

**City of Swartz Creek  
AGENDA**

**Regular Council Meeting, Monday January 10, 2011 7:00 P.M.  
City Hall Building, 8083 Civic Drive Swartz Creek, Michigan 48473**

1. **CALL TO ORDER:**
2. **INVOCATION AND PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**
  - 4A. Regular Council Meeting of December 13, 2010 MOTION Pg.7, 10-12
5. **APPROVE AGENDA**
  - 5A. Proposed / Amended Agenda MOTION Pg. 7
6. **REPORTS & COMMUNICATIONS:**
  - 6A. [City Manager's Report](#) (Agenda Item) MOTION Pg. 7, 2-6
  - 6B. Monthly Police Report Pg. 13-23
  - 6C. Monthly DPW Report Pg. 24-27
  - 6D. Monthly Check Ledger Pg. 28-32
  - 6E. Fire Report Pg. 33-58
  - 6F. Hydro-Designs, Cross Connection Program (Agenda Item) Pg. 59-71
  - 6G. MML Membership Dues, Invoice (Agenda Item) Pg. 72-73
  - 6H. Abandoned Property, 7026 Miller (Agenda Item) Pg. 74
  - 6I. City-Wide Letter, Water-Sewer Customers, City Calendar Pg. 75-78
  - 6J. Utility Bills, Past Due Notice Pg. 79
  - 6K. EECBG Energy Grant Letter Pg. 80
  - 6L. Comcast Notices, Channel Changes Pg. 81-84
  - 6M. Legislative Update, Rep Gonzales Farewell Pg. 85-88
  - 6N. Planning Commission Packet CD
  - 6O. DDA Packet CD.
  - 6P. Projected Federal Omnibus Earmarks CD.
7. **MEETING OPENED TO THE PUBLIC:**
  - 7A. General Public Comments
8. **COUNCIL BUSINESS:**
  - 8A. Cross Connection Control Program, Hydro-Designs RESO. Pg. 8, 59-71
  - 8B. 2011 Annual MML Membership, Appropriation RESO. Pg. 8, 72-73
  - 8C. Labor Agreement Amendments RESO. Pg. 9, 4
  - 8D. Abandoned Property Acquisition, Marathon, 7026 Miller DISC. Pg. 74
9. **MEETING OPENED TO THE PUBLIC:**
  - 9A. General Public Comments
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:**
  - 11A. General Motion MOTION

**City of Swartz Creek  
CITY MANAGER'S REPORT**

**Regular Council Meeting of Monday January 10, 2011 7:00 P.M.**

**TO:** Honorable Mayor, Mayor Pro-Tem & Council Members  
**FROM:** PAUL BUECHE // City Manager  
**DATE:** 7-January-2011

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

- ✓ **MTT APPEALS, GM BANKRUPTCY** (*Status*)  
 Pending final settlement documents and the issuance of a refund check. I'll let the Council know what the final calculations are on the refund.
- ✓ **PERSONNEL POLICIES & PROCEDURES** (*Status*)  
 I know it's been a while on this (actually, quite a while). Not to make excuses, but it's been a wild ride here since late 2007 just to stay above water. I've made a good dent into finishing this and should have it in the near future.
- ✓ **DISASTER, EMERGENCY RESPONSE POLICY COMMITTEE** (*Status*)  
 Same as above with this project.
- ✓ **MAJOR STREET FUND, TRAFFIC IMPROVEMENTS** (*See Individual Category*)
  - 2011-2014 T.I.P. APPLICATION** (*Status*)  
 Here is a schedule of City projects that are funded or in the queue (shaded).

**TABLE #1 2011-2014 TIP, ALL PROJECTS, FUNDED & QUEUE** (*shaded*)

Project	Year	Grant	City Match	P.E.	C.E.	Total
Miller Between Elms & Tallmadge	2011	\$338,997	\$85,749	\$27,684	\$45,000	\$497,430
Bristol Road @ GM-SPO	2013	\$54,912	\$13,728	\$8,000	\$16,000	\$92,640
Trail, Elms Park to Heritage	2013	\$296,000	\$221,000	\$25,000	\$45,000	\$587,000
Miller Between Tallmadge & Dye	Unfunded	\$951,602	\$237,901	\$76,000	\$120,000	\$1,385,503
Miller Between Seymour & Elms	Unfunded	\$1,635,357	\$408,839	\$100,000	\$160,000	\$2,304,196
<b>City Funded Totals</b>	-	-	<b>\$967,217</b>	<b>\$236,684</b>	<b>\$386,000</b>	<b>\$1,590,901</b>

- MILLER ROAD PROJECT, ELMS-TALLMADGE** (*Status*)  
 The grade inspection has been completed. This project is scheduled to bid in March.
- ✓ **LOCAL STREET FUND, TRAFFIC IMPROVEMENTS**
  - 2008 REPAIR ROSTER** (*Status*)  
 As a re-cap, the contractor's are Maintenance & Construction Company, of Romulus Michigan, at \$101,547, with construction engineering and testing (\$1,980), the total being \$103,527, and Lang Construction of Flint Michigan, in the amount of \$8,523 for the storm sewer repairs. Totals are:

<i>Total Project Cost</i>				
<i>Cape Seal</i>	\$104,000			
<i>Storm Repair</i>	\$8,523	<i>101 Fund</i>	<i>203 Fund</i>	<i>226 Fund</i>
<b>TOTAL</b>	<b>\$112,523</b>	\$8,766	\$70,000	\$33,757

The storm sewer work has been completed. The Cape Seal work has been put off until weather permits in the spring.

✓ **COUNTY WWS ISSUES PENDING** *(See Individual Category)*

**KAREGNONDI WATER AUTHORITY** *(Status)*

No new developments.

**SEWER I&I PENALTIES, REHABILITATION** *(Status)*

Implementation delayed until sometime in 2011.

**SEWER USE ORDINANCE – INDUSTRIAL PRE-TREATMENT** *(Status)*

The County is back driving this issue (among others) hard. As the Council may recall, I've got extensive work into this with Mr. Delzer. Bill Delzer has left Mr. Figura's office and is now employed on his own. I met with Mr. Figura and he is going to give the ordinance one final review before adoption. My concerns are two-fold. The first is that the County, via a "perpetuity" agreement that they say we have to sign, strips the City of its authority to regulate much, or maybe all of our sewer system. The second is it lays framework for the regulation of just about all of our building in the City, via the sewer system. If the ordinance is applied to just the IPP aspect and subsequent enforcement, there will not be a problem. What we are seeing though is that WWS is riding along in our building permit process to leverage revenues. In many cases, they are duplicating what we do and have done for many years, for the money. The recommendation from staff will be to pass the ordinance and substitute the forever agreement with a resolution. It should be back before the Council, probably at the next meeting.

**DELINQUENT COUNTY CAPITAL IMPROVEMENT FEE (C.C.I.F.)** *(Status)*

This is another issue that WWS has taken a stand on. As a recap, the County instituted the CCIF (\$1,000 water and \$1,000 sewer tap fee) in May 2001. At the time, Heritage Village and Parkridge Subdivisions were under construction and partially completed. Builders all across the County were upset over the CCIF, particularly those that had subdivisions under construction as they felt that the County had already approved their water and sewer plans and then came in after this approval and added the new CCIF fee. As a mechanism to avoid the fee, the builders pre-purchased blocks of taps from the local governments before the May 1, 2001 deadline. The County's answer to this was to create an 11<sup>th</sup> hour policy they faxed out to local units giving one year to use these pre-purchased taps. The County policy also set that the local units were responsible to pay the taps if for any reason; they were not paid to the County. We never followed up on the payment to the County for these pre-purchased taps as the permits had already been issued. What we did do though was send the carbon permit to the County on a quarterly basis telling them when the connections had been made so as they could be activated in the County system. They never reconciled the activations for the payment of the CCIF until they decided to audit their books in 2009. WWS now points at their 2001 policy and says we have to pay the delinquent CCIF fee for the developers, which totals \$61,000. I've met several times with Mr. Figura on this matter. At this point, we have a couple of options. The first is to not pay it. In paraphrasing Mr. Figura, the County can set policy, but it needs to be reasonable. I think to hold us responsible for a fee of theirs that they collect, is unreasonable. We could simply not pay it which

would put the County in the offensive. Mr. Figura advises we can let them sue us wherein we would promptly sue the at fault parties, which would bring everyone to the table. We would then be able to argue out, leaving the two principals to battle it out. My concern with not paying it is the County might deny approval of any more submittals until it's paid (ex. Family Farm & Home). This would put us in the offensive, leaving little option but to sue them... a cloudy approach as we would sue, they would counter for payment putting us in the position to litigate with the developers. The second option, which is my recommendation, is to pay it with the stipulation of terms. This fee the County policy say's we guarantee was accrued over seven years of negligence in accounting within their office. I think it should be paid back over seven years, without interest, at \$730 per month. Along with this, the City's Charter prohibits "contracts" with anyone who is in default with the City. I recommend the Council declare those builders owing the fees as in default to the City and ban any further contracts, permits, approvals or any other business dealings until the fees are re-imbursed to us. I also recommend we ask the County to honor our default declaration and likewise ban further dealings with the builders who owe these fees. If WWS declines to honor our attempts to recover these fees, then a formal letter of complaint needs to be lodged with the County Board of Commissioners. I have not set this for any action tonight, but will be back when we have isolated who owes what. Please let me know your thoughts or objections if you think we need to head in a different direction.

✓ **MARATHON STATION BLIGHT & NON-CONFORMING USE** (*Discussion*)

We have a quit claim deed in our possession that titles the property to the City. I have set this for an update discussion to check and make sure we are together on the direction we would like to take.

✓ **SALE OF CITY PROPERTY 5129 MORRISH ROAD** (*Status*)

Pending a report back to the Council with recommendation on the structure as well as the house the City owns at Morrish & Fortino.

✓ **LABOR CONTRACTS** (*Resolution*)

As a short re-cap, all our labor contracts are frozen. The POLC agreement has been frozen since January 2009. The AFSCME agreement has been frozen since July 2008. The Supervisor's agreement has been frozen since July 2007, however, to even this agreement out a bit, an additional 40 hours of absent time was granted. The extra absent time cannot be cashed out, rolled over, accrued or paid out in any way. The City Manager Contract has been frozen since December 2004. The extra absent time provision within the Supervisor's agreement is also applied to the City Manager's Contract. There are no plans to replace Mr. Zettel's position. We have two other "at will" classifications, which are without agreements, being our part time police officers and our building inspector. The part time police have been frozen since March 2004 with a change in November 2009 to allow time and a half on holidays. The building inspector is part time and has remained unchanged since October 2006 when the position was established to replace the full time assessor / building inspector. Contracted positions are the assessor and trade inspector's, being electrical, plumbing and mechanical. I've met with the POLC and discussed the financial future of the City and its relevance to rate increases, which frankly speaking, remains bleak. They don't like it, but they do understand. I have offered to provide a letter of understanding that in the event that any other collective bargaining unit in the City gets a financial increase,

be it rates of pay or benefit increase, that it will be extended to them in a likewise manner. I see no problem in similar agreements with our other units, being the Supervisor's and the AFSCME. I have a resolution to amend the agreements with "me too" letters of understanding. There is still a loose end with our staffing. With Adam leaving, we have a problem with Zoning Administration, Code Enforcement, and to a lesser degree, DDA, Planning Commission and CDBG administration. I am currently working on a solution to this.

- ✓ **GO GREEN, PUBLIC SAFETY BUILDING HVAC GRANT** (*Status*)  
The parking lot lighting project (behind Hank & Dons) will not fly as we are unable to document an energy savings (in fact, adding two more lights will increase usage). The other project is the replacement of the garage heating system at the Fire Department. Brent is working on gathering the specifications needed for submittal to the state. We have a little time, but not much on this. We're going to have to approve something by the first of February.
- ✓ **FIRE DEPARTMENT: 2011 BUDGET & COST RECOVERY** (*Status*)  
The 2011 Budget was adopted at the meeting of November 22, minus CIP contributions. As indicated, we are looking at long term solutions to all public safety. The cost recovery issue plays into this, however, it is now in a bit of a state of flux based in the introduction of legislation that may prohibit such ordinances.
- ✓ **SPRINGBROOK EAST & HERITAGE ASSOCIATION S.A.D.** (*Status*)  
Pending report back to the Council.
- ✓ **ZONING CODE AMENDMENT** (*Status*)  
This matter involves an amendment to the code to regulate medical marijuana facilities as special land use permits in heavy industrial districts. The Planning Commission is in the process of hearing this matter. The Council should have it back within the next meeting or two with a recommendation for final adoption.
- ✓ **MILLER-ELMS PDD AMENDMENT, FAMILY FARM & HOME** (*Status*)  
Pending agreements with the land owner and business owner.

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

- ✓ **CROSS CONNECTION CONTROL PROGRAM** (*Resolution*)  
As the Council is aware, we have to maintain a Cross Connection Control Program in order to meet MI-DEQ requirements. We out-source this to a company called Hydro-Design. The work involves commercial and industrial compliancy with back flow prevention into the public water system. The program is on-going and requires testing and inspection. The cost for this program has remained unchanged for many years, \$4,500 per year. The company has offered to reduce the cost by \$75 per month in exchange for a 36 month agreement. The cost will be \$3,600 per year, \$10,800 for 36 months. A resolution is included with tonight's agenda.
- ✓ **MML ANNUAL MEMBERSHIP DUES** (*Resolution*)  
Included with tonight's agenda is the annual renewal for the City's membership in the Michigan Municipal League. The price for 2011 is \$2,831. This is a bit less from last years, due to what appears to be the absence of an environmental assessment fund. I have a resolution for payment included with tonight's program.

✓ **WASTE & RECYCLING SERVICES CONTRACT** (*Information*)

Our garbage collection and recycling contract will expire on June 30, 2011. I have begun looking at our options and will be back for additional conversation in the near future.

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

- *Traffic Lights, Bristol-Miller, GM-SPO.* Pending the direction that GM takes. New traffic counts as to warrants would need to be taken.
- *8048 Miller, Truck With Painted Advertising.* I met with the owner. The vehicle is fully compliant registered and licensed. It did sit for a bit while he was away, but is now back in service.
- *Sr. Center Budget, Statement, Building Cost Reconciliation.* Pending obtaining documents.
- *Deteriorated Retaining Walls & Planters at City Buildings.* The north wall at the Public Safety Building behind the Police Department collapsed. We are looking at solutions to take care of this more pressing problem first.
- *Tabled Garbage Collection Policy.* Resting comfortably... for now.
- *Youth Programs in Park.* Looking into this. This item is something that might best be suited for the City's School Liaison Officer. The matter has been referred to the Police Department for review and recommendation.

**City of Swartz Creek**  
**RESOLUTIONS**  
**Regular Council Meeting, Monday January 10, 2011 7:00 P.M.**

**Resolution No. 110110-4A            MINUTES, DECEMBER 13, 2010**

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

**I Move** the Swartz Creek City Council hereby approve the Minutes of the Regular Council Meeting held December 13, 2010 to be circulated and placed on file.

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

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

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

**Resolution No. 110110-5A            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 January 10, 2011 to be circulated and placed on file.

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

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

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

**Resolution No. 110110-6A            CITY MANAGER’S REPORT**

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

**I Move** the Swartz Creek City Council approve the City Manager’s Report of January 10, 2011, to be circulated and placed on file.

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

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

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

**Resolution No. 110110-8A**

**APPROPRIATION, 2011 CROSS CONNECTION CONTROL – COMPLIANCY PROGRAM, HYDRO DESIGNS**

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

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

**WHEREAS**, Hydro-Designs have brought the City into full compliancy with the Act and MI-DNRE Regulations, and;

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

**WHEREAS**, the work performed by Hydro-Designs is specialized and cannot be done by regularly employed crews of the City, and;

**WHEREAS**, it is efficient and desirable for the City to remain with a single company to maintain compliancy and continued continuity of the established records currently maintained by Hydro-Designs, and further, Hydro-Designs has offered a three year agreement for \$300 per month, a savings of \$75 per month.

**NOW THEREFORE, I Move** the City of Swartz Creek appropriate an amount not to exceed \$300 per month for 36 months, total accrued amount not to exceed \$10,800, payment for continuation of the City’s Cross Connection Compliancy and Control Program, to Hydro-Designs Inc. of Troy Michigan, contract period to run from January 1, 2011 through December 31, 2013, funds to be appropriated from 590, Water Supply.

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

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

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

**Resolution No. 110110–8B**

**APPROPRIATION, 2011 MML ANNUAL MEMBERSHIP DUES**

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

**I Move** the City of Swartz Creek approve the continued participation in the Michigan Municipal League, and further, appropriate an amount not to exceed \$2,831 for payment thereof, funds to be allocated at the discretion of the Finance Director.

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

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

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

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

**WHEREAS**, the City of Swartz Creek employs a variety of positions that provide a wide range of services to its residents, businesses and visitors, including, but not limited to police, public works, utilities, office staff, building, inspections and financial; and

**WHEREAS**, many of the City’s employees are grouped into MERC registered collective bargaining unions that engage in negotiating rates of compensation and working conditions; and

**WHEREAS**, the City and the representing unions have traditionally participated in good faith collective bargaining negotiations that result in fair agreements adhered to by all parties; and

**WHEREAS**, the severe downturn in the economic prosperity of the Country, State, County and City have taken a devastating toll on the City’s revenues resulting in significant reduction in services, projects, infrastructure improvements and repairs; and

**WHEREAS**, the City continues to scale back its expenses, inclusive of a freeze in all rates of pay, with no relief anticipated in revenue shortfalls; and

**WHEREAS**, economic forecasts’ by federal and state officials as well as the City’s assessing division indicate a continued downward spiral in property values resulting in sustained loss of revenues, such losses expected to be 10% or more in 2011; and

**WHEREAS**, the City has no funds to offer merit wage or benefit increases, and further, may have to visit additional reduction in labor and services in order to maintain a balanced budget; and

**WHEREAS**, such projections continue to make the City’s unions uneasy with concerns that a competitive wage standard is adhered to and that in the event that funds become available for merit wage or benefit increases, that such funds be applied evenly and fairly, which is, and always has been the goal of the City.

**NOW, THEREFORE, I Move** that the City of Swartz Creek authorize a letter of understanding with its collective bargaining units that provides for an even distribution among the units of any funds that may become available for such rate increases.

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

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

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

**City of Swartz Creek**  
**Regular Council Meeting Minutes**  
*Of the Meeting Held*  
**Monday December 13, 2010 7:00 P.M.**

**CITY OF SWARTZ CREEK**  
**SWARTZ CREEK, MICHIGAN**  
**MINUTES OF THE COUNCIL MEETING**  
**DATE 12/13/2010**

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

Invocation and Pledge of Allegiance to the Flag.

Councilmembers Present: Abrams, Binder, Hicks, Hurt, Krueger, Porath, Shumaker.

Councilmembers Absent: None.

Staff Present: City Manager Paul Bueche, City Clerk Juanita Aguilar.

Others Present: Boots Abrams, Sharon Shumaker, Bob Plumb, Ron Schultz.

**APPROVAL OF MINUTES**

**Resolution No. 101213-01**

**(Carried)**

Motion by Councilmember Porath  
Second by Councilmember Binder

**I Move** the Swartz Creek City Council hereby approve the Minutes of the Regular Council Meeting, as corrected, held December 6, 2010, to be circulated and placed on file.

YES: Binder, Hicks, Hurt, Krueger, Porath, Shumaker, Abrams.

NO: None. Motion Declared Carried.

**APPROVAL OF AGENDA**

**Resolution No. 101213-02**

**(Carried)**

Motion by Mayor Pro-Tem Krueger  
Second by Councilmember Hurt

**I Move** the Swartz Creek City Council approve the Agenda, as printed, for the Regular Council Meeting of December 13, 2010 to be circulated and placed on file.

YES: Hicks, Hurt, Krueger, Porath, Shumaker, Abrams, Binder.  
NO: None. Motion Declared Carried.

**REPORTS AND COMMUNICATIONS:**

**City Manager's Report**

**Resolution No. 101213-03**

**(Carried)**

Motion by Councilmember Shumaker  
Second by Councilmember Hurt

**I Move** the Swartz Creek City Council approve the City Manager's Report of December 13, 2010, to be circulated and placed on file.

YES: Hurt, Krueger, Porath, Shumaker, Abrams, Binder, Hicks.  
NO: None. Motion Declared Carried.

All other reports and communications were accepted and placed on file.

**MEETING OPENED TO THE PUBLIC:**

None.

**Council Business**

**Emergency Management Division, County Sheriff Department, Designation of Equipment Sub-Grant Recipient Supervisor**

**Resolution No. 101213-04**

**(Carried)**

Motion by Councilmember Hicks  
Second by Councilmember Hurt

**I Move** the City of Swartz Creek designate The Police Chief, the first alternate City Manager and the second alternate City Clerk as the Genesee County Sheriff Department Emergency Management Division's local governmental unit equipment sub-grant recipient supervisor, and further, direct the administrative staff to execute and file all appropriate forms, documents and paperwork required for the administration of such grants and the care, custody and control of any services, property or equipment, in accordance with federal, state and local rules and regulations.

Discussion Ensued.

YES: Krueger, Porath, Shumaker, Abrams, Binder, Hicks, Hurt.  
NO: None. Motion Declared Carried.

**Abandoned Property Foreclosure, 7026 Miller**

**(Discussion Topic)**

City Manager Bueche spoke about the status of the abandoned Marathon property.

**MEETING OPENED TO THE PUBLIC**

None.

**REMARKS BY COUNCILMEMBERS:**

Councilmember Shumaker thanked the Mayor and his wife for the annual cookie party that they have. Mr. Shumaker spoke about some newspaper articles that he read. Mr. Shumaker thanked the City staff for all of their help throughout the year.

Councilmember Porath thanked the staff and Council and wished everyone a Merry Christmas.

Mayor Pro-Tem Krueger thanked the staff for all of their work and stated that he wished the City could afford to give everyone raises.

Mayor Abrams wished everyone a Merry Christmas & Happy New Year. Mr. Abrams reminded everyone that the Small Cities meeting is January 5, 2011 at JT's Country Kitchen.

**Adjournment**

**Resolution No. 101213-05**

**(Carried)**

Motion by Councilmember Hurt  
Second by Mayor Pro-Tem Krueger

**I Move** the City of Swartz Creek adjourn the Regular Session of the City Council meeting at 7:42 p.m.

YES: Unanimous Voice Vote.  
NO: None. Motion Declared Carried.

Richard Abrams, Mayor

Juanita Aguilar, City Clerk

**SWARTZ CREEK POLICE DEPARTMENT**  
**MOTOR POOL RENTAL HOURS**  
**DECEMBER 2010**

	<u>101-301-941</u>	<u>101-302-941</u>	<u>101-303-941</u>	<u>101-304-941</u>
#05-168	16	0	0	0
#05-649	26	0	8	0
#05-346	0	0	8	0
#07-375	47	2	80	0
#05-275	62	5	0	5
#09-401	459	6	0	0
#09-226	83	11	0	0
<b>TOTAL</b>	<b>693</b>	<b>24</b>	<b>96</b>	<b>5</b>

# SWARTZ CREEK POLICE DEPT

## Total Account Hours Summary Report

From: 12/01/2010 to 12/31/2010

Department Account	Description	Regular Hours	Other Hours	Regular Hours YTD	Other Hours YTD
<b>ADMINISTRATIVE</b>					
101 301 702.001	SUPERVISOR	156.250	7.500	2,234.750	57.250
101 301 702.002	CLERICAL	83.500	0.000	1,569.500	3.000
<b>PROTECTION</b>					
101 301 702.003	UNIFORMED	552.000	85.500	6,350.250	459.500
101 301 702.004	NON-UNIFORMED	80.000	0.000	117.750	0.000
101 301 702.005	TRAFFIC ENFORCEMENT	166.000	5.000	2,388.500	93.500
<b>COMPLAINTS</b>					
101 301 702.006	INVESTIGATIONS	120.000	3.000	1,407.750	103.250
101 301 702.007	COURT	1.000	2.000	81.750	45.000
<b>TRAINING</b>					
101 301 702.008	TRAINING	13.000	6.000	38.000	22.000
<b>LEAVE TIME</b>					
101 301 702.010	VACATION	226.500	0.000	967.000	0.000
101 301 702.011	HOLIDAY	192.000	0.000	696.000	0.000
101 301 702.012	PERSONAL LEAVE	6.000	0.000	364.000	0.000
101 301 702.013	FUNERAL LEAVE	0.000	0.000	60.000	0.000
<b>TRACK ADMINISTRATIVE</b>					
101 302 702.001	SUPERVISOR	27.000	1.000	356.500	6.000
101 302 702.002	CLERICAL	12.000	0.000	216.000	0.000
<b>TRACK PROTECTION</b>					
101 302 702.003	UNIFORMED	17.500	0.000	216.250	27.250
101 302 702.004	NON-UNIFORMED	0.000	0.000	0.500	0.000
101 302 702.005	TRAFFIC ENFORCEMENT	0.000	0.000	1.000	0.000
<b>SCHOOL PROTECTION</b>					
101 303 702.003	UNIFORMED	136.000	6.500	1,648.500	94.500
101 303 702.004	NON-UNIFORMED	0.000	0.000	8.000	0.000
<b>SCHOOL COMPLAINTS</b>					

Department Account	Description	Regular Hours	Other Hours	Regular Hours YTD	Other Hours YTD
101 303 702.006	INVESTIGATIONS	0.000	0.000	1.500	0.000
SCHOOL TRAINING					
101 303 702.008	TRAINING	0.000	0.000	32.000	0.000
LEAVE TIME					
101 303 702.010	VACATION	0.000	0.000	112.000	0.000
101 303 702.011	HOLIDAY	0.000	0.000	72.000	0.000
101 303 702.012	PERSONAL LEAVE	0.000	0.000	80.000	0.000
PROTECTION					
101 304 702.003	UNIFORMED	1.750	0.000	57.250	6.750
COMPLAINTS					
101 304 702.006	INVESTIGATION	0.000	0.000	0.500	0.000
TRAINING					
101 304 702.008	TRAINING	16.000	0.000	165.500	4.000
PROTECTION					
265 333 702.004	NON-UNIFORMED	104.000	0.000	1,760.000	61.000
COMPLAINTS					
265 333 702.006	INVESTIGATIONS	0.000	0.000	0.000	341.500
265 333 702.007	COURT	0.000	0.000	0.000	14.000
NON-PRODUCTIVE					
265 333 702.010	VACATION	0.000	0.000	152.000	0.000
265 333 702.011	HOLIDAY	0.000	0.000	80.000	8.000
265 333 702.012	PERSONAL	0.000	0.000	24.000	0.000
265 333 702.013	FUNERAL	0.000	0.000	8.000	0.000
	TOTAL ALL HOURS	1,910.500	116.500	21,266.750	1,346.500

# SWARTZ CREEK POLICE DEPT

Total Function Count

Month Ending: 12/31/2010

Account	Description	MTD Functions	YTD Functions
101 301 001.000	TRAFFIC VIOLATIONS	0	1
101 301 002.000	PARKING VIOLATIONS	5	44
101 301 003.000	VERBAL WARNINGS	57	1078
101 301 004.000	WRITTEN WARNINGS	24	302
101 301 005.000	FELONY ARRESTS	3	50
101 301 006.000	MISDEMEANOR ARRESTS	24	319
101 301 007.000	CALLS RECEIVED	232	2894
101 301 008.000	TRAFF INJ ACCIDENTS	2	23
101 301 009.000	PROP DAMAG ACCIDENTS	15	123
101 301 010.000	SERVICE REQUESTS	2	11
101 301 011.000	MEETINGS	0	8
101 301 012.000	CONFERENCES	0	0
101 301 013.000	INITIATED CALLS	555	7799
101 301 014.000	DESK ASSIGNMENTS	79	1726
101 301 015.000	BUSINESS CHECKS	1461	15571
101 301 016.000	VACATION CHECKS	383	3926
101 301 017.000	SUSP PERS CHECKED	23	493
<b>TOTAL FUNCTIONS</b>		<b>2865</b>	<b>34368</b>
101 302 002.000	PARKING VIOLATIONS	0	0
101 302 003.000	VERBAL WARNINGS	0	1
101 302 004.000	WRITTEN WARNINGS	0	0
101 302 005.000	FELONY ARRESTS	0	7
101 302 006.000	MISDEMEANOR ARRESTS	0	4
101 302 007.000	CALLS RECEIVED	13	118
101 302 010.000	SERVICE REQUESTS	0	1
101 302 011.000	MEETINGS	0	1
101 302 012.000	CONFERENCES	0	0
101 302 013.000	INITIATED CALL	0	13
101 302 014.000	DESK ASSIGNMENTS	0	1
101 302 015.000	BUSINESS CHECKS	9	112
101 302 016.000	VACATION CHECKS	0	0
101 302 017.000	SUSP PERS CHECKED	0	0
<b>TOTAL FUNCTIONS</b>		<b>22</b>	<b>258</b>
101 303 002.000	PARKING VIOLATIONS	0	0
101 303 003.000	VERBAL WARNINGS	0	4
101 303 004.000	WRITTEN WARNINGS	0	2
101 303 005.000	FELONY ARRESTS	0	2
101 303 006.000	MISDEMEANOR ARRESTS	2	32
101 303 007.000	CALLS RECEIVED	5	46
101 303 010.000	SERVICE REQUESTS	0	1
101 303 011.000	MEETINGS	11	218
101 303 012.000	CONFERENCES	0	4

Account	Description	MTD Functions	YTD Functions
101 303 013.000	INITIATED CALL	71	1216
101 303 014.000	DESK ASSIGNMENTS	0	22
101 303 015.000	BUSINESS CHECKS	0	35
101 303 016.000	VACATION CHECKS	0	0
101 303 017.000	SUS PERS CHECKED	0	13
<b>TOTAL FUNCTIONS</b>		<b>89</b>	<b>1595</b>
101 304 001.000	TRAFFIC VIOLATIONS	0	0
101 304 001.003	DESK ASSIGNMENTS	0	0
101 304 002.000	PARKING VIOLATIONS	0	0
101 304 003.000	VERBAL WARNINGS	0	1
101 304 004.000	WRITTEN WARNINGS	0	0
101 304 005.000	FELONY ARRESTS	0	22
101 304 006.000	MISDEMEANOR ARRESTS	0	5
101 304 007.000	CALLS RECEIVED	2	49
101 304 010.000	SERVICE REQUESTS	0	0
101 304 011.000	MEETINGS	0	0
101 304 012.000	CONFERENCES	0	0
101 304 013.000	INITIATED CALL	3	47
101 304 014.000	DESK ASSIGNMENTS	0	0
101 304 015.000	BUSINESS CHECKS	0	0
101 304 016.000	VACATION CHECKS	0	0
101 304 017.000	SUS PERS CHECKED	0	0
101 304 018.000	BUILDING SEARCHES	0	5
101 304 019.000	VEHICLE SEARCHES	5	48
101 304 020.000	NARCOTIC SEARCHES	0	14
101 304 021.000	CURRENCY SEIZED	0	2
101 304 022.000	FORFEITURES	0	3
101 304 023.000	POSITIVE TRACKS	0	17
101 304 024.000	NEGATIVE TRACKS	0	12
101 304 025.000	AGENCY ASSISTS	0	20
101 304 026.000	DEMONSTRATIONS	0	0
101 304 027.000	AREA SEARCHES	0	1
<b>TOTAL FUNCTIONS</b>		<b>10</b>	<b>246</b>
<b>TOTAL ALL FUNCTIONS</b>		<b>2986</b>	<b>36467</b>

## Ticket Ledger Report

**Report Criteria:**

Ticket Type	Officer	Start Date	End Date
Traffic	All	12/01/2010	12/31/2010

Number	Name	Date	Location	Description	Officer	Fine
T-1179037		12/01/10	SEYMOUR NEAR I-69	NO PROOF INSURANCE/POSSESE		
T-1179038		12/01/10	I-69 AT RAMP 002C (MILLER EX)	UNABLE TO STOP IN ASSURED CI		
T-1168371		12/02/10	I-69 NEAR MORRISH	EXCEEDED POSTED SPEED LIMIT		
T-1179040-B		12/02/10	KROGER PARKING LOT -- MILLER, 7	PARKED IN HANDICAP SPACE		
T-1168348-A		12/04/10	SEYMOUR NEAR MILLER	SUSP/REVOKED/NEVER APPL.		
T-1168348-B		12/04/10	SEYMOUR NEAR MILLER	IMPROPER PLATE DISPLAY		
T-1179076		12/05/10	BRISTOL NEAR CANTERBURY	EXCEEDED POSTED SPEED LIMIT		
T-1178540		12/05/10	BRISTOL NEAR ELMS	EXCEEDED POSTED SPEED LIMIT		
T-1178580		12/06/10	MILLER NEAR FAIRCHILD	HEADLIGHTS		
T-1178541-A		12/06/10	MORRISH NEAR MARY ST	NO PROOF INSURANCE/POSSESE		
T-1178541-B		12/06/10	MORRISH NEAR MARY ST	EXCEEDED POSTED SPEED LIMIT		
T-1178581		12/07/10	MILLER AT MORRISH	DISREGARDED TRAFFIC SIGNAL/!		
T-1179041-A		12/09/10	MILLER NEAR SEYMOUR	OWI		
T-1179041-B		12/09/10	MILLER NEAR SEYMOUR	UNABLE TO STOP IN ASSURED CI		
T-1179042		12/09/10	MILLER NEAR MORRISH	NO PROOF INSURANCE/POSSESE		
T-1168349-A		12/11/10	ELMS NEAR MILLER	SUSP/REVOKED/NEVER APPL.		
T-1168349-B		12/11/10	ELMS NEAR MILLER	NO PLATE/FAIL TO DISPLAY/EXPII		
T-1178582		12/14/10	BRISTOL NEAR HERITAGE	EXCEEDED POSTED SPEED LIMIT		
T-1168372		12/17/10	I-69 NEAR MILLER	EXCEEDED POSTED SPEED LIMIT		
T-1168373		12/17/10	I-69 NEAR MILLER.	EXCEEDED POSTED SPEED LIMIT		
T-1168374		12/17/10	I-69 NEAR MILLER	NO PROOF INSURANCE/POSSESE		
T-1168350-A		12/18/10	MILLER AT MORRISH	DISREGARDED TRAFFIC SIGNAL/!		
T-1168350-B		12/18/10	MILLER AT MORRISH	SUSP/REVOKED/NEVER APPL.		
T-1178583		12/19/10	MORRISH NEAR WADE	NO PROOF INSURANCE/POSSESE		
T-1178542-A		12/20/10	MORRISH NEAR MARY ST	SUSP/REVOKED/NEVER APPL.		
T-1178542-B		12/20/10	MORRISH NEAR MARY ST	EXCEEDED POSTED SPEED LIMIT		
T-1178542-C		12/20/10	MORRISH NEAR MARY ST	NO PROOF INSURANCE/POSSESE		
T-1178584		12/20/10	MILLER AT MORRISH	DISREGARDED TRAFFIC SIGNAL/!		
T-1179064-A		12/22/10	MILLER NEAR FORTINO	NO PROOF INSURANCE/POSSESE		
T-1179064-B		12/22/10	MILLER NEAR FORTINO	HEADLIGHTS		
T-1179064-C		12/22/10	MILLER NEAR FORTINO	FAIL TO SIGNAL TURN		
T-1179065-A		12/22/10	MILLER NEAR MORRISH	SUSP/REVOKED/NEVER APPL.		
T-1179065-B		12/22/10	MILLER NEAR MORRISH	EXCEEDED POSTED SPEED LIMIT		
T-1179065-C		12/22/10	MILLER NEAR MORRISH	NO PROOF INSURANCE/POSSESE		
T-1179066-A		12/22/10	MILLER AT ELMS	SUSP/REVOKED/NEVER APPL.		
T-1179066-B		12/22/10	MILLER AT ELMS	NO TAIL/BRAKE LIGHTS		
T-1179066-C		12/22/10	MILLER AT ELMS	NO PROOF INSURANCE/POSSESE		
T-1179067		12/23/10	MILLER NEAR BRISTOL	HEADLIGHTS		
T-1168131		12/24/10	MILLER AT SEYMOUR	HEADLIGHTS		
T-1178701-A		12/24/10	MILLER NEAR FAIRCHILD	SUSP/REVOKED/NEVER APPL.		
T-1178701-B		12/24/10	MILLER NEAR FAIRCHILD	NO PLATE/FAIL TO DISPLAY/EXPII		
T-1178701-C		12/24/10	MILLER NEAR FAIRCHILD	NOISY MUFFLER AND/OR EXCESE		
T-1179047-A		12/25/10	MILLER NEAR MORRISH	SUSP/REVOKED/NEVER APPL.		
T-1179047-B		12/25/10	MILLER NEAR MORRISH	HEADLIGHTS		
T-1179009-A		12/27/10	MORRISH NEAR MILLER	NO PLATE/FAIL TO DISPLAY/EXPII		
T-1179009-B		12/27/10	MORRISH NEAR MILLER	SUSP/REVOKED/NEVER APPL.		

Tickets so far: 46	Charges so far: 46	Fines Subtotal: 0.00
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## Ticket Ledger Report

**Report Criteria:**

Ticket Type	Officer	Start Date	End Date			
Traffic	All	12/01/2010	12/31/2010			

Number	Name	Date	Location	Description	Officer	Fine
T-1179009-C		12/27/10	MORRISH NEAR MILLER	EXCEEDED POSTED SPEED LIMIT		
T-1178551		12/27/10	MILLER NEAR SCHAFER	EXCEEDED POSTED SPEED LIMIT		
T-1168269		12/28/10	MILLER NEAR FAIRCHILD	EXCEEDED POSTED SPEED LIMIT		
T-1168270		12/28/10	MILLER AT MORRISH	DISREGARDED TRAFFIC SIGNAL/		
T-1179068		12/28/10	SEYMOUR NEAR MILLER	FAIL TO SIGNAL TURN		
T-1178543		12/29/10	MORRISH NEAR MARY ST	EXCEEDED POSTED SPEED LIMIT		
T-1168271		12/30/10	ELMS AT MILLER	SEAT BELT DRIVER/PASSENGER		
T-1168272-B		12/30/10	SEYMOUR AT OAKVIEW	NO PROOF INSURANCE/POSSESE		
T-1168273		12/30/10	MILLER NEAR SEYMOUR	NO PROOF INSURANCE/POSSESE		
T-1178702-A		12/30/10	MILLER NEAR HOLLAND	SUSP/REVOKED/NEVER APPL.		
T-1178702-B		12/30/10	MILLER NEAR HOLLAND	TAIL LIGHTS (DEFECTIVE, IMPROI		
T-1178703-A		12/30/10	MILLER NEAR SEYMOUR	RECKLESS DRIVING		
T-1178703-B		12/30/10	MILLER NEAR SEYMOUR	EXCESSIVE FUMES/SM.		
T-1168132		12/31/10	SEYMOUR NEAR MILLER	HEADLIGHTS		
Tickets Total: 60		Charges Total: 60		Fines Total:	0.00	

## Uniform Crime Report

**Report Criteria:**

Start File Class	End File Class	Print Zeros?
0100-0	9900-9	Yes

Class	Description	DEC 2009	DEC 2010	YR TO DATE
0100-0	SOVEREIGNTY	0	0	0
0200-0	MILITARY	0	0	0
0300-0	IMMIGRATION	0	0	0
0900-1	MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0
0900-2	NEGLIGENT HOMICIDE/MANSLAUGHTER	0	0	1
0900-3	NEG. HOMICIDE - VEHICLE/BOAT/SNOWM.	0	0	0
0900-4	JUSTIFIABLE HOMICIDE	0	0	0
1000-1	KIDNAPPING/ABDUCTION	0	0	0
1000-2	PARENTAL KIDNAPPING	0	0	0
1100-1	SEXUAL PENETR'N PENIS/VAGINA CSC1	0	0	2
1100-2	SEXUAL PENETR'N PENIS/VAGINA CSC3	0	0	0
1100-3	SEXUAL PENETRATION ORAL/ANAL CSC1	0	0	0
1100-4	SEXUAL PENETRATION ORAL/ANAL CSC3	0	0	0
1100-5	SEXUAL PENETRATION OBJECT CSC1	0	0	0
1100-6	SEXUAL PENETRATION OBJECT CSC3	0	0	0
1100-7	SEXUAL CONTACT FORCIBLE CSC2	0	0	1
1100-8	SEXUAL CONTACT FORCIBLE CSC4	0	0	0
1200-0	ROBBERY	0	0	0
1300-1	NONAGGRAVATED ASSAULT	8	2	58
1300-2	AGGRAVATED/FELONIOUS ASSAULT	0	0	4
1300-3	INTIMIDATION/STALKING	0	1	17
1400-0	ABORTION	0	0	0
2000-0	ARSON	0	0	2
2100-0	EXTORTION	0	0	1
2200-1	BURGLARY - FORCED ENTRY	2	1	32
2200-2	BURGLARY - ENTRY W/OUT FORCE(INTENT	0	3	10
2200-3	BURGLARY - UNLAWFUL ENTRY(NO INTENT	2	0	0
2200-4	POSSESSION OF BURGLARY TOOLS	0	0	0
2300-1	LARCENY - POCKETPICKING	0	0	0
2300-2	LARCENY - PURSE SNATCHING	0	0	0
2300-3	LARCENY - THEFT FROM BUILDING	1	0	25
2300-4	LARCENY - THEFT FROM COIN OPERATED	0	0	0
2300-5	LARCENY - THEFT FROM MOTOR VEHICLE	0	0	46
2300-6	LARCENY - THEFT OF M. VEHICLE PARTS	1	0	3
2300-7	LARCENY - OTHER	0	1	24
2400-1	MOTOR VEHICLE THEFT	0	0	9
2400-2	MOTOR VEHICLE AS STOLEN PROPERTY	0	0	0
2400-3	MOTOR VEHICLE FRAUD	0	0	0
2500-0	FORGERY/COUNTERFEITING	0	1	3
2600-1	FRAUD - FALSE PRETENSE/SWINDLE/CONF	1	2	9
2600-2	FRAUD - CREDIT CARD/ATM	1	1	7
2600-3	FRAUD - IMPERSONATION	0	0	6
2600-4	FRAUD - WELFARE	0	0	0
2600-5	FRAUD - WIRE	0	0	3
2600-6	FRAUD - BAD CHECKS	0	0	2
2700-0	EMBEZZLEMENT	0	0	2
2800-0	STOLEN PROPERTY	0	0	0

## Uniform Crime Report

**Report Criteria:**

Start File Class	End File Class	Print Zeros?
0100-0	9900-9	Yes

Class	Description	DEC 2009	DEC 2010	YR TO DATE
2900-0	DAMAGE TO PROPERTY	4	1	41
3000-1	RETAIL FRAUD - MISREPRESENTATION	0	0	1
3000-2	RETAIL FRAUD - THEFT	0	0	0
3000-3	RETAIL FRAUD - REFUND/EXCHANGE	0	0	0
3500-1	VIOLATION OF CONTROLLED SUBSTANCE	4	2	33
3500-2	NARCOTIC EQUIPMENT VIOLATIONS	0	0	1
3600-1	SEXUAL PENETR'N NONFORCIBLE BLOOD/A	0	0	0
3600-2	SEXUAL PENETR'N NONFORCIBLE OTHER	0	0	0
3600-3	PEEPING TOM	0	0	0
3600-4	SEX OFFENSE - OTHER	1	0	0
3700-0	OBSCENITY	0	0	0
3800-1	FAMILY - ABUSE/NEGLECT NONVIOLENT	0	0	1
3800-2	FAMILY - NONSUPPORT	0	0	0
3800-3	FAMILY - OTHER	0	0	0
3900-1	GAMBLING - BETTING/WAGERING	0	0	0
3900-2	GAMBLING - OPERATING/PROMOTING/ASSI	0	0	0
3900-3	GAMBLING - EQUIPMENT VIOLATIONS	0	0	0
3900-4	GAMBLING - SPORTS TAMPERING	0	0	0
4000-1	COMMERCIALIZED SEX - PROSTITUTION	0	0	0
4000-2	COMMERCIALIZED SEX- ASSISTING/PROMO	0	0	0
4100-1	LIQUOR LICENSE - ESTABLISHMENT	0	0	0
4100-2	LIQUOR VIOLATIONS - OTHER	0	2	16
4200-0	DRUNKENNESS	0	0	0
4800-0	OBSTRUCTING POLICE	0	2	11
4900-0	ESCAPE/FLIGHT	0	0	0
5000-0	OBSTRUCTING JUSTICE	3	0	25
5100-0	BRIBERY	0	0	0
5200-1	WEAPONS OFFENSE - CONCEALED	0	0	2
5200-2	WEAPONS OFFENSE - EXPLOSIVES	0	0	0
5200-3	WEAPONS OFFENSE - OTHER	0	0	0
5300-1	DISORDERLY CONDUCT	0	0	4
5300-2	PUBLIC PEACE - OTHER	0	0	12
5400-1	HIT & RUN MOTOR VEHICLE ACCIDENT	3	2	24
5400-2	OUIL OR OUID	0	2	24
5400-3	DRIVING LAW VIOLATIONS	5	10	84
5500-0	HEALTH AND SAFETY	3	3	27
5600-0	CIVIL RIGHTS	0	0	0
5700-1	TRESPASS	0	0	2
5700-2	INVASION OF PRIVACY - OTHER	0	0	0
5800-0	SMUGGLING	0	0	0
5900-0	ELECTION LAWS	0	0	0
6000-0	ANTITRUST	0	0	0
6100-0	TAX/REVENUE	0	0	0
6200-0	CONSERVATION	0	0	2
6300-0	VAGRANCY	0	0	0
7000-0	JUVENILE RUNAWAY	0	0	1
7300-0	MISCELLANEOUS CRIMINAL OFFENSE	0	0	2

## Uniform Crime Report

**Report Criteria:**

Start File Class	End File Class	Print Zeros?
0100-0	9900-9	Yes

Class	Description	DEC 2009	DEC 2010	YR TO DATE
7500-0	SOLICITATION	0	0	1
7700-0	CONSPIRACY	0	0	0
8900-1	SERVICE OF COMMISSION PAPERS	0	0	0
8900-2	UNAUTHORIZED TRANSPORTATION	0	0	0
8900-3	VIOLATION OF RULES/REGISTRATION	0	0	0
8900-4	WARRANTS	0	0	0
8900-5	MOTOR CARRIER SAFETY RULES	0	0	0
8900-6	INSPECTIONS OF HOMES TO BE MOVED	0	0	0
8900-7	MIGRANT AGRICULTURE WORKERS TRANSP	0	0	0
8900-9	ALL OTHER MOTOR CARRIER VIOLATIONS	0	0	0
9100-1	DELINQUENT MINOR	0	0	0
9100-2	RUNAWAYS	0	0	0
9200-1	DIVORCE AND SUPPORT	0	0	0
9200-2	INCAPACITATION	0	0	1
9200-3	WALK-AWAY - MENTAL INSTITUTIONS ETC	0	0	0
9200-4	ORDER FOR PICKUP AND EXAMINATION	0	0	0
9200-5	CIVIL INFRACTION - ALCOHOL POSSES.	0	0	0
9300-1	PROPERTY DAMAGE ACCIDENT/PI	17	16	115
9300-2	NON-TRAFFIC PDA	1	4	37
9300-3	TRAFFIC VIOLATIONS/CIVIL INFRACTION	0	0	0
9300-4	TOWED VEHICLE	0	0	12
9300-5	TRAFFIC HAZARD/ABANDONED VEHICLE	0	0	0
9300-6	TRAFFIC POLICING	0	0	0
9400-1	FALSE ALARM ACTIVATION	0	0	0
9400-2	VALID ALARM ACTIVATION	0	0	0
9400-3	REST AREA/ROADSIDE PARK VIOLATIONS	0	0	0
9500-1	ACCIDENTAL FIRE	0	0	1
9500-2	ACCIDENTAL EXPLOSION	0	0	0
9500-4	OPEN BURNING	0	0	0
9500-6	FIRE-HAZARDOUS CONDITIONS	0	0	0
9700-0	ACCIDENTAL SHOOTING	0	0	0
9700-5	ACCIDENTAL DEATH-WATER	0	0	0
9700-6	ACCIDENT - ALL OTHER	0	0	0
9800-2	RECOVERED PROPERTY	0	0	0
9800-3	PROPERTY INSPECTION	0	0	0
9800-4	OTHER INSPECTIONS/WEAPONS	3	1	63
9800-5	ALARMS	0	0	0
9800-6	CIVIL	2	0	13
9800-7	SUSPICIOUS SITUATION	2	0	26
9800-8	LOST AND FOUND PROPERTY	3	0	23
9800-9	OVERDOSE	0	0	1
9900-1	SUICIDE	2	0	6
9900-2	DOA - NATURAL	1	1	5
9900-3	MISSING PERSON	0	0	4
9900-7	SAFEKEEPING	0	0	0
9900-8	DEPARTMENTAL ASSIST	1	0	14
9900-9	GENERAL - NON CRIMINAL	2	3	78

## Uniform Crime Report

**Report Criteria:**

Start File Class	End File Class	Print Zeros?
0100-0	9900-9	Yes

Class	Description	DEC 2009	DEC 2010	YR TO DATE
Totals:		73	61	980

**Public Works**  
**Monthly Work Orders**  
01/04/11

Work Order	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
FLAG10-0039 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	12/07/10 12/08/10	LOWER/RAISE FLAG
FNRD10-0250 COMPLETED	CE10-009271-0000-02	HOLLAND, LARRY 9271 CEDAR CREEK CT	12/01/10 12/02/10	FINAL READ
FNRD10-0253 COMPLETED	SE10-005028-0000-04	MEY INVESTMENTS, INC. 5028 SECOND ST	12/17/10 12/17/10	FINAL READ
FNRD10-0254 COMPLETED	FO10-005026-0000-02	MILLON, ANGELA 5026 FORD ST	12/20/10 12/22/10	FINAL READ
FNRD10-0255 COMPLETED	EL10-004036-0000-03	CARTER, MARK 4036 ELMS RD	12/27/10 12/28/10	FINAL READ
GWO10-0171 COMPLETED	GR10-005158-0000-01	CLICK, J W 5158 GREENLEAF DR	12/22/10 12/22/10	GENERIC WORK ORDE
READ10-0156 COMPLETED	HA20-000079-0000-02	VALUE HOMES 79 HAMILTON DR	12/17/10 12/17/10	READ METER
READ10-0157 COMPLETED	BR30-000158-0000-04	HARRIS, MARCIA 158 BROOKFIELD DR	12/17/10 12/17/10	READ METER
READ10-0158 COMPLETED	AS10-000138-0000-03	TILSON, LAURA 138 ASHLEY CIR	12/17/10 12/17/10	READ METER
SMRP10-0002 COMPLETED	WI10-005414-0000-02	ELZERMAN, ANTHONY 5414 WINSHALL DR	12/27/10 12/28/10	SEWER MAIN REPAIR
SWBK10-0015 COMPLETED	MI10-007479-0000-01	MECHURA, NANCY E 7479 MILLER RD	12/28/10 12/28/10	SEWER BACKUP
SWR10-0017 COMPLETED	HE10-005154-0000-03	KLEPI, ROBERT 5154 HELMSLEY DR	12/20/10 12/20/10	SEWER DRAIN PROBL
SWR10-0018 COMPLETED	NO10-009151-0000-03	RIEDEL, ANDREA 9151 NORBURY DR	12/21/10 12/21/10	SEWER DRAIN PROBL
SWR10-0019 COMPLETED	MI10-008015-0000-02	LUEA PROPERTIES 8015 MILLER RD	12/27/10 12/28/10	SEWER DRAIN PROBL
WBKU10-0016 COMPLETED	DO10-005362-0000-02	FOOTE, DEBBIE 5362 DON SHENK DR	12/29/10 12/29/10	WATER BACK UP-CHE
WMBK10-0011 COMPLETED	SE20-005251-0000-01	CHAMBERS, ELLEN 5251 SEYMOUR RD	12/25/10 12/25/10	WATER MAIN BREAK
WMBK10-0012 COMPLETED	MI10-007335-0000-05	WELCH, ANTHONY 7335 MILLER RD	12/27/10 12/27/10	WATER MAIN BREAK
WOFF10-0392 COMPLETED	CH20-008475-0000-01	BRITTON, GERALD 8475 CHESTERFIELD DR	12/06/10 12/06/10	WATER TURN OFF
WOFF10-0393 COMPLETED	SE20-005218-0000-01	WRIGGLESWORTH, PAUL 5218 SEYMOUR RD	12/01/10 12/01/10	WATER TURN OFF
WOFF10-0395 COMPLETED	GR10-005159-0000-03	KLORRES, ALICIA 5159 GREENLEAF DR	12/07/10 12/07/10	WATER <del>24</del> TURN OFF

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
WOFF10-0397 COMPLETED	FA10-005052-0000-01	MACGILLIVRAY, DOROTHY L 5052 FAIRCHILD ST	12/20/10 12/20/10	WATER TURN OFF
WOFF10-0398 COMPLETED	CC10-007367-0000-01	TINNIN, LINDA 7367 CROSSCREEK DR	12/27/10 12/27/10	WATER TURN OFF
WTON10-0307 COMPLETED	CA10-008448-0000-01	FHLMC 8448 CAPPY LN	12/03/10 12/03/10	WATER TURN ON
WTON10-0308 COMPLETED	MO10-004264-0000-10	SATORI CORPORATION 4264 MORRISH RD	12/03/10 12/03/10	WATER TURN ON
WTON10-0309 COMPLETED	GR10-005159-0000-03	KLORRES, ALICIA 5159 GREENLEAF DR	12/07/10 12/07/10	WATER TURN ON
WTON10-0310 COMPLETED	CC10-007367-0000-01	TINNIN, LINDA 7367 CROSSCREEK DR	12/28/10 12/28/10	WATER TURN ON

Total Records: 26

DPS ACTIVITY - DECEMBER 2010

	REG	HOL	VAC	ABSENT	OT	DT
<b>101 GENERAL FUND</b>						
262.0 ELECTIONS						
781.0 AMPHI-PARK						
782.0 WINSHALL PARK						
783.0 ELMS PARK	9.00		0.08	0.19		
784.0 BICENT. PARK						
790.0 LIBRARY/SENIOR	25.00	3.03	3.12	0.13		
792.0 P S BLDG	14.50	1.43	0.86	0.13		
793.0 CITY HALL	4.12	0.46	0.58	0.02		
794.0 COMM PROMO	54.00	14.70	7.18	0.34	2.00	
796.0 CEMETERY						
<b>202 MAJOR STREET FUND</b>						
429.0 SAFETY						
441.0 PARK & RIDE SNOW						
463.0 STREET MAIN	4.00	1.96	4.29			
474.0 TRAFFIC						
478.0 SNOW & ICE	30.50	0.50	0.47	0.16	15.00	10.00
482.0 ADMIN	3.27	0.44	0.48	0.21		
<b>203 LOCAL STREET FUND</b>						
429.0 SAFETY						
463.0 STREET MAIN	2.00	0.50		0.02		
474.0 TRAFFIC						
478.0 SNOW & ICE	36.00	1.01	0.54	0.19	3.00	7.50
482.0 ADMIN	3.27	0.44	0.48	0.21		
<b>226 GARBAGE FUND</b>						
441.0 PARK & RIDE GARBAGE						
528.0 COLLECT						
530.0 WOODCHIPPING	5.94	0.80	0.89	0.38		
782.0 WINSHALL PARK GARBAGE						
783.0 ELMS PARK GARBAGE	1.00		0.02			
793.0 CITY HALL	4.12	0.46	0.58	0.02		
<b>590 WATER</b>						
540.0 WATER SYSTEM	79.76	11.87	16.45	3.84	2.00	
540.0 WATER-ON CALL	2.00	1.14	2.86			
542.0 READ & BILL	27.00	3.80	0.10	0.48		
793.0 CITY HALL	4.13	0.46	0.58	0.02		
<b>591 SEWER</b>						
536.0 SEWER SYSTEM	89.26	8.17	8.16	3.94		
536.0 SEWER-ON CALL	2.00	1.14	2.86			
537.0 LIFT STATION	10.00	1.26	0.04	0.17		
542.0 READ & BILL	16.00	0.50	0.08	0.39		
793.0 CITY HALL	4.13	0.46	0.58	0.02		
<b>661 MOTOR POOL FUND</b>						
795.0 CITY GARAGE	77.00	9.47	9.22	0.64		
	508.00	64.00	60.50	11.50	22.00	17.50
<b>HOLIDAY</b>						
<b>VACATION</b>						
<b>ABSENT</b>						
<b>DAILY HOURS TOTAL</b>	<b>508.00</b>	<b>64.00</b>	<b>60.50</b>	<b>11.50</b>	<b>22.00</b>	<b>17.50</b>

December 2010	MILES DRIVEN	GALLONS GAS PURCHASED	GALLONS DIESEL PURCHASED
#1 P/U 4WD			
#3 P/U 4WD	357	42	
07-03 P/U 4WD	103		23
09-03 P/U 4WD	224		10
#2 P/U 2WD	257	29	
#6-00 BACKHOE			
#9 DUMP			
#10 DUMP			
#11 DUMP	156	23	
#12-02 DUMP	432		95
#12-04 DUMP	444		123
#12-99 GENERATOR			
#9-02 BRUSH HOG			
#17 CASE BACKHOE			
#19 JD TRACTOR			
#06-99 BUCKET TRUCK			
#21 WOOD CHIPPER			
#807 STREET SWEEPER			
#42 ASPHALT HEATER			
#37 TRAIL ARROW			
#10-98 3" PUMP			
#28A 3" PUMP			
3" PUMP			
#30 4" PUMP			
#31 4" PUMP			
#32 4" PUMP			
1" PUMP			
S-10	186	14	
<b>TOTAL</b>	<b>2159</b>	<b>108</b>	<b>251</b>

01/05/2011

CHECK REGISTER FOR CITY OF SWARTZ CREEK  
CHECK DATE FROM 12/01/2010 - 12/31/2010

Check Date	Check	Vendor Name	Description	Amount
Bank GEN CONSOLIDATED ACCOUNT				
12/02/2010	34222	A+ SUPPLY CO INC	LIGHT BULBS	97.86
12/02/2010	34223	ALLIE BROTHERS INC	UNIFORM SHIRTS/PANTS/SAP POCKETS/NAME TAG	272.70
12/02/2010	34224	ARROW UNIFORM RENTAL	UNIFORMS, MATS, SUPPLIES, ENV.	73.32
			MATS, SUPPLIES	26.94
			UNIFORMS, MATS, SUPPLIES, ENV.	73.87
			MATS, SUPPLIES	26.94
				201.07
12/02/2010	34225	BLUMERICH COMMUNICATIONS	LABOR - REPAIR GPS 05-275	60.00
12/02/2010	34226	BRADYS BUSINESS SYSTEMS	COPY MACH MAINT AGREEMNT 11/15-12/15/10	48.40
			11/27/10-2/27/10 COPY MACH MAINT	207.75
				256.15
12/02/2010	34227	C & H CONSTRUCTION CO INC	FIRE HYDRANT REPLCMNT ROW 5307 WORCHESTR	1,268.00
12/02/2010	34228	CENTRAL MICH ASSOC CHIEFS OF POLICE	CENTRAL MICH CHIEFS OF POLICE MEMB. 2011	20.00
12/02/2010	34229	COMCAST BUSINESS	11/26-12/25/10 CITY HALL	268.80
12/02/2010	34230	GARNO BROTHERS HEATING & COOLING CO	HEATER INSTALLATION AT DPW	2,436.00
12/02/2010	34231	GEN CTY METROPOLITAN ALLIANCE	2011 MEMB DUES KRUEGER/SCHULTZ	125.00
12/02/2010	34232	GEN CTY ROAD COMMISSION	OCT 2010 S-MTCE & OPERATIONS	317.34
12/02/2010	34233	GENESEE COUNTY TREASURER	WINTER 2010 TAX ROLL & 1922 BILLS	110.35
12/02/2010	34234	GENESEE CTY DRAIN COMMISSIONER	OCT 2010 COMM/READY TO SERVE	63,537.48
12/02/2010	34235	GENESEE CTY DRAIN COMMISSIONER	SEWER AUG-OCT 2010	149,716.93
12/02/2010	34236	GENESEE CTY DRAIN COMMISSIONER	COMM PUBLIC WATER SUPPLY FEE	2,320.58
12/02/2010	34237	JERRY'S TIRE	TIRES LT245/70R17 (4)	562.48
12/02/2010	34238	KENDALL PRINTING	VEH. INVENTORY FORMS (250)	125.50
12/02/2010	34239	LSI TITLE AGENCY INC	RFND OVRPMT WIN 10 TAXES 9211 JILL MARIE	101.35
12/02/2010	34240	MARKEE ELECTRIC INC	REPLACE BALLAST KIT/PARKING LOT LAMP	324.05
12/02/2010	34241	MICHIGAN METER TECHNOLOGY GRP., INC	WATER METER SUPPLIES	86.00
12/02/2010	34242	NELSON HYDRAULIC SERVICE, INC.	PIPE/HYDROLIC HOSE	74.32
12/02/2010	34243	PITNEY BOWES INC.	RENTAL CHARGES 8/30-11/30/10	150.00

12/02/2010	34244	ROWE PROFESSIONAL SERVICES CO	PREP OF DESIGN, BID SPECS, MDOT APPL AND	12,423.75
12/02/2010	34245	ROWE PROFESSIONAL SERVICES CO	FINAL SITE PLAN REVIEW FFH	406.00
12/02/2010	34246	SANDY RAFFAELLI	COFFEE SUPPLIES/X-MAS PARADE	16.19
12/02/2010	34247	SCHAEFER'S OFFICE SOURCE	OFFICE SUPPLIES	137.71
12/02/2010	34248	SWARTZ CREEK AREA FIRE DEPT.	OCTOBER 2010 MONTHLY RUNS	3,744.93
12/02/2010	34249	VALLEY PETROLEUM	NOV 2010 FUEL USAGE - POLICE	1,414.77
12/02/2010	34250	VALLEY PETROLEUM	NOV 2010 FUEL USAGE - DPW	752.31
12/09/2010	34251	ACE ASPHALT & PAVING CO INC	COLD PATCH	851.55
12/09/2010	34252	ADAM H ZETTEL	NOVEMBER 2010 INVOICE	1,137.50
12/09/2010	34253	ALDERMANS INC	SNOW PLOW HYDROLIC END	45.42
12/09/2010	34254	ARROW UNIFORM RENTAL	UNIFORMS, MATS, SUPPLIES, ENV.	73.32
			MATS, SUPPLIES	26.94
				100.26
12/09/2010	34255	BASIC	COPAY/OFFICE VISIT AGUILAR	25.80
12/09/2010	34256	COMCAST BUSINESS	12/1-12/31/10 PUBLIC SAFETY BUILDING	139.85
12/09/2010	34257	CONSUMERS ENERGY	11/1-11/30/10 SIRENS	26.45
12/09/2010	34258	CONSUMERS ENERGY	11/1-11/30/10 TRAFFIC LIGHTS	431.37
12/09/2010	34259	CONSUMERS ENERGY	11/1-11/30/10 ELMS PARKING LOT	31.16
12/09/2010	34260	CONSUMERS ENERGY	11/1-11/30/10 4524 MORRISH RD	45.75
12/09/2010	34261	CONSUMERS ENERGY	11/1-11/30/10 STREET LIGHTS	10,582.46
12/09/2010	34262	DONALD KORTH	RESOLVE ANTIVIRUS ISSUE	75.00
			RESOLVE POWER OUTAGE ISSUE	75.00
			RESOLVE UPS ISSUE	75.00
				225.00
12/09/2010	34263	FLINT WELDING SUPPLY	CYLINDER COMPRESSED OXYGEN	5.00
12/09/2010	34264	GILL ROYS HARDWARE	4 PACK BLACK MARKERS	4.99
			YARD WASTE BAGS/BAG FUNNEL	73.04
			SAFETY HOOK	17.09
			ANTI-FREEZE	20.28
			CABLE TIES 1 BAG	6.99
			SILICONE SEALANT	33.48
			X-MAS LIGHTS	39.04
			1 BAG CABLE TIES	6.99

			PTFE TAPE	1.49
			NOVEMBER 2010 DISCOUNT	(26.96)
				176.43
12/09/2010	34265	KHALIL NEMER	REIMB 2 MONTHS RENT RESO 101025-07	1,500.00
12/09/2010	34266	MICHIGAN METER TECHNOLOGY GRP., INC	WATER METER SUPPLIES (40)	3,440.00
12/09/2010	34267	PRINTING SYSTEMS	W-2/1099-MISC/W3/1096 FOR 2010	111.15
12/09/2010	34268	PROGRESSIVE	ONGOING TRAFFIC REVIEW SERVICES	337.50
12/09/2010	34269	ROBERT R DAVIS	JULY-SEPT 2010 MECH/PLUMB INSPECTIONS	525.00
12/09/2010	34270	RWS OF MID MICHIGAN	GARBAGE/RECYCLING/YARD WASTE FY11	19,695.68
12/09/2010	34271	SUBURBAN AUTO SUPPLY	OIL FOR FRONT PLOWS	17.98
12/16/2010	34272	AMERAPLAN INC	MONTHLY BILLING HEALTH FOR JAN 2011	254.25
12/16/2010	34273	AMERICAN MESSAGING	DEC 2010 810 833 2563/833 1159	20.63
12/16/2010	34274	ARROW UNIFORM RENTAL	UNIFORMS, MATS, SUPPLIES, ENV.	86.01
			MATS, SUPPLIES	26.94
				112.95
12/16/2010	34275	BASIC	COPAY/OFFICE VISIT NICHOLS/KORTH	136.11
12/16/2010	34276	CAPITAL TIRE	SNOW TIRES P255 60416 (2)/P225 60R18 (6)	911.98
12/16/2010	34277	CHIEF SUPPLY CORPORATION	2 BOXES FLARES/FLARE CONTAINER (2)	272.52
			BARRICADE TAPE (3)	42.86
				315.38
12/16/2010	34278	CONSUMERS ENERGY	11/2-12/3/10 A 5121 MORRISH RD	554.71
12/16/2010	34279	CONSUMERS ENERGY	10/30-12/3/10 A 5257 WINSHALL DR	19.66
12/16/2010	34280	CONSUMERS ENERGY	10/30-12/3/10 A 5361 WINSHALL DR	19.66
12/16/2010	34281	CONSUMERS ENERGY	10/30-12/3/10 A WINSHALL RESTROOMS	26.70
12/16/2010	34282	CONSUMERS ENERGY	10/30-12/3/10 A 8059 FORTINO	40.31
12/16/2010	34283	CONSUMERS ENERGY	10/30-12/3/10 A 8083 CIVIC DR	856.18
12/16/2010	34284	CONSUMERS ENERGY	10/30-12/3/10 A 8095 CIVIC DR	911.61
12/16/2010	34285	CONSUMERS ENERGY	10/30-12/3/10 A 8100 CIVIC DR	1,274.53
12/16/2010	34286	CONSUMERS ENERGY	10/30-12/3/10 A 8301 CAPPY LN	282.46
12/16/2010	34287	CONSUMERS ENERGY	10/30-12/3/10 A 8499 MILLER RD	18.74
12/16/2010	34288	CONSUMERS ENERGY	10/30-12/3/10 ADJ 9099 MILLER RD	19.66
12/16/2010	34289	CONSUMERS ENERGY	11/2-12/3/10 A 8011 MILLER RD	27.69

12/16/2010	34290	CONSUMERS ENERGY	11/4-12/7/10 E 4125 ELMS RD	31.55
12/16/2010	34291	CONSUMERS ENERGY	11/4-12/7/10 A 4125 ELMS RD PAVILION	22.96
12/16/2010	34292	CONSUMERS ENERGY	11/4-12/7/10 A 6425 MILLER RD PARK RIDE	77.02
12/16/2010	34293	CREEK AUTO SERVICES LLC	MONTHLY MAINT. 05-168	28.95
			MNTH MNT NEW COOLR LNS M&B TIRES 05-275	253.05
			MNTH MNT/M&B SNW TIRES/AIR FILTER 09-401	88.05
			MONTHLY MAINT 10-161	28.95
			MONTHLY MAINT M & B SNOW TIRES 07-375	60.95
			MONTHLY MAINT/M & B SNOW TIRES 09-226	60.95
				520.90
12/16/2010	34294	DETROIT SALT COMPANY	ROAD SALT AT \$54.69 PER TON	2,657.94
12/16/2010	34295	ELITE BUSINESS PRODUCTS	AA BATTERIES 3 PKS	43.17
12/16/2010	34296	FIRST AMERICAN TAX SVC	SU 10 TAX RFND 7163 PARKRIDGE 5836529016	1,436.22
12/16/2010	34297	FLINT AREA NARCOTICS GROUP	2010-2011 FANG MEMBERSHIP DUES	8,367.38
12/16/2010	34298	FLINT JOURNAL	PUBLIC HEARING HANK & DON'S	193.55
12/16/2010	34299	FRANCES WELCH	SU 10 TAX REFUND 7557 CHURCH 5836551016	618.66
12/16/2010	34300	GEN CTY ROAD COMMISSION	OCT 2010 S-MTCE & OPERATIONS	929.86
12/16/2010	34301	HYDRO DESIGNS	WATER CROSS CONNECTION CONTROL AND COMPL	375.00
12/16/2010	34302	J & J CONTRACTING	GUARDRAIL MORRISH RD	5,235.00
12/16/2010	34303	MARK NEMER	VINYL BANNER	150.52
12/16/2010	34304	MMTA	D KORTH 2011 DUES	50.00
12/16/2010	34305	NEXTEL COMMUNICATIONS	NOV 2010 MONTHLY BILL	564.86
12/16/2010	34306	RWS OF MID MICHIGAN	STREET SWEEPINGS 11/22/10	250.00
12/16/2010	34307	SCANTRON CORPORATION	UD-10 CRASH PADS	41.60
12/16/2010	34308	SIMEN FIGURA & PARKER PLC	NOV 2010 GENERAL/TRAFFIC/ORDIN	5,161.25
12/16/2010	34309	SUBURBAN AUTO SUPPLY	WIPER BLADES S-10 PICKUP	19.90
12/16/2010	34310	SWARTZ AMBULANCE SERVICES INC	11/1/10-10/31/10 RESO 101206-06	1,000.00
12/16/2010	34311	SWARTZ CREEK AREA FIRE DEPT.	OPER & EQUIP BUDGET 1/1-6/30/2011	51,218.50
12/16/2010	34312	UNUM LIFE INSURANCE	JAN 2011 LIFE INS SHANNON/SNELL	12.05
12/16/2010	34313	YOUNG'S ENVIRONMENTAL CLEANUP INC	MANHOLE REHABILITATION	25,970.00
12/22/2010	34314	ARROW UNIFORM RENTAL	UNIFORMS, MATS, SUPPLIES, ENV.	73.87
			MATS, SUPPLIES	26.94
			UNIFORMS, MATS, SUPPLIES, ENV.	73.32
			MATS, SUPPLIES	26.94
				201.07

12/22/2010	34315	BASIC	COPAY/OFFICE VISIT MACGILLIVRAY	250.00
12/22/2010	34316	BLUE CARE NETWORK-EAST MI	JAN 2011 RETIREE MED INS KELLY	442.36
			JAN 2011 RETIREE MED INS PETRUCHA	1,017.42
			JAN 2011 RETIREE MED INS TYLER	442.36
			JAN 2011 RETIREE MED INS PIROCHTA	1,017.42
				2,919.56
12/22/2010	34317	COMCAST BUSINESS	12/26-1/25/11 CITY HALL	268.80
12/22/2010	34318	DELTA DENTAL PLAN	JAN 2011 DENTAL - RETIREES (4)	249.50
12/22/2010	34319	DETROIT SALT COMPANY	ROAD SALT AT \$54.69 PER TON	5,552.13
12/22/2010	34320	GENESEE CTY DRAIN COMMISSIONER	NOV 2010 COMM/READY TO SERVE	71,256.09
12/22/2010	34321	MI MUNICIPAL WORKERS COMP FUND	7/1/10-6/30/10 PAYROLL AUDIT	604.00
12/22/2010	34322	MICHAEL R SHUMAKER	SEPT-NOV 2010 RETIREE HEALTH CARE REIMB	687.00
12/22/2010	34323	PROGRESSIVE	ONGOING TRAFFIC REVIEW SRVC MILLER/ELMS	320.83
12/22/2010	34324	STATE OF MICHIGAN-DEQ WTR	DRINKING WATER LAB TESTING	256.00
12/22/2010	34325	SWARTZ CREEK AREA SENIOR CITZ.	2010 CDBG REIMBURSEMENT	3,754.20
12/22/2010	34326	SWARTZ CREEK AREA SENIOR CITZ.	2010 CDBG REIMBURSEMENT	2,154.80
12/22/2010	34327	SWARTZ CREEK AREA SENIOR CITZ.	2009 CDBG REIMBURSEMENT	7,003.60
12/22/2010	34328	VALLEY PETROLEUM	DEC 1-15 2010 FUEL USAGE - POLICE	730.37
12/22/2010	34329	VALLEY PETROLEUM	DEC 1-15 2010 FUEL USAGE - DPW	743.79
12/22/2010	34330	ZITO CONSTRUCTION CO	MORRISH/BRISTOL INTERSECTION	101,560.01
12/29/2010	34331	DELTA VISION	JAN 11 VISION RET (4)	21.30
GEN TOTAL of 110 Non-Void Checks:				590,063.08

DATE: DECEMBER 23, 2010  
TIME: 7:15 PM  
PLEASE NOTE CHANGE IN MEETING START TIME.  
LOCATION: STATION 1  
SUBJECT: SWARTZ CREEK AREA AUTHORITY AGENDA



- I. CALL TO ORDER
  - A. PLEDGE OF ALLEGIANCE
  - B. ROLL CALL
  - C. ADDITIONS/CHANGES/DELETIONS AND AGENDA APPROVAL:
  - D. SPECIAL PRESENTATIONS/ANNOUNCEMENTS:
  
- II. APPROVAL OF MINUTES
  - A. NOVEMBER 15, 2010 MEETING:
  
- III. CORRESPONDENCE:
  - A. NOVEMBER INCIDENT SUMMARY REPORT:
  
- IV. PROFESSIONAL SERVICE REPORTS:
  - A. NOVEMBER FINANCIAL REPORT:
  
- V. COMMITTEE REPORTS:
  - A. BY-LAWS COMMITTEE - Chairman Rick Clolinger, Richard Derby, Bill Cavanaugh and Brent Cole:
  
  - B. HEALTH AND SAFETY COMMITTEE: Chairman Greg Childers (Members Chief Cole, Assistant Chief Merriam, Captain Tabit, Lieut. Jones & FF VanArsdale)
  
  - C. PERSONNEL COMMITTEE: Chairman Ray Thornton, Richard Derby and David Hurt.
  
  - D. FIRE AGREEMENT COMPLIANCY COMMITTEE: Chairman Dave Hurt, Richard Derby, Ray Thornton and Attorney Bill Cavanaugh.
  
- VI. OLD BUSINESS:
  - A. APPARATUS UPDATE from Battalion Chief Jack King-
    1. Apparatus status report attached
  
  - B. 2011 PROPOSED BUDGET APPROVAL STATUS:

NOTE: Attached is an updated version of the 2011 budget that indicates a reduction in amount. Chief Cole was approached by Supervisor Sepanak to reduce his annual salary by 10%. The budget was reduced by approximately \$3,200.00 to reflect the salary and FICA tax reduction.

In addition, the Fireboard should be aware, wages are being reduced, to align them with budgetary reductions. The budget under 707 is remaining the same should the financial situation of our municipalities improve during the 2011 fiscal year, thereby allowing a return to the wage amounts currently in place. SOG's associated with wages have been updated and are listed in the information portion of this agenda. The following adjustments will be taking effect on January 1, 2011:

1. \$1.00 across the board reduction in alarm wages.
2. Training attendance and hose testing will now be \$10.00 per hour.
3. Station duties and apparatus checks will now be \$8.00 per hour.
4. Automatic Mutual Aid alarms to Flushing will only be paid ½ an hour amount if we are canceled without leaving the station.
5. There will be no pay for fire prevention presentations.

C. INSURANCE SEALED BID OPENING:

D. APPROVAL OF THE 2011 FIREBOARD MEETING SCHEDULE: postponed from last month for consideration to hold all meetings at station 1. Once the location is decided, the scheduled will be provided at the January meeting.

VII. NEW BUSINESS:

A. MEMBERS FOR PLACEMENT ON PROBATION: none

B. MEMBERS ELIGIBLE TO COME OFF PROBATION: none

C. MEMBERS RESIGNING/TERMINATING:

1. Jarrad Brooks, originally hired June 19, 2006 assigned to station 2, submitted his resignation December 9, 2010 via email.

**Chief Cole recommends accepting Jarrad Brooks resignation, effective December 9, 2010.**

D. MEMBERS ELIGIBLE FOR REINSTATEMENT: none

E.

F.

- A. MUNICIPAL BILLINGS for November
- B. NOVEMBER BILLS LIST
- C. Thank you letter from Chief Ringwelski dated November 17, 2010
- D. Thank you card from Mary Crapo Pre-School received November 30, 2010
- E. Organizational chart effective December 9, 2010
- F. SOG 202, 209 & 407 updates

IX. OPEN TO THE PUBLIC:

X. COMMENTS OF FIRE DEPARTMENT PERSONNEL (THROUGH THE CHIEF AND/OR HIS DESIGNATE:

XI. CHAIN OF COMMAND APPEAL TO THE FIREBOARD:

XII. COMMENTS FROM FIREBOARD MEMBERS:

XIII. MEETING ADJOURNMENT:

**SWARTZ CREEK AREA FIRE DEPARTMENT**

The regular meeting of the Swartz Creek Area Fire Board was held at Station #2, November 15, 2010. Chairman, Mike Messer, called the meeting to order at 7:17p.m.

**I. CALL TO ORDER:**

A. PLEDGE OF ALLEGIANCE

B. ROLL CALL

**Board Members Present:**

- Chairman, Mike Messer
- Clayton Representative, Richard Derby
- Clayton Representative, Greg Childers
- City Representative, Ray Thornton *arrived at 7:21*
- City Representative, Dave Hurt
- City Representative, Rick Clolinger

**Board Members Absent:**

- City Representative: Boots Abrams

**Staff Present:**

- Fire Chief, Brent Cole
- Acct./Clerical, Kim Borse
- Attorney, Bill Cavanaugh

**Staff Absent:**

- Asst. Chief, Eric Merriam

**Others Present:**

- Jack King, Batt. Chief

**C. AGENDA: ADDITIONS/CHANGES/DELETIONS/APPROVAL:**

- **Resolution 111510-01**  
Motion by Dave Hurt  
Second by Rick Derby

The SCAFD Board does hereby approve the addition of VI. B. Audit Quotes and approve the agenda as presented.

YES: Childers, Clolinger, Derby, Hurt, Messer

NO: None

Motion declared carried

D. SPECIAL PRESENTATION: NONE

**II. APPROVAL OF MINUTES**

**A. OCTOBER 18, 2010 BOARD MEETING**

- **Resolution 111510-02**  
Motion by Dave Hurt  
Second by Greg Childers

The SCAFD Board does hereby approve the minutes of the October, 18, 2010 board meeting, as presented.

YES: Childers, Clolinger, Derby, Hurt, Messer

NO: None

Motion declared carried

**III. CORRESPONDENCE:**

**A. OCTOBER INCIDENT SUMMARY REPORT:**

- **Resolution 111510-03**  
Motion by Rick Derby  
Second by Dave Hurt

The SCAFD Board does hereby accept the October 2010 Incident Summary, as presented

YES: Childers, Clolinger, Derby, Hurt, Messer

NO: None

Motion declared carried

**IV. PROFESSIONAL SERVICE REPORTS:**

**A. OCTOBER FINANCIAL STATEMENT:**

- **Resolution 111510-04**  
Motion by Dave Hurt  
Second by Rick Derby

The SCAFD Board does hereby approve the October 2010 financial statement, as presented

YES: Childers, Clolinger, Derby, Hurt, Thornton, Messer

NO: None

Motion declared carried

**V. COMMITTEE REPORTS:**

- A. BY-LAWS COMMITTEE MEETING: NONE
- B. HEALTH & SAFETY COMMITTEE: NONE
- C. PERSONNEL COMMITTEE: Revised report submitted.
- D. FIRE AGREEMENT COMPLIANCY COMMITTEE:

**VI. OLD BUSINESS**

- A. APPARATUS UPDATE:
  - 1. Monthly report from Batt. Chief King
- B. 2010 AUDIT:
  - Resolution 111510-05
    - Motion by Dave Hurt
    - Second by Rick Clolinger

The SCAFD Board does hereby authorize the Chief to accept the quote from Berthiaume & Company, on a yearly basis.

YES: Childers, Clolinger, Derby, Hurt, Thornton, Messer

NO: None Motion declared carried

## C. 2011 BUDGET UPDATE:

- 1. City: Action delayed due to Capital Improvement Fund issue
- 2. Township: Budget meeting November 18, 2010

**VII. NEW BUSINESS**

- A. MEMBER(S) TO BE PLACED ON PROBATION: NONE
- B. MEMBER TO COME OFF PROBATION: NONE
- C. MEMBERS RESIGNING/TERMINATING: NONE
- D. MEMBERS ELIGIBLE FOR REINSTATEMENT: NONE
- E. INSURANCE BID SPECIFICATIONS:

- Resolution 111510-06
  - Motion by Ray Thornton
  - Second by Dave Hurt

The SCAFD Board does authorize staff to solicit sealed bids for liability and workers' compensation insurance with amendments to the bid specifications.

YES: Childers, Clolinger, Derby, Hurt, Thornton, Messer

NO: None Motion declared carried

## F. 2011 FIREBOARD MEETING SCHEDULE::

- Resolution 111510-07
  - Motion by Dave Hurt
  - Second by Rick Clolinger

The SCAFD Board does hereby postpone action until the next regular board meeting

YES: Childers, Clolinger, Derby, Hurt, Thornton, Messer

NO: None Motion declared carried

**VIII. GENERAL INFORMATION**

- A. MUNICIPAL BILLINGS
- B. OCTOBER BILLS LIST
- C. ORGANIZATIONAL CHART
- D. CHRISTMAS PARADE: December 4, 2010; judges requested

**IX. OPEN TO THE PUBLIC: NONE****X. COMMENTS OF FIRE DEPARTMENT PERSONNEL, THROUGH THE CHIEF: NONE****XI. CHAIN OF COMMAND APPEAL TO THE FIRE BOARD: NONE****XII. COMMENTS OF THE FIREBOARD:**

Clolinger: None  
 Thornton: None  
 Derby: None  
 Childers: None  
 Hurt: None  
 Messer: None

**XIII. ADJOURNMENT OF MEETING:**

Meeting adjourned at 8:00 p.m. The next regular meeting will be 12/20/10 at Station 1 at **7:15 pm**

MIKE MESSER  
 CHAIRMAN  
 SWARTZ CREEK AREA FIRE BOARD

KIM BORSE  
 ACCOUNTING/CLERICAL SPECIALIST  
 SWARTZ CREEK AREA FIRE DEPT.

SWARTZ CREEK AREA FIRE DEPT, SWARTZ CREEK MICHIGAN 48473

Incident Log for 11/01/2010 through 11/30/2010

Printed: 12/15/2010

Inc. No. - Exp. Location	Date	Disp. Time	Sta.	Incident Type	Owner Name	No. Resp Prop. Loss	Disp. to Enrte. Min.	Resp. Min. Cont. Loss	Total Hr:Min:Sec
0000151-000 3287 Beecher RD	11/05/2010	06:06	12	111 MA to Flint Twp		15 \$ 0	10.00	17.00 \$ 0	7:24:00
						Officer in Charge TABIT, STEPHEN D - CAPTAIN/EM			
0000152-000 2252 Noble AVE	11/05/2010	13:43	12	111 MA to Flint Twp		13 \$ 0	0.00	10.00 \$ 0	0:50:00
0000153-000 8240 Miller RD Tari Willard	11/06/2010	01:49	1	651 Smoke scare, odor of smoke		14 \$ 0	0.00	11.00 \$ 0	0:41:00
						Officer in Charge KING, JACK L - BATT CHIEF			
0000154-000 1345 S Morrish RD MR David Parkinson	11/06/2010	17:31	2	171 Cultivated grain or crop fire		18 \$ 0	0.00	12.00 \$ 0	1:23:00
						Officer in Charge MERRIAM, ERIC M - ASSISTANT			
0000155-000 Directions E Interstate 69; duffield and sheridan MR kennith S donnelly	11/07/2010	23:36	1	131 Passenger vehicle fire	Daniel J Abid	12 \$ 0	10.00	15.00 \$ 0	1:07:00
						Officer in Charge KING, JACK L - BATT CHIEF			
0000156-000 5356 Worchester DR MR Steven Long	11/08/2010	14:53	1	733 Smk dtctr actvtn; shower steam	MR Steven Long	6 \$ 0	0.00	9.00 \$ 0	0:22:00
						Officer in Charge COLE, BRENT D - CHIEF			
0000157-000 7400 Miller RD MS Shannon D Silver	11/09/2010	17:31	1	131 Passenger vehicle fire	MRS Zona F Silver	18 \$ 1,000	5.00	7.00 \$ 0	0:59:00
						Officer in Charge TABIT, STEPHEN D - CAPTAIN/EM			
0000158-000 Winthrop and SW corner of Corunna	11/11/2010	06:37	2	600 Grass fire unfounded		14 \$ 0	0.00	9.00 \$ 0	0:23:00
						Officer in Charge TABIT, STEPHEN D - CAPTAIN/EM			
0000159-000 4935 Ita CT MR James Mabrey	11/13/2010	21:09	1	745 Alrm sys actvtn, burnt toast		19 \$ 0	0.00	7.00 \$ 0	0:21:00
						Officer in Charge COLE, BRENT D - CHIEF			
0000160-000 245 Armstrong AVE	11/16/2010	12:39	12	111 AMA to Flushing		10 \$ 0	0.00	19.00 \$ 0	0:36:00
0000161-000 Beecher and Beecher and Elms MR Jerry Zambowski	11/18/2010	22:16	2	531 Possible Natural gas leak		13 \$ 0	0.00	13.00 \$ 0	0:33:00
						Officer in Charge MERRIAM, ERIC M - ASSISTANT			
0000162-000 9255 Lennon RD MR Robert Pollard	11/19/2010	16:24	1	151 Outside rubbish, trash or waste	MR Robert Pollard	11 \$ 0	0.00	12.00 \$ 0	2:01:00
						Officer in Charge KING, JACK L - BATT CHIEF			

Incident Log for 11/01/2010 through 11/30/2010

Inc. No. - Exp. Location	Date	Disp. Time	Sta. Incident Type	Owner Name	No. Resp Prop. Loss	Disp. to Enrte. Min.	Resp. Min. Cont. Loss	Total Hr:Min:Sec
0000163-000 4935 Ita CT MRS Katherine Rainwater	11/21/2010	00:13	1 117 Comm Chaptr fire, confined to		14 \$ 0	0.00	9.00	1:26:00
					Officer in Charge MERRIAM, ERIC M - ASSISTANT			
0000164-000 8310 Hidden Creek RD MS Aisha Howard	11/23/2010	10:21	2 743 Smoke detector activation, food	MS Kelly Bailey	14 \$ 0	0.00	9.00	0:49:00
					Officer in Charge COLE, BRENT D - CHIEF			
0000165-000 528 Conestoga DR	11/24/2010	21:03	12 111 AMA to Flushing, canceled		19 \$ 0	0.00	10.00	0:21:00
					Officer in Charge \$ 0			
0000166-000 2306 S Van Vleet RD MS Stacey Hawlice	11/28/2010	14:25	2 113 Cooking fire, AMA rec'd	MR Andre Issac	24 \$ 0	0.00	6.00	1:10:00
					Officer in Charge MERRIAM, ERIC M - ASSISTANT			
0000167-000 11622 E Corunna RD	11/28/2010	20:27	12 132 Garbage truck fires		22 \$ 0	0.00	9.00	0:33:00
					Officer in Charge \$ 0			

No. Resp.	Total Hr:Min	Prop. Loss	Cont. Loss	Incidents by Shift Including Exposures					
				0	1	2	3	4	
Totals:	255	20:59:00	\$ 1,000	\$ 0	0	5	8	4	0

The total number of incidents, including exposure fires is 17.  
The number of exposure fires is 0.

SWARTZ CREEK AREA FIRE DEPARTMENT  
Income/Expense Report  
For the Eleven Months Ending November 30, 2010

	Description	Current Mth	Y-T-D	Budget	Remain. Budget	% Budget
<b>Revenues</b>						
3582	OPERATING CONTRIBU	7,424.99	238,471.73	237,300.00	(1,171.73)	(1.00)
3583	EQUIPMENT CONTRIBU	0.00	15,300.00	30,600.00	15,300.00	(0.50)
3628	MISC. INCOME (SUNDR	0.00	42.00	0.00	(42.00)	0.00
3630	GRANT INCOME	0.00	3,295.50	0.00	(3,295.50)	0.00
3664	INVESTMENT INCOME	6.08	123.38	300.00	176.62	(0.41)
3673	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenues</b>	<b>7,431.07</b>	<b>257,232.61</b>	<b>268,200.00</b>	<b>10,967.39</b>	<b>(0.96)</b>
<b>Expenses</b>						
4703	SOCIAL SECURITY	985.85	9,094.48	12,100.00	3,005.52	0.75
4704	STAFF SALARIES	3,352.38	36,771.62	45,500.00	8,728.38	0.81
4705	MAIN/TRAIN-SALARIES	859.00	9,736.44	10,900.00	1,163.56	0.89
4706	OFFICER SALARIES	1,250.00	12,500.00	15,000.00	2,500.00	0.83
4707	FIREFIGHTERS SALARY	7,425.06	59,873.12	74,000.00	14,126.88	0.81
4708	DEFERRED COMPENSA	307.75	2,613.25	4,800.00	2,186.75	0.54
4709	MEDICAL-FIREFIGHTER	0.00	4,622.00	6,170.00	1,548.00	0.75
4727	OFFICE SUPPLIES	90.76	1,176.72	2,700.00	1,523.28	0.44
4728	BUILDING SUPPLIES	76.19	631.02	700.00	68.98	0.90
4740	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
4741	EQUIPMENT SUPPLIES	910.74	5,415.43	8,650.00	3,234.57	0.63
4801	CONTRACT SERVICES	107.28	2,698.58	5,700.00	3,001.42	0.47
4820	80th Anniversary	0.00	0.00	0.00	0.00	0.00
4850	COMMUNICATIONS	301.19	2,700.31	3,350.00	649.69	0.81
4910	INSURANCE	0.00	23,422.00	26,000.00	2,578.00	0.90
4920	UTILITIES	703.24	9,786.17	17,000.00	7,213.83	0.58
4960	EDUCATION & TRAININ	320.00	2,247.75	5,030.00	2,782.25	0.45
4970	OFFICE EQUIPMENT	38.50	198.36	240.00	41.64	0.83
4976	FIRE EQUIPMENT	0.00	5,748.59	13,860.00	8,111.41	0.41
4978	FIRE EQUIP.-MAINT/REP	3,041.56	13,545.82	15,300.00	1,754.18	0.89
4979	FIRE EQUIPMENT-UPGR	0.00	450.00	0.00	(450.00)	0.00
4981	APPARATUS	0.00	0.00	0.00	0.00	0.00
4982	Loose Equip. New Appar	0.00	0.00	0.00	0.00	0.00
4983	Misc. Upgrades	0.00	0.00	0.00	0.00	0.00
4984	COMPUTER EQUIPMENT	0.00	359.00	600.00	241.00	0.60
4988	COMPUTER SOFTWARE/	0.00	608.95	600.00	(8.95)	1.01
4999	RESERVE	0.00	0.00	0.00	0.00	0.00
	<b>Total Expenses</b>	<b>19,769.50</b>	<b>204,199.61</b>	<b>268,200.00</b>	<b>64,000.39</b>	<b>0.76</b>
	Net Income/<Loss>	(12,338.43)	53,033.00	0.00		
3400	FUND BALANCE-Beginni	0.00	61,597.70	0.00		
	Fund Balance-End of Year	(12,338.43)	114,630.70	0.00		

AS OF: December 15, 2010  
TO: Swartz Creek Area Fire Authority  
RECORDED BY: Fire Chief Brent Cole  
SUBJECT: Current Apparatus Readiness Status

Unit	Type	Assignment	Status
11	98 Pumper	Station 1	In service.
12	91 Pumper	Station 1	In service.
16	91 Squad	Station 1	In service.
	<b>Dec. 3:</b> BC King advised there is a strong smell of exhaust coming into the passenger area. Will be investigating solution.		
	<b>Dec. 7:</b> BC King took unit to Tuffy Muffler on Pierson Rd due to inability of closer shops to be able to lift the unit. Cost to replace mufflers \$345.33.		
17	79 Grass Rig	Station 1	In service.
21	99 Pumper	Station 2	In service.
23	92 Tanker	Station 2	In service.
26	93 Squad	Station 2	In service.
27	79 Grass Rig	Station 2	In service.

## SWARTZ CREEK AREA FIRE DEPT: 2011 BUDGET

ACCT#		08 ACTUAL	09 ACTUAL	10 BUDGET	11 BUDGET	DEFINITION
	<b>REVENUES:</b>					
3582	Contributions-Operating	\$258,066.72	\$258,916.47	\$237,300.00	\$212,562.00	Estimated Operating Contributions
3583	Contributions-Equipment	\$45,350.00	\$45,840.00	\$30,600.00	\$52,312.00	Estimated Equipment Contributions
3628	Misc. Income (Sundry)	\$32.00	\$23.00	\$0.00	\$0.00	Miscellaneous Income
3630	Grant Income	\$126,618.00	\$13,787.72			
3664	Interest Income	\$186.70	\$135.66	\$300.00	\$120.00	Interest from Deposits
3673	Sale of Fixed Assests	\$0.00	\$514.75	\$0.00	\$0.00	Sale of Miscellaneous Used Items
	<b>TOTAL REVENUES</b>	<b>\$430,253.42</b>	<b>\$319,217.60</b>	<b>\$268,200.00</b>	<b>\$264,994.00</b>	
	<b>EXPENSES</b>					
4703	Social Security	\$12,520.00	\$15,819.58	\$12,100.00	\$10,800.00	Social Security - .0145%, FICA - .062%
4704	Salaries - Staff	\$41,905.66	\$42,570.82	\$45,500.00	\$42,500.00	Chief, Acct.
4705	Salaries - Maintenance	\$14,412.36	\$14,976.29	\$10,900.00	\$10,900.00	Maint., Qtr. Master Train. FF Labor, pump testing
4706	Salaries - Officers	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	1 Asst. Chief, 1 Batt. Chief, 2 Capt., 5 Lieut.
4707	Salaries - Firefighters	\$79,785.44	\$81,249.16	\$74,000.00	\$60,000.00	Est. Fire Run Payment for Firefighters
4708	Deferred/Direct Response Comp.	\$3,354.25	\$3,607.00	\$4,800.00	\$2,500.00	Deferred Comp. Employer Paid
4709	Medical - Firefighters	\$5,611.00	\$4,590.00	\$6,170.00	\$4,500.00	Physicals, Hept. - B Shots
4727	Office Supplies	\$2,529.44	\$1,807.01	\$2,700.00	\$1,000.00	Clerical Supplies, Postage, Shipping
4728	Building Supplies/Maint	\$534.92	\$1,362.06	\$700.00	\$700.00	Utility Paper, Cleaning Supplies, Light Bulbs, Keys
4741	Equip/Oper. suppltes	\$7,121.88	\$7,692.92	\$8,650.00	\$8,000.00	Small tool, Batteries, Fuel, Filters etc...
4801	Contract Services	\$7,272.42	\$4,198.18	\$5,700.00	\$5,800.00	Audit, Legal, Cleaning, Advertising, Copier Maint. Agree., Photos
4850	Communications	\$3,754.35	\$3,054.84	\$3,350.00	\$3,420.00	Telephone/Internet Service
4910	Insurance	\$25,826.50	\$26,394.50	\$26,000.00	\$26,000.00	Fleet, Liability, Workers' Comp., F.F. Ins.
4920	Utilities	\$15,741.21	\$14,036.86	\$17,000.00	\$17,000.00	Gas/Electric, Water/Sewer
4960	Education & Training	\$13,146.05	\$17,206.83	\$5,030.00	\$4,562.00	Dues, Classes/Materials, Prevention Materials, Subscriptions
4970	Office Equipment	\$84.99	\$2,158.99	\$240.00	\$240.00	Office Equipment
4976	Fire Equipment	\$142,138.34	\$22,018.19	\$13,860.00	\$25,600.00	Gear, Suppression Equip. Pagers, Radios
4978	Fire Equip-Maint./Repair	\$9,746.50	\$7,015.41	\$15,300.00	\$24,072.00	Maint. Agree., Repair of Fire Equipment
4979	Fire Equip-Upgrade	\$79.95	\$244.96	\$0.00	\$0.00	Upgrades of existing Fire Equipment
4984	Computer Hardware/Repair	\$860.26	\$139.96	\$600.00	\$1,800.00	Computer Hardware & Hardware Repair
4988	Computer Software/Upgrade	\$645.29	\$658.95	\$600.00	\$600.00	Computer Software, Software Upgrades, Train. Matls.
	<b>Sub-total Expenses</b>	<b>402,070.81</b>	<b>285,802.51</b>	<b>268,200.00</b>	<b>264,994.00</b>	
4981	Apparatus					Truck Purchases
4982	Loose Equip-New Apparatus					Loose Equip for New Apparatus Only
4983	FEMA Grant Municipality Matching				\$3,491.00	FEMA Grant Municipal Matching Requirement
	<b>Total Expenses</b>	<b>402,070.81</b>	<b>285,802.51</b>	<b>268,200.00</b>	<b>268,485.00</b>	
	<b>Net Income (Loss)</b>	<b>\$28,182.61</b>	<b>\$33,415.09</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	Fund balance beginning of the year	\$0.00	\$28,182.61	\$0.00	\$0.00	
	Fund balance end of the year	\$28,182.61	\$61,597.70	\$0.00	\$0.00	

<b>2011 BUDGET BREAKDOWN:</b>
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<b>Acct# 703 Social Security</b>	<b>\$10,800.00 (-1300.00)</b>
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2008 Actual	\$12,520.00	
2009 Actual	\$15,819.58	
2010 Budget	\$12,100.00	
Chief Salary/Acct Wage		\$42,402.00
Officers		\$15,000.00
Main/Train		\$10,900.00
Firefighters		\$60,000.00
Unemployment Payments		\$960.00
TOTAL	\$128,302.00    0.0765	\$10,775.10

<b>Acct# 704 Staff: Chief &amp; Acct/Clerical Specialist Wages</b>	<b>\$42,500.00 (-3000.00)</b>
--	-------------------------------

2008 Actual	\$41,905.66	
2009 Actual	\$42,570.82	
2010 Budget	\$45,500.00	
Chief Salary	\$20.82 x 25hrs x 52 wks    (.10 reduction)	\$27,066.00
Acct. Wage	\$12.78 x 24hrs x 50wks    (no change)	\$15,336.00
TOTAL		\$42,402.00

<b>Acct# 705 Maintenance &amp; Training Wages</b>	<b>\$10,900.00 (No Change)</b>
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2008 Actual	\$14,412.36	
2009 Actual	\$14,976.29	
2010 Budget	\$10,900.00	
Truck Maintenance Salary		\$3,120.00
Quarter Master Salary		\$1,800.00
Training Salary		\$2,460.00
Firefighter Labor:		
Hose Testing	\$8/hr	\$1,000.00
Hall/Apparatus Duties	\$8/hr	\$2,500.00
TOTAL		\$10,880.00

<b>Acct# 706 Officer Salary</b>	<b>\$15,000.00 (No Change)</b>
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2008 Actual	\$15,000.00	
2009 Actual	\$15,000.00	
2010 Budget	\$15,000.00	
Asst. Chief (1)		\$2,520.00
Batt. Chief (1)		\$2,160.00
Captain (2)		\$3,840.00
Lieutenant (4)		\$6,480.00
Sargeant (3)		\$0.00
TOTAL		\$15,000.00

**Acct# 707 Firefighter Wages**

**\$60,000.00 (-14000.00)**

2008 Actual	\$79,785.44
2009 Actual	\$81,249.16
2010 Budget	\$74,000.00
<b>FIREFIGHTER</b>	
Probation I	\$9.31
Probation II	\$9.93
FFI	\$10.53
FFII	\$11.52
Officer I	\$12.46
Officer II	\$13.20
Officer III	\$13.57
Tenure	+ .30 for 3yrs; 5yrs & 5 year increments
<b>RADIO OPERATOR</b>	
Probation	\$9.31
After 1 year	\$9.99

**Acct# 708 Deferred Compensation**

**\$2,500.00 (-2300.00)**

2008 Actual	\$3,354.25	
2009 Actual	\$3,607.00	
2010 Budget	\$4,800.00	
Firefighters: flat rate, \$48 per yr X 26 FF		\$1,248.00
Firefighters: \$1.50 per run x 26 FF X44 runs (includes alarms & training)		\$1,716.00
<b>TOTAL</b>		<b>\$2,964.00</b>

**Acct# 709 Medical Expense**

**\$4,500.00 (-1670.00)**

2008 Actual	\$5,611.00
2009 Actual	\$4,590.00
2010 Budget	\$6,170.00
Physical 40 FF @ \$137.50	\$5,500.00
Hept B injections 3 shots @ \$55	\$165.00
Safety Lenses 1 @ \$50	\$0.00
<b>TOTAL</b>	<b>\$5,665.00</b>

**Acct# 727 Office Supplies**

**\$1,000.00 (-1700.00)**

2008 Actual	\$2,529.44
2009 Actual	\$1,807.01
2010 Budget	\$2,700.00
Supplies (forms, envelopes, pens, etc...)	\$900.00
Postage (stamps, special mailings)	\$500.00
Shipping	\$600.00
<b>TOTAL</b>	<b>\$2,000.00</b>

2011 BUDGET

**Acct# 728 Building Supplies** **\$700.00 (No Change)**

2008 Actual	\$534.92	
2009 Actual	\$1,362.06	
2010 Budget	\$700.00	
Paper Products		\$200.00
Cleaning Products		\$80.00
Light Bulbs		\$40.00
Keys		\$300.00
Repairs/Updates		\$80.00
	TOTAL	<u>\$700.00</u>

**Acct# 741 Equipment Supplies** **\$8,000.00 (-650.00)**

2008 Actual	\$7,121.88	
2009 Actual	\$7,692.92	
2010 Budget	\$8,650.00	
Fuel		\$3,850.00
Filters		\$500.00
Oil		\$350.00
Small Tools		\$600.00
Misc. Supplies		\$2,700.00
	TOTAL	<u>\$8,000.00</u>

**Acct# 801 Contract Services** **\$5,800.00 (+100.00)**

2008 Actual	\$7,272.42	
2009 Actual	\$4,198.18	
2010 Budget	\$5,700.00	
Emergency Excavating/Towing		\$500.00
Auditing Service		\$2,700.00
Maintenance Agreement-Copier		\$700.00
Office Cleaning (Sta 1)		\$300.00
Legal Service		\$1,500.00
Personnel Photos		\$100.00
	TOTAL	<u>\$5,800.00</u>

**Acct# 850 Communications** **\$3,420.00 (+70.00)**

2008 Actual	\$3,754.35	
2009 Actual	\$3,054.84	
2010 Budget	\$3,350.00	
Web Site Domain Name		\$200.00
Cell Phone		\$120.00
Phones/Internet Access	09/2011 term ends	\$3,100.00
	TOTAL	<u>\$3,420.00</u>

2011 BUDGET

<b>Acct# 910 Insurance</b>		<b>\$26,000.00 (No Change)</b>
2008 Actual	\$25,826.50	
2009 Actual	\$26,394.50	
2010 Budget	\$26,000.00	
Michigan Par Plan		\$18,000.00
Worker's Compensation		\$8,000.00
TOTAL		<u>\$26,000.00</u>

<b>Acct# 920 Utilities</b>		<b>\$17,000.00 (No Change)</b>
2008 Actual	\$15,741.21	
2009 Actual	\$14,036.86	
2010 Budget	\$17,000.00	
Water/Sewer		\$1,000.00
Gas/Electric		\$16,000.00
TOTAL		<u>\$17,000.00</u>

<b>Acct# 960 Education &amp; Training</b>		<b>\$4,562.00 (-468.00)</b>
2008 Actual	\$13,146.05	
2009 Actual	\$17,206.83	
2010 Budget	\$5,030.00	
<b>FIREFIGHTER TRAINING</b>		
Misc. FF Classes		\$2,400.00
<b>ADVANCED TRAINING</b>		
Officer Classes \$350 ea x 1		\$350.00
<b>CERTIFICATIONS</b>		
CPR		\$62.00
<b>MEMBERSHIPS</b>		
Michigan Fire Chiefs		\$85.00
Genesee Co. Fire Chiefs \$50 ea x 2 + \$125 dept		\$225.00
Shiawassee Co. Firefighters		\$75.00
Mi State Fireman's Assoc \$30 ea x 42 + \$75 dept		\$1,335.00
Interntl Assoc Of Arson Invest. \$30/3 yrs due 2011		\$30.00
<b>FIRE PREVENTION</b>		
Misc. Materials/handouts/DVDs to replace worn out VHS tapes		\$0.00
TOTAL		<u>\$4,562.00</u>

rec'd '08 FEMA grant

**Acct# 970 Office Equipment** **\$240.00 (No Change)**

2008 Actual	\$84.99
2009 Actual	\$2,158.99
2010 Budget	\$240.00

Potential Replacement of Damaged Items	\$240.00
TOTAL	<u>\$240.00</u>

**Acct# 976 Fire Equipment** **\$25,600.00 (+11740.00)**

2008 Actual	\$142,138.34
2009 Actual	\$22,018.19
2010 Budget	\$13,960.00

Securitex Turn Out Gear (5)	\$9,500.00
Motorola XTS5000 Radio (2)	\$8,000.00
Dress Uniforms	\$1,100.00
Minitor V Pagers (10)	\$4,500.00
10 yr Anniversary Helmet (3)	\$750.00
Replacement Helmets (10)	\$1,750.00
TOTAL	<u>\$25,600.00</u>

**Acct# 978 Fire Equipment-Maint/Repair** **\$24,072.00 (+8772.00)**

2008 Actual	\$9,746.50
2009 Actual	\$7,015.41
2010 Budget	\$15,300.00

Truck Repair	\$4,872.00
Jaws Pump Maint	\$1,600.00
Air Compressor M/A	\$1,000.00
Turn-Out Gear Repair/Cleaning	\$1,500.00
Ladder Certification	\$600.00
Annual Pump Test/Maint	\$2,000.00
Pager/Radio Repair	\$900.00
SCBA Repair	\$700.00
First Aid Kit (restock)	\$200.00
Fire Extinguishers Maint	\$200.00
Misc. Equipment Repair	\$1,000.00
Posi Check Maint	\$1,200.00
SCBA Air Bottle Testing	\$400.00
Tires	\$7,900.00
TOTAL	<u>\$24,072.00</u>

**Acct# 979 Fire Equipment-Upgrades**

2008 Actual	\$79.95
2009 Actual	\$244.96
2010 Budget	\$1,750.00

TOTAL	<u>\$0.00</u>
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**Acct# 981 Apparatus Purchase** **\$0.00**

2011 BUDGET

<b>Acct# 982 Loose Equipment-New Apparatus</b>		<b>\$0.00</b>
<hr/>		
<b>Acct# 983 Computer Hardware/Repairs</b>		<b>\$3,491.00 (+3491.00)</b>
<hr/>		
2008 Actual	\$0.00	
2009 Actual	\$0.00	
2010 Budget	\$0.00	
Gear, Radios, Washing Machine		\$3,491.00
TOTAL		<u>\$3,491.00</u>
<hr/>		
<b>Acct# 984 Computer Hardware/Repairs</b>		<b>\$1,800.00 (+1200.00)</b>
<hr/>		
2008 Actual	\$860.26	
2009 Actual	\$139.96	
2010 Budget	\$600.00	
Computer/Monitor upgrades		\$1,500.00
Potential Repairs		\$300.00
TOTAL		<u>\$1,800.00</u>
<hr/>		
<b>Acct# 988 Computer Software/Upgrades</b>		<b>\$600.00 (No Change)</b>
<hr/>		
2008 Actual	\$645.29	
2009 Actual	\$658.95	
2010 Budget	\$600.00	
Fire Tools Upgrade		\$300.00
Peachtree Upgrade		\$0.00
Peachtree Tax Service (must have to run payroll)		\$300.00
TOTAL		<u>\$600.00</u>

Thursday, December 9, 2010

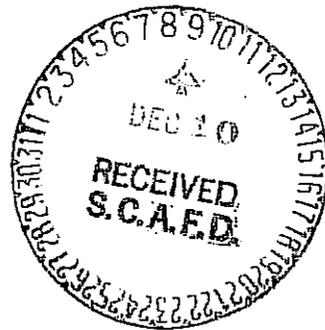
Dear Chief Cole:

This is my formal notification that I am resigning from the Swartz Creek Area Fire Department.

I appreciate the opportunities I have been given here, and wish the Department much success in the future. I have a few items that I plan to return to you as soon as I am in town.

Sincerely,

Jarrad A. Brooks



141

SWARTZ CREEK AREA FIRE DEPARTMENT  
 8100 B CIVIC DRIVE  
 SWARTZ CREEK, MI 48473

# INVOICE

Invoice Number: 121511  
 Invoice Date: Dec 15, 2010  
 Page: 1  
 Duplicate

Voice: 810/635-2300  
 Fax: 810/635-7461

<b>Bill To:</b>
CLAYTON TOWNSHIP 2011 MORRISH ROAD SWARTZ CREEK, MI 48473

<b>Ship To:</b>
CLAYTON TOWNSHIP 2011 MORRISH ROAD SWARTZ CREEK, MI 48473

Customer ID	Customer/PO	Payment Terms
CLAY01		Due at end of Month
Sales Rep ID	Shipping Method	Ship Date
	Courier	12/31/10

Quantity	Item	Description	Unit Price	Amount
263.25	FIRE02	FIRE SERVICE 11/2010	12.80	3,370.27
Subtotal				3,370.27
Sales Tax				
Total Invoice Amount				3,370.27
Payment/Credit Applied				
<b>TOTAL</b>				<b>3,370.27</b>

Check/Credit Memo No:

5 3370.27

SWARTZ CREEK AREA FIRE DEPARTMENT  
 8100 B CIVIC DRIVE  
 SWARTZ CREEK, MI 48473

# INVOICE

Invoice Number: 121510  
 Invoice Date: Dec 15, 2010  
 Page: 1  
 Duplicate

Voice: 810/635-2300  
 Fax: 810/635-7461

<b>Bill To:</b>
CITY OF SWARTZ CREEK 8083 CIVIC DRIVE SWARTZ CREEK, MI 48473

<b>Ship To:</b>
CITY OF SWARTZ CREEK 8083 CIVIC DRIVE SWARTZ CREEK, MI 48473

Customer ID	Customer/PO	Payment Terms
CITY01		Due at end of Month
Sales Rep ID	Shipping Method	Ship Date
	Courier	12/31/10

Quantity	Item	Description	Unit Price	Amount
217.75	FIRE02	FIRE SERVICE 11/2010	12.93	2,815.19
Subtotal				2,815.19
Sales Tax				
Total Invoice Amount				2,815.19
Payment/Credit Applied				
<b>TOTAL</b>				<b>2,815.19</b>

Check/Credit Memo No:

2815.19

**BILLS PAID LIST**

					30-Nov-10
DATE:	CHECKS	PAYEE:	AMT	ACCT	TRANSACTION DESCRIPTION
11/1/2010	15581	CHARTER	\$56.17	4850	PHONE STA 2
11/1/2010	15582	CLAYTON TWP	\$40.51	4920	SEWER-STA 2
11/1/2010	15583	ICMA	\$69.42	22023	DF COMP EE PORTION
11/1/2010	15584	LTM AUTO	\$1,436.80	4978	PUMP TESTING
11/1/2010	15585	TIME EMERGENCY	\$80.00	4741	LENS
			\$8.27	4727	SHIPPING
11/8/2010	15586	SCAFA	\$418.00	22024	ASSOC. DUES
11/8/2010	15587	FRIEND OF THE COURT	\$24.27	22026	FOC
11/8/2010	15588	GIL ROYS	\$40.69	4741	EQUIP SUPPLIES
11/8/2010	15589	ICMA	\$572.50	22023	DF COMP EE PORTION
		(INTERNTL CITY/COUNTY MGT ASSOC.)	\$307.75	4708	DF COMP ER PORTION
11/8/2010	15590	SOUTHEAST EQUIPMENT	\$694.18	4978	COMPRESSOR
11/8/2010	15591	STATE OF MICHIGAN	\$390.25	22022	10/10 STATE TAX
11/8/2010	15592	SUBURBAN AUTO	\$20.43	4741	EQUIP SUPPLIES
11/8/2010	15593	VALLEY PETROLEUM	\$328.96	4741	FUEL
11/15/2010	15594	COMCAST	\$188.85	4850	PHONE/INTERNET STA 1
11/15/2010	15595	CONSUMERS ENERGY	\$216.40	4920	UTILITIES STA 2
11/15/2010	15596	GENESEE CO ASSOC CHIEFS	\$245.00	4960	MEMBERSHIP
11/15/2010	15597	HALT FIRE	\$840.58	4978	LADDER RACK 41-21
			\$8.55	4727	SHIPPING
11/15/2010	15598	ICMA	\$69.42	22023	DF COMP EE PORTION
11/15/2010	15599	OUR DESIGNS	\$114.79	4741	HELMET FRONTS
11/15/2010	15600	VISA	\$289.03	4741	EYE WASH
			\$73.94	4727	OFFICE SUPPLIES/SHIPPING
			\$76.19	4728	BUILDING SUPPLIES
			\$38.50	4970	SCANNER
11/22/2010	15601	AMERICAN OUTPUT	\$107.28	4801	M/A COPIER
11/22/2010	15602	CITY OF SWART CREEK	\$446.33	4920	UTILITIES STA 1
11/22/2010	15603	MI. STATE FIREMENS ASSOC	\$75.00	4960	MEMBERSHIP
11/22/2010	15604	P&W PAGING	\$70.00	4978	PAGER REPAIR
11/29/2010	15605	VALLEY PETROLEUM	\$36.84	4741	FUEL
11/29/2010	15606	CHARTER	\$56.17	4850	PHONE STA 2
11/29/2010	15604	ICMA	\$69.42	22023	DF COMP EE PORTION
			(\$390.55)	22022	10/10 STATE TAX
			\$2,740.33	22021	11/10 SOC SEC PAYABLE
			\$425.68	22022	11/10 STATE TAX PAYABLE
			\$1,161.44	1002	11/1 PAYROLL
			\$7,250.78	1002	11/8 PAYROLL
			\$1,071.33	1002	11/15 PAYROLL
		TOTAL	\$19,769.50		

VOID CHECKS:

146



# CHARTER TOWNSHIP OF FLINT FIRE SERVICE

November 17, 2010

Swartz Creek Fire Department  
8100 Civic-B Drive  
Swartz Creek, Michigan 48473

Dear Chief Cole,

Your assistance at the structure fire on November 5, 2010 at 3255 Beecher Road was greatly appreciated by all. The dedication, hard work and professionalism demonstrated by your personnel was exceptional. It is reassuring to know that quality assistance is just a request away and that we are all working together toward a common goal of better protecting the citizens in our communities.

Again, thank you.

John E. Ringwelski  
Fire Chief

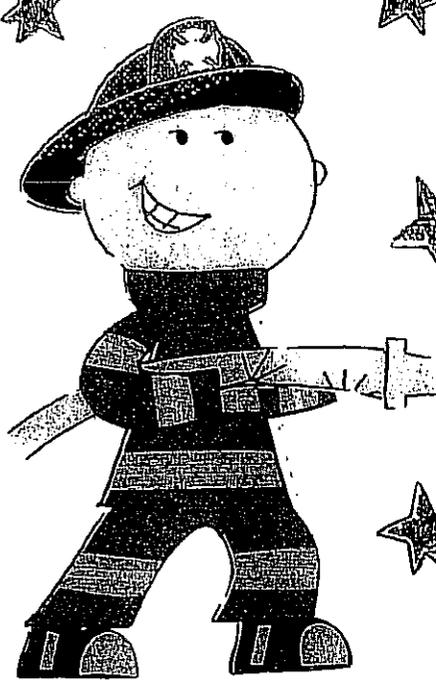


**Emergency 911**

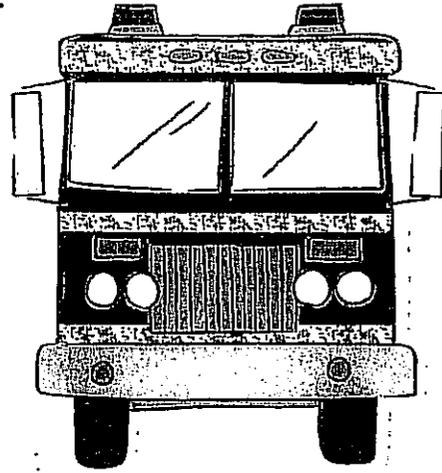
G-5331 Reuben Street ● Flint, Michigan 48532

Business 810.732.4413 ● Fire Marshall 810.732.4532 ● Fax 810.230.7293

**DEDICATED TO PROMOTING SAFETY, SAVING LIVES, FIGHTING FIRES**



HERO

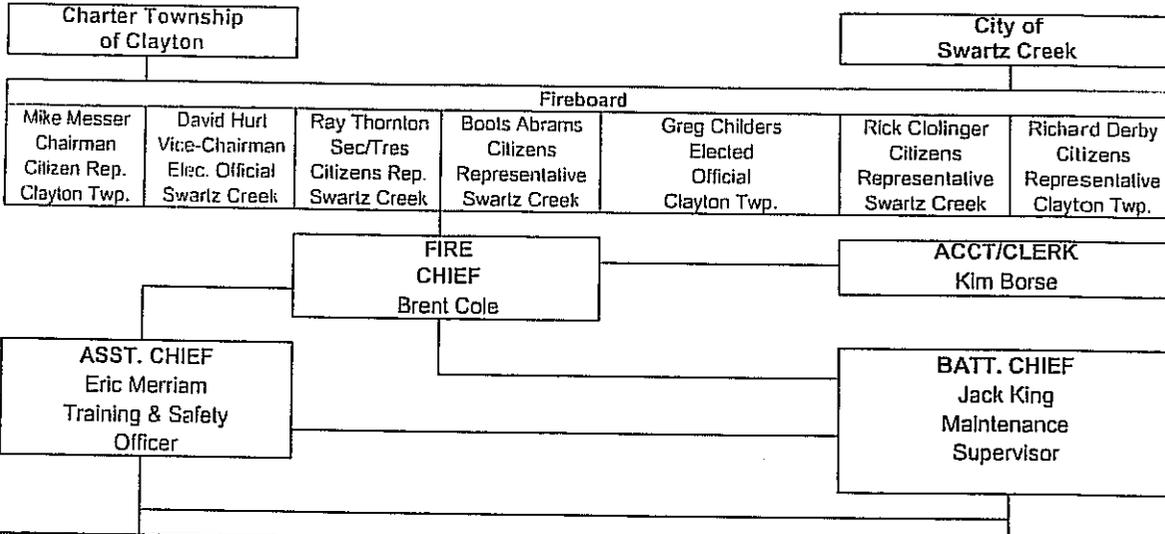


Dear Swartz Creek Fire  
Department,

Thank you so much  
for visiting the Mary Crapo  
CDC and teaching our  
students about Fire Safety.  
My Pre-schoolers still talk  
about your visit!

Thank you,  
Denise Simmerman  
Pre-schoolers

# Swartz Creek Area Fire Department Organization Chart



STATION 1				STATION 2			
Capt. Steve Tabil - Quarter Master				Capt. Dave Plumb - Asst. Qtrmstr, Coordinator, Run % Monitor			
Lt. Mike Trejger - Fire Prevention & Station 1 Assignments				Lt. Dave Jones - Vehicle Inspections & Station 2 Assignments			
Lt. Brendt Cole - Medical & Rehab Supplies				Lt. Rich Tesner - Uniforms			
	Leave Expires	Dir. Res. Start	Off Prob.		Leave Expires	Dir. Res. Start	Off Prob.
FF Rod Armstrong				SGT James Barr II			
FF Greg Baker				FF Anthony Davis		01/18/05	
FF James Bowers	5/9/2010			<i>FF Lori McKerracher</i>		05/31/01	04/18/10
FF Rick Castano				FF Tim McKnight			
<i>FF Leah Farnsworth</i>			09/20/11	<i>FF Dan Merriam</i>			06/21/11
FF Tiffany Forbes				FF Karen Merriam			
<i>FF Chad Thomson</i>			08/16/11	FF Mark Merriam			
FF Daniel Hill				<i>FF Ann Samida</i>	12/27/10		
FF Jeffery Jarrad				FF Bill Samida			
FF Jeffrey Kelley				FF Steve Webster			
FF Todd Kimbrue				FF Joe Yambrick		7/20/09	
<i>FF Dale Link</i>			03/21/10				
FF Scott Martin							
FF Walter Melen							
FF Brian Scott							
SGT Kevin VanArsdale		04/15/04					
FS Bob Plumb							
RO Valerie Dow							
On personal leave/Medical=		1		On personal leave/Medical=		1	
Suspended=		0		Suspended=		0	
Non-Probationary Total =		12		Non- Probationary =		8	
Probationary Total =		3		Probationary =		2	
Firefighter Subtotal =		16		Firefighter Subtotal =		11	
Radio Operators =		1		Radio Operators =		0	
Support =		1		Support =		0	
Station Personnel Total =		18		Station Personnel Total =		11	

(1) probation to be extended due to medical leave

Total Officers =	9
Total Firefighters=	27
Support	1
Radio Operators =	1
Total =	38

Name in italics = probationary status  
 Font = Suspension  
 Font = Leave of absence or sick leave  
 Updated: 12/9/2010

Officers (Excluding Sergeants) =	9
Active non-probationary =	20
Active probationary =	5
Active Radio Operators =	1
Support	1
Suspended=	0
Medical or extended leave =	2
Total dept. force =	38

GUIDELINE: #202

ADOPTED: October 24, 1993

REVIEWED: 11/13/10

REVISED: 05/15/95, 09/30/96, 01/06/97, 08/10/99, 09/01/2000, 12/26/06, 11/21/10

SUBJECT: ADMINISTRATIVE GUIDELINES: Payroll Guidelines For On Call Personnel

PURPOSE: To establish guidelines for payroll

OBJECTIVE: To provide definite guidelines for payment to on-call personnel

1. The Swartz Creek Area Fire Board shall determine the wage scale for all SCAFD personnel. **During economic difficulties, the Fire Chief may reduce wage rates to align with potential budgetary reductions.**
2. Personnel shall be paid an hourly wage for all emergency & non-emergency incidents they respond to.
3. Personnel shall be paid one hour's wage for attendance at the monthly scheduled department business meeting.
4. Personnel shall be paid for actual hours of attendance at all monthly and alternate scheduled training sessions.
5. Personnel shall be paid for any incidents that occur while they are attending a department approved fire related training course.
6. Association dues will be deducted from each member's monthly paycheck and paid to the Swartz Creek Area Firefighters, Inc.
7. All department officers shall be paid an additional monthly salary as determined by the Swartz Creek Area Fire Board.
8. The Department Training Officer, Maintenance Supervisor, and Quartermaster shall receive a monthly salary as determined by the Swartz Creek Area Fire Board.
9. A yearly schedule will be posted at all both stations.

NOTE: Officers and firefighters once called to duty will be paid at an hourly rate not to exceed their standard hourly rate regardless of the types and/or number of incidents experienced during that period of duty.



GUIDELINE: #209

ADOPTED: July 01, 1999

REVIEWED: 11/13/2010

REVISED: 08/23/2009, 11/21/2010

SUBJECT: ADMINISTRATIVE GUIDELINES: Duties for apparatus checks and hall cleaning (Station Assignments)

PURPOSE: To establish guidelines associated with apparatus checks and hall cleaning duties.

OBJECTIVE: To provide department personnel with specific guidelines for performing and reporting associated deficiencies as applicable.

1. It shall be the responsibility of the designated Maintenance Supervisor to maintain on file all hard copies associated with the apparatus check sheets and/or inspections, for the life of the vehicle.
2. Personnel shall be assigned, on a monthly basis, those duties associated with station assignments. A station assigned Officer shall be designated by the Chief to oversee said assignments.
3. Apparatus checks and hall cleaning duties shall be performed on a weekly basis. It shall be the assigned duty person to determine the day said duties will be performed. In order that a sufficient number of checks will be performed in the month, the first check will be done within the first 5 days of each month. However, duties shall not be done any further than ten (10) days or closer than five (5) days between events.
4. In the event an assigned duty person is not available during the interval days, that person shall notify the station responsible Officer of such. In addition, the assigned person shall contact another department firefighter to assume the duties that they will not be available to perform. If they are unable to make substitute contact, the station responsible Officer will then be contacted to advise the same. **For those unavailable due to medical leave, contact with the Fire Chief shall be sufficient notification. In turn, the Fire Chief shall notify the station officer in charge of duties for reassignment of station assignments for the duration of the medical leave.**
5. Any apparatus deficiencies discovered shall be noted on the checklist and, as applicable, a work order form will be filled out and attached to the checklist sheet for disposition by the station's responsible Officer. If the deficiency can be handled by the duty person, a note of the actions taken will be made on the checklist. All work orders will be forwarded to the appropriate person by the station's responsible Officer for dispensation. Once the work order is rectified, a copy of it will be returned to the duty person. The original will be in the appropriate life of the vehicle folder.
6. The hourly compensation of said duties shall be the basis of payment determined by the Fireboard. **During economic difficulties, the Fire Chief may reduce wage rates to align with potential budgetary reductions.**
7. Failure to comply with this SOG shall include, but not be limited to, disciplinary action.
8. ~~This SOG will take effect on July 1, 1999.~~

GUIDELINE: #407

ADOPTED: April 30, 1993

REVIEWED: 11/13/2010

REVISED: 04/12/92, 05/23/93, 10/24/93, 01/15/96, 07/28/96, 05/18/01, 12/01/01, 05/02/2006,  
11/21/2010

SUBJECT: PERSONNEL GUIDELINES; Training and Makeup Training Requirements

PURPOSE: To provide a means by which department personnel will be aware of the monthly and quarterly training sessions

OBJECTIVE: To establish specific guidelines for the minimum training and training requirements

The SCAFD is dependent upon its on-call personnel for emergency incident response. With the increasing federal and state mandates for training and emergency scene competencies, our personnel must be required to participate in a minimum of training exercises. Accordingly, the SCAFD adopts the following minimum training attendance/participation requirements.

1. Department training will consist of two (2) sessions per month, as follows:
  - A. The second Tuesday starting at 1900 or Wednesday at 0900.
  - B. The fourth Sunday of each month, starting at 0800 followed by Monday starting at 0900 and 1900.
  - C. Any deviation from the days, stated above, will be determined by the Chief and/or Training Officer. Personnel shall be responsible for knowledge of any deviation, by reading the monthly training notice that is included with payroll and then take whatever steps necessary for compliance.
  - D. Posting of a complete list for the calendar year will be posted in December.
2. All firefighters are required to complete seventy percent (70%) of the total training hours presented based on quarterly periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through November 30 (there is no regularly scheduled training in December).
3. Firefighters are required to attend a mandatory hazardous material refresher course, maintain a current mandatory CPR card, attend a mandatory blood borne pathogens refresher class. These mandatory classes will be held in the first quarter of each year as specified by the Training Officer. Additional training sessions may be deemed mandatory by the Training Officer or the Fire Chief.
4. Firefighters shall be made aware of their on going training percentage by the posting of a department roster on the bulletin board of all stations after the completion of each scheduled training session. Listed will be the person's name, sessions attended and training percentage acquired to date.
5. Firefighters may be excused from training sessions by the Fire Chief or Training Officer for attendance at FF Academy, Fire Officer classes, fire related seminars or for the purpose of outside instruction of an exact related subject of the scheduled one missed and if it interferes with the available sessions. Pre-approval before attendance or instruction, is required before an excuse will be granted. A copy of the certificate received for the course attended will act as verification of attendance. Being excused is not the same as receiving credit for department training missed. If you do not attend the department training, you will not be credited with the amount of time spent.
6. Personnel shall be compensated for the actual amount of time spent during training. ~~Pay rate will be the same as the pay received for regular alarms when attending, or excused from, the regular monthly training session.~~ **The pay rate shall be determined by the Fire Chief as determined by budgetary limitations.**

SOG407

11/10

Page 1/2

7. Training may be made up by contacting the Training Officer or his designate.
8. Not all topics that are presented throughout the year will be made up due to their complexity (i.e. live burns, extrication, GM/SPO on site tour, etc.). Certain topics may only be available one time with no alternate date available.
9. Any training involving live fire fighting exercises shall be conducted in compliance with NFPA 1403, Standard on Live Fire Training Evolution in Structures.
10. Smoke generating devices that produce a hazardous atmosphere shall not be used in training exercises.
11. Failure to comply with this SOG shall result in the following disciplinary action in compliance with SOG #420:

**1st Offense**

Immediately placed on temporary suspension and notified in writing by the Fire Chief. Firefighters placed on temporary suspension must make up the necessary training for compliance within thirty (30) days. Failure to comply shall result in a written warning and the immediate beginning of the 2nd offense.

**2nd Offense**

Immediately placed on temporary suspension and notified in writing by the Fire Chief. Firefighters placed on temporary suspension must make up the necessary training for compliance within thirty (30) days. Failure to comply shall result in a written reprimand, and the immediate beginning of the 3rd offense.

**3rd Offense**

Immediately placed on temporary suspension and notified in writing by the Fire Chief. Firefighters placed on temporary suspension must make up the necessary training for compliance within thirty (30) days. Failure to comply shall result in discharge from the fire department.

Firefighters should immediately contact the Fire Chief once placed on temporary suspension to rectify the situation. Gross disregard for training attendance may result in immediate discharge.

NOTE: At any time, training sessions may be introduced that change the yearly training schedule due to federal/state laws and regulations or of paramount importance pertaining to the safety and well being of department personnel. They may or may not be deemed mandatory sessions.

SCAFD personnel shall be required to attend all mandatory sessions and absence there from must be made up. All personnel shall be responsible to make arrangements in advance to insure attendance.

Corporate Headquarters  
5700 Crooks Road, Ste. 100  
Troy, MI 48098  
800.690.6651  
248.250.5000  
248.786.1789 fax

Wisconsin Office  
200 S. Executive Drive, Ste. 101  
Brookfield, WI 53005

www.hydrodesignsinc.com



December 9, 2010

Thomas Svreck  
DPW Director  
8083 Civic Dr.  
Swartz Creek, MI 48473



Dear Mr.Svreck:

The enclosed proposal is for a three year contract. We have reduced the price per month to \$300.00. this is a savings of \$75.00 per month to the city , with no reduction in services and inspections. If you could sign one of the contracts and drop in the mail to my attention, I would appreciate it. Once again, thank you for your business and have a great holiday.

If you have any questions please feel free to contact me at 248-250-5029 or via email at [smclaren@hydrodesignsinc.com](mailto:smclaren@hydrodesignsinc.com). We look forward to working with you and the City of Swartz Creek again on this project.

Sincerely,

A handwritten signature in black ink, appearing to read "S. McLaren".

Stephen D. McLaren  
Regulatory & Safety Advisor- Drinking Water  
Backflow Prevention Program Administrator

**Corporate Headquarters**  
5700 Crooks Road, Ste. 100  
Troy, MI 48098  
800.690.6651  
248.250.5000  
248.786.1789 fax

**Wisconsin Office**  
200 S. Executive Drive, Ste. 101  
Brookfield, WI 53005  
  
www.hydrodesignsinc.com



December 9, 2010

Thomas Svreck  
DPW Director  
8083 Civic Dr.  
Swartz Creek, MI 48473

Dear Mr. Svreck:

Based on your current Cross Connection Control (CCC) Program, we have prepared a program that will continue to meet your specific Cross-Connection Control Program needs. Also, included within this package is our standard Professional Services Agreement. For your convenience, this presentation has been divided into two sections. They include:

- ◆ Executive Summary
- ◆ Professional Services Agreement

As per your request, HDI has prepared this proposal is based on a period of 36 months. High hazard facilities will be re-inspected on an annual basis with all the remaining low hazard facilities being inspected on a five-year re-inspection frequency. HDI has assessed the degree of hazard of each facility inspected and determined the re-inspection frequency during the initial inspection of each facility.

If you have any questions please feel free to contact me at 248-250-5029 or via email at [smclaren@hydrodesignsinc.com](mailto:smclaren@hydrodesignsinc.com). We look forward to working with you and the City of Swartz Creek again on this project.

Sincerely,  


Stephen D. McLaren  
Regulatory & Safety Advisor- Drinking Water  
Backflow Prevention Program Administrator

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# Proposal

December 9, 2010  
Thomas Svreck  
DPW Director  
8803 Civic Drive.  
Swartz Creek, MI 48473



<hr/>	
<b>Hydro Designs, Inc. Background</b>	
<hr/>	
<b>Executive Summary</b>	<b>1</b>
<hr/>	
<b>Professional Service Agreement</b>	<b>2 - 9</b>
<hr/>	

“Our Goal is Cost Effective Compliance”

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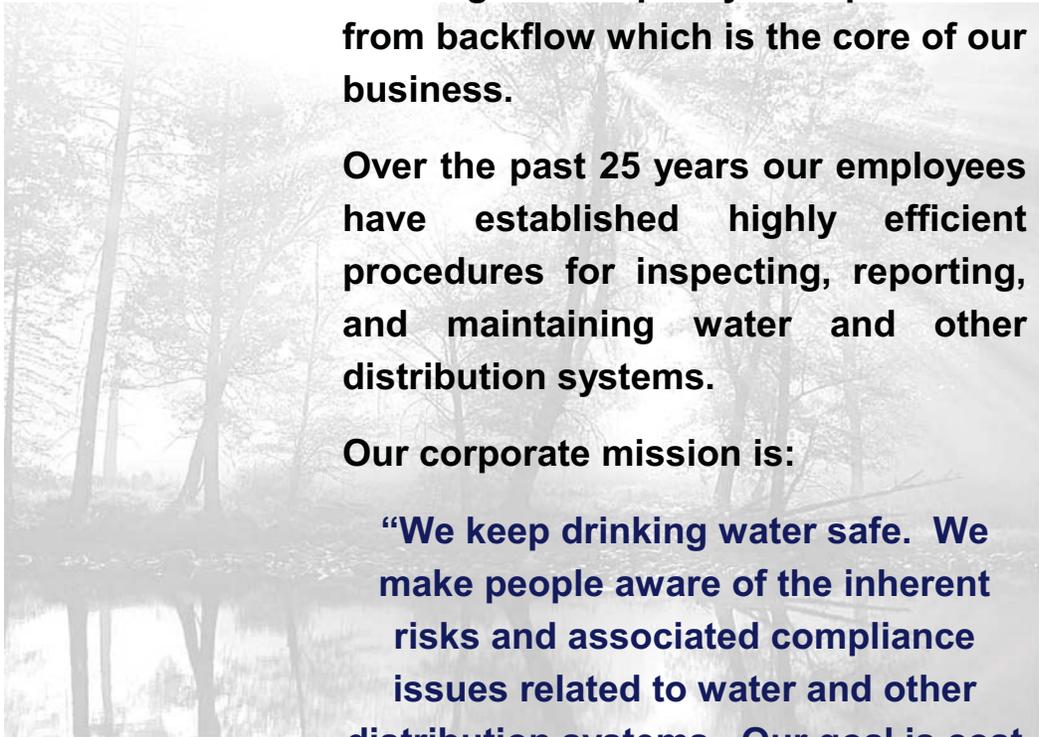
# **We Keep Drinking Water Safe.....”**

**Hydro Designs, Inc. (HDI) is a consulting firm that has developed a unique niche in the maintenance of drinking water quality and protection from backflow which is the core of our business.**

**Over the past 25 years our employees have established highly efficient procedures for inspecting, reporting, and maintaining water and other distribution systems.**

**Our corporate mission is:**

**“We keep drinking water safe. We make people aware of the inherent risks and associated compliance issues related to water and other distribution systems. Our goal is cost effective compliance.”**



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# Executive Summary

## Program Recommendations

Based on your current program, HDI will provide the following services to the City of Swartz Creek. This project is a continued effort for an on going compliant Cross-Connection Control Program and will provide the City of Swartz Creek with the necessary data and information to keep your community in compliance with the State of Michigan Department of Environmental Quality (MDNRE) – Water Bureau regulations. Once this project has been approved and accepted by the City of Swartz Creek and HDI, you may expect completion of the following elements within a three –(3) year period. The components of the project include:

1. Conduct a Project Review Program meeting for the City of Swartz Creek Cross Connection Control Program to review program procedures and protocol.
2. Perform initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the City of Swartz Creek served by the public water supply for cross-connections. Inspections will be conducted in accordance with the State of Michigan Department of Environmental Quality – Water Bureau Cross Connection Control regulations.
3. Generate and document the required program data for the facilities using the HDI Software Data Management Program.
4. Submit comprehensive management reports on a quarterly basis.
5. Conduct an annual review meeting to discuss overall program status and recommendations.
6. Provide up to six- (6) ASSE approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers, (i.e. combination) per facility as required, in order to place a facility into immediate compliance at the time of inspection.
7. Prepare the annual State of Michigan, MDNRE Water Bureau Cross Connection Report.
8. Continue to assist the City of Swartz Creek with a community wide public relations program including general awareness brochures and web site cross connection control program overview content and resources.
9. Provide ongoing support via phone, fax, internet or email.

The above services will be provided for:

<b>12- Monthly Amount: \$300.00      Annual Amount: \$3,600.00 Contract: \$10,800.00</b>
--

Contract Amount is based upon a 36-month period. HDI will invoice in 36 equal amounts of \$300.00

# PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this \_\_\_\_\_ (insert date) by and between the City of City of Swartz Creek, organized and existing under the laws of the State of Michigan, referred to as “Utility,” and Hydro-Designs, Inc. a Michigan Corporation, referred to as “HDI”.

WHEREAS, the Utility supplies potable water throughout its geographic boundaries to property owners; and desires to enter into a professional services contract for cross connection control program inspection, reporting and management services.

WHEREAS, HDI is experienced in and capable of supplying professional inspection of potable water distribution systems and cross connection control program management to the Utility and the Utility desires to engage HDI to act as its independent contractor in its cross connection control program.

WHEREAS, the Utility has the authority under the laws of the State of Michigan and its local governing body to enter into this professional services contract.

NOW THEREFORE, in consideration of the mutual agreements herein contained, and subject to the terms and conditions herein stated, the parties agree as follows:

## ARTICLE I. Purpose

During the term of this Agreement, the Utility agrees to engage HDI as an independent contractor to inspect its potable water distribution system in public, commercial and industrial facilities within the community and document its findings. Each party to this agreement agrees that it will cooperate in good faith with the other, its agents, and subcontractors to facilitate the performance of the mutual obligations set forth in this Agreement. Both Parties to this agreement recognize and acknowledge that the information presented to them is complete and accurate, yet due to the inaccessible nature of water piping or due to access constraints within water user’s facilities, complete and accurate data is not always available.

## ARTICLE II. Scope of Services

The scope of services to be provided by HDI under this Agreement will include the inspections, compliance, preparation of quarterly management reports, and annual cross connection reports with respect to the Facilities to the extent specifically set forth in this Article II (hereinafter the “Scope of Service”). Should other reports be included within the scope of services, the same shall be appended to this Agreement as Exhibit 1.

**2.1 PROGRAM REVIEW.** HDI will review for the Utility Cross Connection Control Program. Items for review include the following:

- Review state & local regulations
- Review wording and timeliness for program notifications including:
  - Inspection Notice
  - Compliance Notice
  - Non-Compliance Notices 1-2, Penalty Notices
- Special Program Notices
- Prioritize Inspections
- Review procedures and protocol for addressing specific hazards
- Review program reporting procedures
- Review educational and public awareness brochures
- Obtain updated facility listing and address information
- Establish facility inspection schedule
- Review high hazard and large industrial facility inspection/containment procedures

- 2.2 INSPECTIONS.** HDI will perform initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with Michigan Department of Department of Environmental Quality– Water Bureau Cross Connection Control Rules.
- *Initial Inspection* – the first time an HDI representative inspects a facility for cross connections. Degree of Hazard is assigned to facility. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
  - *Compliance Inspection* – subsequent visit by an HDI representative to a facility that was non-compliant during the *Initial Inspection* to verify that corrective action was completed and meets the program requirements.
  - *Re-Inspection* – Revisit by an HDI representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (one or five year re-inspection cycle).
- 2.3 INSPECTION SCHEDULE.** HDI shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Utility designated contact person. Initial check in to include a list of inspections scheduled. An exit interview will include a list of inspections completed.
- 2.4 PROGRAM DATA.** HDI will generate and document the required program data for the facilities listed below (in 2.10) using the HDI Software Data Management Program. Program Data shall remain property of the Utility; however, the HDI Software Data Management program shall remain the property of HDI. Data Services to include:
- Prioritizing and scheduling of inspections
  - Notify users of inspections, backflow device installation and testing requirements
  - Monitor inspection and testing compliance
  - Maintenance of program to comply with all MDNRE regulations
- 2.5 MANAGEMENT REPORTS.** HDI will submit comprehensive management reports on a quarterly & annual basis to the Utility, which will include the following:
- Report format to include electronic updates and/or hard copy
  - Electronic reports will be available in a downloadable format
  - Number of facilities inspected
  - Number of facilities compliant/non-compliant
- 2.6 REVIEW OF CROSS-CONNECTION CONTROL ORDINANCE.** HDI will review the current cross-connection control ordinance and cross-connection control plan. Items for review include:
- Code adoption references, standard operational procedures, program notice documentation, reporting procedures and preference standards.
  - Re-inspection frequency for all facilities.
  - Backflow prevention assembly testing requirements.
- 2.7 VACUUM BREAKERS.** Provide up to six- (6) ASSE approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers per facility as required, in order to place a facility into immediate compliance at the time of inspection.
- 2.8 PUBLIC RELATIONS PROGRAM.** HDI will continue to assist the Utility with a community wide public relations program including general awareness brochures and web site cross connection control program overview content and resources.

**2.9 SUPPORT.** HDI will provide ongoing support via phone, fax, internet or email for the contract period.

**2.10 FACILITY TYPES.** The facility types included in the program are as follows:

- Industrial
- Institutional
- Commercial
- Miscellaneous Water users

**Complex Facilities.** The primary responsibility of the water utility through the State of Michigan Cross-Connection Rules is to protect the public water supply distribution against the entrance of contaminants and/or pollutants. When the water utility is faced with a facility, (i.e., complex piping or potentially hazardous systems) whose internal piping system is difficult or to complex to follow or is subject to frequent unauthorized changes, service line protection or "containment" of the premises should be required. It is the responsibility of the owner of the property to provide adequate protection of the internal plumbing system from cross connections.

**2.11 INSPECTION TERMS.** HDI will perform 99 total inspections over a three – (3) year contract period. The total inspections include all Initial inspections, compliance and re-inspections.

**2.12 COMPLIANCE WITH STATE OF MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY AND MICHIGAN ADMINISTRATIVE CODE.** HDI will assist in compliance with MDNRE and Michigan Administrative Code cross connection control program requirements for all commercial, industrial, institutional and public authority facilities.

**2.13 POLICY MANUAL.** HDI will review the comprehensive cross connection control policy manual/plan.

**2.14 INVENTORY.** HDI shall inventory all accessible (ground level) backflow prevention assemblies and devices. Information for testable assemblies to include: location, size, make, model and serial number if applicable.

**2.15 DATA MANAGEMENT.** HDI shall provide data management and program notices for all inspection services throughout the contract period.

**2.16 ANNUAL YEAR END REVIEW.** HDI will conduct an on-site annual year-end review meeting to discuss overall program status and specific program recommendations.

**2.17 CROSS CONNECTION CONTROL BROCHURES.** HDI will provide approximately 100 cross-connection control educational brochures annually.

**2.18 INSURANCE.** HDI will provide all required copies of general liability, workers compensation and errors and omissions insurance naming the Utility as an additional insured if required.

### **ARTICLE III. Responsibilities of the Utility**

- 3.1 UTILITY'S REPRESENTATIVE.** On or before the date services are to commence under this Agreement, the Utility shall designate an authorized representative ("Authorized Representative") to administer this Agreement.
- 3.2 COMPLIANCE WITH LAWS.** The Utility, with the technical and professional assistance of HDI, shall comply with all applicable local, state, and federal laws, codes, ordinances, and regulations as they pertain to the water inspection and testing and shall pay for any capital improvements needed to bring the water treatment and delivery system into compliance with the aforementioned laws.
- 3.3 NOTICE OF LITIGATION.** In the event that the Utility or HDI has or receives notice of or undertakes the prosecution of any actions, claims, suits, administrative or undertakes the prosecution of any actions, claims, suits, administrative or arbitration proceedings, or investigations in connection with this agreement, the party receiving such notice or undertaking such prosecution shall give the other party timely notice of such proceedings and will inform the other party in advance of all hearings regarding such proceedings.
- 3.4 FACILITY LISTING.** The Utility must provide HDI a complete updated list of facilities to be inspected. Information to include facility name, address, contact person, and phone number, (if available).
- 3.5 LETTERHEAD/LOGO.** The Utility will provide HDI with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only.

## ARTICLE IV. Term

- 4.1 TERM AND TERMINATION TERM.** Services by HDI under this Agreement shall commence on \_\_\_\_\_ (Date) and end three or (3) years from such date, unless this Agreement is renewed or terminated as provided herein. The terms of this Agreement shall be valid only upon the execution of this agreement within 90 days of its receipt. Failure to execute this Agreement within the 90-day period shall deem the proposed terms void.
- 4.2 RENEWAL.** Upon the expiration of this Agreement, HDI will continue to provide services as specified in this Agreement and the Agreement will automatically continue on a month-to-month basis at the same monthly contract dollar amount unless either party notifies the other in writing prior to sixty (60) calendar days before the end of this Agreement.
- 4.3 TERMINATION.** The Utility or HDI may terminate this Agreement at any time and on any date in the initial and renewal terms of this Agreement, with or without any cause, by giving written notice of such intent to terminate to the other party at least thirty (30) days prior to the effective date of termination. Notice of the intent to terminate shall be given in writing by personal service, by an authorized agent, or by certified mail, return receipt requested. The Utility shall pay the balance of any outstanding accounts of work performed by HDI.
- 4.4 BASE COMPENSATION.** From (date)\_\_\_\_\_, the Utility shall pay HDI as compensation (“Base Compensation”) for labor, equipment, material, supplies, and utilities provided and the services performed pursuant to this Agreement, the sum as stated per one three year contract \$300.00 per month
- 4.5 PAYMENT OF INVOICES.** Upon presentation of invoices by HDI, all payments including base and other compensation shall be due and payable on the first day of each month (due date) for which services will be or have been rendered. All such payments shall be made no later than thirty (30) days after the due date. Failure to pay shall be deemed a default under this agreement. For any payment to HDI which is not made within thirty (30) calendar days after the due date, HDI shall receive interest at one and one-half (1½) percent per month on the unpaid balance.
- 4.6 CHANGES IN SCOPE OF SERVICES.** In the event that the Utility request and HDI consents to perform additional work or services involving the consulting, management, operation, maintenance, and repair of the Utility’s water delivery system where such services or work exceeds or changes the Scope of Services contemplated under this Agreement, HDI shall be provided additional compensation. Within thirty (30) calendar days from the date of notice of such additional work or services, the parties shall mutually agree upon an equitable sum for additional compensation. This amount shall be added to the monthly sum effective at the time of change in scope. Changes in the Scope of Service include, but are not limited to, requests for additional service by the Utility, additional costs incurred in (a) treating Abnormal or Biological Toxic Materials; (b) disposing of process residue; (c) meeting new or changed government regulations or reporting requirements, including changed effluent or potable water standards which increase the cost of operating the Facilities; (d) arising from construction or modification of the Facilities, or (e) expenditures for Capital Improvement and Capital Repairs.
- 4.7 CLIENT CONFIDENTIALITY.** All communications between HDI and the Utility regarding business practices and other methods and forms of doing business will be considered confidential, subject to the requirements of the Freedom of Information Act.
- 4.8 ACCESSIBILITY.** Backflow prevention device information will be completed in full only when the identifying information (i.e. data plate, brass tag, etc.) is accessible and visible from ground level or from a fixed platform/mezzanine.
- 4.9 CONFINED SPACES** – HDI personnel will not enter into confined spaces.

## **ARTICLE V. Risk Management**

**5.1 INFORMATION.** Both Parties to this agreement recognize and acknowledge that the information presented to them is complete and accurate, yet due to the inaccessible nature of water piping, complete accurate data is not always available.

**5.2 INDEMNIFICATION.** HDI agrees to and shall hold the City, its elected and appointed officers, and employees harmless from any liability for claims or damages for personal injury or property damage which is caused by or arises from the sole negligence of HDI in the performance of its services under this Agreements. The City agrees to and shall hold HDI, its officers, and employees harmless from any liability for claims or damages for personal injury or property damage which is caused by, or arises from, the sole negligence of the City. In the event that both HDI and the City are found by a fact finder to be negligent and the negligence of both is a proximate cause of such claim for damage, then in such event each party shall be responsible for the portion of the liability equal to its comparative share of the total negligence. HDI's liability to the City for any loss, damage, claim, or expense of any kind or nature caused directly or indirectly by the performance or non-performance of obligations pursuant to this Agreement shall be limited to general money damages in an amount not exceed or within the limits of the insurance coverage provided hereunder. HDI shall in no event be liable for indirect or consequential damages, including but not limited to, loss of profits, loss of revenue, or loss of facilities, based upon contract, negligence, or any other cause of action.

**5.3 HDI INSURANCE.** HDI currently maintains the following insurance coverage's and limits:

	Occurrence	Aggregate
Comprehensive General Liability	\$1 Million	\$2 Million
Excess Umbrella Liability	\$5 Million	\$5 Million
Automobile Liability (Combined Single Limit)	\$1 Million	
Worker's Compensation/ Employer's Liability	\$1 Million	
Errors and Omissions	\$2 Million	\$2 Million

Within thirty (30) calendar days of the start of the project, HDI shall furnish the Utility with satisfactory proof of such insurance, and each policy will require a 30-day notice of cancellation to be given to the Utility while this Agreement is in effect. These policies will be in effect at the time HDI takes possession of the Facilities. The Utility shall be named as an additional insured according to its interest under the general liability policy during the term of this Agreement.

**5.4 UTILITY INSURANCE.** The Utility will maintain liability insurance on an all risk basis and including extended coverage for matters set forth in this agreement. The Utility and HDI agree that with respect to insurance coverage carried by either party in connection with the Facilities, such insurance will provide for the waiver by the insurance carrier of any subrogation rights against the Utility or against HDI as the case may be.

**5.5 RELATIONSHIP.** The relationship of HDI to the Utility is that of independent contractor and not one of employment. None of the employees or agents of HDI shall be considered employees of the Utility. For the purposes of all state, local, and federal laws and regulations, the Utility shall exercise primary management, and operational and financial decision-making authority.

**5.6 ENTIRE AGREEMENT AMENDMENTS.** This Agreement contains the entire Agreement between the Utility and HDI, and supersedes all prior or contemporaneous communications, representations, understandings, or agreements. This Agreement may be modified only by a written amendment signed by both parties.

**5.7 HEADINGS, ATTACHMENTS, AND EXHIBITS.** The heading contained in this Agreement is for reference only and shall not in any way affect the meaning or interpretation of this Agreement. The Attachments and Exhibits to this Agreement shall be construed as an integral part of this Agreement.

- 5.8 WAIVER.** The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.
- 5.9 ASSIGNMENT.** This Agreement shall not be assigned by either party without the prior written consent of the other unless such assignment shall be to the affiliate or successor of either party.
- 5.10 REIMBURSABLE EXPENSES.** For the purpose of this Agreement, employee reimbursable expenses shall comply with the published Federal guidelines.
- 5.11 FORCE MAJEURE.** A party's performance under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of actions due to causes beyond its reasonable control such as, but not limited to, Acts of God, the acts of civil or military authority, loss of potable water sources, water system contamination, floods, quarantine restrictions, riot, strikes, commercial impossibility, fires explosions, bombing, and all such interruptions of business, casualties, events, or circumstances reasonably beyond the control of the party obligated to perform, whether such other causes are related or unrelated, similar or dissimilar, to any of the foregoing. In the event of any such force majeure, the party unable to perform shall promptly notify the other party of the existence of such force majeure and shall be required to resume performance of its obligations under this Agreement upon the termination of the aforementioned force majeure.
- 5.12 AUTHORITY TO CONTRACT.** Each party warrants and represents that it has power authority to enter into this Agreement and to perform the obligations, including any payment obligations, under this Agreement.
- 5.13 GOVERNING LAW AND VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, regardless of the fact that any of the parties hereto may be or may become a resident of a different state or jurisdiction. Any suit or action arising shall be filed in a court of competent jurisdiction within the State of Michigan, venue by Oakland County. The parties hereby consent to the personal jurisdiction of said court within the State of Michigan.
- 5.14 COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.
- 5.15 NOTICES.** All notices, requests, demands, payments and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally, telecopied or sent by nationally recognized overnight carrier, or mailed by certified mail, postage prepaid, return receipt requested, as follows:

If to HDI:

Hydro Designs, Inc.  
C/o John Hudak  
5700 Crooks Road, Ste. 100  
Troy, MI 48098  
(248) 250-5005  
(248) 789-1789 fax

If to City:

**5.16 SEVERABILITY.** Should any part of this Agreement for any reason, be declared invalid or void, such declaration will not affect the remaining portion, which will remain in full force and effect as if the Agreement has been executed with the invalid portion eliminated.

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

**City of Swartz Creek**

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By:  
Its:

**Hydro-Designs, Inc.**

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By: John Hudak  
Its: President/COO



MICHIGAN MUNICIPAL LEAGUE  
MEMBERSHIP RENEWAL INVOICE

2010 - 2011

michigan municipal league

**Swartz Creek**

ID: 481

Date: 12/01/2010

Membership Period: 02/01/2011 - 01/31/2012

	2010 - 2011
* MML Dues	2,574
** Legal Defense Fund	257
	<u>2,831</u>
	\$2,831

**Total Due by February 01, 2011:  
\$2,831**

**Please sign, date and return one invoice copy with your payment.**

Make checks payable to the Michigan Municipal League and mail to the address below. Thank you.

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

\_\_\_\_\_  
(Date)

- \* MML dues include annual subscriptions to *The Review* for your officials at \$12.00 per subscription, which is 50% of the regular subscription rate.
- \*\* The Legal Defense Fund is an optional charge. The purpose of the Fund is to provide specialized legal assistance to member municipalities in cases that have significant statewide impact.

In an effort to support our member communities in the current economic environment, the League has discontinued the Environmental Affairs Assessment (EAA) beginning with the League's 2010/11 fiscal year.



michigan municipal league

MICHIGAN MUNICIPAL LEAGUE  
MEMBERSHIP RENEWAL INVOICE

2009 - 2010

**Swartz Creek**

ID: 481

Date: 12/01/2009

Membership Period: 02/01/2010 - 01/31/2011

2009 - 2010

* MML Dues	2,574
** Environmental Assessment	309
*** Legal Defense Fund	257
	<hr/>
	\$3,140

<p><b>Total Due by February 01, 2010:</b> <b>\$3,140</b></p>
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**Please sign, date and return one invoice copy with your payment.**

Make checks payable to the Michigan Municipal League and mail to the address below. Thank you.

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

\_\_\_\_\_  
(Date)

\* MML dues include annual subscriptions to *The Review* for your officials at \$12.00 per subscription, which is 50% of the regular subscription rate.

\*\* The purpose of the EAA is to fund the Environmental Affairs Service (EAS) and its advocacy for the municipal point of view on environmental, public works and infrastructure issues at the state and federal levels. The EAS Limited one-on-one assistance to MML members concerning environmental protection mandates, transportation and public works activities is also available.

\*\*\* The Legal Defense Fund is an optional charge. The purpose of the Fund is to provide specialized legal assistance to member municipalities in cases that have significant statewide impact.

201012230086328  
12/23/2010  
P:1  
\$9.00

Rosalyn Bogardus  
Genesee County Register of Deeds

### QUIT CLAIM DEED

Jill McKenzie, acting in her official capacity as the Genesee County Treasurer, whose address is  
1101 Beach Street, Room 144, Flint, MI 48502

QUIT CLAIMS to **CITY OF SWARTZ CREEK**  
**8083 CIVIC DR.**  
**SWARTZ CREEK MI 48473**

the following lands situated in the **CITY** of **SWARTZ CREEK**,  
County of Genesee, and State of Michigan, to wit:

**PART OF LOTS 1 AND 2 BEG AT NE COR OF LOT 1 TH S 79.20 FT TH SWLY ALONG SLY  
LOT LINES OF LTS 1 AND 2 183.17 FT TH NLY 188.50 FT TH E 200 FT TO PLACE OF BEG  
CUMMINGS BERLIN ACRES**

Further identified as permanent parcel ID number(s): **58-36-576-001**  
And commonly known as: **07026 MILLER RD**

**SWARTZ CREEK MI 48473-1527**

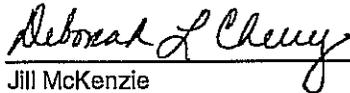
For the sum of: **\$0.00** DOLLARS AND NO OTHER CONSIDERATION.

This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan right to farm act.

This conveyance is made pursuant to Public Act 123 (as amended), Section 78m.

This instrument is exempt from Michigan Real Estate transfer taxes pursuant to MCL 207.505(h)(i)  
This instrument is exempt from Michigan Real Estate transfer taxes pursuant to MCL 207.526(h)(i)

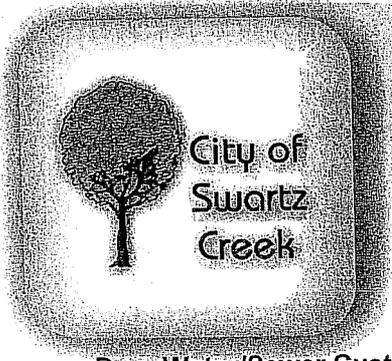
Dated this: **DECEMBER 22, 2010**



Jill McKenzie  
Genesee County Treasurer

Drafted By: Jill McKenzie  
Genesee County Treasurer  
1101 Beach St.  
Flint, MI 48502

For County Treasurer's certification for electronic instrument transfer, see instrument 201011230078715



**City Offices**  
 M-F 8am-4:30pm  
 810.635.4464  
 810.635.2887 fax

**Police Department**  
 Emergency 911  
 M-F 8am-5pm  
 810.635.4401  
 810.635.3728 fax

**Public Services Department**  
 M-F 8am-4:30pm  
 810.635.4464

7-December-2010

Dear Water/Sewer Customer,

The City Council and Administrative Staff struggle continually with providing efficient low cost services to the residents, businesses and visitors to our community. We evaluate and re-evaluate our operation to assure that we always meet this objective. In a depressed economy with plummeting revenues and soaring operational costs, the task can be monumental.

The City of Swartz Creek depends on higher levels of government, private business enterprises, and to some degree, the state of the economy, for commodity purchases. We have little or no control over increases stipulated to us or commodity costs passed along to us. Such is the case with the water as well as the sanitary sewer treatment and capacity we purchase. All of the bulk water we purchase is piped underground to us, originating in The City of Detroit. When it arrives in Genesee County, the City of Flint, followed by Genesee County Water & Waste Systems' mark it up before selling it to us. What we always do is review these increases to determine if we can absorb them by adjusting our systems' operation, repair, maintenance and capital improvements.

In February 2010, we initiated a new billing protocol. Previous to this, there was a minimum use of water per meter size, being 5/8" residential and the various commercial sizes. Sanitary sewer was a flat rate per "unit", a unit being a single residential use or equivalency. This methodology was deemed unfair by industry standards across the state as it promoted the payment by low end consumers for water they did not use. In addition to this, the Genesee County Division of Water & Waste System's changed their sanitary sewer billing from a flat rate to a capacity rate, meaning they billed the City for sewer based on water used. The new rate structure implemented a year ago consists of a base connection charge to the system (ready to serve charge) for both water and sewer with a commodity use charge based on metered consumption.

It is with regret that the City must pass along yet another water rate increase. This specific increase arrived to us in July. The collection is scheduled to begin with the February 2011 billing. As a note, there is another significant increase expected to take place in July 2011. As is the case now, the City will not be able to sustain this one, when it occurs. On the long term, the Genesee County Division of Water and Waste services is planning the construction of a new independent water system and treatment facility to Lake Huron. The estimated construction cost is \$600 million with a debt service around \$1 billion. We cannot predict the effect this will have on rates.

In the calculation of a rate structure, the City made some changes to its existing rate model. The changes were initiated to distribute increases in an equitable manner. The rates effective in the February billing are as follows:

**Water System Rates and Charges (Effective February 2011)**

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

**Rates for Quarterly Billing: Readiness to serve charge**

5/8", 3/4", 1"	\$47.45	→ Residential Meters = 5/8" Meter
1.5"	\$200.70	
2"	\$321.12	→ Commercial Size Meters
3"	\$602.10	
6"	\$2,007.00	

**Commodity charges (per 100 cubic feet of water consumed):**

\$3.09  
75

8083 Civic Drive Swartz Creek, Michigan 48473-1377



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

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

(C) There shall be a Ten Dollar (\$10.00) charge for shutting off the water service pursuant to such request and a Ten Dollar (\$10.00) charge for turning the water service back on, if the shut off or turn on is performed during normal business hours. If this shut off or turn on is performed outside of normal business hours, the charge shall be One-Hundred Dollars (\$100.00). The City Manager may waive shut off and turn on fees for reasonable cause.

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

**Previous rates are as follows: Water System Rates and Charges (Effective February 2010)**

Rates for Quarterly Billings

Readiness to serve charge (per metered account):	\$35.83
Commodity charges (per 100 cubic feet of water consumed):	\$ 3.54

**Sanitary Sewer Rates (Effective February 2011)- Per Sewer Unit**

<u>Rates for Quarterly Billings</u>	<u>New Rates 2011</u>	<u>Old Rates 2010</u>
Readiness to serve charge (per metered account):	\$ 48.70	\$ 33.64
Readiness to serve charge (non-metered accounts):	\$ 119.58	\$ 109.34
Commodity charge (per 100 cubic feet of water consumed):	\$ 1.57	\$ 2.35

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

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

The City Staff is always available to work with residents and customers on utility bills. We encourage customers to voluntarily pay any portion deemed appropriate on a monthly basis.

**Commercial users should contact the City Offices or refer to a utility bill for their REU assignment.**

If you have additional questions, please do not hesitate to call the City Offices at (810)-635-4464.

Thank you,

Mayor **RICHARD ABRAMS**  
City Manager **PAUL BUECHE**

-  City Offices Closed-Holiday
- \* City Council Meeting—7pm– 2<sup>nd</sup> & 4<sup>th</sup> Monday
- # Planning Commission Meeting—7pm—1<sup>st</sup> Tuesday
- # Park & Recreation—6pm—1<sup>st</sup> Wednesday Quarterly
- ★ Hometown Days

-  Movie Night
-  Concerts
-  Recycling

# City of Swartz Creek 2011

Office Hours are Monday through Friday—8:00am to 4:30pm (See calendar for holiday closures)

JANUARY							FEBRUARY							MARCH							APRIL											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
						1			1	2	3	4	5			1	2	3	4	5						1	2					
2	3	4	5	6	7	8	6		8	9	10	11	12	6		8	9	10	11	12	3		4	5	6	7	8	9				
9		11	12	13	14	15	13	*	15	16	17	18	19	13	*	15	16	17	18	19	10	*	12	13	14	15	16					
16		17	18	19	20	21	22	20		21	22	23	24	25	26	20		21	22	23	24	25	26	17		18	19	20	21		22	23
23		25	26	27	28	29	27	*						27	*	29	30	31			24	*	26	27	28	29	30					
30	31																															

MAY							JUNE							JULY							AUGUST								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
										1	★	★	★						1	2									
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8	*	10	11	12	13	14	12		14	15	16	17	18	10		13	14	15	16	7			10	11	12	13			
15		16	17	18	19	20	21	19	20		22	23		25	17	18		20	21		23	14	15	16	17	18		20	
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29		30	31											31							28	29	30	31					

May 30<sup>th</sup> – Garbage Holiday- pick up on May 31<sup>st</sup>

July 4<sup>th</sup> – Garbage Holiday- pick up on July 5<sup>th</sup>

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
				1	2	3						1			1	2	3	4	5					1	2	3						
4		5		6	7	8	9	10	2		3	4	5	6	7	8	6	7	8	9	10	11	12	4	*	6	7	8	9	10		
11	*	13	14	15	16	17	9	*	11	12	13	14	15	13		15	16	17	18	19	11		13	14	15	16	17					
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25	*	27	28	29	30		23	*	25	26	27	28	29	27		29	30				25		26	27	28	29		30	31			
							30	31																								

Sept 5<sup>th</sup> – Garbage Holiday- pick up on Sept 6<sup>th</sup>

PLEASE REMEMBER to Remove Snow From Sidewalks, Hydrants, & Meter Reading Devices

TRASH COLLECTION EVERY MONDAY STARTING AT 7AM  
(UNLESS IT IS THE CONTRACTOR'S HOLIDAY)

**BRUSH CHIPPING WILL BE DONE BY THE CITY APRIL THROUGH OCTOBER ON THE SAME WEEK AS RECYCLING.**

# CITY OF SWARTZ CREEK

Phone: (810) 635-4464 Fax: (810) 635-2887

Visit our web site at [www.cityofswartzcreek.org](http://www.cityofswartzcreek.org)

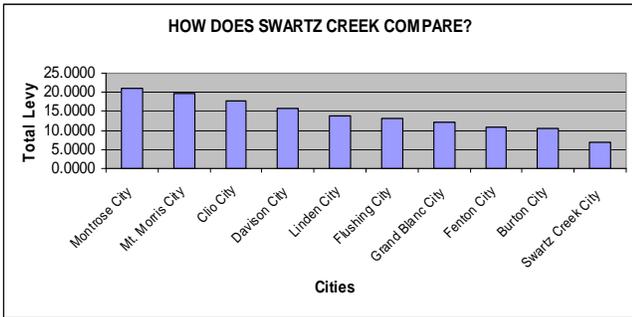
TAXES

TAXES

Summer Taxes are mailed out July 1<sup>st</sup> and due without penalty by August 31<sup>st</sup>  
Winter Taxes are mailed out December 1<sup>st</sup> and due without penalty by February 14<sup>th</sup>  
 Payments due in office or drop box by 4:30 pm on due date — Postmark NOT Accepted

Check or money order payments can be made using the Drop Box located behind City Hall

## MY TAXES ARE TOO HIGH!



Keep All Sidewalks, Meter Reading Devices, and Hydrants Clear of Snow and Debris

**Dog Licenses**

Available for purchase at City Offices from  
December 1<sup>st</sup> through February 28<sup>th</sup>

Republic Waste (888) 872-7455  
 Brush Chipping runs April 20<sup>th</sup> - October  
 (depending on weather conditions)  
 Same schedule as recycling

**YARD WASTE PICKUP ON NORMAL TRASH DAY**  
 STARTING IN APRIL— NOVEMBER  
REMEMBER NO PLASTIC BAGS CAN BE USED

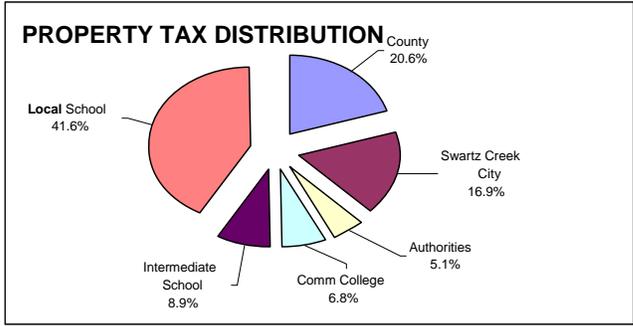
**Police Programs:**  
 Camp 911-June \_\_ - \_\_ (Grades 3-6)  
 Health Weekend Starts August \_\_ with:  
 Walk A Thon/Bike A Thon/ Bike Rodeo and  
 The Assenmacher 100  
 (Dates Pending)

**Farmer's Market**  
 Tentative at this Time

**Art Fair**

August 27, 2011 - Elms Park, Elms Road

## WHERE DO MY TAXES GO?



**Water/Sewer Bills**

WATER/SEWER BILLS ARE SENT OUT QUARTERLY  
FEBRUARY--MAY--AUGUST-- NOVEMBER  
PAYMENTS DUE IN OFFICE OR DROP BOX  
BY 4:30PM ON THE DUE DATE  
Monthly Payments Accepted  
 (Payment Arrangements Available Upon Request)  
 After Hours Water/Sewer Emergencies Dial 911

**2011 Summer Concerts**  
 Begins 3<sup>rd</sup> Tuesday in June for 8 Weeks

Summer Concerts are Funded by the  
 Contributing Membership of the  
 Swartz Creek Fine Arts Association, Sponsoring Civic  
 Organization, Chase Bank, Sagelink Credit Union, The  
 Flint Journal and Private Memorials.  
 Free Weekly and Grand Prize Raffles.

**Family Movie Night**  
 Starts at dusk  
 Fred & Phyllis Pajtas Amphitheater  
 Civic Drive behind Fire Station  
 Sponsored by the Swartz Creek DDA

Beginning June 10, 2011  
 Every Other Friday

*Movie Titles May be Subject to Change.  
 In Case of Bad Weather the Movie May be Cancelled.  
 Concession Wagon on Site for Your Convenience.*

# PAST DUE NOTICE

CITY OF SWARTZ CREEK  
8083 CIVIC DRIVE  
SWARTZ CREEK, MI 48473  
(810) 635-4464



As we have discussed, delinquent water & sewer has become a big problem. This is a sample letter that we just sent about 150-200 out. We continue to work closely with any one who desires help.

Service Address: \_\_\_\_\_  
Location ID: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Parcel #: \_\_\_\_\_  
Cycle: CC1

Amount Due 638.53

Due Date: 01/14/2011

*Just a reminder to let you know that we have not received your payment for water/sewer service. If a payment has been recently made, please disregard this message. If you need to make payment arrangements to avoid service turn-off, please call the billing office immediately. If no contact is made with our office, your service will be disrupted. If your service is disrupted, a \$15.00 turn off and \$15.00 turn-on fee will be added to your balance due. The total amount must be paid before the service is reinstated.*

**Next Water/Sewer Billing: February 1, 2011**

\*\*\*PLEASE RETURN THIS PORTION WITH PAYMENT\*\*\*



Service Address: \_\_\_\_\_  
Location ID: \_\_\_\_\_  
Account #: \_\_\_\_\_  
Parcel #: \_\_\_\_\_  
Cycle: CC1

Amount Due: \$638.53

Due Date: 01/14/2011



# Adam Zettel

Assistant City Manager/Zoning Administrator  
[azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org)

---

Date: January 7, 2011

**Sarena Fritch**  
**EECBG Grant Administrator**  
**Bureau of Energy Systems**  
**Dept of Energy, Labor, & Economic Growth**  
**611 West Ottawa Street**  
**PO Box 30221**  
**Lansing MI 48909-7721**

**Subject: Swartz Creek EECBG-MP-112**

Dear Ms. Fritch,

As you are aware, the City of Swartz Creek has completed one phase of what is becoming a two phase EECBG project. To date, the City has expended \$40,027.12 in funds toward the approved project, \$36,934 is sought for grant reimbursement and \$3,093.12 are in-kind contributions. This leaves a total of \$13,927 of unencumbered grant dollars and \$11,723.88 of unspent in-kind contributions.

**The City of Swartz Creek desires to create a new scope of work to spend the remaining grant funds and to seek a budget amendment to reduce the original in-kind services to \$9,206.24** (accounting for the \$3,093.12 incurred to date and a further reduction of \$5,610.76), leaving \$6,113.11 of unspent in-kind services or cash contributions in order to match the total project expenditures and receive reimbursement for all work completed.

The reason for this is to reflect cost savings incurred by administering most the grant with staff time as opposed the proposed professional service costs, as well as reductions in the estimated amount of inspection time required. Please take this under consideration and notify us of your decision. If you have any questions or comments, please do not hesitate to contact me at the City Offices.

Sincerely,

Adam H. Zettel, AICP  
Assistant City Manager  
City of Swartz Creek  
[azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org)

---

8083 Civic Drive  
Swartz Creek Michigan 48473  
Phone: (810)-635-4464 Fax: (810)-635-2887

[www.cityofswartzcreek.org](http://www.cityofswartzcreek.org)

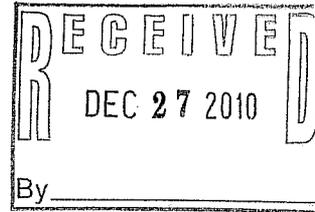
<ftp://cityofswartzcreek.org>



36250 Vandyke  
Sterling Heights, MI 48312

December 21, 2010

Paul Bueche, City Manager  
City of Swartz Creek  
8083 Civic Dr.  
Swartz Creek, MI 48473



Dear Mr. Bueche:

Comcast is continuing to make enhancements to our cable network and will be providing customers with additional digital channels and choices in digital equipment. We are notifying our customers who have subscribed to our standard basic package that as of February 1, 2010, this package will receive additional digital channels and be renamed the Digital Starter package at no additional cost.

The Digital Starter package includes a digital receiver (cable box) and remote or CableCARD for the primary TV. In addition, the Digital Starter package includes additional programming like *Style*, *CSPAN3*, *Sprout*, *Hallmark Movie channel*, *History International*, *Biography* and *Bloomberg TV*. More details on the Digital Starter package are available online at [www.comcast.com/channellineup](http://www.comcast.com/channellineup).

No action is required of our customers at this time. However, letters are being sent to inform customers of options they have in selecting digital equipment. Each Digital Starter customer gets up to 3 pieces of free digital equipment: one with the package and up to two additional digital adapters with our digital network enhancement initiative. For all additional outlets, a Digital Starter customer can now choose between a fully function 2-way digital receiver (cable box) at \$7.95 a month, or a one-way digital adapter at \$1.99 a month.

Digital adapter equipment, known as DTAs, are small one-way devices that will allow customers to not only continue viewing the channels they subscribed to prior to our digital network enhancement, but also to view the additional channels made possible by the change to the Digital Starter package. Because the DTA is one-way, customers will not be able to access OnDemand programming or the interactive guide.

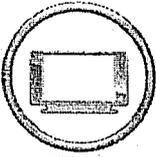
Attached are the customer notifications that have been customized to address the channel additions, package name change and digital equipment options.

Please don't hesitate to contact me at 586-883-7075 or at [Gerald\\_Smith@cable.comcast.com](mailto:Gerald_Smith@cable.comcast.com) with any questions you might have.

Sincerely,

Gerald W. Smith  
Senior Government Affairs Manager  
Comcast, Michigan Region

Encls



## IMPORTANT INFORMATION ABOUT YOUR VIDEO SERVICE!

[Customer Name]  
[123 Street Name]  
[City, State 12345]

For service at address:  
[123 Street Name]  
[City, State 12345]

December 14, 2010

Dear Valued Customer:

We have a great change coming that will give you more channels at no extra cost with your current video subscription. Our records indicate that you currently subscribe to the Standard Basic package and have Comcast equipment on one or more of your TVs. **Effective February 1, 2011, this video package will no longer be available and you will begin to receive our Digital Starter package.**

The monthly price for the Digital Starter package is the same price you currently pay for the Standard Basic package and includes a digital receiver and remote or CableCARD for the primary TV. In addition, you'll begin to receive new channels including favorites like:



CSPAN3



Bloomberg  
TELEVISION

If you would like to view all of the programming available on this or other Comcast video packages, please visit us online at [www.comcast.com/michigan](http://www.comcast.com/michigan).

According to our records, your account has digital equipment for at least two TVs. Comcast's monthly Digital Additional Outlet Service Charge of \$7.95 is applicable to Digital Starter customers who have a digital receiver or CableCARD on an additional TV set. This charge will become effective to your account as of February 1, 2011, **however, as a thank you for being a loyal Comcast customer, this charge will be discounted to \$4.20 through March 31, 2011.** Any digital receivers or CableCARDS added to your account after February 1, 2011, you will be charged the standard monthly cost for this service. If you do not wish to keep your digital receiver or CableCARD on one or more of your additional TVs, you may exchange them for a digital adapter. The digital adapter will enable you to view Digital Starter programming, but it does not have all of the two-way features of a digital receiver, such as the on-screen program guide and On Demand. If you do not already have digital adapters on additional TVs, you can receive up to two digital adapters at no additional monthly service cost. Additional adapters beyond the first two are available at the monthly price of \$1.99 each.

If you have any questions or would like to make changes to your service, please contact us at 1-800-COMCAST (1-800-266-2278) – our Customer Account Executives are available 24 hours a day, 7 days a week. Or, you can visit [www.comcast.com/paymentcenter](http://www.comcast.com/paymentcenter) for a service center location closest to you.

Thank you for choosing Comcast, and we hope you will continue to enjoy the quality programming that we offer.

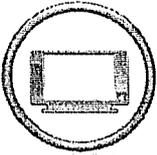
Sincerely,  
Comcast

Office:  
[comcast.com/paymentcenter](http://comcast.com/paymentcenter)

Call:  
**1-800-COMCAST (1-800-266-2278)**

Service not available in all areas. Limited to residential customers. QAM tuner TVs will continue to receive Limited Basic Service channels without a digital device. Digital receiver required to receive On Demand, the Interactive Program Guide, music channels and pay-per-view. HD channels require HD-capable equipment. A subscription to the HD Technology Fee is required to receive HD channels above the Limited Basic Service level. Pricing subject to change. Applicable equipment, installation, taxes and franchise fees extra. ©2010 Comcast. All rights reserved.

**Comcast.**  
82



## IMPORTANT INFORMATION ABOUT YOUR VIDEO SERVICE!

[Customer Name]  
[123 Street Name]  
[City, State 12345]

For service at address:  
[123 Street Name]  
[City, State 12345]

December 14, 2010

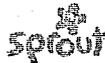
Dear Valued Customer:

We have a great change coming that will give you more channels at no extra cost with your current video subscription. Our records indicate that you currently subscribe to the Standard Basic package and have Comcast equipment on one or more of your TVs. **Effective February 1, 2011, this package will no longer be available and you will begin to receive our Digital Starter package.**

The monthly price for the Digital Starter package is the same price you currently pay for the Standard Basic package and includes a digital receiver and remote or CableCARD for the primary TV. In addition, you'll begin to receive new channels including favorites like:



C-SPAN3



Bloomberg  
TELEVISION

If you would like to view all of the programming within the Digital Starter package or other Comcast video packages, please visit us online at [www.comcast.com/michigan](http://www.comcast.com/michigan).

If you have additional TVs with digital equipment, those TVs will also receive the new channels referenced above. If you do not already have digital adapters on your additional TVs, you can receive up to two digital adapters at no additional monthly service cost. Additional adapters beyond the first two are available at the monthly price of \$1.99 each. The digital adapter will provide access to Digital Starter programming, but will not provide access to two-way services such as the on-screen program guide and On Demand. Additional digital receivers start at the monthly price of \$7.95 each.

**While no action is required of you, if you have questions or would like to make changes to your service, please contact us at 1-800-COMCAST (1-800-266-2278) – our Customer Account Executives are available 24 hours a day, 7 days a week. Or, you can visit [www.comcast.com/paymentcenter](http://www.comcast.com/paymentcenter) for a service center location closest to you.**

Thank you for choosing Comcast, and we hope you will continue to enjoy the quality programming that we offer.

Sincerely,  
Comcast

Click:

[comcast.com/paymentcenter](http://comcast.com/paymentcenter)

Call:

**1-800-COMCAST (1-800-266-2278)**

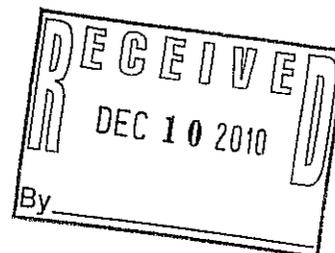
Service not available in all areas. Limited to residential customers. QAM tuner TVs will continue to receive Limited Basic Service channels without a digital device. Digital receiver required to receive On Demand, the Interactive Program Guide, music channels and pay-per-view. HD channels require HD-capable equipment. A subscription to the HD Technology Fee is required to receive HD channels above the Limited Basic Service level. Pricing subject to change. Applicable equipment, installation, taxes and franchise fees extra. ©2010 Comcast. All rights reserved.

**Comcast.**  
83



December 6, 2010

Paul Bueche, City Manager  
City of Swartz Creek  
8083 Civic Dr.  
Swartz Creek, MI 48473



Dear Mr. Bueche:

As part of Comcast's commitment to keep you informed about important developments that affect our customers in your community, I am writing to notify you that we are again adding HD channels in your community and to report on an additional matter.

Effective November 23, 2010: ESPNU HD ch 708 was added to Digital Preferred and the Sports Entertainment Tier. FSN Plus HD ch 707 was added to Digital Starter. HD-capable equipment is required to view these channels.

Effective December 14, 2010: Cultures channel 619 will no longer be available and Venemovies West will be added to Nuevo Selecto channel 619.

Effective February 8, 2011: truTV will move from Standard Basic ch 36 and 171 to Digital Preferred. FSN Plus ch 901 will move from Limited Basic to Standard Basic. CTV2 Programming will no longer be available on ch 901.

Also, pursuant to P.A. 480 of 2006, Section 9 (4), Comcast Cable's local operating entity hereby reports that Comcast does not deny access to services to any group of potential residential subscribers because of the race or income of the residents in the local area. A similar report has been filed with the Michigan Public Service Commission.

Please direct any customer calls about Comcast products, services and prices to 1-888-COMCAST. Our Customer Account Executives are available 24 hours a day, 7 days a week. As always, feel free to contact me directly at 586-883-7075 with any questions you may have.

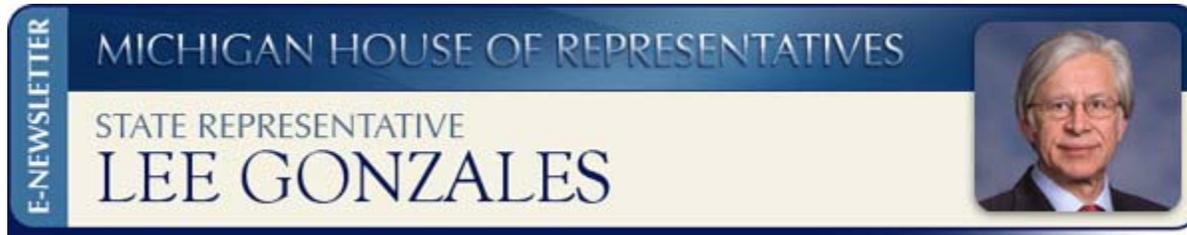
Sincerely,

Gerald W. Smith  
Government Affairs Manager  
Comcast, Michigan Region  
36250 Van Dyke Ave.  
Sterling Heights, MI 48312

## Paul Bueche

---

**From:** Representative Lee Gonzales [leegonzales@mihouse reps.com]  
**Sent:** Thursday, December 16, 2010 4:46 PM  
**To:** Paul Bueche  
**Subject:** Final Capitol Update!



Dear friend,

Welcome to my last e-newsletter of the year and my final one as your State Representative for the 49th House District. I want to thank all of my constituents for their support over the years and for trusting me to represent you in Lansing. I thank you all for your engagement and ideas on a myriad of issues. As Marcel Proust once wrote, "The real voyage of discovery consists not in seeking new lands, but in seeing with new eyes."

During my three terms as State Representative I have introduced many bills. Of those that became law, I am most proud of my role in sponsoring the following:

2010

- [Texting Ban](#) – While there are many types of driver distractions, using cell phones while driving has become an accepted part of our culture, despite studies showing that car drivers who text are eight times more likely to cause an accident and truck drivers are 23 times more likely. Driving while "intoxicated" is both a state and national epidemic. In 2010, Michigan joined 27 other states, the District of Columbia and Guam in outlawing the dangerous, often tragic, behavior of texting while driving.
- [Human Trafficking](#) – This legislation will crack down on human trafficking, a horrific crime that victimizes thousands of people from around the world every year and is a growing problem in Michigan and across the country. In addition to strengthening existing laws, the plan will add human trafficking to the list of offenses that qualify for prosecution under Michigan's racketeering statute so prosecutors can go after the individuals involved as well as those who support them and fund their activities. It will also allow any assets and property used in human trafficking to be seized and will provide restitution for victims.

2009

- [Smoking Ban](#) – As the sponsor of this bill, I am proud to have played a part in this long-sought-after health policy for clean air. The passage of this legislation did not happen easily, as it took years of tireless advocacy and persistence even before my tenure in the House of Representatives began. In 2009, the Legislature finally passed a law making Michigan the 38th state to require smoke-free workplaces.

2008

- [Advanced Battery Tax Credit](#) – I am proud to have spearheaded legislation to create the nation's first advanced battery tax credit for companies that research, develop and manufacture advanced batteries. This law has been a defining moment for Michigan, bringing in over \$6 billion of investment to Michigan and securing the production of the Chevy Volt engine in Flint. Michigan has become a leader among states in the advanced battery field, creating new economic activity and thousands of jobs. Michigan's commitment to advanced battery technology was also a key factor in Michigan receiving more than \$1.35 billion in grants from the U.S. Department of Energy.
- [Small Purchase Threshold](#) – This law changed Michigan's Revised School Code to streamline the bidding process for school food administrators so they can purchase more fresh and local foods by making the small purchase threshold (SPT) for food procurement consistent with federal levels. This adds more fresh fruits and vegetables to our children's meals at school and expands market opportunities for Michigan farmers while keeping more dollars within our state.

Other projects I am proud to have worked on include the land transfer for the Michigan School for the Deaf and the Swedish Biogas project, both in Flint.

[Michigan School for the Deaf \(MSD\)](#) – This recently passed legislation allows for the sale of the Flint campus to a developer who will construct and lease back to the state a new school building and make other major improvements. The sale is a fiscally responsible solution to fixing the outdated campus, bringing state-of-the-art instructional technology and facilities designed to meet the unique needs of MSD's students and staff. This arrangement relieves the state of maintenance and renovation costs. It is a public-private partnership that supports the Flint community by stabilizing a key neighborhood while also preserving and strengthening the educational focus of the historic campus, with Flint Powers Catholic Schools using planned new and renovated facilities there. The \$36 million project is projected to create more than 150 construction jobs.

**Swedish Biogas project** – In collaboration with the City of Flint, Kettering University, and the Michigan Economic Development Corp., alternative energy leader Swedish Biogas International is working on a project that produces alternative energy from waste removed from the city's wastewater treatment plant. This "biogas" produced at the plant will be used to fuel vehicles and generate heat and electricity. Sweden is a recognized global leader in renewable fuels, meeting more than 65 percent of the heating needs of all its buildings with biomass waste. The Flint-Sweden demonstration project laid the groundwork for the creation of a Michigan Center of Energy Excellence, an initiative that links alternative energy companies with universities to conduct research and create new jobs in the alternative fuel development field.

From 2007 to 2010, I was honored to have served as Chair of the Appropriations Subcommittee on Transportation. Funding for Michigan's transportation infrastructure has reached a critical tipping point. In fact, the FY 2010-2011 Michigan Department of Transportation (MDOT) budget, which receives no money from the General Fund, is a staggering 15.3 percent less than last year.

State road funding comes from two primary sources: vehicle registration and license fees, and taxes collected on the sale of fuel. The fuel tax has remained at 19 cents per gallon for the past 13 years, leaving state transportation funding declining as the costs of construction and materials rise and as consumers turn to fuel-efficient vehicles like the Chevy Volt.

This state-generated funding represents only about two-thirds of the total transportation budget. The rest comes from federal dollars, which are contingent on the state meeting certain minimum funding levels. Unfortunately, state funding has declined to such a point that Michigan will lose its ability to match those federal dollars for road, bridge and transit projects. Michigan simply cannot afford to turn down these funds.

There are also economic considerations to take into account. The cornerstone of our economy is the ability to safely and efficiently move people and goods. Letting our roads and infrastructure fall into further disrepair will only hamper our economic recovery. It has become clear that Michigan's transportation funding mechanism is broken; however, I am hopeful that the current bipartisan, business, and labor support will continue to gain momentum in the next year to help overcome Michigan's transportation pitfalls and get our transportation systems back on track.

There is no doubt that funding for our state's roads and infrastructure is urgently needed for our state and that high speed transit and clean energy transportation are critical components to an economic turnaround in Michigan.

The Capitol Pediment, located above the main front entrance to the Capitol building, is titled "The Rise and Progress of Michigan." This should be our credo as we await Michigan's 96th Legislature.

It has been a privilege and honor to serve as your State Representative over the past six years. Thank you for the opportunity to represent the 49th House District.

Sincerely,

 EMAIL REP. GONZALES REP. GONZALES'S WEBSITE

MICHIGAN HOUSE DEMOCRATS

[Click here to unsubscribe.](#)