

**City of Swartz Creek
AGENDA**

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

1. **CALL TO ORDER:**
2. **INVOCATION & PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**
4A. Council Meeting of October 23, 2023 MOTION Pg. 31
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. 35
6C. Credit Card Policy Draft Pg. 62
6D. Culvert Inventory Proposal Pg. 65
6E. Certified Designation Renewal Snapshot Pg. 69
6F. Solar System Model Concepts Pg. 77
6G. Holland Square Concept Pg. 78
6H. Draft Park Rules and Fees Pg. 79
6I. Audit Drafts Link
7. **MEETING OPENED TO THE PUBLIC:**
7A. General Public Comments
8. **COUNCIL BUSINESS:**
8A. Audit Presentation PRESENTATION
8B. Audit Acceptance RESO Pg. 24
8C. Culvert Inventory RESO Pg. 25
8D. Credit Card Policy RESO Pg. 26
8E. Public Safety Assessment Consideration RESO Pg. 26
8F. ZBA and BOR Compensation Increase RESO Pg. 27
8G. Solar System Model Contribution Consideration RESO Pg. 28
8H. Park Rules and Fees Amendment RESO Pg. 29
8I. Council Meeting Schedule Amendment RESO Pg. 29
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION Pg. 30

Next Month Calendar (Public Welcome at All Meetings)

Metro Police Board:	Wednesday, October 25, 2023, 11:00 a.m., Metro HQ
Planning Commission:	Tuesday, November 7, 2023, 7:00 p.m., PDBMB
City Council:	Monday, November 13, 2023, 7:00 p.m., PDBMB
Downtown Development Authority:	Thursday, November 9, 2023, 6:00 p.m., PDBMB
Zoning Board of Appeals:	Wednesday, November 15, 2023, 6:00 p.m., PDBMB
Fire Board:	Monday, November 20, 2023, 6:00 p.m., Station #2
Park Board:	Tuesday, November 21, 2023, 5:30 p.m. PDBMB
City Council	Monday, November 27, 2023, 7:00 p.m., PDBMB

City of Swartz Creek Mission Statement

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

City of Swartz Creek Values

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

Honesty, Integrity and Fairness

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

Fiscal Responsibility

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

Public Service

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

Embrace Employee Diversity and Employee Contribution, Development and Safety

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

Expect Excellence

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

Respect the Dignity of Others

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

Promote Protective Thinking and Innovative Suggestions

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

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

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

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

Zoom Instructions for Participants

To join the conference by phone:

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

Before a videoconference:

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

To join the videoconference:

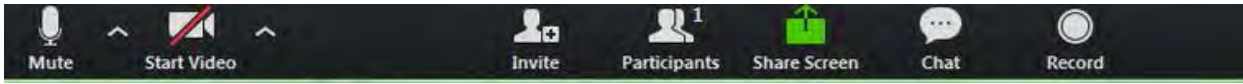
1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

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

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

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

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



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

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

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

Connie Olger is inviting you to a scheduled Zoom meeting.

Topic: Swartz Creek City Council Meeting

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

Join Zoom Meeting

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

Meeting ID: 830 9640 1128

One tap mobile

+13017158592,,83096401128# US (Washington DC)

+13126266799,,83096401128# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 830 9640 1128

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

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

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

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

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

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

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

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

MAINTAINING ORDER

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

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

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

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

MOTIONS & RESOLUTIONS

All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. A public body member who 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, October 23, 2023 - 7:00 P.M.

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

FROM: Adam Zettel, City Manager

DATE: October 18, 2023

ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

✓ **MICHIGAN TAX TRIBUNAL APPEALS (Update)**

The city has not received any new tax tribunal appeals. Since we are late in October, I am going to venture to claim that we are appeal free for the first time in my ten years as manager!

✓ **STREETS (See Individual Category)**

✓ **2020-2023 TRAFFIC IMPROVEMENT PROGRAM (TIP) (Update)**

The Miller Road rehabilitation is substantially complete!

The project is estimated to cost \$1,368,913.42 with bid quantities. There will not be any changes to the lane markings or parking for this project.

Note that we do expect some increases to the project scope due to the apparent need to remove and replace more curb on Miller, specifically in the core downtown area.

✓ **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.

Crack filling is complete. We expect road marking to commence at any time. With freezing temps expected over the weekend, we have concerns about weather.

Miller Road is substantially complete as of writing.

The USDA water main and local street projects are finally out for bid! We expect to have results before the city council on November 27th, with bonding to occur in December, and construction to start in spring. We expect the work to occur over two construction seasons unless the successful contractor has large enough capacity to tackle the work in one season.

Street work will include new sub surface drainage, road reconstruction, replacement aprons, replacement sidewalk, and forestry for Durwood, Norbury, Winshall, Greenleaf, and Whitney.

Street rehabilitation with limited drainage in Winchester Woods is also going to be bid and will include replacement top courses and limited drainage work. **This work will bid separately or the city will not qualify for the potential \$250,000 Category B**

MDOT grant, because a project cannot be under contract or out for bid prior to a grant agreement. As of writing, it appears this was a good choice because Swartz Creek is on the award list!

Concerning the Morrish overpass, the DPW is taking a closer look at the slope, guardrail, and drainage structures. We have very little capacity to deal with this interstate overpass with our funds. We are looking to ensure it is safe and structurally sound until such time that MDOT addresses the larger issues.

- ✓ **RECONNECTING COMMUNITIES AND NEIGHBORHOODS** (*No Change of Status*)
The grant has been submitted. The previous report follows.

There is new federal money available to provide traffic and pedestrian connections to overcome divisions in communities that have resulted from previous changes to the traffic network. In essence, the program seeks to resolve some issues caused by the construction of major highways, roads, rail, etc. This could be something that helps us create a much-needed pedestrian link over I-69 at Morrish Road. With new retail coming, and the school's Cage Fieldhouse there, it makes sense to connect this to Applecreek and the rest of downtown to the south.

OHM will be writing a grant for this, but in typical federal fashion, it is only a planning grant at this point. This means that we are going to spend a couple thousand to apply for a grant that will cover the federal planning requirements for the improvement itself. This plan is estimated to cost \$80,000 and is what the planning grant will cover. Once complete, we can make application for the improvement grant itself. If this seems like a long and tedious process, it is. However, it may be the best way to address this need.

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

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

Inliner has only four more segments to do. This project should be wrapped up very shortly and included 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 are also putting together a more formal five-year city-wide cleaning program. This was 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 was \$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.

Note that lining work in 2024 may be reduced in scale due to the large investment made in 2023.

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

OHM has approvals from GCDC-WWS, USDA, and EGLE for water main. As such, we are out for bid. Under the current timeline, we are much less likely 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. Note that this could be made substantially worse if the State amends the Social Welfare Act (see below). **I expect the city council will need to act on a rate increase in December or January.**

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 have paid an invoice to have the county begin work to abandon the 8" Dye Road water main in the vicinity of the rail line (west side of Dye). They will be using their pre-qualified contractor, Waldorf, to perform the work, and I expect them to start at any time. The cost to perform the work is estimated to be \$17,740. We have budgeted for

this, and based upon our operating agreements with the county, we should not require any other formalities or resolutions to proceed.

We are working to get the contractor onsite sooner than later, but we cannot force this issue, nor can we directly work on the county lines.

Moving these customers from the west side to the east side will allow the city to abandon the Dye line south of the rail. We think this is a great move to avoid potentially serious issues down the road. This line is a dead end and is prone to breaks, which can be very costly and dangerous near the rail spur. Note that the city will still maintain the water customers, even though they are on the county's intercommunity line. This is a clear long-term win for the city.

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)*

All equipment is installed. The water tower collector is working and is collecting about 75% of accounts on its own. The Elms tower requires power, but we expect that soon. Staff will be trained on October 24th. 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 (Update)**

The fall newsletter is being printed. 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 **raceway owner affirmed the removal of two out-buildings imminently**. The site is not formally for sale, nor is there a concept plan for reuse.
2. The **reuse of Mary Crapo is becoming a reality**. 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. Their plans are also likely to have an impact on the lane configuration for Ingalls.
3. 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. This work is substantially complete and will be removed from future reports.
4. **(Update)** **Street repair in 2023** is moving forward. Miller Road is substantially complete. Local street work is now out for bid. Crack filling is done and markings are on the way.
5. The **Brewer Condo Project** first tri-plex is complete and for sale. We can affirm now that two of three units have sold! The third is apparently under contract for sale. The builder reached out to discuss the future phases. He said there is a lot of interest in the concept and location. However, the lack of a ground floor master bedroom is a non-starter for most buyers. He believes they can redesign the layout to accommodate this need, which might result in the future phases being multi-story duplexes. I indicated that this may be the best path forward. A site plan revision would be necessary.
6. 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. In the meantime, there are three units available in the current phase. We are beginning the process of inspecting infrastructure for final improvements and the eventual transfer to the city.
7. The **southwest corner of Elms & Miller** is seeing some increased activity. We have a judgement to demolish the building on the corner. We were hoping the owner would proceed on their own, but they have not. We are getting the work lined up.
8. **Park projects** are substantially complete and include both basketball courts and Elm's tennis courts. Paint markings on the Elms basketball courts are done. There is also an opportunity to mark the open area next to these for some use (pickleball, a 2D toddler village, etc.)
9. We have some interest in two **Meijer out lots**, as well as some potential **downtown renovations**. There are no applications or site plans, but I will keep the council informed if anything takes shape.
10. **(Update)** **New Businesses continue to come to town**. The community has two tattoo establishments opening in the city. These uses are permitted in our commercial districts, and the city has been home to one in the past. One shop is

opening in the Carriage Plaza, where the previous business was. The other is opening in the former Burrito Brothers storefront downtown.

11. **(Update) Mundy Megasite/Costco.** By all accounts, Costco will likely be placing a store on Hill Road, by US-23. They now have site plan approval. There is no update regarding the megasite that the MEDC and regional chamber are marketing on Maple Avenue. We have had no official communication from either of these groups on this matter, which is surprising and does not instill confidence. It appears there is some backlash from the community on this matter.

✓ **SAFE ROUTES TO SCHOOL (Update)**

The project is substantially complete, and the engineer is working through the final punch list items. Overall, we are quite pleased with the quality of work, project timing, and price (we expect to come in at or below budget).

The fence for Fairchild at the creek has been ordered. We are also installing a fence at Elms School, to be gated during school hours.

✓ **REDEVELOPMENT READY COMMUNITIES (Update)**

Most recently, we have embarked on the renewal process with the MEDC to retain our status as a Redevelopment Ready Community. I am attaching the initial MEDC letter and report. In short, they are going to work with us over the next twelve months to ensure we are aligning with the most up-to-date best practices and guidelines. The areas that still need work are highlighted in the report.

We will meet with our MEDC representative on Tuesday to go over this. I am happy to see that we are aligned already with 72% of the benchmarks, and I am confident that we will be able to align with full expectations. The only item for concern, which is more procedural in nature, is whether or not we need to formally update our marketing plan. Otherwise, most changes could be made quite readily.

The Methodist Church project is being heavily marketed. In the meantime, we have affirmed that there is already a restaurant user that has a purchase agreement on the property! This could be great news for the building and the downtown! We met with this individual and the MEDC team. There is a lot of optimism. I believe this will be a slow but steady project, so we should not expect movement in the next year.

There is another downtown property owner that is considering a transformational investment in their property using the RRC architectural services. Time will reveal if this bears fruit. I expect another renovation for an existing building on Miller Road to submit plans for the planning commission.

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 (perhaps as much as \$75,000 if it includes universal design)!

A steering committee has been formed to tackle this project. Initial pricing for an engineered space was very high. We are now working with a community group that consists of a local architect, builder, and staff to see if we can source something more

approachable. We have a concept (included in the packet), and we met onsite with JW Morgan construction and a materials vendor. We should have some initial pricing within 30 days.

The concept 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)*

Concerning previously acquired property, the Wade Street property that the city acquired on the corner of Second Street 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.

The site has been cleared of personal property as requested.

✓ **CDBG** *(No Change of Status)*

We signed the agreements, which means we can bid the projects during the winter. The previous report follows.

I am looking to do some preliminary cost analysis to run sidewalk down the east sides of McLain and School to the trail. If this is in the ballpark of \$40,000-\$50,000, we can create a bid specification to complete this work, largely with CDBG funds.

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

Shattered Chains hosted volunteer workdays the weekend of the 19th! They got much work done! All 18 baskets and fairways are good to go. The tee pad installation is the next step. The group is very happy with how things are going.

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

We have an initial commitment from Kildee's office for funds to support the development of Otterburn. We hope to get another \$150,000 from the DNR Recreation Passport Grant, but this is far from secure. There are also some verbal commitments from the BeeMoreLikeJentery group.

I will keep the council informed. Once there is a clear picture of all funds available, we should be able to scale the project to meet a reasonable budget.

✓ **SPEEDING AND TRAFFIC CONTROL** *(No Change of Status)*

Mary Crapo is likely to be used as a sport facility for the school. Initial indications are that the Ingalls Street side of the block MAY be altered to accommodate additional angle parking. This could drastically change the composition of the street. With that in mind, I

think it is prudent to wait until this plan is put forth in the coming months so we can plan any markings, speed bumps, or other features in tandem with the school changes. The previous report follows.

Examples for speed humps are in the May 22, 2023, packet. 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, on street 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.



✓ **FIBER INSTALLATION (Update)**

All but two of Frontier’s fiber permits are approved. Work on installation has begun in the city and surrounding townships. We are getting many reports of phone service outages, unprofessional workers, and unsightly/inconvenient working areas. I have made the Michigan Public Service Commission aware of these issues. 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 the 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.

✓ **SOLAR SYSTEM MODEL (Business Item)**

We are continuing to seek funding for the solar system model that was proposed to run between Elms and Otterburn Parks. We officially have a partner with an observatory in Nelson, NZ (they requested metric units for their sign). This will require the purchase and shipping of a sign station to New Zealand, or payment for a sign constructed locally in New Zealand. However, since we are approved to use the MEDC RRC crowdfunding and external grants, we think this is worth it. Who knows, we may even create a Guinness Record for the world’s biggest scale model.

Note that we are including wayfinding (directional) signs for this stretch that goes between Elms, Otterburn, and Elms School. This will serve to keep those unfamiliar with the area on track. This requires a new set of proposals from Signs by Crannie.

At this point, we are about ready to go live with the crowdfunding effort to raise the other half of the funds. This is still a big ask for the community. For those that recall, it took a lot of time and effort to raise a similar amount of funds for the Elms Park Tot Lot. This is why Samantha felt it is worth approaching the park board and city council to contribute towards the effort.

At their meeting on October 17th, the park board considered the project and finds that there is a lot of local, public value. They are hopeful that the city council can allocate the maximum amount to the effort that the state will match, which is \$8,750. I am including the model designs and a resolution to this end. For my part, I think this is a reasonable price for the general fund to contribute, with the understanding that the result will be a very engaging and valuable asset in the community, valued at about \$45,000.

The previous report follows.

We contrived an interactive scale model of the solar system that could be displayed and described on the new 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.

We have begun preliminary conversations with Nelson, New Zealand 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.

✓ **PUBLIC SAFETY ASSESSMENT (*Business Item*)**

2023 also completes ten full years of public safety assessment collections! The city will need to revisit the public safety assessment before the end of 2023. The process to do so is as follows.

There must be a City Council resolution approving the SAD and for the administration to gather an estimation of the costs needed for Public Safety and schedule a public hearing to consider the estimate, need for the special assessment, and hear objections. The public hearing notice must be sent by first-class mail to the property's record owner according to the last tax roll reviewed by the City Board of Review at least 10 days prior to the hearing. Publication of the notice must also occur 5 days before the scheduled public hearing in the local newspaper.

If the Council chose to proceed with this process, I recommended a resolution in October that sets the first public hearing for November. In the absence of any other viable alternative, I have a resolution in our packet to direct the city manager to set a public hearing and to report back on proposed costs, revenues, and impacted areas for such an assessment. The first public hearing can be held on November 13th, with the second requiring hearing on December 4th.

With the assessment and budgets firmly in place and functional for the past decade, it is likely that a renewal of the same boundaries (all city parcels) and same rate (4.9 mils) will suffice. Our fiscal year budget is already approved through June 30th and is funded at the current service level for police and fire. Note that this levy can increase by up to 10% in any given year. This has never occurred, but it could be employed if the fire apparatus budget requires additional revenues.

The previous report follows.

In 2013, the city went through a process to apply a 4.9 mil assessment to all real property in the city for the purpose of collecting revenues to support police and fire operations. This was done at a time when the city was down two full time police officers, provided about 1/5 the current amount of fire apparatus funding, and was still operating a substantial general fund deficit of about \$250,000/annually.

The underlying cause of this pronounced deficiency was the catastrophic collapse of the community's taxable value as a result of the housing crisis and a specific and dramatic reduction in GM's taxable value. Massive reductions in raceway revenue sharing were also impactful.

Note that the presence of GM and the active raceway enabled the city to be one of the lowest, if not the lowest taxing city in the state that did not have a separate income tax at the time. The assessment enabled the city to return to pre-existing service levels for police and fire, a practice that continues to this day. This increase, along with the street tax that passed a few years later, brought the city closer to the middle of the curve for tax effort (see the most recent budget book, which still has Swartz Creek as the third lowest taxing city in the region).

With that said, the assessment makes up about 30% of the city's general fund revenues and is essential to maintaining police and fire services. The city can certainly consider other options, or a combination of options, including service reductions, a voted tax, or a change in prioritization of appropriations (e.g., decrease park spending in favor of public safety). There are costs and benefits to each approach, but this discussion is going to present itself in the coming months.

If there are any general or specific questions that council members have, please let the rest of council and/or myself know.

✓ **BROWN ROAD LAND SALE OPTION** (*No Change of Status*)

The city opted not to pursue the option for the sale of Brown Road. I have relayed this information to the Shiawassee Economic Development Partnership. The director completely understands. While he may wish to pursue a first-right-of-refusal agreement, at this point it seems enough to know that the city is open to marketing the property to a potential user.

In the meantime, they requested to perform wetland delineation of the entire area. I indicated that the city would allow delineation of wetlands on city-owned property if a professional service company was conducting the definition and added the city as an additionally insured party. We have insurance, and they are likely conducting fieldwork.

✓ **CROSS CONNECTION SHUT OFFS** (*Update*)

Because of the busy schedule and potential meeting time change for December 11, 2023, I suspect this hearing date will be postponed. I also have concerns that there are not enough inspection slots for all outstanding inspections to sign up, making the process impossible to complete for all users. We are going to consider the matter in the coming weeks to come up with a long term strategy that is predictable, fair, and productive as it relates to getting compliance with the residential cross connection inspections. The previous report follows.

There are a number of water connections identified in the city that have devices in the internal plumbing that require independent testing and verification in order to comply with the state requirements for cross connections. At this point, we have many commercial and residential customers that are out of compliance after two separate notices. The inspector has sent out a service termination notice that gives the customer until December 8th to comply. If they do not, they can appear at the December 11, 2023 city council meeting to appeal the decision to terminate service. After that point and depending upon the outcome of any deliberation at the December 11 meeting, the city will be compelled to terminate water service.

This is not something we wish to be pursuing, but the expectations for cross connection are objective and reasonable.

✓ **COMPENSATION COMMISSION** (*Business Item*)

This group met September 28th and made their recommendation on city council compensation. Though not required, they also performed a review and recommended compensation for Zoning Board of Appeals and Board of Review. Their findings are included in their minutes. In short, they are recommending inflationary adjustments that match the bargaining agreement increases as compounded over the past two years.

The commission was scheduled to meet on October 19th, but that meeting was cancelled due to a lack of quorum. I have them scheduled to meet at 6pm on the 23rd to approve the minutes. The minute approval will create a formal record of their decision. With the official record in place, the council wages will be affirmed automatically on December 23rd unless overruled by council. I have a resolution to affirm ZBA and BOR wages. I recommend approval.

As of writing, there is not a meeting scheduled for the Board of Elections, and it appears the election worker pay decision will be completed in early 2024 and not at this time.

✓ **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*)

There was not an October meeting. I have a number of interested parties that have concept or site plans in the works for downtown and the Meijer area. I will be shocked if something does not come in this year. The next regular meeting is scheduled for November 7, 2023.

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

There was not an October meeting. The November meeting is scheduled for November 9. As of writing, there is not an agenda.

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

The ZBA held their annual meeting, including Advanced ZBA training, on March 14th. 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** (*Business Item*)

The Park Board met on October 17th. They had a productive meeting. Sandi Brill, with the Friends of Abrams Park group attended and donated a synthetic bench/storage bin that can be used in conjunction with the sandbox at the Abrams tot lot. Thank you Friends of Abrams Park!

The board performed their annual review of the park rules and reservation fees. After much deliberation, they found that the parks have performed much better in 2023, so there were not any radical changes. However, with inflation high, they found that the non-resident fees were a bit low in relation to what tax payers contribute to the system. As such, they recommend a \$5 increase to all such fees. They also wish to insert a statement in the rules that the city council can waive or adjust any such rules by resolution on a temporary, case-by-case, or permanent basis. This has been understood to be the case, but I agree that it should be explicit. There were also some updates to the reservation form to appropriately label the various park features, such as the new Abrams Basketball courts and electric. I think the changes are appropriate and have included the amended forms and a resolution.

The board then discussed the old basketball court at Abrams, the one by the restrooms. This was being looked at for pickleball. To accommodate this use, it would need surface updates like the Elms tennis courts had. It may also require a permanent net to be most useful. The park board was open to this, but did not commit to this use at this time.

Next, the board considered a volunteer recognition program. Overall, it is felt that this could take many shapes in the coming years, including public acknowledgement with plaques or memorials, annual awards, dinners, etc. To get the program started, the park board advocates that the known volunteers be recognized with an annual proclamation by the Mayor, perhaps the last meeting of each year. Samantha is likely going to compile a complete list and work with the Mayor to arrange something. As a namesake, the park board strongly supported the proclamation to include reference to the late council member Jentery Farmer.

Lastly, the board discussed the Cosmos in the Creek program (solar system model). This is noted in detail above. In short, the board supports the investment and recommends a city general fund contribution of \$8,750 towards the crowdfunding endeavor.

Parks are expected to have bathrooms winterized by the end of this week (October 20th) due to expected freezing temperatures.

The next meeting is scheduled for November 21st.

✓ **BOARD OF REVIEW** (*Update*)

There is not any current activity, but I will report on the November BOR when I have information from the assessor.

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

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

I attended a Bureau of Elections class on Early Voting. It was very informative. Connie will be going next week to the class.

✓ **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.
- ❑ SRTS trail project is nearing completion. The punch list is being completed this week.
- ❑ Miller Road is substantially complete.
- ❑ New snow plow truck is in the upfit process at Truck and Trailer.
- ❑ The old backhoe is listed on a bidding site and is getting good attention.

✓ **TREASURER UPDATE (Update)**

The audit team from Plante & Moran will be presenting the FY23 Financial Statements at the October 2023 meeting. I am continuing to work with Amy Nichols on training. This will be my last update as City Treasurer as I will be retiring October 31st. 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 Historical Signs are supposed to be installed very, very soon! I'm not sure on the exact date, but am hopeful it'll happen before the end of October. I'm working on the grant report for the project, per MACC requirements.

The historical sign project is moving right along! More details to come, but I expect these to be done soon. Once I have that date, I will create an event to celebrate it and share it with everyone.

The PSCP campaign for Cosmos in the Creek, has been submitted to patronicity/MEDC to make sure the website page will be okay to go public when we are ready. We will be seeking to crowdfund \$25,000, to get a match from MEDC for another \$25,000. I am working on securing commitments/ donations from a variety of organizations, groups, and businesses. I have a handful of "asks" out right now, and a long list of others to contact. That being said, we should have a few donations secured before the public launch.

I attended a meeting with a representative from the GFWC and Firefighter's Association to discuss the Christmas parade and tree lighting event this year. I'm hoping to get more businesses involved at Holland Square, or with open doors and special activities, discounts, or giveaways. At this time, nobody has stepped forward to run a winter market before the parade. The Swartz Creek Band Boosters are having an indoor craft fair on the same day though.

I'm also helping to promote Small Business Saturday deals and events for Swartz Creek businesses.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

✓ **CREDIT CARD POLICY** (*Business Item*)

We secured credit cards to conduct specific transactions with more efficiency, specifically online ordering of supplies. The use of cards has been extremely restricted to use by finance staff or limited use by the DPW for purchases at select businesses. For my conference, it was necessary to take a card to make payment for the hotel, upon checking the credit card policy prior to departure, I discovered that we never officially adopted the policy that was crafted and reviewed in April of 2022. Though we maintain a number of informal policies for various procedures and practices, I think this is one that should be approved by the city council.

If memory serves, there were no comments or suggestions with the policy as presented last year. I am including a resolution to approve it as written.

✓ **CULVERT INVENTORY AND INSPECTIONS** (*Business Item*)

The county is offering potential reimbursement for culvert inspections through a limited program. The program is for 36" or larger open culverts under roads. An example is the culvert on Miller, between Springbrook and the Masonic Lodge. I have requested a proposal from our engineer to inspect and report on our culverts, for which we estimate we have ten qualifying assets. The proposal is attached, with a price of \$300 per culvert. At this time, it is unclear if there will be any reimbursement from the county. However, this is a reasonable price to document another of our assets, so I recommend we proceed with or without reimbursement.

✓ **FISCAL YEAR 2023 AUDIT** (*Business Item*)

Copies of the Fiscal Year 2023 audit are available digitally and will be supplied in hardcopy at the meeting upon request. We will be joined at our meeting by our auditor for a presentation of the audit.

I can tell you that findings for the city's processes and fiscal performance are still good and include an 'unmodified' opinion. This means that the city is maintaining solid practices related to our processes, transparency, accuracy, checks/balances, and security.

In addition, our funds continue to meet expectations related to maintaining positive operational cash flows. However, the budgeted decrease to general fund did occur as predicted, due to larger outflows on delayed projects. This will bring us very close to our fund balance threshold. The auditor will be going over this and other funds.

There are no surprises, concerns, or notable trends. However, with the federal audit occurring due to the USDA project, the auditors did note that some expenses needed to be reallocated to other fiscal years. This does not change the validity of the expense, but it does require a finding to be corrected. I am certain they will go over this. The auditors will also be presenting on our checks and balances, notable trends in municipal financing, and future GASB regulations.

I am very comfortable accepting the audit in its current form. Feel free to contact us before the meeting or to raise questions, comments, or concerns to the auditor or staff at the meeting. If we get inquiries up front, we can ensure the auditors and our staff have responses for the meeting.

I have included a resolution to accept the audit.

✓ **COUNCIL MEETING SCHEDULE CHANGE (*Business Item*)**

The Mayor proposes that we meet an hour early for our final regular meeting of December. This will be a change from a 7pm start on that date to 6pm. The reason is to be able to invite the city council to a performance at the Swartz Creek Performing Arts Center. Dave has graciously sponsored many of their events, and desires to promote the Genesee Wind Symphony presence in Swartz Creek. This show will commence at 7pm. As council has agreed to in the past, Dave requests that we start our meeting an hour early to eliminate the conflict with our meeting. Given that this will be our 2nd meeting in eight days, and in the holiday season, I suspect the agenda will be very light and manageable for December.

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.

Genesee Wind Symphony: The coming shows are Monday, October 30th at 7:30pm at the PAC (this is not a council meeting day). There is also a show on December 11th at 7:30pm. This is a council meeting day so we may look to reschedule the meeting for 6:00pm.

Christmas Parade: The parade and tree lighting is on Saturday, December 2, 2023 at 6:00 p.m.

Lorenzo's Dip and Dine: Lorenzo's Dip and Dine (the former Dairy Queen) burned early on October 16th. I am told that it was a total loss. The fire is being investigated.

WHEREAS, said audit contains financials for related public utilities, enterprise accounts, and the Downtown Development Authority; and

WHEREAS, the audit, as presented to the city council on October 23, 2023, has been found to meet generally accepted accounting standards and required reporting provisions of state and local law.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek approve the 2022-2023 Fiscal Audit Report prepared by Plante-Moran, a copy of which is attached hereto, and further, direct such to be published, distributed, circulated and placed on file in a manner prescribed by law.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 231023-8C RESOLUTION TO APPROVE CULVERT INSPECTIONS

Motion by Councilmember: _____

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

WHEREAS, certain creeks and drains cross said streets by way of large diameter culverts; and,

WHEREAS, the city does not have an inventory of said culverts that includes an updated inspection report for each asset; and,

WHEREAS, Genesee County is willing to reimburse some or all of qualifying culvert inspections that municipalities have submitted for said reimbursement; and,

WHEREAS, the city has submitted a reimbursement request, as well as a quote to inventory and inspect said assets from the city’s primary engineering consultant, OHM Advisors.

NOW, THEREFORE, BE IT RESOLVED THAT the City of Swartz Creek approves the culvert data collection proposal submitted by OHM Advisors on October 5, 2023, costs to be appropriated to the major or local street funds, as appropriate.

BE IT FURTHER RESOLVED THAT the City of Swartz Creek City Council hereby authorizes and directs the Mayor to execute said proposal on behalf of the city.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 231023-8D

RESOLUTION TO APPROVE CREDIT CARD POLICY

Motion by Councilmember: _____

WHEREAS, Public Act 266 of 1995 requires all municipalities within the State of Michigan to formulate and maintain written policies when authorizing the use of credit cards for the purchase of goods and services for the official business of the municipality; and;

WHEREAS, certain goods and services, especially those procured through internet transactions, are most readily made using a municipal, tax exempt account that is registered with a valid credit card; and;

WHEREAS, the City of Swartz Creek desires to authorize certain city employees to use credit cards for the purchase of goods and services for the official business of the municipality.

NOW, THEREFORE, BE IT RESOLVED THAT that the Swartz Creek City Council does hereby adopt and establish the City of Swartz Creek Credit Card Policy for the use of credit cards for the purchase of goods and services for the official business of the City of Swartz Creek, as included in the October 23, 2023 City Council Packet.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 231023-8E

RESOLUTION TO DIRECT THE CITY MANAGER TO PROVIDE A REPORT FOR THE PUBLIC SAFETY SERVICES ASSESSMENT RENEWAL, SET PUBLIC HEARING FOR SPECIAL ASSESSMENT DISTRICT

Motion by Councilmember: _____

WHEREAS, the city has, by charter limitation, a general operating maximum levy of 5.0 mills, currently reduced by Headlee rollbacks to 4.6938, the levy of which for the City of Swartz Creek was determined to be among the bottom 3% of the 279 cities in the state of Michigan prior to the 2013 Public Safety Special Assessment; and

WHEREAS, Michigan and Genesee County experience frequent recessions including a sudden and plummeting crash in property values beginning in 2009, that have decreased the city’s revenues significantly; and

WHEREAS, the taxable value of the city has not recovered; and

WHEREAS, additional reductions in revenues from statutory state revenue sharing and the closure of Sports Creek Raceway further diminished the city’ ability to provide essential services with a 5 mil charter limitation on the general operating levy; and

WHEREAS, the City enacted a ten year public safety special assessment in 2013 to defray a portion of fire and police service expenses, thereby enabling the city to return to prior service levels; and

WHEREAS, the ten year special assessment has expired, and the city must replace those revenues or risk massive service reductions; and

WHEREAS, PA 33 of 1951 (MCL 41.801 et seq, as amended) allows for the creation of a special assessment district city wide for public safety; and

WHEREAS, the City council desires to establish a city wide special assessment district;

NOW, THEREFORE, BE IT RESOLVED the Swartz Creek City Council hereby refers this project to the City Manager and directs the City Manager to prepare a report to be brought before the Council for review and determination at the Regular City Council Meeting, to be held in the City Council Chambers on Monday, November 11, 2013 at 7:00 PM, of which the report shall include:

- a. a description of the assessment district, parcels and boundaries; and
- b. an estimated cost of public safety Police & Fire Services, including operating costs, lost revenues and anticipated operating expense increases for coming years; and
- c. recommended levy amount along with projected revenue collections

BE IT FURTHER RESOLVED, that the City Staff is hereby directed to schedule a public hearing to be held at the Regular Council Meeting of Monday, November 13, 2023 at 7:00 PM, or as soon thereafter as the public can be heard, in the manner prescribed by law.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 231023-8F ZBA AND BOR COMPENSATION

Motion by Councilmember: _____

WHEREAS, the Zoning Board of Appeals is an adjudicatory board established by state law and appointed by the Swartz Creek City Council to fulfill obligations in accordance with PA 110 of 2006 and the city Code of Ordinances; and

WHEREAS, the ZBA members are compensated \$21 per meeting and the chair of the ZBA is compensated \$26.25 per meeting; and

WHEREAS, the Board of Review is a board established by state law and appointed by the Swartz Creek City Council to fulfill obligations in accordance with PA 206 of 1893 and the city Code of Ordinances; and

WHEREAS, the BOR members are compensated \$78.75 per meeting; and

WHEREAS, the City Council can establish and adjust the compensation of the ZBA and the BOR; and

WHEREAS, the Swartz Creek Local Officers Compensation Commission, at their regular meeting on September 29th, recommended an increase to this compensation in the amount of 8.465% to offset general inflation.

NOW, THEREFORE, BE IT RESOLVED that the City of Swartz Creek City Council hereby adopts the following compensation table for Swartz Creek Zoning Board of Appeals and Board of Review Members:

ZBA Chair:	\$29.47 per meeting
ZBA Commissioners:	\$22.78 per meeting
Board of Review Members:	\$85.42 per meeting

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 231023-8G

RESOLUTION TO APPROVE CONTRIBUTION TOWARD THE SOLAR SYSTEM MODEL

Motion by Councilmember: _____

WHEREAS, the city owns, operates, and maintains a system of parks and recreational grounds; and,

WHEREAS, the city is a redevelopment ready community, with an updated parks and recreation plan that encourages engaging active recreational amenities in its parks and along its non-motorized paths; and,

WHEREAS, the city has conceived of a model solar system, generally consisting of interpretive signs that will be placed along the Genesee Valley Trail between Elms and Otterburn Park; and,

WHEREAS, there is also a need to place trail head signs and wayfinding signs in Otterburn and Elms Park, as well as along the trail, to orient visitors and residents; and,

WHEREAS, the city is eligible for MEDC funds through the Public Places and Community Spaces crowdfunding program, funds that can match up to 50% of such projects; and,

WHEREAS, staff will endeavor to raise as much of the local match of \$25,000 as possible through community and sponsorship contributions; and,

WHEREAS, the match is a significant amount to be raised over the timeframe of the program, and the city finds public value in the installation of wayfinding and the solar system model; and,

WHEREAS, the Swartz Creek Park Board considered the matter at their October 17, 2023 meeting and recommends city general fund support for the project.

NOW THEREFORE, BE IT RESOLVED that the Swartz Creek City Council hereby approves the contribution of \$8,750 to the crowdfunding effort, funds to be split evenly between Otterburn and Elms Park departments.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 231023-8H RESOLUTION TO AMEND THE PARK RULES, RESERVATION FORM, AND RENTAL AGREEMENT

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek owns, operates, and maintains public park and recreation facilities and desires to promote safe and equitable use of those facilities; and

WHEREAS, the city regulates use of city parks through the adoption of “Park Rules and Regulations” as enabled and enforceable under City Ordinance Section 11-47, Park Rules and Regulations, which reads as follows: the City Council may by resolution adopt rules and regulations governing the use of parks, including prohibitions or restrictions on uses and acts within parks; and

WHEREAS, the city park and recreation commission recommends amending of the attached Park Rules and Regulations, Reservation Form (inclusive of rates), and Rental Agreement.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council hereby approve the amended park rules, reservation form, and rental agreement as attached.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 231023-8I RESOLUTION TO AMEND THE 2023-2024 COUNCIL MEETING SCHEDULE

Motion by Councilmember: _____

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, and

WHEREAS, the city council adopted a schedule for the 2024 fiscal year on May 8, 2023 but now finds it desirous to alter the start time of the December 11, 2023 meeting.

NOW, THEREFORE, pursuant to the Act, public notice is hereby given that regular meeting of December 11, 2023 shall be held in the Paul D. Bueche Municipal Building Council Chambers located at 8083 Civic Drive, Swartz Creek, Michigan, 6:00 P.M.

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

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

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 231023-11A

ADJOURN

Motion by Councilmember: _____

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

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE 10/09/2023**

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

Invocation and Pledge of Allegiance.

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

Councilmembers Absent: None.

Staff Present: City Manager Adam Zettel, Clerk Renee Kraft, Attorney Chris Stritmatter, Metro PD Lieutenant Michael Murphy.

Others Present: Steven and Deborah Barkiewicz, Marriane McLanahan.

Others Virtually Attended: Lania Rocha, Tyler Barkiewicz

APPROVAL OF MINUTES

Resolution No. 231009-01 **(Carried)**

Motion by Councilmember Spillane
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday September 25, 2023 as amended, to be circulated and placed on file.

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

APPROVAL OF AGENDA

Resolution No. 231009-02 **(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 October 9, 2023, to be circulated and placed on file.

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

CITY MANAGER'S REPORT

Resolution No. 231009-03

(Carried)

Motion by Councilmember Cramer
Second by Councilmember Henry

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

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC:

Marrienne McLanahan – Questioned when they are stripe painting on Ingalls. City Manager responded probably not until 2024-they are waiting for a plan first. She is concerned with the safety of the children at a bus stop because vehicles are driving too fast. Lt. Murphy responded he will put a car at that intersection. She stated she is hoping for a pickleball court at Elms Park.

COUNCIL BUSINESS:

RESOLUTION TO APPROVE STREET USAGE PERMIT FOR THE ANNUAL FIRE DEPARTMENT CHRISTMAS PARADE

Resolution No. 231009-04

(Carried)

Motion by Councilmember Hicks
Second by Councilmember Gilbert

Discussion Ensued.

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

RESOLUTION ADOPTING AN ORDINANCE TO ENTER INTO A UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT

Resolution No. 231009-05

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Henry

Discussion Ensued.

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

RESOLUTION TO ACCEPT A PROPOSAL TO UPDATE EXISTING GIS FILES WITH EXISTING MAINTENANCE DATA AND VIDEO

Resolution No. 231009-06

(Carried)

Motion by Mayor Pro Tem Knickerbocker
Second by Councilmember Henry

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC:

Marrienne McLanahan – She enjoyed the homecoming parade. More discussion on bus stop.

Lania – Gave a recap of the Jeepers Creekers event: 40 runners, 20 vendors, 850 Trunk or Treat children. There was good participation and a lot of help.

REMARKS BY COUNCILMEMBERS:

Councilmember Henry: Thanked the group that puts on Jeepers Creekers.

Councilmember Cramer: Looking for participation for Green for Life recycling facility tour. Slow measures on Seymour Road between Hill and Miller. Suggested barricades get anchored in strong winds.

Councilmember Hicks: For National Service Day, they Collected 300 pounds of food.

Mayor Krueger: Reminded everyone of the cemetery cleanup this weekend from 9:00-noon. Bring shovels, gloves and dress appropriately.

ADJOURNMENT

Resolution No. 231009-08

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Henry

I Move the Swartz Creek City Council adjourn the regular meeting at 8:42 p.m.

Unanimous Voice Vote.

David A. Krueger, Mayor

Renee Kraft, City Clerk

CHECK REGISTER FOR CITY OF SWARTZ CREEK
CHECK DATE FROM 08/01/2023 - 08/31/2023

Check Date	Check	Vendor Name	Description	Amount
Bank GEN CONSOLIDATED ACCOUNT				
08/10/2023	52413	ADS PLUS PRINTING LLC	#10 WINDOW ENVELOPES - 2000 SUMMER NEWS LETTER	403.90 <u>1,311.89</u>
				1,715.79
08/10/2023	52414	AMELIA HARRIS	ELMS PARK #4 DEPOSIT REFUND	200.00
08/10/2023	52415	ANDREA ADAMS	ELMS PARK #1 DEPOSIT REFUND	200.00
08/10/2023	52416	BIO-SERV CORPORATION	PEST CONTROL - PUBLIC SAFETY BLDG JULY 20123 PEST CONTROL CONTRACT	66.00 <u>142.00</u>
				208.00
08/10/2023	52417	CANDICE GARNER	ELMS PARK #2 DEPOSIT REFUND	200.00
08/10/2023	52418	CONSUMERS ENERGY	4125 ELMS RD 4353 JULY 2023	48.67
08/10/2023	52419	CONSUMERS ENERGY	4125 ELMS RD PAVILION 4437 JULY 2023	36.35
08/10/2023	52420	CONSUMERS ENERGY	TRAFFIC LIGHTS 1781 JULY 2023	464.50
08/10/2023	52421	CONSUMERS ENERGY	8301 CAPPY LN JULY 2023	202.56
08/10/2023	52422	CONSUMERS ENERGY	8083 CIVIC DR JULY 2023	828.29
08/10/2023	52423	CONSUMERS ENERGY	8100 CIVIC DR	847.38
08/10/2023	52424	CONSUMERS ENERGY	8095 CIVIC DR JULY 2023	596.57
08/10/2023	52425	CONSUMERS ENERGY	5015 HOLLAND DR LOT LIGHTS JULY 2023	36.00
08/10/2023	52426	CONSUMERS ENERGY	6425 MILLER PARK & RIDE JULY 2023	61.74
08/10/2023	52427	CONSUMERS ENERGY	8011 MILLER RD JULY 2023	27.91
08/10/2023	52428	CONSUMERS ENERGY	5121 MORRISH RD JULY 2023	264.00
08/10/2023	52429	CONSUMERS ENERGY	8499 MILLER RD JULY 2023	32.54
08/10/2023	52430	CONSUMERS ENERGY	9099 MILLER RD JULY 2023	32.83
08/10/2023	52431	CONSUMERS ENERGY	4510 MORRISH RD JULY 2023	37.74
08/10/2023	52432	CONSUMERS ENERGY	8059 FORTINO DR JULY 2023	60.86
08/10/2023	52433	CONSUMERS ENERGY	5257 WINSHALL DR JULY 2023	28.81
08/10/2023	52434	CONSUMERS ENERGY	5361 WINSHALL DR 8369 JULY 2023	30.14
08/10/2023	52435	CONSUMERS ENERGY	5361 WINSHALL DR #2 RESTRMS 9987 JULY 20	34.61
08/10/2023	52436	CONSUMERS ENERGY	4524 MORRISH RD JULY 2023	55.61
08/10/2023	52437	CONSUMERS ENERGY	48473 LED LIGHT RD WORCHESTER/CHESTERFIE	4,217.54
08/10/2023	52438	CONSUMERS ENERGY	STREET LIGHTS 1294 JULY 2023	3,674.03
08/10/2023	52439	CONSUMERS ENERGY	ELMS PARKING LOT AREA LIGHTS 2300 JULY 2	36.51
08/10/2023	52440	CONSUMERS ENERGY	5361 WINSHALL DR 8369 1 DAY JULY 30TH	0.97
08/10/2023	52441	CONSUMERS ENERGY	5361 WINSHALL DR #2 RESTRMS 9987 1 DAY J	1.12
08/10/2023	52442	CONSUMERS ENERGY	8011 MILLER RD 1 DAY JUNE 30	0.90
08/10/2023	52443	CONSUMERS ENERGY	5257 WINSHALL DR 1 DAY JUNE 30	0.93
08/10/2023	52444	CONSUMERS ENERGY	8059 FORTINO DR 1 DAY JUNE 30	1.96
08/10/2023	52445	CONSUMERS ENERGY	8095 CIVIC DR 1 DAY JUNE 30	19.24
08/10/2023	52446	CONSUMERS ENERGY	8083 CIVIC DR 1 DAY JUNE 30	26.72
08/10/2023	52447	CONSUMERS ENERGY	4510 MORRISH RD 1 DAY JUNE 30	1.22
08/10/2023	52448	CONSUMERS ENERGY	8499 MILLER RD 1 DAY JUNE 30	1.05
08/10/2023	52449	CONSUMERS ENERGY	9099 MILLER RD 1 DAY JUNE 30	1.06
08/10/2023	52450	CONSUMERS ENERGY	5121 MORRISH RD 1 DAY JUNE 30	8.52
08/10/2023	52451	CONSUMERS ENERGY	5015 HOLLAND DR LOT LIGHTS 1 DAY JUNE 30	1.16
08/10/2023	52452	CYNTHIA MARTIN	ELMS PARK #2 DEPOSIT REFUND	200.00
08/10/2023	52453	DEANNA KORTH	BANK MILEAGE DEANNA KORTH JULY BANKING	76.64
08/10/2023	52454	DELTA PAVING INC	ASPHALT APPLICATION TO ELMS PARK BASKETB	54,600.00
08/10/2023	52455	DEQUAN WASHINGTON	UB REFUND FOR ACCOUNT: 0001265900	68.01
08/10/2023	52456	DESTINI BIGELOW	ABRAMS PARK #2 DEPOSIT REFUND	200.00

Check Date	Check	Vendor Name	Description	Amount
08/10/2023	52457	DORIS ELLISON	ELMS PARK #3 DEPOSIT REFUND	200.00
08/10/2023	52458	DORNBOS SIGN & SAFETY INC	FREIGHT MISSED ON INVOICE 70671 10 - U-CHANNEL POSTS 11' 3#	19.14 <u>596.50</u>
				615.64
08/10/2023	52459	ENERGY REDUCTION COALITION	EXCESS BENEFIT PAYMENT AUGUST 2023	1,126.55
08/10/2023	52460	FAMILY FARM AND HOME INC	JULY 2023 INVOICES	405.54
08/10/2023	52461	FERGUSON ENTERPRISES INC	LR ORTHOPHOSPHATE CHEMKEY RGTS 25 CT (2)	142.00
08/10/2023	52462	FERTILIZER DEALER SUPPLY	PUMP DEMAND 5 GPM 12V 60 PSI	131.50
08/10/2023	52463	FIDELITY SECURITY LIFE INSUR/EYEMED	RETIREE VISION AUGUST 2023 (6)	39.36
08/10/2023	52464	FLINT WELDING SUPPLY	CYLINDER COMPRESSED OXYGEN	6.25
08/10/2023	52465	FORREST M SPITZER	5301 MILLER TREE AND STUMP REMOVAL	2,680.00
08/10/2023	52466	FRANKO PROPERTIES LLC	OVERPAYMENT ELECTRICAL PERMIT	160.00
08/10/2023	52467	GEN CTY ROAD COMMISSION	EPOXY OVERLAY ELMS RD. BRIDGE 50% PAYMEN	12,500.00
08/10/2023	52468	GENESEE CTY DRAIN COMMISSIONER	WATER SERVICE RELOCATIONS TO 24" TRANSMI	14,740.00
08/10/2023	52469	GENESEE HEALTH PLAN	ELMS PARK #2 DEPOSIT REFUND	200.00
08/10/2023	52470	GFL ENVIRONMENTAL USA INC	FY24 GARBAGE/RECYCLING/YARD WASTE JULY 2	25,593.36
08/10/2023	52471	GILL ROYS HARDWARE	JULY 2023 INVOICEES	209.38
08/10/2023	52472	GLAESER DAWES	SCHOOL STREET REPAIRS	37,413.00
08/10/2023	52473	GRETCHEN LAWTON	ELMS PARK #1 DEPOSIT REFUND	200.00
08/10/2023	52474	INTEGRITY BUSINESS SOLUTIONS	TRASH CAN LINERS FOR PARKS	442.74
08/10/2023	52475	JAMS MEDIA LLC	PLANNING COMMISSION PUBLIC HEARING POSTI	50.30
08/10/2023	52476	JAY'S SEPTIC TANK SERVICE	PORT-A-JON RENTAL 7-20-23 THRU 8-16-23 PORT-A-JON RENTAL ELMS PARK AUGUST 2023 PORT-A-JON RENTAL ABRAMS PARK AUGUST 202	130.00 260.00 <u>260.00</u>
				650.00
08/10/2023	52477	JOSE A MIRELES	MOWINGS 7-31-23 LAWN SERVICES CONTRACT 8-8-2023	1,350.00 <u>1,220.00</u>
				2,570.00
08/10/2023	52478	JOSHUA LAGUIRE	UB refund for account: 0000205800	136.44
08/10/2023	52479	LEGACY ASSESSING SERVICES INC	ASSESSING SERVICES OCT. 2022-SEPT. 30 20	2,620.38
08/10/2023	52480	LEON & VIKKI FONT	ELMS PARK #2 DEPOSIT REFUND	200.00
08/10/2023	52481	MACQUEEN EQUIPMENT LLC	BALANCE OWED FROM PREVIOUS INVOICE PAID	40.75
08/10/2023	52482	MOLLY MAID OF METAMORA LLC	CLEANING CITY HALL	186.00
08/10/2023	52483	PARAGON LABORATORIES INC	WATER SAMPLES WO SWARTZ CREEK L&C	672.00
08/10/2023	52484	REGINA J ADAMS	ELMS PARK #1 DEPOSIT REFUND	200.00
08/10/2023	52485	RODNEY COLE	THERMOSTAT REPLACEMENT ON TRUCK 6-16 SIL IGNITION LOCK CYLINDER AND KEY TRUCK 3-0 IGNITION LOCK CYLINDER AND KEY TRUCK 2-0	132.06 293.19 <u>293.19</u>
				718.44
08/10/2023	52486	SAMANTHA FOUNTAIN	META AD FOR MOVIE NIGHT JUNE 30 - JULY 1	20.55
08/10/2023	52487	STAPLES	FACIAL TISSUE AND ADDING MACHINE TAPE HAND SOAP AND TRASH BAGS	39.39 <u>39.08</u>
				78.47
08/10/2023	52488	STEVE ELSTON	ABRAMS PARK #1 DEPOSIT REFUND	200.00

Check Date	Check	Vendor Name	Description	Amount
08/10/2023	52489	STEVEN SCHNIERS	BALLOON MAN FOR MOVIE NIGHT 7-28-23	200.00
08/10/2023	52490	SUMMIT FIRE PROTECTION	FIRE EXTINGUISHERS RE-CHARGE - SENIOR CE	140.00
08/10/2023	52491	SUPER FLITE OIL CO INC	FUEL - DPW JULY 2023	1,144.65
08/10/2023	52492	SUSAN DRUMMOND	ELMS PARK #2 DEPOSIT REFUND	200.00
08/10/2023	52493	VC3 INC	MICROSOFT 365. EXCHANGE ONLINE, MICROSPF	186.80
08/17/2023	52494	AMANDA SMITH	ELMS PARK #4 8-13-23 DEPOSIT REFUND	200.00
08/17/2023	52495	CONSUMERS ENERGY	SIRENS TRAFFIC LIGHTS 1997 JULY 2023	30.51
08/17/2023	52496	CONSUMERS ENERGY	LAND RENTS/LEASE - ELECTRIC	25.00
08/17/2023	52497	DAWN FRISBIE	ELMS PARK #1 8-13-23 DEPOSIT REFUND	200.00
08/17/2023	52498	DELTA DENTAL PLAN	RETIREE BENIFITS SEPTEMBER 2023	414.48
08/17/2023	52499	GAIL JOHNSEN	ABRAMS PARK #1 8-12-23	200.00
08/17/2023	52500	GARROW TITLE AGENCY	UB REFUND FOR ACCOUNT: 0007869900 MICHAEL	237.72
08/17/2023	52501	JAMES B. FRANKLIN III	ELMS PARK #1 8-12-23 DEPOSIT REFUND	200.00
08/17/2023	52502	JOSE A MIRELES	LAWN SERVICES	1,220.00
08/17/2023	52503	LIBERTY TITLE AGENCY	UB REFUND FOR ACCOUNT: 0008354200 ROBEER	162.27
08/17/2023	52504	SUBURBAN AUTO SUPPLY	TIRE REPAIR KIT	8.99
08/17/2023	52505	TAMMY PARENTEAU	ABRAMS PARK #1 8-13-23 DEPOSIT REFUND	200.00
08/17/2023	52506	TRANSACTION TITLE AGENCY	UB REFUND FOR ACCOUNT: 0006995800 SARAH	100.18
08/17/2023	52507	TRINITY UNITED PRESBYTERIAN CHURCH	ELMS PARK #2 8-13-23 DEPOSIT REFUND	200.00
08/17/2023	52508	VALLEY TENT RENTAL SERVICES INC	BUNGEE RUN MOVIE NIGHT 2023	350.00
08/17/2023	52509	VERIZON WIRELESS	JULY 2023 PHONE BILL	615.22
08/21/2023	52510	SIGNS BY CRANNIE INC.	HISTORICAL SIGNS RESO. #230227-09	7,691.72
08/24/2023	52511	APPLIED ECOSYSTEMS - GREAT LAKES	PHASE I ENVIRONMENTAL SITE ASSESSMENT 23	925.00
08/24/2023	52512	BIDCORP.COM INC	AUCTION SERVICE FOR 2 DPW TRUCKS	239.02
08/24/2023	52513	D&K TRUCK COMPANY INC	FREIGHTLINER 108SD CHASSIS	97,493.00
08/24/2023	52514	DORNBOS SIGN & SAFETY INC	ORNAMENTAL STREET SIGNS -7	803.10
08/24/2023	52515	DOVER & COMPANY	INSPECT AND QUOTE FOR GARAGE DOORS AT TH	225.00
08/24/2023	52516	GEN CTY ROAD COMMISSION	S- MTCE & OPERATIONS 504 (47) CONSUMERS	14.59
08/24/2023	52517	GENESEE CTY DRAIN COMMISSIONER	JULY 2023 TREATED BULK WATER	116,877.20
08/24/2023	52518	JOSE A MIRELES	LAWN SERVICES	1,220.00
08/24/2023	52519	LASER STRIPING LLC	REHAB ELMS TENNIS CT/CONVERSION ABRAMS T	55,500.00
08/24/2023	52520	MACQUEEN EQUIPMENT LLC	STREET SWEEPER REPAIRS & MAINT.	66.20
08/24/2023	52521	METRO POLICE AUTH OF GENESEE COUNTY	JULY ORD. FEES	1,630.20
08/24/2023	52522	MICHIGAN FENCE CO INC	BAG OF TIES FOR ABRAMS PARK BACKSTOP	28.25
08/24/2023	52523	MICHIGAN PIPE AND VALVE	CAUTION BLUE MARKING PAINT (9 CANS)	108.00
08/24/2023	52524	MOLLY MAID OF METAMORA LLC	CLEANING CITY HALL	186.00
08/24/2023	52525	NEELEY, DEONTE'	UB refund for account: 0000111400	9.26
08/24/2023	52526	OHM ADVISORS	SAFE ROUTES TO SCHOOL CONSTRUCTION ENGIN	22,057.27
08/24/2023	52527	OHM ADVISORS	WINCHESTER VILLAGE AND WINCHESTER WOODS	7,261.00
08/24/2023	52528	OHM ADVISORS	MORRISH RD. CE PROFESSIONAL SERVICES	286.14
08/24/2023	52529	OHM ADVISORS	MILLER ROAD CONST. ASSISTANCE	3,115.00
08/24/2023	52530	PARAGON LABORATORIES INC	WATER SAMPLES WO SWARTZ CREEK 387889	702.00
			WATER SAMPLES WO SWARTZ CREEK QUARTERLY	328.00
				<u>1,030.00</u>
08/24/2023	52531	SIMEN FIGURA & PARKER PLC	MONTHLY INVOICE JULY 2023	4,049.84
08/24/2023	52532	STAPLES	HAND SOAP FOR DPW AND PARKS	56.70
08/24/2023	52533	STATE OF MICHIGAN-DEQ WTR	DRINKING WATER LAB TESTING AUGUST 2023	48.00
			DRINKING WATER LAB TESTING JULY 2023	48.00
			NPDES STORM WATER DISCGARGE LAB TESTING	400.00
				<u>496.00</u>
08/24/2023	52534	SWARTZ CREEK AREA FIRE DEPT.	FIRE SERVICE 7/23	4,566.67
08/24/2023	52535	TITLE RESOURCE AGENCY	UB refund for account: 0000129900	75.36
08/28/2023	52536	DORNBOS SIGN & SAFETY INC	FREIGHT FROM ORIGINAL INVOICE 70940	125.00

Check Date	Check	Vendor Name	Description	Amount
08/31/2023	52537	POSTMASTER	POSTAGE FOR AV APP POSTCARDS	876.37
08/31/2023	52538	PRINTING SYSTEMS	ELECTION AV OUTER ENVELOPES	361.48
			ELECTION AV RETURN ENVELOPES	<u>335.77</u>
				697.25
GEN TOTALS:				
Total of 126 Checks:				508,482.09
Less 0 Void Checks:				<u>0.00</u>
Total of 126 Disbursements:				<u>508,482.09</u>

CHECK REGISTER FOR CITY OF SWARTZ CREEK
CHECK DATE FROM 09/01/2023 - 09/30/2023

Check Date	Check	Vendor Name	Description	Amount
Bank GEN CONSOLIDATED ACCOUNT				
09/08/2023	52539	AMY NICHOLS	TRAVEL TO PSYCH EXAM - NEW HIRE - TREASU	158.15
09/08/2023	52540	AQUA LINE INC	LEAK DETECTION SERVICES	1,522.80
09/08/2023	52541	BIO-SERV CORPORATION	PEST CONTROL - PUBLIC SAFETY BLDG AUGUST	66.00
09/08/2023	52542	CAROL & JONNEL BRIGGS	REIMBURSEMENT FOR PLUMBING RELATED EXPEN	75.00
09/08/2023	52543	CHASE CARD SERVICES	PLASTIC TARP FOR SLIP & SLIDE	289.00
			BASKETBALL NETS FOR ELMS PARK (8)	71.44
			CAPACITOR FOR DPW AND OFFICE SUPPLIES	44.13
			AUGUST 2023	247.80
			AUGUST 2023	293.05
			HOTEL STAY FOR MIAPA CONFERENCE (1 NIGHT	165.00
			SAND FOR LIP & SLIDE (20)	119.60
			FY 2024 POSTER GUARD RENEWAL	89.99
			FY 2024 POSERE GUARD RENEWAL	89.99
			2023 EDUCATION DAY - TRAINING - OLGER	50.00
			MIAPA FULL CONFRENCE - ZETTEL	435.00
			WATER TRAINING - LEAVITT	340.00
			WATER FOR COUNCIL	13.56
			HAPPY FACE 4 IN 1 COMBO - MOVIE NIGHT	312.00
			ZOOM	33.90
				2,594.46
09/08/2023	52544	CHEYENNE PEARSON	#4 ELMS 8-26-23 DEPOSIT REFUND	200.00
09/08/2023	52545	COFFIELD OIL COMPANY INC	FUEL	91.00
09/08/2023	52546	CONNIE OLGER	CLERK EDUCATIOND DAY MILEAGE - MT. PLESA	134.93
09/08/2023	52547	CONSUMERS ENERGY	4510 MORRISH RD SEPT. 2023	38.96
09/08/2023	52548	CONSUMERS ENERGY	5015 HOLLAND DR LOT LIGHTS SEPT. 2023	37.14
09/08/2023	52549	CONSUMERS ENERGY	5121 MORRISH RD SEPT. 2023	242.45
09/08/2023	52550	CONSUMERS ENERGY	5257 WINSHALL DR SEPT. 2023	29.72
09/08/2023	52551	CONSUMERS ENERGY	5361 WINSHALL DR 8369 SEPT. 2023	31.25
09/08/2023	52552	CONSUMERS ENERGY	5361 WINSHALL DR #2 RESTRMS 9987 SEPT. 2	35.72
09/08/2023	52553	CONSUMERS ENERGY	8011 MILLER RD SEPT. 2023	28.79
09/08/2023	52554	CONSUMERS ENERGY	8059 FORTINO DR SEPT. 2023	60.08
09/08/2023	52555	CONSUMERS ENERGY	8083 CIVIC DR SEPT. 2023	640.90
09/08/2023	52556	CONSUMERS ENERGY	8095 CIVIC DR SEPT. 2023	493.98
09/08/2023	52557	CONSUMERS ENERGY	8100 CIVIC DR SEPT. 2023	634.79
09/08/2023	52558	CONSUMERS ENERGY	8301 CAPPY LN SEPT. 2023	214.11
09/08/2023	52559	CONSUMERS ENERGY	8499 MILLER RD	32.95
09/08/2023	52560	CONSUMERS ENERGY	9099 MILLER RD SEPT. 2023	33.58
09/08/2023	52561	CONSUMERS ENERGY	5361 WINSHALL DR NP SEPT. 2023	32.58
09/08/2023	52562	CONSUMERS ENERGY	4125 ELMS RD PAVILION 4437 AUGUST 2023	36.02
09/08/2023	52563	CONSUMERS ENERGY	4125 ELMS RD 4353 AUGUST 2023	55.00
09/08/2023	52564	CONSUMERS ENERGY	4524 MORRISH RD AUGUST 2023	55.75
09/08/2023	52565	CONSUMERS ENERGY	6425 MILLER PARK & RIDE AUGUST 2023	65.92
09/08/2023	52566	CONSUMERS ENERGY	48473 LED LIGHT RD WORCHESTER/CHESTERFIE	4,226.11
09/08/2023	52567	CONSUMERS ENERGY	ELMS PARKING LOT AREA LIGHTS 2300 AUGUST	36.57
09/08/2023	52568	CONSUMERS ENERGY	STREET LIGHTS 1294 AUGUST 2023	3,662.86
09/08/2023	52569	CONSUMERS ENERGY	TRAFFIC LIGHTS 1781 AUGUST 2023	468.90
09/08/2023	52570	CONSUMERS ENERGY	SIGNALS TRAFFIC LIGHTS 1997 AUGUST 2023	30.78

October 23, 2023

Check Date	Check	Vendor Name	Description	Amount
09/08/2023	52571	DEANNA KORTH	AUGUAST 2023 BANKING MILEAGE (18)	209.15
09/08/2023	52572	DELUXE CORPORATION	DEPOSIT TICKETS	296.03
09/08/2023	52573	DURAND TRANSMISSION SERVICES INC	TRUCK 2-08 TRANSMISSION OVERHAUL	4,083.43
09/08/2023	52574	ENERGY REDUCTION COALITION	EXCESS BENEFIT PAYMENT SEPT. 2023	1,126.55
09/08/2023	52575	FAMILY FARM AND HOME INC	AUGUST 2023 RECEIPTS	356.55
09/08/2023	52576	FERGUSON ENTERPRISES INC	WATER TESTING SUPPLIES	148.70
09/08/2023	52577	FERGUSON WATERWORKS #3386	5/8X3/4 T10 MTR P/C CF (40)	6,612.00 V
			INFRASTRUCTURE INSATLL CITY HALL TOWER	19,320.00 V
			INFRASTRUCTURE INSTALL - TOWER CITY HALL	19,320.00 V
				<hr/> <hr/>
				45,252.00
09/08/2023	52578	FIDELITY SECURITY LIFE INSUR/EYEMED	RETIREE VISION SEPT 2023	39.36
09/08/2023	52579	FLINT WELDING SUPPLY	CYLINDER COMPRESSED OXYGEN	6.25
09/08/2023	52580	FRANK CHRASTEK JR	ELMS PARK #1 8-26-23 DEPOSIT REFUND	200.00
09/08/2023	52581	GEN CTY DRAIN COMMISIONER	NPDES PHASE II JULY - SEPT. 2023	1,941.32
09/08/2023	52582	GILL ROYS HARDWARE	AUGUST 2023 PURCHASES	285.54
09/08/2023	52583	HEIDI DAWE	#3 ELMS PARK 8-26-23 DEPOSIT REFUND	200.00
09/08/2023	52584	HYDRO DESIGNS INC	EXPANDED CROSS CONNECTION PROGRAM FEB 20	9,144.00
			EXPANDED CROSS CONNECTION PROGRAM FEB 20	897.00
				<hr/> <hr/>
				10,041.00
09/08/2023	52585	JAMS MEDIA LLC	PO ORD 463 W/MAP LEAGALS BOXED AND AFFID	1,061.00
09/08/2023	52586	JAY'S SEPTIC TANK SERVICE	PORT-A-JON RENTAL SEPTEMBER 2023	260.00
			PORT-A-JON RENTAL ABRAMS SEPT 2023	260.00
				<hr/> <hr/>
				520.00
09/08/2023	52587	JOSE A MIRELES	MOWING SERVICES	1,250.00
			LAWN MOWING CONTRACTED SERVICE 9-4-2023	1,260.00
				<hr/> <hr/>
				2,510.00
09/08/2023	52588	KCI	PROPOSAL EST. POSTAGE OCTOBER 2023 WATER	1,050.78
09/08/2023	52589	LAFONTAINE FORD OF FLUSHING	TRUCK 10-18 OIL CHANGE	131.65
09/08/2023	52590	LEGACY ASSESSING SERVICES INC	ASSESSING SERVICES OCT. 2022-SEPT. 30 20	2,620.38
09/08/2023	52591	LYNN FITZPATRICK	2023 Sum Tax Refund 58-35-776-089	116.35
09/08/2023	52592	MAURICE VICKERS	ELMS PARK #2 8-26-23 DEPOSIT REFUND	200.00
09/08/2023	52593	MICHIGAN FENCE CO INC	FENCE REPAIR ITEMS ELMS PARK TENNIS COUR	13.98
09/08/2023	52594	MOLLY MAID OF METAMORA LLC	CLEANING CITY HALL	186.00
09/08/2023	52595	NYSAEN CROFTON	ELMS PARK DEPOSIT #2 9-3-23	200.00
09/08/2023	52596	PATRICIA SYDOW	2023 Sum Tax Refund 58-35-776-172	61.08
09/08/2023	52597	PPSMG URGENT MEDICAL CARE PLLC	PHYSICAL - KRAFT	125.00
09/08/2023	52598	PPSMG URGENT MEDICAL CARE PLLC	PHYSICAL - NICHOLS	125.00
09/08/2023	52599	RENEE KRAFT	TRAVEL TO PSYCH EXAM - NEW HIRE- CLERK	89.74
			CLERK TRAINING - 2023 MEMBER EDUCATION	50.00

Check Date	Check	Vendor Name	Description	Amount
				139.74
09/08/2023	52600	ROBERT W LAMSON PHD	PSYCH EVALUATION - NICHOLS AND KRAFT	990.00
09/08/2023	52601	SCOTT RAQUEPAW	ELMS PARK #1 8-27-23 DEPOSIT REFUND	200.00
09/08/2023	52602	SELF SERVE LUMBER CO.	LUMBER FOR PARK MAINT. AND BAT RACK	179.90
09/08/2023	52603	SHELBY HENDERSHOT	PARK DEPOSIT ELMS PARK #1 9-3-23	200.00
09/08/2023	52604	STANDARD & POOR'S FINANCIAL SERVICE	2023 CAPITAL IMPROVEMENT BOND- ANALYTICA	18,000.00
09/08/2023	52605	STAPLES	PATCH CABLE	5.86
			PATCH CABLES	31.96
				37.82
09/08/2023	52606	STEPHEN D'ANGELO	ELMS PARK #2 8-27-23 DEPOSIT REFUND	200.00
09/08/2023	52607	SUPERIOR PLUMBING & CONSTRUCT. INC	4272 LINDSEY RELATED TO FLUSHING THE WAT	337.00
09/08/2023	52608	TIFFANY HILL	ELMS PARK #2 8-25-23 DEPOSIT REFUND	200.00
09/08/2023	52609	VALLEY TENT RENTAL SERVICES INC	RENTAL - 2 MAN JOUST FOR MOVIE NIGHT	350.00
09/08/2023	52610	ZACHARY ARRAND	ELMS PARK DEPOSIT #2 9-4-23	200.00
09/08/2023	52611	FERGUSON WATERWORKS #3386	5/8 X3/4 METERS (10)	6,612.00
09/21/2023	52612	ACE-SAGINAW PAVING COMPANY	MILLER RD SWARTZ CREEK EST I	460,084.06
09/21/2023	52613	ADS PLUS PRINTING LLC	BUSINESS CARDS A NICHOLS & R KRAFT 250	118.00
			NAME PLASTES A NICHOLS & R KRAFT	31.68
				149.68
09/21/2023	52614	ASPHALT RESTORATION INC	CRACK SEALING PER PROPOSAL 2016	25,806.00
			OVERBAND CRACK SEALING	17,240.00
				43,046.00
09/21/2023	52615	BIO-SERV CORPORATION	PEST CONTROL - CITY HALL/LIBRARY-SR CTR	142.00
09/21/2023	52616	CBIZ BENEFITS AND INSURANCE SRV INC	INTERIM-YEAR GASBE 75/PUBLICV ACT 202 JU	3,175.00
09/21/2023	52617	CITIZENS	TAX OVER PAYMENT 7074 ABBEY LN	1,795.59
09/21/2023	52618	CITY OF SWARTZ CREEK	CLOSE OUT PETTY CASH FOR DEANNA	90.62
09/21/2023	52619	DAVID KRUEGER	SMALL CITIES MEETING DINNER 9/6/23	20.50
09/21/2023	52620	DELTA DENTAL PLAN	RETIREE BENIFITS OCTOBER 2023	414.48
09/21/2023	52621	FERGUSON ENTERPRISES INC	FREE CHLORINE CHEMKEY RGTS ST/PK (25) TO	175.41
09/21/2023	52622	FLAGSTAR BANK	2023 SUM TAX OVERPMT 58-03-534-020	4,012.17
09/21/2023	52623	FLINT WELDING SUPPLY	CYLINDER COMPRESSED OXYGEN	6.25
09/21/2023	52624	FORREST M SPITZER	ABRAMS PARK FORESTRY	5,100.00
			5184 WORCHESTER TREE & STUMP REMOVAL	1,475.00
			5420 MILLER RD TREE & STUMP REMOVED	990.00
				7,565.00
09/21/2023	52625	GEN CTY ROAD COMMISSION	SIGNAL MILLER @ FAIRCHILD	323.28
09/21/2023	52626	GENESEE CTY DRAIN COMMISSIONER	JULY 26-AUG 30 2023 AUG BULK WATER- WAT	142,004.53
09/21/2023	52627	GFL ENVIRONMENTAL USA INC	FY24 GARBAGE/RECYCLING/YARD WASTE	25,593.36
09/21/2023	52628	GLAESER DAWES	PAYMENT OF BALANCE OF RETAINAGE	5,000.00
09/21/2023	52629	INLINER SOLUTIONS LLC	SEWER LINING SEGMENTS OF MILLER AND MORR	268,087.50
09/21/2023	52630	JEEPERS CREEKERS INC	SPONSORSHIP	1,000.00

Check Date	Check	Vendor Name	Description	Amount
09/21/2023	52631	JOSE A MIRELES	LAWN SERVICES	1,220.00
			LAWN SERVICES 9-18-2023	<u>1,220.00</u>
				2,440.00
09/21/2023	52632	MICHIGAN PIPE AND VALVE	GASKETS, COTTER PINS, STEM PINS, BREAK A	252.62
09/21/2023	52633	MIKEL LEAVITT	CLOTHING ALLOWANCE - LEAVITT	57.85
09/21/2023	52634	MOLLY MAID OF METAMORA LLC	CLEANING CITY HALL	186.00
09/21/2023	52635	OHM ADVISORS	USDA PHASE II WATER MAIN ENGINEERING SER	2,314.00
09/21/2023	52636	OHM ADVISORS	WINCHESTER VILLAGE AND WINCHESTER WOODS	3,421.25
09/21/2023	52637	OHM ADVISORS	MILLER ROAD CONSTRUCTION ASSISTANCE	5,813.75
09/21/2023	52638	OHM ADVISORS	FRONTIER COMM. ROW PERMITS ESCROW	3,827.00
09/21/2023	52639	PARAGON LABORATORIES INC	WATER SAMPLES SWARTZ CREEK	722.00
09/21/2023	52640	PRINTING SYSTEMS	ELECTIONS AV POSTCARDS	660.36
09/21/2023	52641	RAYMOND COLLARD	TAX OVER PAYMENT 4270 SPRINGBROOK	3.00
09/21/2023	52642	REBECCA BOSAS	CLOTHING ALLOWANCE - BOSAS	146.91
09/21/2023	52643	RENEE KRAFT	MAMC CLERK TRAINING - MT. PLEASANT	525.00
09/21/2023	52644	ROCKY'S GREAT OUTDOORS INC	BOOTS - LEAVITT	170.99
			BOOTS - LLOYD	179.99
			BOOTS - SANDFORD	170.99
			BOOTS - WRIGHT	<u>170.99</u>
				692.96
09/21/2023	52645	SIMEN FIGURA & PARKER PLC	MONTHLY INVOICE AUGUST 2023	4,550.00
09/21/2023	52646	STAPLES	COLORED PAPER CARD STOCK PAPER CANON PRI	226.90
			ERASERS	3.28
			PENCIL CUP POWER STRIP MOUSEPAD	49.55
			4- PORT USB HUB	<u>195.96</u>
				475.69
09/21/2023	52647	SUBURBAN AUTO SUPPLY	TOOL BOX	10.99
			850CCA BATTERY (2)	<u>379.98</u>
				390.97
09/21/2023	52648	SUPER FLITE OIL CO INC	FUEL - DPW AUG. 2023	1,486.12
09/21/2023	52649	SWARTZ CREEK AREA FIRE DEPT.	FIRE & EMS SERVICES AUGUST 2023	3,906.81
09/21/2023	52650	VC3 INC	MS 365 BUSN STNDRD/EXCHANGE ONLINE/MS 36	186.80
09/21/2023	52651	VERIZON WIRELESS	MONTHLY INVOICE AUGUST 2023	616.25
09/21/2023	52652	VERMEER OF MICHIGAN	BLADE SHARPENING & SHIPPING	85.44
09/21/2023	52653	VERNON OUTDOOR EQUIP SMALL ENGINE	HUSQUVARNA HAND HELD BLOWER REPAIR	59.36
09/26/2023	52654	ANGELA CARR	ELMS PARK DEPOSIT REFUND #4 9/9/2023	200.00
09/26/2023	52655	BELINDA WRIGHT	ELMS PARK DEPOSIT REFUND #1 9/9/23	200.00
09/26/2023	52656	EMMALEE CURTIS	ABRAMS PARK DEPOSIT REFUND #1 9/9/2023	200.00
09/26/2023	52657	FERNS BAEHR	ELMS PARK DEPOSIT REFUND #1 9-16-23	200.00
09/26/2023	52658	JEANETTE BROWN	ELMS PARK DEPOSIT REFUND #2 9/10/23	200.00
09/26/2023	52659	JOANNE COGSWELL	ELMS PARK DEPOSIT REFUND #2 9/16/23	200.00
09/26/2023	52660	JUDITH FROST	ELMS PARK DEPOSIT REFUND #2 9/9/2023	200.00
09/26/2023	52661	MILLIE HURSIN	ELMS PARK DEPOSIT REFUND #2 9/8/23	200.00

Check Date	Check	Vendor Name	Description	Amount
09/26/2023	52662	TORRENCE, ALEISHA	UB refund for account: 0000132000	222.90
09/26/2023	52663	VICKI CREED	ELMS PARK DEPOSIT REFUND #1 9/10/23	200.00
09/26/2023	52664	ZACH BRINKS	ELMS PARK DEPOSIT REFUND #4 9/16/23	200.00

GEN TOTALS:

Total of 126 Checks:	1,114,549.28
Less 1 Void Checks:	45,252.00
Total of 125 Disbursements:	1,069,297.28

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK
PERIOD ENDING 09/30/2023

GL NUMBER	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund					
000.000 - General	2,652,434.00	2,652,434.00	944,241.30	1,708,192.70	35.60
301.000 - Police Dept	4,700.00	4,700.00	6,238.87	(1,538.87)	132.74
345.000 - PUBLIC SAFETY BUILDING	24,200.00	24,200.00	5,191.05	19,008.95	21.45
371.000 - Building/Zoning/Planning	75,865.00	75,865.00	16,580.00	59,285.00	21.85
444.000 - Sidewalks	3,000.00	3,000.00	0.00	3,000.00	0.00
448.000 - Lighting	8,721.52	8,721.52	1,930.38	6,791.14	22.13
523.000 - Grass, Brush & Weeds	3,600.00	3,600.00	5,100.00	(1,500.00)	141.67
694.000 - Community Development Block Grant	39,822.25	39,822.25	0.00	39,822.25	0.00
728.005 - Holland Square Streetscape	40,000.00	40,000.00	0.00	40,000.00	0.00
780.500 - Mundy Twp Park Services	10,166.00	10,166.00	2,353.79	7,812.21	23.15
782.000 - Facilities - Abrams Park	230.00	6,230.00	6,330.00	(100.00)	101.61
783.000 - Facilities - Elms Rd Park	10,000.00	10,000.00	3,855.00	6,145.00	38.55
786.000 - Non-Motorized Trailway	65,000.00	95,000.00	129,678.29	(34,678.29)	136.50
790.000 - Facilities-Senior Center/Libr	5,300.00	5,300.00	45.60	5,254.40	0.86
794.000 - Community Promotions Program	0.00	0.00	4,250.00	(4,250.00)	100.00
797.000 - Facilities - City Parking Lots	0.00	0.00	10,000.00	(10,000.00)	100.00
TOTAL REVENUES	2,943,038.77	2,979,038.77	1,135,794.28	1,843,244.49	38.13
000.000 - General	13,524.00	13,524.00	3,379.65	10,144.35	24.99
101.000 - Council	25,253.09	25,253.09	8,438.75	16,814.34	33.42
172.000 - Executive	296,605.20	326,236.35	61,642.11	264,594.24	18.89
215.000 - Administration and Clerk	40,701.14	40,701.14	12,039.62	28,661.52	29.58
228.000 - Information Technology	20,518.40	20,518.40	11,610.17	8,908.23	56.58
247.000 - Board of Review	3,916.00	3,916.00	349.05	3,566.95	8.91

GL NUMBER	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	AVAILABLE BALANCE	% BDGT USED
253.000 - Treasurer	111,205.57	111,205.57	24,046.12	87,159.45	21.62
257.000 - Assessor	55,199.09	55,199.09	9,567.84	45,631.25	17.33
262.000 - Elections	79,024.09	79,024.09	11,389.73	67,634.36	14.41
265.000 - Facilities - City Hall	18,106.00	18,106.00	5,482.80	12,623.20	30.28
266.000 - Legal Council	18,900.00	18,900.00	4,062.84	14,837.16	21.50
301.000 - Police Dept	7,925.00	7,925.00	3,968.20	3,956.80	50.07
301.266 - Legal Council PSFY	24,000.00	24,000.00	4,537.00	19,463.00	18.90
301.851 - Retiree Employer Health Care PSFY	34,250.00	34,250.00	6,113.49	28,136.51	17.85
334.000 - Metro Police Authority	1,210,137.00	1,210,137.00	298,063.25	912,073.75	24.63
336.000 - Fire Department	182,362.29	182,362.29	72,441.75	109,920.54	39.72
345.000 - PUBLIC SAFETY BUILDING	38,427.00	38,427.00	6,410.87	32,016.13	16.68
371.000 - Building/Zoning/Planning	126,652.09	126,652.09	13,713.27	112,938.82	10.83
444.000 - Sidewalks	4,925.00	4,925.00	0.00	4,925.00	0.00
448.000 - Lighting	103,000.00	103,000.00	15,977.78	87,022.22	15.51
523.000 - Grass, Brush & Weeds	1,500.00	1,500.00	280.00	1,220.00	18.67
567.000 - Facilities - Cemetery	2,772.25	2,772.25	435.23	2,337.02	15.70
694.000 - Community Development Block Grant	39,822.25	39,822.25	0.00	39,822.25	0.00
728.000 - Economic Development	12,865.00	12,865.00	0.00	12,865.00	0.00
780.000 - Parks & Recreation	13,786.00	13,786.00	2,468.90	11,317.10	17.91
780.500 - Mundy Twp Park Services	9,552.00	9,552.00	2,555.35	6,996.65	26.75
782.000 - Facilities - Abrams Park	75,872.87	116,759.87	51,629.93	65,129.94	44.22
783.000 - Facilities - Elms Rd Park	99,605.51	224,605.51	101,606.46	122,999.05	45.24
788.000 - Otterburn Disc Golf Park	62,505.00	62,505.00	12.82	62,492.18	0.02
790.000 - Facilities-Senior Center/Libr	28,881.00	28,881.00	9,356.10	19,524.90	32.40
794.000 - Community Promotions Program	63,573.00	73,573.00	20,633.87	52,939.13	28.05
797.000 - Facilities - City Parking Lots	8,700.00	8,700.00	321.18	8,378.82	3.69

GL NUMBER	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	AVAILABLE BALANCE	% BDGT USED
851.000 - Retired Employee Health Care	32,460.00	32,460.00	3,996.63	28,463.37	12.31
965.000 - Transfers Out	281,000.00	281,000.00	0.00	281,000.00	0.00
TOTAL EXPENDITURES	3,147,525.84	3,353,043.99	766,530.76	2,586,513.23	22.86
Fund 101 - General Fund:					
TOTAL REVENUES	2,943,038.77	2,979,038.77	1,135,794.28	1,843,244.49	38.13
TOTAL EXPENDITURES	3,147,525.84	3,353,043.99	766,530.76	2,586,513.23	22.86
NET OF REVENUES & EXPENDITURES	(204,487.07)	(374,005.22)	369,263.52	(743,268.74)	
Fund 202 - Major Street Fund					
000.000 - General	600,075.00	600,075.00	59,230.53	540,844.47	9.87
441.000 - Miller Rd Park & Ride	5,000.00	5,000.00	1,013.50	3,986.50	20.27
454.000 - Major Streets Projects	1,124,549.10	1,124,549.10	0.00	1,124,549.10	0.00
463.000 - Routine Maint - Streets	0.00	10,000.00	11,340.00	(1,340.00)	113.40
478.000 - Snow & Ice Removal	3,800.00	3,800.00	0.00	3,800.00	0.00
TOTAL REVENUES	1,733,424.10	1,743,424.10	71,584.03	1,671,840.07	4.11
228.000 - Information Technology	900.00	900.00	609.31	290.69	67.70
429.000 - Occupational Safety	0.00	0.00	19.96	(19.96)	100.00
441.000 - Miller Rd Park & Ride	5,784.00	5,784.00	1,031.41	4,752.59	17.83
449.500 - Right of Way - General	15,000.00	15,000.00	3,670.00	11,330.00	24.47
449.501 - Right of Way - Storms	15,000.00	15,000.00	7.34	14,992.66	0.05
452.100 - Safe Routes to School Grant	220,782.68	220,782.68	23,171.84	197,610.84	10.50
454.000 - Major Streets Projects	1,309,836.20	1,310,143.49	469,331.03	840,812.46	35.82
463.000 - Routine Maint - Streets	77,054.00	114,467.00	71,142.79	43,324.21	62.15
473.000 - Routine Maint - Bridges	16,250.00	32,398.35	12,500.00	19,898.35	38.58
474.000 - Traffic Services	29,390.00	29,390.00	8,679.68	20,710.32	29.53
478.000 - Snow & Ice Removal	61,079.00	61,079.00	1,200.28	59,878.72	1.97
482.000 - Administrative	16,084.00	16,084.00	3,579.72	12,504.28	22.26
538.500 - Intercommunity storm drains	14,540.00	14,540.00	1,720.66	12,819.34	11.83

GL NUMBER	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	AVAILABLE BALANCE	% BDGT USED
TOTAL EXPENDITURES	1,781,699.88	1,835,568.52	596,664.02	1,238,904.50	32.51

Fund 202 - Major Street Fund:					
TOTAL REVENUES	1,733,424.10	1,743,424.10	71,584.03	1,671,840.07	4.11
TOTAL EXPENDITURES	1,781,699.88	1,835,568.52	596,664.02	1,238,904.50	32.51
NET OF REVENUES & EXPENDITURES	(48,275.78)	(92,144.42)	(525,079.99)	432,935.57	

Fund 203 - Local Street Fund					
000.000 - General	190,400.00	190,400.00	19,075.00	171,325.00	10.02
449.000 - Right of Way Telecomm	15,000.00	15,000.00	0.00	15,000.00	0.00
478.000 - Snow & Ice Removal	2,200.00	2,200.00	0.00	2,200.00	0.00
931.000 - Transfers IN	3,593,000.00	3,593,000.00	0.00	3,593,000.00	0.00
TOTAL REVENUES	3,800,600.00	3,800,600.00	19,075.00	3,781,525.00	0.50
228.000 - Information Technology	0.00	0.00	609.31	(609.31)	100.00
449.500 - Right of Way - General	14,000.00	14,000.00	1,588.98	12,411.02	11.35
449.501 - Right of Way - Storms	1,000.00	1,000.00	0.00	1,000.00	0.00
455.000 - Local Street Projects	3,593,000.00	3,593,000.00	11,798.93	3,581,201.07	0.33
463.000 - Routine Maint - Streets	66,016.67	231,966.67	45,085.61	186,881.06	19.44
474.000 - Traffic Services	10,621.00	10,621.00	2,716.36	7,904.64	25.58
478.000 - Snow & Ice Removal	42,495.00	42,495.00	1,193.69	41,301.31	2.81
482.000 - Administrative	12,062.00	12,062.00	2,684.87	9,377.13	22.26
538.500 - Intercommunity storm drains	13,200.00	13,200.00	1,720.66	11,479.34	13.04
TOTAL EXPENDITURES	3,752,394.67	3,918,344.67	67,398.41	3,850,946.26	1.72

Fund 203 - Local Street Fund:					
TOTAL REVENUES	3,800,600.00	3,800,600.00	19,075.00	3,781,525.00	0.50
TOTAL EXPENDITURES	3,752,394.67	3,918,344.67	67,398.41	3,850,946.26	1.72
NET OF REVENUES & EXPENDITURES	48,205.33	(117,744.67)	(48,323.41)	(69,421.26)	

Fund 204 - MUNICIPAL STREET FUND					
000.000 - General	7,150,145.00	7,150,145.00	755,889.47	6,394,255.53	10.57
TOTAL REVENUES	7,150,145.00	7,150,145.00	755,889.47	6,394,255.53	10.57
905.000 - Debt Service	174,953.63	174,953.63	320.83	174,632.80	0.18
965.000 - Transfers Out	3,593,000.00	3,593,000.00	0.00	3,593,000.00	0.00

GL NUMBER	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	AVAILABLE BALANCE	% BDGT USED
TOTAL EXPENDITURES	3,767,953.63	3,767,953.63	320.83	3,767,632.80	0.01
Fund 204 - MUNICIPAL STREET FUND:					
TOTAL REVENUES	7,150,145.00	7,150,145.00	755,889.47	6,394,255.53	10.57
TOTAL EXPENDITURES	3,767,953.63	3,767,953.63	320.83	3,767,632.80	0.01
NET OF REVENUES & EXPENDITURES	3,382,191.37	3,382,191.37	755,568.64	2,626,622.73	
Fund 226 - Garbage Fund					
000.000 - General	471,920.00	471,920.00	468,403.45	3,516.55	99.25
TOTAL REVENUES	471,920.00	471,920.00	468,403.45	3,516.55	99.25
101.000 - Council	3,951.00	3,951.00	1,555.23	2,395.77	39.36
172.000 - Executive	8,915.50	8,915.50	3,374.59	5,540.91	37.85
215.000 - Administration and Clerk	2,922.20	2,922.20	1,034.19	1,888.01	35.39
228.000 - Information Technology	2,749.60	2,749.60	1,329.40	1,420.20	48.35
253.000 - Treasurer	14,428.00	14,428.00	2,374.94	12,053.06	16.46
265.000 - Facilities - City Hall	4,711.00	4,711.00	1,182.43	3,528.57	25.10
528.000 - Sanitation Collection	326,375.00	326,375.00	56,689.95	269,685.05	17.37
530.000 - Wood Chipping	56,106.00	56,106.00	23,861.08	32,244.92	42.53
782.000 - Facilities - Abrams Park	16,987.00	16,987.00	4,183.07	12,803.93	24.63
783.000 - Facilities - Elms Rd Park	19,548.00	19,548.00	4,754.80	14,793.20	24.32
TOTAL EXPENDITURES	456,693.30	456,693.30	100,339.68	356,353.62	21.97
Fund 226 - Garbage Fund:					
TOTAL REVENUES	471,920.00	471,920.00	468,403.45	3,516.55	99.25
TOTAL EXPENDITURES	456,693.30	456,693.30	100,339.68	356,353.62	21.97
NET OF REVENUES & EXPENDITURES	15,226.70	15,226.70	368,063.77	(352,837.07)	
Fund 248 - Downtown Development Fund					
000.000 - General	167,754.50	167,754.50	114,582.80	53,171.70	68.30
TOTAL REVENUES	167,754.50	167,754.50	114,582.80	53,171.70	68.30
173.000 - DDA Administration	25,303.00	26,303.00	1,425.00	24,878.00	5.42
728.000 - Economic Development	33,375.00	38,375.00	3,845.86	34,529.14	10.02
728.002 - Streetscape	40,500.00	40,500.00	0.00	40,500.00	0.00

GL NUMBER	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	AVAILABLE BALANCE	% BDGT USED
728.003 - Facade Program	12,500.00	12,500.00	0.00	12,500.00	0.00
728.004 - Family Movie Night	8,793.75	8,793.75	3,286.55	5,507.20	37.37
TOTAL EXPENDITURES	120,471.75	126,471.75	8,557.41	117,914.34	6.77

Fund 248 - Downtown Development Fund:					
TOTAL REVENUES	167,754.50	167,754.50	114,582.80	53,171.70	68.30
TOTAL EXPENDITURES	120,471.75	126,471.75	8,557.41	117,914.34	6.77
NET OF REVENUES & EXPENDITURES	47,282.75	41,282.75	106,025.39	(64,742.64)	

Fund 401 - Capital Project Fund					
931.000 - Transfers IN	60,000.00	60,000.00	0.00	60,000.00	0.00
TOTAL REVENUES	60,000.00	60,000.00	0.00	60,000.00	0.00

Fund 401 - Capital Project Fund:					
TOTAL REVENUES	60,000.00	60,000.00	0.00	60,000.00	0.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	60,000.00	60,000.00	0.00	60,000.00	

Fund 402 - Fire Equip Replacement Fund					
000.000 - General	2,000.00	2,000.00	0.11	1,999.89	0.01
931.000 - Transfers IN	226,000.00	226,000.00	0.00	226,000.00	0.00
TOTAL REVENUES	228,000.00	228,000.00	0.11	227,999.89	0.00
336.000 - Fire Department	341,617.50	341,617.50	0.00	341,617.50	0.00
TOTAL EXPENDITURES	341,617.50	341,617.50	0.00	341,617.50	0.00

Fund 402 - Fire Equip Replacement Fund:					
TOTAL REVENUES	228,000.00	228,000.00	0.11	227,999.89	0.00
TOTAL EXPENDITURES	341,617.50	341,617.50	0.00	341,617.50	0.00
NET OF REVENUES & EXPENDITURES	(113,617.50)	(113,617.50)	0.11	(113,617.61)	

Fund 590 - Sanitary Sewer Fund					
000.000 - General	10,077.50	10,077.50	(5,224.92)	15,302.42	(51.85)
536.000 - Sewer System	1,383,000.00	1,383,000.00	307,459.37	1,075,540.63	22.23
TOTAL REVENUES	1,393,077.50	1,393,077.50	302,234.45	1,090,843.05	21.70
101.000 - Council	9,912.00	9,912.00	3,888.72	6,023.28	39.23
172.000 - Executive	36,602.39	36,602.39	12,331.51	24,270.88	33.69
215.000 - Administration and Clerk	13,051.28	13,051.28	4,783.88	8,267.40	36.65
228.000 - Information Technology	9,940.00	9,940.00	4,540.46	5,399.54	45.68

GL NUMBER	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	AVAILABLE BALANCE	% BDGT USED
253.000 - Treasurer	66,785.03	66,785.03	16,119.59	50,665.44	24.14
265.000 - Facilities - City Hall	9,613.50	9,613.50	2,888.26	6,725.24	30.04
536.000 - Sewer System	1,162,224.00	1,183,343.00	19,237.21	1,164,105.79	1.63
537.000 - Sewer Lift Stations	11,165.00	11,165.00	1,496.98	9,668.02	13.41
542.000 - Read and Bill	66,928.00	66,928.00	14,878.81	52,049.19	22.23
543.400 - Reline Existing Sewers	0.00	0.00	268,087.50	(268,087.50)	100.00
850.000 - Other Functions	8,000.00	8,000.00	0.00	8,000.00	0.00
965.000 - Transfers Out	2,500.00	2,500.00	0.00	2,500.00	0.00
TOTAL EXPENDITURES	1,396,721.20	1,417,840.20	348,252.92	1,069,587.28	24.56
Fund 590 - Sanitary Sewer Fund:					
TOTAL REVENUES	1,393,077.50	1,393,077.50	302,234.45	1,090,843.05	21.70
TOTAL EXPENDITURES	1,396,721.20	1,417,840.20	348,252.92	1,069,587.28	24.56
NET OF REVENUES & EXPENDITURES	(3,643.70)	(24,762.70)	(46,018.47)	21,255.77	
Fund 591 - Water Supply Fund					
000.000 - General	9,000.00	9,000.00	9,394.20	(394.20)	104.38
540.000 - Water System	2,300,750.00	2,300,750.00	529,323.30	1,771,426.70	23.01
TOTAL REVENUES	2,309,750.00	2,309,750.00	538,717.50	1,771,032.50	23.32
101.000 - Council	9,375.00	9,375.00	3,888.37	5,486.63	41.48
172.000 - Executive	36,394.86	36,394.86	12,535.75	23,859.11	34.44
215.000 - Administration and Clerk	16,096.28	16,096.28	4,783.83	11,312.45	29.72
228.000 - Information Technology	9,940.00	9,940.00	4,540.45	5,399.55	45.68
253.000 - Treasurer	87,091.53	87,091.53	13,805.73	73,285.80	15.85
265.000 - Facilities - City Hall	9,297.50	9,297.50	2,930.85	6,366.65	31.52
540.000 - Water System	2,361,062.00	2,382,181.00	351,662.00	2,030,519.00	14.76
542.000 - Read and Bill	47,702.00	47,702.00	9,230.07	38,471.93	19.35
543.230 - Water Main Repair USDA Grant	4,369,435.00	4,369,435.00	2,859.64	4,366,575.36	0.07
850.000 - Other Functions	10,000.00	10,000.00	0.00	10,000.00	0.00

GL NUMBER	2023-24 ORIGINAL BUDGET	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023	AVAILABLE BALANCE	% BDGT USED
905.000 - Debt Service	67,370.13	67,370.13	12,000.00	55,370.13	17.81
965.000 - Transfers Out	2,500.00	2,500.00	0.00	2,500.00	0.00
TOTAL EXPENDITURES	7,026,264.30	7,047,383.30	418,236.69	6,629,146.61	5.93

Fund 591 - Water Supply Fund:					
TOTAL REVENUES	2,309,750.00	2,309,750.00	538,717.50	1,771,032.50	23.32
TOTAL EXPENDITURES	7,026,264.30	7,047,383.30	418,236.69	6,629,146.61	5.93
NET OF REVENUES & EXPENDITURES	(4,716,514.30)	(4,737,633.30)	120,480.81	(4,858,114.11)	

Fund 661 - Motor Pool Fund					
000.000 - General	218,795.00	218,795.00	56,188.36	162,606.64	25.68
TOTAL REVENUES	218,795.00	218,795.00	56,188.36	162,606.64	25.68
172.000 - Executive	11,240.00	11,240.00	11,438.96	(198.96)	101.77
228.000 - Information Technology	815.00	815.00	738.98	76.02	90.67
253.000 - Treasurer	1,195.00	1,195.00	678.99	516.01	56.82
265.100 - Facilities - City Garage	390,106.50	390,106.50	109,843.53	280,262.97	28.16
850.000 - Other Functions	3,000.00	3,000.00	0.00	3,000.00	0.00
TOTAL EXPENDITURES	406,356.50	406,356.50	122,700.46	283,656.04	30.20

Fund 661 - Motor Pool Fund:					
TOTAL REVENUES	218,795.00	218,795.00	56,188.36	162,606.64	25.68
TOTAL EXPENDITURES	406,356.50	406,356.50	122,700.46	283,656.04	30.20
NET OF REVENUES & EXPENDITURES	(187,561.50)	(187,561.50)	(66,512.10)	(121,049.40)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK
PERIOD ENDING 06/30/2023 --AFTER AUDIT COMPLETION

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund					
000.000 - General	2,697,088.00	2,651,182.28	2,661,120.72	(9,938.44)	100.37
172.000 - Executive	0.00	15,927.04	15,927.04	0.00	100.00
266.000 - Legal Council	0.00	560.00	560.00	0.00	100.00
301.000 - Police Dept	4,500.00	4,914.25	4,914.25	0.00	100.00
345.000 - PUBLIC SAFETY BUILDING	23,700.00	26,588.06	26,588.06	0.00	100.00
371.000 - Building/Zoning/Planning	53,500.00	69,027.60	69,027.60	0.00	100.00
444.000 - Sidewalks	3,500.00	2,439.00	2,439.00	0.00	100.00
448.000 - Lighting	9,221.52	8,821.75	8,821.75	0.00	100.00
523.000 - Grass, Brush & Weeds	5,000.00	6,460.00	3,460.00	3,000.00	53.56
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	12,763.71	12,763.71	0.00	100.00
782.000 - Facilities - Abrams Park	70.00	640.00	640.00	0.00	100.00
783.000 - Facilities - Elms Rd Park	12,000.00	12,505.00	12,505.00	0.00	100.00
786.000 - Non-Motorized Trailway	700,000.00	674,435.82	674,435.82	0.00	100.00
790.000 - Facilities-Senior Center/Libr	5,300.00	5,648.42	5,648.42	0.00	100.00
794.000 - Community Promotions Program	0.00	130.00	130.00	0.00	100.00
TOTAL REVENUES	3,618,644.92	3,534,143.93	3,541,082.37	(6,938.44)	100.20
000.000 - General	13,580.00	13,528.26	13,518.60	9.66	99.93
101.000 - Council	23,484.73	23,558.57	23,558.57	0.00	100.00
172.000 - Executive	161,084.00	245,916.87	245,126.00	790.87	99.68
215.000 - Administration and Clerk	31,156.00	29,209.86	29,109.86	100.00	99.66
228.000 - Information Technology	20,080.00	18,050.00	16,552.91	1,497.09	91.71

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023	AVAILABLE BALANCE	% BDGT USED
247.000 - Board of Review	3,163.00	2,601.22	2,601.22	0.00	100.00
253.000 - Treasurer	107,712.00	104,150.87	102,891.79	1,259.08	98.79
257.000 - Assessor	58,507.00	37,378.75	37,329.86	48.89	99.87
262.000 - Elections	42,625.00	49,602.34	49,602.34	0.00	100.00
265.000 - Facilities - City Hall	49,785.00	17,059.41	16,765.10	294.31	98.27
266.000 - Legal Council	18,500.00	15,559.66	15,559.66	0.00	100.00
301.000 - Police Dept	7,900.00	7,874.88	7,874.88	0.00	100.00
301.266 - Legal Council PSFY	24,000.00	22,208.02	22,208.02	0.00	100.00
301.851 - Retiree Employer Health Care PSFY	28,004.30	34,298.07	34,282.44	15.63	99.95
334.000 - Metro Police Authority	1,126,733.00	1,148,447.00	1,148,447.00	0.00	100.00
336.000 - Fire Department	177,712.00	172,311.73	171,904.51	407.22	99.76
345.000 - PUBLIC SAFETY BUILDING	50,878.30	70,951.59	70,661.84	289.75	99.59
371.000 - Building/Zoning/Planning	118,653.00	126,418.75	124,241.79	2,176.96	98.28
444.000 - Sidewalks	6,200.00	2,775.00	2,775.00	0.00	100.00
448.000 - Lighting	106,000.00	94,527.73	94,527.73	0.00	100.00
463.000 - Routine Maint - Streets	0.00	642.72	642.72	0.00	100.00
523.000 - Grass, Brush & Weeds	2,000.00	655.00	655.00	0.00	100.00
538.500 - Intercommunity storm drains	0.00	9,870.00	9,870.00	0.00	100.00
567.000 - Facilities - Cemetery	945.16	3,354.39	3,353.77	0.62	99.98
694.000 - Community Development Block Grant	54,766.50	2,101.00	2,101.00	0.00	100.00
728.000 - Economic Development	650.00	8,942.99	8,942.99	0.00	100.00
780.000 - Parks & Recreation	6,256.77	24,572.80	24,572.80	0.00	100.00
780.500 - Mundy Twp Park Services	9,138.00	11,120.93	11,026.99	93.94	99.16
782.000 - Facilities - Abrams Park	98,420.82	74,171.42	73,524.82	646.60	99.13
783.000 - Facilities - Elms Rd Park	239,933.00	115,425.66	115,076.90	348.76	99.70
786.000 - Non-Motorized Trailway	909,488.00	905,678.81	905,678.81	0.00	100.00

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023	AVAILABLE BALANCE	% BDGT USED
788.000 - Otterburn Disc Golf Park	31,000.00	0.00	0.00	0.00	0.00
790.000 - Facilities-Senior Center/Libr	34,373.58	27,933.34	27,688.27	245.07	99.12
794.000 - Community Promotions Program	52,814.00	65,703.57	65,529.45	174.12	99.73
797.000 - Facilities - City Parking Lots	11,715.00	34,693.67	34,690.67	3.00	99.99
851.000 - Retired Employee Health Care	26,550.00	26,324.05	26,324.05	0.00	100.00
965.000 - Transfers Out	155,000.00	160,000.00	160,000.00	0.00	100.00
TOTAL EXPENDITURES	3,808,808.16	3,707,618.93	3,699,217.36	8,401.57	99.77
Fund 101 - General Fund:					
TOTAL REVENUES	3,618,644.92	3,534,143.93	3,541,082.37	(6,938.44)	100.20
TOTAL EXPENDITURES	3,808,808.16	3,707,618.93	3,699,217.36	8,401.57	99.77
NET OF REVENUES & EXPENDITURES	(190,163.24)	(173,475.00)	(158,134.99)	(15,340.01)	
Fund 202 - Major Street Fund					
000.000 - General	553,070.00	882,338.18	849,111.30	33,226.88	96.23
441.000 - Miller Rd Park & Ride	5,000.00	3,013.58	3,013.58	0.00	100.00
454.000 - Major Streets Projects	89,134.83	12,083.11	12,083.11	0.00	100.00
474.000 - Traffic Services	0.00	12,625.00	12,625.00	0.00	100.00
478.000 - Snow & Ice Removal	2,100.00	3,732.66	3,732.66	0.00	100.00
TOTAL REVENUES	649,304.83	913,792.53	880,565.65	33,226.88	96.36
228.000 - Information Technology	1,100.00	835.80	835.80	0.00	100.00
429.000 - Occupational Safety	0.00	224.44	224.44	0.00	100.00
441.000 - Miller Rd Park & Ride	5,822.00	4,091.14	4,068.23	22.91	99.44
448.000 - Lighting	0.00	6,014.00	6,014.00	0.00	100.00
449.500 - Right of Way - General	15,000.00	13,954.72	13,954.72	0.00	100.00
449.501 - Right of Way - Storms	15,000.00	0.00	0.00	0.00	0.00
452.100 - Safe Routes to School Grant	132,105.00	58,582.28	58,582.28	0.00	100.00
454.000 - Major Streets Projects	317,842.00	108,117.75	99,031.25	9,086.50	91.60
463.000 - Routine Maint - Streets	389,213.00	395,088.76	394,849.06	239.70	99.94

GL NUMBER	2022-23	2022-23	YTD BALANCE 06/30/2023	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	AMENDED BUDGET			
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	41,929.59	41,177.29	752.30	98.21
478.000 - Snow & Ice Removal	53,515.00	52,785.17	51,714.59	1,070.58	97.97
482.000 - Administrative	15,382.00	15,507.35	15,213.24	294.11	98.10
538.500 - Intercommunity storm drains	11,000.00	8,501.89	8,501.89	0.00	100.00
TOTAL EXPENDITURES	1,019,192.00	779,585.51	768,119.41	11,466.10	98.53
Fund 202 - Major Street Fund:					
TOTAL REVENUES	649,304.83	913,792.53	880,565.65	33,226.88	96.36
TOTAL EXPENDITURES	1,019,192.00	779,585.51	768,119.41	11,466.10	98.53
NET OF REVENUES & EXPENDITURES	(369,887.17)	134,207.02	112,446.24	21,760.78	
Fund 203 - Local Street Fund					
000.000 - General	173,525.00	335,128.38	324,827.49	10,300.89	96.93
449.000 - Right of Way Telecomm	15,000.00	25,523.63	25,523.63	0.00	100.00
478.000 - Snow & Ice Removal	1,400.00	2,488.44	2,488.44	0.00	100.00
931.000 - Transfers IN	300,000.00	100,000.00	100,000.00	0.00	100.00
TOTAL REVENUES	489,925.00	463,140.45	452,839.56	10,300.89	97.78
228.000 - Information Technology	850.00	850.00	835.80	14.20	98.33
429.000 - Occupational Safety	0.00	257.01	257.01	0.00	100.00
448.000 - Lighting	0.00	19,731.00	19,731.00	0.00	100.00
449.500 - Right of Way - General	14,000.00	4,235.04	4,235.04	0.00	100.00
449.501 - Right of Way - Storms	1,500.00	335.29	335.29	0.00	100.00
455.000 - Local Street Projects	340,990.00	142,190.00	132,316.82	9,873.18	93.06
463.000 - Routine Maint - Streets	167,771.00	196,244.00	195,930.76	313.24	99.84
463.107 - Chelmsford - Seymour to Oakview	0.00	49,301.74	49,301.74	0.00	100.00
474.000 - Traffic Services	18,559.00	12,929.58	12,791.59	137.99	98.93
478.000 - Snow & Ice Removal	39,561.00	32,839.37	32,725.35	114.02	99.65
482.000 - Administrative	11,535.00	11,409.91	11,409.91	0.00	100.00
538.500 - Intercommunity storm drains	14,000.00	8,501.89	8,501.89	0.00	100.00

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023	AVAILABLE BALANCE	% BDGT USED
TOTAL EXPENDITURES	608,766.00	478,824.83	468,372.20	10,452.63	97.82
Fund 203 - Local Street Fund:					
TOTAL REVENUES	489,925.00	463,140.45	452,839.56	10,300.89	97.78
TOTAL EXPENDITURES	608,766.00	478,824.83	468,372.20	10,452.63	97.82
NET OF REVENUES & EXPENDITURES	(118,841.00)	(15,684.38)	(15,532.64)	(151.74)	
Fund 204 - MUNICIPAL STREET FUND					
000.000 - General	720,548.00	739,822.38	739,822.38	0.00	100.00
TOTAL REVENUES	720,548.00	739,822.38	739,822.38	0.00	100.00
905.000 - Debt Service	170,402.00	170,406.78	170,406.78	0.00	100.00
965.000 - Transfers Out	300,000.00	100,000.00	100,000.00	0.00	100.00
TOTAL EXPENDITURES	470,402.00	270,406.78	270,406.78	0.00	100.00
Fund 204 - MUNICIPAL STREET FUND:					
TOTAL REVENUES	720,548.00	739,822.38	739,822.38	0.00	100.00
TOTAL EXPENDITURES	470,402.00	270,406.78	270,406.78	0.00	100.00
NET OF REVENUES & EXPENDITURES	250,146.00	469,415.60	469,415.60	0.00	
Fund 226 - Garbage Fund					
000.000 - General	445,285.00	473,538.12	473,538.12	0.00	100.00
TOTAL REVENUES	445,285.00	473,538.12	473,538.12	0.00	100.00
101.000 - Council	3,898.13	3,958.74	3,953.68	5.06	99.87
172.000 - Executive	9,158.50	9,615.87	9,407.89	207.98	97.84
215.000 - Administration and Clerk	2,159.00	2,079.93	1,955.35	124.58	94.01
228.000 - Information Technology	2,180.00	1,792.49	1,773.08	19.41	98.92
253.000 - Treasurer	19,355.60	13,376.29	13,319.51	56.78	99.58
265.000 - Facilities - City Hall	4,963.00	4,298.71	4,079.83	218.88	94.91
528.000 - Sanitation Collection	324,619.00	312,234.12	312,234.12	0.00	100.00
530.000 - Wood Chipping	68,107.50	52,150.74	52,003.04	147.70	99.72
782.000 - Facilities - Abrams Park	12,645.00	12,850.64	12,850.64	0.00	100.00
783.000 - Facilities - Elms Rd Park	17,281.00	15,785.99	15,785.99	0.00	100.00
TOTAL EXPENDITURES	464,366.73	428,143.52	427,363.13	780.39	99.82

GL NUMBER	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 06/30/2023	AVAILABLE BALANCE	% BDGT USED
Fund 226 - Garbage Fund:					
TOTAL REVENUES	445,285.00	473,538.12	473,538.12	0.00	100.00
TOTAL EXPENDITURES	464,366.73	428,143.52	427,363.13	780.39	99.82
NET OF REVENUES & EXPENDITURES	(19,081.73)	45,394.60	46,174.99	(780.39)	
Fund 248 - Downtown Development Fund					
000.000 - General	100,004.00	108,919.86	108,919.86	0.00	100.00
TOTAL REVENUES	100,004.00	108,919.86	108,919.86	0.00	100.00
173.000 - DDA Administration	2,804.00	4,922.85	4,922.85	0.00	100.00
728.000 - Economic Development	20,000.00	3,251.61	3,251.61	0.00	100.00
728.002 - Streetscape	42,000.00	44,128.21	44,100.35	27.86	99.94
728.003 - Facade Program	12,500.00	9,475.00	9,475.00	0.00	100.00
728.004 - Family Movie Night	6,960.00	5,240.00	4,434.39	805.61	84.63
TOTAL EXPENDITURES	84,264.00	67,017.67	66,184.20	833.47	98.76
Fund 248 - Downtown Development Fund:					
TOTAL REVENUES	100,004.00	108,919.86	108,919.86	0.00	100.00
TOTAL EXPENDITURES	84,264.00	67,017.67	66,184.20	833.47	98.76
NET OF REVENUES & EXPENDITURES	15,740.00	41,902.19	42,735.66	(833.47)	
Fund 402 - Fire Equip Replacement Fund					
000.000 - General	75.00	2,597.26	2,597.26	0.00	100.00
931.000 - Transfers IN	155,000.00	160,000.00	160,000.00	0.00	100.00
TOTAL REVENUES	155,075.00	162,597.26	162,597.26	0.00	100.00
336.000 - Fire Department	0.00	615,162.50	387,424.50	227,738.00	62.98
TOTAL EXPENDITURES	0.00	615,162.50	387,424.50	227,738.00	62.98
Fund 402 - Fire Equip Replacement Fund:					
TOTAL REVENUES	155,075.00	162,597.26	162,597.26	0.00	100.00
TOTAL EXPENDITURES	0.00	615,162.50	387,424.50	227,738.00	62.98
NET OF REVENUES & EXPENDITURES	155,075.00	(452,565.24)	(224,827.24)	(227,738.00)	
Fund 590 - Sanitary Sewer Fund					
000.000 - General	600.00	26,458.96	26,458.96	0.00	100.00
536.000 - Sewer System	1,301,140.00	1,376,152.82	1,414,546.82	(38,394.00)	102.79
TOTAL REVENUES	1,301,740.00	1,402,611.78	1,441,005.78	(38,394.00)	102.74
101.000 - Council	13,195.82	9,902.44	9,902.44	0.00	100.00

GL NUMBER	2022-23	2022-23	YTD BALANCE 06/30/2023	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	AMENDED BUDGET			
172.000 - Executive	34,242.00	39,391.55	40,460.63	(1,069.08)	102.71
215.000 - Administration and Clerk	10,082.50	9,944.85	10,344.85	(400.00)	104.02
228.000 - Information Technology	8,290.00	5,791.02	5,742.51	48.51	99.16
253.000 - Treasurer	63,194.00	73,157.39	75,028.92	(1,871.53)	102.56
265.000 - Facilities - City Hall	9,013.00	10,221.94	10,136.95	84.99	99.17
536.000 - Sewer System	1,151,619.59	1,182,178.87	1,165,575.04	16,603.83	98.60
537.000 - Sewer Lift Stations	13,098.00	14,057.21	13,220.90	836.31	94.05
542.000 - Read and Bill	48,097.00	61,586.47	74,648.52	(13,062.05)	121.21
543.400 - Reline Existing Sewers	400,000.00	153,759.00	20,187.50	133,571.50	13.13
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	(17,823.00)	25,823.00	(222.79)
TOTAL EXPENDITURES	2,008,831.91	1,567,990.74	1,407,425.26	160,565.48	89.76
Fund 590 - Sanitary Sewer Fund:					
TOTAL REVENUES	1,301,740.00	1,402,611.78	1,441,005.78	(38,394.00)	102.74
TOTAL EXPENDITURES	2,008,831.91	1,567,990.74	1,407,425.26	160,565.48	89.76
NET OF REVENUES & EXPENDITURES	(707,091.91)	(165,378.96)	33,580.52	(198,959.48)	
Fund 591 - Water Supply Fund					
000.000 - General	1,100.00	25,542.74	25,542.74	0.00	100.00
540.000 - Water System	2,265,370.00	2,304,993.58	2,371,082.58	(66,089.00)	102.87
543.230 - Water Main Repair USDA Grant	0.00	635,192.86	635,192.86	0.00	100.00
TOTAL REVENUES	2,266,470.00	2,965,729.18	3,031,818.18	(66,089.00)	102.23
101.000 - Council	13,195.82	9,906.67	9,906.67	0.00	100.00
172.000 - Executive	34,344.00	39,907.04	41,091.96	(1,184.92)	102.97
215.000 - Administration and Clerk	10,007.50	9,942.44	10,308.44	(366.00)	103.68
228.000 - Information Technology	5,800.00	5,791.02	5,742.51	48.51	99.16
253.000 - Treasurer	82,499.50	60,582.06	62,067.95	(1,485.89)	102.45
265.000 - Facilities - City Hall	8,739.00	10,756.96	10,332.53	424.43	96.05

GL NUMBER	2022-23	2022-23	YTD BALANCE 06/30/2023	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	AMENDED BUDGET			
540.000 - Water System	2,397,276.40	2,198,145.59	2,146,831.56	51,314.03	97.67
542.000 - Read and Bill	50,310.00	42,385.13	44,135.52	(1,750.39)	104.13
543.230 - Water Main Repair USDA Grant	20,000.00	800,085.81	4,515.39	795,570.42	0.56
850.000 - Other Functions	10,000.00	10,000.00	(12,403.00)	22,403.00	(124.03)
905.000 - Debt Service	41,813.00	69,794.50	69,794.50	0.00	100.00
TOTAL EXPENDITURES	2,673,985.22	3,257,297.22	2,392,324.03	864,973.19	73.45
Fund 591 - Water Supply Fund:					
TOTAL REVENUES	2,266,470.00	2,965,729.18	3,031,818.18	(66,089.00)	102.23
TOTAL EXPENDITURES	2,673,985.22	3,257,297.22	2,392,324.03	864,973.19	73.45
NET OF REVENUES & EXPENDITURES	(407,515.22)	(291,568.04)	639,494.15	(931,062.19)	
Fund 661 - Motor Pool Fund					
000.000 - General	167,355.00	180,144.88	180,900.96	(756.08)	100.42
TOTAL REVENUES	167,355.00	180,144.88	180,900.96	(756.08)	100.42
172.000 - Executive	11,240.00	9,854.62	9,854.62	0.00	100.00
228.000 - Information Technology	760.00	904.92	904.92	0.00	100.00
253.000 - Treasurer	2,325.00	2,419.77	1,409.50	1,010.27	58.25
265.100 - Facilities - City Garage	335,386.00	231,336.58	152,325.71	79,010.87	65.85
850.000 - Other Functions	4,000.00	4,000.00	(305.00)	4,305.00	(7.63)
TOTAL EXPENDITURES	353,711.00	248,515.89	164,189.75	84,326.14	66.07
Fund 661 - Motor Pool Fund:					
TOTAL REVENUES	167,355.00	180,144.88	180,900.96	(756.08)	100.42
TOTAL EXPENDITURES	353,711.00	248,515.89	164,189.75	84,326.14	66.07
NET OF REVENUES & EXPENDITURES	(186,356.00)	(68,371.01)	16,711.21	(85,082.22)	

Board Chair
David Krueger

Chief of Police
Matthew Bade

Lieutenant
Michael Murphy

**METRO POLICE AUTHORITY OF GENESEE
COUNTY**

5420 Hill 23 Drive
Flint, MI 48507
(810) 820-2190
(810) 877-6537-FAX

information@metropolicegc.org

Board Members

Cory Bostwick
Nate Henry
Rae Lynn Hicks
Tonya Ketzler
Vane King
David Witter

Metro Police Authority Police Protection Unit Report- Q3 2023

The Swartz Creek Police Protection Unit calculation for Q3, 2023 is as follows:

2978 (hours/PPUs) / 13 weeks = 229 (hours/PPUs) averaged per week.

Metro Police Authority Offense Summary

For Swartz Creek

Occurred 9/1/2023 - 9/30/2023

Offense	Total Offenses
1305 - 13002 - Aggravated/Felonious Assault - Non-Family - Other Weapon	1
1313 - 13001 - Assault and Battery/Simple Assault	1
2202 - 22001 - Burglary - Forced Entry - Residence (Including Home Invasion)	1
2305 - 23005 - Larceny - Personal Property from Vehicle	2
2399 - 23007 - Larceny (Other)	3
2408 - 24001 - Possess Stolen Vehicle	1
2475 - 24002 - Motor Vehicle as Stolen Property - Unauthorized Use (Includes Joyriding)	1
2699 - 26001 - Fraud (Other)	3
2901 - 29000 - Damage to Property - Business Property	1
2902 - 29000 - Damage to Property - Private Property	4
3806 - 38001 - Neglect Child	2
5006 - 50000 - Obstructing Justice	1
5399 - 53002 - Public Peace (Other)	1
8073 - 54003 - Traffic - Reckless Driving	1
8271 - 54003 - Traffic - No Operators License	1
8273 - 54003 - Traffic - Driving on Susp/Revoked/Refused License	1
8277 - 54003 - Traffic - Registration Law Violations	1
8283 - 54003 - Traffic - No Motorcycle Endorsement	1
8328 - 54003 - Motor Vehicle Violation	3
9910 - 93001 - Traffic, Non-Criminal - Accident	9
9911 - 93002 - Traffic, Non-Criminal - Non-Traffic Accident	4
9913 - 93004 - Traffic, Non-Criminal - Parking Violations	1
9943 - 98007 - Inspections/Investigations - Suspicious Situations	1
9947 - 99002 - Miscellaneous - Natural Death	2
9948 - 99003 - Miscellaneous - Missing Persons	1
9953 - 99008 - Miscellaneous - General Assistance	4
Total	52

City of Swartz Creek
Credit Card Policy

1. ISSUANCE OF CREDIT CARDS

Credit cards may only be issued to the following City employees: City Manager, City Treasurer, City Clerk, and Public Services Director. The City Manager shall be the officer responsible for the issuance, accounting, monitoring, and retrieval of any and all credit cards issued in the name of the City of Swartz Creek. Any credit card issued in the name of the City of Swartz Creek may only be used for the purchase of goods and services for the official business of the City of Swartz Creek or the Swartz Creek DDA. No person shall be allowed to have custody or possession of a credit card in the name of the City of Swartz Creek unless said person is an active employee of the City. To this end, any person terminated or voluntarily discontinuing their employment with the City of Swartz Creek, any persons on sick leave, or any person on leave of absence for any reason other than vacation shall deposit any City credit cards in their possession with the City Manager.

2. TRANSACTION PROCEDURE

Credit card transactions may be performed in person, over the telephone, through the internet, with a reputable application, or through the mail. When using a City credit card, authorized employees are required to follow the below listed procedures, in addition to procedures for management approval and payment of the charges:

- A. If the transaction is in person, present the credit card to the vendor or merchant and advise that the item(s) is being purchased with a city government credit card. If the transaction is via a telephone, internet, or mail order, the vendor or merchant must be provided with the credit card account number and expiration date of the card.
- B. Retain all receipts and credit card slips in physical or digital form.
- C. Each authorized employee making use of a City credit card shall make a full accounting of any expenditures at the same time the periodic credit card billing is received by the City. This full accounting shall include, but not be limited to, the following:
 - 1) A specific listing of any goods and services purchased;
 - 2) The cost of any such goods or services;
 - 3) The dates that the purchases were made; and

- 4) A statement of the official business purpose for which the goods or services were purchased.

3. **TAX EXEMPT STATUS**

An authorized employee using a City credit card shall notify the vendor or merchant that the cred card transaction is tax exempt for goods and services purchased in the State of Michigan (use the attached letter certifying the City's tax exempt status).

4. **CREDIT CARD SECURITY**

An authorized employee possessing a City credit card shall always treat the credit card with a level of care that will secure the credit card and the account number.

- a. STORAGE OF THE CREDIT CARD. The City credit card shall be kept in an accessible but secure location at all times.
- b. CREDIT CARD ACCOUNT NUMBER. The City credit card account number shall be guarded carefully. The account number should not be written down or posted.
- c. LOST OR STOLEN CREDIT CARDS. If a City credit card is lost or stolen, the employee shall immediately notify the City Manager and the organization issuing the card to report the same.
- d. PERSONAL LIABILITY. The use of a City credit card by an authorized employee will not impact the cardholder' s personal credit history when used for authorized purposes. The City issued credit card is a corporate liability card, not a personal liability card. The cardholder does have a responsibility to use the credit card in an approved manner only and will be held personally liable for using the card for unauthorized purchases or purposes.

5. **PROCEDURES FOR CREDIT CARD PAYMENT**

The authorized employee shall review and approve all credit card billings received for payment prior to the submission of the billing to Accounts Payable or the City Treasurer. Accounts Payable or the Treasurer shall review each credit card billing and all documentation as provided in Section 3 above to guarantee compliance with this policy prior to payment. The Treasurer shall bring any discrepancies to the attention of the City Manager for resolution. The outstanding balance due on any credit card account billing statement shall always be paid in full by the due date listed on the billing.

6. **PENALTY FOR WRONGFUL USE**

Any employee of the City of Swartz Creek who violates the provisions of this policy shall be subject to disciplinary action up to, and including, dismissal, and may be subject to civil or criminal action.

Approved by City Council: _____



October 5, 2023

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

Attention: **Mr. Adam Zettel, AICP**
City Manager

RE: ACT 51 Certified Roads Culvert Data Collection
Scope of Engineering Services

Dear Mr. Zettel:

OHM Advisors is pleased to submit this engineering services proposal to assist with an inventory, condition assessment, and data collection of culverts found within ACT 51 Certified Roads in the City of Swartz Creek. This effort will advance the City's ongoing commitment to ensuring the optimal performance and longevity of its transportation network.

PROJECT UNDERSTANDING

We understand that City of Swartz Creek is seeking FY 2024 funds offered through the Genesee-Lapeer-Shiawassee (GLS) Region V Planning Commission to assist with the inventory, condition assessment, and data collection of roadway culverts found within Public Act 51 Certified Roads in the City. Up to \$9,000.00 is available to complete these tasks which helps the City meet the requirements of the Michigan Transportation Asset Management Council (TAMC). The city has compiled a list of 10 such culverts within its jurisdiction and is requesting \$3,000.00 from the GLS Planning Commission to inventory them.

SCOPE OF SERVICES: Culvert Inventory, Condition Assessment

OHM will provide a certified staffer to perform the field data collection of up to 10 culverts as provided by the City. Specific work efforts are as follows:

- ▶ Record the roadway surface and condition in vicinity of crossing.
- ▶ Capture the culvert material type, length, shape, and skew angle (angle that the culvert is skewed from a line perpendicular to the roadway).
- ▶ Identify the number of barrels at each culvert location.
- ▶ Record the depth of cover (depth of material above the culvert including the road surface).
- ▶ Assign a condition rating for each culvert.
- ▶ Provide copies of pictures taken during the inspection at the City's request.

Field Data Collection Assumptions:

- ▶ If culverts are not accessible that will be noted in the comments field.

City staff with knowledge of the culvert will be available to answer questions in the field through-out the duration of this task.

Deliverables:
Collected culvert data, pictures, and inventory notes.

SCHEDULE

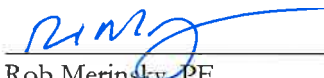
OHM is prepared to commence work on this project upon receipt of your written authorization to proceed.

FEE

The above outlined professional services will be performed for a Not To Exceed fee of **\$3,000.00**. OHM will be pleased to provide additional services for this project as negotiated with the City on an hourly basis.

Thank you for the opportunity to be of service. If you have any questions or require additional information, please contact us. We look forward to working with you on this project.

Sincerely,
OHM Advisors



Rob Merinsky, PE
Project Manager

Accepted for City of Swartz Creek

Signature

Date

Printed Name

Title

Attachment: Standard Terms and Conditions.

TERMS & CONDITIONS



1. **THE AGREEMENT.** These Terms and Conditions and the attached Proposal or Scope of Services, upon acceptance by CLIENT, shall constitute the entire Agreement between Orchard, Hiltz & McCliment, Inc. (OHM ADVISORS), a registered Michigan Corporation, and CLIENT. OHM ADVISORS and CLIENT may be referred to individually as a Party or collectively as Parties. This Agreement supersedes all prior negotiations or agreements and may be amended only by written agreement signed by both Parties.
2. **CLIENT RESPONSIBILITIES.** CLIENT, at no cost, shall:
 - a. Provide access to the project site to allow timely performance of the services.
 - b. Provide all information in CLIENT'S possession as required by OHM ADVISORS to perform the services.
 - c. Designate a person to act as CLIENT'S representative who shall transmit instructions, receive information, define CLIENT policies, and have the authority to make decisions related to services under this Agreement.
3. **PROJECT INFORMATION.** OHM ADVISORS shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, other design professionals, or consultants contracted directly to CLIENT.
4. **PERIOD OF SERVICE.** The services shall be completed within the time specified in the Proposal or Scope of Services, or if no time is specified, within a reasonable amount of time. OHM ADVISORS shall not be liable to CLIENT for any loss or damage arising out of any failure or delay in rendering services pursuant to this Agreement that arise out of circumstances that are beyond the control of OHM ADVISORS.
5. **COMPENSATION.** CLIENT shall pay OHM ADVISORS for services performed in accordance with the method of payment, as stated in the Proposal or Scope of Services. CLIENT shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental, or other special project related items at a rate of 1.15 times the invoice amount.
6. **TERMS OF PAYMENT.** Invoices shall be submitted to the CLIENT each month for services performed during the preceding period. CLIENT shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM ADVISORS shall include a service fee at the rate of one (1%) percent per month from said thirtieth day.
7. **STANDARD OF CARE.** OHM ADVISORS shall perform their services under this Agreement in a manner consistent with the professional skill and care ordinarily provided by similar professionals practicing in the same or similar locality under the same or similar conditions.
8. **RESTRICTION OF REMEDIES.** OHM ADVISORS is responsible for the work of its employees while they are engaged on OHM ADVISORS' projects. As such, and in order to minimize legal costs and fees related to any dispute, CLIENT agrees to restrict any and all remedies it may have by reason of OHM ADVISORS' breach of this Agreement or negligence in the performance of services under this Agreement, be they in contract, tort, or otherwise, to OHM ADVISORS, and to waive any claims against individual employees.
9. **LIMIT OF LIABILITY.** To the fullest extent permitted by law, CLIENT agrees that, notwithstanding any other provision in this Agreement, the total liability in the aggregate, of OHM ADVISORS to CLIENT, or anyone claiming under CLIENT, for any claims, losses, damages or costs whatsoever arising out of, resulting from, or in any way related to this Agreement or the services provided by OHM ADVISORS pursuant to this Agreement, be limited to \$25,000 or OHM ADVISORS fee, whichever is greater, and irrespective of whether the claim sounds in breach of contract, tort, or otherwise.
10. **ASSIGNMENT.** Neither Party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other Party.
11. **NO WAIVER.** Failure of either Party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either Party at any time to avail themselves of such remedies as either may have for any breach of such provisions.
12. **GOVERNING LAW.** The laws of the State of Michigan will govern the validity of this Agreement, its interpretation and performance.
13. **INSTRUMENTS OF SERVICE.** OHM ADVISORS shall retain ownership of all reports, drawings, plans, specifications, electronic data and files, and other documents (Documents) prepared by OHM ADVISORS as Instruments of Service. OHM ADVISORS shall retain all common law, statutory and other reserved rights, including, without limitation, all copyrights thereto. CLIENT, upon payment in full for OHM's services, shall have an irrevocable license to use OHM's Instruments of Service for or in conjunction with repairs, alterations or maintenance to the project involved but for no other purpose. CLIENT shall not reuse or make any modifications to the Documents without prior written authorization by OHM ADVISORS. In accepting and utilizing any Documents or other data on any electronic media provided by OHM ADVISORS, CLIENT agrees they will perform acceptance tests or procedures on the data within 30 days of receipt of the file.
14. **CERTIFICATIONS.** OHM ADVISORS shall have 14 days to review proposed language prior to the requested dates of execution. OHM ADVISORS shall not be required to execute certificates to which it has a reasonable objection, or that would require knowledge, services, or responsibilities beyond the scope of this Agreement, nor shall any certificates be construed as a warranty or guarantee by OHM ADVISORS.
15. **TERMINATION.** Either Party may at any time terminate this Agreement upon giving the other Party 7 calendar days prior written notice. CLIENT shall within 45 days of termination pay OHM ADVISORS for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.
16. **RIGHT TO SUSPEND SERVICES.** In the event CLIENT fails to pay OHM ADVISORS the amount shown on any invoice within 45 days of the date of the invoice, OHM ADVISORS may, after giving 7 days' notice to CLIENT, suspend its services until payment in full for all services and expenses is received.

17. OPINIONS OF PROBABLE COST. OHM ADVISORS preparation of Opinions of Probable Cost represents OHM ADVISORS' best judgment as a design professional familiar with the industry. CLIENT recognizes that OHM ADVISORS has no control over costs of labor, equipment, materials, or a contractor's pricing. OHM ADVISORS makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.
18. JOB SITE SAFETY. Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions.
19. CONTRACTOR SUBMITTALS. If included in the services to be provided, OHM ADVISORS shall review the contractor's submittals such as shop drawings, product data, and samples for the limited purpose of checking for conformance with information given and the design concept expressed in the construction documents issued by OHM ADVISORS. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. OHM ADVISORS review shall not constitute approval of safety precautions or, unless otherwise specifically stated by OHM ADVISORS, of any construction means, methods, techniques, sequences or procedures. OHM ADVISORS approval of a specific item shall not indicate approval of an assembly of which the item is a component.
20. CONSTRUCTION OBSERVATION. If requested, OHM ADVISORS shall visit the project construction site to generally observe the construction work and answer questions that CLIENT may have. OHM ADVISORS shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the Contract Documents.
21. HAZARDOUS MATERIALS. As used in this Agreement, the term hazardous materials shall mean any substances, including without limitation asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site. Both Parties acknowledge that OHM ADVISORS' Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event OHM ADVISORS or any other person or entity involved in the project encounters any hazardous or toxic materials, or should it become known to OHM ADVISORS that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of OHM ADVISORS' services, OHM ADVISORS may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until CLIENT retains appropriate qualified consultants and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. CLIENT agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless OHM ADVISORS, its officers, partners, employees and subconsultants (collectively, OHM ADVISORS) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of OHM ADVISORS.
22. WAIVER OF CONSEQUENTIAL DAMAGES. The Parties waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either Party's termination of this Agreement.
23. WAIVER OF SUBROGATION. The Parties waive all rights against each other and any of their contractors, subcontractors, consultants, agents, and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to a written contract or other property insurance applicable to the construction work.
24. THIRD PARTIES. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either CLIENT or OHM ADVISORS.
25. CODE REVIEW/ACCESSIBILITY. In providing its services under this Agreement, OHM ADVISORS may have to interpret federal and or state laws, codes, ordinances, regulations and/or statutes. CLIENT understands and agrees that these may be subject to different and possibly contradictory interpretations by relevant governmental officials charged with interpreting same and furthermore understands and agrees that OHM ADVISORS does not warrant or guarantee that their interpretation will be consistent with the interpretation of the relevant governmental officials. OHM ADVISORS shall not be liable for unreasonable or unforeseeable interpretation of federal and or state laws, codes, ordinances, regulations and/or statutes by governmental officials charged with interpreting same.
26. DISPUTE RESOLUTION. In an effort to resolve any conflicts that arise during the project or following the completion of the project, the Parties agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the Parties mutually agree otherwise, as a prerequisite to further legal proceedings. The Parties agree to share the mediator's fee and any filing fees equally, and the mediation shall be held in the place where the project is located, unless another location is mutually agreed upon.



Redevelopment Ready Communities®

CERTIFIED DESIGNATION RENEWAL SNAPSHOT

October 2023

Swartz Creek



October 2023

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

RE: Redevelopment Ready Communities® Certified Designation Renewal

Dear Adam Zettel,

I am pleased to confirm that the City of Swartz Creek has officially begun the Redevelopment Ready Communities® Certified Designation Renewal Process. The City of Swartz Creek was the 36th community to be Certified under the statewide Redevelopment Ready Communities® program in October 2019 and has continued to show dedication to the RRC toolkit.

The Certified Designation Renewal Process maintains the integrity of what it means to be a Redevelopment Ready Community. Swartz Creek's Certified designation is valid for five (5) years and is set to expire on October 3rd, 2024. The Certified Designation Renewal Process commences prior to expiration of your community's designation period to allow your community time to ensure full realignment with the RRC Best Practices. Ultimately, it is the RRC Team's goal to assist your community in retaining RRC designation.

The City of Swartz Creek has historically worked diligently to achieve the Redevelopment Ready Communities® designation, exhibiting a strong commitment to improving their redevelopment readiness. The RRC Team is eager to engage Swartz Creek in the Certified Designation Renewal Process, renewing your community's vested interest in streamlining development processing and continuing to position your community for success.

Regards,

Katie Higgs



RENEWAL PROCESS

To achieve Certified Designation Renewal, your community is expected to be in full alignment with applicable RRC Best Practices prior to expiration of the five (5) year designation period. To assist in a smooth Renewal Process, your community’s Trello board will detail process expectations - the following table provides a snapshot of those expectations:

Pre-Renewal Steps	
12 Months Prior <i>October 2023</i>	<ul style="list-style-type: none"> + Meet with Community Planner to discuss Renewal Process and strategize on next steps + Ensure at least one (1) person within your community has received RRC Best Practice Training following Summer 2021 + Begin finalization of full alignment with RRC Best Practices
10 Months Prior <i>December 2023</i>	<ul style="list-style-type: none"> + Review RRC Certified Designation Renewal Snapshot and share with community
01 Month Prior <i>September 2024</i>	<ul style="list-style-type: none"> + RRC Community Planner will present Certified Designation Renewal for RRC Team announcement, showing full alignment with Best Practices and active Best Practice training credit
<p><i>Please note that your community should expect to receive a final report following the Certified Designation Renewal Process.</i></p>	

EVALUATION MATRIX

Currently, Swartz Creek is fully aligned with 72% of the Redevelopment Ready Communities® expectations.


Current RRC Best Practice Standing




1.1	1.2	1.3	1.4	2.1	2.2
2.3	2.4	2.5	2.6*	3.1	3.2
3.3	3.4	3.5	3.6	3.7	3.8
3.9*	4.1	4.2	4.3	4.4	4.5
4.6	4.7*	5.1*	5.2*	5.3*	

Currently Aligned with RRC Expectations
Partially Aligned with RRC Expectations
Not Currently Aligned with RRC Expectations
* Certified Pathway Only

CERTIFIED DESIGNATION RENEWAL SNAPSHOT

The following Certified Designation Renewal Snapshot provides an overview of recommendations to assist the community in realizing full realignment with the RRC Best Practices. The table reflects a snapshot in time, and it is recommended to review the community's Trello board for exact RRC standing.




 = Annual Expectation

Best Practice 1: Plans and Engagement	
	Realignment Recommendations
1.1 - Master Plan 	Currently aligned, annual updates
1.2 - Downtown or Corridor Plan	Currently aligned
1.3 - Capital Improvements Plan 	<i>Annual update needed</i>
1.4 - Public Participation Plan 	<i>Annual update needed: report given to governing body annually</i>

Best Practice 2: Zoning	
	Realignment Recommendations
2.1 - Alignment with Master Plan	Currently aligned
2.2 - Accessibility + User-Friendliness	Currently aligned
2.3 - Concentrated Development	Currently aligned
2.4 - Housing Diversity	Currently aligned
2.5 - Parking Flexibility	Currently aligned
2.6 - Green Infrastructure	<i>Ensure the parking requirements from 20.03 are included in the online zoning ordinance.</i>

Best Practice 3: <i>Development Review</i>	
	Realignment Recommendations
3.1 - Defined Processes	Currently aligned
3.2 - Point of Contact	Currently aligned
3.3 - Conceptual Review Meetings	<i>Create a conceptual review meeting checklist to be used during meeting to ensure consistent information is shared at each meeting.</i>
3.4 - Internal Review Process	Currently aligned
3.5 - Approval Authority	Currently aligned
3.6 - Fee Schedule	Currently aligned, annual updates
3.7 - Payment Methods	<i>Either on the Community Development page, or alongside the fee schedule, provide clear information identifying accepted payment methods for development fees.</i>
3.8 - Access to Information	<i>Create a comprehensive Guide to Development and make available online.</i>
3.9 - Project Tracking	Currently aligned

Best Practice 4: <i>Boards and Commissions</i>	
	Realignment Recommendations
4.1 - Recruitment Process	<i>Document the appointment process from recruitment to orientation. Optional but strongly recommended: add application package to the main board & commissions page.</i>
4.2 - Expectations + Interests	Currently aligned
4.3 - Orientation	<i>Update orientation materials to include links to Master Plan, Zoning Ordinance, Budget, CIP, Downtown plans, and Bylaws.</i>
4.4 - Bylaws	Currently aligned, <i>add links to boards and commissions page</i>

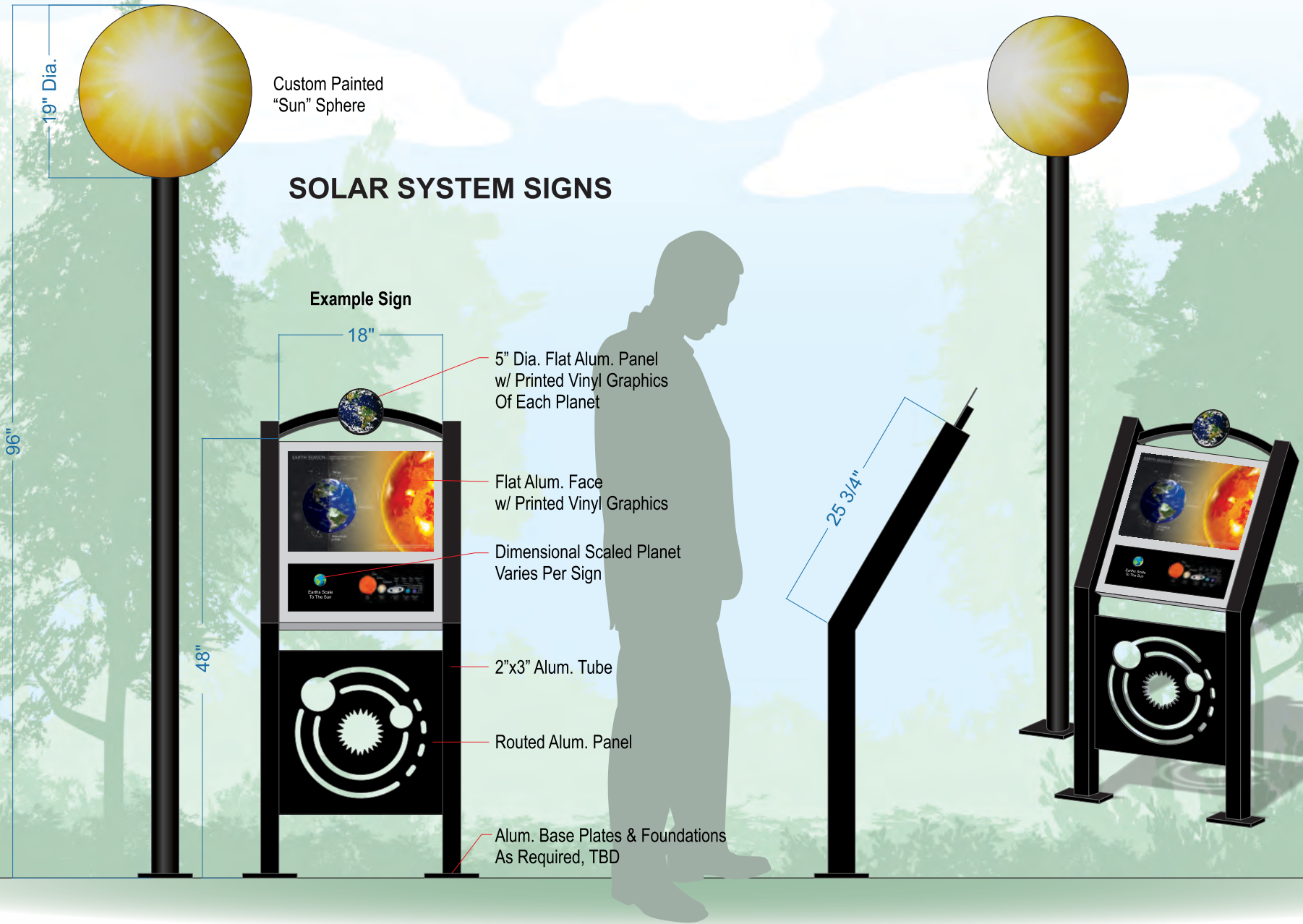
<p>4.5 - Annual PC Report</p> 	<p>Currently aligned, annual updates</p>
<p>4.6 - Training Strategy</p> 	<p>Currently aligned, annual updates</p>
<p>4.7 - Joint Meetings</p> 	<p>Currently aligned, annual updates</p>

Best Practice 5: <i>Economic Development and Marketing</i>	
	<p>Realignment Recommendations</p>
<p>5.1 - Economic Development Strategy</p> 	<p><i>Upload documentation that the community is annual assessing and reporting on progress.</i></p>
<p>5.2 - Incentives Tools</p>	<p>Currently aligned</p>
<p>5.3 - Marketing Plan</p>	<p><i>Update the city's marketing and branding plan to include a more up to date implementation section. Ensure the new plan includes ALL the expectations from this best practice.</i></p>

CONTINUED BENEFITS

Upon designation renewal, your community will continue to have access to the benefits listed in the following table. In several instances, funding allocations for Technical Assistance (TA) Match Funding and services provided by the Redevelopment Services Team (RSTeam), will be renewed. We encourage communities to engage in regular communication with your Community Planner to gain access to any of these tools or become aware of any new offerings.

Service	Description
Redevelopment Services Team (RSTeam)	The Redevelopment Services Team (RSTeam) works exclusively with RRC Certified communities to market and position priority sites for redevelopment. Learn more at www.miplace.org/RSTeam .
Site Marketing	The community will have a dedicated page at www.miplace.org/sites showcasing your community's priority sites to potential developers. Your community's sites will also be available in Zoom Prospector, MEDC's statewide property search service.
Designation Materials	Each RRC Certified community receives a handcrafted award and various RRC branded supplies to assist in spreading the word about your community's achievement.
Technical Assistance (TA) Match Funding	The community maintains access to RRC Technical Assistance Match Funding and may see additional benefits in funding allotment and eligible projects. Review the RRC TA Match Funding Guide for more information.
Networking	RRC works to bring Certified communities together to share practices and information.
Complementary Training	When available, MEDC may provide complementary registration to training events or conferences for RRC Certified communities.
Discounted or Free Services	When available, discounts on development-related software and complementary professional photography are directed to RRC Certified Communities.
Social Media	MEDC operates an active social media presence and appreciates highlighting the great activity happening in RRC Certified communities. Reach out to your Community Planner to highlight your community.



Custom Painted
"Sun" Sphere

SOLAR SYSTEM SIGNS

Example Sign

19" Dia.

96"

18"

5" Dia. Flat Alum. Panel
w/ Printed Vinyl Graphics
Of Each Planet

Flat Alum. Face
w/ Printed Vinyl Graphics

Dimensional Scaled Planet
Varies Per Sign

2"x3" Alum. Tube

Routed Alum. Panel

Alum. Base Plates & Foundations
As Required, TBD

48"

25 3/4"

X

Signature for approval of artwork - Proceed to production as shown



4145 Market Place
Flint, Michigan 48507
810-487-0000
www.SignsByCrannie.com

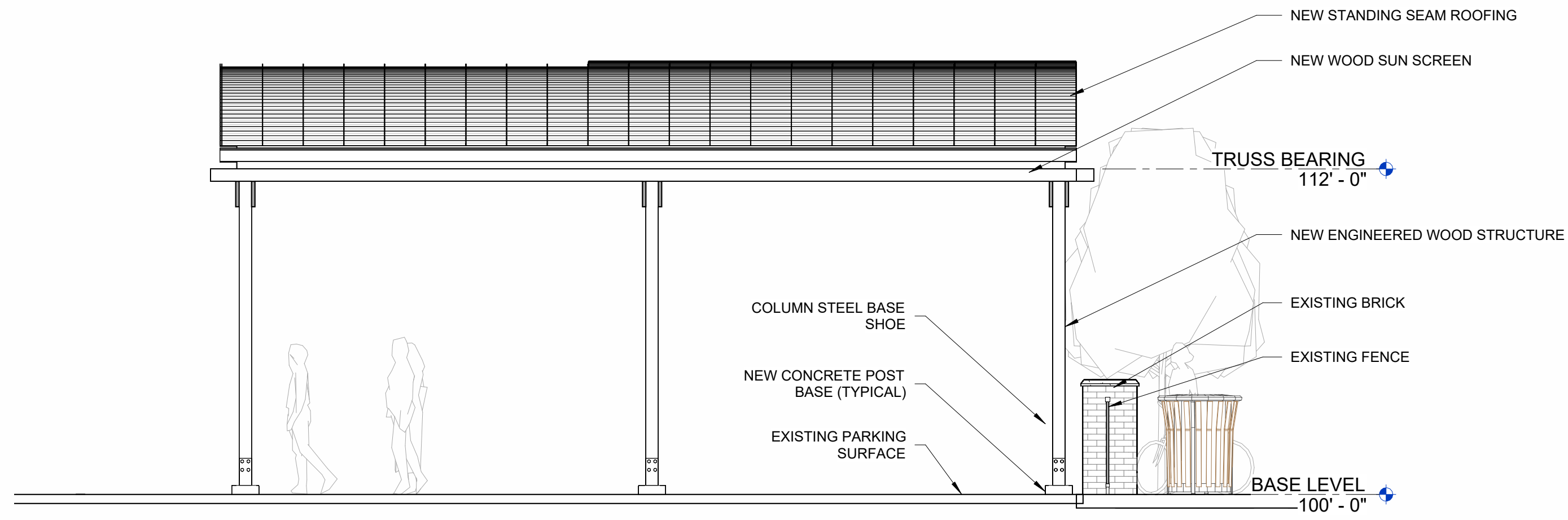
Customer: City of Swartz Creek
Address: X

77

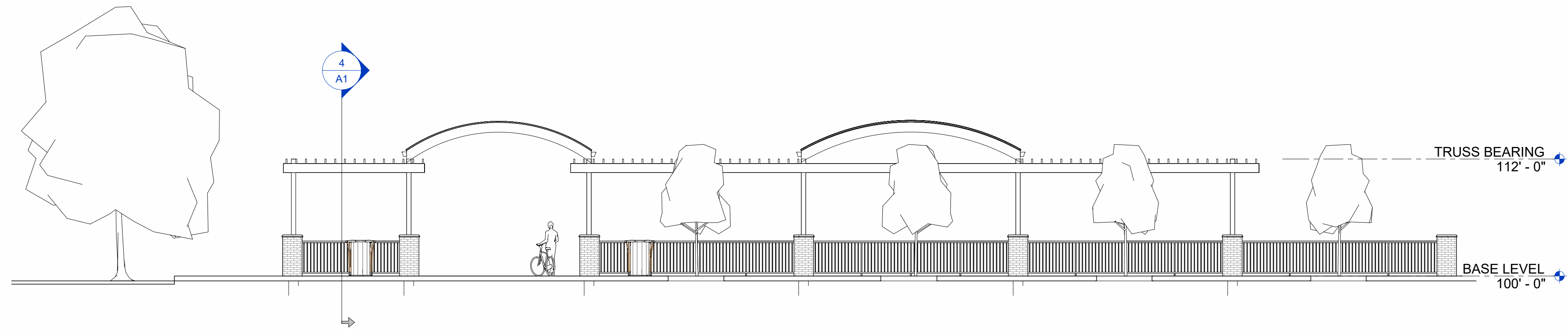
Salesperson: Aaron Hinman
Date: 5-5-23
Drawn By: G. Alumbaugh
Scale: 3/4"=1'-0"

Filename: CityOfSC-23-Solar Park Signs
Revision: GA 5-12-23

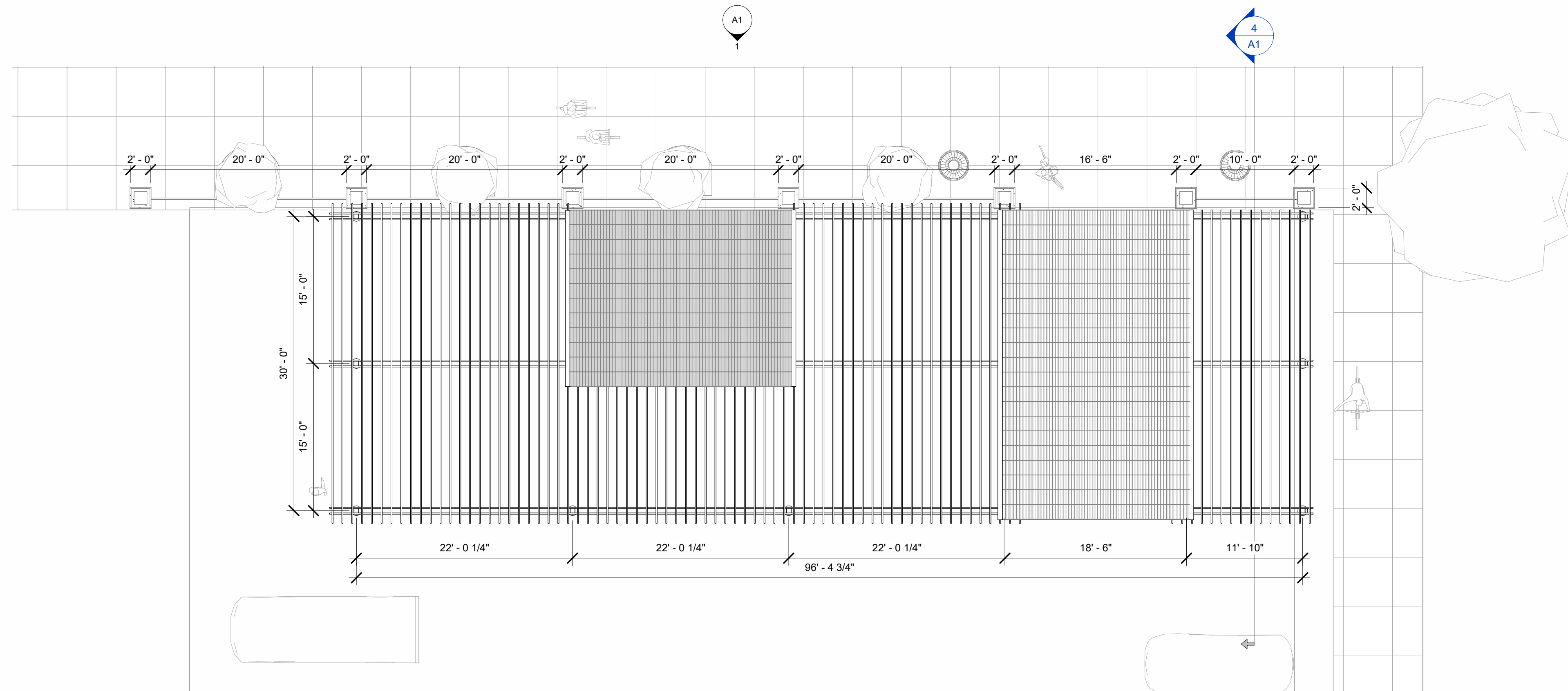




4 SECTION 1
A1/A1 1/4" = 1'-0"



MILLER ROAD ELEVATION
1/8" = 1'-0"



LAYOUT PLAN
1/8" = 1'-0"

**NOT FOR
CONSTRUCTION**

Phone: (810) 635-4464

City of Swartz Creek Proof of Pavilion Reservation

Fax: (810) 635-2887

Non-Reservable: Playscapes, Restrooms, Play Equipment, Tennis Courts, Volleyball Courts and Basketball Courts. Ball fields may be requested during the week by submitting a schedule to the City Offices, including dates, times, field location and group requesting the reservation; all of which will be reviewed and scheduled administratively.

All monies, including a \$200 refundable security deposit, must be paid at time of reservation. Only Cash payments will be accepted for a rental date of five (5) days or less. Any cancellations must be made two (2) weeks prior to event date. **All cancellations are subject to a \$20.00 Cancellation Fee. ABSOLUTELY NO REFUNDS DUE TO WEATHER.**

Park Fees Apply on Fridays, Saturdays, Sundays and Holidays. Fees Charged May through October.

Elms Park- 4125 Elms Rd

- #1 \$80.00 (\$205.00 non-resident)
60 People Maximum Electricity
- #2 \$100.00 (245.00 non-resident)
75 People Maximum Electricity
- #3 \$50.00 (\$145.00 non-resident)
25 People Maximum
- #4 \$80.00 (\$205.00 non-resident)
60 People Maximum Electricity
- Ball Field
- Soccer Field

Abrams Park- 5225 Winshall Dr.

- #1 \$50.00 (\$145.00 non-resident)
50 People Maximum
- #2 \$50.00 (\$145.00 non-resident)
60 People Maximum
- #3 \$40.00 (\$125.00 non-resident)
35 People Maximum
- Ball Field

Date of Reservation _____

Name of Responsible Party _____

Address _____ Phone: _____

City _____ Zip _____

Number of Guests _____ Nature of Activity _____

Responsible Party Signature _____

E-Mail Address _____

Deposits can be expected to be returned within 30 days of reservation date.

CASH



CHECK#



Receipt #

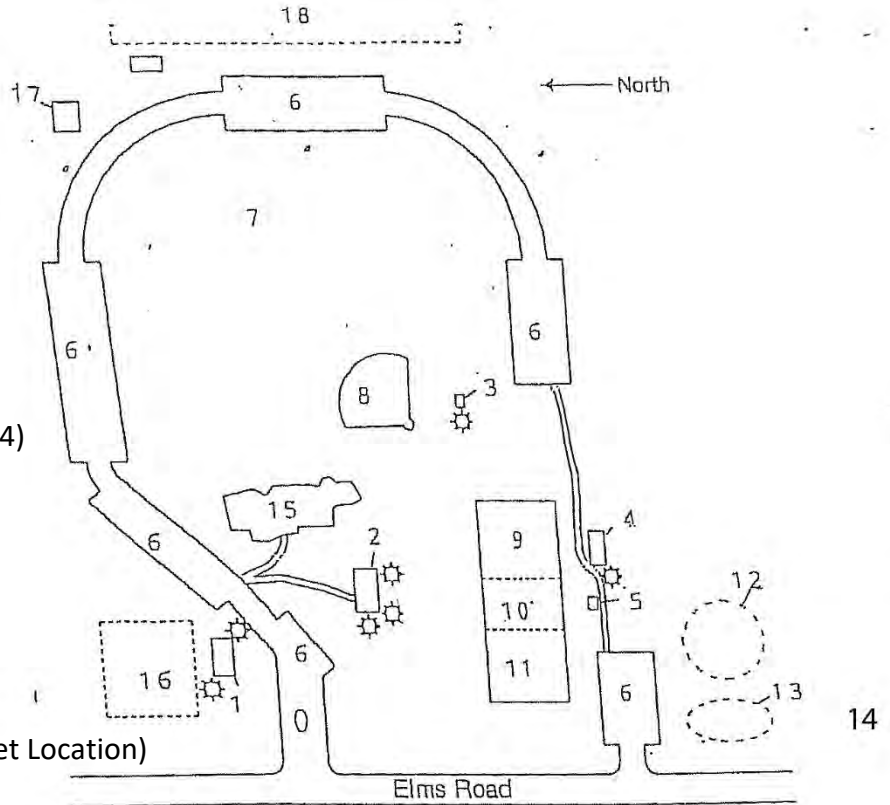
Area restrooms are attended to during the early morning hours in the summertime. Due to high park volume and vandalism, you are strongly encouraged to bring your own paper products and soap or sanitizer for restroom use.

IF THERE ARE PROBLEMS AT THE PARK CONTACT 911.

City Official _____ **Date** _____

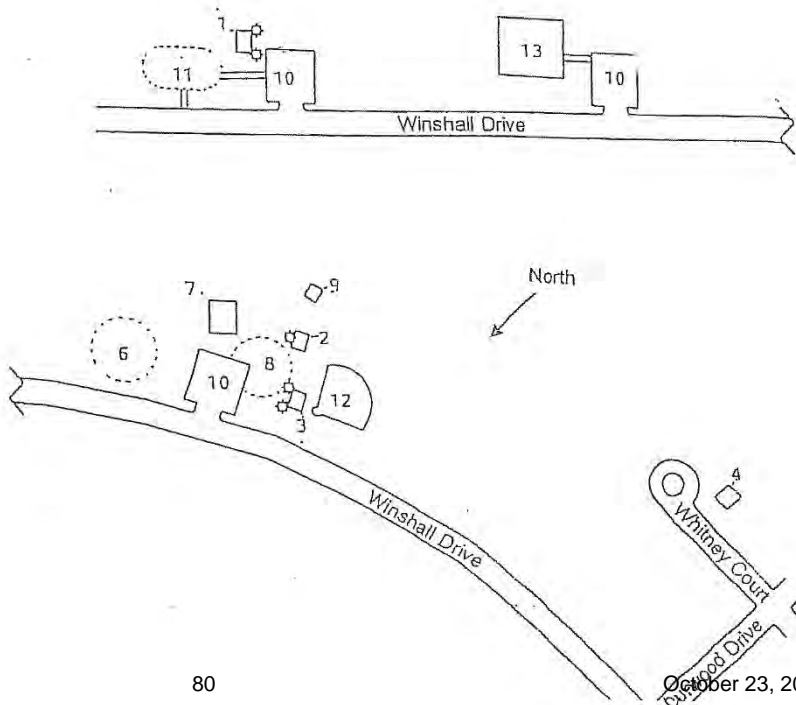
Elms Park

1. Pavilion #1 (60 people)
 2. Pavilion #2 (75 people)
Restrooms attached; not reservable
 3. Pavilion #3 (25 people)
 4. Pavilion #4 (60 people)
 5. Pavilion #5 (cannot be reserved)
 6. Parking
 7. Soccer Field
 8. Ball Field
 9. Basketball Courts
 10. Open Area (Proposed Pickleball in 2024)
 11. Tennis Courts
 12. Sledding Hill
 13. Skating Area (Mobile Toilet Location)
 14. Dog Park
 15. Dragon Area Playscape
 16. Playground Area
 17. Volleyball with net
 18. Football/Soccer (Seasonal Mobile Toilet Location)
- ☀ Grill



Abrams Park

1. Pavilion #1 (50 people)
 2. Pavilion #2 (60 people)
 3. Pavilion #3 (35 people)
 4. Pavilion #4 (Cannot be reserved)
 5. Vacant
 6. Sledding Hill
 7. Old Basketball Court
 8. Playground
 9. Rest Rooms
 10. Parking
 11. Playground
 12. Ball Diamond
 13. New Basketball Courts
- ☀ Grill



CITY OF SWARTZ CREEK
PARK RULES AND REGULATIONS

AUTHORITY. These rules are approved by the city council and enforceable pursuant to the provisions of Section 11 of the Code of Ordinances of the City of Swartz Creek, Michigan.

ORDINANCE NO. 453

Any person in violation of the park rules and regulations adopted by the city council, shall be deemed guilty of a misdemeanor and upon conviction thereof, shall be punished by a fine of \$100 for the first offense, \$250 for the second offense, and \$500.00 for additional offenses or by imprisonment for not more than 90 days or by both fines and imprisonment at the discretion of the court.

APPLICABILITY. These rules apply to City of Swartz Creek parks, play fields, and other recreational public grounds, hereafter called parks. The City Council may waive or alter such rules on a case by case basis or permanent basis for reservations, events, or users by resolution.

1. **HOURS.** City parks shall be open to the public, daily, between the hours of 8:00 a.m. to dusk and, excepting as provided in this article, it shall be unlawful to occupy or be present in any public park during such hours when it is not open to the public. Seasonal park provisions, including water, bathroom facilities, and waste collection will be offered May through October or as directed by the city manager.

Exceptions to use of or presence in park after hours.

- 1) It shall not be unlawful for city employees, while on city business, to remain in or on public parks during such times as the park shall be closed to the public.
 - 2) It shall not be unlawful for persons other than city employees to be on or in park property after hours, provided that they have the prior approval and written permission of the city manager and that such approval shall not be granted except in pursuance of and when related to city business.
 - 3) Non-motorized paths and sidewalks, within and outside of the right of way, may be used twenty four hours a day, 365 days a year for permitted non-motorized transportation and recreation.
2. **CREEK ACCESS AND FLOOD STAGE WATER.** Creek access is permitted in Abrams Park at the risk of the user. Swimming and the use of any boat, canoe, or other floatation device within a city park during a flood event is prohibited except by emergency personnel.
 3. **SMOKING.** Smoking, including (tobacco, cannabis, e-cig, or e-cigarettes), personal vaporizers (PV) or electronic nicotine delivery systems (ENDS), is prohibited in all city parks.
 4. **PROHIBITED USES AND ACTS.** No person in any park owned or operated by the city shall:
 - 1) *Drunkenness, alcoholic liquors.* No person shall enter, be in or remain on park property while under the influence of intoxicants or under the influence of unlawful drugs or controlled substances. It shall be unlawful to bring into or use alcohol or drugs of any kind upon park property.
 - 2) *Injuring, removing property.* Willfully mark, deface, disfigure, cut, injure, tamper with, break, displace, or remove any buildings, cables, benches, tables, fireplaces, grills, light poles, fountains, tennis nets, trees, playground equipment, public utilities or parts of appurtenances thereof, signs, notices or placards, whether temporary or permanent, monuments, flag poles, stakes, posts, fences or other boundary markers, or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal.
 - 3) *Kindling fires.* No person shall kindle or build or cause to be kindled or built a fire in any park except in designated places. In those areas where fires are permissible, such fires must be contained in a receptacle designed for the purpose of holding a fire and must be attended at all times. No person shall set fire to trash, garbage or the contents of trash receptacles at any time.
 - 4) *Pets, animals.* No person shall bring in, cause, or allow any dog, cat or other pets or animals which he owns or has permission to control to be brought within the confines of any park unless such animal be attached to a leash not to exceed eight feet in length; such leash is to be of sufficient strength to hold such animal in constant check. Disposal of animal waste is required. See Dog Park Regulations.
 - 5) *Hindering employees.* No person shall interfere with or in any manner hinder any employee of the city while engaged in constructing, maintaining, repairing or caring for any park property.
 - 6) *Restricted sections of park.* No person shall enter upon any area of the park system where persons are prohibited from going, as indicated by signs, notices or where secured by fences and gates.
 - 7) *Firearms, bow and arrows, fireworks and devices.* No person shall discharge a firearm or firework of any description while in or on park property, provided that such prohibition shall not apply to any peace officer while

in the exercise of his official duties. No person shall shoot any arrow by the use of a bow, excepting in such areas as shall be specifically designated as areas for the use of bows and arrows. Crossbows, bolts, and similar weapons are also prohibited.

- 8) *Peace, disorderly conduct.* No person shall make or excite any disturbance or contention on any public grounds or park. (No person shall use any indecent or obscene language).
 - 9) *Drinking fountains.* No person shall throw, discharge or otherwise place in the waters or any fountain, wash basin or toilets any substance, liquid or solid, which may result in water pollution or create a health hazard to the public.
 - 10) *Sleeping in parks.* No person shall sleep, whether in a vehicle, trailer, tent, hammock or other manner, on park property during the hours the park is closed, excepting in such areas as shall be specifically designated for such use. Furthermore, such use in such areas shall require the written approval and authorization of the city manager, and such approval and authorization shall clearly designate the time period within which such use may be made.
 - 11) *Dumping articles in parks.* No person shall deposit any rubbish, garbage or refuse matter, break glass or bottles in or upon any part of the park system other than such refuse accumulated from organized and acceptable activities within the park, and such refuse must be deposited in receptacles provided for that purpose. No hazardous materials are permitted to be in the park.
 - 12) *Posted signs, rules and regulations.* No person shall willfully disregard posted signs which regulate the days, hours for various activities, or any other signs installed, posted or attached for control, maintenance, safety or any other purpose within the park system.
 - 13) *Public meetings, parades.* No person, organization, club or group shall hold or participate in any parade, drill, exhibition, political meeting, religious meeting, concert, lecture or public entertainment of any kind within the park system without the express consent and written approval of the city manager.
 - 14) *Advertisements.* No person shall post, stencil or otherwise affix any placard, advertisement or notice of any kind upon or to any park property without prior written approval.
 - 15) *Offering articles for sale.* No person shall carry on any trade or business or sell or display any goods, wares or merchandise in the park system without permission from the city manager.
 - 16) *Inflatable play equipment.* Inflatable play equipment is prohibited.
 - 17) *Non-Motorized Paths.* No person shall obstruct, occupy, or otherwise use the non-motorized paths in a way that prohibits or unreasonably hinders use of the paths by others.
 - 18) *The use of nails, staples, or other permanent fasteners on park structures, equipment or tables is prohibited.*
 - 19) *The use of non-biodegradable confetti, streamers, water balloons, and similar party favors or debris is prohibited.*
 - 20) *Sound amplification systems:* The use of any amplified sound system or speaker, including DJ's, for the purpose of projecting music and related audio/visual entertainment is prohibited.
 - 21) *Animal attractions:* Petting zoos and other animal attractions are prohibited, unless part of an authorized public educational event.
5. **PARK POLICE AND EMPLOYEES.** No person shall resist any police officer or city employee exercising his duty within the park area, or fail or refuse to obey any lawful command of any such police officer or park employee, or in any way interfere with, hinder or prevent any such police officer or park employee from discharging his duty, or in any manner assist or give aid to any person in custody to escape or to attempt to escape from custody, or to rescue or attempt to rescue any person when in such custody.
6. **MOTOR VEHICLES.** The operation of motor vehicles in any park is prohibited, except in that area laid out and appropriated as driving lanes, parking area, or for motor vehicles by the city. No motor vehicle shall be driven or operated on a driving lane at a speed greater than ten miles per hour.
- 1) No person shall stop, stand or park a motor vehicle except in such areas as may be laid out and designated as a parking area by the city.
 - 2) No person shall operate a motor vehicle on any lane or service drive, whether posted or not, which is laid out as a means of access for maintenance employees to the various sections of the park system.
 - 3) No person shall park or store any motor vehicle during the hours the park is closed in any park, parking area or driving lane owned or operated by the city. Members of the police department are hereby authorized to remove any vehicles so parked or stored.
 - 4) It shall be unlawful for any person, whether a pedestrian or operating a motor vehicle of any type, to fail to obey any such applicable traffic control sign, signal, lane marking or other device, whether permanent or temporary, unless otherwise directed by a police officer or city personnel conducting city business.
7. **FEES.** Fees for pavilion and other facility rentals shall be set by resolution of the city council. Fees may be waived in full if reservations by a non-profit are found to result in a public benefit directly or if proceeds from the reserved event are

found to be a benefit to the city. Monies must be paid at the time of reservation. Cancellations must be made two (2) weeks or more prior to event date and all cancellations are subject to a \$20 fee.

Deposits, in an amount set by resolution of the city council, shall also be collected for pavilion rentals. Said deposit shall be forfeited for damage to park facilities, failure to properly clean facilities, or violations of park rules that are found in connection to the rental.

8. **PAVILION RESERVATIONS.** Picnic pavilions shall be available to persons 18 years of age and older on a first-come, first-served basis. Reservations will be taken beginning on the first business day of each calendar year for city residents and the first business day of March for resident and non-resident applications. Fees and exclusive reservations are for weekends (Friday, Saturday, & Sunday) and holidays only.
9. **LIMITED USE FACILITY RESERVATIONS.** Any club, school, association, organization or recognized group desiring the use of specific areas of any park, such as picnic areas, athletic fields or ice rinks, shall file an application with the city manager and shall not use the park or area until the permit is granted.
 - 1) All permits shall require the permittee to clean up the park area after activity has terminated. All applications for permits must give the name, address and phone number of the permittee or the person responsible for the necessary policing thereof.
 - 2) All persons shall honor any special permits issued by the city, for certain areas, days and times, to clubs, organizations, teams or any other groups, including, but not limited to, picnic grounds, ball fields, skating rinks, stadiums, provided that such permit is on official forms when presented.
 - 3) Reservations will be given on a first come, first served basis beginning the first business day of each calendar year. Priority in the use of ball fields, soccer fields and similar athletic facilities in city parks shall be given to organizations scheduling regular games or matches. The city manager shall have the authority to designate organizations to provide for scheduling and oversight of use of athletic fields. Such organizations shall schedule use of the fields in a way that accommodates use by all interested organizations to the greatest extent feasible and to provide for compliance by these rules and regulations by all organizations using the athletic facilities.
 - 4) The city manager shall have the authority to restrict use of athletic fields to avoid excessive wear and tear on facilities.
 - 5) Organizations using athletic fields for scheduled games, matches and practices shall be responsible for removing litter from the areas used for their activities. In addition, organizations shall be responsible for removing and storing any equipment used in their activities. Installation of bleachers or similar facilities must be authorized by the city manager or his/her designee.
 - 6) The city will provide refuse disposal and the maintenance of athletic fields in coordination with the needs and schedules of organizations using the fields. Organizations using athletic fields that undertake specific activities uniquely required for their particular use of the fields such as the installation of bases or nets, the painting of lines on fields, etc. require prior approval.
 - 7) Playscapes, restrooms, play equipment are not available for reservation.
10. **EXPANDED PARK USE AND RESERVATIONS.** Swartz Creek-based organizations (defined as non-profit organizations or institutions with a principle office or auxiliary presence within the Swartz Creek school district) may be permitted the use of designated areas of city parks, including control during hours the parks are closed to the public, subject to the following conditions:
 - 1) Use must be pre-approved by the city council.
 - 2) The organizations' use of the park area shall not violate any local or state law nor unreasonably interfere with the use and enjoyment of adjacent park areas by others.
 - 3) The organizations shall hold the city harmless from liability for incidents arising out of the organizations' use of the park area and shall provide evidence of insurance coverage.
 - 4) The city reserves the right to direct where organizations' structures are installed and activities conducted to minimize damage to park property and facilities and to limit interference with the use of adjacent areas of the park.
 - 5) Fees shall equal the cost of all pavilion rentals for the park in use on a daily basis. Additional fees may be charged for services requested of the city and negotiated in advance, including use of barricades, additional utilities, port-a-johns, etc.
 - 6) In no case will use result in a charge for or prohibition on general access to the park by the public, by vehicle or other means.
 - 7) Reservations for this category can be granted by the city council beginning December 1 of the previous calendar year.

- 11) **VENDING.** Vending, including food trucks, is permitted on a limited basis after application to the city manager and under the administrative rules that may be set by the city, including a background check and administrative fee.
- 12) **DOG PARK REGULATIONS.** Within the designated dog park area in Elms Park, dogs are permitted under the following regulations. Elsewhere in the city, the city code applies.
- 1) All dogs must be leashed when not in the designated and enclosed dog park facility, including the adjacent parking lot.
 - 2) Any person bringing a dog or dogs to the dog exercise area must have one leash per dog.
 - 3) There shall be no more than three dogs per person allowed in the dog exercise area. Any person bringing a dog or dogs to the dog exercise area must have at least one dog feces waste bag per dog in his or her possession and must remove any feces deposited by the dog(s) in their care.
 - 4) Persons under sixteen years of age visiting the dog exercise area must be accompanied and supervised by a parent or guardian or other responsible adult with permission of the parent or guardian.
 - 5) Each dog shall always be under visual and voice control of the owner or other responsible person at least 16 years of age.
 - 6) All dogs must have current vaccinations and licenses and shall wear a collar.
 - 7) Aggressive dogs, as defined below, are not permitted in or around the dog exercise area, including but not limited to, the parking lot. Owners or other responsible persons will be held legally responsible for any injury caused by a dog that they bring in or around the dog exercise area.
An aggressive dog means:
 - i. A dog that bites a person. However, a dog shall not be considered aggressive if the dog bites a person wrongfully assaulting the dog or the dog's owner, or if the dog bites a person after being provoked by that person.
 - ii. A dog that injures or kills another domestic animal without provocation.
 - 8) Female dogs in heat are not permitted in or around the dog exercise area including, but not limited to, the parking lot.
 - 9) Dog owners or other responsible persons shall provide dogs with drinking water while visiting the dog exercise area when weather conditions require.
 - 10) Dog owners or other responsible persons shall not keep dogs enclosed in a vehicle during hot weather which may cause injury to the dog.
 - 11) Any person having knowledge of a dog having bitten, scratched, or injured a person or other animal within the dog exercise area, including but not limited to the parking lot, shall report the incident to the police department by calling 911.
- 12) **PUBLIC NOTICE.** The public shall be deemed to have been properly notified of the provisions of these rules and regulations upon their publication in a newspaper of general circulation in the city. Signs may be posted to insure substantial compliance with the provisions of these rules and regulations.

City Council Approval: Draft of October 23, 2023

CITY OF SWARTZ CREEK PARK & PAVILION RENTAL AGREEMENT

The Renter Agrees:

1. To abide by and enforce all rules and policies as described in this Rental Agreement and the City of Swartz Creek Park Rules and Regulations.
2. The pavilions and grounds are under the supervision of the Metro Police, the City, and its employees/representatives, who shall have the authority to restrict the use of the pavilion and grounds when it is deemed such as well be detrimental to the operation of the facilities or in violation of the Rental Agreement and the City of Swartz Creek Park Rules and Regulations.
3. The pavilions and grounds shall be subject to inspection at any time.
4. Metro Police, the City, and its employees/representatives reserve the right to halt any function that is deemed to be in violation of the city's ordinances, park rules, or this agreement.
5. That they are 18 years of age or older.
6. To indemnify the City of Swartz Creek and its employees or agents for all liability to persons or property on the premises.
7. To reimburse the City of Swartz Creek for any damages to the premises, buildings, landscaping, and equipment.
- 8. To forfeit their deposit for any observed violations to this Rental Agreement and the City of Swartz Creek Park Rules and Regulations.**
9. To accept the premises in its present condition and return it in like or better condition.
10. To vacate & clean the premises prior to park closure (pictures demonstrating rental clean up and restoration are recommended).
11. There shall not be any use of nails, staples, or other fasteners on tables or structures (tape is acceptable).
12. There shall not be use of confetti, streamers, water balloons, and similar party favors that create debris.
13. To clean all tables, remove and dispose of all trash and debris, clean tables, and remove and dispose of all decorations.
14. Not to leave personal property on the premises other than during the rental period.
- 15. There will not be any alcohol consumption within the park.**
- 16. There will not be any inflatables, petting zoos, amplified sound (including DJ's) within the park.**
- 17. All cars are to park in designated areas. At no time are vehicles allowed in grassy areas near pavilions.**
18. To be responsible for cleanup of tables and extinguish all fires in grills. Please do not put coals in garbage.
19. To forfeit payment if cancellation occurs within two weeks prior to rental date, and to pay \$20 for any cancellation. Inclement weather does not negate the cancellation policy stated above.

Applicant Signature: _____ Date: _____