

# City of Swartz Creek

## AGENDA

Regular Council Meeting, Monday, October 28, 2024, 6:00 P.M.

Paul D. Bueche Municipal Building, 8083 Civic Drive Swartz Creek, Michigan 48473

**THIS WILL BE A HYBRID MEETING, WITH IN PERSON ATTENDANCE BY COUNCIL MEMBERS.**

1. **CALL TO ORDER:**
2. **INVOCATION & PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**
  - 4A. Council Meeting of October 14, 2024 MOTION Pg. 25
5. **APPROVE AGENDA:**
  - 5A. Proposed / Amended Agenda MOTION Pg. 1
6. **REPORTS & COMMUNICATIONS:**
  - 6A. City Manager's Report MOTION Pg. 8
  - 6B. Staff Reports & Meeting Minutes Pg. 30
  - 6C. Water Affordability Legislation Pg. 31
  - 6D. Abrams Park Butterfly Waystation Materials Pg. 35
  - 6E. Cross Connection Reports Pg. 47
  - 6F. Springbrook Colony Street Letter Pg. 56
  - 6G. Christmas Parade and Event Permits Pg. 57
7. **MEETING OPENED TO THE PUBLIC:**
  - 7A. General Public Comments
8. **COUNCIL BUSINESS:**
  - 8A. Abrams Park Butterfly Waystation Donation RESO Pg. 22
  - 8B. 2024 Firemen's Association Christmas Parade Permits RESO Pg. 23
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION Pg. 24

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

|                                 |  |
|---------------------------------|--|
| Planning Commission:            | Wednesday, November 6, 2024, 7:00 p.m., PDBMB      |
| City Council:                   | Tuesday, November 12, 2024, 7:00 p.m., PDBMB       |
| Downtown Development Authority: | Thursday, November 14, 2024, 6:00 p.m., PDBMB      |
| Park Board:                     | Tuesday, November 19, 2024, 5:30 p.m. PDBMB        |
| Zoning Board of Appeals:        | Wednesday, November 20, 2024, 6:00 p.m., PDBMB     |
| Fire Board:                     | Monday, November 18, 2024, 6:00 p.m., Station #2   |
| City Council:                   | Monday, November 25, 2024, 7:00 p.m., PDBMB        |
| Metro Police Board:             | Wednesday, November 27, 2024, 11:00 a.m., Metro HQ |

## **City of Swartz Creek Mission Statement**

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

## **City of Swartz Creek Values**

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

### ***Honesty, Integrity and Fairness***

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

### ***Fiscal Responsibility***

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

### ***Public Service***

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

### ***Embrace Employee Diversity and Employee Contribution, Development and Safety***

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

### ***Expect Excellence***

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

### ***Respect the Dignity of Others***

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

### ***Promote Protective Thinking and Innovative Suggestions***

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

**CITY OF SWARTZ CREEK  
VIRTUAL REGULAR CITY COUNCIL MEETING ACCESS INSTRUCTIONS  
MONDAY, OCTOBER 28, 2024, 6:00 P.M.**

The regular meeting of the City of Swartz Creek city council is scheduled for **October 28, 2024** starting at 6:00 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](https://join.zoom.us) on any browser and entering the Meeting ID provided below.

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

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

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



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

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

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

**Renee Kraft is inviting you to a scheduled Zoom meeting.**

**Topic: Swartz Creek City Council Meeting**

**Time: October 28, 2024 at 6:00 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](mailto: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, October 28, 2024 - 6:00 P.M.**

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

**FROM: Adam Zettel, City Manager**

**DATE: October 23, 2024**

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## **ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS**

- ✓ **MICHIGAN TAX TRIBUNAL APPEALS** *(No Change of Status)*  
There have not been any commercial appeals for 2024 as of yet. Though some commercial appeals reach the tribunal in July, I suspect there will not be any for this calendar year.
  
- ✓ **STREETS** *(See Individual Category)*
  - ✓ **2025-2027 TRAFFIC IMPROVEMENT PROGRAM (TIP)** *(Update)*  
We submitted Miller Road, from Dye to Morrish, to the 2026-2029 TIP cycle. The total cost is estimated to be \$4,063,547, with our share being \$812,709.40. This includes repairs to the concrete section, preliminary engineering, and construction engineering. As a backup, we submitted Elms Road, save that section that does not require repair. This application totals \$1,475,940, with the local share being \$295,188. The project submission was affirmed by a resolution of the city council on October 14<sup>th</sup>. I will report the outcome of all applications.
  
  - ✓ **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.*

Street reconstruction for Winchester Village is in the punch list phase. I will report how this goes, especially as it relates to restoration of parkways. Note that we have gotten more tree complaints this year than in all other years of the street reconstruction program combined. The complaints are not related to the quality of the trees. The primary issue is that more and more residents do not want any tree in the right of way in front of their house. In addition, there are a number of requests for alternate tree species.

As council may recall, a street committee was established about eight years ago to consider many technical and subjective needs of the street program. Forestry was among one of the considerations. The end result was a directive to pursue forestry for reconstructed streets that was to be composed of small or medium canopy trees from a variety of species found to be right of way appropriate. The trees were to be uniformly distributed, with about one tree per lot. There were deviations engineered to accommodate conflicts, corner lots, smaller lots, etc.

In general, we were able to hold to this plan. Inevitably, we would get some requests for more trees, no tree, or a new species. Anecdotally, I think this may have been less than 5% of the residents, so we were able to make those accommodations while maintaining



the forestry objectives. In doing so, we were able to treat folks fairly because the requests were at a manageably low number.

Fast forward to 2024. It appears that about 50 or more of the ~250 impacted properties have a special request, with many being in contiguous stretches of homes (3 or more in a row). We initially began to track these requests and send them to the engineer, but we eventually found that we would not be able to treat everyone the same and maintain the program objectives. As such, we told the engineer to stick to the plan so that we were not picking 'winners and losers' from among the requests that we were receiving.

Note that the contractor appears to still be able to accommodate most, if not all, of the species requests that he is getting. This appears possible because of the variety of trees available to choose from. If he can manage this, we are obviously ok with it.

With all of that said, there is at least one resident that wishes to elevate their request to be tree-free to the city council and/or their attorney. Clearly, council can act as they see fit. However, I stress the importance of precedent within this project year, that what is done for one similarly situated party can be expected by all others under similar circumstances. Based on the findings of the street committee, I stand by the desire to have a uniformly forested set of streets, and the city has the final say in how the right of way is used.

Concerning why folks are so upset, I am not sure. Most agree that forestry is important, even on their street. However, they do not want to deal with a tree in THIER yard. They would rather see it in the neighbor's yard, across the street, etc. The problem is that the neighbors are thinking the same thing.

We are hearing a lot about how trees were a big nuisance, and they do not want to deal with that again. I try to stress that the new trees will be right of way appropriate (e.g not silver maples), that it will take 4-5 decades for them to mature, and that the city now conducts more rigorous forestry maintenance. Most do not trust in that message.

I suppose there may be room for consideration of how the last phase should be treated (Don Shenk/Cappy). However, I reiterate that the committee findings were very rational and manageable. In achieving the public goods stated, the project may not be able to make everyone happy. I think this is accepted, though not preferred, with infrastructure such as fiber boxes. However, trees seem to be public enemy number one. Moving on...

As noted previously, there is a claim concerning aggregate. It is substantial, at about \$375,000. Our engineer reviewed the claim and responded that they do not believe the claim is valid in any amount. Based upon the facts of the case, I stand by this assertion. I will report what the next steps are.

Street rehabilitation with limited drainage in Winchester Woods is nearly complete! Paving has occurred for all areas except a section of Young Drive, and the surfacing of Young, School, Maple, and Raubinger is also done!

Crack fill maintenance occurred this past week. We were able to cover most of the city. In fact, we are attempting to get the contractor to return to get parking areas and the

remainder of the local streets. Usually, we select a small area of the city, but with conditions improving, we aspire to address the entire city on an annual basis moving forward.

Concerning FOG seal, we are looking to bid that out this winter for application in 2025, which was the soonest that the 2024 low bid could do the work anyways. See the October 14, 2024 report for details on this program.

In addition, we have ordered engineering services for Don Shenk Street reconstruction, as well as Cappy Lane and water main work. Note that Don Shenk does not require water main replacement, and part of Cappy Lane is also of newer street and water main. We should have enough funds to complete this project in the 2025 construction season. If not, I will recommend use of major street fund dollars for Cappy Lane and/or short term internal borrowing.

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

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

Sewer work is wrapping up, and we expect the televised video and a statement of findings this fall. We can then ascertain the need, if any for additional sewer work on the first segments that we inspected. The previous report follows.

The first three miles of cleaning and inspections (two sections of Miller, Dye, and all of Elms) have commenced. I expect this project to be completed very soon. We will report the findings to the city council regarding the potential for additional sewer repair work in the areas that were televised.

This effort is part of 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 previously, 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. With this information we can create a revised asset management plan.

✓ **WATER MAIN REPLACEMENT - USDA** *(No Change of Status)*

All water main work is substantially complete. There is some obvious restoration to do, which will take USDA closeout into winter, but for all intents and purposes, the water main is in and we are done with this phase of USDA work.

✓ **WATER/SEWER SYSTEM MISCELLANEOUS** *(Update)*

Water affordability is back. I am including the new legislative materials and a summary, which the Genesee County Drain Commissioners office distributed. As you can see,

this is expected to be a very robust and detailed program that will likely be run by a state department. The key features of a \$2 per month, per connection charge remain, as does the inability to shut off water for participants, as does the forgiveness provision.

As before, I am strongly opposed to using locally raised fees as a mechanism to distribute wealth across the state. I could procedurally support using state taxes to increase support for households so they can afford the entirety of the expenses or using the same taxes to supplement local water bills. I think this program will result in a large increase in uncompensated usage to local utilities, increases to the number of delinquent accounts, and increases to utility bills in order to cover the \$6/quarter charge as well as to supplement the losses required by forbearance.

At present, 100% of our customers are current, with zero delinquent shut offs. In fact, some residents are now paying ahead. I believe our program is a model of what a utility can achieve with payment plans, diverse payment methods, written/phone reminders, penalties for delinquency, and the ultimate threat of shut off. Ultimately, the expectation is that the water bill must be paid. If the state proceeds to set an expectation that water bills, which will need to increase in cost to become more 'affordable', need not be paid, then I fully expect the public to meet that expectation. The result will be high delinquencies and an ever-increasing demand for paying customers to cover the cost of an ever-increasing number of households that will choose not to pay.

The hydrant painting is still underway. We are not pleased with the slow down in work, and we do not believe they will blast and paint all hydrants prior to the onset of unsuitable temperatures. Work may need to commence again in the spring.

Work is complete on a new section of water main that will connect Elms/Maple to Hill, and on to Morrish. This will provide some additional redundancy for the system. Water main is being installed on Elms, between Maple and Hill. Connection down Hill to Seymour is expected next year. I am making inquiries to the county to see if this is something we need to plan for. It does not appear that a connection is imminent.

These two connections will greatly increase reliability in the city, especially on our extreme west end, where we have a pronounced need for a second feed from either Clayton or Gaines. As a side note, this could encourage some new development south of the city, which is common to experience when utilities are extended during strong economic periods.

See prior reports (May 28, 2024) for updates on PFAS. At a meeting of the WWS Advisory Committee on September 18, it was reported that the federal government has declared PFAS to be a toxic substance. The county ceased land application at this time and has been depositing waste in approved landfills. This has resulted in an additional expense that is estimated to total \$2,000,000 annually for the county.

As of writing, there is no rate increase planned, nor have there been additional restrictions on what products can possess PFAS. The later is of concern because all water intake and distribution tests indicate that there are no traces of PFAS, but waste water from businesses and homes DOES contain PFAS. They estimate that 60% of the

PFAS effluent comes from residential users that have PFAS in their homes and products.

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

Another privately owned lot is having a new home built. The water service could not be located, so the city provided one at our expense.

The city also has two more lots that were acquired through the tax reversion process. There is interest by the builder to proceed with acquisition and construction. In addition, the association manager reached out about permitted designs and builders for the subdivision. There could be renewed interest in some building. This would finally clear us of the subdivision and put the association in a better position to build membership and dues for their operations.

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

✓ **NEWSLETTER** (*No Change of Status*)

The fall newsletter is out. Let me know what you think. The next newsletter is expected to go out in January.

✓ **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. Additional **demolitions have been undertaken by the owner of the raceway.** The owner intends to have the site razed for future use. 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 approved phase one of a varsity baseball field. Construction is underway on phase one. There will be two pickleball courts that can double as skating in the winter. There has been some pushback on the pickleball courts due to the potential for noise. Schools are exempt from zoning, so the city has no say in this officially. If noise is an issue, we will work with the school and neighborhoods to reduce it.
3. **(Update) Street repair in 2024** is substantially complete. We are going through punch lists now, but all paving has been complete. We are looking to having crack fill completed this year as well. There is not a contractor available to apply a FOG seal to select streets in 2024, but we plan to bid this again over the winter.
4. The **Brewer Condo Project** first tri-plex is complete and all units are sold. The developer is looking to partner with other builders to complete new units as-is or with the potential redesign that includes a first floor master. Such units would likely be a two unit. They believe that, with site development costs increasing, this project will look more attractive and competitive because the other units are ready to be constructed upon.
5. **(Update)** The current phase of **Springbrook East is substantially complete.** We created a punch list for the infrastructure improvements, which the owner has completed. The next step is to proceed with formal street dedication. **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. The **southwest corner of Elms & Miller** was seeing some increased activity. We met with the owner and an architect on some preliminary plans in the spring. Neither the designer nor our staff have heard anything since, but the property owner says this is still cooking.
7. **(Update) Park projects** currently include an active grant application for Otterburn, pavilion repairs at Elms (now complete) and application of more asphalt millings to all parking areas. The park board recommended interpretive signs, bike racks, and benches for 2024. Benches are in. Signs are awaiting availability of the historical society to furnish content. Bike racks were to be completed by others, but that donation fell through. We will look to add these ourselves. Pickleball courts are now in at Elms Park. A FLOCK camera has been installed at Elms, and fence repair is complete, with new fences to go in at Elms. Sidewalk repairs are complete.
8. **New Businesses.** Financing for the Book Nook appears to have been approved. The former A1 Treat Barn site has been razed and is for sale. Our demolition order requires the sign to be taken down, though the owners have not complied yet.
9. **Mundy Megasite/Costco.** Based on Detroit News articles. The site appears to be under consideration for a \$55B investment with 10,000 jobs by Western Digital. It appears CHIPS Act funds would be needed. The Michigan legislature has affirmed \$250,000,000 to this site, primarily for land acquisition. Concerning the MEGA site, acquisition of some properties that are under contract has occurred. This makes the prospect of something happening here much more real, even if it is on a smaller scale. Note that there is still no movement on street infrastructure strategies or investment. We are told that no improvements will be implemented without a user. Costco has commenced work for their new location off Hill Road by US 23 and they indicate they will be done by years' end.
10. **(Update) Holland Square** has updated material costs. We are integrating these costs into the plan and will be getting the committee together soon. We plan to fund this project with \$75,000 from MSHDA and matching funds from the MEDC crowdfunding program.
11. **(Update) Wayfinding** planning is complete. We are working with local and regional sign companies to get costs. Once complete, the DDA and council can liaise on if, when, and how to proceed with installation.
12. The DDA is considering a **Social District.** With the potential for another tavern coming, the city has the ability to designate a commons area in the community. This was discussed by the DDA on April 11<sup>th</sup>. There was no desire to proceed at this point.

✓ **REDEVELOPMENT READY COMMUNITIES (Update)**

We are recertified with the MEDC, so the fun continues!

The wayfinding program (see below) is mostly funded through this program. Thanks MEDC!

The DDA is pursuing the purchase of the Methodist Church on Morrish for a cost of \$125,000. If successful, the closing should occur in the next week or so. They are pursuing this as a means to create more likely opportunities for the building's preservation and reuse for recreation, hospitality, or culture. More information is to follow.

There are not any active downtown property initiatives at the moment.

The DDA is also taking the lead on Holland Square, which is a candidate for a future crowdfunding program. Please see the dedicated section below.

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

The owners adjacent to the Wade Street property emailed me on August 13<sup>th</sup> and indicated that they would be willing to purchase the lot for \$6,000. Please indicate your interest in discussing this again in open or closed session. The previous report follows.

The neighbor to the north of the city lot called and expressed interest in buying this to add to their homesite. I made an inquiry of the assessor to determine its value. She indicated that it would be worth \$15,000 but for the floodplain. She feels \$5,000 to \$6,000 would be fair given the floodplain building requirements. I relayed this to the neighbor, and I received an email reply from them. They offered \$3,000 cash to purchase this lot. The council did not wish to entertain this price and dropped the issue.

The council has the option of having the planning commission and/or DDA make a recommendation regarding the disposition of this lot to a neighbor. This is not being placed on the agenda at this time, but if any council member believes this offer is worth considering it is probably worth discussion. Let me know.

✓ **CDBG** *(No Change of Status)*

In other news, the full applications for the next cycle (2025-2027) have been submitted. This includes senior services and downtown decorative lighting. Since we have had so many issues getting bids on CDBG work, the decorative lighting was chosen, in part, because Consumers Energy is a sole-source provider that is exempt from many of the federal requirements. This should create less issues in making use of future funds.

✓ **DISC GOLF** *(Update)*

Shattered Chains has completed the course as it relates to the 18 baskets and fairways. They plan to have all the tee pads installed by the end of the month, and all bridges/crossings are in and very functional! In fact, they are holding an event on October 26<sup>th</sup> as part of a Halloween/course kick off attraction.

They expect to have signs installed in early 2025 to mark the course. Once complete, a ribbon cutting will follow!

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

We noted previously, the three communities that are getting the award from Kildee's office have agreed to split the \$850,000 evenly, making our share \$283,333.33. This is great news and feeds into our other grant application! I was notified that a grant sub-recipient agreement is being drafted by Genesee County Parks. Once complete, we will be in a position to make something happen at Otterburn!

Our DNR Trust Fund grant application appears to be competitive. I attended a TF board meeting on October 16<sup>th</sup> to plead our case. We will not likely know until December. 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. We received our preliminary score and worked with the state to improve this by amending our submission prior to October 1. Final results are expected in November or December. I plan to advocate for our grant in person this month.

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

We are going to mark Ingalls with the new scheme as soon as possible. I have a contact with the schools paint marking subcontractor that is working on Mary Crapo. They have the plan and should be in a position to make this happen soon.

Some of the markings for “25 MPH” and “30 MPH” are in various locations across the city. Combined with our other efforts, we expect this will help create more awareness and help to reduce speeds.

Note that both the contractor and staff find the stencils to be a bit small. We are ordering professional stencils that we can use in perpetuity. We will apply these in other areas. If the update appears dramatic and positive, we will likely black out and paint over the existing markings.

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

Fiber installation continues across the city. We have been working with Frontier on some issues related to restoration. In doing so, we have found a good contact that has been very responsive to specific issues with the fiber installation, older assets of Frontier, and general quality control. This service will provide the community with valuable high-speed service, as well as the potential for enhanced 5G.

✓ **SOLAR SYSTEM MODEL** *(No Change of Status)*

We have ordered the signs installed. It is now just a matter of time. Wayfinding signs are on hold until the council can review the wayfinding concepts. See the April 8, 2024, council packet for more details.

✓ **CROSS CONNECTIONS** *(Update)*

I am including year to date reports for our residential and non-residential cross connection inspections.

I attended a water training course in early October. Among other things, I was able to speak to the EGLE staff about residential cross connections. They indicated that there is not a foreseeable mandate to require service termination of those residents that are not participating, yet. As such, I think our good faith model approach is appropriate. The previous report follows.

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.

✓ **SENIOR CENTER ARPA WINDFALL** *(No Change of Status)*

The senior center and city now have an agreement to use the \$100,000 in additional ARPA funds. They are proposing to buy a 14-passenger bus for \$120,000 to \$135,000. See the March 11, 2024 report for more details on this award and process.

✓ **WAYFINDING PROJECT** *(Update)*

Wayfinding planning is complete. We are working with local and regional sign companies to get costs. Once complete, the DDA and council can liaise on if, when, and how to proceed with installation.

✓ **SOCIAL DISTRICT** *(No Change of Status)*

The DDA had a discussion about the potential for a social district in the downtown area. There is some potential for this to have a positive impact by attracting events and visitors to encourage commerce and desirable activities in the community. There is also the potential for this to generate undesirable nonsense, bad behavior, litter, etc. The DDA did not act on this. They intend to independently consider how a district might impact the community, be received by the residents, and support businesses. See the April 8, 2024 packet for more details.

✓ **GROUND MOUNTED SOLAR EQUIPMENT MORATORIUM** *(No Change of Status)*

The moratorium on ground mounted solar is still in effect and will be through November planning commission. The planning commission reviewed a substantial amendment to the zoning code in October that includes provisions for large scale systems (those that are primary uses and generally regulated now by state statute), small scale systems (those that are completely regulated by ordinance but are still utility scale), and accessory uses (those that include ground mounted and rooftop solar that accompanies primary uses like homes and businesses).

There is a public hearing scheduled for their November meeting (Wednesday, November 6), which will be the first Wednesday in November due to the election. I expect a proposed ordinance amendment to go before the council in November.

✓ **WATER TOWER LEASE AGREEMENT** *(Update)*

Despite the apparent deterioration of service by Verizon, this issue has not advanced. I will look to relocate this section to WIRELESS TOWER UPDATES in future reports. The previous report follows.

As most in the community are aware, Verizon appears to be having wireless connectivity issues in the west side of town, from about the High School to Winchester Woods. This



problem was so bad for us, that we switched carriers. Verizon has been working on a solution for a couple years, including the search for space south of town for a new tower.

They have approached the city to use the water tower. I think this is a win-win. Using the city tower will greatly improve service to the community, while providing some financial resources to the city. Since the tower is used by two wireless providers currently, this request will be treated as a colocation. This means that the city will be responsible for approving the site plan at the planning commission level for a permitted use, as well as a lease for occupancy.

As of writing, there is not a site plan available, but I do have a draft lease (included in the April 8, 2024 packet). I am attempting to increase the lease amount, as well as to get a site plan to both the planning commission (for site plan review), as well as to the council (for general review) as soon as possible.

Again, I think this will shape up to be a win-win, provided the city does not need to invest in the site and the user is not installing obnoxious equipment. We will have more information related to such circumstances moving forward.

✓ **HOLLAND SQUARE CROWDFUNDING PROJECT (Update)**

We have new pricing for upgraded materials, which is being integrated into the plan. I expect a meeting of the committee soon. The previous report follows.

We are working to formalize the \$75,000 in MSHDA grant funds. This will make the powering of the structure, along with lighting and sound, a reality! MSHDA is asking that we sign off on a grant agreement by September 30<sup>th</sup>. Since this is our last meeting, I am hopeful they will provide us with such an agreement prior to our meeting. As of writing, I do not have it. If it is not available prior to our meeting, I will include as much of the supporting documentation as I can and ask the council to enable myself or the Mayor to execute the agreement when it is available.

The project is still being reviewed by the committee and we await updated costs and plans for the structure and technology components. We are nearing the creation of detailed plans, which will provide more finely tuned costs and imagery for review by the city council. I seek to have this in the month of September. The previous report follows.

The Holland Square Steering Committee met on May 30<sup>th</sup>. We believe we explored many opportunities and areas of concern to narrow in on what appears to be the most viable and desirable project. The concept remains the same, but there have been some additions relating to power, lighting, sound, and architectural style. The architect and contractor are working on renderings now.

Our community continues to pursue a crowd funding match for a public place enhancement. The Public Places, Community Spaces opportunity is a powerful incentive and can provide up to \$50,000 towards a downtown project (perhaps as much as \$75,000 if it includes universal design)!

The DDA believes that the primary objective for such funds 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.

Over the last year, the DDA has worked with a local architect (thanks AMA Architects for the in-kind work), and a local builder (thanks JW Morgan) to refine a design, materials, and cost. This has resulted in concept plans for a pergola style structure, with a total base installation price of about \$150,000. With the addition of the grant, we expect the project to total around \$225,000.

The city council created a steering committee to finalize project details for review by the city. The council will have the final say in any structure constructed on city property.

✓ **SPRINGBROOK STREET DEDICATION INQUIRY (Update)**

The HOA has sent a letter regarding the streets to the city. I am including this in the packet. This will likely include an engineering assessment and pricing of the street deficiencies. I have asked the engineer about a scope of work and pricing to compile this information. Once received, I will see if this is something that the HOA is willing to conduct.

In the meantime, we authorized the engineer to work with the HOA to assess their proposed rehabilitation measures. They are recommending some cores be completed because they have reason to believe that the proposed work will leave only 1" of original asphalt in place, creating an unstable situation. The HOA is considering doing these cores so we can revisit the work scope.

See the October 14, 2024 report for all the details of this request, as well as an historical and contextual narrative.

✓ **WIRELESS TOWER UPDATES (Update)**

Our tower on Elms south of Miller has an informal request to secure an additional 1,000 square foot land lease for ground equipment. They are offering \$3,500 for the option and \$350/month for any land subsequently leased. I have not gotten answers on how long the option would be and how the pricing is impacted if the square footage ends up being 250sft (as indicated) or if it is 1,000sft, per the option.

At any rate, I requested that they send along a complete and formal request so that the city council can review it. A land lease for this location is certainly something the city could and should consider, since the land is set aside exclusively for this purpose. However, I do find the rate to be low.

Multiple times over the summer, the owners of the tower that is in Elms Park have reached out to request a rent abatement. Because the tower does not have a rent paying user, the city has granted a temporary reduction in the past. I do believe that they are sincere in their efforts to find a new tenant, in the absence of which, they are losing money. I instructed them to send their request in writing for the council to review. I have not received it yet.

I will look to move the water tower request to this section in future reports.

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

✓ **MONTHLY REPORTS** *(Update)*

Monthly reports are included.

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

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

There was an October Planning Commission Meeting regarding the solar ordinance. Please see that section above.

The next regular meeting is scheduled for Wednesday, November 6, 2024. I expect to have some draft zoning ordinance language presented at this meeting.

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

The DDA closed on the purchase of the former Methodist Church on Morrish for a cost of \$125,000. The DDA is pursuing this as a means to create opportunities for the building's preservation and reuse for recreation, hospitality, or culture. More information is to follow.

They did NOT hold an October meeting. Their next meeting is scheduled for November 14<sup>th</sup>.

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

The ZBA met on October 15<sup>th</sup> to approve September minutes. There was a variance requested related to an accessory dwelling unit at 8040 Maple Street heard and approved at that meeting. There are not currently any pending appeals, variances, or interpretations scheduled for future meetings.

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

The park board held their regular monthly meeting on October 15, 2024. They discussed the Butterfly Garden proposal at Abrams Park and conducted their annual review of park rules, including the reservation.

The board recommends approval of the butterfly garden.

Concerning the rules and reservation sheet, I do not expect many changes. However, they did request to have staff amend the maps, add a provision for e-bikes, revise language related to bows/projectiles, and to increase some fees. I expect this to be reviewed at their next meeting, which is scheduled for November 19th.

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

The Board of Review met on July 16th. They recapped (reversed an uncapping) of taxable value for one petitioner's property. They will meet next in December.

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

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

## ELECTION DATES FOR 2024:

General Election: November 5, 2024 – from 7:00am – 8:00pm.

Early Voting dates for the general election are October 26–November 3 from 8am – 4pm.

1,538 absentee ballots (to date) have been given out with a return of 69% so far (Thursday morning). I am expecting for a very large in-precinct turn-out, so please inform residents of early voting. The more people we get to early voting, the less people will stand in line on election day.

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

- ❑ DPS continues to GPS water and sewer assets. This will be ongoing for most of the year as we have time available.
- ❑ Trees are being planted in the village, signs are scheduled to be installed and punch lists are being developed to finalize the completion of the project.
- ❑ TG Prihs has completed paving on Young Drive. The project still has some restoration and punch list items to complete.
- ❑ Contractor is supposed to paint Seymour Rd. in the near future as most of the heavy construction traffic is now behind us.
- ❑ DPS continues to update water meter transponders, registers and meters as needed to allow the new meter reading collectors to read meters. This will be ongoing for several months.
- ❑ Dependable Sewer has completed cutting of calcium rings and protruding taps. We are awaiting final reports.
- ❑ Blastec assures me they will get all hydrants that have been blasted and primed painted yet this fall. They will complete hydrants next spring.
- ❑ DPS has been working on maintaining the island on Parkridge Prkwy.
- ❑ Woodchipping finished up this week for the season.
- ❑ DPS will winterize and close bathrooms at the parks this week. Night time temperatures are going to be well under freezing this coming weekend.

### ✓ **TREASURER UPDATE (Nichols) (Update)**

The auditors from Plante & Moran have completed on sight fieldwork for the FY24 audit. Our staff is continuing to work with them on open items as they arise. 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)**

Greg Dietrich is the new Economic Development Director for Mundy/Swartz Creek. He has been onboarded and is learning the ropes.

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

### ✓ **ABRAMS PARK BUTTERFLY GARDEN DONATION (Business Item)**

The Friends of Abrams Park is proposing to donate and install a series of butterfly gardens at Abrams Park, near the southwest corner. I am including those proposals, which consist

of a request letter, renderings and descriptions, as well as a quote for irrigation. The request amounts to an allocation of space for the group to install native species conducive to attracting and supporting Monarch Butterflies in migration.

The group is proposing to donate all materials and labor to install the gardens and irrigation system. Note that this is an update from the original request in which they seek to have the city run water and electrical to the site. As it stands, Agroscaping will be able to install the irrigation system, including the electrical components and service line, with very minimal input from the city. They are requesting a 10' 1" copper extension from the curb box to get the water to near-ground level for hookup to the donated system. This should be very manageable.

From the staff prospective, I do not believe there are any issues with being able to allocate the land or to support the installation as the group has requested. I believe the larger issue is what becomes of the area if the irrigation fails or volunteers are no longer maintaining the gardens and related spaces. I think the short answer, which should be noted as a condition of acceptance, is that the city will not likely be in a position to replace or maintain the gardens or related infrastructure under such circumstances.

The park board recommended approval as submitted at their regular meeting on October 15<sup>th</sup>. I am including a resolution.

✓ **2024 CHRISTMAS PARADE AND EVENT PERMITS (*Business Item*)**

We have a request from the Swartz Creek Area Fire Fighters Association to conduct the annual Christmas Parade and tree lighting. This year's event will be scheduled for Saturday December 7, 2024. I think we will be limited to a parade and related tree lighting only this year. At the present time, no groups have shown interest in a winter market.

As in prior years, the parade is expected to start at 6:00 PM (closure starting after 5pm). The starting point is now the Middle School (Fairchild St). The route then follows Miller east to Morrish Road, where it will pause and remain for the tree lighting event. At this point, Fairchild will open, and Miller (Fairchild to Hayes) will also open. Miller from Hayes to Morrish will remain closed with Holland Square until 7 pm or soon thereafter. This route was started a few years back in order to engage the downtown businesses. It is workable but definitely more stressful to traffic.

**Council Questions, Inquiries, Requests, Comments, and Notes**

*Orienteering Course:* I am working with Walt to replace these medallions. This should be completed this fall.

**City of Swartz Creek  
RESOLUTIONS  
Regular Council Meeting, Monday, October 28, 2024, 6:00 P.M.**

**Motion No. 241028-4A**                      **MINUTES – October 14, 2024**

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

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, October 14, 2024, to be circulated and placed on file.

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

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

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

**Motion No. 241028-5A**                      **AGENDA APPROVAL – October 28, 2024**

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

**I Move** the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of October 28, 2024, to be circulated and placed on file.

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

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

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

**Motion No. 241028-6A**                      **CITY MANAGER’S REPORT**

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

**I Move** the Swartz Creek City Council accept the City Manager’s Report of October 28, 2024, including reports and communications, to be circulated and placed on file.

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

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

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

**Resolution No. 241028-8A**                      **RESOLUTION TO APPROVE DONATION AND  
INSTALLATION OF A MONARCH BUTTERFLY GARDEN AT  
ABRAMS PARK**

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

**WHEREAS**, the City of Swartz Creek owns operates and maintains a system of parks; and

**WHEREAS**, the Friends of Abrams Park group has offered to donate materials and labor sufficient to install a Butterfly Garden, including irrigation, at Abrams Park; and

**WHEREAS**, the Park Board, after deliberation, found the garden donation to be in the best interests of the park and approved the donation at their meeting on October 15, 2024.

**NOW, THEREFORE, BE IT RESOLVED**, the City of Swartz Creek City Council hereby accepts the Friends of Abrams Park donation of a Monarch Butterfly Garden Waystation, to be located at Abrams Park, conditioned upon the following:

1. The project shall be overseen by the Director of Public Works and not commence until the ability to ensure project completion is evidenced.
2. The Friends of Abrams Park and/or other volunteers shall maintain the gardens in a reasonable manner, with eventual replacement or removal dependent on the best interests of the city at a future date.
3. The city will own and maintain the garden irrigation system in a reasonable manner, with eventual replacement or removal dependent on the best interests of the city at a future date.

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

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

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

**Resolution No. 241028-8B**

**RESOLUTION TO APPROVE STREET USAGE & PUBLIC SPACE PERMIT FOR THE ANNUAL FIRE DEPARTMENT CHRISTMAS PARADE**

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

**WHEREAS**, the City of Swartz Creek issues street closure permits and public plaza usage permits for the purposes of holding public events from time-to-time; and,

**WHEREAS**, the Swartz Creek Area Firefighters Association has submitted an application for such a street closure for the purposes of hosting an annual Christmas parade in downtown Swartz Creek, as well as an application to use Holland Square and the adjacent streets for a Tree Lighting event; and,

**WHEREAS**, the Chief of Police finds the application satisfactory and the City Council finds the time, place, and manner of the parade and related events to be conducive to the health, safety, and welfare of the community.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City of Swartz Creek accept the Chief of Police’s recommendation and approve the Swartz Creek Area Fire Fighters Association’s Street Usage Application to hold an annual Christmas Parade on Saturday, December 7, 2024 from 6:00 PM to 7:00 PM (Fairchild to Miller, Miller from Fairchild to Morrish), route, stipulations and conditions as set forth in the application packet, a copy of which is attached hereto, under the direction and control of the office of the Chief of Police.

**BE IT FURTHER RESOLVED THAT** the City of Swartz Creek City Council hereby approves the Swartz Creek Area Fire Fighters Association’s Municipal Property

Reservation request to hold an annual tree lighting event for Holland Square and Holland Drive on Saturday, December 7, 2024 from 6:00 PM to 7:00 PM, with lot closure and conditions as set forth in the application packet, a copy of which is attached hereto, under the direction and control of the office of the Director of Public and Community Services.

**BE IT FURTHER RESOLVED THAT** the City of Swartz Creek City Council hereby authorizes and directs the Mayor to ensure quality weather, not too hot or too cold, with just the right amount of seasonal snow, for said events.

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

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

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

**Motion No. 241028-11A                      ADJOURN**

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

**I Move** the Swartz Creek City Council adjourn the regular council meeting of October 28, 2024.

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

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

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



**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE REGULAR COUNCIL MEETING  
DATE October 14, 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, Erica Deutsch-Guide Studios, Walt Melen, Joe Perreault, Ellen and Marcia Pavkovich, Frank Hatton, Daleene Grandy, Sandy Kidd, Charlotte Hildebrand, Amanda Hasyn, Brenda Florence.

**APPROVAL OF MINUTES**

**Resolution No. 241014-01**

**(Carried)**

Motion by Councilmember Spillane  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday September 23, 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. 241014-02**

**(Carried)**

Motion by Councilmember Henry  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council approve the Agenda as printed for the Regular Council Meeting of October 14, 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. 241014-03**

**(Carried)**

Motion by Councilmember Cramer  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council accept the City Manager’s Report of October 14, 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:**

Brenda Florence: Springbrook would like to continue talks with Swartz Creek about the roads and they are putting together a letter of intent.

Frank Hatton: Discussed issues with the hole the contractor left and hasn’t repaired yet.

**COUNCIL BUSINESS:**

**WAYFINDING PRESENTATION:** Signage presentation by Erica Deutsch of Guide Studios.

**MEETING OPENED TO THE PUBLIC TO DISCUSS THE PRESENTATION:**

Todd Beedy-Chair of Swartz Creek DDA: Stated marketing and branding are important. Likes the idea of digital signs but thinks there could be a happy medium with signage.

**RESOLUTION TO RECOGNIZE THE SWARTZ CREEK CLASS OF 2026 PTSO, INC AS A LOCAL NONPROFIT**

**Resolution No. 241014-04**

**(Carried)**

Motion by Mayor Pro Tem Hicks  
Second by Councilmember Cramer

**WHEREAS**, the Michigan Lottery, Charitable Gaming Division provides opportunities for nonprofits to engage in charitable gaming for the purposes of financially supporting their objectives; and

**WHEREAS**, the State requires that local governments recognize local nonprofits by resolution in order for them to successfully apply for such licenses; and

**WHEREAS**, the Swartz Creek Class of 2026 PTSO, Inc, located at One Dragon Drive, Swartz Creek, MI is seeking such a license for a raffle; and

**WHEREAS**, the City of Swartz Creek, in reviewing the organizational documents, finds the Swartz Creek Class of 2026 PTSO, Inc. organization to be a local nonprofit.

**NOW, THEREFORE, BE IT RESOLVED** that the request from Swartz Creek Class of 2026 PTSO, Inc., of Swartz Creek, County of Genesee, asking that they be recognized as a nonprofit organization operating in the community for the purpose of obtaining a charitable gaming license, be considered for approval.

Discussion Ensued.

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

**RESOLUTION TO SUPPORT APPLICATIONS TO THE TRANSPORTATION IMPROVEMENT PROGRAM AND TO COMMIT MATCH FUNDS**

**Resolution No. 241014-05**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Cramer

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

**WHEREAS**, Michigan Public Act 51 of 1951 established a system of taxation, revenue sharing, and definitions for street systems; and,

**WHEREAS**, the city possesses 10.86 miles of 'Major' streets that are eligible for MDOT funding at a ratio of 80% federal to 20% local through the Genesee County Regional Planning Commission Transportation Improvement Program; and,

**WHEREAS**, the city has most recently been awarded funds to rehabilitate west Miller Road, with a previous award to, Morrish Road; and,

**WHEREAS**, east Miller, from Morrish to Dye, and Elms Road are qualifying major streets that require timely rehabilitation; and,

**WHEREAS**, the city has made application to the TIP for Miller and Elms Roads, but the application is not complete until the governing body resolves to support the projects and commit match funds.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City of Swartz Creek hereby supports the preservation application for Miller Road, from Morrish to Dye, as applied for in three sections in the total amount of \$4,063,547, and further commits to matching \$812,709.40 in local funds to the project.

**BE IT FURTHER RESOLVED THAT** the City of Swartz Creek hereby supports the preservation application for Elms Road, from the north city limits to the match line of new pavement north of the south city limits, in the total amount of \$1,475,940, and further commits to matching \$295,188 in local funds to the project.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

**Motion to adjust the City Council meetings of October 28, 2024 and December 16, 2024 to a 6:00pm start time for the purposes of business.**

**(Carried)**

Motion by Councilmember Knickerbocker

Second by Councilmember Cramer

Discussion Ensued.

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

NO: None. Motion Declared Carried.

**MEETING OPENED TO THE PUBLIC:**

None.

**REMARKS BY COUNCILMEMBERS:**

Councilmember Knickerbocker: October is Breast Cancer Awareness Month. Donate to cancer if you can.

Councilmember Gilbert: Wished everyone a fine evening.

Mayor Pro Tem Hicks: Had question about inspections. Stated the city of Evert, Michigan has a lot in common with Swartz Creek and she suggested Adam Zettel and their City Manager, Pepper Lockhart, speak with each other.

Councilmember Cramer: There was a beehive extracted from the old methodist church. DeWitt Michigan has a restaurant/brewery he is going to look at. Masonic Temple is honoring veterans with a flagpole on November 12 starting at 5:00pm. Stated its been an honor being on the Swartz Creek Council to help steer the city into the 21<sup>st</sup> century.

Councilmember Henry: Questioned the conflict of space in the building with early voting.

Councilmember Spillane: Questioned if there was any movement on the Mundy Township Megasite. Questioned why the hole hasn't been dealt with.

## **ADJOURNMENT**

**Resolution No. 241014-08**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Henry

**I Move** the Swartz Creek City Council adjourn the regular meeting at 8:40 p.m.

Unanimous Voice Vote.

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**David A. Krueger, Mayor**

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**Renee Kraft, CMC, MiPMC-2, City Clerk**

| September 2024              | Beginning Mileage | Ending Mileage | Miles Driven | Gallons Gas Purchased | Gallons Diesel Purchased |
|-----------------------------|-------------------|----------------|--------------|-----------------------|--------------------------|
|                             |                   |                |              |                       |                          |
| #7-15 4WD P/U gas           | 56418             | 56900          | 482          | 61.9                  |                          |
| #2-08 4WD P/U gas           | 79380             |                |              |                       |                          |
| #7-22 4 WD P/U gas          | 14042             | 14990          | 948          | 84.5                  |                          |
| #12-02 DUMP diesel          | 35469             |                |              |                       |                          |
| #21 WOOD CHIPPER diesel     | 2494              |                |              |                       | 19                       |
| #9-07 STREET SWEEPER diesel | 20137             | 20279          | 142          |                       | 117.7                    |
| #5-18 KUBOTA (hours)        | 1000              |                |              | 2.2                   |                          |
| #1-20 4WD P/U diesel        | 7307              | 7396           | 89           | 12.9                  |                          |
| #3-08 4WD P/U gas           | 89449             | 89681          | 232          | 25.7                  |                          |
| #10-18 4WD P/U diesel       | 39271             | 39700          | 429          |                       | 19.39                    |
| #8-22 CASE BACKHOE          | 265               |                | 0            |                       |                          |
| #6-16 2WD P/U gas           | 87253             | 87665          | 412          | 36.2                  |                          |
| #6-00 BACKHOE diesel        |                   |                | 0            |                       |                          |
| #1-22 DUMP                  | 6129.7            |                | 0            |                       |                          |
| #12-04 DUMP diesel          | 41889             |                | 0            |                       |                          |
| #12-99 GENERATOR gas        |                   |                | 0            |                       |                          |
| #17 CASE BACKHOE diesel     |                   |                | 0            |                       |                          |
| #19 JD TRACTOR diesel       |                   |                | 0            |                       |                          |
| #9-22 PATCHER               |                   |                | 0            |                       |                          |
| #37 TRAIL ARROW             |                   |                | 0            |                       |                          |
| #10-15 GEN gas              | 79144             | 79641          | 497          | 28.5                  |                          |
| #11-23 Big Plow Truck       | 1077              |                |              |                       | 47.3                     |
| gas can                     |                   |                |              |                       |                          |
|                             |                   |                |              |                       |                          |
| <b>TOTAL</b>                |                   |                | <b>3231</b>  | <b>251.9</b>          | <b>203.39</b>            |
|                             |                   |                |              |                       |                          |
|                             |                   |                |              |                       |                          |

## **SUMMARY OF AFFORDABILITY BILLS and CHANGES IN SUBSTITUTE BILLS**

### SB549/HB5088 – Affordability Program Bill

- Covers water, sewer and drainage if billed by water provider.
- Two tiers of payments based on income – up to 135% of FPL/up to 200% FPL.
- Customer payment not to exceed 2% of average household income in first tier; 3% of average household income in second tier.
- Arrearage forgiveness of \$1,500 first year, another \$1,500, if needed, in second year.
- No shut off if enrolled in program or on payment plan.
- Customers default to State program unless water provider wants to administer its own plan.

#### *Changes in substitute bill:*

- Dept of Treasury prepares annual projections starting in 2026.
- Definition of “provider” to include utilities that supply and/or perform retail billing for other communities.
- If a provider is administrating their own plan it must comply with the parameters for the statewide plan, but if its benefits exceed the plan, they must make up the extra funding on their own; two or more providers may implement a shared program.
- Waiver process to be established for households with hardships at 200-250% of FPL so they can participate in program
- Benefits: information about affordability program can be on bills or *with* bills; arrearages payable upon enrollment; third party administrator notifies water provider within 3 business days that applicant is under review and shut off not allowed.
- If funding is insufficient, available fund distribution should prioritize all enrollees equitably across geographic region and population sizes.
- Only licensed plumbers may be used for minor plumbing repairs; only owner-occupied homes are eligible for plumbing repairs if enrolled in program.
- A base allocation of water usage per month, for households with 0 to 4 people, 6 to 8 ccf; for households with 5 to 6 people, 9 to 11 ccf; for households with 7 to 8 people, 12 to 14 ccf; for households with 9 to 10 people, 15 to 17 ccf; and for households with 11 or more people, 18 to 20 ccf. If the eligible customer exceeds the base allocation, the water provider shall charge their normal rate for excess. If a household exceeds its limit, then the third-party administrator takes steps to reduce consumption.
- Strengthened redetermination language so that DHHS looks at SNAP and other programs’ redetermination processes and timelines in creating those for this program.
- Clarifies that DHHS will engage in public relations activities to promote the affordability program so that people know to apply.
- State law takes precedence over conflicting local ordinances.

### SB 550/ HB 5089 Fund Bill

- \$2 per meter charge/monthly/all customers; or the monthly billing equivalent (i.e. \$6 per quarter).
- Prescribes administrative fees, no lapse to general fund.
- Covers gap payments, arrearages and plumbing repairs.

#### *Changes in substitute bill:*

- Capped amount of the fund that can be used for plumbing repairs at \$15M/year per Treasury request to assist them with projections.
- Money collected from the funding factor fees within each DHHS business service center region must be disbursed to providers and program administrators within that same region.
- Data on participation to be collected biannually.
- \$2 fee on metered or flat rate accounts, excluding fire line and irrigation accounts.
- Definition of “provider” to include utilities that supply and/or perform retail billing for other communities.
- Locally administered programs can seek alternate funding mechanisms to supplement programs.
- If water provider has a preexisting water affordability or assistance program, the monthly funding factor customer pays may be: (1) the full funding factor, (2) the monthly fee minus the average amount customers in that service area paid into preexisting program the previous year, OR (3) the full funding factor less 10% if the provider had a fee or funding mechanism in the previous year.
- DHHS is the administrator of the fund for auditing purposes.
- Department can reduce the \$2/meter funding factor if there are enough funds for 3 years.
- Payments made to a provider from fund are exempt from levy, attachment, garnishment, etc. or any other process to collect debt.

### SB 551/HB 5090 Shutoff Protection Bill

- Notice provisions prior to shutoff for nonpayment shall be on bills, door hanger, home visit, calls, and/or texts.
- Must apply for a program or payment plan to prevent shut off.
- Shut offs on certain days/times – restoration must be prompt.
- Critical care customers protected.
- If customer fails to comply with program rules, triage process established to provide wraparound services before unenrollment.
- If unlawfully occupied, owner can request water shutoff.



*Changes in substitute bill:*

- Updates the definition of “critical care customer” to match the definition in the affordability bill and clarifies that medical documentation should have a timeline or be renewed annually.
- If water is shut-off for public health reasons the public must be notified consistent with Michigan Safe Drinking Water Act.
- Number of notifications to customer facing shutoff reduced from 4 to 3.
- Additional flexibility for triage meeting to those involved in the enrollment process.
- Protections for tenants if landlord/owner is responsible for paying water bill but fails to do so: tenant notifies water provider and provides copy of lease; no shut off allowed; water provider may add other protections; water provider may still collect from property owner pursuant to Municipal Water Liens Act.

SB 552/HB 5092 Tenant bill – illegal reconnections

- Reduction from felony to misdemeanor for illegal turn-ons at low-income homes who had inability to pay.

*Changes in substitute bill:*

- Affected household with illegal reconnection after shut-off referred to the low-income water affordability program if eligible.
- Reduction of the community service hours penalty.

SB 554/HB 5091 Tenant bill

- If landlord responsible for paying water bill and does not, tenant can request the account be put in tenant’s name and a rent reduction. Landlord must comply.
- Request may be made to send water bills to both landlord and tenant.

*Changes in substitute bill:*

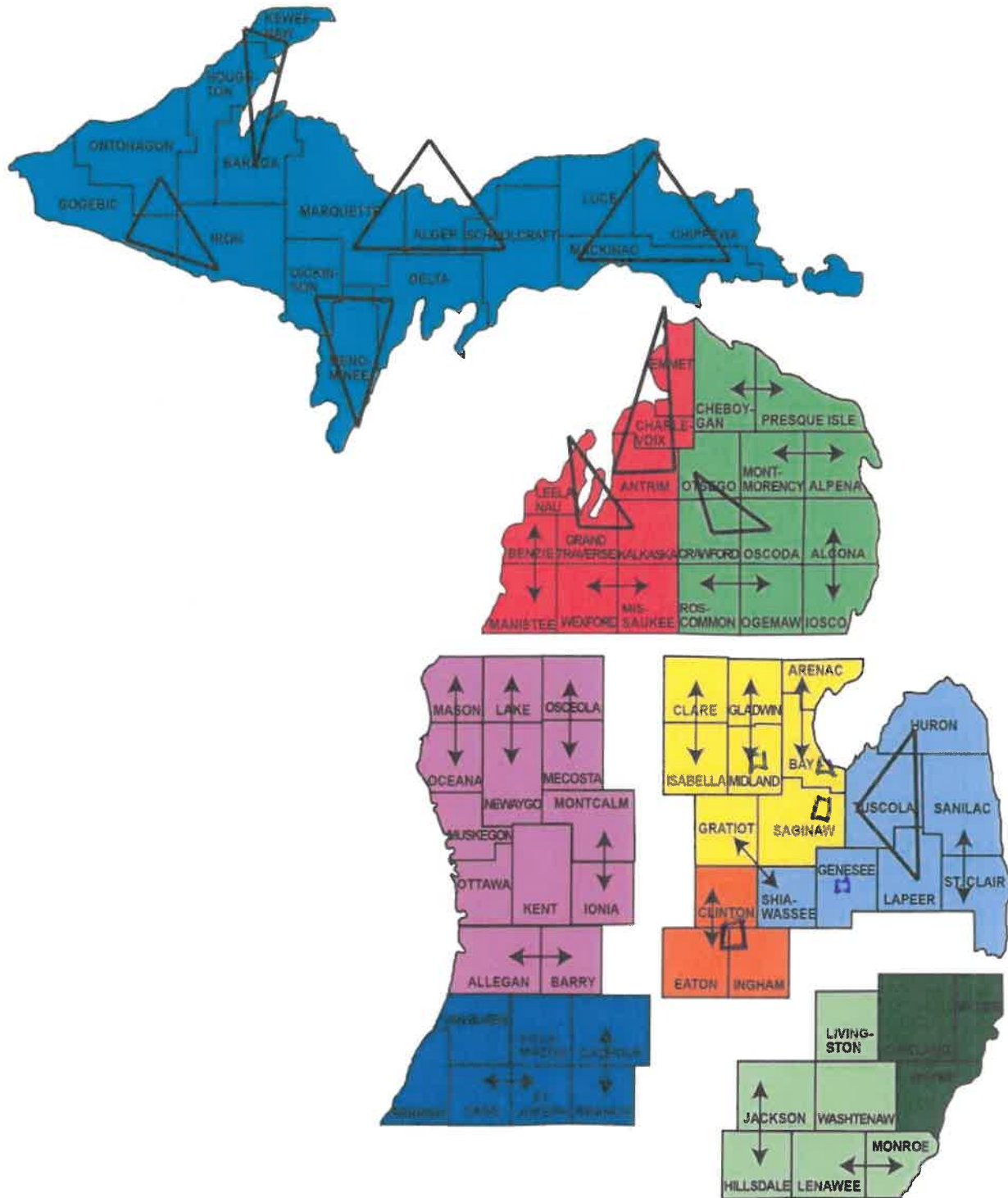
- Removed requirement that landlord must put account in tenant’s name and reduce rent.

SB 980 Creation of Low-Income Water Residential Affordability Program Task Force

- Task force established to make recommendations to state regarding administration of plan, benefits, or funding.
- Comprised of representatives from different size communities—rural suburban and urban areas.
- Task force may review and revise base allocation water usage limits.
- Develop educational outreach materials.
- Explore ways to expand programming.

# MiTEAM Analyst Assignments

## DHHS Prosperity Regions / Business Services Centers (BSC)



Revised 5/20/2016

## Park Board Agenda Request by Friends of Abrams Park, a nonprofit organization

1. Use of City Equipment with Employee to scrape landscape area next to fencing where weeds are overgrown.

No pesticides can be utilized for weed control as this area will become the Monarch Butterfly Way Station and pesticides stay in ground and affect plants for up to 5 years. Also, this overgrowth far exceeds the ability to remove these weeds by hand. Therefore, the larger area of weed growth from the 2023-2024 season, next to the fence line, needs to be scraped with a blade/equipment to ground level (dirt).

*Pictures of the overgrown weeded area are provided.*

2. Asking for a recommendation to City Council to provide water source for a sprinkler system that Friends of Abrams Park will install for the continuation of the Butterfly Garden Way Station and future Gardens area.

Watering this garden by the City would be consistent with the maintaining the Veterans Memorial garden via a sprinkler system, downtown watering of flower boxes and archway garden, and Elms Road Park sign garden.

3. Asking for a recommendation to City Council to provide electricity for sprinkler system that Friends of Abrams Park will install for the continuation of the Butterfly Garden Way Station and future Gardens area.

Consistent with providing electricity to the Veterans Memorial garden sprinkler system.



Requests #2 & #3 are to be provided by a third party at the expense of the donors. City to provide ~10ft of copper stub from existing curb stop.

# MONARCH BUTTERFLY GARDEN WAY STATION AT ABRAMS PARK

## WHITNEY COURT PARKING LOT ENTRANCE

10' residential and utility barrier from fence line into park land (west and north) to allow vehicle access (*city and utility*), as well as residents who have private gates for access to park land.

**First garden ("Boulder" Design 26'x13')** begins 14' from the fence barrier and 20' from the parking lot. This design includes boulders which will hold rain water upon the surface to allow the butterflies to have access to natural drinking water.

**Second garden ("Split Rail Fence" Design 25'x8')** begins 36' from the fence barrier and 64' from the parking lot. This design includes a "Butterfly Puddler," which consists of 3 flat rocks that will lay upon a foundation of play sand with pond liner underneath to retain moisture. The play sand will be a depth of 2-3". Smaller rocks will create a border around the play sand. Every 6-8 weeks, a tiny bit of *sea* salt will be mixed in the sand to provide nutrients for the butterflies.

**Third garden (Spiral Sunburst "Circular Walkway" Design 75' circumference)** begins 52' from the fence barrier and 30' from the parking lot. This design contains the metal artwork of Keaton Schilling as the focus for this circular walkway. This garden will allow park guests to walk from the parking lot through the circular walkway and choose a route to view the first and second gardens, or walk to the future gardens or visit the future sitting area.

### **FIRST GARDEN "BOULDER" DESIGN 26' x 13'**

- A (5) Astilbe (Weisse Gloria)
- B (10) Astilbe (Feuer)
- C (6) Garden Phlox (Phlox paniculata 'David')
- D (3) Milky Bellflower (Campanula lactiflora 'Loddon Anna')
- E (3) Bleeding Heart (Dicentra spectabilis)
- F (6) Serbian Bellflower (Campanula 'Birch Hybrid')
- G (3) Meadow Phlox (Phlox maculata 'Rosalinde')
- H (9) Daylilies (Hemerocallis spp)
- I (4) Speedwell Spike (Magic Snow White Wands - Veronica)
- J *Has been removed*
- K (12) Prairie Smoke (Geum Triflorum)
- L (3) Flowering Fern (Incarvillea)
- M (3) Lambs' Ear (Stachys byzantina)
- N (15) Blooming Onion (Summer Drummer Allium)
- O (3) Hardy Tall Phlox (Nicky)
- P (3) Lady's Mantle (Alchemilla mollis)
- Q (10) Michigan Lily (Lilium michiganense)
- R (3) Little Redhead Indian Pink (Spigelia marilandica)

- S (1) Wormwood (*Artemisia arborescens*)
- T (3) Japanese Bottlebrush (*Sanguisorba obtusa*)
- U (3) Wild Geranium (*Cranesbill*)
- V (3) English Lavender (*Lavandula angustifolia*)

**SECOND GARDEN**  
**"SPLIT RAIL FENCE" DESIGN 25' x 8'**

- 1 (1) Buttonbush (*Cephalanthus occidentalis*)
- 2 (3) Cliff Goldenrod (*Solidago drummondii*)
- 3 (1) Sweet Pea (*Lathyrus latifolius*)
- 4 (5) Purple Coneflower (*Echinacea purpurea*)
- 5 (7) Pennsylvania Sedge (*Carex pennsylvanica*)
- 6 (6) Joe Pye Weed (*Eutrochium Masculatum*)
- 7 (7) Eastern Blazingstar (*Liatris Scariosa*)
- 8 (8) Field Pussytoes (*Antennaria neglecta*)
- 9 (7) Orange Coneflower (*Echinacea*)
- 10 *Has been removed*
- 11 (5) Aromatic Aster (*Symphotrichum oblongifolium*)
- 12 (3) Prairie Dock (*Silphium terebinthinaceum*)
- 13 (5) Butterfly Milkweed (*Asclepias tuberosa*)
- 14 (3) Switchgrass (*Panicum Virgatum*)
- 15 (1) Yellow Honeysuckle (*Lonicera flava*)
- 16 (5) Swamp Milkweed (*Asclepias incarnata*)
- 17 (5) Clustered Mountain Mint (*Pycnanthemum muticum*)
- 18 (5) Prairie Coreopsis (*Coreopsis palmata*)
- 19 *Has been removed*
- 20 (7) Rose Verbena (*Glandlaria canadensis*)

**THIRD GARDEN**  
**SPIRAL SUNBURST "CIRCULAR WALKWAY" DESIGN 75' Circumference**

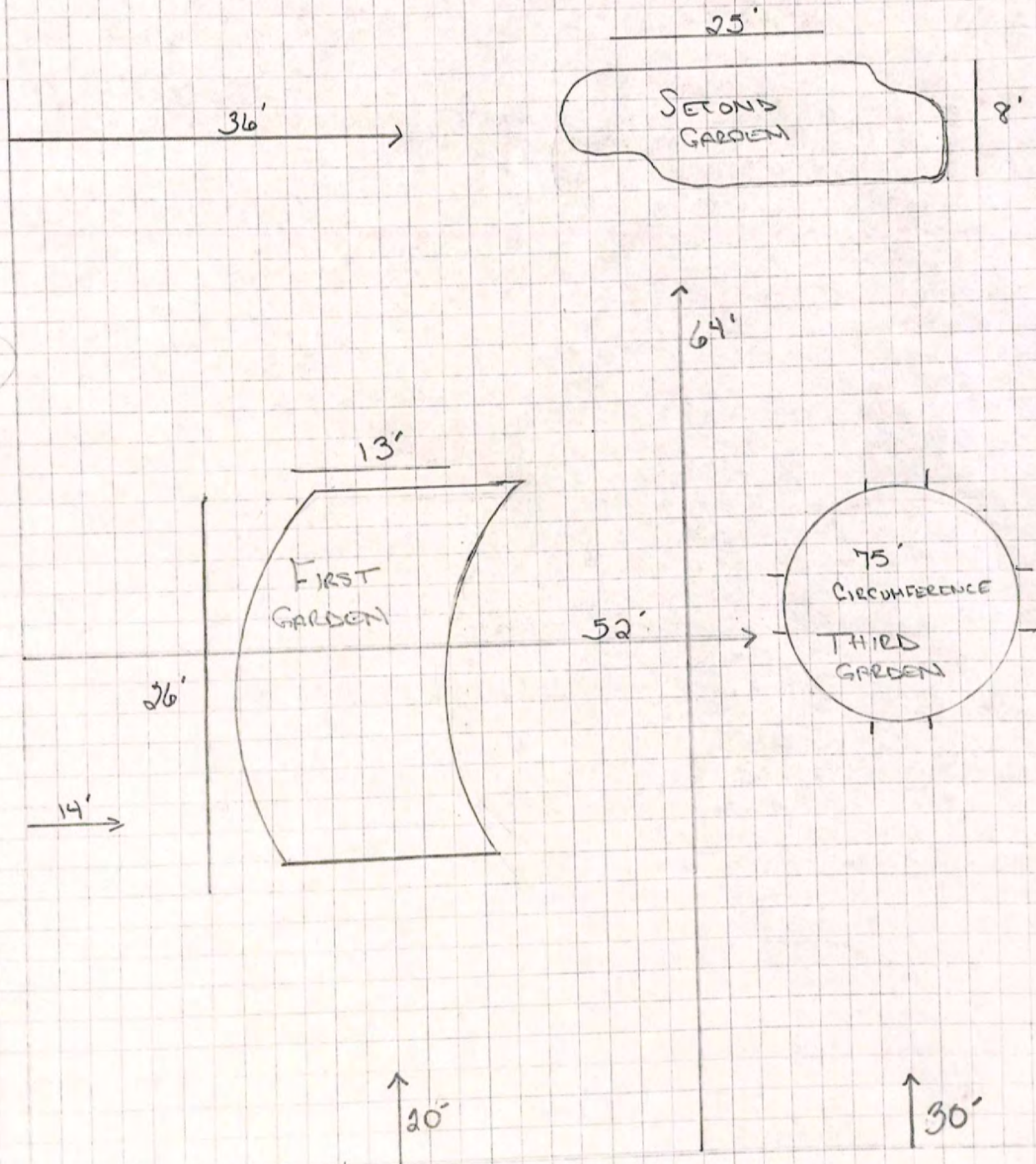
- A Spiral Sunburst Metal Art Sculpture
- A (4) Ice Plant (*Delosperma 'Fire Spinner'*)  
*6' Circular Garden Area*
- B (16) Roses (*Twilight Zone Grandiflora Rose*)  
*(4) 16' x 3' x 8' gardens (planting area 12' x 3')*

□ = 2'

# MONARCH BUTTERFLY GARDEN WAY STATION PHASE I

FENCE  
WEST

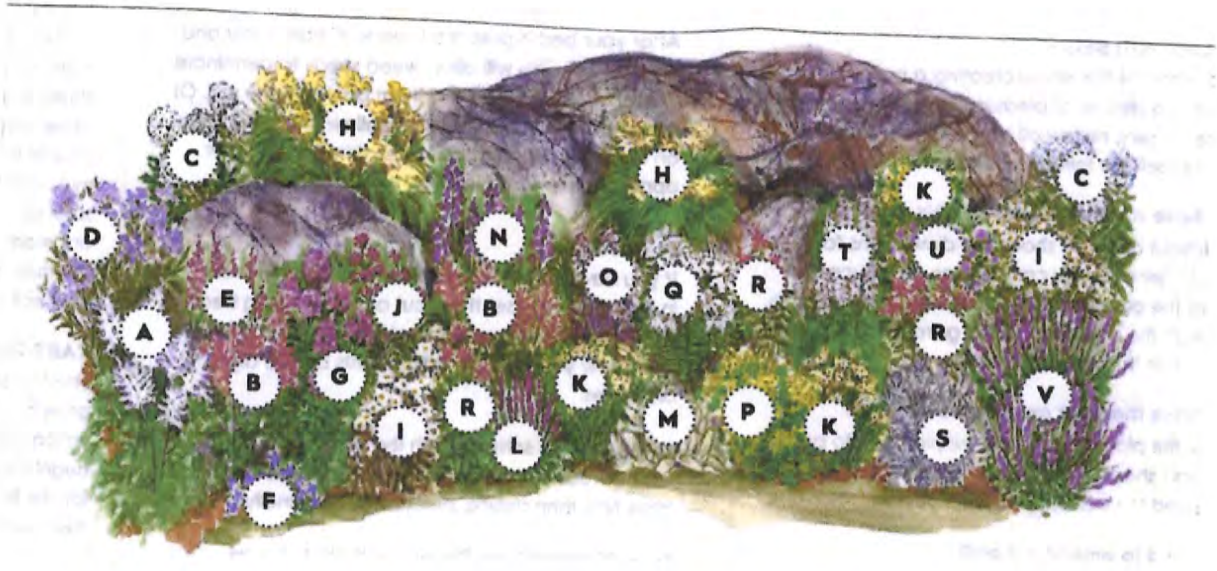
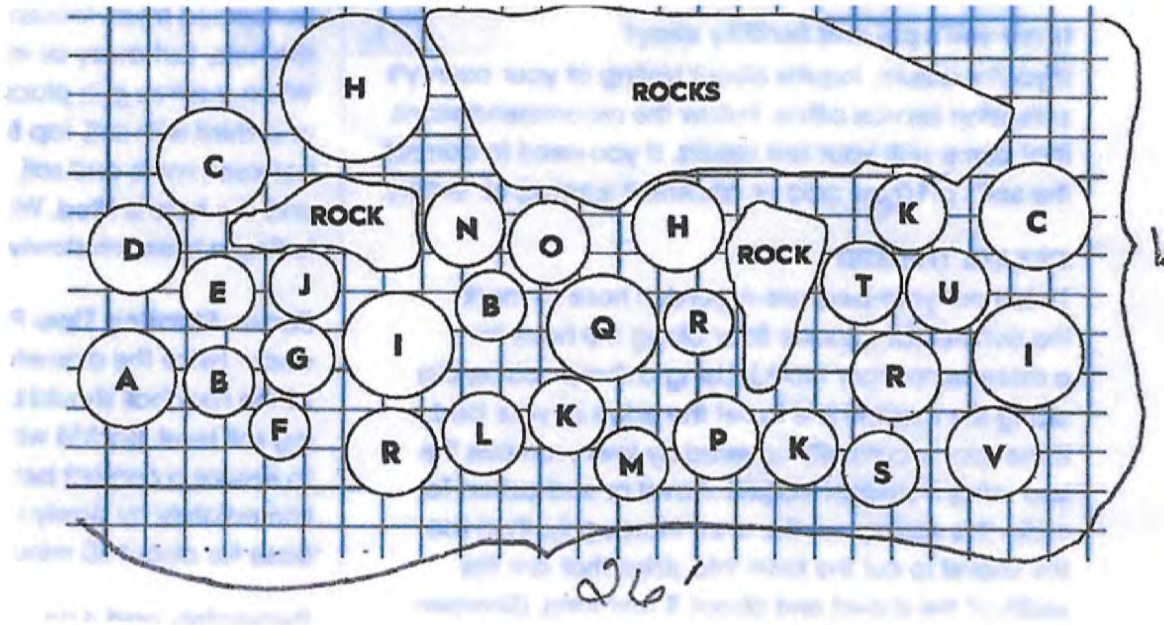
10' Barrier



PARKING LOT

**FIRST GARDEN**  
**"BOULDER" DESIGN 26' x 13'**

- A (5) Astilbe (Weisse Gloria)
- B (10) Astilbe (Feuer)
- C (6) Garden Phlox (Phlox paniculata 'David')
- D (3) Milky Bellflower (Campanula lactiflora 'Loddon Anna')
- E (3) Bleeding Heart (Dicentra spectabilis)
- F (6) Serbian Bellflower (Campanula 'Birch Hybrid')
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- J *Has been removed*
- K (12) Prairie Smoke (Geum Triflorum)
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- M (3) Lambs' Ear (Stachys byzantina)
- N (15) Blooming Onion (Summer Drummer Allium)
- O (3) Hardy Tall Phlox (Nicky)
- P (3) Lady's Mantle (Alchemilla mollis)
- Q (10) Michigan Lily (Lilium michiganense)
- R (3) Little Redhead Indian Pink (Spigelia marilandica)
- S (1) Wormwood (Artemisia arborescens)
- T (3) Japanese Bottlebrush (Sanguisorba obtusa)
- U (3) Wild Geranium (Cranesbill)
- V (3) English Lavender (Lavandula angustifolia)

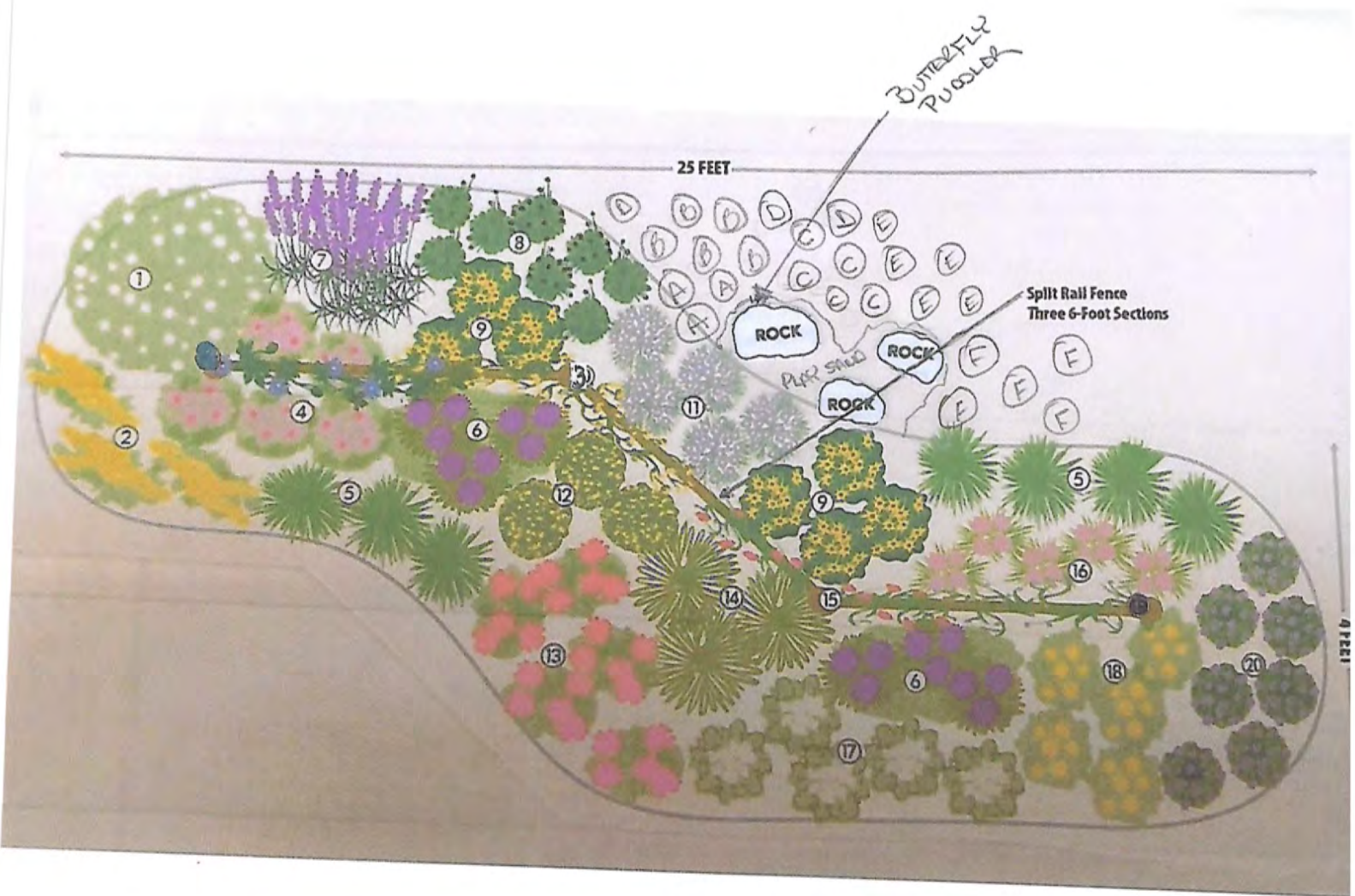


*Changes  
into setti-  
circle*



**SECOND GARDEN**  
**"SPLIT RAIL FENCE" DESIGN 25' x 8'**

- 1 (1) Buttonbush (*Cephalanthus occidentalis*)
- 2 (3) Cliff Goldenrod (*Solidago drummondii*)
- 3 (1) Sweet Pea (*Lathyrus latifolius*)
- 4 (5) Purple Coneflower (*Echinacea purpurea*)
- 5 (7) Pennsylvania Sedge (*Carex pennsylvanica*)
- 6 (6) Joe Pye Weed (*Eutrochium Masculatum*)
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- 20 (7) Rose Verbena (*Glandlaria canadensis*)

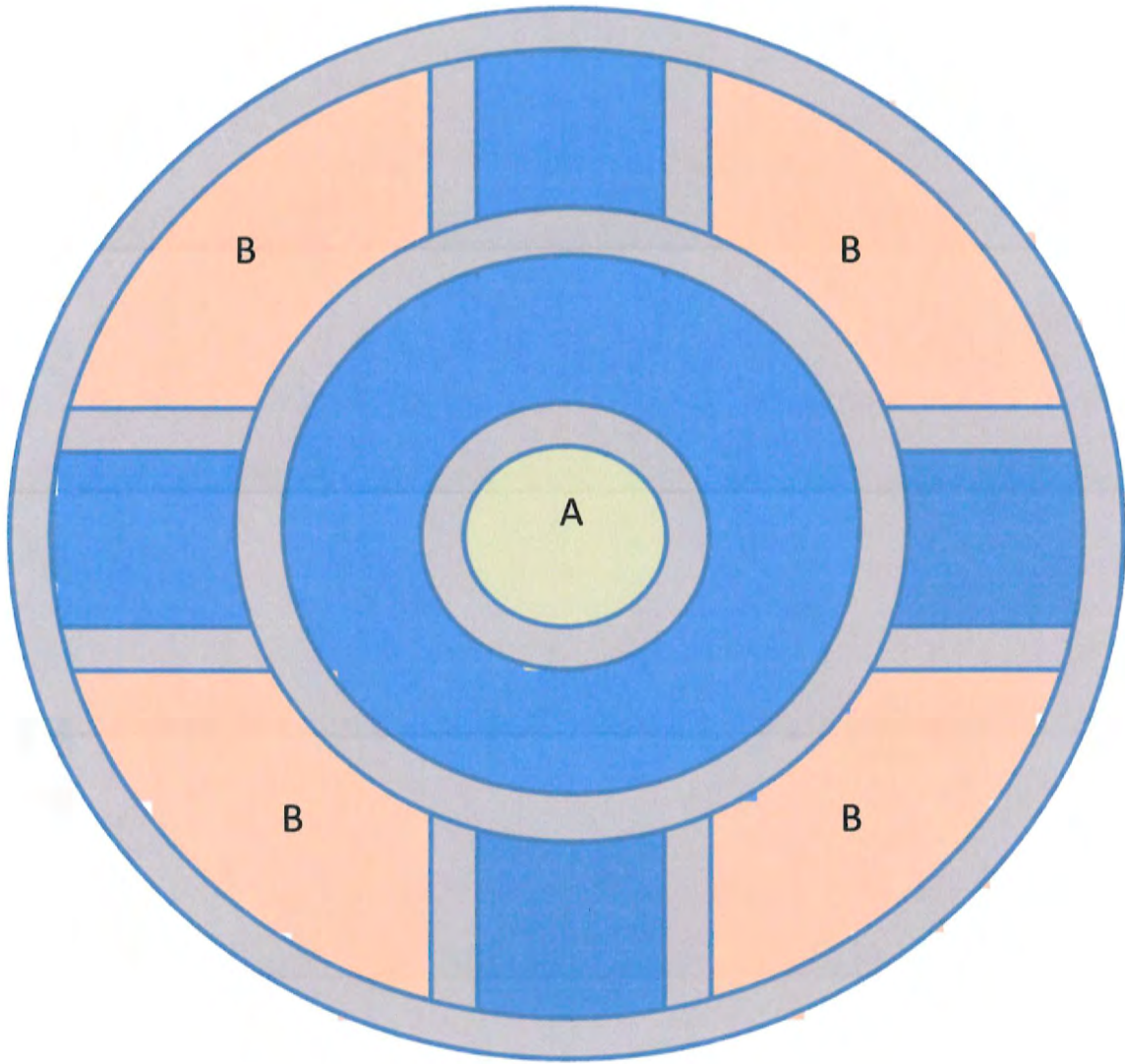


**THIRD GARDEN**  
**SPIRAL SUNBURST "CIRCULAR WALKWAY" DESIGN 75' Circumference**

- A     Spiral Sunburst Metal Art Sculpture
- A     (4)    Ice Plant (Delosperma 'Fire Spinner')  
          *6' Circular Garden Area*
- B     (16)   Roses (Twilight Zone Grandiflora Rose)  
          *(4) 16' x 3' x 8' gardens (planting area 12' x 3')*



Deborah Cerbone Associates, Inc.  
Landscape Architecture &  
Equestrian Site Planning  
[www.dcerboneassoc.com](http://www.dcerboneassoc.com)



**Agroscaping, Inc.**  
 6443 Grand Blanc Rd.  
 Swartz Creek, MI 48473  
 USA

# QUOTATION

Quote Number: 07-10-24-04  
 Quote Date: Sep 3, 2024  
 Page: 1

Voice: (810) 655-6654  
 Fax: (810) 655-5885

| Quoted To:  |
|---|
| FRIENDS OF ABRAMS PARK<br>ABRAMS PARK<br>SWARTZ CREEK, MI 48473 |

| Customer ID | Good Thru | Payment Terms | Sales Rep |
|-------------|-----------|---------------|-----------|
| FRIENDS     | 10/3/24   | Net Due       |           |

| Quantity | Item | Description  | Unit Price | Amount   |
|----------|------|--|------------|----------|
| 1.00     |      | 810-449-7456 SANDY   |            |          |
| 1.00     | SS   | RAINBIRD SPRINKLERS, WIFI RAINBIRD RC2 CONTROLLER, PVB OFF WATER SOURCE WATER OVER TO BUTTERFLY GARDEN AND FUTURE EXPANSIONS | 3,000.00   | 3,000.00 |
| 1.00     |      | NO WIRING NEEDED TO PAVILION, ALL UNDERGROUND IRRIGATION WIRE TO BE INSTALLED WITH MAIN LINE OVER TO NEW GARDENS             |            |          |
| 1.00     |      | CITY TO STUB WATER LINE UP APPROX. 10' FROM CURB STOP.   |            |          |

|              |                 |
|--------------|-----------------|
| Subtotal     | 3,000.00        |
| Sales Tax    |                 |
| <b>TOTAL</b> | <b>3,000.00</b> |

**Cross Connection Control Program Summary Report  
City of Swartz Creek  
Facility Type: Non-Residential**

| Quarterly Report                       | Qtr 1<br>Jan - Mar | Qtr 2<br>Apr - Jun | Qtr 3<br>Jul - Sep | Qtr 4<br>Oct - Dec | YTD<br>2024 | Program Total |
|--|--------------------|--------------------|--------------------|--------------------|-------------|---------------|
| <b>Facilities</b>                      | 246                | 246                | 246                |                    | 246         | 246           |
| <b>Facilities Inspected</b>            | 0                  | 0                  | 0                  |                    | 0           | 184           |
| <b>Facilities in Compliance</b>        | 0                  | 0                  | 0                  |                    | 0           | 142           |
| <b>Facilities Not in Compliance</b>    | 0                  | 0                  | 0                  |                    | 0           | 42            |
| <b>* Inspections Conducted</b>         | 0                  | 0                  | 0                  |                    | 0           | 893           |
| <b>Inspection Notices Sent</b>         | 0                  | 0                  | 0                  |                    | 0           | 1631          |
| <b>** Testable Backflow Assemblies</b> | 100                | 102                | 102                |                    | 102         | 102           |
| <b>** Backflow Assemblies Tested</b>   | 5                  | 53                 | 20                 |                    | 78          | 784           |
| <b>Testing Notices Sent</b>            | 1                  | 48                 | 13                 |                    | 62          | 812           |

| <b>Current Contract Period: 02/01/2024 - 01/31/2026</b> |    |
|---|----|
| <b>Contract Inspections Required</b>                    | 68 |
| <b>Contract Inspections Completed</b>                   | 0  |

***\*Inspections Conducted may be greater than Facilities Inspected due to multiple inspections taking place at the same facility within a given period.***

***\*Inspections Conducted includes all inspection activity, including inspections that didn't require an actual site visit by a HydroCorp inspector. These inspections do not count towards the total number of Contract Inspections Conducted.***

***\*\* The total number of assemblies and assemblies tested may vary from past reports due to continuous receipt of test results.***



City of Swartz Creek  
 Facilities Inspected  
 Criteria:7/1/2024 - 9/29/2024



**Inspection Summary:**

|                               |   |                       |   |                               |   |
|-------------------------------|---|-----------------------|---|-------------------------------|---|
| <b>Facilities Inspected:</b>  | 0 | <b>Compliant:</b>     | 0 | <b>Photo Compliance:</b>      | 0 |
| <b>Inspections Conducted:</b> | 0 | <b>Not Compliant:</b> | 0 | <b>Inspector Municipality</b> | 0 |

**Inspection Detail:**

| Facility Name | Service Address | Status | Initial Date | Site Visit #2 | Site Visit #3 | Site Visit #4 | Compliance Date |
|---------------|-----------------|--------|--------------|---------------|---------------|---------------|-----------------|
|               |                 |        |              |               |               |               |                 |





MI Swartz Creek - Com  
Violations  
Criteria:7/1/2024 - 9/29/2024



**Violation Summary:**

**Total Violations:** 0  
**Total Facilities with Violations:** 0

**Violation Details:**

| Facility Name | Service Address | Order # | Location/Comments |
|---------------|-----------------|---------|-------------------|
|---------------|-----------------|---------|-------------------|

**Cross Connection Control Program Summary Report  
City of Swartz Creek  
Facility Type: Residential**

| Quarterly Report                       | Qtr 1<br>Jan - Mar | Qtr 2<br>Apr - Jun | Qtr 3<br>Jul - Sep | Qtr 4<br>Oct - Dec | YTD<br>2024 | Program Total |
|--|--------------------|--------------------|--------------------|--------------------|-------------|---------------|
| <b>Facilities</b>                      | 1974               | 1974               | 1974               |                    | 1974        | 1974          |
| <b>Facilities Inspected</b>            | 0                  | 0                  | 25                 |                    | 25          | 1459          |
| <b>Facilities in Compliance</b>        | 0                  | 0                  | 19                 |                    | 19          | 1352          |
| <b>Facilities Not in Compliance</b>    | 0                  | 0                  | 6                  |                    | 6           | 107           |
| <b>* Inspections Conducted</b>         | 0                  | 0                  | 25                 |                    | 25          | 1634          |
| <b>Inspection Notices Sent</b>         | 1                  | 2                  | 223                |                    | 226         | 5180          |
| <b>** Testable Backflow Assemblies</b> | 114                | 114                | 114                |                    | 114         | 164           |
| <b>** Backflow Assemblies Tested</b>   | 1                  | 18                 | 6                  |                    | 25          | 102           |
| <b>Testing Notices Sent</b>            | 0                  | 68                 | 19                 |                    | 87          | 173           |

| <b>Current Contract Period: 02/01/2024 - 01/31/2026</b> |     |
|---|-----|
| <b>Contract Inspections Required</b>                    | 368 |
| <b>Contract Inspections Completed</b>                   | 96  |

***\*Inspections Conducted may be greater than Facilities Inspected due to multiple inspections taking place at the same facility within a given period.***

***\*Inspections Conducted includes all inspection activity, including inspections that didn't require an actual site visit by a HydroCorp inspector. These inspections do not count towards the total number of Contract Inspections Conducted.***

***\*\* The total number of assemblies and assemblies tested may vary from past reports due to continuous receipt of test results.***



City of Swartz Creek  
 Facilities Inspected  
 Criteria:7/1/2024 - 9/29/2024



**Inspection Summary:**

|                               |    |                       |    |                               |   |
|-------------------------------|----|-----------------------|----|-------------------------------|---|
| <b>Facilities Inspected:</b>  | 25 | <b>Compliant:</b>     | 19 | <b>Photo Compliance:</b>      | 0 |
| <b>Inspections Conducted:</b> | 25 | <b>Not Compliant:</b> | 0  | <b>Inspector Municipality</b> | 0 |

**Inspection Detail:**

| Facility Name       | Service Address        | Status        | Initial Date | Site Visit #2 | Site Visit #3 | Site Visit #4 | Compliance Date |
|---------------------|------------------------|---------------|--------------|---------------|---------------|---------------|-----------------|
| AUSTIN, ROBERT      | 7169 RUSSELL           | Non-Compliant | 9/30/2024    |               |               |               |                 |
| BALLREICH, RICHARD  | 4297 MAYA LN           | Compliant     | 9/30/2024    |               |               |               | 9/30/2024       |
| BARR, DENNIS        | 9254 CHESTERFIELD DR   | Compliant     | 9/30/2024    |               |               |               | 9/30/2024       |
| BRAND, NICOLE/JIM   | 3329 HERITAGE BLVD     | Compliant     | 9/30/2024    |               |               |               | 9/30/2024       |
| BREWER, VERTIE      | 7186 LINDSEY DR        | Compliant     | 9/30/2024    |               |               |               | 9/30/2024       |
| COOLICH REV TRUST   | 7195 LINDSEY DR        | Reschedule    | 9/30/2024    |               |               |               |                 |
| CRANSTON, BETTY     | 4285 MAYA LN           | Compliant     | 9/30/2024    |               |               |               | 9/30/2024       |
| CROSS, ANDREA       | 9225 YOUNG DR          | Compliant     | 9/30/2024    |               |               |               | 9/30/2024       |
| CUPIT, CARLENE      | 7209 LINDSEY DR        | Compliant     | 9/30/2024    |               |               |               | 9/30/2024       |
| DRAKE, JOANN        | 7223 LINDSEY DR        | Compliant     | 9/30/2024    |               |               |               | 9/30/2024       |
| DRUMMOND, RICHARD J | 4411 SPRINGBROOK DR    | Compliant     | 7/31/2023    | 9/30/2024     |               |               | 9/30/2024       |
| GAGNON, IRENEE      | 4252 LINDSEY DR        | Compliant     | 9/30/2024    |               |               |               | 9/30/2024       |
| HUDAK, EILEEN       | 7516 ELIZABETH CT      | Compliant     | 8/2/2023     | 9/30/2024     |               |               | 9/30/2024       |
| KENT, LUCILLE       | 7459 COUNTRY MEADOW DR | Compliant     | 8/2/2023     | 9/30/2024     |               |               | 9/30/2024       |
| KOVACS, CARLENE     | 4268 LINDSEY DR        | Compliant     | 9/30/2024    |               |               |               | 9/30/2024       |
| MANSSUR, DONALD     | 7240 LINDSEY DR        | Non-Compliant | 9/30/2024    |               |               |               |                 |



City of Swartz Creek  
 Facilities Inspected  
 Criteria: 7/1/2024 - 9/29/2024



| Facility Name        | Service Address      | Status        | Initial Date | Site Visit #2 | Site Visit #3 | Site Visit #4 | Compliance Date |
|----------------------|----------------------|---------------|--------------|---------------|---------------|---------------|-----------------|
| MCCULLOUGH, GARY     | 7247 LINDSEY DR      | Compliant     | 9/30/2024    |               |               |               | 9/30/2024       |
| MEARNS, ROGER        | 4375 MAYA LN         | Compliant     | 9/30/2024    |               |               |               | 9/30/2024       |
| MILLER, SCOTT        | 9321 CHESTERFIELD DR | Compliant     | 9/30/2024    |               |               |               | 9/30/2024       |
| NIETO, VIRGINIA      | 7200 LINDSEY DR      | Non-Compliant | 9/30/2024    |               |               |               |                 |
| SMITH, RON           | 9194 CHESTERFIELD DR | Non-Compliant | 9/30/2024    |               |               |               |                 |
| STEPHENSON, MICHELLE | 9239 OAKVIEW DR      | Compliant     | 11/30/2023   | 9/30/2024     |               |               | 9/30/2024       |
| STINNETT, MARGIE     | 7167 LINDSEY DR      | Compliant     | 9/30/2024    |               |               |               | 9/30/2024       |
| TRANCHELL, BEVERLY   | 7219 LINDSEY DR      | Compliant     | 9/30/2024    |               |               |               | 9/30/2024       |
| WILLIAMS, GARRY      | 9182 YOUNG DR        | Non-Compliant | 9/30/2024    |               |               |               |                 |

**Violation Summary:**

**Total Violations:** 23

**Total Facilities with Violations:** 15

**Violation Details:**

| Facility Name         | Service Address | Order # | Location/Comments  |
|-----------------------|-----------------|---------|--|
| AUSTIN, ROBERT        | 7169 RUSSELL    | 4       | Replumb existing Pressure Vacuum Breaker Assembly (ASSE #1020) on lawn sprinkler system - the lawn sprinkler drain down stream of the PVB needs to be lowered 12" below the Critical level line of the PVB - "Critical Level" of PVB must be installed at least 12" above all downstream piping - Re: Michigan Plumbing Code, Section 608.1, 608.13.5 , and Table 608.1. ALTERNATIVE #1: Remove the lawn sprinkler drain |
| CHAPPEL, JOHN & CAROL | 4362 MAYA LN    | 3       | Install Reduced Pressure Backflow Prevention Assembly ("RPBP" - ASSE #1013) in supply to water back-up sump pump - ALTERNATIVE: Replace existing water powered backup sump pump with battery backup sump pump  |
| DELANEY, GLENN        | 7257 LINDSEY DR | 3       | Install Reduced Pressure Backflow Prevention Assembly ("RPBP" - ASSE #1013) in supply to water back-up sump pump - ALTERNATIVE: Replace existing water powered backup sump pump with battery backup sump pump  |
| DUNNIGAN, PATRICIA    | 4330 MAYA LN    | 2       | Install Reduced Pressure Backflow Prevention Assembly ("RPBP" - ASSE #1013) in supply to water back-up sump pump - ALTERNATIVE: Replace existing water powered backup sump pump with battery backup sump pump  |
| DUNNIGAN, PATRICIA    | 4330 MAYA LN    | 4       | Install Hose Bibb Vacuum Breaker (ASSE #1011) On Hose Threads of Utility Sink in basement - Re: Michigan Plumbing Code, Section 608.16.4.2.  |
| FLOOD, DEBRA          | 7251 LINDSEY DR | 2       | Install at least 1" Air Gap on Water Softener Drain - Re: Michigan Plumbing Code, Sections 608.4, 608.13, 608.16.1, and Table 608.16.1   |
| FLOOD, DEBRA          | 7251 LINDSEY DR | 4       | Replumb existing Pressure Vacuum Breaker Assembly (ASSE #1020) on lawn sprinkler system - the lawn sprinkler drain down stream of the PVB needs to be lowered 12" below the Critical level line of the PVB - "Critical Level" of PVB must be installed at least 12" above all downstream piping - Re: Michigan Plumbing Code, Section 608.1, 608.13.5 , and Table 608.1. ALTERNATIVE #1: Remove the lawn sprinkler drain |
| HATFIELD, BARBARA     | 4301 MAYA LN    | 3       | Install Reduced Pressure Backflow Prevention Assembly ("RPBP" - ASSE #1013) in supply to water back-up sump pump - replaces existing inappropriate Vented Dual Check Valve - ALTERNATIVE: Replace existing water powered backup sump pump with battery backup sump pump  |
| HATFIELD, BARBARA     | 4301 MAYA LN    | 4       | Install Hose Bibb Vacuum Breaker (ASSE #1011) On Hose Threads of Utility Sink in basement - Re: Michigan Plumbing Code, Section 608.16.4.2.  |

MI Swartz Creek - Res  
Violations  
Criteria:7/1/2024 - 9/29/2024



| Facility Name               | Service Address      | Order # | Location/Comments  |
|-----------------------------|----------------------|---------|--|
| HURSIN, MILLIE              | 7252 MAPLECREST CIR  | 3       | Install Reduced Pressure Backflow Prevention Assembly ("RPBP" - ASSE #1013) in supply to water back-up sump pump - ALTERNATIVE: Replace existing water powered backup sump pump with battery backup sump pump  |
| MANSSUR, DONALD             | 7240 LINDSEY DR      | 5       | Replumb existing Pressure Vacuum Breaker Assembly (ASSE #1020) on lawn sprinkler system - the lawn sprinkler drain down stream of the PVB needs to be lowered 12" below the Critical level line of the PVB - "Critical Level" of PVB must be installed at least 12" above all downstream piping - Re: Michigan Plumbing Code, Section 608.1, 608.13.5 , and Table 608.1. ALTERNATIVE #1: Remove the lawn sprinkler drain |
| MONTINI, MARLENE            | 4336 MAYA LN         | 4       | Install Reduced Pressure Backflow Prevention Assembly ("RPBP" - ASSE #1013) in supply to water back-up sump pump - ALTERNATIVE: Replace existing water powered backup sump pump with battery backup sump pump  |
| MORELAND, RICHARD & M. HOPE | 9200 YOUNG DR        | 2       | Install Anti-Frost Hose Bibb Vacuum Breaker (ASSE #1011, Watts NF8 or Equal) On Outside Hose Bibb - front wall - Re: Michigan Plumbing Code, Section 608.16.4.2  |
| MORELAND, RICHARD & M. HOPE | 9200 YOUNG DR        | 3       | Install Hose Bibb Vacuum Breaker (ASSE #1011) On Hose Threads of Utility Sink in basement - Re: Michigan Plumbing Code, Section 608.16.4.2.  |
| MORELAND, RICHARD & M. HOPE | 9200 YOUNG DR        | 4       | Install Reduced Pressure Backflow Prevention Assembly ("RPBP" - ASSE #1013) in supply to water back-up sump pump - ALTERNATIVE: Replace existing water powered backup sump pump with battery backup sump pump  |
| MOSHER, DONALD              | 7249 MAPLECREST CIR  | 2       | Install Reduced Pressure Backflow Prevention Assembly ("RPBP" - ASSE #1013) in supply to water back-up sump pump - ALTERNATIVE: Replace existing water powered backup sump pump with battery backup sump pump  |
| MOSHER, DONALD              | 7249 MAPLECREST CIR  | 4       | Install Hose Bibb Vacuum Breaker (ASSE #1011) On Hose Threads of Utility Sink in basement - Re: Michigan Plumbing Code, Section 608.16.4.2.  |
| MULLEN, JOHN                | 7263 MAPLECREST CIR  | 3       | Install Reduced Pressure Backflow Prevention Assembly ("RPBP" - ASSE #1013) in supply to water back-up sump pump - ALTERNATIVE: Replace existing water powered backup sump pump with battery backup sump pump  |
| MULLEN, JOHN                | 7263 MAPLECREST CIR  | 5       | Install Hose Bibb Vacuum Breaker (ASSE #1011) On Hose Threads of Utility Sink in basement - Re: Michigan Plumbing Code, Section 608.16.4.2.  |
| NIETO, VIRGINIA             | 7200 LINDSEY DR      | 2       | Replumb existing Pressure Vacuum Breaker Assembly (ASSE #1020) on lawn sprinkler system - the lawn sprinkler drain down stream of the PVB needs to be lowered 12" below the Critical level line of the PVB - "Critical Level" of PVB must be installed at least 12" above all downstream piping - Re: Michigan Plumbing Code, Section 608.1, 608.13.5 , and Table 608.1. ALTERNATIVE #1: Remove the lawn sprinkler drain |
| SMITH, RON                  | 9194 CHESTERFIELD DR | 1       | Install Anti-Frost Hose Bibb Vacuum Breaker (ASSE #1011, Watts NF8 or Equal) On Outside Hose Bibbs - in garage and front wall - Re: Michigan Plumbing Code, Section 608.16.4.2   |
| SMITH, RON                  | 9194 CHESTERFIELD DR | 4       | Install Reduced Pressure Backflow Prevention Assembly ("RPBP" - ASSE #1013) in supply to water back-up sump pump - ALTERNATIVE: Replace existing water powered backup sump pump with battery backup sump pump  |



MI Swartz Creek - Res  
 Violations  
 Criteria:7/1/2024 - 9/29/2024



| Facility Name   | Service Address | Order # | Location/Comments   |
|-----------------|-----------------|---------|---|
| WILLIAMS, GARRY | 9182 YOUNG DR   | 1       | Install Reduced Pressure Backflow Prevention Assembly ("RPBP" - ASSE #1013) in supply to water back-up sump pump - ALTERNATIVE: Replace existing water powered backup sump pump with battery backup sump pump |

The  
RIPPLES Springbrook Colony  
Condominiums July 2023

**Springbrook Colony Condominium**

**Board of Directors**

President – Linda Marsh      Vice President – Brenda Florence

Secretary – Daleene Grandy      Treasurer – Lisa Campbell

Trustees – Rick DeShano,      Connie Karhoff, Sandy Kidd

Mark Piper, Property Mgr

Adam Zettel, City Manager and City of Swartz Creek Council

The HOA board of Springbrook is exploring the potential of tranfering the common element streets of the HOA to the City of Swartz Creek and what such an arrangement might entail as to obligations, terms and conditions.

The board met with a group of residents recently and they agree to further investigate the pros and cons.

Once we have firm knowledge of what this will entail, we will then present it to our residents for a vote.

Thank you for your consideration,

Linda Marsh, President      989-277-9396





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

DATE OF REQUEST: 10/23/24  
SPONSOR ORGANIZATION: Swartz Creek Area Firefighters Association  
AUTHORIZED REPRESENTATIVE: Firefighter Donovan Ross  
WORK ADDRESS: 8100 Civic Dr HOME ADDRESS: 8048 Miller Rd APT 7  
PHONE NO: WORK ( ) N/A HOME: ( ) N/A CELL: (810) 210-8174  
EMAIL ADDRESS: Don<sup>PR</sup> Ross@SCAFD.com

TYPE OF EVENT: (check box)

PARADE  \*\* (Draw Route on Attached Map) CARNIVAL   
FOOT/BIKE RACE  CRAFT SHOW   
CONCERT  OTHER: Christmas tree lighting in Holland Square

DATE OF EVENT: 12/7/24  
TIME OF EVENT: FROM: 6pm AM/PM TO: 7pm AM/PM  
ESTIMATED NUMBER OF PARTICIPANTS: 20 - 25

DESCRIPTION OF EVENT; NOTE STREETS REQUESTED TO BE CLOSED/USED:  
Fairchild St. to Miller Rd., Miller Rd to  
Morrish Rd., and Holland Dr.  
Conclusion for time to Morrish will remain closed until 7pm (approx)

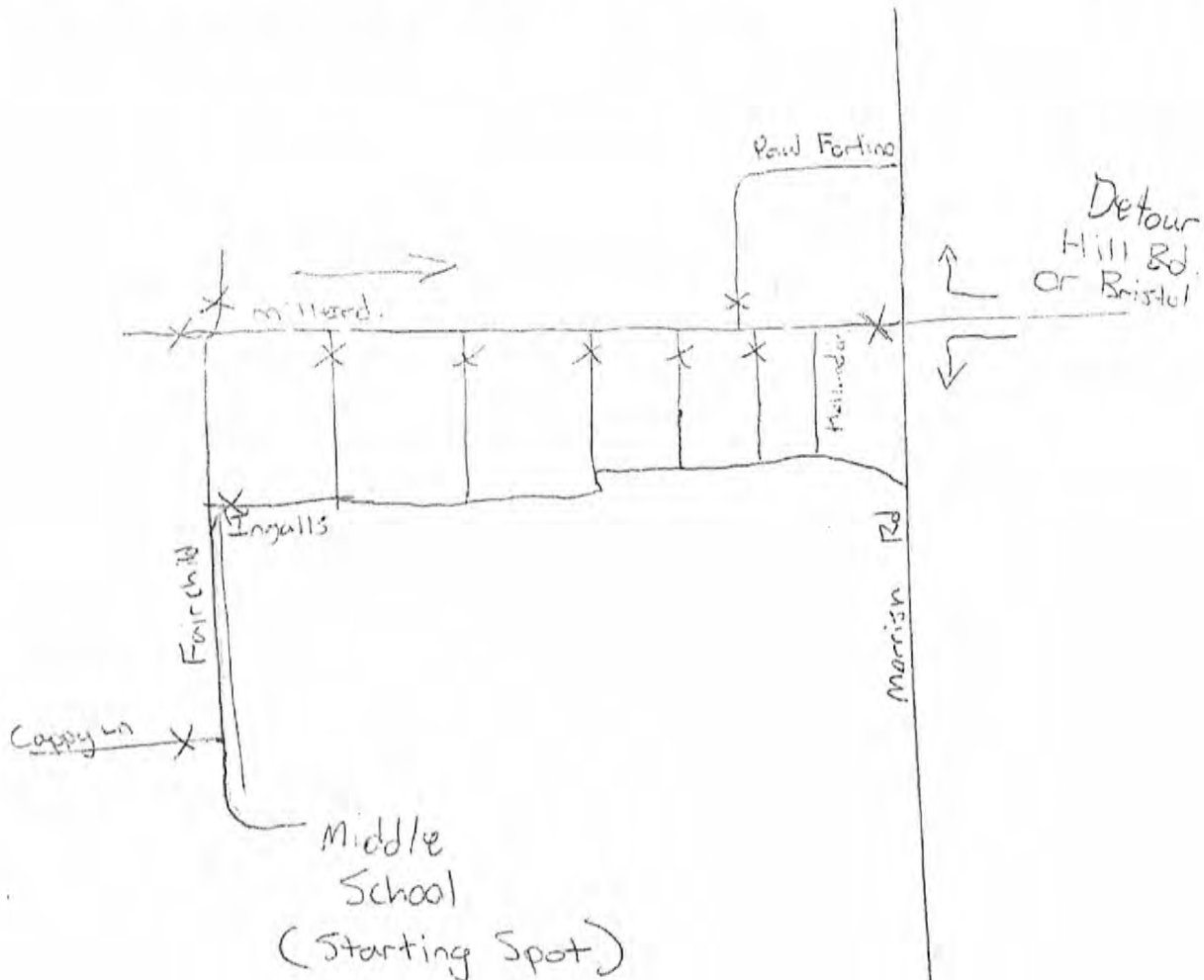
The applicant agrees, as a condition of the granting of this permit, to hold the City of Swartz Creek, its officers, employees, and agents harmless from any liability from any injuries caused to persons or property in connection with this event. To that end, the applicant shall provide the City with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

FOR: Swartz Creek area Firefighters Association (Organization)  
BY: Donovan Ross (Authorized Representative)  
APPROVED BY: [Signature] (Chief of Police) \_\_\_\_\_ (Street Administrator)

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

THIS REQUEST AND ALL REQUIRED ASSOCIATED DOCUMENTS MUST BE SUBMITTED TO THE CITY HALL NO LATER THAN THIRTY (30) DAYS PRIOR TO EVENT DATE  
CITY OF SWARTZ CREEK  
STREET APPLICATION  
CHECKLIST

- APPLICATION MUST BE COMPLETED THIRTY (30) DAYS PRIOR TO EVENT
- EVERY LINE ON APPLICATION MUST BE COMPLETED AND ROUTE DRAWN ON ATTACHED MAP
- APPLICANT SHALL PROVIDE THE CITY WITH EVIDENCE OF INSURANCE FOR AMOUNT DETERMINED ADEQUATE BY THE CITY ATTORNEY



**City of Swartz Creek**  
**Parade & Street Closure Policies & Regulations**

The approval of a street closure request and/or a "parade permit" is based on the assumption that the event coordinator(s) fully understand and accept the following regulations regarding the event:

1. All special events must be approved by the city council.
2. The throwing of any object(s) from any vehicle during the course of the parade is prohibited by ordinance. Violations of this ordinance could result in prosecution and/or the denial of future permit requests.
3. The closing of major thoroughfares entails the rerouting of thousands of motorists and the interruption of commerce. It is imperative that parades and related activities begin and end on time so as not to unnecessarily disrupt the usual course of traffic and business.
4. Parade organizers must provide a means of direct communication between the event coordinator and the Chief of Police (or a designee) and the Director of the Department of Public Services (or a designee) during the course of the event in order to address any dangerous conditions that may develop during the course of the event.
5. The practice of parade participants jumping onto or off of moving vehicles in the parade is prohibited.
6. When determining the staging area for parade participants, organizers should ensure that the area is sufficient in size to accommodate all entries without creating traffic or pedestrian hazards.
7. Additional waste management, security, outhouse facilities, and related services shall be the responsibility of the event coordinator.
8. All entertainment, loudspeakers, vendors, events, staging areas, and related ancillary features of the parade must be explicitly approved or otherwise conform to all federal, state, and local laws and regulations.

It is the responsibility of the event coordinator(s) to ensure that all parade participants are made aware of the regulations that directly affect them and by signing this document hereby acknowledge that they have received a copy of these regulations and accept said responsibility.

By: Donovan Ross  
Event Coordinator/Representative

For: Swartz Creek Firefighter Association  
Organization

## CITY OF SWARTZ CREEK PARADE REGULATIONS

The approval of a street closure request and/or a "parade permit" is based on the assumption that the event coordinator(s) fully understand and accept the following regulations regarding the event:

1. The throwing of any object(s) from any vehicle during the course of the parade is prohibited by ordinance. Violations of this ordinance could result in prosecution and/or the denial of future permit requests.
2. The closing of major thorough fares entails the rerouting of thousands of motorists and the interruption of commerce. It is imperative that parades begin and end on time so as not to unnecessarily disrupt the usual course of traffic and business.
3. Parade organizers must provide a means of direct communication between the event coordinator and the Chief of Police (or his designate) during the course of the parade in order to address any dangerous conditions that may develop during the course of the event.
4. The practice of parade participants jumping onto or off of moving vehicles in the parade is prohibited.
5. When determining the staging area for parade participants, organizers should ensure that the area is sufficient in size to accommodate all entries without creating traffic or pedestrian hazards.

It is the responsibility of the event coordinator(s) to ensure that all parade participants are made aware of the regulations that directly affect them and by signing this document hereby acknowledge that they have received a copy of these regulations and accept said responsibility.

By: Donovan Koss For: Swartz Creek Firefighters Association  
(Event Coordinator or Representative) (Organization)

Phone: (810) 635-4464

Fax: (810) 635-2887



Where Friendships Last Forever

## City of Swartz Creek Municipal Property Reservation Application

Date of Reservation: 12/7/2024 Reservation location: Holland Square

One time event

Recurring event

Name of Responsible Party: Swartz Creek Firefighters Association

Address: 8100B Civic Dr Phone: 8106352300

City: Swartz Creek Zip Code: 48473

Nature of Activity: Christmas Tree lighting Approx. # Attendees 100

Arrival Time: 615p Departure Time: 7p

Responsible Party Signature: Donovan Ross

E-Mail Address: ross@scafd.com

Proof of Insurance Provided

Please check all that will be needed

Water

Waste collection

Electricity

Other Services – Specify: \_\_\_\_\_

I have received a copy of the Plaza Rules: DR

**IF THERE ARE PROBLEMS DURING THE EVENT CONTACT 911.**

City Official \_\_\_\_\_

Date \_\_\_\_\_

**Please use this page for any additions or details.**

Power for the sound system will be needed for a short period of time.

**CITY OF SWARTZ CREEK**  
**PLAZA AND LOT USAGE GUIDELINES**

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

**APPLICABILITY.** These rules apply to City of Swartz Creek Plaza, located at 5012 Holland Drive. The city council may apply these rules to other city parking lots and alleys at its discretion.

1. **PARKING.** The plaza shall accommodate day and night parking in accordance with applicable laws when not otherwise designated for an authorized use. The maximum parking duration is 24 hours, with the expectation that vehicle owners/operators can be notified to relocate their vehicle for a reservation within a 24 hour period.
  - 1) No business or individual shall have an ongoing vested interest in the use of parking.
  - 2) Owners and/or operators of vehicles shall comply with city official and/or police officer instructions to relocate the vehicle at any time for any reason.
  - 3) No person shall park or store any motor vehicle during the hours the plaza is reserved or otherwise closed.
  - 4) Members of the police department are hereby authorized to remove any vehicles so parked or stored if notice was given 24 hours prior to said removal in the form of posting the site, official notice upon the vehicle, or recorded interaction with the owner/operator.
  - 5) It shall be unlawful for any person, whether a pedestrian or operating a motor vehicle, to fail to obey any such applicable traffic control sign, notice, signal, lane marking or other device, whether permanent or temporary, unless otherwise directed by a police officer or city personnel conducting city business.
2. **SMOKING.** Smoking, including (e-cig or e-cigarettes), personal vaporizers (PV) or electronic nicotine delivery systems (ENDS), is prohibited in the plaza, unless part of a council approved event.
3. **PROHIBITED USES AND ACTS.** No person shall engage in:
  - 1) *Injuring, removing property.* Willfully mark, deface, disfigure, cut, injure, tamper with, break, displace, or remove any buildings, cables, benches, tables, light poles, trees, public utilities or parts of appurtenances thereof, signs, notices or placards, whether temporary or permanent, monuments, flag poles, stakes, posts, fences or other boundary markers, or other structures or equipment, facilities or property or appurtenances whatsoever, either real or personal.
  - 2) *Fires.* No person shall kindle or build or cause to be kindled or built a fire in any plaza or parking lot except in designated places. In those areas where fires are permissible, such fires must be contained in a receptacle designed for the purpose of holding a fire and must be attended at all times. No person shall set fire to trash, garbage or the contents of trash receptacles at any time.
  - 3) *Pets, animals.* No person shall bring in, cause, or allow any dog, cat or other pets or animals which they own or have permission to control to be brought within the confines of any plaza unless such animal be attached to a leash not to exceed eight feet in length; such leash is to be of sufficient strength to hold such animal in constant check. Disposal of animal waste is required.
  - 4) *Hindering employees.* No person shall interfere with or in any manner hinder any employee of the city while engaged in constructing, maintaining, repairing or caring for plaza property.
  - 5) *Restricted sections of plaza.* No person shall enter upon any area of the plaza where persons are prohibited from going, as indicated by signs, notices or where secured by fences and gates.
  - 6) *Firearms, bow and arrows, fireworks and devices.* No person shall discharge a firearm or firework of any description while in or on plaza property, provided that such prohibition shall not apply to any peace officer while in the exercise of his official duties. No person shall shoot any arrow by the use of a bow, excepting in such areas as shall be specifically designated as areas for the use of bows and arrows. Crossbows, bolts, and similar weapons are also prohibited.
  - 7) *Peace, disorderly conduct.* No person shall make or excite any disturbance or contention on any public grounds. (No person shall use any indecent or obscene language).
  - 8) *Drunkenness, alcoholic liquors.* No person shall enter, be in or remain on public property while under the influence of intoxicants or under the influence of unlawful drugs or controlled substances. It shall be unlawful to bring into or use alcoholic liquors upon plaza property, unless part of a council approved event.
  - 9) *Drinking fountains.* No person shall throw, discharge or otherwise place in the waters or any fountain, wash basin or temporary or permanent toilets any substance, liquid or solid, which may result in water pollution or create a health hazard to the public.

- 10) *Sleeping*. No person shall sleep, whether in a vehicle, trailer, tent, hammock or other manner, on public property.
  - 11) *Dumping*. No person shall deposit any rubbish, garbage or refuse matter, break glass or bottles in or upon any part of the plaza other than such refuse accumulated from organized and acceptable activities within the plaza, and such refuse must be deposited in receptacles provided for that purpose.
  - 12) *Posted signs, rules and regulations*. No person shall willfully disregard posted signs which regulate the days, hours for various activities, or any other signs installed, posted or attached for control, maintenance, safety or any other purpose within the plaza.
  - 13) *Public meetings, parades*. No person, organization, club or group shall hold or participate in any parade, drill, exhibition, political meeting, religious meeting, concert, lecture or public entertainment of any kind within the plaza without the express consent and written approval of the city manager.
  - 14) *Advertisements*. No person shall post, stencil or otherwise affix any placard, advertisement or notice of any kind upon or to any public property unless related to an approved event.
  - 15) *Offering articles for sale*. No person shall carry on any trade or business or sell or display any goods, wares or merchandise in the plaza without permission from the city manager.
  - 16) *Inflatable play equipment*. Inflatable play equipment is prohibited unless arrangements are made in advance and a certificate of insurance from the party providing such equipment is filed with the city and includes a rider naming the city as an additionally insured party.
4. **POLICE AND EMPLOYEES.** No person shall resist any police officer or city employee exercising his duty within the plaza area, or fail or refuse to obey any lawful command of any such police officer or employee, or in any way interfere with, hinder or prevent any such police officer or employee from discharging their duty, or in any manner assist or give aid to any person in custody to escape or to attempt to escape from custody, or to rescue or attempt to rescue any person when in such custody.
5. **PLAZA RESERVATIONS.** Applicants may be permitted the use of the plaza, including control during hours the plaza is typically closed to the public, subject to the following conditions:
- 1) Use must be pre-approved by the city council.
  - 2) The organizations' use of the plaza area shall not violate any local or state law nor unreasonably interfere with the use and enjoyment of adjacent areas by others.
  - 3) The organizations shall hold the city harmless from liability for incidents arising out of the organizations' use of the plaza and shall provide evidence of insurance coverage.
  - 4) The city reserves the right to direct where organizations' activities are conducted to minimize interference with the use of adjacent properties and businesses.
  - 5) Fees shall be set by resolution of the city council. Additional fees may be charged for services requested of the city and negotiated in advance, including use of barricades, additional utilities, port-a-johns, etc.
  - 6) In no case will use result in a charge for or prohibition on general access to the plaza by the public unless such charge is approved by the city council in advance.
  - 7) Reservations for annual events can be granted by the city council beginning December 1 of the previous calendar year.
  - 8) All permits shall require the permittee to clean up the plaza after activity has terminated. All applications for permits must give the name, address and phone number of the permittee or the person responsible for the necessary policing thereof.
  - 9) All persons shall honor any special permits issued by the city, for certain areas, days and times, to clubs, organizations, teams or any other groups, provided that such permit is on official forms when presented.
  - 10) Reservations will be given on a first come, first served basis beginning the first business day of each calendar year. Priority for use shall be given to organizations scheduling regular events (e.g. weekly markets) or annual events (e.g. bike races).
- 6) **VENDING.** Vending is permitted on a limited basis after application to the city manager and under the administrative rules that may be set by the city, including a background check and administrative fee.
- 7) **PUBLIC NOTICE.** The public shall be deemed to have been properly notified of the provisions of these rules and regulations upon their publication in a newspaper of general circulation in the city. Signs may be posted to insure substantial compliance with the provisions of these rules and regulations.



**City of Swartz Creek**  
**Special Event Policies & Regulations**

The approval of a street closure request and/or a “special event” permit is based on the assumption that the event coordinator(s) fully understand and accept the following regulations regarding the event:

1. All special events must be approved by the city council.
2. Street closures and/or the use of public areas (e.g. public parking lots, Holland Square, parks, and other properties) shall require permitting in accordance with the park reservation application, street closure application, and/or public place reservation application.
3. The closing of major thoroughfares entails the rerouting of thousands of motorists and the interruption of commerce. It is imperative that events begin and end on time so as not to unnecessarily disrupt the usual course of traffic and business.
4. Event organizers must provide a means of direct communication between the event coordinator and the Chief of Police (or a designee) and the Director of the Department of Public Services (or a designee) during the course of the event in order to address any dangerous conditions that may develop during the course of the event.
5. Additional waste management, security, outhouse facilities, and related services shall be the responsibility of the event coordinator.
6. All entertainment, loudspeakers, vendors, events, staging areas, and related ancillary features of the event must be explicitly approved or otherwise conform to all federal, state, and local laws and regulations.

It is the responsibility of the event coordinator(s) to ensure that all event participants are made aware of the regulations that directly affect them and by signing this document hereby acknowledge that they have received a copy of these regulations and accept said responsibility.

By: Donovan Ross For: Swartz Creek Firefighters Association  
Event Coordinator/Representative Organization

Approved by City Council: April 25, 2022