

**City of Swartz Creek
AGENDA**

**Regular Council Meeting, Monday, January 8, 2024, 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 December 18, 2023 MOTION Pg. 29
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. 29
 - 6C. CBIZ OPEB Proposal Pg. 73
 - 6D. OHM Construction Engineering Proposal Pg. 83
 - 6E. Polling Location Agreement Pg. 88
 - 6E. Election Commission Minutes & Election Wage Comparison Pg. 92
 - 6F. CDBG Applications Pg. 96
 - 6G. Mary Crapo Field Concept Plan Pg. 126
7. **MEETING OPENED TO THE PUBLIC:**
 - 7A. General Public Comments
8. **COUNCIL BUSINESS:**
 - 8A. Otterburn Check Presentation PRESENTATION
 - 8B. SCAFD EMS Update PRESENTATION
 - 8C. Election Worker Wages RESO Pg. 23
 - 8D. Winchester Village Street Reconstruction Construction Engineering RESO Pg. 24
 - 8E. Polling Location Agreement RESO Pg. 25
 - 8F. Other Post Employment Benefit Actuarial (CBIZ) RESO Pg. 26
 - 8G. Final CDBG Application Approval RESO Pg. 26
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION Pg. 27

Next Month Calendar *(Public Welcome at All Meetings)*

| | |
|---------------------------------|--|
| Planning Commission: | Tuesday, January 9, 2024, 7:00 p.m., PDBMB (Cancelled) |
| Downtown Development Authority: | Thursday, January 11, 2024, 6:00 p.m., PDBMB (Cancelled) |
| Fire Board: | Monday, January 15, 2024, 6:00 p.m., Station #1 |
| Park Board: | Tuesday, January 16, 2024, 5:30 p.m. PDBMB |
| Zoning Board of Appeals: | Wednesday, January 17, 2024, 6:00 p.m., PDBMB |
| City Council: | Monday, January 22, 2024, 7:00 p.m., PDBMB |
| Metro Police Board: | Wednesday, January 24, 2024, 11:00 a.m., Metro HQ |
| City Council | Monday, February 12, 2024, 7:00 p.m., PDBMB |

City of Swartz Creek Mission Statement

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

City of Swartz Creek Values

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

Honesty, Integrity and Fairness

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

Fiscal Responsibility

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

Public Service

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

Embrace Employee Diversity and Employee Contribution, Development and Safety

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

Expect Excellence

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

Respect the Dignity of Others

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

Promote Protective Thinking and Innovative Suggestions

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

**CITY OF SWARTZ CREEK
VIRTUAL REGULAR CITY COUNCIL MEETING ACCESS INSTRUCTIONS
MONDAY, JANUARY 8, 2024, 7:00 P.M.**

The regular meeting of the City of Swartz Creek city council is scheduled for **January 8, 2024** starting at 7:00 p.m. and will be conducted in hybrid form. The meeting will be available virtually (online and/or by phone). Council members and staff must attend in-person. The general public may attend in-person or virtually.

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 Renee Kraft, 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 (DTMF) 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.

Renee Kraft is inviting you to a scheduled Zoom meeting.

Topic: Swartz Creek City Council Meeting

Time: January 8, 2024 at 7:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 830 9640 1128

One tap mobile

+13017158592,,83096401128# US (Washington DC)

+13126266799,,83096401128# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 830 9640 1128

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

If you have any further questions or concerns, please contact 810-429-2766 or email rkraft@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) 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, January 8, 2024 - 7:00 P.M.

TO: *Honorable Mayor, Mayor Pro-Tem & Council Members*
FROM: Adam Zettel, City Manager
DATE: January 3, 2024

ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

- ✓ **MICHIGAN TAX TRIBUNAL APPEALS (*Update*)**
There were no appeals for 2023. Tax day of December 31, 2023 will set the table for assessment notification distribution in February, with appeals in March or thereafter (for commercial). We typically have an understanding of the commercial appeal potential by May or June.
- ✓ **STREETS (*See Individual Category*)**
 - ✓ **2020-2023 TRAFFIC IMPROVEMENT PROGRAM (TIP) (*No Change of Status*)**
The Miller Road rehabilitation is complete, with the exception of stop bars and crosswalk striping. Weather is not conducive to the application of paint.

There are no further TIP projects planned for the current three-year cycle.

- ✓ **STREET PROJECT UPDATES (*Business Item*)**
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.

Street reconstruction for Winchester Village is approved and a pre-construction meeting was held on December 20th. The contractor is anticipating to start on water main in January, with project completion in 2024. This is going to create very busy and inconvenient circumstances in Winchester Village, but it will be worth it. We will be performing public education in early January to prepare homeowners for the schedule and impact of the project.

One more item of business that the council must attend to is the provision of construction engineering services for the street-related features of the Winchester Village reconstruction project. Note that the CE services for the water main components were approved and assigned to OHM Advisors previously as part of the USDA funding commitments.

I have a proposal from OHM Advisors to conduct street related CE. At this point, these duties would be virtually impossible to separate from the USDA water main portion as it relates to having separate observers. Fortunately, we have a proposal that is well within industry standards (10-15% of project investment; \$527,097). This proposal is included in the packet and is based on observing three crews in a single construction season. Actual costs DO vary based on the duration and demands of the project. I recommend the city council proceed. The previous report follows.

Street work will include sub surface drainage, road reconstruction, replacement aprons, replacement sidewalk, and forestry for Durwood, Norbury, Winshall, Greenleaf, and Whitney. Capital improvement bonds have been sold with the low bid being 3.290922%.

Street rehabilitation with limited drainage in Winchester Woods is also out for bid and will include replacement top courses and limited drainage work. This work was bid separately from the Winchester Village work so that the city will qualify for the \$250,000 Category B MDOT grant. MDOT will not allow a project to be under contract or out for bid prior to a grant agreement. The engineer plans to have a bid opening on January 18, 2024, with council review soon after.

In late December, we received notice that the Michigan Infrastructure Office was seeking applications for grant identification and match funding support. The window on this was very short, with applications due on January 8. In the absence of time and strategy for this specific opportunity, I took the liberty to work with our regional Metropolitan Planning Organization (GCMPC) and we came up with a project that may qualify.

Right or wrong, and without any commitment, I submitted the roundabout improvement for Miller and Elms. I did so because a [study](#) had been completed by the county that identified the need and laid the justification for such an improvement. This area is certainly in need of capacity and safety improvements that are beyond our financial ability. The intersection has many challenges because of the proximity of the on/off ramps, activity level, and alignment. The cost to construct a roundabout and repair the surrounding concrete portions is also at the appropriate scale of cost (over \$2 million).

At this point, we simply submitted an application for the office to be aware of the project and potentially align funding sources that could be applied for at a later date, with the potential for the office to provide critical match funding. I will keep the council informed. If the MIO is interested, council will need to weigh the pros and cons of implementing such a strategy.

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. Rob solicited pricing on a potential complete repair from OHM, which was included in a previous packet.

- ✓ **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 Apple Creek 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 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)*

The USDA water main project is approved. We have closed on the loan and work is to begin in early February. We are still awaiting a formal schedule prior to sending out work notices to residences.

This water project includes the remainder of the Winchester Village Streets:

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

Per the request of the USDA, I am requesting authorization from the city council to approve payment requests for completed work on a routine basis. This is in line with our standard practices and the first phase of USDA work. The practice is also aligned with our local processes for payment approval, but the USDA is seeking affirmation from the city council. Payments will only be authorized after submission by the contractor and affirmation of validity by the city engineer. They can then be expedited for payment (and subsequent reimbursement by the USDA to the city). A resolution is included to enable this.

✓ **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 number of unread meters for the west end is very low, which is a great sign of the tower effectiveness. Even though we are not using this system for billing, we have already used it to notify owners of two detected leaks!

The Elms tower requires power, but we expect that soon. Staff was trained on the platform on October 24th. This went well. We MAY be able to conduct winter reads with the system. 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 winter newsletter is just around the corner! Let me know if you have content ideas!

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

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

1. The **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. However, the owner now indicates the potential to list the property after the buildings come down, presumably very early in 2024. As of writing, a demolition permit for those buildings has been acquired and Consumers Energy has notified us of a utility disconnect.
2. The **reuse of Mary Crapo is becoming a reality**. The school has concept plans for a varsity baseball field. They were previously open to a partnership that may allow the DDA to pursue seasonal skating and/or public art. It appears this is still part of the plan. It also appears that their plans may have an impact on the lane configuration for Ingalls. A detailed plan is expected in January.
3. (*Update*) **Street repair in 2024** is moving forward. Bids are due in January for Winchester Woods. Winchester Village projects are to be complete by the end of 2024.
4. (*Update*) The **Brewer Condo Project** first tri-plex is complete and for sale. A ribbon cutting was held in December. We can affirm now that two of three units have sold! 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.
5. 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.

6. **(Update)** The **southwest corner of Elms & Miller** is seeing some increased activity. We have a judgement to demolish the building on the corner. We received word from a design company that they are working on a site plan, and that the building should be coming down by the owner. A demolition permit has been filed and approved, conditioned upon removal of the structure and sign, along with site restoration.
7. **Park projects** are 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.)
8. 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.
9. **New Businesses**. TruEco Construction is upfitting the old bakery. They were awarded a façade grant by the DDA on November 9th. I have also been informed that the Lorenzo's Dip and Dine DOES plan to rebuild in some form. Lastly, Letavis is rehabilitating their commercial building by the car wash.
10. **Mundy Megasite/Costco**. Costco now has site plan approval for a location off Hill Road by US 23. 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. The public presented a petition to place a moratorium on this project to Mundy Township on October 23rd.

✓ **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. A fence has also been constructed at Elms School, to be gated during school hours.

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

Most recently, we have embarked on the renewal process with the MEDC to retain our status as a Redevelopment Ready Community. 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 (October 23, 2023 packet).

We met with our MEDC representative on October 24th to go over this. I am happy to say that we are aligned already with 72% of the benchmarks, and I am confident that we will be able to align with full expectations in a short amount of time. 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** (*Business Item*)

A preliminary application has been submitted to the Genesee County Metropolitan Planning Commission for the 2025-2027 Community Development Block Grant program. This has been approved, but a final application is necessary. I am including the applications as drafted on their application forms. Another resolution is required. This effectively affirms the resolution from November 27, 2023.

We are in line to receive a total of \$35,189 for this allotment. Monies available for investment in the qualifying geography (south downtown) would be \$29,910.65 with a 15% contribution to the senior center. Based on the November 27 hearing, we are submitting downtown street lighting as the public work project portion, with 15% allocated to senior services provided by the Swartz Creek Area Senior Center.

Concerning the current cycle, we signed the agreements, which means we can bid the projects during the winter. The project that is to be completed in 2024 consists of adding new sidewalk in the downtown area. 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. As of writing, it appears to be about \$100,000, so we may look to add walk to only one street, even if we bid both to ascertain the actual costs first.

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

Shattered Chains completed another work day. They are very happy with the results. We appear to be in the final stretch to make the course playable!

✓ **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 were not awarded the potential \$150,000 from the DNR Recreation Passport Grant. Apparently, there was only \$2,000,000 available state wide, and there were no awards to our region. Our grant writer is suggesting we attempt a spring application for the DNR Trust Fund. I am not excited to prolong the project to 2025 by entering that program, but we may need the resources. In addition, Congress is moving very slowly in committing funds on their end, so a wait may not truly delay anything at this point. We have some time to consider this through the winter months. There are also some verbal commitments from the BeeMoreLikeJentry 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** *(Update)*

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 parking. At this point, there is not a plan to physically alter the street, but markings could be placed to dedicate parallel parking on the north side, with a double yellow divider to denote two-way traffic for the south two-thirds of the road.

In other news, the Metro PD budget officially includes the provision of a new position, full time traffic enforcement officer. I think this will be a very visible position that will create awareness of appropriate speeds in the community in 2024.

We are still very interested in comprehensive traffic calming where opportunities arise (addition of street trees, narrower lanes, speed monitoring, etc.). Specifically, we believe we can begin to add 'SLOW' or '25 MPH' markings on the lanes of designated streets. 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. Examples are shown below.



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

The city attorney and staff have been pursuing answers and remedies from Frontier as it relates to the outages that have been caused by the installation of fiber, specifically in areas of existing overhead wires. Genesee County 911 has also been assisting. I have gotten calls from the Michigan Public Service Commission, as well as Frontier. They indicate that there have been large numbers of outages, but they believe they have addressed them all. I passed on some open issues that I was aware of and noted that the problem appears to extend beyond formal complaints. It appears we have their attention, and I suspect they will work to close any open cases.

If anyone still has an issue, they should open a case directly with the MPSC or contact the city office.

The previous report follows.

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** *(Update)*

It appears this crowdfunding drive will officially start on January 8, 2024. See Samantha's community development report below and let her know if you are aware of any potential donors! The previous report follows.

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. The city has committed \$8,750, which will be matched by the program. The rest will be made up of individual and business contributions on the crowdfunding platform. Again, the state will match 50-50 within limits.

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 (Update)**

The public safety assessment has been approved for another ten years, at the same rate of 4.9 mils. I will remove this section from future reports. See the December 18, 2023 packet for all the details.

✓ **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 (No Change of Status)**

I did affirm that the Michigan EGLE does require residential cross connections. I sent this requirement to the council via email on October 24th. Let me know if you did not see this.

We also conducted a background check on the Hydrocorp inspector, which came back good. The previous report follows.

As previously noted, we have postponed imminent shut-offs and the related hearings before the city council. I 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 months 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.

✓ **HERITAGE STREET LIGHTS** (*No Change of Status*)

It appears that black fiberglass poles with a standard 'traditional' light head can be installed for \$100 each. Consumers believes that there is already conduit in the ground. With that said, this should be a relatively simple update to the street lighting contract. The previous report follows.

The north area of Heritage Village never had any street lights installed by the developer. The front of Heritage has decorative posts. As more homes are built in this area (Heritage Blvd, north of Concord Dr), the residents have expressed a desire for street lights. The homeowners association has been liaising with us about the style of such lights.

Decorative lights come at a high cost (usually \$2,000), while standard lights can be installed for about \$100 each. While the city can strategically install some decorative lights in neighborhoods, such as those in the Winchester Village reconstruction area, the city has not been able to supply decorative lights as the standard.

With that said, the HOA is requesting black fiberglass posts with cobra head LEDs. This appears to be a very reasonable approach. Since streetlighting is an expectation for the community, and the streets are public, I have put a request in for Consumers Energy to plan for and install those. Service will be underground. More details will follow. Prior to installation, the city council will receive an amendment request for our street lighting contract.

✓ **ELECTION WORK WAGES** (*Business Item*)

Renee has conducted a county and state wage comparison for election workers. Our worker wages are substantially lower. The city election commission met to consider this

on December 15 and recommended increases for the city council to consider. As we enter the presidential election year, complete with nine-day early voting, I strongly recommend we maintain a competitive advantage on recruiting and retaining these valuable workers. I cannot stress enough the importance of conducting proper, efficient, and transparent elections in a presidential election year, especially when contending with new state election processes and requirements. The existing and proposed wages are included in the wage study found in the packet.

Note that the election commission also conveyed responsibility to the clerk to appoint members to the Absentee Voter Counting Board in the same manner that the clerk assigns other election day precinct assignments. I am including a resolution that affirms the wage and assignment findings. These changes will help the clerk conduct efficient and proper elections.

✓ **OTHER POST EMPLOYMENT BENEFIT ACTUARIAL (*Business Item*)**

The city is required to complete another third-party analysis of the OPEB costs that the city maintains. This includes post-retirement benefits for existing retirees, including premium contributions and/or stipends for health care. It also includes commitments made to police staff prior to the merger.

A full analysis is required every three years, with the other two years in the cycle being report updates. The first cycle of this was 2018-2020, with 2021-2023 now complete, and 2024-2026 being the third cycle. Since we are due for a full analysis in 2024, we are seeking a proposal from CBIZ, the professional service firm that conducted the prior analysis.

This group has much familiarity with our situation, which is unique because of the police liabilities that have transferred to Metro on a dynamic basis (our liabilities decrease with each passing year). I have a proposal from that that I find agreeable. The primary analysis charge is \$7,685 (\$7,250 for the 2018 analysis), with follow up years being \$3,450 each. I have a resolution included to approve this. The council can solicit additional proposals, but I do not think that is practical or beneficial given the scale and type of work.

✓ **POLLING LOCATION AGREEMENT (*Business Item*)**

While nine-day early voting is to occur at the city hall, the election day functions still occur at the United Methodist Church at 7400 Miller Road. I expect this to continue until such time, if ever, that early voting reduces election day turnout to about 20% of total voter turnout. With that said, the agreement to use these facilities expires at the end of 2023. The church trustees are very agreeable to a new agreement under the same terms and conditions, provided there is a reasonable increase to the fees. The increase they propose over the 2019 pricing is 8.9%. Note that the prices were held in the last agreement with the last increase coming no less than ten years prior. This is not unreasonable in my opinion.

Staff has considered other options and vetting the election staff regarding the function of this location. Based upon our past and current experiences in dealing with various election venues, responsibilities, and expectations, this facility is found to be more than adequate. The location is central and visible. The facilities are large, clean, and accessible. The layout, including kitchen, restrooms, and atrium are ideal.

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

✓ **MONTHLY REPORTS** *(Update)*

There are no additional reports for this meeting!

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

✓ **PLANNING COMMISSION** *(Update)*

There will not be a January meeting. I still have a number of interested parties that have concept or site plans in the works for downtown and the Meijer area. The next regular meeting is scheduled for February 6, 2024, and will be the commission's annual meeting.

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

The next regular meeting is scheduled for February 8, 2024.

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

The ZBA has not met since their 2023 annual meeting. There are no pending variances, appeals, or interpretations. However, training has been offered to members to take online. So far, only one has taken up the offer.

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

The park board is conducting an ongoing fundraiser by selling donated vinyl graphics of Swartz Creek Dragons, for which all proceeds can support future forestry and natural beautification.

We did not receive the 2023 forestry grant from the DNR. However, I did get some specific feedback from the grant coordinator that should help with a 2024 application.

The next regular meeting is scheduled for January 16, 2024.

✓ **BOARD OF REVIEW** *(Update)*

The Board of Review convened on December 12th at 3:30. They had three petitions, two for tax recapping and one for a 5076 exemption (small taxpayer personal property exemption). All were approved.

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

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

ELECTION DATES FOR 2024:

Presidential Primary Election: February 27, 2024

Primary Election: August 6, 2024

General Election: November 5, 2024

Both ballot applications and ballot selection forms have been mailed.

Election Inspector Training will be held for all inspectors and staff on Saturday, January 27, 2024 at 10:00am in the City Council Chambers at 8083 Civic Dr. Anyone interested in becoming an election inspector, staff and council are all invited to participate. Please contact Renee if you are interested.

✓ **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.
- ❑ The Last phase of USDA project in the village is moving forward with a February start date. Tree removal will be the first phase.
- ❑ Christmas decorations have been taken down and packed away until next Christmas.
- ❑ So far this winter DPS has has 2 small ice events that required salting only. Hoping the trend continues.

✓ **TREASURER UPDATE (Update)**

Utility bills have been received and payments for these bills and winter tax bills have been coming into the office. Calendar year end processes are being worked on including issuance of 1099's and W2's. 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)**

Happy New Year! I am hitting the ground running in 2024 with a lot of planning, scheduling, and coordinating.

The Cosmos in the Creek campaign through MEDC's Public Spaces Community Places program should be live starting today! You can view the campaign page here: patronicity.com/creek

. Please share this with anyone and everyone who you think is interested in helping take Swartz Creek "Out of this World" with a super awesome one-mile scale of the solar system on our part of the Genesee Valley Trail Extension. I hope you will also consider donating through your workplace, volunteer organization, as a family, or individual. We have 60 days to hit our goal of \$25,000 to get the equal match from MEDC. I have flyers printed out to share around as well with QR codes. I appreciate your support in this endeavor.

Although ensuring we hit the \$25,000 is my main focus for the next 60 days, or until we hit that goal, I am also updating the Economic Development Strategy. It was also indicated to us by the RRC staff that we need to update our Branding/ Marketing strategy. We have technical assistance funds available from RRC and will seek to utilize a portion of that for an update.

Also, if you haven't noticed, we've had a couple of new businesses open in the downtown area over the last couple of months! Stay Gold Art Collective and Soal Oasis Spa. We have other businesses interested in downtown space as well and hope to see a few more additions soon!

I've been asked to be on the Jeepers Creekers Board and accepted! My goal is to increase communication between that organization and the city, and to add my experience and expertise to the group where needed. We've already been talking about how to make the Makers Markets better.

Lastly for now, this round of Match on Main will be open from 1/16 – 2/23/2024. I am connecting personally with businesses that have indicated interest. If you know of a business downtown that may be a good fit, please let me know and I will connect with them.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

✓ **APPOINTMENTS (Update)**

There are still two vacancies that need to be filled. One is for park board, a seat vacated by Mr. Brandon Greiner. There was also a resignation by Mr. Thomas Currier of the Planning Commission. As of writing, there are not any recommendations.

✓ **EMS UPDATE (Update)**

Chief Plumb intends to attend the meeting and deliver an update on the Swartz Creek Area Fire Department's medical run program.

✓ **TRAIL PAYMENT (Update)**

We still have not received payment from Flint Township for their share of the trail. The agreement was to share the construction cost and MDOT revenues proportionately to the amount of work performed in each jurisdiction. It appears Flint Township now seeks to have the city split other revenue sources as well (e.g. ARPA). This is not what we agreed to, nor is it proper in my opinion. I suspect we may need to file a lawsuit. As of writing, the Township Supervisor has not responded to any of my requests for a meeting.

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.

**City of Swartz Creek
RESOLUTIONS
Regular Council Meeting, Monday, January 8, 2024, 7:00 P.M.**

Motion No. 240108-4A **MINUTES – DECEMBER 18, 2023**

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, December 18, 2023, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 240108-5A **AGENDA APPROVAL – JANUARY 8, 2024**

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of January 8, 2024, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 240108-6A **CITY MANAGER’S REPORT**

Motion by Councilmember: _____

I Move the Swartz Creek City Council accept the City Manager’s Report of January 8, 2024 including reports and communications, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 240108-8C **RESOLUTION TO APPROVE NEW WAGES FOR ELECTION WORKERS AND TO AFFIRM APPOINTMENT AUTHORITY OF THE ABSENT VOTER COUNTING BOARD TO THE CITY CLERK**

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek conducts all elections for electors of the city, be such elections local, state, or federal; and,

WHEREAS, the State of Michigan has promulgated many new requirements and processes under which said elections are to be conducted, including early voting; and,

WHEREAS, the City Clerk conducted a wage review to ensure the city’s election workers could be employed and retained competitively, finding that the city’s wages were well below state and regional averages; and,

WHEREAS, the City of Swartz Creek Election Commission met on December 15, 2023 and recommended increases to Election Day Election Inspectors to \$225, Election Day Co-Chairperson Inspectors to \$230, Election Day Chairperson Inspectors to \$250, Early Voting Election Inspectors to be paid \$135, Early Voting Co-Chairperson Inspectors to be paid \$144 and Early Voting Chairperson Inspectors to be paid \$156; and,

WHEREAS, Michigan Election Law provides that the Local Election Commission has given the responsibility to the Clerk to determine whether Absent Voter Ballots will be processed in the Precinct or if an Absent Voter Counting Board(s) will be established prior to each election; and

WHEREAS, an Absent Voter Counting Board will consist of not less than three Election Inspectors and at least one inspector from each major political party.

NOW, THEREFORE BE IT RESOLVED, the Swartz Creek City Council hereby authorizes increases to Election Day Election Inspectors to \$225/day, Election Day Co-Chairperson Inspectors to \$230/day, and Election Day Chairperson Inspectors to \$250/day.

BE IT FURTHER RESOLVED, the Swartz Creek City Council hereby authorizes Early Voting Election Inspectors to be paid \$135/day, Early Voting Co-Chairperson Inspectors to be paid \$144/day, and Early Voting Chairperson Inspectors to be paid \$156/day.

NOW THEREFORE, BE IT RESOLVED, the Swartz Creek City Council affirms that appointments to the Absent Voter Counting Board shall be made by the City Clerk in the same manner as all other Election Day Precinct assignments.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 240108-8D

RESOLUTION TO APPROVE PROFESSIONAL ENGINEERING SERVICES FOR CONSTRUCTION ENGINEERING RELATED TO THE WINCHESTER VILLAGE STREET RECONSTRUCTION PROJECT

Motion by Councilmember: _____

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

WHEREAS, the city awarded a contract to DiPonio Contracting to replace water main and reconstruct streets in the Winchester Village subdivision as part of a USDA funded project; and

WHEREAS, the city's primary engineer, OHM Advisors, shall be conducting construction observation and engineering services for the USDA eligible components of the project; and

WHEREAS, OHM Advisors has submitted a proposal to perform construction observation and engineering services for the road reconstruction related components of the project; and

WHEREAS, OHM has been the city's primary pre-qualified federal engineering contract service provider on road projects, including the preceding USDA and road reconstruction projects in Winchester Village.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek approves the construction engineering professional services agreement for Winchester Village, dated December 7, 2023.

BE IT FURTHER RESOLVED, that the City Council directs the Mayor to execute said agreements on behalf of the city and for the city treasurer to appropriate such costs to the Local Street Fund.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 240108-8E

RESOLUTION TO APPROVE AN AGREEMENT FOR USE OF THE UNITED METHODIST CHURCH AS A POLLING LOCATION FOR MUNICIPAL ELECTIONS

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek is responsible for conducting special and regular elections for local, state, and federal matters, including school and county matters, and;

WHEREAS, a single, central polling location is required and must provide a safe and accessible venue with sufficient space for various polling stations, check-in, parking, restrooms, and kitchen facilities, and;

WHEREAS, the City has been in agreement with and using the United Methodist Church on Miller Road and finds this facility to meet or exceed all comparable venues.

NOW, THEREFORE, BE IT RESOLVED that the City of Swartz Creek City Council enter into a five year agreement with the United Methodist Church, 7400 Miller Road, a copy of which is attached hereto, the agreement to allow for the rental of certain rooms within the facility for the purpose of conducting City sanctioned elections, and further, direct the Mayor and City Clerk to execute the agreement on behalf of the City.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 240108-8F

RESOLUTION TO APPROVE A PROFESSIONAL SERVICE AGREEMENT WITH CBIZ BENEFITS & INSURANCE SERVICES, INC. FOR ACTUARIAL VALUATION OF THE CITY’S RETIREE HEALTH CARE COSTS

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek maintains existing agreements that offer certain Other Post-Employment Benefits (OPEB), in the form of health care contributions or premium payments, in addition to pension benefits, and

WHEREAS, the City currently provides for payment of said benefits on a pay-as-you-go basis, and

WHEREAS, the Governmental Accounting Standards Board (GASB) has set standards and released Statements 67, 68, 74, & 75, among others, which require actuarial valuations on said OPEB expenses on an ongoing basis, and

WHEREAS, the City also seeks to determine the current liability of said benefits and the ongoing contributions required to fund said benefits as part of its annual budgeting process, and

WHEREAS, CBIZ Insurance & Benefits Inc., is recognized as a qualified and competent professional service company, under Ordinance Section 2-402, that is able to perform such actuarial studies with approval of the City Council, and

WHEREAS, CBIZ Insurance & Benefits Inc., is familiar with the city’s labor contracts, existing retiree benefits, and the obligations to the Metro Police Authority of Genesee County.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek City Council approves the completion of the Letter of Engagement dated November 3, 2023 for such professional services, with total base costs for the engagement estimated to be \$14,585 as outlined in the proposal.

BE IT FURTHER RESOLVED, that the City Council directs the City Manager to execute said proposal on behalf of the city and for the city finance director to appropriate such costs to all impacted funds as appropriate.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 240108-8G

RESOLUTION TO APPROVE THE CITY CDBG ALLOCATION

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek receives an allocation of Community Development Block Grant Funds from Genesee County on a three year cycle, with the next allocation expected to be \$35,189; and

WHEREAS, applications are now being accepted for service projects and construction projects; and,

WHEREAS, projects must meet specific criteria as noted on the pre-application forms, including expenditure in low/moderate income areas, or serving a low/moderate income population while accomplishing a national objective; and,

WHEREAS, the funds for services can equal up to 15% of the three year allocation for approved and eligible purposes; and,

WHEREAS, the city council held a public hearing on November 27, 2023 to hear public comment related to the use of such funds,

NOW, THEREFORE, BE IT RESOLVED THAT the Swartz Creek City Council dedicate 15% of the three year Community Development Block Grant Distribution, an amount estimated to be \$5,278.35, to support services, including labor, at the Swartz Creek Area Senior Center, Inc., a recognized non-profit senior citizens center located at 8095 Civic Drive, Swartz Creek, MI 48473.

BE IT FURTHER RESOLVED THAT the Swartz Creek City Council dedicate 85% of the three year Community Development Block Grant Distribution, an amount estimated to be \$29,910.65, to support the improvement of decorative street lighting in downtown residential areas.

BE IT FURTHER RESOLVED THAT the Swartz Creek City Council approves the applications for funding as detailed on Genesee County Planning Commission applications and included in the January 8, 2024 city council packet.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 240108-11A

ADJOURN

Motion by Councilmember: _____

I Move the Swartz Creek City Council adjourn the regular council meeting of January 8, 2024.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE 12/18/2023**

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: Spillane, Gilbert, Hicks, Krueger, Knickerbocker, Henry.

Councilmembers Absent: Cramer.

Staff Present: City Manager Adam Zettel, Clerk Renee Kraft.

Others Present: Chief Plumb, Chief Bade, Steve Tabit.

Others Virtually Attended: Lania Rocha, Sandi Brill

Motion by Councilmember Henry to excuse Councilmember Cramer for illness. Seconded by Councilmember Gilbert. Unanimous voice vote.

APPROVAL OF MINUTES

Resolution No. 231218-01

(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, December 11, 2023, to be circulated and placed on file.

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

APPROVAL OF AGENDA

Resolution No. 231218-02

(Carried)

Motion by Councilmember Henry
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Agenda as printed for the Regular Council Meeting of December 18, 2023, to be circulated and placed on file.

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

CITY MANAGER'S REPORT

Resolution No. 231218-03

(Carried)

Motion by Mayor Pro Tem Hicks
Second by Councilmember Gilbert

I Move the Swartz Creek City Council accept the City Manager's Report of December 18, 2023, including reports and communications to be circulated and placed on file.

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC:

None.

PUBLIC HEARING FOR PUBLIC SAFETY SPECIAL ASSESSMENT DISTRICT:

Opened at 7:07 p.m.

Sandi Brill: Asked for Chief Plumbs comments to be repeated.

Closed at 7:25 p.m.

COUNCIL BUSINESS:

RESOLUTION TO APPROVE A PUBLIC SAFETY ASSESSMENT DISTRICT, APPROVE ASSESSMENT ROLL, ORDER WARRANT, AND ORDER COLLECTION

Resolution No. 231218-04

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Hicks

WHEREAS, in accordance with the provisions of PA 33 of 1951 (MCL 41.801 et seq), on November 13, 2023, the City Council approved establishment of a city wide public safety special assessment district; and

WHEREAS following receipt of said special assessment roll, the City Council scheduled a public hearing on said roll to be held on December 18, 2023; and

WHEREAS, due notice of same having been published and mailed as required by law, the City Council has conducted said public hearing.

NOW, THEREFORE, BE IT RESOLVED that the Swartz Creek City Council hereby determines that it is satisfied that the special assessments on the roll have been spread in proportion to the benefits received by the properties in the district; and

BE IT FURTHER RESOLVED that the City Council hereby confirms the special assessment roll for the public safety special assessment district which will consist of all parcels located within the City of Swartz Creek and directs that said special assessment roll be placed on file with the city clerk; and

BE IT FURTHER RESOLVED that the city clerk is hereby directed to attach her warrant to the special assessment roll within 10 days from the date hereof; and

BE IT FURTHER RESOLVED that the city assessor is hereby directed to assign the amounts on the special assessment roll and directs the city treasurer to collect the amounts on the said special assessment roll beginning with the summer 2024 tax collection.

Discussion Ensued.

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

RESOLUTION TO APPROVE THE MDOT AGREEMENT FOR THE TRANSPORTATION ECONOMIC DEVELOPMENT FUND CATEGORY B

Resolution No. 231218-05

(Carried)

Motion by Councilmember Knickerbocker
Second by Councilmember Henry

WHEREAS, the City of Swartz Creek owns, operates, and maintains a system of major and local streets, some of which qualify for grant funds, as supplied by the State of Michigan MDOT via the Transportation Economic Development Fund (TED) Category “B”; and

WHEREAS, the City has been awarded \$248,850 of such funds to rehabilitate existing asphalt surfaces on select streets in an area known as Winchester Woods, including the provision of hot mix asphalt to Chesterfield Drive, Eton Court, Birchcrest Drive, Young Drive, Oakview Drive, and Valleyview Drive; and

WHEREAS, the project requires an agreement with the MDOT to provide terms and conditions for the commencement of the project and payment by the State of Michigan.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council approves the agreement with the MDOT for the TED funds as detailed in the attached agreement,

referenced as Contract #23-5534, Control Section Number EDV 25000, Job Number 220037CON.

BE IT FURTHER RESOLVED, the Swartz Creek City Council designates Mayor David A. Krueger and Clerk Renee Kraft as signatories for the MDOT contract.

Discussion Ensued.

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

**RESOLUTION TO AUTHORIZE ADMINISTRATIVE APPROVAL OF CONTRACTOR
PROGRESS PAYMENT REQUESTS FOR USDA RURAL DEVELOPMENT FUNDS
AND STREET RECONSTRUCTION**

Resolution No. 231218-06

(Carried)

Motion by Councilmember Spillane
Second by Councilmember Henry

WHEREAS, the City of Swartz Creek closed on a USDA grant and loan program to support water main improvements in the city, and

WHEREAS, the USDA requires that all expenses related to the water main projects be approved by the city council for a reimbursement draw, prior to submitting such a request to the USDA, and

WHEREAS, the expenses for the work have been approved with a unit-based contract, and

WHEREAS, routine draws are to be processed by the City Treasurer, reviewed by the City Council, and submitted to the USDA for reimbursement within narrow time limits.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek City Council authorizes the City Manager to approve progress payment requests for the USDA and related road work within the limits and expectations of the 2024 City of Swartz Creek water main and Local Road Improvements construction contract on file in the city clerk's office.

BE IT FURTHER RESOLVED, that the Treasurer shall submit evidence of such payment to the city council on a monthly basis.

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC:

Sandi Brill: Appreciates Councilmember Spillane’s questions and commitment to his constituents. Regarding work on the roads, asked where parking will be for residents during the build. Response-They will provide temporary driveway access-they usually pour half a driveway at a time. Asked if the City Manager still does grant writing? Response-Some, but the city has grant writers for government grants, etc. Asked Mayor if the city might consider creating a separate committee for rehabilitation of our creek, working with Flint River Watershed, the State and Federal grants. Believes it is more than the Parks Committee can handle. Response-The mayor asked her to discuss with the City Manager.

REMARKS BY COUNCILMEMBERS:

Councilmember Spillane: There are poinsettias in the vestibule for anyone to take. They were from Genysis Hospital. Happy Holidays.

Councilmember Henry: Merry Christmas and Happy New Year.

Councilmember Knickerbocker: Merry Christmas and Happy New Year.

Councilmember Gilbert: Merry Christmas and Happy New Year.

Mayor Pro Tem Hicks: Questioned if Sherman’s is closing. Response-Might just be moving. Merry Christmas and Happy New Year.

Mayor Krueger: The goal is to make the best City in the Nation. He appreciates the support of the citizens. Merry Christmas and Happy New Year.

ADJOURNMENT

Resolution No. 231218-07

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Henry

I Move the Swartz Creek City Council adjourn the regular meeting at 8:01 p.m.

Unanimous Voice Vote.

David A. Krueger, Mayor

Renee Kraft, CMC, MiPMC, City Clerk

01/04/2024

CHECK REGISTER FOR CITY OF SWARTZ CREEK
 CHECK DATE FROM 12/01/2023 - 12/31/2023

| Check Date | Check | Vendor Name | Description | Amount |
|-------------------------------|-------|----------------------------|--|-------------------|
| Bank GEN CONSOLIDATED ACCOUNT | | | | |
| 12/14/2023 | 52894 | ACE-SAGINAW PAVING COMPANY | MILLER ROAD PAVEMENT REHABILITATION | 58,966.80 |
| | | | MILLER ROAD PAVEMENT REHABILITATION | <u>148,591.41</u> |
| | | | | 207,558.21 |
| 12/14/2023 | 52895 | AMERICAN SEWER CLEANERS | WATER JET MANHOLE 5199 HELMSLEY | 270.00 |
| 12/14/2023 | 52896 | AMY NICHOLS | MILEAGE BANK RUNS NOV 2023 | 66.55 |
| 12/14/2023 | 52897 | BETTY SHANNON | CONTRACT REIMB RETIREE MEDICAL JULY, AUG | 771.93 |
| 12/14/2023 | 52898 | BFT LP | PET WASTE BAGS | 280.00 |
| 12/14/2023 | 52899 | BIO-SERV CORPORATION | PEST CONTROL - PUBLIC SAFETY BLDG | 66.00 |
| | | | PEST CONTROL - CITY HALL/LIBRARY-SR CTR | <u>142.00</u> |
| | | | | 208.00 |
| 12/14/2023 | 52900 | CITY OF SWARTZ CREEK | WINTER 2023 TAXES 58-31-300-003 4355 ELM | 53.26 |
| 12/14/2023 | 52901 | CITY OF SWARTZ CREEK | WINTER 2023 TAXES 58-30-300-012 BRISTOL | 266.69 |
| 12/14/2023 | 52902 | CONNIE OLGER | BANK MILEAGE CONNIE OLGER NOV 2023 | 18.34 |
| 12/14/2023 | 52903 | CONSUMERS ENERGY | 8083 CIVIC DR 10/31-11/29/23 | 709.28 |
| 12/14/2023 | 52904 | CONSUMERS ENERGY | 8011 MILLER RD 10/31-11/29/23 | 31.38 |
| 12/14/2023 | 52905 | CONSUMERS ENERGY | 6425 MILLER PARK & RIDE 11/2-12/1/23 | 82.56 |
| 12/14/2023 | 52906 | CONSUMERS ENERGY | 4125 ELMS RD PAVILION 4437 11/2-12/1/23 | 34.43 |
| 12/14/2023 | 52907 | CONSUMERS ENERGY | 4125 ELMS RD 4353 11/2-12/1/23 | 41.98 |
| 12/14/2023 | 52908 | CONSUMERS ENERGY | 5015 HOLLAND DR LOT LIGHTS 10/31-11/29/2 | 40.76 |
| 12/14/2023 | 52909 | CONSUMERS ENERGY | 8100 CIVIC DR 11/1-11/30/23 | 1,126.16 |
| 12/14/2023 | 52910 | CONSUMERS ENERGY | SIRENS TRAFFIC LIGHTS 1997 11/1-11/30/23 | 31.09 |
| 12/14/2023 | 52911 | CONSUMERS ENERGY | TRAFFIC LIGHTS 1781 11/1-11/30/23 | 473.90 |

| | | | | |
|------------|-------|-------------------------------------|--|------------------|
| 12/14/2023 | 52912 | CONSUMERS ENERGY | 48473 LED LIGHT RD WORCHESTER/CHESTERFIE | 4,399.95 |
| 12/14/2023 | 52913 | CONSUMERS ENERGY | 8301 CAPPY LN 11/1-11/30/23 | 218.68 |
| 12/14/2023 | 52914 | CONSUMERS ENERGY | 4524 MORRISH RD 11/1-11/30/23 | 55.98 |
| 12/14/2023 | 52915 | CONSUMERS ENERGY | 5121 MORRISH RD 10/31-11/29/23 | 536.49 |
| 12/14/2023 | 52916 | CONSUMERS ENERGY | 5361 WINSHALL DR #2 RESTRMS 9987 10/31-1 | 35.45 |
| 12/14/2023 | 52917 | CONSUMERS ENERGY | 5361 WINSHALL DR 8369 10/31-11/29/23 | 31.98 |
| 12/14/2023 | 52918 | CONSUMERS ENERGY | 8499 MILLER RD 10/31-11/29/23 | 33.57 |
| 12/14/2023 | 52919 | CONSUMERS ENERGY | 8059 FORTINO DR 10/31/11/29/23 | 34.14 |
| 12/14/2023 | 52920 | CONSUMERS ENERGY | 5257 WINSHALL DR 10/31-11/29/23 | 30.38 |
| 12/14/2023 | 52921 | CONSUMERS ENERGY | 9099 MILLER RD 10/31-11/29/23 | 33.57 |
| 12/14/2023 | 52922 | CONSUMERS ENERGY | 8095 CIVIC DR 10/31-11/29/23 | 647.03 |
| 12/14/2023 | 52923 | CONSUMERS ENERGY | ELMS PARKING LOT AREA LIGHTS 2300 11/1-1 | 36.71 |
| 12/14/2023 | 52924 | CONSUMERS ENERGY | 5441 WHITNEY CT PAVILLION 10/31-11/29/ | 28.79 |
| 12/14/2023 | 52925 | CONSUMERS ENERGY | 5361 WINSHALL DR NP 11/1-11/30/23 | 33.69 |
| 12/14/2023 | 52926 | CONSUMERS ENERGY | STREET LIGHTS 1294 11/1-11/30/23 | 3,545.18 |
| 12/14/2023 | 52927 | CONSUMERS ENERGY | 4510 MORRISH RD 10/31-11/29/23 | 42.61 |
| 12/14/2023 | 52928 | DETROIT SALT COMPANY | ROAD SALT AT \$65.37 PER TON | 3,399.89 |
| 12/14/2023 | 52929 | ENERGY REDUCTION COALITION | EXCESS BENEFIT PAYMENT DECEMBER 2023 | 1,126.55 |
| 12/14/2023 | 52930 | FAMILY FARM AND HOME INC | NOV PURCHASES | 98.17 |
| 12/14/2023 | 52931 | FIDELITY SECURITY LIFE INSUR/EYEMED | RETIREE VISION DEC 2023 | 47.96 |
| 12/14/2023 | 52932 | FLINT TOWNSHIP | SEWER MAINT CHARGES JULY-DEC 2023 | 342.72 |
| 12/14/2023 | 52933 | FLINT WELDING SUPPLY | CYLINDER COMPRESSED OXYGEN | 6.25 |
| 12/14/2023 | 52934 | GEN CTY DRAIN COMMISIONER | NPDES PHASE II OCT - DEC. 2023 | 1,941.32 |
| 12/14/2023 | 52935 | GENESEE CTY CLERKS-TREAS ASSOC | 2023 DUES KRAFT/NICHOLS | 30.00 |
| 12/14/2023 | 52936 | GFL ENVIRONMENTAL USA INC | HAUL & DISPOSAL OF SPECIAL WASTE | 710.00 |
| | | | HAUL & DISPOSAL OF SPECIAL WASTE | 355.00 |
| | | | FY24 GARBAGE/RECYCLING/YARD WASTE NOV 2 | <u>25,593.36</u> |
| | | | | 26,658.36 |
| 12/14/2023 | 52937 | GOOD, VINCENT & LINDA | UB refund for account: 0008352600 | 197.37 |
| 12/14/2023 | 52938 | HART INTERCIVIC INC | ANNUAL SERVICE/MAINT. 10/1/23-9/30/24 | 2,500.00 |

| | | | | |
|------------|-------|-------------------------------|--|------------------|
| 12/14/2023 | 52939 | HYDRO DESIGNS INC | EXPANDED CROSS CONNECTION PROGRAM NOV 21 | 9,144.00 |
| | | | EXPANDED CROSS CONNECTION PROGRAM NOV 21 | 897.00 |
| | | | | <u>10,041.00</u> |
| 12/14/2023 | 52940 | JAMS MEDIA LLC | PUBLIC HRNG SAD (2), SIDEWALK NOTICE, CD | 1,808.95 |
| 12/14/2023 | 52941 | KCI | WINTER 2023 TAX BILLS/POSTAGE BALANCE | 648.06 |
| | | | PRINTING & POSTAGE CREDIT EARLY VOTING P | 436.64 |
| | | | | <u>1,084.70</u> |
| 12/14/2023 | 52942 | LEGACY ASSESSING SERVICES INC | ASSESSING SERVICES ANNUAL CONTRACT OCT | 2,751.40 |
| 12/14/2023 | 52943 | MICHIGAN FENCE CO INC | ELMS ROAD PARK GATES | 197.00 |
| 12/14/2023 | 52944 | MICHIGAN MUNICIPAL LEAGUE | MEMBERSHIP DUES 2/1/24-1/31/25 | 3,643.00 |
| 12/14/2023 | 52945 | MOLLY MAID OF METAMORA LLC | CLEANING CITY HALL | 186.00 |
| | | | CLEANING CITY HALL | 186.00 |
| | | | | <u>372.00</u> |
| 12/14/2023 | 52946 | OHM ADVISORS | SAFE ROUTES TO SCHOOL CONSTRUCTION ENGIN | 1,195.18 |
| | | | USDA PHASE II WATER MAIN ENGINEERING SER | 3,149.50 |
| | | | MILLER RD CONSTRUCTION ASSISTANCE | 1,445.00 |
| | | | WINCHESTER VILLAGE AND WINCHESTER WOODS | 4,275.00 |
| | | | | <u>10,064.68</u> |
| 12/14/2023 | 52947 | RENEE KRAFT | ELECTION TRAINING,ERRANDS,MATERIALS, MA | 251.03 |
| 12/14/2023 | 52948 | SIMEN FIGURA & PARKER PLC | NOVEMBER MONTHLY INVOICE | 2,991.50 |
| 12/14/2023 | 52949 | SMAC TESTING, INC | MILLER RD CONST TESTING SERVICES AUG 25& | 2,545.00 |
| 12/14/2023 | 52950 | STAPLES | COPY PAPER (4) | 156.64 |

| | | | | |
|------------|-------|-----------------------------------|--|---------------|
| | | | PAPER, SOAP , DUST OFF SPRAY OFFICE SUPP | 46.43 |
| | | | | <u>203.07</u> |
| 12/14/2023 | 52951 | STATE OF MICHIGAN | POST CLOSING FEE -CAPITAL IMPROVEMENT BO | 1,000.00 |
| 12/14/2023 | 52952 | STATE OF MICHIGAN-DEQ WTR | DRINKING WATER LAB TESTING | 48.00 |
| | | | DRINKING WATER LAB TESTING | <u>48.00</u> |
| | | | | <u>96.00</u> |
| 12/14/2023 | 52953 | SUBURBAN AUTO SUPPLY | BATTERY FOR WOODCHIPPER | 169.99 |
| | | | BATTERY SWITCH FOR WOODCHIPPER | 15.99 |
| | | | LIGHT BULB CHEVY PICKUP | <u>5.99</u> |
| | | | | <u>191.97</u> |
| 12/14/2023 | 52954 | SUPER FLITE OIL CO INC | FUEL - DPW NOV 2023 | 1,245.45 |
| 12/14/2023 | 52955 | SWARTZ CREEK HISTORICAL SOCIETY | HISTORICAL SIGNS -RESEARCH AND WORDING F | 625.00 |
| 12/14/2023 | 52956 | THOMAS WILLIAM BIGELOW | LAYOUT & PAINT (2) BASKETBALL COURTS - R | 1,450.00 |
| 12/14/2023 | 52957 | TRUCK AND TRAILER SPECIALTIES INC | MOTOR HYD/HUB SPINNER/SEAL SAVER TRUCK#1 | 348.59 |
| 12/14/2023 | 52958 | VERMEER OF MICHIGAN | BLADE SHARPENING & SHIPPING | 85.80 |
| 12/19/2023 | 52959 | DELTA DENTAL PLAN | RETIREE BENEFITS JANUARY 2024 | 521.27 |
| 12/19/2023 | 52960 | GENESEE CTY DRAIN COMMISSIONER | NOV 1 2023 - NOV 29 2023 NOV BULK WATE | 112,705.87 |
| 12/19/2023 | 52961 | GFL ENVIRONMENTAL USA INC | HAUL & DISPOSAL OF SPECIAL WASTE 11/29 & | 2,110.00 |
| 12/19/2023 | 52962 | PRINTING SYSTEMS | ELECTION SUPPLIES-BALLOT INST SHEETS, CO | 70.23 |
| 12/19/2023 | 52963 | STAPLES | DATE STAMPS & INK, PRINTER TONER | 117.10 |
| 12/19/2023 | 52964 | STATE OF MICHIGAN | POST CLOSING FEE BOND | 806.00 |
| 12/19/2023 | 52965 | SUBURBAN AUTO SUPPLY | TOOL TABLE | 11.97 |
| 12/19/2023 | 52966 | VC3 INC | MICROSOFT BUSNS STANDARD/EXCHANGE ONLINE | 186.80 |
| 12/19/2023 | 52967 | VERIZON WIRELESS | MONTHLY INVOICE NOV 02-NOV 28 2023-CITY | 327.71 |
| 12/21/2023 | 52968 | CHASE CARD SERVICES | MIDEAL 2024 | 180.00 |

| | | | | |
|----------------------------|-------|-----------------------------------|--|---------------|
| 12/21/2023 | 52969 | DORNBOS SIGN & SAFETY INC | STREET SIGN HARDWARE & FREIGHT | 132.90 |
| | | | ORNAMENTAL STREET SIGNS -6 & FREIGHT | 178.00 |
| | | | CROSS WALK SIGN REPAIR PARTS MILLER RD | 275.00 |
| | | | | <u>585.90</u> |
| 12/21/2023 | 52970 | ENERGY REDUCTION COALITION | EXCESS BENEFIT PAYMENT JANUARY 2024 | 1,148.08 |
| 12/21/2023 | 52971 | JAY'S SEPTIC TANK SERVICE | PORT-A-JON RENTAL ELMS PARK -ADA & WINTE | 280.00 |
| | | | PORT-A-JON RENTAL ABRAMS PARK-DEC 19 202 | 280.00 |
| | | | | <u>560.00</u> |
| 12/21/2023 | 52972 | JCL DOOR'S & WINDOWS LLC | SERVICE CALL SCFD GARAGE DOOR REPAIR | 225.00 |
| 12/21/2023 | 52973 | MILLER CANFIELD PADDOCK & STONE P | BOND SERVICES-2023 CAPITAL IMPROVEMENT | 34,500.00 |
| 12/21/2023 | 52974 | MILLER CANFIELD PADDOCK & STONE P | BOND SERVICES-2023 WATER SUPPLY SYSTEM | 34,500.00 |
| 12/21/2023 | 52975 | PRINTING SYSTEMS | 2023 YEAR END TAX FORMS | 231.16 |
| 12/21/2023 | 52976 | REBECCA BOSAS | CLOTHING ALLOWANCE - BOSAS | 94.33 |
| 12/21/2023 | 52977 | STATE OF MICHIGAN DEPT TRANS | GENESEE VALLEY TRAIL | 53,656.72 |
| 12/21/2023 | 52978 | STEELMAN WELDING INC | REPAIR PLOW, BACKHOE BUCKET | 150.00 |
| 12/21/2023 | 52979 | VC3 INC | GRAPHIC CARD TREASURER -FIXED FEE PROF S | 320.00 |
| 12/21/2023 | 52980 | VISUAL EDGE IT | CONTRACT 12/21/23-3/20/24 OVERAGE 9/21/2 | 2,227.50 |
| GEN TOTALS: | | | | |
| Total of 87 Checks: | | | | 544,389.09 |
| Less 0 Void Checks: | | | | <u>0.00</u> |
| Total of 87 Disbursements: | | | | 544,389.09 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK
PERIOD ENDING 12/31/2023

| GL NUMBER | 2023-24 ORIGINAL BUDGET | 2023-24 AMENDED BUDGET | YTD BALANCE 12/31/2023 | AVAILABLE BALANCE | % BDGT USED |
|---|-------------------------------|------------------------------|---------------------------|----------------------|----------------|
| Fund 101 - General Fund | | | | | |
| 000.000 - General | 2,652,434.00 | 2,652,434.00 | 1,268,657.27 | 1,383,776.73 | 47.83 |
| 301.000 - Police Dept | 4,700.00 | 4,700.00 | 5,934.76 | (1,234.76) | 126.27 |
| 336.000 - Fire Department | 0.00 | 0.00 | 1,074.93 | (1,074.93) | 100.00 |
| 345.000 - PUBLIC SAFETY BUILDING | 24,200.00 | 24,200.00 | 12,509.13 | 11,690.87 | 51.69 |
| 371.000 - Building/Zoning/Planning | 75,865.00 | 75,865.00 | 39,717.00 | 36,148.00 | 52.35 |
| 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 | 3,860.76 | 4,860.76 | 44.27 |
| 523.000 - Grass, Brush & Weeds | 3,600.00 | 3,600.00 | 5,700.00 | (2,100.00) | 158.33 |
| 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 | 40,000.00 | 0.00 | 100.00 |
| 780.000 - Parks & Recreation | 0.00 | 0.00 | 130.00 | (130.00) | 100.00 |
| 780.500 - Mundy Twp Park Services | 10,166.00 | 10,166.00 | 4,241.90 | 5,924.10 | 41.73 |
| 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 | 4,155.00 | 5,845.00 | 41.55 |
| 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 | 114.00 | 5,186.00 | 2.15 |
| 794.000 - Community Promotions Program | 0.00 | 0.00 | 5,000.00 | (5,000.00) | 100.00 |
| 797.000 - Facilities - City Parking Lots | 0.00 | 0.00 | 21,933.45 | (21,933.45) | 100.00 |
| TOTAL REVENUES | 2,943,038.77 | 2,979,038.77 | 1,549,036.49 | 1,430,002.28 | |
| 000.000 - General | 13,524.00 | 13,524.00 | 7,907.38 | 5,616.62 | 58.47 |
| 101.000 - Council | 25,253.09 | 25,253.09 | 14,146.35 | 11,106.74 | 56.02 |
| 172.000 - Executive | 296,605.20 | 234,168.66 | 106,110.85 | 128,057.81 | 45.31 |
| 215.000 - Administration and Clerk | 40,701.14 | 40,701.14 | 25,388.13 | 15,313.01 | 62.38 |
| 228.000 - Information Technology | 20,518.40 | 20,518.40 | 14,063.32 | 6,455.08 | 68.54 |

| | | | | | |
|---|--------------|--------------|------------|-------------|--------|
| 247.000 - Board of Review | 3,916.00 | 3,916.00 | 624.90 | 3,291.10 | 15.96 |
| 253.000 - Treasurer | 111,205.57 | 111,205.57 | 82,510.57 | 28,695.00 | 74.20 |
| 257.000 - Assessor | 55,199.09 | 55,199.09 | 19,378.22 | 35,820.87 | 35.11 |
| 262.000 - Elections | 79,024.09 | 79,024.09 | 27,457.46 | 51,566.63 | 34.75 |
| 265.000 - Facilities - City Hall | 18,106.00 | 18,106.00 | 10,173.95 | 7,932.05 | 56.19 |
| 266.000 - Legal Council | 18,900.00 | 18,900.00 | 8,350.22 | 10,549.78 | 44.18 |
| 301.000 - Police Dept | 7,925.00 | 7,925.00 | 11,818.80 | (3,893.80) | 149.13 |
| 301.266 - Legal Council PSFY | 24,000.00 | 24,000.00 | 10,318.50 | 13,681.50 | 42.99 |
| 301.851 - Retiree Employer Health Care PSFY | 34,250.00 | 34,250.00 | 14,283.00 | 19,967.00 | 41.70 |
| 334.000 - Metro Police Authority | 1,210,137.00 | 1,210,137.00 | 596,126.50 | 614,010.50 | 49.26 |
| 336.000 - Fire Department | 182,362.29 | 182,362.29 | 82,471.23 | 99,891.06 | 45.22 |
| 345.000 - PUBLIC SAFETY BUILDING | 38,427.00 | 38,427.00 | 12,519.85 | 25,907.15 | 32.58 |
| 371.000 - Building/Zoning/Planning | 126,652.09 | 126,652.09 | 40,932.90 | 85,719.19 | 32.32 |
| 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 | 39,854.28 | 63,145.72 | 38.69 |
| 523.000 - Grass, Brush & Weeds | 1,500.00 | 1,500.00 | 360.00 | 1,140.00 | 24.00 |
| 567.000 - Facilities - Cemetery | 2,772.25 | 2,772.25 | 2,085.01 | 687.24 | 75.21 |
| 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 | 4,952.11 | 7,912.89 | 38.49 |
| 780.000 - Parks & Recreation | 13,786.00 | 13,786.00 | 9,307.03 | 4,478.97 | 67.51 |
| 780.500 - Mundy Twp Park Services | 9,552.00 | 9,552.00 | 4,270.35 | 5,281.65 | 44.71 |
| 782.000 - Facilities - Abrams Park | 75,872.87 | 116,759.87 | 73,575.79 | 43,184.08 | 63.01 |
| 783.000 - Facilities - Elms Rd Park | 99,605.51 | 224,605.51 | 118,730.55 | 105,874.96 | 52.86 |
| 786.000 - Non-Motorized Trailway | 0.00 | 0.00 | 79,202.69 | (79,202.69) | 100.00 |
| 788.000 - Otterburn Disc Golf Park | 62,505.00 | 62,505.00 | 1,209.70 | 61,295.30 | 1.94 |
| 790.000 - Facilities-Senior Center/Libr | 28,881.00 | 28,881.00 | 14,254.66 | 14,626.34 | 49.36 |
| 794.000 - Community Promotions Program | 63,573.00 | 73,573.00 | 44,970.60 | 28,602.40 | 61.12 |
| 797.000 - Facilities - City Parking Lots | 8,700.00 | 169,800.00 | 162,370.08 | 7,429.92 | 95.62 |

| | | | | | |
|--|--------------|--------------|----------------|--------------|--------|
| 851.000 - Retired Employee Health Care | 32,460.00 | 32,460.00 | 9,672.43 | 22,787.57 | 29.80 |
| 965.000 - Transfers Out | 281,000.00 | 281,000.00 | 226,000.00 | 55,000.00 | 80.43 |
| TOTAL EXPENDITURES | 3,147,525.84 | 3,422,076.30 | 1,875,397.41 | 1,546,678.89 | |
| ----- | | | | | |
| Fund 101 - General Fund: | | | | | |
| TOTAL REVENUES | 2,943,038.77 | 2,979,038.77 | 1,549,036.49 | 1,430,002.28 | 52.00 |
| TOTAL EXPENDITURES | 3,147,525.84 | 3,422,076.30 | 1,875,397.41 | 1,546,678.89 | 54.80 |
| NET OF REVENUES & EXPENDITURES | (204,487.07) | (443,037.53) | (326,360.92) | (116,676.61) | |
| ----- | | | | | |
| Fund 202 - Major Street Fund | | | | | |
| 000.000 - General | 600,075.00 | 600,075.00 | 177,801.67 | 422,273.33 | 29.63 |
| 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 | 190,155.17 | 1,553,268.93 | |
| ----- | | | | | |
| 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 | 1,929.77 | 3,854.23 | 33.36 |
| 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 | 223,667.70 | 219,634.26 | 4,033.44 | 98.20 |
| 454.000 - Major Streets Projects | 1,309,836.20 | 1,310,143.49 | 1,435,951.40 | (125,807.91) | 109.60 |
| 463.000 - Routine Maint - Streets | 77,054.00 | 114,467.00 | 86,019.84 | 28,447.16 | 75.15 |
| 473.000 - Routine Maint - Bridges | 16,250.00 | 32,398.35 | 17,148.57 | 15,249.78 | 52.93 |
| 474.000 - Traffic Services | 29,390.00 | 29,390.00 | 13,380.17 | 16,009.83 | 45.53 |
| 478.000 - Snow & Ice Removal | 61,079.00 | 61,079.00 | 7,631.60 | 53,447.40 | 12.49 |
| 482.000 - Administrative | 16,084.00 | 16,084.00 | 7,167.29 | 8,916.71 | 44.56 |
| 538.500 - Intercommunity storm drains | 14,540.00 | 14,540.00 | 3,419.78 | 11,120.22 | 23.52 |
| TOTAL EXPENDITURES | 1,781,699.88 | 1,838,453.54 | 1,796,589.29 | 41,864.25 | |
| ----- | | | | | |
| Fund 202 - Major Street Fund: | | | | | |
| TOTAL REVENUES | 1,733,424.10 | 1,743,424.10 | 190,155.17 | 1,553,268.93 | 10.91 |
| TOTAL EXPENDITURES | 1,781,699.88 | 1,838,453.54 | 1,796,589.29 | 41,864.25 | 97.72 |
| NET OF REVENUES & EXPENDITURES | (48,275.78) | (95,029.44) | (1,606,434.12) | 1,511,404.68 | |

| | | | | | |
|--|--------------|--------------|--------------|--------------|--------|
| Fund 203 - Local Street Fund | | | | | |
| 000.000 - General | 190,400.00 | 190,400.00 | 94,811.39 | 95,588.61 | 49.80 |
| 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 | 94,811.39 | 3,705,788.61 | |
| 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 | 8,206.63 | (7,206.63) | 820.66 |
| 451.000 - Construction | 0.00 | 0.00 | 140,950.00 | (140,950.00) | 100.00 |
| 455.000 - Local Street Projects | 3,593,000.00 | 3,593,000.00 | 17,477.43 | 3,575,522.57 | 0.49 |
| 463.000 - Routine Maint - Streets | 66,016.67 | 231,966.67 | 66,649.28 | 165,317.39 | 28.73 |
| 474.000 - Traffic Services | 10,621.00 | 10,621.00 | 3,770.74 | 6,850.26 | 35.50 |
| 478.000 - Snow & Ice Removal | 42,495.00 | 42,495.00 | 5,046.73 | 37,448.27 | 11.88 |
| 482.000 - Administrative | 12,062.00 | 12,062.00 | 5,375.61 | 6,686.39 | 44.57 |
| 538.500 - Intercommunity storm drains | 13,200.00 | 13,200.00 | 3,419.78 | 9,780.22 | 25.91 |
| 543.230 - Water Main Repair USDA Grant | 0.00 | 0.00 | 34,500.00 | (34,500.00) | 100.00 |
| TOTAL EXPENDITURES | 3,752,394.67 | 3,918,344.67 | 287,594.49 | 3,630,750.18 | |
| Fund 203 - Local Street Fund: | | | | | |
| TOTAL REVENUES | 3,800,600.00 | 3,800,600.00 | 94,811.39 | 3,705,788.61 | 2.49 |
| TOTAL EXPENDITURES | 3,752,394.67 | 3,918,344.67 | 287,594.49 | 3,630,750.18 | 7.34 |
| NET OF REVENUES & EXPENDITURES | 48,205.33 | (117,744.67) | (192,783.10) | 75,038.43 | |
| Fund 204 - MUNICIPAL STREET FUND | | | | | |
| 000.000 - General | 7,150,145.00 | 7,150,145.00 | 766,190.97 | 6,383,954.03 | 10.72 |
| TOTAL REVENUES | 7,150,145.00 | 7,150,145.00 | 766,190.97 | 6,383,954.03 | |
| 905.000 - Debt Service | 174,953.63 | 174,953.63 | 8,680.14 | 166,273.49 | 4.96 |
| 965.000 - Transfers Out | 3,593,000.00 | 3,593,000.00 | 0.00 | 3,593,000.00 | 0.00 |
| TOTAL EXPENDITURES | 3,767,953.63 | 3,767,953.63 | 8,680.14 | 3,759,273.49 | |
| Fund 204 - MUNICIPAL STREET FUND: | | | | | |
| TOTAL REVENUES | 7,150,145.00 | 7,150,145.00 | 766,190.97 | 6,383,954.03 | 10.72 |
| TOTAL EXPENDITURES | 3,767,953.63 | 3,767,953.63 | 8,680.14 | 3,759,273.49 | 0.23 |
| NET OF REVENUES & EXPENDITURES | 3,382,191.37 | 3,382,191.37 | 757,510.83 | 2,624,680.54 | |

| | | | | | |
|---------------------------------------|------------|------------|------------|--------------|--------|
| Fund 226 - Garbage Fund | | | | | |
| 000.000 - General | 471,920.00 | 471,920.00 | 479,549.58 | (7,629.58) | 101.62 |
| TOTAL REVENUES | 471,920.00 | 471,920.00 | 479,549.58 | (7,629.58) | |
| 101.000 - Council | 3,951.00 | 3,951.00 | 2,510.08 | 1,440.92 | 63.53 |
| 172.000 - Executive | 8,915.50 | 8,915.50 | 5,396.84 | 3,518.66 | 60.53 |
| 215.000 - Administration and Clerk | 2,922.20 | 2,922.20 | 1,456.90 | 1,465.30 | 49.86 |
| 228.000 - Information Technology | 2,749.60 | 2,749.60 | 1,610.70 | 1,138.90 | 58.58 |
| 253.000 - Treasurer | 14,428.00 | 14,428.00 | 11,414.44 | 3,013.56 | 79.11 |
| 265.000 - Facilities - City Hall | 4,711.00 | 4,711.00 | 2,467.60 | 2,243.40 | 52.38 |
| 528.000 - Sanitation Collection | 326,375.00 | 326,375.00 | 140,810.41 | 185,564.59 | 43.14 |
| 530.000 - Wood Chipping | 56,106.00 | 56,106.00 | 42,500.89 | 13,605.11 | 75.75 |
| 782.000 - Facilities - Abrams Park | 16,987.00 | 16,987.00 | 6,712.44 | 10,274.56 | 39.52 |
| 783.000 - Facilities - Elms Rd Park | 19,548.00 | 19,548.00 | 7,548.45 | 11,999.55 | 38.61 |
| 965.000 - Transfers Out | 0.00 | 0.00 | 2,386.69 | (2,386.69) | 100.00 |
| TOTAL EXPENDITURES | 456,693.30 | 456,693.30 | 224,815.44 | 231,877.86 | |
| Fund 226 - Garbage Fund: | | | | | |
| TOTAL REVENUES | 471,920.00 | 471,920.00 | 479,549.58 | (7,629.58) | 101.62 |
| TOTAL EXPENDITURES | 456,693.30 | 456,693.30 | 224,815.44 | 231,877.86 | 49.23 |
| NET OF REVENUES & EXPENDITURES | 15,226.70 | 15,226.70 | 254,734.14 | (239,507.44) | |
| Fund 248 - Downtown Development Fund | | | | | |
| 000.000 - General | 167,754.50 | 167,754.50 | 114,632.14 | 53,122.36 | 68.33 |
| TOTAL REVENUES | 167,754.50 | 167,754.50 | 114,632.14 | 53,122.36 | |
| 173.000 - DDA Administration | 25,303.00 | 26,303.00 | 1,685.00 | 24,618.00 | 6.41 |
| 728.000 - Economic Development | 33,375.00 | 38,375.00 | 12,034.14 | 26,340.86 | 31.36 |
| 728.002 - Streetscape | 40,500.00 | 40,500.00 | 40,000.00 | 500.00 | 98.77 |
| 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 | 3,299.51 | 5,494.24 | 37.52 |
| TOTAL EXPENDITURES | 120,471.75 | 126,471.75 | 57,018.65 | 69,453.10 | |
| Fund 248 - Downtown Development Fund: | | | | | |
| TOTAL REVENUES | 167,754.50 | 167,754.50 | 114,632.14 | 53,122.36 | 68.33 |
| TOTAL EXPENDITURES | 120,471.75 | 126,471.75 | 57,018.65 | 69,453.10 | 45.08 |
| NET OF REVENUES & EXPENDITURES | 47,282.75 | 41,282.75 | 57,613.49 | (16,330.74) | |

| | | | | | |
|---|--------------|--------------|------------|--------------|--------|
| 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 | |
| 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 | 381.24 | 1,618.76 | 19.06 |
| 931.000 - Transfers IN | 226,000.00 | 226,000.00 | 226,000.00 | 0.00 | 100.00 |
| TOTAL REVENUES | 228,000.00 | 228,000.00 | 226,381.24 | 1,618.76 | |
| 336.000 - Fire Department | 341,617.50 | 341,617.50 | 113,869.50 | 227,748.00 | 33.33 |
| TOTAL EXPENDITURES | 341,617.50 | 341,617.50 | 113,869.50 | 227,748.00 | |
| Fund 402 - Fire Equip Replacement Fund: | | | | | |
| TOTAL REVENUES | 228,000.00 | 228,000.00 | 226,381.24 | 1,618.76 | 99.29 |
| TOTAL EXPENDITURES | 341,617.50 | 341,617.50 | 113,869.50 | 227,748.00 | 33.33 |
| NET OF REVENUES & EXPENDITURES | (113,617.50) | (113,617.50) | 112,511.74 | (226,129.24) | |
| Fund 590 - Sanitary Sewer Fund | | | | | |
| 000.000 - General | 10,077.50 | 10,077.50 | 8,982.41 | 1,095.09 | 89.13 |
| 536.000 - Sewer System | 1,383,000.00 | 1,383,000.00 | 644,844.09 | 738,155.91 | 46.63 |
| TOTAL REVENUES | 1,393,077.50 | 1,393,077.50 | 653,826.50 | 739,251.00 | |
| 101.000 - Council | 9,912.00 | 9,912.00 | 6,275.17 | 3,636.83 | 63.31 |
| 172.000 - Executive | 36,602.39 | 36,602.39 | 21,171.83 | 15,430.56 | 57.84 |
| 215.000 - Administration and Clerk | 13,051.28 | 13,051.28 | 8,016.58 | 5,034.70 | 61.42 |
| 228.000 - Information Technology | 9,940.00 | 9,940.00 | 4,678.94 | 5,261.06 | 47.07 |
| 253.000 - Treasurer | 66,785.03 | 66,785.03 | 54,059.19 | 12,725.84 | 80.95 |
| 265.000 - Facilities - City Hall | 9,613.50 | 9,613.50 | 6,221.43 | 3,392.07 | 64.72 |
| 536.000 - Sewer System | 1,162,224.00 | 1,183,343.00 | 238,182.04 | 945,160.96 | 20.13 |
| 537.000 - Sewer Lift Stations | 11,165.00 | 11,165.00 | 3,140.64 | 8,024.36 | 28.13 |
| 542.000 - Read and Bill | 66,928.00 | 66,928.00 | 28,979.63 | 37,948.37 | 43.30 |
| 543.400 - Reline Existing Sewers | 0.00 | 268,087.50 | 299,452.50 | (31,365.00) | 111.70 |
| 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 | 4,773.38 | (2,273.38) | 190.94 |
| TOTAL EXPENDITURES | 1,396,721.20 | 1,685,927.70 | 674,951.33 | 1,010,976.37 | |
| Fund 590 - Sanitary Sewer Fund: | | | | | |
| TOTAL REVENUES | 1,393,077.50 | 1,393,077.50 | 653,826.50 | 739,251.00 | 46.93 |
| TOTAL EXPENDITURES | 1,396,721.20 | 1,685,927.70 | 674,951.33 | 1,010,976.37 | 40.03 |
| NET OF REVENUES & EXPENDITURES | (3,643.70) | (292,850.20) | (21,124.83) | (271,725.37) | |
| Fund 591 - Water Supply Fund | | | | | |
| 000.000 - General | 9,000.00 | 9,000.00 | 14,063.25 | (5,063.25) | 156.26 |
| 540.000 - Water System | 2,300,750.00 | 2,300,750.00 | 1,077,191.09 | 1,223,558.91 | 46.82 |
| TOTAL REVENUES | 2,309,750.00 | 2,309,750.00 | 1,091,254.34 | 1,218,495.66 | |
| 101.000 - Council | 9,375.00 | 9,375.00 | 6,274.40 | 3,100.60 | 66.93 |
| 172.000 - Executive | 36,394.86 | 36,394.86 | 21,555.48 | 14,839.38 | 59.23 |
| 215.000 - Administration and Clerk | 16,096.28 | 16,096.28 | 8,016.54 | 8,079.74 | 49.80 |
| 228.000 - Information Technology | 9,940.00 | 9,940.00 | 4,678.92 | 5,261.08 | 47.07 |
| 253.000 - Treasurer | 87,091.53 | 87,091.53 | 46,553.82 | 40,537.71 | 53.45 |
| 265.000 - Facilities - City Hall | 9,297.50 | 9,297.50 | 6,274.63 | 3,022.87 | 67.49 |
| 540.000 - Water System | 2,361,062.00 | 2,382,181.00 | 795,388.37 | 1,586,792.63 | 33.39 |
| 542.000 - Read and Bill | 47,702.00 | 47,702.00 | 17,901.36 | 29,800.64 | 37.53 |
| 543.230 - Water Main Repair USDA Grant | 4,369,435.00 | 4,369,435.00 | 45,953.89 | 4,323,481.11 | 1.05 |
| 850.000 - Other Functions | 10,000.00 | 10,000.00 | 0.00 | 10,000.00 | 0.00 |
| 905.000 - Debt Service | 67,370.13 | 67,370.13 | 40,625.06 | 26,745.07 | 60.30 |
| 965.000 - Transfers Out | 2,500.00 | 2,500.00 | 4,773.38 | (2,273.38) | 190.94 |
| TOTAL EXPENDITURES | 7,026,264.30 | 7,047,383.30 | 997,995.85 | 6,049,387.45 | |
| Fund 591 - Water Supply Fund: | | | | | |
| TOTAL REVENUES | 2,309,750.00 | 2,309,750.00 | 1,091,254.34 | 1,218,495.66 | 47.25 |
| TOTAL EXPENDITURES | 7,026,264.30 | 7,047,383.30 | 997,995.85 | 6,049,387.45 | 14.16 |
| NET OF REVENUES & EXPENDITURES | (4,716,514.30) | (4,737,633.30) | 93,258.49 | (4,830,891.79) | |
| Fund 661 - Motor Pool Fund | | | | | |
| 000.000 - General | 218,795.00 | 218,795.00 | 103,410.27 | 115,384.73 | 47.26 |
| TOTAL REVENUES | 218,795.00 | 218,795.00 | 103,410.27 | 115,384.73 | |
| 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 | 1,328.27 | (133.27) | 111.15 |
| 265.100 - Facilities - City Garage | 390,106.50 | 390,106.50 | 253,774.81 | 136,331.69 | 65.05 |
| 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 | 267,281.02 | 139,075.48 | |
| ----- | | | | | |
| Fund 661 - Motor Pool Fund: | | | | | |
| TOTAL REVENUES | 218,795.00 | 218,795.00 | 103,410.27 | 115,384.73 | 47.26 |
| TOTAL EXPENDITURES | 406,356.50 | 406,356.50 | 267,281.02 | 139,075.48 | 65.78 |
| NET OF REVENUES & EXPENDITURES | (187,561.50) | (187,561.50) | (163,870.75) | (23,690.75) | |
| ----- | | | | | |
| Fund 707 - Deliq Personal Prop Tax | | | | | |
| 000.000 - General | 0.00 | 0.00 | 11.21 | (11.21) | 100.00 |
| TOTAL REVENUES | 0.00 | 0.00 | 11.21 | (11.21) | |
| ----- | | | | | |
| Fund 707 - Deliq Personal Prop Tax: | | | | | |
| TOTAL REVENUES | 0.00 | 0.00 | 11.21 | (11.21) | 100.00 |
| TOTAL EXPENDITURES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | 0.00 | 0.00 | 11.21 | (11.21) | |
| ----- | | | | | |
| Fund 900 - General Fixed Assets Fund | | | | | |
| 000.000 - General | 0.00 | 0.00 | (21.15) | 21.15 | 100.00 |
| TOTAL EXPENDITURES | 0.00 | 0.00 | (21.15) | 21.15 | |
| ----- | | | | | |
| Fund 900 - General Fixed Assets Fund: | | | | | |
| TOTAL REVENUES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0.00 | 0.00 | (21.15) | 21.15 | 100.00 |
| NET OF REVENUES & EXPENDITURES | 0.00 | 0.00 | 21.15 | (21.15) | |
| ----- | | | | | |
| Fund 950 - General Long Term Debt Fund | | | | | |
| 000.000 - General | 0.00 | 0.00 | 3,486.75 | (3,486.75) | 100.00 |
| TOTAL EXPENDITURES | 0.00 | 0.00 | 3,486.75 | (3,486.75) | |
| ----- | | | | | |
| Fund 950 - General Long Term Debt Fund: | | | | | |
| TOTAL REVENUES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL EXPENDITURES | 0.00 | 0.00 | 3,486.75 | (3,486.75) | 100.00 |
| NET OF REVENUES & EXPENDITURES | 0.00 | 0.00 | (3,486.75) | 3,486.75 | |
| ----- | | | | | |
| TOTAL REVENUES - ALL FUNDS | 20,476,504.87 | 20,522,504.87 | 5,269,259.30 | 15,253,245.57 | 25.68 |
| TOTAL EXPENDITURES - ALL FUNDS | 22,197,698.57 | 23,011,278.19 | 6,307,658.72 | 16,703,619.47 | 27.41 |
| NET OF REVENUES & EXPENDITURES | (1,721,193.70) | (2,488,773.32) | (1,038,399.42) | (1,450,373.90) | |

City of Swartz Creek

Building Permit List

2023

| Permit No. | Date | Applicant | Phone | Tax ID No. | Value of Const/Permit Fee | | Location | Type of Construction |
|-------------------|----------|-------------------------------|-------------------|---------------|------------------------------|------------|----------------------------------|--------------------------|
| Building | | | | | | | | |
| PB2300081 | 12/13/23 | Scott Smith | (810) 691 9667 | 58-35-400-001 | \$0 | \$2,210.00 | 4290 MORRISH RD | 48473-Demolish Structure |
| PB2300084 | 12/28/23 | Lockhart Roofing Co. | (810) 235 9866 | 58-31-501-010 | \$0 | \$100.00 | 6483 BRISTOL RD | 48473-Roofing |
| Total: | | 2 Permits | Value: \$0 | | Fee Total: \$2,310.00 | | Total Number of Dwelling Units 0 | |
| Electrical | | | | | | | | |
| PE2300054 | 12/07/23 | LJ Inc. | (810) 644 7769 | 58-01-100-048 | \$0 | \$220.00 | 5151 MORRISH RD | 48473-Electrical |
| Total: | | 1 Permits | Value: \$0 | | Fee Total: \$220.00 | | Total Number of Dwelling Units 0 | |
| Mechanical | | | | | | | | |
| PM230054 | 12/06/23 | Oak Grove Heating and Cooling | (517) 618 7100 | 58-03-533-032 | \$0 | \$230.00 | 5379 SEYMOUR RD | 48473-Mechanical |
| PM230055 | 12/06/23 | CMN Consulting LLC | (810) 217 6973 | 58-36-530-009 | \$0 | \$275.00 | 4182 HICKORY LN | 48473-Mechanical |
| PM230057 | 12/14/23 | Mark Aldrich | (517) 223 4360 | 58-02-100-009 | \$0 | \$230.00 | 8603 MILLER RD | 48473-Mechanical |
| PM230058 | 12/28/23 | Hoffman Comfort Solutions LL | (810) 922 9008 | 58-36-651-077 | \$0 | \$200.00 | 4466 COLONY CT | 48473-Mechanical |
| PM230059 | 12/28/23 | Goyette Mechanical | (810) 742 8530 | 58-01-502-093 | \$0 | \$135.00 | 7479 WADE ST | 48473-Mechanical |
| Total: | | 5 Permits | Value: \$0 | | Fee Total: \$1,070.00 | | Total Number of Dwelling Units 0 | |
| Plumbing | | | | | | | | |
| PP230027 | 12/04/23 | Ballard Plbg Co | (810) 691 9077 | 58-36-300-030 | \$0 | \$137.00 | 4369 ROUNDHOUSE RD | 48473-Plumbing |
| Total: | | 1 Permits | Value: \$0 | | Fee Total: \$137.00 | | Total Number of Dwelling Units 0 | |

City of Swartz Creek Building Permit List 2023

| Permit No. | Date | Applicant | Phone | Tax ID No. | Value of Const/Permit Fee | Location | Type of Construction |
|---------------------|----------|------------------|-------|-------------------|---------------------------|----------------------------|----------------------------------|
| Right of Way | | | | | | | |
| PROW-0298 | 12/06/23 | CONSUMERS ENERGY | | 58-29-551-002 | \$0 | \$100.00 5472 MILLER RD | 48473-Right of way |
| PROW-0299 | 12/06/23 | CONSUMERS ENERGY | | 58-36-551-001 | \$0 | \$100.00 4463 MORRISH RD | 48473-Right of way |
| PROW-0300 | 12/06/23 | CONSUMERS ENERGY | | 58-31-501-011 | \$0 | \$100.00 6467 BRISTOL RD | 48473-Right of way |
| Total: | | 3 Permits | | Value: \$0 | | Fee Total: \$300.00 | Total Number of Dwelling Units 0 |

Permit Total: 12 **Value: \$0** **Fee Total: \$4,037.00**

Permit.DateIssued Between 12/1/2023
12:00:00 AM AND 12/31/2023 11:59:59 PM

Inspection List

| Address | Parcel Number | Inspection Type | Scheduled | Completed | Result |
|----------------------|---------------|--------------------|------------|------------|------------------|
| 3355 HERITAGE BLVD | 58-30-651-114 | Final | 12/01/2023 | 12/01/2023 | Approved |
| 4251 ALEX MARIN DR | 58-36-676-094 | Backfill | 12/04/2023 | 12/04/2023 | Approved |
| 9171 NORBURY DR | 58-03-533-195 | Final | 12/05/2023 | 12/05/2023 | Approved |
| 7316 MILLER RD | 58-36-300-006 | Site Inspection | 12/06/2023 | 12/06/2023 | Violation(s) |
| 9171 NORBURY DR | 58-03-533-195 | Final | 12/06/2023 | 12/06/2023 | Approved |
| 7146 MILLER RD | 58-36-578-014 | Ordinance | 12/07/2023 | 12/07/2023 | Violation(s) |
| 9171 NORBURY DR | 58-03-533-195 | Final | 12/07/2023 | 12/07/2023 | Canceled |
| 8486 MILLER RD | 58-35-551-006 | Footing | 12/08/2023 | 12/08/2023 | Approved |
| 4187 LOCUST LN | 58-36-527-021 | Final | 12/11/2023 | 12/11/2023 | Approved |
| 5299 WORCHESTER DR | 58-02-551-015 | Final | 12/11/2023 | 12/11/2023 | Approved |
| 8060 MILLER RD | 58-35-576-029 | Status | 12/12/2023 | 12/12/2023 | No Change |
| 8103 CRAPO ST | 58-02-530-042 | Status | 12/12/2023 | 12/12/2023 | Complied |
| 5090 FAIRCHILD ST | 58-02-526-081 | Ordinance | 12/12/2023 | 12/12/2023 | Violation(s) |
| 8468 MILLER RD | 58-35-551-004 | Final | 12/12/2023 | 12/12/2023 | Approved |
| 4369 ROUNDHOUSE RD | 58-36-300-030 | Final | 12/12/2023 | 12/12/2023 | Approved |
| 5151 MORRISH RD | 58-01-100-048 | Service | 12/12/2023 | 12/12/2023 | Approved |
| 4182 HICKORY LN | 58-36-530-009 | Rough & Final | 12/12/2023 | 12/12/2023 | Approved |
| 9171 NORBURY DR | 58-03-533-195 | Final | 12/12/2023 | 12/12/2023 | Approved |
| 8603 MILLER RD | 58-02-100-009 | Final | 12/12/2023 | 12/12/2023 | Approved |
| 4369 ROUNDHOUSE RD | 58-36-300-030 | Status | 12/13/2023 | 12/13/2023 | Complied |
| 8603 MILLER RD | 58-02-100-009 | Final | 12/13/2023 | 12/13/2023 | Disapproved |
| 8603 MILLER RD | 58-02-100-009 | Final-Reinspection | 12/14/2023 | 12/14/2023 | Partially Approv |
| 7211 PARK RIDGE PKWY | 58-36-530-001 | Final | 12/19/2023 | 12/19/2023 | Approved |
| 4534 RAUBINGER RD | 58-01-501-014 | Follow Up | 12/19/2023 | 12/19/2023 | Complied |
| 8603 MILLER RD | 58-02-100-009 | Final-Reinspection | 12/20/2023 | | |
| 4505 MORRISH RD | 58-36-552-003 | Rough | 12/26/2023 | | |
| 4505 MORRISH RD | 58-36-552-003 | Rough | 12/27/2023 | 12/27/2023 | Approved |
| 5379 SEYMOUR RD | 58-03-533-032 | Final | 12/27/2023 | 12/27/2023 | Disapproved |

Inspections: 28

Population: All Records

Inspection.DateTimeScheduled Between 12/1/2023 12:00:00 AM AND 12/31/2023 11:59:59 PM

Enforcements By Category

01/03/24

BLIGHT

| Enforcement Number | Address | Status | Filed | Closed |
|--------------------|-----------------|-----------|-------------------------|--------|
| E23-170 | 7146 MILLER RD | Violation | 12/05/23 | |
| E23-172 | 5403 SEYMOUR RD | Violation | 12/26/23 | |
| | | | Total Entries: 2 | |

PARKING

| Enforcement Number | Address | Status | Filed | Closed |
|--------------------|-------------------|-----------|-------------------------|--------|
| E23-171 | 5090 FAIRCHILD ST | Violation | 12/11/23 | |
| | | | Total Entries: 1 | |

Total Records: 3

Population: All Records
Enforcement.DateFiled Between 12/1/2023 12:00:00 AM AND 12/31/2023 11:5

Certificates With Inspections

01/03/2024

| Certificate Number | Address | Date Applied | Since | Issued | Last Inspection | Expires | Status |
|--------------------|--------------------|---------------|------------|------------|-----------------|------------|-----------|
| CR230098 | 6218 MILLER RD | 12/04/2023 | 12/04/2023 | 12/04/2023 | | 12/04/2025 | Suspended |
| Initial | JKEY | Corey Jarbeau | Scheduled | | | | |
| CR230100 | 5291 WORCHESTER DR | 12/28/2023 | 12/28/2023 | 12/28/2023 | | 12/28/2025 | Suspended |
| Initial | JKEY | Corey Jarbeau | Scheduled | | | | |

Population: All Records

Record Count: 2

Certificate.DateIssued Between 12/1/2023 12:00:00 AM
AND 12/31/2023 11:59:59 PM

Public Works
Monthly Work Orders

01/03/24

| Work Order # Work Order Status | Location ID | Customer Name Service Address | Date Recd Date Comp | Type |
|-----------------------------------|---------------------|--|------------------------|----------------------|
| 23-000046 COMPLETED | WI10-005316-0000-01 | SEDLARIK, BETTY 5316 WINSHALL DR | 12/11/23 12/11/23 | WATER LEAK |
| CKME23-0528 | DA10-005204-0000-01 | CZERNIAK, EMILY 5204 DAVAL DR | 12/21/23 | CHECK METER |
| FLAG23-0260 COMPLETED | CI10-008083-0000-01 | CITY OF SWARTZ CREEK 8083 CIVIC DR | 12/04/23 12/04/23 | LOWER/RAISE FLAG |
| FLAG23-0261 COMPLETED | CI10-008083-0000-01 | CITY OF SWARTZ CREEK 8083 CIVIC DR | 12/07/23 12/08/23 | LOWER/RAISE FLAG |
| GWO23-0700 COMPLETED | SE20-005403-0000-03 | FLORES, RYAN 5403 SEYMOUR RD | 12/21/23 12/21/23 | GENERIC WORK ORDER |
| MNT23-0442 COMPLETED | CI10-008083-0000-01 | CITY OF SWARTZ CREEK 8083 CIVIC DR | 12/04/23 12/04/23 | BUILDING MAINTENANCE |
| READ23-1041 CANCELLED | CR10-008230-0000-01 | MIDDLE SCHOOL, SWARTZ CREEK 8230 CRAPO ST | 12/06/23 12/06/23 | READ METER |
| READ23-1042 COMPLETED | MI10-007067-0000-03 | DEMPSEY, WILLIAM & MYERS, SC 7067 MILLER RD | 12/12/23 12/12/23 | READ METER |
| READ23-1043 COMPLETED | BA10-006224-0000-01 | KRAMER, TED & RUTH 6224 BAINBRIDGE DR | 12/19/23 12/19/23 | READ METER |
| READ23-1044 COMPLETED | CR10-008230-0000-01 | MIDDLE SCHOOL, SWARTZ CREEK 8230 CRAPO ST | 12/19/23 12/19/23 | READ METER |
| READ23-1045 COMPLETED | BR10-005020-0000-02 | BURNS, JULAINE 5020 BRADY ST | 12/19/23 12/19/23 | READ METER |
| READ23-1046 COMPLETED | DA10-005178-0000-02 | TOWNE, SHANE JOSEPH 5178 DAVAL DR | 12/19/23 12/20/23 | READ METER |
| READ23-1047 COMPLETED | HI10-009275-0000-04 | SERGEANT, DANIEL 9275 HILL RD | 12/19/23 12/20/23 | READ METER |
| READ23-1048 | CO10-004466-0000-02 | SULZ, JANET J 4466 COLONY CT | 12/20/23 | READ METER |
| READ23-1049 COMPLETED | TH10-005015-0000-02 | WOODS COLLISION 5015 THIRD ST | 12/21/23 12/21/23 | READ METER |
| READ23-1050 | TH10-005015-0000-02 | WOODS COLLISION 5015 THIRD ST | 12/27/23 | READ METER |
| SAMP23-0039 COMPLETED | MO10-005121-0000-01 | SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD | 12/04/23 12/04/23 | WATER SAMPLES |
| SAMP23-0040 | MO10-005121-0000-01 | SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD | 12/12/23 12/12/23 | WATER SAMPLES |
| SAMP23-0041 COMPLETED | MO10-005121-0000-01 | SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD | 12/05/23 12/05/23 | WATER SAMPLES |
| SI-000078 COMPLETED | MI10-008077-0000-02 | KALLAS, JULIE 8077 MILLER RD | 12/01/23 12/01/23 | SIGNS |

| Work Order # | Location ID | Customer Name | Date Recd | Type |
|--------------------------|---------------------|--|----------------------|-------------------|
| Work Order Status | | Service Address | Date Comp | |
| STRT23-0161 COMPLETED | DO10-005182-0000-04 | BLACK, WILLIAM 5182 DON SHENK DR | 12/13/23 12/13/23 | STREET REPAIR |
| SWR23-0100 COMPLETED | BR20-006498-0000-01 | SPELLANE, DAVID E 6498 BRISTOL RD | 12/13/23 12/14/23 | SEWER DRAIN PROBL |
| WOFF23-2724 COMPLETED | MI10-007336-0000-01 | SPOONER, BRYAN 7336 MILLER RD | 12/05/23 12/05/23 | WATER TURN OFF |
| WOFF23-2725 CANCELLED | MO10-005152-B112-01 | RIVERSIDE MANOR TOWNHOUSES 5152 MORRISH # B112 RD | 12/15/23 12/15/23 | WATER TURN OFF |
| WOFF23-2726 COMPLETED | MO10-005152-B112-01 | RIVERSIDE MANOR TOWNHOUSES 5152 MORRISH # B112 RD | 12/19/23 12/19/23 | WATER TURN OFF |
| WTON23-1654 COMPLETED | MO10-005152-B112-01 | RIVERSIDE MANOR TOWNHOUSES 5152 MORRISH # B112 RD | 12/19/23 12/19/23 | WATER TURN ON |

Total Records: 26

Report Generated: 1/3/2024 9:56 AM

Report Options: Scheduled From: 12/1/2023 To: 12/31/2023

From: 12/01/2023 To: 12/31/2023

Grouped By: Employee ID

| Date | Employee ID | Employee Name | Pay Code ID | Department | Reg Hours | OT Hours |
|--------------------------------------|---------------------|-------------------|-------------|------------|-----------|----------|
| Hours for Week Beginning: 11/26/2023 | | | | | | |
| 12/01/2023 | 4100000004 | Wright, David L | REG | 401 | 1.00 | 0.00 |
| 12/01/2023 | 4100000004 | Wright, David L | REG | 401 | 2.00 | 0.00 |
| 12/01/2023 | 4100000004 | Wright, David L | REG | 401 | 2.00 | 0.00 |
| 12/01/2023 | 4100000004 | Wright, David L | REG | 401 | 1.00 | 0.00 |
| 12/01/2023 | 4100000004 | Wright, David L | REG | 401 | 1.00 | 0.00 |
| 12/01/2023 | 4100000004 | Wright, David L | REG | 401 | 1.00 | 0.00 |
| Total For Employee: 4100000004 | | | | | 8.00 | 0.00 |
| 12/01/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 4.00 | 0.00 |
| 12/01/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 4.00 | 0.00 |
| Total For Employee: 4100000005 | | | | | 8.00 | 0.00 |
| 12/01/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 1.00 | 0.00 |
| 12/01/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 2.00 | 0.00 |
| 12/01/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 1.00 | 0.00 |
| 12/01/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 2.00 | 0.00 |
| 12/01/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 2.00 | 0.00 |
| Total For Employee: 4100000006 | | | | | 8.00 | 0.00 |
| 12/01/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 1.00 | 0.00 |
| 12/01/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 5.00 | 0.00 |
| 12/01/2023 | 4400000009 | Bosas, Rebecca M | VAC | 401 | 2.00 | 0.00 |
| Total For Employee: 4400000009 | | | | | 8.00 | 0.00 |
| 12/01/2023 | 4400000016 | Bincsik, Robert J | REG | 202 | 8.00 | 0.00 |
| Total For Employee: 4400000016 | | | | | 8.00 | 0.00 |
| 12/01/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 0.50 | 0.00 |
| 12/01/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 0.50 | 0.00 |
| 12/01/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.00 | 0.00 |
| 12/01/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 2.00 | 0.00 |
| 12/01/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 0.50 | 0.00 |
| 12/01/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.00 | 0.00 |
| 12/01/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 0.50 | 0.00 |
| 12/01/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.00 | 0.00 |
| 12/01/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.00 | 0.00 |
| Total For Employee: 4400000018 | | | | | 8.00 | 0.00 |
| Hours for Week Beginning: 12/03/2023 | | | | | | |
| 12/04/2023 | 4100000004 | Wright, David L | REG | 401 | 2.00 | 0.00 |
| 12/04/2023 | 4100000004 | Wright, David L | REG | 401 | 6.00 | 0.00 |
| 12/05/2023 | 4100000004 | Wright, David L | REG | 401 | 4.00 | 0.00 |
| 12/05/2023 | City Council Packet | Wright, David L | REG | 401 | 4.00 | 0.00 |

From: 12/01/2023 To: 12/31/2023

Grouped By: Employee ID

| Date | Employee ID | Employee Name | Pay Code ID | Department | Reg Hours | OT Hours |
|--------------------------------|-------------|------------------|-------------|------------|-----------|----------|
| 12/06/2023 | 4100000004 | Wright, David L | REG | 401 | 3.00 | 0.00 |
| 12/06/2023 | 4100000004 | Wright, David L | REG | 401 | 3.00 | 0.00 |
| 12/06/2023 | 4100000004 | Wright, David L | REG | 401 | 2.00 | 0.00 |
| 12/07/2023 | 4100000004 | Wright, David L | REG | 401 | 2.00 | 0.00 |
| 12/07/2023 | 4100000004 | Wright, David L | REG | 401 | 2.00 | 0.00 |
| 12/07/2023 | 4100000004 | Wright, David L | REG | 401 | 2.00 | 0.00 |
| 12/07/2023 | 4100000004 | Wright, David L | REG | 401 | 2.00 | 0.00 |
| 12/08/2023 | 4100000004 | Wright, David L | VAC | 401 | 8.00 | 0.00 |
| ----- | | | | | 40.00 | 0.00 |
| Total For Employee: 4100000004 | | | | | | |
| 12/04/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 3.00 | 0.00 |
| 12/04/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 5.00 | 0.00 |
| 12/05/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 3.00 | 0.00 |
| 12/05/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 5.00 | 0.00 |
| 12/06/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 8.00 | 0.00 |
| 12/07/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 8.00 | 0.00 |
| 12/08/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 2.00 | 0.00 |
| 12/08/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 4.00 | 0.00 |
| 12/08/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 2.00 | 0.00 |
| ----- | | | | | 40.00 | 0.00 |
| Total For Employee: 4100000005 | | | | | | |
| 12/04/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 6.00 | 0.00 |
| 12/04/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 2.00 | 0.00 |
| 12/05/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 2.00 | 0.00 |
| 12/05/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 6.00 | 0.00 |
| 12/06/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 2.00 | 0.00 |
| 12/06/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 4.00 | 0.00 |
| 12/06/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 2.00 | 0.00 |
| 12/07/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 2.00 | 0.00 |
| 12/07/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 2.00 | 0.00 |
| 12/07/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 2.00 | 0.00 |
| 12/07/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 2.00 | 0.00 |
| 12/08/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 4.00 | 0.00 |
| 12/08/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 4.00 | 0.00 |
| ----- | | | | | 40.00 | 0.00 |
| Total For Employee: 4100000006 | | | | | | |
| 12/04/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 4.00 | 0.00 |
| 12/04/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 4.00 | 0.00 |
| 12/05/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 1.00 | 0.00 |
| 12/05/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 2.00 | 0.00 |
| 12/05/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 1.00 | 0.00 |
| 12/05/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 2.00 | 0.00 |
| 12/05/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 1.00 | 0.00 |
| 12/05/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 1.00 | 0.00 |
| 12/06/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 1.00 | 0.00 |

From: 12/01/2023 To: 12/31/2023

Grouped By: Employee ID

| Date | Employee ID | Employee Name | Pay Code ID | Department | Reg Hours | OT Hours |
|--------------------------------|-------------|-------------------|-------------|------------|-----------|----------|
| 12/06/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 1.00 | 0.00 |
| 12/06/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 6.00 | 0.00 |
| 12/07/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 8.00 | 0.00 |
| 12/08/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 1.50 | 0.00 |
| 12/08/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 1.00 | 0.00 |
| 12/08/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 0.50 | 0.00 |
| 12/08/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 2.00 | 0.00 |
| 12/08/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 2.00 | 0.00 |
| 12/08/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 1.00 | 0.00 |
| ----- | | | | | 40.00 | 0.00 |
| Total For Employee: 4400000009 | | | | | | |
| 12/04/2023 | 4400000016 | Bincsik, Robert J | REG | 202 | 8.00 | 0.00 |
| 12/05/2023 | 4400000016 | Bincsik, Robert J | REG | 202 | 8.00 | 0.00 |
| 12/06/2023 | 4400000016 | Bincsik, Robert J | REG | 202 | 8.00 | 0.00 |
| 12/07/2023 | 4400000016 | Bincsik, Robert J | REG | 202 | 8.00 | 0.00 |
| 12/08/2023 | 4400000016 | Bincsik, Robert J | REG | 202 | 8.00 | 0.00 |
| ----- | | | | | 40.00 | 0.00 |
| Total For Employee: 4400000016 | | | | | | |
| 12/04/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.00 | 0.00 |
| 12/04/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.00 | 0.00 |
| 12/04/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 0.50 | 0.00 |
| 12/04/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 5.00 | 0.00 |
| 12/04/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 0.50 | 0.00 |
| 12/05/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.00 | 0.00 |
| 12/05/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 5.00 | 0.00 |
| 12/05/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 2.00 | 0.00 |
| 12/06/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 0.50 | 0.00 |
| 12/06/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.50 | 0.00 |
| 12/06/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.00 | 0.00 |
| 12/06/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 2.00 | 0.00 |
| 12/06/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 2.00 | 0.00 |
| 12/06/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.00 | 0.00 |
| 12/06/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 2.00 | 0.00 |
| 12/06/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 2.00 | 0.00 |
| 12/06/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.00 | 0.00 |
| 12/07/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.00 | 0.00 |
| 12/07/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.00 | 0.00 |
| 12/07/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 2.00 | 0.00 |
| 12/07/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 0.50 | 0.00 |
| 12/07/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 2.00 | 0.00 |
| 12/07/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 0.50 | 0.00 |
| 12/07/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.00 | 0.00 |
| 12/07/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 2.00 | 0.00 |
| 12/08/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.00 | 0.00 |
| 12/08/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.00 | 0.00 |
| 12/08/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 2.00 | 0.00 |
| 12/08/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 0.50 | 0.00 |
| 12/08/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.00 | 0.00 |
| 12/08/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 0.50 | 0.00 |

From: 12/01/2023 To: 12/31/2023

Grouped By: Employee ID

| Date | Employee ID | Employee Name | Pay Code ID | Department | Reg Hours | OT Hours |
|--------------------------------------|-------------|------------------|-------------|------------|-----------|----------|
| 12/08/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.00 | 0.00 |
| ----- | | | | | | |
| Total For Employee: 4400000018 | | | | | 40.00 | 0.00 |
| Hours for Week Beginning: 12/10/2023 | | | | | | |
| ----- | | | | | | |
| 12/11/2023 | 4100000004 | Wright, David L | REG | 401 | 2.00 | 0.00 |
| 12/11/2023 | 4100000004 | Wright, David L | REG | 401 | 2.00 | 0.00 |
| 12/11/2023 | 4100000004 | Wright, David L | REG | 401 | 4.00 | 0.00 |
| 12/12/2023 | 4100000004 | Wright, David L | VAC | 401 | 8.00 | 0.00 |
| 12/13/2023 | 4100000004 | Wright, David L | REG | 401 | 8.00 | 0.00 |
| 12/14/2023 | 4100000004 | Wright, David L | REG | 401 | 1.00 | 0.00 |
| 12/14/2023 | 4100000004 | Wright, David L | REG | 401 | 6.00 | 0.00 |
| 12/14/2023 | 4100000004 | Wright, David L | REG | 401 | 1.00 | 0.00 |
| 12/15/2023 | 4100000004 | Wright, David L | REG | 401 | 4.00 | 0.00 |
| 12/15/2023 | 4100000004 | Wright, David L | REG | 401 | 4.00 | 0.00 |
| ----- | | | | | | |
| Total For Employee: 4100000004 | | | | | 40.00 | 0.00 |
| 12/11/2023 | 4100000005 | Sandford, Jay E | PERS | 401 | 4.00 | 0.00 |
| 12/11/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 4.00 | 0.00 |
| 12/12/2023 | 4100000005 | Sandford, Jay E | PERS | 401 | 8.00 | 0.00 |
| 12/13/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 8.00 | 0.00 |
| 12/14/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 8.00 | 0.00 |
| 12/15/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 1.00 | 0.00 |
| 12/15/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 1.00 | 0.00 |
| 12/15/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 4.00 | 0.00 |
| 12/15/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 2.00 | 0.00 |
| ----- | | | | | | |
| Total For Employee: 4100000005 | | | | | 40.00 | 0.00 |
| 12/11/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 4.00 | 0.00 |
| 12/11/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 4.00 | 0.00 |
| 12/12/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 4.00 | 0.00 |
| 12/12/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 4.00 | 0.00 |
| 12/13/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 4.00 | 0.00 |
| 12/13/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 4.00 | 0.00 |
| 12/14/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 2.00 | 0.00 |
| 12/14/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 2.00 | 0.00 |
| 12/14/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 2.00 | 0.00 |
| 12/14/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 2.00 | 0.00 |
| 12/15/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 6.00 | 0.00 |
| 12/15/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 2.00 | 0.00 |
| ----- | | | | | | |
| Total For Employee: 4100000006 | | | | | 40.00 | 0.00 |
| 12/11/2023 | 4400000009 | Bosas, Rebecca M | PERS | 401 | 8.00 | 0.00 |
| 12/12/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 1.00 | 0.00 |
| 12/12/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 1.00 | 0.00 |

From: 12/01/2023 To: 12/31/2023

Grouped By: Employee ID

| Date | Employee ID | Employee Name | Pay Code ID | Department | Reg Hours | OT Hours |
|---|-------------|------------------|-------------|------------|-----------|----------|
| 12/18/2023 | 4100000004 | Wright, David L | REG | 401 | 1.00 | 0.00 |
| 12/18/2023 | 4100000004 | Wright, David L | REG | 401 | 4.00 | 0.00 |
| 12/19/2023 | 4100000004 | Wright, David L | REG | 401 | 1.00 | 0.00 |
| 12/19/2023 | 4100000004 | Wright, David L | REG | 401 | 1.00 | 0.00 |
| 12/19/2023 | 4100000004 | Wright, David L | REG | 401 | 1.00 | 0.00 |
| 12/19/2023 | 4100000004 | Wright, David L | REG | 401 | 3.00 | 0.00 |
| 12/19/2023 | 4100000004 | Wright, David L | REG | 401 | 2.00 | 0.00 |
| 12/20/2023 | 4100000004 | Wright, David L | REG | 401 | 6.00 | 0.00 |
| 12/20/2023 | 4100000004 | Wright, David L | REG | 401 | 2.00 | 0.00 |
| 12/21/2023 | 4100000004 | Wright, David L | REG | 401 | 3.00 | 0.00 |
| 12/21/2023 | 4100000004 | Wright, David L | REG | 401 | 2.00 | 0.00 |
| 12/21/2023 | 4100000004 | Wright, David L | REG | 401 | 3.00 | 0.00 |
| 12/22/2023 | 4100000004 | Wright, David L | VAC | 401 | 4.00 | 0.00 |
| 12/22/2023 | 4100000004 | Wright, David L | REG | 401 | 2.00 | 0.00 |
| 12/22/2023 | 4100000004 | Wright, David L | REG | 401 | 2.00 | 0.00 |
| ----- Total For Employee: 4100000004 | | | | | 40.00 | 0.00 |
| 12/18/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 4.00 | 0.00 |
| 12/18/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 4.00 | 0.00 |
| 12/19/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 8.00 | 0.00 |
| 12/20/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 8.00 | 0.00 |
| 12/21/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 8.00 | 0.00 |
| 12/22/2023 | 4100000005 | Sandford, Jay E | PERS | 401 | 8.00 | 0.00 |
| ----- Total For Employee: 4100000005 | | | | | 40.00 | 0.00 |
| 12/18/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 8.00 | 0.00 |
| 12/19/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 2.00 | 0.00 |
| 12/19/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 6.00 | 0.00 |
| 12/20/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 8.00 | 0.00 |
| 12/21/2023 | 4100000006 | Lloyd, Robert W | PERS | 401 | 2.50 | 0.00 |
| 12/21/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 5.50 | 0.00 |
| 12/22/2023 | 4100000006 | Lloyd, Robert W | PERS | 401 | 8.00 | 0.00 |
| ----- Total For Employee: 4100000006 | | | | | 40.00 | 0.00 |
| 12/18/2023 | 4400000009 | Bosas, Rebecca M | PERS | 401 | 8.00 | 0.00 |
| 12/19/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 4.00 | 0.00 |
| 12/19/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 2.00 | 0.00 |
| 12/19/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 2.00 | 0.00 |
| 12/20/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 1.00 | 0.00 |
| 12/20/2023 | 4400000009 | Bosas, Rebecca M | VAC | 401 | 7.00 | 0.00 |
| 12/21/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 2.00 | 0.00 |
| 12/21/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 6.00 | 0.00 |
| 12/22/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 0.50 | 0.00 |
| 12/22/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 2.50 | 0.00 |
| 12/22/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 1.00 | 0.00 |

From: 12/01/2023 To: 12/31/2023

Grouped By: Employee ID

| Date | Employee ID | Employee Name | Pay Code ID | Department | Reg Hours | OT Hours |
|--------------------------------------|-------------|-------------------|-------------|------------|-----------|----------|
| 12/22/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 4.00 | 0.00 |
| ----- | | | | | 40.00 | 0.00 |
| Total For Employee: 4400000009 | | | | | | |
| 12/18/2023 | 4400000016 | Bincsik, Robert J | REG | 202 | 5.50 | 0.00 |
| 12/18/2023 | 4400000016 | Bincsik, Robert J | VAC_MNGR | 202 | 2.50 | 0.00 |
| 12/19/2023 | 4400000016 | Bincsik, Robert J | VAC_MNGR | 202 | 8.00 | 0.00 |
| 12/20/2023 | 4400000016 | Bincsik, Robert J | VAC_MNGR | 202 | 8.00 | 0.00 |
| 12/21/2023 | 4400000016 | Bincsik, Robert J | VAC_MNGR | 202 | 8.00 | 0.00 |
| 12/22/2023 | 4400000016 | Bincsik, Robert J | VAC_MNGR | 202 | 8.00 | 0.00 |
| ----- | | | | | 40.00 | 0.00 |
| Total For Employee: 4400000016 | | | | | | |
| 12/18/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 8.00 | 0.00 |
| 12/19/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 2.00 | 0.00 |
| 12/19/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 6.00 | 0.00 |
| 12/20/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 8.00 | 0.00 |
| 12/21/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 8.00 | 0.00 |
| 12/22/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 8.00 | 0.00 |
| ----- | | | | | 40.00 | 0.00 |
| Total For Employee: 4400000018 | | | | | | |
| Hours for Week Beginning: 12/24/2023 | | | | | | |
| ----- | | | | | | |
| 12/25/2023 | 4100000004 | Wright, David L | HOL | 401 | 8.00 | 0.00 |
| 12/26/2023 | 4100000004 | Wright, David L | HOL | 401 | 8.00 | 0.00 |
| 12/27/2023 | 4100000004 | Wright, David L | PERS | 401 | 8.00 | 0.00 |
| 12/28/2023 | 4100000004 | Wright, David L | PERS | 401 | 8.00 | 0.00 |
| 12/29/2023 | 4100000004 | Wright, David L | PERS | 401 | 8.00 | 0.00 |
| ----- | | | | | 40.00 | 0.00 |
| Total For Employee: 4100000004 | | | | | | |
| 12/25/2023 | 4100000005 | Sandford, Jay E | HOL | 401 | 8.00 | 0.00 |
| 12/26/2023 | 4100000005 | Sandford, Jay E | HOL | 401 | 8.00 | 0.00 |
| 12/27/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 2.00 | 0.00 |
| 12/27/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 4.00 | 0.00 |
| 12/27/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 2.00 | 0.00 |
| 12/28/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 4.00 | 0.00 |
| 12/28/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 2.00 | 0.00 |
| 12/28/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 2.00 | 0.00 |
| 12/29/2023 | 4100000005 | Sandford, Jay E | REG | 401 | 8.00 | 0.00 |
| ----- | | | | | 40.00 | 0.00 |
| Total For Employee: 4100000005 | | | | | | |
| 12/25/2023 | 4100000006 | Lloyd, Robert W | HOL | 401 | 8.00 | 0.00 |
| 12/26/2023 | 4100000006 | Lloyd, Robert W | HOL | 401 | 8.00 | 0.00 |
| 12/27/2023 | 4100000006 | Lloyd, Robert W | VAC | 401 | 8.00 | 0.00 |
| 12/28/2023 | 4100000006 | Lloyd, Robert W | VAC | 401 | 8.00 | 0.00 |
| 12/29/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 3.00 | 0.00 |
| 12/29/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 2.00 | 0.00 |

From: 12/01/2023 To: 12/31/2023

Grouped By: Employee ID

| Date | Employee ID | Employee Name | Pay Code ID | Department | Reg Hours | OT Hours |
|--------------------------------|-------------|-------------------|-------------|------------|-----------|----------|
| 12/29/2023 | 4100000006 | Lloyd, Robert W | REG | 401 | 3.00 | 0.00 |
| ----- | | | | | 40.00 | 0.00 |
| Total For Employee: 4100000006 | | | | | | |
| 12/25/2023 | 4400000009 | Bosas, Rebecca M | HOL | 401 | 8.00 | 0.00 |
| 12/26/2023 | 4400000009 | Bosas, Rebecca M | HOL | 401 | 8.00 | 0.00 |
| 12/27/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 0.50 | 0.00 |
| 12/27/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 1.00 | 0.00 |
| 12/27/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 0.50 | 0.00 |
| 12/27/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 3.00 | 0.00 |
| 12/27/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 2.00 | 0.00 |
| 12/27/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 1.00 | 0.00 |
| 12/28/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 1.00 | 0.00 |
| 12/28/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 2.00 | 0.00 |
| 12/28/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 2.00 | 0.00 |
| 12/28/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 3.00 | 0.00 |
| 12/29/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 5.00 | 0.00 |
| 12/29/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 1.00 | 0.00 |
| 12/29/2023 | 4400000009 | Bosas, Rebecca M | REG | 401 | 1.00 | 0.00 |
| ----- | | | | | 40.00 | 0.00 |
| Total For Employee: 4400000009 | | | | | | |
| 12/25/2023 | 4400000016 | Bincsik, Robert J | HOL | 202 | 8.00 | 0.00 |
| 12/26/2023 | 4400000016 | Bincsik, Robert J | HOL | 202 | 8.00 | 0.00 |
| 12/27/2023 | 4400000016 | Bincsik, Robert J | PERS | 202 | 8.00 | 0.00 |
| 12/28/2023 | 4400000016 | Bincsik, Robert J | PERS | 202 | 8.00 | 0.00 |
| 12/29/2023 | 4400000016 | Bincsik, Robert J | PERS | 202 | 8.00 | 0.00 |
| ----- | | | | | 40.00 | 0.00 |
| Total For Employee: 4400000016 | | | | | | |
| 12/25/2023 | 4400000018 | Leavitt, Mikel D | HOL | 401 | 8.00 | 0.00 |
| 12/26/2023 | 4400000018 | Leavitt, Mikel D | HOL | 401 | 8.00 | 0.00 |
| 12/27/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 2.00 | 0.00 |
| 12/27/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 2.00 | 0.00 |
| 12/27/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.00 | 0.00 |
| 12/27/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 1.00 | 0.00 |
| 12/27/2023 | 4400000018 | Leavitt, Mikel D | REG | 401 | 2.00 | 0.00 |
| 12/28/2023 | 4400000018 | Leavitt, Mikel D | PERS | 401 | 4.00 | 0.00 |
| 12/28/2023 | 4400000018 | Leavitt, Mikel D | VAC | 401 | 4.00 | 0.00 |
| 12/29/2023 | 4400000018 | Leavitt, Mikel D | VAC | 401 | 8.00 | 0.00 |
| ----- | | | | | 40.00 | 0.00 |
| Total For Employee: 4400000018 | | | | | | |
| Grand Total: | | | | | 1,008.00 | 0.00 |

| Equipment ID | Description | GL Number | Activity Code | Date | Hours | Rate | Approx Cost |
|--------------|----------------------------|-----------------------------|---------------|------------|-------|-------|-------------|
| Employee ID | Name | | | | | | |
| Pickup 4WD | 1-20, 7-15,3-08, 2-08, 10- | | | | | | |
| 4100000004 | Wright, David L | 101-345.000-941.000 | | 12/01/2023 | 1.00 | 12.75 | 12.75 |
| 4100000004 | Wright, David L | 101-783.000-941.000 | | 12/01/2023 | 1.00 | 12.75 | 12.75 |
| 4100000004 | Wright, David L | 101-794.000-941.000 | | 12/01/2023 | 2.00 | 12.75 | 25.50 |
| 4100000004 | Wright, David L | 202-463.000-941.000 | | 12/01/2023 | 2.00 | 12.75 | 25.50 |
| 4100000004 | Wright, David L | 202-474.000-941.000 | | 12/01/2023 | 1.00 | 12.75 | 12.75 |
| 4100000004 | Wright, David L | 101-794.000-941.000 | | 12/04/2023 | 2.00 | 12.75 | 25.50 |
| 4100000004 | Wright, David L | 591-540.000-941.000 | | 12/05/2023 | 4.00 | 12.75 | 51.00 |
| 4100000004 | Wright, David L | 203-474.000-941.000 | | 12/06/2023 | 2.00 | 12.75 | 25.50 |
| 4100000004 | Wright, David L | 591-540.000-941.000 | | 12/06/2023 | 3.00 | 12.75 | 38.25 |
| 4100000004 | Wright, David L | 202-463.000-941.000 | | 12/07/2023 | 2.00 | 12.75 | 25.50 |
| 4100000004 | Wright, David L | 203-474.000-941.000 | | 12/07/2023 | 2.00 | 12.75 | 25.50 |
| 4100000004 | Wright, David L | 591-540.000-941.000 | | 12/07/2023 | 2.00 | 12.75 | 25.50 |
| 4100000004 | Wright, David L | 203-463.000-941.000 | | 12/13/2023 | 8.00 | 12.75 | 102.00 |
| 4100000004 | Wright, David L | 202-474.000-941.000 | | 12/14/2023 | 1.00 | 12.75 | 12.75 |
| 4100000004 | Wright, David L | 590-536.000-941.000 | | 12/14/2023 | 1.00 | 12.75 | 12.75 |
| 4100000004 | Wright, David L | 591-540.000-941.000 | | 12/14/2023 | 6.00 | 12.75 | 76.50 |
| 4100000004 | Wright, David L | 203-463.000-941.000 | | 12/15/2023 | 4.00 | 12.75 | 51.00 |
| 4100000004 | Wright, David L | 591-540.000-941.000 | | 12/15/2023 | 4.00 | 12.75 | 51.00 |
| 4100000004 | Wright, David L | 202-463.000-941.000 | | 12/18/2023 | 3.00 | 12.75 | 38.25 |
| 4100000004 | Wright, David L | 101-780.500-941.000 | | 12/19/2023 | 1.00 | 12.75 | 12.75 |
| 4100000004 | Wright, David L | 202-441.000-941.000-441.000 | | 12/19/2023 | 1.00 | 12.75 | 12.75 |
| 4100000004 | Wright, David L | 101-783.000-941.000 | | 12/20/2023 | 6.00 | 12.75 | 76.50 |
| 4100000004 | Wright, David L | 101-783.000-941.000 | | 12/21/2023 | 3.00 | 12.75 | 38.25 |
| 4100000004 | Wright, David L | 203-463.000-941.000 | | 12/21/2023 | 2.00 | 12.75 | 25.50 |
| 4100000004 | Wright, David L | 591-540.000-941.000 | | 12/21/2023 | 3.00 | 12.75 | 38.25 |
| 4100000004 | Wright, David L | 590-536.000-941.000 | | 12/22/2023 | 2.00 | 12.75 | 25.50 |
| 4100000005 | Sandford, Jay E | 101-794.000-941.000 | | 12/01/2023 | 4.00 | 12.75 | 51.00 |
| 4100000005 | Sandford, Jay E | 590-536.000-941.000 | | 12/01/2023 | 4.00 | 12.75 | 51.00 |
| 4100000005 | Sandford, Jay E | 101-794.000-941.000 | | 12/04/2023 | 3.00 | 12.75 | 38.25 |
| 4100000005 | Sandford, Jay E | 101-794.000-941.000 | | 12/05/2023 | 3.00 | 12.75 | 38.25 |
| 4100000005 | Sandford, Jay E | 591-540.000-941.000 | | 12/05/2023 | 5.00 | 12.75 | 63.75 |
| 4100000005 | Sandford, Jay E | 591-540.000-941.000 | | 12/06/2023 | 8.00 | 12.75 | 102.00 |
| 4100000005 | Sandford, Jay E | 591-540.000-941.000 | | 12/07/2023 | 8.00 | 12.75 | 102.00 |
| 4100000005 | Sandford, Jay E | 101-790.000-941.000 | | 12/08/2023 | 2.00 | 12.75 | 25.50 |
| 4100000005 | Sandford, Jay E | 590-536.000-941.000 | | 12/08/2023 | 4.00 | 12.75 | 51.00 |
| 4100000005 | Sandford, Jay E | 591-540.000-941.000 | | 12/08/2023 | 2.00 | 12.75 | 25.50 |
| 4100000005 | Sandford, Jay E | 591-540.000-941.000 | | 12/11/2023 | 4.00 | 12.75 | 51.00 |
| 4100000005 | Sandford, Jay E | 591-540.000-941.000 | | 12/14/2023 | 8.00 | 12.75 | 102.00 |
| 4100000005 | Sandford, Jay E | 590-536.000-941.000 | | 12/15/2023 | 2.00 | 12.75 | 25.50 |
| 4100000005 | Sandford, Jay E | 591-540.000-941.000 | | 12/15/2023 | 4.00 | 12.75 | 51.00 |
| 4100000005 | Sandford, Jay E | 591-540.000-941.000 | | 12/18/2023 | 4.00 | 12.75 | 51.00 |
| 4100000005 | Sandford, Jay E | 591-540.000-941.000 | | 12/19/2023 | 8.00 | 12.75 | 102.00 |
| 4100000005 | Sandford, Jay E | 591-540.000-941.000 | | 12/20/2023 | 8.00 | 12.75 | 102.00 |

| Equipment ID | Description | GL Number | Activity Code | Date | Hours | Rate | Approx Cost |
|--------------|------------------|---------------------|---------------|------------|-------|-------|-------------|
| Employee ID | Name | | | | | | |
| 4100000005 | Sandford, Jay E | 591-540.000-941.000 | | 12/21/2023 | 8.00 | 12.75 | 102.00 |
| 4100000005 | Sandford, Jay E | 101-783.000-941.000 | | 12/27/2023 | 2.00 | 12.75 | 25.50 |
| 4100000005 | Sandford, Jay E | 101-794.000-941.000 | | 12/27/2023 | 4.00 | 12.75 | 51.00 |
| 4100000005 | Sandford, Jay E | 101-783.000-941.000 | | 12/28/2023 | 4.00 | 12.75 | 51.00 |
| 4100000005 | Sandford, Jay E | 590-536.000-941.000 | | 12/28/2023 | 2.00 | 12.75 | 25.50 |
| 4100000005 | Sandford, Jay E | 591-540.000-941.000 | | 12/28/2023 | 2.00 | 12.75 | 25.50 |
| 4100000005 | Sandford, Jay E | 101-265.000-941.000 | | 12/29/2023 | 8.00 | 12.75 | 102.00 |
| 4100000006 | Lloyd, Robert W | 101-345.000-941.000 | | 12/01/2023 | 1.00 | 12.75 | 12.75 |
| 4100000006 | Lloyd, Robert W | 101-780.000-941.000 | | 12/01/2023 | 2.00 | 12.75 | 25.50 |
| 4100000006 | Lloyd, Robert W | 101-783.000-941.000 | | 12/01/2023 | 1.00 | 12.75 | 12.75 |
| 4100000006 | Lloyd, Robert W | 101-794.000-941.000 | | 12/01/2023 | 2.00 | 12.75 | 25.50 |
| 4100000006 | Lloyd, Robert W | 101-794.000-941.000 | | 12/04/2023 | 2.00 | 12.75 | 25.50 |
| 4100000006 | Lloyd, Robert W | 226-530.000-941.000 | | 12/04/2023 | 6.00 | 12.75 | 76.50 |
| 4100000006 | Lloyd, Robert W | 202-463.000-941.000 | | 12/05/2023 | 6.00 | 12.75 | 76.50 |
| 4100000006 | Lloyd, Robert W | 591-540.000-941.000 | | 12/05/2023 | 2.00 | 12.75 | 25.50 |
| 4100000006 | Lloyd, Robert W | 202-463.000-941.000 | | 12/06/2023 | 2.00 | 12.75 | 25.50 |
| 4100000006 | Lloyd, Robert W | 203-463.000-941.000 | | 12/06/2023 | 4.00 | 12.75 | 51.00 |
| 4100000006 | Lloyd, Robert W | 591-540.000-941.000 | | 12/06/2023 | 2.00 | 12.75 | 25.50 |
| 4100000006 | Lloyd, Robert W | 101-794.000-941.000 | | 12/07/2023 | 2.00 | 12.75 | 25.50 |
| 4100000006 | Lloyd, Robert W | 202-463.000-941.000 | | 12/07/2023 | 2.00 | 12.75 | 25.50 |
| 4100000006 | Lloyd, Robert W | 203-478.000-941.000 | | 12/07/2023 | 2.00 | 12.75 | 25.50 |
| 4100000006 | Lloyd, Robert W | 591-540.000-941.000 | | 12/07/2023 | 2.00 | 12.75 | 25.50 |
| 4100000006 | Lloyd, Robert W | 203-463.000-941.000 | | 12/08/2023 | 4.00 | 12.75 | 51.00 |
| 4100000006 | Lloyd, Robert W | 202-463.000-941.000 | | 12/11/2023 | 4.00 | 12.75 | 51.00 |
| 4100000006 | Lloyd, Robert W | 202-474.000-941.000 | | 12/11/2023 | 4.00 | 12.75 | 51.00 |
| 4100000006 | Lloyd, Robert W | 203-463.000-941.000 | | 12/12/2023 | 4.00 | 12.75 | 51.00 |
| 4100000006 | Lloyd, Robert W | 590-536.000-941.000 | | 12/12/2023 | 4.00 | 12.75 | 51.00 |
| 4100000006 | Lloyd, Robert W | 590-536.000-941.000 | | 12/13/2023 | 4.00 | 12.75 | 51.00 |
| 4100000006 | Lloyd, Robert W | 591-540.000-941.000 | | 12/13/2023 | 4.00 | 12.75 | 51.00 |
| 4100000006 | Lloyd, Robert W | 101-780.000-941.000 | | 12/14/2023 | 2.00 | 12.75 | 25.50 |
| 4100000006 | Lloyd, Robert W | 203-463.000-941.000 | | 12/14/2023 | 2.00 | 12.75 | 25.50 |
| 4100000006 | Lloyd, Robert W | 203-474.000-941.000 | | 12/14/2023 | 2.00 | 12.75 | 25.50 |
| 4100000006 | Lloyd, Robert W | 591-540.000-941.000 | | 12/14/2023 | 2.00 | 12.75 | 25.50 |
| 4100000006 | Lloyd, Robert W | 203-463.000-941.000 | | 12/15/2023 | 2.00 | 12.75 | 25.50 |
| 4100000006 | Lloyd, Robert W | 590-536.000-941.000 | | 12/15/2023 | 6.00 | 12.75 | 76.50 |
| 4100000006 | Lloyd, Robert W | 591-542.000-941.000 | | 12/18/2023 | 8.00 | 12.75 | 102.00 |
| 4100000006 | Lloyd, Robert W | 101-265.000-941.000 | | 12/19/2023 | 2.00 | 12.75 | 25.50 |
| 4100000006 | Lloyd, Robert W | 591-542.000-941.000 | | 12/19/2023 | 6.00 | 12.75 | 76.50 |
| 4100000006 | Lloyd, Robert W | 591-540.000-941.000 | | 12/20/2023 | 8.00 | 12.75 | 102.00 |
| 4100000006 | Lloyd, Robert W | 591-540.000-941.000 | | 12/21/2023 | 5.50 | 12.75 | 70.13 |
| 4100000006 | Lloyd, Robert W | 101-780.000-941.000 | | 12/29/2023 | 2.00 | 12.75 | 25.50 |
| 4100000006 | Lloyd, Robert W | 590-536.000-941.000 | | 12/29/2023 | 3.00 | 12.75 | 38.25 |
| 4100000006 | Lloyd, Robert W | 591-540.000-941.000 | | 12/29/2023 | 3.00 | 12.75 | 38.25 |
| 4400000009 | Bosas, Rebecca M | 101-783.000-941.000 | | 12/01/2023 | 1.00 | 12.75 | 12.75 |

Equipment Usage Detail Report
From: 12/01/2023 To: 12/31/2023

| Equipment ID | Description | | | | | | | Approx |
|--------------|------------------|---------------------|---------------|------------|-------|-------|--------|--------|
| Employee ID | Name | GL Number | Activity Code | Date | Hours | Rate | Cost | |
| 4400000009 | Bosas, Rebecca M | 101-794.000-941.000 | | 12/01/2023 | 5.00 | 12.75 | 63.75 | |
| 4400000009 | Bosas, Rebecca M | 101-794.000-941.000 | | 12/04/2023 | 4.00 | 12.75 | 51.00 | |
| 4400000009 | Bosas, Rebecca M | 591-540.000-941.000 | | 12/04/2023 | 4.00 | 12.75 | 51.00 | |
| 4400000009 | Bosas, Rebecca M | 101-265.000-941.000 | | 12/05/2023 | 1.00 | 12.75 | 12.75 | |
| 4400000009 | Bosas, Rebecca M | 101-782.000-941.000 | | 12/05/2023 | 1.00 | 12.75 | 12.75 | |
| 4400000009 | Bosas, Rebecca M | 101-783.000-941.000 | | 12/05/2023 | 1.00 | 12.75 | 12.75 | |
| 4400000009 | Bosas, Rebecca M | 590-536.000-941.000 | | 12/05/2023 | 2.00 | 12.75 | 25.50 | |
| 4400000009 | Bosas, Rebecca M | 591-540.000-941.000 | | 12/05/2023 | 1.00 | 12.75 | 12.75 | |
| 4400000009 | Bosas, Rebecca M | 591-540.000-941.000 | | 12/06/2023 | 6.00 | 12.75 | 76.50 | |
| 4400000009 | Bosas, Rebecca M | 591-542.000-941.000 | | 12/06/2023 | 1.00 | 12.75 | 12.75 | |
| 4400000009 | Bosas, Rebecca M | 590-536.000-941.000 | | 12/07/2023 | 8.00 | 12.75 | 102.00 | |
| 4400000009 | Bosas, Rebecca M | 101-783.000-941.000 | | 12/08/2023 | 1.00 | 12.75 | 12.75 | |
| 4400000009 | Bosas, Rebecca M | 101-790.000-941.000 | | 12/08/2023 | 1.50 | 12.75 | 19.13 | |
| 4400000009 | Bosas, Rebecca M | 202-463.000-941.000 | | 12/08/2023 | 1.00 | 12.75 | 12.75 | |
| 4400000009 | Bosas, Rebecca M | 590-536.000-941.000 | | 12/08/2023 | 2.00 | 12.75 | 25.50 | |
| 4400000009 | Bosas, Rebecca M | 591-540.000-941.000 | | 12/08/2023 | 2.00 | 12.75 | 25.50 | |
| 4400000009 | Bosas, Rebecca M | 101-265.000-941.000 | | 12/12/2023 | 1.00 | 12.75 | 12.75 | |
| 4400000009 | Bosas, Rebecca M | 101-783.000-941.000 | | 12/12/2023 | 1.00 | 12.75 | 12.75 | |
| 4400000009 | Bosas, Rebecca M | 591-540.000-941.000 | | 12/12/2023 | 6.00 | 12.75 | 76.50 | |
| 4400000009 | Bosas, Rebecca M | 101-780.000-941.000 | | 12/13/2023 | 1.00 | 12.75 | 12.75 | |
| 4400000009 | Bosas, Rebecca M | 590-536.000-941.000 | | 12/13/2023 | 6.00 | 12.75 | 76.50 | |
| 4400000009 | Bosas, Rebecca M | 202-463.000-941.000 | | 12/14/2023 | 1.00 | 12.75 | 12.75 | |
| 4400000009 | Bosas, Rebecca M | 203-463.000-941.000 | | 12/14/2023 | 3.00 | 12.75 | 38.25 | |
| 4400000009 | Bosas, Rebecca M | 590-536.000-941.000 | | 12/14/2023 | 4.00 | 12.75 | 51.00 | |
| 4400000009 | Bosas, Rebecca M | 590-536.000-941.000 | | 12/15/2023 | 2.00 | 12.75 | 25.50 | |
| 4400000009 | Bosas, Rebecca M | 591-540.000-941.000 | | 12/15/2023 | 5.00 | 12.75 | 63.75 | |
| 4400000009 | Bosas, Rebecca M | 101-265.000-941.000 | | 12/19/2023 | 2.00 | 12.75 | 25.50 | |
| 4400000009 | Bosas, Rebecca M | 590-536.000-941.000 | | 12/19/2023 | 2.00 | 12.75 | 25.50 | |
| 4400000009 | Bosas, Rebecca M | 591-540.000-941.000 | | 12/19/2023 | 3.00 | 12.75 | 38.25 | |
| 4400000009 | Bosas, Rebecca M | 202-429.000-941.000 | | 12/21/2023 | 2.00 | 12.75 | 25.50 | |
| 4400000009 | Bosas, Rebecca M | 590-536.000-941.000 | | 12/21/2023 | 6.00 | 12.75 | 76.50 | |
| 4400000009 | Bosas, Rebecca M | 590-536.000-941.000 | | 12/22/2023 | 1.00 | 12.75 | 12.75 | |
| 4400000009 | Bosas, Rebecca M | 591-540.000-941.000 | | 12/22/2023 | 2.50 | 12.75 | 31.88 | |
| 4400000009 | Bosas, Rebecca M | 101-783.000-941.000 | | 12/27/2023 | 1.00 | 12.75 | 12.75 | |
| 4400000009 | Bosas, Rebecca M | 101-794.000-941.000 | | 12/27/2023 | 1.00 | 12.75 | 12.75 | |
| 4400000009 | Bosas, Rebecca M | 202-478.000-941.000 | | 12/27/2023 | 2.00 | 12.75 | 25.50 | |
| 4400000009 | Bosas, Rebecca M | 591-540.000-941.000 | | 12/27/2023 | 1.00 | 12.75 | 12.75 | |
| 4400000009 | Bosas, Rebecca M | 101-265.000-941.000 | | 12/28/2023 | 1.00 | 12.75 | 12.75 | |
| 4400000009 | Bosas, Rebecca M | 590-536.000-941.000 | | 12/28/2023 | 2.00 | 12.75 | 25.50 | |
| 4400000009 | Bosas, Rebecca M | 591-540.000-941.000 | | 12/28/2023 | 2.00 | 12.75 | 25.50 | |
| 4400000009 | Bosas, Rebecca M | 591-542.000-941.000 | | 12/28/2023 | 1.00 | 12.75 | 12.75 | |
| 4400000009 | Bosas, Rebecca M | 101-265.000-941.000 | | 12/29/2023 | 5.00 | 12.75 | 63.75 | |
| 4400000009 | Bosas, Rebecca M | 590-536.000-941.000 | | 12/29/2023 | 1.00 | 12.75 | 12.75 | |
| 4400000009 | Bosas, Rebecca M | 591-540.000-941.000 | | 12/29/2023 | 1.00 | 12.75 | 12.75 | |

| Equipment ID | Description | GL Number | Activity Code | Date | Hours | Rate | Approx Cost |
|--------------|-------------------|-----------------------------|---------------|------------|-------|-------|-------------|
| Employee ID | Name | | | | | | |
| 4400000009 | Bosas, Rebecca M | 591-542.000-941.000 | | 12/29/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 101-780.500-941.000 | | 12/01/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 101-783.000-941.000 | | 12/01/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 101-790.000-941.000 | | 12/01/2023 | 2.00 | 12.75 | 25.50 |
| 4400000018 | Leavitt, Mikel D | 202-441.000-941.000-441.000 | | 12/01/2023 | 0.50 | 12.75 | 6.38 |
| 4400000018 | Leavitt, Mikel D | 226-528.000-941.000 | | 12/01/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 226-783.000-941.000 | | 12/01/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 101-780.500-941.000 | | 12/04/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 226-783.000-941.000 | | 12/04/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 101-345.000-941.000 | | 12/06/2023 | 1.50 | 12.75 | 19.13 |
| 4400000018 | Leavitt, Mikel D | 101-782.000-941.000 | | 12/06/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 101-783.000-941.000 | | 12/06/2023 | 2.00 | 12.75 | 25.50 |
| 4400000018 | Leavitt, Mikel D | 101-790.000-941.000 | | 12/06/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 202-441.000-941.000-441.000 | | 12/06/2023 | 2.00 | 12.75 | 25.50 |
| 4400000018 | Leavitt, Mikel D | 101-780.500-941.000 | | 12/07/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 101-782.000-941.000 | | 12/07/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 101-783.000-941.000 | | 12/07/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 203-478.000-941.000 | | 12/07/2023 | 2.00 | 12.75 | 25.50 |
| 4400000018 | Leavitt, Mikel D | 591-540.000-941.000 | | 12/07/2023 | 2.00 | 12.75 | 25.50 |
| 4400000018 | Leavitt, Mikel D | 101-794.000-941.000 | | 12/08/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 203-463.000-941.000 | | 12/08/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 226-783.000-941.000 | | 12/08/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 591-540.000-941.000 | | 12/08/2023 | 2.00 | 12.75 | 25.50 |
| 4400000018 | Leavitt, Mikel D | 101-780.500-941.000 | | 12/11/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 101-783.000-941.000 | | 12/11/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 202-441.000-941.000-441.000 | | 12/11/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 226-783.000-941.000 | | 12/11/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 591-540.000-941.000 | | 12/11/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 226-528.000-941.000 | | 12/12/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 591-540.000-941.000 | | 12/12/2023 | 2.00 | 12.75 | 25.50 |
| 4400000018 | Leavitt, Mikel D | 591-542.000-941.000 | | 12/12/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 591-540.000-941.000 | | 12/18/2023 | 8.00 | 12.75 | 102.00 |
| 4400000018 | Leavitt, Mikel D | 591-540.000-941.000 | | 12/22/2023 | 8.00 | 12.75 | 102.00 |
| 4400000018 | Leavitt, Mikel D | 101-782.000-941.000 | | 12/27/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 101-783.000-941.000 | | 12/27/2023 | 1.00 | 12.75 | 12.75 |
| 4400000018 | Leavitt, Mikel D | 590-536.000-941.000 | | 12/27/2023 | 2.00 | 12.75 | 25.50 |
| 4400000018 | Leavitt, Mikel D | 591-540.000-941.000 | | 12/27/2023 | 2.00 | 12.75 | 25.50 |
| 4400000019 | Kruyer, Cameron G | 101-780.500-941.000 | | 12/07/2023 | 2.00 | 12.75 | 25.50 |
| 4400000019 | Kruyer, Cameron G | 203-463.000-941.000 | | 12/07/2023 | 3.00 | 12.75 | 38.25 |
| 4400000019 | Kruyer, Cameron G | 101-265.000-941.000 | | 12/08/2023 | 1.00 | 12.75 | 12.75 |
| 4400000019 | Kruyer, Cameron G | 101-790.000-941.000 | | 12/08/2023 | 2.00 | 12.75 | 25.50 |
| 4400000019 | Kruyer, Cameron G | 226-782.000-941.000 | | 12/08/2023 | 2.00 | 12.75 | 25.50 |
| 4400000019 | Kruyer, Cameron G | 226-783.000-941.000 | | 12/08/2023 | 1.00 | 12.75 | 12.75 |
| 4400000019 | Kruyer, Cameron G | 101-782.000-941.000 | | 12/18/2023 | 2.00 | 12.75 | 25.50 |

| Equipment ID | Description | GL Number | Activity Code | Date | Hours | Rate | Approx Cost |
|--------------|-------------------|-----------------------------|---------------|------------|-------|-------|-------------|
| Employee ID | Name | | | | | | |
| 4400000019 | Kruyer, Cameron G | 226-782.000-941.000 | | 12/18/2023 | 2.00 | 12.75 | 25.50 |
| 4400000019 | Kruyer, Cameron G | 226-783.000-941.000 | | 12/18/2023 | 2.00 | 12.75 | 25.50 |
| 4400000019 | Kruyer, Cameron G | 101-783.000-941.000 | | 12/21/2023 | 2.00 | 12.75 | 25.50 |
| 4400000020 | Dikos, Michael C | 101-780.500-941.000 | | 12/22/2023 | 2.00 | 12.75 | 25.50 |
| 4400000020 | Dikos, Michael C | 101-790.000-941.000 | | 12/22/2023 | 2.00 | 12.75 | 25.50 |
| 4400000020 | Dikos, Michael C | 101-780.500-941.000 | | 12/27/2023 | 1.00 | 12.75 | 12.75 |
| 4400000020 | Dikos, Michael C | 101-782.000-941.000 | | 12/27/2023 | 1.00 | 12.75 | 12.75 |
| 4400000020 | Dikos, Michael C | 101-783.000-941.000 | | 12/27/2023 | 1.00 | 12.75 | 12.75 |
| 4400000020 | Dikos, Michael C | 202-463.000-941.000 | | 12/27/2023 | 2.00 | 12.75 | 25.50 |
| 4400000020 | Dikos, Michael C | 203-463.000-941.000 | | 12/27/2023 | 3.00 | 12.75 | 38.25 |
| 4400000020 | Dikos, Michael C | 101-345.000-941.000 | | 12/29/2023 | 1.00 | 12.75 | 12.75 |
| 4400000020 | Dikos, Michael C | 101-780.500-941.000 | | 12/29/2023 | 2.00 | 12.75 | 25.50 |
| 4400000020 | Dikos, Michael C | 101-790.000-941.000 | | 12/29/2023 | 2.00 | 12.75 | 25.50 |
| 4400000020 | Dikos, Michael C | 202-441.000-941.000-441.000 | | 12/29/2023 | 1.00 | 12.75 | 12.75 |
| 4400000020 | Dikos, Michael C | 226-782.000-941.000 | | 12/29/2023 | 1.00 | 12.75 | 12.75 |
| 4400000020 | Dikos, Michael C | 226-783.000-941.000 | | 12/29/2023 | 1.00 | 12.75 | 12.75 |

Equipment Totals

507.50

6,470.65

Front Blade Front Blade/Plow - used on

Pickup 2WD 6-16 2WD

| | | | | | | | |
|------------|------------------|---------------------|--|------------|------|-------|-------|
| 4400000020 | Dikos, Michael C | 101-782.000-941.000 | | 12/21/2023 | 2.00 | 10.62 | 21.24 |
| 4400000020 | Dikos, Michael C | 202-463.000-941.000 | | 12/21/2023 | 2.00 | 10.62 | 21.24 |
| 4400000020 | Dikos, Michael C | 101-782.000-941.000 | | 12/22/2023 | 2.00 | 10.62 | 21.24 |
| 4400000020 | Dikos, Michael C | 101-783.000-941.000 | | 12/22/2023 | 2.00 | 10.62 | 21.24 |

Equipment Totals

8.00

84.96

Backhoe Backhoe 6-00, 17, 8-22

| | | | | | | | |
|------------|------------------|---------------------|--|------------|------|-------|--------|
| 4100000004 | Wright, David L | 101-567.000-941.000 | | 12/01/2023 | 1.00 | 62.01 | 62.01 |
| 4100000004 | Wright, David L | 101-794.000-941.000 | | 12/05/2023 | 2.00 | 62.01 | 124.02 |
| 4100000004 | Wright, David L | 202-463.000-941.000 | | 12/11/2023 | 2.00 | 62.01 | 124.02 |
| 4100000004 | Wright, David L | 202-474.000-941.000 | | 12/11/2023 | 2.00 | 62.01 | 124.02 |
| 4100000004 | Wright, David L | 202-463.000-941.000 | | 12/20/2023 | 1.00 | 62.01 | 62.01 |
| 4100000005 | Sandford, Jay E | 202-463.000-941.000 | | 12/27/2023 | 2.00 | 62.01 | 124.02 |
| 4400000009 | Bosas, Rebecca M | 591-540.000-941.000 | | 12/19/2023 | 1.00 | 62.01 | 62.01 |

Equipment Totals

11.00

682.11

Breaker Breaker - used on backhoe

Bucket Truck No. 06-99

Bucket Bucket - used with Bucket

Brush Hog NO. 9-02
 City Council Packet

| Equipment ID | Description | GL Number | Activity Code | Date | Hours | Rate | Approx Cost |
|------------------|-----------------------------|---------------------|---------------|------------|-------|-------|-------------|
| Employee ID | Name | | | | | | |
| Dump | Dump Truck 1-22, 12-02, 12- | | | | | | |
| 4100000004 | Wright, David L | 226-530.000-941.000 | | 12/04/2023 | 6.00 | 53.40 | 320.40 |
| 4100000004 | Wright, David L | 203-463.000-941.000 | | 12/11/2023 | 2.00 | 53.40 | 106.80 |
| 4100000004 | Wright, David L | 202-478.000-941.000 | | 12/18/2023 | 1.00 | 53.40 | 53.40 |
| 4100000004 | Wright, David L | 203-478.000-941.000 | | 12/19/2023 | 3.00 | 53.40 | 160.20 |
| 4100000004 | Wright, David L | 202-463.000-941.000 | | 12/20/2023 | 1.00 | 53.40 | 53.40 |
| 4100000004 | Wright, David L | 226-530.000-941.000 | | 12/22/2023 | 2.00 | 53.40 | 106.80 |
| 4100000005 | Sandford, Jay E | 202-478.000-941.000 | | 12/18/2023 | 4.00 | 53.40 | 213.60 |
| 4100000006 | Lloyd, Robert W | 202-463.000-941.000 | | 12/08/2023 | 4.00 | 53.40 | 213.60 |
| 4400000018 | Leavitt, Mikel D | 226-530.000-941.000 | | 12/11/2023 | 1.00 | 53.40 | 53.40 |
| Equipment Totals | | | | | 24.00 | | 1,281.60 |
| UnderbodyScrapr | Underbody Scraper used w/ | | | | | | |
| 4100000006 | Lloyd, Robert W | 202-463.000-941.000 | | 12/08/2023 | 3.00 | 9.28 | 27.84 |
| Equipment Totals | | | | | 3.00 | | 27.84 |
| Hopper/Salt Box | Hopper/Salt Box use w/ dump | | | | | | |
| 4100000004 | Wright, David L | 202-478.000-941.000 | | 12/18/2023 | 1.00 | 12.91 | 12.91 |
| 4100000004 | Wright, David L | 203-478.000-941.000 | | 12/19/2023 | 3.00 | 12.91 | 38.73 |
| 4100000005 | Sandford, Jay E | 202-478.000-941.000 | | 12/18/2023 | 4.00 | 12.91 | 51.64 |
| Equipment Totals | | | | | 8.00 | | 103.28 |
| Sweeper | Sweeper | | | | | | |
| Vacuum Cleaner | Sweeper - used with Street | | | | | | |
| Tractor | Tractor | | | | | | |
| Woodchipper | Woodchipper | | | | | | |
| 4100000004 | Wright, David L | 226-530.000-941.000 | | 12/04/2023 | 6.00 | 35.38 | 212.28 |
| 4100000004 | Wright, David L | 226-530.000-941.000 | | 12/22/2023 | 2.00 | 35.38 | 70.76 |
| 4400000018 | Leavitt, Mikel D | 226-530.000-941.000 | | 12/04/2023 | 5.00 | 35.38 | 176.90 |
| 4400000018 | Leavitt, Mikel D | 226-530.000-941.000 | | 12/11/2023 | 1.00 | 35.38 | 35.38 |
| Equipment Totals | | | | | 14.00 | | 495.32 |
| Material Heater | Material Heater 42, 9-22 | | | | | | |
| 4100000004 | Wright, David L | 203-463.000-941.000 | | 12/13/2023 | 8.00 | 14.45 | 115.60 |
| 4400000009 | Bosas, Rebecca M | 203-463.000-941.000 | | 12/14/2023 | 2.00 | 14.45 | 28.90 |
| Equipment Totals | | | | | 10.00 | | 144.50 |
| Kubota | Kubota #5-18 | | | | | | |
| 4400000019 | Kruyer, Cameron G | 203-463.000-941.000 | | 12/07/2023 | 3.00 | 13.72 | 41.16 |
| 4400000019 | Kruyer, Cameron G | 101-265.000-941.000 | | 12/19/2023 | 1.00 | 13.72 | 13.72 |
| 4400000019 | Kruyer, Cameron G | 101-790.000-941.000 | | 12/19/2023 | 1.00 | 13.72 | 13.72 |
| 4400000019 | Kruyer, Cameron G | 203-463.000-941.000 | | 12/28/2023 | 8.00 | 13.72 | 109.76 |

| Equipment ID | Description | GL Number | Activity Code | Date | Hours | Rate | Approx Cost |
|------------------|-------------|-----------|---------------|------|--------|------|-------------|
| Employee ID | Name | | | | | | |
| Equipment Totals | | | | | 13.00 | | 178.36 |
| Arrow | Arrow | | | | | | |
| Trailer | Trailer | | | | | | |
| ----- | | | | | | | |
| Grand Totals | | | | | | | |
| Equipment: | | | | 19 | 598.50 | | 9,468.62 |
| Materials: | | | | 0 | 0.00 | | 0.00 |
| Totals: | | | | 19 | | | 9,468.62 |

| DECEMBER 2023 | Beginning Mileage | Ending Mileage | Miles Driven | Gallons Gas Purchased | Gallons Diesel Purchased |
|----------------------------------|----------------------|-------------------|-----------------|--------------------------|-----------------------------|
| #7-15 4WD P/U gas | 51508 | 51870 | 362 | 44.5 | |
| #2-08 4WD P/U gas | 77769 | | | | |
| #7-22 4 WD P/U gas | 8290 | 8562 | 272 | 28.9 | |
| #12-02 DUMP diesel | 35469 | | | | |
| #21 WOOD CHIPPER diesel | | | 0 | | |
| #9-07 STREET SWEEPER diesel | 19621 | | | | |
| #5-18 KUBOTA (hours) | 946 | 952 | 6 | | |
| #1-20 4WD P/U diesel | 6154 | 6218 | 64 | | 23.2 |
| #3-08 4WD P/U gas | 85923 | 86421 | 498 | 50.6 | |
| #10-18 4WD P/U diesel | 34256 | 34671 | 415 | | 35.6 |
| #8-22 CASE BACKHOE | | | 0 | | |
| #6-16 2WD P/U gas | 86079 | | | | |
| #6-00 BACKHOE diesel | | | 0 | | |
| #1-22 DUMP | 5309 | | | | |
| #12-04 DUMP diesel | 41692 | | | | |
| #12-99 GENERATOR gas | | | 0 | | |
| #17 CASE BACKHOE diesel | | | 0 | | |
| #19 JD TRACTOR diesel | | | 0 | | |
| #9-22 PATCHER | | | 0 | | |
| #37 TRAIL ARROW | | | 0 | | |
| #10-15 GEN gas | | | 0 | | |
| #11-23 Big Plow Truck gas can | 0 | | 0 | | |
| TOTAL | | | 1617 | 124 | 58.8 |

Nov ending mileage was incorrect. Should have been 85,923 not 88,923

Metro Police Authority Offense Summary

For Swartz Creek

Occurred 12/1/2023 - 12/31/2023

| Offense | Total Offenses |
|---|----------------|
| 0301 - 03000 - Illegal Entry | 1 |
| 1171 - 11001 - CSC First (1st) Degree -Penetration Penis/Vagina | 1 |
| 1313 - 13001 - Assault and Battery/Simple Assault | 2 |
| 1385 - 13003 - Other Electronic Medium Used for Harassment, Threats | 1 |
| 1399 - 13002 - Assault (Other) | 1 |
| 2308 - 23003 - Larceny - From Building (Includes library, office used by public, etc) | 1 |
| 2399 - 23007 - Larceny (Other) | 1 |
| 2699 - 26001 - Fraud (Other) | 1 |
| 3512 - 35001 - Heroin - Possess | 1 |
| 3709 - 37000-Child Sexually Abusive Activity, Aggravated Distributing or Promoting | 1 |
| 4801 - 48000 - Resisting Officer | 1 |
| 4877 - 48000 - Fleeing and Eluding (Felony) | 1 |
| 5006 - 50000 - Obstructing Justice | 1 |
| 5099 - 50000 - Obstruct (Other) | 1 |
| 5295 - 52001 - Concealed Weapons - Firearm in Auto (CCW) | 1 |
| 5309 - 53002 - Harassing Communications | 1 |
| 8041 - 54002 - Operating Under the Influence of Intoxicating Liquor | 1 |
| 8271 - 54003 - Traffic - No Operators License | 1 |
| 8273 - 54003 - Traffic - Driving on Susp/Revoked/Refused License | 3 |
| 8328 - 54003 - Motor Vehicle Violation | 1 |
| 9910 - 93001 - Traffic, Non-Criminal - Accident | 8 |
| 9911 - 93002 - Traffic, Non-Criminal - Non-Traffic Accident | 6 |
| 9913 - 93004 - Traffic, Non-Criminal - Parking Violations | 3 |
| 9939 - 98002 - Inspections/Investigations - Vehicle/VIN/School Bus | 1 |
| 9947 - 99002 - Miscellaneous - Natural Death | 2 |
| 9953 - 99008 - Miscellaneous - General Assistance | 2 |
| 9956 - 99008 - Miscellaneous - Assist to Other Police Agency | 1 |
| Total | 46 |

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- Q4 2023

The Swartz Creek Police Protection Unit calculation for Q4, 2023 is as follows:

$2866.3 \text{ (hours/PPUs)} / 13 \text{ weeks} = 220.4 \text{ (hours/PPUs) averaged per week.}$

The weekly average for year 2023 = 222.3 hrs.

City of Swartz Creek
Board of Review
Minutes
December 12, 2023

Tamara Parenteau called the December 12, 2023, Board of Review meeting to order on Tuesday, December 12, 2023, at 3:30 p.m. at Swartz Creek City Hall, 8083 Civic Drive, Swartz Creek, MI 48473

Members Present: Tamara Parenteau, Chairman
Wanda Tyler, Member
Kenneth Brill, Member

Members Absent: Douglas Stephens Alternate Member

Others Present: Heather MacDermaid, Assessor and Board of Review Secretary

Approval of Minutes: Motion by Kenneth Brill, second by Tamara Parenteau to approve the July 18, 2023 Board of Review minutes.

Ayes: all, Nays: none. Motion carries.

Meeting Open to the Public: None.

The following items were presented to the Board of Review:


1. Petition 1- 58-36-527-026 Herbert Rak, Taxable recapping MCL 211.27a(4) 2023 TV 115,800 to TV 89,617.
2. Petition 2- 58-80-867-021 Sprint DBA T-Mobile, 5076 Exemption filed timely but not processed 2022 AV & TV 69,100 to AV & TV 0.
3. Petition 3 - 58-02-530-002 Amber Tierney, Taxable recapping MCL 211.27a(4) 2020 TV 54,154 to TV 39,324 & 2021 TV 54,912 to TV 39,874 & 2022 TV 56,724 to TV 41,867 & 2023 TV 59,560 to TV 43,960.

A motion was made by Tamara Parenteau and seconded by Kenneth Brill to approve petitions #1-3.

Ayes: all, Nays: none. Motion carries.

A Motion to adjourn The City of Swartz Creek Board of Review for December 12, 2023, at 3:48 p.m. was made by Kenneth Brill, seconded by Tamara Parenteau.

Ayes: all. Nays: none Motion carries.


Heather MacDermaid, Assessor/Secretary



CBIZ BENEFITS & INSURANCE SERVICES, INC.

Administration Services Agreement (the “Agreement”)

Plan Sponsor: **City of Swartz Creek**
8083 Civic Drive
Swartz Creek, MI 48473

anichols@cityofswartzcreek.org

Plan Administrator: [X] Same as Plan Sponsor
[] Plan Administration Committee appointed by Plan
Sponsor: []

Service Provider: **CBIZ Benefits & Insurance Services, Inc.**
5959 Rockside Woods Blvd. N., Suite 600
Cleveland, OH 44131
Attn: Legal Department

Email address for electronic notices: riscontracting@cbiz.com

Effective Date: **November 3, 2023**

This Agreement is by and between the Plan Administrator and CBIZ Benefits & Insurance Services, Inc. (“CBIZ”) on behalf of the Plan to perform the services outlined in this Agreement. CBIZ understands that the Plan Administrator is the fiduciary with authority to contract on behalf of the Plan. In addition, we require that the Plan Sponsor also sign this Agreement as a party, agreeing to be liable for payment of our fees that are not permitted to be paid by the Plan pursuant to the Employee Retirement Income Security Act, (if applicable), as amended (“ERISA”) and/or applicable state law as well as the balance of our fees in the event of nonpayment by the Plan.

The undersigned, as a representative of the Plan Administrator, acknowledges that the Plan Administrator is the responsible plan fiduciary for the Plan (that is, the fiduciary with authority to cause the Plan to enter into this Agreement), and hereby engages CBIZ to provide the services described in this Agreement and each applicable Statement of Work (“Statement of Work” or “SOW”).

The Plan Sponsor, Plan Administrator, and Plan are jointly referred to in this Agreement as “Client.”

- I. Fiduciary Authority. The Plan Administrator has the authority to cause the Plan to enter into this Agreement.
- II. Services. CBIZ agrees to provide the following services in relation to the Plan:
 - A. *Core Services*. CBIZ shall perform the administration services for the Plan that are specified as Core Services in the attached Appendix A to each applicable SOW.
 - B. *Additional Services*. CBIZ shall perform additional services requested by Plan Administrator, which may include such services as may be specified in the “Additional Services” Section of each Appendix A.
 - C. CBIZ represents and warrants that it has the capabilities necessary to perform the services shown on each Appendix A and will do so in a manner consistent with the standards of the industry, in a professional, timely and accurate manner.
- III. Fees and Billing Procedures.
 - A. *Fee Schedule*. As compensation for its services under the Agreement, CBIZ shall be entitled to fees computed in accordance with the fee schedule attached as Appendix B to each SOW (“Fee Schedule”), as amended from time to time in accordance with subsection (d)(x) below.

B. *Additional Services.* Additional services requested by the Client will be billed on a fixed fee or an hourly basis at current hourly rates, as described in each Appendix B of this Agreement, and shall be paid by the Client pursuant to the terms of this Agreement.

C. *Third Party Compensation.* In certain instances, CBIZ reasonably expects to receive compensation for its services under this Agreement from third parties. In such instances, such compensation will be disclosed in each applicable Appendix D.

D. Fee Payment Terms.

1. The Plan (or, at its discretion, the Plan Sponsor) may pay the fees charged. If the fees are paid by the Plan, they may be charged to the Plan's trust fund or to participant accounts (if and in the manner so permitted in the Plan document).
 2. Except as otherwise provided in Appendix B or C, the Core Service fees shall be billed at the end of the plan year quarter to which they apply (e.g., 2021 plan year fees for a calendar year plan would be billed as of March 31, June 30, September 30, and December 31 of 2021). If fees are based on the number of plan participants, such fees shall be based on an estimate of the number of participants in the Plan for such year. Any adjustment required to the Core Service fees based on the actual number of participants in the Plan or any other difference between the assumptions used for the Core Services and actual experience will be billed upon completion of the administration work for the relevant year.
 3. Except as otherwise provided in Appendix B or C, fees for Additional Services shall be billed upon the completion of such services in a special invoice or as part of the quarterly fee billing for Core Services. CBIZ reserves the right to require prepayment of fees for any Additional Service or to provide progress billing and payment of such billing while a lengthy project is being worked on.
 4. Invoices are due upon receipt. If fees are to be paid to CBIZ out of the Plan, the Plan Administrator will instruct the investment manager, recordkeeper, or other responsible party, as applicable, to issue payment of those fees from Plan assets.
 5. Balances not paid within 30 days after the initial invoice date will be subject to a one percent (1%) per month service charge for each month or partial month until the invoice is paid in full.
 6. If the Plan does not pay the fees within sixty (60) days of the date of the applicable invoice, the Plan Sponsor hereby agrees that it will be obligated to pay the fees.
 7. It is the Plan Administrator's responsibility to determine that all fees for services provided by CBIZ in accordance with the attached Fee Schedule(s) are reasonable expenses to the extent payable by the Plan. If the Plan Administrator objects to an amount charged on an invoice, the Plan Administrator should advise CBIZ of such objection within 15 days after the initial invoice date and should pay all amounts not in dispute. CBIZ will work with the Plan Administrator to resolve any dispute as to fees on a prompt basis. Any amount from the original invoice that was disputed but ultimately resolved in CBIZ's favor shall be subject to the service charge discussed in subsection III D.5 above.
 8. If fees are not paid within 60 days, CBIZ may cease work on any matter until the account is brought current. If fees are outstanding more than 90 days, CBIZ may withdraw from this engagement immediately at its discretion. CBIZ's withdrawal under such circumstances does not affect Client's obligations to pay any outstanding balance.
 9. CBIZ is not responsible for any late tax filings or penalties, fines, taxes, or other charges that may be assessed as a result of its nonperformance of services while fees remain unpaid, as discussed in subsection III D.8 above.
 10. Fees may be altered at any time by CBIZ in its discretion by the provision of a new Appendix B to an applicable SOW, to be effective not less than 60 days after such notice is provided. Notwithstanding the foregoing, the amount of Core Service Fees, as reflected on each applicable Appendix B to this Agreement shall be increased automatically effective annually, beginning on the first anniversary of the Effective Date of this Agreement, and continuing each year thereafter, at the rate of three percent (3%) per year. No additional or separate notice of this annual increase needs to be provided.
- IV. Limitation on Services. Unless provided through a separate written agreement, CBIZ does not perform the following services:
- A. *Investment Advice.* CBIZ does not and will not provide investment advice, for a fee or otherwise, to any person including Client, the Plan, or the Plan's participants and beneficiaries.
 - B. *Fiduciary Services.* Client has sole discretionary authority and control over the administration of the Plan, and exclusive control over the assets of the Plan. Unless explicitly provided elsewhere in this Agreement, and only to the extent so provided, Client acknowledges that neither CBIZ nor any of its employees are fiduciaries of the Plan and Trust, nor is any of them the Administrator of the Plan as that term is defined in the Employee Retirement Income Security Act of 1974, as amended ("ERISA"). Client acknowledges that the Plan Administrator is the Plan Administrator under ERISA or applicable State law and, as such, is responsible for all administrative duties incident to the maintenance of the Plan and is a "named fiduciary," as defined in ERISA or applicable State law.
 - C. *Discretionary Services.* Except as otherwise provided in this Agreement or its Appendices, CBIZ has no discretionary authority, control, or responsibility over the Plan or over the administration of Plan assets. Neither CBIZ, nor its officers, employees, and agents shall have any liability whatsoever for the payment of any damages, interest, taxes, fines, or penalties which arise out of or are in connection with any acts or omissions of a Plan trustee, sponsor, fiduciary, administrator, or party-in-interest.

- D. *Legal or Accounting Services.* CBIZ is not a law or accounting firm and does not provide legal or accounting advice. Client should consult with an attorney or accountant experienced in employee benefit plan matters regarding any questions or concerns that Client may have relative to the Plan.
- V. Client Responsibilities. Client acknowledges and represents that:
- A. Client shall be responsible for the items discussed in this section and in Appendix C to each applicable SOW to this Agreement which outlines additional Client Responsibilities as between Client and CBIZ only.
- B. CBIZ shall not be liable for any acts or omissions with respect to the Plan that were committed prior to the Effective Date of this Agreement.
- C. *Timely Provision of Accurate and Complete Information.* Client shall provide CBIZ with requested information on a timely basis (i.e., within the time frame specified by CBIZ when the request is communicated to Client), and will be responsible for ensuring that the provided information is accurate and complete. CBIZ will rely exclusively on information provided by Client or Client's authorized advisors, whether oral or in writing, and will have no responsibility to independently verify the accuracy of that information. Client acknowledges that inaccurate information and/or late information could result in penalties and excise taxes and possibly Plan disqualification. CBIZ assumes no responsibility for, and shall not have any liability for, any consequences that result from CBIZ's inability to complete its work in the ordinary course of its business due to the failure of Client to provide information to CBIZ in accordance with agreed upon timelines. If it is necessary for CBIZ to repeat any portion of its services due to incorrect or incomplete information or instructions provided by the Plan Sponsor, CBIZ will charge an additional fee to be determined when the error is discovered.
- D. *Timely Deposit of Contributions and (if applicable) Loan Repayments.* Client shall be solely responsible for making sure contributions and, if applicable, loan repayments are funded to the Plan's trust if/when required for tax deductibility and to comply with applicable law, regulations, and plan policy, including ERISA and DOL Regulations, state law, and the Plan's funding policy, regarding the fund and timing of contributions and participant loan repayments.
- E. *Timely Filing of Government Reports.* Except as otherwise provided in this Agreement or its Appendices, Client shall be responsible for the timely filing of all government reports with the appropriate agency. Client acknowledges that failure to timely file required government reports may result in penalties which shall be the sole responsibility of Client (and not of CBIZ) if assessed.
- F. *Information to be Provided to Participants and Beneficiaries.* Client shall be responsible for providing the necessary information to Client's participants, including notices, elections, and reports required by law.
- G. *Information Regarding the Plan Sponsor, Participating Employers, Other Plans, and Business Acquisitions and Dispositions.* The Plan's operation and tax qualification may be affected by other plans sponsored by Client (whether currently active or terminated and whether or not CBIZ administered the plan), and by other entities owned partially or entirely by, or related to, Client, its principals, or its owners, and their affiliates. Client is responsible for informing CBIZ of the existence of any such other plans and of notifying CBIZ when there is a change in this information or in the tax filing status of Client/Plan Sponsor, as applicable (e.g., a change from S corporation to C corporation status, a change to an LLC, etc.).
- H. *Discretionary Decisions.* Except as otherwise provided in this Agreement or its Appendices, Client is responsible for all discretionary decisions relating to the Plan, including the interpretation of plan document provisions, and the work performed by CBIZ involves the ministerial carrying out of such decisions. To assist Client, CBIZ may, when requested, provide advice to Client about administrative matters (but not about investments).
- I. *Bonding Obligations.* ERISA Section 412 requires that, with certain exceptions, every fiduciary of an employee benefit plan and every person who handles funds or other property of a plan shall be bonded in accordance with the provisions of that section. To the extent the Plan is subject to this requirement, Client is responsible for obtaining any necessary bond.
- VI. Receipt of Disclosure. The law requires that service providers give its Clients an estimate of their fees a reasonable time before a Client enters into the services contract. This Agreement, including the Appendices, together constitute CBIZ's compliance with this law, as applicable.
- VII. Information Privacy. CBIZ and Client agree that they will not (a) use any non-public personal information, regardless of the source of the data, for any purpose other than communicating with Client, participants and beneficiaries; (b) sell, sublicense, or resell non-public personal information to any third party; (c) use the non-public personal information for any unlawful purpose; (d) use the non-public personal information for any purpose other than its own internal purposes; (e) use the non-public personal information to identify or solicit potential plan sponsors for its products; or (f) use the non-public personal information for any purpose that would violate the privacy obligation policy and any other terms and provisions of the Gramm-Leach-Bliley Act (15 U.S.C. § 6801 et seq.) or the Federal Fair Credit Reporting Act (15 U.S.C. § 1681 et seq.). CBIZ represents and warrants that it is in compliance with all applicable laws and regulations with respect to any non-public personal information it receives with respect to any Plan participant or beneficiary.
- VIII. Limitation of Liability. Unless otherwise prohibited by law or applicable professional standard, Client agrees that CBIZ, any entity related to it and their respective personnel, current or former, shall not be liable to Client, Plan participants, Plan Trustee(s) or any other party for any claims, liabilities, or expenses relating to this Agreement for an aggregate amount in excess of the annual fees paid by Client to CBIZ pursuant to the SOW to which the claim, liability or expense arises, except to the extent finally judicially determined to have resulted from the

fraud, bad faith or intentional misconduct of CBIZ. Unless otherwise prohibited by law or applicable professional standard, CBIZ, any entity related to it or their respective personnel, current or former, shall not be liable for consequential, special, indirect, incidental, punitive, or exemplary losses or damages relating to this Agreement. Furthermore, CBIZ, any entity related to it, or their respective personnel, current or former, shall not be liable for the cost of procurement of substitute services, technology or rights or for the interruption use or loss or corruption of data or for any breach of cybersecurity that occurs despite their best efforts at maintaining the security of computer files. This limitation on liability provision shall apply to the fullest extent of the law, whether in contract, statute, tort (such as negligence), professional standard, or otherwise, and shall survive the termination of this Agreement.

IX. Termination.

- A. Either the Plan Administrator or CBIZ may terminate this Agreement at any time without cause after providing 60 days' advance notice. Client agrees to pay the reasonable costs related to the transition of the administrative services to a successor service provider, which shall be billed as Additional Services using CBIZ's standard hourly rate and must be paid by Client prior to the provision of any transition services.
- B. If either Client or CBIZ materially breaches this Agreement, the nonbreaching party must provide notice of such breach and 30 days within which the breaching party may cure the breach. If the breach remains uncured after such time, the nonbreaching party then may terminate this Agreement immediately.
- C. CBIZ may terminate this Agreement immediately in the event of nonpayment of fees, as discussed above in Section III D.8.
- D. This Agreement shall be deemed terminated if the Plan is terminated upon the distribution of all plan assets and preparation of all applicable final regulatory filings, as applicable.
- E. Upon termination of this Agreement, all fees owed to CBIZ, including fees for administrative services for the current year earned through the date of termination of the Agreement, will be immediately payable in full.
- F. No prepaid fees are refundable upon termination of this Agreement.

X. Miscellaneous.

- A. *Disclosure of Fee Information Required by Form 5500, where applicable.* For any client for whom a Form 5500 must be filed, certain information regarding CBIZ's fees must be disclosed on an annual basis such Form 5500. If CBIZ prepares Client's Form 5500, CBIZ will disclose that information as part of such preparation. If CBIZ does not prepare the Form 5500, it will provide the necessary information to the Form preparer upon reasonable request (and with timely and appropriate notice) to enable the Form 5500 to be completed on a timely basis.
- B. *Notices.* Any and all notices required or permitted under this Agreement shall be in writing and shall be sufficient in all respects if (i) delivered personally, (ii) mailed by registered or certified mail, return receipt requested and postage prepaid, (iii) sent via a nationally recognized overnight courier service to the address on the first page of this Agreement, or such other address as any party shall have designated by notice in writing to the other party, or (iv) as otherwise mutually agreed by the parties. In addition, Client expressly agrees to accept electronic communication of any notice, advice, or report in lieu of a printed copy at the email address listed on the first page of this Agreement or such other email address as Client may designate in writing to CBIZ. Client may revoke this consent at any time by providing notice to CBIZ pursuant to this section.
- C. *Assignability.* This Agreement is not assignable by either party hereto without the prior consent of the other party. Consent shall not be required, however, where an entity becomes an assignee due to the purchase of substantially all of the assets or stock of CBIZ or by virtue of becoming the successor to CBIZ's business (whether by merger, consolidation, stock sale, or otherwise).
- D. *Effect.* This Agreement shall be binding upon and shall inure to the benefit of the parties and their respective heirs, successors, survivors, administrators, and assigns.
- E. *Entire Understanding and No Third Party Beneficiaries.* This Agreement supersedes all written and oral agreements, communications or negotiations among the parties and it constitutes the complete and full understanding and agreement of the parties with regard to the services to be provided pursuant to this Agreement. None of the provisions of this Agreement shall be for the benefit of, or enforceable by, any person (other than the Plan, the Plan Sponsor, the Plan Administrator, or CBIZ or its affiliates) including, without limitation, any participant or any beneficiary covered by the Plan.
- F. *Severability.* If any one or more of the provisions of this Agreement shall, for any reason, be illegal or invalid, such illegality or invalidity shall not affect any other provision of this Agreement and this Agreement shall be enforced as if such illegal or invalid provision had not been contained herein.
- G. *Headings.* All headings used herein are for ease of reference only and in no way shall be construed as interpreting, decreasing or enlarging the provisions of this Agreement.
- H. *Applicable Law.* The laws of the State of Ohio shall govern this Agreement in all respects, including but not limited to the construction and enforcement thereof, unless preempted by ERISA or other federal law.

I. *Arbitration Agreement.* To the extent permitted by law, all controversies between Client and CBIZ, which may arise out of or relate to any of the Services provided by CBIZ under this Agreement, or the construction, performance, or breach of this or any other agreement between CBIZ and Client, whether entered into prior to, on or subsequent to the date hereof, shall be settled by binding arbitration in Cleveland, Ohio, under the Commercial Arbitration Rules of the American Arbitration Association. Judgment upon any award rendered by the arbitrator(s) shall be final and binding on the parties, and judgment upon the award rendered may be entered in any court, state or federal, having jurisdiction. Client understands that this agreement to arbitrate does not constitute a waiver of the right to seek a judicial forum where such waiver would be void under applicable federal or state securities laws.

IN AGREEING TO ARBITRATION, CBIZ AND CLIENT ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE ARISING FROM THIS AGREEMENT, THEY ARE EACH GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD EACH ACCEPTS THE USE OF ARBITRATION FOR RESOLUTION.

J. *Amendments.* This Agreement and/or its Appendices may be modified with the written consent of both the Plan Administrator and CBIZ. CBIZ may modify its fees at any time, as discussed in Section 3(d)(x) above. In addition, if CBIZ provides the Plan Administrator with an amendment to the Agreement clearly identified as an amendment of this Agreement, and the Plan Administrator does not object to the amendment within 60 days of receipt, such amendment shall be considered to have been agreed to by the Plan Administrator when actions are taken by the Plan Administrator that indicate an intention to continue performance under this Agreement. Such actions include, without limitation, the response to requests for information by CBIZ, the initiation of additional work or projects, or the payment of fees in compliance with the new agreement by the Plan Administrator after the date such amendment is provided.

K. *Waiver of Limitation.* Nothing in this Agreement shall in any way constitute a waiver or limitation of any rights which Client or Plan or any other party may have under ERISA or federal or state laws. Furthermore, no failure by CBIZ to exercise any right, power, or privilege that it may have under this Agreement shall constitute a waiver of its ability to exercise that right, power, or privilege in either that or any subsequent situation.

L. *Execution.* This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all counterparts, together, constitute only one Agreement.

The undersigned Plan Administrator has full power and authority under the provisions of the applicable instruments governing the Plan, to execute, deliver and perform the obligations under this Agreement. The execution and delivery of this Agreement and the appointments and investments contemplated hereby have been duly authorized in accordance with the provisions of the instruments governing the Plan and underlying trust and are in accordance with all requirements applicable to the Plan’s governing instruments and under ERISA (if applicable), and other applicable law.

This Agreement shall not be binding on CBIZ until accepted by it, in writing, as indicated by its signature below.

Plan Administrator:
City of Swartz Creek

Service Provider:
CBIZ Benefits & Insurance Services, Inc.

By:

By:

Print Name:

Print Name:

Title:

Title:

Date:

Date:

Client agrees that CBIZ may utilize its name in representative client lists.

YES, Client agrees that CBIZ may utilize its name in representative client lists

NO, Client does not agree to permit CBIZ to utilize its name in representative client lists

Plan: City of Swartz Creek Retiree Health Care Plan

**APPENDIX A to SOW #1
PLAN(S) & ASSUMPTIONS**

This SOW #1 shall become an SOW to the Administration Services Agreement between the City of Swartz Creek and CBIZ Benefits & Insurance Services, Inc. ("CBIZ") dated November 3, 2023 (the "Agreement"). The signature(s) below authorize adding this SOW to the Agreement:

Plan Administrator:
City of Swartz Creek

Service Provider:
CBIZ Benefits & Insurance Services, Inc.

By:

By:

Print Name:

Print Name:

Title:

Title:

Date:

Date:

**APPENDIX A
RETIREMENT PLAN SERVICES**

Subject to the terms and conditions described in the Agreement, CBIZ shall provide services as set forth below. CBIZ shall not provide services and shall not have responsibility for matters outside the services set forth below. Any Additional Services, regardless of how engaged via written project plan or otherwise, will be performed and governed by the terms and conditions set forth in this Agreement.

| Appendix A: Retirement Plan Services | | |
|---|---------------|---------------------|
| Service Description | Core Services | Additional Services |
| Funding and GASB Accounting Actuarial Valuation | | |
| Review the Plan Sponsor’s program to address the valuation date, current number of eligible active and retired employees, current costs, historical cost increases, employee turnover, timeline, and other pertinent information. | Included | |
| Provide the Plan Sponsor with a detailed data request, discuss all required data, and establish a mutually agreed-upon timeline to supply all necessary data. | Included | |
| Determine and discuss all assumptions including turnover, mortality, healthcare trend, morbidity, retirement rates, spousal participation rates, starting per-capita health care costs, discount rate, and investment return. | Included | |
| Review the investment and contribution policies in accordance with the discount rate calculation process under GASB Nos. 74 & 75, and/or recommend establishing formal policies to take advantage of funding methodologies. | Included | |
| Summarize liabilities and Actuarially Determined Contributions as of the valuation date with adequate supporting detail. Examples will be used, as applicable. | Included | |
| Deliver a certified valuation report and provide follow-up and support for results. | Included | |
| Interim-Year Financial Disclosures Under GASB Nos. 74 & 75 | | |
| Provide “roll-forward” of actuarial valuation results to interim-year measurement dates for financial reporting purposes. These reports can be shared with all auditors and the general public. | Included | |
| Update actuarial assumptions and methods, as applicable. | Included | |
| Disclose actual benefit payments and investment statements for Plan assets. | Included | |
| Michigan Public Act 202 of 2017 Compliance Guide | | |
| Provide a certified report containing a compliance guide with all necessary calculations and information for the Plan Sponsor to complete Form 5572 under Michigan Public Act 202 of 2017. | Included | |
| Calculate and disclose Plan metrics using the <i>Uniform Assumptions</i> published annually by the State of Michigan Department of Treasury. | Included | |
| Additional Services | | |
| Actuarial experience studies | | Hourly / Flat Fee |
| Deterministic funding projections or stochastic modeling | | Hourly / Flat Fee |
| Analysis of potential plan design changes | | Hourly / Flat Fee |

**STATEMENT OF WORK | APPENDIX B
FEES AND CHARGES**

Subject to the terms and conditions described in the Agreement, the following fees and charges shall be due from the Plan Sponsor, Plan Administrator and/or Plan for the CBIZ Services described in Appendix A: All fees will be invoiced at the completion of the project and payable by Client within thirty (30) days of receipt of an invoice for such fees from CBIZ. Any revenue sharing payments that CBIZ receives from a Vendor will offset any invoices.

CBIZ will provide Plan Sponsor monthly billing notices outlining cumulative fees to date.

CORE SERVICES

| | |
|---|----------------|
| Actuarial Valuation as of July 1, 2023 | \$7,685 |
| Interim-Year GASB No. 75 Disclosure as of June 30, 2024..... | \$2,300 |
| Michigan Public Act 202 of 2017 Compliance Guide as of June 30, 2024..... | \$1,150 |
| Interim-Year GASB No. 75 Disclosure as of June 30, 2025..... | \$2,300 |
| Michigan Public Act 202 of 2017 Compliance Guide as of June 30, 2024..... | \$1,150 |

TECHNOLOGY FEE

A 6% technology fee is included in the above fees for all invoices for Actuarial and Administration services.

Fees shall be calculated utilizing the following fee schedule:

| Level | Hourly Rates |
|---------------------------------|---------------|
| Executive/Senior Vice President | \$500 - \$750 |
| Vice President/Actuary | \$400 - \$550 |
| Managing Consultant | \$300 - \$400 |
| Consultant | \$250 - \$325 |
| Associate | \$150 - \$275 |
| Clerical Support | \$95 |

**STATEMENT OF WORK | APPENDIX C
CLIENT RESPONSIBILITIES**

In conjunction with the services described in Appendix A, the Client agrees to perform all fiduciary duties and responsibilities, including but not limited to those listed below, on a timely basis:

- Provide CBIZ with complete, accurate, and reliable information, data, documents and other records necessary for CBIZ to perform the services set forth in Appendix A and provide CBIZ with requested management decisions, approvals and acceptances.
- Be solely responsible for all services and functions other than as specified in Appendix A.
- Cooperate and assist with CBIZ in its attempt to fulfill its responsibilities under this agreement as specified in Appendix A.



December 7, 2023

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

RE: Construction Engineering Services Proposal
Winchester Village Local Road Improvements

Dear Mr. Zettel:

We commend the City of Swartz Creek for its ongoing commitment to improve the quality and durability of its road network. Orchard, Hiltz & McCliment, Inc. (OHM Advisors) is pleased to present this proposal for construction engineering services for the Winchester Village Local Road Improvements aligned with the USDA Water Main Replacement Phase II project.

PROJECT UNDERSTANDING

As you are aware the City Council recently awarded this project to DiPonio Contracting for a total bid price of \$8,216,413.42. The project includes water main upgrades in Winchester Village specifically along Greenleaf Drive, Durwood Drive, Norbury Drive, Winshall Drive, Whitney Court, and Seymour Road, south of Miller Road. All features impacted by the water main replacement are included in the USDA portion of the work (including sidewalk, driveways, restoration, pavement, and curb and gutter).

In addition to replacing the water main, the contract includes reconstructing these streets as part of the ongoing Local Street Improvement Program. The street replacement bid price totals \$5,193,845.65. Work will involve complete removal and replacement of the existing street cross-section including pavement, driveways, storm sewers, and sidewalks. The limits of the street replacement are Greenleaf Drive from Norbury Drive to Durwood Drive, Durwood Drive from Seymour Road to Norbury Drive, Norbury Drive from Seymour Road to Durwood Drive, Winshall Drive from Durwood Drive to Cappy Lane, and Whitney Court. All green space within the public right of way will be restored with grass. Decorative lighting and conduit will be installed at locations specified by the City and coordinated through DiPonio Contracting and Consumers energy.

The scope of work covered in this proposal involves construction engineering services not included in the USDA portion of the project. Construction engineering effort resulting from the water main replacement (including sidewalk, driveways, restoration, pavement and curb and gutter) are included in the budget established in the USDA Engineering Agreement and are excluded from fees provided below.

SCOPE OF SERVICES

Our scope of services for the work effort is as follows:



CONSTRUCTION ENGINEERING

- ▶ Perform full-time construction observation and address contractor issues during construction.
- ▶ Prepare daily reports during construction.
- ▶ Coordinate with SMAC Construction Testing, as necessary, to perform density testing services on storm sewer backfill, road sub-base, aggregate base, asphalt pavement, and concrete pavement.
- ▶ Perform construction staking for storm sewer and curb and gutter.
- ▶ Measure and track quantities during construction. All quantities will be tracked separately from the USDA project.
- ▶ Attend progress meetings as required during construction, we anticipate bi-weekly meetings however that may be adjusted during construction.
- ▶ Prepare Contractor pay estimates and change orders.
- ▶ Witness underground utility locations and create record drawings. Feature locations will be collected with a GPS unit during installation and the information will be transferred to the City’s GIS system for future reference.
- ▶ Coordinate punch-list walkthrough with the Contractor.
- ▶ Monitor progress with the Contractor for punch-list items and close the project in accordance with City and USDA requirements.

COMPENSATION AND SCHEDULE

We spoke to a representative from DiPonio and we understand their plan is to begin construction as soon as possible and have major items complete by the end of the 2024 construction season. In order to complete this aggressive schedule, they will have two or three crews on site. As we discussed we have provided the estimated fee below which accounts for multiple staff on site when the contractor is using multiple crews to assure a concise construction delivery. We will keep you abreast of the contractor’s progress as construction moves forward and the final construction engineering fee will be based on the actual duration of work.

The services outlined above will be performed on a time and expense basis in accordance with the enclosed *Standard Terms and Conditions* for an amount not-to-exceed fee of **\$527,097.00**.

| | |
|--------------------------|---------------------|
| Construction Observation | \$386,848.00 |
| Construction Staking | \$ 64,875.00 |
| Material Testing | \$ 55,955.00 |
| Contract Administration | <u>\$ 19,419.00</u> |
| TOTAL | <u>\$527,097.00</u> |

If this proposal is acceptable to you, please sign below and return our files. We look forward to being a part of the team and working with the City on another successful project. Should you have any questions regarding this proposal please feel free to call me at 810.396.4374.

Sincerely,
 OHM Advisors

Andrew J. Harris, PE

Robert A. Merinsky, PE

Encl: Standard Terms and Conditions



City of Swartz Creek
Construction Engineering Services Proposal
Winchester Village Local Road Improvements

Accepted By: _____

Title: _____

Date: _____

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.

POLLING PLACE AGREEMENT

CITY OF SWARTZ CREEK

And

SWARTZ CREEK COMMUNITY CHURCH, INC.

This agreement is made this 7th day of December, 2023 by and between the City of Swartz Creek, a Michigan Municipal Corporation, with principal offices at 8083 Civic Drive, Swartz Creek, Michigan 48473 ("City") and the Swartz Creek Community Church, Inc., an Ecclesiastical Corporation, with principal offices at 7400 Miller Road, Swartz Creek, MI 48473 ("Church" or "Owner")

WHEREAS, the City is in need of a conveniently located facility with sufficient size to serve as a polling place for various elections conducted by the City; and

WHEREAS, the Owner has a building located at 7400 Miller Road, Swartz Creek, MI 48473 which building has sufficient space for the efficient conduct of elections;

NOW, THEREFORE, the City and the Owner, acting by and through their duly authorized representatives, hereby AGREE AS FOLLOWS:

1. The owner will make available to the City sufficient space in its building located at 7400 Miller Road, Swartz Creek, MI 48473 (the "Facility") for the City to establish a polling place and to conduct City and school elections therein.

2. The space provided within the Facility shall be sufficient to accommodate voters as well as house the election workers and election equipment necessary to conduct a City election and/or a school election. To that end, school elections held on dates other than those on which a City election is held may be held in the so called "Johnson Room" which is located in the northern most room in the newest building addition, with general elections being held in the gym which is significantly larger.

3. The elections for which the City will use the Facility are:

- a) The March presidential primary election held on the first Tuesday after the first Monday in March;
- b) The May regular election held on the first Tuesday after the first Monday in May;
- c) The August regular election held on the first Tuesday after the first Monday in August;
- d) The November regular election held on the first Tuesday after the first Monday in

November; and

- e) Other dates for special elections held in accordance with the Michigan Election law.

4. For each said election, the Owner shall make the space in the Facility available to the City one-half (1/2) day before the scheduled election date and no later than 1:00 PM, and for no more than one-half (1/2) day after each scheduled election date, up to 11:00 AM. Said dates will be extended whenever reasonably possible and such extension is necessary due to a change in the standard election procedures. Additional fees for such an extension may be decided by the parties. The City will need to have access to the facility by 6:00 AM. of an election day. It is anticipated that the City personnel will vacate the facility by 10:00 P.M. of an election day. Labor to set up tables and chairs will be provided by the City.

5. The City shall pay the Owner the sum of Four-Hundred & Twenty-Five Dollars (\$425) for each time the City uses the Johnson Room for an election and Eight-Hundred Dollars (\$800) for each time the City uses the gym for an election.

6. The term of this agreement extends until December 31, 2028; however, either party may terminate this agreement for any reason upon giving the other party One Hundred Eighty (180) days written notice of such termination. In the event the Church elects to terminate this agreement, notice of such shall be sent to the City Clerk by certified- registered mail, return receipt requested.

7. The Owner shall take all reasonable steps to ensure that the Facility is maintained in such a condition that election workers and voters will be able to conduct their activities at the Facility in a safe manner. If additional snow removal services are needed, other than that which may be provided by the Church, the City of Swartz Creek reserves the right to remove snow from any parking lot or sidewalk that may be needed to conduct election services. The removal of snow shall be without cost to the Church.

8. The City shall take all reasonable steps to ensure that its election workers do not create any nuisance at the Facility or create any condition which would present a danger to persons using the Facility.

9. Each party will indemnify and hold the other party harmless for any damages to persons or property occasioned by, and to the extent of, its negligence.

10. The Church shall maintain a general liability insurance policy covering injuries to persons and property for persons using its Facility in an amount acceptable from time to time to the City Manager, but in no event less than One-Million Dollars (\$1,000,000) per occurrence and Two-Million Dollars Aggregate, and shall list the City as an additional insured on said policy.

11. The City shall maintain a general liability insurance policy covering injuries to

persons property for persons using the Facility for activities in connection with a City election. Such insurance shall be in an amount no less than One-Million Dollars (\$1,000,000) per occurrence and Two-Million Dollars Aggregate, and shall list the Owner as an additional insured on said insurance policy.

12. The Owner shall maintain a policy of fire and casualty insurance on the Facility and such insurance coverage shall cover any equipment and other property of the City while such equipment and property is at the Facility for the purposes of this agreement.

13. The City shall provide casualty and property damage insurance coverage for its equipment and other property placed on the premises of the facility for the purposes of this agreement.

14. Except as stated in Section 6, any notices required to be given by either party to this agreement to the other shall be sufficient if given in writing and deposited in a United States Postal Service mailbox with sufficient first-class postage thereon and addressed to:

a. For the City:
City Clerk & City Manager
City of Swartz Creek 8083
Civic Drive,
Swartz Creek, Michigan 48473

With a copy to:
City Attorney Michael Gildner, Esq. SIMEN,
FIGURA & PARKER, P.L.C.
5206 Gateway Centre Blvd, Ste. 200
Flint, MI 48507

b. For the Owner:
Kimberly Edwards, Church Building Administrator
Swartz Creek Community Church, Inc.
7400 Miller Road
Swartz Creek, MI 48473

15. This is the entire agreement between the parties regarding the City's use of the Facility for staging a polling place for elections and no other agreement regarding same is valid or enforceable unless such agreement is in writing as an amendment hereto.

(Signature Page to Follow)

CITY OF SWARTZ CREEK

**SWARTZ CREEK COMMUNITY
CHURCH, INC.**



Chairperson Board Trustees

David A. Krueger, Mayor

Renee Kraft, City Clerk

*Approved as to
form Michael Gildner
City Attorney*

**City of Swartz Creek
Election Commission Meeting
For
Election Inspector Pay Approval
and AVCB Establishment
December 15, 2023
At 11:50 a.m.
At 8083 Civic Drive, Swartz Creek, MI
48473**

- 1) **ROLL CALL:** Clerk Renee Kraft, present
Treasurer Amy Nichols, present
Assessor Heather MacDermaid, present

2) **ELECTION INSPECTOR PAY APPROVAL:**

Motion by Member MacDermaid

WHEREAS, the City of Swartz Creek Election Commission met on December 15, 2023 to recommend increases to Election Day Election Inspectors to \$225, Election Day Co-Chairperson Inspectors to \$230, and Election Day Chairperson Inspectors to \$250; and,

WHEREAS, the City of Swartz Creek Election Commission met to recommend the Early Voting Election Inspectors to be paid \$135, Early Voting Co-Chairperson Inspectors to be paid \$144 and Early Voting Chairperson Inspectors to be paid \$156.

THEREFORE BE IT RESOLVED, the Swartz Creek Election Commission hereby authorizes increases to Election Day Election Inspectors to \$225, Election Day Co-Chairperson Inspectors to \$230, and Election Day Chairperson Inspectors to \$250; and,

THEREFORE BE IT RESOLVED, the Swartz Creek Election Commission hereby authorizes Early Voting Election Inspectors to be paid \$135, Early Voting Co-Chairperson Inspectors to be paid \$144 and Early Voting Chairperson Inspectors to be paid \$156.

Seconded by Member Nichols

Approved by unanimous voice vote 3-0

3) **Resolution for the Clerk to have the ability to Establish an Absent Voter Counting Board for any future elections deemed necessary.**

Motion by Member MacDermaid

WHEREAS, Michigan Election Law provides that the Local Election Commission has given the responsibility to the Clerk to determine whether Absent Voter Ballots will be processed in the Precinct or if an Absent Voter Counting Board(s) will be established prior to each election; and

WHEREAS, an Absent Voter Counting Board will consist of not less than three Election Inspectors and at least one inspector from each major political party.

NOW THEREFORE, BE IT RESOLVED, that appointments to the Absent Voter Counting Board shall be made in the same manner as all other Election Day Precinct assignments.

Seconded by Member Nichols

Approved by unanimous voice vote 3-0

ADJOURNMENT: 12:01 p.m.

Amy L. Nichols
Treasurer

Heather MacDermaid
Assessor

Renee Kraft
City Clerk

ELECTION WORKERS PAY SURVEY - 2023

| <u>Jurisdiction</u> | <u>Chair</u> | <u>Co-Chair</u> | <u>Inspector</u> | <u>EPB Workers</u> | <u>AVCB</u> | <u>Receiving Board</u> | <u>Training</u> | <u>E.V. days</u> | <u>Other</u> | <u>County</u> | <u>notes</u> |
|---------------------|--------------|-----------------|------------------|------------------------|-------------|----------------------------|-----------------|------------------|----------------------|---------------|-------------------------|
| Swartz Creek | 195 | 175 | 160 | | | 50 | 30 | | lunch & dinner | Genesee | |
| Birch Run Twp | 200 | | 175 | | | | 25 | | lunch & dinner | Saginaw | |
| Brighton City | 250 | | 220 | | | | 25 | | | Livingston | may change EV to hourly |
| Burton City | 250 | 250 | 210 | | | 100 | 25 | | | Genesee | |
| Clayton Twp | 235 | 235 | 185 | | | | | | | Genesee | |
| Clio City | staff | staff | 150 | | | staff | | | | Genesee | |
| Davison City | 140 | 135 | 125 | | | 40 | 10 | | | Genesee | |
| Davison Twp | 200 | | 175 | | | staff | 10/hr | | | Genesee | |
| Fenton City | 235 | | 205 | | | 25 | 25 | | | Genesee | |
| Fenton Twp | 250 | | 200 | | | | 25 | | | Genesee | |
| Flushing City | 175 | | 150 | | | 50 | 15/hr + 25 | | \$10 drive to county | Genesee | |
| Flushing Twp | 200 | | 175 | | | 12/hr | 25 | | | Genesee | |
| Gaines Twp | 189 | | 162 | | | | 62 | | | Genesee | |
| Grand Blanc City | 225 | | 200 | | | | 25 | | | Genesee | |
| Grand Blanc Twp | 250 | 250 | 200 | | | staff | 10/hr | | | Genesee | |
| Highland Twp | | | | | | | | | | Oakland | waiting for county |
| Montrose Twp | 170 | | 160 | | | 25 | 10 | | | Genesee | |
| Mundy Twp | 250 | | 200 | | | 40/hr | 25 | | | Genesee | |
| Richfield Twp | 225 | 200 | 195 | | | | | | | Genesee | |
| Romulus | 195 | 185 | 175 | | | | | 17/18/19 | | Wayne | |
| Shanty Creek City | 180 | 160 | 145 | | | 40 | 30 | | | Antrim | |
| Southfield Twp | 185 | | 165 | | | | | | | Oakland | |
| Spencer Twp | 350 | 300 | 220 | | | 50 | | | | Kent | less than 10 election |
| Spencer Twp | | | 250 | | | | | | | Kent | more than 10 elections |
| Walker City | 300 | | 180 | 200 | | | 20 | | lunch & dinner | Kent | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

| <u>Jurisdiction</u> | <u>Chair</u> | <u>Co-Chair</u> | <u>Inspector</u> | <u>EPB Workers</u> | <u>AVCB</u> | <u>Receiving Board</u> | <u>Training</u> | <u>E.V. days</u> | <u>Other</u> | <u>County</u> | <u>notes</u> |
|---------------------|--------------|-----------------|------------------|------------------------|-------------|----------------------------|-----------------|------------------|--------------|---------------|--------------|
| Argentine Twp | 10 + 20 | | 10 | | | | | | | Genesee | |
| Delta Twp | 20 | | 14 | 15 | | | | | | Eaton | |
| Dorr Twp | 15 + 50 | 15 + 50 | 15 | | | | | | | Allegan | |
| Flint Twp | 15 | | 13 | | 14 | 15 | | | | Genesee | |
| Genesee Twp | 20 | | 15 | 18 | | | | | | Genesee | |
| Linden City | 12 +25 | | 12 | | | 25 | | | | Genesee | |
| Mt. Morris City | 13 | | 12 | | | | 12/hr | | | Genesee | |
| Ontwa Twp | 16 + 25 | | 16 | | | | | | | Cass | |
| Orangeville Twp | | | 15 | | | | | | | Barry | |
| Romulus | 19 | 18 | | | | | | 17 | | Wayne | |
| St. Charles | | | 14 | | | | | | | Saginaw | |
| Stockbridge Twp | 15 | | 13 | | | | | | | Ingham | |
| Vergennes Twp | 15 + 30 | | 15 | | | | | | | Kent | |
| Watertown Twp | 17 | | 15 | | | | | | | Clinton | |
| Wayland City | 19 | 18 | 17 | | | | | | lunch | Allegan | |
| Vienna Twp | 15 + | 15 + | 15 | | | 20/hr | 15 | | | Genesee | |

| | <u>Chair</u> | <u>Co-Chair</u> | <u>Inspector</u> | | <u>Rcv Board</u> | <u>Training</u> | | | | |
|-------------------------------|-----------------|-----------------|------------------|--|------------------|-----------------|-------------------------|--|--|----------------------------------|
| State Average salary | \$229.35 | \$224.25 | \$193.51 | | \$59.53 | \$26.05 | | | | |
| State Average hourly | \$15.29 | \$14.95 | \$12.90 | | \$29.77 | \$13.03 | | | | |
| Genesee County Average | | | | | | | | | | |
| Salary | \$212.91 | \$212.78 | \$182.14 | | \$62.18 | \$26.31 | | | | |
| Genesee County Hourly | | | | | | | | | | |
| Salary | \$14.19 | \$14.19 | \$12.14 | | \$31.09 | \$13.16 | | | | |
| Swartz Creek | \$13.00 | \$11.66 | \$10.67 | | | | | | | |
| State Recommended | | | \$15 /hr | | | | | | | |
| Clerk recommendation | \$250.00 | \$230.00 | \$225.00 | | (same) | (same) | Early Voting Pay | | | |
| | | | | | \$50.00 | \$30.00 | 156/144/135 | | | EV based on 9 hours a day |

Results for Election Day is based on a 15 hour day.
Results for Training is based on 2 hours
Results for Receiving board is based on 2 hours

These statistics are a compilation of Clerks who responded to me, Clerks who answered a Facebook post in January, statistics from Montrose Twp and Fenton Twp.

Program Overview

Completed by azettel@cityofswartzcreek.org on 11/28/2023 9:27 AM

Case Id: 31325

Name: City of Swartz Creek - Senior Services - 2023

Address: 8083 Civic Drive, Swartz Creek, MI 48473

Program Overview

Please refer to the [Application Program Guide](#) for additional details prior to completing this application.

Note - Clicking **SAVE** at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.



GENESEEE COUNTY
METROPOLITAN PLANNING COMMISSION

GENESEEE
COUNTY, MI
COMMUNITY
DEVELOPMENT
BLOCK GRANT
(CDBG)
PROGRAM

Genesee County, MI
1101 Beach Street
Flint, MI 48502
(810) 766-6560

dfortney@geneseecountymi.gov
[ov](#)

WHAT IS THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM?

The U.S. Department of Housing and Urban Development (HUD) provides Community Development Block Grant (CDBG) funds to entitlement community grantees, like Genesee County, to carry out a wide range of community development activities. These activities are directed primarily toward revitalizing neighborhoods, encouraging economic development, and providing improvements to community facilities and services in [Low to Moderate Income Areas](#).

To determine annual CDBG award amounts, HUD uses a funding formula comprised of several measures of community need. These measures include: the extent of poverty, population, housing, and overcrowding. Each CDBG assisted activity must meet at least one of the following [National Objectives](#) for the program:

- Provide benefit to low- and moderate-income persons and households; or
- Aid in the prevention or elimination of slums or blight conditions

WHAT PROJECTS ARE ELIGIBLE UNDER CDBG?

Projects that are located in [Low to Moderate Income Areas](#), or directly benefiting low to moderate income persons or households are typically eligible under the CDBG program. The following list can help you identify the types of community needs you may be able to address with a CDBG funded project. Keep in mind that this list is not all-inclusive and new project ideas are encouraged. Please note that up to 30% of the local unit of government's allocation can be used for Public Service Projects.

CONSTRUCTION PROJECTS

- Sidewalk Improvements
- Street Improvements ([Click here to view local pavement conditions](#))
- Water/Sewer Improvements
- Improvements to lighting in public spaces
- Improvements to neighborhood parks/recreational facilities

Printed By: Adam Zettel on 12/20/2023

1 of 15

- Acquisition of real property
- Special Assessment Assistance
- Construction/Rehabilitation of publicly owned buildings (not used for general government)
- Streetscape improvements in neighborhoods/commercial districts
- Purchase firefighting equipment
- Demolition and clearance activities
- Single family housing rehabilitation/improvements
- Historic Preservation
- Neighborhood clean-up efforts
- Art installations/creating aesthetically pleasing public places

PUBLIC SERVICE PROJECTS

- Code enforcement activities
- Senior Programs/Services
- Job Training
- Crime Prevention/Public Safety
- Education Programs
- Recreational Programs

A. Pre-Application Agency Information

Case Id: 31325
Name: City of Swartz Creek - Senior Services - 2023
Address: 8083 Civic Drive, Swartz Creek, MI 48473

Completed by azettel@cityofswartzcreek.org on 11/28/2023 9:29 AM

A. Pre-Application Agency Information

Note - Clicking **SAVE** at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

AGENCY INFORMATION

A.1. Name of Community

City of Swartz Creek

A.2. Address

8083 Civic Drive Swartz Creek, MI 48473

A.3 [Unique Entity Identifier:](#)

PELPKJKR8JM8

A.4. [Tax ID Number:](#)

38-6034855

A.5. [SAM Registration Name:](#)

City of Swartz Creek

A.6. SAM Expiration Date:

07/16/2024

AGENCY POINT OF CONTACT

A.7. First Name

Adam

A.8. Last Name

Zettel

A.9. Email

azettel@cityofswartzcreek.org

A.10. Phone Number

(810) 287-2147

B. Project Activity

Completed by azettel@cityofswartzcreek.org on 11/28/2023 9:30 AM

Case Id: 31325

Name: City of Swartz Creek - Senior Services - 2023

Address: 8083 Civic Drive, Swartz Creek, MI 48473

B. Project Activity

Note - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

B.1. Select applicable activity:

Public Services

B.2. National Objective:

Benefit low/moderate income residents.

C. Project Information

Completed by azettel@cityofswartzcreek.org on 11/28/2023 9:32 AM

Case Id: 31325

Name: City of Swartz Creek - Senior Services - 2023

Address: 8083 Civic Drive, Swartz Creek, MI 48473

C. Project Information

Note - Clicking **SAVE** at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

C.1. Project Title

Senior Services Support

C.2. Project Location: Click to view the [Low to Moderate Income Areas](#)

| Address | Census Tract | Block Group |
|---------|--------------|-------------|
|---------|--------------|-------------|

C.3. Summary of Project Scope of Work (provide as much detail as possible)

Funds will support local senior center services by contributing towards wages and/or supplies related to senior activities at the Swartz Creek Area Senior Center.

C.4 Please select which of [Genesee County's priorities](#) that this project will best align with.

Healthy, Livable & Safe Communities

C.5. Explain how this project will contribute towards the county priority you selected in C.4.

The project will support meals, education, culture, and recreation for a vulnerable population.

D. Funding Requests

Completed by azettel@cityofswartzcreek.org on 11/28/2023 9:33 AM

Case Id: 31325

Name: City of Swartz Creek - Senior Services - 2023

Address: 8083 Civic Drive, Swartz Creek, MI 48473

D. Funding Requests

Note - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

D.1.

| Source Type | Amount | Other Funding Sources |
|-------------------------------|------------|-----------------------|
| CDBG Request (min. of \$5000) | \$5,278.35 | |
| | \$5,278.35 | |

D.2. Is this a public service project?

Yes

Indicate the percent of funds allocated to this project

15.00%

D.3. Describe any funds already committed to the project

The Swartz Creek Area Senior Center operates with various revenues that include, CDBG, donations, and a county senior support levy.

E. Pre-Application Required Documents

Case Id: 31325

Name: City of Swartz Creek - Senior Services - 2023

Address: 8083 Civic Drive, Swartz Creek, MI 48473

Completed by azettel@cityofswartzcreek.org on 12/5/2023 12:41 PM

E. Pre-Application Required Documents

Note - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

Documentation

Public Hearing Documentation (includes minutes, attendance list, advertisement) *Required

Website screenshot.docx

CDBG AFFIDAVIT OF PUBLICATION.pdf

2023 Project Hearing Notice.docx

2023 Press Release.pdf

2023-1127 November 27, 2023 Council Minutes.docx

Cert Reso #23-1127-04 CDBG.pdf

SAM Registration Proof *Required

SAM Registration.pdf

Submit Pre-Application

Completed by azettel@cityofswartzcreek.org on 12/5/2023 12:41 PM

Case Id: 31325

Name: City of Swartz Creek - Senior Services - 2023

Address: 8083 Civic Drive, Swartz Creek, MI 48473

Submit Pre-Application

Once an application is submitted, it can only be "Re-opened" by an Administrator.

Note - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

I understand that failure to comply with the above mentioned statements could result a termination of the Genesee County CDBG Program funding and services.

I understand that this is not an entitlement program. Decisions on participant eligibility are based on a review of application and materials submitted by applicant.

I understand that completion and certification of this form is not a guarantee of services.

Signature

Adam Zettel

Electronically signed by azettel@cityofswartzcreek.org on 12/5/2023 12:41 PM

Pre-Application Admin Assessment

Case Id: 31325

Name: City of Swartz Creek - Senior Services - 2023

Address: 8083 Civic Drive, Swartz Creek, MI 48473

Completed by dfortney@geneseecountymi.gov on 12/11/2023
11:17 AM

Pre-Application Admin Assessment

If the applicant is not eligible, do not click "Complete & Submit". Please change status to "Application Denied" and add a note to Audit Log as to why the application is deemed Denied.

I certify that based on the Pre-Application, the applicant meets preliminary eligibility requirements for the Genesee County CDBG Program.

Signature

Damon Fortney

Electronically signed by dfortney@geneseecountymi.gov on 12/11/2023 11:17 AM

G. Objectives and Outcomes

Completed by azettel@cityofswartzcreek.org on 12/20/2023 2:41 PM

Case Id: 31325

Name: City of Swartz Creek - Senior Services - 2023

Address: 8083 Civic Drive, Swartz Creek, MI 48473

G. Objectives and Outcomes

Note - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

G.1. Select the Objective of the Genesee County Consolidated Plan this Project Meets:

Suitable Living: A suitable living environment is a neighborhood characterized by a healthy real estate market, attractive public amenities, a sense of safety and security and where residents are involved in neighborhood concerns.

G.2. Select the Intended Outcome Related to this Project:

Improved Affordability: Make an activity more affordable to low/moderate income areas, persons or households.

G.3. Preferred Year of Project:

2025

G.4. Estimated number of persons or households to benefit from this project:

1,000

G.5. Project Timeline:



Proposed Project Timeline (include all important milestones): ***Required**

SCASC Timeline.xlsx

G.6. Is this project part of a larger geographically targeted revitalization effort?

No

G.7. Is this a Public Services Project?

Yes

How will this project expand services currently available? For public services, HUD requires funding to be used to provide new or expanded services, not just maintaining existing services.

Yes

If yes, please list services.

Funds will provide for meals, recreation, and services related to area senior citizens.

G.8. Is this a street improvement project?

No

Printed By: Adam Zettel on 12/20/2023

10 of 15

H. Additional Objectives and Outcomes

Case Id: 31325

Name: City of Swartz Creek - Senior Services - 2023

Address: 8083 Civic Drive, Swartz Creek, MI 48473

Completed by azettel@cityofswartzcreek.org on 12/20/2023 2:40 PM

H. Additional Objectives and Outcomes

Note - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

ACQUISITION/DEMOLITION

H.1. Is this project an Acquisition or Demolition?

No

INCOME SURVEYS AND FIRE RUNS

H.2. Were income surveys completed for this project?

No

H.3. If necessary, were fire runs completed for this project?

No

ENVIRONMENTAL CONSIDERATIONS

H.4. For construction projects involving demolition or improvement to a building, please indicate the year built:

Not applicable

H.5. Does this project involve activity at or near a designated historic site?

No

H.6. Does this project involve excavation in an archeologically-sensitive area?

No

H.7. Does this project involve the conversion of farmland to other uses?

No

H.8. Does this project involve ground-disturbing activity (will any dirt be disturbed)?

No

OTHER

H.9. Has the local unit of government taken any steps to collaborate with neighboring municipalities to maximize the impact of CDBG funded projects?

No

H.10. If the project cost exceeds available CDBG funds, what steps will the local unit of government take to ensure the

Printed By: Adam Zettel on 12/20/2023

12 of 15

project continues as planned? What fundraising measures have been employed to complete similar projects historically?

Additional funds are provided by donations and the Genesee County Senior Citizens levy.

I. Required Documents

No data saved

Case Id: 31325

Name: City of Swartz Creek - Senior Services - 2023

Address: 8083 Civic Drive, Swartz Creek, MI 48473

I. Required Documents

Note - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

Documentation

Board Resolution / Approval of Projects ***Required**

****No files uploaded**

Environmental Details (Dimensions for any proposed construction activities)

****No files uploaded**

Submit

No data saved

Case Id: 31325

Name: City of Swartz Creek - Senior Services - 2023

Address: 8083 Civic Drive, Swartz Creek, MI 48473

Submit

Once an application is submitted, it can only be "Re-opened" by an Administrator.

Note - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

I/We certify:

That, to the best knowledge and belief, all factual information provided is true and correct and all estimates are reasonable. This application and all attachments are complete and accurate.

I/We certify:

That submittal of an application for this project is not a guarantee of funding from Genesee County.

Signature

***Not signed*

Date

Program Overview

Completed by azettel@cityofswartzcreek.org on 11/6/2023 12:23 PM

Case Id: 31280

Name: City of Swartz Creek - Neighborhood Lighting -

Address: 8083 Civic Drive, Swartz Creek, MI 48473

Program Overview

Please refer to the [Application Program Guide](#) for additional details prior to completing this application.

Note - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.



GENESEE COUNTY
METROPOLITAN PLANNING
COMMISSION

GENESEE
COUNTY, MI
COMMUNITY
DEVELOPMENT
BLOCK GRANT
(CDBG)
PROGRAM

Genesee County, MI
1101 Beach Street
Flint, MI 48502
(810) 766-6560

dfortney@geneseecountymi.gov
[ov](#)

WHAT IS THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM?

The U.S. Department of Housing and Urban Development (HUD) provides Community Development Block Grant (CDBG) funds to entitlement community grantees, like Genesee County, to carry out a wide range of community development activities. These activities are directed primarily toward revitalizing neighborhoods, encouraging economic development, and providing improvements to community facilities and services in [Low to Moderate Income Areas](#).

To determine annual CDBG award amounts, HUD uses a funding formula comprised of several measures of community need. These measures include: the extent of poverty, population, housing, and overcrowding. Each CDBG assisted activity must meet at least one of the following [National Objectives](#) for the program:

- Provide benefit to low- and moderate-income persons and households; or
- Aid in the prevention or elimination of slums or blight conditions

WHAT PROJECTS ARE ELIGIBLE UNDER CDBG?

Projects that are located in [Low to Moderate Income Areas](#), or directly benefiting low to moderate income persons or households are typically eligible under the CDBG program. The following list can help you identify the types of community needs you may be able to address with a CDBG funded project. Keep in mind that this list is not all-inclusive and new project ideas are encouraged. Please note that up to 30% of the local unit of government's allocation can be used for Public Service Projects.

CONSTRUCTION PROJECTS

- Sidewalk Improvements
- Street Improvements ([Click here to view local pavement conditions](#))
- Water/Sewer Improvements
- Improvements to lighting in public spaces
- Improvements to neighborhood parks/recreational facilities

Printed By: Adam Zettel on 12/20/2023

1 of 14

- Acquisition of real property
- Special Assessment Assistance
- Construction/Rehabilitation of publicly owned buildings (not used for general government)
- Streetscape improvements in neighborhoods/commercial districts
- Purchase firefighting equipment
- Demolition and clearance activities
- Single family housing rehabilitation/improvements
- Historic Preservation
- Neighborhood clean-up efforts
- Art installations/creating aesthetically pleasing public places

PUBLIC SERVICE PROJECTS

- Code enforcement activities
- Senior Programs/Services
- Job Training
- Crime Prevention/Public Safety
- Education Programs
- Recreational Programs

A. Pre-Application Agency Information

Case Id: 31280

Name: City of Swartz Creek - Neighborhood Lighting -

Address: 8083 Civic Drive, Swartz Creek, MI 48473

Completed by azettel@cityofswartzcreek.org on 11/28/2023 9:17 AM

A. Pre-Application Agency Information

Note - Clicking **SAVE** at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

AGENCY INFORMATION

A.1. Name of Community

City of Swartz Creek

A.2. Address

8083 Civic Drive Swartz Creek, MI 48473

A.3 Unique Entity Identifier:

PELPKJKR8JM8

A.4. Tax ID Number:

38-6034855

A.5. SAM Registration Name:

City of Swartz Creek

A.6. SAM Expiration Date:

07/16/2024

AGENCY POINT OF CONTACT

A.7. First Name

Adam

A.8. Last Name

Zettel

A.9. Email

azettel@cityofswartzcreek.org

A.10. Phone Number

(810) 635-4464

B. Project Activity

Completed by azettel@cityofswartzcreek.org on 11/6/2023 12:30 PM

Case Id: 31280

Name: City of Swartz Creek - Neighborhood Lighting -

Address: 8083 Civic Drive, Swartz Creek, MI 48473

B. Project Activity

Note - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

B.1. Select applicable activity:

Public Improvements

B.2. National Objective:

Benefit low/moderate income residents.

C. Project Information

Completed by azettel@cityofswartzcreek.org on 11/28/2023 9:21 AM

Case Id: 31280

Name: City of Swartz Creek - Neighborhood Lighting -

Address: 8083 Civic Drive, Swartz Creek, MI 48473

C. Project Information

Note - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

C.1. Project Title

Neighborhood Lighting

C.2. Project Location: Click to view the [Low to Moderate Income Areas](#)

| Address | Census Tract | Block Group |
|---------|--------------|-------------|
| | 127.02 | 0127023 |

C.3. Summary of Project Scope of Work (provide as much detail as possible)

The project proposes to use 85% of available funds to install mid-block decorative street lighting in the downtown neighborhood of Swartz Creek. This neighborhood has older and diverse housing stock that is under some pressure of deterioration. Residents have expressed a desire for more lighting as a means to instill a stronger sense of security.

C.4 Please select which of [Genesee County's priorities](#) that this project will best align with.

Healthy, Livable & Safe Communities

C.5. Explain how this project will contribute towards the county priority you selected in C.4.

The project will add a security benefit to the neighborhood in question. It will also create an incentive for walking in the mornings and evenings, which will better connect the residential uses to the downtown, civic campus, and parks. The overall impact should be more use of the available sidewalks and streets, compounding health and 'eyes on the street' security benefits. The lights being decorative in nature shall encourage stability and potential investment.

D. Funding Requests

Completed by azettel@cityofswartzcreek.org on 11/28/2023 9:24 AM

Case Id: 31280

Name: City of Swartz Creek - Neighborhood Lighting -

Address: 8083 Civic Drive, Swartz Creek, MI 48473

D. Funding Requests

Note - Clicking **SAVE** at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

D.1.

| Source Type | Amount | Other Funding Sources |
|-------------------------------|-------------|-----------------------|
| CDBG Request (min. of \$5000) | \$29,910.65 | |
| | \$29,910.65 | |

D.2. Is this a public service project?

No

D.3. Describe any funds already committed to the project

No other funds are committed yet, but DDA and city general funds may be available. .

E. Pre-Application Required Documents

Case Id: 31280

Name: City of Swartz Creek - Neighborhood Lighting -

Address: 8083 Civic Drive, Swartz Creek, MI 48473

Completed by azettel@cityofswartzcreek.org on 12/5/2023 12:39 PM

E. Pre-Application Required Documents

Note - Clicking **SAVE** at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

Documentation

Public Hearing Documentation (includes minutes, attendance list, advertisement) *Required

2023 Press Release.pdf

Website screenshot.docx

2023 Project Hearing Notice.docx

Cert Reso #23-1127-04 CDBG.pdf

2023-1127 November 27, 2023 Council Minutes.docx

CDBG AFFIDAVIT OF PUBLICATION.pdf

SAM Registration Proof *Required

SAM Registration.pdf

Submit Pre-Application

Completed by azettel@cityofswartzcreek.org on 12/5/2023 12:39 PM

Case Id: 31280

Name: City of Swartz Creek - Neighborhood Lighting -

Address: 8083 Civic Drive, Swartz Creek, MI 48473

Submit Pre-Application

Once an application is submitted, it can only be "Re-opened" by an Administrator.

Note - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

I understand that failure to comply with the above mentioned statements could result a termination of the Genesee County CDBG Program funding and services.

I understand that this is not an entitlement program. Decisions on participant eligibility are based on a review of application and materials submitted by applicant.

I understand that completion and certification of this form is not a guarantee of services.

Signature

Adam Zettel

Electronically signed by azettel@cityofswartzcreek.org on 12/5/2023 12:39 PM

Pre-Application Admin Assessment

Case Id: 31280

Name: City of Swartz Creek - Neighborhood Lighting -

Address: 8083 Civic Drive, Swartz Creek, MI 48473

Completed by dfortney@geneseecountymi.gov on 12/11/2023
11:19 AM

Pre-Application Admin Assessment

If the applicant is not eligible, do not click "Complete & Submit". Please change status to "Application Denied" and add a note to Audit Log as to why the application is deemed Denied.

I certify that based on the Pre-Application, the applicant meets preliminary eligibility requirements for the Genesee County CDBG Program.

Signature

Damon Fortney

Electronically signed by dfortney@geneseecountymi.gov on 12/11/2023 11:19 AM

G. Objectives and Outcomes

Completed by azettel@cityofswartzcreek.org on 12/20/2023 2:24 PM

Case Id: 31280

Name: City of Swartz Creek - Neighborhood Lighting -

Address: 8083 Civic Drive, Swartz Creek, MI 48473

G. Objectives and Outcomes

Note - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

G.1. Select the Objective of the Genesee County Consolidated Plan this Project Meets:

Suitable Living: A suitable living environment is a neighborhood characterized by a healthy real estate market, attractive public amenities, a sense of safety and security and where residents are involved in neighborhood concerns.

G.2. Select the Intended Outcome Related to this Project:

Sustainability: Using resources in a targeted area to help make the area more viable.

G.3. Preferred Year of Project:

2025

G.4. Estimated number of persons or households to benefit from this project:

100

G.5. Project Timeline:



Proposed Project Timeline (include all important milestones): ***Required**

Streetlighting Timeline.xlsx

G.6. Is this project part of a larger geographically targeted revitalization effort?

No

G.7. Is this a Public Services Project?

No

G.8. Is this a street improvement project?

No

H. Additional Objectives and Outcomes

Case Id: 31280

Name: City of Swartz Creek - Neighborhood Lighting -

Address: 8083 Civic Drive, Swartz Creek, MI 48473

Completed by azettel@cityofswartzcreek.org on 12/20/2023 2:27 PM

H. Additional Objectives and Outcomes

Note - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

ACQUISITION/DEMOLITION

H.1. Is this project an Acquisition or Demolition?

No

INCOME SURVEYS AND FIRE RUNS

H.2. Were income surveys completed for this project?

No

H.3. If necessary, were fire runs completed for this project?

No

ENVIRONMENTAL CONSIDERATIONS

H.4. For construction projects involving demolition or improvement to a building, please indicate the year built:

No building demolition or improvement is planned.

H.5. Does this project involve activity at or near a designated historic site?

No

H.6. Does this project involve excavation in an archeologically-sensitive area?

No

H.7. Does this project involve the conversion of farmland to other uses?

No

H.8. Does this project involve ground-disturbing activity (will any dirt be disturbed)?

Yes

Provide a description of the width, length and depth of proposed ground disturbing activity

Hydroexcavating for light pole bases is expected to disturb about three square feet of surface per light.

Previous Land use and disturbances:

Existing right of way that is existing lawn with subsurface utilities.

Printed By: Adam Zettel on 12/20/2023

11 of 14

Current land use and conditions

Existing residential right of way lawn.

OTHER

H.9. Has the local unit of government taken any steps to collaborate with neighboring municipalities to maximize the impact of CDBG funded projects?

No

H.10. If the project cost exceeds available CDBG funds, what steps will the local unit of government take to ensure the project continues as planned? What fundraising measures have been employed to complete similar projects historically?

The city can seek DDA and general fund contributions. The project can be scaled back if needed.

I. Required Documents

No data saved

Case Id: 31280

Name: City of Swartz Creek - Neighborhood Lighting -

Address: 8083 Civic Drive, Swartz Creek, MI 48473

I. Required Documents

Note - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

Documentation

Board Resolution / Approval of Projects ***Required**

***No files uploaded*

Environmental Details (Dimensions for any proposed construction activities)

Downtown Lighting.pdf

Submit

No data saved

Case Id: 31280

Name: City of Swartz Creek - Neighborhood Lighting -

Address: 8083 Civic Drive, Swartz Creek, MI 48473

Submit

Once an application is submitted, it can only be "Re-opened" by an Administrator.

Note - Clicking SAVE at the bottom of this page will save all information entered should you not be able to complete this application in full on your first attempt.

I/We certify:

That, to the best knowledge and belief, all factual information provided is true and correct and all estimates are reasonable. This application and all attachments are complete and accurate.

I/We certify:

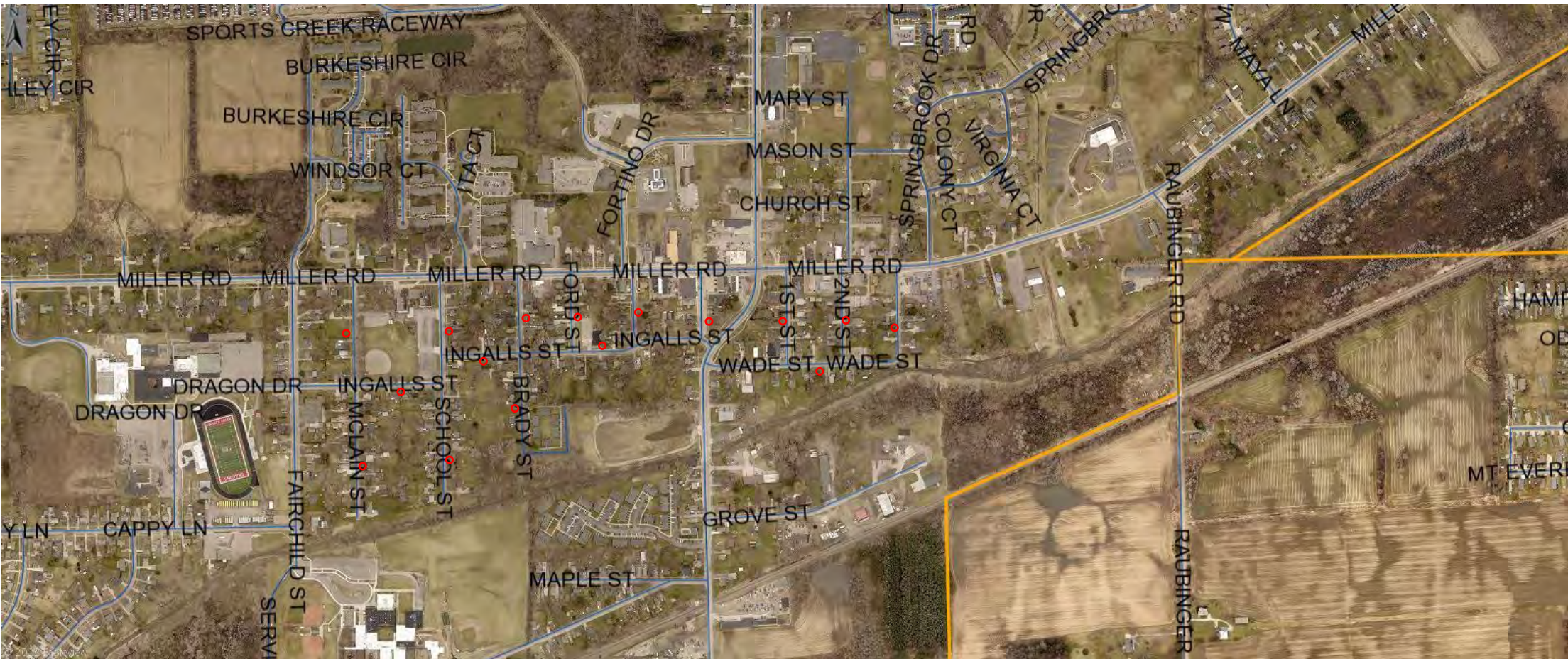
That submittal of an application for this project is not a guarantee of funding from Genesee County.

Signature

***Not signed*

Date

Downtown Lighting



◦ Proposed Street Light Location x16

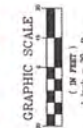
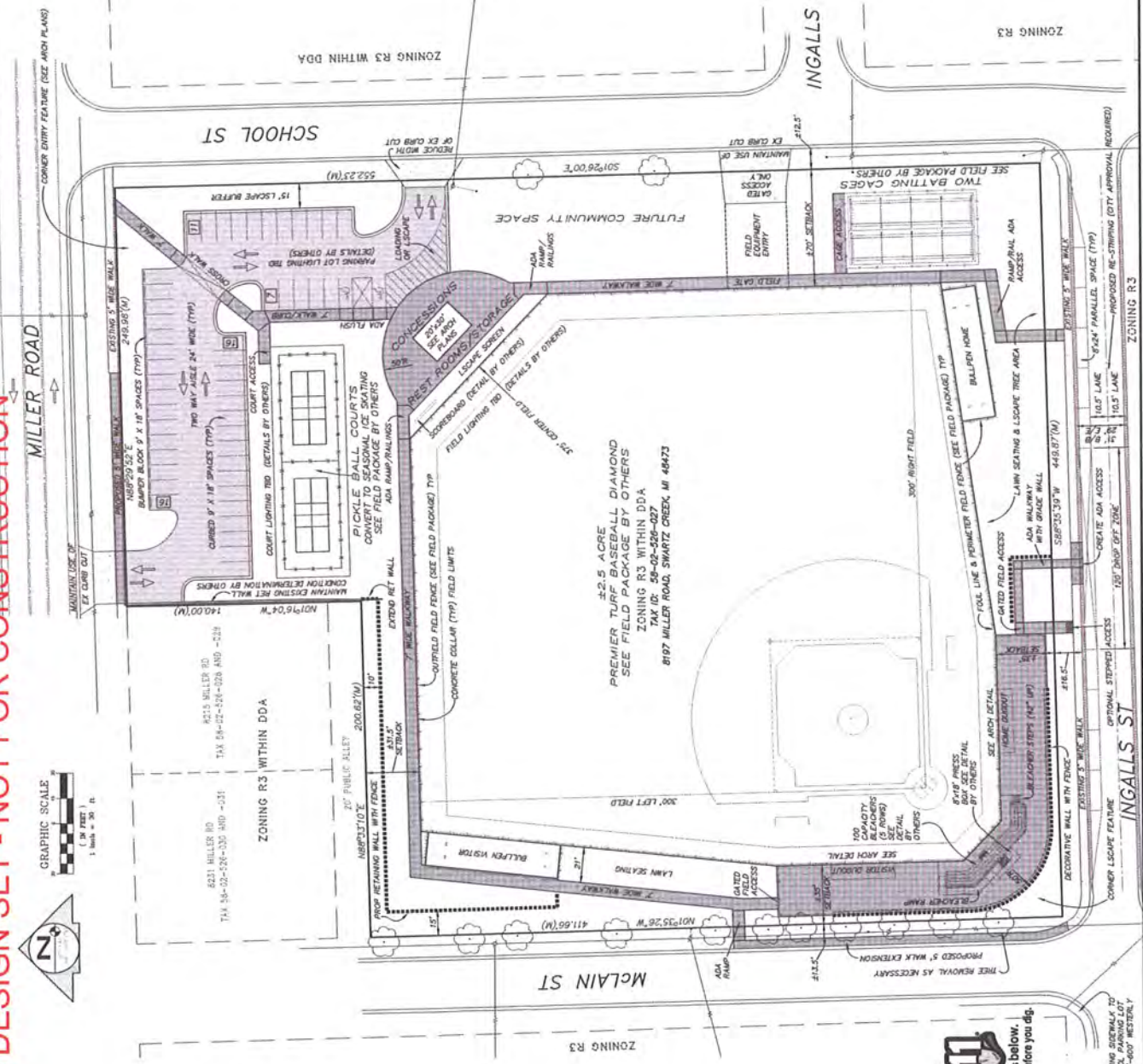
75% DESIGN SET - NOT FOR CONSTRUCTION



PROJECT INFO FOR REFERENCE

| ITEM | CITY ZONING | PROVIDED |
|----------------|-----------------------|-------------------|
| ZONING | R-3 | RESIDENTIAL |
| LOT AREA | 6,000 SF (0.14 ACRES) | 500 SQ FT PER LOT |
| LOT WIDTH | 30 FT | 30 FT |
| LOT DEPTH | 200 FT | 200 FT |
| FRONT SETBACK | 5 FT | 5 FT |
| REAR SETBACK | 10 FT | 10 FT |
| PARKING SPACES | 47 | 47 |

- SHEET INDEX - CIVIL DESIGN**
- C1: OVERALL SITE PLAN
 - C2: TOPOGRAPHIC SURVEY (BY OTHERS)
 - C3: UTILITIES SURVEY (BY OTHERS)
 - C4: ENGRAVED GRADING PLAN NORTH (PARKING & CONCESSIONS)
 - C5: ENGRAVED GRADING PLAN SOUTH (BASEBALL FIELD)
 - C6: OVERALL DRAINAGE PLAN & DETAILS
 - C7: PROFILES/DRAINAGE PLAN & DETAILS
 - S1: SOIL EROSION PLAN
 - S2: SOIL EROSION DETAILS
 - D1: GENESSEE CO. STANDARD CONST. NOTES (8TH ED.)
 - D2: GENESSEE CO. STANDARD SANITARY SEWER DETAILS (8TH ED.)
 - D3: GENESSEE CO. STANDARD PRESSURE PIPE DETAILS (8TH ED.)
 - D4: STORM SEWER, MISC. DETAILS, NOTES & QUANTITIES
 - L1: LANDSCAPE PLAN (BY OTHERS)
 - L2: LIGHTING PHOTOMETRIC PLAN (BY OTHERS)



REVIEW ONLY - NOT FOR CONSTRUCTION