

**City of Swartz Creek
AGENDA**

**Regular Council Meeting, Monday, February 10, 2025, 6:00 P.M.
Paul D. Bueche Municipal Building, 8083 Civic Drive Swartz Creek, Michigan 48473
THIS WILL BE A HYBRID MEETING, WITH IN PERSON ATTENDANCE BY COUNCIL MEMBERS.**

1. **CALL TO ORDER:**
2. **INVOCATION& PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**
4A. Council Meeting of January 27, 2025 MOTION Pg. 33
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. 39
6C. Annual Building Report to US Census Pg. 62
6D. Annual Planning Commission Report Pg. 64
7. **MEETING OPENED TO THE PUBLIC:**
7A. General Public Comments
8. **COUNCIL BUSINESS:**
8A. Appointments RESO Pg. 24
8B. Investment Policy & Depository Addition RESO Pg. 25
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION Pg. 32

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

Downtown Development Authority:	Thursday, February 13, 2025, 6:00 p.m., PDBMB
Zoning Board of Appeals:	Wednesday, February 19, 2025, 6:00 p.m., PDBMB
Fire Board:	Monday, February 17, 2025, 6:00 p.m., Station #1
Park Board:	Tuesday, February 18, 2025, 5:30 p.m., PDBMB
City Council:	Monday, February 24, 2025, 7:00 p.m., PDBMB
Metro Police Board:	Wednesday, February 26, 2025, 11:00 a.m., Metro HQ
Planning Commission:	Tuesday, March 4, 2025, 7:00 p.m., PDBMB
City Council:	Monday, March 10, 2025, 7:00 p.m., PDBMB

City of Swartz Creek Mission Statement

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

City of Swartz Creek Values

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

Honesty, Integrity and Fairness

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

Fiscal Responsibility

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

Public Service

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

Embrace Employee Diversity and Employee Contribution, Development and Safety

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

Expect Excellence

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

Respect the Dignity of Others

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

Promote Protective Thinking and Innovative Suggestions

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

**CITY OF SWARTZ CREEK
VIRTUAL REGULAR CITY COUNCIL MEETING ACCESS INSTRUCTIONS
MONDAY, FEBRUARY 10, 2025, 6:00 P.M.**

The regular meeting of the City of Swartz Creek city council is scheduled for **February 10, 2025** starting at 6:00 p.m. and will be conducted in hybrid form. The meeting will be available virtually (online and/or by phone). Council members and staff must attend in-person. The general public may attend in-person or virtually.

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

Zoom Instructions for Participants

To join the conference by phone:

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

Before a videoconference:

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

To join the videoconference:

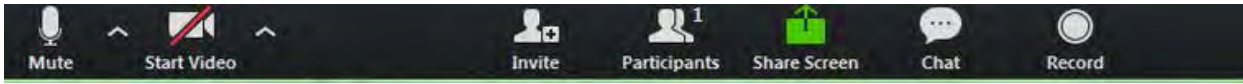
1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

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

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

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

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



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

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

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

Renee Kraft is inviting you to a scheduled Zoom meeting.

Topic: Swartz Creek City Council Meeting

Time: February 10, 2025 at 6:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

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

Meeting ID: 830 9640 1128

One tap mobile

+13017158592,,83096401128# US (Washington DC)

+13126266799,,83096401128# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 830 9640 1128

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

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

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

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

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

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

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

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

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

MAINTAINING ORDER

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

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

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

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

MOTIONS & RESOLUTIONS

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

PUBLIC ADDRESS OF COUNCIL

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

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

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

VOTING RECORD OF PUBLIC BODIES

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

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

Regular Council Meeting of Monday, February 10, 2025 - 6:00 P.M.

TO: *Honorable Mayor, Mayor Pro-Tem & Council Members*
FROM: Adam Zettel, City Manager
DATE: February 5, 2025

ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

- ✓ **MICHIGAN TAX TRIBUNAL APPEALS** *(No Change of Status)*
 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 tentative funding for Miller, Morrish to Dye, as well as Elms Road. These two streets are broken up into four separate projects for the Genesee County Traffic Improvement Program as noted below.

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 was that the local match for all projects was initially over \$2.1M. As of writing, we have new numbers in from OHM that reduce the projects down to very basic mill and resurfacing projects. This substantially reduces the overall price and cuts our local match from \$2,142,772 in the original breakdown to \$1,344, 070 as follows, a savings of about \$800,000:

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	\$730,313	\$470,800	\$259,513
Miller	Asphalt Resurfacing	Morrish	Elms	\$1,287,581	\$747,384	\$540,197
Miller	Asphalt Resurfacing	Tallmadge	Dye	\$1,524,916	\$1,114,256	\$410,660

\$5,010,014 \$2,867,242 \$1,344,070

Based on these new numbers, there is a path forward by which we can do all of the work. However, I was hoping to get the local match below \$1M. Note that the projects have substantially reduced estimates for the typical level of curb, sidewalk, grading, and undercutting work. As priced, we are looking at projects that are more similar in nature

to the quick and easy Seymour Road resurfacing than the more involved Miller Road rehabilitation. However, given the condition of the streets at this point, I find such an investment to still be very much worth it with the matching funds.

We will plan to proceed with all four streets. The big question we will be working on with the GCMPC and OHM is related to the phasing. We need to set a tentative plan to get all the work done in a three year window. Doing all the work at once will save costs on mobilization and will put the work behind us quicker, with fewer interruptions. However, that plan could be a traffic nightmare and may be inflexible should we need more time to set funds aside. We are likely to break this project into two phases, perhaps the concrete first, followed by all paving in a subsequent season.

After meeting with GCMPC on January 16th, they intend to break the project into two phases with 2027 and 2029 being the construction years. This is later than we would like, but this is probably the best that can be arranged. We are trying to line up the asphalt phases of Miller Road first since those are the most time sensitive repair in order to prevent more costly decay. Note that a project occurring in 2026 is nearly impossible at this point because of the nine month delay with governmental agency reviews for engineered projects.

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. We are pushing to meet with the contractor on this matter as soon as possible.

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 30 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 are currently seeking bids for this work, with applications scheduled for 2025. The applicability of this treatment appears quite limited. We had considered this for higher traffic areas, such as Bristol Road. However, after observing the longevity for this with the application to Linden Road (Hill to Maple), it appears to be less helpful than thought. However, there may still be opportunities for low traffic areas like downtown, Springbrook, or Heritage. For additional details, refer to the October 14, 2024, report.

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

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

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. Council approved to have Dependable Sewer address the areas of 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

Based upon the approved pricing of the three year agreement, I estimate that the work will cost around \$80,000 for cleaning, televising, root cutting, and mobilization. Staff did include additional provisions for traffic control, which include a benchmark of MDOT standards.

The city is also taking the next step forward in GIS (our Geographic Information System or mapping system). DLZ has been retained to do some repairs on our GIS map and to update the related data fields with existing information. They will also be updating the data regularly as new inspection and/or repair data is made available.

See the January 13, 2025 report for historic and conceptual details regarding the city’s eight year inspection program.

✓ **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** *(No Change of Status)*

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 or at least primed. 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** *(No Change of Status)*

The January newsletter is out. Let me know what you think!

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

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

1. 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. 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. I expected this in January, but the owner was in a tragic accident, which slowed the process. **There has been 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 yet again in January. Though there is nothing imminent, there is enough interest to make me believe we may see something in 2025.
7. **(Update) Park projects** currently include an active grant award for Otterburn. The city will also look to bid the tree project for Abrams Park this spring, which was awarded about \$10,000 through the DNR. 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. We will be creating a 2025 priority list soon with Park Board.
8. **New Businesses**. 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. We will be conducting a pilot with the trail signs, since these have already been funded by the Cosmos campaign. 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.
13. **(Update) The Old Methodist Church** has been acquired by the DDA. It is vacant, secure, and heated. The DDA and staff are working with the MEDC consultant (paid for by virtue of the RRC program) to create a request for qualifications to help find an end user/developer.

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

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 requested MEDC assistance through the RRC program to create a Request for Qualifications for reuse of the site. This has been approved. The DDA will now 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. It appears the county has tentatively approved both. We submitted additional information as requested. 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!

✓ **OTTERBURN PARK DEVELOPMENT** *(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.

The city subsequently approved a proposal from Rowe Professional Services Company to move the project forward with the intention of bidding the project for completion in 2025 or 2026. Rowe has been the most involved engineer with our recreation planning. This is the firm that has worked on our park plan, created the Otterburn Park concepts/pricing, and which we find to have a suitable park experience.

We are still awaiting a grant agreement with the DNR, but we can proceed with engineering services without those funds.

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. I am including the most recent concept, pricing, and engineering proposal.

✓ **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. This sign has been completed and is ready for pickup by our friends at the observatory. 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 is in possession of their 14-passenger bus and are seeking reimbursement. I will remove this section from future packets.

✓ **WAYFINDING PROJECT** *(No Change of Status)*

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.

To take the first step, we are looking to adapt the concepts to the trail head signs and trail wayfinding signs that are already planned and paid for (through the Cosmos crowdfunding campaign). The park board took a look at the concepts and made final recommendations on details.

✓ **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** *(Update)*

The proposal was shared at the February 4th planning commission meeting. This was intended to be a joint meeting of the PC, DDA, and ZBA, but attendance was limited to only one additional, devoted attendee. There were no additional comments.

Just prior to this, the committee met in mid-January. They are fine tuning the concept prior to ordering construction drawings. At their last meeting, they decided to go with a laminated, engineered wood product. This will offer much longer longevity, easier maintenance, and the ability to readily relocate the structure. The downside is that it comes with a 40% higher price tag. With Greg seeking contributions and the other funds lined up, we should be able to swing it.

Some details that are still pending include lighting and sound. We expect to meet again in about two weeks to put together a final cost and plan. Once complete, this will go before the DDA and city council. 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.

✓ **SPRINGBROOK STREET DEDICATION INQUIRY** *(No Change of Status)*

The HOA completed three cores on Cross Creek 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 met with our engineers and staff to go over the implications of this finding on January 21st.

For the time being, they are taking the informal advice of our engineers and adjusting some of their plans for the 2025-2026 construction years. Though there is not any further movement towards a potential street transfer, they appear to be proceeding with street maintenance and rehabilitation in a manner that would meet city standards.

I expect to be meeting with the group regularly moving forward. See the October 14, 2024 report for all the details of this request, as well as an historical and contextual narrative.

✓ **EARNED SICK TIME ACT** *(Update)*

There is current legislation pending that could completely exempt the city from this requirement. I suspect they will wait until the very last day until we know how we are supposed to address this. The previous report follows.

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.

The current 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.

✓ **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.

✓ **QUALIFIED BIDDER SELECTION** *(Update)*

In order to expend federal funds on engineering services, we must select one or more engineers using the MDOT approved QBS process. This allows the city to use such funds on preliminary and construction engineering services for the Traffic Improvement Program and similar federal programs. We have done this regularly since I can remember.

We are currently soliciting proposals and qualifications from firms for the next five years. I expect to have submissions from the area firms, such as OHM, Rowe, and Spicer, among others. We will then score these in accordance with MDOT standards and make a recommendation to the council. Note that we usually approve multiple firms. We do so because some processes require multiple firms to work on the same project (such as the TIP projects), and we also find that firms have different expertise or specialties. For

example, we currently use Rowe for our recreation planning and design, DLZ for sewer/GIS work, and OHM for water and streets.

I have run our process by the MDOT and have their blessing. This process will take 2-3 months. I will have a recommendation to council when it is ready.

✓ **BUILDING CODES AND FEES (Update)**

The State of Michigan is moving ahead with updating the state building code. This process will likely take a year and will certainly result in changes for builders in the community.

In addition, we met with Mundy Township to go over the short and long term capacity of our shared building department, including contingencies for a potential project at the Advanced Manufacturing District site. I am comfortable that we will continue to provide predictable, professional, and efficient services moving forward.

As predicted, there is a request to increase our rates and fees for standard building services. Given that we have not adjusted our building fees in about a decade, which support staff and contracted inspectors, this is a very reasonable request. I am working on a new schedule now, which should largely align with our building department partner, Mundy.

I expect to have a resolution in front of the council to increase these fees within 60 days. An adjustment to our rental inspection agreement, which established a fixed fee many years ago, is likely to follow. I will report more on these issues as information becomes available.

✓ **COLLECTIVE AND INDIVIDUAL LABOR AGREEMENTS (No Change of Status)**

All of our labor agreements expire on June 30, 2025. I have reached out to AFSCME for an initial agreement to update our collective bargaining agreement (CBA), which will serve as the pattern for remaining staff. I do expect significant changes in the document because we are without defined benefit pension and defined benefit retirement medical employees. This is a big change, which will remove many sections of the CBA. Otherwise, I do not expect much change in the CBA aside from inflationary adjustments and tweaks to existing provisions. However, we will see where things go. The labor agreements span for three years.

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

✓ **MONTHLY REPORTS (Update)**

Monthly reports are included.

✓ **US CENSUS BUILDING PERMIT REPORT (Update)**

There were six new builds in the in the city in 2024. At its peak, there might have been about 40-50 in the late 1990s and early 2000s. A decade ago, there were none.

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

✓ **PLANNING COMMISSION (Update)**

The Planning Commission met on February 4th. this meeting functioned as their annual meeting. The selected offices, remained the same, with Tom Wyatt as Chair, Nate

Henry as Vice Chair, and Betty Binder as the Secretary. The commission also reviewed and approve the annual report, which is attached. This report is much expanded from previous years. It not only includes summary data regarding planning commission and zoning board of appeals activity, it now includes progress on the city's various community and economic development efforts.

The commission discussed training opportunities for the year. As of writing, we are looking to hold a Managing Risk course at the Metro PD headquarters on Wednesday, March 12th at 6pm. We are looking to invite ALL council, PC, DDA, ZBA, and Park Board members!

Lastly, the DDA and ZBA were invited to attend this meeting to deliberate and received updates on Holland Square and the old Methodist Church. This effective functions as a joint meeting in terms of networking and cross-pollinating of the boards, which is a good practice on an annual basis.

Their next meeting is scheduled for March 4, 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 or March agenda.

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

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 January 21, 2025. In addition to routine updates, the board provided some input on the proposed trailhead signs, trail wayfinding signs, and Holland Square.

They are expected to lead the final Otterburn Park design efforts and prepare for 2025 projects in the coming months. Their next scheduled meeting is February 18, 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 . to submit a petition to place a question on the May ballot is January 28.

We have one QBS for Engineering services out for bid (as Adam stated below) with the bids due February 21. We also have two RFBs, for Tree Removal and fog sealing, both due on February 20.

- ✓ **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 18 snow events so far this season.
 - ❑ Bids for engineering services, fog sealing and tree removals are currently being advertised.
 - ❑ Ditching and culvert replacement in the Woods will resume in the spring as soon as weather and the contractors schedule allows.
 - ❑ One of our temporary employees Brad Breiler has submitted his resignation and will be taking a full time position with Swartz Creek School District.
 - ❑ DPS has been working on repairs and service for summer equipment.
 - ❑ DPS has been looking into increased redundancy for the Cappy Lane Pump Station.

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

2024 property tax season is coming to an end. Winter bills are due by February 14th to avoid penalty, and all property taxes due by February 28th to avoid going delinquent to the county. 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.

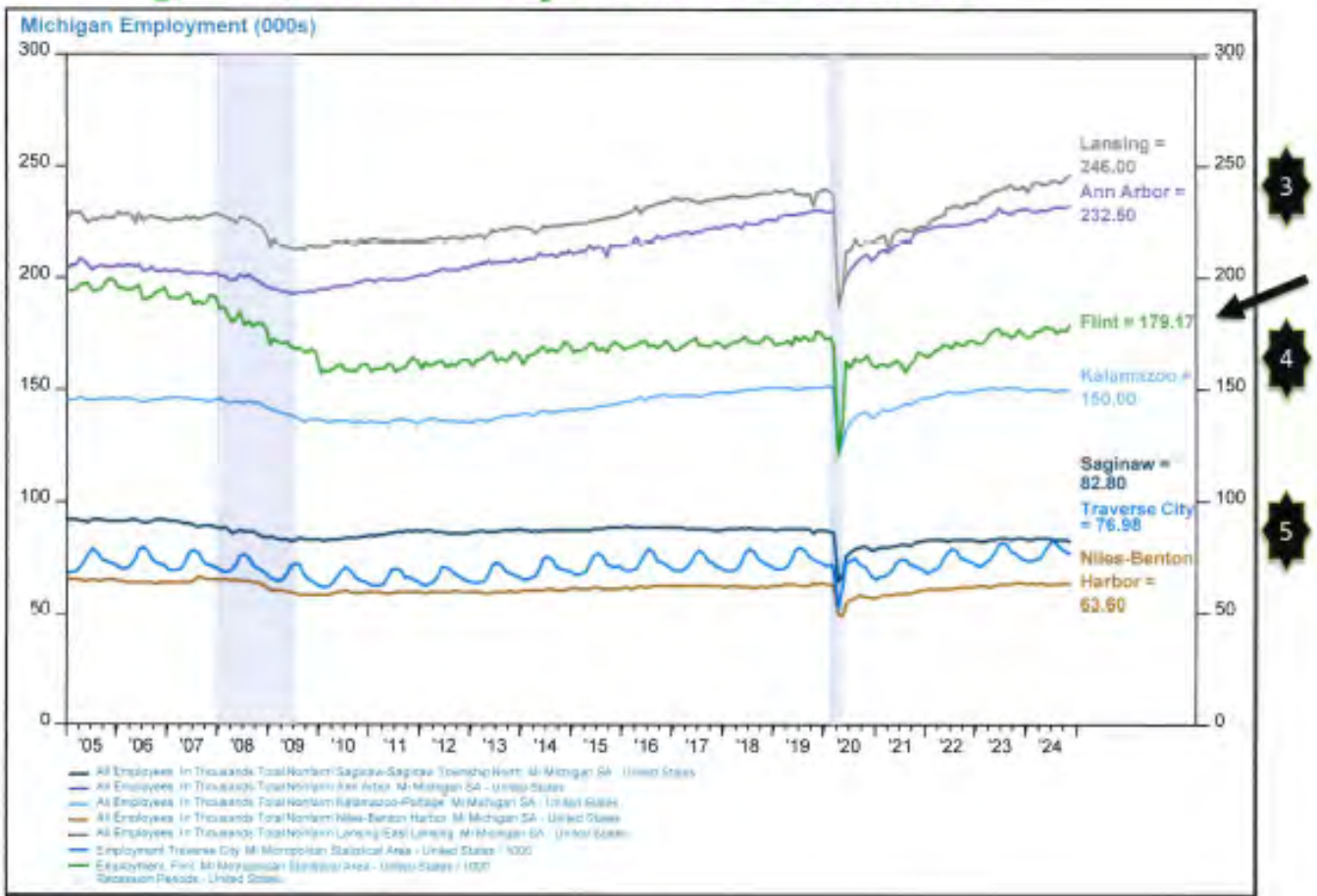
Technology: To compete with the Tesla location for traffic, a minimum of 2x 160kW DC Fast Chargers would be needed at this location. While EV registrations are low in the area (which affects L2 traffic), it would be good to consider future proofing with ~2 80A Level 2 chargers (a Dual Port 80A Pedestal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

Next Step: We are waiting for further instructions from Red E to secure grant funding

Huntington Bank Economic Outlook and Market Overview 1/16/2024

Employment trends for the Flint market have improved since 2020 and have surpassed employment levels in 2010.

Michigan Employment Trends 2 –
Lansing, Flint, Traverse City are above 2020 level



NEW BUSINESS / PROJECTED ISSUES & PROJECTS

✓ **APPOINTMENTS** (*Business Item*)

Vacant positions that still need to be filled are the ZBA Alternate and the Board of Review Alternate. In addition, Mr. Krueger's appointment to the Metro Police Authority is due for renewal, and the Mayor is seeking a second alternate for the Flint Area Narcotics Group to ensure they can manage attendance more efficiently.

At this point, the Mayor is recommending a renewal of Mr. Krueger's term on Metro, and he believe appointing Chief Bade as a second alternate to FANG will also help with issues experienced there. The ZBA and BOR are still vacant, though there was interest in one or both positions by a recent meeting attendee.

✓ **BANKING SERVICES AND DEPOSITORIES** (*Business Item*)

We last updated our banking depository listing in 2023. Since then, we have come to discover that Dort Financial Credit Union, which is relatively new to the city, provides extremely professional and competitive services and rates for passive investment. I am including a resolution to update our approved depository list, with the unchanged Investment Policy on record, with the sole change being the addition of DFCU.

In addition, with DFCU's expansion into the community and commercial banking in general, they are presenting a case that they are in a better position to provide for our day-to-day banking needs than Chase, which currently supplies such services. This is due to two reasons. The first is that Chase appears to be pulling away from small town services. In the recent past, they have even stopped taking our commercial deposits at the local branch, which requires travel to Corunna or Hill Road on nearly a daily basis. The reduction in staff and services at the local branch is felt.

Secondly, DFCU appears to be attempting to aggressively enter this market. They have made acquisitions and improvements to their services that enable similar services that Chase provided at the highest level (digital/remote check scanning, security, etc) with improved branch services (e.g. taking our money....).

As such, I am working with our finance staff to transition our checking, deposit, tax, and transfers to DFCU over time. They appear to be a better and more predicable fit to our needs as it relates to availability, customer service, and large scale banking needs. They also are light years ahead of Chase in terms of interest/dividends for deposited funds.

✓ **FUTURE WASTE, RECYCLING, AND YARD WASTE COLLECTION** (*Update*)

Our contract with Priority for collection expires at the end of June in 2026. We are taking a look around at current awards by similar municipalities, and the prices appear to be up 30 to 40%! This is an extreme and possibly insurmountable increase for our waste budget.

To improve our situation, I am reaching out to our neighbors to attempt to align bidding together for some economies of scale. So far, Flint Township, Mundy, and Gaines Township liaisons have expressed an interest to do so. We may be able to negotiate an extension with Priority to move us down the road to coincide with one or more of these other bids. Doing so can provide some potential price relief. I will keep the council informed.

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.

Mid-year Budget Adjustments: These are expected to be on the February 24th agenda. As of writing, there are no remarkable changes or needs.

**City of Swartz Creek
RESOLUTIONS
Regular Council Meeting, Monday, February 10, 2025, 6:00 P.M.**

Motion No. 250210-4A **MINUTES – JANUARY 27, 2025**

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, January 27, 2025, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 250210-5A **AGENDA APPROVAL – FEBRUARY 10, 2025**

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of February 10, 2025, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 250210-6A **CITY MANAGER’S REPORT**

Motion by Councilmember: _____

I Move the Swartz Creek City Council accept the City Manager’s Report of February 10, 2025, including reports and communications, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 250210-8A **RESOLUTION TO APPROVE COMMISSION APPOINTMENTS**

Motion by Councilmember: _____

WHEREAS, the laws of the State of Michigan, the Charter and Ordinances of the City of Swartz Creek, interlocal agreements in which the City of Swartz Creek is a member, and previous resolutions of the City Council require and set terms of officers for various appointments to City boards and commissions, as well as appointments to non-city boards and commissions seeking representation by City officials; and

WHEREAS, there exist vacancies in such positions; and

WHEREAS, said appointments are Mayoral appointments, subject to affirmation of the City Council.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council concur with the Mayor and City Council appointments as follows:

#250210-8A1 **MAYOR APPOINTMENT:** **Matt Bade**
FANG - Alternate
Remainder of two year term, expiring November 23, 2026

#250210-8A2 **MAYOR APPOINTMENT:** **David Krueger**
Metro Police Authority of Genesee County
Three year term, expiring January 31, 2028

#250210-8A3 **MAYOR APPOINTMENT:**
ZBA Alternate
Remainder of Three year term, expiring June 30, 2025

#250210-8A4 **MAYOR APPOINTMENT:**
Board of Review Authority - Alternate
Remainder of three year term, expiring June 30, 2026

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 20250210-8A **A RESOLUTION TO AFFIRM THE CURRENT INVESTMENT POLICY AND UPDATE THE DESIGNATION DEPOSITORY LIST**

Motion by Councilmember: _____

WHEREAS, the city maintains a policy to manage invested public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City of Swartz Creek and conforming to all State statutes and local ordinances governing the investment of public funds; and

WHEREAS, the policy includes a listing of eligible banking institutions that may change from time to time based upon the rating of such institutions; and

WHEREAS, the city treasurer has updated the designation of depository list to reflect the current ratings; and

WHEREAS, there are no changes to the investment policy at this time.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council accept the Investment Policy and Designation of Depository for City Funds as follows:

I. POLICY

It is the policy of the City of Swartz Creek to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City of Swartz Creek and conforming to all State statutes and local ordinances governing the investment of public funds.

II. SCOPE

This investment policy applies to all short term operating funds of the City of Swartz Creek and any new fund created by the local unit, unless specifically exempted by the City Council. These assets are accounted for in the City of Swartz Creek's annual financial report.

III. INVESTMENT OBJECTIVES

The following investment objectives, in priority order, will be applied in the management of the City of Swartz Creek's funds.

Safety

The primary objective of the City of Swartz Creek's investment activities is the preservation of capital in the overall portfolio and the protection of investment principal.

The authorized investment staff will employ mechanisms to control risks and diversify investments regarding specific security types or individual financial institutions.

Liquidity

The investment portfolio will remain sufficiently liquid to enable the City of Swartz Creek to meet operating requirements, which might be reasonably anticipated.

Return on Investment

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow characteristics of the portfolio. Return on investments shall be of secondary importance compared to the safety and liquidity objectives above.

IV. PRUDENCE

In managing its investment portfolio, City of Swartz Creek officials shall avoid any transaction that might impair public confidence. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management

of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The above standard is established as the standard for professional responsibility and shall be applied in the context of managing the overall portfolio. Investment officers of the City of Swartz Creek, acting in accordance with State statute, this Investment policy, written procedures as may be established, and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion, and appropriate action is taken to control adverse developments.

V. DELEGATION OF AUTHORITY

Authority to manage the City of Swartz Creek's investment program is derived from State statutes.

Responsibility for the investment program is hereby delegated to the City Manager, or his designated representative hereinafter referred to as investment officer, who shall establish written procedures for the operation of the investment program consistent with this investment policy. The Investment Officer shall be responsible for all transactions undertaken, and shall establish a system of controls to regulate the activities of subordinate officials.

VI. ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair--or create the appearance of an impairment on--their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Manager any material financial interests in financial institutions that conduct business with the unit, and they shall further disclose any large personal financial investment positions that could be related to the performance of the City of Swartz Creek's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the City of Swartz Creek, particularly with regard to the time of purchases and sales.

VII. SAFEKEEPING AND CUSTODY

1. Authorized Financial Dealers and Institutions - The Investment Officer will maintain a list of financial institutions. In addition, a list will also be maintained of approved security broker/dealers selected by credit-worthiness, who maintain an office in the State of Michigan or who are "primary" dealers or regional dealers that qualify under Securities and Exchange Commission rule 15C3-1 (uniform net capital rule.) No public deposit shall be made except in a qualified public depository as established by State law.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Investment Officer with the following: audited financial statements for the most recent fiscal year; certification of having read and agreeing to abide by the City of Swartz Creek's investment policy and the pertinent State statutes; proof of National Association of Security Dealers certification; and proof of State registration, where applicable.

An annual review of the financial condition and registration of qualified bidders will be conducted by the Finance Director. Information indicating a loss or prospective loss of capital on existing investments must be shared with the City Manager of the City of Swartz Creek immediately upon notification.

2. Internal Controls - The Investment Officer shall establish a system of internal controls, documented in writing, which is designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefit likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

All securities purchased by the City of Swartz Creek under this section shall be properly designated as an asset of the City and held in safekeeping by a third party custodial bank or other third party custodial institution, chartered by the United States government or the State of Michigan, and no withdrawal of such securities, in whole or in part, shall be made from safekeeping except by the Investment Officer as authorized herein, or by respective designees.

Internal controls will also encompass at a minimum the additional issues:

Separation of functions including transaction authority from accounting and record-keeping, delegation of authority to subordinate staff members written confirmation of telephone transactions, specific guidelines regarding securities losses and remedial action, documentation of decisions made at the committee level and avoidance of physical delivery securities. Further all confirming written transactions shall be signed by the Investment Officer or Finance Director.

3. Delivery vs. Payment – all trades will be executed by delivery vs. payment to ensure that securities are deposited in an eligible financial institution prior to release of funds. Securities will be held by a third-party custodian as evidenced by safekeeping receipts.

The City of Swartz Creek will execute third party custodial agreement(s) with its bank(s) and depository institution(s). Such agreements will include letters of authority from the City of Swartz Creek, details as to responsibilities of each party, notification of security purchases, sales, delivery, repurchase

agreements and wire transfers, safekeeping and transactions costs, procedures in case of wire failure or other unforeseen mishaps including liability of each party.

VIII. AUTHORIZED AND SUITABLE INVESTMENTS

1. The City of Swartz Creek is empowered by State statute (1988 Public Act 239, M.C.L. 129.91) to invest in the following types of securities:

a. Bond, securities, and other obligations of the United States, or an agency or instrumentality of the United States including securities issued or guaranteed by the Government National Mortgage Association;

b. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank which is a member of the federal deposit insurance corporation or a savings and loan which is a member of the federal savings and loan insurance corporation or a credit union which is insured by the national credit union administration, but only if the bank, savings and loan or credit union is eligible to be a depository of surplus funds belonging to the state under section 5 or 6 of Act No. 105 of the Public Acts of 1855, as amended;

c. In United States government or federal agency obligation repurchase agreements.

d. In banker's acceptances of United States banks;

e. Mutual funds registered under the investment company act of 1940, title I of chapter 686, 54 Stat. 789, 15 U.S.C. 80a-1 to 80a-3 and 80a-4 to 80a-64, with the authority to purchase only investment vehicles that are legal for direct investment by the City. This authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share.

f. Investment pools through an interlocal agreement under the urban cooperation act of 1967, 1967 (Excess) PA 7, MCL 124.501 to 124.512. All of the pools are limited to investments described in Sections a-f.

g. Investment pools organized under the surplus funds investment pool act, 1982 PA 367, 129.111 to 129.118. All of the pools are limited to investments described in Sections a-f.

2. The Investment Officer is restricted to investments which meet the statutory restrictions above and limitations on security issues and issuers as detailed below:

a. Repurchase agreements shall be negotiated only with dealers or financial institutions with whom the City has negotiated a Master Repurchase Agreement or with the City of Swartz Creek's primary bank. Repurchase Agreements must be signed with the bank or dealer and must continue

provisions similar to those outlined in the Public Security Association's model Master Repurchase Agreement.

b. Certificates of Deposit shall be purchased only from financial institutions, which qualify under Michigan law and are consistent with Opinion No. 6168, Opinions of the Attorney General (1982).

c. To the extent possible, the investing officer will attempt to match investments with anticipated cash flow requirements. Specific City Council approval is necessary for investments exceeding eighteen months. Unless matched to a specific cash flow requirement, the City of Swartz Creek will not directly invest in securities maturing more than 10 years from the date of purchase. No more than 25 percent of the City of Swartz Creek's total investment portfolio shall be placed in securities maturing in more than 10 years. No more than 50 percent of investment vehicles maturing in any given month shall be of non-liquid nature (non-negotiable CD's, commercial paper, etc.)

d. No more than 50 percent of any one fund's surplus operating cash may be invested in commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and which matures not more than 270 days after the date of purchase; Commercial Paper held in the portfolio which subsequently receives a reduced rating shall be closely monitored and sold immediately if the principal invested may otherwise be jeopardized.

e. Investments will be diversified by security type and institutions. With the exception of U.S. treasury securities and authorized investment pools (as a long term investment program), no more than 50 percent of the total investment portfolio will be invested in a single security type or with a single financial institution. With the exception of using affiliates of the major Banking Institute and upon receipt of written confirmation that funds are fully insured when held by the affiliates.

Excluding the Property Tax Bank Account, with 100 percent of funds being deposited with the City of Swartz Creek's major Banking Institute with monies in the checking and Municipal Governmental Cash Investment Fund to be liquid and transferable to the respective taxing agencies on a biweekly basis during the tax collection period.

Excluding amounts pooled in the Commercial Sweep Account and held for less than 91 days which will remain liquid and transferable to meet financial obligations associated with daily operations.

IX. CASH MANAGEMENT

The City of Swartz Creek's Policy regarding cash management is based upon the realization that there is a time-value to money. Temporarily idle cash may be invested for a period of one day to an excess of one year depending upon when the money is needed. Accordingly, the Finance Director shall prepare a

written cash management procedure which shall include, but not be limited to, the following:

Cash Forecast: At least annually, a cash forecast shall be prepared using expected revenue sources and items of expenditure to project cash requirements over the fiscal year. The forecast shall be updated from time to time to identify the probable investment balances that will be available.

Pooled Cash: Except for cash in certain restricted and special accounts, the investment officer may pool cash of various funds to maximize investment earnings. Investment income shall be allocated to the various funds based upon their respective participation.

X. INVESTMENT PERFORMANCE AND REPORTING

All investment transactions shall be recorded in the various funds of the City of Swartz Creek in accordance with Generally Accepted Accounting Principles as declared by the Government Accounting Standards Board.

The Investment Officer shall submit a semi-annual investment report to the City Manager that provides the principal and type of investment, annualized yield, earnings for the period, market price and a summary report of cash and investments maintained in each financial institution.

Performance of the portfolio shall be reported periodically and submitted to the City Manager. Reports shall include details of the characteristics of the portfolio as well as its performance for that period. Reports shall be submitted at a minimum on an annual basis. Material deviations from projected investment strategies shall be reported immediately to the city manager.

XI. INVESTMENT POLICY ADOPTION

The City of Swartz Creek investment policy shall be adopted by resolution of the City of Swartz Creek legislative authority. Modifications made at any time or when necessitated by State statutory revision must be approved by the legislative authority of the City of Swartz Creek. Investments conforming to the investment policy guidelines prior to any amendatory act are hereby validated.

Designation of Depository

The Swartz Creek City Council designates the following banking-financial institutions and their affiliates as depositories for City funds:

- Baker Tilly
- Bank of America
- Comerica Bank
- Dort Financial Credit Union
- Fifth Third Bank
- Financial Plus Federal Credit Union
- Flagstar Bank – Troy
- Flagstar Bank – Troy CDARS Program

Horizon Bank
Huntington Bank
Independent Bank
JP Morgan Chase
MBIA Class Client Services
Mercantile Bank
Merrill Lynch
Morgan Stanley Wealth Management

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 250210-11A

ADJOURN

Motion by Councilmember: _____

I Move the Swartz Creek City Council adjourn the regular council meeting of February 10, 2025.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE January 27, 2025**

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

Invocation and Pledge of Allegiance.

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

Councilmembers Absent/Excused: Melen, Krueger

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

Others Present: Fire Chief Plumb, Pam Hill CPA of Plante Moran; Ashley Frase CPA of Plante Moran; Alli Conly of Plante Moran, Brett Quitiquit for Priority Waste, Ryan Bair of Rowe Professional Services, Dennis Cramer, Jeff Kelley, Tyler Woods

Others Virtually Attended: Doug Shults for Rowe Professional Services

Motion by Gilbert, seconded by Hicks to excuse Councilmembers Melen and Krueger. Unanimous Voice Vote.

APPROVAL OF MINUTES

Resolution No. 250127-01

(Carried)

Motion by Councilmember Spillane
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday January 13, 2025 as amended, to be circulated and placed on file.

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

APPROVAL OF AGENDA

Resolution No. 250127-02

(Carried)

Motion by Mayor Pro Tem Hicks
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Agenda as printed for the Regular Council Meeting of January 27, 2025, to be circulated and placed on file.

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

CITY MANAGER'S REPORT

Resolution No. 250127-03

(Carried)

Motion by Councilmember Gilbert
Second by Mayor Pro Tem Hicks

I Move the Swartz Creek City Council accept the City Manager's Report of January 27, 2025, including reports and communications to be circulated and placed on file.

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC:

Brett Quitquit, Priority Waste: Thanked us for being patient with the transition. Also thanked the city for keeping the roads clear.

Tyler Woods: Discussed large dumpster items at his apartment complex. He has written to the Riverside management company.

COUNCIL BUSINESS:

PRESENTATION:

2023-2024 Fiscal Year Audit by Plante Moran employees: Pam Hill, CPA; Ashley Frase, CPA; Alli Conly.

RESOLUTION TO ACCEPT THE 2023-2024 FISCAL YEAR AUDIT BY INDEPENDENT AUDITOR PLANTE-MORAN

Resolution No. 250127-04

(Carried)

Motion by Councilmember Knickerbocker
Second by Councilmember Gilbert

Genesee County Storm Water 342 Representative
Two year term, expiring November 23, 2026

#250127-8B2 **MAYOR APPOINTMENT:** **Robert Bincsik**
Genesee County Storm Water 342 Representative – Alternate
Two year term, expiring November 23, 2026

#2250127-8B3 **MAYOR APPOINTMENT:** **Sara Witter**
Park and Recreation Advisor Board - Resident
Three year term, expiring December 31, 2027

#250127-8B4 **MAYOR APPOINTMENT:**
Board of Review Authority - Alternate
Remainder of three year term, expiring June 30, 2026

#250127-8B5 **MAYOR APPOINTMENT:**
ZBA Alternate
Remainder of Three year term, expiring June 30, 2025

Discussion Ensued.

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

RESOLUTION TO APPROVE PROFESSIONAL ENGINEERING SERVICES FOR OTTERBURN PARK DESIGN, BID, AND CONSTRUCTION OBSERVATION

Resolution No. 250127-06

(Carried)

Motion by Councilmember Knickerbocker
Second by Councilmember Gilbert

WHEREAS, the City of Swartz Creek owns, operates, and maintains a system of parks, trails, and recreational structures that are planned and invested into in accordance with a five year parks and recreation plan; and

WHEREAS, the city is developing Otterburn Park to include a pavilion, restrooms, a disc golf course, a sledding hill, a bike station, and a walking path, and

WHEREAS, the city has acquired funds from HUD, the DNR, and a local charity (Be More Jentry) in the amount of \$600,000 and likewise has a development plan that is estimated to cost \$600,000; and

WHEREAS, the city solicited a proposal from a pre-approved engineer that has experience and continuity in working with the city's park assets to complete the design for the park, bid the work, satisfy the grant requirements, and observe construction.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council hereby approve the professional service agreement dated January 16, 2025, as submitted by Rowe

Professional Services Company in the estimated amount of \$80,600, and further authorizes and directs the Mayor to execute said agreement on behalf of the city.

Discussion Ensued with Ryan Bair.

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

NO: None. Motion Declared Carried.

RESOLUTION TO AMEND THE FISCAL YEAR 2024 BUDGET FOR THE FIRE DEPARTMENT

Resolution No. 250127-07

(Carried)

Motion by Councilmember Gilbert

Second by Councilmember Knickerbocker

WHEREAS, the agreement for fire service between Clayton Township and Swartz Creek City indicates a specific process for budgetary review and approval by the municipalities; and,

WHEREAS, the staff of Clayton Township and the Swartz Creek City approved the Swartz Creek Area Fire Department operating budget for the 2024 fiscal year; and,

WHEREAS, while the expenses of the budget do not exceed revenues, as budgeted, there are three line items that do exceed budgeted expenses that must be adjusted and affirmed by the Township of Clayton and the City of Swartz Creek.

NOW, THEREFORE, BE IT RESOLVED THAT the City of Swartz Creek approve the amended Fiscal Year 2024 Swartz Creek Area Fire Board Budget, as included in the January 27, 2025 City Council Packet.

Discussion Ensued with Chief Dave Plumb.

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

NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC: None.

REMARKS BY COUNCILMEMBERS:

Mayor Pro Tem Hicks: Informed us that today is International Holocaust Remembrance Day and it is the 80th anniversary of Auschwitz.

Councilmember Spillane: Noted that the Grand Blanc Chamber of Commerce will no longer coordinate the four-day Summer Fun Fest, which is equivalent to our Hometown Days. They are replacing it with a one-day event. He is not a fan of Holland Square E.V.

charging stations. Suggested a part-time person to do park reservations only and would like to see that person at the events. Discussion ensued.

Councilmember Knickerbocker: Stated the Chamber of Commerce / 1-800 Water Damage is hosting an event at Mario's Restaurant at noon tomorrow.

ADJOURNMENT

Resolution No. 250127-08

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Spillane

I Move the Swartz Creek City Council adjourn the regular meeting at 8:16 p.m.

Unanimous Voice Vote.

Nate Henry, Mayor

Renee Kraft, CMC, MiPMC-2, City Clerk

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK
PERIOD ENDING 01/31/2025

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 01/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund					
000.000 - General	2,819,079.00	2,819,079.00	2,159,112.74	659,966.26	76.59
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	4,414.63	285.37	93.93
345.000 - PUBLIC SAFETY BUILDING	24,200.00	24,200.00	11,753.71	12,446.29	48.57
371.000 - Building/Zoning/Planning	63,275.00	63,275.00	41,446.00	21,829.00	65.50
444.000 - Sidewalks	0.00	0.00	(11.94)	11.94	100.00
448.000 - Lighting	8,722.00	8,722.00	11,582.28	(2,860.28)	132.79
523.000 - Grass, Brush & Weeds	3,600.00	3,600.00	1,500.00	2,100.00	41.67
694.000 - Community Development I	39,822.00	39,822.00	0.00	39,822.00	0.00
780.000 - Parks & Recreation	0.00	0.00	50.00	(50.00)	100.00
780.500 - Mundy Twp Park Services	11,024.00	11,024.00	7,065.62	3,958.38	64.09
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	3,010.00	6,990.00	30.10
786.000 - Non-Motorized Trailway	0.00	0.00	30,000.00	(30,000.00)	100.00
790.000 - Facilities-Senior Center/Lit	5,300.00	5,300.00	3,081.53	2,218.47	58.14
TOTAL REVENUES	2,990,222.00	2,990,222.00	2,279,102.76	711,119.24	
000.000 - General	14,133.00	14,133.00	7,796.81	6,336.19	55.17
101.000 - Council	26,012.00	26,012.00	16,863.55	9,148.45	64.83
172.000 - Executive	161,341.00	161,341.00	93,085.76	68,255.24	57.70
215.000 - Administration and Clerk	36,293.00	36,293.00	22,952.00	13,341.00	63.24
228.000 - Information Technology	23,000.00	23,000.00	7,910.33	15,089.67	34.39
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	94,192.47	28,287.53	76.90
257.000 - Assessor	52,881.00	52,881.00	24,939.83	27,941.17	47.16

262.000 - Elections	86,374.00	86,374.00	63,366.14	23,007.86	73.36
265.000 - Facilities - City Hall	19,357.00	19,357.00	13,031.74	6,325.26	67.32
266.000 - Legal Council	18,900.00	18,900.00	6,612.60	12,287.40	34.99
301.000 - Police Dept	12,026.00	12,026.00	11,771.73	254.27	97.89
301.266 - Legal Council PSFY	24,000.00	24,000.00	11,558.50	12,441.50	48.16
301.851 - Retiree Employer Health C.	36,648.00	36,648.00	7,921.08	28,726.92	21.61
334.000 - Metro Police Authority	1,291,290.00	1,291,290.00	974,890.50	316,399.50	75.50
336.000 - Fire Department	205,162.00	205,162.00	163,843.73	41,318.27	79.86
345.000 - PUBLIC SAFETY BUILDING	40,138.00	40,138.00	15,618.31	24,519.69	38.91
371.000 - Building/Zoning/Planning	129,303.00	129,303.00	80,247.60	49,055.40	62.06
448.000 - Lighting	108,150.00	108,150.00	70,392.73	37,757.27	65.09
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 I	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	12,949.56	7,404.44	63.62
780.500 - Mundy Twp Park Services	10,022.00	10,022.00	7,416.93	2,605.07	74.01
782.000 - Facilities - Abrams Park	74,055.00	74,055.00	33,381.76	40,673.24	45.08
783.000 - Facilities - Elms Rd Park	101,047.00	101,047.00	121,455.25	(20,408.25)	120.20
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	18,162.96	12,169.04	59.88
794.000 - Community Promotions Pr	77,194.00	77,194.00	53,433.52	23,760.48	69.22
797.000 - Facilities - City Parking Lot:	8,725.00	8,725.00	1,175.81	7,549.19	13.48
851.000 - Retired Employee Health C	34,732.00	34,732.00	15,013.09	19,718.91	43.23
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	2,114,655.11	964,547.89	

Fund 101 - General Fund:					
TOTAL REVENUES	2,990,222.00	2,990,222.00	2,279,102.76	711,119.24	76.22
TOTAL EXPENDITURES	3,079,203.00	3,079,203.00	2,114,655.11	964,547.89	68.68
NET OF REVENUES & EXPENDITURES	(88,981.00)	(88,981.00)	164,447.65	(253,428.65)	

Fund 202 - Major Street Fund					
000.000 - General	617,797.00	617,797.00	199,375.82	418,421.18	32.27

441.000 - Miller Rd Park & Ride	5,000.00	5,000.00	1,650.51	3,349.49	33.01
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
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	204,026.33	431,770.67	
228.000 - Information Technology	900.00	900.00	421.34	478.66	46.82
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	2,137.66	3,735.34	36.40
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	6,248.69	(6,248.69)	100.00
454.000 - STREETS PROJECTS	0.00	0.00	37,154.50	(37,154.50)	100.00
463.000 - Routine Maint - Streets	319,653.00	319,653.00	102,304.29	217,348.71	32.00
474.000 - Traffic Services	29,778.00	29,778.00	36,326.11	(6,548.11)	121.99
478.000 - Snow & Ice Removal	62,193.00	62,193.00	41,586.27	20,606.73	66.87
482.000 - Administrative	17,525.00	17,525.00	9,913.86	7,611.14	56.57
538.500 - Intercommunity storm drai	14,540.00	14,540.00	1,480.82	13,059.18	10.18
TOTAL EXPENDITURES	480,496.00	480,496.00	250,223.54	230,272.46	
Fund 202 - Major Street Fund:					
TOTAL REVENUES	635,797.00	635,797.00	204,026.33	431,770.67	32.09
TOTAL EXPENDITURES	480,496.00	480,496.00	250,223.54	230,272.46	52.08
NET OF REVENUES & EXPENDITURES	155,301.00	155,301.00	(46,197.21)	201,498.21	
Fund 203 - Local Street Fund					
000.000 - General	196,892.00	196,892.00	149,070.08	47,821.92	75.71
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	149,070.08	1,029,321.92	
228.000 - Information Technology	700.00	700.00	421.34	278.66	60.19
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	38,324.75	(38,324.75)	100.00

463.000 - Routine Maint - Streets	1,078,384.00	1,078,384.00	151,680.71	926,703.29	14.07
463.503 - Local Streets Rehab	0.00	0.00	350.00	(350.00)	100.00
474.000 - Traffic Services	10,657.00	10,657.00	16,176.76	(5,519.76)	151.79
478.000 - Snow & Ice Removal	43,380.00	43,380.00	34,235.99	9,144.01	78.92
482.000 - Administrative	13,144.00	13,144.00	7,435.36	5,708.64	56.57
538.500 - Intercommunity storm drai	13,200.00	13,200.00	1,480.82	11,719.18	11.22
TOTAL EXPENDITURES	1,174,465.00	1,174,465.00	255,630.73	918,834.27	
Fund 203 - Local Street Fund:					
TOTAL REVENUES	1,178,392.00	1,178,392.00	149,070.08	1,029,321.92	12.65
TOTAL EXPENDITURES	1,174,465.00	1,174,465.00	255,630.73	918,834.27	21.77
NET OF REVENUES & EXPENDITURES	3,927.00	3,927.00	(106,560.65)	110,487.65	
Fund 204 - MUNICIPAL STREET FUND					
000.000 - General	812,938.00	812,938.00	849,211.62	(36,273.62)	104.46
TOTAL REVENUES	812,938.00	812,938.00	849,211.62	(36,273.62)	
455.100 - CAPITAL IMPROVEMENT BC	2,895,284.00	2,895,284.00	1,272,564.53	1,622,719.47	43.95
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	1,642,108.57	2,879,648.43	
Fund 204 - MUNICIPAL STREET FUND:					
TOTAL REVENUES	812,938.00	812,938.00	849,211.62	(36,273.62)	104.46
TOTAL EXPENDITURES	4,521,757.00	4,521,757.00	1,642,108.57	2,879,648.43	36.32
NET OF REVENUES & EXPENDITURES	(3,708,819.00)	(3,708,819.00)	(792,896.95)	(2,915,922.05)	
Fund 226 - Garbage Fund					
000.000 - General	499,946.00	499,946.00	494,444.60	5,501.40	98.90
253.000 - Treasurer	0.00	0.00	120.00	(120.00)	100.00
TOTAL REVENUES	499,946.00	499,946.00	494,564.60	5,381.40	
101.000 - Council	4,221.00	4,221.00	2,715.20	1,505.80	64.33
172.000 - Executive	9,912.00	9,912.00	6,767.63	3,144.37	68.28
215.000 - Administration and Clerk	2,961.00	2,961.00	2,793.30	167.70	94.34
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	17,638.39	3,901.61	81.89
265.000 - Facilities - City Hall	4,437.00	4,437.00	2,378.70	2,058.30	53.61
528.000 - Sanitation Collection	336,098.00	336,098.00	167,566.51	168,531.49	49.86
530.000 - Wood Chipping	57,758.00	57,758.00	44,630.14	13,127.86	77.27
782.000 - Facilities - Abrams Park	17,835.00	17,835.00	6,605.82	11,229.18	37.04

783.000 - Facilities - Elms Rd Park	20,434.00	20,434.00	8,928.69	11,505.31	43.70
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	260,995.07	219,340.93	
Fund 226 - Garbage Fund:					
TOTAL REVENUES	499,946.00	499,946.00	494,564.60	5,381.40	98.92
TOTAL EXPENDITURES	480,336.00	480,336.00	260,995.07	219,340.93	54.34
NET OF REVENUES & EXPENDITURES	19,610.00	19,610.00	233,569.53	(213,959.53)	
Fund 248 - Downtown Development Fund					
000.000 - General	167,327.00	167,327.00	118,799.07	48,527.93	71.00
728.000 - Economic Development	0.00	0.00	10,000.00	(10,000.00)	100.00
TOTAL REVENUES	167,327.00	167,327.00	128,799.07	38,527.93	
173.000 - DDA Administration	16,400.00	16,400.00	1,960.54	14,439.46	11.95
728.000 - Economic Development	38,299.00	38,299.00	139,656.72	(101,357.72)	364.65
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	192,577.12	(11,378.12)	
Fund 248 - Downtown Development Fund:					
TOTAL REVENUES	167,327.00	167,327.00	128,799.07	38,527.93	76.97
TOTAL EXPENDITURES	181,199.00	181,199.00	192,577.12	(11,378.12)	106.28
NET OF REVENUES & EXPENDITURES	(13,872.00)	(13,872.00)	(63,778.05)	49,906.05	
Fund 401 - Capital Project Fund					
000.000 - General	0.00	0.00	4.98	(4.98)	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	4.98	59,995.02	
Fund 401 - Capital Project Fund:					
TOTAL REVENUES	60,000.00	60,000.00	4.98	59,995.02	0.01
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	60,000.00	60,000.00	4.98	59,995.02	
Fund 402 - Fire Equip Replacement Fund					
000.000 - General	1,245.00	1,245.00	854.27	390.73	68.62
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	155,854.27	390.73	
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	155,854.27	390.73	99.75

TOTAL EXPENDITURES	0.00	0.00	107,012.28	(107,012.28)	100.00
NET OF REVENUES & EXPENDITURES	156,245.00	156,245.00	48,841.99	107,403.01	
Fund 590 - Sanitary Sewer Fund					
000.000 - General	11,000.00	11,000.00	46,117.42	(35,117.42)	419.25
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	648,859.63	735,040.37	46.89
TOTAL REVENUES	1,394,900.00	1,394,900.00	695,277.05	699,622.95	
101.000 - Council	10,372.00	10,372.00	6,794.45	3,577.55	65.51
172.000 - Executive	39,363.00	39,363.00	26,573.25	12,789.75	67.51
215.000 - Administration and Clerk	13,526.00	13,526.00	10,639.83	2,886.17	78.66
228.000 - Information Technology	9,440.00	9,440.00	3,715.39	5,724.61	39.36
253.000 - Treasurer	84,886.00	84,886.00	64,998.22	19,887.78	76.57
265.000 - Facilities - City Hall	10,690.00	10,690.00	6,328.19	4,361.81	59.20
536.000 - Sewer System	1,190,171.00	1,190,171.00	426,449.01	763,721.99	35.83
537.000 - Sewer Lift Stations	12,096.00	12,096.00	4,377.98	7,718.02	36.19
542.000 - Read and Bill	71,164.00	71,164.00	37,663.44	33,500.56	52.92
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	587,539.76	1,062,168.24	
Fund 590 - Sanitary Sewer Fund:					
TOTAL REVENUES	1,394,900.00	1,394,900.00	695,277.05	699,622.95	49.84
TOTAL EXPENDITURES	1,649,708.00	1,649,708.00	587,539.76	1,062,168.24	35.61
NET OF REVENUES & EXPENDITURES	(254,808.00)	(254,808.00)	107,737.29	(362,545.29)	
Fund 591 - Water Supply Fund					
000.000 - General	9,000.00	9,000.00	28,573.35	(19,573.35)	317.48
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	1,151,599.13	1,403,708.87	45.07
TOTAL REVENUES	2,564,308.00	2,564,308.00	1,180,472.48	1,383,835.52	
101.000 - Council	9,957.00	9,957.00	6,794.94	3,162.06	68.24
172.000 - Executive	39,396.00	39,396.00	26,966.95	12,429.05	68.45
215.000 - Administration and Clerk	13,574.00	13,574.00	10,639.82	2,934.18	78.38
228.000 - Information Technology	9,440.00	9,440.00	3,715.39	5,724.61	39.36
253.000 - Treasurer	98,543.00	98,543.00	62,581.09	35,961.91	63.51
265.000 - Facilities - City Hall	10,453.00	10,453.00	6,345.92	4,107.08	60.71

540.000 - Water System	2,930,853.00	2,930,853.00	944,538.44	1,986,314.56	32.23
542.000 - Read and Bill	53,144.00	53,144.00	35,023.10	18,120.90	65.90
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	1,370,336.93	1,996,499.07	
Fund 591 - Water Supply Fund:					
TOTAL REVENUES	2,564,308.00	2,564,308.00	1,180,472.48	1,383,835.52	46.03
TOTAL EXPENDITURES	3,366,836.00	3,366,836.00	1,370,336.93	1,996,499.07	40.70
NET OF REVENUES & EXPENDITURES	(802,528.00)	(802,528.00)	(189,864.45)	(612,663.55)	
Fund 661 - Motor Pool Fund					
000.000 - General	155,450.00	155,450.00	145,311.02	10,138.98	93.48
TOTAL REVENUES	155,450.00	155,450.00	145,311.02	10,138.98	
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	1,505.14	(559.14)	159.11
265.100 - Facilities - City Garage	293,959.00	293,959.00	145,522.17	148,436.83	49.50
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	157,428.89	153,093.11	
Fund 661 - Motor Pool Fund:					
TOTAL REVENUES	155,450.00	155,450.00	145,311.02	10,138.98	93.48
TOTAL EXPENDITURES	310,522.00	310,522.00	157,428.89	153,093.11	50.70
NET OF REVENUES & EXPENDITURES	(155,072.00)	(155,072.00)	(12,117.87)	(142,954.13)	
Fund 750 - Payroll Fund					
000.000 - General	0.00	0.00	2.05	(2.05)	100.00
TOTAL REVENUES	0.00	0.00	2.05	(2.05)	
Fund 750 - Payroll Fund:					
TOTAL REVENUES	0.00	0.00	2.05	(2.05)	100.00
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	0.00	0.00	2.05	(2.05)	
TOTAL REVENUES - ALL FUNDS	10,615,525.00	10,615,525.00	6,281,696.31	4,333,828.69	59.17
TOTAL EXPENDITURES - ALL FUNDS	15,244,522.00	15,244,522.00	6,938,508.00	8,306,014.00	45.51
NET OF REVENUES & EXPENDITURES	(4,628,997.00)	(4,628,997.00)	(656,811.69)	(3,972,185.31)	

02/03/2025

CHECK REGISTER FOR CITY OF SWARTZ CREEK
 CHECK DATE FROM 01/01/2025 - 01/31/2025

Check Date	Check	Vendor Name	Description	Amount
Bank GEN CONSOLIDATED ACCOUNT				
01/09/2025	68(E)	RICK CLOLINGER	RICK CLOLINGER RETIREE MEDICAL REINBURS	753.65
01/09/2025	54306	AMERICAN SEWER CLEANERS	8390 CAPPY LN WATER JET STORM SEWER	290.00 V
01/09/2025	54307	CHARTER TOWNSHIP OF MUNDY	JOINT INSP & PERMIT FEES	6,547.28 V
01/09/2025	54308	CHASE CARD SERVICES	MONTHLY STATEMENT 11/20/24 - 12/15/24	4,639.22 V
01/09/2025	54309	CITY OF SWARTZ CREEK	UB 5363 WINSHALL	309.22 V
			UB 5121 MORRISH	315.86 V
			UB 4125 ELMS RD	335.08 V
			UB 8059 FORTINO	172.12 V
			UB 8083 CIVIC DR	484.80 V
			UB 8095 CIVIC DR	280.24 V
			4484 MORRISH RD	382.78 V
				<u>2,280.10</u>
01/09/2025	54310	CITY OF SWARTZ CREEK	PETTY CASH - 7/31/24 - 12-31/24	158.12 V
01/09/2025	54311	COFFIELD OIL COMPANY INC	FUEL	66.09 V
01/09/2025	54312	CONSUMERS ENERGY	6425 MILLER PARK & RIDE	93.08 V
01/09/2025	54313	CONSUMERS ENERGY	4510 MORRISH RD	45.49 V
01/09/2025	54314	CONSUMERS ENERGY	4125 ELMS RD 4353	36.31 V
01/09/2025	54315	CONSUMERS ENERGY	4125 ELMS RD PAVILION 4437	32.81 V
01/09/2025	54316	CONSUMERS ENERGY	9099 MILLER RD	36.47 V
01/09/2025	54317	CONSUMERS ENERGY	8095 CIVIC DR	919.95 V
01/09/2025	54318	CONSUMERS ENERGY	5361 WINSHALL DR 8369	32.49 V
01/09/2025	54319	CONSUMERS ENERGY	8301 CAPPY LN	327.00 V
01/09/2025	54320	CONSUMERS ENERGY	5257 WINSHALL DR	46.29 V
01/09/2025	54321	CONSUMERS ENERGY	5121 MORRISH RD	811.68 V
01/09/2025	54322	CONSUMERS ENERGY	5361 WINSHALL DR #2 RESTRMS 9987	36.78 V
01/09/2025	54323	CONSUMERS ENERGY	STREET LIGHTS 1294	3,612.13 V
01/09/2025	54324	CONSUMERS ENERGY	4524 MORRISH RD	73.48 V
01/09/2025	54325	CONSUMERS ENERGY	TRAFFIC LIGHTS 1781	476.23 V
01/09/2025	54326	CONSUMERS ENERGY	SIRENS TRAFFIC LIGHTS 1997	31.23 V
01/09/2025	54327	CONSUMERS ENERGY	ELMS PARKING LOT AREA LIGHTS 2300	47.14 V
01/09/2025	54328	CONSUMERS ENERGY	8059 FORTINO DR	35.19 V
01/09/2025	54329	CONSUMERS ENERGY	8100 CIVIC DR	1,466.96 V

01/09/2025	54330	CONSUMERS ENERGY	8499 MILLER RD	33.13 V
01/09/2025	54331	CONSUMERS ENERGY	8011 MILLER RD	30.11 V
01/09/2025	54332	CONSUMERS ENERGY	8083 CIVIC DR	844.24 V
01/09/2025	54333	CONSUMERS ENERGY	48473 LED LIGHT RD WORCHESTER/CHESTERFIE	6,034.92 V
01/09/2025	54334	CONSUMERS ENERGY	5015 HOLLAND DR LOT LIGHTS	78.26 V
01/09/2025	54335	CONSUMERS ENERGY	5361 WINSHALL DR NP	34.39 V
01/09/2025	54336	CONSUMERS ENERGY	5441 WHITNEY CT PAVILLION	28.69 V
01/09/2025	54337	DELTA DENTAL PLAN	RETIREE BENIFITS JANUARY 2025	257.78 V
01/09/2025	54338	AMERICAN SEWER CLEANERS	8390 CAPPY LN WATER JET STORM SEWER	290.00
01/09/2025	54339	CHARTER TOWNSHIP OF MUNDY	JOINT INSP & PERMIT FEES	6,547.28
01/09/2025	54340	CHASE CARD SERVICES	MONTHLY STATEMENT 11/20/24 - 12/15/24	4,639.22
01/09/2025	54341	CITY OF SWARTZ CREEK	UB 5363 WINSHALL	309.22
			UB 5121 MORRISH	315.86
			UB 4125 ELMS RD	335.08
			UB 8059 FORTINO	172.12
			UB 8083 CIVIC DR	484.80
			UB 8095 CIVIC DR	280.24
			4484 MORRISH RD	382.78
				<hr/> <hr/>
				2,280.10
01/09/2025	54342	CITY OF SWARTZ CREEK	PETTY CASH - 7/31/24 - 12-31/24	158.12
01/09/2025	54343	COFFIELD OIL COMPANY INC	FUEL	66.09
01/09/2025	54344	CONSUMERS ENERGY	6425 MILLER PARK & RIDE	93.08
01/09/2025	54345	CONSUMERS ENERGY	4510 MORRISH RD	45.49
01/09/2025	54346	CONSUMERS ENERGY	4125 ELMS RD 4353	36.31
01/09/2025	54347	CONSUMERS ENERGY	4125 ELMS RD PAVILION 4437	32.81
01/09/2025	54348	CONSUMERS ENERGY	9099 MILLER RD	36.47
01/09/2025	54349	CONSUMERS ENERGY	8095 CIVIC DR	919.95
01/09/2025	54350	CONSUMERS ENERGY	5361 WINSHALL DR 8369	32.49
01/09/2025	54351	CONSUMERS ENERGY	8301 CAPPY LN	327.00
01/09/2025	54352	CONSUMERS ENERGY	5257 WINSHALL DR	46.29
01/09/2025	54353	CONSUMERS ENERGY	5121 MORRISH RD	811.68
01/09/2025	54354	CONSUMERS ENERGY	5361 WINSHALL DR #2 RESTRMS 9987	36.78
01/09/2025	54355	CONSUMERS ENERGY	STREET LIGHTS 1294	3,612.13
01/09/2025	54356	CONSUMERS ENERGY	4524 MORRISH RD	73.48
01/09/2025	54357	CONSUMERS ENERGY	TRAFFIC LIGHTS 1781	476.23
01/09/2025	54358	CONSUMERS ENERGY	SIRENS TRAFFIC LIGHTS 1997	31.23
01/09/2025	54359	CONSUMERS ENERGY	ELMS PARKING LOT AREA LIGHTS 2300	47.14
01/09/2025	54360	CONSUMERS ENERGY	8059 FORTINO DR	35.19

01/09/2025	54361	CONSUMERS ENERGY	8100 CIVIC DR	1,466.96
01/09/2025	54362	CONSUMERS ENERGY	8499 MILLER RD	33.13
01/09/2025	54363	CONSUMERS ENERGY	8011 MILLER RD	30.11
01/09/2025	54364	CONSUMERS ENERGY	8083 CIVIC DR	844.24
01/09/2025	54365	CONSUMERS ENERGY	48473 LED LIGHT RD WORCHESTER/CHESTERFIE	6,034.92
01/09/2025	54366	CONSUMERS ENERGY	5015 HOLLAND DR LOT LIGHTS	78.26
01/09/2025	54367	CONSUMERS ENERGY	5361 WINSHALL DR NP	34.39
01/09/2025	54368	CONSUMERS ENERGY	5441 WHITNEY CT PAVILLION	28.69
01/09/2025	54369	DELTA DENTAL PLAN	RETIREE BENIFITS JANUARY 2025	257.78
01/09/2025	54370	DETROIT SALT COMPANY	ROAD SALT AT \$65.37 PER TON 12/20/24 ORD	3,670.16
			ROAD SALT AT \$65.37 PER TON 1/3/25 ORDER	3,350.34
				<u>7,020.50</u>
01/09/2025	54371	DLZ MICHIGAN INC	MS4 COMPLIANCE PROGRAM SERVICES FY 2025	460.00
			1000 CCTV INTEGRATION LABOR RATE	234.00
				<u>694.00</u>
01/09/2025	54372	DOORMART	CLUTCH KIT FOR COM OPERATOR	36.00
01/09/2025	54373	ENVIRONMENTAL SYSTEMS RESEARCH INST	ARCGIS 4/1/25 THRU 3/31/26	550.00
01/09/2025	54374	FIDELITY SECURITY LIFE INSUR/EYEMED	RETIREE VISION JAN 2025	39.36
01/09/2025	54375	FAMILY FARM AND HOME INC	MONTHLY INVOICES DECEMBER 2024	68.91
01/09/2025	54376	FLINT TOWNSHIP	SEWER MAINT CHARGES JUNE 2024 - DECEMBER	342.72
01/09/2025	54377	FLINT WELDING SUPPLY	CYLINDER COMPRESSED OXYGEN	6.25
01/09/2025	54378	GCGC	MEMBERSHIP DUES FOR RENEE KRAFT	25.00
01/09/2025	54379	GEN CTY ROAD COMMISSION	S- MTCE & OPERATIONS 504 (47) 10/31/24	299.87
01/09/2025	54380	GILL ROYS HARDWARE	DECEMBER 2024 INVOICES LESS DISCOUNT	461.51
01/09/2025	54381	INTEGRITY BUSINESS SOLUTIONS	(4) CASES KITCHEN TOWELS FOR DPW GARAGE	119.97
01/09/2025	54382	JAY'S SEPTIC TANK SERVICE	PORT-A-JON RENTAL ABRAMS PARK DEC 17 20	280.00
01/09/2025	54383	JESME, JOHN	UB refund for account: 0008351600	219.79
01/09/2025	54384	KCI	2025 ASSESSMENT NOTICES/POSTAGE ONLY	1,339.61
			UB BILLS/POSTAGE FOR JANUARY 2025 BILLS	499.90
				<u>1,839.51</u>
01/09/2025	54385	RENEE KRAFT	MILLAGE TRAVEL TO COUNTY, ELECTIONS & OT	246.06

01/09/2025	54386	LEGACY ASSESSING SERVICES INC	ASSESSING SERVICES JANUARY 2025	2,888.97
01/09/2025	54387	MICHIGAN PIPE AND VALVE	1 MIP X PJ COMPT-4300	28.29
			HYDRANT MARKERS W/REFELCTIVE TAPE	326.06
				<u>354.35</u>
01/09/2025	54388	MISS DIG SYSTEM INC	2025 MEMB MAINTC EDUC APPL AWARNS FEE	1,030.14
01/09/2025	54389	MOLLY MAID OF METAMORA LLC	CLEANING CITY HALL 10/25 11/08 11/22 12/	930.00
01/09/2025	54390	OHM ADVISORS	PROFESSIONAL SERVICES RENDERED THROUGH O	1,831.50
			SAFE ROUTES TO SCHOOL CE SERVIES RENDERE	353.91
			CAPPY LN & DON SHENK PE THROUGH OCTOBER	19,348.50
				<u>21,533.91</u>
01/09/2025	54391	PRIORITY WASTE LLC	FY2025 JULY2024 THRU JUNE 2025 / BILLED	26,364.00
01/09/2025	54392	ROCKY'S GREAT OUTDOORS INC	BOOTS - LLOYD	179.99
01/09/2025	54393	BIO-SERV CORPORATION	PEST CONTROL - PUBLIC SAFETY BLDG 8100	69.00
			PEST CONTROL - CITY HALL/LIBRARY-SR CTR	148.00
				<u>217.00</u>
01/09/2025	54394	SELF SERVE LUMBER CO.	GARAGE SHELF REPAIR	50.97
01/09/2025	54395	BETTY SHANNON	CONTRACT REIMB RETIREE MEDICAL OCT NOV &	874.59
01/09/2025	54396	STAPLES	ADDING MACHINE ROLLS, SCOTHC TAPE & LETT	15.19
01/09/2025	54397	STATE OF MICHIGAN	MIDEAL 2025 JAN 1 2025 - DECEMBER 31 202	180.00
01/09/2025	54398	STATE OF MICHIGAN-DEQ WTR	DRINKING WATER LAB TESTING	96.00
01/09/2025	54399	SUPER FLITE OIL CO INC	FUEL - DPW DECEMBER 2024	934.55
01/09/2025	54400	SW CREEK AREA CHAMBER OF COMMERCE	SWARTZ CREEK CHAMBER OF COMMERCE DUES 20	159.00
01/09/2025	54401	SWARTZ CREEK AREA FIRE DEPT.	MONTHLY RUNS DECEMBER 2024	1,547.94
01/09/2025	54402	T MOBILE USA INC	DPW PHONES & ONE OFFICE PHONE	328.43
01/09/2025	54403	TAYLOR & MORGAN CPA	FINANICAL SERVIICES PROVIDED BY SHERI SP	3,062.50
			FINANICAL SERVIICES PROVIDED BY SHERI SP	2,128.00
				<u>5,190.50</u>
01/09/2025	54404	JAMS MEDIA LLC	SR CENTER VAN & CDBG AFFIDAVIT	100.60

01/09/2025	54405	ADAM ZETTEL	EGLE DW WATER TRAIN & CERTIFY	95.00
01/09/2025	54406	ZIMMERMAN & SONS ELECTRIC LLC	MOVE TRAFFIC PEDESTAL FOUNTAIN AT MILLER	3,120.00
01/13/2025	54407	ADS PLUS PRINTING LLC	(7) NAME BADGES & BUSINESS CARDS	243.00
01/13/2025	54408	CONSUMERS ENERGY	4484 MORRISH RD	720.75
01/13/2025	54409	GEN CTY ROAD COMMISSION	SIGNAL MILLER @ FAIRCHILD BILLED THRU 9/ TRAFFIC COUNT SEPTEMBER 2024	3,973.74 612.05
			S- MTCE & OPERATIONS 504 (47) BILLED TH	<u>731.31</u>
				5,317.10
01/13/2025	54410	OHM ADVISORS	WINCHESTER VILAGE LOCAL RD IMPROVEMENTS	16,189.00
01/13/2025	54411	OHM ADVISORS	WINCHESTER WOODS SUBDIVISION IMPROVEMENT	7,900.50
01/13/2025	54412	PRIORITY WASTE LLC	FY2025 JULY2024 THRU JUNE 2025	26,364.00
01/15/2025	54413	ADS PLUS PRINTING LLC	2025 WINTER NEWS LETTER POSTAGE	836.24
01/23/2025	69(E)	RICK CLOLINGER	RICK CLOLINGER RETIREE MEDICAL REINBURS	753.65
01/23/2025	70(E)	ENERGY REDUCTION COALITION	EXCESS BENEFIT PAYMENT 2024	1,149.08
01/23/2025	71(E)	UNUM LIFE INSURANCE	RETIREE LIFE FEBRUARY 1, 2025 - FEBRUARY	31.47
01/23/2025	54414	AGROSCAPING INC.	TREE FOR ABRAMS PARK	795.00
01/23/2025	54415	BIDCORP.COM INC	AUCTION SERVICES FOR DECEMBER 2024 FOR 2	435.00
01/23/2025	54416	REBECCA BOSAS	CLOTHING ALLOWANCE - BOSAS	308.52
01/23/2025	54417	CIVICPLUS LLC	ONLINE CODEHOSTING MARCH 1 2025 THRU FEB 3 USER LICENCES/ ADMIN SUPPPORT AND VIRT	1,168.66 <u>4,479.92</u>
				5,648.58
01/23/2025	54418	DELTA DENTAL PLAN	RETIREE BENIFITS FEBRUARY 2025	443.16
01/23/2025	54419	DETROIT SALT COMPANY	ROAD SALT AT \$65.37 PER TON 1/6/25 ORDER	3,522.71
			ROAD SALT AT \$65.37 PER TON 1/13/25 ORDE	3,599.46
			ROAD SALT AT \$65.37 PER TON 1/14/25 ORDE	3,452.01
			ROAD SALT AT \$65.37 PER TON 1/16/25 ORDE	<u>3,390.07</u>
				13,964.25
01/23/2025	54420	DORNBOS SIGN & SAFETY INC	(6) PEDESTRIAN SIGNS (6) ANCHOR KIT (6)	2,326.52
01/23/2025	54421	GEN CTY ROAD COMMISSION	S- MTCE & OPERATIONS 504 (47) PAYABLES	15.14
01/23/2025	54422	GEN CTY SMALL CITIES ASSOC.	2025 DUES FOR MAYOR NATE HENRY THE DELEG	125.00
01/23/2025	54423	GENESEE CTY DRAIN COMMISSIONER	11/27/24 THRU 12/25/24 DECEMBER 2024 BUL	115,138.12

01/23/2025	54424	GENESEE CTY DRAIN COMMISSIONER	SEWER -10/01/24 TO 12/31/24 5,265,173	183,168.16
01/23/2025	54425	HART INTERCIVIC INC	TERM COVERAGE FROM 10/1/24 - 9/30/25	2,500.00
01/23/2025	54426	NATHAN HENRY	MILEAGE, MEALS N. HENRY 7/24/24 -1/15/25	372.44
01/23/2025	54427	INA STORE INC	HTU 5GAL PLT-2 FOR 8-22	111.23
01/23/2025	54428	INTEGRITY BUSINESS SOLUTIONS	KITCHEN TOWELS (1) TISSUE (1) PUBLIC WO	39.99
01/23/2025	54429	JAY'S SEPTIC TANK SERVICE	PORT-A-JON RENTAL JAN 10-25- FEB 6 2025	580.00
			PORT-A-JON RENTAL FOR ABRAMS PARK JAN 14	280.00
				<u>860.00</u>
01/23/2025	54430	METRO POLICE AUTH OF GENESEE COUNTY	OPEB REIMB OCTOBER-DECEMBER 2024 SZMANSK	2,115.36
			POLICE SERVICES 01/01/25 - 3/31/25	335,493.00
				<u>337,608.36</u>
01/23/2025	54431	MOLLY MAID OF METAMORA LLC	CLEANING CITY HALL JAN 17 2025	186.00
01/23/2025	54432	NARDUCCI, HEATHER	UB refund for account: 0000219700	722.75
01/23/2025	54433	OHM ADVISORS	CAPPY LN & DON SHENK PE THROUGH JANUARY	16,334.50
			PROFESSIONAL SERVICES RENDERED THROUGH J	992.00
				<u>17,326.50</u>
01/23/2025	54434	OHM ADVISORS	FRONTIER COMM. ROW APPLICATIONS SERVICES	714.00
01/23/2025	54435	PARAGON LABORATORIES INC	WATER SAMPLES WO SWARTZ CREEK 8083 CIVI	702.00
01/23/2025	54436	PLANTE & MORAN PLLC	FINAL BILLING AUDIT JUNE 30 2024, SAS 1	15,000.00
01/23/2025	54437	CORELOGIC CENTRALIZED REFUNDS	2024 Win Tax Refund 58-02-200-011	161.43
01/23/2025	54438	CORELOGIC CENTRALIZED REFUNDS	2024 Win Tax Refund 58-36-526-043	858.37
01/23/2025	54439	CORELOGIC CENTRALIZED REFUNDS	2024 Win Tax Refund 58-02-501-113	826.42
01/23/2025	54440	BIO-SERV CORPORATION	PEST CONTROL - PUBLIC SAFETY BLDG 1/8/25	69.00
01/23/2025	54441	SIMEN FIGURA & PARKER PLC	MONTHLY INVOICE DECEMBER 2024	2,015.00
01/23/2025	54442	STAPLES	BROTHER BLACK TONER CARTRIDGE FOR TREASU	259.80
			LIQUID SOAP FOR PARKS & WNDEX FOR DPW	123.62
				<u>383.42</u>
01/23/2025	54443	STATE OF MICHIGAN-DEQ WTR	DRINKING WATER LAB TESTING DECEMBER 2024	48.00

01/23/2025	54444	SUBURBAN AUTO SUPPLY	OIL FILTER. 5W30 FOR 7-15B OIL CHANGE	66.47
			850CCA BATTERY 7-15	199.99
			OIL FILTER 10W30 FOR KUBOTA	62.97
			2022 CHEV 2500HD & 2018 FORD F250 OIL CH	<u>127.91</u>
				457.34
01/23/2025	54445	UMB	ADMIN FEES & ACCEPTANCE FEE 1/1/25 THRU	350.00
01/23/2025	54446	VC3 INC	MICROSOFT BUSNS STANDARD/EXCHANGE ONLINE	190.80
01/23/2025	54447	VISUAL EDGE IT	CONTRACT 12/22/24- 01/22/25	282.38
01/23/2025	54448	WEB MATTERS	WEBSITE HOSTING FROM JANUARY 2025 TO JAN	<u>179.40</u>
GEN TOTALS:				
Total of 147 Checks:				901,997.38
Less 32 Void Checks:				<u>29,483.04</u>
Total of 115 Disbursements:				872,514.34

**Public Works
Monthly Work Orders**

02/04/25

Work Order # Work Order Status	Location ID	Customer Name Service Address	Date Recd Date Comp	Type
CKME25-0615 COMPLETED	CH20-009221-0000-03	GLEASON, ROSEMARY 9221 CHESTERFIELD DR	01/06/25 01/06/25	CHECK METER
CKME25-0616 COMPLETED	WA10-007459-0000-09	BARDEN, JOSHUA 7459 WADE ST	01/14/25 01/14/25	CHECK METER
CKME25-0617 COMPLETED	CE10-009281-0000-04	GROCE, TONI 9281 CEDAR CREEK CT	01/24/25 01/24/25	CHECK METER
CU25-000063 COMPLETED	SP10-004273-0000-02	ELIZONDO, MARY 4273 SPRINGBROOK DR	01/06/25 01/06/25	CONTINUOUS USAGE
FLAG24-0272 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	12/12/24 01/28/25	LOWER/RAISE FLAG
FLAG24-0273 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	12/30/24 01/28/25	LOWER/RAISE FLAG
MTRP25-0781 COMPLETED	BK10-008216-SUMM-02	JULIE REID 8216 BURKESHIRE CR #SUMM	01/08/25 01/09/25	METER REPAIR
MTRP25-0783 COMPLETED	JE10-004154-0000-01	STEWART, PAUL 4154 JENNIE LN	01/27/25 01/27/25	METER REPAIR
RPLR25-0057 COMPLETED	BR20-006309-0000-01	SOWA, STEVE 6309 BRISTOL RD	01/30/25 01/30/25	REPLACE READER
RPLR25-0058 COMPLETED	SE20-005449-0000-02	GIESSINGER, KELLY A 5449 SEYMOUR RD	01/30/25 01/30/25	REPLACE READER
RPLR25-0059 COMPLETED	MI10-008215-0000-04	KRAMER, PAUL 8215 MILLER RD	01/30/25 01/30/25	REPLACE READER
RPLR25-0060 COMPLETED	DY10-003266-0000-03	BISHOP, ROBERT 3266 DYE RD	01/30/25 01/30/25	REPLACE READER
RPLR25-0061 COMPLETED	EL10-003287-0000-01	HAIGHT, ARLENE & LORETTA 3287 ELMS RD	01/30/25 01/30/25	REPLACE READER
RPLR25-0062 COMPLETED	MI10-008151-0000-01	GAUTHIER, BEVERLY 8151 MILLER RD	01/30/25 01/30/25	REPLACE READER
RPLR25-0063 COMPLETED	MI10-008077-0000-02	KALLAS, JULIE 8077 MILLER RD	01/30/25 01/30/25	REPLACE READER
RPLR25-0064 COMPLETED	MI10-005387-0000-02	FLORIA, MICHAEL 5387 MILLER RD	01/30/25 01/30/25	REPLACE READER
RPLR25-0065 COMPLETED	MI10-007323-0000-03	GOLAB, BRET 7323 MILLER RD	01/30/25 01/30/25	REPLACE READER
RPLR25-0066 COMPLETED	MO10-005280-0000-04	SLIEFF, LAURA 5280 MORRISH RD	01/30/25 01/30/25	REPLACE READER
SAMP25-0086 COMPLETED	MO10-005121-0000-01	SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD	01/14/25 01/14/25	WATER SAMPLES
SAMP25-0087 COMPLETED	MO10-005121-0000-01	SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD	01/22/25 01/22/25	WATER SAMPLES

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
SETM24-0132 CANCELLED	MI10-006376-0000-02	COOKS, CORI 6376 MILLER RD	01/02/25 01/02/25	SET METER
SI-000093 COMPLETED	MO10-004413-0000-01	ST. MARYS SCHOOL AND CHURCH 4413 MORRISH RD	01/02/25 01/02/25	SIGNS
SI-000094 COMPLETED	MO10-004413-0000-01	ST. MARYS SCHOOL AND CHURCH 4413 MORRISH RD	01/17/25 01/17/25	SIGNS
SI-000096 COMPLETED	MI10-008077-0000-02	KALLAS, JULIE 8077 MILLER RD	01/24/25 01/24/25	SIGNS
WOFF25-2849 COMPLETED	EL10-003441-0000-05	REAL CAPITAL ENTERPRISE LLC 3441 ELMS RD	01/07/25 01/07/25	WATER TURN OFF
WOFF25-2850 COMPLETED	MI10-006192-0000-01	POLASEK, JAMES 6192 MILLER RD	01/07/25 01/07/25	WATER TURN OFF
WOFF25-2851 CANCELLED	WI20-005120-0000-03	HINKLEY, BRANDY 5120 WINSTON DR	01/22/25 01/22/25	WATER TURN OFF
WOFF25-2852 COMPLETED	JE10-004029-0000-06	ECKLESDAFER, DEREK 4029 JENNIE LN	01/22/25 01/22/25	WATER TURN OFF
WOFF25-2853 CANCELLED	CE10-009281-0000-04	GROCE, TONI 9281 CEDAR CREEK CT	01/22/25 01/22/25	WATER TURN OFF
WOFF25-2854 CANCELLED	LI10-004253-0000-03	FRANKLIN, CHERYL 4253 LINDSEY DR	01/22/25 01/22/25	WATER TURN OFF
WOFF25-2855 CANCELLED	IN10-008132-0000-08	POUNDS, DEQUANDRA 8132 INGALLS ST	01/22/25 01/22/25	WATER TURN OFF
WOFF25-2856 COMPLETED	CA10-008366-0000-08	VALDEZ, LORIANN 8366 CAPPY LN	01/22/25 01/22/25	WATER TURN OFF
WOFF25-2859 CANCELLED	DU10-005307-0000-04	SHELBY, CAMERON 5307 DURWOOD DR	01/22/25 01/22/25	WATER TURN OFF
WOFF25-2860 CANCELLED	MO10-005138-0000-06	BROWN, MICHELLE 5138 MORRISH RD	01/22/25 01/23/25	WATER TURN OFF
WOFF25-2861 COMPLETED	HT10-003284-0000-02	ARNDT, ELIZABETH 3284 HERITAGE BLVD	01/22/25 01/23/25	WATER TURN OFF
WPRESS25-000068 COMPLETED	LU10-009117-0000-01	SHERMAN, DONALD 9117 LUEA LN	01/21/25 01/22/25	WATER PRESSURE

Total Records: 36

Report Generated: 2/4/2025 8:33 AM
Report Options: Completed From: 1/1/2025 To: 1/31/2025

DPW Mile and Fuel Report - January 2025				
#7-15 4WD P/U gas	58029	58376	347	48.8
#2-08 4WD P/U gas	79380			
#7-22 4 WD P/U gas	15522	16921	1399	76.4
#12-02 DUMP diesel	35469			
#21 WOOD CHIPPER diesel	2530			
#9-07 STREET SWEEPER diesel	20576			
#5-18 KUBOTA (hours)	1000			
#1-20 4WD P/U diesel	7653			
#3-08 4WD P/U gas	89898			
#10-18 4WD P/U diesel	41385	42041	656	74.3
#8-22 CASE BACKHOE	265	337	72	28
#6-16 2WD P/U gas	88868	89112	244	19.5
#6-00 BACKHOE diesel	2198		0	55
#1-22 DUMP	6780	7432	652	145.7
#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	1425	1667	242	63
gas can			0	14
8/24 Truck	952	1425	473	55.4
9/24 Truck	555	829	274	26.8
TOTAL			4359	226.9

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							
PB2400093	01/07/25	C & L Ward Bros Co	(810) 652 6622	58-03-579-014	\$12,720	\$100.00 5399 DON SHENK DR	48473-Roofing
PB2500001	01/07/25	Planc Services	(734) 246 3955	58-36-530-010	\$4,555	\$115.00 4172 HICKORY LN	48473-Res Add/Alter/Repair
PB2500002	01/30/25	TruEco Construction	(810) 620 2250	58-02-529-025	\$15,738	\$182.00 8077 MILLER RD	48473-Roofing
PB2500003	01/15/25	C & L Ward Bros Co	(810) 652 6622	58-03-626-006	\$3,371	\$105.00 9140 LUEA LN	48473-Window Replacement
PB2500004	01/28/25	Victors Home Solutions	(734) 335 1794	58-36-527-026	\$0	\$100.00 7073 PARK RIDGE PKWY	48473-Roofing
Total:		5 Permits	Value: \$36,384		Fee Total: \$602.00		Total Number of Dwelling Units 0
Electrical							
PE2500001	01/07/25	COOKS, CORI	8108456171	58-31-100-022	\$0	\$140.00 6376 MILLER RD	48473-Electrical
PE2500002	01/13/25	Joseph D Genovesi III	(810) 252 2176	58-03-533-149	\$0	\$140.00 5145 SEYMOUR RD	48473-Electrical
PE2500003	01/15/25	Chapple Electric LLC	(810) 691 1948	58-35-776-008	\$0	\$156.00 8 BROOKFIELD	48473-Electrical
Total:		3 Permits	Value: \$0		Fee Total: \$436.00		Total Number of Dwelling Units 0
Mechanical							
PM240050	01/29/25	Burns Heating & Cooling Inc.	(810) 686 6910	58-36-651-081	\$0	\$160.00 4413 SPRINGBROOK DR	48473-Mechanical
PM250001	01/07/25	Staley's Plbg & Htg, Inc.	(810) 659 5572	58-02-526-058	\$0	\$325.00 5016 MC LAIN ST	48473-Mechanical
PM250002	01/22/25	Goyette Mechanical	(810) 742 8530	58-80-317-003	\$0	\$160.00 9189 MILLER RD	48473 Mechanical
PM250004	01/30/25	Goyette Mechanical	(810) 742 8530	58-36-651-186	\$0	\$195.00 5911 CROSSCREEK DR	48473-Mechanical
Total:		4 Permits	Value: \$0		Fee Total: \$840.00		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
Plumbing							
PP250001	01/07/25	R.C.C. Plumbing Inc.	(810) 955 1216	58-36-651-157	\$0 \$215.00	7404 CROSSCREEK DR48473-	Plumbing
Total:		1 Permits	Value: \$0		Fee Total: \$215.00		Total Number of Dwelling Units 0

Zoning							
PZ24-0010	01/06/25	RAGATZ, SHELBY & SINAC	5864605478	58-02-501-030	\$0 \$25.00	5155 OXFORD CT	48473-Shed
Total:		1 Permits	Value: \$0		Fee Total: \$25.00		Total Number of Dwelling Units 0

Permit Total: 14 Value: \$36,384 Fee Total: \$2,118.00

Permit.DateIssued Between 1/1/2025 12:00:00 AM AND 1/31/2025 11:59:59 PM

Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
9124 CHELMSFORD DR	58-03-528-027	Follow Up	01/02/2025	01/02/2025	Complied
5187 SEYMOUR RD	58-03-533-005	Follow Up	01/02/2025	01/02/2025	Complied
8197 MILLER RD	58-02-526-027	Final	01/02/2025	01/02/2025	Approved
4261 ALEX MARIN DR	58-36-676-095	Final	01/02/2025	01/02/2025	Disapproved
4247 ALEX MARIN DR	58-36-676-093	Final	01/02/2025	01/02/2025	Approved
6165 MILLER RD	58-31-527-009	Status	01/07/2025		
7484 WADE ST	58-01-502-047	Ordinance	01/07/2025	01/09/2025	Partially Complied
6483 BRISTOL RD	58-31-501-010	Final	01/07/2025	01/07/2025	Approved
1 DRAGON DR	58-02-100-006	Final-Reinspection	01/07/2025	01/07/2025	Approved
7404 CROSSCREEK DR	58-36-651-157	Rough	01/07/2025	01/07/2025	Approved
5222 WORCHESTER DR	58-02-502-004	Follow Up	01/08/2025	01/08/2025	Complied
4247 ALEX MARIN DR	58-36-676-093	Final	01/08/2025	01/08/2025	Approved
5026 HOLLAND DR 1	58-02-529-007	Status	01/09/2025	01/09/2025	Complied
7055 MILLER RD	58-36-577-013	Site Inspection	01/09/2025	01/09/2025	No Violation
5454 MILLER RD	58-29-551-004	Ordinance	01/09/2025	01/09/2025	Violation(s)
7151 MILLER RD	58-36-577-020	Follow Up	01/09/2025	01/09/2025	Complied
7493 MILLER RD	58-01-501-001	Ordinance	01/09/2025	01/09/2025	No Change
5020 FORD ST	58-02-528-009	Ordinance	01/09/2025	01/09/2025	Partially Complied
4935 ITA CT	58-35-400-016	Final	01/09/2025	01/09/2025	Approved
6376 MILLER RD	58-31-100-022	Rough	01/09/2025	01/09/2025	Not Ready
5379 SEYMOUR RD	58-03-533-032	Final	01/09/2025	01/09/2025	Approved
9287 CEDAR CREEK CT	58-03-627-011	Initial	01/09/2025	01/13/2025	Complied
5016 MC LAIN ST	58-02-526-058	Rough-Main Floor C	01/13/2025	01/13/2025	Approved
3304 HERITAGE BLVD	58-30-651-088	Final	01/13/2025	01/13/2025	Approved
4268 LATIFEE CT	58-36-651-245	Rough - Bathroom	01/13/2025	01/13/2025	Disapproved
5367 GREENLEAF DR	58-03-533-104	Final-Reinspection	01/14/2025	01/14/2025	Approved
3304 HERITAGE BLVD	58-30-651-088	Final	01/14/2025	01/14/2025	Approved
3304 HERITAGE BLVD	58-30-651-088	Final	01/14/2025	01/14/2025	Approved
8 BROOKFIELD	58-35-776-008	Service	01/14/2025	01/14/2025	Approved
6376 MILLER RD	58-31-100-022	Floor-Basement und	01/15/2025	01/15/2025	Approved
4268 LATIFEE CT	58-36-651-245	Rough	01/15/2025	01/15/2025	Approved
5145 SEYMOUR RD	58-03-533-149	Service	01/16/2025	01/16/2025	Approved
5016 MC LAIN ST	58-02-526-058	Rough	01/16/2025	01/16/2025	Approved
5016 MC LAIN ST	58-02-526-058	Rough	01/16/2025	01/16/2025	Approved
8010 MILLER RD	58-35-576-047	Progress	01/16/2025	01/16/2025	Not Ready
6061 MILLER RD	58-31-200-011	Initial	01/16/2025	01/16/2025	Complied

Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
6071 MILLER RD	58-31-527-001	Initial	01/16/2025	01/16/2025	Violation(s)
8012 MAPLE ST 2	58-02-530-045	Initial	01/16/2025	01/16/2025	Complied
5393 DON SHENK DR	58-03-579-013	Initial	01/16/2025	01/16/2025	Violation(s)
5016 MC LAIN ST	58-02-526-058	Rough	01/20/2025	01/20/2025	Partially Approv
9048 CHESTERFIELD DR	58-03-526-005	Follow Up	01/23/2025	01/23/2025	Violation(s)
8372 CAPPY LN	58-02-503-034	Initial	01/23/2025	01/23/2025	Violation(s)
9283 CEDAR CREEK CT	58-03-627-010	Follow Up	01/23/2025	01/23/2025	Complied
4505 RAUBINGER RD	58-36-300-003	Initial	01/23/2025	01/23/2025	Complied
4276 KROGER DR	58-36-400-010	Final	01/23/2025	01/23/2025	Approved
4268 LATIFEE CT	58-36-651-245	Rough	01/28/2025	01/28/2025	Approved
6376 MILLER RD	58-31-100-022	Service	01/29/2025	01/29/2025	Approved
5289 DURWOOD DR	58-03-533-173	Service	01/29/2025		
5020 FORD ST	58-02-528-009	Ordinance	01/30/2025		
6376 MILLER RD	58-31-100-022	Rough	01/30/2025	01/30/2025	Approved
5016 MC LAIN ST	58-02-526-058	Rough-Basement	01/30/2025	01/30/2025	Approved
4247 ALEX MARIN DR	58-36-676-093	Post Hole-Deck	01/30/2025	01/31/2025	Approved
5095 MC LAIN ST	58-02-526-037	Initial	01/30/2025	01/31/2025	Violation(s)
8012 MAPLE ST	58-02-530-045	Initial	01/30/2025	01/31/2025	Violation(s)
8145 MILLER RD	58-02-527-003	Initial	01/30/2025	01/31/2025	Locked Out
9263 CEDAR CREEK CT	58-03-627-001	Initial	01/30/2025	01/31/2025	Complied

Inspections: 56

Population: All Records

Inspection.DateTimeScheduled Between 1/1/2025 12:00:00 AM AND 1/31/2025 11:59:59 PM

Enforcements By Category

02/03/25

OCCUPANCY

Enforcement Number	Address	Status	Filed	Closed
E25-001	7055 MILLER RD	No Violation	01/06/25	01/09/25
			Total Entries: 1	

UNLICENSED VEHICLES

Enforcement Number	Address	Status	Filed	Closed
E25-002	5454 MILLER RD	Violation	01/08/25	
			Total Entries: 1	

Total Records: 2

Population: All Records
Enforcement.DateFiled Between 1/1/2025 12:00:00 AM AND 1/31/2025 11:59:00 PM

Certificates With Inspections

02/03/2025

Certificate Number	Address	Date Applied	Since	Issued	Last Inspection	Expires	Status
CR240090	6071 MILLER RD	12/10/2024	12/10/2024	12/10/2024	01/16/2025	12/10/2026	Suspended
Initial	JKEY	Corey Jarbeau	Completed	Violation(s)			
CR240091	6061 MILLER RD	12/10/2024	12/10/2024	12/10/2024	01/16/2025	12/10/2027	Certified
Initial	JKEY	Corey Jarbeau	Completed	Complied			

Population: All Records

Record Count: 2

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

FORM **C-404** U.S. DEPARTMENT OF COMMERCE
(9-9-2020) U.S. CENSUS BUREAU

REPORT OF BUILDING OR ZONING PERMITS ISSUED FOR NEW PRIVATELY-OWNED HOUSING UNITS

Title 13, United States Code, Sections 131 and 182, authorizes the Census Bureau to conduct this collection and to request your voluntary assistance. These data are subject to provisions of Title 13, United States Code, Section 9(b) exempting data that are customarily provided in public records from rules of confidentiality. This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0094 and appears at the upper right of this page. Without this approval we could not conduct this survey. We estimate this survey will take an average of 8 minutes per response for those that report monthly and 23 minutes for those that report annually to complete. More information about this estimate and an address where you may write with comments is on the back of this form.

ADAM ZETTEL
CITY MANAGER
FOR CITY OF SWARTZ CREEK
8083 CIVIC DR
SWARTZ CREEK MI 48473

IMPORTANT:
Please see the back of this form for more information and instructions for completing the survey.
For further assistance, call 1-800-845-8244, or e-mail us at EID.RCB.BPS@census.gov

Other Reporting Options:
Via **Mail:**
U.S. Census Bureau
1201 East 10th Street
Jeffersonville, IN 47132-0001

Name Change Spelling Correction Political Description Change

(Please correct any errors in name, address, and ZIP Code)

Via **Fax:** 1-877-273-9501

Please report online at econhelp.census.gov/bps

Username: _____ Password: _____

1. PERIOD IN WHICH PERMITS WERE ISSUED 2024

2. GEOGRAPHIC COVERAGE (For our latest information on your office's coverage, see www.census.gov/construction/bps/pdf/footnote.pdf)
Did your permit system have a geographic coverage change? Yes, continue. No, skip to Section 3.
Mark an (X) in the appropriate box and enter the requested information. If more space is needed continue in Section 5.

051 <input type="checkbox"/> Permits no longer required to build new residential buildings	Effective Date	
052 <input type="checkbox"/> Permit office has merged with another permit jurisdiction	Effective Date	Name of permit jurisdiction with which your office has merged
053 <input type="checkbox"/> Permit office has split into two or more jurisdictions	Effective Date	Name of additional jurisdiction(s) now issuing permit(s)
054 <input type="checkbox"/> Extraterritorial jurisdiction(ETJ)/Annexation	Effective Date	Define ETJ or annexation

3. NEW HOUSING UNITS
a. Were there any building permits issued for new housing units during this period?
 Yes, enter data below. No, stop and return this form. Your report is important even if no permits were issued.

Type of Structure	Total Number of		Total Valuation of Construction (\$ value - omit cents) (3)
	Buildings (1)	Housing Units (2)	
101 b. Single-family houses, detached and attached (must meet the following criteria: no unit above or below the other; wall extends from ground to roof; and, separate utilities for each unit) [Exclude manufactured HUD-inspected homes.]		6	1506470
103 c. Two-unit buildings			
104 d. Three- and four-unit buildings			
105 e. Five-or-more unit buildings			

4. ADDITIONAL INFORMATION ON INDIVIDUAL RESIDENTIAL PERMITS, FROM SECTION 3, VALUED AT \$2,000,000 OR MORE
(If more space is needed, please attach a separate sheet.)

Description and Site Address (1)	Owner or Builder (2)	Number of		Valuation of Construction (\$ value - omit cents) (5)
		Buildings (3)	Housing Units (4)	
Kind of building	Name			
Site address	Address			
City, State, ZIP Code	City, State, ZIP Code			
MI				
Kind of building	Name			
Site address	Address			
City, State, ZIP Code	City, State, ZIP Code			
MI				

5. COMMENTS (Continue on a separate sheet)

6. PERSON TO CONTACT REGARDING THIS REPORT

Name: TARA FORD E-mail address: AZETTEL@CITYOFSWARTZCREEK.ORG

Telephone: 810 655 3893 Internet web address: _____

City Council Packet Fax: 810 635 2887

INSTRUCTIONS FOR COMPLETING FORM C-404, "REPORT OF BUILDING OR ZONING PERMITS ISSUED FOR NEW PRIVATELY-OWNED HOUSING UNITS"

We estimate this survey will take an average of 8 minutes per response for those that report monthly and 23 minutes for those that report annually to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: EID Survey Comments 0607-0094, U.S. Census Bureau, 4600 Silver Hill Road, Room EID-7K181, Washington, DC 20233. You may e-mail comments to eid.rcb.customer.service@census.gov; use EID Survey Comments 0607-0094 as the subject.

GENERAL INSTRUCTIONS FOR EACH SECTION

**(Use your unique username and password provided to report via Internet:
econhelp.census.gov/bps)**

(Answers to Frequently Asked Questions can be found at www.census.gov/permitsfaq)

- 1. PERIOD IN WHICH PERMITS WERE ISSUED** – Include all privately-owned residential permits which were authorized during the **month** or **year** shown.
- 2. GEOGRAPHIC COVERAGE** – If there has been a change in the area covered by your office, enter explanations in space provided next to selections 051–054 as applicable. If more space is needed, continue in Section 5. To review our latest information on your office's coverage, see www.census.gov/construction/bps/pdf/footnote.pdf. Report discrepancies by either entering in Section 5, calling 1–800–845–8244 with the information or e-mailing us at EID.RCB.BPS@census.gov.
051 (Discontinued) – Permits are no longer required, by law, to build new residential buildings (i.e., new homes, new apartments).
052 (Merged) – Another jurisdiction has taken over the responsibility of issuing permits for your office; OR your office has taken over the responsibility of issuing permits for another office.
053 (Split) – Permit office no longer covers a particular jurisdiction because: (1) that area now issues its own building permits; (2) another jurisdiction issues the permits for that area; or (3) that area no longer requires permits.
054 (Extraterritorial jurisdiction (ETJ)/Annexation) – Permit office is now responsible for additional land area outside of its original boundaries. Also include new housing units permitted in the annexed land area/ETJ in Section 3. Also report in Section 5, if your permit office officially changed its name, had a spelling correction, or political description change (i.e., from town to city, city to village, etc.)
- 3. NEW HOUSING UNITS** – Summarize information for number of buildings, number of housing units, and valuation of construction as shown on the building or zoning permit. Enter the valuation as shown on the permit. If no valuation is listed, enter your best estimated value. If no value is required, annotate in Section 5. When the acronym "NVR" (No Value Required) appears in the address label area, comments referencing value are no longer necessary.
- 3a. No permits issued** – Return your form even if no permits were issued, after marking the box next to "No" in this section.
- 3b. Single-family houses, detached and attached** – Include all new privately-owned detached and attached single-family houses. Include attached single-family houses, known commonly as townhouses or row houses, where: (1) each unit is separated from adjoining units by a wall that extends from ground to roof, (2) no unit is above or below another unit, and (3) each unit has separate heating and separate utility meters.
- 3c. Two-unit buildings** – Include all new privately-owned residential buildings that contain two housing units, and do not meet all criteria of attached single-family as shown under Section 3b.
- 3d. Three- and four-unit buildings** – Include all new privately-owned residential buildings that contain three or four housing units, and do not meet all criteria of attached single-family as shown under Section 3b.
- 3e. Five-or-more unit buildings** – Include all new privately-owned residential buildings that contain five or more housing units, and do not meet all criteria of attached single-family as shown under Section 3b.
- 4. ADDITIONAL INFORMATION ON INDIVIDUAL RESIDENTIAL PERMITS, FROM SECTION 3, VALUED AT \$2,000,000 OR MORE** – Enter additional data from individual permits valued at \$2,000,000 or more included in Section 3. If more than two such permits were issued, attach a separate sheet.
- 5. COMMENTS** – Enter any explanations, miscellaneous notes or questions. Include any revisions to data entered on previous forms, identifying the applicable survey period, the type of structure (Section 3b–e) and corrected entries.
- 6. PERSON TO CONTACT REGARDING THIS REPORT** – Please fill in any blank areas or make any corrections to information already entered in these fields.

INSTRUCTIONS FOR CLASSIFYING RESIDENTIAL BUILDINGS

RESIDENTIAL BUILDINGS

Residential buildings are buildings containing one or more housing units. A housing unit is a house, an apartment, a group of rooms or a single room intended for occupancy as separate living quarters. Separate living quarters are those in which the occupants live separately from any other individuals in the building and which have a direct access from the outside of the building or through a common hall.

Some jurisdictions issue separate permits for individual units of a multifamily building. In this case, report the total number of units expected in a multifamily building when the first units are authorized. If the total number of buildings, units and valuation for the entire project is unknown, indicate in Section 5 or call our staff. Do NOT report permits for individual units in multifamily buildings separately.

Some jurisdictions issue building permits for residential construction in phases: foundation, shell or superstructure, and interior finishing. In this case, include the number of buildings, housing units and valuation for the intended building when the shell or superstructure permit is issued. Include foundation and interior finishing permits only when issued separately and a valuation of construction is available. In these two cases, enter the valuation in Section 3b–e, depending on the number of housing units in the intended superstructure, and zero for the buildings and units.

PERMITS TO INCLUDE

- privately-owned residential buildings, which include all residential buildings owned or partially owned by a private company or an individual during the period of construction
- housing for the elderly, such as assisted living facilities, that do not have 24-hour skilled nursing care
- "turnkey" housing, which is housing that will be sold to a local public housing authority when completed
- all housing built by nonprofit organizations
- buildings manufactured partially off-site and transported and assembled at the construction site, such as prefabricated, panelized, precut, sectional and modular (these do not include manufactured (mobile) HUD-inspected homes)
- residential permits issued in phases, as described above
- permits for multifamily housing units issued as commercial
- reissued expired permits with significant changes to construction plans
- accessory dwelling units (ADU) that are new structures. An ADU is a room or set of rooms designed for separate living. Include if ADU is:
 - > detached and built on same lot as existing main structure
 - > attached and built at the same time the main structure is being constructed
 - > attached to main structure via a walkway
 - > detached from existing structure but share utilities with main structure
 - > built over an existing detached garage - using the detached garage as the foundation for the ADU

PERMITS TO EXCLUDE

- publicly-owned buildings
- nonresidential buildings
- moved or relocated buildings
- farm buildings, such as silos, barns, etc.
- manufactured (mobile) HUD-inspected homes including related foundations and placement pads
- group quarters, such as dormitories, jails, nursing homes, etc.
- hotels/motels
- other structures on residential property, such as sheds, garages, pools, etc., when permitted separately
- landscaping
- demolitions
- maintenance and repair, which are expenses to keep a property in ordinary working condition
- residential additions, alterations, renovations and conversions
- inspections
- certificates of occupancy for residential construction
- separate permits issued for mechanical, electrical or plumbing work
- reissued expired permits if construction plans have not changed
- ADU, if:
 - > an addition
 - > an alteration – i.e., changed roof line to accommodate ADU
 - > a conversion

MISCELLANEOUS CLASSIFICATION INSTRUCTIONS

- Enter a building in only one category in Section 3. If you cannot determine a category, please call our staff.
- If a building has mixed residential and nonresidential use, enter the housing units based on the residential portion of the building. Please estimate the valuation based on the residential portion of the building only.
- Classify all buildings that are being totally rebuilt on an existing foundation as new construction.
- Type of ownership (e.g. condominium, cooperative, timeshare, etc.) is NOT considered when classifying a building.

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
PLANNING COMMISSION
ZONING BOARD OF APPEALS
2024 ANNUAL REPORT

To: The Honorable Nate Henry & Swartz Creek City Council
From: The Swartz Creek Planning Commission
Subject: 2024 Annual Report

Greetings,

Introduction

In addition to the Planning Commission and Zoning Board of Appeals updates that are delivered in city council meeting packets, and respective minutes, this document serves as a summary report of the activities of the planning commission and zoning board of appeals for the calendar year of 2024. This report is not to be confused with the monthly building report. This document is intended to summarize the general status and open-meeting decisions made by the planning commission (PC) and zoning board of appeals (ZBA). It also serves as a guide to training and activity expectations for 2025.

Summary Findings

The PC experienced another slow year in terms of the number of reviews. However, their meeting count was seven, which is more than most years. Most of their meetings were related to housekeeping functions, such as the annual report, the zoning ordinance amendment for lighting, and the zoning ordinance amendment for solar use regulations. There was one site plan review for a special land use. Training for the PC was done independently by each member.

The ZBA had two variance applications, in addition to their annual meeting. There was not an in-person training in 2024. We will focus on formal targeted training for the commission and ZBA early this calendar year.

Concerning attendance and activity, the planning commission met seven times and experienced 49 attendances out of 62 attendance opportunities (79%). This is down from the 83% mark in the prior year.

The commission experienced some change to membership in 2024, with the resignation of Mr. Currier. This seat was filled by Mrs. Melen. In addition, the city selected a new Mayor, which places Mr. Henry on the commission by default. Mr. Henry appointed Mr. Krueger to

the commission as the city council representative, effectively keeping membership the same. Tom Wyatt serves as the chair and represents the planning commission on the ZBA. Mr. Krueger is the City Council representative on the planning commission. The Mayor serves on the planning commission by default.

The ZBA met four times. Attendance was about 77% (20 attendances out of 26 total opportunities, including alternates), an improvement over last year's 71%. There is currently a vacancy in the alternate position, with Mr. Melen becoming ineligible after winning a council seat.

Community development was very slow overall, including new house starts and other building projects. While there was a lot of interest in new users for commercial property, as well as for redevelopment property, there were not any site plans or developments. The community and economic development specialist has been working on various projects to spur economic activity in accordance with the city's community and economic development plan. This includes liaising with businesses, promoting events, providing grant opportunities, general marketing, park development, Holland Square improvements, and the DDA acquisition of the church at 4484 Morrish Road.

Boardmembers & Commissioners

Below is the current list of the PC and ZBA membership. All members have been given copies of the city's personnel policies.

PLANNING COMMISSION	Term end date	Address
Vicke Sturgess	06/30/25	5153 Durwood
Charles Campbell	06/30/27	5342 Winshall
Kelli Melen	06/30/25	7054 Bristol Road
Betty Binder, Secretary	06/30/26	8079 Bristol Road
Tom Wyatt (ZBA), Chair	06/30/26	5097 School
Bud Grimes	06/30/25	7358 Crosscreek
David Krueger (Council),	11/23/26	7399 Miller Rd
Mark Branoff	06/30/27	7216 Parkridge
Nate Henry, Mayor, Vice-Chair	Per Council Term	David Krueger

ZONING BOARD OF APPEALS	Term end date	Address
Tom Wyatt (PC Chair)	06/30/25	5097 School
Ronald Smith, Secretary	06/30/26	9194 Chesterfield
John Gilbert (Council member), Vice-Chair	11/25/26	7459 Miller Rd.
Vacant	06/30/25	
James Packer, Chairperson	06/30/27	7515 Elizabeth Ct.
Kenneth Brill (Alternate)	06/30/26	5352 Greenleaf
George Hicks	06/30/27	8373 Miller

Facts & Figures on Projects

Below is an exhaustive list of projects and activities that were addressed by the Planning Commission and Zoning Board of Appeals.

Project	Venue	Review	Location	Size or Units	Value	Month	Approval	Status
Lighting Zoning	PC	Zoning Amendment	City-wide	N/A	Priceless	July	Yes	Complete
Solar Use Zoning	PC	Zoning Amendment	City-wide	N/A	Priceless	November	Yes	Complete
Baptist Church Daycare	PC	Special Land Use	6273 Miller	52,639 sf	N/A	December	Yes	Permitting
Accessory Dwelling Unit	ZBA	Dimensional Variance	8040 Maple	Duplex	N/A	September	Yes	Complete
Country Carriage Liquor License	ZBA	Dimensional Variance	9237 Miller	3,507 sf	N/A	December	Yes	Pending

Training

Staff is going to make a concerted effort to return onsite training for the planning commission and zoning board of appeals members in 2025. This worked well and was efficient in 2023. We continue to request that members with less than one full term engage in standard Michigan Association of Planning events, including the annual conference. A training letter is sent via email and hardcopy that encourages members to pursue formal training, to attend other city events/meetings, and to consult with the city manager about opportunities for improvement.

I expect the ZBA annual meeting in March will include general ZBA training by myself for the entire group.

Community and Economic Development

Notable accomplishments include the successful renewal of the Redevelopment Ready Communities (RRC) certification, outreach to potential partners for Holland Square's development, and the initiation of the Methodist Church project in collaboration with CEDAM. Additionally, staff actively engaged with local businesses, provided valuable resources such as the Match on Main grant information, and participated in industry conferences to stay updated on trends and best practices.

1. Met with MEDC to review our Redevelopment Ready Communities (RRC) certification. Our certification is good for the next 5 years.
2. Holland Sq: Sent an email to Dort Financial CU detailing the opportunity of naming rights for the proposed pergola. The email included a rendering, cost structure and the DDA's vision for the future use of Holland SQ. DDA has requested a \$50,000 donation as appropriate for naming rights.
3. Methodist Church: We have initiated the Request for Qualifications through the Community Development Association of Michigan (CEDAM). We will be setting up a call to determine the scope of the project next year.
4. Staff attended the Michigan Economic Developers Association Fall Conference. Content included property rehabilitation, community financing and legislative updates from the Michigan Economic Development Corporation (MEDC).
5. On 11/18 staff met with representatives from Genesee County along with Mayor Henry and RBF Construction to discuss the county housing incentive.
6. A map of Holland Sq to Red E Charge for possible placement of EV chargers on the property. Once the map is submitted Red E Charge will send out a crew to measure traffic volume and parking to determine the best type of charger for the area along with traffic study to determine how many would be appropriate.
7. On 11/1 total of 10 downtown businesses received information about the Match on Main grant. Information was personally delivered to them that also included the new economic developers contact information.

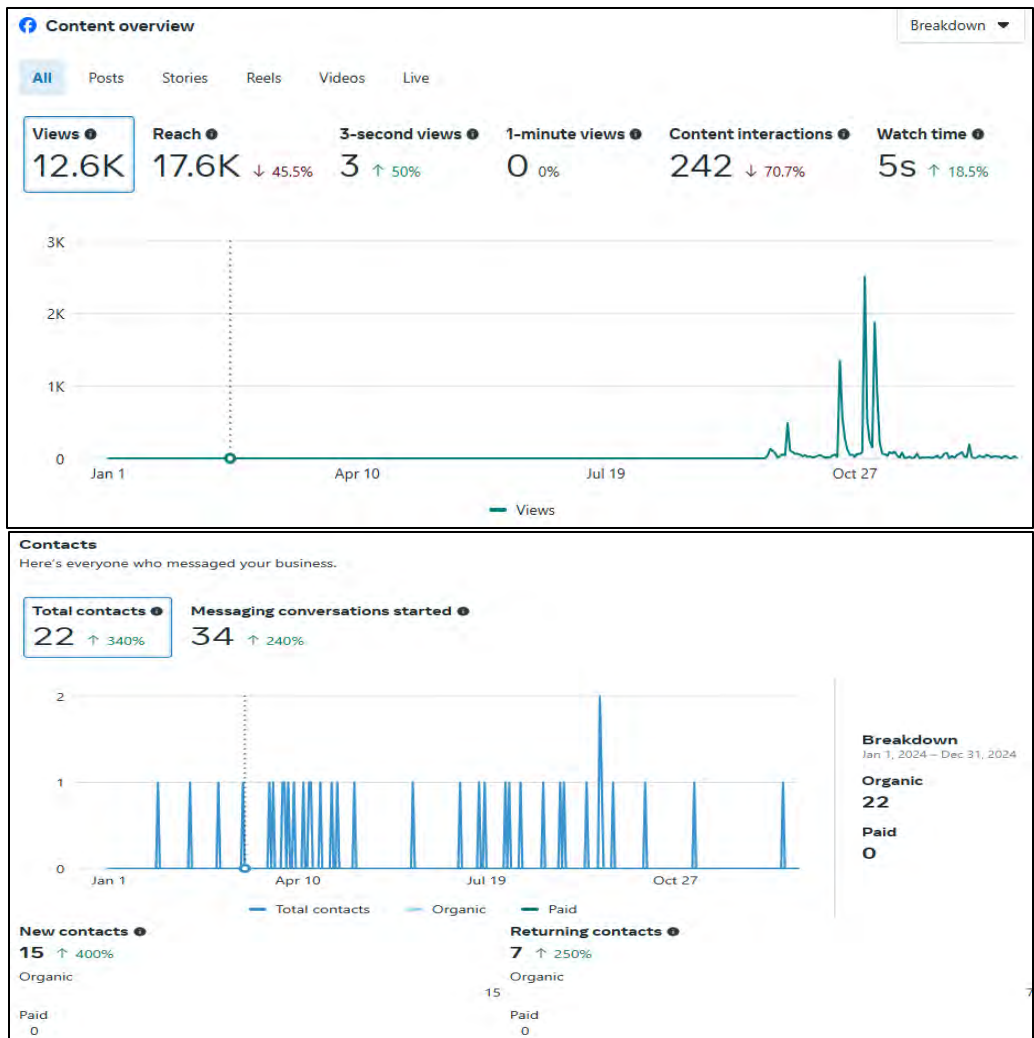
The businesses that were contacted:

- Jamies Place
- Great Lakes Smoothie CO
- Kelly & Co Nail Studio
- Kallas Heating & Cooling
- Blue Butterfly Gifts
- Against the Grain Hair Studio
- Swartz Creek Pharmacy
- Stay Gold Art
- Pink Lady Slipper Florist & Boutique
- S&K Pub

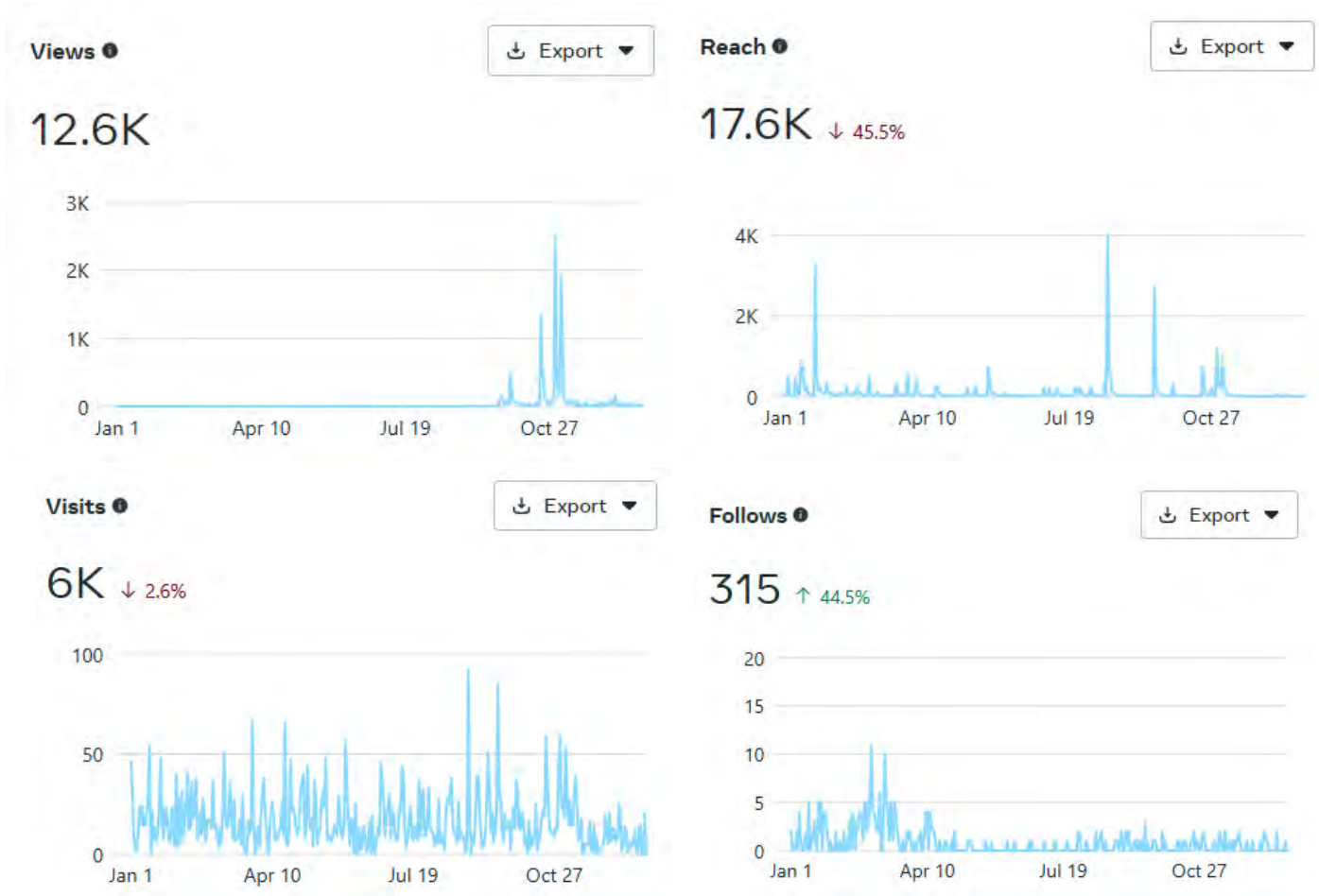
Public Participation

Social Media

Over the past few weeks, our social media engagement on Facebook has shown varied levels of interaction, with a noticeable spike in activity on December 12th, which saw a significant increase in both views (189) and reach (39). The period from December 12th through December 20th also demonstrated stronger engagement, consistently reaching double digits in both views and reach, and generating more visits to the page. However, activity slowed towards the end of December and into early January, with several days experiencing minimal interactions, including zero visits and low reach on holidays like December 25th. Despite these fluctuations, overall engagement trends reflect the ongoing interest from followers and the effectiveness of targeted posts and outreach efforts.



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 Swartz Creek Michigan 48473
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Economic Development Strategy

The following table represents tasks from the city’s Economic Development Strategy. The cells are highlighted as noted, with comments about progress.

Objective List Key

Accomplished! Efforts ongoing where appropriate.
Efforts still ongoing. Some goals accomplished, but not all.
Objective no longer aligns with goals.
New objective!

Objective	Action Item(s)	Responsible Entity	Time Frame	Status
Dedicate new, expanded areas for a mixture of commercial development, while supporting the success and improvement of existing business areas.	<ul style="list-style-type: none"> Complete zoning amendments to meet RRC Technical Review Develop an internal business retention strategy to support existing base companies - Create downtown PUD District 	City Administration, City Council, Planning Commission	2019	Complete. Staff uses software to track retention visits.
Encourage the type and amount of business operation supported by market analysis, historical performance, and consumer desires.	<ul style="list-style-type: none"> Complete target market analysis to identify potential industry markets to attract to Swartz Creek Complete a consumer survey to identify shopping trends of Swartz Creek residents 	DDA	Short Term	Completed through retail leakage study, and spending analysis by UM-Flint.
Encourage the rehabilitation or replacement of obsolete commercial/office and industrial buildings and sites with viable business establishments or other appropriate uses.	<ul style="list-style-type: none"> Update codes and penalties to strengthen blight enforcement efforts for buildings and properties in need of repair and upkeep Identify additional resources, incentives, and grants to assist with façade improvements Identify additional resources, incentives, and grants to assist with redevelopment of core downtown sites Utilize TIF Funds to assist with downtown feasibility analyses as needed - Identify funding sources and grants to assist with environmental cleanup and restoration as needed Review and update DDA Development Plan to ensure a current project list and access to all tools available to the DDA 	Staff, Metro PD, DDA	Short Term Ongoing	Complete; Ongoing.
Promote the revitalization of downtown Swartz Creek through the attraction of businesses and other uses suited to that area.	<ul style="list-style-type: none"> Utilize Redevelopment Communities to develop promotional materials for key redevelopment sites downtown identified in this plan, the DDA Development Plan, and the City Master Plan. This should include detailed concept plans for priority sites 	Planning Commission, DDA, Staff, Chamber	Ongoing	Completed through RRC site assistance; Ongoing efforts to create city-wide promotional materials.

Objective	Action Item(s)	Responsible Entity	Time Frame	Status
	<ul style="list-style-type: none"> • Create city-wide promotional materials to reach specified target investment markets. These materials should focus on consumer spending patterns, educational attainment, wages, labor force, and available redevelopment sites • Focus efforts and resources when available on priority redevelopment sites identified within this plan 			
<p>Encourage the retention of residential neighborhoods in the vicinity of downtown Swartz Creek as a source of customers.</p>	<ul style="list-style-type: none"> • Look to identify areas within the core of the city to encourage new housing development, especially missing middle housing, which can attract workforce and families to the city • Identify opportunities to increase core residential density 	<p>DDA, Planning Commission</p>	<p>Ongoing</p>	<p>Complete; Ongoing.</p>
<p>Promote visual and physical links between the downtown and the Civic Center such as landscaped walkways, streetscape, and public art.</p>	<ul style="list-style-type: none"> • Implement the city’s streetscape plan currently under development • Work with local artisan groups such as the Greater Flint Arts Council or the Flint Institute of Arts to identify opportunities to include art into public spaces and pedestrian ways throughout the city • Include artistic features such as murals or statues into downtown design guidelines • Use vacant spaces or underutilized sites in downtown to host popup events such as farmers markets, art fairs, food truck festivals, movies or concerts featuring local artists to increase programming in the city and to drive visitors to the core of the downtown 	<p>Council, DDA, Planning Commission</p>	<p>Ongoing</p>	<p>Complete; Ongoing.</p>
<p>Continue to promote community events in the downtown and Civic Center areas as a way of attracting attention and customers to downtown businesses.</p>	<ul style="list-style-type: none"> • Work with the DDA and the Chamber to develop a promotional platform to highlight local events to residents of the city and potential outside markets to attract visitors. Various forms of media including print, social, radio, and television should be utilized to maximize the extent of the message 	<p>DDA, Chamber, Visitors and Convention Bureau of Genesee County</p>	<p>Ongoing</p>	<p>Complete; Ongoing.</p>

Objective	Action Item(s)	Responsible Entity	Time Frame	Status
	<ul style="list-style-type: none"> Develop a platform to highlight local businesses to residents Work with the Visitors and Convention Bureau of Genesee County to highlight local events and drive visitors to Swartz Creek 			
<p>Promote the development of a traditional mixed-use downtown corridor along Morrish Road, between the entrance into the Sports Creek racetrack and Civic Drive in accordance with the following standards.</p>	<ul style="list-style-type: none"> Permit commercial uses such as small-scale retail stores; professional offices for physicians, optometrists, chiropractors, dentists, psychologists, and similar professions Ensure businesses have frontage on Morrish Road and build to the right-of-way or agreed-upon short distance setback Encourage or develop requirements for a second or third floor for residential dwellings Allow the use of alleyways for rear parking and loading 	<p>Planning Commission, DDA</p>	<p>Ongoing</p>	<p>Ongoing; Brewer Townhomes phase 1 complete. All units sold.</p>
<p>Promote the development of the mixed-use area north of the Morrish Road/I-69 interchange for retail and other uses.</p>	<ul style="list-style-type: none"> Locate any residential uses along or in proximity to Bristol Road or within the rears of the properties and locate commercial uses near I-69 and Morrish Road Ensure that commercial uses are of a size, scale, and character consistent with other development in the area Develop a gateway strategy to welcome shoppers and visitors to Swartz Creek Enhance the entryway to Sports Creek as a prime destination site for the city should it be repurposed 	<p>Planning Commission, DDA</p>	<p>Ongoing</p>	<p>Ongoing; Gateway strategy is a priority. Sports Creek entryway cannot be enhanced without willing owner.</p>
<p>Coordinate efforts to retain and attract industrial development and work with other groups that are</p>	<ul style="list-style-type: none"> Work with the Flint & Genesee Chamber Economic Development team to ensure available properties in the city are listed on Zoom Prospector 	<p>Staff, Council, Chamber</p>	<p>Short Term – Mid Term</p>	<p>Most efforts still ongoing, some obsolete; Samantha is reworking these objectives.</p>

Objective	Action Item(s)	Responsible Entity	Time Frame	Status
involved in economic development.	<ul style="list-style-type: none"> • Prepare a city-wide fact sheet identifying target industrial markets, properties available, proximity to major markets and industry sectors (auto, medical...), access to local workforce, tax incentives (if applicable) and any other asset (utilities) that could be used to attract new industry • Host regional and state economic developers at prime properties in the city to give them an on-the-ground feel for the site - Market sites available for advanced manufacturing in all industry sectors • Encourage General Motors to increase when feasible, its operations at the Customer Care and Aftersales facility within the city • Work with Bishop Airport to solicit intermodal or other distribution industries to the city • Prioritize sites available for manufacturing growth and promote them to encourage business expansions within the city 			Very little industrial space available.
Coordinate existing programs and provide information on small business development programs.	<ul style="list-style-type: none"> • Work with the Flint & Genesee Chamber Economic Development Team to host local small businesses educational events in partnership with the Swartz Creek Chamber of Commerce • Host the Genesee County eTeam for small business education • Provide a small business resource kiosk at city hall to inform small businesses about assistance programs available locally and throughout the state 	Chamber, DDA	Short Term	Initial goals obsolete. Ongoing; Greg will complete these with other resource partners, online link to a small business resource guide.
Work to grow the City of Swartz Creek Chamber of Commerce and its capacity to assist local companies, attract new	<ul style="list-style-type: none"> • Work to increase capacity of the chamber to become the city's primary promotional entity • Focus membership growth on companies located within the City of Swartz Creek 	Chamber	Ongoing	Obsolete. Hired professional staff instead.

Objective	Action Item(s)	Responsible Entity	Time Frame	Status
companies and promote the City as a whole.				
Implement the recently completed marketing and branding strategy.	<ul style="list-style-type: none"> Incorporate the DDA Development Plan, Master Plan and Economic Development Plan into a comprehensive marketing strategy to promote Swartz Creek Develop a communications plan to ensure all targeted marketing is formatted to reflect the new marketing and branding strategy Complete a brand kickoff and begin implementation of new logos and taglines 	Council, Staff, DDA, Chamber	Ongoing	Accomplished.

Looking Ahead

2025 could be a monumental year. We do expect to have changes in the community result from public projects, which include Otterburn Park, Holland Square, and the Methodist Church on Morrish. However, it is not clear if the planning commission will be directly involved or to what degree.

In other news, rumors are swirling about the mega site. Unconfirmed information that appears to be substantiated by media sources indicates that the site just south of the city could potentially house about 10,000 direct jobs related to chip production. If this is the case, the city and our partners will be very engaged to determine the potential impact of such an investment, as well as to plan a path forward.

In the absence of this, there is not a lot of private activity to speak of. However, there are a number of new businesses and potential projects on the horizon. In addition, we will continue to market the community, pursue wayfinding signage and historical signage programs, as well as to invite downtown renovations and improvement projects using incentives.

That is all for now. Please contact me with any questions or comments!

Sincerely,



Adam H. Zettel, AICP
 City Manager

February 4, 2025
Planning Commission
Annual Report for 2024

City of Swartz Creek
azettel@cityofswartzcreek.org

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<ftp://cityofswartzcreek.org>