

**City of Swartz Creek
AGENDA**

**Regular Council Meeting, Monday, March 25, 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 March 11, 2024 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 Forthcoming
 - 6C. Proclamation Request Pg. 42
 - 6D. Jeepers Creekers Makers Market Reservation Request Pg. 44
 - 6E. Social District Materials Pg. 46
 - 6F. Wayfinding Proposal Pg. 52
 - 6G. Small Business Hub Lease Pg. 67
- 7. **MEETING OPENED TO THE PUBLIC:**
 - 7A. General Public Comments
- 8. **COUNCIL BUSINESS:**
 - 8A. National Public Safety Telecommunications Week PROCLAMATION
 - 8B. Makers Market Request RESO Pg. 26
 - 8C. Small Business Hub Agreement RESO Pg. 27
 - 8D. Appointments RESO Pg. 27
- 9. **MEETING OPENED TO THE PUBLIC:**
- 10. **REMARKS BY COUNCILMEMBERS:**
- 11. **ADJOURNMENT:** MOTION Pg. 28

Next Month Calendar (Public Welcome at All Meetings)

Metro Police Board:	Wednesday, March 27, 2024, 11:00 a.m., Metro HQ
Planning Commission:	Tuesday, April 2, 2024, 7:00 p.m., PDBMB
City Council	Monday, April 8, 2024, 7:00 p.m., PDBMB
Downtown Development Authority:	Thursday, April 11, 2024, 6:00 p.m., PDBMB
Fire Board:	Monday, April 15, 2024, 6:00 p.m., Station #1
Park Board:	Tuesday, April 16, 2024, 5:30 p.m. PDBMB
Zoning Board of Appeals:	Wednesday, April 17, 2024, 6:00 p.m., PDBMB
City Council:	Monday, April 22, 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, MARCH 25, 2024, 7:00 P.M.**

The regular meeting of the City of Swartz Creek city council is scheduled for **March 25, 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:

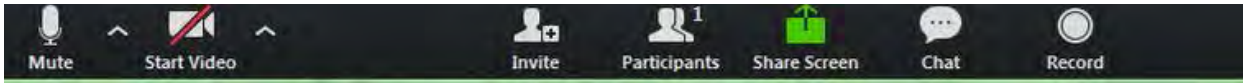
1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

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 (DMTF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer.

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



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

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

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

Renee Kraft is inviting you to a scheduled Zoom meeting.

Topic: Swartz Creek City Council Meeting

Time: March 25, 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/u/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, March 25, 2024 - 7:00 P.M.

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

FROM: Adam Zettel, City Manager

DATE: March 8, 2024

ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

- ✓ **MICHIGAN TAX TRIBUNAL APPEALS** *(No Change of Status)*
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** *(Update)*
This is a standing section of the report on the status of streets as it relates to our dedicated levy, 20-year plan, ongoing projects, state funding, and committee work. Information from previous reports can be found in prior city council packets.

The Genesee County Road Commission intends to perform maintenance on Elms Road, south of the City, with work to be completed this summer. Our section of Elms between Miller and the bridge (city limits) is very bad. We had previously sought pricing for rehabilitation but were informed that MDOT/MEDC investments related to the mega-site may resolve the matter and possibly include additional improvements. We have since learned that, while traffic is being analyzed in the vicinity of the site, there are absolutely no improvements planned.

As such we are proceeding with improvements that will make the road safe and add years of life. However, we are not investing in reconstruction or capacity improvements at this time due to the likelihood of changes with the southwest corner of Miller and Elms, and/or the mega-site. As of writing, I am soliciting a price from the county to add this section to their rehabilitation efforts. I am also soliciting a price from both contractors that are in town this summer. The recommended repair is a mill and resurface. I expect this to be on one of our April agendas.

In addition to Elms Road, Rob is getting specifications and budget pricing together for seal coating overlays (FOG seal) for select streets that are in need of preservation, but are not yet in need of a mill and resurfacing.

Street rehabilitation with limited drainage in Winchester Woods has been approved and a preconstruction meeting was held on March 14. The project is expected to commence in mid-April and finish before August. Letters are being sent to impacted owners and occupants in the construction area. All currently improved streets are included and will either be milled and resurfaced or crushed and resurfaced. Limited drainage work in the form of ditching and culverts will be included as needed.

Street reconstruction for Winchester Village is moving forward, 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 are performing public education by sending direct mailers and electronic communications to owners impacted by the project.

Street work will include sub surface drainage, road reconstruction, replacement aprons, replacement sidewalk, and forestry for Durwood, Norbury, Winshall, Greenleaf, and Whitney. Note that the contract to purchase and install limited decorative lighting is still pending. Consumers Energy says that this is expected later in March or April. I will have the design and agreement before Council when it arrives.

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)*
Per the previous report, we have bid the first three miles of cleaning and inspections (two sections of Miller, Dye, and all of Elms). Bids are due on April and I expect the council to have results in front of the city council in May. Until such inspections reveal

the need for future lining or replacement lines, our program will remain largely in maintenance mode. The previous report follows.

GIS work has started for the sewer system, and this is not expected to take long. We hope that within 60 days, we will have a good working record of sewer inspections and improvements over the last 20+ years. With that information, we expect to completely renew a 20 year asset management plan for sewer.

Given the work that has been done so far, we are confident that we have addressed the high priority and high-risk assets. Moving forward, the community will be more focused on routine maintenance.

With that said, Rob is creating a program to clean and inspect the entire sewer system approximately every eight years. We believe this is a prudent time frame until we can assess all lines at least once. Note that Genesee County was on a seven-year schedule, but after an experience study, they moved to a ten-year schedule. Further note that some segments (e.g. Miller and Elms) will be done more frequently due to known build-up issues.

This program will ensure proper flow of the system, but it cannot ensure elimination of all blockages. Televising of the lines will be conducted with inspection of manholes. This will provide the city with information to plan future lining, excavation, or manhole rehabilitation projects, if any. As noted, we believe we have addressed most, if not all, of the high-risk clay lines. The cleaning and inspection program will determine if any of the newer clay lines (1970s era) require work.

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

Work continues and is ahead of schedule! The project is supposed to be completed by October. So far, we are getting good feedback from the contractor, engineer, and residents. The project is moving along quickly and efficiently. As of writing, services are being installed.

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

Greenleaf
Winshall
Durwood
Norbury
Whitney
Seymour (partial section only)

✓ **WATER SYSTEM MISCELLANEOUS (Update)**

The county completed work on the service relocation on Dye. We have capped the main south of the railway, completing this project. I will remove this section from future reports.

Moving these customers from the west side to the east side allows 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.

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

Another privately owned lot is having a new home built.

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 spring newsletter goes out in April. Let me know if you have content.

✓ **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 **two out-buildings on the raceway grounds are down** and the impacted areas should be cleared. Prices are now in for the main building demolition, as well as the remaining out buildings. The owner intends to have the site razed for future use in 2024. The site is not formally for sale, nor is there a concept plan for reuse.
2. The **reuse of Mary Crapo is becoming a reality**. The school has concept plans for a varsity baseball field. They are including plans for a partnership that may allow the DDA to pursue seasonal skating and/or public art. It appears this is still part of the plan with two pickleball courts that can double as skating in the winter. It also

appears that their plans may have an impact on the lane configuration for Ingalls. Reviews by county agencies are occurring. The phasing and timing of construction is not known.

3. **(Update) Street repair in 2024** is moving forward. All bids for Winchester Village and Woods work are approved, with all projects scheduled to be done prior to fall. The Woods project is due to occur between mid-April and August. In addition, we are seeking prices to rehabilitate a small section of Elms, as well as for the potential to apply a FOG seal to many local streets.
4. 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 current phase of **Springbrook East is about to complete construction**, with the final home permit being issued this week. As such, we are planning a final punch list to ensure that the final paving, forestry, lighting, sidewalks, and other infrastructure are complete and/or are supported by bonds/escrow. I do expect the city to need to approve a formal street dedication soon (these streets are public), as well as a Consumers Energy lighting agreement. **There was a sale of this project's future phases and real estate.** It appears JW Morgan and another partner are in control of future phases.
6. **(Update)** The **southwest corner of Elms & Miller** is seeing some increased activity. We met with the owner and an architect on some preliminary plans. I expect to have a site plan in 60 days. The demolition is complete.
7. **(Update) Park projects** currently include an active grant application for Otterburn, pavilion repairs at Elms and application of more asphalt millings to all parking areas. The park board recommends interpretive signs, bike racks, and benches for the coming year. Additional projects are not planned or budgeted at this time.
8. **(Update) New Businesses.** There has not been any recent activity. Quiznos and Cottage Inn are expected by summer. The former Lorenzo's has been ordered demolished.
9. **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 met with the Genesee Regional Chamber on the matter. They communicated their strategy and how our community may be impacted. At the moment there is no site user, only a marketing plan. We are liaising about any potential infrastructure changes moving forward. No improvements will be implemented without a user.
10. **(Update) Holland Square** has plans and a preliminary cost for improvement of a market-style shelter. The DDA is expected to deliberate this issue at the April meeting and to ask council for a steering committee to finalize details.
11. **(New) Wayfinding** is likely to be pursued by the DDA. This will be another project that they will deliberate in April. It has funding support, but they will seek council approval to proceed, as well as a steering committee to oversee plan details. Any installation will ultimately be up to the council.

12. **(New)** The DDA is also considering a **Social District**. With the potential for another tavern coming, the city has the ability to designate a commons area in the community. See the details below. This is also up for discussion on April 11th at the DDA meeting.

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

We continue to work on the renewal process with the MEDC to retain our status. This is due in the fall, and I do not see any issues maintaining standards.

The DDA is looking to utilize RRC program dollars on wayfinding. See the new section below.

The Methodist Church project is being heavily marketed. The purchase agreement that was in place in the fall is no longer proceeding. In speaking with the realtor, there is still reason for optimism based upon interest.

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 had all architectural services donated by AMA!

We now have a concept that was reviewed and well received by the DDA. We have been coordinating with JW Morgan construction and a materials vendor on making the concept a reality. This has resulted in some material and architectural changes, with a total installation price of about \$150,000. After DDA review, an alternate concept was suggested. I expect this to be reviewed at their March meeting.

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.

✓ **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 (Update)**

Concerning the current cycle, we are soliciting bids for sidewalk on the dead ends of McLain and School Streets. Bids were due March 7th but we've received no bids. We sent the notice and/or specifications to no fewer than eight contractors, in addition to a posting. We did receive some calls from contractors regarding the CDBG requirements, which are significant. I suspect they were unwilling to adhere to standards.

I am extremely disappointed that these funds are this difficult to use. I am working with the Genesee County Metropolitan Planning Commission to see if there are alternative projects or procurement methods. In the meantime, we are seeking pricing from any willing contractor.

The full applications for the next cycle (2025-2027) have been submitted. This includes senior services and downtown decorative lighting.

✓ **DISC GOLF (No Change of Status)**

Shattered Chains is planning to hold a tournament in May. In preparation, they have some more drainage work to complete. This is covered in more detail in the park section. They also may be working to form a charitable entity to better engage in the raising of funds. We appear to be in the final stretch to make the course playable!

✓ **PAVILION COMMITMENT/GRANTS (Update)**

Our grant writer has prepared another application for Otterburn Park. See the March 11, 2024 packet for details. The council approved application to the DNR Trust Fund on March 11, and we expect to know the outcome this year. Since the federal award was just officially made in March, we are not losing a construction season.

The project now includes a pavilion, restrooms, a path, bike station, gates, sign, and ADA parking. The estimated total cost is \$600,000. This concept includes all original work items, excluding the disc golf and sledding hill (now complete), as well as a secondary pavilion on the far north of the site, which is not affordable.

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

We are updating the speed signs on Morrish Road. We are also having the pavement marking company create templates to paint "Slow" "25 MPH" and "30 MPH". These are not as durable as plastic adhesive markings, but they are affordable. We believe we can add this to multiple blocks of Ingalls, Miller Road new downtown, Morrish Road, and Seymour for a few thousand dollars.

In addition to these measures and the addition of a traffic officer, we are still very interested in comprehensive traffic calming where opportunities arise (addition of street trees, narrower lanes, speed monitoring, etc.). We do expect to have Ingalls striped for parking

on the north side, with a median marker for the other two lanes. This may require a traffic control order.

✓ **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** *(No Change of Status)*

We reached our goal. The solar model should be installed by fall! See Samantha's community development report below! We hope to have the project installed this summer. 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 2023 meeting.

✓ **BROWN ROAD LAND SALE OPTION** *(Update)*

I do not see anything happening here. I will remove this section from future reports until something changes.

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)*

Much progress has been made since the residential cross connection inspection program inception. However, a number of homes have not had the opportunity to comply, and some are still hesitant to comply. We have renewed the program for another two years and hope to get through most of the units by the end. Some will likely not comply without a turn off, but that is a last resort.

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.

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

✓ **HERITAGE STREET LIGHTS (Update)**

We have an acceptable design, but we await a new invoice and agreement for new lighting. I will present this to the council when available. The total cost to purchase and install is estimated to be around \$3,000, which is proposed to be split 50/50 between the association and the city.

By way of background, 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.

✓ **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. I was notified on January 11th that they have \$100,000 of the ~\$129,000 invoice budgeted.

The county notified us that they will be sending us approximately \$27,000 of ARPA funds from Flint Township. I spoke briefly with Karyn Miller on March 1st. She indicates that their comptroller is delaying because of questions over the other revenue sources. It appears they wish to share in the other revenues that the city acquired. This is not what we agreed to, nor does it fairly distribute resources since the city invested much to plan the project, acquire other funding, and execute the construction.

We are supposed to meet soon to go over this, but they are delayed due to their audit (based on calendar year). In the meantime, I have the name of an attorney that may be able to assist if they refuse to pay. Outside counsel is required since our communities both use Simen, Figura, Parker. I will request that the council pursue a civil suit if I have not moved this forward by early April. I would rather avoid this, especially since this project was able to improve relations that have been rocky in the past. However, the money is owed, and we must compel payment. I am not sure what their motivation is for wasting time, money, and existing good relations.

- ✓ **SENIOR CENTER ARPA WINDFALL (Update)**
The senior center is attempting to use their \$100,000 ARPA allocation for a garage. They are able to invest another \$30,000 as well. I am working with contractors and the senior center to assist them in realizing this. See the March 11, 2024 report for more details on this award and process.
- ✓ **SOLICITATION ORDINANCE (Update)**
The ordinance was approved and will be in effect in the month of April. I will remove this section from future reports.
- ✓ **SUPPLEMENTAL FINANCIAL SERVICES (Update)**
Kim is working diligently on our budget. We do not expect any changes in the form of this years budget or budget book. The timeline may be extended a bit due to circumstances. In the meantime, we are still assessing our needs for potential on-going financial services. For the time being, we believe that transferring some of Connie's duties to Amy and Jacquie, maintaining supplemental financial services, and leaving Connie's position vacant will be the best way to proceed.
- ✓ **OTHER COMMUNICATIONS & HAPPENINGS (See Individual Category)**
 - ✓ **MONTHLY REPORTS (Update)**
Monthly reports are included.
 - ✓ **BOARDS & COMMISSIONS (See Individual Category)**
 - ✓ **PLANNING COMMISSION (No Change of Status)**
The planning commission is likely to take up review of the city's lighting ordinance in the future. LED's have created circumstances in which fixtures that were otherwise incapable of high output and glare can cause safety and/or nuisance issues on industrial, commercial, and even residential property. CIB will be assisting with this. The previous report follows.

The commission met on February 6 to consider the annual report as noted above. They approved the report and held annual office selections. They retained Mr. Wyatt as Chair, Mr. Henry as Vice-Chair, and Ms. Binder as Secretary.

They also reviewed a concept for Holland Square. The Holland Square project is something that the DDA has been taking the lead on. The idea is to better activate the space so that it has a greater ability to drive recreation, culture, and hospitality for that area. Doing so will add intrinsic value to the community in the form of enjoyable events. It will also help the local businesses prosper.

With the understanding that parking and gathering are still key functions to the site, the design was going to compliment those by adding some more functional vendor spaces and multi-purpose space that is conducive to an array of different events, gatherings, or entertainment functions. The structure will provide a degree of shelter, visibility, sound, lighting, and electricity.

Funding is expected to be through the Michigan Economic Development Corporation's crowdfunding campaign. This is what the community is using to fund Cosmos in the Creek. Essentially, we expect to budget about \$120,000 to complete the project. The state will then match up to \$60,000 of community donations. This can include city general fund and DDA contributions to a degree.

Anyway, take a look at the concept. Explore the square. This is the area that is currently used for summer Maker's Markets, Christmas tree lighting, and similar events.

The next regular meeting is scheduled for April 2, 2024.

✓ **DOWNTOWN DEVELOPMENT AUTHORITY (Update)**

The DDA met on March 7 in order to get ahead of the Cosmos in the Creek sponsorship deadline. As it turns out, this was not necessary because a business (Sports Creek Raceway property owner) came forth to fund the remaining gap!

They also met to consider a sponsorship for the Fine Arts Council (which they approved), the potential for a wayfinding program, and Holland Square. In addition the new liquor license for the coffee shop was discussed, leading into a discussion about the potential for a social district.

The DDA is planning much for the coming year, and the April meeting is likely to be an instrumental meeting that ties the 2025 budget to a number of action items. The board is planning to pursue three large projects that will require the approval of council and the potential involvement of planning commission. They plan to ask the council to accept the Holland Square concept, a downtown social district, and a wayfinding/branding sign program.

For each of these, they are hopeful that the city council will form a steering committee that the DDA can lead. Once the time, place, and manner of each potential project is coalesced, the city council will be the final approving authority. Again, they will be formally deliberating these projects at the April meeting and are likely to recommend proceeding with all three initiatives. I encourage the council and planning commission to take special note of these initiatives and potentially engage in their meetings.

I have provided detailed information on the social district and wayfinding program in the next packet. However, this is not expected to mature as a business item until the after the DDA meets in April.

Their next regular meeting is scheduled for April 11th.

✓ **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, two members have taken up the offer. I do plan to convene with them in April, if only to have their annual meeting. There is a pending inquiry that may lead to a sign variance.

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

The park board met on March 19th. They deliberated on the need for a new bathroom at Abrams Park. It was found that it may cost ½ or 1/3 of the price to relocate the tot lot to the existing bathrooms in lieu of constructing new bathrooms. They are going to look into this possibility.

The 2024 slip and slide data has not been set. This is likely to be based on the availability of the Shattered Chains group.

Saplings are proposed for the riparian areas of Abrams Park, the new trail by the Middle School and we areas of Elms by the interstate.

2024 project recommendations follow a limited budget expectation, as well as the five year plan. They propose the budget include interpretive signs, bike racks (which may be Eagle Scout projects), and new benches..

The next regular meeting is scheduled for April 15, 2024.

✓ **BOARD OF REVIEW (Update)**

The Board of Review primary meeting schedule for March is set. They will convene March 18 from 9am to noon and 6pm to 9pm; March 19 from 9am to noon; and March 20 from 9am to noon. Their organizational meeting was March 5 at 1:30pm. Due to the packet release time, I am not able to provide an update yet.

✓ **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:

Primary Election: August 6, 2024

General Election: November 5, 2024

✓ **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.
- ❑ So far this winter DPS has responded to 11 snow/ice events. Last year we had 24 total snow events for the entire winter. Hopefully with a little luck we won't reach that total again this year.
- ❑ Cut and cap on Dye Rd. water main and hydrant removals are complete.
- ❑ DPS crews are rebuilding several planter boxes for the upcoming season.
- ❑ There were 3 structures that required demo and as this point all are in process of being demolished and are at various stages (7025 Miller Rd. 5019 Hayes St. and 5472 Miller Rd.). All 3 structures are now demolished a couple of the sites have ongoing cleanup.
- ❑ In the village water main installation is complete with the exception of the short run on Seymour Rd. Pressure testing, disinfection, tie ins and water service installation is ongoing but nearing completion in the next couple of weeks. The milling of the asphalt overlay has been completed. Storm sewer installation has started on Winshall and Durwood and is moving along nicely. In the next two weeks Diponio will begin removing the old road, setting grade, undercutting, pouring curb and gutter and installing stone base on Winshall.

✓ **TREASURER UPDATE (Update)**

Data collection continues for the FY25 draft budget. Routine operations include, but are not limited to, processing payments for utility bills, tax bills, delinquent personal and qualified real taxes, building permits, daily/weekly/monthly journal entries, bank wires, review/approval of accounts payable invoices, issuance of building permits and rental inspection collections, processing payroll, accounting for grants and projects and other financial matters impacting the city.

✓ **ECONOMIC DEVELOPMENT UPDATE (Update)**

The Flint and Genesee Economic Alliance reached out to Adam and me about leasing space from the city as part of a grant they received to offer small business support throughout more of Genesee County. A small business coordinator from their team will be working at the office one day a week. This is the type of service I would refer to small businesses that are looking to have a business plan made or help with financial projections in preparation for a loan or grant application. I think this will be a good complimentary service to house at the office.

Now that the campaign for Cosmos in the Creek has ended, I've sent in the required financial documents and am continuing the required monthly updates on patronicity about the status of the project. Adam and I met with the Signs by Crannie team and worked out some design ideas for what the signs will actually look like. We've received the first draft and are impressed so far. I think some minor tweaks will be made, and then things will proceed.

Match on Main applications are due on April 17th. I am expecting at least one, maybe two downtown businesses to apply. This is a really great opportunity for businesses downtown, especially if they combine it with a façade match grant from the DDA.

Family Movie Night planning is still moving along. After speaking with the Swartz Creek Area Firefighter's Association, they have expressed that they enjoy putting this event on for the community and would like to continue doing so. We are considering utilizing the blow up screen if we have enough volunteers, or figuring out a way to make unrolling the screen easier. In addition, I have heard interest from multiple nonprofit groups about volunteering at movie nights for a donation. Those details will be worked out at the next DDA meeting. I am working with Swank to get the paperwork filled out for the licensing, but as of now the schedule is: June 28th: Elemental, July 12th Trolls Band Together, July 26th Migration, and August 9th The Goonies.

Jeepers Creekers has started planning and coordination of the Monthly Markets. Those will be the second Tuesday of each month again. Each market has a theme to help bring more variety each month. Interested vendors should contact JeepersCreekers@gmail.com for more information.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

✓ **APPOINTMENTS (Business Item)**

We have two positions on the DDA that expire this month. There is also a need to reappoint Councilmember Hicks to the Metro Police Board. The Mayor is offering one of the expiring DDA seats to a new member, Julie Kallas, in an effort to increase participation and attendance. He is seeking to reappoint Rae Lynn Hicks to the Metro Police Authority Board, as well as Connie King to the DDA.

✓ **PROCLAMATION (*Business Item*)**

The week of April 14th will be National Public Safety Telecommunicators Week. Chief Plumb, who serves as Deputy Director of the Genesee County 9-1-1 Authority, sent us a note encouraging us to participate in acknowledging the hard work and importance of our emergency call centers and workers. This is a very tough job, and it is hard to find the right people to staff these positions. Considering how crucial they are and how reliable we expect that service to be, they certainly do deserve our many thanks and our most sincere gratitude. A proclamation is included in the packet.

✓ **JEEPERS CREEKERS MAKERS MARKET (*Business Item*)**

The Jeepers Creekers non-profit is back for 2024, and they are seeking permission to use Holland Square for their summertime Makers Market. These markets occur monthly at Holland Square and run from 4pm to 8pm, May through September. The dates are May, 14, June 11, July 9, August 13, and September 10. The organizer estimates that there are about 400 attendees. They are requesting use of the tables, lawn games, and waste bins that the city purchased to enhance such outdoor events.

This event has run smoothly in the past. I am not aware of any issues with parking, disorder, waste, or traffic. The organization is reputable and insured. I have included their application and recommend approval.

✓ **SMALL BUSINESS HUB LEASE (*Business Item*)**

The Flint & Genesee Chamber performs numerous small business development services to assist in startups, growth, retention, and expansion. They help to develop business plans, provide valuable contacts, strategize, and complete regulatory compliance requirements. Their affiliate, the Flint & Genesee Foundation, recently acquired a grant to provide up to three small business development sub-hubs in the region.

Samantha was on top of this opportunity and requested information. As it turns out, they are seeking a municipal office to house a specialist for one day each week. The idea is to build a network in local communities and support small businesses on the periphery of the region. They propose to lease an office that can be used on Mondays, from about 9am to 4pm, by their specialist. They will supply their own technology and supplies. They ask the city to supply a workstation, basic utilities, and wi-fi.

We believe this will be a good fit for us. We do have such an office available, and we can readily agree to all other terms. The specialist will then be able to serve Swartz Creek directly. They will not require any server access, building access keys, phone access, or use of employee services. They are offering to pay \$400 per month for a one-year lease. They hope that this program can be extended for an additional two years.

This is an arrangement we have not been a part of before, but such a situation is certainly common among municipalities. I think this will be a good addition to our economic

development efforts, and it does include compensation to offset any real or perceived demand on our finances. I am including the lease, which is very simple, and I recommend council considers this positively.

✓ **WAYFINDING PROJECT (New)**

The DDA, in accordance with their planning documents, is looking to engage in a wayfinding and branding sign plan for the entire city. For many years, we have aspired to invest in a sign system that would provide for gateway signs into the community and/or downtown, direct visitors, highlight attractions, and promote the Swartz Creek brand. Until now, this was not an affordable possibility. However, two circumstances are now going the city's way. First, the Michigan Economic Development Corporation is willing to fund \$20,000 of professional services for such a study because of the city's Redevelopment Ready Community status. In addition, the DDA revenues are exceeding expectations.

With that said, the DDA is planning to proceed with engaging in professional services to fund a complete wayfinding sign scheme, as well as to fund initial investments in the signs. I am including the professional services agreement provided by the consultant. This illustrates the design process and the deliverables. Again, the DDA will need the city council to affirm the project and establish a steering committee to guide the details. Please stay tuned.

✓ **SOCIAL DISTRICT (New)**

The council recently approved an application for a liquor license for a downtown business (8010 Miller Road; formerly Ken's Barber Shop). This is now to be a coffee shop and bookstore that could maintain a full bar. If this occurs, the city will be able to consider a social district with a commons area. This will allow the downtown taverns to serve to-go beverages with alcohol that can be carried and consumed in public areas defined by the city.

With that said, the DDA believes this could be a powerful incentive to attract other events, new patrons, and new businesses. There are guidelines to follow per Michigan statutes and promulgated rules. I am attaching these and an example of a social district from Brighton. As you can see, a defined common area must be determined and mapped. There must also be rules on the days, times, and manner of consumption. Like the other projects, this is something the DDA will likely pursue with a committee, pending council acceptance of the concept.

Note that the city does not currently qualify, so there is no immediate or short term ask to engage in this or approve it. The DDA is simply looking ahead.

Council Questions, Inquiries, Requests, Comments, and Notes

Budget Adjustment Follow Up: The storm sewer expense was for two catch basin repairs in August. The additional sewer charge was for the general & single audit, assisting with GASB, and attending treasurer interviews. This is the sewer part of the four-way split for expenses. The city parking lot reimbursements came from the senior center \$10,000 and an additional \$11,933 from water, sewer, and waste. The rest was covered by general fund. It is common for the city to apportion a

percentage of city hall expenses to other funds, since all of those activities are conducted here.

Fire Training: On Sunday, April 14, at 5pm, Gaines and Swartz Creek Area Fire Departments will be conducting training at the Elms Park playscape. This is a common practice that enables our firefighters to get good experience in confined space/after dark scenarios.

**City of Swartz Creek
RESOLUTIONS
Regular Council Meeting, Monday, March 25, 2024, 7:00 P.M.**

Motion No. 240325-4A **MINUTES – MARCH 11, 2024**

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, March 11, 2024, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 240325-5A **AGENDA APPROVAL – MARCH 25, 2024**

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of March 25, 2024, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 240325-6A **CITY MANAGER’S REPORT**

Motion by Councilmember: _____

I Move the Swartz Creek City Council accept the City Manager’s Report of March 25, 2024 including reports and communications, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 240325-8A **RESOLUTION TO PROCLAIM NATIONAL PUBLIC SAFETY
TELECOMMUNICATIONS WEEK IN SWARTZ CREEK**

Motion by Councilmember: _____

WHEREAS, emergencies can occur at any time that require police, fire or emergency medical services; and,

WHEREAS, when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and,

WHEREAS, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the City of Swartz Creek emergency communications center; and,

WHEREAS, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

WHEREAS, Public Safety Telecommunicators are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and ensuring their safety; and,

WHEREAS, Public Safety Telecommunicators of Genesee County 9-1-1 have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

WHEREAS, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

NOW, THEREFORE BE IT RESOLVED that the City Council of Swartz Creek declares the week of April 14 through 20, 2024, to be National Public Safety Telecommunicators Week in Swartz Creek in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 240325-8B

RESOLUTION TO APPROVE A PUBLIC PLACE PERMIT FOR THE JEEPERS CREEKERS WEEKLY MARKET

Motion by Councilmember: _____

WHEREAS, Jeepers Creekers, Inc. is a recognized charitable entity that is in good standing and that operates in Swartz Creek; and

WHEREAS, said organization proposes to organize and host a monthly vendor market within Holland Square, including food trucks, and they therefore seek a permit to use the city plaza from 3:00 p.m. to 8:30 p.m. on the following Tuesdays of May 14th, June 11th, July 9th, August 13th, and September 10th; and

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

NOW, THEREFORE BE IT RESOLVED that the City of Swartz Creek hereby approves the application for a street usage permit to conduct a craft market and food truck event on the Tuesdays of May, 14th, June 11th, July 9th, August 13th, and September 10th, from 3:00 p.m.

to 8:30 p.m., applicant: the Jeepers Creekers, Inc., in accordance with the application submitted, under the direction and control of the Chief of Police.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 240325-8C

RESOLUTION TO APPROVE A LEASE WITH FLINT & GENESEE FOUNDATION TO PROVIDE SMALL BUSINESS DEVELOPMENT SERVICES FROM THE CITY OFFICE

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek supports small business development within and around the community of Swartz Creek; and

WHEREAS, the Flint and Genesee Foundation (Foundation), a partner of the Flint & Genesee Chamber provides small business development services in the region; and

WHEREAS, the Foundation in receiving grant funds to support up to three years of small business development services in proxy locations within the region, said services to be delivered in up to three sub-hub locations; and

WHEREAS, the City of Swartz Creek has available office space, public accessibility, supplemental support staff, and a shared vision for promoting small business growth; and

WHEREAS, the Foundation is offering \$400 per month to rent one office for use one day a week to provide said services; and

WHEREAS, the Foundation does not require any technology equipment, access keys, server access, or supplies to conduct said services.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek approves the Property Lease with the Flint & Genesee Foundation as included in the March 25, 2024 city council packet.

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

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 240325-8D

COMMISSION APPOINTMENTS

Motion by Councilmember: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE March 11, 2024**

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

Invocation and Pledge of Allegiance.

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

Councilmembers Absent: None.

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

Others Present: Metro PD Chief Bade, Jeff Clothier, Linda Davis-Kirksey.

Others Virtually Attended: Lania Rocha.

APPROVAL OF MINUTES

Resolution No. 240311-01 **(Carried)**

Motion by Councilmember Spillane
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Minutes as amended of the Regular Council Meeting held Monday February 26, 2024, to be circulated and placed on file.

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

APPROVAL OF AGENDA

Resolution No. 240311-02 **(Carried)**

Motion by Councilmember Henry
Second by Councilmember Cramer

I Move the Swartz Creek City Council approve the agenda as amended for the Regular Council Meeting of March 11, 2024, to be circulated and placed on file.

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

NO: None. Motion Declared Carried.

CITY MANAGER’S REPORT

Resolution No. 240311-03

(Carried)

Motion by Councilmember Cramer
Second by Councilmember Gilbert

I Move the Swartz Creek City Council accept the City Manager’s Report of March 11, 2024, including reports and communications to be circulated and placed on file.

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC:

Jeffrey Clothier: Candidate for Genesee County 67th District Court Judge. Introduced himself.

COUNCIL BUSINESS:

PUBLIC HEARING FOR AUTHORIZATION OF DNR TRUST FUND GRANT

Opened at 7:40 p.m.

Jim Barclay: The park is open, and he sees 5-6 people in there every day. Suggested putting up stations where QR Codes can be scanned for donations.

Closed at 7:42 p.m.

RESOLUTION TO AUTHORIZE APPLICATION FOR THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES TRUST FUND GRANT

Resolution No. 240311-04

(Carried)

Motion by Mayor Pro Tem Hicks
Second by Councilmember Cramer

WHEREAS, the City of Swartz Creek supports the submission of an application titled, “Otterburn Park Improvements” to the DNR Trust Fund development program for pavilion construction and related site improvements at Otterburn Park; and,

WHEREAS, the proposed application is supported by the City of Swartz Creek 5-Year Approved Parks and Recreation Plan; and,

WHEREAS, the City of Swartz Creek is hereby making a financial commitment to the project in the amount of \$310,000 matching funds, in cash and/or donation; and,

WHEREAS, if the grant is awarded the applicant commits its local match and donated amounts from the following sources:

US HUD	\$264,000
Bee More Jentry	\$6,000
City of Swartz Creek	\$40,000

NOW THEREFORE, BE IT RESOLVED that the Swartz Creek City Council hereby authorizes submission of a DNR Trust Fund Grant Application for \$289,430, and further resolves to make available a local match through financial commitment and donation(s) of \$310,000 (51.7%) of the total \$599,430 project cost during the 2024-2025 fiscal year.

Discussion Ensued.

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

RESOLUTION TO APPROVE A PROPOSAL FOR TEMPORARY AND SUPPLEMENTAL FINANCIAL SERVICES

Resolution No. 240311-05

(Carried)

Motion by Councilmember Gilbert
Second by Mayor Pro Tem Hicks

WHEREAS, the City of Swartz Creek continues to onboard and train new staff in the duties of Treasury and Finance; and

WHEREAS, it was anticipated that temporary supplemental services would likely need to be employed in order to efficiently and properly conduct said financial activities related to budget, audit preparation, and reporting; and

WHEREAS, the City of Swartz Creek retains Plante Moran for auditing services, as well as educational and limited advisory services; and

WHEREAS, the City of Swartz Creek finds that it would be more proper and cost-effective to retain a separate professional for more intensive supplemental services; and

WHEREAS, staff have been communicating with Kimberly Lynch regarding financial services for over six months, have formally interviewed her, and have engaged her to provide an assessment of the city's financial service needs; and

WHEREAS, Mrs. Lynch has subsequently provided an engagement letter to meet the temporary needs of the city's finance functions.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek approves the engagement letter with Kimberly Lynch, dated March 8, 2024.

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 treasurer to appropriate such costs commensurate with the appropriation of the city's audit.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE MID-YEAR BUDGET ADJUSTMENTS

Resolution No. 240311-06

(Carried)

Motion by Councilmember Knickerbocker

Second by Councilmember Henry

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

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

WHEREAS, the City Council has reviewed the City's 2023 – 2024 Revenue and Expenditure Report through January, and finds that it is not in deficit; however, certain department activity line items may be in deficit; and

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

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

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

Motion by Councilmember Henry
Second by Councilmember Cramer

WHEREAS, the City of Swartz Creek regulates peddlers and solicitors in accordance with state law; and

WHEREAS, the Code of Ordinances, Chapter 12, promulgates rules for said local regulations; and

WHEREAS, City seeks to clarify requirements for back ground checks and permit review.

THEREFORE, I MOVE the City of Swartz Creek ordains:

**CITY OF SWARTZ CREEK
ORDINANCE NO. 466**

An ordinance to amend Section 12-6 of Chapter 12 of the Code of Ordinances regarding peddlers and solicitors.

THE CITY OF SWARTZ CREEK ORDAINS:

Section 1. Amendment of Section 12-6 of Chapter 12 of the Code of Ordinances.

Section 12-6 of Chapter 12 of the Code of Ordinances shall be amended to read as follows:

Sec 12-6 – Issuance, Possession and Presentation of License.

No license shall be issued to, nor shall any vending be conducted by:

- (1) Any person who has made a false material statement in the application for the license.
- (2) Any person who has been convicted of a violation of this chapter or whose solicitation permit or transient merchant license has previously been revoked by the City.
- (3) Any person who has been convicted of any crime involving moral turpitude, breach of the peace or is a menace to health, safety or the general welfare of the public.

Upon approval of the license application, the city clerk shall issue a license and license identification card including the name, address, and photo of the licensed

person. The licensed person shall visibly display on their person at all times the license identification card when conducting activities permitted by the license.

Section 2. Effective Date.

This Ordinance shall take effect 30 days following publication.

At a regular meeting of the City Council of Swartz Creek held on the 11th day of March, 2024, Councilmember Henry moved for adoption of the foregoing ordinance and Councilmember Cramer supported the motion.

Voting for: Henry, Cramer, Spillane, Gilbert, Hicks, Krueger, Knickerbocker

Voting against: None

The Mayor declared the ordinance adopted.

David Krueger
Mayor

Renee Kraft, CMC, MiPMC
City Clerk

CERTIFICATION

The foregoing is a true copy of Ordinance No. 465 which was enacted by the Swartz Creek City Council at a regular meeting held on the 11th day of March, 2024.

Renee Kraft, CMC, MiPMC
City Clerk

Discussion Ensued.

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

RESOLUTION TO APPROVE TRAFFIC CONTROL ORDER NUMBER 179, TO SET THE SPEED LIMIT FOR MORRISH ROAD OVERPASS TO 30 MILES PER HOUR

Resolution No. 240311-09

(Carried)

Motion by Councilmember Cramer
Second by Councilmember Henry

WHEREAS, the city owns and operates a system of major and local streets, including traffic control devices; and

WHEREAS, Chapter 18, Article II of the Swartz Creek City Charter adopts the provisions of the Michigan Manual on Uniform Traffic Control Devices, 2009 Edition; and

WHEREAS, Section 1A.08 of the Michigan Manual on Uniform Traffic Control Devices, 2009 Edition grants local control of the regulation of traffic devices and Section 2B.13 provides additional guidance for reevaluating speed limit signs; and

WHEREAS, the street administrator and staff from the Metro Police Department of Genesee County recommend that the speed limit on Morrish Road, between the north I-69 ramp and south I-69 ramp be set at 30 MPH.

NOW, THEREFORE BE IT RESOLVED that the City of Swartz Creek approve Traffic Control Order #179 as a permanent order and direct the staff to place and/or remove signs in accordance with the MUTCD.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

None.

REMARKS BY COUNCILMEMBERS:

Councilmember Knickerbocker: Appreciated everyone's time. Interested in a shred day.

Councilmember Gilbert: A telephone pole is on a slant along Miller Road closer to Elms.

Councilmember Henry: Small Cities is being hosted here on April 3, starting at 6:00pm.

Councilmember Cramer: He found an article in the Detroit News alarming, regarding the petition that would eliminate property taxes.

Mayor Pro Tem Hicks: Asked Chief Bade for his opinion on the Courts all moving to Flint. Chief Bade responded it will be a waste of time for the policemen to have to travel to Flint. Asked if we can get rid of the Island on Miller Road that keeps getting run over. Would like a bike rack downtown.

Mayor Krueger: Stated that on the construction cost opinion at Otterburn Park, it has a bike pavilion station for \$20,000. He questioned the cost. City Manager Zettel replied he

thinks it's a high number, but a station has tools, air, equipment repair, etc. for riders to fix their bikes.

Councilmember Spillane: Discussed blight in the city, especially Elms Street. Regarding sign issue, suggested putting reflective tape on the poles.

ADJOURNMENT

Resolution No. 240311-10

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Cramer

I Move the Swartz Creek City Council adjourn the regular meeting at 8:39 p.m.

Unanimous Voice Vote.

David A. Krueger, Mayor

Renee Kraft, CMC, MiPMC, City Clerk

		2023-24 AMENDED BUDGET	MID-YEAR BUDGET ADJUSTMENT	MID-YEAR AMENDED BUDGET	Comments
Fund 101 - General Fund					
Revenues					
Dept 000.000 - General					
101-000.000-664.000	Interest Income	7,500.00	1,000.00	8,500.00	
101-000.000-675.000	Misc.	0.00	120.00	120.00	
101-000.000-677.000	Reimbursements	0.00	203.27	203.27	
Dept 301.000 - Police Dept					
101-301.000-543.000	State Liquor Returns	4,700.00	125.15	4,825.15	
101-301.000-627.000	Charges for Services	0.00	410.01	410.01	
Dept 336.000 - Fire Department					
101-336.000-677.000	Reimbursements	0.00	1,074.93	1,074.93	
Dept 371.000 - Building/Zoning/Planning					
101-371.000-478.000	Other Permits	1,800.00	1,040.00	2,840.00	
Dept 523.000 - Grass, Brush & Weeds					
101-523.000-416.000	Current Weed Revenue	3,600.00	2,100.00	5,700.00	
Dept 782.000 - Facilities - Abrams Park					
101-782.000-651.000	Use and Admission Fee	230.00	100.00	330.00	
Dept 783.000 - Facilities - Elms Rd Park					
101-783.000-677.000	Reimbursements	0.00	1,375.00	1,375.00	
Dept 797.000 - Facilities - City Parking Lots					
101-797.000-677.000	Reimbursements	0.00	21,933.45	21,933.45	
Expenditures					
Dept 000.000 - General					
101-101.000-910.500	Workers Comp Insurance	7.00	1.00	8.00	
Dept 172.000 - Executive					
101-172.000-910.500	Workers Comp Insurance	200.00	16.00	216.00	
Dept 215.000 - Administration and Clerk					
101-215.000-801.000	Contractual Services	1,271.95	206.57	1,478.52	Testing for new full time Admin
Dept 345.000 - PUBLIC SAFETY BUILDING					
101-345.000-910.500	Workers Comp Insurance	195.00	90.00	285.00	

		2023-24 <u>AMENDED BUDGET</u>	MID-YEAR BUDGET ADJUSTMENT	MID-YEAR AMENDED BUDGET	Comments
Dept 782.000 - Facilities - Abrams Park 101-782.000-941.000	Equipment Rental	2,000.00	740.27	2,740.27	
Dept 790.000 - Facilities-Senior Center/Libr 101-790.000-910.500	Workers Comp Insurance	193.00	89.00	282.00	
Dept 794.000 - Community Promotions Program 101-794.000-941.000	Equipment Rental	7,300.00	1,578.86	8,878.86	
Fund 101 - General Fund:					
TOTAL REVENUES		2,979,038.77	29,481.81	3,008,520.58	
TOTAL EXPENDITURES		3,422,076.30	2,721.70	3,424,798.00	
NET OF REVENUES & EXPENDITURES		(443,037.53)	32,203.51	(410,834.02)	
Fund 202 - Major Street Fund					
Revenues					
Dept 000.000 - General 202-000.000-664.000	Interest Income	75.00	1,700.00	1,775.00	
Expenditures					
Dept 463.000 - Routine Maint - Streets 202-463.000-726.000	Supplies	0.00	101.85	101.85	
Dept 474.000 - Traffic Services 202-474.000-726.000	Supplies	2,500.00	1,247.31	3,747.31	
Dept 429.000 - Occupational Safety					
202-429.000-702.000	Wages	0.00	56.42	56.42	
202-429.000-704.100	FICA - Employer's Share	0.00	3.50	3.50	
202-429.000-704.200	Medicare - Employer's Share	0.00	0.82	0.82	
202-429.000-705.000	Medical Insurance - ER	0.00	47.98	47.98	
202-429.000-705.100	Vision Benefits	0.00	0.48	0.48	
202-429.000-705.200	Dental Benefits	0.00	5.68	5.68	
202-429.000-706.000	Life Insurance - ER cost	0.00	0.56	0.56	
202-429.000-707.000	Retirement Contributions-ER	0.00	5.64	5.64	
202-429.000-707.100	Health Care Savings Plan - ER	0.00	2.50	2.50	
202-429.000-708.000	Sick & Accident Premiums-ER	0.00	5.37	5.37	
202-429.000-941.000	Equipment Rental	0.00	25.50	25.50	
Fund 202 - Major Street Fund:					
TOTAL REVENUES		1,743,424.10	1,700.00	1,745,124.10	

		2023-24 AMENDED BUDGET	MID-YEAR BUDGET ADJUSTMENT	MID-YEAR AMENDED BUDGET	Comments
TOTAL EXPENDITURES		1,838,453.54	1,503.61	1,839,957.15	
NET OF REVENUES & EXPENDITURES		(95,029.44)	3,203.61	(91,825.83)	
Fund 203 - Local Street Fund					
Revenues					
Dept 000.000 - General					
203-000.000-664.000	Interest Income	400.00	100.00	500.00	
Expenditures					
Dept 228.000 - Information Technology					
203-228.000-801.000	Contractual Services	0.00	609.31	609.31	
Dept 449.501 - Right of Way - Storms					
203-449.501-930.000	Repairs and Maintenance	1,000.00	7,230.40	8,230.40	
Dept 463.503 - Local Streets Rehab					
203-463.503-801.000	Contractual Services	0.00	450.00	450.00	
203-463.503-900.000	Printing and Publishing	0.00	1,750.00	1,750.00	
Fund 203 - Local Street Fund:					
TOTAL REVENUES		3,800,600.00	100.00	3,800,700.00	
TOTAL EXPENDITURES		3,918,344.67	10,039.71	3,928,384.38	
NET OF REVENUES & EXPENDITURES		(117,744.67)	10,139.71	(107,604.96)	
Fund 204 - MUNICIPAL STREET FUND					
Revenues					
Dept 000.000 - General					
204-000.000-402.204	Current Tax Revenue Local St Millage	737,600.00	18,220.54	755,820.54	
Fund 204 - MUNICIPAL STREET FUND:					
TOTAL REVENUES		7,150,145.00	18,220.54	7,168,365.54	
TOTAL EXPENDITURES		3,767,953.63	0.00	3,767,953.63	
NET OF REVENUES & EXPENDITURES		3,382,191.37	18,220.54	3,400,411.91	
Fund 248 - Downtown Development Fund					
Revenues					
Dept 000.000 - General					
248-000.000-664.000	Interest Income	8.50	108.72	117.22	
Fund 248 - Downtown Development Fund:					

	2023-24 AMENDED BUDGET	MID-YEAR BUDGET ADJUSTMENT	MID-YEAR AMENDED BUDGET	Comments
TOTAL REVENUES	167,754.50	108.72	167,863.22	
TOTAL EXPENDITURES	126,471.75	0.00	126,471.75	
NET OF REVENUES & EXPENDITURES	41,282.75	108.72	41,391.47	

Fund 402 - Fire Equip Replacement Fund Revenues

Dept 000.000 - General 402-000.000-574.400	CVTRS- PS - Revenue Sharing	0.00	378.00	378.00	new revenue from state-- dedicated to pub safety
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Fund 402 - Fire Equip Replacement Fund:

TOTAL REVENUES	228,000.00	378.00	228,378.00
TOTAL EXPENDITURES	341,617.50	0.00	341,617.50
NET OF REVENUES & EXPENDITURES	(113,617.50)	378.00	(113,239.50)

Fund 590 - Sanitary Sewer Fund Expenditures

Dept 253.000 - Treasurer 590-253.000-801.000	Contractual Services	11,653.00	5,000.00	16,653.00	help with transitioning positions
590-253.000-805.000	Bank Fees	50.00	71.50	121.50	
Dept 537.000 - Sewer Lift Stations 590-537.000-726.000	Supplies	0.00	323.52	323.52	
Dept 101.000 - Council 590-101.000-910.500	Workers Comp Insurance	5.00	1.00	6.00	
590-101.000-960.000	Education and Training	1,595.00	23.33	1,618.33	

Fund 590 - Sanitary Sewer Fund:

TOTAL REVENUES	1,393,077.50	0.00	1,393,077.50
TOTAL EXPENDITURES	1,685,927.70	5,419.35	1,691,347.05
NET OF REVENUES & EXPENDITURES	(292,850.20)	5,419.35	(287,430.85)

Fund 591 - Water Supply Fund Expenditures

Dept 172.000 - Executive 591-172.000-961.000	Miscellaneous	0.00	71.25	71.25	MI Deal/ Annual Memb Fee
Dept 215.000 - Administration and Clerk 591-215.000-726.000	Supplies	0.00	37.78	37.78	

Fund 591 - Water Supply Fund:

	2023-24 AMENDED BUDGET	MID-YEAR BUDGET ADJUSTMENT	MID-YEAR AMENDED BUDGET	Comments
TOTAL REVENUES	2,309,750.00	0.00	2,309,750.00	
TOTAL EXPENDITURES	7,047,383.30	109.03	7,047,492.33	
NET OF REVENUES & EXPENDITURES	(4,737,633.30)	109.03	(4,737,524.27)	

Fund 661 - Motor Pool Fund Revenues

Dept 000.000 - General 661-000.000-664.000	Interest Income	700.00	695.95	1,395.95
661-000.000-675.000	Misc.	0.00	210.00	210.00

Fund 661 - Motor Pool Fund:

TOTAL REVENUES	218,795.00	905.05	219,700.05
TOTAL EXPENDITURES	406,356.50	0.00	406,356.50
NET OF REVENUES & EXPENDITURES	(187,561.50)	905.05	(186,656.45)

From: [Dave Plumb](#)
To: [Dave Plumb](#)
Subject: Genesee Co 911 - National Public Safety Telecommunications week
Date: Tuesday, March 5, 2024 10:06:14 AM
Attachments: [image001.png](#)
[Sample Proclamation NPSTW2024.doc](#)

Good morning everyone,

I wanted to send a reminder to our municipal leaders as well as our public safety and agency partners that April 14-20 is National Public Safety Telecommunications week. This is the week set aside each year to honor the emergency center's staff for their commitment, services and sacrifice. Many of you over the years have shown your appreciation by presenting proclamations, social media posts, media opportunities as well as various food deliveries, catered meals, desserts, and personalized gift bags, which has been very much appreciated.

We are once again coordinating this weeklong event to ensure everything doesn't show up all at once and go to waste. If anyone is planning to participate or donate this year, please let me know. The supervisors and management staff are already working on what they will be donating to the employees in the to recognize them for their service.

I have included an image as well as a sample proclamation for your review.

Thanks again for your continued support.

David J. Plumb, ENP, RPL, CMCP, COML
Deputy Director
Genesee County 9-1-1 Authority
djp@geneseecounty911.org

G-4481 Corunna Rd.
Flint, Michigan 48532
Office: 810-732-4722
Fax: 810-732-7986



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You're receiving this message because you're a member of the General Membership group from Genesee County 9-1-1. To take part in this conversation, reply all to this message.

THANK YOU DISPATCHERS!

THE UNSEEN HEROES OF PUBLIC SAFETY

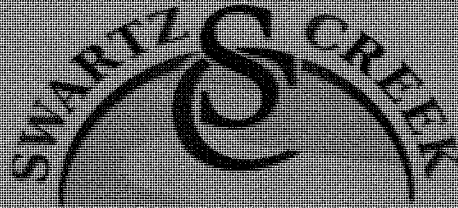
THE GOLD LINE LIES BETWEEN THE **BLUE** AND **RED**.

They are always heard but rarely seen.

They are the heroes behind the scenes.

The calm voice in the dark.

National Public Safety Telecommunications Week



Where Friendships Last Forever

Phone: (810) 635-4464

Fax: (810) 635-2887

City of Swartz Creek Municipal Property Reservation Application

Date of Reservation: See narrative Reservation location: Holland Square

One time event

Recurring event

Name of Responsible Party: Jeepers Creepers - Lania Rocha Autuano - Jesme Chelsea

Address: P.O. Box 5516 Phone: 989-332-2055

City: Gaines Zip Code: 48736

Nature of Activity: Makers Markets Approx. # Attendees: 400

Arrival Time: 3 pm Departure Time: 8:30 pm

Responsible Party Signature: [Signature]

E-Mail Address: jeeperscreepers@gmail.com

Proof of Insurance Provided

Please check all that will be needed

Water

Waste collection

Electricity

Other Services - Specify: Talks, lawn games, extra trash cans

I have received a copy of the Plaza Rules: Yes

IF THERE ARE PROBLEMS DURING THE EVENT CONTACT 911.

City Official _____

Date _____

Please use this page for any additions or details.

Geper's Creations is requesting use of Holland Square for our monthly Markets. Markets will run 4pm to 8pm the second Tuesday of the month, May through September. We will have homemade handmade products, including food items. We will also have food trucks so we will need some of the portable tables. We are planning a children's area and "themes" this year, so we are requesting use of the lawn games that are used at movie night. Dates are May 14, June 11, July 9, Aug 13 and Sept. 10.

MICHIGAN LIQUOR CONTROL CODE OF 1998 (EXCERPT)
Act 58 of 1998

436.1551 Social district permit; local management and maintenance plans; revocation; notice; liquor sale requirements within district; special license; removal of container requirements; annual permit; fee; definitions.

Sec. 551. (1) The governing body of a local governmental unit may designate a social district that contains a commons area that may be used by qualified licensees that obtain a social district permit. A governing body of a local governmental unit shall not designate a social district that would close a road unless the governing body receives prior approval from the road authority with jurisdiction over the road. If the governing body of a local governmental unit designates a social district that contains a commons area under this section, the governing body must define and clearly mark the commons area with signs. The governing body shall establish local management and maintenance plans, including, but not limited to, hours of operation, for a commons area and submit those plans to the commission. The governing body shall maintain the commons area in a manner that protects the health and safety of the community. Subject to this subsection, the governing body may revoke the designation if it determines that the commons area threatens the health, safety, or welfare of the public or has become a public nuisance. Before revoking the designation, the governing body must hold at least 1 public hearing on the proposed revocation. The governing body shall give notice as required under the open meetings act, 1976 PA 267, MCL 15.261 to 15.275, of the time and place of the public hearing before the public hearing. The governing body shall file the designation or the revocation of the designation with the commission. As used in this subsection:

(a) "Local road agency" means a county road commission or designated county road agency or city or village that is responsible for the construction or maintenance of public roads within this state.

(b) "Road authority" means a local road agency or the state transportation department.

(2) The holder of a social district permit may sell alcoholic liquor for consumption within the confines of a commons area if both of the following requirements are met:

(a) The holder of the social district permit sells and serves alcoholic liquor only on the holder's licensed premises.

(b) The holder of the social district permit serves alcoholic liquor to be consumed in the commons area only in a container to which all of the following apply:

(i) The container prominently displays the social district permittee's trade name or logo or some other mark that is unique to the social district permittee under the social district permittee's on-premises license.

(ii) The container prominently displays a logo or some other mark that is unique to the commons area.

(iii) The container is not glass.

(iv) The container has a liquid capacity that does not exceed 16 ounces.

(3) If the commission issues a special license to a special licensee whose event is to be held within a commons area located within a social district, for the effective period of the special license, and subject to the commission's approval, the governing body of the local unit of government shall delineate the portion of the commons area to be utilized exclusively by the special licensee and the portion of the commons area to be used exclusively by social district permittees.

(4) A purchaser may remove a container of alcoholic liquor sold by a holder of a social district permit under subsection (2) from the social district permittee's licensed premises if both of the following conditions are met:

(a) Except as otherwise provided in subdivision (b), the purchaser does not remove the container from the commons area.

(b) While possessing the container, the purchaser does not enter the licensed premises of a social district permittee other than any of the following:

(i) The social district permittee from which the purchaser purchased the container.

(ii) A social district permittee whose licensed premises is a class B hotel.

(5) The consumption of alcoholic liquor from a container described in subsection (2)(b) in the commons area as allowed under this section may occur only during the hours of operation under the local management and maintenance plans established by the governing body of the local unit of government under subsection (1).

(6) A qualified licensee whose licensed premises is shared by and contiguous to a commons area in a social district designated by the governing body of a local governmental unit under this section may obtain from the commission an annual social district permit as provided in this section. The social district permit must be issued for the same period and may be renewed in the same manner as the license held by the applicant. The commission shall develop an application for a social district permit and shall charge a fee of \$250.00 for a

social district permit. An application for a social district permit must be approved by the governing body of the local governmental unit in which the applicant's place of business is located before the application is submitted to the commission and before the permit is granted by the commission. The \$250.00 permit fee under this subsection must be deposited into the liquor control enforcement and license investigation revolving fund under section 543(9).

(7) As used in this section:

(a) "Commons area" means an area within a social district clearly designated and clearly marked by the governing body of the local governmental unit that is shared by and contiguous to the premises of at least 2 other qualified licensees. Commons area does not include the licensed premises of any qualified licensee.

(b) "Local governmental unit" means a city, township, village, or charter authority.

(c) "Qualified licensee" means any of the following:

(i) A retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises.

(ii) A manufacturer with an on-premises tasting room permit issued under section 536.

(iii) A manufacturer that holds an off-premises tasting room license issued under section 536.

(iv) A manufacturer that holds a joint off-premises tasting room license issued under section 536.

History: Add. 2020, Act 124, Imd. Eff. July 1, 2020;—Am. 2021, Act 64, Imd. Eff. July 13, 2021;—Am. 2022, Act 27, Imd. Eff. Mar. 10, 2022.



Michigan Liquor Control Commission (MLCC)
Constitution Hall, 2nd Floor, 525 W. Allegan St, Lansing, MI 48933
P.O. Box 30005, Lansing, MI 48909
866-813-0011 – www.michigan.gov/lcc

Social District Permit Information For Local Governmental Units

Pursuant to MCL 436.1551, the governing body of a local governmental unit may designate a Social District within its jurisdiction. Qualified licensees whose licensed premises are contiguous to the commons area within the Social District, and that have been approved for and issued a Social District Permit, may sell alcoholic liquor (beer, wine, mixed spirit drink, spirits, or mixed drinks) on their licensed premises to customers who may then consume the alcoholic liquor within the commons area of the Social District.

If a non-profit organization requests a Special License for a location within a Social District commons area, the governing body of the local unit of government shall delineate the portion of the commons area to be utilized exclusively by the Special Licensee and the portion of the commons area to be used exclusively by Social District permittees. The Special License applicant must submit documentation from the local governmental unit, including a clear diagram, with its application.

The term commons area is defined by MCL 436.1551(8)(a):

"Commons area" means an area within a social district clearly designated and clearly marked by the governing body of the local governmental unit that is shared by and contiguous to the premises of at least 2 other qualified licensees. Commons area does not include the licensed premises of any qualified licensee.

The term qualified licensee is defined by MCL 436.1551(8)(c):

"Qualified licensee" means any of the following:

- *A retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises. (This includes the following license types: Class C, Tavern, A-Hotel, B-Hotel, Club, G-1, G-2, Brewpub.)*
- *A manufacturer with an on-premises tasting room permit issued under section 536.*
- *A manufacturer that holds an off-premises tasting room license issued under section 536.*
- *A manufacturer that holds a joint off-premises tasting room license issued under section 536.*

A list of all licensees, sorted by county and local governmental unit, may be found on the MLCC website.

The governing body of a local governmental unit may designate a Social District pursuant to MCL 436.1551 under the following conditions:

- Designate a Social District that contains a commons area, as defined in MCL 436.1551(8)(a).
- Establish local management and maintenance plans, including hours of operation, for a commons area.
- Define and clearly mark with signs the designated commons area.
- A governing body of a local governmental unit shall not designate a Social District that would close a road unless the governing body receives prior approval from the road authority with jurisdiction over the road.
- The governing body shall maintain the commons area in a manner that protects the health and safety of the community.

- The governing body may revoke the designation if it determines that the commons area threatens the health, safety, or welfare of the public or has become a public nuisance. Before revoking the designation, the governing body must hold at least 1 public hearing on the proposed revocation. The governing body shall give notice as required under the open meetings act of the time and place of the public hearing before the public hearing.
- The governing body shall file the designation or revocation of the Social District with the MLCC.

Before applying to the MLCC for a Social District Permit, a qualified licensee must first obtain approval from the governing body of the local governmental unit. A fillable resolution for this approval is part of the Social District Permit Application (LCC-208).

Filing the Designation of a Social District with the MLCC

A local governmental unit must file the following items with the MLCC when designating a Social District:

- A copy of the resolution passed by the governing body designating the Social District and commons area.
- A copy of the management and maintenance plans, including the hours of operation, established by the local governmental unit for the Social District and commons area.
- A diagram or map that clearly shows the boundaries of the Social District and commons area. Please indicate the name, address, and location of the qualified licensees that are contiguous to the commons area on the diagram or map.

Submit the items above to:

By Mail: Michigan Liquor Control Commission - P.O. Box 30005 - Lansing, MI 48933

By Fax: (517) 763-0059

By Email: mlccrecords@michigan.gov

Additional sections of the Liquor Control Code for a local governmental unit to consider when establishing a Social District or commons area within a Social District:

[MCL 436.1915](#) - Possessing or consuming alcoholic liquor on public highway or in park, place of amusement, or publicly owned area; authority of local governmental unit or state department or agency to prohibit possession or consumption of alcoholic liquor; definitions.

(1) Alcoholic liquor shall not be consumed on the public highways.

(2) Except as provided in subsections (3) and (4), alcoholic liquor may be possessed or consumed in public parks, public places of amusement, or a publicly owned area not licensed to sell for consumption on the premises.

(3) The governing body of a local governmental unit may prohibit by ordinance, order, or resolution the possession or consumption of alcoholic liquor in any public park, public place of amusement, or publicly owned area that is owned or administered, or both, by that local governmental unit. When land is leased from a department or agency of this state, an ordinance, order, or resolution adopted pursuant to this subsection shall be subject to the approval of the department or agency.

(4) A department or agency of this state that administers public lands may prohibit by rule, order, or resolution the possession or consumption of alcoholic liquor on the public land under its jurisdiction.

(5) As used in this section:

(a) "Local governmental unit" means a county, city, township, village, or charter authority.

(b) "Publicly owned area" means an area under the jurisdiction of a local governmental unit.

MCL 436.1913(1), (2), & (5) - Prohibited conduct; unlicensed premises or place; unlawful consumption of alcoholic liquor; exceptions; construction of section; "consideration" defined.

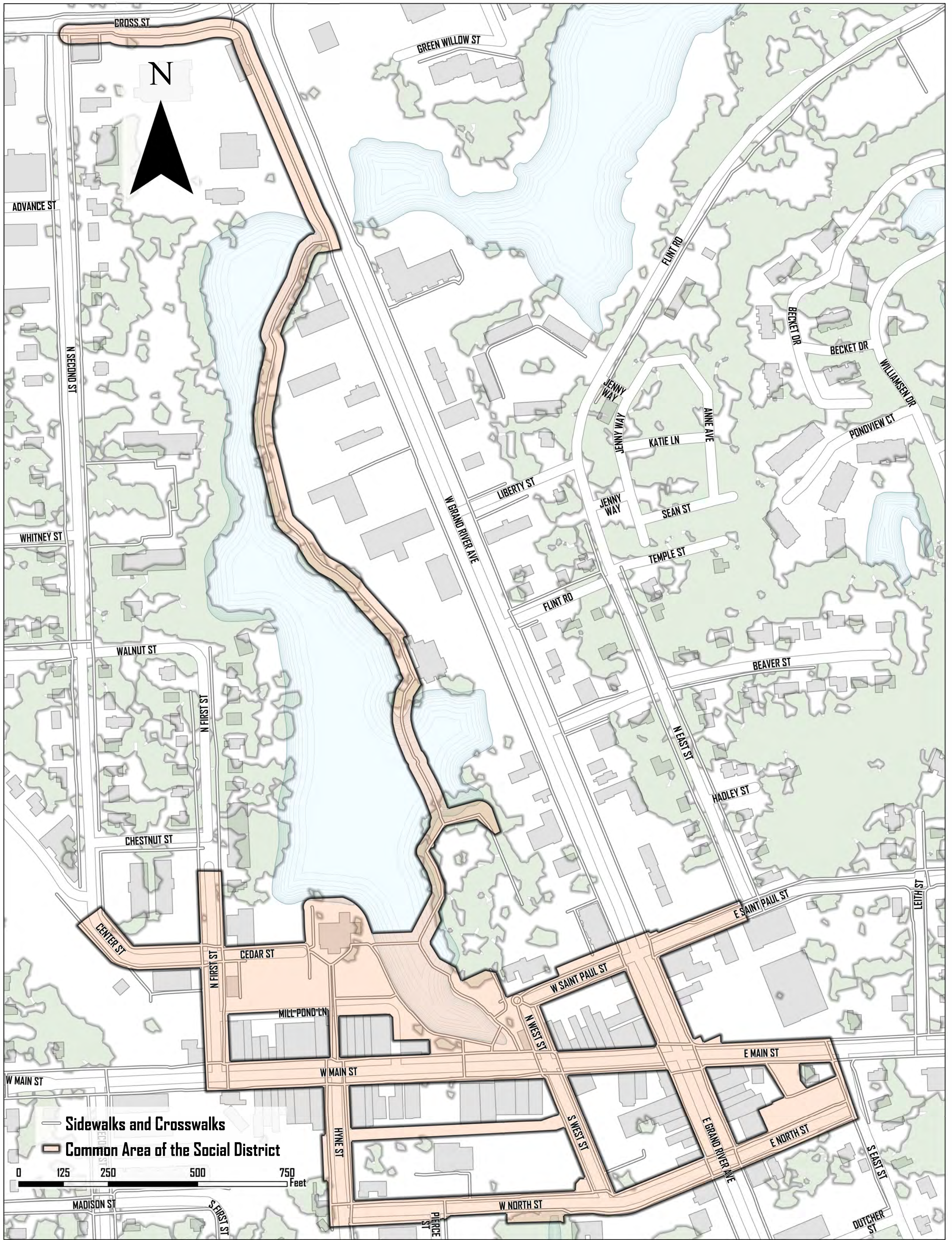
(1) A person shall not do either of the following:

(a) Maintain, operate, or lease, or otherwise furnish to any person, any premises or place that is not licensed under this act within which the other person may engage in the drinking of alcoholic liquor for consideration.

(b) Obtain by way of lease or rental agreement, and furnish or provide to any other person, any premises or place that is not licensed under this act within which any other person may engage in the drinking of alcoholic liquor for consideration.

(2) A person shall not consume alcoholic liquor in a commercial establishment selling food if the commercial establishment is not licensed under this act. A person owning, operating, or leasing a commercial establishment selling food which is not licensed under this act shall not allow the consumption of alcoholic liquor on its premises.

(5) As used in this section, "consideration" includes any fee, cover charge, ticket purchase, the storage of alcoholic liquor, the sale of food, ice, mixers, or other liquids used with alcoholic liquor drinks, or the purchasing of any service or item, or combination of service and item; or includes the furnishing of glassware or other containers for use in the consumption of alcoholic liquor in conjunction with the sale of food.



Sidewalks and Crosswalks

Common Area of the Social District

0 125 250 500 750 Feet



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

Guide Studio, Inc.
34194 Aurora Road Ste160
Solon, OH 44139-3803

Quoted By: Erica Deutsch

Quote

QUOTE DATE	QUOTE TOTAL	VALID TO
03/07/2024	37,000.00	05/06/2024

Exhibit A: Wayfinding Assessment & Schematic Plan

PROJECT SCOPE

Guide Studio will develop a Wayfinding Assessment and Schematic Plan for the City of Swartz Creek, Michigan.

PROJECT APPROACH

See attached Exhibit B Project Approach

PROJECT PARAMETERS

We expect to deliver this work within the context outlined below:

Project Timelines

We establish timelines with project milestone dates at the beginning of the project. These milestone dates are for review feedback, presentations, and/or meetings, and are set early to ensure all parties have proper notice for review time and attendance to presentations/meetings.

- Milestone meetings that need to be rescheduled within a week of the original date should not affect project timelines. However, milestones that are pushed back by the client team more than a week may get pushed 3-4 weeks back depending on Guide Studio's Active Project schedules.
- If a project is pushed back more than 2 months, additional time and service fees to manage the project back on track will be required.

Project Review and Feedback

Review and feedback from the Client Team and Owner/Approval Entity are required throughout the project. This feedback is critical for the development of the project but it can be difficult to decipher the desired direction when each person presents feedback separately.

- Rounds of revisions considered in scope are documented above based on the deliverable. A round of revisions is defined as any change or update requested by the Client or the Client's representative.
- We require that comments/feedback from the Owner/Approval Entity be consolidated by the Client Team to minimize the time spent on multiple rounds of revisions.
- The Client Team (with support from Guide) is responsible for approving the final direction based on the comments/feedback presented by the Owner/Approval Entity.
- Any revisions and requests for changes made after sign-off will be considered out-of-scope and a Change Order will be submitted prior to completing work. Additional revisions billed hourly.

Approvals

- Sign-off on work completed/approved direction of current Phase is required for all work to move into a new Phase.

	AMOUNT
Professional Service Fees	
Step 1 Community Engagement & Discovery	(TE) 9,500.00
Step 2 Wayfinding Assessment & Conceptual Plan	(TE) 15,500.00
Step 3 Schematic Design & Programming	(TE) 12,000.00
	Subtotal 37,000.00
	Total USD\$ 37,000.00

Terms:

DEPOSIT

Upon approval of this Proposal, we will send an invoice for the 20% deposit typically requested for the start of projects.

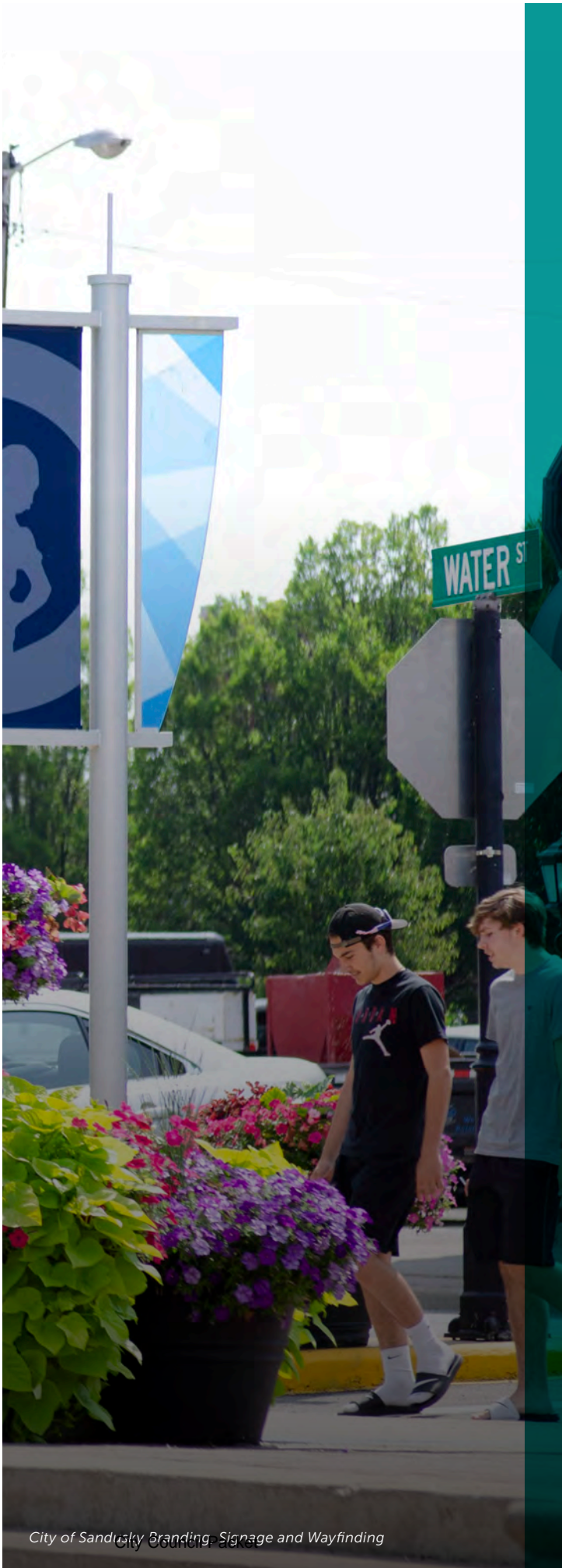
REIMBURSABLE EXPENSES (Included)

In-house reimbursable expenses such as travel expenses, mileage, digital outputs (color), digital output (b/w), large format output (color), presentation materials, CDs, scans, postage/couriers, and other incurred costs are included in the total fee.

Fees and expenses estimates do not include applicable sales or use tax.

Acceptance

Signed: _____ Date: _____



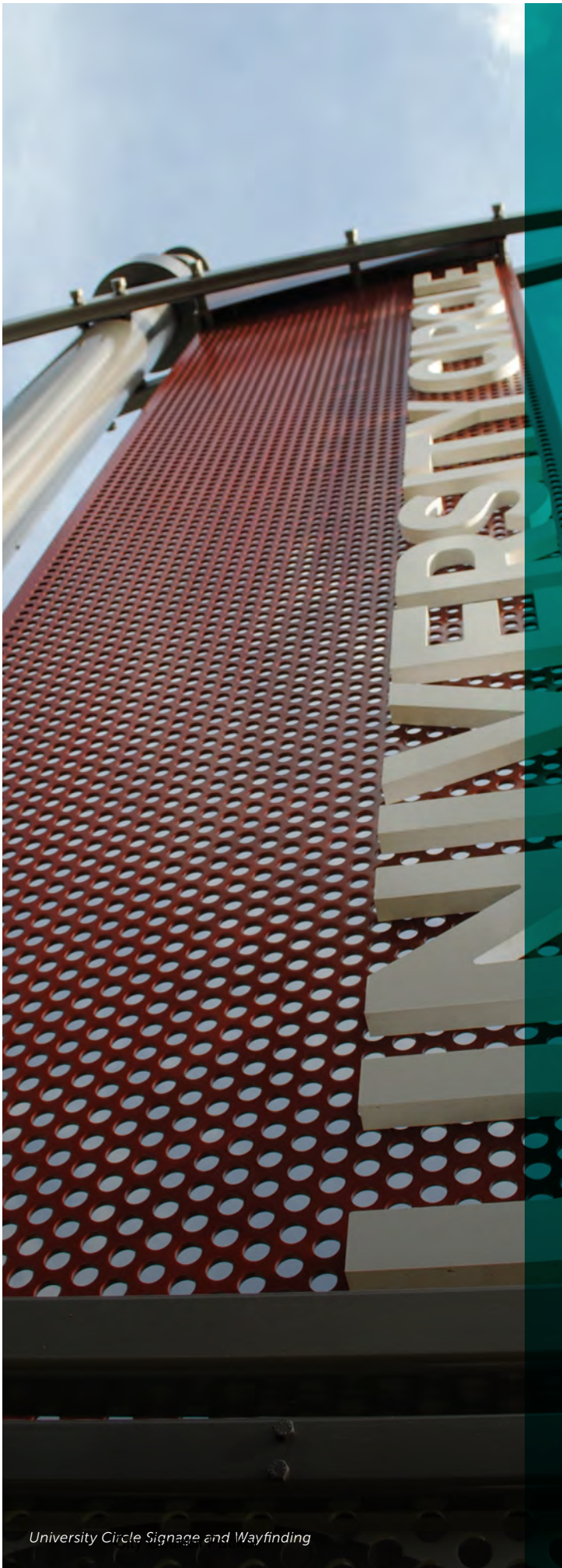
Guide[↑]

Branding & Wayfinding for Places with People-traffic

Guide Studio is a multidisciplinary design studio that helps communities and public places engage people, manage image, and enhance experience — so these organizations can work to strengthen pride and attract investment in their communities.

When we approach any project, we consider the opportunities each person has to engage with your place. We help you create the image you want and provide the tools that ensure your brand is positively and appropriately represented in each interaction — from the first visit to your website to the moment they walk through your streets and any communication that follows.

Communities and public places share the unique challenges of connecting philosophical, physical and virtual experiences. When each touch-point represents your vision and values, the visitors, residents, and stakeholders that engage and trust become champions by demonstrating pride and investment.



Services

We believe that Brand and Wayfinding are powerful communication tools that can improve image, elevate experience, and contribute to positive economic growth for communities and public places.

When people experience a place, they encounter many touch-points – each interaction an opportunity for things to go wrong (or right!). Guide Studio services make building your image and managing your reputation easier while helping you create positive, lasting impressions along the way.

Wayfinding

Wayfinding is one of the most valuable communication tools that public places can use to set up a positive and engaging experience for people who are new to or unfamiliar with a place. Signage and technology are part of the wayfinding tool kit; but more than that it's a strategy that provides information in the right way, at the right moments, so people don't get lost or confused.

Place Branding

Branding is important to any public place. It defines the critical elements that people value about a community and provides a foundation for how to express these things to the most people in the most consistent way.

Brand Implementation

A place brand is so much more than a logo. Understanding how to use a brand platform to effectively communicate to audiences, attract new people or businesses, and improve the image of place requires planning, creative implementation and resource management.



Methodology

Design With Direction®

Since 1997, Guide Studio has partnered with communities and place-based organizations to communicate and engage with their residents, visitors, and local businesses — helping them create places where people thrive.

Investing in signage and wayfinding can positively shape people's experiences and perceptions. **Design With Direction®** is the 4-step methodology that helps us develop thoughtful strategies, plans, and designs that will help improve the use, understanding, and enjoyment of your environments.

- 1 ENGAGE**
It starts with people.
- 2 PLAN**
A blueprint for everything.
- 3 DESIGN**
Tools to tell your story.
- 4 IMPLEMENT**
Guidance and support to help you succeed.



Design With Direction®

1 ENGAGE *It starts with people.*

The best part of our jobs is getting to know new people and places! We have developed a tool box of fun and engaging exercises that allow us to facilitate strength-based conversations. From these we can gain an understanding of how people perceive, use, and navigate your places and spaces.

We are experienced facilitators who value appreciative inquiry and face-to-face engagement with the people of your community. While we may have the expertise to develop wayfinding strategies and designs, the members of your community hold the knowledge to inform how these plans influence the desired experience.

DISCOVERY DAYS

Our community engagement begins with a multi-day visit. It is important that we spend uninterrupted time with your people and place. During our time with you we will conduct a variety of focus groups and exercises which may include:

- Two-hour wayfinding discovery workshop(s) with your steering committee and with an invited group of community stakeholders
- Windshield and Walking tours of your parks
- Focus groups and interviews for more specific feedback. This may include: children and teens, visitor-based organizations, residents groups, etc.

ONLINE SURVEYS

We use online surveys for broader outreach. We do this to gain information on initial beliefs, perceptions, and experiences.



Design With Direction®

2

PLAN

A blueprint for everything.

Effective wayfinding is essential for creating a positive user experience and can help to improve comfort, safety, and accessibility for all users. A wayfinding strategy and plan defines the visual cues and navigational tools to help people find their way in your environment. It aims to create a user-friendly experience that guides people efficiently and effectively while minimizing confusion and frustration.

We begin with the end in mind, our responsibility is an project that reaches our clients' goals. From our discovery sessions and visit, we develop a Wayfinding Framework that outlines the strategies and tactics for improving the experience of your environments.

Wayfinding strategy and planning include the following exercises:

- Analysis of streets, facilities, places and spaces to identify key points of interest, decision points and navigation challenges.
- Audience assessment to understand the expectations and needs of various user groups such as people with disabilities, non-native speakers, or children, to ensure that the wayfinding experience is accessible to all.
- Research related to Department of Transportation standards and best practices, state and federal regulations, accessibility requirements and guidelines, and other rules that apply to your environments.

Your Wayfinding Framework contains the following documentation which will be the foundation of your program:

- User profiles and recommendations
- Sign Type Hierarchy
- Naming Convention/Nomenclature Matrix for messaging
- Preliminary location planning
- Preliminary budget development
- “Beyond signage” placemaking and experience recommendations



Design With Direction®

3 DESIGN *Tools to tell your story.*

Design is time for creativity combined with problem-solving, allowing you to see your wayfinding strategy converted into tangible visual tools to guide people through your desired experience.

Signage is a complex form of communication. Clear, consistent visual language that reflects your community's character and provides users with the information they need in the right way, at the right moments, so people don't get lost or confused.

When designing signage and wayfinding systems, we use a three-step iterative design process that allows for your team's review and input at each stage. Through the design solutions we present, our team is always keeping the following in mind:

- **Messaging:** This is the main purpose of signs, which means the message not only needs to fit the sign, but context, placement, and legibility must all be considered as part of the design.
- **Context and placement:** The environment where the sign will be placed also affects the sign's design.
- **Regulatory parameters:** Many different types of sign codes and regulations affect the size of signs, lettering reflectivity for night visibility, placement or location of signs, accessibility considerations, and even the materials used in construction. Local, state, or federal agencies dictate these, and our team investigates these requirements so they are taken into consideration during design.
- **Updateability and maintenance:** How signs are constructed, as well as the materials used, affect the use, durability, and longevity of a sign program. Industry best practices, along with your expectations, are taken into consideration as part of the sign program design.
- **Budget:** We continually review and consider your budget in the design decisions we recommend. Our team of experienced designers knows how to provide cost-effective design adjustments without sacrificing the quality of the design.



Design With Direction®

4

IMPLEMENTATION

Guidance and support to help you succeed.

Signage and wayfinding programs are all fun and games until they have to be built and installed. The plan and design – won't be worth your investment if it's not fabricated and implemented to spec, making your vision the reality. The process involves third parties, long timelines, materials, and lots of documentation and communication. Needless to say, things can get complicated.

We recognize that implementation is a major investment for our clients. Our responsibility is to ensure the finished product aligns with the original design intent and quality expectations. We coordinate with the selected contractors, carefully review their documents and materials, and bring up any questions and concerns so they can be addressed before construction and installation begin.

Our involvement in the implementation phase provides the following:

- **Elevated accountability:** The finished program is a reflection of our wayfinding and design expertise, so we take full accountability for design coordination, production, and installation.
- **Attention to detail:** Implementation requires a lot of details. Our team will carefully review all contractor's documentation, proofs, and final materials and bring up any questions or concerns on your behalf.
- **Cost savings:** We have worked with fabrication and installation contractors for over 20 years. We understand the industry and our collaboration with these partners can uncover recommendations that maintain or improve the finished product's quality while bringing cost savings to you.
- **Less worries:** We know you have a variety of other responsibilities. If our team is involved, all the coordination legwork is off your plate.

Our Promise

- To guide you through a creative and strategic process that helps you understand how brand, wayfinding and placemaking tools can be effectively used in YOUR community;
- Provide a process that allows you and your stakeholders to feel that you contributed and feel a sense of ownership for the project and its outcomes;
- And project deliverables that allow your team to feel prepared to confidently implement this work when you are ready.
- That you have supportive partners in our team as you begin to work on your image and experience.

Project Scope

1. **Project Work Area** We will study and provide comprehensive recommendations for the entire Swartz Creek area that guides travelers to key public destinations including landmarks, points of interest, parks, shopping, dining, and parking opportunities utilizing Gateway, vehicular and pedestrian directionals.
2. **Discovery & Engagement** We involve members of the community to provide their own observations regarding signage and wayfinding issues and experiences as well as tapping into their expertise of place — understanding the character, personality and unique stories that make your community special.
3. **Wayfinding Assessment and Framework** The Framework will present our observations and recommendations for improving the experience of your City.
4. **Sign System Design** The design phases are through DRAFT Programming and Schematic Design.
5. **Program Budget and Development Proposal** We will present a budget for the implementation of the program, and a recommended scope and approach for the next phase of development.

Project Approach

Getting Started

- **Client Team:** We refer to the Client Team as the one to two individuals from your organization who will act as the project managers on the client side.
- **Steering Committee:** For balanced support throughout the project process, we will utilize a Steering Committee made up of local and civic organizations. With the support of Guide, this group will be responsible for advising the process, making decisions and advocating for the determined solution.

Research

- **Kick-off Meeting with the Client Team:** To establish priorities, define the work plan and project timeline, set benchmarks, define the working relationships, and identify the appropriate public and/or internal communication process. We will determine the approach to gathering both qualitative and quantitative data and learn about challenges as you see them to help guide our Phase 1 work.

- **Existing Brand, Master Plans, Special Initiatives Review:** We will request any existing strategic plans, narratives, brand and identities currently in use for review and analysis. This information helps to inform how we develop our discovery sessions as well as future recommendations.

Based on our Methodology Design With Direction® outlined in the previous pages, we expect to include the following tasks, activities and deliverables to fulfill your expectations.

1

COMMUNITY ENGAGEMENT

Discovery for Wayfinding Assessments We recommend in-person discovery that includes the following activities:

- **Experience Tour and meeting with the project team:** This will be a mix of windshield and walking tours where you highlight for us, all the amenities and experiences offered in your community.
- **Discovery Workshop:** The consulting team will conduct Discovery Workshops with the Steering Committee. This workshop will help us understand in greater detail what your stakeholders see as the biggest challenges and greatest opportunities for the ideal experience.

Wayfinding Planning session Our project team will spend the next morning analyzing the results of the site visit and discovery workshop to begin developing the wayfinding strategy.

- **Preliminary Wayfinding Strategy Working Meeting w/Steering Committee:** On the afternoon of the second day, we will conduct a meeting to share with you the initial thoughts from our Planning Session — the foundation for the wayfinding strategy. This working session allows us to make sure we all are on the same page before we begin to develop the Signage and Wayfinding Plan.

2

SIGNAGE & WAYFINDING ASSESSMENT

Assessment Development

The Assessment contains our recommendations for signage and wayfinding for your community. This comprehensive document may contain the following information:

- User profiles and recommendations
- Present an audit and analysis of the study area
- Destination List
- Sign Type Hierarchy that outlines and defines the recommended sign types
- Naming Convention/Nomenclature Matrix for messaging
- Preliminary Location Plan
- Preliminary budget development
- “Beyond signage” placemaking and experience recommendations

Conceptual Ideation

- **Conceptual Ideation** will address functional and aesthetic goals for your sign program. We will present up to (2) conceptual design themes for the proposed program. Client team/Steering Committee will select a conceptual direction to move forward and provide consolidated feedback to inform the next phase of development.

- Conceptual Design typically includes hand sketches, support imagery and notations to describe the concepts.

- 4-6 sign types will be selected from the Sign Type Hierarchy to demonstrate the conceptual design themes.
- We will present the completed Framework and Conceptual Ideation to the Steering Committee.
- Based on selected direction and the preliminary location plan, we will develop your preliminary program budget.

3

SIGN PROGRAM DESIGN

Based on the selected concept direction, our team will begin to develop the sign family, which includes the development of a coordinated Message/Content Schedule and Location Plan. Activities and deliverables include:

- **Programming** We will create message schedules and location plans for the sign program. Client team will review and provide consolidated feedback.
 - Review, comment and update of location plans and message schedule will occur at the time of fabrication and installation to ensure an accurate program at the time of implementation.
- **Sign Family Design (30% Schematic):** Based on the selected Conceptual Theme, we will develop designs for all the sign types recommended.
 - Schematic level designs provide scaled drawings with basic dimensions, material, color and recommended fabrication techniques. Client team will review and provide consolidated feedback. Any revisions will be presented in the Design Development completed in collaboration with selected fabricator.

Schematic Design and Programming Presentation Progress will be presented to the client team for review and comment on the design direction before moving on to the development of the project budget and implementation plan.

Implementation Plan

- **Updated Program Budget** we will work with a fabrication partner to get budget numbers based on the selected design.
- **Phased Implementation Plan** we will provide recommendations on how the Sign Program may be implemented over a period of time with alignment of projects and resources.

Proposed Project Schedule

WEEKS 1-2

- **Kick-off meeting with client team via online meeting**
 - Internal project & Discovery Workshop preparation
 - Conduct initial research; Review of existing research, plans, etc.
-

WEEK 3

- **Visit #1: Discovery Workshop**
-

WEEKS 3-7

- Conduct Wayfinding Assessment and develop Wayfinding Assessment
 - Conceptual Sign Program Design
 - **Visit #2: Presentation of Wayfinding Assessment and Concepts to Client Team/Steering Committee**
-

WEEKS 8-12

- Sign System Programming (Round 1)
 - Schematic Design (30%)
 - **Presentation of Design Development to Client Team/Steering Committee via online meeting**
-

WEEKS 13-15

- Budget and next step proposal development
 - **Presentation of Budget and Implementation Plan via online meeting**
-

Next Steps

Once we know and understand the exact needs of your community and you have decided on the design direction, we will be able to provide you with a formal proposal for the development of the full system or specific focus areas based on your budget and priorities.

The following are considered the next steps of design development and are not included in this proposal.

3

SIGN PROGRAM DESIGN

Based on the selected concept direction, our team will begin to develop the sign family, which includes the development of a coordinated Message/Content Schedule and Location Plan. Activities and deliverables include:

- **Sign Family Design (60% Design Intent):** Based on the selected Conceptual Theme, we will develop designs for all the sign types recommended.
 - Design Intent includes more functional details with selected material, color, finishes, etc. Detailed views of architectural elements, construction and installation will also be developed in this step. Mock-ups/photo renderings of the signs within the context of the proposed environment will be developed.

Design Intent Presentation Final presentation of the Wayfinding Signage Program. This would also be a great time to regroup with Stakeholders to share the progress of the work they helped develop.

Bid/Construction Documentation

Based on the phasing plan, we will create Bid/Construction Documents for each “project”.

- Sign System Programming: Location plans and a coordinated message schedule will undergo a final update including notations for barriers to installation.
- Sign Type Drawings: Drawings may include additional views and details for each sign type along with more extensive dimensioning of sign structure components. Material and installation specifications will be finalized.

4

IMPLEMENTATION

Implementation Support

While design may be complete, the implementation phase is when the sign program comes gets built and installed. Our team will be there every step of the way to help in finding qualified contractors and ensuring that the program being fabricated meets design intent and quality expectations.

- **Pre-Bid Meeting:** if applicable, we will attend a pre-bid meeting to aid in presenting the project intent to potential contractors and answer any questions that will aid them in submitting a proposals.
- **Bid RFI's - Answer** Requests for Information during the bidding/Requests for Proposal process, our team will formally respond to requests for information (RFI's).
 - Bid Review and Evaluation - The project team will review submitted proposals and provide the client with a compilation of project bids and evaluation report, along with a formal recommendation for the project award.

- **Fabrication Support Includes:**

- Meeting with the selected contractor(s) for the start of work to review all program documents.
- Shop Drawing/Sign Face Layout Review - Colors, materials, and fabrication methods via the review of shop drawings and message layouts. We will red-line shop drawings and send them to your team for review and understanding of any design intent issues we may find with the recommended fabrication methods.
- Material and Finish Review - Material samples and sign-type mock-ups (if specified) to confirm that all submitted items comply with our design intent.
- Sign Location verification and walk-through with client and contractor.
- Survey of the finished project; prepare a detailed punch list.

PROPERTY LEASE

The City of Swartz Creek of Genesee County, the LANDLORD, and the Flint & Genesee Group Foundation enter into this lease subject to the following conditions.

1. Premises. The LANDLORD leases to the TENANT the property located at 8083 Civic Drive, Swartz Creek, MI 48473,
2. Term. The term of this lease shall be an annual renewal, commencing on 04/01/2024 and expiring on 03/31/2025.
3. Rent.
 - a) Base rent. The TENANT shall pay the LANDLORD \$400 per month a base rent for the premises, starting on the commencement date. Monthly installments of rent shall be due and payable in advance or on the first day of each calendar month. Rent for any partial month of occupancy shall be prorated. Rent shall be paid to the LANDLORD at the address shown above or any other place designated in writing by the LANDLORD.
4. Utilities. The base rent includes the cost of the following utilities: Water, Sewer, Guest Internet connection, (or such other service as the LANDLORD determines), Gas, Electric, and Trash Removal. The LANDLORD covenants and agrees to furnish these utilities to the TENANT at reasonable times and in reasonable amounts. The TENANT shall be responsible for installation and payment of their own Telephone services. The LANDLORD shall not collect any charges for included utilities in addition to the monthly rent.
5. TENANTS. Any services requested by TENANTS must be approved by the company’s Executive Director.
6. Signs. All signs placed on the premises shall be in keeping with the character and décor of the premises and approved by LANDLORD. TENANT must remove signs within 60 days of the move out date. The LANDLORD must approve all signs.
7. Acceptance of occupancy. The TENANT shall commence occupancy of the premises on the commencement date and begin paying rent as required by this lease. TENANT acknowledges that the premises are in a state of repair that is acceptable for the TENANT’s intended use of the premises. The TENANT accepts the premises in their present “AS IS” condition.

General rules: The TENANT agrees not to:

 - a) Sublet or assign the unit or any part of the unit
 - b) Use the unit other than as provided in paragraph 11 below;
 - c) Engage in or permit unlawful activities in the unit, in the common areas, or on the property;
 - d) Have pets or animals of any kind in the unit;
 - e) Make or permit noises or acts that will disturb the right or comfort of neighbors. The TENANT agrees to keep the volume of any radio, stereo, television or musical instrument at a level which will not disturb the neighbors.
 - f) TENANT SHALL follow all LANDLORD required procedures COVID-19 procedures regarding sanitation of the premises.
 - g) TENANT SHALL comply with all State of Michigan Executive Orders regarding COVID-19.
8. Vacation of the premises. The TENANT shall not vacate or abandon the premises during the term of this lease. If the TENANT does abandon or vacate the premises or is dispossessed by process of law or otherwise, any of the TENANT’s personal property that is left on the premises shall be deemed

abandoned by the TENANT, at the option of the LANDLORD. If the TENANT's business terminates (goes out of business), this lease is void.

9. Use. Only one TENANT and one business may operate out of each office rented. The premises are to be used and occupied by the TENANT, for professional services – as approved by LANDLORD. No activity shall be conducted on the premises that does not comply with all state and local laws. LANDLORD reserves the right to regulate the hours of air conditioning and other utility service.
10. Repairs and maintenance. The TENANT shall be responsible for all maintenance and repair of the premises. The TENANT must repair and maintain the premises at the TENANT's expense. The premises shall be kept in good and safe condition. LANDLORD shall be responsible for furnace/air conditioning repair/replacement and any major plumbing repair.
11. Surrender of the premises. The TENANT shall surrender the premises to the LANDLORD when this lease expires, broom clean and in the same condition as on the commencement date, except for normal wear and tear.
12. Entry and inspection. The TENANT shall permit the LANDLORD or the LANDLORD's agents to enter the premises at reasonable times and with reasonable notice, to inspect and repair the premises. During the 30 days before the lease expires, the TENANT shall permit the LANDLORD to place standard "For Lease" signs on the premises and permit persons desiring to lease the premises to inspect the premises.
13. Alterations. The TENANT may remodel and improve the premises. However, any remodeling or improvements that significantly alter the premises or require an investment by the TENANT in excess of \$1,000.00 shall require written approval from the LANDLORD. Such work shall be done without injury to any structural portion of the building. Any improvements constructed on the premises shall become the property of the LANDLORD when this lease terminates. TENANT shall obtain any required permits for any such alteration, and all alterations shall be performed in accordance with applicable codes.
14. Assignments and subletting. The TENANT may not assign, sublet, or otherwise transfer or convey its interest or any portion of its interest in the premises without written consent from the LANDLORD. The LANDLORD shall have total discretion on its approval of the proposed assignments or subleases.
15. Trade fixtures. All trade fixtures and movable equipment installed by the TENANT in connection with the business it conducts on the premises shall remain the property of the TENANT and shall be removed when this lease expires. The TENANT shall repair any damage caused by the removal of such fixtures, and the premises shall be restored to the original condition.
16. Insurance. The TENANT shall insure the premises, including all contents, TENANT alterations, trade fixtures and improvements, for the replacement cost of such contents and improvements, against loss or damage under a policy or policies of fire and extended coverage insurance, including additional perils. The TENANT shall obtain and maintain in full force general liability and property damage insurance with coverage of not less than \$1,000,000.00 for injury or death to any one person, \$1,000,000.00 for injury or death to more than one person, and \$250,000.00 for property damage, covering all claims for injuries to persons occurring on or around the premises. The LANDLORD must approve the amount and the issuing company of insurance. Each insurance policy shall also contain a provision exempting the LANDLORD from any loss of coverage as an insured due to the acts of the TENANT. The TENANT shall give the LANDLORD customary insurance certifications

evidencing that the insurance is in effect during the term of the lease. TENANT shall provide copies of all policies to LANDLORD, along with proof of payment of premiums.

17. All policies must also provide for notice by the insurance company to the LANDLORD of any termination or cancellation of a policy at least 30 days in advance. All policies shall name both the TENANT and the LANDLORD as insured parties.
18. The TENANT's liability. All the TENANT's personal property, including trade fixtures, on the premises shall be kept at the TENANT's sole risk, and the LANDLORD shall not be responsible for any loss of business or other loss or damage that is occasioned by the acts or omissions of persons occupying adjoining premises or any part of the premises adjacent to or connected with the premises.
19. Destruction of the premises. If the premises are partially damaged or destroyed through no fault of the TENANT, the LANDLORD shall, at its own expense, promptly repair and restore the premises. LANDLORD'S repair obligation shall not include TENANT'S trade fixtures or alterations. If the premises are partially damaged, rent shall not abate in whole or in part during the period of restoration. If the premises are partially destroyed in excess of 30% of the value of the premises, or if the premises cannot be repaired and restored within 180 days, either party may terminate this lease effective the date of the destruction by giving the other party written notice of termination within 10 days after the destruction. If such a notice is given within that period, this lease shall terminate and rent shall be adjusted between the parties to the date of the surrender of possession. If the notice is not given within the required period, this lease shall continue, without abatement of rent, and the LANDLORD shall repair the premises.
20. Condemnation. If any part of the premises is taken for any public or quasi-public purpose pursuant to any power of eminent domain, or by private sale in lieu of eminent domain, either the LANDLORD or the TENANT may terminate this lease, effective the date the public authority takes possession. All damages for the condemnation of the premises, or damages awarded because of the taking, shall be payable to and the sole property of the LANDLORD.
21. Indemnity. The TENANT agrees to indemnify and defend the LANDLORD for any liability, loss, damage, cost, or expense (including attorney fees) based on any claim, demand, suit, or action by any party with respect to any personal injury (including death) or property damages, from any cause, with respect to the TENANT or the premises, except for liability resulting from the intentional acts or gross negligence of the LANDLORD or its employees, agents, invitees, or business visitors.
22. Default and Remedies. The following occurrences are "Events of Default":
 - a) TENANT defaults in the due and punctual payment of rent, and the default continues for ten (10) days after written notice from LANDLORD;
 - b) TENANT breaches any of the other agreements, terms, covenants, or conditions that this Lease requires TENANT to perform, and the breach continues for a period of thirty (30) days after written notice by LANDLORD to TENANT.
 - c) Remedies. Upon the occurrence of an Event of Default, the LANDLORD may elect either:
 - (1) To reenter the Demised Premises by summary proceedings and relet the said premises, making reasonable effort therefor, and receiving the rent therefrom, applying the same first to the expenses of reletting and then to the payment of rent accruing hereunder, the balance, if any, to be paid to the TENANT; but, the TENANT shall remain liable for the equivalent of the amount of all rent reserved herein and such amounts shall be due and payable to the LANDLORD as damages or rent, as the case may be, on the successive rent days hereinabove provided, and the LANDLORD may recover such amounts

periodically on said successive days; LANDLORD may at any time after reletting terminate the Lease for the breach on which LANDLORD had based the re-entry and proceed pursuant to (2) below: or

- (2) To terminate this Lease and to resume possession of the Demised Premises wholly discharged from this Lease. Such election shall be made by written notice to the TENANT at any time on or before the doing of any act or the commencement of any proceedings to recover possession of the Demised Premises by reason of the default or breach then existing and shall be final.

In addition to the LANDLORD's other rights and remedies as stated in this lease, and without waiving any of those rights, if the LANDLORD deems necessary any repairs that the TENANT is required to make or if the TENANT defaults in the performance of any of its obligations under this lease, the LANDLORD may make repairs or cure defaults and shall not be responsible to the TENANT for any loss or damage that is caused by that action. The TENANT shall immediately pay the LANDLORD, on demand, the LANDLORD's costs for curing any defaults, as additional rent under this lease. Further, TENANT shall be liable for LANDLORD costs, expenses, and fees, including actual reasonable attorney fees incurred as a result of default by the TENANT.

23. Subordination. This lease and the TENANT's rights under it shall at all times be subordinate to the lien of any mortgage the LANDLORD places on the premises or to any collateral assignment the LANDLORD makes of this lease or of rent under this lease. However, as long as the TENANT is not in default under this lease, the foreclosure of a mortgage given by the LANDLORD shall not affect the TENANT's rights under this lease. At the request of any lien holder, the TENANT shall provide the LANDLORD with a customary TENANT's estoppels letter regarding the status of this lease. If the LANDLORD defaults on the payment of its mortgage on the premises, the TENANT may make monthly payment owed under the mortgage note and deduct that amount from the rent owed under this lease.
24. Notices. Any notices required under this lease shall be in writing and served in person or sent by registered or certified mail, return receipt requested, to the addressed of the parties stated in this lease or to such other addressed as the parties substitute by written notice. Notices shall be effective on the date of the first attempted delivery.
25. The TENANT's possession and enjoyment. As long as the TENANT pays the rent as specified in this lease and performs all its obligations under this lease, the TENANT may peacefully and quietly hold and enjoy the premises for the term of this lease.
26. Holding over. If the TENANT does not vacate the premises at the end of the term of this lease, the holding over shall constitute a month-to-month tenancy at a monthly rental rate of 150% of the base rent in effect as of the end of the term.
27. Entire agreement. This agreement, entered into between the LANDLORD and the TENANT, contains the entire agreement of the parties with respect to its subject matter. This agreement may not be modified except by a written document signed by the parties.
28. Waiver. The failure of the LANDLORD to enforce any conditions of this lease shall not be a waiver of its right to enforce every condition of this lease. No provisions of this lease shall be deemed to have been waived unless the waiver is in writing.
29. Binding effect. This agreement shall bind and benefit the parties and their successors and permitted assigns.

30. Time is the essence. Time is the essence in the performance of this lease.

31. Effective date. This lease shall be effective 04/01/2024.

LANDLORD

DATE

David A, Krueger, Mayor

City of Swartz Creek

TENANT
