

**City of Swartz Creek
AGENDA**

**Regular Council Meeting, Monday, June 28, 2021, 7:00 P.M.
Paul D. Bueche Municipal Building, 8083 Civic Drive Swartz Creek, Michigan 48473
THIS WILL BE A HYBRID MEETING, WITH IN PERSON ATTENDANCE BY COUNCIL MEMBERS.**

1. **CALL TO ORDER:**
2. **INVOCATION:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**
 - 4A. Council Meeting of June 14, 2021 MOTION Pg. 28
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. 36
 - 6C. Forestry Service Estimates Pg. 46
 - 6D. Family Farm & Home Appraisal Pg. 47
 - 6E. Pavement Boring Services Pg. 49
 - 6F. Comcast Notice Pg. 74
 - 6G. MERS Annual Actuarial Valuation Report Pg. 76
 - 6H. GCDC Water Maintenance Agreement Pg. 105
7. **MEETING OPENED TO THE PUBLIC:**
 - 7A. General Public Comments
8. **COUNCIL BUSINESS:**
 - 8A. Forestry Services RESO Pg. 24
 - 8B. Pavilion Commitment RESO Pg. 25
 - 8C. Pavement Boring Services RESO Pg. 26
 - 8D. Water System Operations DISCUSSION
 - 8E. Family Farm & Home Appraisal RESO Pg. 26
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION Pg. 27

Next Month Calendar

Planning Commission:	Tuesday, July 6, 2021, 7:00 p.m., PDBMB CANCELLED
Park Board:	Wednesday, July 7, 2021, 5:30 p.m., PDBMB
City Council:	Monday, July 12, 2021, 7:00 p.m., PDBMB
Downtown Development Authority:	Thursday, July 15, 2021, 6:00 p.m., PDBMB WEEK LATER
Fire Board:	Monday, July 19, 2021, 6:00 p.m., Public Safety Building
Zoning Board of Appeals:	Wednesday, July 21, 2021, 6:00 p.m., PDBMB CANCELLED
City Council:	Monday, July 26, 2021, 7:00 p.m., PDBMB
Metro Police Board:	Wednesday, July 28, 2021, 10:00 a.m., Metro HQ

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, JUNE 28, 2021, 7:00 P.M.**

The regular virtual meeting of the City of Swartz Creek city council is scheduled for **June 28, 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:

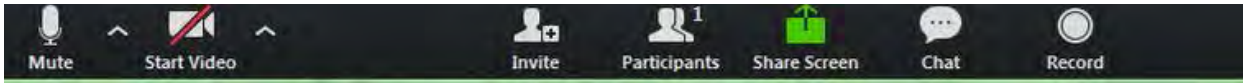
1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

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: June 28, 2021 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83096401128>

Meeting ID: 830 9640 1128

One tap mobile

+13017158592,,83096401128# US (Washington DC)

+13126266799,,83096401128# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 830 9640 1128

Find your local number: <https://us02web.zoom.us/u/kz4Jb4etg>

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, June 28, 2021 - 7:00 P.M.

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

FROM: Adam Zettel, City Manager

DATE: June 24, 2021

ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

✓ **MICHIGAN TAX TRIBUNAL APPEALS** (*Business Item*)

Meijer is seeking to have their taxable value reduced from \$4,268,627 to \$2,884,935. It looks like they have appeals filed all over the state. This one literally reduces the True Cash Value by 50% (down from ~\$11,000,000), which drops taxable by 32%.

This is a huge slap in the face considering the value of investment and level of economic activity at this site. The site is 58 acres (1.5 acres sold to Dort of ~\$350,000 as vacant land). It also includes a gas station, a land lease (coffee drive through), internal tenants, ~150,000 square feet of indoor sales, additional outdoor sales, and site improvements. They propose to be valued at the same level as 18 new condos.

Given how much we spend to maintain such a commercial site in the form of a wider road, two new traffic signals, neighbor complaints (trash), and numerous police/fire calls (including an expensive vehicle fire in the last month), I am not sure it is worth having such uses in the community any more. We may want to consider rezoning the rest of the vacant land to R-4 Two Family Residential.

Like the Family Farm and Home appeal, we can only assume that commercial business are looking to cash in on COVID, even if their business has picked up. This appeal is especially harmful to the city since Meijer is in the DDA Tax Increment Financing district. This could effectively wipe out the DDA, putting all their plans on hold and even compromising their ability to pay their debt.

I had some initial luck contacting Meijer real estate, with the hope of conversing on the matter. However, as of writing, it has been crickets. I am aware of appeals filed for the Davison and Burton stores as well. I am looking into the option of cooperating to get the most accurate appraisals possible. For the record, like Kroger appeals of the past, I am very comfortable with the value placed on Meijer.

Concerning the Farm and Home appraisal, I have a proposal from Kevin Groves Appraisals, Inc, the firm that has done these in the past. The fee is \$3,000. I am including a resolution to proceed, including an additional allocation for miscellaneous attorney fees. While the direct savings are not substantial, I believe we must preserve the integrity and fairness of the valuation methods. I hope the council agrees.

I recommend we vigorously defend the Meijer value as well. Though there are depressed big box sales in Flint Township, I am confident that we can prevail with a market appraisal meeting or exceeding our valuation.

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.

✓ **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.

To better position our community, we are 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 now have a proposal for this work. I recommend proceeding. The design needs to be complete anyway, and doing it sooner may open more doors for funding.

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** *(Update)*

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

Chelmsford and Oakview (to Seymour) is now underway and will be completed this year. Forestry work finished a while back, and we have communicated the schedule and impact letters to residents.

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.

Crack fill services have been conducted city-wide. We are happy with the results.

✓ **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. I have some initial pricing for a broad televising program for this year, which will set the table for future lining programs and ensure that we are hitting our jetting maintenance goals as well. Based upon the work completed so far, which is extensive, as well as what we expect to learn from this effort, we will be updating our 20 year sewer plan and map. This may result in new 20 year set of goals that will replace the existing.

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 storm water 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)*

We held the pre-construction meeting with Glaeser Dawes to begin work. All signs indicate a smooth project.

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

The Miller, Morrish, and Bristol Road segments are substantially complete. The contractor is now in Winchester Village. The Miller Road segment from Elms to Raubinger will be last up.

Note that Morrish Road will be beat up pretty good. However, we have timed this so that repairs commence next year with the Transportation Improvement Program funds.

OHM is working on an application for another round of USDA grant/loans. This will help us afford the remainder of the Winchester Village Streets:

Greenleaf
Winshall
Durwood
Norbury
Witney
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 (funded with existing revenues). This is something we can probably arrange for ten years like we did with the first segment of road work.

If the USDA 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.

As presented by the GCDC on April 12, the new county Master Plan includes a northern loop and southern loop option to provide redundancy and stability to the system. This is good news since Gaines and Clayton Township rely on the overstressed Miller line. There will not be any cost participation by the city, but the timeline is unclear. There are rumors that recovery act funds may be put forth to accelerate a loop.

The city is revisiting an effort to work with the county to abandon the 8" Dye Road water main in the vicinity of the rail line (west side of Dye). 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 16" line. It appears the transition cost would be about \$25,000. Mr. Harris and I have learned of the needs from the county and are ready to proceed. We may look to add this as USDA work or bring back a separate proposal. Note that the city line will be abandoned, but the city will still retain the customers.

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

OHM is proceeding with the plan. While we are not on schedule for all facets, we are still in a good spot. Flow testing has been done and analysis is underway. Note that the flow testing is conducted with open hydrants and has resulted in some water quality complaints. We should have some interesting things to show the community soon.

We are completing 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.

✓ **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, which are being finalized. The city also has two more lots that were acquired through the tax reversion process. As of May, 2021, there may be interest by the builder to proceed with acquisition and construction. This would finally clear us of the subdivision and put the association in a better position to build membership and dues for their operations.

✓ **NEWSLETTER** (*Update*)

The July newsletter is out for distribution.

✓ **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 owner appears ready to move on**. The owner will be looking to repurpose the site and cooperate with our master plan process. See details below.
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 on hold due to construction material availability and cost. They continue to seek 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. **(Update)** The **Brewer Condo Project** has affirmed their site plan with the Planning Commission in April (the site plan validity expired). The master deed documents were also finalized. The existing purchase agreement is being executed and we expect a closing within 30 days. Site work might begin in July. The project includes 15 townhome condos off Morrish Road in downtown. They are approximately 1,750 square feet, with two car garages and basements (or shelters, in accordance with the applicable ordinance).
8. The next **Springbrook East** phase is under construction. They have pulled many home permits.
9. **8048 Miller Road**, the home of the Great Lakes Smoothie Company, has a new owner who is working aggressively to improve the property. They will be paving, installing a fancy new ground sign, updating the façade, and improving upper floor residential.

✓ **TAP/DNR TRAIL** (*No Change in Status*)

Flint Township is proceeding with all funding commitments and easements on their end. We are all systems go. The previous report follows.

We have GM easements to sign! Thanks much to Chris Strittmater for his efforts. GM is agreeable to all terms and have agreed to donate the easement (a savings of \$26,000 from our initial offer). However, we need to spend some extra money to make safety improvements to the drive crossings that meet their safety committee standards.

The DNR indicates that funds are now officially obligated for the Trust Fund grant, in the amount of \$300,000! We now have a grant agreement to approve. This is a

standard form instrument that we must abide by to get the funds. I have included the agreement and a resolution in the packet.

It appears there might still be an opportunity to roll this in with the SRTS trail. Either way, we expect to bid in about six months. 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!

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

Preliminary engineering is underway. We are also working on the four easements that are required. We expect this to go more smoothly than the Genesee Valley Trail Extension. This project is likely to be done in late 2021 or 2022. There no longer appears to be a chance that this will be combined with the TAP/DNR project and bid in early fall.

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.

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

We held our first of two joint meetings of the council, planning commission, and DDA this calendar year. The first was an educational budget workshop prior to the April 26th meeting. The next occurs during regular business of the city council on May 10th. This presentation will focus on the Forward Together plan of the county (see below).

Attendees will be able to join via Zoom, and non-council boards/commissions need not convene technically since there will be no business to decide by those groups. As such, the council will basically be hosting a workshop with attendance by other boards and commissions.

In other news, we have been working actively with various partners at the state and local level to work on a small business plan and options for use of the raceway. I think the prospects for that property are looking up!

We also have the option to exercise a crowd funding match for a public place enhancement. This is a big deal and can provide up to \$50,000 towards a downtown project!

A link to this program is here: <https://www.miplace.org/programs/public-spaces-community-places/>

✓ **TAX REVERTED PROPERTY USE** *(No Change in 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 tenant is not catching up like we had hoped. However, she reached out and indicated that business is picking up and additional payments are forthcoming.

✓ **SCHOOL FACILITY PROPOSAL** *(No Change of 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.

We have received a few complaints about lighting at Elms and Syring. The school is working with us to control glare with shields and/or limit hours of operation. This will help improve the neighborhoods. Note that these are voluntary actions since schools are exempt from local zoning.

✓ **CDBG** *(No Change of Status)*

The downtown and neighborhood sign program has been installed, invoiced, and reimbursed. We are all set here.

Applications were submitted for the 2022-2024 cycle which will go towards senior services and new downtown residential neighborhood sidewalks. The county is reviewing the proposal now.

✓ **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. We have baskets and launch pads in stock now.

The park board has formed a committee to create awareness, raise funds, and establish the final course layout. The proponents started a Facebook page, and held an exhibition at Hometown Days which went very well. This is exciting stuff!

✓ **COVID 19** *(Update)*

Practically speaking, COVID is a non-issue these days. I will remove this from future reports. I hope that does not jinx us.

✓ **8067 MILLER ROAD** *(Update)*

The house is nearly complete. However, some mechanical and plumbing inspections revealed some areas for improvement, including the boiler. Stay tuned. I expect to have the listing agreement and showings underway at any time. The pricing seems fortuitous.

✓ **MASTER PLAN UPDATE (Update)**

The MEDC is considering the proposal that was included in the June 14, 2021 packet. If agreeable to them, they are likely to commit \$30,000 towards this effort, provided that the scope covers expected best practices. I don't recommend proceeding until we know for sure. If additional funding is not provided, we would need to drastically reduce the scope.

I believe the MEDC will be meeting at the same time as our council on the matter. As such, it is not ready yet. I expect to have this on for approval at our July 12 meeting.

The previous report follows.

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.

The planning commission considered this matter at their regular May meeting. Justin Spraug with CIB Planning attended as well to provide some guidance. The commission had a number of suggestions for specific plan amendments. Overall, it appears the plan scope will include a pretty thorough review, but not a rewrite. This could be a fortuitous time to engage the plan because the state is making up to \$30,000 available to us for planning purposes, with the idea that we can focus on the downtown and RRC sites.

Our plan is to create a specific downtown plan that addresses the specific, parcel by parcel needs of the various districts. We can also create some design guidelines for the various districts that will help our officials and developers in proceeding with improvements. The combination of area plans and design guidelines happens to be the primary objective of the current master plan that is not yet complete!

To proceed, I am applying for the grant with the MEDC. This appears to be conditionally awarded, so we are working on a scope with CIB. Once complete, the planning commission is ready to proceed with the approval of a work scope by the city council. With any luck, we will be engaged in a formal process in June!

✓ **RACEWAY (Update)**

There are rumblings that the state may yet explore historical wagering. With that being said, the owner is unusually quiet and has not responded to our latest inquiries. GM is temporarily storing cars onsite. The owner is also looking to engage in our master plan process, especially if we are funded for the sub-area plans. Again, I think they are considering marijuana uses so start pondering that and seeking input from constituents.

The previous report follows.

I have reached out to the state MEDC folks to see what assistance we may get to plan, market, or rehabilitate the site. I am getting positive feedback so far, but we have not concluded anything.

The raceway owner is ready to move on. They are going to test the market for possible buyers and users of the site. We have been communicating with them concerning the city's ability to provide services, specifically traffic to the site. We have also been stressing our desire to place low-impact uses there that compliment (or at least are not detrimental) to the adjacent properties.

This conversation has led us away from high-traffic retail and apartment uses. We are leaning towards consideration of a modern light industrial park. This could provide daily users that complement the downtown and retail of the city, while having a low impact on services and the surrounding areas. Of course, a site this size is likely to have multiple users and might still offer sites for hospitality, hotel, or condo space. We would need to work on a plan together to ascertain how the community should proceed.

I also suspect that the owner will get potential buyers in the marijuana growing or production industries. This is something that the city considered when the five medical marijuana license types were decriminalized in Michigan. All such licenses were prohibited. With the impact of such sites (growing and production only; not retail) being observable in more and more Michigan communities, our community should revisit this as a potential springboard to getting the site functional.

✓ **SPRINGBROOK HYDRANT (Update)**

The impacted resident indicated that the association attorney recommended that the association proceed with cooperating with the city on possible cost sharing. The association decided to hold off on hydrant replacement for a second time, according to the impacted resident. I informed her that we had no administrative remedies at our disposal. My opinion is that the association is responsible. She indicates that she will contact her attorney for advice.

I am removing this from future reports. Hopefully, it does not return.

✓ **FIRE DEPARTMENT SERVICES (No Change in Status)**

The fire department is proceeding with a detailed operational plan for implementation of medical runs. They now have changes affirmed by the council to the bylaws and job description. Once a budget is proposed, they should be off to the races.

✓ **WASTE SERVICES (Update)**

We are going live on July 6th. GFL has distributed a newsletter and met with staff to complete our onboarding. Carts should be delivered by the time we meet on the 28th. We will be reporting on how things go.

Note that we still have some dealings with Republic. They indicate that they will be picking up their carts the week of July 12th. All residents are instructed to put their

Republic carts to the roadside on July 12th. Also note, that we are expecting invoices from GFL for services performed prior to the commencement of our agreement. My intention is to withhold payment to Republic for the corresponding amount.

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

It appears that our community will be receiving about ~\$500,000 in stimulus funds. This allocation is supposed to be a direct federal allocation (via the State of Michigan) under the American Rescue Plan Act of 2021.

We have not received formal notification on the award, the exact amount, or the restrictions. However, it appears that these funds will need to be spent within 24 months and are not to be commingled with other operating funds. Initial recommendations from the National League of Cities include expenditures on essential sanitation infrastructure, such as water and sewer. They also note the importance of economic recovery. This MAY include allocations to improvements related to downtown and recreation. It MAY also include direct allocations to businesses in the form of loans or grants.

This is certainly welcome news. However, I am cautious regarding the expectation for such a windfall. I am also conscious of the potential for short to mid-term reductions in tax base, revenue sharing, and unfunded liability assets as a lingering impact of COVID. As such, the budget implications are unclear. We certainly have deferred improvements with water, roads, and parks. We also have opportunities in downtown. However, we may have serious needs in our essential service expectations as well.

I will keep the council informed. According to the MML, we should be seeing 50% of the payment in about 90 days or less, and the remainder within 12 months.

✓ **DEPARTMENT OF PUBLIC AND COMMUNITY SERVICES** (*Update*)

We will be conducting interviews the week of the 28th. We will also be continuing to establish OHM as a more proactive engineering consultant by 'injecting' them into our operations at a higher degree. This could include an in-office workstation/login, remote access, and an established communication plan.

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

✓ **MONTHLY REPORTS** (*Update*)

There are some routine reports included for your information.

✓ **COMCAST UPDATE** (*Update*)

There are some changes to their service noted.

✓ **MERS ACTUARIAL** (*Update*)

I am unhappy with the predictability with which retirement actuarials demonstrate an 'unforeseeable underfunded status'. Once again, they have changed their assumptions regarding mortality, terminations, and related attributes in a way that has increased our liability. In short, this means we are less funded than last year and will need to contribute more. Fortunately, Mrs. Korth and our staff have seen this coming, so we have been contributing more than required for years.

Moving forward, our position is not dramatically changed. Investments (~12% year-over year) are performing higher than their 'smoothing period' rate (~8%) and much higher than their assumed rate (7.35%). Even with the new assumptions and lower assumed return on investment, we expect to be clear of any contributions within the decade.

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

✓ **PLANNING COMMISSION** *(Update)*

The Planning Commission met on May 4, 2021. They discussed the community master plan (see above). Mr. Novak resigned and was replaced by Mr. Jason Keene. The master plan process is also expected to commence in July, with a proposal due in June 2021. The next meeting is scheduled for July 6. Since I will be out of town and the master plan proposal has yet to be affirmed, this will almost certainly be delayed.

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

The DDA met two weeks later in April than normal. They reviewed their next fiscal year budget and approved a façade grant for the Assenmacher Building rehabilitation project. They did not meet in May or June, but there could be upcoming business related to a new farmers market group in the community. Their next meeting is scheduled for July 8. Again, with my absence and the delay in the master plan commencement, this will also almost certainly be delayed.

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

A sign variance for 8048 Miller was approved on May 19th. The variance will enable a 10 foot ground sign for the property. In addition, the ZBA selected officers, with Mr. Packer remaining as chair, Mr. Plumb as vice chair, and Mr. Smith as secretary. The next meeting date is tentatively June 16th. Since there is no current business, this will be pushed to July 21.

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

The Park Board met on June 2nd. There were updates on disc golf, Otterburn Park, and the trails (see above). The park board slip and slide, as administered by the Swartz Creek Fire Department Auxiliary, is tentative for August 14th at Elms Park.

The park board discussed the potential for a FitLot somewhere in town, as well as the possible donation of murals that could be displayed at a park or other public space. Both of these items were tabled, pending additional information.

Lastly, the Baptist Church is looking to take on the playscape staining. This appears to be aligning for August 14th. We are thrilled that they are willing to take this on!

Their next meeting is July 7th at Abrams Park.

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

The Board of Review was held virtually this year between March 15 and 17th. There were six protests on assessments, including the Genesee Valley Golf Course. There were twelve Disabled Veterans Exemptions, two late personal property statements, and one uncapping petition.

The assessor notes that residential values continue to increase at a very high rate. However, there is concern for commercial appeals, which can be appealed directly to the Michigan Tax Tribunal through June.

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

Nothing new to update. Continuing to work on organization and retention of records.

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

Typical routine tasks continue to occupy the crew's time. We did second quarter water meter reads two weeks ago and the lead and copper sampling for the first half of the year has been completed

✓ **TREASURER UPDATE (Update)**

The 2021 tax roll is essentially completed aside from waiting for two taxing authorities to hold their truth in taxation hearings and submit final millage rates. The preparation of schedules for the year-end audit continues. Several small projects and routine duties were performed including, but not limited to, writing/processing routine journal entries, bank wires, review and approval of accounts payable invoices, building department permits and rental inspection collections, park reservations, processing payroll, receipt of utility billing payments, and other financial matters impacting the city.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

✓ **RESIDENTIAL DEMOLITION BIDS (Update)**

This section is present because the performance period for the demolition of the homes at 7029 and 7041 Miller expired on June 9. As such, we solicited bids for their demolition. In doing so, we learned that one of the demolition companies entered into an agreement to demolish the homes on June 3rd. A deposit towards this end has also been paid.

As of writing, it appears the matter will resolve itself without further city intervention. However, a change to the circumstances might make the bids relevant again, placing the matter on the agenda for approval.

✓ **PAVEMENT BORING SERVICES (Business Item)**

We solicited pricing for pavement borings across the city. This is a best practice that is recommended by Mr. Harris to better prepare us for road asset management and design services. In a nutshell, we are lifting the hood on the streets to see what is underneath. Knowing the pavement and base composition can help us predict street life, failure risks, and replacement/rehabilitation treatments.

This service is relatively specialized. As such, despite solicitation from three companies that Mr. Harris knows to exist, we only have two prices. I am including the low price proposals and a resolution to approve. The company is Intertek, with a price of \$8,200 for six various locations and 23 borings. Individually, these proposals are administratively approvable without multiple quotes, however, in aggregate, we are more comfortable having the city council approve the work.

✓ **PAVILION COMMITMENT** (*Business Item*)

As previously noted, the park board had a discussion with the family of Jentery Farmer at the June park board meeting. There is strong interest in proceeding with a park improvement that could carry Jentery's name and honor his legacy.

After deliberation, it seems appropriate to pursue the construction of a pavilion at Otterburn Park. This park will host the new disc golf course and trail, which Jentery was a strong advocate for. It is also near to where he grew up in Heritage Village.

A quick search of modern pavilion kits online reveals that the material and delivery cost of a pavilion would be around \$30,000 for a 20 x 24 space. The site prep, slab, and assembly would be required as well. I suspect a project like this could get much in terms of donations and in-kind assembly help.

A good target price would be \$50,000 with 2022 construction onsite. I am including a resolution to enable the project, provide a commitment to match funds, and enable the ability to fundraising.

✓ **WATER OPERATIONS SERVICES** (*Business Item*)

As noted in the previous report related to the departure of Mr. Harris, one of the big issues that we face is the regulatory administration of the water distribution system. Managing the water system requires a background, license type, and annual labor hours that has been found to dominate the DPW Director position.

In general, the amount of testing, reporting, and planning that is required by the state has, in my opinion, crossed a threshold of practicality for a city like ours. I have found a potential solution that will enable the city to own the system, while placing testing, reporting, and emergency services with the Genesee County Drain Commission, Water and Waste Service Division.

I have been liaising with GCDC, including an intensive and exhaustive meeting with most of their water staff during the week of June 7th. My findings are that we could transfer operations of the system to the county with a matching or higher level of service and with a water rate increase of less than 5%. I am including their initial letter, a draft agreement, and pricing table. I am also including our financial findings.

About fifteen years ago, county oversight was not found to be advantageous. However, many circumstances have changed. Due to changes in staffing, we no longer possess enough operators to be able to address main breaks without contracted services, we are also finding that the contracted services are less accessible and more costly than the county workforce at this time. Lastly, the county runs a large enough system to staff their own lab, regulatory compliance staff, and engineers (for flushing plans, controlled shut downs, and related field matters).

At our June 28 meeting, I would like to engage the city council in open discussion regarding a maintenance agreement with the GCDC for the water system. While an agreement with the county is not required any time soon, I would like to know the direction we are preferring prior to bringing a new DPW Director onboard. At any rate,

there must be many questions. My hope is to have a GCDC representative at our meeting.

✓ **FORESTRY SERVICES** (*Business Item*)

Based upon our discussion at the June 14, 2021 meeting, I am including a resolution to approve the initial proposal for services. As discussed, future efforts are expected to be smaller in scale (price) and be more in line with routine inspection and maintenance services. The previous report follows:

As we actively seek to enhance our parks, public grounds, and rights of way, we have been working with an area arborist/tree service. Our efforts have been to inspect, prune, remove, and replace trees in the parks so that we are able to move forward with efficient annual maintenance once we have a healthy and safe forestry product. This has been something we have budgeted and worked towards in 2020 within Elms Park.

In 2021, we wish to further this effort to include the street projects and the civic campus. The civic campus has many mature trees. Some of these are under threat of bugs and other maladies that require removal, thinning, or treatment. This is very noticeable by the theater and is something we are better off addressing sooner than later, both to save money and to extend tree life.

Because of the recent construction in places such as Springbrook East, as well as Winchester Village, there are many newly planted trees that must be pruned regularly to maintain their shape and desire limb height. This ensures our traffic control devices, clear vision areas, and sidewalks are clear of vegetation. In the case of Heritage Village, we are actually behind on this.

Our plan moving forward is to annualize a cost to routinely inspect newer and older trees in parks, rights-of-way, and public places. This will result in savings in the long run (an ounce of prevention is worth a pound of cure). It will also give us the forestry product that we demand as we work to have some of the best public facilities in the state.

What we wish to present and discuss is the cost estimate that we have for services. We find that we have been leaning heavily on J-n-J Yard and Tree Services for advice and small jobs. There were also the low price on projects that were estimated in the past year. However, as we put together the list of work we are seeking for this calendar year, we find it to be well above the sealed bid threshold of \$5,000.

What we wish to have the city council discuss is the merits of proceeding with the work as estimated (only if approved by the council) or if it would be better to bid out the scope and see what returns we get. The obvious upside to bidding is the potential for savings. However, the downside is that we lose some knowledge legacy, confidence in the provider, and assurance of the final product.

To restate the staff position, the relationship we have had with the arborist has developed more into a professional service than a commodity over the past couple

years. As such, we are hesitant to proceed with future work based only on price. I seek the disposition of the city council in this matter.

Council Questions, Inquiries, Requests, Comments, and Notes

Notable Code Issues: Our attorney has been granted a default judgement as it relates to the Miller Road camping case that ended up in Circuit Court. We have an apparent judgement to remove any vehicle illegally parked, stored, or habituated in anywhere within the city; the demolition deadline for the homes on Miller by Elms is to expire on June 9, making action on our part necessary; we are also working on one unpermitted sign (North Atlas).

Time Away From the Office: As noted at the last meeting, I went and got married this month! We did not plan a formal honeymoon, but we are taking time in July to travel together. When combined with the Fourth of July, I will be out of the office for the better part of two weeks (July 5-July 16). I will be in the office on July 12th, and I will be attending that council meeting. I will be back in the office on the 19th as well. Due to the early distribution of the July 12 meeting, I expect that agenda, as well as the agendas for the Park Board, Planning Commission, and DDA to be light.

**City of Swartz Creek
RESOLUTIONS**

Regular Council Meeting, Monday, June 28, 2021, 7:00 P.M.

Motion No. 210628-4A

MINUTES – June 14, 2021

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, June 14, 2021, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 210628-5A

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 June 28, 2021, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 210628-6A

CITY MANAGER’S REPORT

Motion by Councilmember: _____

I Move the Swartz Creek City Council accept the City Manager’s Report of June 28, 2021, including reports and communications, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 210628-8A

RESOLUTION TO APPROVE FORESTRY SERVICES

Motion by Councilmember: _____

WHEREAS, the city maintains parks, right of ways, and other grounds that possess diverse and plentiful forestry assets; and

WHEREAS, proactive maintenance of forestry assets is found to create long term savings in management trees; and

WHEREAS, proactive maintenance of forestry assets is also found to improve tree safety, appearance, and conflict with various shared features of right of ways and parks; and

WHEREAS, the city has established a relationship with a local tree service company and arborist and desires to continue to build upon that knowledge legacy and mutual interest; and

WHEREAS, the City Council finds the inspection and management of forestry assets to be a professional service per Ordinance Section 2-402.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek City Council hereby awards the 2021 forestry maintenance service to J-n-J Yard & Tree Service in the amount of \$14,800.

BE IT FURTHER RESOLVED, the city council authorizes and directs the City Manager and to execute the proposal on behalf of the city.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 210628-8B

RESOLUTION TO APPROVE AND COMMIT TO PAVILION CONSTRUCTION AT OTTERBURN PARK

Motion by Councilmember: _____

WHEREAS, the city owns, operates, and maintains a system of parks and recreation facilities; and

WHEREAS, the city is expanding their park system to include Otterburn Park, a recreational area that will include disc golf, a connection to the Genesee Valley Trail, and a sledding hill; and

WHEREAS, Mr. Jentery Farmer passed away on April 26th as an active City Council Member and Park Board Chair, among other roles; and

WHEREAS, Mr. Farmer was an avid supporter of the trail, disc golf, and the expansion of Otterburn Park; and

WHEREAS, the city park board, in working with the family of Mr. Farmer, recommend that the city commit to constructing a pavilion in Otterburn Park to honor Mr. Farmer at their regular meeting on June 2, 2021.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek City Council hereby authorizes pavilion construction at Otterburn Park and commits \$20,000 from the current

and/or future budgets to match towards any and all contributions from the public towards the same.

BE IT FURTHER RESOLVED that the City of Swartz Creek City Council recognize the pavilion as the Jentery Farmer Pavilion and allow a plaque or nameplate to be placed commemorating the same.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 210628-8C

RESOLUTION TO APPROVE PAVEMENT/SOIL BORINGS FOR STREETS AND PUBLIC PAVING

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek owns, operates, and maintains a network of streets and parking lots that are composed of concrete, asphalt, aggregate, and similar surface and subsurface materials; and

WHEREAS, the full depth composition of the streets and parking lots is not known in all cases; and

WHEREAS, an understanding of the full depth composition of said surfaces is essential to understanding the life expectancy, type of expected failure, and rehabilitation methods of such surfaces; and

WHEREAS, the city solicited quotes to perform boring services at six different locations within the city to ascertain the composition of said areas; and

WHEREAS, while the individual price estimates for each area is administratively approvable, the aggregate of said prices is more appropriately approved by the city council under Ordinance Section 2-402.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek hereby awards boring services to Intertek in the aggregate amount of \$8,200 and authorizes the City Manager to enter the City into a standard contractor’s agreement to perform said services.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 210628-8E

RESOLUTION TO APPROVE APPRAISAL FOR FAMILY FARM & HOME PROPERTY.

Motion by Councilmember: _____

WHEREAS, the city assesses property and collects taxes per the Michigan General Property Tax Act; and

WHEREAS, the City Assessor is charged with determining values for property to be taxed under the same act and rules promulgated by the Michigan Department of Treasury, with the intent of valuing real and personal property in the city accurately, fairly, and consistently; and

WHEREAS, from time to time, the city finds it necessary to defend valuations that are appealed by owner interests in order to achieve those intentions.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek City Council amend the budget to allocate \$4,500 of unencumbered, unreserved general fund monies to the assessing department for the purpose of contesting the tax appeals by parties referred to as 4315 Elms Road; PID 58-31-551-005; Kuk & Youngae Chung Trust; Family Farm & Home property, costs to include an appraisal, legal services, and other related expenses to be provided by the city's legal counsel and an appraisal firm, as selected by the city manager or assessor, with the authority of the city council under Section 2-402(a)(2) of the city ordinances.

BE IT FURTHER RESOLVED, the City of Swartz Creek City Council approve the proposal from Kevin Groves Appraisals, Inc., as included in the city council packet of June 28, 20219 and further direct the Mayor to execute said proposal on behalf of the city.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 210628-11A

ADJOURN

Motion by Councilmember: _____

I Move the Swartz Creek City Council adjourn the regular council meeting of June 28, 2021.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE 6/14/2021**

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

Invocation and Pledge of Allegiance.

Councilmembers Present: Fountain, Florence, Gilbert, Hicks, Krueger, Henry.

Councilmembers Absent: Pinkston.

Staff Present: City Manager Adam Zettel, Clerk Connie Olger,
Director of Community Services Andy Harris.

Others Present: Lania Rocha, Charles Campbell, Mark Gonyea, Dennis
Ward, Tom Cooney, Steve Long, Dennis Cramer, Jody
Key, Metro PD Chief Bade.

EXCUSE COUNCILMEMBER PINKSTON

Resolution No. 210614-01

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Henry

I Move the Swartz Creek City Council excuse Councilmember Cramer.

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

APPROVAL OF MINUTES

Resolution No. 210614-02

(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 May 24, 2021 to be circulated and placed on file.

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

APPROVAL OF AGENDA

Resolution No. 210614-03

(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 June 14, 2021, to be circulated and placed on file.

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

CITY MANAGER'S REPORT

Resolution No. 210614-04

(Carried)

Motion by Councilmember Florence
Second by Councilmember Gilbert

I Move the Swartz Creek City Council accept the City Manager's Report of June 14, 2021, including reports and communications to be circulated and placed on file.

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC:

None.

COUNCIL BUSINESS:

MILLER SETTLEMENT AWARD

PRESENTATION

Mayor Krueger presented Dennis Cramer with the 2020 award. Mr. Cramer's family moved to Swartz Creek, Winchester Village, in 1973. He graduated from Swartz Creek High School. He served in the United States Navy and was stationed in several locations overseas.

He has been involved with many community groups, Friends of Perkins Library, Masonic Lodge where he champions the Bike for Books & Child ID programs. He was instrumental in the supporting of Save Our Street campaign. He assisted with Back the Badge campaign, Restoration Place, the Friends of the Genesee Health Plan and such other groups. He single handedly brought Census awareness to the entire community as the official Complete Count Committee Chairman.

Mr. Cramer was honored and humbled to receive the award and thanked everyone for attending. Swartz Creek has always been in his heart and always proud to call Swartz Creek his home.

WASTE AGREEMENT

Resolution No. 210614-05

(Carried)

Motion by Mayor Pro Tem Hicks
Second by Councilmember Henry

WHEREAS, the current contract for waste collection and disposal, including the services of refuse, recycling, and yard waste, expires after June 30, 2021; and

WHEREAS, the city has recently received bids for the collection of refuse, recycling, and yard waste from four different carriers; and

WHEREAS, the council resolved to award the contract for service to GFL, Inc. at its regular meeting on May 10, 2021, contingent upon the execution of a service agreement.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek City Council hereby affirms the award to GFL, Inc. and approves the agreement for services as included in the city council packet of June 14, 2021.

BE IT FURTHER RESOLVED, the city council authorizes and directs the Mayor and City Clerk to execute the agreement on behalf of the city.

YES: Henry, Fountain, Florence, Hicks, Krueger.
NO: Gilbert. Motion Declared Carried.

RESOLUTION TO APPROVE DISTRICT 3 CONSTRUCTION ENGINEERING SERVICES

Resolution No. 210614-06

(Carried)

Motion by Councilmember Gilbert
Second by Mayor Pro Tem Hicks

WHEREAS, the city owns, operates, and maintains a system of sewer collection lines that transport sewer to the county interceptors located at various locations in and around the community; and

WHEREAS, capacity limits, especially as it pertains to wet weather events in district 3, have been revealed by flow meter analysis conducted in 2019; and

WHEREAS, Rowe Professional Services Company has been working with the city to design a solution to the capacity problem and bid out construction services to address the deficiency; and

WHEREAS, an award for construction was made at the May 10, 2021, with Glaeser Dawes being the lowest responsible bidder; and

WHEREAS, the city requires material, work, and result testing to ensure proper installation of the project.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek hereby approves the construction engineering proposal as submitted by Rowe Professional Services on May 19, 2021 for a not-to-exceed cost of \$38,510, funds to be appropriated to the Sewer 591 fund.

Discussion Ensued.

YES: Henry, Fountain, Florence, Gilbert, Hicks, Krueger.

NO: None. Motion Declared Carried.

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

Resolution No. 210614-07

(Carried)

Motion by Councilmember Henry

Second by Councilmember Fountain

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

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

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

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek appropriate and approve payment for an amount not to exceed \$47,221 to Michigan Municipal League Meadow Brook Insurance, payment of the City's annual 2021-2022 premiums for property and liability insurance, funds to be apportioned to reflect departmental coverage as noted in the invoice.

Discussion Ensued.

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

RESOLUTION TO SET THE 2021-2022 COUNCIL MEETING SCHEDULE

Resolution No. 210614-08

(Carried)

Motion by Councilmember Fountain
Second by Councilmember Florence

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

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

NOW, THEREFORE, pursuant to the Act, public notice is hereby given that regular meetings for fiscal year 2021-2022 shall be held twice each month, and further, that all meetings shall be held in the Paul D. Bueche Municipal Building Council Chambers located at 8083 Civic Drive, Swartz Creek, Michigan, unless otherwise provided in advance by the City Council, and further, meetings shall commence at 7:00 P.M. on the following dates:

July 2021:	Monday – 12th Monday – 26th
August 2021:	Monday – 09th Monday – 23rd
September 2021:	Monday – 13th Monday – 27th
October 2021:	Monday – 11th Monday – 25th
November 2021:	Monday – 08th Monday – 22nd
December 2021:	Monday – 06th Monday – 13th
January 2022:	Monday – 10th Monday – 24th

February 2022: Monday – 14th
Monday – 28th

March 2022: Monday – 14th
Monday – 28th

April 2022: Monday – 11th
Monday – 25th

May 2022: Monday – 09th
Monday – 23rd

June 2022: Monday – 13th
Monday – 27th

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

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

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

FORESTRY SERVICES

DISCUSSION

Mr. Zettel wants council's feedback on whether to go out for bids or to use a current contractor, an arborist, for a proactive forestry plan. If council agreed we would have a yearly contract.

Majority of council agreed using the contractor and having a proactive forestry plan is a good idea.

COMMISSION APPOINTMENT

Resolution No. 210614-09

(Carried)

Motion by Councilmember Florence
Second by Councilmember Henry

WHEREAS, the laws of the State of Michigan, the Charter and Ordinances of the City of Swartz Creek, interlocal agreements in which the City of Swartz Creek is a

member, and previous resolutions of the city council require and set terms of offices for various appointments to city boards and commissions, as well as appointments to non-city boards and commissions seeking representation by city officials; and

WHEREAS, there exists uncertainty regarding the status of an appointment for the Metro Police Authority of Genesee County; and

WHEREAS, said appointment is a Mayoral appointment subject to affirmation of the city council.

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

#210614-8H1	<u>MAYOR APPOINTMENT:</u>	Rae Lynn Hicks
	Metro Police, City Council Member	
	Three year term, February 1, 2021 - January 31, 2024	

YES: Gilbert, Hicks, Krueger, Henry, Fountain, Florence.

NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

Steve Long 5356 Worchester Drive, the vacated house on Worchester needs backyard mowed and there is a poison ivy issue. Mr. Harris replied he will have someone take care of it. Mr. Long would also like the name of the arborist the city will be using.

REMARKS BY COUNCILMEMBERS:

Councilmember Gilbert we got the rain we needed.

Mayor Pro Tem Hicks attended a cross connection webinar and offered the slides from the webinar if anyone is interested. The webinar was very informative. The corner of Miller/Brady there is a construction sign that's been there a long time.

Councilmember Florence has heard complaints from residents about traffic on Miller Rd. in early morning hours and early evening hours.

Mayor Krueger noted we had a great meeting and the weather was good. He thanked everyone for coming.

ADJOURNMENT

Resolution No. 210614-10

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Fountain

I Move the Swartz Creek City Council adjourn the regular council meeting of June 14, 2021, and set the City Council Chambers at City Hall as the venue for the next regularly scheduled council meeting of June 28, 2021.

Unanimous Voice Vote.

David A. Krueger, Mayor

Connie Olger, City Clerk

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK
PERIOD ENDING 05/31/2021

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 05/31/2021	AVAILABLE BALANCE	% BDGT USED
Revenue					
Fund 101 - General Fund					
000.000 - General	2,322,610.27	2,337,610.93	2,241,541.44	96,069.49	95.89
172.000 - Executive	0.00	0.00	2.80	(2.80)	100.00
215.000 - Administration and Clerk	40.00	40.00	7.90	32.10	19.75
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	64,285.00	(23,402.00)	157.24
345.000 - PUBLIC SAFETY BUILDING	25,050.00	25,050.00	20,961.44	4,088.56	83.68
410.000 - Building & Zoning & Planning	65,200.00	68,300.00	66,757.75	1,542.25	97.74
444.000 - Sidewalks	900.00	900.00	5,175.00	(4,275.00)	575.00
448.000 - Lighting	9,870.00	9,870.00	7,078.06	2,791.94	71.71
523.000 - Grass, Brush & Weeds	4,500.00	4,500.00	4,745.00	(245.00)	105.44
694.000 - Community Development Block Grant	33,300.00	33,300.00	33,300.00	0.00	100.00
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	3,596.17	(3,596.17)	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	11,910.00	(5,210.00)	177.76
790.000 - Facilities-Senior Center/Libr	6,200.00	6,200.00	4,218.92	1,981.08	68.05
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	2,524,550.70	69,774.45	
Expenses					
000.000 - General	14,160.00	14,160.00	12,453.49	1,706.51	87.95

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 05/31/2021	AVAILABLE BALANCE	% BDGT USED
101.000 - Council	22,585.73	22,612.29	22,350.45	261.84	98.84
172.000 - Executive	109,424.96	256,193.72	104,425.55	151,768.17	40.76
215.000 - Administration and Clerk	36,221.00	36,221.00	24,964.64	11,256.36	68.92
228.000 - Information Technology	15,875.00	22,714.88	25,224.42	(2,509.54)	111.05
247.000 - Board of Review	3,658.85	3,658.85	2,458.17	1,200.68	67.18
253.000 - Treasurer	93,323.00	94,897.00	83,697.49	11,199.51	88.20
257.000 - Assessor	47,959.00	48,117.25	35,458.73	12,658.52	73.69
262.000 - Elections	47,202.00	49,563.70	48,477.89	1,085.81	97.81
266.000 - Legal Council	14,000.00	14,000.00	23,557.21	(9,557.21)	168.27
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	18,246.86	(9,246.86)	202.74
301.851 - Retiree Employer Health Care PSFY	19,670.00	19,670.00	19,210.54	459.46	97.66
334.000 - Metro Police Authority	1,019,475.00	1,019,475.00	1,042,090.00	(22,615.00)	102.22
336.000 - Fire Department	206,650.00	183,248.00	149,115.21	34,132.79	81.37
345.000 - PUBLIC SAFETY BUILDING	39,132.39	89,712.57	80,329.51	9,383.06	89.54
410.000 - Building & Zoning & Planning	128,884.00	128,896.00	73,354.93	55,541.07	56.91
444.000 - Sidewalks	1,200.00	1,200.00	7,200.00	(6,000.00)	600.00
448.000 - Lighting	105,000.00	105,000.00	95,702.87	9,297.13	91.15
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	33,300.00	0.00	100.00
728.000 - Economic Development	0.00	55.91	351.11	(295.20)	627.99
780.500 - Mundy Twp Park Services	0.00	0.00	3,628.60	(3,628.60)	100.00
781.000 - Facilities - Pajtas Amphitheat	1,468.00	1,468.00	1,234.77	233.23	84.11

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 05/31/2021	AVAILABLE BALANCE	% BDGT USED
782.000 - Facilities - Abrams Park	37,785.87	37,820.87	23,705.19	14,115.68	62.68
783.000 - Facilities - Elms Rd Park	80,732.00	80,804.55	45,118.68	35,685.87	55.84
784.000 - Facilities - Bicentennial Park	1,324.00	1,414.89	492.98	921.91	34.84
786.000 - Non-Motorized Trailway	30,000.00	103,247.75	70,447.75	32,800.00	68.23
787.000 - Veterans Memorial Park	2,840.00	2,881.42	2,868.85	12.57	99.56
788.000 - Otterburn Disc Golf Park	10,000.00	10,000.00	5,858.19	4,141.81	58.58
790.000 - Facilities-Senior Center/Libr	36,620.58	36,913.77	22,904.68	14,009.09	62.05
793.000 - Facilities - City Hall	19,802.88	20,004.66	11,587.26	8,417.40	57.92
794.000 - Community Promotions Program	50,059.00	51,957.50	28,880.72	23,076.78	55.59
796.000 - Facilities - Cemetery	1,901.70	1,901.70	965.15	936.55	50.75
797.000 - Facilities - City Parking Lots	5,600.00	8,890.00	6,263.07	2,626.93	70.45
851.000 - Retired Employee Health Care	25,900.00	25,900.00	13,736.61	12,163.39	53.04
965.000 - Transfers Out	175,367.50	181,919.28	180,330.61	1,588.67	99.13
TOTAL EXPENDITURES	2,451,222.46	2,725,920.56	2,332,318.08	393,602.48	
Fund 101 - General Fund:					
TOTAL REVENUES	2,518,610.27	2,594,325.15	2,524,550.70	69,774.45	97.31
TOTAL EXPENDITURES	2,451,222.46	2,725,920.56	2,332,318.08	393,602.48	85.56
NET OF REVENUES & EXPENDITURES	67,387.81	(131,595.41)	192,232.62	(323,828.03)	
Fund 202 - Major Street Fund					
Revenue					
000.000 - General	450,475.00	450,475.00	398,780.71	51,694.29	88.52
441.000 - Miller Rd Park & Ride	5,000.00	5,000.00	2,368.47	2,631.53	47.37
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	1,971.22	428.78	82.13

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 05/31/2021	AVAILABLE BALANCE	% BDGT USED
931.000 - Transfers IN	0.00	240.41	240.41	0.00	100.00
TOTAL REVENUES	457,875.00	458,115.41	408,725.17	49,390.24	
Expenses					
228.000 - Information Technology	1,000.00	1,231.03	1,227.32	3.71	99.70
441.000 - Miller Rd Park & Ride	5,058.24	5,177.51	3,662.85	1,514.66	70.75
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
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	66,662.00	16,538.00	80.12
453.105 - Fairchild-Cappy to Miller TIP	0.00	7,475.00	7,473.39	1.61	99.98
454.000 - Major Streets Projects	0.00	41,635.00	41,635.00	0.00	100.00
463.000 - Routine Maint - Streets	158,025.87	158,025.87	52,498.33	105,527.54	33.22
463.307 - Oakview - Seymour to Chelmsford	50,000.00	414,762.61	414,762.61	0.00	100.00
463.308 - Winston - Oakview to Chesterfield	20,000.00	36,704.27	36,704.27	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	35,156.54	20,864.54	62.76
478.000 - Snow & Ice Removal	81,307.00	81,307.00	34,985.42	46,321.58	43.03
482.000 - Administrative	17,762.00	17,762.00	13,956.62	3,805.38	78.58
538.500 - Intercommunity storm drains	12,500.00	12,500.00	4,695.19	7,804.81	37.56
965.000 - Transfers Out	100,000.00	100,000.00	100,000.00	0.00	100.00
TOTAL EXPENDITURES	531,855.11	1,105,740.43	863,575.79	242,164.64	
Fund 202 - Major Street Fund:					
TOTAL REVENUES	457,875.00	458,115.41	408,725.17	49,390.24	89.22
TOTAL EXPENDITURES	531,855.11	1,105,740.43	863,575.79	242,164.64	78.10
NET OF REVENUES & EXPENDITURES	(73,980.11)	(647,625.02)	(454,850.62)	(192,774.40)	

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 05/31/2021	AVAILABLE BALANCE	% BDGT USED
Fund 203 - Local Street Fund					
Revenue					
000.000 - General	143,500.00	144,694.57	150,644.23	(5,949.66)	104.11
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	1,314.14	(814.14)	262.83
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	252,198.78	508,236.20	
Expenses					
228.000 - Information Technology	1,000.00	1,231.03	1,227.32	3.71	99.70
429.000 - Occupational Safety	0.00	0.00	38.10	(38.10)	100.00
448.000 - Lighting	15,000.00	22,222.00	7,222.00	15,000.00	32.50
449.500 - Right of Way - General	22,500.00	22,500.00	1,580.00	20,920.00	7.02
449.501 - Right of Way - Storms	0.00	659.38	1,139.38	(480.00)	172.80
463.000 - Routine Maint - Streets	285,870.05	286,670.05	142,745.27	143,924.78	49.79
463.107 - Chelmsford - Seymour to Oakview	50,000.00	295,236.06	295,236.06	0.00	100.00
463.108 - Oxford Court	55,000.00	134,931.48	134,931.48	0.00	100.00
474.000 - Traffic Services	20,006.00	20,310.20	14,051.15	6,259.05	69.18
478.000 - Snow & Ice Removal	68,999.00	69,069.00	29,206.08	39,862.92	42.29
482.000 - Administrative	20,319.75	20,319.75	10,467.30	9,852.45	51.51
538.500 - Intercommunity storm drains	10,000.00	10,000.00	4,695.19	5,304.81	46.95
TOTAL EXPENDITURES	548,694.80	883,148.95	642,539.33	240,609.62	
Fund 203 - Local Street Fund:					
TOTAL REVENUES	659,000.00	760,434.98	252,198.78	508,236.20	33.17
TOTAL EXPENDITURES	548,694.80	883,148.95	642,539.33	240,609.62	72.76
NET OF REVENUES & EXPENDITURES	110,305.20	(122,713.97)	(390,340.55)	267,626.58	

Fund 204 - MUNICIPAL STREET FUND
Revenue

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 05/31/2021	AVAILABLE BALANCE	% BDGT USED
000.000 - General	651,580.00	651,628.90	668,671.64	(17,042.74)	102.62
TOTAL REVENUES	651,580.00	651,628.90	668,671.64	(17,042.74)	
Expenses					
905.000 - Debt Service	167,917.11	167,917.11	167,917.11	0.00	100.00
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	167,917.11	500,000.00	
Fund 204 - MUNICIPAL STREET FUND:					
TOTAL REVENUES	651,580.00	651,628.90	668,671.64	(17,042.74)	102.62
TOTAL EXPENDITURES	667,917.11	667,917.11	167,917.11	500,000.00	25.14
NET OF REVENUES & EXPENDITURES	(16,337.11)	(16,288.21)	500,754.53	(517,042.74)	
Revenue					
Fund 226 - Garbage Fund					
000.000 - General	415,025.00	415,649.89	435,592.55	(19,942.66)	104.80
172.000 - Executive	0.00	0.00	0.70	(0.70)	100.00
931.000 - Transfers IN	0.00	541.95	541.95	0.00	100.00
TOTAL REVENUES	415,025.00	416,191.84	436,135.20	(19,943.36)	
Expenses					
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	3,561.33	190.24	94.93
172.000 - Executive	7,850.00	7,879.30	7,352.27	527.03	93.31
215.000 - Administration and Clerk	3,735.00	3,879.87	3,939.44	(59.57)	101.54
228.000 - Information Technology	2,075.00	2,085.54	2,714.72	(629.18)	130.17
253.000 - Treasurer	15,705.00	16,008.00	14,286.10	1,721.90	89.24
257.000 - Assessor	800.00	800.00	645.00	155.00	80.63
528.000 - Sanitation Collection	292,202.58	293,451.49	261,515.60	31,935.89	89.12
530.000 - Wood Chipping	52,484.50	52,683.22	32,547.64	20,135.58	61.78
782.000 - Facilities - Abrams Park	9,092.00	9,132.00	7,214.56	1,917.44	79.00
783.000 - Facilities - Elms Rd Park	12,140.00	12,140.00	11,640.16	499.84	95.88

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 05/31/2021	AVAILABLE BALANCE	% BDGT USED
793.000 - Facilities - City Hall	4,045.09	4,057.37	2,841.34	1,216.03	70.03
TOTAL EXPENDITURES	413,335.85	415,905.11	358,294.91	57,610.20	
Fund 226 - Garbage Fund:					
TOTAL REVENUES	415,025.00	416,191.84	436,135.20	(19,943.36)	104.79
TOTAL EXPENDITURES	413,335.85	415,905.11	358,294.91	57,610.20	86.15
NET OF REVENUES & EXPENDITURES	1,689.15	286.73	77,840.29	(77,553.56)	
Fund 248 - Downtown Development Fund					
Revenue					
000.000 - General	66,962.00	66,962.00	72,115.93	(5,153.93)	107.70
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	72,115.93	(3,153.93)	
Expenses					
173.000 - DDA Administration	2,820.00	2,833.00	2,815.50	17.50	99.38
728.002 - Streetscape	40,945.00	40,945.00	40,000.00	945.00	97.69
728.003 - Facade Program	0.00	12,500.00	0.00	12,500.00	0.00
728.004 - Family Movie Night	3,450.00	11,510.00	4,907.07	6,602.93	42.63
TOTAL EXPENDITURES	47,215.00	67,788.00	47,722.57	20,065.43	
Fund 248 - Downtown Development Fund:					
TOTAL REVENUES	68,962.00	68,962.00	72,115.93	(3,153.93)	104.57
TOTAL EXPENDITURES	47,215.00	67,788.00	47,722.57	20,065.43	70.40
NET OF REVENUES & EXPENDITURES	21,747.00	1,174.00	24,393.36	(23,219.36)	
Fund 350 - City Hall Debt Fund					
Revenue					
000.000 - General	7.00	7.00	5.09	1.91	72.71
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	98,783.92	1,580.58	
Expenses					
905.000 - Debt Service	101,117.50	101,117.50	101,117.50	0.00	100.00
TOTAL EXPENDITURES	101,117.50	101,117.50	101,117.50	0.00	
Fund 350 - City Hall Debt Fund:					
TOTAL REVENUES	100,364.50	100,364.50	98,783.92	1,580.58	98.43
TOTAL EXPENDITURES	101,117.50	101,117.50	101,117.50	0.00	100.00

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 05/31/2021	AVAILABLE BALANCE	% BDGT USED
NET OF REVENUES & EXPENDITURES	(753.00)	(753.00)	(2,333.58)	1,580.58	
Fund 402 - Fire Equip Replacement Fund					
Revenue					
000.000 - General	11.00	11.00	138.01	(127.01)	1,254.64
931.000 - Transfers IN	75,000.00	75,000.00	75,000.00	0.00	100.00
TOTAL REVENUES	75,011.00	75,011.00	75,138.01	(127.01)	
Expenses					
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	75,138.01	(127.01)	100.17
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	75,138.01	(3,627.01)	
Fund 590 - Water Supply Fund					
Revenue					
000.000 - General	6,000.00	6,000.00	1,957.12	4,042.88	32.62
172.000 - Executive	0.00	0.00	1.75	(1.75)	100.00
540.000 - Water System	2,226,000.00	2,225,615.59	1,631,121.16	594,494.43	73.29
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	1,635,396.63	598,535.56	
Expenses					
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	8,905.83	4,749.40	65.22
172.000 - Executive	29,826.00	30,020.07	28,462.59	1,557.48	94.81
215.000 - Administration and Clerk	19,583.00	19,583.00	13,839.49	5,743.51	70.67
228.000 - Information Technology	5,675.00	6,890.13	8,436.61	(1,546.48)	122.44
253.000 - Treasurer	56,381.50	58,789.00	48,453.44	10,335.56	82.42
540.000 - Water System	2,037,955.66	2,054,745.66	1,342,321.05	712,424.61	65.33
542.000 - Read and Bill	51,475.00	51,475.00	20,540.47	30,934.53	39.90

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 05/31/2021	AVAILABLE BALANCE	% BDGT USED
543.230 - Water Main Repair USDA Grant	243,800.00	2,458,075.12	2,458,075.12	0.00	100.00
793.000 - Facilities - City Hall	10,289.20	10,295.92	6,967.61	3,328.31	67.67
905.000 - Debt Service	99,579.23	99,579.23	28,351.21	71,228.02	28.47
TOTAL EXPENDITURES	2,593,159.47	4,828,203.66	3,989,441.88	838,761.78	
Fund 590 - Water Supply Fund:					
TOTAL REVENUES	2,232,000.00	2,233,932.19	1,635,396.63	598,535.56	73.21
TOTAL EXPENDITURES	2,593,159.47	4,828,203.66	3,989,441.88	838,761.78	82.63
NET OF REVENUES & EXPENDITURES	(361,159.47)	(2,594,271.47)	(2,354,045.25)	(240,226.22)	
Fund 591 - Sanitary Sewer Fund					
Revenue					
000.000 - General	5,700.00	5,700.00	2,284.44	3,415.56	40.08
172.000 - Executive	0.00	0.00	1.75	(1.75)	100.00
536.000 - Sewer System	1,267,000.00	1,267,140.00	951,533.95	315,606.05	75.09
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	956,136.73	319,019.86	
Expenses					
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	8,903.74	4,081.19	68.57
172.000 - Executive	29,964.00	29,979.30	28,134.51	1,844.79	93.85
215.000 - Administration and Clerk	18,433.00	18,433.00	13,839.86	4,593.14	75.08
228.000 - Information Technology	5,375.00	6,590.13	8,436.61	(1,846.48)	128.02
253.000 - Treasurer	55,919.00	55,926.50	48,430.71	7,495.79	86.60
536.000 - Sewer System	994,754.59	995,990.75	502,977.50	493,013.25	50.50
537.000 - Sewer Lift Stations	10,982.00	10,982.00	8,023.19	2,958.81	73.06
542.000 - Read and Bill	63,122.00	63,122.00	58,438.03	4,683.97	92.58
543.310 - Sewer District Rehabilitation	0.00	26,876.30	26,876.30	0.00	100.00

GL NUMBER	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 05/31/2021	AVAILABLE BALANCE	% BDGT USED
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	6,943.31	2,852.61	70.88
TOTAL EXPENDITURES	1,499,490.45	1,345,772.71	750,151.17	595,621.54	
Fund 591 - Sanitary Sewer Fund:					
TOTAL REVENUES	1,272,700.00	1,275,156.59	956,136.73	319,019.86	74.98
TOTAL EXPENDITURES	1,499,490.45	1,345,772.71	750,151.17	595,621.54	55.74
NET OF REVENUES & EXPENDITURES	(226,790.45)	(70,616.12)	205,985.56	(276,601.68)	
Fund 661 - Motor Pool Fund					
Revenue					
000.000 - General	234,250.00	235,257.25	126,028.44	109,228.81	53.57
931.000 - Transfers IN	0.00	895.82	895.82	0.00	100.00
TOTAL REVENUES	234,250.00	236,153.07	126,924.26	109,228.81	
Expenses					
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	1,351.30	(169.22)	114.32
253.000 - Treasurer	7,788.00	7,788.00	7,088.04	699.96	91.01
795.000 - Facilities - City Garage	386,681.00	387,219.13	109,793.75	277,425.38	28.35
TOTAL EXPENDITURES	405,839.00	406,489.21	127,969.09	278,520.12	
Fund 661 - Motor Pool Fund:					
TOTAL REVENUES	234,250.00	236,153.07	126,924.26	109,228.81	53.75
TOTAL EXPENDITURES	405,839.00	406,489.21	127,969.09	278,520.12	31.48
NET OF REVENUES & EXPENDITURES	(171,589.00)	(170,336.14)	(1,044.83)	(169,291.31)	

J-n-J Yard & Tree Service
 John C Kirk
 4038 Blackington Ave
 Flint, MI 48532
 (810) 625-4542

Estimate: 20210601AHCOSC

Andrew J Harris, Director of Community Service
 Swartz Creek City
 8038 Civic Drive Swartz Creek, MI. 48473
 810.6354464 or 810.8454871
 aharris@cityofswartzcreek.org

June 1, 2021

Description of Services: Services to be performed @ Various properties listed below.	Price
<p>The main objective at each of these properties ensure;</p> <ul style="list-style-type: none"> ○ Street/stop sign clearance. ○ Elevation of trees over walkways and green belt areas for a safe clear vision. ○ Dead wooding / trimming of any trees / branches that impede safety. 	
○ Heritage	\$3,200.00
○ Springbrook East	\$4,000.00
○ Village	\$3,500.00
○ Miller Road	\$1,250.00
○ Concert Park	\$2,850.00
Total Job Cost	\$14,800.00

This estimate is good for 15 days.

If this estimate is accepted, please sign and date below and return to John C. Kirk.

Thank You.



Signature: _____ **Date** _____



11817 S. Saginaw Street
Grand Blanc, MI 48439
Phone: (810) 694-2470

June 17, 2021

Ms. Heather MacDermaid, Assessor
City of Swartz Creek
8083 Civic Dr.
Swartz Creek, MI 48472

**RE: Engagement of Appraisal Services
Family Farm and Home Store**

Dear Ms. MacDermaid,

Per your request, we are submitting this engagement letter for your review and signature.

1. Address:	4315 Elms Road, Swartz Creek, MI.
Property Type:	Family Farm and Home Store
Type of Valuation:	Retrospective value utilizing the Sales Comparison Approach and Income Approach (if sufficient data is made available), for use in a property tax appeal. (1 year). There shall be an additional charge of \$500.00 for each year in addition to the original petition year.
Fee for Appraisal:	\$3,000.00

The appraisal fee of **\$3,000** for said services will include all costs associated with developing the appraisal. Any time required for post appraisal meetings, depositions or testimony will be charged at \$200.00 per hour. The appraisal will be delivered to the client within 60 days of our receipt of a signed engagement letter.

In accordance with the Uniform Standards of Professional Appraisal Practice the fee shall not be "...contingent upon the development or reporting of a predetermined value or direction of value that favors the cause of a client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of the appraisal".

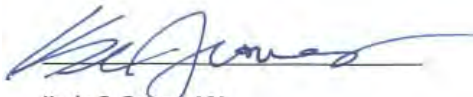
City of Swartz Creek
Page 2

All work will be completed in accordance with the Financial Institution Reform, Recovery and Enforcement Act (FIRREA), the Uniform Standards of Professional Appraisal Practice (USPAP), and with the laws of the State of Michigan.

If you have any questions or require additional information, please don't hesitate to contact us at (810) 694-2470. We look forward to working with you.

If you wish, you may sign, date, and email these two pages back to us which will serve as the engagement letter for this appraisal.

Thank you for your time and consideration.



Kevin G. Groves, ASA
Certified General Real Estate Appraiser
Permanent I.D. No. 1205002718

This appraisal engagement is hereby accepted under the above terms and conditions.

Acknowledged by:

Date

Soil/Pavement Boring Prices

	Intertek	G2	
The Woods	\$2,400.00	\$3,600.00	
School	\$1,250.00	\$1,550.00	
Miller	\$1,000.00	\$3,000.00	
Hill Road	\$1,250.00	\$2,500.00	
Fredrick	\$1,250.00	\$1,550.00	
City Hall	\$2,000.00	\$2,200.00	
SUBTOTAL	\$9,150.00		
Discount if award all locations	\$950.00		<-- per email received
TOTAL	\$8,200.00	\$14,400.00	



Professional Service Industries, Inc.
3120 Sovereign Drive, Suite C
Lansing, MI 48911
Phone: (517) 394-5700

March 22, 2021

Mr. Andrew J. Harris, P.E.
Director of Community Services
Swartz Creek City
8083 Civic Drive
Swartz Creek, MI 48473

RE: Proposal for Geotechnical Exploration and Engineering
City of Swartz Creek Street improvements
City Hall
Swartz Creek, Michigan
PSI Proposal No. 338101

Professional Service Industries, Inc. (PSI) is pleased to submit this proposal to conduct a geotechnical exploration and assessment at the referenced project. Presented below is a review of furnished project information, along with our proposed scope of services, schedule and fee information.

PROJECT UNDERSTANDING

Briefly, PSI understands that the City of Swartz Creek is planning improvements to the parking lot of City Hall in Swartz Creek, Michigan. The pavement cores and soil borings are to be in the parking area off of Paul Fortino Drive. Requested are five (5) pavement cores followed by soil borings extending three (3) feet below ground surface. PSI further understands that no structural design details are available at this time.

REPORT

All field and laboratory work will be performed in accordance with current applicable ASTM industry standards and the data will be analyzed by one of our experienced geotechnical engineers and a report will be prepared. The report will include the items summarized below:

- Boring logs with laboratory test results, blow counts, water table elevations and soil classification (The borings will be plotted and graphically presented showing the number of the borings, sampling method used, date of start and finish, surface elevations, description of soil and thickness of each layer, number of blows per foot (N value for each sample) and, where applicable, groundwater elevation at start and end of drilling, and presence of odors.)
- Boring Location Diagram & Site Location Diagram

An electronic (PDF) copy of the report will be provided upon completion. Hard copies may be sent to appropriate parties upon request.

**SCHEDULE**

Based upon our current schedule, PSI proposes to initiate services on this project within four (4) working days after receiving written authorization to proceed (Miss Dig requires 3 days for clearance). Assuming favorable weather conditions and an anticipated three (3) working days for field and laboratory activities, PSI proposes to deliver the report within one (1) week following the completion of the field and laboratory activities. Preliminary verbal findings can be provided to appropriate parties upon completion of the field and laboratory testing.

SPECIAL INSTRUCTIONS AND FEES

Some damage to the ground surface may result from the drilling operations near the work areas and along ingress/egress pathways. PSI will attempt to minimize such damage, but no restoration other than backfilling the soil test borings and cold-patching the surface, is included. It should be noted that over time, some settlement may occur in the bore hole. If PSI is requested to return to the site for the purpose of filling any bore holes that may have settled, additional time and material charges will apply.

PSI will contact MISS DIG for public utility clearance prior to the start of drilling activities. It is our experience that this service does not mark the locations of privately-owned utilities. Our proposal assumes that private utility lines and other subsurface appurtenances will be located in the field by others prior to our mobilization. If PSI is required to obtain permits through federal, state, county or city agencies, the permit fees and time will be added to our base fee accordingly.

It is proposed that the fee for performance of the outlined scope of services be determined on a lump sum basis. Based on the scope of services outlined above, we have estimated the fee for the scope of work at:

Pavement Cores	5
Soil Borings to 3 feet	5
Total Fees (without recommendations)	\$2,000.00

This above estimated fee assumes that the site is readily accessible to our drilling equipment. Should the project be canceled or otherwise delayed by the owner or its representative within 48 hours of the scheduled field operations, a rescheduling charge of \$1,000.00 will be applied, in addition to the incurred charges. Additional drilling/sampling performed beyond the scope of work outlined above will be invoiced at \$30.00 per foot.

Boring, sampling and testing requirements are a function of the subsurface conditions encountered. This estimated fee assumes that adequate bearing materials will be encountered within the proposed boring depths. Should conditions be encountered which require deepening borings or additional investigation, PSI will notify you to discuss modifying the outlined scope of services. Additional work beyond the lump sum fee will not be performed without your prior authorization.

PSI is available to review earthwork and foundation related portions of project drawings and specifications, and to confer with the design team after submittal of our report. Such follow-up services



are beyond the scope of this proposal and would be invoiced on a unit rate basis in accordance with our standard Fee Schedule, a copy of which is attached for your reference. PSI will obtain your specific authorization prior to providing any additional services.

PSI also provides an array of environmental and industrial hygiene services to assist our clients in successfully assessing and developing properties such as the one referenced in this Proposal. PSI's environmental consultants apply their experience, local geologic knowledge and understanding of ASTM standards, environmental risk, and regulatory knowledge to conduct due diligence assessments of a wide range of property types and proposed developments.

PSI would be pleased to provide you with a proposal for these services. PSI's familiarity with the site conditions from the geotechnical scope of work will enable our environmental professionals to proceed quickly with a cost effective and pragmatic scope of work.

AUTHORIZATION

If this Proposal is acceptable to you, PSI will perform the work in accordance with the attached General Conditions that are incorporated into and made a part of this Proposal. Please sign below as notice to proceed and return one copy of this Proposal intact to our office. PSI will proceed with the work upon receipt of authorization.

PSI appreciates the opportunity to provide geotechnical engineering and consulting services for your project and looks forward to working with you. PSI provides additional consulting services, which include construction materials testing and observation services, environmental services, roof consulting and observation services, pavement and asphalt testing services and specialty engineering and testing.

The PSI Michigan offices are also located in Detroit, Grand Rapids, Kalamazoo, Lansing, Farmington Hills, Saginaw and Macomb. If you have any questions, please feel free to call us at 517-394-5700 to discuss this Proposal or any of the services listed above.

Respectfully submitted,

PROFESSIONAL SERVICE INDUSTRIES, INC.

Taha Khalaff, P.E.
Senior Geotechnical Engineer
taha.khalaff@intertek.com

Mahmoud E. El-Gamal, Ph.D., P.E.
Principal Consultant
mahmoud.el-gamal@intertek.com

Swartz Creek-Perkins Library



Swartz Creek Senior Center



Civic Dr

Paul Fortino Dr

Google

Paul Fo



Professional Service Industries, Inc.
3120 Sovereign Drive, Suite C
Lansing, MI 48911
Phone: (517) 394-5700

March 22, 2021

Mr. Andrew J. Harris, P.E.
Director of Community Services
Swartz Creek City
8083 Civic Drive
Swartz Creek, MI 48473

RE: Proposal for Geotechnical Exploration and Engineering
City of Swartz Creek Street Improvements
Fredrick Street
Swartz Creek, Michigan
PSI Proposal No. 338063

Professional Service Industries, Inc. (PSI) is pleased to submit this proposal to conduct a geotechnical exploration and assessment at the referenced project. Presented below is a review of furnished project information, along with our proposed scope of services, schedule and fee information.

PROJECT UNDERSTANDING

Briefly, PSI understands that the City of Swartz Creek is planning improvements to Fredrick Street in Swartz Creek, Michigan. The work on Fredrick Street from Miller Road to Mason Street. Requested are two (2) pavement cores followed by soil borings extending three (3) feet below ground surface. PSI further understands that no structural design details are available at this time.

REPORT

All field and laboratory work will be performed in accordance with current applicable ASTM industry standards and the data will be analyzed by one of our experienced geotechnical engineers and a report will be prepared. The report will include the items summarized below:

- Boring logs with laboratory test results, blow counts, water table elevations and soil classification (The borings will be plotted and graphically presented showing the number of the borings, sampling method used, date of start and finish, surface elevations, description of soil and thickness of each layer, number of blows per foot (N value for each sample) and, where applicable, groundwater elevation at start and end of drilling, and presence of odors.)
- Boring Location Diagram & Site Location Diagram

An electronic (PDF) copy of the report will be provided upon completion. Hard copies may be sent to appropriate parties upon request.

SCHEDULE

Based upon our current schedule, PSI proposes to initiate services on this project within four (4) working days after receiving written authorization to proceed (Miss Dig requires 3 days for clearance). Assuming



favorable weather conditions and an anticipated three (3) working days for field and laboratory activities, PSI proposes to deliver the report within one (1) week following the completion of the field and laboratory activities. Preliminary verbal findings can be provided to appropriate parties upon completion of the field and laboratory testing.

SPECIAL INSTRUCTIONS AND FEES

Some damage to the ground surface may result from the drilling operations near the work areas and along ingress/egress pathways. PSI will attempt to minimize such damage, but no restoration other than backfilling the soil test borings and cold-patching the surface, is included. It should be noted that over time, some settlement may occur in the bore hole. If PSI is requested to return to the site for the purpose of filling any bore holes that may have settled, additional time and material charges will apply.

PSI will contact MISS DIG for public utility clearance prior to the start of drilling activities. It is our experience that this service does not mark the locations of privately-owned utilities. Our proposal assumes that private utility lines and other subsurface appurtenances will be located in the field by others prior to our mobilization. If PSI is required to obtain permits through federal, state, county or city agencies, the permit fees and time will be added to our base fee accordingly.

It is proposed that the fee for performance of the outlined scope of services be determined on a lump sum basis. Based on the scope of services outlined above, we have estimated the fee for the scope of work at:

Pavement Cores	2
Soil Borings to 3 feet	2
Total Fees (without recommendations)	\$1,250.00

This above estimated fee assumes that the site is readily accessible to our drilling equipment. Should the project be canceled or otherwise delayed by the owner or its representative within 48 hours of the scheduled field operations, a rescheduling charge of \$1,000.00 will be applied, in addition to the incurred charges. Additional drilling/sampling performed beyond the scope of work outlined above will be invoiced at \$30.00 per foot.

Boring, sampling and testing requirements are a function of the subsurface conditions encountered. This estimated fee assumes that adequate bearing materials will be encountered within the proposed boring depths. Should conditions be encountered which require deepening borings or additional investigation, PSI will notify you to discuss modifying the outlined scope of services. Additional work beyond the lump sum fee will not be performed without your prior authorization.

PSI is available to review earthwork and foundation related portions of project drawings and specifications, and to confer with the design team after submittal of our report. Such follow-up services are beyond the scope of this proposal and would be invoiced on a unit rate basis in accordance with our standard Fee Schedule, a copy of which is attached for your reference. PSI will obtain your specific authorization prior to providing any additional services.



PSI also provides an array of environmental and industrial hygiene services to assist our clients in successfully assessing and developing properties such as the one referenced in this Proposal. PSI's environmental consultants apply their experience, local geologic knowledge and understanding of ASTM standards, environmental risk, and regulatory knowledge to conduct due diligence assessments of a wide range of property types and proposed developments.

PSI would be pleased to provide you with a proposal for these services. PSI's familiarity with the site conditions from the geotechnical scope of work will enable our environmental professionals to proceed quickly with a cost effective and pragmatic scope of work.

AUTHORIZATION

If this Proposal is acceptable to you, PSI will perform the work in accordance with the attached General Conditions that are incorporated into and made a part of this Proposal. Please sign below as notice to proceed and return one copy of this Proposal intact to our office. PSI will proceed with the work upon receipt of authorization.

PSI appreciates the opportunity to provide geotechnical engineering and consulting services for your project and looks forward to working with you. PSI provides additional consulting services, which include construction materials testing and observation services, environmental services, roof consulting and observation services, pavement and asphalt testing services and specialty engineering and testing.

The PSI Michigan offices are also located in Detroit, Grand Rapids, Kalamazoo, Lansing, Farmington Hills, Saginaw and Macomb. If you have any questions, please feel free to call us at 517-394-5700 to discuss this Proposal or any of the services listed above.

Respectfully submitted,

PROFESSIONAL SERVICE INDUSTRIES, INC.

Taha Khalaff, P.E.
Senior Geotechnical Engineer
taha.khalaff@intertek.com

Mahmoud E. El-Gamal, Ph.D., P.E.
Principal Consultant
mahmoud.el-gamal@intertek.com

Mason St

Mason St

Mason St

Fredrick St

Fredrick St

Church St

Church St

Fredrick St

Fredrick St

Miller Rd

Miller Rd

Miller Rd

ngry Howie's Pizza
Takeout • Delivery

Marathon

2nd St

Feather N' Ice Cream • S

Google





Professional Service Industries, Inc.
3120 Sovereign Drive, Suite C
Lansing, MI 48911
Phone: (517) 394-5700

March 22, 2021

Mr. Andrew J. Harris, P.E.
Director of Community Services
Swartz Creek City
8083 Civic Drive
Swartz Creek, MI 48473

RE: Proposal for Geotechnical Exploration and Engineering
City of Swartz Creek Street Improvements
Hill Road
Swartz Creek, Michigan
PSI Proposal No. 338135

Professional Service Industries, Inc. (PSI) is pleased to submit this proposal to conduct a geotechnical exploration and assessment at the referenced project. Presented below is a review of furnished project information, along with our proposed scope of services, schedule and fee information.

PROJECT UNDERSTANDING

Briefly, PSI understands that the City of Swartz Creek is planning improvements to Hill Road in Swartz Creek, Michigan. The work on Hill Road extends from the City Limits to Seymour Road. Requested are two (2) pavement cores followed by soil borings extending three (3) feet below ground surface. PSI further understands that no structural design details are available at this time.

REPORT

All field and laboratory work will be performed in accordance with current applicable ASTM industry standards and the data will be analyzed by one of our experienced geotechnical engineers and a report will be prepared. The report will include the items summarized below:

- Boring logs with laboratory test results, blow counts, water table elevations and soil classification (The borings will be plotted and graphically presented showing the number of the borings, sampling method used, date of start and finish, surface elevations, description of soil and thickness of each layer, number of blows per foot (N value for each sample) and, where applicable, groundwater elevation at start and end of drilling, and presence of odors.)
- Boring Location Diagram & Site Location Diagram

An electronic (PDF) copy of the report will be provided upon completion. Hard copies may be sent to appropriate parties upon request.

SCHEDULE

Based upon our current schedule, PSI proposes to initiate services on this project within four (4) working days after receiving written authorization to proceed (Miss Dig requires 3 days for clearance). Assuming



favorable weather conditions and an anticipated three (3) working days for field and laboratory activities, PSI proposes to deliver the report within one (1) week following the completion of the field and laboratory activities. Preliminary verbal findings can be provided to appropriate parties upon completion of the field and laboratory testing.

SPECIAL INSTRUCTIONS AND FEES

Some damage to the ground surface may result from the drilling operations near the work areas and along ingress/egress pathways. PSI will attempt to minimize such damage, but no restoration other than backfilling the soil test borings and cold-patching the surface, is included. It should be noted that over time, some settlement may occur in the bore hole. If PSI is requested to return to the site for the purpose of filling any bore holes that may have settled, additional time and material charges will apply.

PSI will contact MISS DIG for public utility clearance prior to the start of drilling activities. It is our experience that this service does not mark the locations of privately-owned utilities. Our proposal assumes that private utility lines and other subsurface appurtenances will be located in the field by others prior to our mobilization. If PSI is required to obtain permits through federal, state, county or city agencies, the permit fees and time will be added to our base fee accordingly.

It is proposed that the fee for performance of the outlined scope of services be determined on a lump sum basis. Based on the scope of services outlined above, we have estimated the fee for the scope of work at:

Pavement Cores	2
Soil Borings to 3 feet	2
Total Fees (without recommendations)	\$1,250.00

This above estimated fee assumes that the site is readily accessible to our drilling equipment. Should the project be canceled or otherwise delayed by the owner or its representative within 48 hours of the scheduled field operations, a rescheduling charge of \$1,000.00 will be applied, in addition to the incurred charges. Additional drilling/sampling performed beyond the scope of work outlined above will be invoiced at \$30.00 per foot.

Boring, sampling and testing requirements are a function of the subsurface conditions encountered. This estimated fee assumes that adequate bearing materials will be encountered within the proposed boring depths. Should conditions be encountered which require deepening borings or additional investigation, PSI will notify you to discuss modifying the outlined scope of services. Additional work beyond the lump sum fee will not be performed without your prior authorization.

PSI is available to review earthwork and foundation related portions of project drawings and specifications, and to confer with the design team after submittal of our report. Such follow-up services are beyond the scope of this proposal and would be invoiced on a unit rate basis in accordance with our standard Fee Schedule, a copy of which is attached for your reference. PSI will obtain your specific authorization prior to providing any additional services.



PSI also provides an array of environmental and industrial hygiene services to assist our clients in successfully assessing and developing properties such as the one referenced in this Proposal. PSI's environmental consultants apply their experience, local geologic knowledge and understanding of ASTM standards, environmental risk, and regulatory knowledge to conduct due diligence assessments of a wide range of property types and proposed developments.

PSI would be pleased to provide you with a proposal for these services. PSI's familiarity with the site conditions from the geotechnical scope of work will enable our environmental professionals to proceed quickly with a cost effective and pragmatic scope of work.

AUTHORIZATION

If this Proposal is acceptable to you, PSI will perform the work in accordance with the attached General Conditions that are incorporated into and made a part of this Proposal. Please sign below as notice to proceed and return one copy of this Proposal intact to our office. PSI will proceed with the work upon receipt of authorization.

PSI appreciates the opportunity to provide geotechnical engineering and consulting services for your project and looks forward to working with you. PSI provides additional consulting services, which include construction materials testing and observation services, environmental services, roof consulting and observation services, pavement and asphalt testing services and specialty engineering and testing.

The PSI Michigan offices are also located in Detroit, Grand Rapids, Kalamazoo, Lansing, Farmington Hills, Saginaw and Macomb. If you have any questions, please feel free to call us at 517-394-5700 to discuss this Proposal or any of the services listed above.

Respectfully submitted,

PROFESSIONAL SERVICE INDUSTRIES, INC.

Taha Khalaff, P.E.
Senior Geotechnical Engineer
taha.khalaff@intertek.com

Mahmoud E. El-Gamal, Ph.D., P.E.
Principal Consultant
mahmoud.el-gamal@intertek.com

approximate City Limits



First Baptist Church



Hill Rd

Hill Rd

Hill Rd

Hill Rd

Hill Rd

Seymour Rd

Seymour Rd

Norbury Dr

Rd





Professional Service Industries, Inc.
3120 Sovereign Drive, Suite C
Lansing, MI 48911
Phone: (517) 394-5700

March 22, 2021

Mr. Andrew J. Harris, P.E.
Director of Community Services
Swartz Creek City
8083 Civic Drive
Swartz Creek, MI 48473

RE: Proposal for Geotechnical Exploration and Engineering
City of Swartz Creek Street Improvements
Miller Road
Swartz Creek, Michigan
PSI Proposal No. 338106

Professional Service Industries, Inc. (PSI) is pleased to submit this proposal to conduct a geotechnical exploration and assessment at the referenced project. Presented below is a review of furnished project information, along with our proposed scope of services, schedule and fee information.

PROJECT UNDERSTANDING

Briefly, PSI understands that the City of Swartz Creek is planning improvements to Miller Road in Swartz Creek, Michigan. The work on Miller Road extends from Seymour Road to Morrish Road. Requested are six (6) pavement cores extending twelve (12) inches below the pavement surface. PSI further understands that no structural design details are available at this time.

REPORT

All field and laboratory work will be performed in accordance with current applicable ASTM industry standards and the data will be analyzed by one of our experienced geotechnical engineers and a report will be prepared. The report will include the items summarized below:

- Boring logs with laboratory test results, blow counts, water table elevations and soil classification (The borings will be plotted and graphically presented showing the number of the borings, sampling method used, date of start and finish, surface elevations, description of soil and thickness of each layer, number of blows per foot (N value for each sample) and, where applicable, groundwater elevation at start and end of drilling, and presence of odors.)
- Boring Location Diagram & Site Location Diagram

An electronic (PDF) copy of the report will be provided upon completion. Hard copies may be sent to appropriate parties upon request.

SCHEDULE

Based upon our current schedule, PSI proposes to initiate services on this project within four (4) working days after receiving written authorization to proceed (Miss Dig requires 3 days for clearance). Assuming



favorable weather conditions and an anticipated three (3) working days for field and laboratory activities, PSI proposes to deliver the report within one (1) week following the completion of the field and laboratory activities. Preliminary verbal findings can be provided to appropriate parties upon completion of the field and laboratory testing.

SPECIAL INSTRUCTIONS AND FEES

Some damage to the ground surface may result from the drilling operations near the work areas and along ingress/egress pathways. PSI will attempt to minimize such damage, but no restoration other than backfilling the soil test borings and cold-patching the surface, is included. It should be noted that over time, some settlement may occur in the bore hole. If PSI is requested to return to the site for the purpose of filling any bore holes that may have settled, additional time and material charges will apply.

PSI will contact MISS DIG for public utility clearance prior to the start of drilling activities. It is our experience that this service does not mark the locations of privately-owned utilities. Our proposal assumes that private utility lines and other subsurface appurtenances will be located in the field by others prior to our mobilization. If PSI is required to obtain permits through federal, state, county or city agencies, the permit fees and time will be added to our base fee accordingly.

It is proposed that the fee for performance of the outlined scope of services be determined on a lump sum basis. Based on the scope of services outlined above, we have estimated the fee for the scope of work at:

Pavement Cores	6
Soil borings to 3 feet	6
Total Fees (without recommendations)	\$1,000.00

This above estimated fee assumes that the site is readily accessible to our drilling equipment. Should the project be canceled or otherwise delayed by the owner or its representative within 48 hours of the scheduled field operations, a rescheduling charge of \$1,000.00 will be applied, in addition to the incurred charges. Additional drilling/sampling performed beyond the scope of work outlined above will be invoiced at \$30.00 per foot.

Boring, sampling and testing requirements are a function of the subsurface conditions encountered. This estimated fee assumes that adequate bearing materials will be encountered within the proposed boring depths. Should conditions be encountered which require deepening borings or additional investigation, PSI will notify you to discuss modifying the outlined scope of services. Additional work beyond the lump sum fee will not be performed without your prior authorization.

PSI is available to review earthwork and foundation related portions of project drawings and specifications, and to confer with the design team after submittal of our report. Such follow-up services are beyond the scope of this proposal and would be invoiced on a unit rate basis in accordance with our standard Fee Schedule, a copy of which is attached for your reference. PSI will obtain your specific authorization prior to providing any additional services.



PSI also provides an array of environmental and industrial hygiene services to assist our clients in successfully assessing and developing properties such as the one referenced in this Proposal. PSI's environmental consultants apply their experience, local geologic knowledge and understanding of ASTM standards, environmental risk, and regulatory knowledge to conduct due diligence assessments of a wide range of property types and proposed developments.

PSI would be pleased to provide you with a proposal for these services. PSI's familiarity with the site conditions from the geotechnical scope of work will enable our environmental professionals to proceed quickly with a cost effective and pragmatic scope of work.

AUTHORIZATION

If this Proposal is acceptable to you, PSI will perform the work in accordance with the attached General Conditions that are incorporated into and made a part of this Proposal. Please sign below as notice to proceed and return one copy of this Proposal intact to our office. PSI will proceed with the work upon receipt of authorization.

PSI appreciates the opportunity to provide geotechnical engineering and consulting services for your project and looks forward to working with you. PSI provides additional consulting services, which include construction materials testing and observation services, environmental services, roof consulting and observation services, pavement and asphalt testing services and specialty engineering and testing.

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Respectfully submitted,

PROFESSIONAL SERVICE INDUSTRIES, INC.

Taha Khalaff, P.E.
Senior Geotechnical Engineer
taha.khalaff@intertek.com

Mahmoud E. El-Gamal, Ph.D., P.E.
Principal Consultant
mahmoud.el-gamal@intertek.com



Imagery ©2021 CNES / Airbus, Maxar Technologies, U.S. Geological Survey, USDA Farm Service Agency, Map data ©2021 200 ft

project limits

Miller Road from Seymour (north leg) to Morrish
6 total cores/borings spread throughout the project and located in differing lanes



Mari Dan Miller Farms Ita Court, Swartz Creek, MI



Professional Service Industries, Inc.
3120 Sovereign Drive, Suite C
Lansing, MI 48911
Phone: (517) 394-5700

March 22, 2021

Mr. Andrew J. Harris, P.E.
Director of Community Services
Swartz Creek City
8083 Civic Drive
Swartz Creek, MI 48473

RE: Proposal for Geotechnical Exploration and Engineering
City of Swartz Creek Street Improvements
School Street
Swartz Creek, Michigan
PSI Proposal No. 338126

Professional Service Industries, Inc. (PSI) is pleased to submit this proposal to conduct a geotechnical exploration and assessment at the referenced project. Presented below is a review of furnished project information, along with our proposed scope of services, schedule and fee information.

PROJECT UNDERSTANDING

Briefly, PSI understands that the City of Swartz Creek is planning improvements to School Street in Swartz Creek, Michigan. The work on School Street extends from Ingalls Street to the dead end. Requested are two (2) pavement cores followed by soil borings extending three (3) feet below ground surface. PSI further understands that no structural design details are available at this time.

REPORT

All field and laboratory work will be performed in accordance with current applicable ASTM industry standards and the data will be analyzed by one of our experienced geotechnical engineers and a report will be prepared. The report will include the items summarized below:

- Boring logs with laboratory test results, blow counts, water table elevations and soil classification (The borings will be plotted and graphically presented showing the number of the borings, sampling method used, date of start and finish, surface elevations, description of soil and thickness of each layer, number of blows per foot (N value for each sample) and, where applicable, groundwater elevation at start and end of drilling, and presence of odors.)
- Boring Location Diagram & Site Location Diagram

An electronic (PDF) copy of the report will be provided upon completion. Hard copies may be sent to appropriate parties upon request.

SCHEDULE

Based upon our current schedule, PSI proposes to initiate services on this project within four (4) working days after receiving written authorization to proceed (Miss Dig requires 3 days for clearance). Assuming



favorable weather conditions and an anticipated three (3) working days for field and laboratory activities, PSI proposes to deliver the report within one (1) week following the completion of the field and laboratory activities. Preliminary verbal findings can be provided to appropriate parties upon completion of the field and laboratory testing.

SPECIAL INSTRUCTIONS AND FEES

Some damage to the ground surface may result from the drilling operations near the work areas and along ingress/egress pathways. PSI will attempt to minimize such damage, but no restoration other than backfilling the soil test borings and cold-patching the surface, is included. It should be noted that over time, some settlement may occur in the bore hole. If PSI is requested to return to the site for the purpose of filling any bore holes that may have settled, additional time and material charges will apply.

PSI will contact MISS DIG for public utility clearance prior to the start of drilling activities. It is our experience that this service does not mark the locations of privately-owned utilities. Our proposal assumes that private utility lines and other subsurface appurtenances will be located in the field by others prior to our mobilization. If PSI is required to obtain permits through federal, state, county or city agencies, the permit fees and time will be added to our base fee accordingly.

It is proposed that the fee for performance of the outlined scope of services be determined on a lump sum basis. Based on the scope of services outlined above, we have estimated the fee for the scope of work at:

Pavement Cores	2
Soil Borings to 3 feet	2
Total Fees (without recommendations)	\$1,250.00

This above estimated fee assumes that the site is readily accessible to our drilling equipment. Should the project be canceled or otherwise delayed by the owner or its representative within 48 hours of the scheduled field operations, a rescheduling charge of \$1,000.00 will be applied, in addition to the incurred charges. Additional drilling/sampling performed beyond the scope of work outlined above will be invoiced at \$30.00 per foot.

Boring, sampling and testing requirements are a function of the subsurface conditions encountered. This estimated fee assumes that adequate bearing materials will be encountered within the proposed boring depths. Should conditions be encountered which require deepening borings or additional investigation, PSI will notify you to discuss modifying the outlined scope of services. Additional work beyond the lump sum fee will not be performed without your prior authorization.

PSI is available to review earthwork and foundation related portions of project drawings and specifications, and to confer with the design team after submittal of our report. Such follow-up services are beyond the scope of this proposal and would be invoiced on a unit rate basis in accordance with our standard Fee Schedule, a copy of which is attached for your reference. PSI will obtain your specific authorization prior to providing any additional services.



PSI also provides an array of environmental and industrial hygiene services to assist our clients in successfully assessing and developing properties such as the one referenced in this Proposal. PSI's environmental consultants apply their experience, local geologic knowledge and understanding of ASTM standards, environmental risk, and regulatory knowledge to conduct due diligence assessments of a wide range of property types and proposed developments.

PSI would be pleased to provide you with a proposal for these services. PSI's familiarity with the site conditions from the geotechnical scope of work will enable our environmental professionals to proceed quickly with a cost effective and pragmatic scope of work.

AUTHORIZATION

If this Proposal is acceptable to you, PSI will perform the work in accordance with the attached General Conditions that are incorporated into and made a part of this Proposal. Please sign below as notice to proceed and return one copy of this Proposal intact to our office. PSI will proceed with the work upon receipt of authorization.

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Respectfully submitted,

PROFESSIONAL SERVICE INDUSTRIES, INC.

Taha Khalaff, P.E.
Senior Geotechnical Engineer
taha.khalaff@intertek.com

Mahmoud E. El-Gamal, Ph.D., P.E.
Principal Consultant
mahmoud.el-gamal@intertek.com

Ingalls St

School St

Ingalls St

School St

School St

Swartz Creek



Professional Service Industries, Inc.
3120 Sovereign Drive, Suite C
Lansing, MI 48911
Phone: (517) 394-5700

March 22, 2021

Mr. Andrew J. Harris, P.E.
Director of Community Services
Swartz Creek City
8083 Civic Drive
Swartz Creek, MI 48473

RE: Proposal for Geotechnical Exploration and Engineering
City of Swartz Creek Street Resurfacing
The Woods
Swartz Creek, Michigan
PSI Proposal No. 338125

Professional Service Industries, Inc. (PSI) is pleased to submit this proposal to conduct a geotechnical exploration and assessment at the referenced project. Presented below is a review of furnished project information, along with our proposed scope of services, schedule and fee information.

PROJECT UNDERSTANDING

Briefly, PSI understands that the City of Swartz Creek is planning the resurfacing of the parking lot of various streets in Swartz Creek, Michigan. The Woods coring/boring locations are on Young Drive, Birchcrest Drive, Oakview Drive, and Valleyview Drive. Requested are six (6) pavement cores followed by soil borings extending three (3) feet below ground surface. PSI further understands that no structural design details are available at this time.

REPORT

All field and laboratory work will be performed in accordance with current applicable ASTM industry standards and the data will be analyzed by one of our experienced geotechnical engineers and a report will be prepared. The report will include the items summarized below:

- Boring logs with laboratory test results, blow counts, water table elevations and soil classification (The borings will be plotted and graphically presented showing the number of the borings, sampling method used, date of start and finish, surface elevations, description of soil and thickness of each layer, number of blows per foot (N value for each sample) and, where applicable, groundwater elevation at start and end of drilling, and presence of odors.)
- Boring Location Diagram & Site Location Diagram

An electronic (PDF) copy of the report will be provided upon completion. Hard copies may be sent to appropriate parties upon request.

SCHEDULE



Based upon our current schedule, PSI proposes to initiate services on this project within four (4) working days after receiving written authorization to proceed (Miss Dig requires 3 days for clearance). Assuming favorable weather conditions and an anticipated three (3) working days for field and laboratory activities, PSI proposes to deliver the report within one (1) week following the completion of the field and laboratory activities. Preliminary verbal findings can be provided to appropriate parties upon completion of the field and laboratory testing.

SPECIAL INSTRUCTIONS AND FEES

Some damage to the ground surface may result from the drilling operations near the work areas and along ingress/egress pathways. PSI will attempt to minimize such damage, but no restoration other than backfilling the soil test borings and cold-patching the surface, is included. It should be noted that over time, some settlement may occur in the bore hole. If PSI is requested to return to the site for the purpose of filling any bore holes that may have settled, additional time and material charges will apply.

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It is proposed that the fee for performance of the outlined scope of services be determined on a lump sum basis. Based on the scope of services outlined above, we have estimated the fee for the scope of work at:

Pavement Cores	6
Soil Borings to 3 feet	6
Total Fees (without recommendations)	\$2,400.00

This above estimated fee assumes that the site is readily accessible to our drilling equipment. Should the project be canceled or otherwise delayed by the owner or its representative within 48 hours of the scheduled field operations, a rescheduling charge of \$1,000.00 will be applied, in addition to the incurred charges. Additional drilling/sampling performed beyond the scope of work outlined above will be invoiced at \$30.00 per foot.

Boring, sampling and testing requirements are a function of the subsurface conditions encountered. This estimated fee assumes that adequate bearing materials will be encountered within the proposed boring depths. Should conditions be encountered which require deepening borings or additional investigation, PSI will notify you to discuss modifying the outlined scope of services. Additional work beyond the lump sum fee will not be performed without your prior authorization.

PSI is available to review earthwork and foundation related portions of project drawings and specifications, and to confer with the design team after submittal of our report. Such follow-up services are beyond the scope of this proposal and would be invoiced on a unit rate basis in accordance with our



standard Fee Schedule, a copy of which is attached for your reference. PSI will obtain your specific authorization prior to providing any additional services.

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AUTHORIZATION

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Respectfully submitted,

PROFESSIONAL SERVICE INDUSTRIES, INC.

Taha Khalaff, P.E.
Senior Geotechnical Engineer
taha.khalaff@intertek.com

Mahmoud E. El-Gamal, Ph.D., P.E.
Principal Consultant
mahmoud.el-gamal@intertek.com



Young Dr

Durwood Dr

Greenleaf Dr

Seymour Rd

Seymour Rd

Birchcrest Dr

Young Dr

Oakview Dr

Greenleaf Dr

Seymour Rd

Valleyview Dr

Birchcrest Dr

Sey



June 10, 2021

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

RE: Programming Advisory

Dear City Clerk:

We are committed to keeping you and our customers informed about changes to Xfinity TV services.

Xfinity has created an unprecedented ecosystem of diverse content, including permanent, curated On Demand destinations geared toward African American, Asian American, Hispanic, and LGBTQ audiences. We have more than 100 diverse networks on our Xfinity platforms that bring together a wealth of culturally relevant entertainment choices in easy-to-navigate locations.

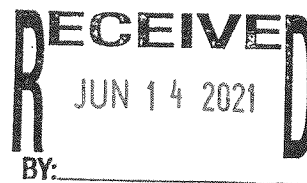
We empower diverse content creators and have long been committed to using our storytelling platforms to deliver programming representative of the audiences we serve. We've put the full weight of our media resources behind amplifying underrepresented voices, sharing culturally representative stories, and educating our viewers on diverse and inclusive cultures, perspectives, and experiences.

Based on factors that include consumer usage, preferences, and changes in programmer offerings, we are adjusting several of our foreign language program offerings. Please see the attached summary of changes.

Please feel free to contact me at 734-359-2077 if you have any questions.

Sincerely,

Benjamin Miller
Director, External Affairs
Comcast, Heartland Region
1401 E. Miller Rd.
Lansing, MI 48911



Programing adjustments effective August 10, 2021:

- Customers who added the “Xfinity TV Latino” tier to their package will see the name change to “Latino Plus” and will also receive access to thousands of hours of free On Demand programming [FlixLatino and ATRES Player]. The price will remain the same and will not be available for new subscriptions. Existing customers will continue to receive the service until they make a change or receive further notice.
- Customers subscribing to the existing “Latino” tier will see the name change to the “Xfinity TV Latino” package. The package will remain priced at \$10/month for approximately 45 Spanish language channels.
- Customers will see the following changes on their bill:
 - Customers subscribing to the previously retired from sales “Brazilian 3 Pack” will see the name change to “Brazilian 4 Pack” and the Record TV Americas channel will be added to the package at no additional charge.
 - Customers subscribing to the previously retired from sales “Brazilian Jumbo Package” will see the name change to “Brazilian 4 Pack.”
 - The “Filipino Elite PKG” will be renamed “Filipino 3 Pack.”
 - “Zee TV / SET” will be renamed “Hindi 2 Pack.”
 - “SET” will be renamed “SET: Hindi.”
 - Customers subscribing to the previously retired from sales “Zee TV” will see a price decrease from \$15.95/month to \$14.99/month and will see the name change to “Zee: Hindi.”
 - The “C1R” package will be renamed “Russian 2 Pack” and the NTV America channel will be added to the package at no additional charge.
 - The “Saigon Network” will be renamed “SBTN: Vietnamese.”
 - “Willow Plus” will be renamed “Willow: Cricket.”
- “Willow: Cricket Add-on” will no longer be available for sale.



Municipal Employees' Retirement System of Michigan

Annual Actuarial Valuation Report
December 31, 2020 - Swartz Creek, City of (2504)





Spring, 2021

Swartz Creek, City of

In care of:
Municipal Employees' Retirement System of Michigan
1134 Municipal Way
Lansing, Michigan 48917

This report presents the results of the Annual Actuarial Valuation, prepared for Swartz Creek, City of (2504) as of December 31, 2020. The report includes the determination of liabilities and contribution rates resulting from the participation in the Municipal Employees' Retirement System of Michigan ("MERS"). This report contains the minimum actuarially determined contribution requirement, in alignment with the MERS Plan Document, Actuarial Policy, the Michigan Constitution, and governing statutes. Swartz Creek, City of is responsible for the employer contributions needed to provide MERS benefits for its employees and former employees.

The purposes of this valuation are to:

- Measure funding progress as of December 31, 2020,
- Establish contribution requirements for the fiscal year beginning July 1, 2022,
- Provide information regarding the identification and assessment of risk,
- Provide actuarial information in connection with applicable Governmental Accounting Standards Board (GASB) statements, and
- Provide information to assist the local unit of government with state reporting requirements.

This valuation assumed the continuing ability of the plan sponsor to make the contributions necessary to fund this plan. A determination regarding whether or not the plan sponsor is actually able to do so is outside our scope of expertise and was not performed.

The findings in this report are based on data and other information through December 31, 2020. The valuation was based upon information furnished by MERS concerning Retirement System benefits, financial transactions, plan provisions and active members, terminated members, retirees and beneficiaries. We checked for internal reasonability and year-to-year consistency, but did not audit the data. We are not responsible for the accuracy or completeness of the information provided by MERS.

The Municipal Employees' Retirement Act, PA 427 of 1984 and the MERS' Plan Document Article VI sec. 71 (1)(d), provides the MERS Board with the authority to set actuarial assumptions and methods after consultation with the actuary. As the fiduciary of the plan, MERS Retirement Board sets certain assumptions for funding and GASB purposes. These assumptions are checked regularly through a comprehensive study, called an Experience Study. Studies were completed in 2018 and 2020, and are the basis of the economic and demographic assumptions and methods currently in place. Updated economic assumptions were adopted by the MERS Retirement Board at the February 28, 2019 board meeting and were effective with the December 31, 2019 annual actuarial valuation. **At the February 27, 2020 board meeting, the MERS Retirement Board adopted demographic assumptions effective with the December 31, 2020 annual actuarial valuation, which will impact contributions beginning in 2022.**

The Michigan Department of Treasury provides required assumptions to be used for purposes of Public Act 202 reporting. These assumptions are for reporting purposes only and do not impact required contributions. Please refer to the State Reporting page found at the end of this report for information for this filing.

For a full list of all the assumptions used, please refer to the division-specific assumptions described in table(s) in this report, and to the Appendix on the MERS website at:

<http://www.mersofmich.com/Portals/0/Assets/Resources/AAV-Appendix/MERS-2020AnnualActuarialValuation-Appendix.pdf>

The actuarial assumptions used for this valuation, including the assumed rate of investment return, are reasonable for purposes of the measurement.

This report reflects the impact of COVID-19 experience through December 31, 2020. It does not reflect the ongoing impact of COVID-19, which is likely to influence demographic and economic experience, at least in the short-term. We will continue to monitor these developments and their impact on the MERS Defined Benefit and Hybrid plans. Actual future experience will be reflected in each subsequent annual valuation, as experience emerges.

This report has been prepared by actuaries who have substantial experience valuing public employee retirement systems. To the best of our knowledge the information contained in this report is accurate and fairly presents the actuarial position of Swartz Creek, City of as of the valuation date. All calculations have been made in conformity with generally accepted actuarial principles and practices, with the Actuarial Standards of Practice issued by the Actuarial Standards Board, and with applicable statutes.

David T. Kausch, Rebecca L. Stouffer, and Mark Buis are members of the American Academy of Actuaries. These actuaries meet the Academy's Qualification Standards to render the actuarial opinions contained herein. The signing actuaries are independent of the plan sponsor. GRS maintains independent consulting agreements with certain local units of government for services unrelated to the actuarial consulting services provided in this report.

The Retirement Board of the Municipal Employees' Retirement System of Michigan confirms that the System provides for payment of the required employer contribution as described in Section 20m of Act No. 314 of 1965 (MCL 38.1140m).



This information is purely actuarial in nature. It is not intended to serve as a substitute for legal, accounting or investment advice.

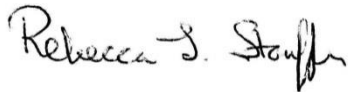
This report was prepared at the request of the MERS Retirement Board and may be provided only in its entirety by the municipality to other interested parties (MERS customarily provides the full report on request to associated third parties such as the auditor for the municipality). GRS is not responsible for the consequences of any unauthorized use. This report should not be relied on for any purpose other than the purposes described herein. Determinations of financial results, associated with the benefits described in this report, for purposes other than those identified above may be significantly different.

If you have reason to believe that the plan provisions are incorrectly described, that important plan provisions relevant to this valuation are not described, that conditions have changed since the calculations were made, that the information provided in this report is inaccurate or is in anyway incomplete, or if you need further information in order to make an informed decision on the subject matter in this report, please contact your Regional Manager at 1.800.767.MERS (6377).

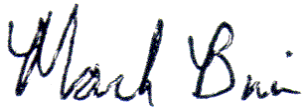
Sincerely,



David T. Kausch, FSA, FCA, EA, MAAA



Rebecca L. Stouffer, ASA, FCA, MAAA



Mark Buis, FSA, FCA, EA, MAAA



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Executive Summary

Funded Ratio

The funded ratio of a plan is the percentage of the dollar value of the actuarial accrued liability that is covered by the actuarial value of assets. While funding ratio may be a useful plan measurement, understanding a plan's funding trend may be more important than a particular point in time. Refer to Table 7 to find a history of this information.

	12/31/2020	12/31/2019
Funded Ratio*	89%	91%

* Reflects assets from Surplus divisions, if any.

Throughout this report are references to valuation results generated prior to the 2018 valuation date. Results prior to 2018 were received directly from the prior actuary or extracted from the previous valuation system by MERS's technology service provider.

Required Employer Contributions

Your required employer contributions are shown in the following table. Employee contributions, if any, are in addition to the employer contributions.

Effective for the December 31, 2020 valuation, the MERS Retirement Board has adopted updated demographic assumptions. Changes to these assumptions are effective for contributions beginning in 2022. Effective with the 2019 valuation, the MERS Retirement Board adopted updated economic assumptions. The combined impact of these assumption changes may be phased in. This valuation reflects the second year of phase-in for the economic assumption update and the first year of phase-in for the demographic assumption update. The remaining combined phase-in period is four years for all assumption changes.

By default, MERS will invoice you based on the amount in the “No Phase-in” columns. This amount will be considered the minimum required contribution unless you request to be billed the “Phase-in” rates. If you wish to be billed using the phased-in rates, please contact MERS, at which point the alternate minimum required contribution will be the amount in the “Phase-in” columns.

	Percentage of Payroll				Monthly \$ Based on Projected Payroll			
	Phase-in	No Phase-in	Phase-in	No Phase-in	Phase-in	No Phase-in	Phase-in	No Phase-in
	12/31/2020	12/31/2020	12/31/2019	12/31/2019	12/31/2020	12/31/2020	12/31/2019	12/31/2019
Valuation Date:	July 1, 2022	July 1, 2022	July 1, 2021	July 1, 2021	July 1, 2022	July 1, 2022	July 1, 2021	July 1, 2021
Fiscal Year Beginning:	2022	2022	2021	2021	2022	2022	2021	2021
Division								
01 - AFSCME	-	-	-	-	\$ 0	\$ 291	\$ 207	\$ 834
10 - Sprvsrs	-	-	-	-	6,104	8,975	5,125	6,565
Total Municipality -								
Estimated Monthly Contribution					\$ 6,104	\$ 9,266	\$ 5,332	\$ 7,399
Total Municipality -								
Estimated Annual Contribution					\$ 73,248	\$ 111,192	\$ 63,984	\$ 88,788

Employee contribution rates:

Valuation Date:	Employee Contribution Rate	
	12/31/2020	12/31/2019
Division		
01 - AFSCME	2.00%	2.00%
10 - Sprvsrs	4.00%	4.00%

The employer may contribute more than the minimum required contributions, as these additional contributions will earn investment income and may result in lower future contribution requirements. Employers making contributions in excess of the minimum requirements may elect to apply the excess contribution immediately to a particular division, or segregate the excess into one or more of what MERS calls “Surplus” divisions. An election in the first case would immediately reduce any unfunded accrued liability and lower the amortization payments throughout the remaining amortization period. An election to set up Surplus divisions would not immediately lower future contributions, however the assets from the Surplus division could be transferred to an unfunded division in the future to reduce the unfunded liability in future years, or to be used to pay all or a portion of the minimum required contribution in a future year. For purposes of this report, the assets in any Surplus division have been included in the municipality’s total assets, unfunded accrued liability and funded status, however, these assets are not used in calculating the minimum required contribution.

MERS strongly encourages employers to contribute more than the minimum contribution shown above.

How and Why Do These Numbers Change?



In a defined benefit plan, contributions vary from one annual actuarial valuation to the next as a result of the following:

- Changes in benefit provisions (see Table 2),
- Changes in actuarial assumptions and methods (see the Appendix), and
- Experience of the plan (investment experience and demographic experience); this is the difference between actual experience of the plan and the actuarial assumptions.

These impacts are reflected in various tables in the report. For more information, please contact your Regional Manager.

Comments on Investment Rate of Return Assumption

A defined benefit plan is funded by employer contributions, participant contributions, and investment earnings. Investment earnings have historically provided a significant portion of the funding. The larger the share of benefits being provided from investment returns, the smaller the required contributions, and vice versa. Determining the contributions required to prefund the promised retirement benefits requires an assumption of what investment earnings are expected to add to the fund over a long period of time. This is called the **Investment Return Assumption**.

The MERS Investment Return Assumption is **7.35%** per year. This, along with all of our other actuarial assumptions, is reviewed at least every five years in an Experience Study that compares the assumptions used against actual experience and recommends adjustments if necessary. If your municipality would like to explore contributions at lower assumed investment return assumptions, please review the “what if” projection scenarios later in this report.

Assumption Change in 2020

A 5-year experience study analyzing historical experience from 2013 through 2018 was completed in February 2020. In addition to changes to the economic assumptions which took effect with the fiscal year 2021 contribution rates, the experience study recommended updated demographic assumptions, including adjustments to the following actuarial assumptions: mortality, retirement, disability, and termination rates. Changes to the demographic assumptions resulting from the experience study have been approved by the MERS Retirement Board and are effective beginning with the December 31, 2020 actuarial valuation, first impacting 2022 contributions. A complete description of the assumptions may be found in the Appendix to the valuation.

Comments on Asset Smoothing

To avoid dramatic spikes and dips in annual contribution requirements due to short term fluctuations in asset markets, MERS applies a technique called **asset smoothing**. This spreads out each year’s investment gains or losses over the prior year and the following four years. This smoothing method is used to determine your actuarial value of assets (valuation assets), which is then used to determine both your funded ratio and your required contributions. **The (smoothed) actuarial rate of return for 2020 was 8.17%, while the actual market rate of return was 12.70%.** To see historical details of the market rate of return, compared to the smoothed actuarial rate of return, refer to this report’s Appendix, or view the “[How Smoothing Works](#)” video on the [Defined Benefit resource page](#) of the MERS website.

As of December 31, 2020, the actuarial value of assets is 97% of market value due to asset smoothing. This means that the rate of return on the actuarial value of assets should exceed the actuarial assumption in the



next few years provided that the annual market returns exceed the 7.35% investment return assumption. When all assumptions are met, contribution rates are expected to stay approximately level as a percent of payroll (dollar amounts are expected to increase with wage inflation of 3.0% each year).

If the December 31, 2020 valuation results were based on market value instead of actuarial value:

- The funded percent of your entire municipality would be 91% (instead of 89%); and
- Your total employer contribution requirement for the fiscal year starting July 1, 2022 would be \$90,624 (instead of \$111,192).

Alternate Scenarios to Estimate the Potential Volatility of Results ("What If Scenarios")

The calculations in this report are based on assumptions about long-term economic and demographic behavior. These assumptions will never materialize in a given year, except by coincidence. Therefore, the results will vary from one year to the next. The volatility of the results depends upon the characteristics of the plan. For example:

- Open divisions that have substantial assets compared to their active employee payroll will have more volatile employer contribution rates due to investment return fluctuations.
- Open divisions that have substantial accrued liability compared to their active employee payroll will have more volatile employer contribution rates due to demographic experience fluctuations.
- Small divisions will have more volatile contribution patterns than larger divisions because statistical fluctuations are relatively larger among small populations.
- Shorter amortization periods result in more volatile contribution patterns.

Many assumptions are important in determining the required employer contributions. In the following table, we show the impact of varying the Investment Return assumption. Lower investment returns would result in higher required employer contributions, and vice-versa. The three economic scenarios below provide a quantitative risk assessment for the impact of investment returns on the plan's future financial condition for funding purposes.

The relative impact of the economic scenarios below will vary from year to year, as the participant demographics change. The impact of each scenario should be analyzed for a given year, not from year to year. The results in the table are based on the December 31, 2020 valuation, and are for the municipality in total, not by division. These results do not reflect a phase-in of the impact of the new actuarial assumptions.

It is important to note that calculations in this report are mathematical estimates based upon assumptions regarding future events, which may or may not materialize. Actuarial calculations can and do vary from one valuation to the next, sometimes significantly depending on the group's size. Projections are not predictions. Future valuations will be based on actual future experience.

12/31/2020 Valuation Results	Lower Future Annual Returns	Lower Future Annual Returns	Valuation Assumptions
Investment Return Assumption	5.35%	6.35%	7.35%
Accrued Liability	\$ 8,571,103	\$ 7,794,194	\$ 7,131,533
Valuation Assets ¹	\$ 6,327,762	\$ 6,327,762	\$ 6,327,762
Unfunded Accrued Liability	\$ 2,243,341	\$ 1,466,432	\$ 803,771
Funded Ratio	74%	81%	89%
Monthly Normal Cost	\$ 399	\$ 269	\$ 177
Monthly Amortization Payment	\$ 22,888	\$ 15,812	\$ 9,089
Total Employer Contribution²	\$ 23,287	\$ 16,081	\$ 9,266

¹ The Valuation Assets include assets from Surplus divisions, if any.

² If assets exceed accrued liabilities for a division, the division may have an overfunding credit to reduce the division's employer contribution requirement. If the overfunding credit is larger than the normal cost, the division's full credit is included in the municipality's amortization payment above but the division's total contribution requirement is zero. This can cause the displayed normal cost and amortization payment to not add up to the displayed total employer contribution.

Projection Scenarios

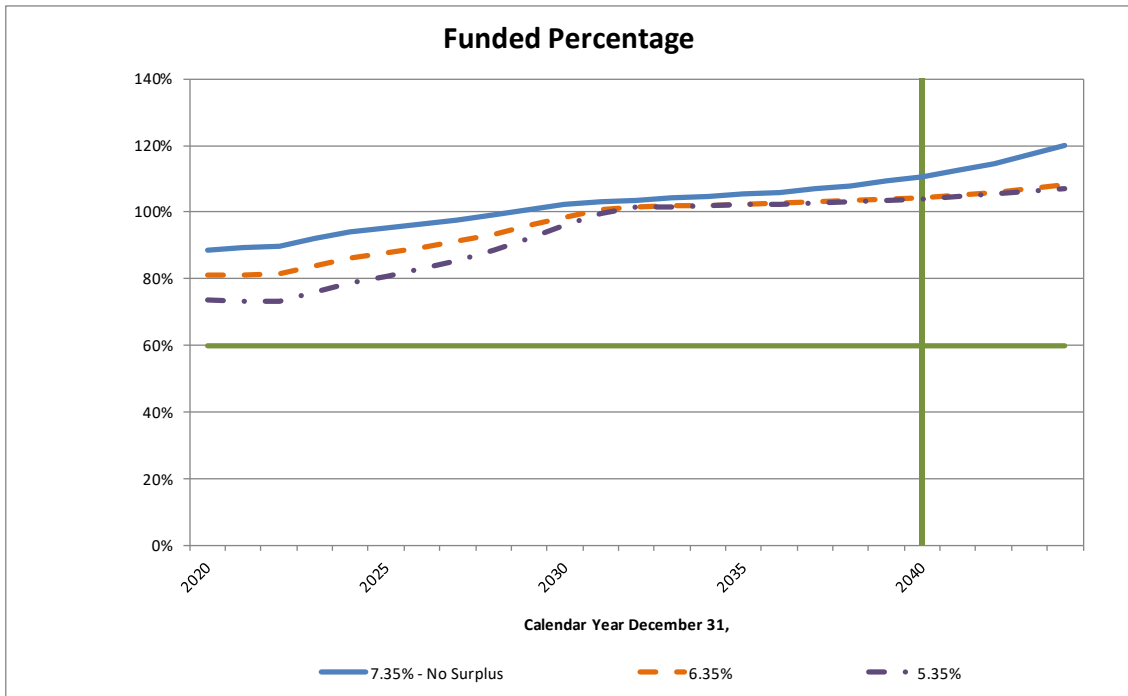
The next two pages show projections of the plan's funded ratio and computed employer contributions under the actuarial assumptions used in the valuation and alternate economic assumption scenarios. All three projections take into account the past investment experience that will continue to affect the actuarial rate of return in the short term.

The 7.35% scenario provides an estimate of computed employer contributions based on current actuarial assumptions, and a projected 7.35% market return. The other two scenarios may be useful if the municipality chooses to budget more conservatively, and make contributions in addition to the minimum requirements. The 6.35% and 5.35% projection scenarios provide an indication of the potential required employer contribution if these assumptions were met over the long-term.

Valuation Year Ending 12/31	Fiscal Year Beginning 7/1	Actuarial Accrued Liability	Valuation Assets ²	Funded Percentage	Estimated Annual Employer Contribution
7.35%¹ - NO PHASE-IN					
2020	2022	\$ 7,131,533	\$ 6,327,762	89%	\$ 111,192
2021	2023	\$ 7,080,000	\$ 6,320,000	89%	\$ 109,000
2022	2024	\$ 6,980,000	\$ 6,260,000	90%	\$ 112,000
2023	2025	\$ 6,860,000	\$ 6,310,000	92%	\$ 104,000
2024	2026	\$ 6,710,000	\$ 6,310,000	94%	\$ 99,900
2025	2027	\$ 6,550,000	\$ 6,230,000	95%	\$ 103,000
6.35%¹ - NO PHASE-IN					
2020	2022	\$ 7,794,194	\$ 6,327,762	81%	\$ 192,972
2021	2023	\$ 7,720,000	\$ 6,260,000	81%	\$ 193,000
2022	2024	\$ 7,600,000	\$ 6,180,000	81%	\$ 199,000
2023	2025	\$ 7,450,000	\$ 6,240,000	84%	\$ 190,000
2024	2026	\$ 7,270,000	\$ 6,270,000	86%	\$ 186,000
2025	2027	\$ 7,080,000	\$ 6,210,000	88%	\$ 191,000
5.35%¹ - NO PHASE-IN					
2020	2022	\$ 8,571,103	\$ 6,327,762	74%	\$ 279,444
2021	2023	\$ 8,460,000	\$ 6,200,000	73%	\$ 282,000
2022	2024	\$ 8,310,000	\$ 6,100,000	73%	\$ 291,000
2023	2025	\$ 8,130,000	\$ 6,190,000	76%	\$ 285,000
2024	2026	\$ 7,920,000	\$ 6,240,000	79%	\$ 285,000
2025	2027	\$ 7,690,000	\$ 6,210,000	81%	\$ 293,000

¹ Represents both the interest rate for discounting liabilities and the future investment return assumption on the Market Value of assets.

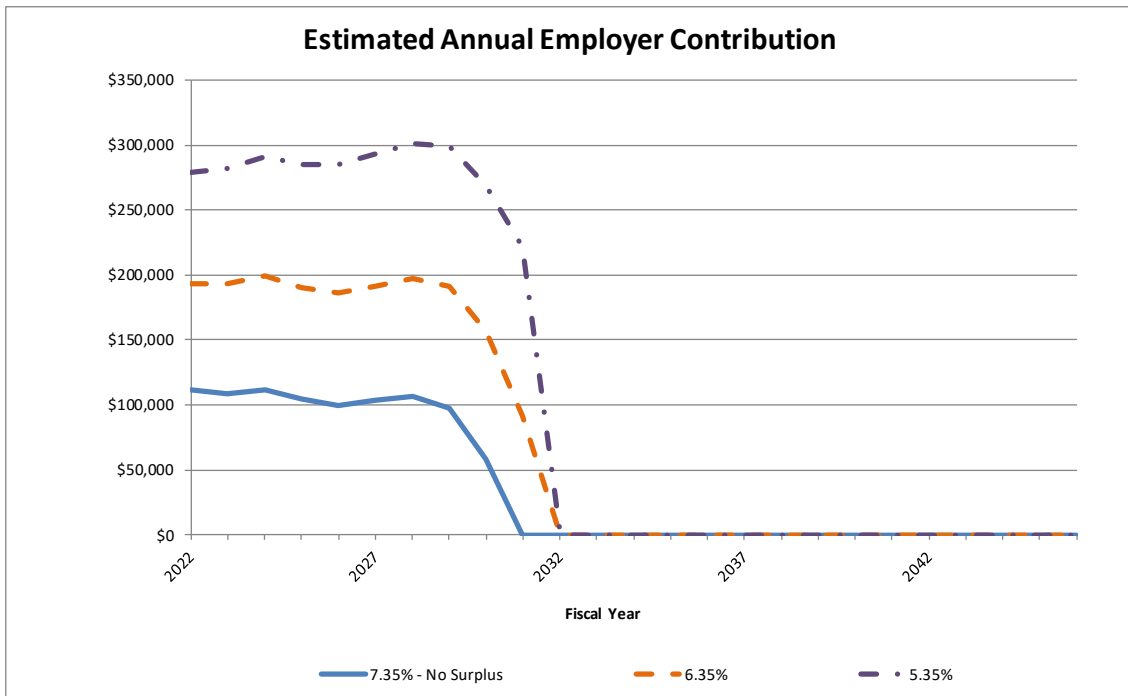
² Valuation Assets do not include assets from Surplus divisions, if any.



Notes:

All projected funded percentages are shown with no phase-in.

The green indicator lines have been added at 60% funded and 20 years following the valuation date for PA 202 purposes.



Notes:

All projected contributions are shown with no phase-in.

Table 1: Employer Contribution Details for the Fiscal Year Beginning July 1, 2022

Division	Total Normal Cost	Employee Contribut. Rate	Employer Contributions ¹			Computed Employer Contribut. With Phase-In	Blended ER Rate No Phase-In ⁵	Blended ER Rate With Phase-In ⁵	Employee Contribut. Conversion Factor ²
			Employer Normal Cost ⁶	Payment of the Unfunded Accrued Liability ⁴	Computed Employer Contribut. No Phase-In				
Percentage of Payroll									
01 - AFSCME	6.49%	2.00%	-	-	-	-			
10 - Sprvsrs	0.00%	4.00%	-	-	-	-			
Estimated Monthly Contribution³									
01 - AFSCME			\$ 177	\$ 114	\$ 291	\$ 0			
10 - Sprvsrs			0	8,975	8,975	6,104			
Total Municipality			\$ 177	\$ 9,089	\$ 9,266	\$ 6,104			
Estimated Annual Contribution³			\$ 2,124	\$ 109,068	\$ 111,192	\$ 73,248			

- ¹ The above employer contribution requirements are in addition to the employee contributions, if any.
- ² If employee contributions are increased/decreased by 1.00% of pay, the employer contribution requirement will decrease/increase by the Employee Contribution Conversion Factor. The conversion factor is usually under 1%, because employee contributions may be refunded at termination of employment, and not used to fund retirement pensions. Employer contributions will all be used to fund pensions.
- ³ For divisions that are open to new hires, estimated contributions are based on projected fiscal year payroll. Actual contributions will be based on actual reported monthly pays, and will be different from the above amounts. For divisions that will have no new hires (i.e., closed divisions), invoices will be based on the above dollar amounts which are based on projected fiscal year payroll. See description of Open Divisions and Closed Divisions in the Appendix.
- ⁴ Note that if the overfunding credit is larger than the normal cost, the full credit is shown above but the total contribution requirement is zero. This will cause the displayed normal cost and unfunded accrued liability contributions to not add across.
- ⁵ For linked divisions, the employer will be invoiced the Computed Employer Contribution No Phase-in rate shown above for each linked division (a contribution rate for the open division; a contribution dollar for the closed-but-linked division), unless the employer elects to contribute the Blended Employer Contribution rate shown above, by contacting MERS at 800-767-MERS (6377).
- ⁶ For divisions with a negative employer normal cost, employee contributions cover the normal cost and a portion of the payment of any unfunded accrued liability.

Please see the Comments on Asset Smoothing in the Executive Summary of this report.



Table 2: Benefit Provisions

01 - AFSCME: Closed to new hires

	2020 Valuation	2019 Valuation
Benefit Multiplier:	2.00% Multiplier (no max)	2.00% Multiplier (no max)
Normal Retirement Age:	60	60
Vesting:	10 years	10 years
Early Retirement (Unreduced):	55/30	55/30
Early Retirement (Reduced):	50/25	50/25
	55/15	55/15
Final Average Compensation:	5 years	5 years
Employee Contributions:	2.00%	2.00%
DC Plan for New Hires:	7/1/1997	7/1/1997
Act 88:	Yes (Adopted 12/10/1970)	Yes (Adopted 12/10/1970)

10 - Sprvsrs: Closed to new hires

	2020 Valuation	2019 Valuation
Benefit Multiplier:	2.50% Multiplier (80% max)	2.50% Multiplier (80% max)
Normal Retirement Age:	60	60
Vesting:	10 years	10 years
Early Retirement (Unreduced):	50/25	50/25
Early Retirement (Reduced):	55/15	55/15
Final Average Compensation:	3 years	3 years
COLA for Future Retirees:	2.50% (Non-Compound)	2.50% (Non-Compound)
COLA for Current Retirees:	2.50% (Non-Compound)	2.50% (Non-Compound)
Employee Contributions:	4.00%	4.00%
DC Plan for New Hires:	7/1/1997	7/1/1997
Act 88:	Yes (Adopted 12/10/1970)	Yes (Adopted 12/10/1970)

Table 3: Participant Summary

Division	2020 Valuation		2019 Valuation		2020 Valuation		
	Number	Annual Payroll ¹	Number	Annual Payroll ¹	Average Age	Average Benefit Service ²	Average Eligibility Service ²
01 - AFSCME							
Active Employees	2	\$ 105,848	2	\$ 107,380	63.7	43.0	43.0
Vested Former Employees	0	0	0	0	0.0	0.0	0.0
Retirees and Beneficiaries	6	112,968	6	112,968	70.8		
Pending Refunds	0		0				
10 - Sprvrs							
Active Employees	0	\$ 0	0	\$ 0	0.0	0.0	0.0
Vested Former Employees	0	0	0	0	0.0	0.0	0.0
Retirees and Beneficiaries	9	431,386	9	423,627	69.3		
Pending Refunds	0		0				
Total Municipality							
Active Employees	2	\$ 105,848	2	\$ 107,380	63.7	43.0	43.0
Vested Former Employees	0	0	0	0	0.0	0.0	0.0
Retirees and Beneficiaries	15	544,354	15	536,595	69.9		
Pending Refunds	0		0				
Total Participants	17		17				

¹ Annual payroll for active employees; annual deferred benefits payable for vested former employees; annual benefits being paid for retirees and beneficiaries.

² Descriptions can be found under Miscellaneous and Technical Assumptions in the Appendix.

Table 4: Reported Assets (Market Value)

Division	2020 Valuation		2019 Valuation	
	Employer and Retiree ¹	Employee ²	Employer and Retiree ¹	Employee ²
01 - AFSCME	\$ 1,925,386	\$ 101,835	\$ 1,802,180	\$ 99,618
10 - Sprvsrs	4,480,433	0	4,334,854	0
Municipality Total³	\$ 6,405,818	\$ 101,835	\$ 6,137,033	\$ 99,618
Combined Assets³	\$6,507,653		\$6,236,652	

¹ Reserve for Employer Contributions and Benefit Payments.

² Reserve for Employee Contributions.

³ Totals may not add due to rounding.

The December 31, 2020 valuation assets (actuarial value of assets) are equal to 0.972357 times the reported market value of assets (compared to 1.013179 as of December 31, 2019). Refer to the Appendix for a description of the valuation asset derivation and a detailed calculation of valuation assets.

Table 5: Flow of Valuation Assets

Year Ended 12/31	Employer Contributions		Employee Contributions	Investment Income (Valuation Assets)	Benefit Payments	Employee Contribution Refunds	Net Transfers	Valuation Asset Balance
	Required	Additional						
2010	\$ 196,337		\$ 17,509	\$ 392,938	\$ (527,731)	\$ 0	\$ 24,509	\$ 7,924,796
2011	87,502	\$ 11,723	16,224	349,365	(559,713)	0	0	7,829,897
2012	79,273	6	16,443	313,076	(518,919)	0	0	7,719,776
2013	85,735	3	14,323	425,428	(533,278)	0	0	7,711,987
2014	97,181	0	13,279	418,854	(583,933)	0	0	7,657,368
2015	100,374	111,999	11,529	348,798	(654,308)	0	0	7,575,760
2016	94,061	564,769	12,248	434,113	(618,056)	0	0	8,062,895
2017	50,402	26,976	3,697	326,892	(545,810)	0	(1,225,547)	6,699,505
2018	36,552	36,552	2,144	230,691	(521,077)	0	0	6,484,367
2019	0	73,104	2,168	288,042	(528,836)	0	0	6,318,845
2020	13,104	60,000	2,117	470,291	(536,595)	0	0	6,327,762

Notes:

Transfers in and out are usually related to the transfer of participants between municipalities, and to employer and employee payments for service credit purchases (if any) that the governing body has approved.

Additional employer contributions, if any, are shown separately starting in 2011. Prior to 2011, additional contributions are combined with the required employer contributions.

The investment income column reflects the recognized investment income based on Valuation Assets. It does not reflect the market value investment return in any given year.

The Valuation Asset balance includes assets from Surplus divisions, if any.

Years where historical information is not available will be displayed with zero values.



**Table 6: Actuarial Accrued Liabilities and Valuation Assets
as of December 31, 2020**

Division	Actuarial Accrued Liability					Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
	Active Employees	Vested Former Employees	Retirees and Beneficiaries	Pending Refunds	Total			
01 - AFSCME	\$ 821,640	\$ 0	\$ 1,160,414	\$ 0	\$ 1,982,054	\$ 1,971,182	99.5%	\$ 10,872
10 - Sprvsrs	0	0	5,149,479	0	5,149,479	4,356,580	84.6%	792,899
Total	\$ 821,640	\$ 0	\$ 6,309,893	\$ 0	\$ 7,131,533	\$ 6,327,762	88.7%	\$ 803,771

Please see the Comments on Asset Smoothing in the Executive Summary of this report.

The December 31, 2020 valuation assets (actuarial value of assets) are equal to 0.972357 times the reported market value of assets. Refer to the Appendix for a description of the valuation asset derivation and a detailed calculation of valuation assets.

Table 7: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2006	\$ 8,013,556	\$ 7,146,449	89%	\$ 867,107
2007	8,092,795	7,493,467	93%	599,328
2008	8,140,864	7,655,230	94%	485,634
2009	8,337,631	7,821,234	94%	516,397
2010	8,532,967	7,924,796	93%	608,171
2011	8,597,380	7,829,897	91%	767,483
2012	8,184,102	7,719,776	94%	464,326
2013	8,235,676	7,711,987	94%	523,689
2014	8,657,510	7,657,368	88%	1,000,142
2015	9,174,180	7,575,760	83%	1,598,420
2016	8,781,556	8,062,895	92%	718,661
2017	6,786,126	6,699,505	99%	86,621
2018	6,756,614	6,484,367	96%	272,247
2019	6,951,256	6,318,845	91%	632,411
2020	7,131,533	6,327,762	89%	803,771

Notes: Actuarial assumptions were revised for the 2008, 2009, 2010, 2011, 2012, 2015, 2019 and 2020 actuarial valuations.

The Valuation Assets include assets from Surplus divisions, if any.

Years where historical information is not available will be displayed with zero values.

Throughout this report are references to valuation results generated prior to the 2018 valuation date. Results prior to 2018 were received directly from the prior actuary or extracted from the previous valuation system by MERS's technology service provider.

Tables 8 and 9: Division-Based Comparative Schedules

Division 01 - AFSCME

Table 8-01: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2010	\$ 1,736,708	\$ 1,574,133	91%	\$ 162,575
2011	1,755,979	1,577,034	90%	178,945
2012	1,740,956	1,563,818	90%	177,138
2013	1,758,360	1,579,950	90%	178,410
2014	1,822,679	1,592,868	87%	229,811
2015	1,926,030	1,626,153	84%	299,877
2016	1,944,441	1,969,146	101%	(24,705)
2017	1,933,339	1,976,157	102%	(42,818)
2018	1,925,433	1,941,838	101%	(16,405)
2019	1,977,402	1,926,862	97%	50,540
2020	1,982,054	1,971,182	99%	10,872

Notes: Actuarial assumptions were revised for the 2010, 2011, 2012, 2015, 2019 and 2020 actuarial valuations.

Table 9-01: Computed Employer Contributions - Comparative Schedule

Valuation Date December 31	Active Employees		Computed Employer Contribution ¹	Employee Contribution Rate ²
	Number	Annual Payroll		
2010	3	\$ 137,886	\$ 1,793	2.00%
2011	3	137,139	\$ 2,072	2.00%
2012	3	137,577	\$ 2,259	2.00%
2013	3	139,994	\$ 2,607	2.00%
2014	2	108,915	\$ 3,833	2.00%
2015	2	106,804	\$ 5,577	2.00%
2016	2	109,768	\$ 0	2.00%
2017	2	104,656	\$ 0	2.00%
2018	2	107,183	\$ 10	2.00%
2019	2	107,380	\$ 834	2.00%
2020	2	105,848	\$ 291	2.00%

1 For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

2 For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

Note: The contributions shown in Table 9 for the 12/31/2015 through 12/31/2020 valuations do not reflect the phase-in of the change in contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above.

See the Benefit Provision History, later in this report, for past benefit provision changes.

Years where historical information is not available will be displayed with zero values.

Division 10 - Sprvrs

Table 8-10: Actuarial Accrued Liabilities - Comparative Schedule

Valuation Date December 31	Actuarial Accrued Liability	Valuation Assets	Percent Funded	Unfunded (Overfunded) Accrued Liabilities
2010	\$ 5,325,987	\$ 5,174,095	97%	\$ 151,892
2011	5,329,737	5,095,875	96%	233,862
2012	4,897,772	5,022,150	103%	(124,378)
2013	4,940,754	5,001,525	101%	(60,771)
2014	5,152,171	4,906,270	95%	245,901
2015	5,398,232	4,708,454	87%	689,778
2016	4,862,938	4,785,486	98%	77,452
2017	4,852,787	4,723,348	97%	129,439
2018	4,831,181	4,542,529	94%	288,652
2019	4,973,854	4,391,983	88%	581,871
2020	5,149,479	4,356,580	85%	792,899

Notes: Actuarial assumptions were revised for the 2010, 2011, 2012, 2015, 2019 and 2020 actuarial valuations.

Table 9-10: Computed Employer Contributions - Comparative Schedule

Valuation Date December 31	Active Employees		Computed Employer Contribution ¹	Employee Contribution Rate ²
	Number	Annual Payroll		
2010	3	\$ 186,680	\$ 2,106	4.00%
2011	3	179,431	\$ 2,944	4.00%
2012	3	186,142	\$ 0	4.00%
2013	2	124,816	\$ 0	4.00%
2014	0	0	\$ 4,321	0.00%
2015	0	0	\$ 13,379	0.00%
2016	0	0	\$ 0	4.00%
2017	0	0	\$ 719	4.00%
2018	0	0	\$ 3,262	4.00%
2019	0	0	\$ 6,565	4.00%
2020	0	0	\$ 8,975	4.00%

1 For open divisions, a percent of pay contribution is shown. For closed divisions, a monthly dollar contribution is shown.

2 For each valuation year, the computed employer contribution is based on the employee rate. If the employee rate changes during the applicable fiscal year, the computed employer contribution will be adjusted.

Note: The contributions shown in Table 9 for the 12/31/2015 through 12/31/2020 valuations do not reflect the phase-in of the change in contribution requirements associated with the new actuarial assumptions. The full contribution without phase-in is shown in Table 9 above.

See the Benefit Provision History, later in this report, for past benefit provision changes.

Years where historical information is not available will be displayed with zero values.

Table 10: Division-Based Layered Amortization Schedule

Division 01 - AFSCME

Table 10-01: Layered Amortization Schedule

Type of UAL	Date Established	Original Balance ¹	Original Amortization Period ²	Amounts for Fiscal Year Beginning 7/1/2022		
				Outstanding UAL Balance ³	Remaining Amortization Period ²	Annual Amortization Payment
(Gain)/Loss	12/31/2019	\$ 54,760	10	\$ 57,562	9	\$ 7,776
Experience	12/31/2020	(46,479)	10	(51,696)	10	(6,408)
Total				\$ 5,866		\$ 1,368

¹ For each type of UAL (layer), this is the original balance as of the date the layer was established.

² According to the MERS amortization policy, each type of UAL (layer) is amortized over a specific period (see Appendix on MERS website).

³ This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

The unfunded accrued liability (UAL) as of December 31, 2020 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2020 valuation to take into account the expected future contributions that are based on past valuations. Each type of UAL (layer) is amortized over the appropriate period. Please see the Appendix on the MERS website for a detailed description of the amortization policy.

Note: The original balance and original amortization periods prior to 12/31/2018 were received from the prior actuary.

Division 10 - Sprvsrs

Table 10-10: Layered Amortization Schedule

Type of UAL	Date Established	Original Balance ¹	Original Amortization Period ²	Amounts for Fiscal Year Beginning 7/1/2022		
				Outstanding UAL Balance ³	Remaining Amortization Period ²	Annual Amortization Payment
(Gain)/Loss	12/31/2017	\$ 63,029	10	\$ 57,823	7	\$ 9,660
(Gain)/Loss	12/31/2018	220,741	10	219,072	8	32,640
(Gain)/Loss	12/31/2019	111,361	10	117,060	9	15,804
Assumption	12/31/2019	164,509	10	170,560	9	23,028
Experience	12/31/2020	192,742	10	214,378	10	26,568
Total				\$ 778,893		\$ 107,700

¹ For each type of UAL (layer), this is the original balance as of the date the layer was established.

² According to the MERS amortization policy, each type of UAL (layer) is amortized over a specific period (see Appendix on MERS website).

³ This is the remaining balance as of the valuation date, projected to the beginning of the fiscal year shown above.

The unfunded accrued liability (UAL) as of December 31, 2020 (see Table 6) is projected to the beginning of the fiscal year for which the contributions are being calculated. This allows the 2020 valuation to take into account the expected future contributions that are based on past valuations. Each type of UAL (layer) is amortized over the appropriate period. Please see the Appendix on the MERS website for a detailed description of the amortization policy.

Note: The original balance and original amortization periods prior to 12/31/2018 were received from the prior actuary.

GASB Statement No. 68 Information

The following information has been prepared to provide some of the information necessary to complete GASB Statement No. 68 disclosures. GASB Statement No. 68 is effective for fiscal years beginning after June 15, 2014. Additional resources, including an Implementation Guide, are available at <http://www.mersofmich.com/>.

Actuarial Valuation Date:	12/31/2020
Measurement Date of the Total Pension Liability (TPL):	12/31/2020

At 12/31/2020, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefits:	15
Inactive employees entitled to but not yet receiving benefits (including refunds):	0
Active employees:	<u>2</u>
	17

Total Pension Liability as of 12/31/2019 measurement date:	\$ 6,808,506
Total Pension Liability as of 12/31/2020 measurement date:	\$ 6,981,132
Service Cost for the year ending on the 12/31/2020 measurement date:	\$ 8,214
Change in the Total Pension Liability due to:	
- Benefit changes ¹ :	\$ 0
- Differences between expected and actual experience ² :	\$ (258)
- Changes in assumptions ² :	\$ 203,897

Average expected remaining service lives of all employees (active and inactive):	0
--	---

¹ A change in liability due to benefit changes is immediately recognized when calculating pension expense for the year.

² Changes in liability due to differences between actual and expected experience, and changes in assumptions, are recognized in pension expense over the average remaining service lives of all employees.

Covered employee payroll (Needed for Required Supplementary Information):	\$ 105,848
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Note: Covered employee payroll may differ from the GASB Statement No. 68 definition.

Sensitivity of the Net Pension Liability to changes in the discount rate:

	1% Decrease <u>(6.60%)</u>	Current Discount Rate <u>(7.60%)</u>	1% Increase <u>(8.60%)</u>
Change in Net Pension Liability as of 12/31/2020:	\$ 637,601	\$ 0	\$ (549,038)

Note: The current discount rate shown for GASB Statement No. 68 purposes is higher than the MERS assumed rate of return. This is because for GASB Statement No. 68 purposes, the discount rate must be gross of administrative expenses, whereas for funding purposes it is net of administrative expenses.

Benefit Provision History

The following benefit provision history is provided by MERS. Any corrections to this history or discrepancies between this information and information displayed elsewhere in the valuation report should be reported to MERS. All provisions are listed by date of adoption.

01 - AFSCME

12/1/2016	Service Credit Purchase Estimates - No
7/1/2004	Benefit F55 (With 30 Years of Service)
7/1/2004	Member Contribution Rate 2.00%
7/1/1997	DC Adoption Date 07-01-1997
7/1/1994	Benefit B-2
7/1/1991	Benefit B-1
7/1/1988	Member Contribution Rate 0.00%
12/10/1970	Covered by Act 88
7/1/1970	Benefit C-1 (Old)
7/1/1966	Benefit FAC-5 (5 Year Final Average Compensation)
7/1/1966	10 Year Vesting
7/1/1966	Benefit C (Old)
7/1/1966	Member Contribution Rate 3.00% Under \$4,200.00 - Then 5.00%
	Fiscal Month - July
	Defined Benefit Normal Retirement Age - 60
	Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years

10 - Sprvsrs

12/1/2016	Service Credit Purchase Estimates - No
7/1/1997	DC Adoption Date 07-01-1997
1/1/1992	E2 2.5% COLA for future retirees (07/01/1991)
1/1/1992	E1 2.5% COLA for past retirees (07/01/1991)
7/1/1991	Benefit FAC-3 (3 Year Final Average Compensation)
7/1/1991	Benefit B-4 (80% max)
7/1/1991	Member Contribution Rate 4.00%
7/1/1988	Benefit FAC-5 (5 Year Final Average Compensation)
7/1/1988	10 Year Vesting
7/1/1988	Benefit C-1 (Old)
7/1/1988	Benefit F50 (With 25 Years of Service)
7/1/1988	Member Contribution Rate 1.00%
12/10/1970	Covered by Act 88
	Fiscal Month - July
	Defined Benefit Normal Retirement Age - 60
	Early Reduced (.5%) at Age 50 with 25 Years or Age 55 with 15 Years



Plan Provisions, Actuarial Assumptions, and Actuarial Funding Method

Details on MERS plan provisions, actuarial assumptions, and actuarial methodology can be found in the Appendix. Some actuarial assumptions are specific to this municipality and its divisions. These are listed below.

Increase in Final Average Compensation

Division	FAC Increase Assumption
All Divisions	2.00%

Miscellaneous and Technical Assumptions

Loads – None.

Amortization Policy for Closed Not Linked Divisions: The default funding policy for closed not linked divisions, including open divisions with zero active members, is to follow a non-accelerated amortization, where each closed period decreases by one-year each year until the period is exhausted. In select instances, closed not linked division(s) may follow an accelerated amortization policy.

Risk Commentary

Determination of the accrued liability, the employer contribution, and the funded ratio requires the use of assumptions regarding future economic and demographic experience. Risk measures, as illustrated in this report, are intended to aid in the understanding of the effects of future experience differing from the assumptions used in the course of the actuarial valuation. Risk measures may also help with illustrating the potential volatility in the accrued liability, the actuarially determined contribution and the funded ratio that result from the differences between actual experience and the actuarial assumptions.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions due to changing conditions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the Plan's funded status); and changes in plan provisions or applicable law. The scope of an actuarial valuation does not include an analysis of the potential range of such future measurements.

Examples of risk that may reasonably be anticipated to significantly affect the plan's future financial condition include:

- **Investment Risk** – actual investment returns may differ from the expected returns;
- **Asset/Liability Mismatch** – changes in asset values may not match changes in liabilities, thereby altering the gap between the accrued liability and assets and consequently altering the funded status and contribution requirements;
- **Salary and Payroll Risk** – actual salaries and total payroll may differ from expected, resulting in actual future accrued liability and contributions differing from expected;
- **Longevity Risk** – members may live longer or shorter than expected and receive pensions for a period of time other than assumed; and
- **Other Demographic Risks** – members may terminate, retire or become disabled at times or with benefits other than assumed resulting in actual future accrued liability and contributions differing from expected.

The effects of certain trends in experience can generally be anticipated. For example, if the investment return since the most recent actuarial valuation is less (or more) than the assumed rate, the cost of the plan can be expected to increase (or decrease). Likewise, if longevity is improving (or worsening), increases (or decreases) in cost can be anticipated.

PLAN MATURITY MEASURES

Risks facing a pension plan evolve over time. A young plan with virtually no investments and paying few benefits may experience little investment risk. An older plan with a large number of members in pay status and a significant trust may be much more exposed to investment risk. Generally accepted plan maturity measures include the following:

	<u>12/31/2020</u>	<u>12/31/2019</u>	<u>12/31/2018</u>
1. Ratio of the market value of assets to total payroll	61.5	58.1	55.2
2. Ratio of actuarial accrued liability to payroll	67.4	64.7	63.0
3. Ratio of actives to retirees and beneficiaries	0.1	0.1	0.1
4. Ratio of market value of assets to benefit payments	12.1	11.8	11.4
5. Ratio of net cash flow to market value of assets (boy)	-7.4%	-7.7%	-6.7%

RATIO OF MARKET VALUE OF ASSETS TO TOTAL PAYROLL

The relationship between assets and payroll is a useful indicator of the potential volatility of contributions. For example, if the market value of assets is 2.0 times the payroll, a return on assets 5% different than assumed would equal 10% of payroll. A higher (lower) or increasing (decreasing) level of this maturity measure generally indicates a higher (lower) or increasing (decreasing) volatility in plan sponsor contributions as a percentage of payroll.

RATIO OF ACTUARIAL ACCRUED LIABILITY TO PAYROLL

The relationship between actuarial accrued liability and payroll is a useful indicator of the potential volatility of contributions for a fully funded plan. A funding policy that targets a funded ratio of 100% is expected to result in the ratio of assets to payroll and the ratio of liability to payroll converging over time.

RATIO OF ACTIVES TO RETIREES AND BENEFICIARIES

A young plan with many active members and few retirees will have a high ratio of actives to retirees. A mature open plan may have close to the same number of actives to retirees resulting in a ratio near 1.0. A super-mature or closed plan may have significantly more retirees than actives resulting in a ratio below 1.0.

RATIO OF MARKET VALUE OF ASSETS TO BENEFIT PAYMENTS

The MERS' Actuarial Policy requires a total minimum contribution equal to the excess (if any) of three times the expected annual benefit payments over the projected market value of assets as of the participating municipality or court's Fiscal Year for which the contribution applies. The ratio of market value of assets to benefit payments as of the valuation date provides an indication of whether the division is at risk for triggering the minimum contribution rule in the near term. If the division triggers this minimum contribution rule, the required employer contributions could increase dramatically relative to previous valuations.

RATIO OF NET CASH FLOW TO MARKET VALUE OF ASSETS

A positive net cash flow means contributions exceed benefits and expenses. A negative cash flow means existing funds are being used to make payments. A certain amount of negative net cash flow is generally expected to occur when benefits are prefunded through a qualified trust. Large negative net cash flows as a percent of assets may indicate a super-mature plan or a need for additional contributions.



State Reporting

The following information has been prepared to provide some of the information necessary to complete the Public Act 202 pension reporting requirements for the State of Michigan’s Local Government Retirement System Annual Report (Form No. 5572). Additional resources are available at www.mersofmich.com and on the State [website](#).

Form 5572		
Line Reference	Description	Result
10	Membership as of December 31, 2020	
11	Indicate number of active members	2
12	Indicate number of inactive members (excluding pending refunds)	0
13	Indicate number of retirees and beneficiaries	15
14	Investment Performance for Calendar Year Ending December 31, 2020¹	
15	Enter actual rate of return - prior 1-year period	13.59%
16	Enter actual rate of return - prior 5-year period	9.35%
17	Enter actual rate of return - prior 10-year period	7.91%
18	Actuarial Assumptions	
19	Actuarial assumed rate of investment return ²	7.35%
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Level Percent
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any ³	10
22	Is each division within the system closed to new employees? ⁴	Yes
23	Uniform Assumptions	
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	\$6,283,516
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions ⁵	\$7,351,900
27	Actuarially Determined Contribution (ADC) using uniform assumptions, Fiscal Year Ending June 30, 2021	\$103,692

1. The Municipal Employees’ Retirement System’s investment performance has been provided to GRS from MERS Investment Staff and is included here for reporting purposes. The investment performance figures reported are net of investment expenses on a rolling calendar-year basis for the previous 1-, 5-, and 10-year periods as required under PA 530.
2. Net of administrative and investment expenses.
3. Populated with the longest amortization period remaining in the amortization schedule, across all divisions in the plan. This is when each division and the plan in total is expected to reach 100% funded if all assumptions are met.
4. If all divisions within the employer are closed, “yes.” If at least one division is open (including shadow divisions) indicate “no.”
5. Line 25 actuarial accrued liability is determined under PA 202 uniform assumptions which differ from the valuation assumptions. In particular, the assumed rate of return for PA 202 purposes is 7.00%.





GENESEE COUNTY DRAIN COMMISSIONER'S OFFICE

- DIVISION OF -

WATER & WASTE SERVICES

G-4610 BEECHER ROAD - FLINT, MICHIGAN 48532-2617

PHONE (810) 732-7870 - FAX (810) 732-9773

JEFFREY WRIGHT
COMMISSIONER

June 1, 2021

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

Re: Retail Water Customer

Dear Mr. Zettel:

This letter is in response to your email request for operation and maintenance services provided by GCDC-WWS to retail customers.

The County has established a standard water rate schedule for wholesale and retail customers (attached). Currently Swartz Creek is a wholesale service customer. The City owns and operates an independent water supply system. Currently, the County Agency provides water via three (3) master meters to the City.

If the City chose to become a retail customer, while the City would retain ownership of the system, it would become integrated into the County Water Supply System. This means the City would lose its WSSN and become part of the County's WSSN. This would eliminate separate laboratory testing, water quality testing, and independent sanitary surveys. The County would identify and collect all necessary sampling, as well as generate the annual Consumer Confidence Report. The County would provide the licensed operator for the system. Water quality testing will also include Lead and Copper Rule Sampling.

As a retail customer, the County will use the summation of end users to calculate the water bills. The master meters would no longer be used for billing purposes. The retail service is for mainline water supply.

In 2020, the City paid the County \$1,461,765 for water supply, based on Section II. Using Section I.A. for Retail Service, the cost would be \$1,957,902, or approximately \$500,000 more. The County would charge time and material for water service work.

The County provides live service 16 hour per day, 5 days per week, an on-call service 8 hours per day, 5 days per week, and all weekends and holidays. The typical response time for on-call is less than two hours.

Page 2
June 1, 2021

Current County retail customers do not have lead services. If Swartz Creek chooses to move to retail customer status, we need one of the following: Certification of no lead services, or identification and removal of existing lead services.

Including the regulation requirements, the County will provide operation and maintenance of the water supply system, including Miss Dig, watermain repair, and after-hours calls. As a retail customer, you would also receive our engineering services, including up-to-date mapping and GIS.

The County attend any council meetings upon request.

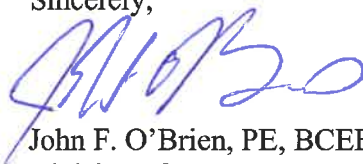
Since the City would still be performing meter reading and billing, we would set up a work order system for turn-on turn-off meter checks and customer response to water quality issues. Work orders upon completion would be returned to the City for your records.

As a retail customer, the county would also provide review of all new development or expansions of the water system using the County standard specifications. As the operator of the system, the County Agency will carry insurance for the water system. As owner, the City would also need to carry insurance.

The above is a brief summary of the services provided as a retail customer. Currently, we provide this service to your neighbors: Mundy, Gaines, and Clayton Townships. We suggest that you talk with them as well as your MEGLE District Engineer about what they may see as the pros and cons of going from a wholesale customer to a retail customer.

We are available at your convenience to discuss this matter in greater detail or at a question-and-answer session with your City Council and residents. We look forward to your response.

Sincerely,



John F. O'Brien, PE, BCEE, Director
Division of Water & Waste Services

JFO/JMW

Enclosures

cc: Jeff Wright, Drain Commissioner
Dan Potter, Chief Deputy Drain Commissioner

**GENESEE COUNTY WATER SUPPLY SYSTEM
 RATES FOR SERVICE FOR WATER BILLS RENDERED
 ON AND AFTER APRIL 2, 2018**

The rates to be charged for water furnished by the System shall be as hereinafter set forth. Water to be furnished by the System shall be measured by a meter or equivalent meters, installed and controlled by the County. Charges for water service will be made for water furnished based upon monthly, bimonthly, and quarterly billings as set forth herein.

I. RATES BASED ON SUMMATION OF INDIVIDUAL METER READINGS (MONTHLY CHARGES)

<u>Meter Size - Inches</u>	<u>Readiness to Serve Charge</u>	<u>Irrigation Meters</u>
5/8	\$ 21.00	\$15.00
3/4	\$ 31.50	3/4 or larger \$22.50
1	\$ 52.50	
1-1/2	\$ 105.00	
2	\$ 168.00	
3	\$ 367.50	
4	\$ 525.00	
6	\$ 1,050.00	
8	\$ 1,680.00	
10	\$ 2,520.00	
12	\$ 4,515.00	

(Irrigation meters are an automatic charge May 1 through October 31 or any quarter that usage is recorded) Rate becomes effective on date signed.

I. A. Indirect Rates

<u>Meter Size - Inches</u>	<u>Readiness to Serve Charge</u>	<u>Irrigation Meters</u>
5/8	\$ 20.00	\$19.00
3/4	\$ 30.00	3/4 or larger \$
1	\$ 50.00	
1-1/2	\$ 100.00	
2	\$ 160.00	
3	\$ 350.00	
4	\$ 500.00	
6	\$ 950.00	
8	\$ 1,600.00	

II. RATES BASED ON MASTER METER READINGS (Wholesale)

A. MONTHLY

<u>Equivalent Meters</u>	<u>Readiness to Serve Charge @ \$460.00 / eq. meter</u>
15	\$ 6,900.00
25	\$ 11,500.00
35	\$ 16,100.00
50	\$ 23,000.00
80	\$ 36,800.00
120	\$ 55,200.00
165	\$ 75,900.00
215	\$ 98,900.00
320	\$147,200.00

The number of equivalent meters is based on the peak monthly flow from the prior calendar year. An equivalent meter size will be determined based on the peak monthly flow being 75% of the meter capacity. The meter capacity and number of capacity equivalent meters will be based on current AWWA standards. The meter size and number of equivalent meters will be based on standard meter sizes, with a minimum of 15 equivalent meters.

III. COMMODITY CHARGES (applies to both Individual and Master Meters):

A. The total commodity charge is \$5.75 per 100 cubic feet.

B. The commodity charge for individual customers who exceed 500,000 cubic feet a month will be \$5.75 per 100 cubic feet for the first 500,000 cubic feet and \$1.90 per 100 cubic feet for water above 500,000 cubic feet.

IV. QUARTERLY RATES (applies to Individual Meters):

Multiply readiness to serve charge by three.

GENESEE COUNTY WATER SUPPLY SYSTEM
RATES FOR SERVICE FOR WATER BILLS RENDERED
ON AND AFTER APRIL 2, 2018

V. WATER STATION RATES

The commodity charge for watering is \$7.05 per 100 cubic feet (0.25 per 30 gallons). No Readiness to Serve charge. Accounts shall be billed monthly.

VI. HYDRANT METER RATES

The commodity charge is \$7.05 per 100 cubic feet. No Readiness to Serve charge. Accounts shall be billed within 30 days of use.

VII. COUNTY CAPITAL IMPROVEMENT FEE

The County will charge a Capital Improvement Fee of \$1,000 per unit based upon the Residential Equivalent Units prior to the issuance of a Water Permit (B-Permit). The County Agency shall collect the fee.

VIII. CITY OF FLINT FRANCHISE RATES

The County will add \$1.00 per month to the amount the City of Flint bills the franchise customers for each 3/8-inch meter equivalence plus \$0.10 per each 100 cubic feet of volume used.

The rates are established pursuant to Act 342 Michigan Public Acts of 1939 as amended.

Jeffrey Wright, Drain Commissioner, as County Agency under the provisions of Act 342, Michigan Public Acts of 1939, as amended.

Dated: 6-28-2017


JEFFREY WRIGHT

Genesee County Drain Commissioner, the County Agency

LAST RATE INCREASE WHILE STILL ON DWSD.
G.L.W.A. WATER SYSTEM.



GENESEE COUNTY DRAIN COMMISSIONER'S OFFICE

- DIVISION OF -

WATER & WASTE SERVICES

G-4610 BEECHER ROAD - FLINT, MICHIGAN 48532-2617

PHONE (810) 732-7870 - FAX (810) 732-9773

JEFFREY WRIGHT
COMMISSIONER

June 22, 2021

Email AZettel@cityofswartzcreek.org
and First Class Mail

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

Re: Public Water Supply Operating Agreement

Dear Mr. Zettel:

Enclosed please find the Public Water Supply Operating Agreement for the City of Swartz Creek. I am also confirming Mr. Dan Potter will attend the City Council meeting on Monday, June 28, 2021, at 7 p.m. If you have any questions, please contact me directly.

Sincerely,

A handwritten signature in blue ink, appearing to read "JFO", written over a faint blue circular stamp.

John F. O'Brien, PE, BCEE, Director
Division of Water & Waste Services

JFO/JMW

Enclosures

cc: Jeff Wright, Drain Commissioner
Dan Potter, Chief Deputy Drain Commissioner

PUBLIC WATER SUPPLY OPERATING AGREEMENT
CITY OF SWARTZ CREEK

THIS OPERATING AGREEMENT made this ____ day of _____, 2021, by and between the COUNTY OF GENESEE, a Michigan County Corporation, acting by and through its Drain Commissioner, as County Agency, pursuant to the provisions of Act 342 of the Michigan Public Acts of 1939, as amended (hereinafter called the “County” or the “County Agency”), and the City of Swartz Creek, in the County of Genesee, Michigan (hereinafter called the City)..

WITNESSETH:

WHEREAS, the County of Genesee and the City of Swartz Creek, and other municipalities in Genesee County, entered into a contract dated as of June 1, 1986 (hereinafter called the “Base Contract – South”), whereby the County of Genesee agreed to construct, finance, and operate under the provisions of Act No. 342 of the Michigan Public Acts of 1939, as amended, the Genesee County Water Supply System, Southern Loop Section. Genesee County and other municipalities in Genesee County also entered into a contract dated October 1, 1988 (hereinafter called the “Base Contract – North”), whereby the County of Genesee agreed to construct, finance, and operate under the provisions of Act 342 of the Michigan Public Act of 1939, as amended, the Genesee County Water Supply System, Northern Loop Section (sometimes the Base Contract - South and Base Contract – North are referred to as “Base Contracts”); and,

WHEREAS, the County of Genesee and the City of Swartz Creek, entered into one or more contracts whereby the County of Genesee agreed to construct and finance pursuant to the provisions of Act No. 342, an extension, enlargement, and improvement of the said Genesee County Water Supply System (hereinafter called the “Local Contract”), consisting of water supply facilities to serve the City of Swartz Creek, said extension, enlargement, and improvement therein and hereinafter referred to as the “Local System”; and,

WHEREAS, the City has requested the County, by and through its County Agency, to take over the maintenance and operation of the local water system and all other local public water facilities located within the City at the present time and hereafter, and the County will do so under the terms and conditions set forth herein.

THEREFORE, in consideration of the mutual promises herein provided, it is agreed by and between the parties hereto as follows:

1. The City hereby requests the County to operate and maintain, on behalf of the City, the Local System for the term hereinafter provided. The County agrees, through the County Agency, to operate and maintain the Local Systems in such a manner and at such times as to comply in all respects with the obligations of the City, set forth in the "Local Contract", and in the "Base Contracts", the regulation of connections to the water mains, and the collection of charges for connection to the Local System, as designated by Sections A, B, C, and D, in "Exhibit A", but without the release or relieving the City in any way or to any extent from its obligations under either the "Local Contract" or the "Base Contracts" to pay its agreed upon share of the cost of the Genesee County Water Supply System or the extension or additions thereto and interest thereon nor from its obligations to pass an ordinance or to take action necessary to effectuate and carry out the terms and provisions of the "Local Contract".

2. The City has adopted or shall hereinafter adopt such ordinances and resolutions, as are necessary under the terms of the "Local Contract" and the "Base Contracts", providing for the time and manner of connection of premises in the City to the public water supply system; the payment of meter and inspection fees and the issuance of connection permits upon approval; the type of materials used; the amount and terms of payment of service charges and tap-in fees; and the enforcement of prompt payment of such charges and fees. The County shall assist in the enforcement and the carrying out of such ordinances or resolutions.

3. Provided that the County Agency has been designated by the City as the issuer of the connection permits and/or the collector of meter and inspection fees for the City as provided for in Section A, of the attached "Exhibit A". the County shall receive all applications for permits for water connections and/or meter and inspection fees and collect all fees therefore. The payment of the tap-in fees shall be reported to the City and paid to the City on a monthly basis. The monies collected for the meter and inspection fees will be used by the County to tap the main, extend the water service to the property line, install a curb stop, and install a water meter. On or before the tenth (10th) of each month, all tap-in fees net of costs collected by the County Agency during the preceding month shall be reported to the City.

4. Provided that the County Agency has been designated by the City as provided for in Section B of the attached "Exhibit A" to issue bills to its customers for their water services on a monthly and/or quarterly basis, the County shall, on behalf of the City, compute and bill monthly and/or quarterly, charges for water supply rendered to each property connected to all water mains in the City prior to the date of such billing. The water charges shall be payable in accordance with the City Ordinance and shall bear such interest penalties and late charges as the City Ordinance or Resolution provides.

5. Provided that the County Agency has been designated by the City as provided for in Section B of the attached "Exhibit A" to bill the customers for the balance due on unpaid tap fees, the County shall, on behalf of the City, compute and bill annually in accordance with the City Ordinance, each installment of the tap-in fee and the interest thereon directly to the customer. Installments of tap-in fees and interest shall be billed at least one month before their due date and shall be payable to the City Treasurer.

6. The County Agency shall keep all necessary and usual records and books of account pertaining to its dealings with the owners and occupiers of the properties in the City connected to the

local water supply system and make them available to the City as set forth in Paragraph 1 of this Agreement.

7. The County Agency shall be paid for its services hereunder in the amount as set forth in each section in "Exhibit A", which has been selected by the City and set forth in Paragraph 1 of this Agreement.

8. This Agreement shall become effective upon being approved by the governing body of the City, and by the County Agency and properly executed by the County Agency. This Operating Agreement shall continue in effect until the first day of the calendar quarter following by more than sixty (60) days the mailing by either party to the other of a Notice of Termination. The termination for billing individual customers and fire hydrant operation and maintenance will remain in effect until December 31 of the year notice of termination is given.

IN WITNESS WHEREOF the parties hereto have caused this Operating Agreement to be executed and delivered by their respective duly authorized officers, all as of the day and year first above written.

COUNTY OF GENESEE

By: _____
Jeff Wright, Drain Commissioner
County Agency

CITY OF SWARTZ CREEK

By: _____
Its Mayor

By: _____
Its Clerk

“EXHIBIT A”
to the
PUBLIC WATER SUPPLY OPERATING AGREEMENT

Section A. Issue tap-in permits and/or connection to the local water supply system, the charge by the County shall include the meter and inspection fee. The meter and inspection fees are as follows:

Accept

initial

Deny

initial

Section B. Billing the individual customers in the Township for water service and/or tap-in fees and/or water supply and/or garage and refuse, or the balance of tap-in fees due, the charge by the County to the Township shall be \$0.07 per bill plus cost of postage. The charge is per individual bill, and only one billing charge will be made no matter how many services are billed.

Accept

initial

Deny

initial

Section C. Operation and maintenance of the public water supply system in the Township, including all necessary cleaning, repairs, and other services of maintaining and operating the system, the charge by the County to the Township shall be at the current rates based on a summation at individual customer meter readings.

Accept

initial

Deny

initial

Section D. Operation and maintenance of the fire hydrants on the local water supply system located in the Township, including yearly inspections, costs of fire hydrant repairs and painting of the hydrants on a five-year schedule, the charge by the County to the Township shall be \$35.00 per hydrant per year.

Accept

initial

Deny

initial