

**City of Swartz Creek  
AGENDA**

**Regular Council Meeting, Monday, May 22, 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 May 8, 2023 MOTION Pg. 30
  - 4B. Closed Session Council Meeting of May 8, 2023 MOTION Sealed
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. 42
  - 6C. Swartz Creek Cross County 5K Permit Application Pg. 51
  - 6D. Tennis Court Bids Pg. 54
  - 6E. School Street Repair Quote Pg. 60
  - 6F. Traffic Hump Examples Pg. 61
  - 6G. Crack Sealant Bids Pg. 66
  - 6H. MML Insurance Letter Pg. 77
  - 6I. Special Assessment Listing Pg. 83
  - 6J. Fiscal Year 2024 Budget Link
7. **MEETING OPENED TO THE PUBLIC:**
  - 7A. General Public Comments
8. **COUNCIL BUSINESS:**
  - 8A. Fiscal Year 2024 Budget PUBLIC HEARING
  - 8B. School Street Repair Quote RESO Pg. 25
  - 8C. Hometown Days 5K RESO Pg. 25
  - 8D. Tennis Court Bids RESO Pg. 26
  - 8E. Tax Assessments RESO Pg. 27
  - 8F. Crack Sealant Bid RESO Pg. 27
  - 8G. Appointment RESO Pg. 28
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION Pg. 29

**Next Month Calendar**

Metro Police Board:	Wednesday, May 24, 2023, 11:00 a.m., Metro HQ
Planning Commission:	Tuesday, June 6, 2023, 7:00 p.m., PDBMB
Downtown Development Authority:	Thursday, June 8, 2023, 6:00 p.m., PDBMB
City Council	Monday, June 12, 2023, 6:00 p.m., PDBMB
Fire Board:	Monday, June 19, 2023, 6:00 p.m., Station #1
Park Board:	Tuesday, June 20, 2023, 5:30 p.m. PDBMB
Zoning Board of Appeals:	Wednesday, June 21, 2023, 6:00 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, MAY 22, 2023, 7:00 P.M.**

The regular virtual meeting of the City of Swartz Creek city council is scheduled for **May 22, 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:**

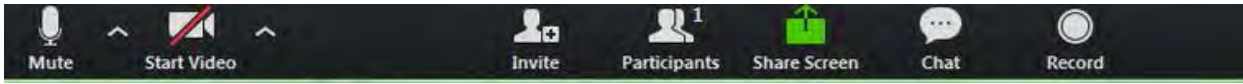
1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://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: May 22, 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](mailto: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, May 22, 2023 - 7:00 P.M.**

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

**FROM:       Adam Zettel, City Manager**

**DATE:       May 17, 2023**

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**ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS**

- ✓ **MICHIGAN TAX TRIBUNAL APPEALS** *(No Change of Status)*  
As of now, the city has not received any new tax tribunal appeals.
  
- ✓ **STREETS** *(See Individual Category)*
  - ✓ **2020-2023 TRAFFIC IMPROVEMENT PROGRAM (TIP)** *(No Change of Status)*  
The timeline for the Miller Road TIP project is as follows:

Advertise - week of April 17th  
Bid opening – June 1st (Thursday, 10AM @ SC)  
Council Meeting - June 12th  
Construction Start – July 5th

For this project, the timeline should be very agreeable. We generally would wish to start after school let out in any case. This does not put us behind. The previous report follows.

We have payment from MDOT already delivered (~\$1.1M) for the Miller Road buyout. 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 (prevailing 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 option 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 November and December meetings. There was support and opposition, with no recommendation.

✓ **STREET PROJECT UPDATES** (*Update*)

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

We have crack filling bids for street maintenance, and the results are much more agreeable. See the dedicated section below for details.

OHM is preparing preliminary engineering for the remainder of Winchester Village and Winchester Woods. This should be out to bid in mid-May. 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 Shenk, 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 intend 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.

The USDA and street bond processes will be conducted concurrently, but they are separate and distinct. Because of the importance and complexity, I added a section to the packet to cover the borrow process specifically.

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

I do not have a timeline, but we expect the county contractor to start work on maintenance of the Elms Road bridge this summer. 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*)

The contractor started work on April 12! Inliner will tackle Morrish, from I-69 to Miller Road (I-69 north was constructed in about 2006 when the county interceptor was installed in Clayton Township, and Morrish Road, from the south city limits to the creek is now an inter-community collector). They will also be doing Miller from Paul Fortino to the west city limit of the line.

We will also be putting together a more formal five-year city-wide cleaning program, based upon this information. This is being put on the back burner so that we can put

more resources into lining instead of cleaning. Again, the benefit is that lining is relatively cheap, so the more we do now the better. In addition, the lining program is so aggressive that the result is still about 2 miles (10%) of the system being cleaned in the process. This is short of the 20% we seek to attain, but it is reasonable.

The total cost for 2023 work is \$646,078. The big 'take away' is that we are still aggressively lining the system, which is extraordinary. The next implication is that our 20 year plan has been modified enough to lose some of its validity. This is common when plans mature. Knowing this, we plan to update our maintenance and lining records into our GIS mapping system as soon as possible so we can put forth a modified 5 and 20 year sewer maintenance plan. I do not have a timeline on this.

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

We have executed the water supply agreement addendum with the county. Final USDA and GCDC-WWS reviews are occurring. Based on this, we believe we will be bidding in mid-May. Under the current timeline, we are 50/50 to see the total completion of all Village water main and streets by the end of 2024. I expect we will see work in 2025.

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. With that said, the USDA is going to require a rate increase prior to closing on the loans. They are using our fiscal year 2022 revenues of \$2,268,328 against our fiscal year 2025 expected expenses of \$2,562,849 (including the new debt service) as the basis for new rates. This means that we need to cover a gap of about \$294,521, an increase of 12.9%. This is obviously extremely high and undesirable.

However, keep in mind that our last payment on the GO Tax Bonds borrowing in 2016 will be in May of 2027, relieving expenses by about 2%. In addition, our projects for FY2025 are not reflected in the FY2022 actual. As such, I think we will experience lighter increases than what the USDA gap indicates. Furthermore, we have the ability to adjust rates in FY23, FY24 and FY25 to get there. This might be 4% a year instead of a large bump up front. Given recent and current inflation, this is not out of line. Lastly, this investment will cover the vast majority of capital maintenance projects for the next 30-40 years.

See the 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)

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

We hope to have something moving in the next 90 days to begin work with the county to abandon the 8" Dye Road water main in the vicinity of the rail line (west side of Dye). The county approved the move. It appears their dedicated contractor will do the work for about \$60,000, which is budgeted. We just need to apply for form B-permit changes.

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.

Because the 16" line is under the road, the transition is more costly than expected. As such, we recommend a hybrid strategy in which the customers north of the rail are moved to the east side and the west side line can be abandoned south of the rail. This ameliorates our break risk at the rail.

The previous report follows.

GCDC, Mundy, and Gaines have bid out a new section of water main that is supposed to connect Elms/Maple to Hill, and on to Morrish. This will provide some additional redundancy for the system. However, it does not take care of our extreme west end, where we have a pronounced need for a second feed from either Clayton or Gaines. Note that this could also encourage some new development south of the city, which is common to experience when utilities are extended during strong economic periods.

As presented by the GCDC on April 12, 2022, 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.

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

Installation has commenced! 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.

✓ **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. In addition, the association manager reached out about permitted designs and builders for the subdivision. There could be renewed interest in some building. 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** *(No Change of Status)*

The spring 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. **(Update)** The **Genesee Valley Trail Extension construction is underway and almost done!** Final restoration is complete. We also had a loop installed in Elms Park with leftover millings. We may have budget available to expand this or add one at Abrams. As of writing the SRTS project appears to be a 2023 project.
2. The **raceway owner appears to be moving on from racing.** We met with the owner on February 16<sup>th</sup>. He indicates that he is ordering demolition of the out-buildings and plans to scrape the entire site within about 18 months. As it happens, we received a Miss Dig notice on the same day for utility disconnects from said buildings. Though not listing the site for sale, he is preparing the site for future use as a tech park/industrial park. We believe we are cultivating a very positive relationship that will set the table for a bright shared future. For now, they have a temporary zoning permit to store surplus vehicles for GM.
3. **(Update)** The **demolition of Mary Crapo is done.** It appears that a plan is coming together to put a varsity baseball field here. The school is open to a partnership that may allow the DDA to pursue seasonal skating and/or public art. There is a new section below regarding damage to School Street.
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 drop off lanes, as well as STEM labs.
5. **Street repair in 2023** is in the pre-bid phase. We are currently bidding work on Miller, from Morrish to Seymour (at Speedway). This bid is due June 1. Local street work will be out for bid in May or early June.
6. The **Brewer Condo Project** first tri-plex is complete and for sale. We can affirm now that two of three units have sold! It is good to see activity, because, there are clearly issues in the housing market that will slow this project. The project includes 15 townhome condos off Morrish Road in downtown. They are approximately 1,750 square feet, with two car garages and basements.
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. This will obviously get scrapped if the property transfers.

✓ **TAP/DNR TRAIL** *(Update)*

The Genesee Valley Trail project is substantially complete, with final concrete work and restoration occurring last week.

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*)

The project is slated to start in May and be substantially complete by September. The site license for Consumers Energy has been signed by all parties.

See the report of March 13 for more details.

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

We checked in with our MEDC staff this month. Nate Scramlin visited the community, and we went over our priority sites (Raceway, Fortinos, and Methodist Church). We discussed our various incentives, opportunities, and challenges. We also caught up with Charles Donaldson about some funding opportunities for the community. We hope for good things this year!

Our community continues to pursue a crowd funding match for a public place enhancement. The Public Places, Community Spaces opportunity is a big deal and can provide up to \$50,000 towards a downtown project! A steering committee has been formed to tackle this project. We may have some near-final concepts or pricing for the May 11 DDA meeting.

The primary option for this is to invest in Holland Square to provide built-in structures for community seating, vending, entertainment, and related activities. There are a couple examples of this already that seem to work well in public spaces. Such a concept would activate Holland Square along Miller Road by providing social interactions, market activities, and some recreation. It would also include lighting, sound systems, and some shade/weather protection. Parking would be reduced but only minimally. Another Michigan community achieved their funding goal to realize their vision this month!

✓ **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.

In the meantime, there have been some no trespassing signs placed on the property. There is also a fire pit and some chairs. Though it is not obvious who placed these, I sent notice to the neighbor to the north that these must be removed by May 30<sup>th</sup>.

In other news, the county is in the process of foreclosing on three properties. Each of these MAY be offered to the city for the value of the taxes owed. The list includes:

7484 Wade Street (Thompson's Garage)  
5323 Miller (Vacant house in the wooded area, south side, about 400' from Dye)  
Vacant Land on Dye (Small wedge of vacant land attached to 5323 Miller)

✓ **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 2<sup>nd</sup>. 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.

As time continues to pass and prices climb substantially, I do not believe we can tackle the scope of work that we planned. The regional planning commission indicated that we have the ability to scale back the project prior to bidding. I recommend we do so to keep the project affordable. This does not mean that the other sidewalks cannot be placed with local funds. However, I recommend that if the city wishes to install such walks, that we do so at a separate time with local funds and not in tandem with the federal CDBG funds, which require prevailing wages.

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

Our staff is doing very well at collecting sanitary sewer data. As noted above, this is crucial to future maintenance of the system in an efficient manner. Getting accurate field data combined with past contractor work will allow us to map past maintenance, existing issues, and future plans. The accompanying data will help us create sustainable, annualized costs and procedures to operate the system.

✓ **DISC GOLF** (*Update*)

Shattered Chains has completed a lot of work on site. They have been able to use some of our wood chips, donated fill/soil, and many volunteers to establish many of the basket areas and fairways. We will see if we can be of further assistance to address some drain crossings and final site restoration from contractor staging.

✓ **PAVILION COMMITMENT/GRANTS** (*No Change of Status*)

The city applied for a recreation passport grant. Our grant writer has also submitted requests to Congressman Kildee's office and both US Senators for congressional directed spending. There is some positive feedback on these requests. We are still hopeful that Jentery Farmer's family will be able to contribute a sizable donation, perhaps as large as \$50,000.

✓ **SPEEDING AND TRAFFIC CONTROL** (*Update*)

I am including some examples for speed humps that Robert has solicited. This is for reference only at this point. As discussed at the last meeting, there is not a 'silver bullet' solution for speeding. Instead, we can look to implement various strategies for traffic calming and enforcement that each play a role in moving average traffic speeds to the slower end of the spectrum.

With that said, speed bumps can play a part on certain streets, such as Seymour at Oakview or on Ingalls. We can also continue to look at narrow lanes, onstreet parking, street trees, radar signs, traffic officers, and pavement stencils. The downside is that there is not currently a budget set up for this. It may be a worthy idea to test a pilot area, such as Seymour or Ingalls, where multiple strategies are enacted at the same time. The previous report follows.

Metro PD is providing two permanent speed monitoring and feedback signs. These resemble the portable signs, but they are bigger, self powered, and more stationary. We have selected two city gateways that have some ongoing issues as prime candidates. One is Morrish, south of I-69, southbound. The other is likely to be Elms. We were leaning towards Miller, east of downtown, but the curve and right of way may not be the best.

The DPW is very impressed with these. I inquired to Metro about pricing and if the mobile trailer is available. If our experience is positive and prices reasonable, we may look to budget more as part of our community speed control program.

The idea is to create more awareness and accountability as folks enter the community and enter neighborhoods. We may be able to move or place such signs on Seymour, Ingalls, or other areas if we find they are useful. The previous report follows.

With the surface of so many streets improving, we are fielding more and more speed complaints. Since there is not long standing data on this, it is not clear if drivers are speeding more, people complain more, or standards are getting higher. In any event, we are now getting complaints for Hill Road (2022 resurfacing), as well as streets in Winchester Village. Regardless of the posted speed limits, a smooth road surface has the obvious impact of enabling higher speeds.

In the interest of calming traffic in all neighborhoods, it may be prudent to invest in some measures to create more awareness of speed, in addition to opportunities for great enforcement and physical design considerations. Some obvious markings that we can consider for Ingalls, Hill, and other streets are below. These are relatively inexpensive and can send a strong message, especially around schools. They are also easy to add, whereas design considerations such as narrower lanes can take years and cost much.



I have liaised with the school concerning the reuse of Mary Crapo. It seems likely that this property is going to house a new varsity baseball field. It is also apparent that onsite parking will be limited. I suspect on street parking will be very useful, if not essential, for this use. As such, I recommend we delay indefinitely the prospect of on street parking.

This can be ascertained once the site is operating in its new mode. The previous report follows.

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.

✓ **CIVIC PARKING LOT SCOPE CHANGE (Update)**

Robert is attempting to set up a timeline for this work to be done. The previous report follows.

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 (Update)**

Approvals are being granted for some of the work areas, and you probably have observed limited installation in and around the community. Other areas have conflicts that still exist, and they are being worked out. Overall, about half the work is approved. We needed to increase the escrow that Frontier has paid in order to keep OHM on the reviews. I am not certain when all reviews will be complete since we rely on revisions from the applicant. 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 'flowerpot' 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)*

With projects out for bid soon, the city's financial advisor has crafted draft bonding documents. They look good. I expect further activity to occur with this in tandem with bid approvals in April or May.

✓ **POTENTIAL MUNDY MEGA SITE/COSTCO** *(Update)*

There are some public meetings coming up for the Mega Site. Mundy is hosting one on May 31<sup>st</sup>, from 4pm to 7pm. Based upon some anecdotal accounts and social media, there is certainly a mixed opinion on the matter. There is also a lot of contradicting information. I advise we all try to get as many facts as possible. Though we have no say in either matter, our community will be impacted (good and bad). The previous report follows.

For some time now, there has been vague statements by the MEDC and others that a land consolidation may be occurring near the city in Mundy Township. More information is being released that indicates a large site, around 900 acres may be under contract by state and/or regional economic development entities. It appears that these agencies are working with unnamed users that represent advanced industries, such as chip or battery manufacturing.

Such endeavors are not uncommon. We can all recall "Project Tim" near Durand a few years back, which never came to fruition. However, with the announcement of the battery facility near Marshall, it is prudent to be mindful of the changes that could occur if a transformational project should be announced near the city. I am working with Mundy Township, our legislators, and our planner to set the table for immediate and pro-active action to accommodate the impacts (both positive and negative), should such an investment appear likely or imminent. I will keep the council informed to the best of my ability. There is certainly a degree of secrecy that surrounds such a matter.

In other news, Costco has made application to build a store on Hill Road, right at US-23. This is on the edge of the Swartz Creek School District (just in or out, perhaps on the line). This Hill Road corridor is developing fast and does impact our community. The corridor includes some fast growing housing, new retail, employers, and Miracle Commons park. It connects Grand Blanc and Swartz Creek, as well as regions north and south on US-23. With the site selection of Costco, it is obvious that this area is of focus for a very large catchment of population. With future announcements coming from the Grand Blanc area, we can see a pattern evolving in which pressure for more intensive land uses is coming from the east,

what this means for the core of the community on I-69 is less clear. What is obvious is that our community should continue to have proactive plans and strategies to handle existing and potential pressures for change.

✓ **CONSUMERS ENERGY “PUT YOUR TOWN ON THE MAP” GRANT (Update)**

Samantha has applied for a grant (\$10,000-\$25,000) to enhance our new trail way. We contrived an interactive scale model of the solar system that could be displayed and described on the trail. The idea is that the sun would be at the Elms trail head, with Neptune at Otterburn Park. Folks can walk/bike the distance and learn about the solar system, seeing the solar bodies in scale imagery/models. CE likes this and has selected Sam to attend their community conference to battle it out for one of the top prizes. Since she had desired to attend the conference anyways, free registration is a bonus!

I am going to see if we can get a sister city in New Zealand, perhaps Nelson, to participate. Their community is 8,630 miles away, which reflects the approximate distance to the next closest star.

The park board approved this concept for installation at their May meeting.

✓ **PROPERTY PURCHASE (Update)**

We are proceeding with an environmental review for the 15 acres on Bristol. Findings of this and other site inspections will be brought back to council to affirm a closing date.

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

✓ **MONTHLY REPORTS (Update)**

The standard set of monthly reports are included for your enjoyment.

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

✓ **PLANNING COMMISSION (No Change of Status)**

The PC met on May 2<sup>nd</sup>. They reviewed changes to the zoning code as it applies to Planned Unit Developments. I thought the review went well. A refined draft will be reviewed at a June 6, 2023 public hearing of the planning commission. If recommended for approval, the ordinance will go before the City Council in June. If affirmed, the PC will then commence review of a specific Downtown Preliminary 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 May 18<sup>th</sup>. This meeting was a week later than normal because there was not a quorum on the 11<sup>th</sup>. They are still working on the Public Spaces, Community Places crowdfunding program. Though there is a concept drawing at this point, the budget is about four times higher that we discussed. We are checking to see how other communities approached design and build out of a similar concept. See the section above on Redevelopment Ready Communities.

Though group made some progress with the TIF incentive guidelines. Unfortunately, the scoring system they adopted appears to allow most projects to qualify for funds, negating a lot of effort to require and promote quality designs and functions. The lack

of regular attendance at these meetings is really hurting the continuity of effort and institutional knowledge that has been developing.

The DDA did approve the Michigan Arts and Culture Council Grant for historic signs in the downtown (this is a program that should start us off with about four of these). They also recommended strong support for onstreet parking on Miller Road during the next phase of Miller Road rehabilitation.

Their next meeting is scheduled for June 8th. The agenda will have the TIF policy on it.

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

The ZBA held their annual meeting, including Advanced ZBA training, on March 14<sup>th</sup>. They selected incumbent, James Packer, for the chair. They replaced the late Robert Plumb with John Gilbert for the vice chair position. Mr. Ron Smith was selected for another term as secretary. There are no pending variances, appeals, or interpretations.

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

The Park Board met on May 16th. We were joined by the newest member, Angie Ritter! The park board discussed the possibility of an aggregate path in Abrams Park that could connect Whitney Court to the north sidewalk connection, via the creek bank. This was agreed to be worth pursuing. Staff will look to negotiate this with the contractor that wins the bid for the next phase of Village work as part of a staging area compensation.

The board also looked into the merits of a dedicated city park levy. In short, the timing does not appear to be right for this, so they made no recommendation. However, there was conceptual support to create various plans that the public could consider in the future. The idea would be to create improvement and/or maintenance plans that could extend for ten years at various levies of 0.25, 0.5 or 1.0 mils.

The park board considered the proposal for a scale solar system model along the Genesee Valley Trail, between Elms Park and Otterburn. They unanimously approved the installation. This project is conditioned upon a grant that Samantha is in the top 10 for at the moment.

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

The organizational meeting of the BOR was on March 7th at 1:00pm. The hearing dates for standard March BOR were March 20<sup>th</sup>, 9am-12pm & 6pm-9pm, March 21<sup>st</sup>, 9am-12pm and March 22<sup>nd</sup>, 9am-12pm. There were a total of 27 petitions. Of those, 14 were disabled veterans exemptions, 3 were late personal property exemptions, 1 was a taxable value recapping and 9 were people protesting their assessed and/or taxable values.

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

Routine duties include record management, publications, FOIA request, human resources, payroll approval and everything related to elections.

As always, please remember to check your mailbox. Yes, John you now have a mailbox.

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

- ❑ DPS continues to GPS water and sewer assets. This will be ongoing for most of the year as we have time available.
- ❑ Parks are open and ready for people to enjoy.
- ❑ Tree cutting at Abrams park is in process. JM Tree Service is moving quickly to try and beat the rain forecast for this weekend.
- ❑ All of our summer help employees have returned and are working.
- ❑ DPS is working on trimming trees in both parks.
- ❑ Electric work to electrify Abrams pavilions is complete on our end and we are awaiting Consumer's Energy to complete the hookups.
- ❑ Flower boxes downtown are repaired, painted and ready for the flowers to be planted.

✓ **TREASURER UPDATE (Update)**

The recommended budget for FY24 is being presented at the May 22nd council meeting. 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.

✓ **ECONOMIC DEVELOPMENT UPDATE (Update)**

The Put Your Town on the Map Pitch is coming up shortly! The pitch is due on the 25th, and I have been working diligently with the school's video production class to get the pitch together. The video or pitch will be presented on June 8th for judges at the Small Town and Rural Development Conference. We've also started working on the historical signage project, that we received a grant from the MACC towards.

Professional flyers are in for the Family Movie Nights, specific bounce houses are being chosen for each movie (and a balloon artist for some!), food truck paperwork is coming in, and it looks like the season will shape up great. Additionally, we're starting to move forward with predevelopment plans for two RRC sites.

In regards to the Public Spaces Community Places Idea, the renderings and quote came in about 3x higher than expected. I've reached out to staff that worked on the Bridgman Courtyard about what their project costs, and consultants they used.

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

✓ **ROAD CRACK FILLING BIDS (Business Item)**

We have two bids for the crack filling work that we solicited pricing on. They are radically different. The lot bid is \$17,240 from Asphalt Restoration Inc., and the other is \$52,100 from Scodeller. Both companies are reputable, with Scodeller performing work for the city in the past and Asphalt Restoration being MDOT certified for crack filling. Despite the difference in price, I am comfortable with the low bid. They clearly inspected the areas we noted, because they have keyed into the lack of cracks on Hill and the newer areas of Winchester Village.

The bids are included, and I recommend we accept the low bid. In addition, I am hopeful that council will authorize additional services in other areas of the city that we did not include in the scope. The lower price certainly provides an opportunity to do some work in areas like Otterburn Heights, Parkridge, Springbrook East, and Heritage. With that said, I had Asphalt Restoration inspect those areas on Thursday, and I just got a price to include all of them, \$25,806 for the additional work. We felt that covering these neighborhoods was out of reach, but we can include them in the scope and still be under our \$50,000 budget. I hope the council agrees and authorizes the work.

✓ **ABRAMS & ELMS TENNIS COURT REHABILITATION BIDS** (*Business Item*)

The rehabilitation of the tennis courts at both parks is another budgeted priority maintenance project for the park board. Initial estimates indicated that both courts could be addressed for \$54,000. During a meeting of the park board, it was recommended to convert the Abrams courts to basketball. This would cost a bit more, but it was thought that two full size basketball courts would be more valuable to the park than tennis. It will also eliminate the need to rehabilitate the half court that is by the bathrooms.

Bids were sought and, despite only one bid, costs are in line with projections. There are the noted additional costs for conversation that include removal of the nets and installation of new hoops. This puts the project \$20,000 over initial estimates, but I think it is worth the added cost to convert the Abrams courts. The bid and a resolution are included in the packet.

✓ **SCHOOL STREET DAMAGE** (*Business Item*)

There has been some notable damage to School Street due to the demolition activity associated with Mary Crapo. The school is obviously aware of this, and they solicited pricing from Glaeser Dawes to perform a full-depth repair at the driveway into the school grounds. However, there is some additional and evident damage to areas of the street in the same vicinity.

While the school takes some responsibility for this, the street is admittedly old and is an asset of the city. With that said, we sought to expand the scope of the repair work that the school was pursuing with the contractor. They have revised their quote (attached) to include the full-depth repair and some surface rehabilitation from the drive entrance to the Miller Road stop bars. This is a significant expansion, but it is one Robert recommends. The school is willing to contribute extra funds to see this through, in the amount of \$10,000 total.

We certainly wish to see the repairs happen. However, the tables have turned slightly regarding the manner of the repair. Instead of this being contractor repairs on direct damages to the street (e.g. Consumers Energy or similar road break repairs), we are not expanding the scope to be a municipal street rehabilitation. As such, I recommend the city control the contract and invoice the school.

I am including the school contractor quote. The city can obviously pursue other courses of action, such as an engineered plan, sealed bids from other contractors, or allowing a school-led repair. Given the circumstances, I am very comfortable with Glaeser Dawes conducting the repair as quoted. They have done a great job on street reconstruction and spot repairs in the past half decade. Their work is of good quality, and this is certainly a reasonable estimate. Given our experience with recent bidding process results as

compared to quotes, I encourage the council to proceed with this quote as a means to save some time and balance the risk of price adjustments.

✓ **FISCAL YEAR 2024 BUDGET PUBLIC HEARING (*Business Item*)**

The requested budget that was the focus of the May 8 workshop has been available for public inspection and comment. I am including this as a separate document, which also has some of the supplemental material that better explains the planned expenses and fund standing of the various funds and departments. Public comment can be made at this meeting, as well as comments from council members. Based on this, we expect to have a budget ready for approval at the next meeting on June 12.

The information available so far makes up the core of budgetary numbers and explanations that will compose the complete budget book upon final adoption. Feel free to contact myself or Mrs. Korth with questions, comments, or for a detailed sit-down explanation of any and all features.

Concerning the budget implications, we find ourselves in a sound position. Revenues have been kind, with both state revenue sharing and property taxes, but expenses are up by as much or more. In addition, it is not clear that the property and state income levels that support revenues are here to stay. The general fund is razor thin, however, we are still proceeding with a number of projects. Overall, we are very pleased that the draft can manage essential services, while also shoring up some previously unbudgeted capital maintenance accounts. Fund balance is meeting our target goals and debt is a non-issue, including pensions.

The utility, street, waste, and motor pool funds are operationally balanced, accounting for bookkeeping depreciation and capital investments. Deanna has some amazing cash analyses completed to show how the enterprise funds are performing in relation to the fund balance policies. This is all fantastic news considering our ambitious infrastructure plans.

The large aspects of the budget that remain unknown are the water and street projects that are to go out for bid in April and May. These are expected to total \$14M. With project inflation increasing prices 10-30%, it is not obvious that water, street, and general funds will be able to support the bonded debt without some additional considerations. We will need to be flexible with this.

As noted previously, this could change rapidly if state revenue sources for the general fund and streets are impacted by reduced property values, state income tax, sales tax, gas receipts, or inflation.

✓ **MML WORKERS COMPENSATION AND LIABILITY REVIEW (*Update*)**

We had our annual consultation with the MML regarding our workers compensation and liability insurance. Overall, we are improving and doing very well with our loss ratios. They are also making some recommendations for the next year on workplace improvement, which is standard practice. This year, we are charged with updating a better system for our safety data sheets, extending our harassment training to elected officials, and ensuring better volunteer training/procedures for those that water flowers in the summer.

✓ **APPOINTMENTS (*Business Item*)**

We have one open seat on the Park Board with the resignation of Mrs. Brill. The Mayor is recommending the appointment of Winchester Village resident Brandon Greiner.

✓ **PRELIMINARY SPECIAL ASSESSMENTS (*Business Item*)**

Included with the packet is the list of all current special assessments for snow removal (sidewalks), utility bills, weeds, and any miscellaneous charges for the 2023 tax roll. Letters went out notifying those with invoices of the application of these debts to the tax roll if unpaid by May 26th (cash or money order only after May 19th). Some of these will likely be paid before that time but council will need to review the initial list of items for information purposes. A resolution to move this forward is included.

✓ **HOMETOWN DAYS 5K FOOT RACE PERMIT (*Business Item*)**

The annual race during the kickoff of Hometown Days is back! Though this event coincides with Hometown Days, it is a separate group conducting a separate event and should be distinguished as such. The route and other operations are the same. Reviews are complete, and we have a resolution to enable this street permit.

**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. As of writing, I am not sure this is going to be worked out.

*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). Note that we had an issue with the bucket truck title. Connie has sorted this out, with Herculean efforts with the SoS.

*Karegnondi Rates:* GCDC's last water rate increase was set established on 6/28/17 and took effect on 4/2/18. The water plant went on line December 2017. Based a recent rate evaluation, there is no expected increase through 2027 for either water or sewer.

*Volunteer Form:* I have been working on a call for volunteers, updated release forms, and policies to get our community into a new era of volunteerism. Social capital, which is the fancy phrase for 'people helping the community' has been on the decline everywhere. This is especially true of dedicated community group membership, such as that in Kiwanis, Lions, etc. This is stressing some of our volunteer events, limiting maintenance of existing facilities that relied on such care, and causing us to miss opportunities. Anyway, I will look to distribute the form at the meeting. This Call for Volunteers should help us engage our community by getting the word out on ways to help, without large commitments, memberships, etc.

**City of Swartz Creek  
RESOLUTIONS  
Regular Council Meeting, Monday, May 22, 2023, 7:00 P.M.**

**Motion No. 230522-4A**                      **MINUTES – MAY 8, 2023**

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

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, May 8, 2023, to be circulated and placed on file.

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

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

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

**Motion No. 230522-4B**                      **CLOSED SESSION MINUTES – MAY 8, 2023**

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

**I Move** the Swartz Creek City Council approve the Minutes of the Closed Session Council Meeting held Monday, May 8, 2023.

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

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

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

**Motion No. 230522-5A**                      **AGENDA APPROVAL – MAY 22, 2023**

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

**I Move** the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of May 22, 2023, to be circulated and placed on file.

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

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

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

**Motion No. 230522-6A**                      **CITY MANAGER’S REPORT**

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

**I Move** the Swartz Creek City Council accept the City Manager’s Report of May 22, 2023 including reports and communications, to be circulated and placed on file.

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

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



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

**Resolution No. 230522-8B                      RESOLUTION TO APPROVE SCHOOL STREET REPAIRS**

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

**WHEREAS**, the city maintains a system of major and local streets; and

**WHEREAS**, the Swartz Creek Community School District conducted demolition of a facility located on School Street, which resulted in significant damage to the street; and

**WHEREAS**, the street is an asset of the City and it is recognized that this asset was largely depreciated and significantly deteriorated prior to the commencement of construction; and

**WHEREAS**, the School is prepared to repair the most damaged sections of the street, but they agree to work with the City to rehabilitate a larger section of the street that has been impacted (Miller to the south end of the north drive of Mary Crapo); and

**WHEREAS**, the School initially sought a quote from Glaeser Dawes Corporation for limited work, but this work scope was expanded with input of the City; and

**WHEREAS**, the scope of work now warrants that the repair be conducted with oversight of the City instead of a School; and

**WHEREAS**, the School has agreed to compensate the City \$10,000 towards the repairs; and

**WHEREAS**, the quote for repairs is very reasonable, the contractor is proven to perform quality work, the bidding market is temporarily very limited, and time is of the essence; and

**WHEREAS**, the City finds that, per Section 2-402 – General Purchasing Policy, the economic interests of the city are best served by negotiating a contract with a provider of the produce, material or service without requesting sealed bids.

**NOW, THEREFORE, BE IT RESOLVED** the City of Swartz Creek hereby approves the quote from Glaeser Dawes Corporation, in the amount of \$37,413 to repair and rehabilitate parts of School Street.

**BE IT FURTHER RESOLVED** the City of Swartz Creek directs the City Manager to execute a standard contractor agreement with the contractor and further directs the Treasurer to appropriate funds from the local street fund as appropriate.

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

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

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

**Resolution No. 230522-8C                      RESOLUTION TO APPROVE 5K FOOT RACE STREET PERMIT**

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

**WHEREAS**, Swartz Creek Community Schools Cross Country Teams is a recognized not-for profit entity that operate in Swartz Creek; and

**WHEREAS**, said organization proposes to continue the annual 5k road race that coincides with the Hometown Days Festival, and they therefore seek a permit to use the city streets on June 1, 2023; and

**WHEREAS**, the City Council finds those organizations and the event to be beneficial to the public and in good standing.

**NOW, THEREFORE BE IT RESOLVED** that the City of Swartz Creek hereby approves the application for a street usage permit to conduct a 5 kilometer foot road race on Thursday, June 1, 2023, 6:00 PM – 7:45 PM, applicant: the Swartz Creek Community Schools Cross Country Team., care of Jon Look, race to be held in Winchester Village Subdivision, in accordance with the application submitted, under the direction and control of the Chief of Police and contingent upon the provision of valid insurance listing the City of Swartz Creek as an additionally insured party.

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

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

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

**Resolution No. 230522-8D**

**RESOLUTION TO APPROVE REHABILITATION OF ELMS TENNIS COURTS AND CONVERSION OF ABRAMS TENNIS COURTS TO BASKETBALL COURTS**

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

**WHEREAS**, the city maintains a system of parks, including grounds and active recreational facilities; and

**WHEREAS**, the Elms tennis courts are identified as a priority maintenance need by the park board, and the current budget sets funds aside to rehabilitate the courts; and

**WHEREAS**, the Abrams tennis courts are also identified as a priority maintenance need, with conversion to basketball courts being recommended by the park board as a means to provide full court basketball in the park, repurpose the failing tennis courts, and eliminate the need to rehabilitate the existing half court at the park; and

**WHEREAS**, the city sought bids to rehabilitate the surface of both assets and to reconfigure the Abrams courts for basketball, including installation of new backboards and nets; and

**WHEREAS**, one bid was received in the amount of \$74,000 by Lasers Striping & Sport Surfacing of Canton, Michigan, a company found to be in good standing by the city.

**NOW, THEREFORE, BE IT RESOLVED** the City of Swartz Creek hereby approves the bid from Lasers Striping & Sport Surfacing, in the amount of \$74,000.

**BE IT FURTHER RESOLVED** the City of Swartz Creek directs the City Manager to execute a standard contractor agreement with the bidder and further directs the Treasurer to appropriate funds from the general fund as appropriate.

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

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

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

**Resolution No. 230522-8E**

**RESOLUTION TO ASSESS DELINQUENT CHARGES TO THE ASSESSMENT ROLL**

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

**WHEREAS**, the city, by virtue of enforcing certain ordinances and charter provisions, incurs expenses related to the improvement, maintenance, and/or replacement of private and public property; and

**WHEREAS**, the city also provides utility services, of which some recipients of said services have outstanding and overdue balances related to the same; and

**WHEREAS**, the city's ordinances related to the provision of water and sewer services, as well as those pertaining to the maintenance of sidewalks, noxious weeds, blight and fire cost recovery provide for the collection of expenses and related fees; and

**WHEREAS**, such outstanding expenses, service charges, and fees are able to be assessed to real property per Chapter 10 of the City Charter.

**NOW, THEREFORE, BE IT RESOLVED** the City of Swartz Creek directs the Treasurer to prepare an audit of all outstanding debts owed to the City for delinquent sidewalk snow removal, utility services, blight and fire cost recovery, and further, to cause such debts to be assessed against the property owner of record, in accordance with City Ordinance and State Statute, said debts to be placed against the summer 2023 tax collection roll.

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

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

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

**Resolution No. 230522-8F**

**RESOLUTION TO APPROVE ROAD CRACK SEALANT BID**

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

**WHEREAS**, the city maintains a system of major and local streets; and

**WHEREAS**, the city recognizes that a mix of fixes is required to properly maintain street assets over their design life, including the early application of crack filler; and

**WHEREAS**, the city sought bids to apply crack filling treatment to select major streets that are experiencing mild deterioration, as well as major and local streets that are showing the first signs of deterioration; and

**WHEREAS**, a low bid was received in the amount of \$17,240, by Asphalt Restoration Inc, a company in good standing with the MDOT.

**NOW, THEREFORE, BE IT RESOLVED** the City of Swartz Creek hereby approves the bid from Asphalt Restoration Inc, in the amount of \$17,240.

**BE IT FURTHER RESOLVED** the City of Swartz Creek approves the additional work for the Heritage, Otterburn, Parkridge, and Springbrook East neighborhoods for the price of \$25,806.

**BE IT FURTHER RESOLVED** the City of Swartz Creek directs the City Manager to execute a standard contractor agreement with the bidder and further directs the Treasurer to appropriate funds from the major and local street funds as appropriate.

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

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

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

**Resolution No. 230522-8G                      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 exist 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:

**#230522-8G1      MAYOR APPOINTMENT:                      **Brandon Greiner**  
Park Board  
Remainder of Three year term, expiring December 31, 2024**

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

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

**Motion No. 230522-11A                      ADJOURN**

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

**I Move** the Swartz Creek City Council adjourn the regular council meeting of May 22, 2023.

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

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

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE REGULAR COUNCIL MEETING  
DATE 05/08/2023**

The meeting was called to order at 7:03 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, Krueger, Knickerbocker, Henry.

Councilmembers Absent: Hicks,

Staff Present: City Manager Adam Zettel, Clerk Connie Olger, City Attorney Chris Stritmatter

Others Present: Josh Pfeiffer.

Others Virtually Attended: Rae Lynn Hicks.

**EXCUSE MAYOR PRO TEM HICKS**

**Resolution No. 230508-01**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Henry

**I Move** the Swartz Creek City Council excuse Mayor Pro Tem Hicks.

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

**APPROVAL OF MINUTES**

**Resolution No. 230508-02**

**(Carried)**

Motion by Councilmember Spillane  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council approve the amended Minutes of the Regular Council Meeting held Monday April 24, 2023, to be circulated and placed on file.

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

## **CLOSED SESSION MINUTES – APRIL 24, 2023**

### **Resolution No. 230508-03**

**(Carried)**

Motion by Councilmember Spillane  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council approve the Minutes of the Closed Session Council Meeting held Monday, April 24, 2023.

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

## **APPROVAL OF AGENDA**

### **Resolution No. 230508-04**

**(Carried)**

Motion by Councilmember Henry  
Second by Councilmember Cramer

**I Move** the Swartz Creek City Council approve the Agenda as printed for the Regular Council Meeting of May 8, 2023, to be circulated and placed on file.

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

## **CITY MANAGER’S REPORT**

### **Resolution No. 230508-05**

**(Carried)**

Motion by Councilmember Cramer  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council accept the City Manager’s Report of May 8, 2023, including reports and communications to be circulated and placed on file.

Discussion Ensued.

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

## **MEETING OPENED TO THE PUBLIC:**

Josh Pfeiffer Seymour Rd., wanted to let the council know Metro has very little presence in the city. He has an issue with speeding on Seymour and throughout the city. He would like something to be done.

The Mayor responded we are currently working on this, we just received two speed signs we are going to put up and we are looking at other things.

**COUNCIL BUSINESS:**

**RESOLUTION TO APPROVE AN AMENDMENT TO THE CONSUMERS ENERGY LICENSE FOR THE GENESEE VALLEY & SRTS TRAILS**

**Resolution No. 230508-06**

**(Carried)**

Motion by Councilmember Gilbert

Second by Councilmember Henry

**WHEREAS**, the City of Swartz Creek is in the process of constructing the Genesee Valley Trail and Safe Routes to School trail projects, which will traverse property owned by Consumers Energy; and

**WHEREAS**, said CE granted the city a site license at Bristol Road, traversing to the east along Bristol on the north side and traversing south to Elms Park; and

**WHEREAS**, the site license does not grant the city rights to traverse west along Bristol Road; and

**WHEREAS**, the SRTS segment that traverses west will function much better if the path is within the CE controlled area instead of the public right of way.

**NOW, THEREFORE, BE IT RESOLVED**, the Swartz Creek City Council hereby approves the site license amendment proposed by Consumers Energy, as included in the May 8, 2023, city council packet and further authorizes and directs to the City Manager to execute said license on behalf of the City.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

**RESOLUTION TO APPROVE AN AMENDMENT TO THE WATER PURCHASE AGREEMENT WITH GENESEE COUNTY AS A REQUIREMENT TO RECEIVE USDA ASSISTANCE FOR WATER MAIN REPLACEMENT**

**Resolution No. 230508-07**

**(Carried)**

Motion by Councilmember Knickerbocker

Second by Councilmember Gilbert



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

**WHEREAS**, the potable water for the City of Swartz Creek is supplied by the Karegnondi Water Authority via Genesee County, and

**WHEREAS**, the city has been awarded USDA grant funds and low interest loans that will defray some of the expense of providing for this local and regional water main infrastructure, and

**WHEREAS**, the USDA award requires that the water supply contract with Genesee County, through its Drain Commission office, be affirmed and include standard terms and conditions of the federal department, including the guarantee of water supply through the life of the USDA loan, and

**WHEREAS**, the current agreement was entered into on September 4, 2019, but it requires an update to ensure extension of the supply to conform with the USDA requirements, and

**WHEREAS**, the GCDC and the city attorney have modified an acceptable amendment under which the county shall be required to supply the city with potable water.

**NOW, THEREFORE BE IT RESOLVED** that the City of Swartz Creek City Council hereby approves the “Water Supply Contract Between the County of Genesee, A Michigan County Corporation, by and Through Its Drain Commissioner, County Agency and the City of Swartz Creek, Michigan, A Michigan Home Rule City” as included in the city council packet of May 8, 2023.

**BE IT FURTHER RESOLVED** that the City of Swartz Creek directs the Mayor to execute this agreement on behalf of the city.

Discussion Ensued.

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

**RESOLUTION TO APPROVE PROFESSIONAL SERVICES FOR MS4 COMPLIANCE AND FAT, OIL, AND GREASE PROGRAM OVERSIGHT**

**Resolution No. 230508-08**

**(Carried)**

Motion by Councilmember Spillane  
Second by Councilmember Henry

**WHEREAS**, the City of Swartz Creek owns, operates, and maintains a system of storm water collection assets that drain to the Swartz Creek and other public water bodies of the state; and

**WHEREAS**, the city is required to comply with standards pertaining to the Municipal Separate Storm Sewer System (MS4); and

**WHEREAS**, the city also operates a business inspection program to ensure fats, oils, and greases are properly disposed of within the community sanitary sewer system; and

**WHEREAS**, the city solicited a proposal from a pre-approved engineer that specializes in sanitary and storm sewer matters to oversee both MS4 and the FOG program; and

**WHEREAS**, both programs are established, but reapplication to the MS4 program is required in 2024.

**NOW, THEREFORE, BE IT RESOLVED**, the Swartz Creek City Council hereby approve the professional service agreement dated April 18, 2023, as submitted by DLZ in the amount of \$11,400 and authorize and direct the Mayor to execute said agreement on behalf of the city.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

## **RESOLUTION TO APPROVE ASPHALT APPLICATION TO THE ELMS PARK BASKETBALL COURTS**

**Resolution No. 230508-09**

**(Carried)**

Motion by Councilmember Henry

Second by Councilmember Knickerbocker

**WHEREAS**, the city maintains a system of parks, including grounds and active recreational facilities; and

**WHEREAS**, the Elms Basketball courts are identified as a priority maintenance need by the park board, and the current budget sets funds aside to rehabilitate the courts; and

**WHEREAS**, the city sought bids to add a 2" cap to the courts; and

**WHEREAS**, one bid, out of four bid holders, was received in the amount of \$54,600 by Delta Paving of Flint Michigan, a company found to be in good standing by the city.

**NOW, THEREFORE, BE IT RESOLVED** the City of Swartz Creek hereby approves the bid from Delta Paving of 4186 Holiday Drive, Flint MI, in the amount of \$54,600.

**BE IT FURTHER RESOLVED** the City of Swartz Creek directs the City Manager to execute a standard contractor agreement with the bidder and further directs the Treasurer to appropriate funds from the general fund as appropriate.

Discussion Ensued.

YES: Krueger, Knickerbocker, Henry, Cramer.  
NO: Gilbert, Spillane. Motion Declared Carried.

## **RESOLUTION TO APPROVE CDBG EXTENSION**

**Resolution No. 230508-10**

**(Carried)**

Motion by Councilmember Cramer  
Second by Councilmember Henry

**WHEREAS**, the City of Swartz Creek currently participates in the Genesee County Community Development Block Grant (CDBG) Program; and

**WHEREAS**, the city maintains 'entitlement status' by virtue of the Cooperative Agreement established in 1994, enabling the city to receive CDBG funds from the county; and

**WHEREAS**, the Continuation Clause of the Agreement indicates that 'entitlement status' must be affirmed every three years to maintain fundability; and

**WHEREAS**, the City Council finds that the benefits that the Cooperative Agreement offers outweigh the benefits of opting out.

**THEREFORE BE IT RESOLVED**, the Swartz Creek City Council hereby affirms and states its intent to remain in the Genesee County CDBG Program through 2026 and directs the city clerk to sign and deliver a letter to the Genesee County Metropolitan Planning Commission indicating this intent.

Discussion Ensued.

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

## RESOLUTION TO APPROVE ABRAMS PARK FORESTRY SERVICES

**Resolution No. 230508-11**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Henry

**WHEREAS**, the city maintains a system of parks, including grounds and active recreational facilities; and

**WHEREAS**, tree removal at Abrams Park is a budgeted priority for the park board; and

**WHEREAS**, the city sought bids to remove eleven trees that were considered the most unhealthy, unsafe, and problem causing; and

**WHEREAS**, one bid, out of six bid holders, was received in the amount of \$18,150, by J&M Tree Service.

**NOW, THEREFORE, BE IT RESOLVED** the City of Swartz Creek hereby approves the bid from in the amount of \$18,150.

**BE IT FURTHER RESOLVED** the City of Swartz Creek directs the City Manager to execute a standard contractor agreement with the bidder and further directs the Treasurer to appropriate funds from the general fund as appropriate.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

## RESOLUTION TO SET THE 2023-2024 COUNCIL MEETING SCHEDULE

**Resolution No. 230508-12**

**(Amended)**

Motion by Councilmember Knickerbocker  
Second by Councilmember Gilbert

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

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

**NOW, THEREFORE**, pursuant to the Act, public notice is hereby given that regular meetings for fiscal year 2023-2024 shall be held twice each month, and further, that all meetings shall be held in the Paul D. Bueche Municipal Building Council Chambers located at 8083 Civic Drive, Swartz Creek, Michigan, unless otherwise provided in advance by the City Council, and further, meetings shall commence at 7:00 P.M. on the following dates:

July 2023:	Monday – 10th Monday – 24th
August 2023:	Monday – 14th Monday – 28th
September 2023:	Monday – 11th Monday – 25th
October 2023:	Monday – 09th Monday – 23rd
November 2023:	Monday – 13th Monday – 27th
December 2023:	Monday – <del>04th One Week Earlier</del> Monday – <del>11th Two Weeks Earlier</del>
January 2024:	Monday – 08th Monday – 22nd
February 2024:	Monday – 12th Monday – 26th
March 2024:	Monday – 11th Monday – 25th
April 2024:	Monday – 08th Monday – 22nd
May 2024:	Monday – 13th Tuesday – 28 <sup>th</sup> One day later
June 2024:	Monday – 10th Monday – 24th

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

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

Discussion Ensued.

**(Carried)**

Motion by Councilmember Henry  
Second by Councilmember Cramer

**I Move** to amend the motion changing the December 2023 meeting dates to:

December 2023:                      Monday – 11th  
   Monday – 18<sup>th</sup> One week earlier

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

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

**RESOLUTION TO ESTABLISH A DATE FOR THE PUBLIC HEARING REGARDING  
THE 2023-2024 FY BUDGET**

**Resolution No. 230508-13**

**(Carried)**

Motion by Councilmember Spillane  
Second by Councilmember Cramer

**WHEREAS**, the City of Swartz Creek observes a fiscal year, beginning on July 1 of each year; and,

**WHEREAS**, the City Charter requires a public hearing on the proposed budget and encourages adoption prior to the third Monday in May; and,

**WHEREAS**, city staff have prepared budget revenues and expenses in draft form in the timeliest manner practical based upon determinations available for taxable value.

**NOW, THEREFORE BE IT RESOLVED** the City of Swartz Creek hereby sets a Public Hearing, to be held on Monday, May 22, 2023 at 7:00 PM, at the regularly scheduled City Council Meeting, or as soon thereafter as this matter can be heard, to hear public comments and needs regarding the Proposed 2023-2024 Fiscal Year Budget, and further, post a notice of the public hearing in the View News, with a copy of the proposed budget to be available in the Clerk’s Office beginning May 9, 2023.

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

**MEETING OPENED TO THE PUBLIC:**

Rae Lynn Hicks 8373 Miller Rd., spoke of the Mundy Twp. meeting regarding the potential development. Mr. Zettel responded that there is a meeting tonight and one on May 31<sup>st</sup> that is dedicated to potential development. Our goal is to maintain our parks and she is happy that the parks resolutions were passed.

**RESOLUTION TO ENTER CLOSED SESSION TO CONSIDER PROPERTY TRANSACTION (ROLL CALL VOTE)**

**Resolution No. 230508-14**

**(Carried)**

Motion by Councilmember Henry  
Second by Councilmember Spillane

**WHEREAS**, the City of Swartz Creek has potential business concerning the transaction or lease of real property, and;

**WHEREAS**, the MCL 15.268(d) permits a governing body to enter a closed session to consider the purchase or lease of real property up to the time an option to purchase or lease that property is obtained.

**NOW THEREFORE, BE IT RESOLVED** the City of Swartz Creek City Council exit the regular session of the city council and enter into a closed session for the purpose of discussion related to the consideration of the purchase or lease of real property.

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

**RESOLUTION TO ENTER INTO PURCHASE AGREEMENT FOR PARCEL #58-30-300-012**

**Resolution No. 230508-15**

**(Carried)**

Motion by Councilmember Henry  
Second by Councilmember Cramer

**I Move** the Swartz Creek City Council enter into a purchase agreement for Bristol Rd. Parcel # 58-30-300-012.

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

**RESOLUTION TO APPROVE FUNDS FOR ENVIRONMENTAL CONSULTING**

## SERVICES FOR PARCEL #58-30-300-012

### Resolution No. 230508-16

(Carried)

Motion by Councilmember Cramer  
Second by Councilmember Henry

**I Move** the Swartz Creek City Council appropriate funds for environmental phase I of said Parcel # 58-30-300-012, Bristol Road.

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

NO: None. Motion Declared Carried.

### REMARKS BY COUNCILMEMBERS:

Councilmember Henry thanked all who indulged on his budget questions.

Councilmember Cramer thanks for the budget workshop, it was a great overview of the budget process. He is looking forward to a successful Hometown Days.

Councilmember Gilbert thanks for dinner and I am thankful for the summer weather.

Councilmember Knickerbocker needs a mailbox.

Councilmember Spillane wondered what all needs to be done at the Abrams restroom. Mr. Zettel commented that it's all aesthetic. He wanted to know if we have a timeline for resolving complaints that are brought up by the residents during council meetings. Mr. Zettel replied he works on getting them resolved or getting a reply on the status of what is going on as soon as possible. Councilmember Spillane also suggested, as in the past, using an insect fogger prior to concert nights. He appreciates the information given tonight on the budget; it was very helpful.

Mayor Krueger noted that the Hometown Days fireworks is on his birthday. He also has an interview with Channel 12 about Otterburn Park.

### ADJOURNMENT

### Resolution No. 230508-17

(Carried)

Motion by Councilmember Gilbert  
Second by Councilmember Cramer

**I Move** the Swartz Creek City Council adjourn the regular meeting at 8:41 p.m.

Unanimous Voice Vote.



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**David A. Krueger, Mayor**

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**Connie Olger, City Clerk**

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK  
PERIOD ENDING 04/30/2023

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2023	AVAILABLE BALANCE	% BDGT USED
<b>Fund 101 - General Fund</b>					
<b>Revenue</b>					
000.000 - General	2,697,088.00	2,701,502.11	2,233,582.42	467,919.69	82.68
172.000 - Executive	0.00	0.00	6,517.04	(6,517.04)	100.00
266.000 - Legal Council	0.00	0.00	560.00	(560.00)	100.00
301.000 - Police Dept	4,500.00	4,708.00	6,324.15	(1,616.15)	134.33
345.000 - PUBLIC SAFETY BUILDING	23,700.00	23,700.00	20,597.42	3,102.58	86.91
371.000 - Building/Zoning/Planning	53,500.00	53,936.75	52,084.60	1,852.15	96.57
444.000 - Sidewalks	3,500.00	3,500.00	2,439.00	1,061.00	69.69
448.000 - Lighting	9,221.52	9,221.52	6,434.60	2,786.92	69.78
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	2,101.00	2,101.00	0.00	100.00
728.005 - Holland Square Streetscape	40,000.00	40,000.00	40,000.00	0.00	100.00
780.500 - Mundy Twp Park Services	10,008.90	10,008.90	5,974.16	4,034.74	59.69
782.000 - Facilities - Abrams Park	70.00	260.00	400.00	(140.00)	153.85
783.000 - Facilities - Elms Rd Park	12,000.00	12,700.00	9,245.00	3,455.00	72.80
786.000 - Non-Motorized Trailway	700,000.00	700,000.00	674,435.82	25,564.18	96.35
790.000 - Facilities-Senior Center/Libr	5,300.00	5,300.00	4,494.59	805.41	84.80
794.000 - Community Promotions Program	0.00	130.00	130.00	0.00	100.00
<b>TOTAL REVENUES</b>	<b>3,618,644.92</b>	<b>3,572,068.28</b>	<b>3,067,919.80</b>	<b>504,148.48</b>	
<b>Expense</b>					
000.000 - General	13,580.00	13,580.00	11,265.50	2,314.50	82.96
101.000 - Council	23,484.73	23,228.17	20,602.46	2,625.71	88.70

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2023	AVAILABLE BALANCE	% BDGT USED
172.000 - Executive	161,084.00	163,290.56	122,452.71	40,837.85	74.99
215.000 - Administration and Clerk	31,156.00	31,156.00	22,979.14	8,176.86	73.76
228.000 - Information Technology	20,080.00	20,080.00	21,737.57	(1,657.57)	108.25
247.000 - Board of Review	3,163.00	3,163.00	2,601.22	561.78	82.24
253.000 - Treasurer	107,712.00	107,833.74	86,420.31	21,413.43	80.14
257.000 - Assessor	58,507.00	58,507.00	31,262.52	27,244.48	53.43
262.000 - Elections	42,625.00	51,197.00	46,028.94	5,168.06	89.91
265.000 - Facilities - City Hall	49,785.00	49,785.00	13,444.51	36,340.49	27.01
266.000 - Legal Council	18,500.00	18,500.00	9,276.00	9,224.00	50.14
301.000 - Police Dept	7,900.00	7,924.28	11,800.18	(3,875.90)	148.91
301.266 - Legal Council PSFY	24,000.00	24,000.00	17,325.52	6,674.48	72.19
301.851 - Retiree Employer Health Care PSFY	28,004.30	28,004.30	25,495.76	2,508.54	91.04
334.000 - Metro Police Authority	1,126,733.00	1,148,663.00	1,148,447.00	216.00	99.98
336.000 - Fire Department	177,712.00	180,877.00	156,540.47	24,336.53	86.55
345.000 - PUBLIC SAFETY BUILDING	50,878.30	72,878.30	64,584.34	8,293.96	88.62
371.000 - Building/Zoning/Planning	118,653.00	128,653.00	80,634.08	48,018.92	62.68
444.000 - Sidewalks	6,200.00	8,125.00	2,775.00	5,350.00	34.15
448.000 - Lighting	106,000.00	106,000.00	70,825.29	35,174.71	66.82
463.000 - Routine Maint - Streets	0.00	642.72	642.72	0.00	100.00
523.000 - Grass, Brush & Weeds	2,000.00	2,000.00	100.00	1,900.00	5.00
538.500 - Intercommunity storm drains	0.00	11,350.50	0.00	11,350.50	0.00
567.000 - Facilities - Cemetery	945.16	3,395.16	3,070.10	325.06	90.43
694.000 - Community Development Block Grant	54,766.50	2,101.00	2,101.00	0.00	100.00

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2023	AVAILABLE BALANCE	% BDGT USED
728.000 - Economic Development	650.00	10,025.00	3,206.91	6,818.09	31.99
780.000 - Parks & Recreation	6,256.77	22,264.57	21,390.81	873.76	96.08
780.500 - Mundy Twp Park Services	9,138.00	9,138.00	5,477.04	3,660.96	59.94
782.000 - Facilities - Abrams Park	98,420.82	98,711.40	26,185.08	72,526.32	26.53
783.000 - Facilities - Elms Rd Park	239,933.00	185,433.00	84,033.65	101,399.35	45.32
786.000 - Non-Motorized Trailway	909,488.00	916,249.00	748,550.62	167,698.38	81.70
788.000 - Otterburn Disc Golf Park	31,000.00	31,000.00	0.00	31,000.00	0.00
790.000 - Facilities-Senior Center/Libr	34,373.58	34,373.58	21,939.68	12,433.90	63.83
794.000 - Community Promotions Program	52,814.00	52,814.00	41,251.98	11,562.02	78.11
797.000 - Facilities - City Parking Lots	11,715.00	66,215.00	3,658.93	62,556.07	5.53
851.000 - Retired Employee Health Care	26,550.00	26,550.00	17,290.00	9,260.00	65.12
965.000 - Transfers Out	155,000.00	155,000.00	155,000.00	0.00	100.00
<b>TOTAL EXPENDITURES</b>	<b>3,808,808.16</b>	<b>3,872,708.28</b>	<b>3,100,397.04</b>	<b>772,311.24</b>	
<b>Fund 101 - General Fund:</b>					
TOTAL REVENUES	3,618,644.92	3,572,068.28	3,067,919.80	504,148.48	85.89
TOTAL EXPENDITURES	3,808,808.16	3,872,708.28	3,100,397.04	772,311.24	80.06
NET OF REVENUES & EXPENDITURES	(190,163.24)	(300,640.00)	(32,477.24)	(268,162.76)	
<b>Fund 202 - Major Street Fund</b>					
<b>Revenue</b>					
000.000 - General	553,070.00	803,287.45	649,455.56	153,831.89	80.85
441.000 - Miller Rd Park & Ride	5,000.00	5,000.00	2,387.27	2,612.73	47.75
454.000 - Major Streets Projects	89,134.83	89,134.83	12,083.11	77,051.72	13.56
474.000 - Traffic Services	0.00	12,625.00	12,625.00	0.00	100.00
478.000 - Snow & Ice Removal	2,100.00	2,100.00	3,732.66	(1,632.66)	177.75
<b>TOTAL REVENUES</b>	<b>649,304.83</b>	<b>912,147.28</b>	<b>680,283.60</b>	<b>231,863.68</b>	
<b>Expense</b>					
228.000 - Information Technology	1,100.00	1,100.00	1,171.63	(71.63)	106.51

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2023	AVAILABLE BALANCE	% BDGT USED
429.000 - Occupational Safety	0.00	147.20	191.57	(44.37)	130.14
441.000 - Miller Rd Park & Ride	5,822.00	5,822.00	3,384.66	2,437.34	58.14
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	13,017.95	1,982.05	86.79
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	135,112.50	13,917.71	121,194.79	10.30
454.000 - Major Streets Projects	317,842.00	317,842.00	69,840.88	248,001.12	21.97
463.000 - Routine Maint - Streets	389,213.00	638,713.00	371,295.54	267,417.46	58.13
463.307 - Oakview - Seymour to Chelmsford	29,000.00	73,952.62	73,952.62	0.00	100.00
474.000 - Traffic Services	34,213.00	39,213.00	36,851.22	2,361.78	93.98
478.000 - Snow & Ice Removal	53,515.00	53,515.00	51,248.50	2,266.50	95.76
482.000 - Administrative	15,382.00	15,382.00	12,409.13	2,972.87	80.67
538.500 - Intercommunity storm drains	11,000.00	14,055.00	8,072.73	5,982.27	57.44
<b>TOTAL EXPENDITURES</b>	<b>1,019,192.00</b>	<b>1,330,868.32</b>	<b>661,368.14</b>	<b>669,500.18</b>	
<b>Fund 202 - Major Street Fund:</b>					
TOTAL REVENUES	649,304.83	912,147.28	680,283.60	231,863.68	74.58
TOTAL EXPENDITURES	1,019,192.00	1,330,868.32	661,368.14	669,500.18	49.69
NET OF REVENUES & EXPENDITURES	(369,887.17)	(418,721.04)	18,915.46	(437,636.50)	
<b>Fund 203 - Local Street Fund</b>					
<b>Revenue</b>					
000.000 - General	173,525.00	302,856.79	253,828.59	49,028.20	83.81
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	2,488.44	(1,088.44)	177.75
931.000 - Transfers IN	300,000.00	300,000.00	0.00	300,000.00	0.00
<b>TOTAL REVENUES</b>	<b>489,925.00</b>	<b>619,256.79</b>	<b>256,317.03</b>	<b>362,939.76</b>	

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2023	AVAILABLE BALANCE	% BDGT USED
<b>Expense</b>					
228.000 - Information Technology	850.00	850.00	1,171.63	(321.63)	137.84
429.000 - Occupational Safety	0.00	181.04	196.84	(15.80)	108.73
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	318.86	1,181.14	21.26
455.000 - Local Street Projects	340,990.00	340,990.00	78,182.00	262,808.00	22.93
463.000 - Routine Maint - Streets	167,771.00	296,771.00	177,891.56	118,879.44	59.94
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	18,633.32	11,812.60	6,820.72	63.40
478.000 - Snow & Ice Removal	39,561.00	39,561.00	32,352.34	7,208.66	81.78
482.000 - Administrative	11,535.00	11,535.00	9,306.83	2,228.17	80.68
538.500 - Intercommunity storm drains	14,000.00	17,055.00	8,072.73	8,982.27	47.33
TOTAL EXPENDITURES	608,766.00	790,378.10	371,864.10	418,514.00	
Fund 203 - Local Street Fund:					
TOTAL REVENUES	489,925.00	619,256.79	256,317.03	362,939.76	41.39
TOTAL EXPENDITURES	608,766.00	790,378.10	371,864.10	418,514.00	47.05
NET OF REVENUES & EXPENDITURES	(118,841.00)	(171,121.31)	(115,547.07)	(55,574.24)	
Fund 204 - MUNICIPAL STREET FUND					
<b>Revenue</b>					
000.000 - General	720,548.00	720,548.00	699,638.60	20,909.40	97.10
TOTAL REVENUES	720,548.00	720,548.00	699,638.60	20,909.40	
<b>Expense</b>					
905.000 - Debt Service	170,402.00	170,402.00	170,342.61	59.39	99.97
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	170,342.61	300,059.39	
Fund 204 - MUNICIPAL STREET FUND:					
TOTAL REVENUES	720,548.00	720,548.00	699,638.60	20,909.40	97.10
TOTAL EXPENDITURES	470,402.00	470,402.00	170,342.61	300,059.39	36.21
NET OF REVENUES & EXPENDITURES	250,146.00	250,146.00	529,295.99	(279,149.99)	

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2023	AVAILABLE BALANCE	% BDGT USED
<b>Fund 226 - Garbage Fund</b>					
<b>Revenue</b>					
000.000 - General	445,285.00	446,167.91	443,724.63	2,443.28	99.45
TOTAL REVENUES	445,285.00	446,167.91	443,724.63	2,443.28	
<b>Expense</b>					
101.000 - Council	3,898.13	3,996.13	3,569.02	427.11	89.31
172.000 - Executive	9,158.50	9,158.50	7,950.28	1,208.22	86.81
215.000 - Administration and Clerk	2,159.00	2,159.00	1,825.46	333.54	84.55
228.000 - Information Technology	2,180.00	2,180.00	2,540.04	(360.04)	116.52
253.000 - Treasurer	19,355.60	19,386.03	11,460.05	7,925.98	59.11
265.000 - Facilities - City Hall	4,963.00	4,963.00	3,303.76	1,659.24	66.57
528.000 - Sanitation Collection	324,619.00	324,619.00	232,948.71	91,670.29	71.76
530.000 - Wood Chipping	68,107.50	68,107.50	36,219.99	31,887.51	53.18
782.000 - Facilities - Abrams Park	12,645.00	12,645.00	10,513.93	2,131.07	83.15
783.000 - Facilities - Elms Rd Park	17,281.00	17,281.00	12,952.06	4,328.94	74.95
TOTAL EXPENDITURES	464,366.73	464,495.16	323,283.30	141,211.86	
<b>Fund 226 - Garbage Fund:</b>					
TOTAL REVENUES	445,285.00	446,167.91	443,724.63	2,443.28	99.45
TOTAL EXPENDITURES	464,366.73	464,495.16	323,283.30	141,211.86	69.60
NET OF REVENUES & EXPENDITURES	(19,081.73)	(18,327.25)	120,441.33	(138,768.58)	
<b>Fund 248 - Downtown Development Fund</b>					
<b>Revenue</b>					
000.000 - General	100,004.00	100,004.00	108,899.52	(8,895.52)	108.90
TOTAL REVENUES	100,004.00	100,004.00	108,899.52	(8,895.52)	
<b>Expense</b>					
173.000 - DDA Administration	2,804.00	4,504.00	4,922.85	(418.85)	109.30
728.000 - Economic Development	20,000.00	23,407.58	1,339.58	22,068.00	5.72
728.002 - Streetscape	42,000.00	45,628.21	43,628.21	2,000.00	95.62

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2023	AVAILABLE BALANCE	% BDGT USED
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	3,045.00	3,915.00	43.75
<b>TOTAL EXPENDITURES</b>	<b>84,264.00</b>	<b>92,999.79</b>	<b>62,410.64</b>	<b>30,589.15</b>	
<b>Fund 248 - Downtown Development Fund:</b>					
TOTAL REVENUES	100,004.00	100,004.00	108,899.52	(8,895.52)	108.90
TOTAL EXPENDITURES	84,264.00	92,999.79	62,410.64	30,589.15	67.11
NET OF REVENUES & EXPENDITURES	15,740.00	7,004.21	46,488.88	(39,484.67)	
<b>Fund 402 - Fire Equip Replacement Fund</b>					
<b>Revenue</b>					
000.000 - General	75.00	75.00	1,027.37	(952.37)	1,369.83
931.000 - Transfers IN	155,000.00	155,000.00	155,000.00	0.00	100.00
<b>TOTAL REVENUES</b>	<b>155,075.00</b>	<b>155,075.00</b>	<b>156,027.37</b>	<b>(952.37)</b>	
<b>Expense</b>					
336.000 - Fire Department	0.00	615,162.50	145,869.50	469,293.00	23.71
<b>TOTAL EXPENDITURES</b>	<b>0.00</b>	<b>615,162.50</b>	<b>145,869.50</b>	<b>469,293.00</b>	
<b>Fund 402 - Fire Equip Replacement Fund:</b>					
TOTAL REVENUES	155,075.00	155,075.00	156,027.37	(952.37)	100.61
TOTAL EXPENDITURES	0.00	615,162.50	145,869.50	469,293.00	23.71
NET OF REVENUES & EXPENDITURES	155,075.00	(460,087.50)	10,157.87	(470,245.37)	
<b>Fund 590 - Sanitary Sewer Fund</b>					
<b>Revenue</b>					
000.000 - General	600.00	2,753.22	16,487.80	(13,734.58)	598.86
536.000 - Sewer System	1,301,140.00	1,301,140.00	1,027,667.70	273,472.30	78.98
<b>TOTAL REVENUES</b>	<b>1,301,740.00</b>	<b>1,303,893.22</b>	<b>1,044,155.50</b>	<b>259,737.72</b>	
<b>Expense</b>					
101.000 - Council	13,195.82	13,270.23	8,941.75	4,328.48	67.38
172.000 - Executive	34,242.00	34,242.00	32,371.75	1,870.25	94.54
215.000 - Administration and Clerk	10,082.50	10,082.50	8,663.78	1,418.72	85.93
228.000 - Information Technology	8,290.00	8,290.00	7,782.99	507.01	93.88
253.000 - Treasurer	63,194.00	63,270.09	58,811.75	4,458.34	92.95



GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2023	AVAILABLE BALANCE	% BDGT USED
265.000 - Facilities - City Hall	9,013.00	9,787.02	8,210.22	1,576.80	83.89
536.000 - Sewer System	1,151,619.59	1,155,019.59	664,821.83	490,197.76	57.56
537.000 - Sewer Lift Stations	13,098.00	13,098.00	9,811.41	3,286.59	74.91
542.000 - Read and Bill	48,097.00	48,097.00	52,175.16	(4,078.16)	108.48
543.310 - Sewer District Rehabilitation	0.00	161.00	0.00	161.00	0.00
543.400 - Reline Existing Sewers	400,000.00	678,381.90	0.00	678,381.90	0.00
543.401 - Flush & TV Sewers	250,000.00	0.00	0.00	0.00	0.00
850.000 - Other Functions	8,000.00	8,000.00	0.00	8,000.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>2,008,831.91</b>	<b>2,041,699.33</b>	<b>851,590.64</b>	<b>1,190,108.69</b>	
<b>Fund 590 - Sanitary Sewer Fund:</b>					
TOTAL REVENUES	1,301,740.00	1,303,893.22	1,044,155.50	259,737.72	80.08
TOTAL EXPENDITURES	2,008,831.91	2,041,699.33	851,590.64	1,190,108.69	41.71
NET OF REVENUES & EXPENDITURES	(707,091.91)	(737,806.11)	192,564.86	(930,370.97)	
<b>Fund 591 - Water Supply Fund</b>					
<b>Revenue</b>					
000.000 - General	1,100.00	4,293.91	14,877.49	(10,583.58)	346.48
540.000 - Water System	2,265,370.00	2,265,370.00	1,716,836.58	548,533.42	75.79
543.230 - Water Main Repair USDA Grant	0.00	611,538.91	611,538.91	0.00	100.00
<b>TOTAL REVENUES</b>	<b>2,266,470.00</b>	<b>2,881,202.82</b>	<b>2,343,252.98</b>	<b>537,949.84</b>	
<b>Expense</b>					
101.000 - Council	13,195.82	13,270.82	8,946.05	4,324.77	67.41
172.000 - Executive	34,344.00	34,344.00	32,968.35	1,375.65	95.99
215.000 - Administration and Clerk	10,007.50	10,007.50	8,661.51	1,345.99	86.55
228.000 - Information Technology	5,800.00	5,800.00	7,782.99	(1,982.99)	134.19
253.000 - Treasurer	82,499.50	82,575.59	48,696.58	33,879.01	58.97
265.000 - Facilities - City Hall	8,739.00	8,739.00	8,320.84	418.16	95.22
540.000 - Water System	2,397,276.40	2,399,976.40	1,412,391.47	987,584.93	58.85

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2023	AVAILABLE BALANCE	% BDGT USED
542.000 - Read and Bill	50,310.00	50,310.00	32,592.40	17,717.60	64.78
543.230 - Water Main Repair USDA Grant	20,000.00	685,958.50	666,236.00	19,722.50	97.12
850.000 - Other Functions	10,000.00	10,000.00	0.00	10,000.00	0.00
905.000 - Debt Service	41,813.00	68,727.89	42,807.61	25,920.28	62.29
<b>TOTAL EXPENDITURES</b>	<b>2,673,985.22</b>	<b>3,369,709.70</b>	<b>2,269,403.80</b>	<b>1,100,305.90</b>	
<b>Fund 591 - Water Supply Fund:</b>					
TOTAL REVENUES	2,266,470.00	2,881,202.82	2,343,252.98	537,949.84	81.33
TOTAL EXPENDITURES	2,673,985.22	3,369,709.70	2,269,403.80	1,100,305.90	67.35
NET OF REVENUES & EXPENDITURES	(407,515.22)	(488,506.88)	73,849.18	(562,356.06)	
<b>Fund 661 - Motor Pool Fund</b>					
<b>Revenue</b>					
000.000 - General	167,355.00	168,611.66	127,455.59	41,156.07	75.59
<b>TOTAL REVENUES</b>	<b>167,355.00</b>	<b>168,611.66</b>	<b>127,455.59</b>	<b>41,156.07</b>	
<b>Expense</b>					
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	1,096.95	(336.95)	144.34
253.000 - Treasurer	2,325.00	2,325.00	1,993.66	331.34	85.75
265.100 - Facilities - City Garage	335,386.00	455,840.54	84,594.69	371,245.85	18.56
850.000 - Other Functions	4,000.00	4,000.00	0.00	4,000.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>353,711.00</b>	<b>474,165.54</b>	<b>97,539.92</b>	<b>376,625.62</b>	
<b>Fund 661 - Motor Pool Fund:</b>					
TOTAL REVENUES	167,355.00	168,611.66	127,455.59	41,156.07	75.59
TOTAL EXPENDITURES	353,711.00	474,165.54	97,539.92	376,625.62	20.57
NET OF REVENUES & EXPENDITURES	(186,356.00)	(305,553.88)	29,915.67	(335,469.55)	



**CITY OF SWARTZ CREEK**  
*(An Equal Opportunity Employer)*  
**STREET CLOSURE/USE APPLICATION**

DATE OF REQUEST: 5/3/23  
SPONSOR ORGANIZATION: SWARTZ CREEK CROSS COUNTRY  
AUTHORIZED REPRESENTATIVE: JOHN LOOK  
WORK ADDRESS: 8230 CRAPO STREET HOME ADDRESS: \_\_\_\_\_  
PHONE NO: WORK (810) 591-1772 HOME: ( ) \_\_\_\_\_ CELL: ( ) \_\_\_\_\_  
EMAIL ADDRESS: jlook@swcck.org

TYPE OF EVENT: (check box)

- PARADE  \*\* (Draw Route on Attached Map)
- FOOT/BIKE RACE
- CONCERT
- CARNIVAL
- CRAFT SHOW
- OTHER: \_\_\_\_\_

DATE OF EVENT: 6/1/23  
TIME OF EVENT: FROM: 6 AM/PM TO: 7:45 AM/PM  
ESTIMATED NUMBER OF PARTICIPANTS: ~ 200

DESCRIPTION OF EVENT; NOTE STREETS REQUESTED TO BE CLOSED/USED:  
5K ROAD RACE BEGINNING AND ENDING AT SWARTZ CREEK HIGH SCHOOL. MAP ATTACHED. VOLUNTEERS WILL DIRECT TRAFFIC.

The applicant agrees, as a condition of the granting of this permit, to hold the City of Swartz Creek, its officers, employees, and agents harmless from any liability from any injuries caused to persons or property in connection with this event. To that end, the applicant shall provide the City with evidence of insurance for such liability in an amount determined adequate by the City Attorney, but in no case less than \$ 1,000,000/2,000,000 aggregate and the City of Swartz Creek shall be named as an insured party on said policy. The policy shall also contain a provision providing the City with ten (10) days written notice of cancellation.

FOR: SWARTZ CREEK CROSS COUNTRY BY: Jonathan A. Look  
(Organization) (Authorized Representative)

APPROVED BY: \_\_\_\_\_  
(Chief of Police) (Street Administrator)

\* The throwing of any item(s) from any vehicle during the course of a parade is strictly prohibited and violations may result in criminal prosecution and/or the denial of future permit applications.  
\*\*The Chief of Police reserves the right to determine the length of time that any street(s) remain(s) closed to traffic.

# 2021 Swartz Creek 5k Road Race



- East out of the High School Parking lot.
- Right on Fairchild.
- Right on Cappy Lane.
- Left on Worchester.
- Left on Durwood.
- Right on Greenleaf.
- Right on Durwood.
- Left on Worchester.
- Right on Cappy Lane
- Left on Fairchild
- Left on Dragon Drive



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/09/2023

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Insurance Management Group 12730 Coldwater Rd Ste 103  Fort Wayne IN 46845	<b>CONTACT NAME:</b> Ashley Rayn <b>PHONE (A/C, No, Ext):</b> (765) 382-3034 <b>E-MAIL ADDRESS:</b> arayn@insmgt.com <b>FAX (A/C, No):</b> (765) 382-3034	
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> National Casualty Company NAIC # 11991 <b>INSURER B:</b> Nationwide Life Insurance Company 66869 <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES** CERTIFICATE NUMBER: 2023 \$1M A.I. REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDD	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>			KRO000009332900	12/31/2022	12/31/2023	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Legal Liability to <input type="checkbox"/> Participant \$1,000,000  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: For Event Basis						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Abuse and Molestation \$ 500,000
A	<b>AUTOMOBILE LIABILITY</b>			KRO000009332900	12/31/2022	12/31/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>						AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						E.L. EACH ACCIDENT \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / N	<input type="checkbox"/> N / A				E.L. DISEASE - EA EMPLOYEE \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT \$
B	Excess Medical & Accident (\$250 Deductible/Claim)			BAX0000031991400	12/31/2022	12/31/2023	Excess Medical \$10,000 AD & Specific Loss \$2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED AS RESPECTS TO THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED. DATE OF EVENT(S): 06/01/23 Swartz Creek 5k challenge run/walk INSURED RRCA CLUB/EVENT MEMBER: Riverbend Striders, Inc  
ATTN: Janet Wallen, P.O. box 233, flushing Michigan 48433  
Processed by RMV

## CERTIFICATE HOLDER

## CANCELLATION

06/01/23 City of Swartz Creek  
8083 Civic Drive  
  
Swartz Creek MI 48473

**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.**

**AUTHORIZED REPRESENTATIVE**

Bids Opened by: Jody Key  
 Time opened: 10:27 am  
 Witnessed by: Connie Olger

Bid For: Elms Park Tennis Courts Resurface &  
 Abrams Park Tennis Court Conversion to  
 Basketball Court

Bid Opening: 5/11/23 @ 10:00 a.m.  
Addendum Rec'd  
~~5/8/2023~~  
 NO

Name and Address	Email Address	Phone #	Want Packet	Date sent	Bid Total	Remarks
Laser Striping + Sport Surfacing 42040 Koppert-Hick Bldg D. Ste 403 - Canton, Mi. 48187	laserstriping@gmail.com mike.laser	313-779-8415	Yes	4/28/23 amended	74,000.00	Insurance Yes

BID FORM  
 LOCATED AT 8083 Civic Drive  
 Swartz Creek, Michigan 48473

**BID FORM**  
**Elms Park tennis courts resurfacing & Abrams Park tennis courts conversion to  
 basketball courts**  
**4125 Elms Rd. and 5247-5403 Winshall Dr.**  
**Swartz Creek, Michigan 48473**

**To:** The City of Swartz Creek  
 8083 Civic Drive  
 Swartz Creek, MI 48473

**BID PRICE**

The Bidder, having visited the site of the proposed work, and having familiarized themselves with local conditions affecting the cost of the work and with the requirements of the Information For Bidders, hereby agree to furnish all the labor, materials and equipment necessary to complete the work as described in the Advertisement and Bid Specification Document within the time set forth therein.

<u>Item</u>	<u>Cost</u>
Elms Park Tennis court resurfacing (2 full courts)	\$ 29,000. <sup>00</sup>
Abrams Park conversion of tennis courts to basketball courts (2 full courts)	\$ 29,000. <sup>00</sup>
Abrams Park removal of existing tennis court net poles (4 total)	\$ 2,000. <sup>00</sup>
Abrams Park installation of foundations for basketball goals (4 total)	\$ 4,000. <sup>00</sup>
Basketball goal price (4 total Megaslam FX60 or 60)	10,000. <sup>00</sup>
<b>Project Total</b>	<b>\$ 74,000.<sup>00</sup></b>

**EXECUTION OF CONTRACT**

Upon receipt of the Notice of Award the Bidder agrees to execute an Agreement within ten calendar days.

**WAIVER**

The Bidder does hereby represent and warrant that the price in their Bid is a complete and correct statement of the price for the work in said Bid, and further, that all other information given or furnished in this Bid is complete, correct and submitted as intended by them and does hereby waive any right or

BID FORM  
LOCATED AT 8083 Civic Drive  
Swartz Creek, Michigan 48473

claim they may now or hereinafter have by reason of errors, mistakes or omissions made by them in said Bid.

**BID NON-COLLUSIVE**

The Bidder does hereby represent that their Bid is genuine and not collusive or sham, and that they have not in any manner, directly or indirectly, agreed or colluded with any other person, firm or association to submit a sham Bid or to refrain from bidding or in any way to fix this Bid or that of any other Bidder, or to secure any advantage against The City of Swartz Creek.

The Bidder does hereby represent and warrant that no officer or employee of The City of Swartz Creek is directly or indirectly interested in this Bid or in any Contract which may be made under it, or any expected profits to arise there from.

**PERIOD BID GUARANTEE**

The Bidder agrees that their Bid is guaranteed for a period of ninety (90) calendar days after the scheduled closing time for receipt of the Bids.

**TIME OF COMPLETION**

If awarded the Contract for the project, the Bidder agrees to complete the entire Work within forty five (45) calendar days from the date of a signed contract.

**LEGAL STATUS OF BIDDER**

The Bidder declares the following legal status: (Check One)

A Corporation organized and existing under the laws of the State of MI

*We are an S-corp partnership*

A Partnership consisting of the following partners:

Sterling Brooks

\_\_\_\_\_

\_\_\_\_\_

An individual doing business as:

\_\_\_\_\_



BID FORM  
LOCATED AT 8083 Civic Drive  
Swartz Creek, Michigan 48473

---

**AUTHORIZED SIGNATURE OF BIDDER**

Firm Name: LASER STAMPING and Sport Surfacing

By: *Neil Lan*

Title: member

Business Address: 9865 LAPHAM way  
(Street)  
Plymouth, MI 48170  
(City, State, Zip Code)

## REFERENCES

Northville Public Schools

Contact: Steve Banchemo

Ph: 248-231-9879

Email: [banchemost@northvilleschools.org](mailto:banchemost@northvilleschools.org)

45700 Six Mile Rd

Northville, MI 48168

Crackseal & Stripe school parking lots

City of south Lyon

Contact: Douglas Varney

23500 Dixboro

South Lyon, MI 48178

Ph: 248-472-7204

Email: [dvarney@southlyonmi.org](mailto:dvarney@southlyonmi.org)

Repair & resurface tennis courts

Ypsilanti Community High School

Contact: Lawrence Reeves

Ph: 734-221-1008

Email: [lreeves9@yescschools.us](mailto:lreeves9@yescschools.us)

2095 Packard St

Ypsilanti, MI 48197

Repair tennis courts

City of St. Clair Shores

Contact: Chris Rayes

Ph: 586-899-5424

Email: [rayes@scsmi.com](mailto:rayes@scsmi.com)

27600 Jefferson Ave

St Clair Shores, MI 48081

New pickleball courts

Lincoln Park High School

Contact: Joe Dematteo

Email: [joseph.dematteo@lpps.info](mailto:joseph.dematteo@lpps.info)

1650 Champaign Rd

Lincoln Park, MI 48146

Repair & resurface tennis courts



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/17/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> VTC Insurance Group Troy Office 1175 W. Long Lake Ste. 200 Troy MI 48098-4960		<b>CONTACT NAME:</b> Marjorie Garavaglia <b>PHONE (A/C, No, Ext):</b> (248) 828-3377 <b>FAX (A/C, No):</b> (248) 828-3741 <b>E-MAIL ADDRESS:</b> mgaravaglia@vtcins.com	
<b>INSURED</b> Laser Striping LLC; Laser Sport Surfacing 9965 Lapham Way Plymouth MI 48170		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: SECURA Insurance, A Mutual Company NAIC # 22543 INSURER B: Accident Fund 12304 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: 23-24 Master Liab REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			TC3340160	3/15/2023	3/15/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OPAGG	\$ 2,000,000
							Employment Practices Liability Insu	\$ 100,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			A3363483	3/10/2023	3/10/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$ 3,000
							PIP-Basic	\$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CU3340161	3/15/2023	3/15/2024	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			ARP12004193400	3/15/2023	3/15/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Physical Damage			A3363483	3/10/2023	3/10/2024	Deductible	\$500
A	Cyber Liability			TC3340160	3/15/2023	3/15/2024		\$50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> mike_sealmi@live.com  **For Informational Purposes**	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Alan Chandler/MGARAV <i>Alan P. Chandler</i>
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ACORD 25 (2014/01)  
INS025 (201401)

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# **GLAESER DAWES CORPORATION**

4130 COMMERCE DRIVE • FLUSHING, MI 48433 • PH 810-487-1560 • FAX 810-487-1564

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May 04, 2023

QUOTE2023050401

Swartz Creek Community Schools  
8354 Cappy Lane  
Swartz Creek, MI 48473  
Attn: RC Hunt

City of Swartz Creek  
8083 Civic Drive  
Swartz Creek, MI 48473  
Attn: Rob Bincsik

PROJECT: Mary Crapo School Street Paving

Interested Parties:

Thank you for the opportunity to quote the Mary Crapo School Street Paving,  
Removing the Old Asphalt and Placing New Asphalt.

•Mobilization	\$1,350.00
•Edge Mill	\$7,230.00
•Machine Grade	\$2,802.00
•Place 21AA	\$2,595.00
•Place Asphalt 5''	\$23,436.00
Total Price:	\$37,413.00

Please feel free to contact me with any questions.

Thank you,

Glaeser Dawes  
Russell Confer  
C: 810-845-1630



**Traffic Logix Corporation**  
 3 Harriett Lane  
 Spring Valley, NY 10977 USA  
**Tel:** (866) 915-6449  
**Fax:** (844) 405-6449  
[www.trafficlogix.com](http://www.trafficlogix.com)

Quote Number QUO-29780-B1Q1V7  
 Created Date 5/5/2023  
 Expiration Date 6/5/2023  
 Prepared by Patrick Mathieu

## QUOTATION

**Contact: Robert Bincsik**  
 Phone: 8106354464  
 Email: rbincsik@cityofswartzcreek.org

**City of Swartz Creek, MI**  
 8083 Civic Drive  
 Swartz Creek, Michigan 48473  
 United States

**Shipping Address:**  
 8083 Civic Drive  
 Swartz Creek, Michigan 48473  
 United States

### Standard Features (Included)

- Prices Shown include - Required Adhesive, Bolts and Anchors (Specified as 4" or 7")
- Color and Markings as Indicated

### Quote Line Items – All Prices shown are in \$ US Dollar

Product	Product Code	Quantity	Sales Price	Total Price
10.5Lx6W x3" speed cushion with arrows	SC1056A	5.00000	\$1,157.00	\$5,785.00

### Totals

Subtotal:	\$5,785.00
Freight:	\$535.00
Sales Tax (if applicable):	\$0.00
<b>Grand Total:</b>	<b>\$6,320.00</b>

**Terms:** 1% - 10 days – Net 30

**Payment:** MC, VISA, AMEX. Credit card payments over \$10K will include an additional 2% fee.

**Tax: IF TAX EXEMPT,** Please Provide Tax Exempt Certificate with Order

**Freight:** Freight quotation is valid for a period of 21 days after it is issued. Beyond that, freight quotations will require confirmation or adjustment.

**Changes/Returns:** 30% for standard orders and 50% on custom orders.



**Traffic Logix Corporation**  
3 Harriett Lane  
Spring Valley, NY 10977 USA  
**Tel:** (866) 915-6449  
**Fax:** (844) 405-6449  
[www.trafficlogix.com](http://www.trafficlogix.com)

Quote Number QUO-29780-B1Q1V7  
Created Date 5/5/2023  
Expiration Date 6/5/2023  
Prepared by Patrick Mathieu

Quote Acceptance Information

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

**Thank you for choosing Traffic Logix. Please sign and return to:**

pmathieu@trafficlogix.com  
Patrick Mathieu  
Account Manager

**Please complete to set up new account: <https://trafficlogix.com/business-application-form/>**



**Traffic Logix Corporation**  
 3 Harriett Lane  
 Spring Valley, NY 10977 USA  
**Tel:** (866) 915-6449  
**Fax:** (844) 405-6449  
[www.trafficlogix.com](http://www.trafficlogix.com)

Quote Number QUO-29779-S9C6G1  
 Created Date 5/5/2023  
 Expiration Date 6/5/2023  
 Prepared by Patrick Mathieu

## QUOTATION

**Contact: Robert Bincsik**  
 Phone: 8106354464  
 Email: rbincsik@cityofswartzcreek.org

**City of Swartz Creek, MI**  
 8083 Civic Drive  
 Swartz Creek, Michigan 48473  
 United States

**Shipping Address:**  
 8083 Civic Drive  
 Swartz Creek, Michigan 48473  
 United States

### Standard Features (Included)

- Prices Shown include - Required Adhesive, Bolts and Anchors (Specified as 4" or 7")
- Color and Markings as Indicated

### Quote Line Items – All Prices shown are in \$ US Dollar

Product	Product Code	Quantity	Sales Price	Total Price
10.5Lx33Wx3" speed hump w/arrows	SH10533A	1.00000	\$7,079.00	\$7,079.00

### Totals

Subtotal:	\$7,079.00
Freight:	\$535.00
Sales Tax (if applicable):	\$0.00
<b>Grand Total:</b>	<b>\$7,614.00</b>

**Terms:** 1% - 10 days – Net 30

**Payment:** MC, VISA, AMEX. Credit card payments over \$10K will include an additional 2% fee.

**Tax: IF TAX EXEMPT,** Please Provide Tax Exempt Certificate with Order

**Freight:** Freight quotation is valid for a period of 21 days after it is issued. Beyond that, freight quotations will require confirmation or adjustment.

**Changes/Returns:** 30% for standard orders and 50% on custom orders.



**Traffic Logix Corporation**  
3 Harriett Lane  
Spring Valley, NY 10977 USA  
**Tel:** (866) 915-6449  
**Fax:** (844) 405-6449  
[www.trafficlogix.com](http://www.trafficlogix.com)

Quote Number QUO-29779-S9C6G1  
Created Date 5/5/2023  
Expiration Date 6/5/2023  
Prepared by Patrick Mathieu

**Quote Acceptance Information**

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

**Thank you for choosing Traffic Logix. Please sign and return to:**

pmathieu@trafficlogix.com  
Patrick Mathieu  
Account Manager

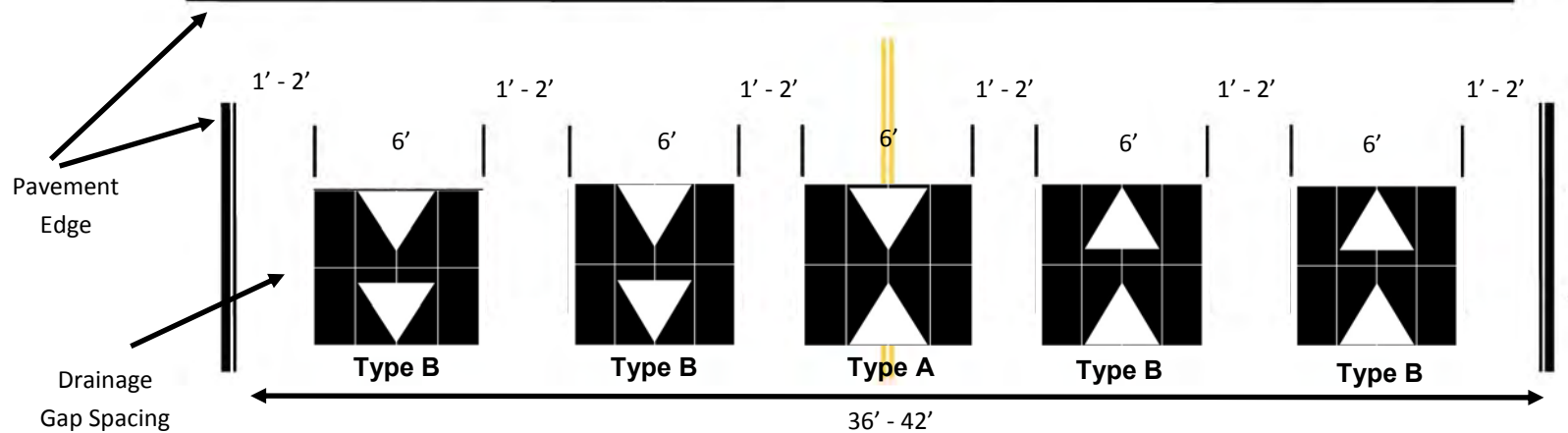
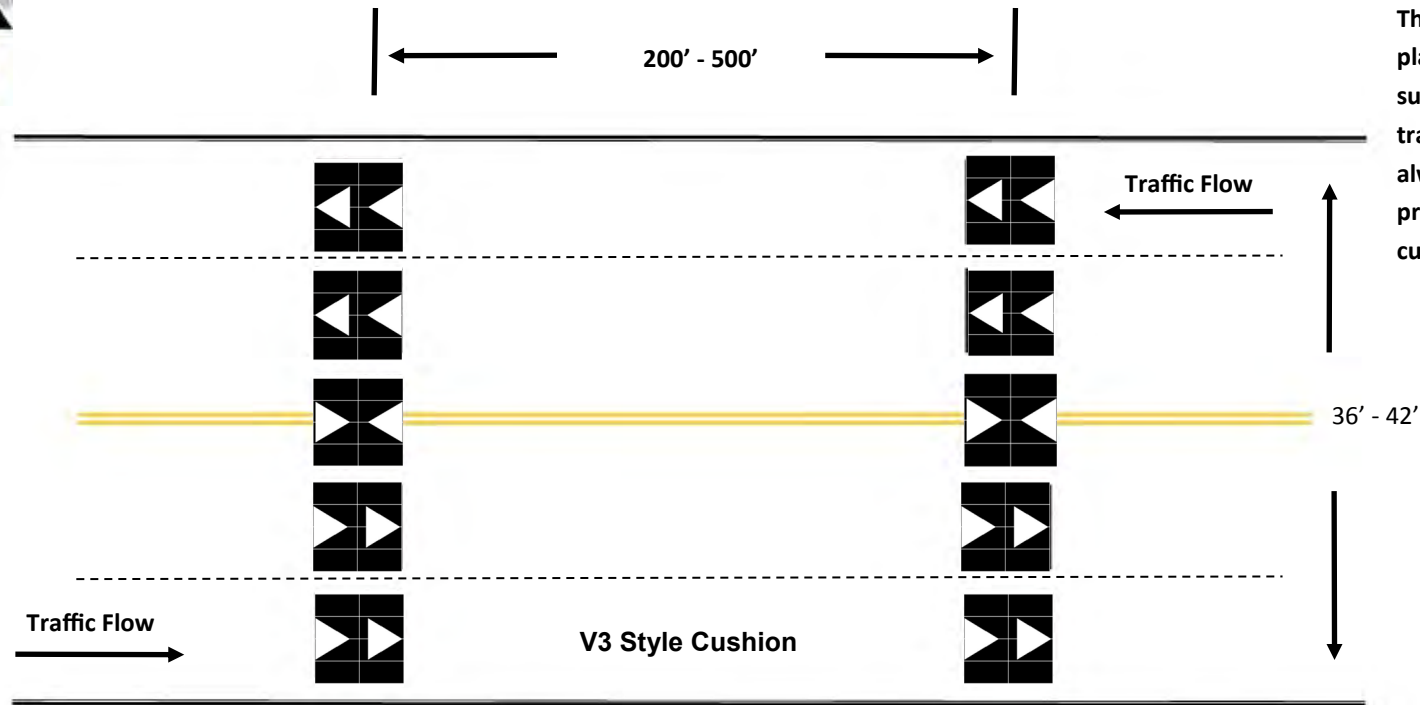
**Please complete to set up new account: <https://trafficlogix.com/business-application-form/>**





### Suggested Layout 36' - 42' Roadway

This is not an approved plan. Offered only as a suggestion. A trained traffic engineer must always be consulted for proper placement and cushion spacing.



Also available in 10.5' or 14' lengths

Bids Opened by: Jody Key  
 Time opened: 11:00 am  
 Witnessed by: Connie Olger

Bid Opening: 5/11/23 @ 11:00 a.m.

Bid For: Overband Crack Sealing #2

Name and Address	Email Address	Phone #	Want Packet	Date sent	Bid Total	Remarks
Pavement Solutions, LLC 7617 IL Route 31 Richmond, IL 60071	connorbutlerps@gmail.com	815.675.0696	Yes	4/25/2023 emailed		
Highway Maintenance 12101 Wahrman St Romulus, MI	highwaymaint@comcast.net Beckie	734.941.8885	Yes	4/25/2023 emailed		
Curbco 3145 S. Dye Rd. Flint, MI 48507	projects@curbco2121.com	810.232.2121	Yes	4/25/2023 emailed		
Scodeller Construction Inc Scodeller, com	Astornante scodeller.com	248-787-1135	Yes	4/24/23 annuled	\$52,100.00	No Cert
Wisom, Llc Asphalt Restoration, Inc 7968 W.G. Ave Kalamazoo, mi. 49009 TracNorth Asphalt	Tom Starnant marieser@sbcglobal.net Mike Grieser matth@truenorthasphalt.com		Yes	4/24/23 emailed	\$17,240.00	Cert included
American Pavement Solutions Green Bay, Wi:	Matt Hartup rburke@ameripavement.com Bibburkel	248-881-2678 248-289-6834 920-593-7386	Yes	5/2/23 annuled 5/10/23 emailed		

BID FORM  
 Overband Crack Sealing  
 LOCATED AT 8083  
 SWARTZ CREEK, MICHIGAN

**BID FORM**  
**Overband Crack Sealing**  
**8083 Civic Drive**  
**SWARTZ CREEK, MICHIGAN**

**To:** The City of Swartz Creek  
 8083 Civic Drive  
 Swartz Creek, MI 48473

**BID PRICE**

The Bidder, having visited the site of the proposed work, and having familiarized themselves with local conditions affecting the cost of the work and with the requirements of the Information For Bidders, hereby agree to furnish all the labor, materials and equipment necessary to complete the work as described in the Advertisement and Bid Specification Document within the time set forth therein.

<u>Item</u>	<u>Cost</u>
Morrish Rd. from Bristol south to Miller (omit 1-69 overpass)	\$5,000
Seymour Rd. from Miller to South City limit (northern boundary of railroad crossing)	\$5,000
Hill Rd. from Seymour west to western city limit as sign	\$1,500
Chesterfield from Seymour to Winston	\$1,500
Winston	\$1,500
Chelmsford	\$1,500
Oakview from Chesterfield to Seymour	\$1,500
Worcester	\$1,200
Daval	\$1,200
Helmsley	\$1,200
Oxford	\$1,200
Miller Rd. from Dye Rd. west to Morrish Rd. (omitting concrete section under I-69)	\$25,000
Fairchild	\$1,500

BID FORM  
Overband Crack Sealing  
LOCATED AT 8083  
SWARTZ CREEK, MICHIGAN

Ingalls	\$4300

Project Total	\$52100
---------------	---------

**EXECUTION OF CONTRACT**

Upon receipt of the Notice of Award the Bidder agrees to execute an Agreement within ten calendar days.

**WAIVER**

The Bidder does hereby represent and warrant that the price in their Bid is a complete and correct statement of the price for the work in said Bid, and further, that all other information given or furnished in this Bid is complete, correct and submitted as intended by them and does hereby waive any right or claim they may now or hereinafter have by reason of errors, mistakes or omissions made by them in said Bid.

**BID NON-COLLUSIVE**

The Bidder does hereby represent that their Bid is genuine and not collusive or sham, and that they have not in any manner, directly or indirectly, agreed or colluded with any other person, firm or association to submit a sham Bid or to refrain from bidding or in any way to fix this Bid or that of any other Bidder, or to secure any advantage against The City of Swartz Creek.

The Bidder does hereby represent and warrant that no officer or employee of The City of Swartz Creek is directly or indirectly interested in this Bid or in any Contract which may be made under it, or any expected profits to arise there from.

**PERIOD BID GUARANTEE**

The Bidder agrees that their Bid is guaranteed for a period of ninety (90) calendar days after the scheduled closing time for receipt of the Bids.

**TIME OF COMPLETION**

If awarded the Contract for the project, the Bidder agrees to complete the entire Work within forty five (45) calendar days from the date of a signed contract.

**LEGAL STATUS OF BIDDER**

BID FORM  
Overband Crack Sealing  
LOCATED AT 8083  
SWARTZ CREEK, MICHIGAN

The Bidder declares the following legal status: (Check One)

A Corporation organized and existing under the laws of the State of \_\_\_\_\_

A Partnership consisting of the following partners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

An individual doing business as:

\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZED SIGNATURE OF BIDDER**

Firm Name: Scodeller

By: Thomas Stoyanov

Title: Thomas Stoyanov MANAGER

Business Address: 51722 GRAND RIVER  
(Street)  
Nixon, MI 48393  
(City, State, Zip Code)

BID FORM  
 Overband Crack Sealing  
 LOCATED AT 8083  
 SWARTZ CREEK, MICHIGAN

**BID FORM**  
**Overband Crack Sealing**  
**8083 Civic Drive**  
**SWARTZ CREEK, MICHIGAN**

**To:** The City of Swartz Creek  
 8083 Civic Drive  
 Swartz Creek, MI 48473

**BID PRICE**

The Bidder, having visited the site of the proposed work, and having familiarized themselves with local conditions affecting the cost of the work and with the requirements of the Information For Bidders, hereby agree to furnish all the labor, materials and equipment necessary to complete the work as described in the Advertisement and Bid Specification Document within the time set forth therein.

<u>Item</u>	<u>Cost</u>
Morrish Rd. from Bristol south to Miller (omit 1-69 overpass)	\$ 1,020. <sup>00</sup>
Seymour Rd. from Miller to South City limit (northern boundary of railroad crossing)	\$ 100. <sup>00</sup>
Hill Rd. from Seymour west to western city limit as sign	\$ NO CRACKS
Chesterfield from Seymour to Winston	\$ 100. <sup>00</sup>
Winston	\$ 150. <sup>00</sup>
Chelmsford	\$ 100. <sup>00</sup>
Oakview from Chesterfield to Seymour	\$ 100. <sup>00</sup>
Worcester	\$ NO CRACKS
Daval	\$ 100. <sup>00</sup>
Helmsley	\$ 100. <sup>00</sup>
Oxford	\$ NO CRACKS
Miller Rd. from Dye Rd. west to Morrish Rd. (omitting concrete section under I-69)	\$ 14,280. <sup>00</sup>
Fairchild	\$ 510. <sup>00</sup>

BID FORM  
 Overband Crack Sealing  
 LOCATED AT 8083  
 SWARTZ CREEK, MICHIGAN

Ingalls	\$ 680.00

Project Total	\$ 17,240.00
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ASPHALT RESTORATION INC

**EXECUTION OF CONTRACT**

Upon receipt of the Notice of Award the Bidder agrees to execute an Agreement within ten calendar days.

**WAIVER**

The Bidder does hereby represent and warrant that the price in their Bid is a complete and correct statement of the price for the work in said Bid, and further, that all other information given or furnished in this Bid is complete, correct and submitted as intended by them and does hereby waive any right or claim they may now or hereinafter have by reason of errors, mistakes or omissions made by them in said Bid.

**BID NON-COLLUSIVE**

The Bidder does hereby represent that their Bid is genuine and not collusive or sham, and that they have not in any manner, directly or indirectly, agreed or colluded with any other person, firm or association to submit a sham Bid or to refrain from bidding or in any way to fix this Bid or that of any other Bidder, or to secure any advantage against The City of Swartz Creek.

The Bidder does hereby represent and warrant that no officer or employee of The City of Swartz Creek is directly or indirectly interested in this Bid or in any Contract which may be made under it, or any expected profits to arise there from.

**PERIOD BID GUARANTEE**

The Bidder agrees that their Bid is guaranteed for a period of ninety (90) calendar days after the scheduled closing time for receipt of the Bids.

**TIME OF COMPLETION**

If awarded the Contract for the project, the Bidder agrees to complete the entire Work within forty five (45) calendar days from the date of a signed contract.

**LEGAL STATUS OF BIDDER**

**CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**


<b>PRODUCER</b> FEDERATED MUTUAL INSURANCE COMPANY HOME OFFICE: P.O. BOX 328 OWATONNA, MN 55060		<b>CONTACT NAME:</b> CLIENT CONTACT CENTER <b>PHONE (A/C, No, Ext):</b> 888-333-4949 <b>FAX (A/C, No):</b> 507-446-4664 <b>E-MAIL ADDRESS:</b> CLIENTCONTACTCENTER@FEDINS.COM	
		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
		<b>INSURER A:</b> FEDERATED MUTUAL INSURANCE COMPANY	13935
<b>INSURED</b> ASPHALT RESTORATION, INC. 7968 W G AVE KALAMAZOO, MI 49009-8555		<b>197-903-8</b>	<b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES      CERTIFICATE NUMBER: 13      REVISION NUMBER: 0**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	6145311	12/01/2020	12/01/2021	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
							MED EXP (Any one person)	EXCLUDED
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMPIOP AGG	\$2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	6145311	12/01/2020	12/01/2021	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION	N	N	6145312	12/01/2020	12/01/2021	EACH OCCURRENCE	\$1,000,000
							AGGREGATE	\$1,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	1809629	12/01/2020	12/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$1,000,000
							E.L. DISEASE - POLICY LIMIT	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> 197-903-8	<b>CANCELLATION</b> 13 0 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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GRETCHEN WHITMER  
Governor

STATE OF MICHIGAN  
DEPARTMENT OF TRANSPORTATION  
Lansing

PAUL C. AJEGBA  
Director

April 13, 2023

Asphalt Restoration, Inc.  
7968 West G Ave  
Kalamazoo MI 49009-8555

Vendor ID: 07680

Dear Contractor:

Thank you for your interest in doing business with the Michigan Department of Transportation (MDOT) as a prequalified construction contractor. This is to inform you that the application submitted for prequalification by **Asphalt Restoration, Inc. has been approved.**

In accordance with our [Administrative Rules](#), an **overall financial rating of \$1,804,000.00** has been established which covers numerical ratings in the classifications(s) listed below:

1000 (\$1,000,000.00)      N93E Overband Crack Fill

**This prequalification rating is effective until April 30, 2024** ; a renewal application must be submitted by this date to prevent removal of prequalification.

If the assigned rating is not satisfactory, the Prequalification Committee must be notified in writing within 15 days of having been advised of the rating granted. MDOT may declare a prequalified bidder ineligible to bid at any time because of developments subsequent to prequalification which, in its opinion, would affect the responsibility of the bidder or their ability to perform the contract work.

If you have any questions or need additional information, please use the following contacts:

Construction Prequalification: [MDOTPrequal@michigan.gov](mailto:MDOTPrequal@michigan.gov) , [Prequalification Website](#)

Bid Letting (electronic bidding process): [MDOT-BidLetting@michigan.gov](mailto:MDOT-BidLetting@michigan.gov) , [Bid Letting Website](#)

Congratulations on your status as an MDOT Construction Prequalified Contractor. MDOT's Construction Prequalification team looks forward to working with you!

Lawrence F. Strzalka  
Construction Contracts Section Manager  
Contract Services Division

MURRAY D. VANWAGONER BUILDING • P.O. BOX 30050 • LANSING, MICHIGAN 48909  
[www.michigan.gov](http://www.michigan.gov) • (517) 373-2090

LH-LAN-0(01/11)

## EXPERIENCE QUESTIONNAIRE

The signatory of this proposal guarantees the truth and accuracy of all statements and of all answers hereinafter made.

1. How many years have you been in business as a contractor under your present name?  
25

2. How many years have you been a principal officer of a firm under a different name?  
N/A

Name of Firm \_\_\_\_\_

3. What projects of a similar nature has your organization contracted for within the past five years? (NOTE: Fill out each blank completely.)

Name of Owner & Location	Name/Address/Phone # of Person in Charge as Reference	Type of Work	Value of Work	Date Completed
1. RCKC	3801 E KELGORE RD KALAMAZOO MI DEAN DIESTERHEFT 269.207.2571	OVERBAUN	\$ 350,000.00	2022 CRACKFILLING
2. VBCRC	325 JAMES ST LAWRENCE MI GREG BRUCKS 269.217.1197	OVERBAUN	\$ 150,000.00	2022 CRACKFILLING
3. RCCC	340 N O KEEFE ST CASSOPOLIS MI JOE BELWINA 269.228.0264	OVERBAUN	\$ 100,000.00	2022 CRACKFILLING
4. PAVEMENT MAINT. SYSTEM	384 INDUSTRIAL PKWY JIMMAY CITY MI STU SCHWIKERT 1-810-724-4767		\$ 300,000.00	OVERBAUN CRACKFILLING 2022
5. HIGHWAY MAINT. & CONSTRUCTION CO.	12101 WAHRMAN P.O. BOX 74411 ROMULUS MI JEFF DEMEK 734.718.3789		\$ 100,000.00	OVERBAUN CRACKFILLING 2022
6.				

BID FORM  
Overband Crack Sealing  
LOCATED AT 8083  
SWARTZ CREEK, MICHIGAN

The Bidder declares the following legal status: (Check One)

A Corporation organized and existing under the laws of the State of MICHIGAN

A Partnership consisting of the following partners:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

An individual doing business as:

\_\_\_\_\_

\_\_\_\_\_

**AUTHORIZED SIGNATURE OF BIDDER**

Firm Name: ASPHALT RESTORATION INC

By: MIKE GRIEGER

Title: VICE PRESIDENT

Business Address: 7968 W G AVE  
(Street)  
KALAMAZOO, MICHIGAN 49009  
(City, State, Zip Code)

# Asphalt

## RESTORATION, INC.

*High Performance Asphalt Maintenance*

7968 West G Avenue  
 Kalamazoo, MI 49009  
 Office: 269.353.3996  
 Fax: 269.375.0722

## *Proposal*

Date	Proposal #
5/19/2023	2016

City of Swartz Creek  
 8083 Civic Drive  
 Swartz Creek, MI 48473

Terms	Estimator
Net 30 Days	Mike

Item	Description	Total
OverBand Crac...	Cracks to be repaired will be blown clean using 100 P.S.I. and filled using ASTM/MDOT approved sealant. The sealant will be heated and applied in accordance with all industry standards and ASTM/MDOT Standards. Spring East Condo (Sub-division) 3,480# \$ 5,916.00 Heritage Village (No alleys) 6,000# \$ 10,200.00 Jennie Ln, Yarmy Dr., Abbey Ln. 3,000# \$ 5,100.00 Parkridge PKWY (Sub-division) 2,700# \$ 4,590.00	25,806.00

**We reserve the right to withdraw proposal if not accepted within 30 days. Acceptance of Proposal: The prices and specifications are accepted. Payment to be made as specified unless otherwise arranged. A 1-1/2% late fee will be charged to all accounts past due.**

<b>Total</b>	<b>\$25,806.00</b>
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Signature \_\_\_\_\_



michigan municipal league

## Liability & Property Pool Workers' Compensation Fund

May 5, 2023

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

### RE: MML POOL AND FUND LOSS CONTROL SERVICES

Dear Mr. Zettel

I would like to thank you and your staff for the hospitality extended during my May 4th loss control visit. It was a pleasure to meet with you, Mrs. Olger, and Mrs. Bosas to discuss the various issues that affect your risk management efforts.

Our experience has shown that one of the most effective strategies for members to reduce risks – and the cost of insurance coverage – is to be proactive about implementing and maintaining best practices and to comply with sensible loss control recommendations.

*With my visit and our recent conversation in mind, the attached recommendations are intended to help your organization manage its risk exposures. Please respond within the next 30 days either by email or by completing the attached form and sending via US mail.*

The Michigan Municipal League offers a wealth of resources to support your risk management endeavors, including: the Risk Management is Good Management program for self-assessment and progress relative to best practices; Risk Control Solutions articles; the Safety and Health Resource Manual; and access to Safetysurance, an online library of safety training videos and information.

The above are all available in the *Risk Management Resources* area of the MML website and well worth taking the time to review. Please see the next page for detailed descriptions and links.

If you have any questions regarding the topics we discussed or the attached recommendations, please do not hesitate to contact me at [frank.demers@meadowbrook.com](mailto:frank.demers@meadowbrook.com) or (248)320-0150.

Sincerely,

A handwritten signature in black ink, appearing to read 'Frank J. Demers'.

Frank J. Demers  
Loss Control Consultant  
MML Loss Control Services

### Service Provider: Meadowbrook® Inc.

**Loss Control & Member Services:** P.O. Box 5174, Southfield, MI 48037 • PH: 248.358.1100 • 800.482.2726 • FX: 248.358.0534

**Southfield Claims Service:** P.O. Box 5174, Southfield, MI 48086-5174 • PH: 248.358.1100 • 800.482.2726 • FX: 248.358.3251

**Grand Rapids Claims:** 3196 Kraft Ave, SE, Suite 206, Grand Rapids, MI 49512 • PH: 616.942.0311 • 800.752.7477 • FX: 616.942.0390

## **MML RISK MANAGEMENT RESOURCES**

Available on the MML website at:

<https://mml.org/programs-services/risk-management/risk-management-resources/>

### **Risk Management is Good Management Program**

The *Risk Management is Good Management Program* (RMGM) is a self-paced program for evaluating and improving your organization's risk management efforts. It provides you and your staff with thorough information on what constitutes best practices in focused areas of risk exposure; tools for conducting self-assessments of your operations, policies, and procedures relative to those best practices; and guidance on specific loss control strategies that can be implemented in response to the findings.

I encourage your organization to adopt the RMGM program as part of its everyday operational protocols. Please familiarize yourself with the self-evaluation checklists and share them with your department heads for completion, if you haven't done so already. MML Loss Control Services is available to provide advice and support for your implementation of this program, as needed.

### **Risk Control Solutions**

*Risk Control Solutions* are preventive guidance "white papers" that address more than 50 areas of significant risk exposure common to public agencies. They offer detailed information and analysis on each topic, including regulatory requirements and standards, legal perspectives, and practical recommendations to reduce or eliminate exposure, accompanied by references, checklists, and sample policy language.

### **Safety & Health Resource Manual**

The *Safety & Health Resource Manual* is designed to assist your organization in developing policies for accident and injury prevention. The manual's 18 chapters cover a wide array of subjects such as Confined Space Entry, Machine Guarding, Lock-out/Tagout Programs, Employment Practices, Safety Committees, and MIOSHA requirements. The manual includes sample policies that can be tailored to meet your needs.

### **Safetysurance**

*SafetySurance* is an online library of safety and accident prevention training, information, and resources, including streaming videos on a wide variety of topics. I provided instructions on how to register and log on to the web site. I encourage you to use this resource to train employees on safety topics of interest.

**LOSS ANALYSIS – Workers’ Compensation Fund**

During my visit, I shared with you a detailed loss analysis of your workers’ compensation claims experience covering the period from 7/1/19 through 4/28/23. Your current workers’ compensation Experience Modification Factor (EMF) for 2023 is 0.83, which is down from the previous policy year (1.05). Excellent work! The EMF for the 23/24 policy year is 0.86. As we discussed, 1.0 or less is optimal. We also discussed the significance of the EMF, how it attempts to predict future claim costs, and how it directly affects your insurance premiums.

**LOSS ANALYSIS – Liability & Property Pool**

During my visit, I shared with you a detailed loss analysis of your property and liability claims experience covering the period from 7/1/19 through 4/28/23. This analysis identified a cumulative loss ratio of 15.95%

**LOSS CONTROL RECOMMENDATIONS**

**Loss Control Survey Date: May 4, 2023**

The loss control recommendations below were developed to assist your organization in its risk management efforts. *Please respond within the next 30 days either by email or by completing the attached form and sending via US mail.*

As you review the recommendations presented here, please remember that there are undoubtedly other elements of your operations which present varying degrees of risk. While my recommendations will assist you in managing your risk exposure, I cannot guarantee that I have identified and addressed every potential cause of loss, whether currently in existence or which may arise in the future. You should continue your organization's own efforts to identify and reduce risk exposures.

**City Administration**

**01-23-03:** The City's sexual harassment and discrimination policies should be reviewed with all employees and City Council members annually to limit the potential liabilities associated with these issues. Policies should cover, and employees and Council members should be made familiar with, the types of behaviors that are unacceptable, how to report suspected incidents or harassment and discrimination, what to expect from the employer in the way of an investigation of incidents, and the employer's response to retaliation for making reports of harassment and discrimination. Additional information and resources may be found online at the following link:

[https://mml.org/insurance/risk\\_resources/pdf/risk\\_solutions/Sexual%20Harassment%20and%20Discrimination%20in%20the%20Workplace%202020-04.pdf](https://mml.org/insurance/risk_resources/pdf/risk_solutions/Sexual%20Harassment%20and%20Discrimination%20in%20the%20Workplace%202020-04.pdf)

Please respond here:  Agree, will implement as outlined.

Disagree for reasons listed below:

Comments:

\_\_\_\_\_  
\_\_\_\_\_

**continued**



**Department of Public Services**

**02-23-03:** To maintain compliance with MIOSHA standards for chemicals in the workplace, it is recommended that the department implement a written hazardous communications policy. All employees who work with hazardous chemicals must receive documented training on the policy at the time of hire, upon reassignment to a new work area, or when a new hazardous chemical is introduced into the workplace. Additionally, the department must maintain a binder that contains the Safety Data Sheets (SDS) off all workplace chemicals. Employees must have unrestricted access to the manual at all times. A sample Hazardous Communications policy and additional resources can be found at the following links: [https://mml.org/insurance/risk\\_resources/publications/s\\_and\\_h\\_manual/6B.DOC](https://mml.org/insurance/risk_resources/publications/s_and_h_manual/6B.DOC) [https://mml.org/insurance/risk\\_resources/publications/s\\_and\\_h\\_manual/6A.DOC](https://mml.org/insurance/risk_resources/publications/s_and_h_manual/6A.DOC)

Please respond here:  Agree, will implement as outlined.  
 Disagree for reasons listed below:

Comments:

\_\_\_\_\_  
\_\_\_\_\_

**03-23-02:** During my tour of the DPS facility, we discussed the Kubota 4x4 vehicle that is utilized by volunteers from the City’s Beautification Committee to water plants and other vegetation in the downtown area. It was noted that volunteers occasionally drive the vehicle on the public roadway in order to water plant baskets hanging from light poles adjacent to the roadway. In order to increase the safety of the vehicle operators and to reduce potential liability while it is being operated by volunteers, the following recommendations are suggested:

- Equip the vehicle with additional warning lights (amber or green) to improve the overall visibility of the vehicle.
- Ensure that there is a written policy that covers the permitted use of the vehicle, operator training requirements, a requirement that seatbelts must be worn by the operators, and additional safety information available in the vehicle’s safety manual.
- it is recommended that a department blocker vehicle, equipped with warning lights, follow the Kubota at a safe distance when it is necessary to operate the vehicle in the public roadway. If a blocking vehicle is not available, volunteers should park the vehicle in the roadway with warning lights activated and keep the vehicle between them and traffic. Volunteers should then walk ‘upstream’ from the flow of traffic while watering plants.
- Provide volunteers with high visibility vests to be worn at all times while operating the vehicle.
- Work the City’s legal representative to draft a hold-harmless agreement to be signed by volunteers who will be permitted to operate the vehicle.
- Review the Safety Data Sheet to determine if the fertilizer mixture added to the tank on the vehicle qualifies as a hazardous chemical. If so, ensure that volunteers receive training on the City’s Hazardous Communications policy and provide any necessary PPE (chemical resistant gloves, eye protection, etc.).

Please respond here:  Agree, will implement as outlined.  
 Disagree for reasons listed below:

Comments:

\_\_\_\_\_  
\_\_\_\_\_

**MML POOL & FUND LOSS CONTROL SERVICES**

Prepared for: Mr. Adam Zettel, City Manager, City of Swartz Creek

Prepared by: FJD

May 5, 2023

Page 6 of 6

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City of Swartz Creek  
 Delinquent Mowing/Water/Sewer/Snow Removal/Fire Cost Recovery  
 Estimated Amounts to Taxes 2023

**Mowing**

<b>Enforcement #</b>	<b>Date</b>	<b>Name</b>	<b>Tax ID #</b>	<b>Amount</b>
Multiple	Various	Diane & John Green	58-01-100-019	\$ 900.00
E22-082, 084	5/31/2022	Neil Markva Trust	58-35-576-016-017	\$ 140.00
<b>Total</b>				<b>\$ 1,040.00</b>

**Water & Sewer**

<b>Customer Name</b>	<b>Address</b>	<b>Tax ID #</b>	<b>Amount</b>
Felicia Burghardt	5285 Worchester	58-02-551-013	\$ 181.38
US Bank	8103 Crapo	58-02-530-042	\$ 506.15
Diane Green	7512 Grove	58-01-100-019	\$ 536.24
Lee Mathis	5323 Miller	58-29-300-014	\$ 536.24
Savannah Yount	6211 Bristol	58-31-200-004	\$ 171.22
<b>Total</b>			<b>\$ 1,931.23</b>

**Fire Cost Recovery**

<b>Enforcement #</b>	<b>Date</b>	<b>Name</b>	<b>Tax ID#</b>	<b>Amount</b>
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**Snow Removal**

<b>Enforcement #</b>	<b>Date</b>	<b>Name</b>	<b>Tax ID#</b>	<b>Amount</b>
E23-011	1/31/2023	Kelly Collett	58-03-533-034	\$ 190.00
E23-023	1/31/2023	Roger Shumaker \$ Camil Denison	58-02-200-022	\$ 75.00
E23-024	1/31/2023	Diane & John Green	58-01-100-019	\$ 198.00
				<b>\$ 463.00</b>

**Blight**

<b>Enforcement #</b>	<b>Date</b>	<b>Name</b>	<b>Tax ID#</b>	<b>Amount</b>
E22-102		8041 Maple		\$ 785.00