities - Abrams Park	140.00	140.00	140.00	0.00	100.00
783.000 - Facilities - Elms Rd Park	6,700.00	6,700.00	3,900.00	2,800.00	58.21
790.000 - Facilities-Senior Center/Libr	6,200.00	6,200.00	2,466.17	3,733.83	39.78
794.000 - Community Promotions Program	0.00	1,000.00	1,000.00	0.00	100.00
931.000 - Transfers IN	0.00	10,574.22	10,574.22	0.00	100.00
TOTAL REVENUES	2,518,610.27	2,594,325.15	2,100,141.52	494,183.63	
000.000 - General	14,160.00	14,160.00	7,947.29	6,212.71	56.12
101.000 - Council	22,585.73	22,612.29	16,634.57	5,977.72	73.56
172.000 - Executive City Council Packet	109,424.96	256,193.72	211,439.75	44,753.97 February 22, 2021	82.53

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 01/31/2021	AVAILABLE BALANCE	% BDGT USED
215.000 - Administration and Clerk	36,221.00	36,221.00	16,550.17	19,670.83	45.69
228.000 - Information Technology	15,875.00	22,714.88	17,703.58	5,011.30	77.94
247.000 - Board of Review	3,658.85	3,658.85	645.89	3,012.96	17.65
253.000 - Treasurer	93,323.00	94,897.00	58,032.24	36,864.76	61.15
257.000 - Assessor	47,959.00	48,117.25	21,176.51	26,940.74	44.01
262.000 - Elections	47,202.00	49,563.70	37,852.51	11,711.19	76.37
266.000 - Legal Council	14,000.00	14,000.00	8,870.25	5,129.75	63.36
301.000 - Police Dept	7,900.00	7,900.00	11,775.90	(3,875.90)	149.06
301.266 - Legal Council PSFY	5,000.00	9,000.00	10,644.36	(1,644.36)	118.27
301.851 - Retiree Employer Health Care PSFY	19,670.00	19,670.00	12,385.46	7,284.54	62.97
334.000 - Metro Police Authority	1,019,475.00	1,019,475.00	774,756.00	244,719.00	76.00
336.000 - Fire Department	206,650.00	206,650.00	136,639.91	70,010.09	66.12
345.000 - PUBLIC SAFETY BUILDING	39,132.39	89,712.57	68,700.51	21,012.06	76.58
410.000 - Building & Zoning & Planning	128,884.00	128,896.00	53,190.46	75,705.54	41.27
444.000 - Sidewalks	1,200.00	1,200.00	0.00	1,200.00	0.00
448.000 - Lighting	105,000.00	105,000.00	50,090.47	54,909.53	47.71
523.000 - Grass, Brush & Weeds	1,200.00	1,200.00	550.00	650.00	45.83
694.000 - Community Development Block Grant	33,300.00	33,300.00	0.00	33,300.00	0.00
728.000 - Economic Development	0.00	55.91	241.73	(185.82)	432.36
780.500 - Mundy Twp Park Services	0.00	0.00	722.48	(722.48)	100.00
781.000 - Facilities - Pajtas Amphitheat	1,468.00	1,468.00	986.91	481.09	67.23
782.000 - Facilities - Abrams Park	37,785.87	37,820.87	17,540.03	20,280.84	46.38
783.000 - Facilities - Elms Rd Park	80,732.00	80,804.55	32,914.71	47,889.84	40.73
784.000 - Facilities - Bicentennial Park	1,324.00	1,414.89	372.24	1,042.65	26.31
786.000 - Non-Motorized Trailway	30,000.00	55,430.00	27,182.00	28,248.00	49.04

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 01/31/2021	AVAILABLE BALANCE	% BDGT USED
787.000 - Veterans Memorial Park	2,840.00	2,881.42	2,184.89	696.53	75.83
788.000 - Disc Golf Park	10,000.00	10,000.00	0.00	10,000.00	0.00
790.000 - Facilities-Senior Center/Libr	36,620.58	36,913.77	13,964.42	22,949.35	37.83
793.000 - Facilities - City Hall	19,802.88	20,004.66	8,175.69	11,828.97	40.87
794.000 - Community Promotions Program	50,059.00	51,957.50	25,846.38	26,111.12	49.75
796.000 - Facilities - Cemetary	1,901.70	1,901.70	851.09	1,050.61	44.75
797.000 - Facilities - City Parking Lots	5,600.00	8,890.00	2,021.93	6,868.07	22.74
851.000 - Retired Employee Health Care	25,900.00	25,900.00	9,450.17	16,449.83	36.49
965.000 - Transfers Out	175,367.50	181,919.28	180,330.61	1,588.67	99.13
TOTAL EXPENDITURES	2,451,222.46	2,701,504.81	1,838,371.11	863,133.70	
Fund 101 - General Fund:					
TOTAL REVENUES	2,518,610.27	2,594,325.15	2,100,141.52	494,183.63	80.95
TOTAL EXPENDITURES	2,451,222.46	2,701,504.81	1,838,371.11	863,133.70	68.05
NET OF REVENUES & EXPENDITURES	67,387.81	(107,179.66)	261,770.41	(368,950.07)	
Fund 202 - Major Street Fund					
000.000 - General	450,475.00	450,475.00	226,217.59	224,257.41	50.22
441.000 - Miller Rd Park & Ride	5,000.00	5,000.00	1,232.52	3,767.48	24.65
452.100 - Safe Routes to School Grant	0.00	0.00	5,000.00	(5,000.00)	100.00
474.000 - Traffic Services	0.00	0.00	364.36	(364.36)	100.00
478.000 - Snow & Ice Removal	2,400.00	2,400.00	0.00	2,400.00	0.00
931.000 - Transfers IN	0.00	240.41	240.41	0.00	100.00
TOTAL REVENUES	457,875.00	458,115.41	233,054.88	225,060.53	
228.000 - Information Technology	1,000.00	1,231.03	679.86	551.17	55.23
441.000 - Miller Rd Park & Ride	5,058.24	5,177.51	1,921.58	3,255.93	37.11
448.000 - Lighting	15,000.00	58,330.00	43,330.00	15,000.00	74.28
449.500 - Right of Way - General	10,000.00	10,000.00	4,215.00	5,785.00	42.15

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 01/31/2021	AVAILABLE BALANCE	% BDGT USED
449.501 - Right of Way - Storms	20,000.00	20,000.00	2,002.19	17,997.81	10.01
451.102 - Morrish Rd Bridge Reconstruction	0.00	609.06	609.06	0.00	100.00
452.100 - Safe Routes to School Grant	0.00	83,200.00	33,280.00	49,920.00	40.00
453.105 - Fairchild-Cappy to Miller TIP	0.00	7,475.00	7,473.39	1.61	99.98
463.000 - Routine Maint - Streets	158,025.87	158,025.87	34,370.04	123,655.83	21.75
463.307 - Oakview - Seymour to Chelmsford	50,000.00	404,280.46	404,280.46	0.00	100.00
463.308 - Winston - Oakview to Chesterfield	20,000.00	36,657.77	36,657.77	0.00	100.00
473.000 - Routine Maint - Bridges	1,000.00	1,000.00	0.00	1,000.00	0.00
474.000 - Traffic Services	40,202.00	56,021.08	22,610.12	33,410.96	40.36
478.000 - Snow & Ice Removal	81,307.00	81,307.00	11,637.98	69,669.02	14.31
482.000 - Administrative	17,762.00	17,762.00	8,800.44	8,961.56	49.55
538.500 - Intercommunity storm drains	12,500.00	12,500.00	1,125.19	11,374.81	9.00
965.000 - Transfers Out	100,000.00	100,000.00	100,000.00	0.00	100.00
TOTAL EXPENDITURES	531,855.11	1,053,576.78	712,993.08	340,583.70	
Fund 202 - Major Street Fund:					
TOTAL REVENUES	457,875.00	458,115.41	233,054.88	225,060.53	50.87
TOTAL EXPENDITURES	531,855.11	1,053,576.78	712,993.08	340,583.70	67.67
NET OF REVENUES & EXPENDITURES	(73,980.11)	(595,461.37)	(479,938.20)	(115,523.17)	
Fund 203 - Local Street Fund					
000.000 - General	143,500.00	144,694.57	78,620.17	66,074.40	54.34
449.000 - Right of Way Telecomm	15,000.00	15,000.00	0.00	15,000.00	0.00
478.000 - Snow & Ice Removal	500.00	500.00	0.00	500.00	0.00
931.000 - Transfers IN	500,000.00	600,240.41	100,240.41	500,000.00	16.70
TOTAL REVENUES	659,000.00	760,434.98	178,860.58	581,574.40	
228.000 - Information Technology	1,000.00	1,231.03	679.86	551.17	55.23
429.000 - Occupational Safety	0.00	0.00	38.10	(38.10)	100.00
448.000 - Lighting	15,000.00	22,222.00	7,222.00	15,000.00	32.50

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 01/31/2021	AVAILABLE BALANCE	% BDGT USED
449.500 - Right of Way - General	22,500.00	22,500.00	1,580.00	20,920.00	7.02
449.501 - Right of Way - Storms	0.00	659.38	659.38	0.00	100.00
463.000 - Routine Maint - Streets	285,870.05	286,670.05	130,867.02	155,803.03	45.65
463.107 - Chelmsford - Seymour to Oakview	50,000.00	288,235.56	288,235.56	0.00	100.00
463.108 - Oxford Court	55,000.00	134,866.38	134,866.38	0.00	100.00
474.000 - Traffic Services	20,006.00	20,310.20	7,574.35	12,735.85	37.29
478.000 - Snow & Ice Removal	68,999.00	69,069.00	8,469.10	60,599.90	12.26
482.000 - Administrative	20,319.75	20,319.75	6,600.27	13,719.48	32.48
538.500 - Intercommunity storm drains	10,000.00	10,000.00	1,125.19	8,874.81	11.25
TOTAL EXPENDITURES	548,694.80	876,083.35	587,917.21	288,166.14	
Fund 203 - Local Street Fund:					
TOTAL REVENUES	659,000.00	760,434.98	178,860.58	581,574.40	23.52
TOTAL EXPENDITURES	548,694.80	876,083.35	587,917.21	288,166.14	67.11
NET OF REVENUES & EXPENDITURES	110,305.20	(115,648.37)	(409,056.63)	293,408.26	
Fund 204 - MUNICIPAL STREET FUND					
000.000 - General	651,580.00	651,628.90	668,525.61	(16,896.71)	102.59
TOTAL REVENUES	651,580.00	651,628.90	668,525.61	(16,896.71)	
905.000 - Debt Service	167,917.11	167,917.11	12,893.97	155,023.14	7.68
965.000 - Transfers Out	500,000.00	500,000.00	0.00	500,000.00	0.00
TOTAL EXPENDITURES	667,917.11	667,917.11	12,893.97	655,023.14	
Fund 204 - MUNICIPAL STREET FUND:					
TOTAL REVENUES	651,580.00	651,628.90	668,525.61	(16,896.71)	102.59
TOTAL EXPENDITURES	667,917.11	667,917.11	12,893.97	655,023.14	1.93
NET OF REVENUES & EXPENDITURES	(16,337.11)	(16,288.21)	655,631.64	(671,919.85)	
Fund 226 - Garbage Fund					
000.000 - General	415,025.00	415,649.89	423,969.77	(8,319.88)	102.00
931.000 - Transfers IN	0.00	541.95	541.95	0.00	100.00
TOTAL REVENUES	415,025.00	416,191.84	424,511.72	(8,319.88)	

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 01/31/2021	AVAILABLE BALANCE	% BDGT USED
000.000 - General	10,036.75	10,036.75	10,036.75	0.00	100.00
101.000 - Council	3,169.93	3,751.57	2,879.72	871.85	76.76
172.000 - Executive	7,850.00	7,879.30	5,066.78	2,812.52	64.30
215.000 - Administration and Clerk	3,735.00	3,879.87	2,611.20	1,268.67	67.30
228.000 - Information Technology	2,075.00	2,085.54	1,606.02	479.52	77.01
253.000 - Treasurer	15,705.00	16,008.00	10,296.56	5,711.44	64.32
257.000 - Assessor	800.00	800.00	0.00	800.00	0.00
528.000 - Sanitation Collection	292,202.58	293,451.49	182,490.90	110,960.59	62.19
530.000 - Wood Chipping	52,484.50	52,683.22	24,054.87	28,628.35	45.66
782.000 - Facilities - Abrams Park	9,092.00	9,132.00	5,089.81	4,042.19	55.74
783.000 - Facilities - Elms Rd Park	12,140.00	12,140.00	7,833.16	4,306.84	64.52
793.000 - Facilities - City Hall	4,045.09	4,057.37	1,964.99	2,092.38	48.43
TOTAL EXPENDITURES	413,335.85	415,905.11	253,930.76	161,974.35	
Fund 226 - Garbage Fund:					
TOTAL REVENUES	415,025.00	416,191.84	424,511.72	(8,319.88)	102.00
TOTAL EXPENDITURES	413,335.85	415,905.11	253,930.76	161,974.35	61.05
NET OF REVENUES & EXPENDITURES	1,689.15	286.73	170,580.96	(170,294.23)	
Fund 248 - Downtown Development Fund					
000.000 - General	66,962.00	66,962.00	72,113.78	(5,151.78)	107.69
728.004 - Family Movie Night	2,000.00	2,000.00	0.00	2,000.00	0.00
TOTAL REVENUES	68,962.00	68,962.00	72,113.78	(3,151.78)	
173.000 - DDA Administration	2,820.00	2,833.00	2,515.50	317.50	88.79
728.002 - Streetscape	40,945.00	40,945.00	40,000.00	945.00	97.69
728.004 - Family Movie Night	3,450.00	11,510.00	4,907.07	6,602.93	42.63
TOTAL EXPENDITURES	47,215.00	55,288.00	47,422.57	7,865.43	
Fund 248 - Downtown Development Fund:					
TOTAL REVENUES	68,962.00	68,962.00	72,113.78	(3,151.78)	104.57
TOTAL EXPENDITURES	47,215.00	55,288.00	47,422.57	7,865.43	85.77

GL NUMBER	2020-21	2020-21	YTD BALANCE 01/31/2021	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	AMENDED BUDGET			
NET OF REVENUES & EXPENDITURES	21,747.00	13,674.00	24,691.21	(11,017.21)	
Fund 350 - City Hall Debt Fund					
000.000 - General	7.00	7.00	3.46	3.54	49.43
931.000 - Transfers IN	100,357.50	100,357.50	98,778.83	1,578.67	98.43
TOTAL REVENUES	100,364.50	100,364.50	98,782.29	1,582.21	
905.000 - Debt Service	101,117.50	101,117.50	3,058.75	98,058.75	3.02
TOTAL EXPENDITURES	101,117.50	101,117.50	3,058.75	98,058.75	
Fund 350 - City Hall Debt Fund:					
TOTAL REVENUES	100,364.50	100,364.50	98,782.29	1,582.21	98.42
TOTAL EXPENDITURES	101,117.50	101,117.50	3,058.75	98,058.75	3.02
NET OF REVENUES & EXPENDITURES	(753.00)	(753.00)	95,723.54	(96,476.54)	
Fund 402 - Fire Equip Replacement Fund					
000.000 - General	11.00	11.00	7.76	3.24	70.55
931.000 - Transfers IN	75,000.00	75,000.00	75,000.00	0.00	100.00
TOTAL REVENUES	75,011.00	75,011.00	75,007.76	3.24	
336.000 - Fire Department	3,500.00	3,500.00	0.00	3,500.00	0.00
TOTAL EXPENDITURES	3,500.00	3,500.00	0.00	3,500.00	
Fund 402 - Fire Equip Replacement Fund:					
TOTAL REVENUES	75,011.00	75,011.00	75,007.76	3.24	100.00
TOTAL EXPENDITURES	3,500.00	3,500.00	0.00	3,500.00	0.00
NET OF REVENUES & EXPENDITURES	71,511.00	71,511.00	75,007.76	(3,496.76)	
Fund 590 - Water Supply Fund					
000.000 - General	6,000.00	6,000.00	1,176.40	4,823.60	19.61
540.000 - Water System	2,226,000.00	2,225,615.59	1,089,255.19	1,136,360.40	48.94
931.000 - Transfers IN	0.00	2,316.60	2,316.60	0.00	100.00
TOTAL REVENUES	2,232,000.00	2,233,932.19	1,092,748.19	1,141,184.00	
000.000 - General	25,091.88	25,095.30	25,088.46	6.84	99.97
101.000 - Council	13,503.00	13,655.23	7,200.84	6,454.39	52.73
172.000 - Executive	29,826.00	30,020.07	19,194.87	10,825.20	63.94

GL NUMBER	2020-21	2020-21	YTD BALANCE 01/31/2021	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	AMENDED BUDGET			
215.000 - Administration and Clerk	19,583.00	19,583.00	9,147.88	10,435.12	46.71
228.000 - Information Technology	5,675.00	6,890.13	4,739.90	2,150.23	68.79
253.000 - Treasurer	56,381.50	58,789.00	33,626.00	25,163.00	57.20
540.000 - Water System	2,037,955.66	2,038,010.66	891,289.55	1,146,721.11	43.73
542.000 - Read and Bill	51,475.00	51,475.00	12,998.15	38,476.85	25.25
543.230 - Water Main Repair USDA Grant	243,800.00	1,393,440.43	1,393,440.43	0.00	100.00
793.000 - Facilities - City Hall	10,289.20	10,295.92	4,846.45	5,449.47	47.07
905.000 - Debt Service	99,579.23	99,579.23	8,163.32	91,415.91	8.20
TOTAL EXPENDITURES	2,593,159.47	3,746,833.97	2,409,735.85	1,337,098.12	
Fund 590 - Water Supply Fund:					
TOTAL REVENUES	2,232,000.00	2,233,932.19	1,092,748.19	1,141,184.00	48.92
TOTAL EXPENDITURES	2,593,159.47	3,746,833.97	2,409,735.85	1,337,098.12	64.31
NET OF REVENUES & EXPENDITURES	(361,159.47)	(1,512,901.78)	(1,316,987.66)	(195,914.12)	
Fund 591 - Sanitary Sewer Fund					
000.000 - General	5,700.00	5,700.00	1,099.49	4,600.51	19.29
536.000 - Sewer System	1,267,000.00	1,267,140.00	628,994.96	638,145.04	49.64
931.000 - Transfers IN	0.00	2,316.59	2,316.59	0.00	100.00
TOTAL REVENUES	1,272,700.00	1,275,156.59	632,411.04	642,745.55	
000.000 - General	25,091.88	25,091.88	25,089.41	2.47	99.99
101.000 - Council	12,930.82	12,984.93	7,199.48	5,785.45	55.44
172.000 - Executive	29,964.00	29,979.30	18,915.04	11,064.26	63.09
215.000 - Administration and Clerk	18,433.00	18,433.00	9,148.15	9,284.85	49.63
228.000 - Information Technology	5,375.00	6,590.13	4,739.90	1,850.23	71.92
253.000 - Treasurer	55,919.00	55,926.50	33,625.46	22,301.04	60.12
536.000 - Sewer System	994,754.59	995,990.75	340,741.37	655,249.38	34.21
537.000 - Sewer Lift Stations	10,982.00	10,982.00	5,045.80	5,936.20	45.95
542.000 - Read and Bill	63,122.00	63,122.00	37,696.51	25,425.49	59.72

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 01/31/2021	AVAILABLE BALANCE	% BDGT USED
543.310 - Sewer District Rehabilitation	0.00	26,263.00	25,390.00	873.00	96.68
543.400 - Reline Existing Sewers	183,128.00	0.00	0.00	0.00	0.00
543.401 - Flush & TV Sewers	90,000.00	90,000.00	14,058.00	75,942.00	15.62
793.000 - Facilities - City Hall	9,790.16	9,795.92	4,829.07	4,966.85	49.30
TOTAL EXPENDITURES	1,499,490.45	1,345,159.41	526,478.19	818,681.22	
Fund 591 - Sanitary Sewer Fund:					
TOTAL REVENUES	1,272,700.00	1,275,156.59	632,411.04	642,745.55	49.59
TOTAL EXPENDITURES	1,499,490.45	1,345,159.41	526,478.19	818,681.22	39.14
NET OF REVENUES & EXPENDITURES	(226,790.45)	(70,002.82)	105,932.85	(175,935.67)	
Fund 661 - Motor Pool Fund					
000.000 - General	234,250.00	235,257.25	73,777.23	161,480.02	31.36
931.000 - Transfers IN	0.00	895.82	895.82	0.00	100.00
TOTAL REVENUES	234,250.00	236,153.07	74,673.05	161,480.02	
172.000 - Executive	10,300.00	10,300.00	9,736.00	564.00	94.52
228.000 - Information Technology	1,070.00	1,182.08	777.90	404.18	65.81
253.000 - Treasurer	7,788.00	7,788.00	4,476.93	3,311.07	57.48
795.000 - Facilities - City Garage	386,681.00	387,219.13	83,395.08	303,824.05	21.54
TOTAL EXPENDITURES	405,839.00	406,489.21	98,385.91	308,103.30	
Fund 661 - Motor Pool Fund:					
TOTAL REVENUES	234,250.00	236,153.07	74,673.05	161,480.02	31.62
TOTAL EXPENDITURES	405,839.00	406,489.21	98,385.91	308,103.30	24.20
NET OF REVENUES & EXPENDITURES	(171,589.00)	(170,336.14)	(23,712.86)	(146,623.28)	

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF VIRTUAL PLANNING COMMISSION
MEETING
FEBRUARY 2, 2021**

Virtual Meeting called to order at 7:05 p.m. by Commissioner Wyatt.

Pledge of Allegiance.

ROLL CALL:

Commissioners present: Binder, Long, Campbell. Krueger, Farmer, Zuniga, Wyatt.

Commissioners absent: Novak, Grimes.

Staff present: Adam Zettel, City Manager.

Others present: George Hicks, Lania Rocha, Nate Henry.

APPROVAL OF AGENDA:

Resolution No. 210202-01 **(Carried)**

Motion by Commissioner Krueger support by Commissioner Binder, February 2, 2021 Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

APPROVAL OF MINUTES:

Resolution No. 210202-02 **(Carried)**

Motion by Commissioner Binder support by Commissioner Krueger the Swartz Creek Planning Commission approves the minutes for the November 10, 2020 Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

MEETING OPENED TO THE PUBLIC:

None.

BUSINESS:

Selection of Chairperson

Resolution No. 201110-03 **(Carried)**

Motion by Planning Commission Member Farmer
Second by Planning Commission Member Binder

I Move, the Swartz Creek Planning Commission selects Commissioner Wyatt to serve as the Planning Commission Chairperson for a twelve month period commencing immediately and ending at the next annual meeting or as stated in the bylaws.

Unanimous Voice Vote
Motion Declared Carried

Selection of Vice Chairperson

Resolution No. 201110-04 **(Carried)**

Motion by Planning Commission Member Farmer
Second by Planning Commission Member Zuniga

I Move, the Swartz Creek Planning Commission selects Commissioner Novak to serve as the Planning Commission Vice-Chairperson for a twelve month period commencing immediately and ending at the next annual meeting or as stated in the bylaws.

Unanimous Voice Vote
Motion Declared Carried

Selection of Secretary

Resolution No. 201110-05 **(Carried)**

Motion by Planning Commission Member Zuniga
Second by Planning Commission Member Binder

I Move, the Swartz Creek Planning Commission selects Commissioner Farmer to serve as the Planning Commission Vice-Chairperson for a twelve month period commencing immediately and ending at the next annual meeting or as stated in the bylaws.

Unanimous Voice Vote
Motion Declared Carried

2020 Annual Report

Resolution No. 201110-06 **(Carried)**

Motion by Planning Commission Member Binder
Second by Planning Commission Member Farmer

WHEREAS, the Planning Enabling Act of the State of Michigan requires an annual report to be compiled that reflects the activities of the planning commission, and;

WHEREAS, the City of Swartz Creek desires to consolidate such activities with those of the Zoning Board of Appeals to better communicate with officials and the public, and;

WHEREAS, the annual report, as reviewed by the planning commission at their regular meeting on February 2, 2021 also includes training and related information to shape actions in the coming year.

NOW, BE IT RESOLVED that the Swartz Creek Planning Commission hereby recommends the approval of the 2020 annual report and direct staff to submit the report to the city council.

Unanimous Voice Vote
Motion Declared Carried

Review of 8067 Miller Road Use Options

Mr. Zettel updated the board on the purchase of the property. He recommended that the city carve out the easement and sell the property as residential with restrictions on the deed (residential only, no rentals, first right of refusal for city, etc.).

However, there are other near term options that are available. It is still possible to hold the building for future public use (museum, visitor center/restrooms, chamber building, etc.). It is also possible to rent the building as a home or business, thereby enabling long term speculation on future use or value.

The council wishes to know the Planning Commission's recommendation. The Planning Commission would like to continue research on the options for this property.

2020 Annual Report Amendment

Resolution No. 201110-07

(Carried)

Motion by Planning Commission Member Farmer
Second by Planning Commission Member Krueger

I Move, the Swartz Creek Planning Commission amend the 2020 annual report updating Commission Farmer's address and update the commission's roster.

Unanimous Voice Vote
Motion Declared Carried

Meeting Open to Public:

Nate Henry commented on some changes needed on the annual report.

Remarks by Planning Commission:

None.

Adjourn

Resolution No. 201110-08

(Carried)

Motion by Planning Commission Member Farmer
Second by Planning Commission Member Krueger

I Move the Swartz Creek Planning Commission adjourns the February 2, 2021 Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

Meeting adjourned at 7:48 p.m.

Jentery Farmer, Secretary

**City of Swartz Creek
Election Commission Meeting
February 11, 2021
2:00 p.m.**

1) Roll Call

Present	/	Absent	Clerk	Connie Olger
Present	/	Absent	Treasurer	Deanna Korth
Present	/	Absent	Assessor	Heather MacDermaid

2) Election Inspectors Pay

Motion by Member Olger
Second by Member Korth

Recommends election inspectors receive a \$25.00 hazard pay for the May 4, 2021 election due to the COVID 19 pandemic and the continuing protocols in place.

Unanimous voice vote.

Adjourn 2:02 p.m.

Deanna Korth

Deanna Korth
Treasurer



Connie Olger
City Clerk



ARCHITECTS. ENGINEERS. PLANNERS.

February 15, 2021

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

RE: USDA Rural Development Program – Phase II
Water Main Upgrades

Dear Mr. Zettel,

OHM Advisors is pleased to submit this proposal to prepare a USDA Rural Development funding application for upgrades to the City’s water system. This program offers communities low interest financing of approximately 4% interest (for 40-year loans) to complete upgrades of their water or sewer infrastructure. Collection, storage, pumping and treatment are all eligible items through the Rural Development (RD) program.

In some cases, a partial grant can be obtained thru the Rural Development program. Two factors that affect grant eligibility are median household income and the size of the project. In 2018, the City applied for and received funding for Phase I improvements totaling \$5.7M, with a 45% grant of \$2.39M.

PROJECT UNDERSTANDING

Based on our recent meetings, the City would like to submit a funding application for Phase II to include water system upgrades at the following locations:

- Greenleaf Drive
- Durwood Drive
- Norbury Drive
- Winshall Drive
- Whitney Court
- Seymour Road, South of Miller Road

Construction is estimated at \$4M and work within Winchester Village would be coordinated with the City’s local street paving program. A two-year contract is anticipated for the project beginning in 2023.

SCOPE OF SERVICES

OHM Advisors anticipates the following tasks for completing the application process.

- ▾ Prepare Application for Federal Assistance
- ▾ Prepare Notice of Intent to Apply for Federal Assistance
- ▾ Update the preliminary engineering report including the following items

OHM Advisors®
201 EAST ELLSWORTH STREET, UNIT 100
MIDLAND MICHIGAN 48640 T 989.956.2020 OHM-Advisors.com



Project Planning Area
Existing Facilities
Need for the Project
Alternatives Considered
Selection of an Alternative
Proposed Project
Conclusions and Recommendations

- ▼ Facilitate a public meeting to present the project scope, cost and schedule
- ▼ Re-submit right of way map showing the location of all lands and right-of-way needed for the project
- ▼ Prepare Engineering Agreement
- ▼ Prepare Operating Budget (RD Form 442-7) *

Tasks to be completed by others

Rural Community Assistance Partnership (RCAP)

- ▼ State Historical Preservation Office (SHPO) clearance
- ▼ Environmental Assessment

City Attorney

- ▼ Legal Services Agreement (RUS Bulletin 1780-7)
- ▼ Certification / legal opinion relative to right-of-way and easements (RD Form 442-21) / (RD Form 442-22)
- ▼ Preliminary/Final Title Opinions (RD 1927-9)/ (RD 1927-10) for any lands needed
- ▼ Coordination with USDA for approval of Genesee County wastewater agreement

City

- ▼ Letter of Intent to Meet Conditions (RD Form 1942-46)
- ▼ Request for Obligation of Funds (RD Form 1940-1)

**Items to be completed with assistance from the City*

SCOPE OF SERVICES NOT INCLUDED

The following tasks are not included in this scope of services

- ▼ Design and Construction Engineering
- ▼ Construction Permitting



- ▼ Preparation of Contract Documents and Bidding
- ▼ Survey work associated with design engineering, or the development of easement documents

SCHEDULE

The Rural Development funding application can be submitted at any time throughout the year. We anticipate a 8-week duration to complete the OHM tasks identified above.

FEES

The services outlined above will be performed on an hourly basis with a total not-to-exceed fee for the sum of all tasks outlined in our scope of work. The total Not-to-Exceed Fee for this current scope of work, based on our 2021 rates is **\$13,160**.

ACCEPTANCE

If this proposal is acceptable to you, a signature on the enclosed copy of this letter and initials on the contract terms and conditions will serve as our authorization to proceed. Thank you for giving us the opportunity to be of service.

Sincerely,
OHM Advisors

Mark A. Landis, P.E.
Project Manager

Orchard, Hiltz, & McCliment, Inc.
CONSULTANT

City of Swartz Creek
CLIENT

_____	(Signature)	_____
_____	(Name)	_____
_____	(Title)	_____
_____	(Date)	_____