

City of Swartz Creek

AGENDA

Regular Council Meeting, Monday, January 13, 2025, 7:00 P.M.

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

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

1. **CALL TO ORDER:**
2. **INVOCATION& PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**
4A. Council Meeting of December 16, 2024 MOTION Pg. 28
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. 32
6C. DLZ GIS Work Proposal Pg. 55
6D. 2025 Sewer Inspection and Cleaning Maps Pg. 61
6E. Michigan Assessing Notice and Certification Pg. 71
6F. Art in the Park Application & Waiver Request Pg. 73
6G. Fiscal Year 2024 Audit Attached
7. **MEETING OPENED TO THE PUBLIC:**
7A. General Public Comments
8. **COUNCIL BUSINESS:**
8A. DLZ GIS Proposal RESO Pg. 24
8B. Sewer Cleaning and Inspection Award Affirmation RESO Pg. 25
8C. Art in the Park Reservation and Waiver Request RESO Pg. 26
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION Pg. 26

Next Month Calendar (Public Welcome at All Meetings)

| | |
|---------------------------------|---|
| Zoning Board of Appeals: | Wednesday, January 15, 2025, 6:00 p.m., PDBMB (Cancelled) |
| Fire Board: | Monday, January 20, 2025, 6:00 p.m., Station #1 |
| Park Board: | Tuesday, January 21, 2025, 5:30 p.m., PDBMB (Cancelled) |
| Metro Police Board: | Wednesday, January 22, 2025, 11:00 a.m., Metro HQ |
| City Council: | Monday, January 27, 2025, 7:00 p.m., PDBMB |
| Planning Commission: | Tuesday, February 4, 2025, 7:00 p.m., PDBMB |
| City Council: | Monday, February 10, 2025, 7:00 p.m., PDBMB |
| Downtown Development Authority: | Thursday, February 13, 2025, 6:00 p.m., PDBMB |

City of Swartz Creek Mission Statement

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

City of Swartz Creek Values

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

Honesty, Integrity and Fairness

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

Fiscal Responsibility

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

Public Service

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

Embrace Employee Diversity and Employee Contribution, Development and Safety

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

Expect Excellence

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

Respect the Dignity of Others

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

Promote Protective Thinking and Innovative Suggestions

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

**CITY OF SWARTZ CREEK
VIRTUAL REGULAR CITY COUNCIL MEETING ACCESS INSTRUCTIONS
MONDAY, JANUARY 13, 2025, 7:00 P.M.**

The regular meeting of the City of Swartz Creek city council is scheduled for **January 13, 2025** starting at 7:00 p.m. and will be conducted in hybrid form. The meeting will be available virtually (online and/or by phone). Council members and staff must attend in-person. The general public may attend in-person or virtually.

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

Zoom Instructions for Participants

To join the conference by phone:

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

Before a videoconference:

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

To join the videoconference:

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

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

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

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

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



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

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

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

Renee Kraft is inviting you to a scheduled Zoom meeting.

Topic: Swartz Creek City Council Meeting

Time: January 13, 2025 at 7:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 830 9640 1128

One tap mobile

+13017158592,,83096401128# US (Washington DC)

+13126266799,,83096401128# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 830 9640 1128

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

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

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

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

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

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

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

public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes the meeting's purpose.

6. The City must also post on the City website an agenda of the meeting at least 2 hours before the meeting begins.
7. Members of the public may offer comment only when the Chair recognizes them and under rules established by the City.
8. Members of the public who participate in a meeting held electronically may be excluded from participation in a closed session that is convened and held in compliance with the Open Meetings Act.

MAINTAINING ORDER

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

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

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

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

MOTIONS & RESOLUTIONS

All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. A public body member who reads/moves for a motion may oppose, argue against or vote no on the motion.

PUBLIC ADDRESS OF COUNCIL

The public shall be allowed to address a public body under the following conditions:

1. Each person who wishes to address the public body will be first recognized by the Mayor or Chair and requested to state his / her name and address. This applies to staff, petitioners, consultants, and similar participants.
2. Individuals shall seek to be recognized by raising their digital hand as appropriate on the digital application.
3. Petitioners are encouraged to appropriately identify their digital presence so they can be easily recognized during business. If you intend to call in only, please notify the clerk in advance of your phone number.

4. The city clerk shall unmute participants and the members of the public based upon the direction of the mayor or chair. Participants not recognized for this purpose shall be muted by default, including staff, petitioners, and consultants.
5. Individuals shall be allowed five (5) minutes to address the public body, unless special permission is otherwise requested and granted by the Mayor or Chair.
6. There shall be no questioning of speakers by the audience; however, the public body, upon recognition of the Mayor or Chair, may question the speaker.
7. No one shall be allowed to address the public body more than once unless special permission is requested, and granted by the Mayor or Chair.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the public body unless special permission has been requested and granted by the Mayor or Chair.
9. Those addressing the public body shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor or Chair.
11. Public comments (those not on the agenda as speakers, petitioners, staff, and consultants) are reserved for the two "Public Comment" sections of the agenda and public hearings.

VOTING RECORD OF PUBLIC BODIES

All motions, ordinances, and resolutions shall be taken by "YES" and "NO" voice vote and the vote of each member entered upon the journal.

**City of Swartz Creek
CITY MANAGER'S REPORT**

Regular Council Meeting of Monday, January 13, 2025 -7:00 P.M.

TO: *Honorable Mayor, Mayor Pro-Tem & Council Members*
FROM: Adam Zettel, City Manager
DATE: January 8, 2025

ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

- ✓ **MICHIGAN TAX TRIBUNAL APPEALS** *(Update)*
 There were not any commercial appeals for 2024. This was welcome and not unexpected since we know that market values are increasing much faster than taxable values. I suspect the same circumstances will apply to 2025 appeals, but we will need to wait until after May to know for sure.

- ✓ **STREETS** *(See Individual Category)*
 - ✓ **2025-2027 TRAFFIC IMPROVEMENT PROGRAM (TIP)** *(No Change of Status)*
 We have a preliminary ranking of streets for TIP rehabilitation funding and PASER 5 funding. I am including these for reference but they can and almost certainly will change. As of writing, we may literally see funding for ALL segments.

The concrete section of Miller Road is proposed to be funded at 80% as a rehabilitation project. However, the other three segments have PASER 5 funds, and these funds are proposed to be limited. This limit is currently set at \$55/lane foot, and funding is set to be only 80% of that, but this could change.

Summarily, the good news is that federal funds are available for all submissions. The bad news is that the local match for all projects is over \$2.1M. The breakdown is as follows:

| Section | Repair Type | Beginning | End | Total Cost | Federal | Local |
|---------|---------------------|--------------------------|------------------------|-------------|-------------|-----------|
| Miller | Concrete Repair | East Springpoint of Elms | 475' East of Tallmadge | \$668,502 | \$534,802 | \$133,700 |
| Elms | Asphalt Resurfacing | South City Limits | North City Limits | \$893,240 | \$470,800 | \$422,440 |
| Miller | Asphalt Resurfacing | Morrish | Elms | \$1,665,506 | \$747,384 | \$918,122 |
| Miller | Asphalt Resurfacing | Tallmadge | Dye | \$1,782,766 | \$1,114,256 | \$668,510 |

\$5,010,014 \$2,867,242 \$2,142,772

Based on these numbers, I do not see how we can afford to tackle all of the projects. We may need to prioritize based upon total affordability and the efficiency of the repairs. I am going to work with the engineers to see if the projects can reasonably be trimmed in scale in a manner that makes the repairs worth it. For example, creating a \$1M Miller project between Morrish and Elms might be very affordable, but if the asphalt repairs are so thin or reduced in ability to address base work, the repairs may be shorter lived than the remaining life of the road.

I will continue to report on this as the situation evolves. For now, I think we can tackle about \$750,000 to \$1M in local road expense from this TIP and stay within budget.

STREET PROJECT UPDATES (Update)

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

We currently have no updates on the completion of ongoing street work. This is an important issue due to a substantial claim regarding aggregate materials, which could impact our ability to take on future projects. Additionally, we are waiting for final approvals from third parties before bidding on the 2025 Cappy Lane and Don Shenk projects. I expect this bidding process to begin within the next 45 days.

For Winchester Village, street reconstruction has entered the final stages. Updates will be shared as we address restoration of parkways. So far, concrete sections have been removed and replaced. For more information on tree-related concerns, please refer to the October 28, 2024, city manager's report. Future forestry efforts will follow the same process as the current phase.

Regarding the aggregate claim, the amount in question is approximately \$375,000. After reviewing the case, our engineer concluded that the claim is not valid. Despite this, the issue remains unresolved following a meeting with the contractor. The contractor plans to resubmit a revised claim to strengthen their position. I will provide updates on next steps as they become available.

In Winchester Woods, street rehabilitation with limited drainage work has been successfully completed. Paving is finished for all areas, including Young, School, Maple, and Raubinger. One remaining ditching project on Oakview's unimproved section may still be completed this year.

Overband crack filling has been carried out in two phases this fall, although we were unable to cover every street in the city. Typically, a small area is selected for this work, but with improving conditions, our goal is to address the entire city annually moving forward.

As for FOG seal applications, we plan to bid this work out during the winter, with applications scheduled for 2025. This timeline aligns with the earliest availability of the 2024 low bidder. For additional details, refer to the October 14, 2024, report.

Engineering services for the Don Shenk and Cappy Lane street reconstruction projects, including associated water main work, are nearing completion. State reviews of the water main segments are underway. Don Shenk does not require water main replacement, and parts of Cappy Lane already have newer infrastructure. We anticipate sufficient funding to complete these projects in the 2025 construction season. If necessary, I will propose using major street fund dollars or short-term internal borrowing to cover any gaps.

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

✓ **SEWER REHABILITATION PROGRAM** (*Business Item x2*)

Sewer work for 2024 is complete, and there were no areas identified for additional sewer work, such as lining. We will continue with the second year of the eight year cleaning and televising in 2025. Rob has identified areas on Bristol, Miller, and in Heritage that amount to about 17,000 lineal feet, as follows:

2025 Sewer Cleaning and Televising

| | Manholes Numbers | Footage |
|------------------|-------------------------|----------------|
| Heritage Village | G1-G73 | 5107 |
| Bristol Rd. | A251-A265 | 5098 |
| Miller Rd. | A273-A287 | 6852 |
| | Total | 17057 |

I am including a line map of the areas he proposes to inspect and clean in the packet, as well as a resolution to affirm the work. Based upon the approved pricing (also included in the packet), I estimate that the work will cost around \$80,000 for cleaning, televising, root cutting, and mobilization.

In addition, we are looking to take the next step forward in GIS (our Geographic Information System or mapping system). This will greatly assist in our tracking of progress in sewer inspections, cleaning, and lining. This is probably the asset that stands to benefit most from updated GIS data because the asset is not readily observable for inspection (unlike streets or buildings). It is the asset that is scheduled for the most routine maintenance/tv cycle. Lastly, it is the asset that we appear to have the least reliable data.

Much of the sewer map has been updated by recent work by DLZ engineers. They have incorporated many of our existing plans and prior work orders for lining. However, the data is incomplete and needs constant updates (e.g. we need to incorporate the 2024 cleaning and lining findings to GIS as the formal record).

With that said, we have a proposal from DLZ to manage GIS on an active basis moving forward. This includes the addition of new infrastructure that is dedicated, such as Springbrook East streets, water, sewer, etc. It also includes annual maintenance work and other physical system changes. They would be expected to update the maps AND the data fields that accompany the maps. Adding these features is crucial to having current information, and current information is required for long term planning and current decision making.

I am including the proposal and a resolution to proceed. The cost is projected to be \$28,600 to complete the work and about \$1,800 a month of ongoing services, as needed, to update the map and database. This will be for services such as updating the database to include new sewer condition assessments.

Note that our staff will still be working on the GIS data to update routine fields, such as hydrant maintenance, and they will also be able to geolocate assets in the field from our records and for DLZ to incorporate.

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 did not make it through lame duck. I suspect we have seen the last of this for the foreseeable future.

The hydrant painting is likely done for the year and will commence in spring. I believe all blasted hydrants have been painted. We are not pleased with the performance so far as it relates to timing, but the work appears to be adequate.

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 in December, it was again stressed that there is not a good solution for PFAS effluence. The county may be forced to devise a plan for incineration as land application and landfill disposal becomes more problematic. This could result in future added costs.

It was affirmed during the GCDC-WWS budget meeting in December that there is no rate increase planned for our bulk water.

✓ **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** (*Update*)

The January newsletter should go out the week of the 13th. Let me know if you have any content!

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

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

1. 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 moving forward**. Construction is underway on phase one of the varsity baseball field. There will be two pickleball courts that can double as skating in the winter. Most recently, we have fielded a number of afterhours construction/noise complaints. We believe we have addressed this with the school.
3. **Street repair in 2025** is nearly ready for bid. We are going through punch lists now for the 2024 projects, but we still need to settle the dispute over aggregate amounts. A second round of crack filling occurred in early November. 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. (*Update*) The **Brewer Condo Project** first tri-plex is complete and all units are sold. In addition to a potential redesign that would include a first floor bedroom, the developer was expected to apply to the Genesee County Metropolitan Planning

Commission Housing Impact Fund to complete the project. I will report any changes in status.

5. 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, which I expect to occur the second meeting in January. **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 award for Otterburn. The park board recommends interpretive signs and bike racks. These projects may require more time this spring to complete. 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. We will be creating a 2025 priority list soon with Park Board.
8. **(Update) New Businesses**. Quiznos is open. The Country Carriage at 9237 Miller Road was granted a liquor license in a limited capacity by the ZBA (limited hours, indoor service only, and beer/wine only). Since this is a transfer, local approval is not required by LARA.
9. **Mundy Megasite**. We are hearing a lot of chatter that indicates a strong likelihood that a user may locate a large operation at the Mundy Township site. I have been communicating with staff, Mundy Township, Metro PD, Swartz Creek Area Fire Department, Swartz Creek Community Schools, and our other partners about strategies to proceed forward in the event that such an announcement occurs. If an investment is announced, I will recommend we collaborate with our partners to engage in third party assessments to ascertain area needs for housing, infrastructure, and services. I expect resources would be made available to help analyze our position and to impact needed change.
10. **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 have gotten initial costs, and they are not favorable. I met with one of the sign vendors to go over options, and it appears we can proceed with an affordable program. 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 11th. There was no desire to proceed at this point.

✓ **REDEVELOPMENT READY COMMUNITIES (Update)**

The DDA completed the purchase of the Methodist Church on Morrish. They made this acquisition as a means to create more likely opportunities for the building's preservation

and reuse for recreation, hospitality, or culture. We are now requesting MEDC assistance through the RRC program to create a Request for Qualifications for reuse of the site. If this is approved, the DDA will work with professionals to create a marketable request for developer/user qualifications and concepts.

The idea will be to market the site to potential users and request statements from interested parties that include a conceptual use, business plans, and qualifications. The DDA can then proceed to select one or more parties to negotiate a plan and transaction. To make this happen, the state is hiring a professional to craft a Request for Qualifications packet that will include promotional materials, project guidelines, and rating criteria. I expect the DDA to take the lead on finding a good use and developer.

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.

✓ **CDBG (Update)**

The applications for the next cycle (2025-2027) have been submitted. These include a 30% allocation to the senior center and a 70% allocation to an accessible drop off point for the Pajtas Amphitheater. I will report the application status.

✓ **DISC GOLF (No Change of Status)**

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 26th 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)**

Our DNR Trust Fund grant application was approved by the DNR Trust Fund Board on December 11th in the amount of \$290,000! We have also signed on the sub-recipient agreement for the \$283,333.33 in funds from Kildee's office. In addition, we have two years worth of donations from BeeMoreJentery that total well over \$10,000.

I am liaising with engineers on a timeline to design and bid the project for completion in 2025 or 2026. I will bring the proposal back to the city council when it is ready, provided that the grant agreement with the DNR is not required prior to any such expenditure.

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 side of the site, which is not affordable.

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

Fiber installation continues across the city, and new permits are being submitted for further expansion. We are now starting to see a number of service connection requests that include boring under city streets, which are in addition to their system build-out. This service will

provide the community with valuable high-speed service, as well as the potential for enhanced 5G.

✓ **SOLAR SYSTEM MODEL (Update)**

Local signs are installed, and we await installation in Nelson, New Zealand. Trail marker signs should be ordered any time! See the April 8, 2024, council packet for more details.

✓ **CROSS CONNECTIONS (No Change of Status)**

See the October 28, 2024 packet for the most recent reports.

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 pursue, but the expectations for cross connection are objective and reasonable.

✓ **SENIOR CENTER ARPA WINDFALL (Update)**

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. Bids were received on January 9th that are under the \$120,000 threshold. If the county is agreeable to the process so far, they should be off and running. See the March 11, 2024 report for more details on this award and process.

✓ **WAYFINDING PROJECT (Update)**

Wayfinding planning is complete. The prices were higher than anticipated. I am now liaising with Signs By Crannie to discuss how we could apply the concept in a more affordable way, both to the proposed plans and the trail signs that have already been budgeted. There appears to be a workable solution.

✓ **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.

✓ **HOLLAND SQUARE CROWDFUNDING PROJECT** *(No Change of Status)*

This project continues to be delayed as we go over the new plans, costs, and timeline. However, our architect, material supplier, and builder met last week and made a lot of headway. Though this is taking longer than anticipated, we are relying on a lot of donated professional services, which can slow things down a bit. 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 30th. 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 30th. We believe we have 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 completed three cores on Crosscreek Drive to better understand the pavement cross section that is there. It appears the road is generally built of 10" thick asphalt on clay instead of 5" asphalt on 10" of aggregate. Leadership from the HOA will meet with our engineers to go over the implications of this finding. We can also then discuss the potential next steps as it relates to further street cores and visual inspections.

I was scheduled to attend a meeting of the Springbrook Colony Street committee on December 12th. Due to holiday conflicts, this has been pushed to January.

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

✓ **WIRELESS TOWER UPDATES** *(No Change of Status)*

The lease reduction that was proposed by the tower operator in Elms Park was denied at the November 12, 2024 meeting. Please see that meeting packet for details. I have notified the operator. They indicate that it is likely the tower will be decommissioned.

Concerning our tower on Elms south of Miller (Verizon), we now have a formal request to secure an additional 1,000 square foot land lease for ground equipment (included in the packet). They are offering \$3,500 for the option, but they are not offering any additional rent for land subsequently leased. The option would run the entire term of the lease.

I am not asking for action from the council at this point. This is a pretty low offer for an option and the potential execution of one. Their goal is to have additional ground space available so they can lure potential co-locators to the site. I have requested an offer that includes new rent in the event that the option is exercised. I can better explain the function of options and leases at the meeting if anyone has questions.

Concerning our water tower, Verizon approached us many months back about locating a system here to correct the noted deficiencies on the west end of town. Using the city tower will greatly improve service to the community. 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, it appears Verizon put this on hold because they do not prefer water tower locations. There was a draft lease (included in the April 8, 2024 packet). This is disappointing news because Verizon used to be the primary provider in the area, and we found their service to be atrocious for municipal use, forcing a switch to a competitor.

✓ **EARNED SICK TIME ACT** *(No Change of Status)*

The ESTA will be effective in Michigan on February 21, 2025. This comes about due to a prior statewide ballot initiative, previous legislative amendments, and a full round of appellate court and supreme court rulings. Suffice it to say, it is happening.

The act requires all employers, regardless of size, to provide sick time to all employees, regardless of classification. Details are still being defined and clarified by the Michigan Department of Labor and Economic Opportunity (LEO). Legislation is also pending that may alter the requirements. As of writing, the general requirements appear to apply:

- Hours accumulate at a rate of 1 hour for every 30 hours worked (minimum)
- Hours can be front loaded by employer, but they must be tracked to ensure the minimum ratio is maintained
- Documentation for leave can only be requested by the employer for absences of three or more consecutive days; employer must compensate for any documentation charges
- Hours can accumulate (within a year) and carry over (between years) without limits
- The smallest increment for use must match or be smaller than that used to track other time (e.g. 0.25 hours, 0.1 hours, etc)
- Only 72 hours can be taken in any defined 12 month period for 10+ employees (40 hours for >10 employees)
- Employer must keep records for three years
- No payout of unused sick time at year end or termination is required
- Applies to all employees, including PT and temps
- Payroll must be able to track and report sick time
- Requires new labor poster by 2.21.25 (LEO has one available); written notice is also required upon hiring

The implications of this are not completely solidified for our employees. The city currently offers 'vacation' time and 'absent' time. For our purposes, absent time has functioned as sick time. The city provides 96 hours of such time a year to full time employees (front loaded), with up to 72 hours being paid for unused time at year end.

The Act offers a provision for employers to offer existing and/or similar time off provisions IF those provisions match or exceed the Act. With that said, Absent time may suffice as it is currently offered or with minor adjustments. Proposed House Bill 6057 may exempt carry over for employers that front load (e.g. offer 72 hours or more at the beginning of the year). This feature, if approved, would place our existing absent time in a position to accumulate, be tracked, be used, and be paid out (in lieu of a carry over) in accordance with the Act. We will need to provide ESTA (absent time) to temporary and part time employees, which the city has done in the past.

I will be watching this closely as we approach the deadline and prepare to negotiate our labor agreements for the June 30, 2025 expiration.

✓ **FIRE TRUCK PURCHASE REQUEST** *(No Change of Status)*

The City Council authorized the expenditure for a new Spartan Fire Engine at their meeting on December 9, 2024. The quoted price is \$1,124,590, assuming a modern engine is needed. My understanding is that the price may be \$80,000 lower if an existing engine can be located and used. The city share, upon delivery, is to be \$562,295.

Clayton Township has yet to review the purchase. If they do not affirm participation, the engine purchase shall not commence.

✓ **ABRAMS FORESTRY GRANT** *(No Change of Status)*

The city has been awarded \$9,890 through the Community Forestry Grant Program to plant 38 native trees in Abrams Park. There are no strings attached here except that we are to provide an equal match. The time for performance is through fall of 2026, and there are no NEPA, Davis Bacon, or other federal requirements. I expect to bid this early in 2025.

✓ **FISCAL YEAR 2024 AUDIT** *(Update)*

The audit was completed in 2024 and filed with the state. I have copies and will be getting hardcopies to all council members with this packet. However, I do not expect to have Plante Moran in to give their presentation until January 27th.

For now, you can peruse the “Financial Report with Supplemental Information”, which is the city’s general audit for all funds, including DDA. You will also have a separate “Federal Awards Supplemental Information”, which is often referred to as the Single Audit. This is a separate audit of the city’s financial activities related to USDA, Traffic Improvement Program, ARPA and other federal funds that surpass \$750,000 annually.

Concerning general findings, there are some obvious take-aways.

1. The opinion of the auditors is unmodified, which is the high standard expected when stating the position of the city’s finances.
2. The city’s net position did fare as expected, resulting in surplus revenues in the general fund and the related increase in general fund fund balance. The other budgeted funds are in line with projections.
3. We have one ‘significant deficiency’ identified (See the Single Audit). This involves the need for additional separation of duties as it relates to the payroll system. We have liaised with the auditors and made corrections to our processes and software permissions to correct this finding.
4. We have one ‘material weakness’ identified (See the Single Audit). This involves the recognition of grant revenue in a fund different than the fund that incurred the expense; inventory balances that were in need of adjustment; and the accounting of prepaid expenses as current year expenses. Corrections were made. We are confident our new professional service finance staff will be able to manage these processes moving forward.

Overall, this was not a smooth or timely audit. However, I do believe that the audit does reflect an accurate and healthy financial status for the city. We have also been working to complete the transition from the former Finance Director/Treasurer to the new Treasurer and professional financial services company. With Amy and Sheri on the case for most of the 2025 fiscal year, I expect the 2025 audit and future financial duties to be more in line with our expectations.

Contact me directly with questions. If I cannot answer them, I will direct you to the staff member that can.

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

✓ **MONTHLY REPORTS** *(Update)*

Monthly reports are included.

✓ **ASSESSING ACHIEVEMENT (Update)**

Legacy Assessing and our staff do a great job! The state has sent a letter and certificate to congratulate the community on a perfect Assessment Audit Review Score.

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

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

The Planning Commission met on December 3 regarding a special land use for a Child Care Center for the interior of the Cornerstone Baptist Church. Child care is a special land use in the single family residential zoning district. However, since the site is established as a large scale church, the commission found it very suitable to convert some of the interior space into child care.

They unanimously recommended approval with one condition, which is to complete the landscaping from their 2012 site plan amendment.

Their next meeting is scheduled for January 7, 2025

✓ **DOWNTOWN DEVELOPMENT AUTHORITY (Update)**

They did NOT hold a December meeting. Their next meeting was scheduled for January 9 but was cancelled due to attendance concerns. A request for event support and the Church RFQ were on the agenda. These items are not time sensitive and will be moved to the February agenda.

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

The ZBA met on December 18th to hear a variance request to allow a conditional land use request for 9237 Miller Road (Tavern at the Country Carriage). They approved the request with conditions (beer/wine sales only, limited hours, indoor service only, and no 'bar' construction).

They are not scheduled to meet in January or February. Their annual meeting, on March 19th, will likely include in-house training.

✓ **PARKS AND RECREATION COMMISSION (No Change of Status)**

The park board held their regular monthly meeting on November 19, 2024. Things are very much calming down for the year. As such, the agenda was limited to the Christmas decorating contest, which should proceed as normal, as well as the annual rules and reservation form review.

In other news, we received a grant of just under \$10,000 to help diversify Abrams Park with native species. I am attaching the notice!

They do not plan to meet in December. Their next scheduled meeting is for January 21, 2025.

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

The Board of Review met on December 10th at 1:00pm to hear qualified errors and poverty exemptions. There were no petitioners. Their next sessions will consist of training and the March Board of Review.

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

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

As of today, we do not have an election in 2025, but the deadline for schoolboards is coming up and I should know for sure by our next meeting.

✓ **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.
- ❑ Rauhorn has been in the village working on streetlight installation.
- ❑ 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.
- ❑ DPS has responded to 10 snow events so far this season.
- ❑ DPS has been taking down Christmas decorations.
- ❑ DPS was able to sell both of the 2008 Chevy Pickups. One sold for approximately \$8800 and the other sold for approximately \$6600.
- ❑ DPS is working to bid engineering services, fog sealing and tree removals.

✓ **TREASURER UPDATE (Nichols) (No Change of Status)**

Winter tax bills were mailed, and payments are coming in. The audit is wrapped up with a presentation expected in January. 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 (Dietrich) (Update)**

1. Holland Sq: We continue to engage with Dort Financial CU detailing the opportunity of naming rights for the proposed pergola. DDA has requested a \$50,000 naming rights opportunity.
2. Methodist Church: We have accepted the services of Aligned Planning who will deliver a RFQ with a marketing package for the site. The scope of work will include project meetings, graphic design and document development, concept design, selection process and the RFQ Document.
3. EV Chargers: Red E Charge received our map for possible placement of EV chargers at Holland Square and conducted a traffic study to determine the best type of charger for the area and how many would be appropriate. The results are:

Traffic: Overall medium demand at that location/area. 1-2 DCFC units with future proofing are recommended. There are little to no travel stop amenities there, and a 10 x DCFC Tesla station at the Meijer on the same exit, so it is likely to underperform projections of ~6 DCFC visits per day.

Technology: To compete with the Tesla location for traffic, a minimum of 2x 160kW DC Fast Chargers would be needed at this location. While EV registrations are low in the area (which affects L2 traffic), it would be good to consider future proofing with ~2 80A Level 2 chargers (a Dual Port 80A Pedestal would suffice).

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

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

Positions that still need to be filled are the ZBA Alternate, the Board of Review Alternate, and a Park Board Position that Angela Ritter vacated due to her relocation. There is not a resolution to fill these positions at this time.

✓ **EXPANDED USE PARK RESERVATION & WAIVER REQUEST** *(Business Item)*

The Art in the Park event is being planned for Elms Park this summer, with reservation dates of Friday, August 22nd and Saturday, August 23rd. The Kiwanis Club, in partnership with the Swartz Creek Area Art Guild and Swartz Creek Women's Club, have held this event at the park for many years. This year will be the 15th installment of the event overall. Briefly described, the event is an outdoor art fair that is held on a single Saturday in August. There is a setup area for tents immediately west of the main pavilion, a food vendor area east of the tennis courts, and parking on the soccer fields. Setup begins the preceding Friday. About 2,000 attendees are expected. The event includes 50-80 vendor stalls for artists, a silent auction in Pavilion #2, entertainment, and food trucks.

This year, they are also setting space aside to include up to 150 cars for a new classic car show, as administered by Dragon's Cruise. These are expected to be set up on the improved surface of the basketball and pickleball courts.

The dates to hold this event (August 22-23) have been tentatively reserved. It is now appropriate to consider this application under the following applicable conditions:

EXPANDED PARK USE AND RESERVATIONS. Swartz Creek-based organizations (defined as non-profit organizations or institutions with a principle office or auxiliary presence within the Swartz Creek school district) may be permitted the use of designated areas of city parks, including control during hours the parks are closed to the public, subject to the following conditions:

- 1) *Use must be pre-approved by the city council.*
- 2) *The organizations' use of the park area shall not violate any local or state law nor unreasonably interfere with the use and enjoyment of adjacent park areas by others.*
- 3) *The organizations shall hold the city harmless from liability for incidents arising out of the organizations' use of the park area and shall provide evidence of insurance coverage.*
- 4) *The city reserves the right to direct where organizations' structures are installed and activities conducted to minimize damage to park property and facilities and to limit interference with the use of adjacent areas of the park.*
- 5) *Fees shall equal the cost of all pavilion rentals for the park in use on a daily basis. Additional fees may be charged for services requested of the city and negotiated in advance, including use of barricades, additional utilities, port-a-johns, etc.*
- 6) *In no case will use result in a charge for or prohibition on general access to the park by the public, by vehicle or other means.*

Based upon the proposed event and past experiences with this event, I do not see any issues or areas of non-compliance with issuing the reservation.

Related to the reservation, the group is requesting a fee waiver. This is completely up to the city council based upon the following:

Fees may be waived in full if reservations by a non-profit are found to result in a public benefit directly or if proceeds from the reserved event are found to be a benefit to the city. Monies must be paid at the time of reservation. Cancellations must be made two (2) weeks or more prior to event date and all cancellations are subject to a \$20 fee.

A resolution to permit the reservation and waiver has been included, written in the affirmative. Note that Kiwanis is applying in conjunction with two other local non-profits, the Women's Club and the Art Guild. Mr. Doug Stephens has written a detailed narrative and provided other information about these groups, the event, and the benefits that the event/proceeds bring to the city.

Council Questions, Inquiries, Requests, Comments, and Notes

Orienteering Course: I am working with Walt to replace these medallions. The medallions are likely to be fabricated over the winter, with a spring installation.

**City of Swartz Creek
RESOLUTIONS
Regular Council Meeting, Monday, January 13, 2025, 7:00 P.M.**

Motion No. 250113-4A **MINUTES –DECEMBER 16, 2024**

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, December 16,2024, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 250113-5A **AGENDA APPROVAL – JANUARY 13, 2025**

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of January 13, 2025, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 250113-6A **CITY MANAGER’S REPORT**

Motion by Councilmember: _____

I Move the Swartz Creek City Council accept the City Manager’s Report of January 13, 2025, including reports and communications, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 250113-8A **RESOLUTION TO APPROVE PROFESSIONAL SERVICES FOR GIS UPDATES AND ONGOING ADMINISTRATION**

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek owns, operates, and maintains a system of sanitary sewer collection lines and manholes that are not yet inventoried into a Geographic Information System (GIS), as well as water, stormwater, street, and related data that are in various states of a GIS inventory; and

WHEREAS, the city seeks to maintain GIS records that are sufficient to efficiently plan, operate, and maintain its assets, and

WHEREAS, the city’s sewer lines and manholes are the least inventoried asset, which makes cleaning, maintenance, and replacement of those underground assets a challenge; and

WHEREAS, the city solicited a proposal from a pre-approved engineer that specializes in sewer and GIS matters to improve and oversee the improvement of our GIS maps and database.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council hereby approve the professional service agreement dated November 27, 2024, as submitted by DLZ in the amount of \$28,600, including additional time and materials for future GIS work, and authorize and direct the Mayor to execute said agreement on behalf of the city.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 250113-8B

RESOLUTION TO APPROVE 2025 SEWER CLEANING AND INSPECTIONS UNDER THE EXISTING 2024-2026 SEWER CLEANING AND INSPECTIONS AWARD

Motion by Councilmember: _____

WHEREAS, the city owns, operates, and maintains a sewer collection system that consists of clay, lined clay, and plastic pipes, as well as manholes; and

WHEREAS, the city is nearing completion of a twenty year plan that includes inspections and lining of older clay pipes; and

WHEREAS, the critical collection lines have been addressed, and the city now seeks to reevaluate the system through inspections and to commence a routine cleaning program; and

WHEREAS, bids were solicited to commence with the first three years of cleaning and inspections as part of an eight year cleaning cycle; and

WHEREAS, Foco Inc, doing business as Dependable Sewer, submitted the lowest responsible bid, which includes unit pricing, and they completed the first of three phases in 2024.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek hereby affirms the bid by Foco Inc, as a unit cost bid, as included in the January 13, 2025 city council packet, funds to be appropriated to the Sewer 590 fund.

NOW, THEREFORE, BE IT FURTHER RESOLVED the City of Swartz Creek hereby approves the 2025 sewer work scope, as included in the January 13, 2025 city council packet, said work items expected to cost approximately \$80,000.

NOW, THEREFORE, BE IT FURTHER RESOLVED the City of Swartz Creek hereby directs the city manager to create and execute a standard contractor agreement with the contractor.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 250113-8C

RESOLUTION TO APPROVE AN EXPANDED USE RESERVATION AND PARK FEE/DEPOSIT WAIVER FOR USE OF ELMS PARK FOR A NON-PROFIT ART EVENT

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek requires park usage reservations and fees in accordance with adopted rules and regulations; and

WHEREAS, the Swartz Creek Kiwanis Club, in conjunction with the Swartz Creek Area Art Guild and Women’s Club is proposing an expanded park use reservation for Elms Park August 22-23, 2025 for the purpose of holding a public art fair and classic car show; and

WHEREAS, all three groups are recognized non-profits operating in Swartz Creek that meet the requirements for an expanded use reservation; and

WHEREAS, the city park rules and regulations states that “fees may be waived in full if reservations by a non-profit are found to result in a public benefit directly or if proceeds from the reserved event are found to be a benefit to the city.”; and

WHEREAS, the City Council finds the Swartz Creek Kiwanis Club, partnered with the Swartz Creek Area Art Guild and Women’s Club, to be a qualifying group with a qualifying activity.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council hereby approves the expanded use reservation of the Swartz Creek Kiwanis Club and waives all fees for the August 22-23, 2025 reservation in Elms Park.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 250113-11A

ADJOURN

Motion by Councilmember: _____

I Move the Swartz Creek City Council adjourn the regular council meeting of January 13, 2025.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE December 16, 2024**

The meeting was called to order at 6:02 p.m. by Mayor Henry in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Invocation and Pledge of Allegiance.

Councilmembers Present: Melen, Spillane, Hicks, Krueger, Henry.

Councilmembers Absent: Knickerbocker, Gilbert.

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

Others Present: Michelle Groesse, Cheryl Boshaw, Daneen Fick, Todd Beady, Stephanie Skinner.

Others Virtually Attended: Lania Rocha

Motion by Councilmember Melen
Second by Mayor Pro Tem Hicks

Motion to excuse Councilmembers John Gilbert and John Knickerbocker.

Unanimous Voice Vote.

APPROVAL OF MINUTES

Resolution No. 241216-01 **(Carried)**

Motion by Councilmember Spillane
Second by Councilmember Krueger

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday December 9, 2024 to be circulated and placed on file.

YES: Spillane, Hicks, Krueger, Henry, Melen.
NO: None. Motion Declared Carried.

APPROVAL OF AGENDA

Resolution No. 241216-02 **(Carried)**

Motion by Councilmember Krueger

Second by Mayor Pro Tem Hicks

I Move the Swartz Creek City Council approve the Agenda as printed for the Regular Council Meeting of December 16, 2024 to be circulated and placed on file.

YES: Hicks, Krueger, Henry, Melen, Spillane.

NO: None. Motion Declared Carried.

CITY MANAGER'S REPORT

Resolution No. 241216-03

(Carried)

Motion by Councilmember Melen
Second by Councilmember Krueger

I Move the Swartz Creek City Council accept the City Manager's Report of December 16, 2024, including reports and communications to be circulated and placed on file.

Discussion Ensued.

YES: Hicks, Krueger, Henry, Melen, Spillane.

NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC: None.

COUNCIL BUSINESS:

OTTERBURN PARK DONATION: Presentation by Stephanie Skinner.

Donation of \$7,000 from Bee More Jentery Foundation to Otterburn Park.

PUBLIC HEARING FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG):

Open at 6:22pm.

Adam Zettel, City Manager: Stated that past projects with CDBG funds include lighting for the downtown area and Parks, amongst other places; sidewalks; sign removal; Senior Center; Demolition of structures, etc. Funds available are \$35,189. Eligible investments are services, since we no longer have low to moderate income neighborhoods. Services can be assisting the elderly, abused children, battered spouses, persons with disabilities, homeless persons, illiterate adults, migrant farm workers, etc. His recommendation is to max out the Senior Center at 30%, and the other 70% towards other recommended items.

Todd Beady: Stated there are too many strings attached to the CDBG funds.
Questioned if we can set some of the money aside? Response: no. Questioned
if we can use it for blight removal? Response: yes.
Closed at 6:43pm.

RESOLUTION TO APPROVE THE CITY CDBG PRE-ALLOCATION

Resolution No. 241216-06

(Carried)

Motion by Mayor Pro Tem Hicks
Second by Councilmember Krueger

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

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

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

WHEREAS, the funds for services, including senior services, can equal up to 30% of the three year allocation for approved and eligible purposes; and,

WHEREAS, the city council held a public hearing on December 16, 2024 to hear public comment related to the use of such funds,

WHEREAS, the due date for pre and full applications is January 13, 2025 at 5:00pm.

NOW, THEREFORE, BE IT RESOLVED THAT the Swartz Creek City Council submit a pre-application to the Genesee County Metropolitan Planning Commission for the three-year Community Development Block Grant Distribution, an amount estimated to be \$35,189, to support all or some of the following activities as prioritized:

1. Senior Center Services (30%)
2. ADA drop-off point for Pajtas Amphitheatre
3. Blight Remediation
4. Code Enforcement

BE IT FURTHER RESOLVED THAT the Swartz Creek City Council authorize and direct the city manager to submit full applications, as prioritized, to the Genesee County Metropolitan Planning Commission for the three-year Community Development Block Grant Distribution by the due date on January 13, 2025.

Discussion Ensued.

YES: Krueger, Henry, Melen, Spillane, Hicks.

NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

Cheryl Boshaw: Had questions regarding restrooms at amphitheater. City Manager Adam Zettel responded that it has not been further discussed since it was brought up awhile ago.

REMARKS BY COUNCILMEMBERS:

Councilmember Spillane: Looking forward to working with everyone next year.

Councilmember Krueger: Wind Symphony is performing tonight at 7:30. Wished everyone a Merry Christmas and a Happy New Year.

Councilmember Melen: Thanked committee members for their help. Wished everyone a Merry Christmas and a Happy New Year. Congratulated the Mayor on his win.

Mayor Pro Tem Hicks: Looking forward to working with Council next year. The Women's Club had their awards for best decorating. The winners are:

A Cut Above Hair Salon - Best outside
Blue Butterfly Boutique - Best window display
Shear Excellence - Best Interior

Mayor Henry: Thanked retired employee Connie Olger for her service to Swartz Creek. Wished everyone a Merry Christmas and a Happy New Year.

ADJOURNMENT

Resolution No. 241216-07

(Carried)

Motion by Councilmember Melen
Second by Councilmember Spillane

I Move the Swartz Creek City Council adjourn the regular meeting at 6:48 p.m.

Unanimous Voice Vote.

Nate Henry, Mayor

Renee Kraft, CMC, MiPMC, City Clerk

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK
PERIOD ENDING 12/31/2024

| GL NUMBER | 2024-25 ORIGINAL BUDGET | 2024-25 AMENDED BUDGET | YTD BALANCE 12/31/2024 | AVAILABLE BALANCE | % BDGT USED |
|--|-------------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 101 - General Fund | | | | | |
| 000.000 - General | 2,819,079.00 | 2,819,079.00 | 2,146,425.17 | 672,653.83 | 76.14 |
| 215.000 - Administration and Clerk | 0.00 | 0.00 | 3.00 | (3.00) | 100.00 |
| 253.000 - Treasurer | 0.00 | 0.00 | 480.00 | (480.00) | 100.00 |
| 262.000 - Elections | 0.00 | 0.00 | 5,305.19 | (5,305.19) | 100.00 |
| 301.000 - Police Dept | 4,700.00 | 4,700.00 | 1,930.50 | 2,769.50 | 41.07 |
| 345.000 - PUBLIC SAFETY BUILDING | 24,200.00 | 24,200.00 | 9,912.96 | 14,287.04 | 40.96 |
| 371.000 - Building/Zoning/Planning | 63,275.00 | 63,275.00 | 38,748.00 | 24,527.00 | 61.24 |
| 448.000 - Lighting | 8,722.00 | 8,722.00 | 3,860.76 | 4,861.24 | 44.26 |
| 523.000 - Grass, Brush & Weeds | 3,600.00 | 3,600.00 | 1,500.00 | 2,100.00 | 41.67 |
| 694.000 - Community Development f | 39,822.00 | 39,822.00 | 0.00 | 39,822.00 | 0.00 |
| 780.000 - Parks & Recreation | 0.00 | 0.00 | 35.00 | (35.00) | 100.00 |
| 780.500 - Mundy Twp Park Services | 11,024.00 | 11,024.00 | 3,707.55 | 7,316.45 | 33.63 |
| 782.000 - Facilities - Abrams Park | 500.00 | 500.00 | 310.00 | 190.00 | 62.00 |
| 783.000 - Facilities - Elms Rd Park | 10,000.00 | 10,000.00 | 2,150.00 | 7,850.00 | 21.50 |
| 790.000 - Facilities-Senior Center/Lit | 5,300.00 | 5,300.00 | 2,414.76 | 2,885.24 | 45.56 |
| TOTAL REVENUES | 2,990,222.00 | 2,990,222.00 | 2,216,782.89 | 773,439.11 | |
| 000.000 - General | 14,133.00 | 14,133.00 | 6,647.73 | 7,485.27 | 47.04 |
| 101.000 - Council | 26,012.00 | 26,012.00 | 14,463.09 | 11,548.91 | 55.60 |
| 172.000 - Executive | 161,341.00 | 161,341.00 | 77,402.82 | 83,938.18 | 47.97 |
| 215.000 - Administration and Clerk | 36,293.00 | 36,293.00 | 18,465.03 | 17,827.97 | 50.88 |
| 228.000 - Information Technology | 23,000.00 | 23,000.00 | 7,609.53 | 15,390.47 | 33.08 |
| 247.000 - Board of Review | 4,204.00 | 4,204.00 | 459.78 | 3,744.22 | 10.94 |
| 253.000 - Treasurer | 122,480.00 | 122,480.00 | 74,538.58 | 47,941.42 | 60.86 |
| 257.000 - Assessor | 52,881.00 | 52,881.00 | 20,014.13 | 32,866.87 | 37.85 |
| 262.000 - Elections | 86,374.00 | 86,374.00 | 54,859.06 | 31,514.94 | 63.51 |
| 265.000 - Facilities - City Hall | 19,357.00 | 19,357.00 | 11,896.27 | 7,460.73 | 61.46 |
| 266.000 - Legal Council | 18,900.00 | 18,900.00 | 6,116.60 | 12,783.40 | 32.36 |
| 301.000 - Police Dept | 12,026.00 | 12,026.00 | 11,771.73 | 254.27 | 97.89 |

| GL NUMBER | 2024-25 ORIGINAL BUDGET | 2024-25 AMENDED BUDGET | YTD BALANCE 12/31/2024 | AVAILABLE BALANCE | % BDGT USED |
|---|-------------------------------|---------------------------|---------------------------|----------------------|----------------|
| 301.266 - Legal Council PSFY | 24,000.00 | 24,000.00 | 10,039.50 | 13,960.50 | 41.83 |
| 301.851 - Retiree Employer Health C: | 36,648.00 | 36,648.00 | 5,605.72 | 31,042.28 | 15.30 |
| 334.000 - Metro Police Authority | 1,291,290.00 | 1,291,290.00 | 639,397.50 | 651,892.50 | 49.52 |
| 336.000 - Fire Department | 205,162.00 | 205,162.00 | 162,264.56 | 42,897.44 | 79.09 |
| 345.000 - PUBLIC SAFETY BUILDING | 40,138.00 | 40,138.00 | 13,094.07 | 27,043.93 | 32.62 |
| 371.000 - Building/Zoning/Planning | 129,303.00 | 129,303.00 | 64,112.03 | 65,190.97 | 49.58 |
| 448.000 - Lighting | 108,150.00 | 108,150.00 | 60,745.68 | 47,404.32 | 56.17 |
| 523.000 - Grass, Brush & Weeds | 1,500.00 | 1,500.00 | 90.00 | 1,410.00 | 6.00 |
| 567.000 - Facilities - Cemetery | 2,817.00 | 2,817.00 | 967.01 | 1,849.99 | 34.33 |
| 694.000 - Community Development F | 39,822.00 | 39,822.00 | 0.00 | 39,822.00 | 0.00 |
| 728.000 - Economic Development | 8,237.00 | 8,237.00 | 3,584.65 | 4,652.35 | 43.52 |
| 780.000 - Parks & Recreation | 20,354.00 | 20,354.00 | 11,960.61 | 8,393.39 | 58.76 |
| 780.500 - Mundy Twp Park Services | 10,022.00 | 10,022.00 | 5,924.26 | 4,097.74 | 59.11 |
| 782.000 - Facilities - Abrams Park | 74,055.00 | 74,055.00 | 29,790.86 | 44,264.14 | 40.23 |
| 783.000 - Facilities - Elms Rd Park | 101,047.00 | 101,047.00 | 117,476.75 | (16,429.75) | 116.26 |
| 786.000 - Non-Motorized Trailway | 20.00 | 20.00 | 340.00 | (320.00) | 1,700.00 |
| 788.000 - Otterburn Disc Golf Park | 56,154.00 | 56,154.00 | 4,229.38 | 51,924.62 | 7.53 |
| 790.000 - Facilities-Senior Center/Lit | 30,332.00 | 30,332.00 | 15,308.63 | 15,023.37 | 50.47 |
| 794.000 - Community Promotions Pr | 77,194.00 | 77,194.00 | 46,419.38 | 30,774.62 | 60.13 |
| 797.000 - Facilities - City Parking Lot | 8,725.00 | 8,725.00 | 948.47 | 7,776.53 | 10.87 |
| 851.000 - Retired Employee Health C | 34,732.00 | 34,732.00 | 12,045.51 | 22,686.49 | 34.68 |
| 965.000 - Transfers Out | 202,500.00 | 202,500.00 | 155,000.00 | 47,500.00 | 76.54 |
| TOTAL EXPENDITURES | 3,079,203.00 | 3,079,203.00 | 1,663,588.92 | 1,415,614.08 | |
| Fund 101 - General Fund: | | | | | |
| TOTAL REVENUES | 2,990,222.00 | 2,990,222.00 | 2,216,782.89 | 773,439.11 | 74.13 |
| TOTAL EXPENDITURES | 3,079,203.00 | 3,079,203.00 | 1,663,588.92 | 1,415,614.08 | 54.03 |
| NET OF REVENUES & EXPENDITURES | (88,981.00) | (88,981.00) | 553,193.97 | (642,174.97) | |
| Fund 202 - Major Street Fund | | | | | |
| 000.000 - General | 617,797.00 | 617,797.00 | 183,268.21 | 434,528.79 | 29.66 |
| 441.000 - Miller Rd Park & Ride | 5,000.00 | 5,000.00 | 1,354.02 | 3,645.98 | 27.08 |
| 449.500 - Right of Way - General | 0.00 | 0.00 | 3,000.00 | (3,000.00) | 100.00 |
| 463.000 - Routine Maint - Streets | 10,000.00 | 10,000.00 | 0.00 | 10,000.00 | 0.00 |

| GL NUMBER | 2024-25 ORIGINAL BUDGET | 2024-25 AMENDED BUDGET | YTD BALANCE 12/31/2024 | AVAILABLE BALANCE | % BDGT USED |
|--------------------------------------|-------------------------------|---------------------------|---------------------------|----------------------|----------------|
| 478.000 - Snow & Ice Removal | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 0.00 |
| TOTAL REVENUES | 635,797.00 | 635,797.00 | 187,622.23 | 448,174.77 | |
| 228.000 - Information Technology | 900.00 | 900.00 | 311.34 | 588.66 | 34.59 |
| 429.000 - Occupational Safety | 34.00 | 34.00 | 0.00 | 34.00 | 0.00 |
| 441.000 - Miller Rd Park & Ride | 5,873.00 | 5,873.00 | 1,875.25 | 3,997.75 | 31.93 |
| 449.500 - Right of Way - General | 15,000.00 | 15,000.00 | 12,650.00 | 2,350.00 | 84.33 |
| 449.501 - Right of Way - Storms | 15,000.00 | 15,000.00 | 0.00 | 15,000.00 | 0.00 |
| 452.100 - Safe Routes to School Grar | 0.00 | 0.00 | 5,894.78 | (5,894.78) | 100.00 |
| 454.000 - STREETS PROJECTS | 0.00 | 0.00 | 27,983.50 | (27,983.50) | 100.00 |
| 463.000 - Routine Maint - Streets | 319,653.00 | 319,653.00 | 96,602.26 | 223,050.74 | 30.22 |
| 474.000 - Traffic Services | 29,778.00 | 29,778.00 | 27,081.19 | 2,696.81 | 90.94 |
| 478.000 - Snow & Ice Removal | 62,193.00 | 62,193.00 | 11,750.79 | 50,442.21 | 18.89 |
| 482.000 - Administrative | 17,525.00 | 17,525.00 | 7,550.86 | 9,974.14 | 43.09 |
| 538.500 - Intercommunity storm drai | 14,540.00 | 14,540.00 | 1,250.82 | 13,289.18 | 8.60 |
| TOTAL EXPENDITURES | 480,496.00 | 480,496.00 | 192,950.79 | 287,545.21 | |
| Fund 202 - Major Street Fund: | | | | | |
| TOTAL REVENUES | 635,797.00 | 635,797.00 | 187,622.23 | 448,174.77 | 29.51 |
| TOTAL EXPENDITURES | 480,496.00 | 480,496.00 | 192,950.79 | 287,545.21 | 40.16 |
| NET OF REVENUES & EXPENDITURES | 155,301.00 | 155,301.00 | (5,328.56) | 160,629.56 | |
| Fund 203 - Local Street Fund | | | | | |
| 000.000 - General | 196,892.00 | 196,892.00 | 99,658.94 | 97,233.06 | 50.62 |
| 449.000 - Right of Way Telecomm | 15,000.00 | 15,000.00 | 0.00 | 15,000.00 | 0.00 |
| 478.000 - Snow & Ice Removal | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 0.00 |
| 931.000 - Transfers IN | 965,000.00 | 965,000.00 | 0.00 | 965,000.00 | 0.00 |
| TOTAL REVENUES | 1,178,392.00 | 1,178,392.00 | 99,658.94 | 1,078,733.06 | |
| 228.000 - Information Technology | 700.00 | 700.00 | 311.34 | 388.66 | 44.48 |
| 449.500 - Right of Way - General | 14,000.00 | 14,000.00 | 5,525.00 | 8,475.00 | 39.46 |
| 449.501 - Right of Way - Storms | 1,000.00 | 1,000.00 | 0.00 | 1,000.00 | 0.00 |
| 454.000 - STREETS PROJECTS | 0.00 | 0.00 | 27,380.75 | (27,380.75) | 100.00 |
| 463.000 - Routine Maint - Streets | 1,078,384.00 | 1,078,384.00 | 149,276.58 | 929,107.42 | 13.84 |
| 474.000 - Traffic Services | 10,657.00 | 10,657.00 | 15,252.59 | (4,595.59) | 143.12 |
| 478.000 - Snow & Ice Removal | 43,380.00 | 43,380.00 | 10,901.54 | 32,478.46 | 25.13 |

| GL NUMBER | 2024-25 ORIGINAL BUDGET | 2024-25 AMENDED BUDGET | YTD BALANCE 12/31/2024 | AVAILABLE BALANCE | % BDGT USED |
|--|-------------------------------|---------------------------|---------------------------|----------------------|----------------|
| 482.000 - Administrative | 13,144.00 | 13,144.00 | 5,663.09 | 7,480.91 | 43.08 |
| 538.500 - Intercommunity storm drai | 13,200.00 | 13,200.00 | 1,250.82 | 11,949.18 | 9.48 |
| TOTAL EXPENDITURES | 1,174,465.00 | 1,174,465.00 | 215,561.71 | 958,903.29 | |
| Fund 203 - Local Street Fund: | | | | | |
| TOTAL REVENUES | 1,178,392.00 | 1,178,392.00 | 99,658.94 | 1,078,733.06 | 8.46 |
| TOTAL EXPENDITURES | 1,174,465.00 | 1,174,465.00 | 215,561.71 | 958,903.29 | 18.35 |
| NET OF REVENUES & EXPENDITURES | 3,927.00 | 3,927.00 | (115,902.77) | 119,829.77 | |
| Fund 204 - MUNICIPAL STREET FUND | | | | | |
| 000.000 - General | 812,938.00 | 812,938.00 | 843,945.59 | (31,007.59) | 103.81 |
| TOTAL REVENUES | 812,938.00 | 812,938.00 | 843,945.59 | (31,007.59) | |
| 455.100 - CAPITAL IMPROVEMENT BC | 2,895,284.00 | 2,895,284.00 | 1,248,475.03 | 1,646,808.97 | 43.12 |
| 905.000 - Debt Service | 661,473.00 | 661,473.00 | 369,544.04 | 291,928.96 | 55.87 |
| 965.000 - Transfers Out | 965,000.00 | 965,000.00 | 0.00 | 965,000.00 | 0.00 |
| TOTAL EXPENDITURES | 4,521,757.00 | 4,521,757.00 | 1,618,019.07 | 2,903,737.93 | |
| Fund 204 - MUNICIPAL STREET FUND: | | | | | |
| TOTAL REVENUES | 812,938.00 | 812,938.00 | 843,945.59 | (31,007.59) | 103.81 |
| TOTAL EXPENDITURES | 4,521,757.00 | 4,521,757.00 | 1,618,019.07 | 2,903,737.93 | 35.78 |
| NET OF REVENUES & EXPENDITURES | (3,708,819.00) | (3,708,819.00) | (774,073.48) | (2,934,745.52) | |
| Fund 226 - Garbage Fund | | | | | |
| 000.000 - General | 499,946.00 | 499,946.00 | 490,979.53 | 8,966.47 | 98.21 |
| 253.000 - Treasurer | 0.00 | 0.00 | 120.00 | (120.00) | 100.00 |
| TOTAL REVENUES | 499,946.00 | 499,946.00 | 491,099.53 | 8,846.47 | |
| 101.000 - Council | 4,221.00 | 4,221.00 | 2,503.14 | 1,717.86 | 59.30 |
| 172.000 - Executive | 9,912.00 | 9,912.00 | 5,644.84 | 4,267.16 | 56.95 |
| 215.000 - Administration and Clerk | 2,961.00 | 2,961.00 | 1,983.08 | 977.92 | 66.97 |
| 228.000 - Information Technology | 2,640.00 | 2,640.00 | 970.69 | 1,669.31 | 36.77 |
| 253.000 - Treasurer | 21,540.00 | 21,540.00 | 14,223.00 | 7,317.00 | 66.03 |
| 265.000 - Facilities - City Hall | 4,437.00 | 4,437.00 | 1,829.61 | 2,607.39 | 41.24 |
| 528.000 - Sanitation Collection | 336,098.00 | 336,098.00 | 113,628.00 | 222,470.00 | 33.81 |
| 530.000 - Wood Chipping | 57,758.00 | 57,758.00 | 42,879.31 | 14,878.69 | 74.24 |
| 782.000 - Facilities - Abrams Park | 17,835.00 | 17,835.00 | 6,042.90 | 11,792.10 | 33.88 |
| 783.000 - Facilities - Elms Rd Park | 20,434.00 | 20,434.00 | 8,007.24 | 12,426.76 | 39.19 |
| 965.000 - Transfers Out | 2,500.00 | 2,500.00 | 0.00 | 2,500.00 | 0.00 |
| TOTAL EXPENDITURES | 480,336.00 | 480,336.00 | 197,711.81 | 282,624.19 | |

| GL NUMBER | 2024-25 ORIGINAL BUDGET | 2024-25 AMENDED BUDGET | YTD BALANCE 12/31/2024 | AVAILABLE BALANCE | % BDGT USED |
|--|-------------------------|------------------------|------------------------|-------------------|-------------|
| Fund 226 - Garbage Fund: | | | | | |
| TOTAL REVENUES | 499,946.00 | 499,946.00 | 491,099.53 | 8,846.47 | 98.23 |
| TOTAL EXPENDITURES | 480,336.00 | 480,336.00 | 197,711.81 | 282,624.19 | 41.16 |
| NET OF REVENUES & EXPENDITURES | 19,610.00 | 19,610.00 | 293,387.72 | (273,777.72) | |
| Fund 248 - Downtown Development Fund | | | | | |
| 000.000 - General | 167,327.00 | 167,327.00 | 112,614.61 | 54,712.39 | 67.30 |
| 728.000 - Economic Development | 0.00 | 0.00 | 10,000.00 | (10,000.00) | 100.00 |
| TOTAL REVENUES | 167,327.00 | 167,327.00 | 122,614.61 | 44,712.39 | |
| 173.000 - DDA Administration | 16,400.00 | 16,400.00 | 7,114.80 | 9,285.20 | 43.38 |
| 728.000 - Economic Development | 38,299.00 | 38,299.00 | 139,273.94 | (100,974.94) | 363.65 |
| 728.002 - Streetscape | 100,000.00 | 100,000.00 | 49,600.00 | 50,400.00 | 49.60 |
| 728.003 - Facade Program | 20,000.00 | 20,000.00 | 0.00 | 20,000.00 | 0.00 |
| 728.004 - Family Movie Night | 6,500.00 | 6,500.00 | 1,359.86 | 5,140.14 | 20.92 |
| TOTAL EXPENDITURES | 181,199.00 | 181,199.00 | 197,348.60 | (16,149.60) | |
| Fund 248 - Downtown Development Fund: | | | | | |
| TOTAL REVENUES | 167,327.00 | 167,327.00 | 122,614.61 | 44,712.39 | 73.28 |
| TOTAL EXPENDITURES | 181,199.00 | 181,199.00 | 197,348.60 | (16,149.60) | 108.91 |
| NET OF REVENUES & EXPENDITURES | (13,872.00) | (13,872.00) | (74,733.99) | 60,861.99 | |
| Fund 401 - Capital Project Fund | | | | | |
| 000.000 - General | 0.00 | 0.00 | 2.60 | (2.60) | 100.00 |
| 931.000 - Transfers IN | 60,000.00 | 60,000.00 | 0.00 | 60,000.00 | 0.00 |
| TOTAL REVENUES | 60,000.00 | 60,000.00 | 2.60 | 59,997.40 | |
| Fund 401 - Capital Project Fund: | | | | | |
| TOTAL REVENUES | 60,000.00 | 60,000.00 | 2.60 | 59,997.40 | 0.00 |
| TOTAL EXPENDITURES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NET OF REVENUES & EXPENDITURES | 60,000.00 | 60,000.00 | 2.60 | 59,997.40 | |
| Fund 402 - Fire Equip Replacement Fund | | | | | |
| 000.000 - General | 1,245.00 | 1,245.00 | 265.93 | 979.07 | 21.36 |
| 931.000 - Transfers IN | 155,000.00 | 155,000.00 | 155,000.00 | 0.00 | 100.00 |
| TOTAL REVENUES | 156,245.00 | 156,245.00 | 155,265.93 | 979.07 | |
| 336.000 - Fire Department | 0.00 | 0.00 | 107,012.28 | (107,012.28) | 100.00 |
| TOTAL EXPENDITURES | 0.00 | 0.00 | 107,012.28 | (107,012.28) | |
| Fund 402 - Fire Equip Replacement Fund: | | | | | |
| TOTAL REVENUES | 156,245.00 | 156,245.00 | 155,265.93 | 979.07 | 99.37 |
| TOTAL EXPENDITURES | 0.00 | 0.00 | 107,012.28 | (107,012.28) | 100.00 |
| NET OF REVENUES & EXPENDITURES | 156,245.00 | 156,245.00 | 48,253.65 | 107,991.35 | |
| Fund 590 - Sanitary Sewer Fund | | | | | |
| 000.000 - General | 11,000.00 | 11,000.00 | 28,407.84 | (17,407.84) | 258.25 |

| GL NUMBER | 2024-25 ORIGINAL BUDGET | 2024-25 AMENDED BUDGET | YTD BALANCE 12/31/2024 | AVAILABLE BALANCE | % BDGT USED |
|------------------------------------|-------------------------------|---------------------------|---------------------------|----------------------|----------------|
| 253.000 - Treasurer | 0.00 | 0.00 | 300.00 | (300.00) | 100.00 |
| 536.000 - Sewer System | 1,383,900.00 | 1,383,900.00 | 646,341.83 | 737,558.17 | 46.70 |
| TOTAL REVENUES | 1,394,900.00 | 1,394,900.00 | 675,049.67 | 719,850.33 | |
| 101.000 - Council | 10,372.00 | 10,372.00 | 6,264.22 | 4,107.78 | 60.40 |
| 172.000 - Executive | 39,363.00 | 39,363.00 | 21,987.55 | 17,375.45 | 55.86 |
| 215.000 - Administration and Clerk | 13,526.00 | 13,526.00 | 7,708.62 | 5,817.38 | 56.99 |
| 228.000 - Information Technology | 9,440.00 | 9,440.00 | 3,605.39 | 5,834.61 | 38.19 |
| 253.000 - Treasurer | 84,886.00 | 84,886.00 | 51,075.73 | 33,810.27 | 60.17 |
| 265.000 - Facilities - City Hall | 10,690.00 | 10,690.00 | 4,805.08 | 5,884.92 | 44.95 |
| 536.000 - Sewer System | 1,190,171.00 | 1,190,171.00 | 235,313.31 | 954,857.69 | 19.77 |
| 537.000 - Sewer Lift Stations | 12,096.00 | 12,096.00 | 3,650.07 | 8,445.93 | 30.18 |
| 542.000 - Read and Bill | 71,164.00 | 71,164.00 | 28,708.35 | 42,455.65 | 40.34 |
| 543.401 - Flush & TV Sewers | 200,000.00 | 200,000.00 | 0.00 | 200,000.00 | 0.00 |
| 850.000 - Other Functions | 8,000.00 | 8,000.00 | 0.00 | 8,000.00 | 0.00 |
| TOTAL EXPENDITURES | 1,649,708.00 | 1,649,708.00 | 363,118.32 | 1,286,589.68 | |
| Fund 590 - Sanitary Sewer Fund: | | | | | |
| TOTAL REVENUES | 1,394,900.00 | 1,394,900.00 | 675,049.67 | 719,850.33 | 48.39 |
| TOTAL EXPENDITURES | 1,649,708.00 | 1,649,708.00 | 363,118.32 | 1,286,589.68 | 22.01 |
| NET OF REVENUES & EXPENDITURES | (254,808.00) | (254,808.00) | 311,931.35 | (566,739.35) | |
| Fund 591 - Water Supply Fund | | | | | |
| 000.000 - General | 9,000.00 | 9,000.00 | 20,906.80 | (11,906.80) | 232.30 |
| 253.000 - Treasurer | 0.00 | 0.00 | 300.00 | (300.00) | 100.00 |
| 540.000 - Water System | 2,555,308.00 | 2,555,308.00 | 1,146,643.52 | 1,408,664.48 | 44.87 |
| TOTAL REVENUES | 2,564,308.00 | 2,564,308.00 | 1,167,850.32 | 1,396,457.68 | |
| 101.000 - Council | 9,957.00 | 9,957.00 | 6,264.64 | 3,692.36 | 62.92 |
| 172.000 - Executive | 39,396.00 | 39,396.00 | 22,371.39 | 17,024.61 | 56.79 |
| 215.000 - Administration and Clerk | 13,574.00 | 13,574.00 | 7,708.62 | 5,865.38 | 56.79 |
| 228.000 - Information Technology | 9,440.00 | 9,440.00 | 3,605.39 | 5,834.61 | 38.19 |
| 253.000 - Treasurer | 98,543.00 | 98,543.00 | 49,423.57 | 49,119.43 | 50.15 |
| 265.000 - Facilities - City Hall | 10,453.00 | 10,453.00 | 4,822.79 | 5,630.21 | 46.14 |
| 540.000 - Water System | 2,930,853.00 | 2,930,853.00 | 788,353.81 | 2,142,499.19 | 26.90 |
| 542.000 - Read and Bill | 53,144.00 | 53,144.00 | 28,582.17 | 24,561.83 | 53.78 |

| GL NUMBER | 2024-25 ORIGINAL BUDGET | 2024-25 AMENDED BUDGET | YTD BALANCE 12/31/2024 | AVAILABLE BALANCE | % BDGT USED |
|------------------------------------|-------------------------------|---------------------------|---------------------------|----------------------|----------------|
| 543.230 - Water Main Repair USDA G | 0.00 | 0.00 | 203,747.40 | (203,747.40) | 100.00 |
| 850.000 - Other Functions | 8,000.00 | 8,000.00 | 0.00 | 8,000.00 | 0.00 |
| 905.000 - Debt Service | 188,476.00 | 188,476.00 | 69,983.88 | 118,492.12 | 37.13 |
| 965.000 - Transfers Out | 5,000.00 | 5,000.00 | 0.00 | 5,000.00 | 0.00 |
| TOTAL EXPENDITURES | 3,366,836.00 | 3,366,836.00 | 1,184,863.66 | 2,181,972.34 | |
| Fund 591 - Water Supply Fund: | | | | | |
| TOTAL REVENUES | 2,564,308.00 | 2,564,308.00 | 1,167,850.32 | 1,396,457.68 | 45.54 |
| TOTAL EXPENDITURES | 3,366,836.00 | 3,366,836.00 | 1,184,863.66 | 2,181,972.34 | 35.19 |
| NET OF REVENUES & EXPENDITURES | (802,528.00) | (802,528.00) | (17,013.34) | (785,514.66) | |
| Fund 661 - Motor Pool Fund | | | | | |
| 000.000 - General | 155,450.00 | 155,450.00 | 112,945.82 | 42,504.18 | 72.66 |
| TOTAL REVENUES | 155,450.00 | 155,450.00 | 112,945.82 | 42,504.18 | |
| 172.000 - Executive | 11,802.00 | 11,802.00 | 9,866.80 | 1,935.20 | 83.60 |
| 228.000 - Information Technology | 815.00 | 815.00 | 534.78 | 280.22 | 65.62 |
| 253.000 - Treasurer | 946.00 | 946.00 | 1,197.56 | (251.56) | 126.59 |
| 265.100 - Facilities - City Garage | 293,959.00 | 293,959.00 | 139,626.29 | 154,332.71 | 47.50 |
| 850.000 - Other Functions | 3,000.00 | 3,000.00 | 0.00 | 3,000.00 | 0.00 |
| TOTAL EXPENDITURES | 310,522.00 | 310,522.00 | 151,225.43 | 159,296.57 | |
| Fund 661 - Motor Pool Fund: | | | | | |
| TOTAL REVENUES | 155,450.00 | 155,450.00 | 112,945.82 | 42,504.18 | 72.66 |
| TOTAL EXPENDITURES | 310,522.00 | 310,522.00 | 151,225.43 | 159,296.57 | 48.70 |
| NET OF REVENUES & EXPENDITURES | (155,072.00) | (155,072.00) | (38,279.61) | (116,792.39) | |
| Fund 750 - Payroll Fund | | | | | |
| 000.000 - General | 0.00 | 0.00 | 1.51 | (1.51) | 100.00 |
| TOTAL REVENUES | 0.00 | 0.00 | 1.51 | (1.51) | |
| Fund 750 - Payroll Fund: | | | | | |
| TOTAL REVENUES | 0.00 | 0.00 | 1.51 | (1.51) | 100.00 |
| TOTAL EXPENDITURES | 0.00 | 0.00 | 0.00 | 0.00 | |
| NET OF REVENUES & EXPENDITURES | 0.00 | 0.00 | 1.51 | (1.51) | |
| TOTAL REVENUES - ALL FUNDS | 10,615,525.00 | 10,615,525.00 | 6,072,839.64 | 4,542,685.36 | 57.21 |
| TOTAL EXPENDITURES - ALL FUNDS | 15,244,522.00 | 15,244,522.00 | 5,891,400.59 | 9,353,121.41 | 38.65 |
| NET OF REVENUES & EXPENDITURES | (4,628,997.00) | (4,628,997.00) | 181,439.05 | (4,810,436.05) | |

01/02/2025

CHECK REGISTER FOR CITY OF SWARTZ CREEK
 CHECK DATE FROM 12/01/2024 - 12/31/2024

| Check Date | Check | Vendor Name | Description | Amount |
|-------------------------------|-------|-------------------------------------|--|----------|
| Bank GEN CONSOLIDATED ACCOUNT | | | | |
| 12/03/2024 | 64(E) | UNUM LIFE INSURANCE | RETIREE LIFE DECEMBER 1 - DECEMBER 31, 2 | 31.47 |
| 12/03/2024 | 54221 | KCI | PROPOSAL EST. POSTAGE JANUARY 2025 WATER | 1,117.25 |
| 12/03/2024 | 54222 | VC3 INC | MICROSOFT BUSNS STANDARD/EXCHANGE ONLINE | 190.80 |
| 12/11/2024 | 65(E) | FIDELITY SECURITY LIFE INSUR/EYEMED | RETIREE VISION DECEMBER 2024 | 39.36 |
| 12/11/2024 | 66(E) | SPEEDY SIGNS NELSON | SIGN FOR COSMOS IN THE CREEK | 4,562.22 |
| 12/11/2024 | 54223 | ADS PLUS PRINTING LLC | BUSINESS CARDS MAYOR HENRY | 67.00 |
| 12/11/2024 | 54224 | MASTER SEAL ASPHALT MAINT CONTR INC | 5045 FAIRCHILD ST | 4,500.00 |
| 12/11/2024 | 54225 | CHARTER TOWNSHIP OF MUNDY | JOINT INSP & PERMIT FEES FOR JULY 2024 | 9,255.90 |
| 12/11/2024 | 54226 | CHASE CARD SERVICES | MONTHLY STATEMENT OCTOBER 23, 2024 THRU | 4,244.90 |
| 12/11/2024 | 54227 | CITY OF SWARTZ CREEK | WINTER 2024 TAXES 58-31-300-003 4355 ELM | 55.73 |
| 12/11/2024 | 54228 | CITY OF SWARTZ CREEK | WINTER 2024 TAXES 58-35-576-053 4484 MOR | 722.30 |
| 12/11/2024 | 54229 | COMCAST BUSINESS | MONTHLY INVOICE NOV 29, 2024 THRU DEC 28 | 350.26 |
| 12/11/2024 | 54230 | CONSUMERS ENERGY | 5015 HOLLAND DR LOT LIGHTS | 40.77 |
| 12/11/2024 | 54231 | CONSUMERS ENERGY | 5441 WHITNEY CT PAVILLION | 28.76 |
| 12/11/2024 | 54232 | CONSUMERS ENERGY | 8011 MILLER RD | 30.67 |
| 12/11/2024 | 54233 | CONSUMERS ENERGY | 5121 MORRISH RD | 602.39 |
| 12/11/2024 | 54234 | CONSUMERS ENERGY | 8095 CIVIC DR | 613.14 |
| 12/11/2024 | 54235 | CONSUMERS ENERGY | 5361 WINSHALL DR #2 RESTRMS 9987 | 36.45 |
| 12/11/2024 | 54236 | CONSUMERS ENERGY | 9099 MILLER RD | 33.78 |
| 12/11/2024 | 54237 | CONSUMERS ENERGY | 5361 WINSHALL DR 8369 | 32.30 |
| 12/11/2024 | 54238 | CONSUMERS ENERGY | 5257 WINSHALL DR | 30.98 |
| 12/11/2024 | 54239 | CONSUMERS ENERGY | 8083 CIVIC DR | 618.53 |
| 12/11/2024 | 54240 | CONSUMERS ENERGY | 8499 MILLER RD | 31.55 |
| 12/11/2024 | 54241 | CONSUMERS ENERGY | 8059 FORTINO DR | 34.65 |
| 12/11/2024 | 54242 | CONSUMERS ENERGY | 4510 MORRISH RD | 43.44 |
| 12/11/2024 | 54243 | CONSUMERS ENERGY | 4484 MORRISH RD 10/22/24 THRU 11/21/24 | 167.45 |
| 12/11/2024 | 54244 | CONSUMERS ENERGY | ELMS PARKING LOT AREA LIGHTS 2300 | 47.17 |
| 12/11/2024 | 54245 | CONSUMERS ENERGY | STREET LIGHTS 1294 | 3,575.89 |
| 12/11/2024 | 54246 | CONSUMERS ENERGY | 4524 MORRISH RD | 73.51 |
| 12/11/2024 | 54247 | CONSUMERS ENERGY | 48473 LED LIGHT RD WORCHESTER/CHESTERFIE | 6,036.24 |
| 12/11/2024 | 54248 | CONSUMERS ENERGY | 4125 ELMS RD 4353 | 37.17 |
| 12/11/2024 | 54249 | CONSUMERS ENERGY | 4125 ELMS RD PAVILION 4437 | 32.90 |
| 12/11/2024 | 54250 | CONSUMERS ENERGY | SIRENS TRAFFIC LIGHTS 1997 | 31.33 |
| 12/11/2024 | 54251 | CONSUMERS ENERGY | TRAFFIC LIGHTS 1781 | 477.88 |
| 12/11/2024 | 54252 | CONSUMERS ENERGY | 6425 MILLER PARK & RIDE | 90.22 |

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|------------|-------|--------------------------------|--|------------------|
| 12/11/2024 | 54253 | CONSUMERS ENERGY | 5361 WINSHALL DR NP | 33.56 |
| 12/11/2024 | 54254 | CONSUMERS ENERGY | 8301 CAPPY LN | 252.23 |
| 12/11/2024 | 54255 | CONSUMERS ENERGY | 8100 CIVIC DR | 940.43 |
| 12/11/2024 | 54256 | CONSUMERS ENERGY | 4484 MORRISH RD FINAL BILL 11/22/24 THRU | 184.27 |
| 12/11/2024 | 54257 | DETROIT SALT COMPANY | ROAD SALT AT \$65.37 PER TON | 3,447.97 |
| 12/11/2024 | 54258 | DIPONIO CONTRACTING, LLC | STREET BOND 010- CAT 001 CITY 09/29/2024 | 105,230.07 |
| 12/11/2024 | 54259 | FAMILY FARM AND HOME INC | MONTHLY INVOICES | 222.20 |
| 12/11/2024 | 54260 | FLINT WELDING SUPPLY | CYLINDER COMPRESSED OXYGEN | 6.25 |
| 12/11/2024 | 54261 | GEN CTY DRAIN COMMISIONER | NPDES PHASE II OCT 31,2024 THRU DECEMBER | 450.32 |
| 12/11/2024 | 54262 | GEN CTY METROPOLITAN ALLIANCE | 2024 DUES GILBERT/CAMPBELL/HENRY | 165.00 |
| 12/11/2024 | 54263 | GILL ROYS HARDWARE | NOVEMBER 2024 INVOICES LESS DISCOUNT | 949.93 |
| 12/11/2024 | 54264 | HYDRO DESIGNS INC | CROSS CONNECTION PROGRAM NOVEMBER 2024 T | 3,975.00 |
| | | | CROSS CONNECTION PROGRAM FY2026 JULY-JAN | 1,071.00 |
| | | | | <u>5,046.00</u> |
| 12/11/2024 | 54265 | KCI | WINTER 2024 TAX BILLS/POSTAGE BALANCE | 633.27 |
| 12/11/2024 | 54266 | LEGACY ASSESSING SERVICES INC | ASSESSING SERVICES DECEMBER 2024 | 2,888.97 |
| 12/11/2024 | 54267 | LIFETIME URGENT CARE | DOT PHYS-ROBERT LLOYD | 90.00 |
| 12/11/2024 | 54268 | MICHIGAN ASSOCIATION OF MAYORS | 2025 MEMBERSHIP DUES-NATE HENRY | 110.00 |
| 12/11/2024 | 54269 | MICHIGAN MUNICIPAL LEAGUE | MEMBERSHIP DUES 2/1/25 THRU 1/31/26 | 3,826.00 |
| 12/11/2024 | 54270 | MLIVE MEDIA GROUP | PUBLIC HEARING NOTICE 11/29/24 | 289.07 |
| 12/11/2024 | 54271 | OHM ADVISORS | PROFESSIONAL SERVICES RENDERED THROUGH N | 5,585.00 |
| | | | SAFE ROUTES TO SCHOOL CE SERVIES RENDERE | 284.54 |
| | | | CAPPY LN & DON SHENK PE THROUGH NOVEMBER | 26,441.50 |
| | | | USDA PHASE II WATER MAIN ENGINEERING SER | 15,511.50 |
| | | | | <u>47,822.54</u> |
| 12/11/2024 | 54272 | OHM ADVISORS | FRONTIER COMM. ROW APPLICATIONS | 960.00 |
| 12/11/2024 | 54273 | OHM ADVISORS | WINCHESTER VILAGE LOCAL RD IMPROVEMENTS | 8,793.50 |
| 12/11/2024 | 54274 | OHM ADVISORS | WINCHESTER WOODS SUBDIVISION IMPROVEMENT | 5,394.00 |
| 12/11/2024 | 54275 | PATON, SCOTT | UB refund for account: 0000121500 | 178.17 |
| 12/11/2024 | 54276 | PRINTING SYSTEMS | ELECTION BLANK BALLOT PAPER | 65.42 |
| | | | ELECTION BLANK BALLOT PAPER | 122.84 |
| | | | | <u>188.26</u> |

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|------------|-------|-------------------------------------|--|---------------|
| 12/11/2024 | 54277 | CORELOGIC, INC | 2024 Sum Tax Refund 58-36-526-043 | 3,177.71 |
| 12/11/2024 | 54278 | BIO-SERV CORPORATION | PEST CONTROL - CITY HALL/LIBRARY-SR CTR | 148.00 |
| 12/11/2024 | 54279 | SIMEN FIGURA & PARKER PLC | MONTHLY INVOICE NOVEMBER 2024 | 1,364.00 |
| 12/11/2024 | 54280 | STAPLES | NOTEPADS, LETTER OPENERS & ADDING MACHIN | 53.03 |
| 12/11/2024 | 54281 | STATE OF MICHIGAN-DEQ WTR | DRINKING WATER LAB TESTING 5121 MORRISH, | 96.00 |
| | | | DRINKING WATER LAB TESTING 5300 OAKVIEW, | 96.00 |
| | | | | <u>192.00</u> |
| 12/11/2024 | 54282 | SUBURBAN AUTO SUPPLY | 3/8 HYD HOSE & 6G-6FJX FOR 308 PLOW | 65.14 |
| | | | OIL FILTER/ FUEL FILTER/& AIR FILTER FOR | 165.97 |
| | | | JYDRAULIC J B SERVICE | 39.99 |
| | | | | <u>271.10</u> |
| 12/11/2024 | 54283 | SUPER FLITE OIL CO INC | FUEL - DPW NOVEMBER 2024 | 1,096.33 |
| 12/11/2024 | 54284 | SWARTZ CREEK AREA FIRE DEPT. | 2025 1ST 1/2 FIRE BUDGET | 69,524.25 |
| 12/11/2024 | 54285 | SWARTZ CREEK AREA FIRE DEPT. | MONTHLY RUNS FIRE & EMS NOVEMBER 2024 | 2,749.28 |
| 12/11/2024 | 54286 | VEHICLE ACCESSORIES | OUTFITTING NEW VEHICLE (2) | 8,373.76 |
| 12/11/2024 | 54287 | VERIZON WIRELESS | MONTHLY INVOICE NOVEMBER | 337.39 |
| 12/11/2024 | 54288 | JAMS MEDIA LLC | SIDEWALKS NOTICE, PLAN PUBLIC HEARING & | 150.90 |
| 12/11/2024 | 54289 | VISUAL EDGE IT | CONTRACT 11/22/24 THRU 12/22/24 | 334.08 |
| 12/11/2024 | 54290 | ZETTEL, ADAM | REIMBURSEMENT FOR ASSESING CERTIFICATION | 175.00 |
| 12/17/2024 | 54291 | CONSUMERS ENERGY | 4484 MORRISH RD 11/22/24 THRU 12/8/24 | 344.89 |
| 12/17/2024 | 54292 | DETROIT SALT COMPANY | ROAD SALT AT \$65.37 PER TON | 3,435.85 |
| 12/17/2024 | 54293 | DIPONIO CONTRACTING, LLC | STREET BOND 011- CAT 001 CITY 11/02/2024 | 262,808.74 |
| 12/17/2024 | 54294 | GENESEE CTY DRAIN COMMISSIONER | 10/30/24 THRU 11/27/24 NOVEMBER 2024 BUL | 116,758.93 |
| 12/17/2024 | 54295 | JAY'S SEPTIC TANK SERVICE | PORT-A-JON RENTAL FOR 4150 ELMS RD DEC13 | 580.00 |
| 12/17/2024 | 54296 | METRO POLICE AUTH OF GENESEE COUNTY | NOVEMBER 2024 ORD. FEES | 3,475.74 |
| 12/17/2024 | 54297 | AMY NICHOLS | BANK RUNS FOR NOVEMBER & DECEMBER 2024 | 71.42 |
| 12/17/2024 | 54298 | PARAGON LABORATORIES INC | WATER SAMPLES WO SWARTZ CREEK 12/4/24 | 702.00 |
| 12/17/2024 | 54299 | SELF SERVE LUMBER CO. | TRIM FOR GARAGE BATHROOM | 16.98 |
| | | | GARAGE WALL REPAIR DRYWALL, CASING & SMA | 97.92 |
| | | | | <u>114.90</u> |

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|------------|-------|-----------------------------------|--|------------|
| 12/17/2024 | 54300 | DOUGLAS F SHERMAN | FURNACE REPAIR FOR SENIOR CENTER /POSSIB | 275.00 |
| 12/17/2024 | 54301 | TAYLOR & MORGAN CPA | FINANICAL SERVIICES PROVIDED BY SHERI SP | 3,896.50 |
| 12/17/2024 | 54302 | TRUCK AND TRAILER SPECIALTIES INC | WING BLADE PARTS & MAINTENANCE FOR 1-22 | 626.63 |
| 12/17/2024 | 54303 | VC3 INC | MICROSOFT BUSNS STANDARD/EXCHANGE ONLINE | 190.80 |
| 12/17/2024 | 54304 | DAVIS KIRKSEY ASSOCIATES INC | PROFESSIONAL SERVICES FINAL PAYMENT UNDE | 3,000.00 |
| 12/18/2024 | 67(E) | UNUM LIFE INSURANCE | RETIREE LIFE JANUARY 2025 JAN 1 THRU JAN | 31.47 |
| 12/18/2024 | 54305 | DIPONIO CONTRACTING, LLC | USDA WATER MAIN AND LOCAL STREET IMPROVE | 118,330.45 |

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|----------------------------|--|--|--|-------------------|
| GEN TOTALS: | | | | |
| Total of 89 Checks: | | | | 828,576.52 |
| Less 0 Void Checks: | | | | 0.00 |
| Total of 89 Disbursements: | | | | <u>828,576.52</u> |

Public Works
Monthly Work Orders

01/02/25

| Work Order # | Location ID | Customer Name | Date Recd | Type |
|--------------------------|---------------------|--|----------------------|------------------|
| Work Order Status | | Service Address | Date Comp | |
| 24-000059 COMPLETED | WI10-005316-0000-03 | ODETTE, JILL 5316 WINSHALL DR | 12/09/24 12/09/24 | WATER LEAK |
| 24-000060 COMPLETED | DU10-005380-0000-04 | HENRY, HAVEN 5380 DURWOOD DR | 12/30/24 12/30/24 | WATER LEAK |
| BXRP24-0245 COMPLETED | MO10-004344-0000-01 | JOHNSON, JAMES R 4344 MORRISH RD | 12/18/24 12/19/24 | CURB BOX REPAIR |
| CKME24-0613 COMPLETED | CC10-007433-0000-02 | VAUGHN, JUDITH 7433 CROSS CREEK DR | 12/17/24 12/17/24 | CHECK METER |
| CKME24-0614 COMPLETED | CC10-007415-0000-02 | HILL, RICK 7415 CROSS CREEK DR | 12/19/24 12/19/24 | CHECK METER |
| CU24-000018 COMPLETED | BR20-007028-0000-01 | HELLINGER, CHARLES 7028 BRISTOL RD | 12/06/24 12/06/24 | CONTINUOUS USAGE |
| CU24-000048 COMPLETED | SE20-005464-0000-02 | PFEIFFER, BEATRIZ 5464 SEYMOUR RD | 12/09/24 12/09/24 | CONTINUOUS USAGE |
| CU24-000049 COMPLETED | RO10-004370-00G1-01 | APPLE CREEK STATION 4370 ROUNDHOUSE # G1 RD | 12/09/24 12/09/24 | CONTINUOUS USAGE |
| CU24-000056 COMPLETED | SE20-005300-0000-04 | HOFFMAN, COREY 5300 SEYMOUR RD | 12/09/24 12/09/24 | CONTINUOUS USAGE |
| CU24-000057 COMPLETED | EL10-004311-0000-02 | GREAT LAKES TACO, LLC 4311 ELMS RD | 12/16/24 12/16/24 | CONTINUOUS USAGE |
| CU24-000058 COMPLETED | BR20-007028-0000-01 | HELLINGER, CHARLES 7028 BRISTOL RD | 12/16/24 12/16/24 | CONTINUOUS USAGE |
| CU24-000059 COMPLETED | SE20-005464-0000-02 | PFEIFFER, BEATRIZ 5464 SEYMOUR RD | 12/16/24 12/17/24 | CONTINUOUS USAGE |
| CU24-000060 COMPLETED | RO10-004266-00G8-01 | APPLE CREEK STATION 4266 ROUNDHOUSE # G8 RD | 12/16/24 12/16/24 | CONTINUOUS USAGE |
| CU24-000061 COMPLETED | WA10-007451-0000-01 | LECHNYR, JAMES 7451 WADE ST | 12/19/24 12/19/24 | CONTINUOUS USAGE |
| FLAG24-0270 COMPLETED | CI10-008083-0000-01 | CITY OF SWARTZ CREEK 8083 CIVIC DR | 12/06/24 12/06/24 | LOWER/RAISE FLAG |
| FLAG24-0271 COMPLETED | CI10-008083-0000-01 | CITY OF SWARTZ CREEK 8083 CIVIC DR | 12/12/24 12/09/24 | LOWER/RAISE FLAG |
| LNDS24-0189 COMPLETED | PA10-007168-0000-01 | BUECHE, CONNIE 7168 PARK RIDGE PKY | 12/30/24 12/30/24 | LANDSCAPING |
| MTRP24-0777 COMPLETED | HI10-009291-0000-01 | WILLIAMS, JACQUELINE 9291 HILL RD | 12/19/24 12/19/24 | METER REPAIR |
| MTRP24-0778 COMPLETED | NO10-009168-0000-02 | ELIZANDO, CRYSTAL 9168 NORBURY DR | 12/20/24 12/20/24 | METER REPAIR |
| MTRP24-0779 COMPLETED | MO10-004336-0000-06 | THORNLEY, LUCAS 4336 MORRISH RD | 12/20/24 12/23/24 | METER REPAIR |

| Work Order # Work Order Status | Location ID | Customer Name Service Address | Date Recd Date Comp | Type |
|-----------------------------------|---------------------|--|------------------------|---------------|
| MTRP24-0780 COMPLETED | OA10-009285-0000-01 | MCKAY, ANGELA 9285 OAKVIEW DR | 12/30/24 12/30/24 | METER REPAIR |
| READ24-1074 COMPLETED | MI10-005482-0000-05 | MOORE, SEAN 5482 MILLER RD | 12/17/24 12/17/24 | READ METER |
| READ24-1075 COMPLETED | MI10-006104-0000-07 | AYALA, GREGORIO L 6104 MILLER RD | 12/17/24 12/17/24 | READ METER |
| READ24-1076 COMPLETED | MI10-006156-0000-02 | LYONS, GARY 6156 MILLER RD | 12/17/24 12/17/24 | READ METER |
| READ24-1077 COMPLETED | MI10-007077-0000-01 | JACKSON, CHARLES 7077 MILLER RD | 12/17/24 12/17/24 | READ METER |
| READ24-1078 COMPLETED | MI10-007449-0000-01 | SWARTZ CREEK MASONIC TEMPLE 7449 MILLER RD | 12/17/24 12/17/24 | READ METER |
| READ24-1079 | MI10-008475-0000-07 | POLLARD, HOPE B 8475 MILLER RD | 12/17/24 12/17/24 | READ METER |
| READ24-1080 COMPLETED | MI10-009001-0000-01 | CROSSWINDS NORTH, INC 9001 MILLER RD | 12/17/24 12/17/24 | READ METER |
| READ24-1081 COMPLETED | MI10-009041-0000-01 | MORGAN PROPERTIES 9041 MILLER RD | 12/17/24 12/17/24 | READ METER |
| READ24-1082 COMPLETED | MO10-005152-B112-01 | RIVERSIDE MANOR TOWNHOUSES 5152 MORRISH # B112 RD | 12/17/24 12/17/24 | READ METER |
| READ24-1083 COMPLETED | OA10-009155-0000-01 | KAUL, MARTIN 9155 OAKVIEW DR | 12/17/24 12/17/24 | READ METER |
| READ24-1084 COMPLETED | OA10-009285-0000-01 | MCKAY, ANGELA 9285 OAKVIEW DR | 12/17/24 12/17/24 | READ METER |
| READ24-1085 COMPLETED | WA10-007459-0000-09 | BARDEN, JOSHUA 7459 WADE ST | 12/17/24 12/17/24 | READ METER |
| READ24-1086 COMPLETED | WD10-004477-SUMM-02 | JULIE REID 4477 WINDSOR #SUMM CT | 12/17/24 12/17/24 | READ METER |
| READ24-1087 COMPLETED | WO10-005359-0000-04 | WILLIAMS, JOSEPH 5359 WORCHESTER DR | 12/17/24 12/18/24 | READ METER |
| READ24-1088 COMPLETED | ET10-009270-0000-01 | OXLEY, ROSE 9270 ETON CT | 12/17/24 12/18/24 | READ METER |
| READ24-1089 COMPLETED | HI10-009291-0000-01 | WILLIAMS, JACQUELINE 9291 HILL RD | 12/17/24 12/17/24 | READ METER |
| READ24-1091 COMPLETED | J110-009251-0000-01 | BERRY, MIKE 9251 JILL MARIE LN | 12/17/24 12/17/24 | READ METER |
| SAMP24-0082 COMPLETED | MO10-005121-0000-01 | SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD | 12/03/24 12/03/24 | WATER SAMPLES |
| SAMP24-0083 COMPLETED | MO10-005121-0000-01 | SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD | 12/10/24 12/10/24 | WATER SAMPLES |
| SAMP24-0084 COMPLETED | MO10-005121-0000-01 | SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD | 12/17/24 12/17/24 | WATER SAMPLES |
| SAMP24-0085 | MO10-005121-0000-01 | SWARTZ CREEK DPW, CITY OF | 12/23/24 | WATER SAMPLES |

| Work Order # | Location ID | Customer Name | Date Recd | Type |
|-------------------|---------------------|----------------------|-----------|--------------------|
| Work Order Status | | Service Address | Date Comp | |
| COMPLETED | | 5121 MORRISH RD | 12/23/24 | |
| SETM24-0130 | MI10-008197-0000-03 | MARY CRAPO | 12/10/24 | SET METER |
| COMPLETED | | 8197 MILLER RD | 12/10/24 | |
| SETM24-0131 | AL10-004261-0000-01 | MARSH, CARLEEN | 12/18/24 | SET METER |
| COMPLETED | | 4261 ALEX MARIN DR | 12/18/24 | |
| SI-000090 | TA10-006398-0000-04 | BANKS, BRYAN | 11/26/24 | SIGNS |
| COMPLETED | | 6398 TALLMADGE CT | 12/03/24 | |
| SI-000091 | MI10-008077-0000-02 | KALLAS, JULIE | 12/09/24 | SIGNS |
| COMPLETED | | 8077 MILLER RD | 12/09/24 | |
| SI-000092 | MI10-008077-0000-02 | KALLAS, JULIE | 12/30/24 | SIGNS |
| COMPLETED | | 8077 MILLER RD | 12/30/24 | |
| SIGN24-0018 | CI10-008083-0000-01 | CITY OF SWARTZ CREEK | 12/02/24 | CHECK TRAFFIC SIGI |
| COMPLETED | | 8083 CIVIC DR | 12/12/24 | |
| STRT24-0165 | EL10-004301-0000-04 | O'REILLEY AUTO PARTS | 12/17/24 | STREET REPAIR |
| COMPLETED | | 4301 ELMS RD | 12/16/24 | |
| SWBK24-0110 | CA10-008390-0000-03 | WHITE, ASHLEY | 12/13/24 | SEWER BACKUP |
| COMPLETED | | 8390 CAPPY LN | 12/13/24 | |
| WOFF24-2846 | NO10-009168-0000-02 | ELIZANDO, CRYSTAL | 12/16/24 | WATER TURN OFF |
| COMPLETED | | 9168 NORBURY DR | 12/16/24 | |
| WOFF24-2847 | OA10-005166-0000-02 | GUEST, TIMOTHY A. | 12/16/24 | WATER TURN OFF |
| COMPLETED | | 5166 OAKVIEW DR | 12/16/24 | |
| WOFF24-2848 | MO10-005138-0000-06 | BROWN, MICHELLE | 12/16/24 | WATER TURN OFF |
| COMPLETED | | 5138 MORRISH RD | 12/16/24 | |
| WPRESS24-000067 | WO10-005203-0000-03 | GALBRAITH, DIANE | 12/06/24 | WATER PRESSURE |
| COMPLETED | | 5203 WORCHESTER DR | 12/06/24 | |
| WTON24-1761 | OA10-005166-0000-02 | GUEST, TIMOTHY A. | 12/16/24 | WATER TURN ON |
| COMPLETED | | 5166 OAKVIEW DR | 12/16/24 | |
| WTON24-1762 | NO10-009168-0000-02 | ELIZANDO, CRYSTAL | 12/16/24 | WATER TURN ON |
| COMPLETED | | 9168 NORBURY DR | 12/16/24 | |
| WTON24-1763 | MO10-005138-0000-06 | BROWN, MICHELLE | 12/20/24 | WATER TURN ON |
| COMPLETED | | 5138 MORRISH RD | 12/20/24 | |

Total Records: 57

Report Generated: 1/2/2025 10:50 AM

Report Options: Completed From: 12/1/2024 To: 12/31/2024

December Fuel Reput

| DECEMBER 2024 | Beginning Mileage | Ending Mileage | Miles Driven | Gallons Gas Purchased | Gallons Diesel Purchased |
|-----------------------------|----------------------|-------------------|-----------------|--------------------------|-----------------------------|
| #7-15 4WD P/U gas | 57093 | 58029 | 936 | 43.9 | |
| #2-08 4WD P/U gas | 79380 | | | | |
| #7-22 4 WD P/U gas | 15522 | | | | |
| #12-02 DUMP diesel | 35469 | | | | |
| #21 WOOD CHIPPER diesel | 2515 | 2530 | 15 | | 20 |
| #9-07 STREET SWEEPER diesel | 20437 | 20576 | 139 | | 15 |
| #5-18 KUBOTA (hours) | 1000 | | | | |
| #1-20 4WD P/U diesel | 7653 | 7930 | 277 | | 25.5 |
| #3-08 4WD P/U gas | 89898 | | | | |
| #10-18 4WD P/U diesel | 40512 | 41385 | 873 | | 40.3 |
| #8-22 CASE BACKHOE | 265 | | | | |
| #6-16 2WD P/U gas | 87916 | 88868 | 952 | 20 | |
| #6-00 BACKHOE diesel | | | 0 | | |
| #1-22 DUMP | 6129 | 6780 | 651 | | 75 |
| #12-04 DUMP diesel | 41889 | | | | |
| #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 | 80122 | | | | |
| #11-23 Big Plow Truck | 1077 | 1425 | 348 | | 70 |
| gas can | | | 0 | | |
| 8/24 Truck | 273 | 952 | 679 | 49.9 | |
| 9/24 Truck | 300 | 555 | 255 | 30.4 | |
| | | | | | |
| TOTAL | | | 5125 | 144.2 | 245.8 |

City of Swartz Creek Building Permit List 2024

| Permit No. | Date | Applicant | Phone | Tax ID No. | Value of Const/Permit Fee | Location | Type of Construction |
|---------------------|----------|---------------------------|------------------------|---------------|----------------------------|----------|--|
| Building | | | | | | | |
| PB2400038 | 12/23/24 | Tri County Roofing | (810) 732 7740 | 58-02-527-015 | \$4,200 | \$100.00 | 5027 BRADY ST 48473-Roofing |
| PB2400092 | 12/09/24 | C & L Ward Bros Co | (810) 652 6622 | 58-36-651-218 | \$9,050 | \$165.00 | 7350 CROSSCREEK DR48473-Res Add/Alter/Repair |
| Total: | | 2 Permits | Value: \$13,250 | | Fee Total: \$265.00 | | Total Number of Dwelling Units 0 |
| Electrical | | | | | | | |
| PE2400046 | 12/10/24 | Orsburn Electric LLC | (810) 656 0102 | 58-02-526-058 | \$0 | \$390.00 | 5016 MC LAIN ST 48473-Electrical |
| Total: | | 1 Permits | Value: \$0 | | Fee Total: \$390.00 | | Total Number of Dwelling Units 0 |
| Plumbing | | | | | | | |
| PP240030 | 12/09/24 | Superior Plbg & Const Inc | (810) 635 0601 | 58-03-533-032 | \$0 | \$154.00 | 5379 SEYMOUR RD 48473-Plumbing |
| PP240031 | 12/30/24 | Goyette Mechanical | (810) 742 8530 | 58-35-400-016 | \$0 | \$135.00 | 4935 ITA CT 48473-Plumbing |
| Total: | | 2 Permits | Value: \$0 | | Fee Total: \$289.00 | | Total Number of Dwelling Units 0 |
| Right of Way | | | | | | | |
| PROW-0326 | 12/16/24 | CONSUMERS ENERGY COR | | 58-02-526-058 | \$0 | \$100.00 | 5016 MC LAIN ST 48473-Right of way |
| PROW-0327 | 12/16/24 | CONSUMERS ENERGY COR | | 58-03-531-173 | \$0 | \$100.00 | 5146 SEYMOUR RD 48473-Right of way |
| PROW-0328 | 12/23/24 | CONSUMERS ENERGY COM | | 58-02-526-069 | \$0 | \$100.00 | 5069 FAIRCHILD ST 48473-Right of way |
| Total: | | 3 Permits | Value: \$0 | | Fee Total: \$300.00 | | Total Number of Dwelling Units 0 |

City of Swartz Creek Building Permit List 2024

| Permit No. | Date | Applicant | Phone | Tax ID No. | Value of Const/Permit Fee | Location | Type of Construction |
|------------|------|-----------|-------|------------|---------------------------|----------|----------------------|
|------------|------|-----------|-------|------------|---------------------------|----------|----------------------|

Permit Total: 8

Value: \$13,250

Fee Total: \$1,244.00

Permit.DateIssued Between 12/1/2024
12:00:00 AM AND 12/31/2024 11:59:59 PM

Inspection List

01/02/25

| Address | Parcel Number | Inspection Type | Scheduled | Completed | Result | Inspector |
|----------------------|---------------|-----------------|------------|------------|--------------------|-----------------|
| 8051 INGALLS ST | 58-02-200-011 | Final | 12/03/2024 | 12/03/2024 | Approved | Merle West |
| 5111 FAIRCHILD ST | 58-02-526-074 | Status | 12/03/2024 | 12/03/2024 | Partially Complied | Brian Fairchild |
| 4247 ALEX MARIN DR | 58-36-676-093 | Post Hole | 12/04/2024 | 12/05/2024 | Partially Approved | Rick Oberlin |
| 7049 MILLER RD | 58-36-577-011 | Service | 12/04/2024 | 12/04/2024 | Approved | Jerrod Locascio |
| 4220 ELMS RD | 58-36-200-016 | Ordinance | 12/05/2024 | 12/05/2024 | Complied | Brian Fairchild |
| 7484 WADE ST | 58-01-502-047 | Ordinance | 12/05/2024 | 12/05/2024 | Partially Complied | Brian Fairchild |
| 7493 MILLER RD | 58-01-501-001 | Status | 12/05/2024 | 12/05/2024 | Locked Out | Brian Fairchild |
| 7524 MILLER RD | 58-36-300-019 | Follow Up | 12/05/2024 | 12/06/2024 | Violation(s) | Corey Jarbeau |
| 8500 CHESTERFIELD DR | 58-02-501-060 | Initial | 12/05/2024 | 12/06/2024 | Violation(s) | Corey Jarbeau |
| 9291 CEDAR CREEK CT | 58-03-627-013 | Initial | 12/05/2024 | 12/06/2024 | Complied | Corey Jarbeau |
| 8197 MILLER RD | 58-02-526-027 | Final | 12/06/2024 | 12/06/2024 | Approved | Jerrod Locascio |
| 4268 LATIFEE CT | 58-36-651-245 | Backfill | 12/10/2024 | 12/10/2024 | Canceled | Rick Oberlin |
| 6398 TALLMADGE CT | 58-31-100-021 | Follow Up | 12/11/2024 | 12/11/2024 | Complied | Corey Jarbeau |
| 8500 CHESTERFIELD DR | 58-02-501-060 | Follow Up | 12/11/2024 | 12/11/2024 | Complied | Corey Jarbeau |
| 5367 GREENLEAF DR | 58-03-533-104 | Final | 12/11/2024 | 12/11/2024 | Partially Approved | Jerrod Locascio |
| 5014 FORD ST | 58-02-528-012 | Ordinance | 12/12/2024 | 12/12/2024 | Complied | Brian Fairchild |
| 4268 LATIFEE CT | 58-36-651-245 | Backfill | 12/12/2024 | 12/12/2024 | Approved | Rick Oberlin |
| 9283 CEDAR CREEK CT | 58-03-627-010 | Initial | 12/12/2024 | 12/12/2024 | Violation(s) | Corey Jarbeau |
| 9267 CEDAR CREEK CT | 58-03-627-003 | Initial | 12/12/2024 | 12/12/2024 | Complied | Corey Jarbeau |
| 5006 FORD ST | 58-02-528-011 | Follow Up | 12/12/2024 | 12/12/2024 | Complied | Corey Jarbeau |
| 5006 FORD ST 2 | 58-02-528-011 | Follow Up | 12/12/2024 | 12/12/2024 | Complied | Corey Jarbeau |
| 5197 DAVAL DR | 58-02-501-014 | Initial | 12/12/2024 | 12/12/2024 | Violation(s) | Corey Jarbeau |
| 4176 LOCUST LN | 58-36-527-025 | Final Zoning | 12/16/2024 | 12/16/2024 | Approved | Rick Oberlin |
| 4466 COLONY CT | 58-36-651-077 | Final | 12/16/2024 | 12/16/2024 | Approved | Rick Oberlin |
| 5197 DAVAL DR | 58-02-501-014 | Follow Up | 12/17/2024 | 12/17/2024 | Complied | Corey Jarbeau |
| 8348 CAPPY LN | 58-02-503-038 | Ordinance | 12/17/2024 | 12/17/2024 | Complied | Brian Fairchild |
| 8197 MILLER RD | 58-02-526-027 | Final | 12/17/2024 | 12/17/2024 | Approved | Merle West |

Inspection List

01/02/25

| Address | Parcel Number | Inspection Type | Scheduled | Completed | Result | Inspector |
|--------------------|---------------|-----------------|------------|------------|--------------|-----------------|
| 4247 ALEX MARIN DR | 58-36-676-093 | Progress | 12/18/2024 | 12/18/2024 | Disapproved | Rick Oberlin |
| 5016 MC LAIN ST | 58-02-526-058 | Service | 12/18/2024 | 12/18/2024 | Approved | Jerrod Locascio |
| 5020 FORD ST | 58-02-528-009 | Ordinance | 12/19/2024 | 12/19/2024 | Violation(s) | Brian Fairchild |
| 5026 HOLLAND DR 1 | 58-02-529-007 | Ordinance | 12/19/2024 | 12/19/2024 | Violation(s) | Rick Oberlin |
| 5044 SECOND ST | 58-01-502-035 | Ordinance | 12/19/2024 | 12/19/2024 | Complied | Brian Fairchild |
| 4247 ALEX MARIN DR | 58-36-676-093 | Final | 12/19/2024 | 12/19/2024 | Approved | Merle West |
| 4268 LATIFEE CT | 58-36-651-245 | Rough | 12/19/2024 | 12/19/2024 | Disapproved | Rick Oberlin |

Inspections: 34

Population: All Records

Inspection.DateTimeScheduled Between 12/1/2024 12:00:00 AM AND 12/31/2024 11:59:59 PM

Certificates With Inspections

01/02/2025

| Certificate Number | Address | Date Applied | Since | Issued | Last Inspection | Expires | Status |
|--------------------|----------------|---------------|------------|------------|-----------------|------------|-----------|
| CR240090 | 6071 MILLER RD | 12/10/2024 | 12/10/2024 | 12/10/2024 | | 12/10/2026 | Suspended |
| Initial | JKEY | Corey Jarbeau | Scheduled | | | | |
| CR240091 | 6061 MILLER RD | 12/10/2024 | 12/10/2024 | 12/10/2024 | | 12/10/2026 | Suspended |
| Initial | JKEY | Corey Jarbeau | Scheduled | | | | |

Population: All Records

Record Count: 2

Certificate.DateIssued Between 12/1/2024 12:00:00 AM
AND 12/31/2024 11:59:59 PM

Enforcements By Category

01/02/25

BLIGHT

| Enforcement Number | Address | Status | Filed | Closed |
|-------------------------|--------------|-----------|----------|----------|
| E24-156 | 4220 ELMS RD | Closed | 12/04/24 | 12/05/24 |
| E24-157 | 5020 FORD ST | Violation | 12/19/24 | |
| Total Entries: 2 | | | | |

BUILDING VIOLATIONS

| Enforcement Number | Address | Status | Filed | Closed |
|-------------------------|-------------------|-----------|----------|--------|
| E24-158 | 5026 HOLLAND DR 1 | Violation | 12/19/24 | |
| Total Entries: 1 | | | | |

Total Records: 3

Population: All Records

Enforcement.DateFiled Between 12/1/2024 12:00:00 AM AND 12/31/2024 11:5

Metro Police Authority Offense Summary

For Swartz Creek

Occurred 12/1/2024 - 12/31/2024

| Offense | Total Offenses |
|--|----------------|
| 1305 - 13002 - Aggravated/Felonious Assault - Non-Family - Other Weapon | 1 |
| 1313 - 13001 - Assault and Battery/Simple Assault | 2 |
| 2202 - 22001 - Burglary - Forced Entry - Residence (Including Home Invasion) | 1 |
| 2399 - 23007 - Larceny (Other) | 1 |
| 2699 - 26001 - Fraud (Other) | 1 |
| 2902 - 29000 - Damage to Property - Private Property | 1 |
| 3074 - 30002 - Retail Fraud Theft 2nd Degree | 2 |
| 3078 - 30002 - Retail Fraud Theft 3rd Degree | 2 |
| 3605 - 36004 - Indecent Exposure | 1 |
| 5707 - 57001 - Trespass (Other) | 1 |
| 8273 - 54003 - Traffic - Driving on Susp/Revoked/Refused License | 3 |
| 8328 - 54003 - Motor Vehicle Violation | 2 |
| 8920 - 89003 - Violation - Insurance - Fail to File PLPD Insurance | 1 |
| 9906 - 92002 - Civil Custodies - Incapacitation | 1 |
| 9910 - 93001 - Traffic, Non-Criminal - Accident | 9 |
| 9911 - 93002 - Traffic, Non-Criminal - Non-Traffic Accident | 4 |
| 9913 - 93004 - Traffic, Non-Criminal - Parking Violations | 3 |
| 9947 - 99002 - Miscellaneous - Natural Death | 1 |
| 9953 - 99008 - Miscellaneous - General Assistance | 1 |
| 9954 - 99009 - Miscellaneous - Non-Criminal | 2 |
| Total | 40 |

Board Chair
David Witter

Chief of Police
Matthew Bade

Lieutenant
Michael Murphy

**METRO POLICE AUTHORITY OF GENESEE
COUNTY**

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

information@metropolicegc.org

Board Members

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

Metro Police Authority Police Protection Unit Report- Q4 2024

The Swartz Creek Police Protection Unit calculation for Q4, 2024 is as follows:

2968 (hours/PPUs) / 13 weeks = 228 (hours/PPUs) averaged per week.

The weekly average for year 2024 = 244 (hours/PPUs)



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

November 27, 2024

Mr. Robert Bincsik
City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473
810.635.4464 / rbincsik@cityofswartzcreek.org

Re: Proposal for As-Needed GIS Support Services for 2024-2025

Dear Mr. Bincsik:

DLZ Michigan, Inc. (DLZ) is pleased to submit this proposal to the City of Swartz Creek (CITY) to perform GIS as-needed professional services for the Department of Public Services from November 2024 through December 2025.

BACKGROUND

DLZ has previously worked with the CITY to integrate existing CCTV data into the CITY's GIS. During this effort, portions of the sewer GIS were found to be missing, having incorrect data, or oriented backwards. In conversations with the CITY, these issues were desired to be fixed, as well as was having the sewer GIS being updated on a regular basis to remain current.

Additional fields were also requested to be added to the Sewer GIS. Some CCTV data was determined to be missing, which can be incorporated once found. The ArcGIS Online site was described to be cumbersome to navigate, and the CITY requested a streamlined interface for ease of use. As a result of these items, DLZ has prepared this proposal for as-needed GIS support for the CITY.

The GIS Department Manager (Andrew Murray) will be the primary point of contact for DLZ, and will attend meetings with the CITY to coordinate work. They will work closely with the assigned GIS Specialist on this project, who will work on general updates and additions to the GIS. The GIS Department Manager will also review any work done for accuracy and completeness, along with determining and working on long-term planning and goals in coordination with the CITY.

The following agreement between DLZ and the CITY is separate and distinct from any other agreement between DLZ and the CITY.

SCOPE OF SERVICES

- As-Needed support for the Department of Public Services GIS, primarily with Sewer GIS, ensuring the connectivity and flow directions are correct. DLZ will work with the CITY to obtain as-builts and other supporting documents for this effort.
- A spreadsheet with requested work will be developed so both DLZ and the CITY can see outstanding work items.
- DLZ will meet with the CITY monthly (or another frequency as agreed upon by the CITY and DLZ) to review work status and priority of these items.
- DLZ will provide guidance and recommendations on GIS items based on discussions with CITY staff.



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

City of Swartz Creek
As-Needed Support Services for GIS
November 27, 2024
Page 2 of 3

- DLZ will modify the CITY's ArcGIS Online homepage to prominently display the most frequently used maps.
- DLZ will work with the CITY to determine if unused datasets can be removed from the CITY's ArcGIS Online site.
- Other services as identified by the CITY.

RESPONSIBILITIES OF THE CITY

- The CITY will designate an individual(s) to be the primary contact person for services.
- The CITY, or designee(s), will attend all necessary meetings for completion of requested services.
- The CITY will provide DLZ with the necessary supplemental information when possible, to update records within GIS, including As-Builts and field verification if needed.
- The CITY will provide the necessary credentials and space for any data to be uploaded onto their ArcGIS Online site.

TERMS AND CONDITIONS

The Standard Terms and Conditions, as set forth as attached Exhibit A, are incorporated here into and made a part of this Work Order Proposal. The Client referred to in the Standard Terms and Conditions means the City of Swartz Creek.

SERVICES FEE

For services described in the **SCOPE OF SERVICES**, DLZ proposes to charge, and CITY agrees to pay a not to exceed Lump Sum amount of **\$28,600** according with the attached Exhibit B Rate Schedule.

Charges will be billed at a time and material rate to the CITY according to the Rate Schedule in Exhibit B. Invoices will be rendered monthly.

DLZ has based this Fee on allocating \$7,000 to update any discrepancies and utilize as-builts/plans to correct the GIS. The information will need to be provided by the CITY.

Once the system has been updated, DLZ has proposed 4 hours for a GIS Department Manager and 8 hours for a GIS Specialist to calculate a monthly support fee of \$1,800 per month.

If you approve and accept this Proposal, please sign, date and return one copy of this Proposal for our records. Should you prefer to issue a Purchase Order as your official acceptance, we request that you reference this Proposal in your paperwork.

DLZ appreciates the opportunity to submit this Letter Agreement for professional services. This offer will remain open for acceptance for 60 days. If for any reason you should have questions, please do not hesitate to call Andrew Murray at (734) 819-4269.



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

Sincerely,
DLZ MICHIGAN, INC.

Manoj Sethi, P.E.
President

Attachments:
Exhibit A: Standard Terms and Conditions
Exhibit B: Rate Schedule

| Approved and Accepted | |
|------------------------------|-------|
| Signature | _____ |
| Printed Name | _____ |
| Title | _____ |
| Date | _____ |

Exhibit A

DLZ'S STANDARD TERMS AND CONDITIONS

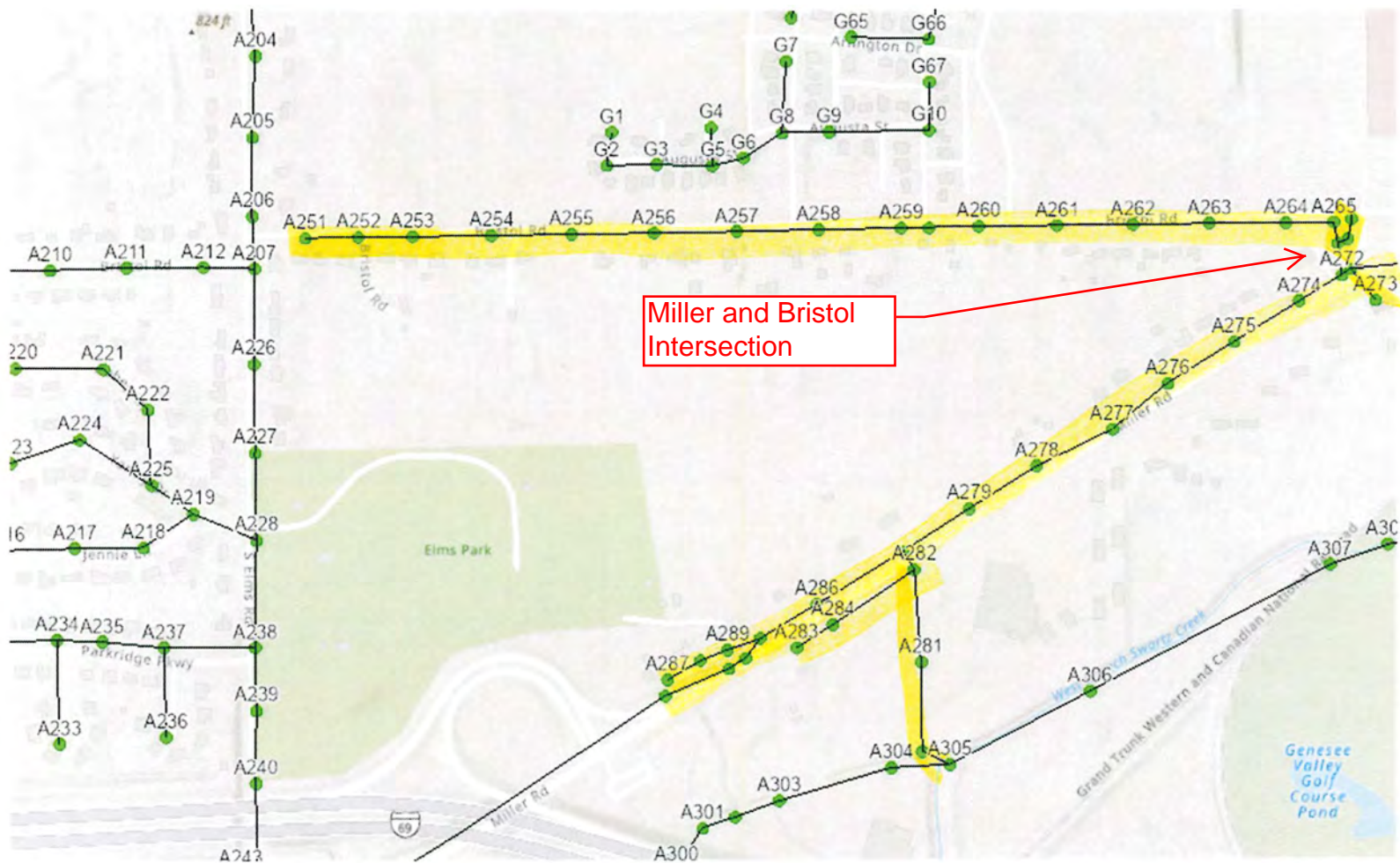
- 1. INVOICES AND PAYMENT:** Unless the parties have agreed otherwise, DLZ will submit monthly invoices to CLIENT for services performed in the prior month. Except to the extent CLIENT disputes in good faith all or a portion of a DLZ invoice, CLIENT will pay DLZ the invoiced amount within thirty (30) days from the date of the invoice; and, in default of such payment, agrees to pay all cost of collection, including reasonable attorney's fees, regardless of whether legal action is initiated. Invoiced amounts not in dispute will accrue interest at eight percent (8%) per annum after they have been outstanding for over thirty (30) days. If an invoiced amount not in dispute remains unpaid sixty (60) days after the date of the invoice, DLZ may, upon giving seven (7) days written notice of its intent to do so, suspend all project services until all unpaid invoiced amounts not in dispute are paid in full. If an invoice remains unpaid ninety (90) days after the date of the invoice, DLZ may, upon giving seven (7) days written notice of its intent to do so, declare CLIENT to be in breach of this agreement.
- 2. CONSTRUCTION SERVICES:** If DLZ's scope of services includes providing professional services during the project's construction phase, DLZ will not have control over or be responsible for contractor means, methods, techniques, sequences, procedures, or schedule, or the contractor's failure to comply with the construction contract documents or applicable laws, ordinances, rules or regulations. If DLZ provides construction inspection or observation services, DLZ will report to CLIENT all contractor deviations from the construction contract documents that come to DLZ's attention. However, such services are solely intended to enable DLZ to maintain familiarity with, and keep CLIENT informed of, the general progress and quality of the contractor's work, and not to require DLZ to perform exhaustive inspections of contractor work for its compliance with the construction contract documents, which shall remain solely contractor's responsibility.
- 3. CHANGES IN REQUIREMENTS:** In the event additional services are required due to a change, after the date of this agreement, in CLIENT's requirements, or in the applicable law, standards, or governmental requirements or policies, DLZ will be entitled to additional compensation for such additional services.
- 4. SURVEY STAKING:** If DLZ's scope of services includes survey layout, DLZ will not be responsible for subsequent disturbances of its layout except to the extent caused by DLZ or persons for whom it is responsible.
- 5. MISCELLANEOUS EXPENSES:** Except to the extent otherwise provided in this agreement, CLIENT is responsible for all third-party fees and charges including, without limitation, fees and charges for inspections, zoning or annexation applications, assessments, soils engineering, soils testing, aerial topography, permits, rights-of-entry, bond premiums, title company charges, blueprint and reproduction costs, and all other third-party fees and charges.
- 6. CHANGE OF SCOPE:** DLZ's scope of services in this agreement is based on facts known at the time of execution of this agreement, including, if applicable, information supplied by CLIENT. DLZ will promptly notify CLIENT in writing of any perceived changes to its scope of services required by new information or by persons or circumstances beyond DLZ's control, and the parties shall negotiate modifications to this agreement before DLZ begins performance of the revised scope.
- 7. SAFETY:** DLZ will take reasonable steps to protect the safety of its employees, and to perform its services in a safe manner. DLZ is not responsible for project safety other than with regard to its own services.
- 8. REUSE OF PROJECT DELIVERABLES:** CLIENT's use of any project documents or DLZ deliverables, including electronic media, for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaption by DLZ for the specific purpose intended, will be at CLIENT's sole risk.
- 9. OPINIONS OF CONSTRUCTION COST:** Any opinion of construction costs prepared by DLZ is supplied for the general guidance of the CLIENT only. Since DLZ has no control over competitive bidding or market conditions, DLZ cannot guarantee the accuracy of such opinions as compared to contractor bids or actual cost to CLIENT.
- 10. INSURANCE:** During the performance of its services and for two years thereafter, DLZ will maintain the following minimum insurance coverage: General Liability- \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products/completed operations aggregate, \$1,000,000 personal/advertising injury aggregate; Automobile Liability- \$1,000,000 combined single limit; Workers Compensation and Employers Liability- in conformance with statutory requirements, and \$1,000,000 employers liability; and Professional Liability- \$2,000,000 per claim and in the aggregate. Certificates evidencing such coverage will be provided to CLIENT upon request. If DLZ is providing construction phase services, CLIENT agrees to require its contractor to include DLZ as an additional insured on the contractor's General Liability and Automobile Liability insurance policies, and DLZ's above-listed coverage will be excess over the contractor's coverage, which will be primary.
- 11. INDEMNITY:** To the fullest extent permitted by law, each of the parties agrees to indemnify and save harmless the other party from and against all liability, damages, and expenses, including reasonable attorney's fees, sustained by the other party by reason of injury or death to persons or damage to tangible property, to the proportionate extent caused by the negligent acts or omissions of the indemnifying party or its employees.
- 12. CONSEQUENTIAL DAMAGES:** Neither party will be liable to the other for consequential, special, incidental, indirect, liquidated, or punitive damages.
- 13. LIABILITY:** No employee of DLZ or of its parent, subsidiary, or affiliated companies will be personally liable to CLIENT. DLZ's total liability to CLIENT, and any coverage of CLIENT as an additional insured under any of DLZ's insurance policies, for injuries, claims, losses, expenses or damages arising out of DLZ's services or this agreement from any causes including, but not limited to, DLZ's negligence, error, omissions, strict liability, or breach of contract, will not exceed the total compensation received by DLZ under this agreement.
- 14. DISPUTES:** Any claim or controversy arising out of or relevant to this agreement, or the breach thereof, shall be settled by binding arbitration in the state in which the project is located, in accordance with the rules of the American Arbitration Association, and judgment upon any award rendered by the arbitrator(s) may be rendered in any court having jurisdiction thereof.
- 15. STATUTE OF LIMITATIONS:** The parties agree that the time period for bringing claims regarding DLZ's Service's under this agreement expires on the earlier of one year after completion of the project, or two years after completion of DLZ's project services.
- 16. DELAYS:** DLZ is not responsible for delays caused by persons or circumstances for which DLZ is not responsible.
- 17. SHOP DRAWINGS:** If DLZ's scope of services includes reviewing shop drawings, such reviews are solely with regard to their general conformance with the design concept, and not for the purpose of reviewing or approving their accuracy, completeness, dimensions, quantities, constructability, compatibility with other construction components, or compliance with the requirements of the construction contract documents, all of which remain the contractor's responsibility. DLZ is not responsible for reviewing or approving the contractor's safety precautions or construction means, methods, sequences or procedures.
- 18. ACCEPTANCE:** Both parties will consider DLZ's initiation of services prior to execution of this agreement in order to accommodate CLIENT, at CLIENT's request, as CLIENT's formal acceptance of all of the terms and conditions in this agreement.
- 19. STANDARD OF CARE:** DLZ will perform its services with the care and skill ordinarily exercised by members of its profession currently practicing under similar conditions in the same locale. DLZ does not make, and expressly disclaims, any other warranties, express or implied, relating to its services including, without limitation, warranties of merchantability and fitness for a particular purpose. DLZ shall be entitled to rely on all CLIENT-provided information except to the extent otherwise stated in the agreement.

DLZ MICHIGAN, INC.
STANDARD FEE STRUCTURE - ENGINEERING/ARCHITECTURAL
2025

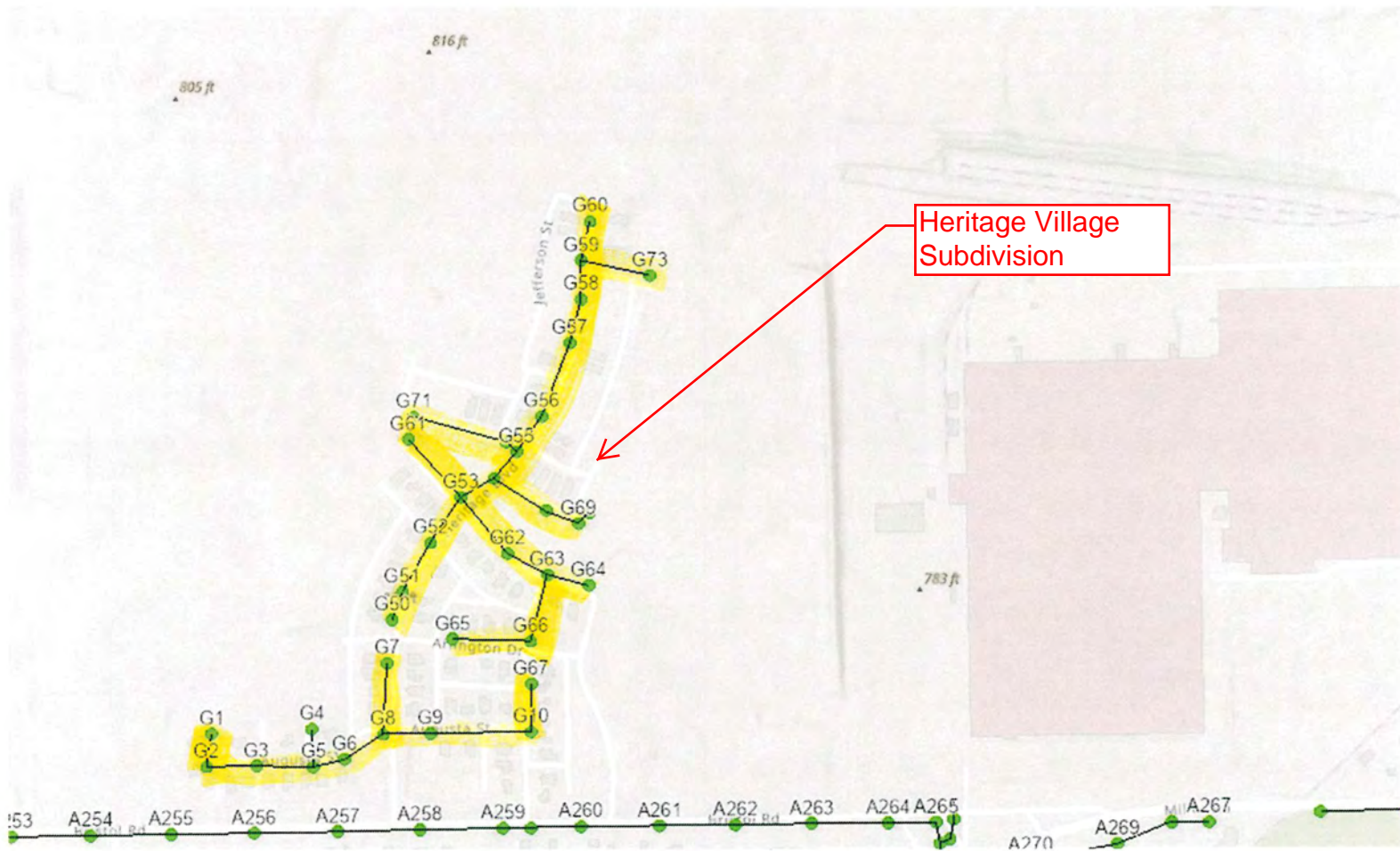
| Employee Classification | Hourly Rate |
|---|--------------------|
| Principal | \$270.00 |
| Division Manager/Principal Architect/Senior Project Manager | \$250.00 |
| Department Manager/Project Manager II | \$220.00 |
| Project Manager I | \$185.00 |
| Engineer VI/Architect VI/Landscape Architect VI/ Planner VI/Scientist VI/Geologist VI / Surveyor VI | \$205.00 |
| Engineer V/Architect V/Landscape Architect V/ Planner V/Scientist V/Geologist V / Surveyor V | \$190.00 |
| Engineer IV/Architect IV/Landscape Architect IV/ Planner IV/Scientist IV/Geologist IV/Surveyor IV | \$175.00 |
| Engineer III/Architect III/Landscape Architect III/ Planner III/Scientist III/Geologist III/Surveyor III/Designer IV | \$155.00 |
| Engineer II/Architectural Associate II/Landscape Architect II/ Planner II/Designer III/Scientist II/Geologist II/Surveyor II | \$135.00 |
| Engineer I/Architectural Associate I/Landscape Architect I/ Planner I/Scientist I/Geologist I/Surveyor I | \$115.00 |
| Programmer | \$180.00 |
| Senior GIS Analyst | \$160.00 |
| GIS Specialist | \$115.00 |
| Designer II (straight time) | \$125.00 |
| Designer II (over time) | \$170.00 |
| Designer I (straight time) | \$108.00 |
| Designer I (over time) | \$150.00 |
| CAD Technician (straight time) | \$98.00 |
| CAD Technician (over time) | \$137.00 |
| Construction Administrator | \$185.00 |
| Construction Observer Manager | \$145.00 |
| Construction Observer (straight time) | \$110.00 |
| Construction Observer (over time) | \$155.00 |
| Field Technician IV (straight time) | \$110.00 |
| Field Technician IV (over time) | \$155.00 |
| Field Technician III (straight time) | \$100.00 |
| Field Technician III (over time) | \$140.00 |
| Field Technician II (straight time) | \$90.00 |
| Field Technician II (over time) | \$125.00 |
| Field Technician I (straight time) | \$80.00 |
| Field Technician I (over time) | \$110.00 |
| Clerical (straight time) | \$85.00 |
| Clerical (over time) | \$120.00 |
| Survey Crew Classification | Hourly Rate |
| 2 - person Survey Crew (straight time) | \$225.00 |
| 2 - person Survey Crew (over time) | \$315.00 |
| 1 – person Survey Crew (straight time) | \$155.00 |
| 1 – person Survey Crew (over time) | \$220.00 |
| Survey Instrument Person (straight time) | \$95.00 |
| Survey Instrument Person (over time) | \$140.00 |

| | |
|---|-----------------------|
| Field Survey Technician (straight time) | \$118.00 |
| Field Survey Technician (over time) | \$165.00 |
| Reimbursable Expenses | Rate |
| Mileage (per mile) | Per Federal Guideline |
| Field Vehicle (Daily Rate) | \$75.00/day |
| Travel Expenses | Cost plus 10% |
| Local Plan Review Fees | Cost plus 10% |
| Reproduction | Cost plus 10% |
| Subconsultants | Cost plus 10% |
| Equipment Rental | Cost plus 10% |
| <p>Rates are subject to revision on January 1, 2026 Cost of living/inflation increases based on Federal Guidelines (Note Survey Crew includes Robotic Total Station and GPS. An additional fee of \$100 per day for a Drone.)</p> | |

Proposed sewer cleaning and inspecting for 2025



Proposed sewer cleaning and inspecting for 2025



BID FORM
 Sanitary Sewer Cleaning and Televising
 LOCATED AT 8083
 SWARTZ CREEK, MICHIGAN

BID FORM
2024-2026 Sanitary Sewer Cleaning and Televising
8083 Civic Drive
SWARTZ CREEK, MICHIGAN

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

BID PRICE

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

| <u>Item</u> | <u>Cost</u> |
|--|--------------|
| Mobilization Fee (quantity 1) | \$ 2,500.00 |
| Light Cleaning 8-10 inch Sanitary Sewer (quantity 9000 feet) | \$ 10,350.00 |
| Unit Cost \$ 1.15 | |
| Light Cleaning 12 inch Sanitary Sewer (quantity 2000) | \$ 2,300.00 |
| Unit Cost \$ 1.15 | |
| Heavy Cleaning 8-10 inch Sanitary Sewer (quantity 4000 feet) | \$ 6,000.00 |
| Unit Cost \$ 1.50 | |
| Heavy Cleaning 12 inch Sanitary Sewer (quantity 2000) | \$ 3,000.00 |
| Unit Cost \$ 1.50 | |
| Television Inspection 8-10 inch Sanitary Sewer (quantity 12,000) | \$ 13,800.00 |
| Unit Cost \$ 1.15 | |
| Television Inspection 12 inch Sanitary Sewer (quantity 4000) | \$ 4,600.00 |
| Unit Cost \$ 1.15 | |
| Sanitary Manhole Inspection Level 2 (quantity 100) | \$ 17,600.00 |
| Unit Cost \$ 176.00 | |
| Cutting taps or calcium rings | |

BID FORM
 Sanitary Sewer Cleaning and Televising
 LOCATED AT 8083
 SWARTZ CREEK, MICHIGAN

| | | |
|------------------------|----------------------------------|---------------|
| | Unit Cost\$ <u>\$385.00 each</u> | \$385.00 each |
| Cutting roots (hourly) | | |
| | Unit Cost\$ <u>385.00/hour</u> | \$385.00/hour |
| Traffic Control | | \$ 17,400.00 |
| | | |

| | | |
|--|--|--------------|
| Project Total (do not include Unit Costs in project total) | | \$ 78,320.00 |
|--|--|--------------|

EXECUTION OF CONTRACT

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

WAIVER

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

BID NON-COLLUSIVE

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

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

PERIOD BID GUARANTEE

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

TIME OF COMPLETION

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

BID FORM
Sanitary Sewer Cleaning and Televising
LOCATED AT 8083
SWARTZ CREEK, MICHIGAN

LEGAL STATUS OF BIDDER

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

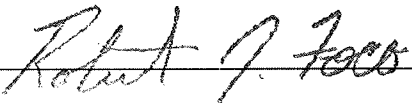
A Corporation organized and existing under the laws of the State of Michigan

A Partnership consisting of the following partners:

An individual doing business as:

AUTHORIZED SIGNATURE OF BIDDER

Firm Name: Foco Inc. D.B.A. Dependable Sewer

By: Robert J. Foco 

Title: CEO

Business Address: 512 Mcgraw St
(Street)
Bay City, MI 48708
(City, State, Zip Code)

PERSONS AUTHORIZED TO EXECUTE CONTRACTS

All partners must sign contracts, unless a power of attorney modifying this is supplied.
In case of a corporation, only those signatures listed below will be accepted.

The following persons are duly authorized to execute contracts and related documents on behalf of:

LEGAL COMPANY NAME (BIDDER)
Dependable Sewer Cleaners

NOTE: In addition, CORPORATIONS shall complete the Certificate of Secretary listing those persons authorized to execute contracts.

| NAME <small>(Printed or typed, must match authorized signature exactly)</small> | AUTHORIZED SIGNATURE | DATE |
|--|----------------------|------------------|
| <i>Ron Foco</i> | <i>[Signature]</i> | <i>4-17-2023</i> |
| <i>Amy Foco</i> | <i>[Signature]</i> | <i>4-17-2023</i> |
| <i>Robert J. Foco</i> | <i>[Signature]</i> | <i>4-17-2023</i> |
| <i>Susan M. Foco</i> | <i>[Signature]</i> | <i>4-17-2023</i> |
| <i>Ronald G Foco</i> | <i>[Signature]</i> | <i>4-17-2023</i> |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

EQUAL EMPLOYMENT OPPORTUNITY/EQUAL ACCESS PROGRAM

The bidder named below has initiated and intends to continue an equal employment opportunity policy designed to eliminate any discrimination in employment because of religion, race, color, national origin, age, sex, marital status, physical or mental handicap, weight or arrest record.

The bidder named below will not discriminate in providing its programs or services to the public because of religion, race, color, national origin, age, sex, marital status or physical or mental handicap. The bidder will also provide reasonable accommodation to the needs of individuals with disabilities consistent with state and federal law.

LEGAL COMPANY NAME (BIDDER)
Dependable Sewer Cleaners

CERTIFICATE OF SECRETARY (Corporations only)

The undersigned, being the duly elected secretary of DEPENDABLE SEWER CLEANERS, a corporation, hereby certifies that the following resolution was duly adopted by the Board of Directors of said corporation at a meeting on April 17, 2023 and that this resolution is in full force and effect:

“RESOLVED, That the following listed person are hereby authorized to execute, on behalf of DEPENDABLE SEWER CLEANER any and all contracts with the State of Michigan or other governmental entity.”

NOTE: The names typed or printed below must exactly match the names on page 22. Titles and signatures are not required on this page.

RON FOCO

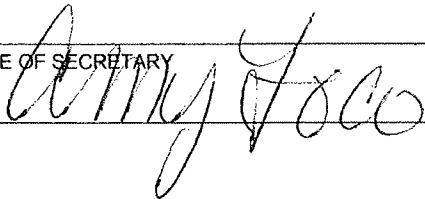
AMY FOCO

ROBERT J. FOCO

SUSAN M. FOCO

RONALD G. FOCO

SIGNATURE OF SECRETARY



DATE

4-17-23

AUTHORIZATION FOR VERIFICATION AND AFFIDAVIT

I, being duly sworn, understand that Act 170 of the Public Acts of 1933 permits, and the "Administrative Rules Governing the Prequalification of Construction Contractors" require the disclosure of financial and other information in the Confidential Prequalification Application and Financial Statement, Form 1313. I am also aware that the submission of false and deceptive information is a misdemeanor under Act 170, and submission of fraudulent statements may result in the prospective bidder not being prequalified, swear that to the best of my knowledge, the financial statements and other information set forth in this form are true and accurate statements as of the fiscal year end 2022, and that the Certified Public Accountant who prepared the financial statement accompanying this form, as well as any depository, vendor or other agency named in these documents, is authorized to supply the Michigan Department of Transportation with any information to verify the statements contained in this form.

I also understand that by signing below I have/will use the E-Verify System to verify that new employees are legally present and authorized to work in the United States.

By signing below, I hereby confirm this company, any officers, owners, partners or employees are not currently suspended or debarred by the Federal Government.

| | |
|---|---------------------------|
| NAME (Print or type) <u>Susan M. Foco</u> | TITLE <u>President</u> |
| LEGAL COMPANY NAME (BIDDER) <u>Dependable Sewer Cleaners</u> | |
| SIGNATURE OF OWNER, OFFICER, OR PARTNER <u>Susan M. Foco - President</u> | DATE <u>4-10-2023</u> |

Subscribe and sworn to before me this 10th day of April 2023

| | | |
|--|-------------------------------|-------------------------------------|
| NOTARY PUBLIC SIGNATURE <u>Michelle Pickvet</u> | COUNTY/STATE <u>Arenac</u> | COMMISSION EXPIRES <u>1-3-28</u> |
| NOTARY'S PRINTED NAME <u>Michelle Pickvet</u> | | |

MICHELLE PICKVET
Notary Public, State of Michigan
County of Arenac
My Commission Expires 1-3-28
Acting in the County of Arenac

GRETCHEN WHITMER
Governor

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes
Master Plumber License

P948747

RONALD J FOCO
3200 SAGATOO RD
STANDISH, MI 48658

License No.
8113079

Expiration Date:
04/30/2025

This document is duly
issued under the laws of the
State of Michigan

GRETCHEN WHITMER
Governor

Michigan Department of Licensing and Regulatory Affairs
Bureau of Construction Codes

P949296

Plumbing Contractor License

RONALD J FOCO
3200 SAGATOO
STANDISH, MI 48658

License No.
8004433

Expiration Date:
04/30/2025

This document is duly
issued under the laws of the
State of Michigan



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

December 18, 2024

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

Dear Adam Zettel:

The State Tax Commission at their December 17, 2024 meeting approved the enclosed Certificate of Achievement. This certificate acknowledges the City of Swartz Creek, Genesee County for receiving a perfect score on their 2024 PA 660 Assessment Audit Review. The Commission wishes to congratulate the City and thank you for your continued efforts to provide fair and equitable assessing in the State of Michigan.

Sincerely,

A handwritten signature in blue ink that reads "Joycelyn Isenberg".

Joycelyn Isenberg, Executive Director
State Tax Commission

Enc: Certificate of Achievement

Certificate of Achievement



This acknowledges that

City of Swartz Creek, Genesee County

On the 17th of December 2024 has been recognized for the outstanding achievement of receiving a perfect score on the 2024 PA 660 Assessment Audit Review. We wish to congratulate you and thank you for your continued efforts to provide fair and equitable assessing in the State of Michigan.

A handwritten signature in blue ink, appearing to read "Peggy L. Nolde", written over a horizontal line.

Peggy L. Nolde, Chairperson

A handwritten signature in blue ink, appearing to read "W. Howard Morris", written over a horizontal line.

W. Howard Morris, Member

Phone: (810) 635-4464

City of Swartz Creek Proof of Pavilion Reservation

Fax: (810) 635-2887

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

All monies, including a \$200 refundable security deposit, must be paid at time of reservation. Only Cash payments will be accepted for a rental date of five (5) days or less. Any cancellations must be made two (2) weeks prior to event date.

All cancellations are subject to a \$20.00 Cancellation Fee. ABSOLUTELY NO REFUNDS DUE TO WEATHER.

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

Elms Park- 4125 Elms Rd

- #1 \$80.00 (\$225.00 non-resident)
60 People Maximum Electricity
- #2 \$100.00 (275.00 non-resident)
75 People Maximum Electricity
- #3 \$50.00 (\$165.00 non-resident)
25 People Maximum
- #4 \$80.00 (\$225.00 non-resident)
60 People Maximum Electricity
- Ball Field
- ENTIRE PARK**
Soccer Field

Abrams Park- 5225 Winshall Dr.

- #1 \$50.00 (\$165.00 non-resident)
50 People Maximum Electricity
- #2 \$50.00 (\$165.00 non-resident)
60 People Maximum
- #3 \$40.00 (\$135.00 non-resident)
35 People Maximum Electricity
- #4 \$40.00 (\$135.00 non-resident)
25 People Maximum Electricity
- Ball Field

Date of Reservation AUGUST 22, 2025
AUGUST 23, 2025

Name of Responsible Party SWARTZ CREEK KIWANIS CLUB
 Address 5023 HOLLAND DR Phone: 810 282 7641
 City SWARTZ CREEK, MI Zip 48473
 Number of Guests HUNDREDS Nature of Activity ART FAIR & CAR SHOW
 Responsible Party Signature Douglas Stephens
 E-Mail Address DSTEPHENS188@GMAIL.COM

Deposits can be expected to be returned within 30 days of reservation date. It is suggested that photos are taken before and after the use of the pavilion. Not doing so could result in loss of your deposit.

CASH CHECK#

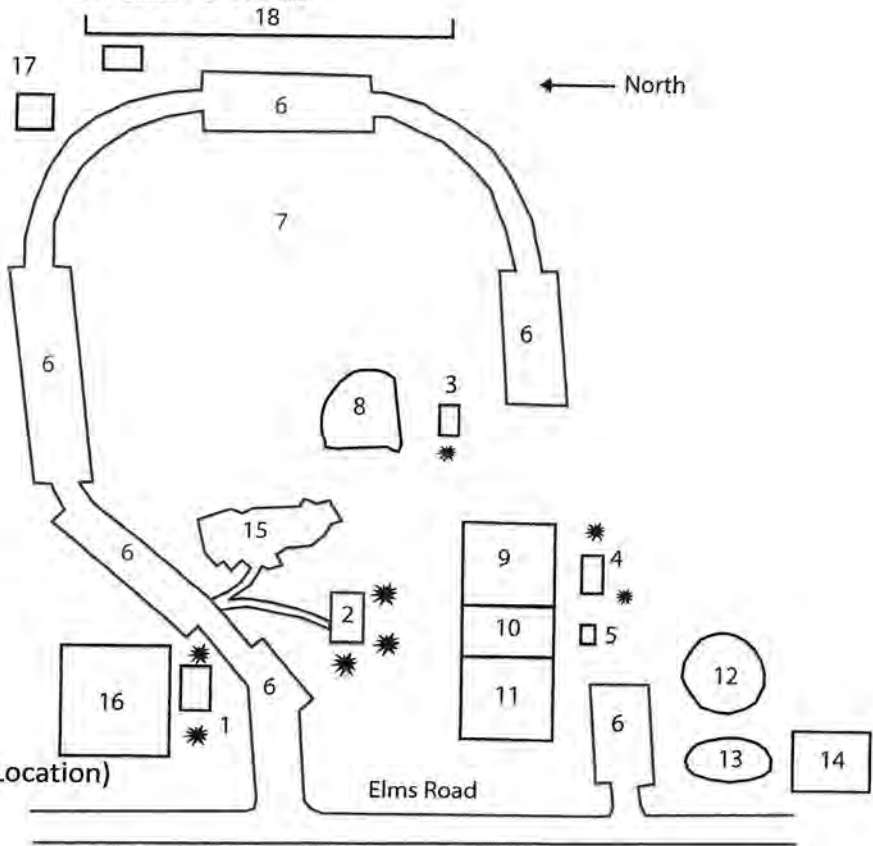
Receipt #

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

IF THERE ARE PROBLEMS AT THE PARK CONTACT 911.

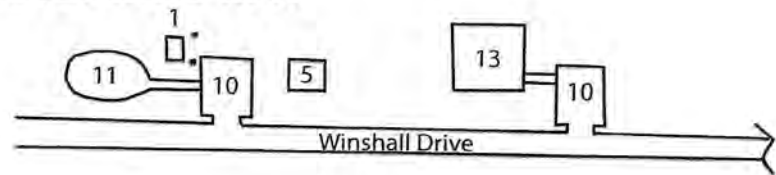
City Official _____ Date _____

Elms Park

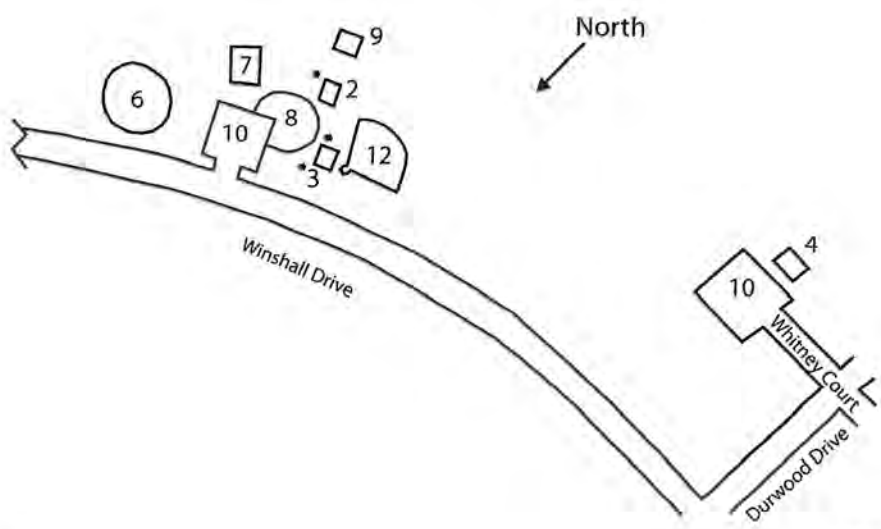


- 1. Pavilion #1 (60 people)
- 2. Pavilion #2 (75 people)
Restrooms attached; not reservable
- 3. Pavilion #3 (25 people)
- 4. Pavilion #4 (60 people)
- 5. Pavilion #5 (cannot be reserved)
- 6. Parking
- 7. Soccer Field
- 8. Ball Field
- 9. Basketball Courts
- 10. Pickleball
- 11. Tennis Courts
- 12.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

Abrams Park



- 1. Pavilion #1 (50 people)
- 2. Pavilion #2 (60 people)
- 3. Pavilion #3 (35 people)
- 4. Pavilion #4 (25 people)
- 5. Book Nook
- 6. Sledding Hill
- 7. Pickleball
- 8. Playground
- 9. Rest Rooms
- 10. Parking
- 11. Playground
- 12. Ball Diamond
- 13. Basketball Courts
- ☀ Grill



CITY OF SWARTZ CREEK
PARK RULES AND REGULATIONS

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

ORDINANCE NO. 453

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

APPLICABILITY. These rules apply to City of Swartz Creek parks, play fields, and other recreational public grounds, hereafter called parks.

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

Exceptions to use of or presence in park after hours.

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

bow, crossbow, or projectile launching device excepting in such areas as shall be specifically designated as areas for the use of the same.

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

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

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

12) **DOG PARK REGULATIONS.** Within the designated dog park area in Elms Park, dogs are permitted under the following regulations. Elsewhere in the city, the city code applies.

- 1) All dogs must be leashed when not in the designated and enclosed dog park facility, including the adjacent parking lot.
- 2) Any person bringing a dog or dogs to the dog exercise area must have one leash per dog.
- 3) There shall be no more than three dogs per person allowed in the dog exercise area. Any person bringing a dog or dogs to the dog exercise area must have at least one dog feces waste bag per dog in his or her possession and must remove any feces deposited by the dog(s) in their care.
- 4) Persons under sixteen years of age visiting the dog exercise area must be accompanied and supervised by a parent or guardian or other responsible adult with permission of the parent or guardian.
- 5) Each dog shall always be under visual and voice control of the owner or other responsible person at least 16 years of age.
- 6) All dogs must have current vaccinations and licenses and shall wear a collar.
- 7) Aggressive dogs, as defined below, are not permitted in or around the dog exercise area, including but not limited to, the parking lot. Owners or other responsible persons will be held legally responsible for any injury caused by a dog that they bring in or around the dog exercise area.
An aggressive dog means:
 - i. A dog that bites a person. However, a dog shall not be considered aggressive if the dog bites a person wrongfully assaulting the dog or the dog's owner, or if the dog bites a person after being provoked by that person.
 - ii. A dog that injures or kills another domestic animal without provocation.
- 8) Female dogs in heat are not permitted in or around the dog exercise area including, but not limited to, the parking lot.
- 9) Dog owners or other responsible persons shall provide dogs with drinking water while visiting the dog exercise area when weather conditions require.
- 10) Dog owners or other responsible persons shall not keep dogs enclosed in a vehicle during hot weather which may cause injury to the dog.
- 11) Any person having knowledge of a dog having bitten, scratched, or injured a person or other animal within the dog exercise area, including but not limited to the parking lot, shall report the incident to the police department by calling 911.

12) **PUBLIC NOTICE.** The public shall be deemed to have been properly notified of the provisions of these rules and regulations upon their publication in a newspaper of general circulation in the city. Signs may be posted to insure substantial compliance with the provisions of these rules and regulations.

13) **Trails.** Non-motorized trails are public trails that are restricted to pedestrians and non-motorized vehicles, such as bicycles and scooters.

- 1) Stay on marked trails, respect trail conditions, and obey closures.
- 2) Pack out what you bring in and/or utilized waste receptacles.
- 3) Dismount and use the center of wet trails; alert other users before passing; maintain a safe speed (20 mph or lower); right on the right half of the trail, expect to pass; dismount and walk for bottlenecks or near obstructions.
- 4) Use of the trails for motor vehicles of any type is explicitly prohibited except for official city or emergency access.
- 5) Keep pets leashed on trails.
- 6) Walkers have the right of way on non-motorized trails
- 7) Class 1 & Class 2 electric bicycles (pedal activated with a top speed of 20 MPH) can be used on improved surface trails; e-bikes are NOT permitted on sidewalks or aggregate surface paths.

City Council Approval: November 25, 2024

CITY OF SWARTZ CREEK PARK & PAVILION RENTAL AGREEMENT

The Renter Agrees:

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

Applicant Signature: Douglas Stephen Date: 1-5-2025



To: Swartz Creek City Council
From: Douglas Stephens, Swartz Creek Kiwanis Club
Re: 2025 Art in the Park art fair at Elms Park

Please consider this request to waive the park fee, and the security fee, for the total use of Elms Park on Friday, August 22, and Saturday, August 23, 2025.

HISTORY: We held the art fair at the park in 2009 thru 2012. The public responded well to those events with over 2000 people attending each year. In 2013 and 2014 we tried moving indoors to the Cage Field House, which did not draw well. We returned to Elms Park in 2015. Our last show was in 2024. 2025 will be our 15th show.

We are partnering with the Swartz Creek Area Art Guild and the Women's Club. Generally speaking Kiwanis will provide 14 years of experience in conducting an art fair; the Art Guild, their 9th year with us, will be responsible for recruiting artists; the Women's Club will provide artist refreshments and conduct a blind auction. This is a fundraiser for all three groups, and we anticipate a total net profit in excess of \$8,000, which will all go back into the community. The Chamber of Commerce is also a loyal sponsor and helper. The City has provided tremendous support in preparing the park for the event.

This year we are introducing a new element to the show. We are partnering with Dragon's Cruise, a local car show promoter, to conduct a classic car show along with the art show. We think this partnership will dramatically increase the public interest in our show and be a positive benefit to the community.

BENEFIT TO SWARTZ CREEK: In the past the art fair has brought a sense of pride in the community in that it has created positive awareness of Swartz Creek from outside communities. It has also brought in funds to the community that is used to benefit the community rather than a commercial entity. Some of those funds went directly into supporting Elms Park.

KIWANIS: The Kiwanis Club of Swartz Creek has been serving the youth of the Swartz Creek area since 1955. For example, we have provided over \$100,000 worth of college scholarships in that time. Their total budget has been in excess of \$500,000, all of which has gone back into the community. They were instrumental in building Elms Park and the main pavilion. In 2009 they made structural repairs and installed a new roof on the main pavilion. They also provided funds and volunteer labor in the construction of the playscape, and in 2011 they refurbished it.

ART GUILD: Established in 2010, the Art Guild is dedicated to promoting interest in the visual arts through education and development of artistic activities in S.C. and surrounding areas. They partner with VSA of Michigan and Elmer Knoph Learning Center to provide art experiences and educational instruction for disabled youth and adults. They also sponsor an annual Student Exhibit at the Gallery for the S.C. High School Art Dept.

WOMEN'S CLUB: This group contributes many hours to Swartz Creek by planting and maintaining the flower pots in town and the entrance garden to the city buildings during the growing season. They have made financial contributions to the police and fire departments for the police dog, Cops in the Park, etc. They were also involved, physically and financially, in the repairs to the park pavilion in the downtown park, and the Veterans Memorial statues.

Your approval of this waiver would be greatly appreciated by these groups who are selflessly working hard to improve Swartz Creek, one dollar at a time.

Following is some comments we received from artists and patrons, as well as two images that represent how we intend to use the park.

Questions can be addressed to Doug Stephens, dstephens188@gmail.com, Cell: 810 282 7641
Website: www.swartzcreekkiwanis.org/art

"We participated in our first Art in the Park in Swartz Creek this past Saturday. What a well run and staffed event it was. Weather was perfect (I know you worked hard on that) and the lay-out and amenities were some of the finest (and we've been to The Suburban Collection-Great Lakes Art Fair among other Art shows) and was so pleasantly surprised how great an event you put on! Everyone was so helpful and we loved the free water and healthy snacks (loved the fruit cups!). We had a great day of sales and we look forward to returning in 2018. Thanks for the personal invite and see you in 2018! We will spread the word to others as well!"

Janet & Larry Allen

"Love this annual event! Great place to bring the family. Nice variety of fine arts. I always leave with a Christmas gift for someone, and always regret not buying more for myself!" - Lina Russell

"Great art & craft show. Entertainment was excellent! Talent was diverse & fun. Food was delicious, and the event was organized & well attended. Every year it gets bigger & better." - Bonnie Krupp O'Neal

Swartz Creek Art in the Park is America at its best !!! We live in one of the greatest cities in the world !!!
Richard Kerry Thompson

"The Kiwanis Art in the Park is the best Art show i have ever been to". - Pat Henke



