

**City of Swartz Creek
AGENDA**

**Regular Council Meeting, Monday, January 23, 2023, 7:00 P.M.
Paul D. Bueche Municipal Building, 8083 Civic Drive Swartz Creek, Michigan 48473
THIS WILL BE A HYBRID MEETING, WITH IN PERSON ATTENDANCE BY COUNCIL MEMBERS.**

1. **CALL TO ORDER:**
2. **INVOCATION & PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**
4A. Council Meeting of January 9, 2023 MOTION Pg. 25
5. **APPROVE AGENDA:**
5A. Proposed / Amended Agenda MOTION Pg. 1
6. **REPORTS & COMMUNICATIONS:**
6A. City Manager's Report MOTION Pg. 8
6B. Staff Reports & Meeting Minutes Pg. 31
6C. Economic Development Agreement & Job Description Pg. 39
6D. Mid-Year Budget Adjustments Pg. 49
6E. Fire Department Budget Adjustments Pg. 54
6F. Draft Park Plan LINK
7. **MEETING OPENED TO THE PUBLIC:**
7A. General Public Comments
8. **COUNCIL BUSINESS:**
8A. Economic Development Agreement RESO Pg. 20
8B. Park Plan Approval RESO Pg. 21
8C. Mid-Year Budget Adjustments RESO Pg. 22
8D. Fire Department Budget Adjustments RESO Pg. 22
8E. Appointments RESO Pg. 23
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION Pg. 24

Next Month Calendar

Metro Police Board:	Wednesday, January 25, 2023, 11:00 a.m., Metro HQ
Planning Commission:	Tuesday, February 7, 2023, 7:00 p.m., PDBMB
Downtown Development Authority:	Thursday, February 9, 2023, 6:00 p.m., PDBMB
City Council	Monday, February 13, 2023, 7:00 p.m., PDBMB
Zoning Board of Appeals:	Wednesday, February 15, 2023, 6:00 p.m., PDBMB
Fire Board:	Monday, February 20, 2023, 6:00 p.m., Station #1
Park Board:	Tuesday, February 21, 2023, 5:30 p.m. PDBMB
City Council	Monday, February 27, 2023, 7:00 p.m., PDBMB

City of Swartz Creek Mission Statement

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

City of Swartz Creek Values

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

Honesty, Integrity and Fairness

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

Fiscal Responsibility

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

Public Service

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

Embrace Employee Diversity and Employee Contribution, Development and Safety

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

Expect Excellence

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

Respect the Dignity of Others

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

Promote Protective Thinking and Innovative Suggestions

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

**CITY OF SWARTZ CREEK
VIRTUAL REGULAR CITY COUNCIL MEETING ACCESS INSTRUCTIONS
MONDAY, JANUARY 23, 2023, 7:00 P.M.**

The regular virtual meeting of the City of Swartz Creek city council is scheduled for **January 23, 2023** starting at 7:00 p.m. and will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 and rules promulgated by the Michigan Department of Health and Human Services.

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

Zoom Instructions for Participants

To join the conference by phone:

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

Before a videoconference:

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

To join the videoconference:

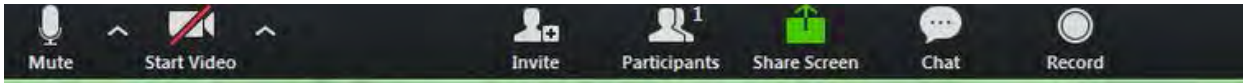
1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

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

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

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

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



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

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

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

Connie Olger is inviting you to a scheduled Zoom meeting.

Topic: Swartz Creek City Council Meeting

Time: January 23, 2023 at 7:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 830 9640 1128

One tap mobile

+13017158592,,83096401128# US (Washington DC)

+13126266799,,83096401128# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 830 9640 1128

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

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

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

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

In order to conduct an effective, open, accessible, and professional meeting, the following protocols shall apply. These protocols are derived from the standard practices of Swartz Creek public meetings, Roberts Rules of Order, the City Council General Operating Procedures, and other public board & commission procedures. These procedures are adopted to govern participation by staff, councilpersons and members of the public in all City meetings held electronically pursuant to PA 228 of 2020. Note that these protocols do not replace or eliminate established procedures or practices. Their purpose is to augment standing expectations so that practices can be adapted to a virtual meeting format.

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

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

5. The notice identified above must also be posted on the City's website homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes the meeting's purpose.
6. The City must also post on the City website an agenda of the meeting at least 2 hours before the meeting begins.
7. Members of the public may offer comment only when the Chair recognizes them and under rules established by the City.
8. Members of the public who participate in a meeting held electronically may be excluded from participation in a closed session that is convened and held in compliance with the Open Meetings Act.

MAINTAINING ORDER

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

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

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

The public body members, participating staff, and recognized staff/consultants/presenters shall be the only participants not muted by default. All other members must request to speak by raising their digital hand on the virtual application or by dialing *9 on their phone, if applicable.

MOTIONS & RESOLUTIONS

All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. A public body member whom reads/moves for a motion may oppose, argue against or vote no on the motion.

PUBLIC ADDRESS OF COUNCIL

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

1. Each person who wishes to address the public body will be first recognized by the Mayor or Chair and requested to state his / her name and address. This applies to staff, petitioners, consultants, and similar participants.
2. Individuals shall seek to be recognized by raising their digital hand as appropriate on the digital application.

3. Petitioners are encouraged to appropriately identify their digital presence so they can be easily recognized during business. If you intend to call in only, please notify the clerk in advance of your phone number.
4. The city clerk shall unmute participants and the members of the public based upon the direction of the mayor or chair. Participants not recognized for this purpose shall be muted by default, including staff, petitioners, and consultants.
5. Individuals shall be allowed five (5) minutes to address the public body, unless special permission is otherwise requested and granted by the Mayor or Chair.
6. There shall be no questioning of speakers by the audience; however, the public body, upon recognition of the Mayor or Chair, may question the speaker.
7. No one shall be allowed to address the public body more than once unless special permission is requested, and granted by the Mayor or Chair.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the public body unless special permission has been requested, and granted by the Mayor or Chair.
9. Those addressing the public body shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor or Chair.
11. Public comments (those not on the agenda as speakers, petitioners, staff, and consultants) are reserved for the two "Public Comment" sections of the agenda and public hearings.

VOTING RECORD OF PUBLIC BODIES

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

City of Swartz Creek
CITY MANAGER'S REPORT
Regular Council Meeting of Monday, January 23, 2023 - 7:00 P.M.

TO: *Honorable Mayor, Mayor, Pro-Tem & Council Members*
FROM: Adam Zettel, City Manager
DATE: January 18, 2023

ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

- ✓ **MICHIGAN TAX TRIBUNAL APPEALS (Update)**
O'Reilly's has officially dropped their appeal. We await the 2023 appeals, which are supposed to be filed by the end of May.

- ✓ **STREETS (See Individual Category)**
 - ✓ **2020-2023 TRAFFIC IMPROVEMENT PROGRAM (TIP) (Update)**
The Morrish Road project is fully open to traffic and substantially complete. This project should be behind us very shortly. I will be inspecting the project with the engineer to see if it is ready to close out. I have some concerns about some apparent reflective cracking. While cracking over joints is not uncommon for rehabilitation projects, I believe there is a substantial amount that may be cause for concern. This is most notable around Fortino and the storage units on Morrish.

We have an agreement with the MDOT for the Miller Road buyout, which might make funds available for 2023. With that said, we are looking to bid in the late winter and need to finalize preliminary engineering. OHM is working on final engineering, and we hope to bid soon.

The federal award for this project has been increased from \$1,054,959 to \$1,249,499. At 90%, our share is up to \$1,124,549 from \$949,463. This money will be much less restricted road money, which should enable us to complete the necessary resurfacing, joint work, curb, and drainage, without needing to focus on other MDOT requirements. Note that cost increases and the continuing need to pay Davis Bacon wages may still dig into local reserves.

If bids are low, funds can be spent to expand the project scope as we see fit. There is no shortage of deferred maintenance on other major streets (south Morrish, concrete portions of Miller, and even parts of east Miller and Elms). Another options is some striping or lane change configurations downtown, should the city wish to explore on-street parking on Miller from Morrish to Hayes.

With that said, OHM has modeled an option for this segment with on street parking. I included their letter in a previous report, which includes a practical narrative, layout, and much technical data. In short, we can accommodate the parking, but it is not as extensive as most would like. As previously noted, it will certainly have the mixed impact of slowing traffic, as well as the obvious increase to parking spaces, an increased buffer for sidewalk uses. The study was in the November 14, 2022 council

packet. We will need to decide if we wish to pursue this prior to having the roadwork commence.

The DDA discussed this matter at their meeting on November and December meetings. There was support and opposition, with no recommendation.

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

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

All street work for 2022 is substantially complete. Road paint has been completed on Bristol, Seymour, and Hill. However, there are still some missing stop bars and specialty markings (approved at the September 12 meeting). Note that Seymour now has a double yellow line centered on the street, with edge lines included to provide for shoulders on both sides. The lane width is at 10.5'. This should result in traffic calming and provide a safer space for bikers.

OHM is preparing preliminary engineering for the remainder of Winchester Village and Winchester Woods. This is a very large scope of work. As observed with the recent streets in the Village, the water main that is in place is 70-year-old cast iron, with failing joints. As such, it is imperative to replace water main for those streets that have original pipe (note that this excludes Don Sherk, which has ~20 year old water main, with a corresponding top coat of asphalt).

In order to tackle such a large scope of water main, we intent to bond with the USDA for another phase. This means that the water main work must be completed in two construction seasons. The removal of the street and existing main further necessitates that the streets be completed in the same timeline. As such, a street bond is prudent.

We are currently finalizing the USDA borrowing process and should be ready to bid the water main and streets this winter. The USDA and street bond processes will be conducted concurrently, but they are separate and distinct. Because of the importance and complexity. I am adding a new section to the packet to cover the borrow process specifically.

✓ **BRIDGE WORK** *(No Change of Status)*

This project has been pushed back to spring of 2023. The previous report follows.

We are cooperatively bidding work for the Elms Road bridge with the Genesee County Road Commission. The work required consists of an epoxy overlay on the Elms Road bridge. This work was called for during the last bridge inspection. The proposal from the GCRC indicates that the total cost is expected to be \$25,000. Because this is being bid with sixteen other county bridges, we expect the cost to be lower.

The county indicates that traffic will be maintained and no detours will be required.

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

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

We are working with the contractor to map all lining projects done to date, as well as recent cleaning and televising. Once complete, we will use this information to compare to our 20-year lining program and make recommendations for 2023 lining work. We will also be putting together a more formal five-year city-wide cleaning program, based upon this information. I hope to have this in front of the council in January.

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

We are preparing for bidding, which requires a number of administrative tasks for staff, the city attorney, and our consultants. In addition, we are also pursuing a plastic pipe option. We are meeting with the county soon to ascertain what is required. This could be a big change from previous norms. The previous report follows.

Plastic (PVC) pipe is now being more widely used across the nation, including Genesee County. Obvious benefits include a long life, reduced cost, quick delivery, and easy installation. The downside is that it is new, it is not traceable with metal detectors, and it is more complicated to tap into after installation. The biggest downside is that the county makes this difficult to use in communities that pass water along to other wholesale communities because they have not yet approved it (the EPA and EGLE have).

As such, there are additional complications and costs to engineer a system for the PVC that utilizes check valves to keep PVC contacted water out of our recipient communities (Gaines Township and Clayton Township).

Despite these difficulties, which we chose not to face with Phase I, we may now need to consider plastic. The cost is about half of ductile at this point and can be readily delivered, whereas ductile may be a one year order. Therefore, I have requested to have OHM work on a PVC option for our bid package, in conjunction with Genesee County.

Concerning the loan, we are looking at about \$270,000 in annual loan installments to pay for phase II. No grant funds were included this round.

See the new borrowing section below. In addition to the USDA lending, we considered an application to the Michigan Drinking Water State Revolving Fund. As revealed in late 2022, this program is not competitive for our needs.

This water project, regardless of the funding source, will help us afford the remainder of the Winchester Village Streets:

- Greenleaf
- Winshall
- Durwood
- Norbury
- Whitney
- Seymour (partial section only)

If we can bid in early 2023, then 2023 and 2024 could see the total completion of all Village water main and streets. See the new section in the packet related to the borrowing for the USDA Phase II and road projects.

✓ **WATER SYSTEM MISCELLANEOUS** *(No Change of Status)*

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

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

✓ **COMMERCIAL METERS AND TRANSPONDERS** *(No Change of Status)*

The site license agreement for use of the tower on Elms Road has been executed. We await component delivery for installation. I will keep the council informed on the timeline for product availability, installation, and use. See the report from August 11, 2022 for details on this program.

✓ **STORM WATER MANAGEMENT** *(No Change of Status)*

The city has a template stormwater management practices maintenance agreement. This is the instrument that the state is requiring municipalities to enter into with private land developer in order to ensure their private storm water systems function as designed for perpetuity. We are seeking input on the instrument from EGLE prior to entering into such agreements. An example in which one is needed is the new Brewer Townhome site, which has surface and underground stormwater assets that drain to the public system.

Concerning our routine review, we have submitted a response to EGLE that we believe is reasonable. This should address all aspects of the notice that required a response. Note that the city has funded training, policy development, public education, testing, and reporting. The one item that may continue to be a problem is the construction composition and location of the city's salt barn. See the report from August 11, 2022, for details. We will obviously keep the council informed on the status of the notice of violation and our efforts to improve water quality.

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

The last of the lots acquired prior to the special assessment have been sold. The city also has two more lots that were acquired through the tax reversion process. There is interest by the builder to proceed with acquisition and construction. This would finally clear us of the subdivision and put the association in a better position to build membership and dues for their operations.

Though the city cannot retain funds in addition to expenses for these lots, we are still expected to sell them at market value. Listings in Heritage for vacant units are \$10,000-\$12,000, and none of them are moving. I propose a price of \$10,000 for each lot. If there is no objection, I will bring this back to the council for the first step of the sale process.

✓ **NEWSLETTER (Update)**

The winter newsletter is out. Let me know what you think.

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

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

1. **The Genesee Valley Trail Extension construction is underway and almost done!** We also had a loop installed in Elms Park with left over millings. We may have budget to expand this or add one at Abrams. As of writing the SRTS project appears to be a 2023 project. Concerning the greenbelt, we are proceeding with applying grass anywhere where there is 18" or more of space.
2. The **raceway owner is still considering racing**. I met with the owner on December 15th. He indicates that he has demolitions scheduled for the outbuildings for this spring. He is also going to be more aggressively looking to repurpose the site moving forward. For now, they have a temporary zoning permit to store surplus vehicles for GM. See details below.
3. The **demolition of Mary Crapo is underway. We will keep an eye on safety and debris**. My understanding is that the school has some unmet playing field or recreational needs, and they may be looking to locate some facilities or courts to this site. While the demolition of the school denies the community a contributing historic structure, I do not see a viable and predictable way to reuse the site. A time capsule from about 1928 has been discovered.
4. The **school bond** will exceed \$50 million in district wide improvements that are close to completion. The improvements so far are very impressive, especially what is occurring at the middle and high schools. Most buildings have enhanced access and dropoff lanes, as well as STEM labs.
5. **(Update) Street repair in 2023** is in the pre-bid phase. We expect to complete work on Miller, from Morrish to Seymour (at Speedway).
6. The **Brewer Condo Project** is nearing completion of the first tri-plex. We can affirm that a unit has sold! The project includes 15 townhome condos off Morrish Road in downtown. They are approximately 1,750 square feet, with two car garages and basements. Not everyone is a fan, but we believe it will be a positive addition to the downtown in the long run. The builder is not certain when future phases will continue. There are obvious concerns about supplies, pricing, interest rates, and the value of homes.
7. The next **Springbrook East** phase is under construction. **There appears to be a sale of this project occurring**. Nothing is official yet, but it is likely that there will be a new builder for future phases.
8. The **southwest corner of Elms & Miller** is seeing some increased activity. This is likely due to the consolidation of two more properties at a recent auction, greatly expanding the available footprint.

9. **(Update)** There is a conceptual **site plan in for some vacant land between Heritage Village and Otterburn Park**. Woodside Builders is proposing a number of fourplex condominiums. They are working with our planner.

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

Work on the Genesee Valley Trail Extension is underway again. GM has wired money to cover the added costs of their reconfiguration and mobilization of the contractor. There has been an obvious delay in construction finalization while GM worked with us and the contractor to modify their driveway (at the expense of GM). Concrete work is to be complete this week. Some work will need to wait until spring at this point, especially restoration.

Concerning the greenbelt, we are proceeding with applying grass anywhere there is 18" or more of space. Note that some features will be billed separate from the main contract, but they are required to meet grantor standards (such as the inclusion of benches and signage).

In other news, there is some interest from the community to conduct a ribbon cutting event for this expansion. There is a tentative event planned for May, which will focus on Elms Park, include a trail walk/ride to the Flint Township Veterans Memorial and back, and keynote speakers. It would be good to involve our officials and local businesses in a public event.

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

OHM is preparing all documents for final obligation of funds. This should enable us to bid this winter and complete the project in 2023.

This is a substantial grant for another \$650,000+ for trails and walkways in the community! This will enable installation of paths near the middle school, Elms, and Syring for student safety. These connections will also enhance our trail network. Note that inflation is going to be a big concern with this project, since funds are capped, and the scope of work is fixed. It is highly unlikely that the original budget is going to be adequate.

In a recent turn of events, we have learned that federal funds cannot be used for forestry work during our construction season. As such, we need to remove trees of 6" diameter or larger from the project area. As of writing, we are seeking prices from a couple tree service providers. If they are under our bidding threshold, we will proceed directly. If the work is to exceed \$7,500, we shall bring bids and/or pricing to the council.

✓ **REDEVELOPMENT READY COMMUNITIES** *(Update)*

Our community needs to find specific projects to exercise a crowd funding match for a public place enhancement. This is a big deal and can provide up to \$50,000 towards a downtown project!

The DDA is taking the lead on this. At their November and December meetings, they initiated a search for statue and metal working artists. Their intention is to scale a project in the downtown that includes some sort of arch/gateway into Holland Square that includes dragons. This could include a separate dragon statue or it could be integrated. They are

also going to price some options to further enhance placemaking through the addition of interpretive signage and/or ice skating rink.

A link to this program is [here](#).

Burrito Bros, 8013 Miller, applied for and **RECEIVED** a Development District Liquor License, which the council supported. This process is taking longer than anticipated, but there is progress. As of mid-August, background checks have been completed.

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

The Wade Street property is in the flood plain. J.W. Morgan was looking at it, but they have their hands full elsewhere, and this is a marginal site. I think we should consider looking to sell the property to a neighbor or having a home built ourselves. For the later option, I suspect we will not get our money back in the sale. However, we can take a tax exempt property with annual maintenance costs and put it on the tax rolls. Doing so would provide over \$1,000 a year to our respective local levies & assessments...forever.

✓ **CDBG** *(No Change of Status)*

Applications were submitted for the 2022-2024 cycle which will go towards senior services and new downtown residential neighborhood sidewalks. We signed updated agreements to receive and use these funds on September 2nd. However, though funds will be available in 2023 for the sidewalks, this will not be until late fall. As such, this project is slated for 2024.

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

Crews are now using GIS for applications such as hydrant inspections/winterization. The system now hosts nearly all the underground data that we possess for water, sanitary sewer, and storm sewer. We are working with our sewer restoration company to update the historical data on sanitary sewer.

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

Shatter Chains has installed and begun use of nine baskets! We also met onsite with the disc golf folks and Glaeser Dawes in September. We are arranging the final restoration, which should leave us with a usable parking area, grass restoration, and a disc golf course. The disc golf group (Shattered Chains) will continue to work on establishing their course, launch pads, and baskets. As far as I know, all equipment is available.

I am curious to see if the slopes on the sledding hill will actually work for sledding...

Note that this site is the focus of the city grant writer and our efforts to secure funding at a large scale to construct the pavilion/bathrooms. See the additional section below on the SPARK grant.

✓ **PAVILION COMMITMENT/SPARK GRANT** *(No Change of Status)*

The Spark grant was submitted in December. I hear that up to 500 communities submitted applications. Hopefully, this is not the case. In any event, this was an additional opportunity for us. The grant writer will still be working on other funds in the coming year.

✓ **INGALLS STREET REPORT-SPEEDING** *(No Change of Status)*

OHM has delivered a memo regarding a striping option for Ingalls Street. This is in the November 14, 2022 council packet. Since this memo outlines a traffic calming solution based on new markings, there is nothing we can act on at this time that will result in action due to the lateness of the season.

In short, council could eliminate on street parking on Ingalls, which is little used. This would enable a center double yellow marking and edge lines which could constitute bike lanes. In combination with other pavement markings within lanes, as well as some strategic forestry, we could see some meaningful traffic calming on this corridor.

✓ **ECONOMIC DEVELOPMENT PARTNERSHIP** (*Business Item*)

Mundy Township hired a full time, exempt employee to perform economic development services. The person employed is Samantha Fountain, a former resident, council member, regional chamber employee, and Director of Economic Development for Flint. She will be performing work as noted in the job description attached.

Township Administrator, Chad Young, has reached out to the city to gauge interest in a service sharing agreement. This is something we have been considering for some time, as we have been needing capacity with community and economic development, as well as downtown events and initiatives. In fact, this need is now very pronounced as the DDA seeks to pursue the crowdfunding project with the MEDC RRC program.

At the meeting on January 9th, the concept of sharing this service appeared to be well received. As such, I am including the agreement, Mrs. Fountain's resume, the job description, and a resolution. I also invited Mrs. Fountain to be present, and she is very open to answering questions and presenting her vision.

✓ **CIVIC PARKING LOT SCOPE CHANGE** (*No Change of Status*)

The city council has approved a bid by Ace Saginaw Paving Company to resurface the civic parking lot. In addition, the council has approved a work scope change to double the thickness. We have agreeable prices from the prior USDA unit costs to do some necessary concrete work prior to paving. This includes some areas of broken curbing of the landscape islands, as well as failing sidewalk.

The big problem that we are having is the supply chain disruption to concrete. We are being informed by multiple sources, including our engineers and contractors, that concrete is being rationed to high priority and large-scale projects. It appears that the parking lot will not be completed this year. However, the contractor for the concrete indicates that he will hold his price for a spring installation. We seek the same assurance from Ace.

Note that we intend to remove the elevated concrete sidewalk that is in the middle of the parking lot. This will be replaced with asphalt, at grade, which we will mark for pedestrian use. This should improve accessibility, maintenance, and affordability. The senior center desires this as well, so they can locate ADA spaces to the center.

✓ **FIBER INSTALLATION** (*No Change of Status*)

Approvals are being granted for some of the work areas. Others have conflicts that still exist, and they are being worked out. The previous report follows:

OHM is reviewing the right of way permits for Frontier. Based upon a cursory review by myself, this appears necessary to avoid some conflicts in the right of way with their new 'flower pot' utility boxes. This process will take a few weeks and will cost the petitioner about \$5,000. The previous report follows.

Frontier is planning to expand the fiber communications network to the entire city. In the next 12-24 months, we should see buildout of the primary fiber network, which will enable nearly every commercial and residential user to have access.

In short, the network will follow the existing copper lines. If the lines are buried, the fiber will be bored into the same 'trench'. If they are aerial, the fiber will be wrapped into place on the existing lines. (Copper lines are required to remain in place because they function on their own battery backup system and provide an essential service during power outages).

We do not expect any new utility conflict issues, nor do we expect any of our right of ways to experience unreasonable disturbances or pavement breaks. We also talked at length about the need to clean up the current overhead wires in cases where there is superfluous cable/wire, sagging lines, stub poles, etc. They indicate this is a big part of the investment.

- ✓ **USDA AND ROAD BORROWING** *(No Change of Status)*
The resolutions stating our intention to borrow will be published in The View December 15, 2022. We will look to bid the projects and get a sense of costs and timing. After that, council will need to deliberate a final borrowing strategy.

- ✓ **FIRE EQUIPMENT UPDATE** *(Update)*
Both the City and Clayton Township approved the purchase of the fire equipment as presented at the last meeting. This purchase was authorized in the amount of approximately \$910,000, split equally between the parties. Since both municipalities offered to put 25% down, the price should be reduced by about \$7,000. I will report the final purchase price and estimated delivery date when this is available.

- ✓ **OTHER COMMUNICATIONS & HAPPENINGS** *(See Individual Category)*
 - ✓ **MONTHLY REPORTS** *(Update)*
We have routine departmental reports for review.

- ✓ **BOARDS & COMMISSIONS** *(See Individual Category)*
 - ✓ **PLANNING COMMISSION** *(Update)*
The PC will meet on February 7th for training. In the near future, they will also be reviewing changes to the Downtown Planned Unit Development District in accordance with the most recent master plan. This will involve integrating the downtown design guidelines and build-out plan into the zoning code.

 - ✓ **DOWNTOWN DEVELOPMENT AUTHORITY** *(Update)*
The DDA met on December 8th. They considered the crowdfunding ideas, and they appear to be honing in on a public ice skating rink and public art for Holland Square. They will consider this again after the New Year, with more detailed pricing options.

The DDA also discussed the concept of on street parking again. No decision was made. There was new support for the idea, but there was not a vote at this time. There was not a January meeting, and next regular meeting is scheduled for February 9, 2023.

✓ **ZONING BOARD OF APPEALS (Update)**

The ZBA did not meet in January. ZBA members are expected to attend the February 7th Site Plan Review training that will be held at city hall, along with the Planning Commission. They are also scheduled for Advanced ZBA training on March 14th, which will also be held at city hall.

✓ **PARKS AND RECREATION COMMISSION (Update)**

The Park Board met on January 17th. In addition to the routine reports, they selected officers (Barclay-Chair, R.L. Hicks-Vice Chair, and Olger-Secretary). They also discussed potential improvements or additions to Abrams Park, including reuse of the tennis courts. Lastly, they considered the possibility for general fund raising, including the establishment of an endowment.

At their meeting on December 20th, they approved the park plan for distribution. This plan has been available for public inspection since then and is now ready for final approval. A resolution is included in the packet.

Their next regular meeting will be February 21st.

✓ **BOARD OF REVIEW (Update)**

December Board of Review was December 13 at 3:00. December BOR allows consideration of clerical errors, poverty exemptions and disabled veterans' exemptions. There were no reported irregularities. The next set of meetings will be the March Board of Review.

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

Reminder to all councilmembers to please check your mailbox. If any council/board/commissioners have attended any training, please submit that information so it can be tracked. If any certificates are received, I would like a copy of those for your training file. The city is on the list and will be included in the post-election procedure audit. No date has been set yet by the county.

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

- ❑ DPS took delivery of a new GPS unit. We are in the process of getting it setup. This device will allow us to get accurate GPS locations on all infrastructure assets throughout the city, improving the city's GIS mapping.
- ❑ DPS is now working on maintenance of summer equipment.
- ❑ DPS has requested to reduce the amount of lead and copper samples per sampling period from 40 to 20. We are awaiting their response.
- ❑ DPS has had 6 winter events thus far in the winter season.

✓ **TREASURER UPDATE (Update)**

Payments for utility bills and winter tax bills continue to be received in the office. Calendar year end processes are being concluded and issuance of 1099's and W2's will be done soon. Routine operations include, but are not limited to, processing payments for utility

bills, tax bills, delinquent personal and qualified real taxes, building permits, daily/weekly/monthly journal entries, bank wires, review/approval of accounts payable invoices, issuance of building permits and rental inspection collections, processing payroll, accounting for grants and projects and other financial matters impacting the city.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

✓ **APPOINTMENTS** *(Business Item)*

We have the resignation of Ms. Krystal Lynch from the Park Board. As of writing, the Mayor has not found a replacement. The park board is leaning towards getting a National Honor Society Student on the board.

In addition, Mr. Dennis Cramer's appointment on the Metro Police Authority expires at the end of the month. The selection of Mr. Knickerbocker to the council leaves vacancies on the Fire Board and Zoning Board of Appeals. Mr. Brill is agreeable to filling both such appointments.

✓ **PARK PLAN CONSIDERATION** *(Business Item)*

The park plan was recommended for approval by the park board on December 20th. It has been available for public review since and is now before the city council for consideration for final approval.

✓ **MID-YEAR BUDGET ADJUSTMENT** *(Business Item)*

The mid-year budget adjustments reflect changes in revenue and expenditure projections for fiscal year ending June 30, 2023. During the year council has passed resolutions that change the budgeted amounts relating to specific projects and purchasing needs. This mid-year adjustment gives the administration an opportunity to make changes to the original budgeted amounts based on updated information.

There is a heading for each fund followed by the revenue changes then the expenditure changes. At the end of each fund section is the total for that fund including all accounts, not just those requiring adjustments. Deanna is providing notes for each adjustment that take the form of a brief explanation in the far-right column.

Summarily, there are not any substantial or remarkable changes to any of the funds. The most notable is the increase to the Metro PD budget, concrete work at the public safety building, and the elimination of the CDBG sidewalk program from the current budget to the 2024 budget. Cumulatively, this results in a negative impact to the general fund. The other funds are experiencing much smaller changes.

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

The Fire Department is seeking approval of some budget adjustments from Clayton and the City per the interlocal agreement. Though they are not overbudget, they are adjusting line items by 10% or more in some cases, which requires approval by the municipalities. This is similar to our mid-year adjustments. The chief's note follows.

Good morning,

At last night's [January 16, 2023] meeting, the Fire Board gave approval to request that I be placed on your next agenda to discuss line item transfers

Per the Fire Agreement, Section 12.e –

The SCAFD shall expend funds pursuant to the adopted budget; provided, however, the Board shall have the authority within a single year, without the approval of the city and Township, to amend line item expenditures by an amount not to exceed ten percent (10%) of the amount provided for the subject line item in the final budget as approved by the City and the Township, so long as the total budget is not exceeded. Line item budget amendments exceeding ten percent (10%) singularly or cumulatively in a single fiscal year shall require approval of both the City and Township.

Due to inflated fuel and maintenance costs, as well as firefighter wages, the Fire Department must transfer funds from those with surplus accounts to cover these overages. This will require moving more than 10%. The Fire Department remained under budget for the 2022 budget year and the municipalities will receive funds back in the amount of \$7,967.14 each. This will be paid once the accounts are properly transferred.

Council Questions, Inquiries, Requests, Comments, and Notes

City Boundary: There is a discrepancy in the municipal boundary between what is in our charter and what was filed with the state in 1958. This is reflected as a difference between the boundary we use for all intents and purposes with that of the census map that is utilized by the state. We are making corrections now. This will result in more accurate (increased) population counts, road miles, and GIS information.

Asphalt Pad on Morrish by I-69: An inquiry was made regarding the purpose of this pad and if it could be removed. I am told that it should stay since it provides for drainage accommodations.

Equipment to be Sold: Once the next dump truck is delivered and winter is at an end, the city will be auctioning one pickup, both older dump trucks, one backhoe, and the old bucket truck (not yet replaced).

**City of Swartz Creek
RESOLUTIONS
Regular Council Meeting, Monday, January 23, 2023, 7:00 P.M.**

Motion No. 230123-4A **MINUTES – JANUARY 9, 2023**

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, January 9, 2023, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 230123-5A **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 23, 2023, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 230123-6A **CITY MANAGER’S REPORT**

Motion by Councilmember: _____

I Move the Swartz Creek City Council accept the City Manager’s Report of January 23, 2023 including reports and communications, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 230123-8A **A RESOLUTION TO APPROVE A SHARED SERVICE AGREEMENT WITH MUNDY TOWNSHIP THAT WILL ENABLE THE SERVICE AND COST SHARING OF ECONOMIC DEVELOPMENT SERVICES**

WHEREAS, the City operates a Downtown Development Authority, as well as a budgeted Community Promotions budget department within the general fund; and

WHEREAS, the City aspires to increase the number and scale of community events, to enhance business development & attraction services, and to better promote and brand the communities event, business, and public offerings; and

WHEREAS, the Township of Mundy is similarly situated and has hired a qualified, full time economic development professional to build capacity to meet such needs; and

WHEREAS, the Township of Mundy seeks to partner with the City to benefit both parties through economies of scale and local expertise; and

WHEREAS, Public Act 63 of 2011, introduced the Economic Vitality Incentive Program, requires municipalities receiving over \$4,500 in revenue sharing to engage in numerous activities, including service consolidation; and

WHEREAS, the city and township can benefit from the skill set of a qualified professional economic development professional and/or department.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek hereby approves the agreement for joint services with Mundy Township as included in the January 23, 2023 packet and authorizes and directs the Mayor to execute said agreement on behalf of the City.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 230123-8B

RESOLUTION TO APPROVE THE FIVE YEAR PARK AND RECREATION PLAN

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek seeks to continue, create and adopt a five-year Parks and Recreation Plan in order to provide the best possible services to its residents and visitors, to remain compliant with requirements of the State Department of Natural Resources and Environment, and further, to remain eligible for various grant funds that are, or may become available; and

WHEREAS, the City engaged the services of its Engineering Firm, Rowe Professional Services of Flint Michigan, to work with and assist the City’s Parks and Recreation Advisory Board in drafting a five-year Parks and Recreation Plan, a draft having been completed and available for public review for thirty days; and

WHEREAS, the City advertised and held a public hearing at its regular Council Meeting of December 20, 2023 to obtain public comments and Council discussion on the draft.

NOW, THEREFORE, I Move the City of Swartz Creek hereby adopt the 2023 – 2028 Five Year Parks and Recreation Plan, and further, direct the staff and City Consultant to publish and circulate the plan in accordance with law.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 230123-8C

RESOLUTION TO APPROVE MID-YEAR BUDGET ADJUSTMENTS

Motion by Councilmember: _____

WHEREAS, Act 621 of P.A. 1978 provides for a uniform budgeting system for local units of government; and

WHEREAS, Act 275 of P.A. of 1980 further prohibits deficit spending by local units of government; and

WHEREAS, the City Council has reviewed the City’s 2022 – 2023 Revenue and Expenditure Report through December, and finds that it is not in deficit; however, certain department activity line items may be in deficit; and

WHEREAS, the City Council has received a Budget Amendment Summary and Revenue and Expenditure Reports reflecting proposed changes in budgeted items; and

WHEREAS, new budget amounts necessitate adjustments to the original adopted budget; and

WHEREAS, said supplemental documentation shows the new proposed revenue and expenditures by fund.

THEREFORE BE IT RESOLVED, the Swartz Creek City Council hereby authorizes and directs the city treasurer to make all necessary mid-year budget adjustment amendments to all city funds in accordance with the supplemental documentation (pages to) attached.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 230123-8D

RESOLUTION TO AUTHORIZE BUDGET ADJUSTMENTS FOR THE SWARTZ CREEK AREA FIRE DEPARTMENT

Motion by Councilmember: _____

WHEREAS, the city operates a joint fire department with Clayton Township and such department has a board that functions in accordance with the terms and conditions set in the interlocal agreement as approved pursuant to the Urban Cooperation Act of 1967, MCL 124.501 et al; and

WHEREAS, the department has experienced some budget needs that require adjustment of certain line items by 10% or more; and

WHEREAS, section 12.e of the interlocal agreement requires municipal approval of any such adjustments; and

WHEREAS, the adjustments reflect circumstances consistent with reasonable operational needs and do not result in an overall increase to municipal contributions.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek approves the requested budget amendments as presented in the January 23, 2023 city council packet.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 230123-8E RESOLUTION TO APPROVE COMMISSION APPOINTMENT

Motion by Councilmember: _____

WHEREAS, the laws of the State of Michigan, the Charter and Ordinances of the City of Swartz Creek, interlocal agreements in which the City of Swartz Creek is a member, and previous resolutions of the City Council require and set terms of officers for various appointments to City boards and commissions, as well as appointments to non-city boards and commissions seeking representation by City officials; and

WHEREAS, there exists a vacancy in such a position; and

WHEREAS, said appointment is a Mayoral appointment, subject to affirmation of the City Council.

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

#230123-8C1 **MAYOR APPOINTMENT:** _____
Park Board – Resident
Remainder of Two year term, expiring November 25, 2024

#230123-8C2 **MAYOR APPOINTMENT:** **Kenneth Brill**
Fire Board – Citizen Representative
Remainder of Two year term, expiring November 25, 2024

#230123-8C3 **MAYOR APPOINTMENT:** **Nathan Henry**
Regional Police Authority of Genesee County – Council Rep
Three year term, expiring January 31, 2026

#230123-8C4 **MAYOR APPOINTMENT:** **Kenneth Brill**
Zoning Board of Appeals – Citizen Representative
Remainder of Three year term, expiring June 30, 2023

#230123-8C5 **MAYOR APPOINTMENT:** **Tammy Pareantau**
Zoning Board of Appeals – Citizen Representative

Remainder of Three-year term, expiring June 30, 2025

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 230123-11A

ADJOURN

Motion by Councilmember: _____

I Move the Swartz Creek City Council adjourn the regular council meeting of January 23, 2023.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE 01/09/2023**

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

Invocation and Pledge of Allegiance.

Councilmembers Present: Cramer, Spillane, Gilbert, Hicks, Krueger, Henry.

Councilmembers Absent: Vacant.

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

Others Present: Jim Barclay, Ken & Sandi Brill, Boots Abrams, Dave Plumb, John Knickerbocker, Rob Merinsky, Tom Spillane.

Others Virtually Attended: Lania Rocha, Walt Melen.

APPROVAL OF MINUTES

Resolution No. 230109-01

(Carried)

Motion by Councilmember Henry
Second by Councilmember Cramer

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday December 12, 2022, to be circulated and placed on file.

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

APPROVAL OF AGENDA

Resolution No. 230109-02

(Carried)

Motion by Councilmember Henry
Second by Councilmember Cramer

I Move the Swartz Creek City Council approve the Agenda as amended for the Regular Council Meeting of January 9, 2023, to be circulated and placed on file.

YES: Gilbert, Hicks, Krueger, Henry, Cramer, Spillane.

NO: None. Motion Declared Carried.

CITY MANAGER’S REPORT

Resolution No. 230109-03

(Carried)

Motion by Councilmember Cramer
Second by Councilmember Gilbert

I Move the Swartz Creek City Council accept the City Manager’s Report of January 9, 2023, including reports and communications to be circulated and placed on file.

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC:

None.

COUNCIL BUSINESS:

RESOLUTION TO FILL CITY COUNCIL VACANCY

Resolution No. 230109-04

(Carried)

Nomination of John Knickerbocker by Councilmember Gilbert for First Ward Swartz Creek City Council Member.

Nomination of Ken Brill by Councilmember Spillane for First Ward Swartz Creek City Council Member.

Vote:

Councilmember	Krueger:	Knickerbocker
Councilmember	Henry:	Knickerbocker
Councilmember	Cramer:	Knickerbocker
Councilmember	Spillane:	Brill
Councilmember	Gilbert:	Knickerbocker
Councilmember	Hicks:	Knickerbocker

Elected (*Minimum 4 Votes Needed*): Knickerbocker

RESOLUTION TO APPROVE AN EXPANDED USE RESERVATION AND PARK

Draft Minutes

FEE/DEPOSIT WAIVER FOR USE OF ELMS PARK FOR A NON-PROFIT ART EVENT

Resolution No. 230109-05

(Carried)

Motion by Mayor Pro Tem Hicks
Second by Councilmember Cramer

WHEREAS, the City of Swartz Creek requires park usage reservations and fees in accordance with adopted rules and regulations; and

WHEREAS, the Swartz Creek Kiwanis Club, in conjunction with the Swartz Creek Area Art Guild and Women’s Club is proposing an expanded park use reservation for Elms Park August 18-19, 2023 for the purpose of holding a public art fair; and

WHEREAS, all three groups are recognized non-profits operating in Swartz Creek that meet the requirements for an expanded use reservation; and

WHEREAS, the city park rules and regulations states that “fees may be waived in full if reservations by a non-profit are found to result in a public benefit directly or if proceeds from the reserved event are found to be a benefit to the city.”; and

WHEREAS, the City Council finds the Swartz Creek Kiwanis Club, partnered with the Swartz Creek Area Art Guild and Women’s Club, to be a qualifying group with a qualifying activity.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council hereby approves the expanded use reservation of the Swartz Creek Kiwanis Club and waives all fees for the August 18-19, 2023 reservation in Elms Park.

Discussion Ensued.

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

RESOLUTION TO AUTHORIZE THE JOINT PURCHASE OF A NEW FIRE TRUCK FOR THE SWARTZ CREEK AREA FIRE DEPARTMENT

Resolution No. 230109-06

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Cramer

WHEREAS, the city operates a joint fire department with Clayton Township and such department has a board that functions in accordance with the terms and

conditions set in the interlocal agreement as approved pursuant to the Urban Cooperation Act of 1967, MCL 124.501 et al; and

WHEREAS, the board has analyzed the need for replacement of Fire Engines 21 or 22 in the near future; and

WHEREAS, the department, with approval of the municipalities, sought quotes for an engine based upon delivery time instead of price and recommends approval of a new engine for the price of \$910,954 with a city share of \$455,477; and

WHEREAS, the equipment need has been planned for by both participating municipalities, however the purchase timeline advancement requires payment sooner than the budget plan provides for adequate funds; and

WHEREAS, the city has been presented with the equipment needs of the fire department and concurs with the findings and recommendation of the fire board.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek, conditioned upon equal participation of the Clayton Township Board, hereby approves payment to the Swartz Creek Area Fire Department in an amount not-to-exceed \$455,477 towards the purchase of a new Fire Truck as detailed by the SCAFD.

BE IT FURTHER RESOLVED, the payment for the apparatus shall be appropriated from the Fire Equipment Fund 402 and/or borrowed from the city's general fund as determined by the City Treasurer to be in the best financial interest of the city, upon consideration of pre-deliver discounts, interest rates, and other factors.

Discussion Ensued.

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

ECONOMIC DEVELOPMENT AGREEMENT

DISCUSSION

Mr. Zettel said no decision needs to be made tonight, this is for discussion only. Mundy Township has hired Samantha Fountain to be their Community Economic Development Director. They have proposed to cost share in providing those economic development services with Mundy Township. The proposal is 12 hours a week for that employee to engage in job duties as described that will assist our DDA and our community with pursuing some of the events such as family movie night. This would cost under \$30,000 for the first year. He believes this is a great opportunity. Mr. Spillane questioned if this could cause a conflict, with the same person promoting both communities, example such as land development. Councilmembers are in favor of a motion on the next council meeting agenda.

RESOLUTION TO APPROVE PROFESSIONAL SERVICES FOR FINAL PRELIMINARY DESIGN OF MILLER ROAD

Resolution No. 230109-07

(Carried)

Motion by Councilmember Spillane
Second by Mayor Pro Tem Hicks

WHEREAS, the City of Swartz Creek owns, operates, and maintains a system of major and local streets, and

WHEREAS, the major streets within the city qualify for federal rehabilitation and replacement assistance through the regionally administered Transportation Improvement Program, and

WHEREAS, Miller Road has been awarded \$1,124,549 to rehabilitate Miller Road between Morrish and North Seymour, and

WHEREAS, this work will include resurfacing, some replacement curb, some joint work, and the possibility of limited sidewalk, drainage, and related work, and

WHEREAS, the expenditure of said funds will be subject to limited MDOT requirements, and

WHEREAS, the city had OHM perform some of the preliminary engineering services prior to seeking MDOT funds, but additional PE services are still needed prior to bidding, and

WHEREAS, OHM Advisors, functioning as the city's consultant engineer, delivered a proposal, dated January 5, 2023 to provide such services.

NOW, THEREFORE BE IT RESOLVED that the City of Swartz Creek City Council accepts the proposal from OHM in the amount of \$20,985 for the noted services.

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

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

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC:

Ken Brill would like to thank the council for their consideration of the appointment and support, and he looks forward to serving on the Fire Board. Congratulations to John.

Chief Plumb thanks the council and the administration for their support.

REMARKS BY COUNCILMEMBERS:

Councilmember Spillane wished everyone a happy New Year, hopefully we are off to a good start and a good new year.

Councilmember Henry thanked Mr. Brill for his comments.

Councilmember Cramer wished everyone a prosperous new year and looking forward to working with the community to maximize the racetrack area for development of Swartz Creek. He thanked Mr. Brill and Mr. Knickerbocker for helping serve our community.

Mayor Pro Tem Hicks welcomed and thanked Mr. Brill & Mr. Knickerbocker for volunteering their time to the community, your both wonderful people.

Councilmember Gilbert thanks John & Ken. Everyone have a good year, Think Spring.

Mayor Krueger also thanked volunteers who offered to serve on the council. He is looking forward to a great year in 2023.

ADJOURNMENT

Resolution No. 230109-08

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Henry

I Move the Swartz Creek City Council adjourn the regular council meeting at 8:49 p.m. of January 9, 2023.

Unanimous Voice Vote.

David A. Krueger, Mayor

Connie Olger, City Clerk

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK
PERIOD ENDING 12/31/2022

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund					
000.000 - General	2,697,088.00	2,697,088.00	2,001,713.50	695,374.50	74.22
301.000 - Police Dept	4,500.00	4,500.00	5,808.55	(1,308.55)	129.08
345.000 - PUBLIC SAFETY BUILDING	23,700.00	23,700.00	10,971.35	12,728.65	46.29
371.000 - Building/Zoning/Planning	53,500.00	53,500.00	32,532.75	20,967.25	60.81
444.000 - Sidewalks	3,500.00	3,500.00	0.00	3,500.00	0.00
448.000 - Lighting	9,221.52	9,221.52	3,860.76	5,360.76	41.87
523.000 - Grass, Brush & Weeds	5,000.00	5,000.00	2,600.00	2,400.00	52.00
694.000 - Community Development Block Grant	54,756.50	54,756.50	0.00	54,756.50	0.00
728.005 - Holland Square Streetscape	40,000.00	40,000.00	40,000.00	0.00	100.00
780.500 - Mundy Twp Park Services	10,008.90	10,008.90	2,910.13	7,098.77	29.08
782.000 - Facilities - Abrams Park	70.00	70.00	210.00	(140.00)	300.00
783.000 - Facilities - Elms Rd Park	12,000.00	12,000.00	3,690.00	8,310.00	30.75
786.000 - Non-Motorized Trailway	700,000.00	700,000.00	571,437.17	128,562.83	81.63
790.000 - Facilities-Senior Center/Libr	5,300.00	5,300.00	2,235.73	3,064.27	42.18
794.000 - Community Promotions Program	0.00	0.00	130.00	(130.00)	100.00
TOTAL REVENUES	3,618,644.92	3,618,644.92	2,678,099.94	940,544.98	
000.000 - General	13,580.00	13,580.00	6,759.30	6,820.70	49.77
101.000 - Council	23,484.73	25,124.73	14,149.84	10,974.89	56.32
172.000 - Executive	161,084.00	161,084.00	75,000.95	86,083.05	46.56
215.000 - Administration and Clerk	31,156.00	31,156.00	13,184.58	17,971.42	42.32
228.000 - Information Technology	20,080.00	20,080.00	12,911.89	7,168.11	64.30
247.000 - Board of Review City Council Packet	3,163.00	3,163.00	678.19	2,484.81	21.44

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022	AVAILABLE BALANCE	% BDGT USED
253.000 - Treasurer	107,712.00	107,712.00	54,913.20	52,798.80	50.98
257.000 - Assessor	58,507.00	58,507.00	17,755.74	40,751.26	30.35
262.000 - Elections	42,625.00	42,625.00	36,823.74	5,801.26	86.39
265.000 - Facilities - City Hall	49,785.00	49,785.00	8,133.65	41,651.35	16.34
266.000 - Legal Council	18,500.00	18,500.00	5,983.50	12,516.50	32.34
301.000 - Police Dept	7,900.00	7,900.00	11,800.18	(3,900.18)	149.37
301.266 - Legal Council PSFY	24,000.00	24,000.00	8,134.00	15,866.00	33.89
301.851 - Retiree Employer Health Care PSFY	28,004.30	28,004.30	14,980.50	13,023.80	53.49
334.000 - Metro Police Authority	1,126,733.00	1,126,733.00	552,320.50	574,412.50	49.02
336.000 - Fire Department	177,712.00	180,877.00	77,470.69	103,406.31	42.83
345.000 - PUBLIC SAFETY BUILDING	50,878.30	50,878.30	47,916.86	2,961.44	94.18
371.000 - Building/Zoning/Planning	118,653.00	122,053.00	44,309.81	77,743.19	36.30
444.000 - Sidewalks	6,200.00	8,125.00	0.00	8,125.00	0.00
448.000 - Lighting	106,000.00	106,000.00	38,155.47	67,844.53	36.00
463.000 - Routine Maint - Streets	0.00	0.00	642.72	(642.72)	100.00
523.000 - Grass, Brush & Weeds	2,000.00	2,000.00	100.00	1,900.00	5.00
567.000 - Facilities - Cemetery	945.16	945.16	2,980.55	(2,035.39)	315.35
694.000 - Community Development Block Grant	54,766.50	54,766.50	0.00	54,766.50	0.00
728.000 - Economic Development	650.00	650.00	0.00	650.00	0.00
780.000 - Parks & Recreation	6,256.77	19,446.77	18,863.88	582.89	97.00
780.500 - Mundy Twp Park Services	9,138.00	9,138.00	3,230.39	5,907.61	35.35
782.000 - Facilities - Abrams Park	98,420.82	98,420.82	13,590.55	84,830.27	13.81
783.000 - Facilities - Elms Rd Park	239,933.00	185,433.00	63,930.51	121,502.49	34.48
786.000 - Non-Motorized Trailway	909,488.00	916,249.00	559,000.17	357,248.83	61.01
788.000 - Otterburn Disc Golf Park	31,000.00	31,000.00	0.00	31,000.00	0.00

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022	AVAILABLE BALANCE	% BDGT USED
790.000 - Facilities-Senior Center/Libr	34,373.58	34,373.58	13,176.06	21,197.52	38.33
794.000 - Community Promotions Program	52,814.00	52,814.00	32,200.04	20,613.96	60.97
797.000 - Facilities - City Parking Lots	11,715.00	66,215.00	844.24	65,370.76	1.27
851.000 - Retired Employee Health Care	26,550.00	26,550.00	7,754.28	18,795.72	29.21
965.000 - Transfers Out	155,000.00	155,000.00	155,000.00	0.00	100.00
TOTAL EXPENDITURES	3,808,808.16	3,838,889.16	1,912,695.98	1,926,193.18	
Fund 101 - General Fund:					
TOTAL REVENUES	3,618,644.92	3,618,644.92	2,678,099.94	940,544.98	74.01
TOTAL EXPENDITURES	3,808,808.16	3,838,889.16	1,912,695.98	1,926,193.18	49.82
NET OF REVENUES & EXPENDITURES	(190,163.24)	(220,244.24)	765,403.96	(985,648.20)	
Fund 202 - Major Street Fund					
000.000 - General	553,070.00	553,570.00	450,437.26	103,132.74	81.37
441.000 - Miller Rd Park & Ride	5,000.00	5,000.00	661.88	4,338.12	13.24
454.000 - Major Streets Projects	89,134.83	89,134.83	8,693.23	80,441.60	9.75
474.000 - Traffic Services	0.00	0.00	12,625.00	(12,625.00)	100.00
478.000 - Snow & Ice Removal	2,100.00	2,100.00	0.00	2,100.00	0.00
TOTAL REVENUES	649,304.83	649,804.83	472,417.37	177,387.46	
228.000 - Information Technology	1,100.00	1,100.00	629.94	470.06	57.27
429.000 - Occupational Safety	0.00	0.00	147.20	(147.20)	100.00
441.000 - Miller Rd Park & Ride	5,822.00	5,822.00	1,746.70	4,075.30	30.00
448.000 - Lighting	0.00	6,014.00	6,014.00	0.00	100.00
449.500 - Right of Way - General	15,000.00	15,000.00	125.48	14,874.52	0.84
449.501 - Right of Way - Storms	15,000.00	15,000.00	0.00	15,000.00	0.00
452.100 - Safe Routes to School Grant	132,105.00	132,105.00	3,307.50	128,797.50	2.50
454.000 - Major Streets Projects	317,842.00	317,842.00	47,114.50	270,727.50	14.82
463.000 - Routine Maint - Streets City Council Packet	389,213.00	638,713.00	355,573.49	283,139.51	55.67

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022	AVAILABLE BALANCE	% BDGT USED
463.307 - Oakview - Seymour to Chelmsford	29,000.00	29,000.00	73,952.62	(44,952.62)	255.01
474.000 - Traffic Services	34,213.00	39,213.00	28,964.47	10,248.53	73.86
478.000 - Snow & Ice Removal	53,515.00	53,515.00	6,005.13	47,509.87	11.22
482.000 - Administrative	15,382.00	15,382.00	6,853.23	8,528.77	44.55
538.500 - Intercommunity storm drains	11,000.00	14,055.00	3,419.32	10,635.68	24.33
TOTAL EXPENDITURES	1,019,192.00	1,282,761.00	533,853.58	748,907.42	
Fund 202 - Major Street Fund:					
TOTAL REVENUES	649,304.83	649,804.83	472,417.37	177,387.46	72.70
TOTAL EXPENDITURES	1,019,192.00	1,282,761.00	533,853.58	748,907.42	41.62
NET OF REVENUES & EXPENDITURES	(369,887.17)	(632,956.17)	(61,436.21)	(571,519.96)	
Fund 203 - Local Street Fund					
000.000 - General	173,525.00	302,525.00	189,236.54	113,288.46	62.55
449.000 - Right of Way Telecomm	15,000.00	15,000.00	0.00	15,000.00	0.00
478.000 - Snow & Ice Removal	1,400.00	1,400.00	0.00	1,400.00	0.00
931.000 - Transfers IN	300,000.00	300,000.00	0.00	300,000.00	0.00
TOTAL REVENUES	489,925.00	618,925.00	189,236.54	429,688.46	
228.000 - Information Technology	850.00	850.00	629.94	220.06	74.11
429.000 - Occupational Safety	0.00	0.00	181.04	(181.04)	100.00
449.500 - Right of Way - General	14,000.00	14,000.00	3,256.97	10,743.03	23.26
449.501 - Right of Way - Storms	1,500.00	1,500.00	268.56	1,231.44	17.90
455.000 - Local Street Projects	340,990.00	340,990.00	30,990.50	309,999.50	9.09
463.000 - Routine Maint - Streets	167,771.00	296,771.00	162,759.62	134,011.38	54.84
463.107 - Chelmsford - Seymour to Oakview	0.00	49,301.74	49,301.74	0.00	100.00
474.000 - Traffic Services	18,559.00	18,559.00	10,524.34	8,034.66	56.71
478.000 - Snow & Ice Removal	39,561.00	39,561.00	4,264.42	35,296.58	10.78
482.000 - Administrative	11,535.00	11,535.00	5,139.81	6,395.19	44.56
538.500 - Intercommunity storm drains	14,000.00	17,055.00	3,419.32	13,635.68	20.05

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022	AVAILABLE BALANCE	% BDGT USED
TOTAL EXPENDITURES	608,766.00	790,122.74	270,736.26	519,386.48	
Fund 203 - Local Street Fund:					
TOTAL REVENUES	489,925.00	618,925.00	189,236.54	429,688.46	30.58
TOTAL EXPENDITURES	608,766.00	790,122.74	270,736.26	519,386.48	34.27
NET OF REVENUES & EXPENDITURES	(118,841.00)	(171,197.74)	(81,499.72)	(89,698.02)	
Fund 204 - MUNICIPAL STREET FUND					
000.000 - General	720,548.00	720,548.00	719,747.39	800.61	99.89
TOTAL REVENUES	720,548.00	720,548.00	719,747.39	800.61	
905.000 - Debt Service	170,402.00	170,402.00	10,256.72	160,145.28	6.02
965.000 - Transfers Out	300,000.00	300,000.00	0.00	300,000.00	0.00
TOTAL EXPENDITURES	470,402.00	470,402.00	10,256.72	460,145.28	
Fund 204 - MUNICIPAL STREET FUND:					
TOTAL REVENUES	720,548.00	720,548.00	719,747.39	800.61	99.89
TOTAL EXPENDITURES	470,402.00	470,402.00	10,256.72	460,145.28	2.18
NET OF REVENUES & EXPENDITURES	250,146.00	250,146.00	709,490.67	(459,344.67)	
Fund 226 - Garbage Fund					
000.000 - General	445,285.00	445,285.00	453,011.72	(7,726.72)	101.74
TOTAL REVENUES	445,285.00	445,285.00	453,011.72	(7,726.72)	
101.000 - Council	3,898.13	4,308.13	2,641.14	1,666.99	61.31
172.000 - Executive	9,158.50	9,158.50	5,122.57	4,035.93	55.93
215.000 - Administration and Clerk	2,159.00	2,159.00	983.31	1,175.69	45.54
228.000 - Information Technology	2,180.00	2,180.00	1,545.28	634.72	70.88
253.000 - Treasurer	19,355.60	19,355.60	8,188.21	11,167.39	42.30
265.000 - Facilities - City Hall	4,963.00	4,963.00	1,969.43	2,993.57	39.68
528.000 - Sanitation Collection	324,619.00	324,619.00	132,195.49	192,423.51	40.72
530.000 - Wood Chipping	68,107.50	68,107.50	28,563.17	39,544.33	41.94
782.000 - Facilities - Abrams Park	12,645.00	12,645.00	8,746.82	3,898.18	69.17
783.000 - Facilities - Elms Rd Park City Council Packet	17,281.00	17,281.00	9,545.84	7,735.16	55.24

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022	AVAILABLE BALANCE	% BDGT USED
TOTAL EXPENDITURES	464,366.73	464,776.73	199,501.26	265,275.47	

Fund 226 - Garbage Fund:					
TOTAL REVENUES	445,285.00	445,285.00	453,011.72	(7,726.72)	101.74
TOTAL EXPENDITURES	464,366.73	464,776.73	199,501.26	265,275.47	42.92
NET OF REVENUES & EXPENDITURES	(19,081.73)	(19,491.73)	253,510.46	(273,002.19)	

Fund 248 - Downtown Development Fund					
000.000 - General	100,004.00	100,004.00	72,412.17	27,591.83	72.41
TOTAL REVENUES	100,004.00	100,004.00	72,412.17	27,591.83	72.41
173.000 - DDA Administration	2,804.00	7,004.00	3,502.85	3,501.15	50.01
728.000 - Economic Development	20,000.00	20,000.00	1,402.58	18,597.42	7.01
728.002 - Streetscape	42,000.00	45,628.21	40,000.00	5,628.21	87.67
728.003 - Facade Program	12,500.00	12,500.00	9,475.00	3,025.00	75.80
728.004 - Family Movie Night	6,960.00	6,960.00	495.00	6,465.00	7.11
TOTAL EXPENDITURES	84,264.00	92,092.21	54,875.43	37,216.78	

Fund 248 - Downtown Development Fund:					
TOTAL REVENUES	100,004.00	100,004.00	72,412.17	27,591.83	72.41
TOTAL EXPENDITURES	84,264.00	92,092.21	54,875.43	37,216.78	59.59
NET OF REVENUES & EXPENDITURES	15,740.00	7,911.79	17,536.74	(9,624.95)	

Fund 402 - Fire Equip Replacement Fund					
000.000 - General	75.00	75.00	(143.81)	218.81	(191.75)
931.000 - Transfers IN	155,000.00	155,000.00	155,000.00	0.00	100.00
TOTAL REVENUES	155,075.00	155,075.00	154,856.19	218.81	
336.000 - Fire Department	0.00	0.00	32,000.00	(32,000.00)	100.00
TOTAL EXPENDITURES	0.00	0.00	32,000.00	(32,000.00)	

Fund 402 - Fire Equip Replacement Fund:					
TOTAL REVENUES	155,075.00	155,075.00	154,856.19	218.81	99.86
TOTAL EXPENDITURES	0.00	0.00	32,000.00	(32,000.00)	100.00
NET OF REVENUES & EXPENDITURES	155,075.00	155,075.00	122,856.19	32,218.81	

Fund 590 - Sanitary Sewer Fund					
000.000 - General	600.00	600.00	2,123.85	(1,523.85)	353.98

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022	AVAILABLE BALANCE	% BDGT USED
536.000 - Sewer System	1,301,140.00	1,301,140.00	334,594.71	966,545.29	25.72
TOTAL REVENUES	1,301,740.00	1,301,740.00	336,718.56	965,021.44	
101.000 - Council	13,195.82	14,220.82	6,623.08	7,597.74	46.57
172.000 - Executive	34,242.00	34,242.00	20,046.20	14,195.80	58.54
215.000 - Administration and Clerk	10,082.50	10,082.50	4,719.92	5,362.58	46.81
228.000 - Information Technology	8,290.00	8,290.00	4,526.61	3,763.39	54.60
253.000 - Treasurer	63,194.00	63,194.00	36,752.00	26,442.00	58.16
265.000 - Facilities - City Hall	9,013.00	9,013.00	4,885.27	4,127.73	54.20
536.000 - Sewer System	1,151,619.59	1,151,619.59	247,258.55	904,361.04	21.47
537.000 - Sewer Lift Stations	13,098.00	13,098.00	3,189.07	9,908.93	24.35
542.000 - Read and Bill	48,097.00	48,097.00	29,944.78	18,152.22	62.26
543.310 - Sewer District Rehabilitation	0.00	0.00	161.00	(161.00)	100.00
543.400 - Reline Existing Sewers	400,000.00	400,000.00	0.00	400,000.00	0.00
543.401 - Flush & TV Sewers	250,000.00	250,000.00	0.00	250,000.00	0.00
850.000 - Other Functions	8,000.00	8,000.00	0.00	8,000.00	0.00
TOTAL EXPENDITURES	2,008,831.91	2,009,856.91	358,106.48	1,651,750.43	
Fund 590 - Sanitary Sewer Fund:					
TOTAL REVENUES	1,301,740.00	1,301,740.00	336,718.56	965,021.44	25.87
TOTAL EXPENDITURES	2,008,831.91	2,009,856.91	358,106.48	1,651,750.43	17.82
NET OF REVENUES & EXPENDITURES	(707,091.91)	(708,116.91)	(21,387.92)	(686,728.99)	
Fund 591 - Water Supply Fund					
000.000 - General	1,100.00	1,100.00	4,673.56	(3,573.56)	424.87
540.000 - Water System	2,265,370.00	2,265,370.00	577,898.43	1,687,471.57	25.51
543.230 - Water Main Repair USDA Grant	0.00	550,125.16	550,125.16	0.00	100.00
TOTAL REVENUES	2,266,470.00	2,816,595.16	1,132,697.15	1,683,898.01	
101.000 - Council City Council Packet	13,195.82 37	14,220.82	6,627.66	7,593.16 January 23, 2023	46.61

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 12/31/2022	AVAILABLE BALANCE	% BDGT USED
172.000 - Executive	34,344.00	34,344.00	20,433.95	13,910.05	59.50
215.000 - Administration and Clerk	10,007.50	10,007.50	4,719.93	5,287.57	47.16
228.000 - Information Technology	5,800.00	5,800.00	4,526.61	1,273.39	78.05
253.000 - Treasurer	82,499.50	82,499.50	31,317.50	51,182.00	37.96
265.000 - Facilities - City Hall	8,739.00	8,739.00	4,992.38	3,746.62	57.13
540.000 - Water System	2,397,276.40	2,397,276.40	830,797.02	1,566,479.38	34.66
542.000 - Read and Bill	50,310.00	50,310.00	18,326.78	31,983.22	36.43
543.230 - Water Main Repair USDA Grant	20,000.00	440,373.11	430,373.11	10,000.00	97.73
850.000 - Other Functions	10,000.00	10,000.00	0.00	10,000.00	0.00
905.000 - Debt Service	41,813.00	41,813.00	39,839.75	1,973.25	95.28
TOTAL EXPENDITURES	2,673,985.22	3,095,383.33	1,391,954.69	1,703,428.64	
Fund 591 - Water Supply Fund:					
TOTAL REVENUES	2,266,470.00	2,816,595.16	1,132,697.15	1,683,898.01	40.22
TOTAL EXPENDITURES	2,673,985.22	3,095,383.33	1,391,954.69	1,703,428.64	44.97
NET OF REVENUES & EXPENDITURES	(407,515.22)	(234,669.24)	(259,257.54)	24,588.30	
Fund 661 - Motor Pool Fund					
000.000 - General	167,355.00	167,355.00	74,725.35	92,629.65	44.65
TOTAL REVENUES	167,355.00	167,355.00	74,725.35	92,629.65	
172.000 - Executive	11,240.00	11,240.00	9,854.62	1,385.38	87.67
228.000 - Information Technology	760.00	760.00	757.25	2.75	99.64
253.000 - Treasurer	2,325.00	2,325.00	1,135.37	1,189.63	48.83
265.100 - Facilities - City Garage	335,386.00	455,840.54	245,536.64	210,303.90	53.86
850.000 - Other Functions	4,000.00	4,000.00	0.00	4,000.00	0.00
TOTAL EXPENDITURES	353,711.00	474,165.54	257,283.88	216,881.66	
Fund 661 - Motor Pool Fund:					
TOTAL REVENUES	167,355.00	167,355.00	74,725.35	92,629.65	44.65
TOTAL EXPENDITURES	353,711.00	474,165.54	257,283.88	216,881.66	54.26
NET OF REVENUES & EXPENDITURES	(186,356.00)	(306,810.54)	(182,558.53)	(124,252.01)	

SUPERVISOR
TONYA KETZLER

CLERK
CORY BOSTWICK

TREASURER
DENNIS OWENS

TOWNSHIP MANAGER
CHAD YOUNG



3478 MUNDY AVENUE
SWARTZ CREEK, MICHIGAN 48473-8836
TELEPHONE 810 655-4631 FAX 810 655-6621 www.mundytwp-mi.gov

TRUSTEES

MARK GORTON
KIMBERLY JIMENEZ
DEBRA RIDLEY
KYLE WARD

January 3, 2023

Mr. Adam Zettel, AICP
Swartz Creek City Manager
8083 Civic Drive
Swartz Creek, MI 48473

RE: ECONOMIC & COMMUNITY DEVELOPMENT SHARED SERVICES

Mr. Zettel,

As you know, over the prior months Mundy Township has endeavored to expand our professional capacity and added value offerings as a municipal organization by hiring an Economic and Community Development Director. This position will also serve as Director of the Mundy Township – Hill Road Corridor Improvement Authority (CIA), providing much needed professional staff support in the realms of business development, recruitment, retention and more to Mundy Township's equivalent of a Downtown Development Authority.

As of the date of this communication, I am pleased to announce that Mundy Township has been successful in recruiting and hiring Mrs. Samantha Fountain to this role of Economic and Community Development Director. Mrs. Fountain is a former Swartz Creek City resident and member of City Council, has a Master's Degree in Business Administration – Public Administration, and most recently served as Director of Economic Development with the City of Flint.

I'm proud of the enviable history of interlocal cooperation and shared services agreements between the City of Swartz Creek and Mundy Township. With this in mind, and noting my belief that this new position would also provide excellent value to Swartz Creek City, I am proposing a new interlocal cooperative agreement for economic and community development services. I'm confident an equivalent of 12-hours of service per week can be provided to Swartz Creek for an annual cost of \$30,000 or less; a draft agreement reflecting as much is enclosed for review and consideration.

Thank you for your attention to this matter. As always, please don't hesitate to contact me in the event of any questions, comments, or concerns from yourself or the Swartz Creek City Council.

With regard,

Chad Young
Township Manager
Charter Township of Mundy

AGREEMENT FOR JOINT ECONOMIC DEVELOPMENT SERVICES

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

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

Mundy shall employ an economic and community development professional (Professional), appropriately educated, experienced and qualified to perform, including but not limited to, economic development, business attraction, and community development strategy design and implementation. The Professional shall remain an employee of Mundy and not of Swartz Creek. Mundy shall furnish the use of the Professional to Swartz Creek, pursuant to the terms below:

1. Swartz Creek shall reimburse Mundy 30% of the Professional's documented wage and benefits as annualized and billed monthly, plus a 10% multiplier to cover related position training, technology, travel, and other reimbursable items that Mundy will separately provide.
2. Mundy shall make the Professional available twelve (12) hours each week, based on a schedule agreeable to the Mundy Township Administrator and Swartz Creek City Manager, with allowances for vacations and holidays.
3. Swartz Creek shall have the ability to adjust the work schedule to meet its needs if the Professional does not provide more than 624 hours of direct service in any calendar year or ninety-six (96) hours in any calendar month.
4. Swartz Creek agrees to enable proxy work and limited contact, as approved by the Swartz Creek City Manager, during times of scheduled vacation, training, or related events.
5. Additional hours of service can be provided upon request, if agreeable by the Mundy Township Administrator and Swartz Creek City Manager, at the same rate as that billed under term number 1 above.
6. The parties expressly acknowledge that the Professional, as a Mundy employee, is required at all times to act in the best interests of Mundy. In instances of actual or perceived conflict between the parties' interests in any activity performed or project pursued by the Professional, as identified by either party or the Professional, the Professional shall immediately cease all work on said activity or project on behalf of Swartz Creek and inform both the Mundy Township Administrator and Swartz Creek City Manager of all details of any related work performed to that point.

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

SPECIFIC DUTIES AND RESPONSIBILITES OF ECONOMIC DEVELOPMENT PROFESSIONAL

The economic development professional shall, to the extent permitted by the weekly allotment of time:

1. Develop strategies for commercial business attraction and retention; meet with individuals interested in business location; actively promote and advertise business opportunities; and, work with local officials and realtors to encourage leases, sales and commercial inflow.
2. Develop goals, objectives, and make recommendations – including procedure, process, and internal control suggestions – on how to improve economic and community development to the Swartz Creek City Manager in accordance with City needs, directives, and legal requirements.
3. Work with various local, State, and Federal agencies and officials on projects pertaining to Swartz Creek and regional development to benefit Swartz Creek.
4. Provide consulting and support staff services to the Swartz Creek Downtown Develop Authority (DDA) as directed by the Swartz Creek City Manager.
5. Work cooperatively with Swartz Creek staff, attorneys, planners, engineers, and other public officials and agencies on real estate, capital improvement, and infrastructure projects affecting Swartz Creek’s commercial areas.
6. Develop and oversee the implementation of marketing and public relations efforts on behalf of Swartz Creek; produce various articles and informational pieces for newsletters, web-site, brochures, and general distribution.
7. Serve as a media resource for DDA and economic developmental issues; meet with reporters, answers questions, and issues press releases on newsworthy development issues at the direction of the Swartz Creek City Manager.
8. Function as a supervisor for various events, activities, and projects, eliciting volunteer involvement and organizing participation.
9. Provide related assistance as agreeable by Swartz Creek, Mundy, and the Professional.

THE CHARTER TOWNSHIP OF MUNDY

THE CITY OF SWARTZ CREEK

By: TONYA KETZLER, Supervisor

By: DAVID KRUEGER, Mayor

Dated: _____

Dated: _____

Mundy Township Job Description

Economic & Community Development Director

General Statement of Duties

The Economic & Community Development Director functions as the point-person for the Township's economic development, business attraction, and community development strategies. Serves as Director to the Mundy Township – Hill Road Corridor Improvement Authority (CIA), and works with a variety of boards, commissions, agencies, businesses and community stakeholders to implement economic enhancement, public event, and identity building programs benefitting Mundy Township. The position is also expected to work to understand recent economic trends and local government's role in placemaking, quality of life, and employer and talent attraction. This is a professional, salaried, at-will (FLSA exempt) employee of the Mundy Township Board of Trustees. Works under the supervision of the Township Manager.

Duties and Responsibilities

- Maintains a professional appearance and image.
- Develops strategies for commercial business attraction and retention for the Township; meets with individuals interested in business location; actively promotes and advertises business opportunities, and works with local officials and realtors to encourage leases, sales and commercial inflow.
- Develops goals and objectives on an annual basis, and makes recommendations – including procedure, process, and internal control suggestions – on how to improve economic and community development to the Township Manager in accordance with department needs, Township directives, and legal requirements.
- Works with various local, State, and Federal agencies and officials on projects pertaining to township and regional development to benefit Mundy Township.
- Serves as Director to the Mundy Township – Hill Road Corridor Improvement Authority (CIA). Researches particular issues and acts as liaison to businesses in the CIA district.
- Works cooperatively with township staff, attorneys, planners, engineers, and other public officials and agencies on real estate, capital improvement, and infrastructure projects affecting the Township's commercial areas.
- Develops and oversees the implementation of marketing and public relations efforts on behalf of the Township. Produces various articles and informational pieces for newsletters, web-site, brochures, and general distribution.
- Serves as a media resource for CIA and economic developmental issues. Meets with reporters, answers questions, and issues press releases on newsworthy development issues at the direction of the Township Manager.
- Assists Township Manager and appropriate boards, committees, and/or commissions with plans for the enhancement of the Township public spaces. Promotes investment in commercial districts and assists business owners in accomplishing improvements. Meets with business and community groups interested in development, placemaking, and/or revitalization.

- Researches grant opportunities and administers grant funded projects, as appropriate. Ensures submission of any reports required for compliance purposes.
- Ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Prepares departmental financial summaries as required.
- Maintains an active presence in community development at both the local and County level through participation in various groups and associations. Organizes and participates in events, gives presentations and encourages community involvement. Maintains cooperative relationships with peer agencies and other governmental units.
- Functions as a supervisor for various events, activities, and projects, eliciting volunteer involvement and organizing participation.
- Is available, responsive, knowledgeable, and cordial to customer and client requests for assistance or information.
- Attends Township Board of Trustees, relevant Board Committees, and CIA Board meetings as required or requested. Prepares needed proposals, reports, and presentations.
- Keeps abreast of legislative and regulatory developments and current issues in the economic development field through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.

The statement of tasks above is intended to be illustrative of the many duties and responsibilities that may be assigned. It is not to be interpreted to describe all of the duties and responsibilities this position may be required to perform.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Required Knowledge, Skills, and Abilities

- A Bachelor's degree or higher (or equivalent experience) in business administration, marketing, urban planning, public administration, or related field.
- Three or more years experience, with one or more years of supervisory experience, in economic and community development, planning administration, or related public sector experience.
- Knowledge of the principles and practices of municipal planning and land-use issues.
- Skill in developing and fostering effective public relations, community promotion, and public event planning and facilitation.
- Knowledge of state and federal laws and funding sources pertaining to economic, community, and downtown development/redevelopment.
- Knowledge of the professional management techniques involved in budgeting, personnel administration, and operations management.
- Excellent phone and in person communication skills; ability to communicate clearly and effectively, orally and writing, and to make presentations in the public forum

- Ability to establish and maintain effective working relationships; effective at using good judgement, initiative, and resourcefulness when dealing with elected officials, supervisors, staff, volunteers, and the general public.
- Skill in the use of office equipment and technology, including computers and related software.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Demonstrated work experience interfacing directly with clients/customers to address client/customer challenges; ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to attend meetings scheduled at times other than normal business hours, travel to other locations within the township, county, and state.
- Ability to multi-task and handle complex situations
- Ability to follow instructions and contract requirements
- Knowledge of basic research techniques and reference sources
- Valid driver's license and good driving record.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to review and produce written and computerized documents. The employee is frequently required to access various locations within the township administration building, other township owned facilities, and Mundy Township's geographic jurisdiction. The employee is occasionally required to lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee regularly works in an office setting. The employee is occasionally exposed to adverse weather conditions. The noise level in the work environment is usually quiet, and may occasionally become moderate in field situations. The employee may be permitted to work remotely or at an offsite location at the discretion of the Township Manager.

12/01/2022

Date Implemented



Township Manager

Approved: 11/28/2022 Regular Board Meeting

Samantha Fountain, MBA-PA

Economic Development Director

6171 Crooked River Drive

Swartz Creek, MI 48473

(810) 210-1473

Samanthafountain815@gmail.com

www.linkedin.com/in/samantha-fountain



Executive Profile

Educated economic and community development professional with project management, budgeting, supervisory, and strategic creation and implementation experience. Skilled at building relationships and implementing creative solutions.

EXPERIENCE

City of Flint, - Economic Development Director

January 2022 - Present

- Worked with local, county, and state partners to create a \$17 million incentive package for the redevelopment of Buick City. The end result of this project is \$300 million in investment, and 3,000 jobs.
- Created strategic plans for the department as a whole, and for individual grant programs with staff, contractors, and community partners.
- Continuously maintain relationships with regional and community economic development partners, investors, board members, and other stakeholders throughout the area.
- Assist developers, investors, and businesses with site selection throughout the city.
- Coordinate incentive packages such as tax abatements, TIFs, and grants, working collaboratively with MEDC and other partners as necessary.
- Manage reporting, budgeting, and operations for W.K. Kellogg Foundation grant of \$2.9 million and SBA Community Navigator grant of \$1 million.
- Walk businesses and real estate developers through city processes of development, from start to finish of projects while working collaboratively with other departments.

-
- Created economic development ARPA budget and programming.
 - Coordinate and lead Economic Development Corporation Board and Brownfield Redevelopment Authority Board meetings and activities.
 - Projects currently working on include: Ashley Capital / Buick City redevelopment, Diplomat redevelopment, RRC certification, ARPA program execution, 3D Printed House Project, Defederalizing EDC revolving loan funds, capacity grant writing, and many others.

City of Flint, - Small Business Specialist

February 2021 - January 2022

- Coordinated and helped write SBA Community Navigator Pilot Program Grant, awarding the City of Flint \$1 million towards small business assistance services.
- Secured over \$400,000 in funding for small businesses through loans, lines of credit, and grants.
- Created the strategy and program model for the Community Navigator Pilot Program, where the city is the Hub with 8 community partners as spokes.
- Created a database from scratch of small businesses and entrepreneurs of over 300 unique contacts using Salesforce.
- Created a small business [marketing campaign](#) to support small businesses throughout all areas and industries within the city. This started as short photo and video clips featured on social media accounts, and has continued as [TikToks](#).
- Coordinated events and webinars based on current small business needs and available resources.
- Assisted Economic Development Director with other projects as assigned.
- Supervised Marketing Coordinator and CEDAM Fellow.
- Counseled small businesses and entrepreneurs, providing relevant resources, connections, and technical assistance.

Flint and Genesee Group, - Procurement Counselor (PTAC)

December 2018 - February 2021

- Specialized in providing technical assistance and support to local companies seeking to do business with the government, based on state and federal guidelines.
- Provided guidance to small businesses through individualized

counseling and ongoing communication about opportunities and procurement strategies.

- Guided businesses through the process of finding, bidding, and performing on government contracts and sub- contracts.
- Created and facilitated workshops on specific topics of interest in government procurement, based on client needs and relevance.

EDUCATION

Liberty University – MBA – Public Administration

Liberty University – B.S. – Business Administration – Finance

AWARDS

Birgit M. Klohs Inaugural Fellowship for Economic Development
Education - 2021

COMMITTEES AND BOARD EXPERIENCE

Comprehensive Economic Development Strategy Steering Committee
for Genesee, Shiawassee, and Lapeer Counties 1/22 - Present
(<https://mistartgate.com/comprehensive-economic-development-strategy-ceds/>)

Swartz Creek Park Board Advisory Committee, 6/17 - Present

Mundy Township Park Board Chairperson, 5/22 - Present

Michigan Economic Developers Association - Annual Meeting
Committee, 10/21 - Present

Swartz Creek City Councilmember, 11/20 - 12/21

Swartz Creek Zoning Board of Appeals, 3/17 - 11/21

CERTIFICATIONS

Certified Economic Developer - CEcD - International Economic Development
Council - Courses completed, eligible for exam

PRESS HIGHLIGHTS

 [Replay w/ 100K | Samantha Fountain](#)

[City of Flint allocates \\$3.25 million toward redevelopment of Buick City brownfield](#)

[Business expansion bringing 24 new jobs, \\$8M investment in Flint](#)

[Flint Community Navigator Pilot Program holds event for small businesses | WEYI](#)

[▶ Enjoy. Shop. Love. FLINT - Support small businesses](#)

[Flint-based company KUHMUTE celebrates launch of micromobility charging network - mlive.com](#)

MID YEAR BUDGET ADJUSTMENTS- CITY OF SWARTZ CREEK
FISCAL YEAR 2022-2023

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	MID-YEAR BUDGET ADJUSTMENT	MID-YEAR AMENDED BUDGET	COMMENTS
Fund 101 - General Fund					
Revenues					
Dept 000.000 - General					
101-000.000-675.000	Misc.	\$100.00	\$4,414.11	\$4,514.11	Retiree Forteture MERS DC Plan
Dept 301.000 - Police Dept					
101-301.000-543.000	State Liquor Returns	\$4,500.00	\$208.00	\$4,708.00	
Dept 371.000 - Building/Zoning/Planning					
101-371.000-608.100	Site Plan Review Fees	\$0.00	\$436.75	\$436.75	
Dept 694.000 - Community Development Block Grant					
101-694.000-522.000	Federal Grants - CDBG	\$52,655.25	(\$52,655.25)	\$0.00	barricades FY22; sidewalks FY24
101-694.000-529.100	Senior Ctr Operations	\$2,101.25	(\$0.25)	\$2,101.00	
Dept 782.000 - Facilities - Abrams Park					
101-782.000-651.000	Use and Admission Fee	\$70.00	\$190.00	\$260.00	
Dept 783.000 - Facilities - Elms Rd Park					
101-783.000-677.000	Reimbursements	\$0.00	\$700.00	\$700.00	turn damage
Dept 794.000 - Community Promotions Program					
101-794.000-677.000	Reimbursements	\$0.00	\$130.00	\$130.00	Hometown Days
Expenditures					
Dept 101.000 - Council					
101-101.000-960.000	Education and Training	\$2,800.00	\$150.00	\$2,950.00	
Dept 253.000 - Treasurer					
101-253.000-961.000	Miscellaneous	\$0.00	\$121.74	\$121.74	Unemployment
Dept 262.000 - Elections					
101-262.000-702.000	Wages	\$23,428.00	\$6,572.00	\$30,000.00	Elections
101-262.000-704.100	FICA - Employer's Share	\$1,058.00	\$405.00	\$1,463.00	
101-262.000-704.200	Medicare - Employer's Share	\$247.00	\$95.00	\$342.00	
101-262.000-801.000	Contractual Services	\$3,500.00	\$1,500.00	\$5,000.00	church rental
Dept 301.000 - Police Dept					
101-301.000-910.100	Property Insurance	\$0.00	\$24.28	\$24.28	

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	MID-YEAR BUDGET ADJUSTMENT	MID-YEAR AMENDED BUDGET	COMMENTS
Dept 334.000 - Metro Police Authority					
101-334.000-998.334	Metro Police Authority Appropriation	\$1,126,733.00	\$21,930.00	\$1,148,663.00	Metro Budget
Dept 345.000 - PUBLIC SAFETY BUILDING					
101-345.000-930.000	Repairs and Maintenance	\$16,000.00	\$22,000.00	\$38,000.00	Concrete Work
Dept 463.000 - Routine Maint - Streets					
101-463.000-964.000	REFUNDS AND REBATES	\$0.00	\$642.72	\$642.72	Cnty share 8002 Miller Rd sale
Dept 567.000 - Facilities - Cemetery					
101-567.000-930.000	Repairs and Maintenance	\$500.00	\$2,450.00	\$2,950.00	
Dept 694.000 - Community Development Block Grant					
101-694.000-801.000	Contractual Services	\$52,665.25	(\$52,665.25)	\$0.00	barricades FY22; sidewalks FY24
101-694.000-801.050	Contractual Services-Senior Ctr Oper	\$2,101.25	(\$0.25)	\$2,101.00	
Dept 780.000 - Parks & Recreation					
101-780.000-726.000	Supplies	\$400.50	\$552.80	\$953.30	
101-780.000-910.500	Workers Comp Insurance	\$0.00	\$115.00	\$115.00	
101-780.000-930.000	Repairs and Maintenance	\$1,000.00	\$1,000.00	\$2,000.00	
101-780.000-941.000	Equipment Rental	\$25.00	\$750.00	\$775.00	
Dept 782.000 - Facilities - Abrams Park					
101-782.000-726.000	Supplies	\$0.00	\$400.00	\$400.00	
101-782.000-910.100	Property Insurance	\$125.82	\$290.58	\$416.40	
Fund 101 - General Fund:					
TOTAL REVENUES		\$3,618,644.92	(\$46,576.64)	\$3,572,068.28	
TOTAL EXPENDITURES		\$3,838,889.16	\$6,333.62	\$3,845,222.78	
NET OF REVENUES & EXPENDITURES		(\$220,244.24)	(\$52,910.26)	(\$273,154.50)	
Fund 202 - Major Street Fund					
Revenues					
Dept 000.000 - General					
202-000.000-528.000	Federal Grants - Other	\$500.00	\$249,000.00	\$249,500.00	ARPA Grant Street Maintenance
202-000.000-675.000	Misc.	\$0.00	\$717.45	\$717.45	Retiree Forteture MERS DC Plan
Dept 474.000 - Traffic Services					
202-474.000-677.000	Reimbursements	\$0.00	\$12,625.00	\$12,625.00	Ins proceeds Guardrail Repair deferred from FY22

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	MID-YEAR BUDGET ADJUSTMENT	MID-YEAR AMENDED BUDGET	COMMENTS
Expenditures					
Dept 429.000 - Occupational Safety					
202-429.000-702.000	Wages	\$0.00	\$76.77	\$76.77	Vary annually for Dept.
202-429.000-704.100	FICA - Employer's Share	\$0.00	\$4.77	\$4.77	
202-429.000-704.200	Medicare - Employer's Share	\$0.00	\$1.11	\$1.11	
202-429.000-705.000	Medical Insurance - ER	\$0.00	\$26.38	\$26.38	
202-429.000-705.100	Vision Benefits	\$0.00	\$0.25	\$0.25	
202-429.000-705.200	Dental Benefits	\$0.00	\$2.79	\$2.79	
202-429.000-706.000	Life Insurance - ER cost	\$0.00	\$0.35	\$0.35	
202-429.000-707.000	Retirement Contributions-ER	\$0.00	\$6.40	\$6.40	
202-429.000-707.100	Health Care Savings Plan - ER	\$0.00	\$1.13	\$1.13	
202-429.000-708.000	Sick & Accident Premiums-ER	\$0.00	\$2.57	\$2.57	
202-429.000-941.000	Equipment Rental	\$0.00	\$24.68	\$24.68	
Fund 202 - Major Street Fund:					
TOTAL REVENUES		\$649,804.83	\$262,342.45	\$912,147.28	
TOTAL EXPENDITURES		\$1,282,761.00	\$147.20	\$1,282,908.20	
NET OF REVENUES & EXPENDITURES		(\$632,956.17)	\$262,195.25	(\$370,760.92)	
Fund 203 - Local Street Fund					
Revenues					
Dept 000.000 - General					
203-000.000-675.000	Misc.	\$0.00	\$331.79	\$331.79	Retiree Forteture MERS DC Plan
Expenditures					
Dept 429.000 - Occupational Safety					
203-429.000-702.000	Wages	\$0.00	\$113.24	\$113.24	Vary annually for this Dept.
203-429.000-704.100	FICA - Employer's Share	\$0.00	\$7.02	\$7.02	
203-429.000-704.200	Medicare - Employer's Share	\$0.00	\$1.64	\$1.64	
203-429.000-705.000	Medical Insurance - ER	\$0.00	\$6.27	\$6.27	
203-429.000-705.100	Vision Benefits	\$0.00	\$0.07	\$0.07	
203-429.000-705.200	Dental Benefits	\$0.00	\$0.84	\$0.84	
203-429.000-706.000	Life Insurance - ER cost	\$0.00	\$0.08	\$0.08	
203-429.000-707.000	Retirement Contributions-ER	\$0.00	\$1.34	\$1.34	
203-429.000-707.100	Health Care Savings Plan - ER	\$0.00	\$0.57	\$0.57	
203-429.000-708.000	Sick & Accident Premiums-ER	\$0.00	\$0.61	\$0.61	
203-429.000-941.000	Equipment Rental	\$0.00	\$49.36	\$49.36	
Fund 203 - Local Street Fund:					
TOTAL REVENUES		\$618,925.00	\$331.79	\$619,256.79	
TOTAL EXPENDITURES		\$740,821.00	\$181.04	\$741,002.04	
NET OF REVENUES & EXPENDITURES		(\$121,896.00)	\$150.75	(\$121,745.25)	

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	MID-YEAR BUDGET ADJUSTMENT	MID-YEAR AMENDED BUDGET	COMMENTS
Fund 226 - Garbage Fund					
Revenues					
226-000.000-675.000	Misc.	\$0.00	\$882.91	\$882.91	Retiree Forteture MERS DC Plan
Expenditures					
Dept 101.000 - Council					
226-101.000-960.000	Education and Training	\$600.00	\$98.00	\$698.00	
Dept 253.000 - Treasurer					
226-253.000-961.000	Miscellaneous	\$0.00	\$30.43	\$30.43	Unemployment
Fund 226 - Garbage Fund:					
TOTAL REVENUES		\$445,285.00	\$882.91	\$446,167.91	
TOTAL EXPENDITURES		\$464,776.73	\$128.43	\$464,905.16	
NET OF REVENUES & EXPENDITURES		(\$19,491.73)	\$754.48	(\$18,737.25)	
Fund 248 - Downtown Development Fund					
Expenditures					
Dept 728.000 - Economic Development					
248-728.000-961.000	Miscellaneous	\$0.00	\$282.58	\$282.58	Public Hearing DDA Plan
Fund 248 - Downtown Development Fund:					
TOTAL REVENUES		\$100,004.00	\$0.00	\$100,004.00	
TOTAL EXPENDITURES		\$92,092.21	\$282.58	\$92,374.79	
NET OF REVENUES & EXPENDITURES		\$7,911.79	(\$282.58)	\$7,629.21	
Fund 590 - Sanitary Sewer Fund					
Revenues					
Dept 000.000 - General					
590-000.000-675.000	Misc.	\$0.00	\$2,153.22	\$2,153.22	Retiree Forteture MERS DC Plan
Expenditures					
Dept 101.000 - Council					
590-101.000-960.000	Education and Training	\$1,700.00	\$74.41	\$1,774.41	
Dept 253.000 - Treasurer					
590-253.000-961.000	Miscellaneous	\$0.00	\$76.09	\$76.09	Unemployment
Dept 265.000 - Facilities - City Hall					
590-265.000-930.000	Repairs and Maintenance	\$1,000.00	\$774.02	\$1,774.02	landscaping

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	MID-YEAR BUDGET ADJUSTMENT	MID-YEAR AMENDED BUDGET	COMMENTS
Dept 536.000 - Sewer System					
590-536.000-726.000	Supplies	\$1,700.00	\$3,400.00	\$5,100.00	Ferguson Parts
Dept 543.310 - Sewer District Rehabilitation					
590-543.310-801.000-543.310	Contractual Services	\$0.00	\$161.00	\$161.00	
Fund 590 - Sanitary Sewer Fund:					
TOTAL REVENUES		\$1,301,740.00	\$2,153.22	\$1,303,893.22	
TOTAL EXPENDITURES		\$2,009,856.91	\$4,485.52	\$2,014,342.43	
NET OF REVENUES & EXPENDITURES		(\$708,116.91)	(\$2,332.30)	(\$710,449.21)	
Fund 591 - Water Supply Fund					
Revenues					
Dept 000.000 - General					
591-000.000-675.000	Misc.	\$0.00	\$3,193.91	\$3,193.91	Retiree Forteture MERS DC Plan
Expenditures					
Dept 101.000 - Council					
591-101.000-960.000	Education and Training	\$1,700.00	\$75.00	\$1,775.00	
Dept 253.000 - Treasurer					
591-253.000-961.000	Miscellaneous	\$0.00	\$76.09	\$76.09	Unemployment
Dept 540.000 - Water System					
591-540.000-726.200	Uniforms	\$1,000.10	\$2,700.00	\$3,700.10	Uniform allowance DPW
Dept 905.000 - Debt Service					
591-905.000-992.200	LTGO USDA Interest Payments	\$25,757.00	\$26,914.89	\$52,671.89	May 2023 Interest Payment
Fund 591 - Water Supply Fund:					
TOTAL REVENUES		\$2,816,595.16	\$3,193.91	\$2,819,789.07	
TOTAL EXPENDITURES		\$3,051,264.40	\$29,765.98	\$3,081,030.38	
NET OF REVENUES & EXPENDITURES		(\$234,669.24)	(\$26,572.07)	(\$261,241.31)	
Fund 661 - Motor Pool Fund					
Revenues					
Dept 000.000 - General					
661-000.000-675.000	Misc.	\$0.00	\$1,256.66	\$1,256.66	Retiree Forteture MERS DC Plan
Fund 661 - Motor Pool Fund:					
TOTAL REVENUES		\$167,355.00	\$1,256.66	\$168,611.66	
TOTAL EXPENDITURES		\$474,165.54	\$0.00	\$474,165.54	
NET OF REVENUES & EXPENDITURES		(\$306,810.54)	\$1,256.66	(\$305,553.88)	

Swartz Creek Area Fire Department
Budget vs. Actuals: 2022 - FY22 P&L
 January - December 2022

	Total			
	Actual	Budget	Remaining Budget	% of Budget
Revenue				
3582 OPERATING CONTRIBUTIONS	334,662.14	326,329.00	8333.14	102.55%
3583 EQUIPMENT CONTRIBUTIONS	151,056.94	0.00	151056.94	
3628 MISC. INCOME (SUNDRY)	1,185.00	0.00	1185.00	
3673 SALE OF FIXED ASSETS	50,150.00	0.00	50150.00	
Total Revenue	\$ 537,054.08	\$ 326,329.00	210725.08	164.57%
Expenditures				
4703 SOCIAL SECURITY	12,391.03	12,337.00	(54.03)	100.44%
4704 STAFF SALARIES	36,153.37	43,000.00	6846.63	84.08%
4705 MAIN/TRAINSALARIES	23,189.85	21,800.00	(1389.85)	106.38%
4706 OFFICER SALARIES	16,175.06	18,468.00	2292.94	87.58%
4707 FIREFIGHTERS SALARY	86,456.91	78,000.00	(8456.91)	110.84%
4708 DEFERRED COMPENSATION	2,882.50	2,556.00	(326.50)	112.77%
4709 MEDICALFIREFIGHTERS	7,864.00	8,408.00	544.00	93.53%
4710 UNEMPLOYMENT PAYMENTS(1)	0.00	800.00	800.00	0.00%
4727 OFFICE SUPPLIES	1,849.74	1,850.00	0.26	99.99%
4728 BUILDING SUPPLIES	1,285.61	2,120.00	834.39	60.64%
4741 EQUIPMENT SUPPLIES	16,874.87	7,100.00	(9774.87)	237.67%
4801 CONTRACT SERVICES	6,907.57	10,200.00	3292.43	67.72%
4850 COMMUNICATIONS	5,186.13	5,520.00	333.87	93.95%
4910 INSURANCE	24,009.00	24,900.00	891.00	96.42%
4920 UTILITIES	18,038.49	19,500.00	1461.51	92.51%
4960 EDUCATION & TRAINING	3,374.19	11,650.00	8275.81	28.96%
4970 OFFICE EQUIPMENT	62.96	750.00	687.04	8.39%
4976 FIRE EQUIPMENT	24,008.39	26,300.00	2291.61	91.29%
4978 FIRE EQUIP.MAINT/REPAIR	32,619.15	27,230.00	(5389.15)	119.79%
4981 APPARATUS	195,692.65	120,000.00	(75692.65)	163.08%
4984 COMPUTER EQUIPMENT	1,653.62	1,800.00	146.38	91.87%
4988 COMPUTER SOFTWARE/UPGRADES	4,444.71	2,040.00	(2404.71)	217.88%
Total Expenditures	\$ 521,119.80	\$ 446,329.00		
Net Operating Revenue	\$ 15,934.28	-\$ 120,000.00		

\$	To Acct	From Acct
33.87	4703	4850
20.16	4703	4984
1,389.85	4705	4704
326.50	4708	4709
8,275.81	4741	4960
1,461.51	4741	4920
37.55	4741	4910
3,245.39	4978	4801
2,143.76	4978	4976
2,292.94	4988	4706
111.77	4988	4970
151,056.94	3583	
1,185.00	3628	
50,150.00	3673	
81,206.94	4981	

Swartz Creek Area Fire Department
Budget vs. Actuals: 2022 - FY22 P&L
 January - December 2022

	Total			
	Actual	Budget	Remaining Budget	% of Budget
Revenue				
3582 OPERATING CONTRIBUTIONS	334,662.14	326,329.00	(8,333.14)	102.55%
3583 EQUIPMENT CONTRIBUTIONS	151,056.94	151,056.94	-	100.00%
3628 MISC. INCOME (SUNDRY)	1,185.00	1,185.00	-	100.00%
3673 SALE OF FIXED ASSETS	50,150.00	50,150.00	-	100.00%
Total Revenue	537,054.08	528,720.94	(8,333.14)	101.58%
Expenditures				
4703 SOCIAL SECURITY	12,391.03	12,391.03	-	100.00%
4704 STAFF SALARIES	36,153.37	41,610.15	5,456.78	86.89%
4705 MAIN/TRAINSALARIES	23,189.85	23,189.85	-	100.00%
4706 OFFICER SALARIES	16,175.06	16,175.06	-	100.00%
4707 FIREFIGHTERS SALARY	86,456.91	78,000.00	(8,456.91)	110.84%
4708 DEFERRED COMPENSATION	2,882.50	2,882.50	-	100.00%
4709 MEDICALFIREFIGHTERS	7,864.00	8,081.50	217.50	97.31%
4710 UNEMPLOYMENT PAYMENTS(1)	-	800.00	800.00	0.00%
4727 OFFICE SUPPLIES	1,849.74	1,850.00	0.26	99.99%
4728 BUILDING SUPPLIES	1,285.61	2,120.00	834.39	60.64%
4741 EQUIPMENT SUPPLIES	16,874.87	16,874.87	-	100.00%
4801 CONTRACT SERVICES	6,907.57	6,954.61	47.04	99.32%
4850 COMMUNICATIONS	5,186.13	5,486.13	300.00	94.53%
4910 INSURANCE	24,009.00	24,862.45	853.45	96.57%
4920 UTILITIES	18,038.49	18,038.49	-	100.00%
4960 EDUCATION & TRAINING	3,374.19	3,374.19	-	100.00%
4970 OFFICE EQUIPMENT	62.96	638.23	575.27	9.86%
4976 FIRE EQUIPMENT	24,008.39	24,156.24	147.85	99.39%
4978 FIRE EQUIP.MAINT/REPAIR	32,619.15	32,619.15	-	100.00%
4981 APPARATUS	195,692.65	201,206.94	5,514.29	97.26%
4984 COMPUTER EQUIPMENT	1,653.62	1,779.84	126.22	92.91%
4988 COMPUTER SOFTWARE/UPGRADES	4,444.71	4,444.71	-	100.00%
Total Expenditures	\$ 521,119.80	\$ 527,535.94		
Net Operating Revenue	\$ 15,934.28	\$ 1,185.00		