

City of Swartz Creek

AGENDA

Regular Council Meeting, Monday, April 28, 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 April 14, 2025 MOTION Pg. 34
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 Pending
6C. Hometown Days Permits Pg. 41
6D. Summer Bash Permits Pg. 55
6E. Preliminary Otterburn Park Plans Pg. 61
6F. 5k Foot Race Permit Pg. 77
6G. Old Methodist Church RFQ Pg. 79
6H. Acoustic Leak Detection Proposal Pg. 92
7. **MEETING OPENED TO THE PUBLIC:**
7A. General Public Comments
8. **COUNCIL BUSINESS:**
8A. Fighting in Schools Ordinance RESO Pg. 24
8B. Summer Bash Permits RESO Pg. 26
8C. Hometown Days Permits RESO Pg. 27
8D. Foot Race Permit RESO Pg. 32
8E. Budget Public Hearing Schedule RESO Pg. 32
8F. 2025-2026 City Council Schedule RESO Pg. 33
8G. Acoustic Leak Detection RESO Pg. 34
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION Pg. 35

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

City Council (Budget Workshop):	Wednesday, April 30, 2025, 5:30 p.m., PDBMB
Planning Commission:	Tuesday, May 6, 2025, 7:00 p.m., PDBMB
Downtown Development Authority:	Thursday, May 8, 2025, 6:00 p.m., PDBMB
City Council:	Monday, May 12, 2025, 7:00 p.m., PDBMB
Park Board:	Tuesday, May 13, 2025, 5:30 p.m., PDBMB
Fire Board:	Monday, May 19, 2025, 6:00 p.m., Station #1
Zoning Board of Appeals:	Wednesday, May 21, 2025, 6:00 p.m., PDBMB
City Council:	Monday, May 26, 2025, 7:00 p.m., PDBMB
Metro Police Board:	Wednesday, May 28, 2025, 11:00 a.m., Metro HQ

City of Swartz Creek Mission Statement

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

City of Swartz Creek Values

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

Honesty, Integrity and Fairness

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

Fiscal Responsibility

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

Public Service

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

Embrace Employee Diversity and Employee Contribution, Development and Safety

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

Expect Excellence

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

Respect the Dignity of Others

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

Promote Protective Thinking and Innovative Suggestions

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

**CITY OF SWARTZ CREEK
VIRTUAL REGULAR CITY COUNCIL MEETING ACCESS INSTRUCTIONS
MONDAY, APRIL 28, 2025, 6:00 P.M.**

The regular meeting of the City of Swartz Creek city council is scheduled for **April 28, 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:

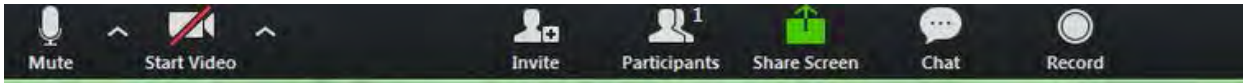
1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

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

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



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

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

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

Renee Kraft is inviting you to a scheduled Zoom meeting.

Topic: Swartz Creek City Council Meeting

Time: April 28, 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, April 28, 2025 - 6:00 P.M.

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

FROM: Adam Zettel, City Manager

DATE: April 23, 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.

All systems are a go for 2025 construction. Though money is tight, we approved Cappy Lane road work, with water main, as well as Don Shenk and the county project on Bristol. We do not have any timelines yet on commencement.

Crack filling will occur this year, probably in June, but no other rehabilitation or preventative maintenance is scheduled.

As verbally noted on April 14, there is a pending budget before the state which could increase street funds by 150%. This could be a game changer! We will monitor and report.

We investigated submission for Elms and Miller Road intersection to the safety grant program, which is administered by the GCMPC in the same fashion as the Traffic Improvement Program. This intersection has been targeted for upgrades, including a potential traffic circle, to increase safety. However, the engineering indicates that the warranted improvements would have a 14-year payoff as calculated against the number and severity of recorded collisions. Since the competitive threshold is around 6 years, they advise that we do not apply at this time.

2024 Winchester Village street reconstruction has entered the final stages. Aside from some very minor work and sump pump connections, we await spring restoration only. For more information on tree-related concerns, please refer to the October 28, 2024, city manager's report.

In Winchester Woods, street rehabilitation with limited drainage work has been successfully completed. Note that the milled sections did experience higher rates of cracking during the winter. This is unwelcome but not a sign of a project deficiency for this type of rehabilitation. One remaining ditching project on Oakview's unimproved section is still on the docket.

For now, FOG seal applications are not a viable option.

✓ **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 PLANS** *(No Change of Status)*

We have a number of state-required plans and studies that are due in the coming 12-18 months. These include our water reliability study, emergency response plan, and general plan. These documents are all currently up to date, but I wish to get a head start on their revisions so that we can use them for financial/construction planning, as well as to file with the state in a timely manner. To proceed, I am seeking a professional service agreement from OHM. They believe that revisions should be undemanding to update, which should result in an agreeable cost.

✓ **SEWER ASSET MANAGEMENT PLAN** *(No Change of Status)*

I am still awaiting a proposal from DLZ. They are going over much of our past sewer studies and activities.

We met with DLZ on March 5th to discuss our sewer plan update. We are working through a process to establish a base line of the system that will include monitoring flows at key points, continuing to update GIS, and potential robot line inspections to determine pipe details. Some of these functions, specifically monitoring, may be requested sooner because of the time it takes to complete those functions and integrate them into a plan.

Following the potential first step of monitoring, I expect a proposal in April that will enable DLZ to create a new 20 year plan for potential capacity expansions, replacement, extensions, rehabilitation, and inspection. This plan is also expected to result in the city's first 'live' sewer plan and mapping system that will actively account for new connections (flow), real time capacity, and inspection data. Of course, much of this will build on the GIS work DLZ is currently doing.

The prior report follows.

It is my opinion that our 20 year sewer plan is losing more and more of its value as time goes on. This is because of the deviations that have been made to the schedule for one reason or another (pulling projects forward, limiting lining activities due to inspection data, and considerations of system changes such as the Springbrook relief sewer).

Since the county is also calling for communities to more formally invest in sewer asset management plans that address system capacity, maintenance, expansion, and inflow/infiltration, I think the time is right to use our developing sewer GIS data and create a brand new plan for the next 10-20 years.

To accomplish this, I reached out to DLZ for a proposal. This engineering company is one of the city's prequalified engineers, and they have been more heavily involved in our sewer system because we have found that they have expertise in GIS, the FOG program, and similar storm water management functions, like MS4.

✓ **SEWER LIFT STATION** *(Update)*

A float has been ordered to supply critical well measurements. In addition, we have affirmed that we can force discharge into the interceptor, even if at capacity. More is to come. We are now pricing an electrical connection that could enable use of one of our existing portable generators. The previous report follows.

We have been having conversations about reliability and criticality of our infrastructure. With much work having been done in water and with sewer lining, our area of greatest concern is with the sewer lift station. The Cappy Lane lift station is responsible for pumping nearly all of the Winchester Village sewage into the county interceptor. Without this, hundreds of basements could potentially fill with raw sewage. This is obviously a health and financial concern for residents.

I will directly state that the concern or risk is extremely small, and it is a credit to our infrastructure that this concern rises to the top. The lift station is less than ten years old, has a three pump redundancy system, a natural gas automatic back up generator (also newer), and just passed an annual inspection with flying colors. With that being said, short of an existential catastrophe, failure of this asset would be the most costly and disruptive event in the city that is related to infrastructure we control, and we wish to add one or two more layers of functionality as a safeguard.

Rob is looking into the potential of placing one of our diesel generators onsite, as well as to install or provide a pump that could suction the well out and discharge it to another section of the sewer interceptor. In effect, this would protect the system from a shortage of CE natural gas AND electricity, a control panel failure that impacts all three pumps, and a failure of the county sewer interceptor (collapse or blockage).

This may seem like overkill, but we have had some problems with the panel in the past and have all been in situations where multiple system failures are experienced. We believe we can add this extra protection for under or close to \$100,000, which is a small price to pay for ensuring this lift station functions.

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

The hydrant painting 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.

✓ **GENESEE COUNTY WATER & SEWER MATTERS** *(No Change of Status)*

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 April newsletter is out! Let us know what you think! Thanks for the contributions!

✓ **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. Many of these briefs are covered in more detail elsewhere in this report

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. **(Update) Street repair in 2025 (Cappy and Don Shenk)** is a go, as is a cooperative project for Bristol Road. We are going through punch lists now for the 2024 projects, and we have settled the dispute over aggregate amounts. Local street work in 2026-2028 will be limited due to advancement of the above projects. However, TIP funds are still pending for Miller (Morrish to Dye) and Elms.
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 nearly 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. Things are moving again, but not in time to get this before the council in April to accept the streets, water, sewer, and storm. **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 fall (not spring as previously reported), which was awarded about \$10,000 through the DNR. For 2025 projects, the park board recommends bike racks, Elms Park pickleball nets, Abrams forestry, a replacement sign at Abrams, Genesee County Park Ranger patrols at Elms Park, and ongoing interpretive signs. Signs are awaiting availability of the historical society to furnish content.
8. **New Businesses.** The liquor license for the downtown coffee shop/book store is proceeding through state inspections.
9. **(Update) Mundy Megasite.** We continue to get hints that this is imminent, and the media has identified the site as a Western Digital technology producer. We have met with the MEDC regarding this matter. We have taken the first steps to request cooperation and leadership as it relates to proceeding with investment, planning, and regional cohesiveness upon a potential announcement. They appear to be responsive and are moving in a direction to explore this support.
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 (which could be as much as \$150,000).
11. **(Update) Wayfinding & Branding Signs** are going up. The concept is being applied to the trail signs, since these have already been funded by the Cosmos campaign. These will be up this spring along the new trail. We also replaced the Hill Road entry sign and have budgeted a replacement sign at Abrams Park. The DDA and council can liaise on if, when, and how to proceed with future installations.
12. The DDA considered a **Social District about two years ago**. There is renewed interest in exploring this. No recommendations have been made, but I would not be surprised if this was back on DDA agenda's this spring or summer. With the potential for another tavern coming, the city has the ability to designate a commons area in the community.
13. **(Update) The Old Methodist Church** has been acquired by the DDA. It is vacant, secure, and heated. The DDA and staff worked 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. This is live through July!

✓ **REDEVELOPMENT READY COMMUNITIES (Update)**

The RFQ for the old Methodist Church is live! This has been broadcast all over the state, shared with trade groups, and delivered to known local and regional interests. We expect to get submissions in through early summer, with the DDA convening in August to go over results. The previous report follows.

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** *(No Change of Status)*

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. This is likely to be a 2026 project. Note that we have had issues bidding this type of work in the past. However, given the rush we were put in with the change in our fundable status, I think this is a good project. 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)*

The engineer presented a preliminary plan to the park board on April 15th. I am happy with the work so far. Though the budget is a bit high, we are able to make some adjustments that should bring it in line with available funds. The DNR indicates that grant agreements may not be distributed until this summer, which makes summer/fall construction virtually impossible. The upside is that we have plenty of time to design and plan improvements. The previous report follows.

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 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.

✓ **SOLAR SYSTEM MODEL** *(Update)*

A ribbon cutting is set for Elms Park on Tuesday, May 20, 2025 at 5:30pm! This will coincide with our May Park Board Meeting. See the April 8, 2024, council packet for more details.

✓ **WAYFINDING PROJECT** *(Update)*

Trail head signs and trail wayfinding signs are ordered! These are funded through the Cosmos crowdfunding campaign. The park board took a look at the concepts and made final recommendations on details.

The city entry sign on Hill Road was driven over and destroyed. Instead of replacing this sign with the standard 'government' sign, we purchased a gateway sign that fits the sign program. Personally, I think it looks great and look forward to replacing other gateways as funds and opportunities present themselves. The next candidate is the red sign on Seymour and Miller. That sign is definitely at the end of its life.

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

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

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

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 addition, 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)*

I met with the HOA street committee on February 24th and March 24th along with Councilmember Spillane. The group is proceeding with rehabilitation of Cross Creek, using the best practices recommended by our engineer. They are also interested in continued in-kind services during final planning and construction to ensure project quality. If the city is still open to taking these streets, I recommend this support be given to ensure the assets are optimized.

Beyond their 2025 work, there is still much discussion, and I do not see this moving forward very quickly. They have a lot of questions about winter maintenance, solicitation control, sidewalks, and costs. The previous report follows.

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 a historical and contextual narrative.

✓ **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 expected to bid this early in 2025, but we are going to push to the fall to increase the survivability of trees.

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

Our rates, fees and service agreement with Mundy Twp. are updated, and were approved by the township board on the 14th. See the March 24 meeting packet for full details.

✓ **COLLECTIVE AND INDIVIDUAL LABOR AGREEMENTS** *(Update)*

Staff met with AFSCME on April 16th. The negotiations are expected to be on schedule. The previous report follows.

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.

✓ **FUTURE WASTE, RECYCLING, AND YARD WASTE COLLECTION** *(No Change of Status)*

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 reached out to our neighbors to attempt to align bidding together for some economies of scale. So far, Flint Township, Mundy (expiring December 31, 2026), Clayton (expiring December 31, 2025) and Gaines Township liaisons have expressed an interest to do so. We are looking to align our expirations with extensions in order to seek bids for the same time frame. This should enable providers to price for greater economies of scale.

✓ **FISCAL YEAR 2026 BUDGET** *(Business Item)*

We are concluding the preliminary budget process. We are realizing a total revenue increase of around 3% in the general fund. This includes the impact of property appreciation, new construction, and revenue sharing. Since appreciation has been high, and there have been uncapped properties impacting the tax roll, I do expect a Headlee Rollback.

We expect to present a budget that is balanced across all funds for operational purposes. We then have numerous projects that will be spending down fund balance, specifically in streets, water, and motor pool. We also have Otterburn Park and some other capital expenses in the general fund and our capital improvement fund. Staff will be presenting the complete preliminary budget in basic form at the planned workshop on Wednesday, April 30th, 2025.

The timeline is as follows, but I think it is likely that this will be pushed back one week:

April 30:	Budget Workshop (5:30pm)
May 12:	Public hearing
May 27:	Approval
June 9:	Delivery of final Budget Book

I have a resolution on our agenda to set a public hearing on May 12th in order to maintain this schedule.

There is no projected change to utility rates or levies, with the notable exception of the expected decreases due to Headlee.

We expect our staffing to remain the same:

Four FT Department Heads (City Manager, Treasurer, Clerk, & DPW)
Two FT Office Administrators
One PT Office Administrator

One FT DPW Service Employee Supervisor
Four FT DPW Service Employees
One PT DPW Service Employee
Two DPW Summer Temporary Service Employees
One Contracted Assessing Service
30% of a Shared Community Development Director

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

✓ **MONTHLY REPORTS** *(Update)*

Monthly reports are included.

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

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

The Planning Commission did not meet in March, but they did the Managing Risk course at the Metro PD headquarters on Wednesday, March 12th at 6pm. We had about 20 folks come out.

We have a site plan submission from Meijer, that is updating their store and gas station.

Their next meeting, including the Meijer updates, is scheduled for May 6, 2025 meeting.

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

The DDA met on March 13. Attendance was 8 of 9 members. They did not meet in April. They are scheduled to meet on May 8th, and I expect a façade grant application and their fiscal year 2026 budget to be on the agenda. In addition, I will be recommending that they complete a small update on their plan in order to extend the life of the DDA further. This will give them more time to perform their function and amortize potential investments.

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

Their ZBA held their annual meeting, on March 19th. The board retained the same officers of Mr. Packer as Chair, Mr. Gilbert as Vice Chair, and Mr. Smith as Secretary. This meeting also included in-house training, which went well.

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

Park board met on April 15th. They went over preliminary plans for Otterburn, which is slightly above budget as proposed. They made some recommendations to reduce the budget and improve the plans. I am including these in the packet as an update. The board also considered 2025 projects. They recommended a replacement sign at Abrams Park, pickleball nets at Elms Park, forestry at Abrams Park, and supplemental Elms Park patrols by the Genesee County Park Rangers. All of these will be included in the city's preliminary budget.

Their next regular meeting is Tuesday, May 20, 2025 at 5:30pm. There is one vacancy on this board.

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

The public meetings for March appeals were Monday, March 17 from 9am to 12pm & 6pm to 9pm; Tuesday, March 18 from 9am to 12pm; and Wednesday, March 19 from 9am to 12pm. There were twelve total petitioners. Six were late personal property statements and six were assessment appeals.

✓ **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.

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

- ❑ DPS continues to GPS water and sewer assets.
- ❑ DPS continues to update water meter transponders, registers and meters as needed.
- ❑ Street sweeper repairs have been completed and DPS has started to sweep through the city. As weather permits we will continue on with street sweeping. The sweeper continues to give us problems but we are working through them. The machine is 18 years old currently.
- ❑ DPS has been looking into increased redundancy for the Cappy Lane Pump Station. I have scheduled the radar level sensors to be installed and the backup of the backup generator plug in to be installed.
- ❑ Tree removals on Maple St. have been completed. Stumps have been ground. Restoration will be completed soon and sometime in the fall the new trees will be planted.
- ❑ Contractor for Cappy Lane and Don Shenk has been selected. Glacier Dawes was the low bidder and was selected to be the contractor. I talked with Greg Dawes today and he is looking at mid May as a start date.
- ❑ Diponio has been in town working through the last of the punchlist items. Sump pump leads, lawn restoration and adding millings to the parking lot at Whitney Ct.
- ❑ DPS has replaced no parking signs in the village with smaller signs.
- ❑ DPS has started downtown cleanup.
- ❑ Park bathrooms are now open for the season.
- ❑ TG Priehs has been working this week in the Woods ditching and replacing culverts.

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

The FY26 budget process is nearly complete and the budget workshop is scheduled for April 30. 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: The marketing RFQ is attached.
3. EV Chargers Apple Energy is set to install four chargers at 5031 Holland Rd.
At the time of this update no timeline has been submitted for the installation.

4. The City has purchased the services of Formstack which is an online form that the city will be using for food truck applications, background checks and complaint forms. This will provide an easy and more efficient way of exchanging information between the city and residents.
5. The Movie Night Series dates have been set for the summer. The dates selected are June 27th, July 11th, 25th and August 8th. Food truck service will be available along with kids games, a bounce house, a balloon artist and a magician. The events will be advertised on Facebook around the end of March or early April.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

✓ **APPOINTMENTS** (*Update*)

We have an open position on the park board.

✓ **HOMETOWN DAYS PERMITS** (*Business Item*)

Included with the packet are the resolutions related to the Hometown Days events for 2025. The event is going to operate between Thursday, May 29th and Sunday, June 1st. I have included the applications for street use, municipal property use, for the general activities, and parade. Insurance documents, property permission slips, and related documents have been submitted separately and will be verified by staff as a condition of the approval.

The parade route is the same, from the PAC to St. Mary's via Fredrick Street. The entire carnival activities are to remain on the Kincaid grounds, and they do plan to have the west side of Morrish partitioned for pedestrian use between Kincaid and Ingalls. This has occurred for many years now and has functioned well. Fireworks are on Friday, and they are holding a car show on Saturday, May 31st. Their plan is to place this on Morrish Road between Miller and Wade Street.

Additional resolutions are included for the traffic control barricade rental cost, discharge of ceremonial rifles, annual fireworks, possession of exotic animals, and the curfew enactment. Concerning barricades, the city previously absorbed the cost of the contracted cost for barricade rental. However, this contribution has been limited to \$1,750 for the last seven years via resolution.

Given safety issues experienced in prior years, the festival made a number of operational changes. In addition to enactment of the curfew ordinance, which they desire, the committee is continuing with many changes. These include reduced hours, increased security, altered boundaries, new rules, applicable curfew, new lighting, and the elimination of some attractions. Most of these changes were in place for the 2024 event.

For the 2025 year, the biggest change is a further reduction in the carnival hours. The schedule calls for closure at 8pm Thursday and 6pm on Friday, Saturday, and Sunday. This is a change that is strongly supported by Metro Police and will be noted in the resolutions.

As usual, I expect someone from the event to be in attendance to represent the Hometown Days Committee for questions. This is a long-standing and large event, with many supporters and detractors, benefits and costs. Overall, we have been able to manage essential services and facilities with small inconvenience on our part.

✓ **SUMMER BASH PERMITS (Business Item)**

Jeepers Creekers is working with a new community partner to add another summer event to Holland Square. They are submitting applications to use Holland Drive and Holland Square on Saturday, June 21, 2025, from 11am to 4pm. They propose to set up vendor stalls, food trucks, music, inflatables, and face painting. They request access to the properties from 9am to 6pm. In addition, they are requesting about 1,500 gallons of water to fill a mermaid tank.

This type of event is exactly the thing that we have been hoping would happen with the development of the square. Jeepers Creekers is a reputable area non-profit that has demonstrated capacity to operate such events. In addition, I do not see the provision of water (~\$20 worth) as an issue. I support approval. A resolution is included in the packet.

✓ **FIGHTING IN SCHOOLS ORDINANCE (Business Item)**

Based on our discussion on April 14, I am putting this ordinance in the packet for approval. I am also requesting that a representative from Swartz Creek Community Schools be present. The previous report follows.

Many districts are having trouble with addressing fights in schools due to existing circumstances. I do not have all the details, but our attorney, police chief, and school superintendent have been working on an ordinance that we can adopt locally that should help greatly.

✓ **2025-2026 FISCAL YEAR COUNCIL MEETING SCHEDULE (Business Item)**

The meeting schedule for the 2026 fiscal year is included in a resolution. There are a number of proposed adjustments. We are postponing the second May meeting to accommodate Memorial Day. To accommodate the concert series in the community and the holidays, we are proposing to meet on the 2nd and 3rd Mondays in December instead of 1st and 2nd Mondays. In addition, the calendar proposes a 6pm start time for February 9th so that we can avoid a calendar change later on to accommodate the concert that is likely for that day. Let me know if you find any conflicts or require any amendments.

✓ **HOMETOWN DAYS 5K FOOT RACE PERMIT (Business Item)**

The annual race during the kickoff of Hometown Days continues! Though this event coincides with Hometown Days, it is a separate group conducting a separate event and should be distinguished as such. The route and other operations are the same. Reviews are complete, and we have a resolution to enable this street permit.

✓ **MOSQUITO CONTROL (Update)**

I had a resident reach out from Otterburn subdivision and request a mosquito control program. This is probably the first individual request I have had in years. Though the city has participated in a limited control program in the past, the community has never pursued a full program and/or revenue source to support routine spraying, larvae control, or public education.

However, there are certainly some folks that would like to see this occur. Our findings historically have been that the need is less pronounced in the city that it might be in more rural and wet areas (though we do have both of those to a degree in the community). There is also some debate regarding how effective such programs are. As such, we do not budget

or administer a mosquito control program outside of limited efforts at the amphitheater grounds during show days. If this is something council wishes to pursue in a more meaningful way, please make it known to the group and we can proceed from there.

✓ **LEAK DETECTION SERVICES (*Business Item*)**

Water loss in a water system costs money. Sources of water loss generally include leaking pipes, theft (tampered meters), fire flows, hydrant flushing, and inaccurate meters. We have been working diligently to audit our meter and billing program to ensure we are minimizing loss due to old meters, inappropriate meters, or other bad data. There is little further action we can take on flushing, fires, or theft (which we feel is very minimal).

One routine survey we can do to continue to lower water loss is acoustic leak detection. This service was initially completed in 2017 and massive leaks were detected (approximately 5% of total system usage!). We followed up in 2022 and were able to locate subsequent leaks that we feel made the endeavor worthwhile. Even a small leak can translate into big savings.

For example, a 1/8" hole in a distribution line operating at 40 psi could drain about 120,000 cubic feet per year from the system. While this amounts to only about 0.5% water loss, the amount owed to the county would be about \$7,000 annually. We suspect the initial savings were in the tens of thousands each year, particularly because of a leak in the 12" Miller Road line that was draining into a storm outlet under Elms Road.

We propose we conduct this survey again and wish to continue to do so every three years. The process involves instrument assisted listening on hydrants. Based upon this, a technician can hear and locate leaks to mains, valves, joints, and other appurtenances. This is incredibly accurate. Since we were very pleased with Aqualine in 2017 and 2022, we propose to use them again. They indicate that they feel the hydrant survey will be sufficient. The proposal and resolution is included. This is a cheap service for what it delivers. At a cost of \$3,368, they would only need to find a single pinhole leak to break even after one year of savings.

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.

I-69: Our understanding is that MDOT is to repair decks and other bridge features over Elms Road and Miller Road in 2026.

Cemetery Clean Up: There will be a cleanup for our local cemetery on May 17th

Drug Take Back/Shredding: PFCU will be hosting a drug take back and document shredding event on April 26th from 10am to 2pm at the Metro Police headquarters.

Springbrook Lights: Springbrook lights are on the city's street lighting contract with Consumers Energy, but are paid for by the association. We have audited the lighting invoice for Springbrook Colony, which has not been done for some time. Their cost for lighting has increased substantially. They are not pleased with this change. In good faith, we are not pursuing collection of prior bills at the new rate. We also audited Carriage Commons and Clayton Township (the other two recipients of public lighting), but their audits did not result in remarkable changes.

**City of Swartz Creek
RESOLUTIONS**

Regular Council Meeting, Monday, April 28, 2025, 6:00 P.M.

Motion No. 250428-4A

MINUTES – APRIL 14, 2025

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, April 14, 2025, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 250428-5A

AGENDA APPROVAL – APRIL 28, 2025

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of April 28, 2025, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 250428-6A

CITY MANAGER’S REPORT

Motion by Councilmember: _____

I Move the Swartz Creek City Council accept the City Manager’s Report of April 28, 2025, including reports and communications, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 240428-8A

**RESOLUTION TO APPROVE ORDINANCE 469, AN
ORDINANCE TO AMEND ARTICLE VIII OF CHAPTER 10 OF
THE CODE OF ORDINANCES REGARDING FIGHTING IN
SCHOOLS**

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek seeks to promote safety and discipline upon school grounds and at school functions; and

WHEREAS, the Code of Ordinances, Chapter 10, promulgates rules for said local school regulations; and

WHEREAS, the City seeks to set standards for fighting on school grounds.

THEREFORE, I MOVE the City of Swartz Creek ordains:

CITY OF SWARTZ CREEK

ORDINANCE NO. 469

An ordinance to amend Article VIII of Chapter 10 of the Code of Ordinances by adding thereto a new section prohibiting fighting in schools.

THE CITY OF SWARTZ CREEK ORDAINS:

Section 1. Amendment of Article VIII of Chapter 10 of the Code of Ordinances by adding thereto a new section 10-266 entitled Fighting in Schools.

The City Council hereby amends Article VIII of Chapter 10 of the Code of Ordinances by adding thereto a new section 10-266, entitled Fighting in Schools, to read as follows:

Sec. 10-266 Fighting in Schools

(a) Definitions.

FIGHTING. Personal violence between two or more persons which includes, but is not limited to, punching, grabbing, wrestling, pulling, shoving, slapping, or other un-consented physical contact or threat of physical contact.

SCHOOL FIGHTING. Fighting during school, any event held before school, any event held after school, or any social or sporting event hosted at school.

SCHOOL PROPERTY. The real property owned or leased by a school, including, but not limited to, property used for a school sponsored event, a bus, school provided transportation, or any location during transfer to and from school or any school sponsored or related event. **SCHOOL PROPERTY** includes property not owned by the school, where a school sponsored event is occurring, including adjacent parking areas or other areas used for travel to the location of the event.

(b) Prohibited conduct. No person shall engage, participate or otherwise be involved in any school fighting or fighting on school property.

(c) Penalty. Any person(s) failing to comply with this section is responsible for a civil infraction, punishable by a fine of not more than \$200, plus costs and any court ordered remedial requirements. A second offense or subsequent violation shall result in a fine of up to \$500, plus costs and any court ordered remedial measures. Should the court order any remedial measures, including but not limited to community service and/or anger management classes, the person(s) ordered to participate in the remedial measures are responsible for any and all costs associated with said remedial measures.

Section 2. Effective Date.

This Ordinance shall take effect 30 days following publication.

At a regular meeting of the City Council of Swartz Creek held on the _____ day of _____, 2025, _____ moved for adoption of the foregoing ordinance and _____ supported the motion.

Voting for:

Voting against:

The Mayor declared the ordinance adopted.

Nate Henry
Mayor

Renee Kraft
City Clerk

CERTIFICATION

The foregoing is a true copy of Ordinance No. _____ which was enacted by the Swartz Creek City Council at a regular meeting held on the _____ day of _____, 2025.

Renee Kraft

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 250428-8B

RESOLUTION TO APPROVE A MUNICIPAL PROPERTY RESERVATION AND STREET CLOSURE PERMIT FOR THE SUMMER BASH

Motion by Councilmember: _____

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

WHEREAS, said organization submitted an application to close Holland Drive and Holland Square for the purpose of hosting a single-day family event that his available to the public; and

WHEREAS, the event includes vendors, food trucks, inflatables, music, and related offerings; and

NOW, THEREFORE BE IT RESOLVED that the City of Swartz Creek hereby approves the application for a street usage permit and municipal property reservation application to conduct “Summer Bash” event on Saturday, June 21, 2025 from 9am to 6pm, applicant: the Jeepers Creekers, Inc., in accordance with the application submitted, under the direction and control of the Chief of Police.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 250428-8C

Motion by Councilmember:

WHEREAS, Hometown Days is seeking permits and approvals to operate an annual festival on private and public grounds within the city, including a parade, carnival, petting zoo, fireworks display, 'beer tent', food/drink vendors, a car show, and numerous other activities; and

WHEREAS, Section 13.01.G of Appendix A of the City Code of Ordinances provides for conditions of approval for a festival within the city, provided that the duration is less than 10 days, the operator is a charitable entity, and city council approval is required.

Second by Councilmember:

Voting For:

Voting Against: _____

**Resolution No. 250428-8C1 HOMETOWN DAYS EVENT, CARNIVAL, PARADE,
GENERAL STREET & MUNICIPAL PROPERTY USE
PERMITS**

I Move the City of Swartz Creek approve and authorize the Swartz Creek Hometown Days Committees' application for street closing and City property use permits for the following locations:

1. Morrish between Miller and Ingalls-Wade, Car Show, Saturday, May 31st.
2. City Lot located at the southwest corner of Miller and Morrish, Car Show, Saturday, May 31st.
3. Ingalls at Holland and Park Land located to the North and Northwest of the intersection of Morrish and Ingalls, Car Show, Saturday, May 31st.
4. City owned property, 4505 Fortino.
5. City owned property, Fortino (Branoff)
6. City owned property, 5012 Holland Drive (Holland Square)
7. Fire Hall out lot properties.
8. Use of DPW Yard and Generator (access subject to department).

Street and City property use, unless otherwise indicated, begins Tuesday, May 27, 2025 at 9:00 a.m. until Monday June 2, 2025 at 9:00 A.M., for the purpose of, and authorization to conduct a carnival, vendor/display areas, car show and or other similar events under the following stipulations:

1. Insurance certificate naming the City as insured in the amount not less than \$1,000,000.00 (One-Million Dollars)
2. Written permission from deed holders of any private properties to be used and appropriate insurance certificates naming such parties as additional insured: City of Swartz Creek 8083 Civic Drive; Atkinson Construction 12568 Lansing Hwy, Durand; W M Kincaid Trust 5086 South Morrish; St. Mary's Catholic Church 4413 Morrish Road; Mark O'Brien 5099 South Morrish; Kallas Heating and Cooling 8077 Miller; Swartz Creek Schools 8354 Cappy (High School/Middle School); Ashley Hotchkiss 8280 Crapo; Swartz Creek Area Fire Department; Draft 9128 Miller Road.
3. Sufficient number of portable bathrooms placed and located, and liter control program in accordance and under the approval of Director of Community Services.
4. Carnival operations shall cease at 8:00pm on Thursday, May 29 and at 6:00pm on Friday, May 30th, Saturday, May 31st and Sunday, June 1st.
5. Approval by the Chief of Police. Traffic control and pedestrian safety plan in accordance with and under the approval of office of Chief of Police.

**Resolution No. 250428-8C2 HOMETOWN DAYS, STREET USAGE PERMIT, MOTOR AND
PEDESTRIAN PARADE**

I Move the Swartz Creek City Council approve and authorize the Swartz Creek Hometown Days Committees' application for street closing / usage permit for Saturday, May 31, 2025 from 9:00 a.m. until 12:30 p.m. for purposes of conducting a parade, streets to be used include the high school performing arts center entrance, Miller Rd, and Fredrick Street under the following stipulations:

1. Insurance certificate naming the City as an additional insured party in the amount not less than \$1,000,000.00 (One Million Dollars).
2. No candy or other objects be thrown or handed from, to or at any vehicle, trailer, float, or similar, and further, that the Hometown Days Committee establish and maintain a list of all participants and/or entries in the parade that identifies a contact person, such contact to be informed by the Hometown Days Committee of the stipulation and motor vehicle code enforcement actions for violations thereof.
3. General approval, and under the direction and control of the Office of the Chief of Police.

Resolution No. 250428-8C3 HOMETOWN DAYS PERMIT, AERIAL FIREWORKS DISPLAY

I Move the Swartz Creek City Council approve and authorize the Swartz Creek Hometown Days Committee's application for one fireworks aerial display to be held on Friday, May 30, 2025, at or shortly after dusk, with a cancellation date of Saturday, May 31, 2025, at or shortly after dusk, to be launched from properties directly west of the Swartz Creek Middle School Building, said properties owned by the Swartz Creek School District and Ms. Ashley, under the following stipulations and conditions:

1. Insurance certificate naming the City as insured in an amount to be determined adequate by the City Manager.
2. Written permission from the aforementioned parcel owners along with acceptable insurance certificates naming said parcel owners as additional insured parties, in an amount to be determined adequate by the City Manager.
3. Traffic Control Plan and administration by the Offices of Chief of Police and Director of Community Services.
4. Detailed Plan submitted to and approved by the Fire Chief.
5. All decisions concerning the event and cancellation thereof, if needed, under the direction and control of the Fire Chief.

Resolution No. 250428-8C4 HOMETOWN DAYS PERMIT, OPERATE ENTERTAINMENT TENT

I Move the Swartz Creek City Council approve and authorize the Swartz Creek Hometown Days Committee application to operate an entertainment tent with the sale of beer and wine for consumption on the premises, along with live entertainment, to be held on Parcel No. 58-02-200-014, owned by W M Kincaid Trust and located 5086 Morrish Road, south of Wade Street, beginning Thursday, May 29, 2025 11:59 PM through Sunday, June 1, 2025, 9:30 PM, under the following stipulations:

1. Michigan Liquor Control Commission Approved Application with appropriate insurance in accordance with the rules of the L.C.C. and naming the City and

- all other property owners as additional insured parties, in an amount not less than \$1,000,000 (One Million Dollars).
- 2. Portable bathrooms appropriately located and litter control program in accordance and under the approval of Director of Community Services.
- 3. Traffic control and pedestrian safety plan in accordance with and under the approval of Office of Chief of Police.
- 4. Adherence to all L.C.C. stipulations and regulations, state and local laws.
- 5. No music after 11:00 p.m. Thursday, May 29, 2025 and after 1:30 a.m. the night of Friday, May 30, 2025 (Saturday Morning), and Saturday, May 31, 2025 (Sunday Morning), and Sunday, June 1, 2025, 9:30 PM.
- 6. Adequate security as approved by the Chief of Police.
- 7. Adherence to and under the direction and control of the Office of the Chief of Police.

Resolution No. 250428-8C5 HOMETOWN DAYS PERMIT, CEREMONIAL DISCHARGE OF A FIREARM

I Move the Swartz Creek City Council, pursuant to section 10-212(3) of the Code of Ordinances, approve and authorize the Swartz Creek Hometown Days Committee to discharge weapons as a part of a military concert and ceremonial military honor guard, to be held at the Swartz Creek High School's outdoor football stadium, on Friday, May 30, 2025, at approximately 9:00 p.m., in conjunction with a concert and aerial fireworks display, with a backup rain date of Saturday, May 31, 2025 at approximately 10:00 p.m. under the following stipulations and conditions:

- 1. Insurance certificate naming the City as an additional insured party in an amount not less than \$1,000,000.00 (One Million Dollars).
- 2. The party(ies) discharging the weapon(s) must be a practicing military honor guard trained and capable in the handling of firearms.

Resolution No. 250428-8C6 HOMETOWN DAYS PERMIT, CEREMONIAL DISCHARGE OF A FIREARM

I Move the Swartz Creek City Council, pursuant to section 10-212(3) of the Code of Ordinances, approve and authorize the Swartz Creek Hometown Days Committee to discharge weapons in conjunction with a Parade and as a ceremonial military honor guard, to be held along Miller Road on Saturday, May 31, 2025, at approximately 10:00 A.M., under the following stipulations and conditions:

- 1. Insurance certificate naming the City as an additional insured party in an amount not less than \$1,000,000.00 (One Million Dollars).
- 2. The party(ies) discharging the weapon(s) must be a practicing military honor guard trained and capable in the handling of firearms.

Resolution No. 250428-8C7 WAIVER OF INSPECTION FEE, HOMETOWN DAYS COMMITTEE

I Move the City of Swartz Creek waive the permit fees for the temporary structure (trailer) and electrical permit inspection fees for the Swartz Creek Hometown Days Committee.

Resolution No. 250428-8C8 TRAFFIC CONTROL APPROPRIATION

I Move the City of Swartz Creek provide traffic control devices to ensure the safety of the public during the duration of the Swartz Creek Hometown Days event and hereby direct the Director of Public Works to order or supply barricades sufficient to do so at a cost not to exceed \$1,750, appropriated to the community promotions department of the general fund.

Resolution No. 250428-8C9 RESOLUTION TO APPROVE THE POSSESSION OF ANIMALS OTHERWISE PROHIBITED BY ORDINANCE

WHEREAS, the festival activities include various animal events and attractions that include animals that are prohibited without approval as outlined in Ordinance Section 3-1.; and

WHEREAS, the Hometown Days Chairperson requested the city council to affirm approval of certain animal events and activities as outlined in a letter dated March 20, 2025; and

WHEREAS, the City Council finds these activities to be in line with prior events and approvals as part of the routine functions of the festival.

NOW, THEREFORE, BE IT RESOLVED the Swartz Creek City Council hereby authorizes the Whispering Pines Mobile Farm/Petting Zoo, the Agricultural tent, and related features and animals to operate and be present within the city and for such operation to hereby be incorporated into the festival permit for Hometown Days.

Resolution No. 250428-8C10 RESOLUTION TO APPROVE A TEMPORARY SPECIAL EVENT CURFEW BY ORDINANCE

WHEREAS, Ordinance Section 10-310 provides provisions for a temporary curfew to be enforced for special events as deemed necessary by the City Council; and

WHEREAS, the Hometown Days Committee is enforcing a curfew on the grounds of the festival and requests that public grounds adjacent to the festival also enforce such an ordinance; and

WHEREAS, the City Council finds that a curfew that mirrors the special event curfew will protect the health, safety, and welfare of the public as outlined in Ordinance Section 10-310.

NOW, THEREFORE, BE IT RESOLVED the Swartz Creek City Council hereby authorizes the enforcement of a temporary Special Event Curfew to commence on Thursday, May 29, 2024 through Sunday, June 1, 2025, said curfew to be in effect between 7:00 p.m. and 6:00 a.m.

BE IT FURTHER RESOLVED that the area designated for the Special Event Curfew shall match that of the outer boundaries of the Swartz Creek Downtown Development Authority, as indicated in the 2022 Downtown Development Plan.

BE IT FURTHER RESOLVED that the City Clerk shall post notice of this curfew, including a map at the city offices and in a newspaper of general circulation.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 250428-8D

RESOLUTION TO APPROVE 5K FOOT RACE STREET PERMIT

Motion by Councilmember: _____

WHEREAS, Riverbend Striders is a recognized not-for profit entity that operates in Genesee County; and

WHEREAS, said organization proposes to continue the annual 5k road race that coincides with the Hometown Days Festival, and they therefore seek a permit to use the city streets on May 29, 2025; and

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

NOW, THEREFORE BE IT RESOLVED that the City of Swartz Creek hereby approves the application for a street usage permit to conduct a 5 kilometer foot road race on Thursday, May 29, 2025, 6:00 PM – 7:30 PM, applicant: the Riverbend Striders, care of Jon Look, race to be held in Winchester Village Subdivision, in accordance with the application submitted, under the direction and control of the Chief of Police and contingent upon the provision of valid insurance listing the City of Swartz Creek as an additionally insured party.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 250428-8E

RESOLUTION TO ESTABLISH A DATE FOR THE PUBLIC HEARING REGARDING THE 2025-2026 FY BUDGET

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek observes a fiscal year, beginning on July 1 of each year; and,

WHEREAS, the City Charter requires a public hearing on the proposed budget and encourages adoption prior to the third Monday in May; and,

WHEREAS, city staff have prepared budget revenues and expenses in draft form in the timeliest manner practical based upon determinations available for taxable value.

NOW, THEREFORE BE IT RESOLVED the City of Swartz Creek hereby sets a Public Hearing, to be held on Monday, May 12, 2025 at 7:00 PM, at the regularly scheduled City Council Meeting, or as soon thereafter as this matter can be heard, to hear public comments and needs regarding the Proposed 2025-2026 Fiscal Year Budget, and further, post a notice of the public hearing in the View News, with a copy of the proposed budget to be available in the Clerk’s Office beginning May 5, 2025.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 250428-8F

RESOLUTION TO SET THE 2025-2026 COUNCIL MEETING SCHEDULE

Motion by Councilmember: _____

WHEREAS, Act 261 of the Public Acts of the State of Michigan of 1968, as amended, requires a public notice of the schedule of regular meetings of the Swartz Creek City Council be given once each calendar year or fiscal year and that said notice shall show the regular dates and times for the meeting and the place at which meetings are held; and

WHEREAS, the Act directs that notice be posted prominently at the principle office of the City of Swartz Creek or at the public building at which meetings are held or published in the newspaper of general circulation in Swartz Creek,

NOW, THEREFORE, pursuant to the Act, public notice is hereby given that regular meetings for fiscal year 2025-2026 shall be held twice each month, and further, that all meetings shall be held in the Paul D. Bueche Municipal Building Council Chambers located at 8083 Civic Drive, Swartz Creek, Michigan, unless otherwise provided in advance by the City Council, and further, meetings shall commence at 7:00 P.M. on the following dates:

July 2025:	Monday – 14th Monday – 28th	
August 2025:	Monday – 11th Monday – 25th	
September 2025:	Monday – 08th Monday – 22nd	
October 2025:	Monday – 13th Monday – 27th	
November 2025:	Monday – 10th Monday – 24th	
December 2025:	Monday – 08th Monday – 15th	6:00 p.m. start One week earlier

January 2026:	Monday – 12th Monday – 26th	
February 2026:	Monday – 09th Monday – 23rd	6:00 p.m. start
March 2026:	Monday – 09th Monday – 23rd	
April 2026:	Monday – 13th Monday – 27th	
May 2026:	Monday – 11th Tuesday – 26th	One day later
June 2026:	Monday – 08th Monday – 22nd	

BE IT FURTHER RESOLVED that the Clerk is hereby directed to post a copy of this resolution in a prominent place in the City Offices of the City of Swartz Creek.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to supply forthwith, upon request, a copy of this resolution to any newspaper of general circulation in the political subdivision in which the meeting will be held and/or to any radio or television station that regularly broadcasts into the City of Swartz Creek.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 250428-8G

**RESOLUTION TO APPROVE LEAK DETECTION
PROFESSIONAL SERVICES**

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek owns, operates, and maintains a water distribution system, and

WHEREAS, the city previously experienced higher than normal rates of water loss, and

WHEREAS, combined with audits of billing accounts, large customer meters, and staff leak detection, the city was able to discover significant sources of water loss through acoustic leak detection by a private contractor, and

WHEREAS, the city has endeavored to audit the water system every three years to benefit from water loss reductions resulting from leak detection, with the last such audit being in 2022, and

WHEREAS, Mr. Bincsik, working with Aqua-Line Leak Detection Services of Findlay, Ohio on components of a private distribution system within the city, has found them to be capable and qualified to perform such services for the city.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek City Council approves the proposal for such professional survey leak detection services, with total costs for the engagement being \$3,368, as outlined in the proposal dated April 21, 2025.

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

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 250428-11A

ADJOURN

Motion by Councilmember: _____

I Move the Swartz Creek City Council adjourn the regular council meeting of April 28, 2025.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE April 14, 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: Melen, Henry, Spillane, Gilbert, Krueger, Knickerbocker.

Councilmembers Absent: Hicks.

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

Others Present: Metro PD Lieutenant Murphy, Andrea Yambrick, Jeff Kelley, Mark Gonyea.

Motion by Krueger, seconded by Gilbert to excuse Mayor Pro Tem Hicks.

YES: Spillane, Gilbert, Krueger, Knickerbocker, Henry, Melen.

NO: None. Motion Declared Carried.

APPROVAL OF MINUTES

Resolution No. 250414-02

(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 March 24, 2025 to be circulated and placed on file.

YES: Spillane, Gilbert, Krueger, Knickerbocker, Henry, Melen.

NO: None. Motion Declared Carried.

APPROVAL OF CLOSED DOOR SESSION MINUTES

Resolution No. 250414-03

(Carried)

Motion by Councilmember Krueger
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Minutes of the Closed Door Session Council Meeting held Monday, March 24, 2025 to be circulated and placed on file.

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

APPROVAL OF AGENDA

Resolution No. 250414-04

(Carried)

Motion by Councilmember Melen
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Agenda as amended for the Regular Council Meeting of April 14, 2025, to be circulated and placed on file.

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

CITY MANAGER'S REPORT

Resolution No. 250414-05

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Melen

I Move the Swartz Creek City Council accept the City Manager's Report of April 14, 2025, including reports and communications to be circulated and placed on file.

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC: None.

COUNCIL BUSINESS:

PROCLAMATION:

Mayor Henry proclaimed April 13 – 19 as National Public Safety Telecommunicators Week in the City of Swartz Creek, in honor of the men and women whose diligence and professionalism keep our City and citizens safe. He read and presented the proclamation to the Genesee County 911 dispatch team.

RESOLUTION TO APPROVE COMMISSION APPOINTMENT

Resolution No. 250414-06

(Carried)

Motion by Councilmember Knickerbocker
Second by Councilmember Krueger

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 exists a vacancy in such a position; and

WHEREAS, said appointment is a Mayoral appointment, subject to affirmation of the City Council.

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

#250414-8B1 **MAYOR APPOINTMENT:** **Mark Gonyea**
Zoning Board of Appeals - Alternate
Remainder of three year term, expiring June 30, 2026

#250414-8B4 **MAYOR APPOINTMENT:**
Board of Review Authority - Alternate
Remainder of three year term, expiring June 30, 2026

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

RESOLUTION TO PURCHASE ROAD SALT

Resolution No. 250414-07

(Carried)

Motion by Councilmember Spillane
Second by Councilmember Gilbert

WHEREAS, the city finds it necessary to control ice and snow accumulation on public streets and parking areas with the application of road salt during winter months; and

WHEREAS, this process requires approximately 1,100 tons of rock salt during a winter season; and

WHEREAS, the City's Purchasing Ordinance, Chapter 2, Article VI, Section 2-406 provides for and encourages cooperative government purchasing practices; and

WHEREAS, the Genesee County Road Commission has previously bid and/or negotiated the purchase of rock salt for application to public right-of-ways during those relentless and invasive Michigan winters; and

WHEREAS, the GCRC negotiated a salt price for the coming winter, with year over year increase, with Detroit Salt Company of 12841 Sanders St., Detroit, at a unit cost of \$69.35 per ton, and a cooperative purchasing invitation has been extended to the City from the Genesee County Road Commission in April 2025; and

WHEREAS, the City finds the per-ton cost of \$69.35 to be extremely competitive.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek City Council accepts the Genesee County Road Commission's cooperative purchasing agreement and appropriate an amount not to exceed \$76,285, plus 10% contingency, for the purchase of rock salt from the Detroit Salt Company, expenses to be distributed proportionate to use at the direction of the City's Treasurer.

Discussion Ensued.

YES: Melen, Spillane, Gilbert, Krueger, Knickerbocker, Henry.

NO: None. Motion Declared Carried.

DISCUSSION ON CREATING AN ORDINANCE FOR FIGHTING IN SCHOOLS

Discussion Ensued with Lieutenant Murphy to create an ordinance because fighting during school, any event held before school, any event held after school, or any social or sport event hosted at school will not be tolerated. A resolution will be completed and brought back to council for a vote.

TIME CHANGE FOR NEXT MEETING

Motion by Krueger that we change the time of the council meeting on April 28 to 6:00 pm. so the members of the council and staff may be able to attend the Genesee Wind Symphony concert at 7:30. Seconded by Melen.

Discussion Ensued.

YES: Melen, Gilbert, Krueger, Knickerbocker, Henry.

NO: Spillane. Motion Declared Carried.

BUDGET WORKSHOP:

Discussion ensued to schedule a budget workshop for Wednesday, April 30, 2025 at 5:30pm, where all council members agreed on that date and time.

Motion by Spillane we do a budget workshop on Wednesday, April 30, at 5:30pm, here at City Hall and have it open to the public. Seconded by Melen.

YES: Krueger, Knickerbocker, Henry, Melen, Spillane, Gilbert.

NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

Mark Gonyea: Thanked Council for the appointment. Discussion in favor of the school ordinance.

REMARKS BY COUNCILMEMBERS:

Councilmember Knickerbocker: Kiwanis is hosting a Maundy Thursday prayer breakfast on April 17 at 7:30am with Dr. Chris Townsend of Carriage Town Ministries who will be the speaker of this free event at Swartz Creek Community Church at 7:30am. It is the second annual National Drug Take Back Day and also Shred Day on April 26 from 10:00am – 2:00pm.

Councilmember Krueger: It is the 10th Anniversary of the Genesee Wind Symphony and he has been asked to be the speaker at their next event. He walked the planet trail and recommends everyone do it.

Councilmember Spillane: Historical Society will hold its annual Cemetery Cleanup day on Saturday, May 17. Residents are requesting water in the cemetery.

ADJOURNMENT

Resolution No. 250414-011

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Melen

I Move the Swartz Creek City Council adjourn the regular meeting at 7:54 p.m.

Unanimous Voice Vote.

Nate Henry, Mayor

Renee Kraft, CMC, MiPMC-2, City Clerk



RESOLUTION # _____

CITY OF SWARTZ CREEK STREET CLOSURE/USE APPLICATION

DATE OF REQUEST: 3-11-25

SPONSOR ORGANIZATION: Swartz Creek Hometown Days

AUTHORIZED REPRESENTATIVE: Susan Mesack

WORK ADDRESS: PO Box 271 Swartz Creek HOME ADDRESS: 5295 Daval Dr, Swartz Creek MI

PHONE NO: WORK (810) 922-0790 HOME: () CELL: () 989-445-0505

EMAIL ADDRESS: smesack@comcast.net

TYPE OF EVENT: (check box)

PARADE ☐ ** (Draw Route on Attached Map)

CARNIVAL ☐

FOOT/BIKE RACE ☐

CRAFT SHOW ☐

CONCERT ☐

OTHER: Car Show

DATE OF EVENT: 5 / 31 / 25

TIME OF EVENT: FROM: 7:00am AM/PM TO: 4:00pm AM/PM

ESTIMATED NUMBER OF PARTICIPANTS: 5,000

DESCRIPTION OF EVENT: NOTE STREETS REQUESTED TO BE CLOSED/USED:

Morrish Rd south of Miller Rd to Wde St. Ingalls St east to Morrish Rd

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

FOR: Swartz Creek Hometown Days
(Organization)

BY: Susan Mesack, President
(Authorized Representative)

APPROVED BY: [Signature]
(Chief of Police)

(Street Administrator)

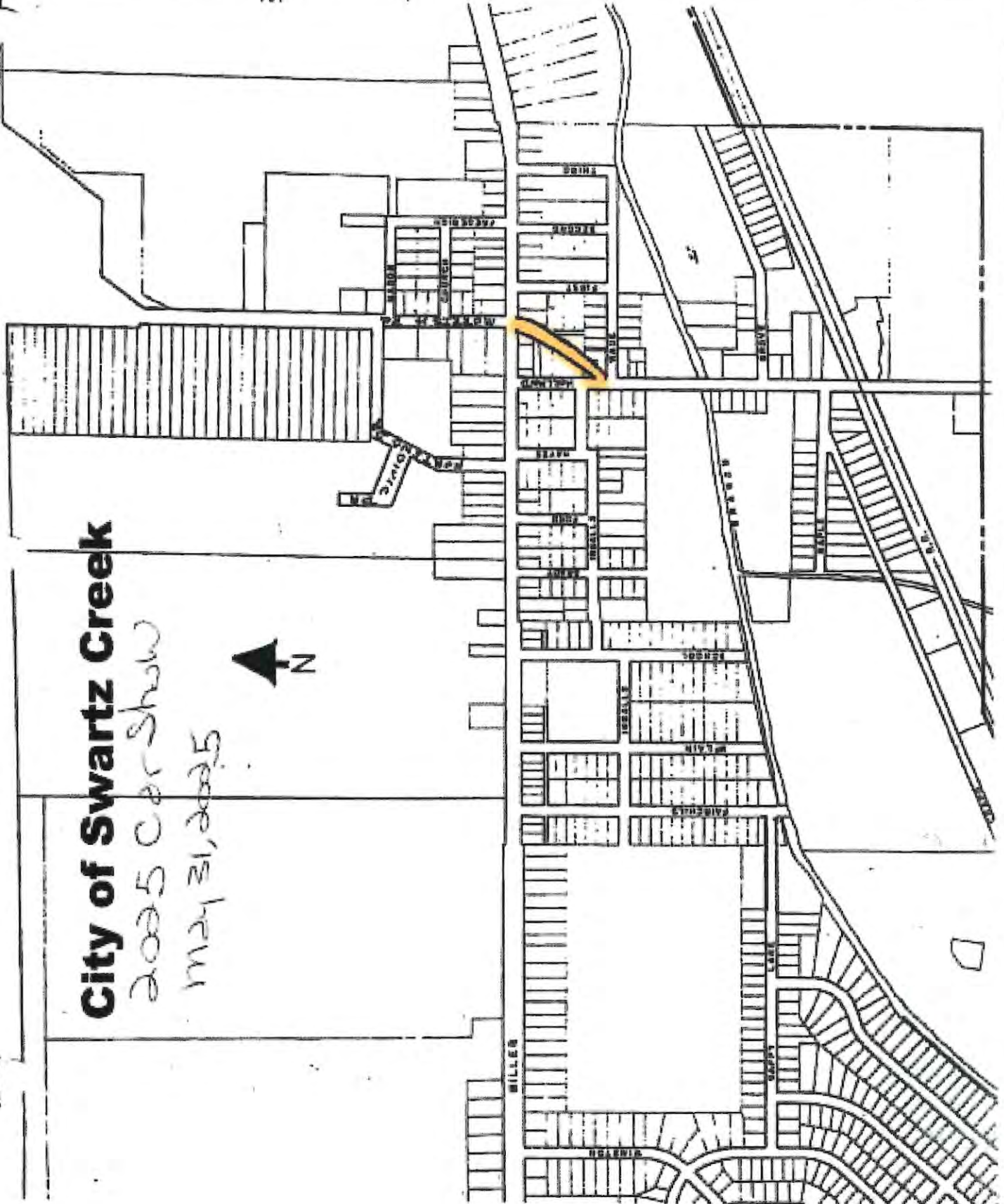
* The throwing of any item(s) from any vehicle during the course of a parade is strictly prohibited and violations may result in criminal prosecution and/or the denial of future permit applications.

**The Chief of Police reserves the right to determine the length of time that any street(s) remain(s) closed to traffic.

(M-70)

City of Swartz Creek

2025 Car Show
May 31, 2025





March 20, 2025

To: City of Swartz Creek,

As is marked on the map in the paperwork of city closures, Swartz Creek Hometown Days (HTD) would like to continue to have an extra 500ft of walkway on the east side of Morrish Rd to 5086 Morrish Road (festival field/Kincaid property).

We would like continued permission to have access to DPW area for trash disposal, golf cart storage, and keys to outside gate and building in the evening. We would also like to request; the city order large trash containers (30 yards) through the city's trash removal company for HTD to have on site at DPW.

If you have any questions, please feel free to contact me.

Warm Regards,

A handwritten signature in black ink, appearing to read "Susan Mesack", with a large, loopy flourish at the end.

Susan Mesack, CMP, CTSM, CTA
President
Swartz Creek Hometown Days

★ ★ PO Box 271 • Swartz Creek, MI 48473 • 810-922-0790 ★ ★
★ ★ www.swartzcreekhtd.org ★ ★



RESOLUTION # _____

CITY OF SWARTZ CREEK STREET CLOSURE/USE APPLICATION

DATE OF REQUEST: 4-1-25

SPONSOR ORGANIZATION: Swartz Creek Hometown Days

AUTHORIZED REPRESENTATIVE: Susan Mesack

WORK ADDRESS: PO Box 271, Swartz Creek HOME ADDRESS: _____

PHONE NO: WORK (810) 922-0790 HOME: () _____ CELL: () 989-445-0505

EMAIL ADDRESS: smesack@comcast.net

TYPE OF EVENT: (check box)

PARADE ☐ ** (Draw Route on Attached Map)

CARNIVAL ☐

FOOT/BIKE RACE ☐

CRAFT SHOW ☐

CONCERT ☐

OTHER: Walkway

DATE OF EVENT: 5 / 29 / 25 to 6/1/25

TIME OF EVENT: FROM: 9:00 (AM) PM TO: 11:00 AM / (PM)

ESTIMATED NUMBER OF PARTICIPANTS: 30,000

DESCRIPTION OF EVENT; NOTE STREETS REQUESTED TO BE CLOSED/USED:

5ft walkway on the westside of Morrish Rd at Wade St south to 5086 Morrish Rd - Festival property

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

FOR: Swartz Creek Hometown Days
(Organization)

BY: Susan Mesack President
(Authorized Representative)

APPROVED BY: [Signature]
(Chief of Police)

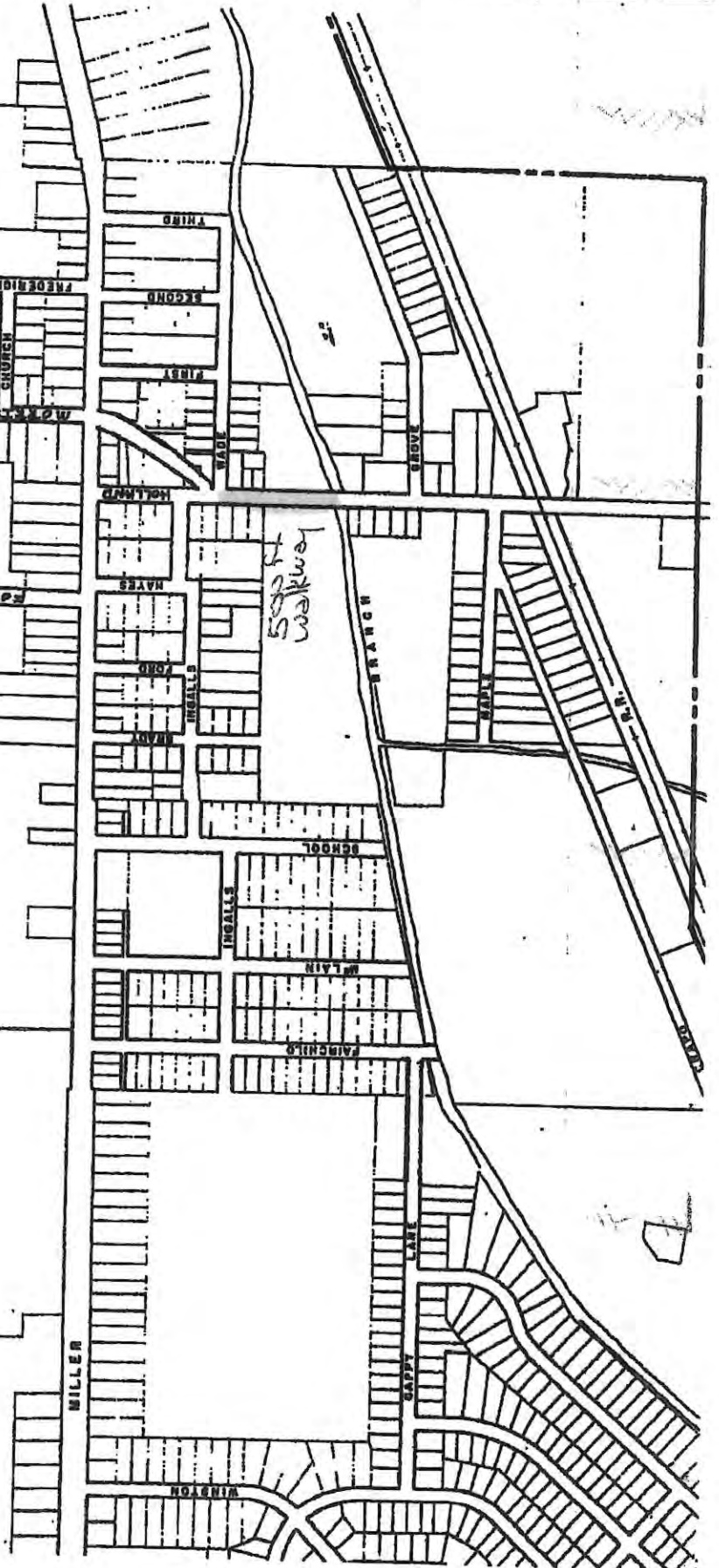
(Street Administrator)

* The throwing of any item(s) from any vehicle during the course of a parade is strictly prohibited and violations may result in criminal prosecution and/or the denial of future permit applications.

**The Chief of Police reserves the right to determine the length of time that any street(s) remain(s) closed to traffic.

City of Swartz Creek

2025 - Walkway
500 ft. west side of
Harrison Rd.



Phone: (810) 635-4464



Where Friendships Last Forever

Fax: (810) 635-2887

City of Swartz Creek Municipal Property Reservation Application

Date of Reservation: 5-29-25 to 6-1-25 Reservation location: See Page 2



One time event



Recurring event

Name of Responsible Party: Swartz Creek Hometown Days

Address: PO Box 271 Phone: 810-922-0790

City: Swartz Creek Zip Code: 48473

Nature of Activity: Festival Approx. # Attendees 35,000

Arrival Time: 9:00 am Departure Time: 11:00pm

Responsible Party Signature: [Signature]

E-Mail Address: smesack@comcast.net



Proof of Insurance Provided

Please check all that will be needed



Water



Waste collection



Electricity



Other Services – Specify: _____

I have received a copy of the Plaza Rules: Yes

IF THERE ARE PROBLEMS DURING THE EVENT CONTACT 911.

City Official _____

Date _____

Please use this page for any additions or details.

1. Morrish Rd between Miller Rd and Ingalls-Wade St - Car Show
2. City lot located at the southwest corner of Miller and Morrish Rds - Car Show
3. Ingalls St at Holland and Park. Land located to the north and northwest of the intersection of Morrish Rd and Ingalls St - Car Show
4. City owned property - 4438 S Morrish Rd
5. City owned property - 5505 Fortino Dr
6. City owned property - Fortino (Branoff)
7. City owned property - 5012 Holland Dr (Holland Square)
8. Fire Hall out lot properties
9. Use of DPW Yard and Generator (access subject to department)



March 20, 2025

To: Swartz Creek City Council:

Swartz Creek Hometown Days, a 501(C)3 organization, has been a consistent positive influence in the community for more than 30 years. No other community event impacts local community residents as an annual summer event, like Swartz Creek Hometown Days, where residents participate in our festival and host thousands of visitors.

We have enjoyed a great working relationship with every department in the City of Swartz Creek government and prided ourselves in being good "citizens" by helping to raise both money and awareness of police and fire and other non-profit organizations

To ensure a safe and successful event, Swartz Creek Hometown Days, request the support of the City of Swartz Creek in the form of providing appropriate traffic control structures with setup before, during, and after our festival activities May 29, 2025, through June 1, 2025.

This cost has been incurred by the city in the past, we began the formal request process for Council action in the last few years and are requested same for this year.

We hereby request a formal allocation to support such costs as an integrated feature of the Swartz Creek Hometown Day's permit.

Sincerely,

A handwritten signature in black ink, appearing to read "Susan Mesack", written over a horizontal line.

Susan Mesack, CMP, CTSM, CTA
President
Swartz Creek Hometown Days

★ ★ PO Box 271 • Swartz Creek, MI 48473 • 810-922-0790 ★ ★
★ ★ www.swartzcreekhtd.org ★ ★



March 20, 2025

To: Swartz Creek City Council,

We, the Swartz Creek Hometown Days committee, a 50(C)3, all volunteers, request a temporary exception to the Swartz Creek, MI Code of Ordinances **Section 3-1**. This ordinance states. "...Keeping of certain animals prohibited. It shall be unlawful to keep, harbor, own, or in any way possess within the corporate limits of the City of Swartz Creek unless specifically authorized by an act of federal, state, or city government..."

We are requesting an exception to these ordinances regarding the Swartz Creek Hometown Days festival that is being held May 28, 2025 through June 2, 2025. We would like to bring back Whispering Pines Mobile Petting Zoo and the educational Agricultural tent. The animals will be present during the entirety of the Swartz Creek Hometown Day's festival. Animals to be present during this time are a camel, baby pigs, chickens, a goat, a baby cow, and possibly with other traditional farm animals in the Agricultural tent. All animals will always be contained and under the supervision and protection of their handlers.

Our goal is and always has been to create a safe, fun, family-friendly, educational experience for the thousands of visitors who visit this festival each year. Thank you for your consideration in this request and we look forward to seeing you all at Swartz Creek Hometown Days!

Warm Regards,

A handwritten signature in black ink, appearing to read "Susan Mesack", written over a horizontal line.

Susan Mesack, CMP, CTSM, CTA
President
Swartz Creek Hometown Days

★ ★ PO Box 271 • Swartz Creek, MI 48473 • 810-922-0790 ★ ★
★ ★ www.swartzcreekhtd.org ★ ★



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/07/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Al Bourdeau Insurance Agency 3835 Davison Road Flint MI 48506		CONTACT NAME: Josh Evola PHONE (A/C, No, Ext): (800) 644-6030 E-MAIL ADDRESS: JoshE@albourdeau.com FAX (A/C, No):	
INSURED Whispering Pines Mobile Zoo, LLC 10811 South Deer Lake Road Reed City MI 49677		INSURER(S) AFFORDING COVERAGE INSURER A: Kinsale Ins Co INSURER B: Auto-Owners Insurance INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 38920 18988	

COVERAGES**CERTIFICATE NUMBER:** CL2532684189**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y		0100357545-0	03/18/2025	03/18/2026	EACH OCCURRENCE \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ Excluded
							PERSONAL & ADV INJURY \$ 100,000
							GENERAL AGGREGATE \$ 100,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 100,000
	OTHER:						\$
B	AUTOMOBILE LIABILITY	Y		4897793900	10/14/2024	10/14/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 510,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> 19						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N					PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A				OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Swartz Creek Hometown Days, its Directors, Staff, and Volunteers are included as additional insured for General Liability and Auto Liability as required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

Swartz Creek Hometown Days, its Directors, Staff, and Volunteers 5086 Morrish Rd Swartz Creek MI 48473	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Justin R. Burchard</i>
--	--

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ACORD 25 (2016/03)

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March 20, 2025

To: Swartz Creek City Council,

We, the Swartz Creek Hometown Days committee, a 50(C)3, all volunteer organization would like to implement the city ordinance **Section 10-310- Special Events Curfew for Minors**. This ordinance states: "The presence of unsupervised minors 17 or under at special public events within the city creates a nuisance and health and safety hazard." We will have this posted throughout all areas of the festival and posted on Swartz Creek Hometown Days social media.

Our goal is and always has been to create a safe, fun, family-friendly, educational experience for the thousands of visitors who visit this festival each year. Thank you for your consideration in this request and we look forward to seeing you all at Swartz Creek Hometown Days.

Warm Regards,

A handwritten signature in black ink, appearing to read "Susan", with a long, flowing horizontal line extending to the right.

Susan Mesack, CMP, CTSM, CTA
President
Swartz Creek Hometown Days

★ ★ PO Box 271 • Swartz Creek, MI 48473 • 810-922-0790 ★ ★
★ ★ www.swartzcreekhtd.org ★ ★



RESOLUTION # _____

CITY OF SWARTZ CREEK STREET CLOSURE/USE APPLICATION

DATE OF REQUEST: 12-4-24

SPONSOR ORGANIZATION: Swartz Creek Hometown Days

AUTHORIZED REPRESENTATIVE: Susan Mesack

WORK ADDRESS: PO Box 271, Swartz Creek HOME ADDRESS: _____

PHONE NO: WORK (810) 922-0790 HOME: () _____ CELL: () 989-445-0505

EMAIL ADDRESS: smesack@comcast.net

TYPE OF EVENT: (check box)

PARADE ☒ ** (Draw Route on Attached Map)

CARNIVAL ☐

FOOT/BIKE RACE ☐

CRAFT SHOW ☐

CONCERT ☐

OTHER: _____

DATE OF EVENT: 5 / 31 / 25

TIME OF EVENT: FROM: 10:00 AM/PM TO: 2:00 AM/PM

ESTIMATED NUMBER OF PARTICIPANTS: 8,000

DESCRIPTION OF EVENT; NOTE STREETS REQUESTED TO BE CLOSED/USED:

Coming out of the Swartz Creek High School PAC driveway, east on Miller Rd, north on Fredrich St, ending at the St Mary's back parking lot

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

FOR: Swartz Creek Hometown Days
(Organization)

BY: Susan Mesack, President
(Authorized Representative)

APPROVED BY: [Signature]
(Chief of Police)

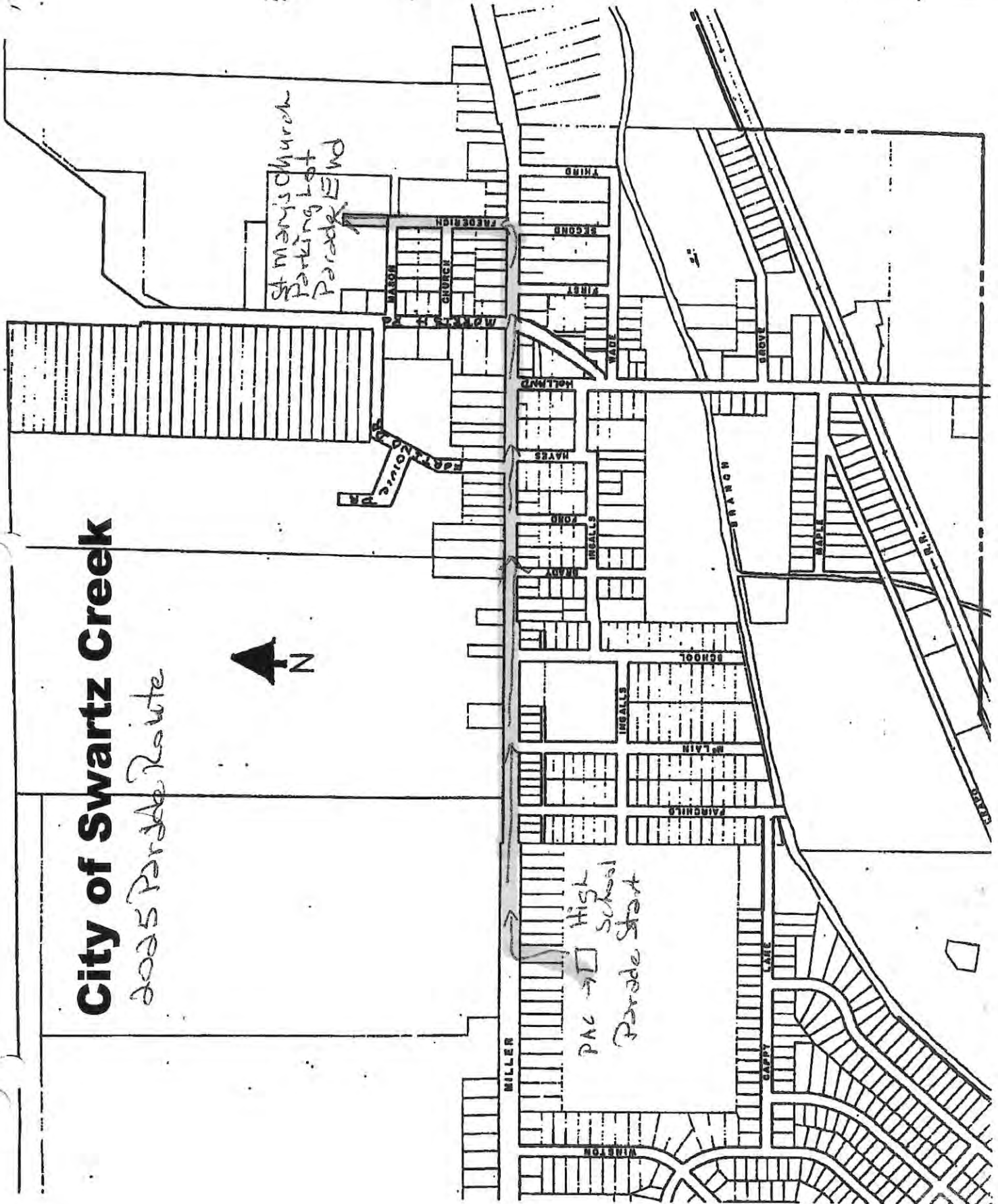
Susan Mesack, President
(Street Administrator)

* The throwing of any item(s) from any vehicle during the course of a parade is strictly prohibited and violations may result in criminal prosecution and/or the denial of future permit applications.

**The Chief of Police reserves the right to determine the length of time that any street(s) remain(s) closed to traffic.

City of Swartz Creek

2025 Parade Route




CITY OF SWARTZ CREEK PARADE REGULATIONS

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

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

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

By:  For: Swartz Creek Hometown Days
(Event Coordinator or Representative) (Organization)
Susan Messel, President



RESOLUTION # _____

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

DATE OF REQUEST: 6/21/2025 (Saturday)

SPONSOR ORGANIZATION: Jeepers Creekers

AUTHORIZED REPRESENTATIVE: Lania Rocha

WORK ADDRESS: PO BOX 556, GAINES, MI 48436 HOME ADDRESS: _____

PHONE NO: WORK () _____ HOME: () _____ CELL: () 989-332-2055
810-308-2283

EMAIL ADDRESS: jeeperscreekers@gmail.com

TYPE OF EVENT: (check box)

PARADE ☐ ** (Draw Route on Attached Map)

CARNIVAL ☐

FOOT/BIKE RACE ☐

CRAFT SHOW ☒

CONCERT ☐

OTHER: _____

DATE OF EVENT: 06 / 21 / 2025

TIME OF EVENT: FROM: 11:00 0 AM PM TO: 4:00 0 AM PM

ESTIMATED NUMBER OF PARTICIPANTS: 100-400

DESCRIPTION OF EVENT; NOTE STREETS REQUESTED TO BE CLOSED/USED:

Family friendly fun event with pop up vendors, food trucks, music, bounce house and face painting.

Access for Holland Drive and Holland Square please

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

FOR: Jeepers Creekers Inc.
(Organization)

BY: Lania Rocha
(Authorized Representative)

APPROVED BY: [Signature]
(Chief of Police)

(Street Administrator)

* The throwing of any item(s) from any vehicle during the course of a parade is strictly prohibited and violations may result in criminal prosecution and/or the denial of future permit applications.

**The Chief of Police reserves the right to determine the length of time that any street(s) remain(s) closed to traffic.

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

CITY OF SWARTZ CREEK
STREET APPLICATION
CHECKLIST

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

City of Swartz Creek
Special Event Policies & Regulations

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

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

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

By: 
Event Coordinator/Representative

For: Jeepers Creekers
Organization

Approved by City Council: April 25, 2022

Phone: (810) 635-4464



Where Friendships Last Forever

Fax: (810) 635-28

1

City of Swartz Creek Municipal Property Reservation Application

Date of Reservation: 6/21/2025 Reservation location: Holland Drive and Holland Square

☒ One time event

☐ Recurring event

Address: PO BOX 556, GAINES, MI 48436 Phone: Anne 810-308-2283
Lania 989-332-2055

City: Swartz Creek Zip Code: 48473

Nature of Activity: Family event with vendors and food trucks Approx. # Attendees 300

Arrival Time: 9:00 Departure Time: 6:00 p.m

Responsible Party Signature: Anita Rocha Anne Berrall

E-Mail Address: jeeperscreekers@gmail.com

☒ Proof of Insurance Provided

Please check all that will be needed

☒ Water

☒ Waste collection

☒ Electricity ☒ Other Services – Specify: Picnic tables

I have received a copy of the Plaza Rules: Yes

IF THERE ARE PROBLEMS DURING THE EVENT CONTACT 911.

City Official _____

Date _____

Please use this page for any additions or details.

Please use this page for any additions or details.

1. I have a DJ that has agreed to show up and play music between the hours of 11:00 a.m to 4:00 p.m.

2. One of my vendors is a mermaid. She brings a 1500 gallon inflatable pool that she sets up before the event and drains at the end of the event into the nearby drain. I am wondering if the city would help with filling the pool for her since she has agreed to come to my event free of cost.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/16/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bachmann Financial Agency P.O. Box 230 Vernon MI 48476	CONTACT NAME: Krystle Steele PHONE (A/C, No, Ext): (810) 230-1375 E-MAIL: ksteele@bachmannfinancial.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: MICHIGAN MILLERS MUT INS CO INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	FAX (A/C, No): NAIC # 14508
INSURED Jeepers Creekers Po Box 556 Gaines MI 48436		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

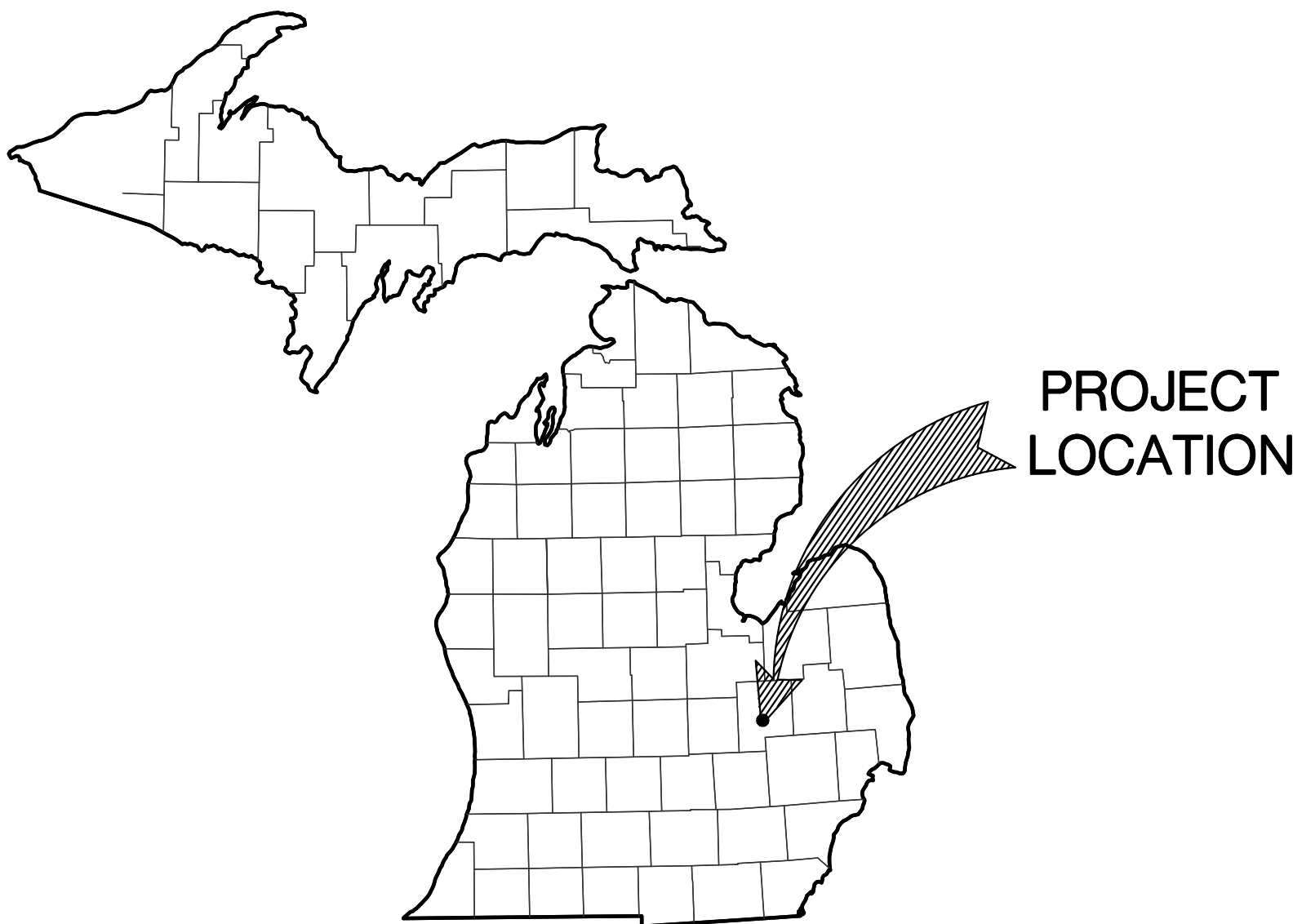
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		G0507957	04/01/2025	04/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Swartz Creek 8083 Civic Drive Swartz Creek MI 48473	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Derek Aho
---	--

CONSTRUCTION DRAWINGS FOR
CITY OF SWARTZ CREEK
OTTERBURN PARK IMPROVEMENTS
T 07N, R 06E, SECTION 30
GENESEE COUNTY, MI.



UTILITIES AND MUNICIPALITIES

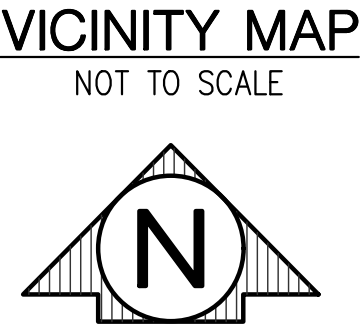
THE EXISTING UTILITIES LISTED BELOW AND SHOWN ON THESE PLANS REPRESENT THE BEST INFORMATION AVAILABLE AS OBTAINED FROM THE UTILITY OWNERS. THIS INFORMATION DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY TO BE SATISFIED AS TO ITS ACCURACY AND THE LOCATION OF EXISTING UTILITIES.

NAME OF OWNER	CONTACT	TYPE OF UTILITY
CITY OF SWARTZ CREEK 8083 CIVIC DRIVE SWARTZ CREEK, MICHIGAN 48473	ROB BINCSEK RBINCSEK@CITYOFSWARTZCREEK.ORG (810) 635-4464	SANITARY SEWER POTABLE WATER STORM SEWER
FRONTIER/PEARCE 3006 APPLE AVE MUSKEGON, MICHIGAN 49442	SANIYA HASHMI SANIYA.HASHMI6466@PEARCE-SERVICES.COM (517) 266-5755	FIBER OPTICS TELEPHONE
CONSUMERS ENERGY 3201 E COURT STREET FLINT, MICHIGAN 48506	TRACY MAHAR TRACY.MAHAR@CMSENERGY.COM (800) 477-5050	ELECTRIC
CONSUMERS ENERGY 3201 E COURT STREET FLINT, MICHIGAN 48506	TONNA WILCOX TONNA.WILCOX@CMSENERGY.COM (810) 280-8827	GAS

Preliminary
04/15/2025 3:19:09 PM



OWNER INFORMATION
CITY OF SWARTZ CREEK
8083 CIVIC DRIVE
SWARTZ CREEK, MICHIGAN 48473
MR. ADAM ZETTEL, MANAGER
PHONE: (810) 635-4464
EMAIL: AZETTEL@CITYOFSWARTZCREEK.ORG



PROPERTY ADDRESS
6162 BRISTOL ROAD
SWARTZ CREEK, MICHIGAN 48473

PROJECT DESCRIPTION

CONSTRUCTION OF A 8'-WIDE TRAIL ALONG THE PERIMETER OF THE SITE. NEW PAVILION, BIKE FIX STATION, ACCESSIBLE PARKING AREA, LANDSCAPING AND SITE FURNISHING. SITE ALSO WILL INCLUDE SWING ENTRANCE GATES AT DRIVEWAYS.

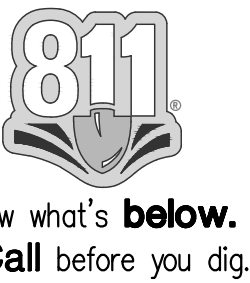
LEGAL DESCRIPTION

PARCEL NUMBER: 58-30-400-004
LEGAL DESCRIPTION:

(AS SURVEYED)
A PARCEL OF LAND BEG N 89 DEG 26 MIN 32 SEC E 732.63 FT FROM S 1/4 COR OF SEC TH N 0 DEG 58 MIN 31 SEC W 1440 FT TH N 89 DEG 01 MIN 29 SEC E 580.50 FT TH S 0 DEG 58 MIN 31 SEC E 1440 FT TH S 89 DEG 26 MIN 32 SEC W 580.50 FT TO PL OF BEG SEC 30 T7N R6E (08) 19.19 A FR 58-30-300-008 & 400-003

SHEET INDEX

- 1 - COVER SHEET
- 2 - LEGEND SHEET
- 3 - GENERAL NOTE SHEET
- 4 - DETAILS SHEET
- 5 - REMOVAL SHEET
- 6 - CONSTRUCTION PLANS
- 7 - GRADING PLAN
- 8 - SESC SHEET
- 9 - SESC DETAIL SHEET



PLAN SUBMITTALS AND CHANGES	
PRELIMINARY PLANS - **NOT FOR CONSTRUCTION**	
DATE	DESCRIPTION

PREPARED FOR
CITY OF SWARTZ CREEK
OTTERBURN PARK IMPROVEMENTS
SWARTZ CREEK, GENESEE COUNTY, MICHIGAN
COVER SHEET

REV:

SHT# 1 OF 9
JOB No: 2500068

ROWE PROFESSIONAL
SERVICES COMPANY



The Rowe Building
540 S. Saginaw St., Suite 200
Flint, MI 48502

PLAN DATE: APRIL 2025
PROJECT MGR: D.R.S.
REVIEWER: R.A.B.
SCALE: NOT TO SCALE

SURVEY MONUMENTATION

	TRAVERSE POINT		SET MONUMENT
	BENCHMARK		FOUND MONUMENT
	ALIGNMENT POINT		SECTION & 1/4 CORNER
	SET IRON		1/8 & 1/16 CORNER
	FOUND IRON		NGS & USGS MONUMENT
	SECTION LINE		
	EXISTING PROPERTY LINE (APPROX)		
	PARCEL LINE / LOT LINE		
	EXISTING EASEMENT LINE		
	EXISTING RIGHT OF WAY		
	PROPOSED EASEMENT		
	PROPOSED RIGHT OF WAY		
	PROJECT CONTROL LINE		

MISCELLANEOUS TOPO

	SATELLITE DISH		TRASH CAN
	ANTENNA		PICNIC TABLE
	COLUMN		PARK BENCH
	FLOOD LIGHT		BIKE RACK
	GRAVE MARKER		SOIL BORING
	PLANTER BOX		MONITORING WELL
	ROCK		BUMPER BLOCK
	MAILBOX		SWAMP OR WETLAND
	PAPER BOX		
	FENCE GATE		

SIGNS, SIGNALS & POSTS

	FLAG POLE		TRAFFIC SIGNAL
	POST (WOOD/METAL/CONCRETE/FENCE)		PROPOSED TRAFFIC SIGN
	HIGHWAY DELINEATOR POST		
	EXISTING TRAFFIC SIGN		
	PARKING METER		
	BILLBOARD		

MISCELLANEOUS UTILITIES

	CABLE TV RISER		UTILITY HANDHOLE
	CABLE TV MARKER POST		STRAIN POLE
	CIRCUIT BREAKER		UTILITY/LIGHT POLE
	ELECTRIC METER		GUY WIRE
	ELECTRIC OUTLET		GUY POLE
	ELECTRIC RISER		UTILITY POLE
	ELECTRIC TRANSFORMER PAD		WOOD LIGHT POLE
	ELECTRIC TRANSMISSION TOWER		METAL LIGHT POLE
	ELECTRIC MANHOLE		ORNAMENTAL LIGHT POLE
	ELECTRIC MARKER POST		POLE BOX
	TELEPHONE RISER		TRAFFIC CONTROL BOX
	TELEPHONE MANHOLE		ELECTRIC VEHICLE CHARGING STATION
	TELEPHONE MARKER POST		EXISTING MISCELLANEOUS MANHOLE
	FIBER OPTIC MARKER POST		
	EXISTING OVERHEAD UTILITY LINE		
	EXISTING U.G. ELECTRIC LINE		
	EXISTING U.G. TELEPHONE LINE		
	EXISTING U.G. FIBER OPTIC LINE		
	EXISTING U.G. CABLE TV LINE		

GAS

	GAS METER		PROPANE TANK
	GAS RISER		GAS TEST STATION
	GAS STOP BOX		GAS FILLPORT
	GAS VALVE		GAS PUMP
	GAS VENT		GAS MANHOLE
	GAS BLOW OFF		GAS MARKER POST
	EXISTING U.G. GAS LINE		

WATER MAIN

	EXISTING FIRE HYDRANT		EXISTING WATER FAUCET/SPIGOT
	EXISTING WATER GATE VALVE AND BOX		EXISTING WATER MANHOLE
	EXISTING WATER STOP BOX		EXISTING WATER VALVE
	EXISTING WATER GATE VALVE AND WELL		EXISTING WATER POST VALVE
	EXISTING WATER METER PIT		EXISTING WATER AIR RELEASE VALVE
	EXISTING WATER WELL		EXISTING WATER MARKER POST
	EXISTING SPRINKLER HEAD		PROPOSED FIRE HYDRANT
	EXISTING POST HYDRANT		PROPOSED WATER GATE VALVE AND BOX
	EXISTING WATER BACK FLOW PREVENTER		PROPOSED WATER STOP BOX
	EXISTING WATER TOWER		PROPOSED WATER GATE VALVE AND WELL
	EXISTING SPRINKLER VALVE		PROPOSED WATER MAIN REDUCER
	EXISTING WATER METER		PROPOSED WATER MAIN SLEEVE
	EXISTING WATER MAIN		PROPOSED WATER MAIN

STORM SEWER

	EXISTING CURB INLET		PROPOSED CATCH BASIN IN CURB LINE (5' DIA AND SMALLER)
	EXISTING SQUARE CATCHBASIN		PROPOSED CATCH BASIN IN CURB LINE (6' DIA AND LARGER)
	EXISTING ROUND CATCHBASIN		PROPOSED CATCH BASIN IN GREEN SPACE (5' DIA AND SMALLER)
	EXISTING DOWNSPOUT		PROPOSED CATCH BASIN IN GREEN SPACE (6' DIA AND LARGER)
	EXISTING STORM SEWER CLEANOUT		PROPOSED STORM MANHOLE (5' DIA AND SMALLER)
	EXISTING STORM MANHOLE		PROPOSED STORM MANHOLE (6' DIA AND LARGER)
	EXISTING PIPE INLET/OUTLET		PROPOSED CULVERT END SECTION
	EXISTING STORM MARKER POST		PROPOSED STORM SEWER CLEANOUT
	EXISTING STORM SEWER STRUCTURE NUMBER		PROPOSED STORM SEWER STRUCTURE NUMBER
	EXISTING STORM SEWER		
	EXISTING DRIVE/CROSS CULVERT		
	PROPOSED STORM SEWER LESS THAN 24"		
	PROPOSED STORM SEWER 24" AND GREATER		

SANITARY SEWER

	EXISTING SANITARY MANHOLE		EXISTING SANITARY SEWER CLEANOUT/RISER
	EXISTING SANITARY PUMP STATION		EXISTING SANITARY MARKER POST
	EXISTING SANITARY SEWER VALVE		PROPOSED SANITARY SEWER MANHOLE
	EXISTING SEPTIC TANK		PROPOSED SANITARY SEWER CLEANOUT
	EXISTING SANITARY SEWER STRUCTURE NUMBER		PROPOSED SANITARY SEWER STRUCTURE NUMBER
	EXISTING SANITARY SEWER		
	EXISTING SANITARY FORCE MAIN		
	PROPOSED SANITARY SEWER		

TREES & SHRUBS

	STUMP		CONIFEROUS TREE
	DECIDUOUS TREE		CONIFEROUS SHRUB
	DECIDUOUS SHRUB		DEAD TREE
	EXISTING EDGE OF WOODS		
	EXISTING EDGE OF BRUSH		
	PROPOSED EDGE OF WOODS		
	PROPOSED EDGE OF BRUSH		

PARCEL INFORMATION

401-069	PARCEL/TAX IDENTIFICATION NUMBER
#5324	EXISTING BUILDING AND ADDRESS/BUSINESS NAME

CAUTION SYMBOLS

	USED WITH UNDERGROUND GAS & ELECTRICAL LINES
	USED WITH FIBER OPTIC LINES
	USED WITH CRITICAL UNDERGROUND LINES

PLAN VIEW LINETYPES

	EXISTING CENTERLINE OF DITCH
	EXISTING FENCE
	EXISTING GUARDRAIL
	EXISTING RAILROAD TRACK
	EXISTING CONTOUR MAJOR
	EXISTING CONTOUR MINOR
	PROPOSED DITCH CENTERLINE
	PROPOSED FENCE
	PROPOSED CONTOUR MAJOR
	PROPOSED CONTOUR MINOR
	PROPOSED SLOPE STAKE LINE
	PROPOSED SILT FENCE

PROPOSED CALLOUTS

TOPO CALLOUTS	PLAN VIEW	
	REL	RELOCATE
	REM	REMOVE
	SALV	SALVAGE
	SAVE	SAVE
	CLR	CLEARING
	SR-X	SIDEWALK RAMP TYPE
	##	SOIL EROSION CONTROL MEASURE

GPR LOCATED EXISTING U.G. LINES

	GPR CATV	U.G. CABLE TV LINE (GPR LOCATED)
	GPR ELEC	U.G. ELECTRIC LINE (GPR LOCATED)
	GPR FO	U.G. FIBER OPTIC LINE (GPR LOCATED)
	GPR GAS	U.G. GAS LINE (GPR LOCATED)
	GPR MISC	U.G. MISCELLANEOUS LINE (GPR LOCATED)
	GPR SAN	U.G. SANITARY SEWER LINE (GPR LOCATED)
	GPR STM	U.G. STORM SEWER LINE (GPR LOCATED)
	GPR TELE	U.G. TELEPHONE LINE (GPR LOCATED)
	GPR UNK	U.G. UNKNOWN LINE (GPR LOCATED)
	GPR WTR	U.G. WATER LINE (GPR LOCATED)

PAVEMENT IDENTIFICATION

	EXISTING EDGE OF GRAVEL
	EXISTING CURB AND GUTTER

EXISTING HATCHING LEGEND

	EXISTING PAVEMENT
	EXISTING GRAVEL

REMOVAL HATCHING LEGEND

	REMOVE PAVEMENT
	REMOVE SIDEWALK

PROPOSED HATCHING LEGEND

	PROPOSED PAVEMENT
	PROPOSED CONCRETE DRIVEWAY
	PROPOSED 4 INCH CONCRETE SIDEWALK
	PROPOSED 6 INCH CONCRETE SIDEWALK/RAMP
	PROPOSED DETECTABLE WARNING SURFACE (SIDEWALK RAMPS)



Know what's **below.**
Call before you dig.

PLAN SUBMITTALS AND CHANGES

PRELIMINARY PLANS -- **NOT FOR CONSTRUCTION**	
DATE	DESCRIPTION

REV:

SHT# 2 OF 9
JOB No: 2500068

ROWE PROFESSIONAL
SERVICES COMPANY



The Rowe Building
540 S. Saginaw St., Suite 200
Flint, MI 48502

PREPARED FOR
CITY OF SWARTZ CREEK
OTTERBURN PARK IMPROVEMENTS
SWARTZ CREEK, GENESEE COUNTY, MICHIGAN
LEGEND SHEET

R:\Projects\2500068\Wg\Construction Drawings\SR-2500068-LEG.dwg

PLotted: 4/15/2025 3:16 PM

GENERAL CONSTRUCTION NOTES

EMERGENCY CONTACTS
BEFORE BEGINNING WORK ON THE PROJECT, THE CONTRACTOR SHALL PROVIDE THE OWNER AND ENGINEER WITH THE NAMES AND TELEPHONE NUMBERS OF EMERGENCY CONTACTS. AT LEAST ONE PERSON REPRESENTING THE CONTRACTOR SHALL BE AVAILABLE TO RESPOND TO EMERGENCIES THROUGHOUT THE LIFE OF THE PROJECT, 24 HOURS A DAY, 7 DAYS A WEEK.

UNDERGROUND UTILITY IDENTIFICATION AND LOCATION
THE CONTRACTOR SHALL CALL MISS DIG (1-800-482-7171) A MINIMUM OF THREE WORK DAYS IN ADVANCE OF BEGINNING EXCAVATION. THE CONTRACTOR IS RESPONSIBLE TO IDENTIFY AND NOTIFY UTILITY AGENCIES WITHIN THE PROJECT AREA WHICH DO NOT PARTICIPATE IN THE MISS DIG NOTIFICATION PROGRAM.

PUBLIC UTILITIES
EXISTING UTILITIES ARE SHOWN BASED UPON RECORDS AND LOCATIONS PROVIDED BY UTILITY AGENCIES. THE INFORMATION SHOWN IS CONSIDERED APPROXIMATE AND SHALL BE VERIFIED BY THE CONTRACTOR. UNLESS THE PLANS SPECIFICALLY SHOW THAT EXISTING UTILITIES ARE TO BE MOVED, THE CONTRACTOR IS RESPONSIBLE TO PROTECT AND MAINTAIN EXISTING UTILITIES.

VERIFICATION OF UNDERGROUND UTILITIES
THE CONTRACTOR SHALL EXCAVATE AND LOCATE ALL EXISTING UTILITIES IN THE PROJECT AREA IN ADVANCE OF CONSTRUCTION TO VERIFY THEIR ACTUAL LOCATION. POTENTIAL CONFLICTS SHALL BE REPORTED TO THE ENGINEER. THE CONTRACTOR SHALL MAKE SUCH CHANGES TO GRADE AND ALIGNMENT OF PROPOSED WORK AS DIRECTED BY THE ENGINEER TO AVOID CONFLICTS, AT NO INCREASE IN COST TO THE OWNER.

UTILITY SERVICE
UNLESS SPECIFICALLY PROVIDED OTHERWISE IN THE CONTRACT DOCUMENTS, ALL EXISTING UTILITIES ARE TO REMAIN IN SERVICE DURING THE PROJECT.

SOIL BORINGS / PAVEMENT CORES
IF PROVIDED ON THE PLANS OR IN THE CONTRACT DOCUMENTS, LOGS OF SOIL BORINGS OR PAVEMENT CORES REPRESENT THE SUBSURFACE CONDITIONS ENCOUNTERED AT SPECIFIC POINTS. THE INFORMATION IS PROVIDED FOR THE CONTRACTOR'S INFORMATION ONLY.

MAINTAINING TRAFFIC
LOCAL AND EMERGENCY TRAFFIC SHALL BE MAINTAINED AT ALL TIMES WITHIN THE PROJECT AREA.

WHEN EXCAVATION, FRESH CONCRETE, OR OTHER CONSTRUCTION WORK WILL RESULT IN THE CLOSURE OF A STREET OR DRIVEWAY FOR A PERIOD OF TIME, THE CONTRACTOR IS RESPONSIBLE TO NOTIFY ALL AFFECTED RESIDENTS AND BUSINESSES IN ADVANCE.

THE CONTRACTOR SHALL NOTIFY EMERGENCY RESPONSE AGENCIES IN ADVANCE OF ROAD CLOSURES OR THE ESTABLISHMENT OF DETOURS.

SCHEDULE
THE CONTRACTOR SHALL COMPLETE ALL WORK IN AN EXPEDITIOUS MANNER AND SHALL NOT STOP WORK ON THE PROJECT ONCE BEGUN.

CONSTRUCTION STAKING
WHEN CONSTRUCTION STAKING IS TO BE PROVIDED BY THE ENGINEER OR OWNER, THE CONTRACTOR SHALL REQUEST STAKING AT LEAST THREE WORKING DAYS IN ADVANCE.

WHEN CONSTRUCTION STAKING IS TO BE PROVIDED BY THE ENGINEER OR OWNER, STAKING WILL BE PROVIDED ONE TIME. THE CONTRACTOR SHALL PROTECT AND PRESERVE SURVEY CONTROL AND STAKING. RE-STAKING WILL BE AT THE CONTRACTOR'S EXPENSE.

SURVEY CORNERS, BENCHMARKS, AND CONTROL POINTS
THE CONTRACTOR SHALL PRESERVE ALL GOVERNMENT CORNERS, PROPERTY CORNERS, BENCHMARKS, SURVEY CONTROL POINTS AND OTHER SURVEY POINTS WITHIN THE PROJECT AREA. WHERE CORNERS, BENCHMARKS, OR SURVEY POINTS ARE ENCOUNTERED WHICH WILL BE DISTURBED BY THE CONTRACTOR'S ACTIVITIES; A LICENSED SURVEYOR SHALL WITNESS THE POINT BEFORE DISTURBANCE AND SHALL RE-SET THE POINT FOLLOWING THE COMPLETION OF CONSTRUCTION ACTIVITIES. THE CONTRACTOR SHALL PAY THE SURVEYOR TO WITNESS AND TO RE-SET THE POINTS.

PROTECTION OF TREES, SHRUBS, AND LANDSCAPING
ALL TREES, SHRUBS, AND LANDSCAPING WITHIN THE CONSTRUCTION AREA WHICH ARE NOT SPECIFICALLY DESIGNATED FOR REMOVAL SHALL BE PROTECTED FROM DAMAGE BY THE CONTRACTOR. DAMAGED TREES, SHRUBS, AND LANDSCAPING SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE.

CONSTRUCTION SIGNING AND BARRICADING
THE CONTRACTOR SHALL PROTECT HAZARDOUS AREAS WITH BARRICADES. BARRICADES LEFT IN PLACE AFTER SUNSET SHALL BE LIGHTED.

THE CONTRACTOR SHALL PROVIDE SUITABLE SANDBAGS OR OTHER SUITABLE MEASURES FOR ANCHORING OF TEMPORARY SIGNS AND BARRICADES, TO PREVENT THEIR TIPPING OR DISPLACEMENT BY WIND OR AIR FLOW FROM VEHICLES.

THE CONTRACTOR SHALL PROVIDE SIGNING, BARRICADES, TRAFFIC REGULATORS, CONES, AND OTHER TRAFFIC CONTROL DEVICES IN ACCORDANCE WITH THE REQUIREMENTS OF THE AGENCY HAVING JURISDICTION OVER STREETS OR ROADS IN THE PROJECT AREA, THE CURRENT MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, AND THE PLANS AND SPECIFICATIONS.

THE CONTRACTOR SHALL COVER OR REMOVE TEMPORARY SIGNS DURING PERIODS WHEN THEY ARE NOT APPROPRIATE.

TURF ESTABLISHMENT
ALL DISTURBED AREAS WHICH ARE NOT TO BE SURFACED WITH PAVEMENT, AGGREGATE OR OTHER APPROVED SURFACES SHALL BE ESTABLISHED WITH TURF.

TURF AREAS SHALL BE GRADED TO PROVIDE POSITIVE DRAINAGE.

DISTURBED AREAS SHALL BE SURFACED WITH THREE INCHES OF SCREENED TOPSOIL.

THE CONTRACTOR IS RESPONSIBLE TO ESTABLISH TURF WHICH IS SUBSTANTIALLY FREE OF BARE SPOTS AND FREE OF WEEDS. THE GROUND SURFACE IN TURF AREAS SHALL BE SMOOTH AND PROVIDE A NATURAL TRANSITION TO ADJACENT, UNDISTURBED AREAS.

THE CONTRACTOR IS RESPONSIBLE TO PROVIDE WATERING, WEEDING, RESEEDING, AND REWORKING AS NECESSARY TO ESTABLISH TURF AREAS TO THE REQUIRED STANDARD.

ADA COMPLIANCE
ALL PROPOSED CONSTRUCTION SHALL COMPLY WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), AND APPLICABLE GUIDELINES OR STANDARDS. WHERE EXISTING CONDITIONS AND/OR THE REQUIREMENTS OF THE PLANS WILL RESULT IN FINISHED CONDITIONS THAT DO NOT MEET THE ADA REQUIREMENTS, GUIDELINES, OR STANDARDS; THE CONTRACTOR SHALL NOTIFY THE ENGINEER BEFORE PROCEEDING WITH CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE TO REMOVE AND REPLACE WORK DETERMINED TO BE NOT IN ACCORDANCE WITH APPLICABLE REQUIREMENTS, GUIDELINES, OR STANDARDS.

EARTHWORK
EARTHWORK QUANTITIES, IF PROVIDED, ARE FOR THE CONTRACTOR'S INFORMATION. THE QUANTITIES WERE DEVELOPED USING THE AVERAGE END AREA METHOD. ASSUMPTIONS REGARDING TOPSOIL AND SHRINKAGE ARE STATED WITH THE ESTIMATES OF EXCAVATION AND FILL.

THE CONTRACTOR SHALL MAKE THEIR OWN DETERMINATION OF THE EARTHWORK QUANTITIES, AND BASE THEIR BID ON THEIR DETERMINATION OF THE QUANTITIES OF WORK REQUIRED.

IF ADDITIONAL FILL MATERIAL MUST BE PROVIDED TO ATTAIN THE FINISH GRADES SHOWN ON THE PLANS, THE CONTRACTOR SHALL PROVIDE THE REQUIRED FILL MATERIAL, UNLESS A SPECIFIC BORROW AREA IS IDENTIFIED ON THE PLANS.

EXCESS SOILS RESULTING FROM EXCAVATION AND EARTHWORK SHALL BECOME THE CONTRACTOR'S PROPERTY AND DISPOSED OF PROPERLY, UNLESS AN AREA(S) HAS BEEN DESIGNATED FOR STOCKPILING OR "BLENDING IN" THE EXCESS MATERIAL WITHIN THE PROJECT LIMITS.

BACKFILL AND EMBANKMENT
BACKFILL OF AN EXCAVATION UNDER OR WITHIN THE ONE ON ONE INFLUENCE OF AN EXISTING OR PROPOSED ROAD, SIDEWALK, DRIVEWAY, PAVEMENT, OR AGGREGATE SURFACE, SHALL BE SAND, MEETING THE REQUIREMENTS OF GRANULAR MATERIAL CLASS III AS DESCRIBED IN THE CURRENT MICHIGAN DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION. THE SAND BACKFILL SHALL BE COMPACTED TO AT LEAST 95% OF ITS MAXIMUM UNIT WEIGHT.

BACKFILL OF AN EXCAVATION WHICH IS NOT UNDER OR WITHIN THE ONE ON ONE INFLUENCE OF AN EXISTING OR PROPOSED ROAD, SIDEWALK, DRIVEWAY, PAVEMENT, OR AGGREGATE SURFACE MAY BE SUITABLE EXCAVATED MATERIAL OR OTHER SOIL, WHICH IS FREE OF ORGANIC MATTER, STONES AND ROCKS, ROOTS, BROKEN CONCRETE, FROZEN MATERIAL, OR DEBRIS. THE BACKFILL SHALL BE COMPACTED TO AT LEAST 90% OF ITS MAXIMUM UNIT WEIGHT.

THE CONTRACTOR SHALL INDICATE THE SOURCE OF SAND USED FOR BACKFILL TO THE ENGINEER, AND PROVIDE THE ENGINEER WITH THE RESULTS OF A GRADATION TEST PERFORMED ON A SAMPLE OF THE SAND. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IN ADVANCE OF USING SAND FROM OTHER SOURCES.

EMBANKMENT USED TO BUILD THE SUBGRADE TO REQUIRED ELEVATION SHALL BE SUITABLE SOIL EXCAVATED FROM THE PROJECT SITE, OR FURNISHED BY THE CONTRACTOR FROM OTHER SOURCES. SUITABLE SOIL IS FREE FROM ORGANIC MATTER, ROCKS AND STONES, FROZEN MATERIAL, BROKEN CONCRETE, AND DEBRIS.

EMBANKMENT CONSTRUCTED OF GRANULAR SOILS SHALL BE COMPACTED IN LIFTS NOT EXCEEDING 10 INCHES TO AT LEAST 95% OF ITS MAXIMUM UNIT WEIGHT.

EMBANKMENT CONSTRUCTED OF COHESIVE SOILS SHALL BE COMPACTED IN LIFTS NOT EXCEEDING 10 INCHES TO AT LEAST 95% OF ITS MAXIMUM UNIT WEIGHT.

DENSITY TESTING
THE MAXIMUM UNIT WEIGHT OF SAND AND OTHER GRANULAR SOILS WILL BE DETERMINED BY THE ONE POINT CONE TEST, AS DESCRIBED IN THE MICHIGAN DEPARTMENT OF TRANSPORTATION'S DENSITY TESTING AND INSPECTION MANUAL, EXCEPT WHEN ANOTHER TEST METHOD IS SPECIFIED.

THE MAXIMUM UNIT WEIGHT OF COHESIVE SOILS WILL BE DETERMINED BY THE ONE POINT PROCTOR TEST, AS DESCRIBED IN THE MICHIGAN DEPARTMENT OF TRANSPORTATION'S DENSITY TESTING AND INSPECTION MANUAL, EXCEPT WHEN ANOTHER TEST METHOD IS SPECIFIED.

WORK HOURS
UNLESS PROVIDED OTHERWISE IN THE CONTRACT DOCUMENTS OR LIMITED BY LOCAL ORDINANCE, THE CONTRACTOR SHALL WORK WITHIN OF THE FOLLOWING TIMES, UNLESS OTHERWISE APPROVED BY THE OWNER:
MONDAY THROUGH FRIDAY 7 A.M. TO 8 P.M.
SATURDAY 8 A.M. TO 6 P.M.

THE CONTRACTOR SHALL NOT WORK ON SUNDAYS OR HOLIDAYS, UNLESS OTHERWISE APPROVED BY THE OWNER.

DRAINAGE

THE CONTRACTOR SHALL MAINTAIN DRAINAGE OF THE PROJECT AREA AND ADJACENT AREAS. WHERE EXISTING DRAINAGE FACILITIES ARE DISTURBED OR BLOCKED BY CONSTRUCTION, THE CONTRACTOR SHALL PROVIDE AND MAINTAIN TEMPORARY PROVISIONS FOR DRAINAGE.

WHERE CONSTRUCTION HAS DISTURBED EXISTING DITCHES, SWALES, OR OTHER DRAINAGE FACILITIES; THE CONTRACTOR SHALL RESTORE THEM TO THEIR GRADES AND DIMENSIONS WHICH EXISTED PRIOR TO THE BEGINNING OF CONSTRUCTION, UNLESS DIRECTED OTHERWISE.

DRAINAGE SHALL NOT BE REROUTED ONTO ADJACENT PROPERTIES NOR ALLOWED TO DRAIN ONTO ADJACENT PROPERTIES AT AN INCREASED RATE, AS A RESULT OF THE CONTRACTOR'S WORK.

ROAD PROJECTS

SUBGRADE PREPARATION
TOPSOIL, PEAT, AND ORGANIC MATERIAL SHALL BE EXCAVATED AND REMOVED.

SOFT AND YIELDING SOILS SHALL BE REMOVED OR DRIED IF THE RESULT OF EXCESSIVE MOISTURE CONTENT.

PRIOR TO CONSTRUCTING FILLS, SUBBASE, OR PAVEMENT ON A SUBGRADE; THE SUBGRADE SHALL BE PROOF-ROLLED TO DETERMINE THE SUITABILITY OF THE SUBGRADE. THE CONTRACTOR SHALL DRIVE A HEAVY PIECE OF WHEELED CONSTRUCTION EQUIPMENT OVER THE SUBGRADE WHILE THE ENGINEER IS OBSERVING. THE CONSTRUCTION OF FILLS, SUBBASE, OR PAVEMENTS SHALL NOT PROCEED UNTIL THE SUBGRADE HAS BEEN DEMONSTRATED TO BE FREE OF SOFT AREAS.

THE CONTRACTOR IS RESPONSIBLE TO MAINTAIN THE MOISTURE CONTENT OF SUBGRADE SOILS WITHIN A SUITABLE RANGE TO ALLOW FOR COMPACTION TO THE REQUIRED DENSITY. WHEN THE SOIL IS TOO DRY, THE CONTRACTOR SHALL ADD WATER. WHEN THE SOIL IS TOO WET, THE CONTRACTOR SHALL PROVIDE DRAINAGE OR AERATE THE SOIL.

THE SURFACE OF THE SUBGRADE SHALL BE COMPACTED TO AT LEAST 95% OF ITS MAXIMUM UNIT WEIGHT, PRIOR TO CONSTRUCTING FILLS, SUBBASE, OR PAVEMENTS.

HOT MIX ASPHALT (HMA) PAVING
PAVEMENTS WHICH ARE TO BE OVERLAID WITH A NEW PAVEMENT COURSE SHALL BE SWEEPED TO REMOVE ALL DIRT AND DEBRIS.

A BITUMINOUS BOND COAT SHALL BE APPLIED TO PAVEMENTS WHICH ARE TO BE OVERLAID WITH A NEW PAVEMENT COURSE AND ALLOWED TO CURE PRIOR TO CONSTRUCTING THE NEW PAVEMENT COURSE.

HMA PAVEMENT SHALL NOT BE PLACED WHEN THE SURFACE BEING OVERLAID IS WET, OR WHEN RAIN IS FORECAST OR THREATENING.

SIDEWALK CONSTRUCTION

SIDEWALKS SHALL BE CONSTRUCTED TO PROVIDE POSITIVE DRAINAGE OF THE SIDEWALK AND ADJACENT SURFACES.

EXCEPT WHERE NECESSARY TO PROVIDE POSITIVE DRAINAGE OR MEET EXISTING SURFACES, SIDEWALK SHALL BE CONSTRUCTED WITH A CROSS SLOPE SLOPED TOWARD THE STREET.


SIDEWALK CROSS SLOPES SHALL NOT EXCEED 2%.

IN TURF AREAS, THE SURFACE OF THE SIDEWALK SHALL BE ABOUT 1/4 INCH HIGHER THAN THE ADJACENT GROUND SURFACES, EXCEPT WHERE NECESSARY TO PROVIDE POSITIVE DRAINAGE OR MEET EXISTING SIDEWALKS, CURBS, OR PAVEMENTS.

SIDEWALK SHALL BE CONSTRUCTED ON A SAND BASE, COMPACTED TO AT LEAST 95% OF ITS MAXIMUM UNIT WEIGHT.

THE CONTRACTOR SHALL NOTIFY THE ENGINEER WHEN SIDEWALK FORMS HAVE BEEN SET AND THE SAND BASE PREPARED. CONCRETE SHALL NOT BE PLACED UNTIL THE ENGINEER HAS OBSERVED THE FORMS. CONCRETE DELIVERY SHALL BE SCHEDULED TO ALLOW SUFFICIENT TIME FOR ADJUSTMENT OF THE FORMS, IN THE EVENT THAT ADJUSTMENT IS NECESSARY.

THE CONTRACTOR SHALL PROTECT FRESH CONCRETE FROM DAMAGE BY THE WEATHER, TRAFFIC, OR VANDALISM. DAMAGED CONCRETE SHALL BE REPLACED BY THE CONTRACTOR'S EXPENSE.



Know what's **below**.
Call before you dig.

PLAN SUBMITTALS AND CHANGES	
PRELIMINARY PLANS -- **NOT FOR CONSTRUCTION**	
DATE	DESCRIPTION

PLAN DATE: APRIL 2025

PROJECT MGR: D.R.S.

REVIEWER: R.A.B.

SCALE: NOT TO SCALE

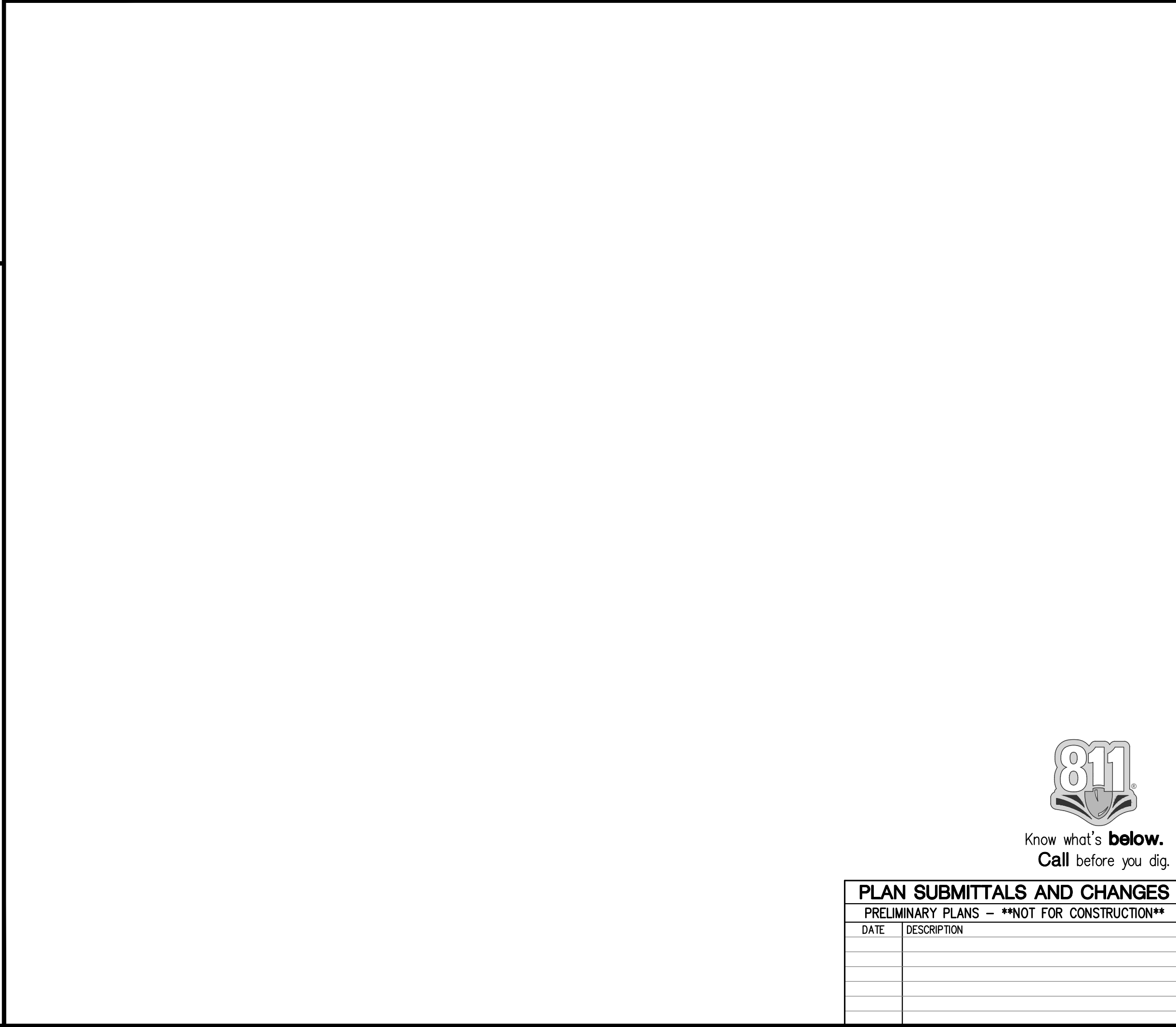
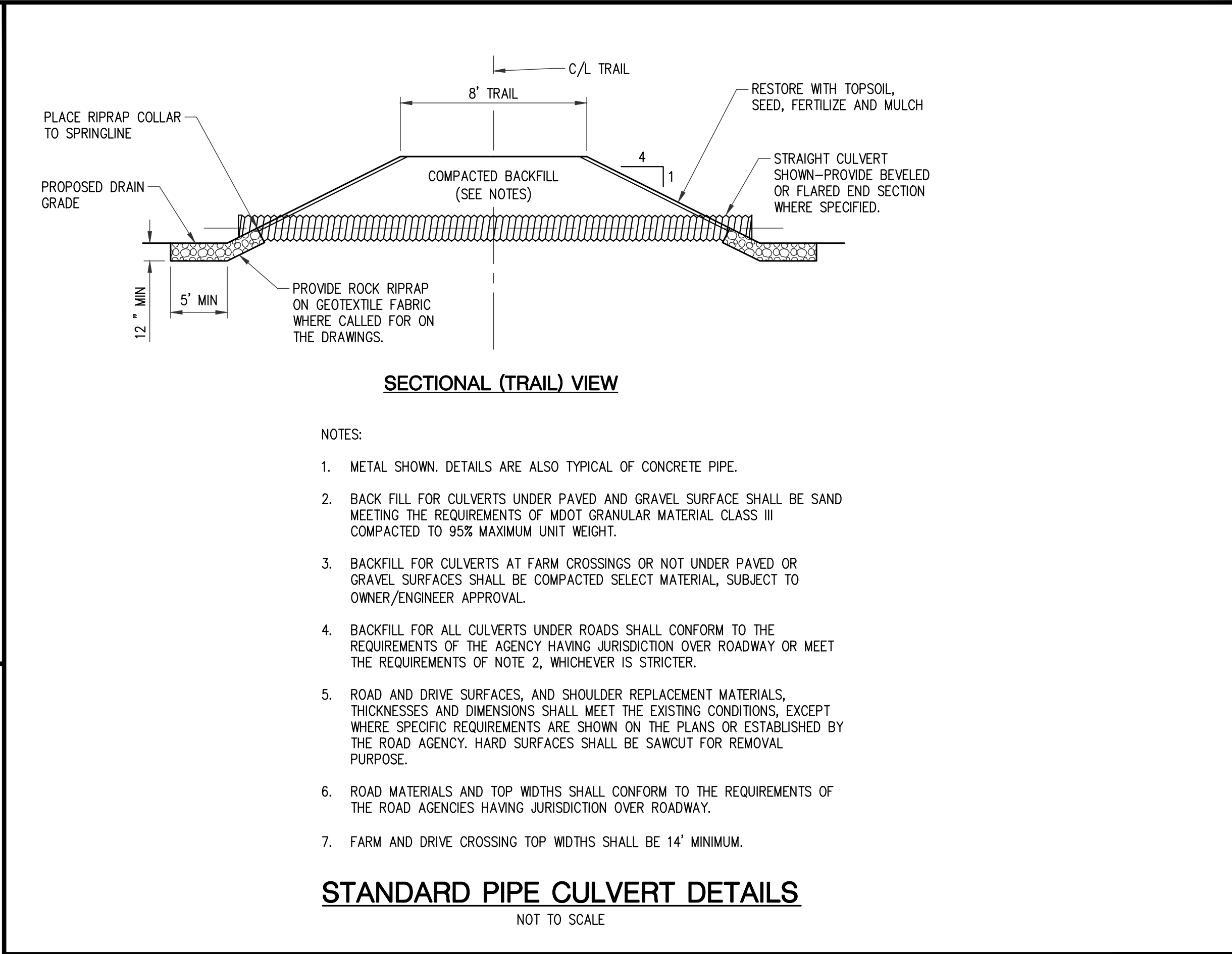
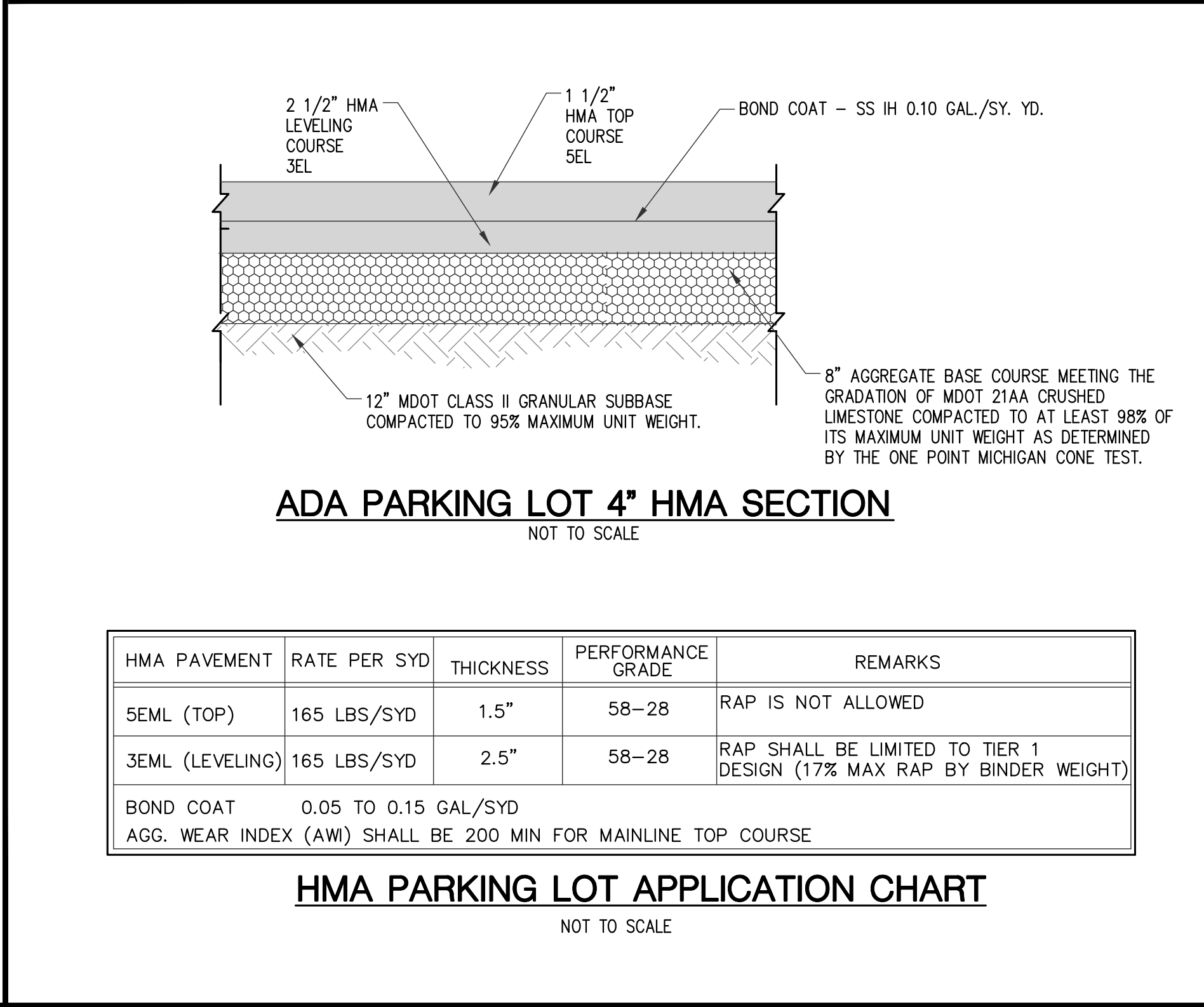
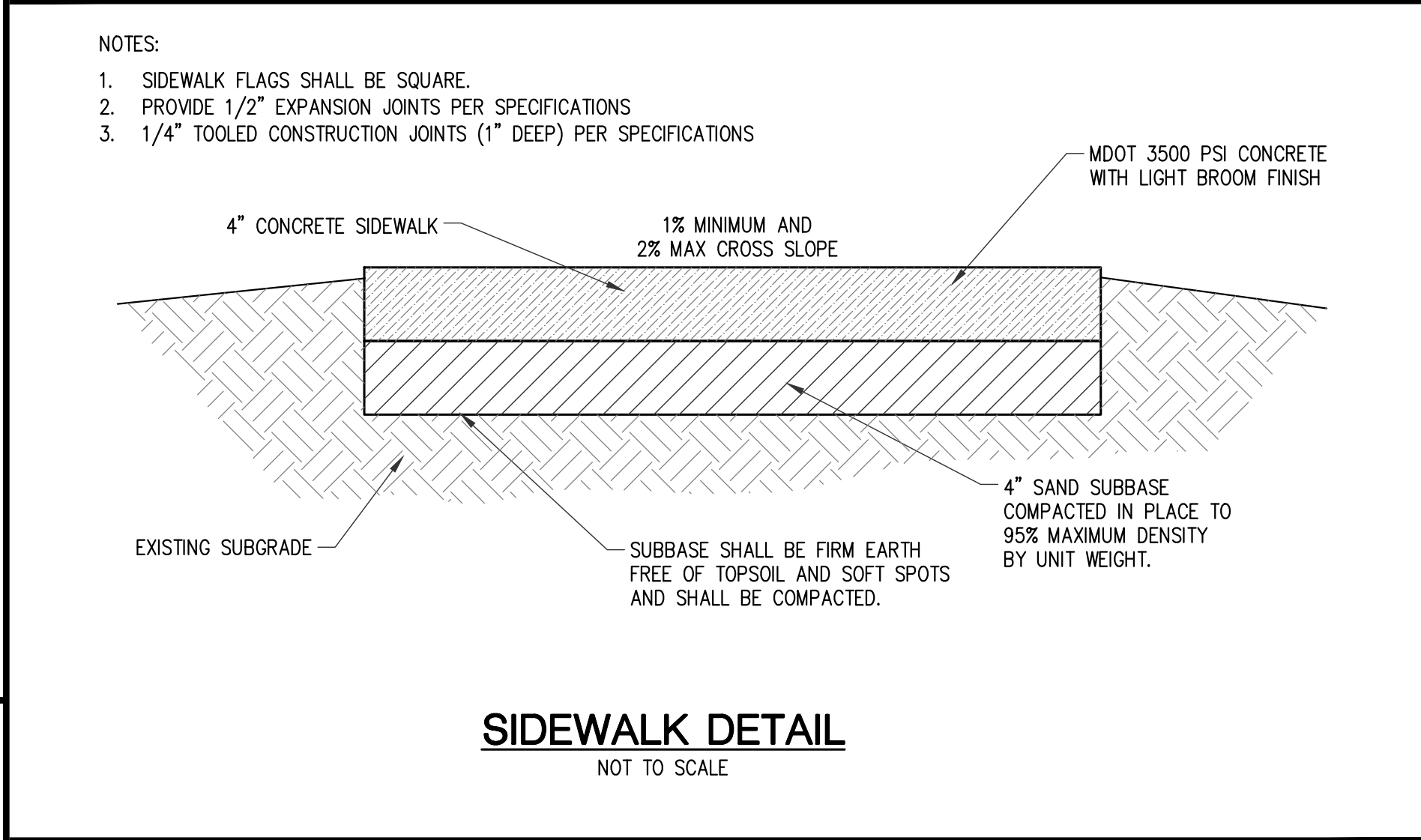
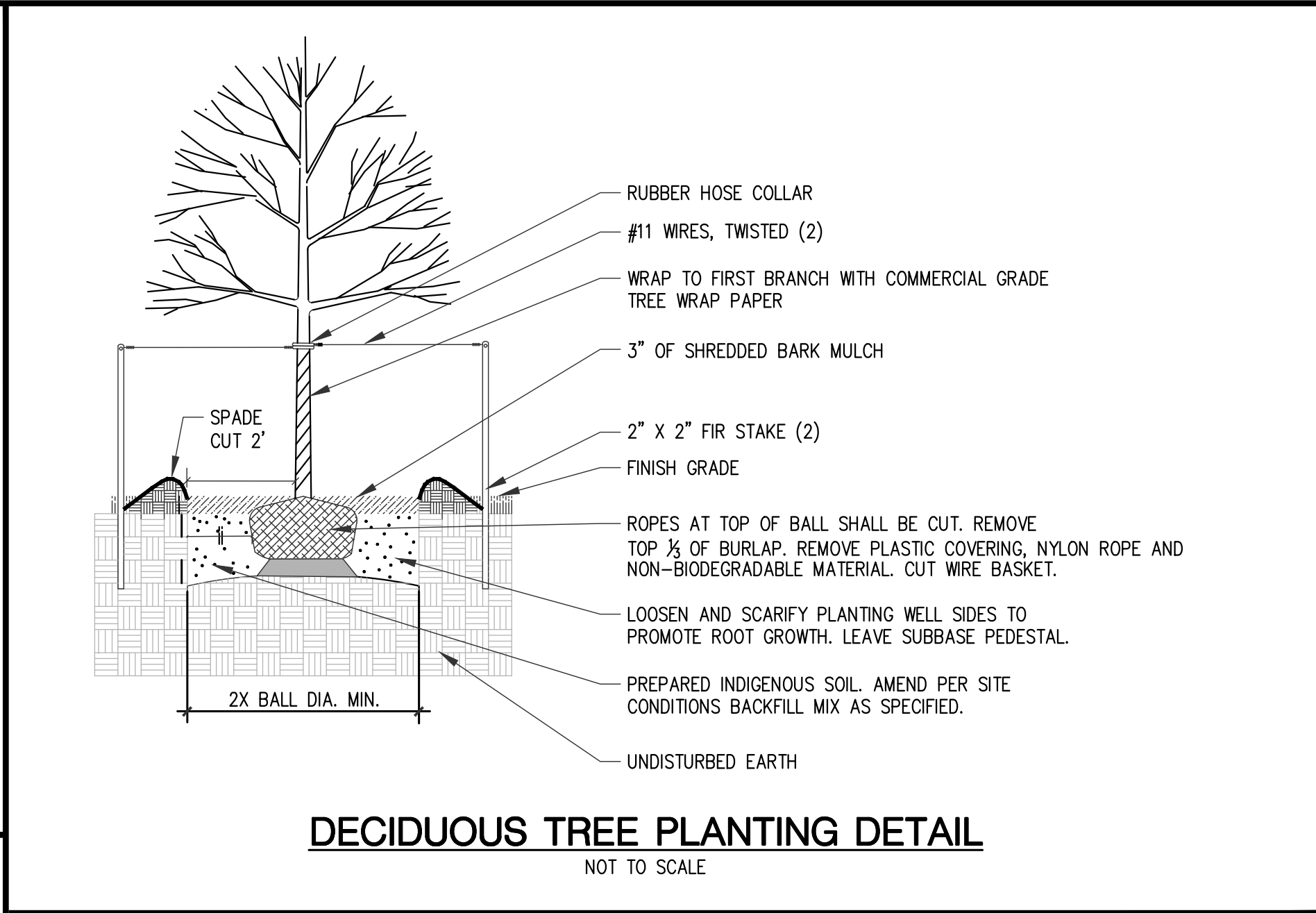
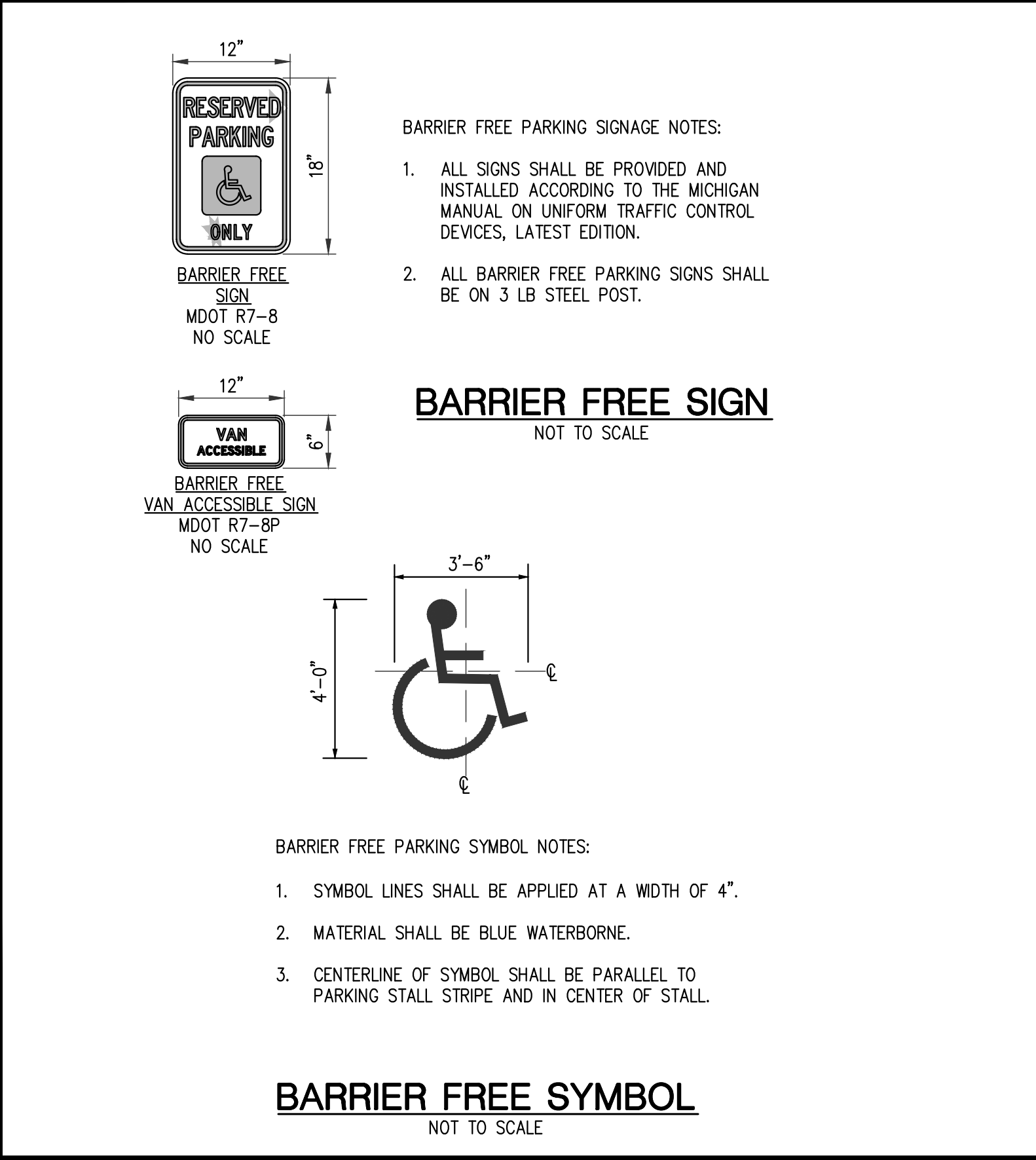
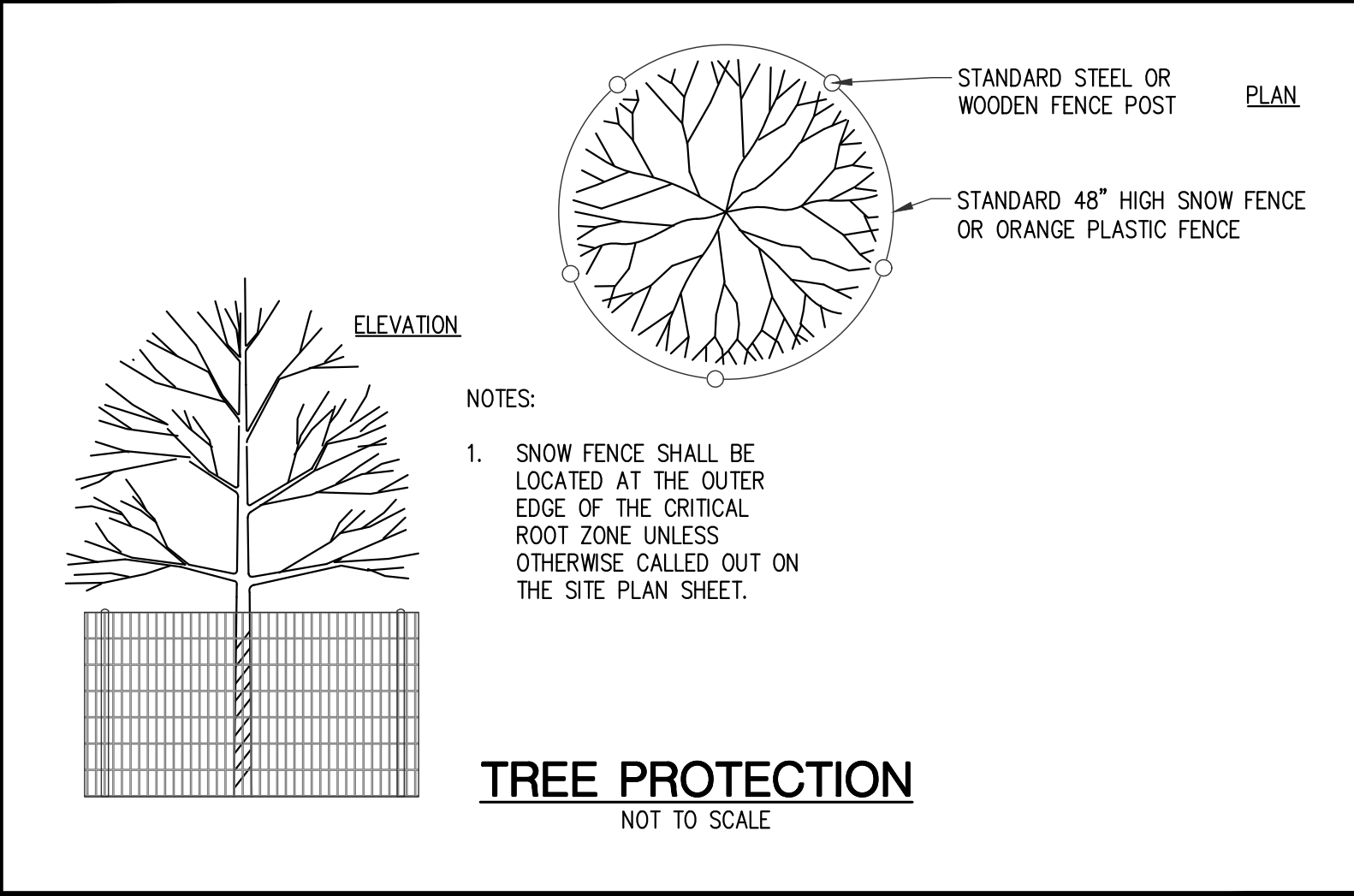
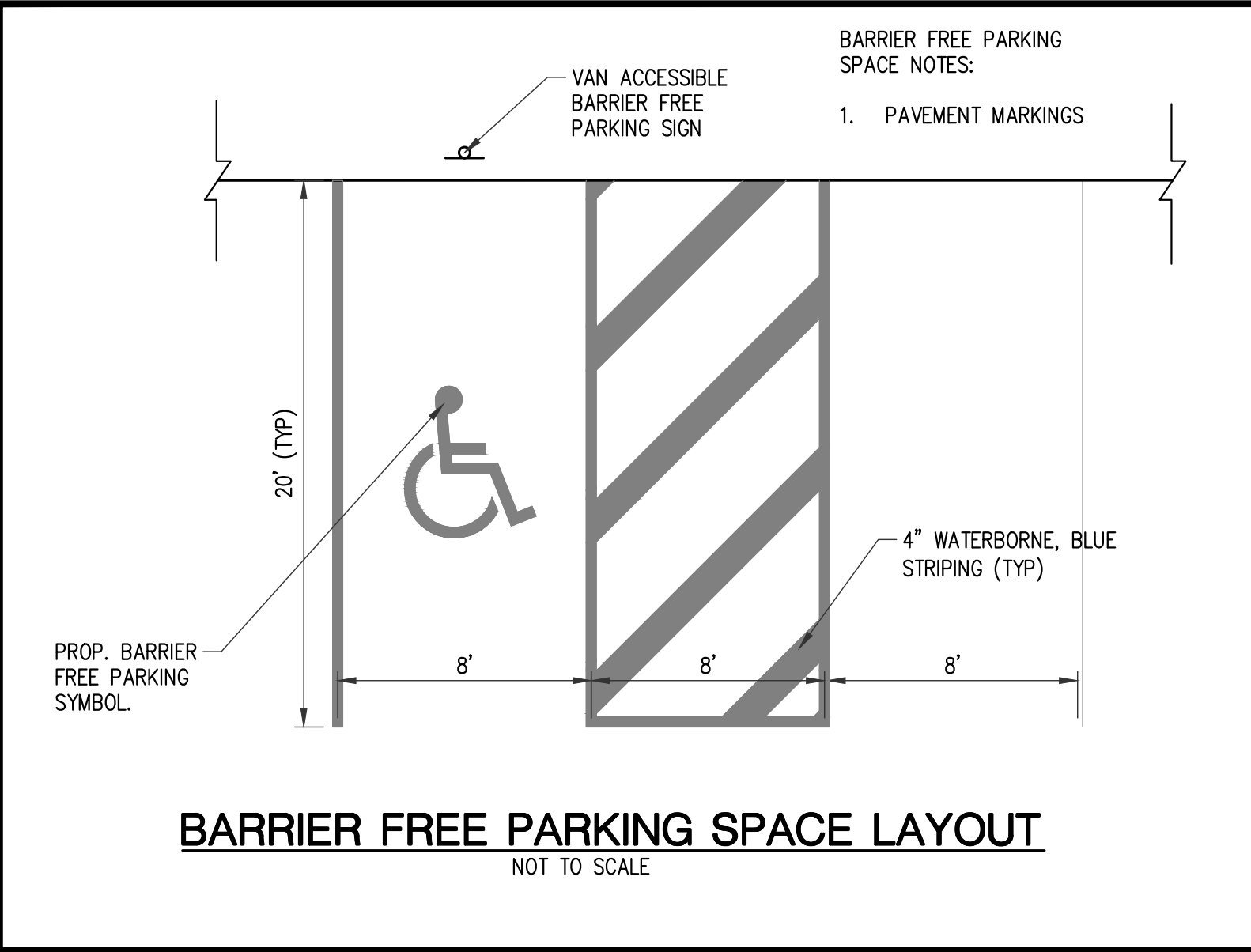
PREPARED FOR

CITY OF SWARTZ CREEK
OTTERBURN PARK IMPROVEMENTS
SWARTZ CREEK, GENESEE COUNTY, MICHIGAN
GENERAL NOTE SHEET

REV:

SHT# 3 OF 9

JOB No: 2500068



PLAN DATE: APRIL 2025
PROJECT MGR: D.R.S.
REVIEWER: R.A.B.
SCALE: NOT TO SCALE

ROWE PROFESSIONAL SERVICES COMPANY
The Rowe Building
540 S. Saginaw St., Suite 200
Flint, MI 48502
O: (810) 341-7500
www.rowepsc.com

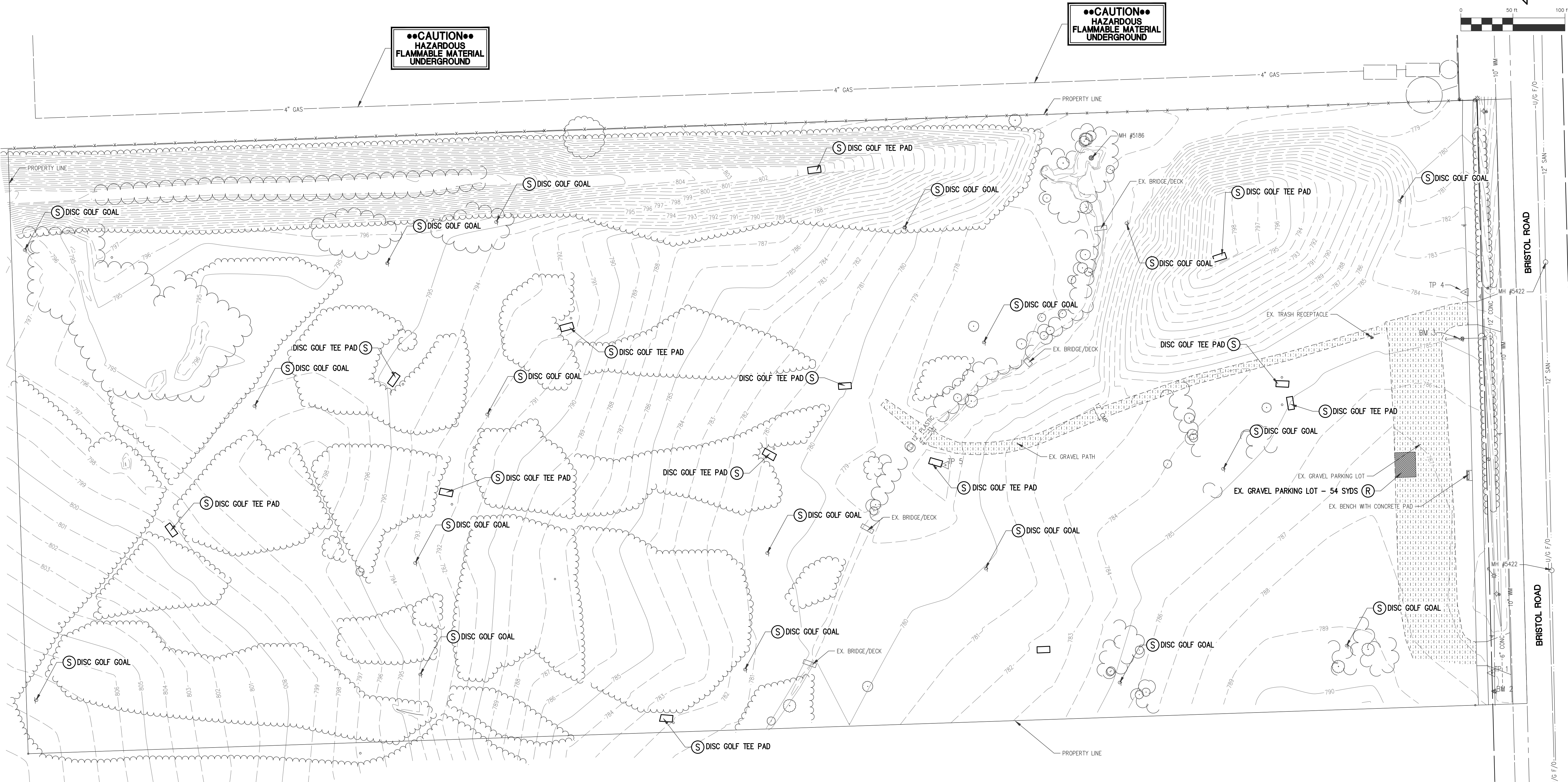
PREPARED FOR
CITY OF SWARTZ CREEK
OTTERBURN PARK IMPROVEMENTS
SWARTZ CREEK, GENESEE COUNTY, MICHIGAN
DETAILS SHEET

811
Know what's below.
Call before you dig.

PLAN SUBMITTALS AND CHANGES
PRELIMINARY PLANS - **NOT FOR CONSTRUCTION**

DATE	DESCRIPTION

REV: SH# 4 OF 9
JOB No: 2500068



BENCHMARK DATA TABLE

NUMBER	NORTHING	EASTING	ELEVATION
BM 2	537119	13275309	788.92
BM 3	537151	13275647	786.04

TRAVERSE POINT DATA TABLE

NUMBER	NORTHING	EASTING
TP 1	537121.785	13275326.231
TP 4	537147.272	13275691.636
TP 5	537646.463	13275525.601

DESCRIPTION
SET 1/2" X 18" IRON ROD WITH ROWE TRAVERSE CAP, ±4.5' SOUTH OF ASPHALT TRAIL, ±18' WEST OF CENTERLINE OF WESTERLY ENTRANCE DRIVE TO PARK.
SET 1/2" X 18" IRON ROD WITH ROWE TRAVERSE CAP, ±2' NORTH OF ASPHALT TRAIL, ±18' EAST OF CENTERLINE OF EASTERLY ENTRANCE DRIVE TO PARK.
SET 1/2" X 18" IRON ROD WITH ROWE TRAVERSE CAP, ±2.5' SOUTH OF CENTER OF DISC GOLF HOLE #9 TEE BOX.

MANHOLE INFORMATION:

MH# 5186
TYPE: STORM
COVER: BEEHIVE
RIM= 774.29
24" RCP SE INV.=771.29

MH# 5422
TYPE: SANITARY
COVER: SOLID
RIM= 781.89
12" RCP E INV.=772.64
12" RCP W INV.=772.69

MH# 5423
TYPE: SANITARY
COVER: SOLID
RIM= 785.06
12" RCP E INV.=773.26
12" RCP W INV.=773.31

NOTES:
VERTICAL DATUM IS NAVD83
HORIZONTAL DATUM IS MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE NAD83 (2011)
UNITS ARE INTERNATIONAL FEET.

PLAN SUBMITTALS AND CHANGES	
PRELIMINARY PLANS - **NOT FOR CONSTRUCTION**	
DATE	DESCRIPTION

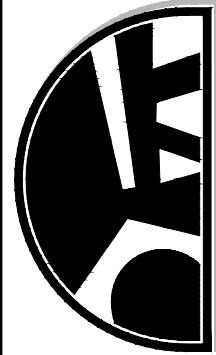
PLAN DATE: APRIL 2025

PROJECT MGR: D.R.S.

REVIEWER: R.A.B.

SCALE: 1" = 50'

**ROWE PROFESSIONAL
SERVICES COMPANY**



The Rowe Building
540 S. Saginaw St., Suite 200
Flint, MI 48502

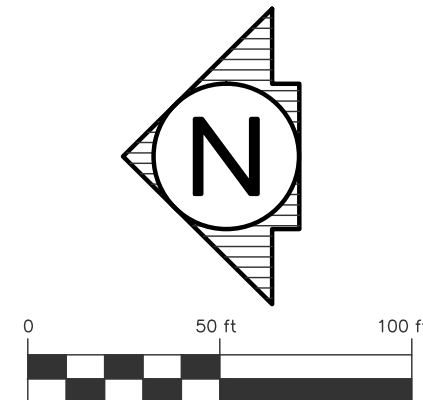
O: (810) 341-7500
www.rowepsc.com


PREPARED FOR
CITY OF SWARTZ CREEK
OTTERBURN PARK IMPROVEMENTS
SWARTZ CREEK, GENESSEE COUNTY, MICHIGAN
REMOVAL SHEET

REV:

SHT# 5 OF 9
JOB No: 2500068

1. THE CONTRACTOR SHALL MAKE MODIFICATIONS TO THE LOCATION OF THE PROPOSED IMPROVEMENTS AS NECESSARY TO AVOID CONFLICT WITH EXISTING UTILITIES AND LANDSCAPING. ALL MODIFICATIONS SHALL BE REVIEWED WITH THE OWNER PRIOR TO BEGINNING THE WORK.
2. ALL WORK SHALL BE COORDINATED WITH THE OWNER PRIOR TO THE START OF THE PROJECT. THE CONTRACTOR SHALL PROVIDE A DETAILED CONSTRUCTION SEQUENCE FOR APPROVAL PRIOR TO STARTING.
3. ALL DISTURBED AREAS SHALL BE RESTORED AND ESTABLISHED WITH TURF.
4. ANY DAMAGED VEGETATION OR OTHER FEATURES NOT IDENTIFIED FOR REMOVAL WILL BE REPLACED IN-KIND AS APPROVED BY OWNER AT NO ADDITIONAL COST TO THE OWNER.
5. MATCH PROPOSED PAVEMENT AREAS FLUSH WITH EXISTING PAVEMENT.
6. SEE SESC SHEET 8 FOR SESC MEASURES AND OTHER INFORMATION.



PLANT SCHEDULE					
SYM	KEY	BOTANICAL NAME	COMMON NAME	NOTES	QUANTITY
	M	METASEQUOIA GLYPTOSTROBOIDES 'JACK FROST'	DAWN REDWOOD	NO. 10 CONT. 6' HT.	32

1. ALL LANDSCAPE MATERIALS SHALL BE HEALTHY AT THE TIME OF INSTALLATION.
2. CONTRACTOR SHALL SUPPLY FINISH GRADE AND EXCAVATE AS NECESSARY TO SUPPLY A MINIMUM 6" TOPSOIL DEPTH IN ALL PLANTING BEDS AND 3" TOPSOIL IN ALL LAWN AREAS UNLESS NOTED OTHERWISE.
3. ALL TOPSOIL SHALL BE IMPORTED AND SCREENED. EXISTING TOPSOIL MAY ONLY BE REUSED IF APPROVED BY THE OWNER'S REPRESENTATIVE.
4. THE CONTRACTOR SHALL GUARANTEE ALL PLANTS TO BE IN A HEALTHY CONDITION FOR A PERIOD OF TWO YEARS FOLLOWING ACCEPTANCE. CONTRACTOR SHALL REPLACE WITHOUT COST TO THE OWNER ANY DEAD OR UNACCEPTABLE PLANTS, AS DETERMINED BY THE OWNER'S REPRESENTATIVE DURING AND AT THE END OF THE GUARANTEE PERIOD.
5. ALL PLANTINGS SHALL CONFORM TO ANSI 260.1 OR CURRENT EDITION.
6. AREAS SPECIFIED WITH PLANT MATERIAL SHALL BE FINE GRADED AND SEEDED FOR TURF ESTABLISHMENT.
7. ALL EXCESS EXCAVATED MATERIALS AND DEBRIS WHICH ARE NOT ACCEPTED FOR DISPOSAL ON SITE BY THE OWNER SHALL BE REMOVED FROM THE SITE BY THE CONTRACTOR AND DISPOSED OF LEGALLY OFF SITE.
8. ALL LANDSCAPE AREAS SHALL HAVE PROPER DRAINAGE THAT PREVENTS EXCESS WATER FROM STANDING ON LAWN AREAS OR AROUND TREES & SHRUBS.
9. THE OWNER'S REPRESENTATIVE RESERVES THE RIGHT TO REJECT ANY MATERIAL NOT MEETING SPECIFICATIONS.
10. THE CONTRACTOR SHALL PLACE 3" OF SHREDDED BARK MULCH AROUND TREES PER DETAILS.

[illegible]

Know what's **below**.
Call before you dig.

PREPARED FOR

**CITY OF SWARTZ CREEK
OTTERBURN PARK IMPROVEMENTS
SWARTZ CREEK, GENESEE COUNTY, MICHIGAN
CONSTRUCTION PLANS**

**ROWE PROFESSIONAL
SERVICES COMPANY**



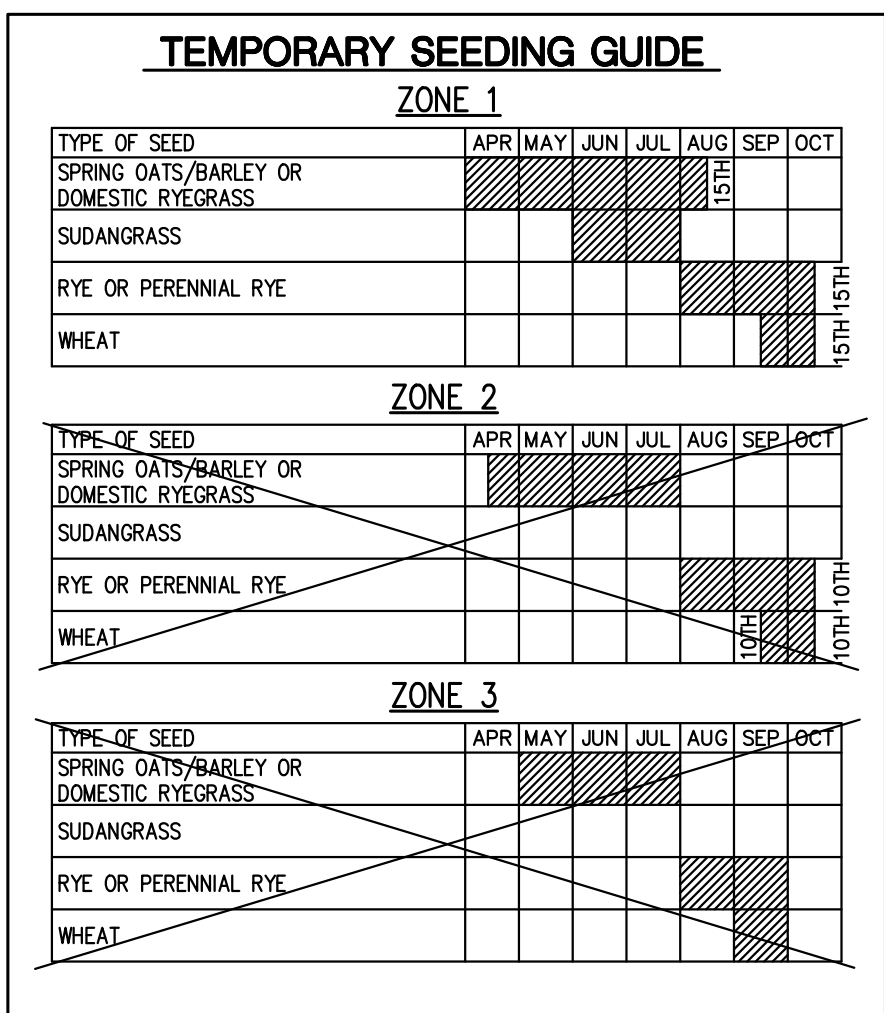
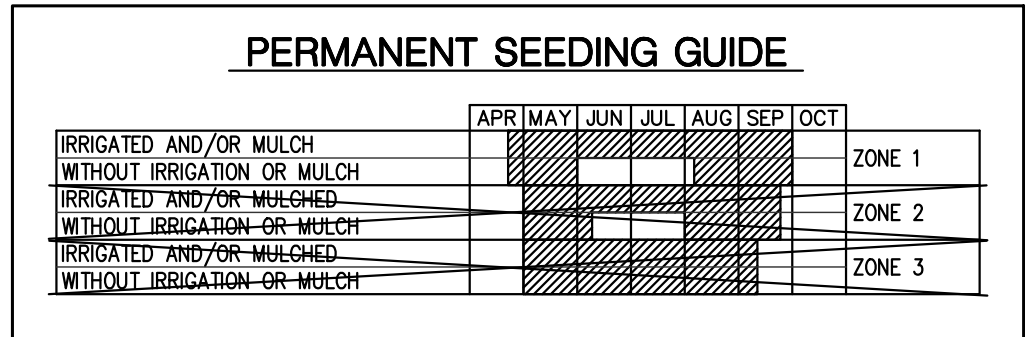
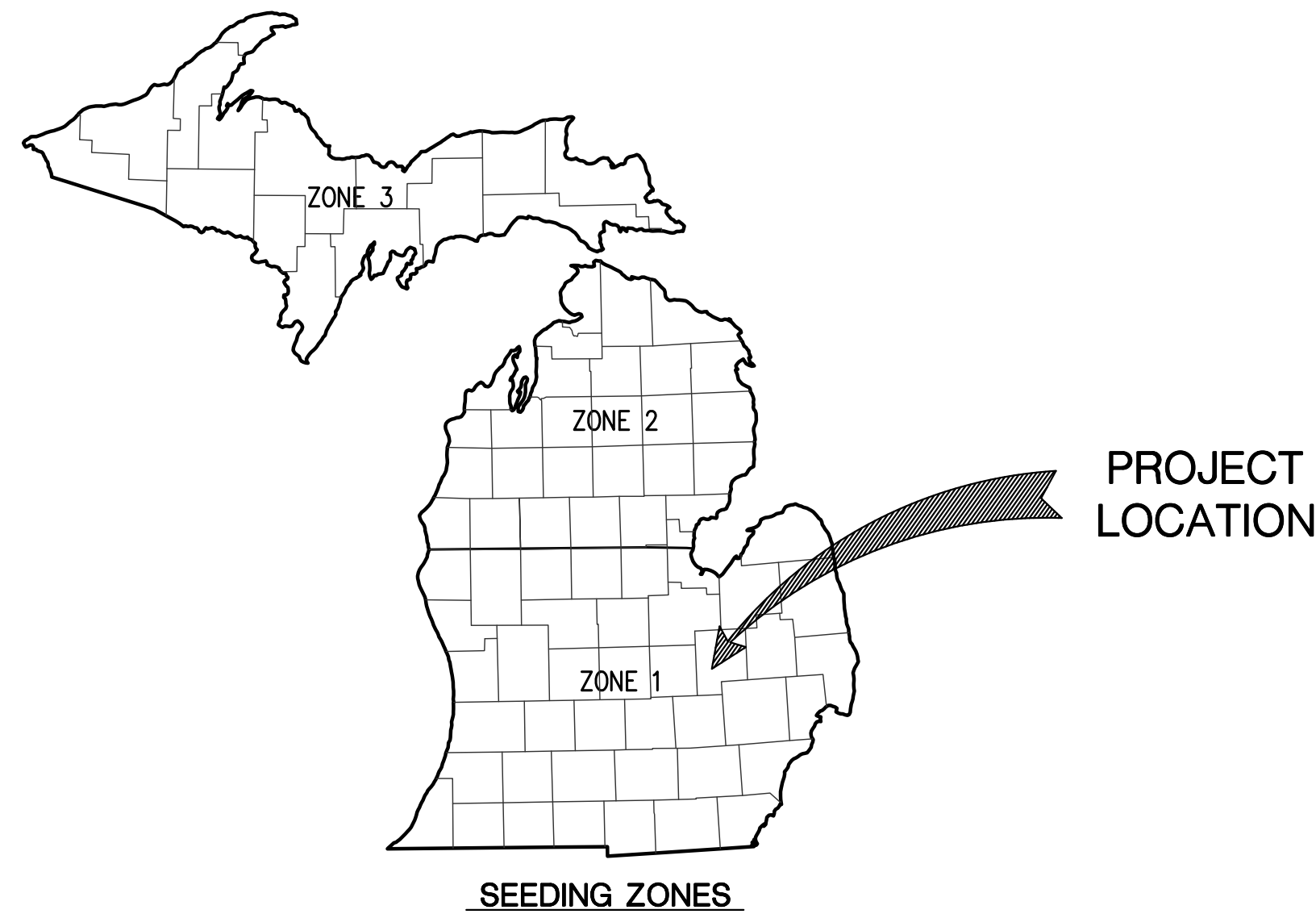
The Rowe Building
540 S. Saginaw St., Suite 200
Flint, MI 48502

PLAN DATE: APRIL 2025
PROJECT MGR: D.R.S.
REVIEWER: R.A.B.
SCALE: 1" = 50'

O: (810) 341-7500
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MICHIGAN UNIFIED KEYING SYSTEM
SOIL EROSION SEDIMENTATION CONTROL MEASURES

Table with 2 columns of keying systems. Each column contains a table with 7 rows (KEY 1-7) and 7 columns (A-G). The tables list various erosion control measures like 'STRIPPING & STOCKPILING TOPSOIL', 'SELECTIVE GRADING & SHAPING', etc., with their characteristics and applicability across different site conditions.



- SOIL EROSION & SEDIMENTATION CONTROL
- DEVELOPER/PROPERTY OWNER SHALL SUBMIT A DETAILED EROSION CONTROL PLAN AND OBTAIN A SOIL EROSION & SEDIMENTATION CONTROL PERMIT PRIOR TO ANY EARTH CHANGES.
 - CONSTRUCTION OPERATION SHALL BE SCHEDULED AND PERFORMED SO THAT PREVENTATIVE EROSION CONTROL MEASURES ARE IN PLACE PRIOR TO EXCAVATION AND TEMPORARY STABILIZATION MEASURES ARE IN PLACE IMMEDIATELY FOLLOWING BACKFILLING AND/OR GRADING OPERATIONS.
 - BORROW AND FILL DISPOSAL AREAS WILL BE SELECTED AND APPROVED AT TIME OF PLAN REVIEW.
 - SPECIAL PRECAUTIONS WILL BE TAKEN IN THE USE OF CONSTRUCTION EQUIPMENT TO PREVENT SITUATIONS THAT PROMOTE EROSION.
 - CLEANUP WILL BE DONE IN A MANNER TO ENSURE THAT EROSION CONTROL MEASURES ARE NOT DISTURBED.
 - THE PROJECT WILL CONTINUALLY BE INSPECTED FOR SOIL EROSION AND SEDIMENTATION CONTROL COMPLIANCE. DEFICIENCIES WILL BE CORRECTED BY THE DEVELOPER WITHIN 24 HOURS.
 - TEMPORARY EROSION CONTROL MEASURES SHALL BE COMPLETELY REMOVED BY THE DEVELOPER UPON ESTABLISHMENT OF PERMANENT CONTROL MEASURES.
 - ALL TEMPORARY SOIL EROSION CONTROL MEASURES MUST BE REMOVED FROM ROAD RIGHT-OF-WAY AREAS PRIOR TO ACCEPTANCE OF STREETS FOR ROUTINE MAINTENANCE.
 - VEGETATION MUST BE ACCEPTABLY ESTABLISHED PRIOR TO FINAL RELEASE OF THE CONSTRUCTION GUARANTEE BY THE DESIGNATED SOIL EROSION SEDIMENTATION CONTROL AGENT.

STREAM CROSSING NOTES

- CONSTRUCTION OF STREAM CROSSINGS SHALL BE SUBJECT TO THE SPECIFICATIONS FOR PROTECTION OF NATURAL RESOURCES AT UTILITY CROSSINGS AS GIVEN IN THE ADMINISTRATIVE RULES FOR ACT 346 (RULES 24-29).
- A SILTATION BARRIER SHALL BE CONSTRUCTED IMMEDIATELY DOWNSTREAM OF THE CONSTRUCTION SITE PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION ACTIVITIES. (SEE MICHIGAN UNIFIED KEYING SYSTEM FOR SPECIFIED BARRIER) THE SILTATION BARRIER SHALL BE MAINTAINED IN GOOD WORKING ORDER THROUGHOUT THE DURATION OF THE PROJECT.
- BACKFILL SHALL CONSIST OF INERT MATERIALS WHICH WILL NOT CAUSE SILTATION NOR CONTAIN SOLUBLE CHEMICALS OR ORGANIC MATTER WHICH IS BIODEGRADABLE. ALL FILL SHALL BE CONTAINED IN SUCH A MANNER SO AS NOT TO ERODE INTO ANY WATERCOURSE.
- ALL RAW BANKS SHALL BE STABILIZED WITH RIPRAP TO THREE FEET ABOVE THE ORDINARY HIGH WATERMARK, THEN SEED, FERTILIZED AND MULCHED, OR SOODED TO PREVENT EROSION.
- UPON PROJECT COMPLETION THE EXCESS SPOILS SHALL BE REMOVED AND DISPOSED OF IN AN APPROVED UPLAND SITE.
- SILTATION BARRIER MAY BE REMOVED UPON PLACEMENT OF PERMANENT EROSION CONTROL MEASURES.

Table with 12 columns (JAN to DEC) and 10 rows (CONSTRUCTION SEQUENCE, STRIP & STOCKPILE TOPSOIL, etc.) showing the timing of various construction activities.

CONSTRUCTION SEQUENCE

- IMPLEMENTATION OF TEMPORARY EROSION CONTROL MEASURES; SELECTIVE GRADING, DIVERSIONS AS REQUIRED IN FIELD, PROTECTION OF STORM SEWER FACILITIES.
- EXCAVATION AND STOCKPILING OF SOIL.
- PERIODIC MAINTENANCE OF AFFECTED EROSION CONTROL MEASURES.
- PERMANENT MEASURES; FINAL GRADING, SEEDING AND MULCHING.



Table with 2 columns (DATE, DESCRIPTION) and 10 rows for PLAN SUBMITTALS AND CHANGES.

REV:

SHT# 8 OF 9
JOB No: 2500068

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PREPARED FOR
CITY OF SWARTZ CREEK
OTTERBURN PARK IMPROVEMENTS
SWARTZ CREEK, GENESEE COUNTY, MICHIGAN
SESC SHEET

PLAN DATE: APRIL 2025
PROJECT MGR: D.R.S.
REVIEWER: R.A.B.
SCALE: NOT TO SCALE

SESC PLAN NOTES:

OWNER INFORMATION
CITY OF SWARTZ CREEK
8083 CIVIC DRIVE
SWARTZ CREEK, MICHIGAN 48473
MR. ADAM ZETTEL, MANAGER
(810) 635-4484
EMAIL: AZETTEL@CITYOFSWARTZCREEK.ORG

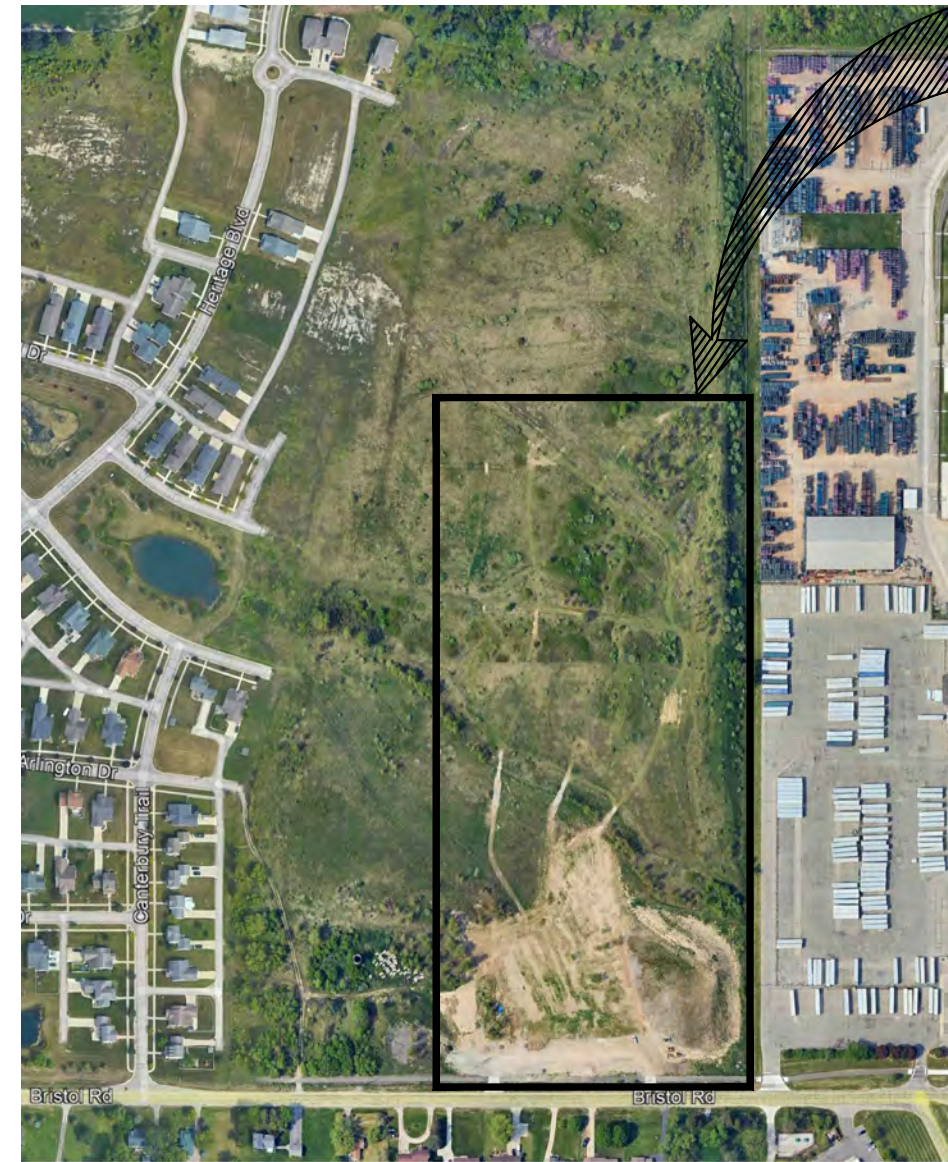
SITE ADDRESS
6162 BRISTOL ROAD
SWARTZ CREEK, MICHIGAN 48473

PROJECT NAME
OTTERBURN PARK IMPROVEMENTS

PROXIMITY TO WATERS OF STATE
WEST BRANCH SWARTZ CREEK IS
APPROXIMATELY 1,650 FEET SOUTH OF
THE SITE.

100 YEAR FLOODPLAIN
PER FEMA COMMUNITY MAP PANEL NUMBER
26049C0168D, DATED SEPTEMBER 25,
2009, THE SITE IS LOCATED OUTSIDE THE
FLOODPLAIN.

AREA OF DISTURBANCE
18.8 ACRES



VICINITY MAP
NOT TO SCALE

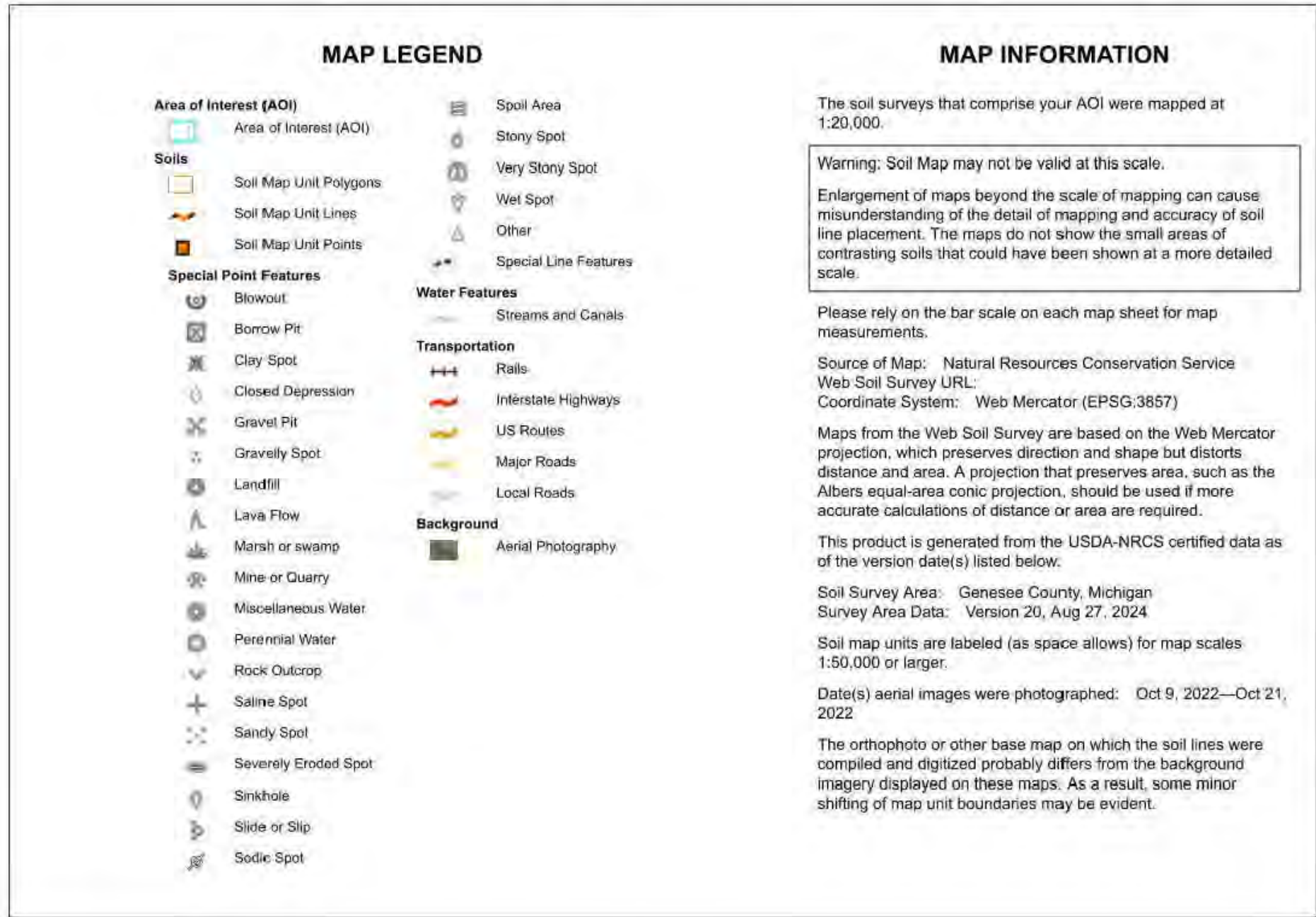
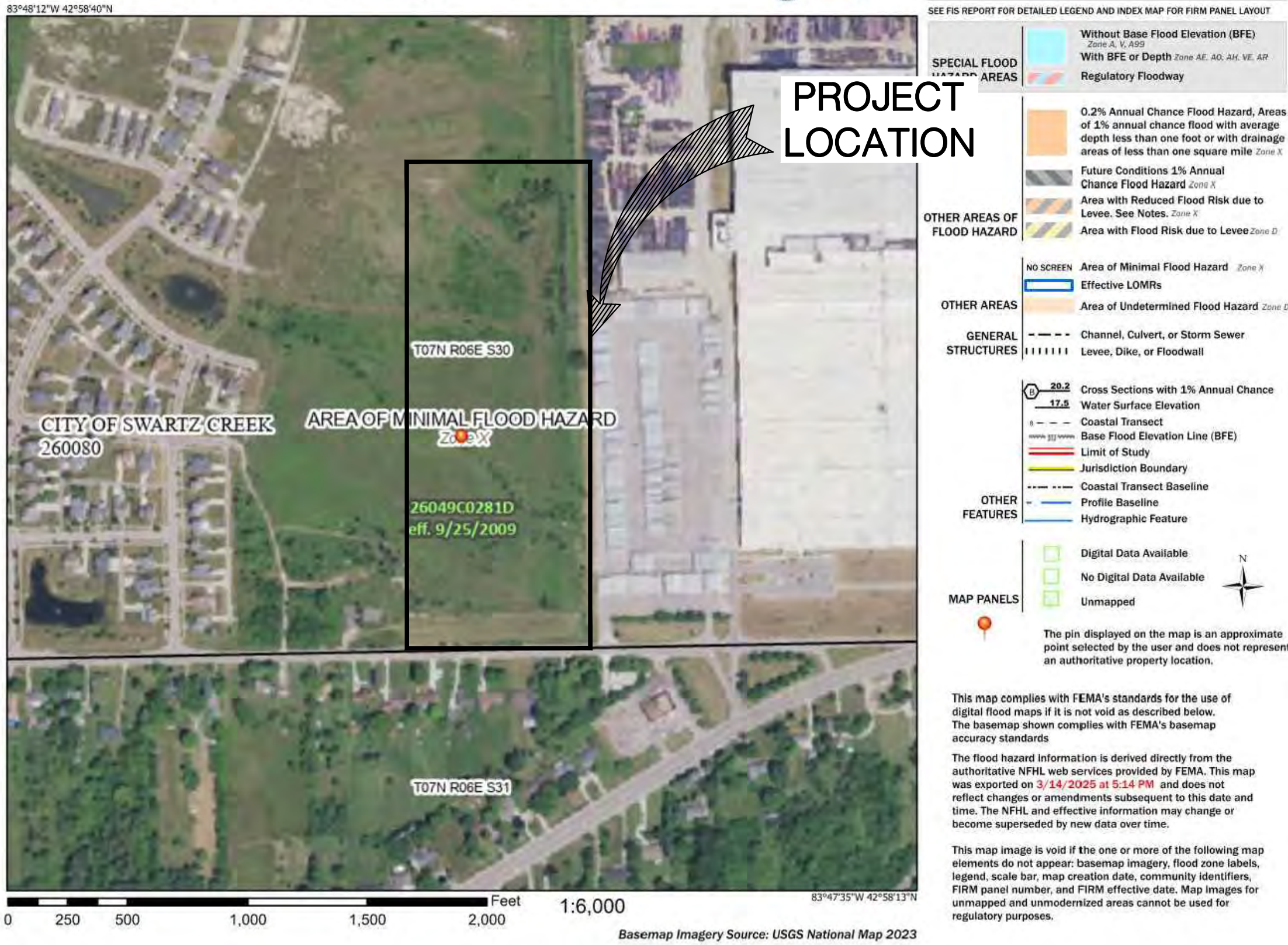
LEGAL DESCRIPTION

PARCEL NUMBER: 58-30-400-004
LEGAL DESCRIPTION:

(AS SURVEYED)
A PARCEL OF LAND BEG N 89 DEG 26 MIN 32 SEC E 732.63 FT
FROM S 1/4 COR OF SEC TH N 0 DEG 58 MIN 31 SEC W 1440 FT
TH N 89 DEG 01 MIN 29 SEC E 580.50 FT TH S 0 DEG 58 MIN 31
SEC E 1440 FT TH S 89 DEG 26 MIN 32 SEC W 580.50 FT TO PL
OF BEG SEC 30 T7N R6E (08) 19.19 A FR 58-30-300-008 &
400-003

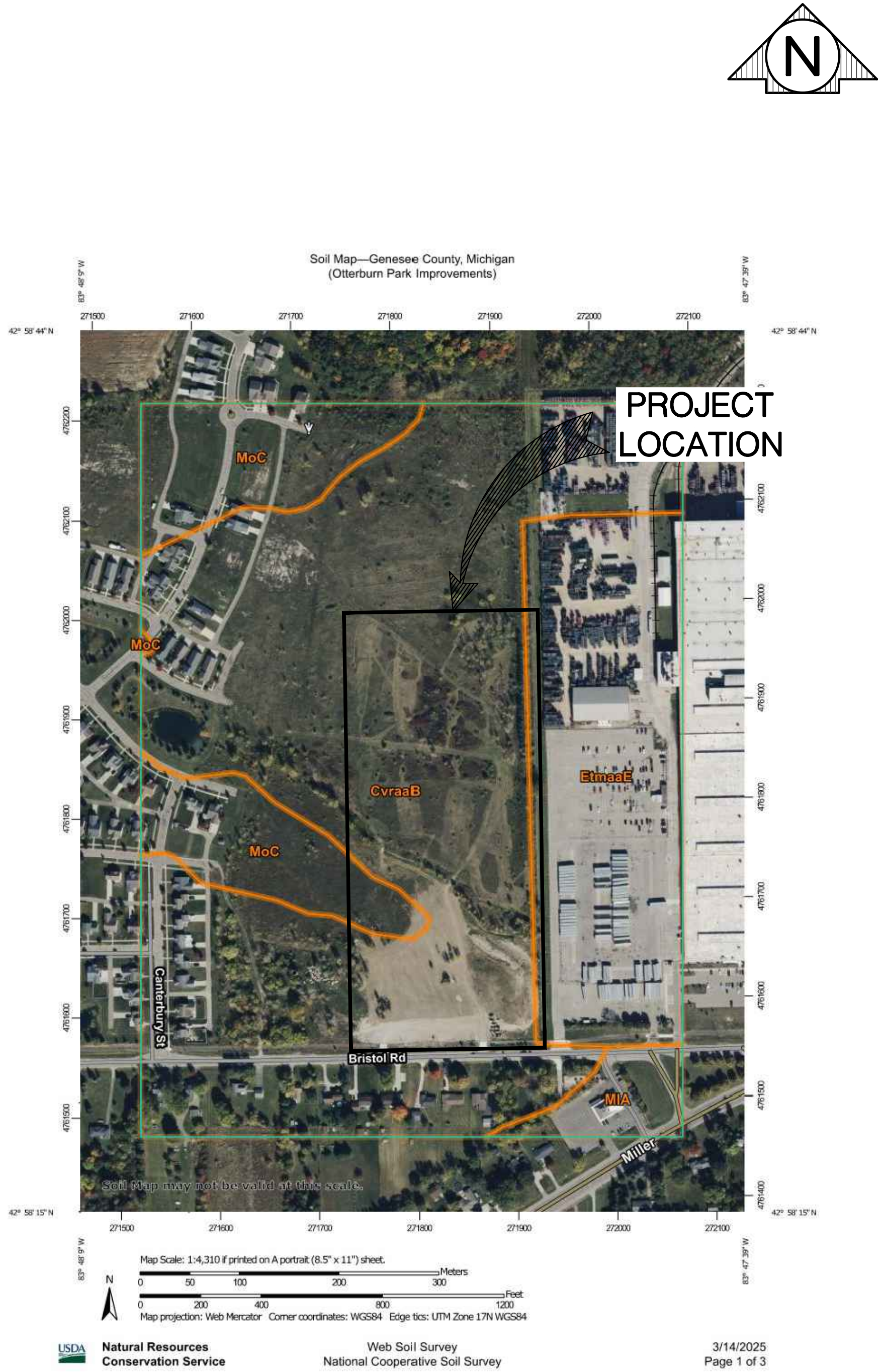
PROJECT
LOCATION

National Flood Hazard Layer FIRMette



USDA Natural Resources Conservation Service
Web Soil Survey
National Cooperative Soil Survey

3/14/2025
Page 2 of 3



Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
CvraaB	Conover loam, 0 to 4 percent slopes	63.8	64.0%
EtmaaE	Udorthents and Udipsamments, nearly level to hilly	20.5	20.5%
MIA	Metamora sandy loam, 0 to 2 percent slopes	2.7	2.7%
MoC	Wawasee loam, 6 to 12 percent slopes	12.7	12.7%
Totals for Area of Interest		99.7	100.0%

811
Know what's below.
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PLAN SUBMITTALS AND CHANGES

DATE	DESCRIPTION

REV:

SHT# 9 OF 9
JOB No: 2500068

ROWE PROFESSIONAL
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Flint, MI 48502

PREPARED FOR
CITY OF SWARTZ CREEK
OTTERBURN PARK IMPROVEMENTS
SWARTZ CREEK, GENESEE COUNTY, MICHIGAN
SESC DETAIL SHEET

PLAN DATE: APRIL 2025

PROJECT MGR: D.R.S.

REVIEWER: R.A.B.

SCALE: NOT TO SCALE

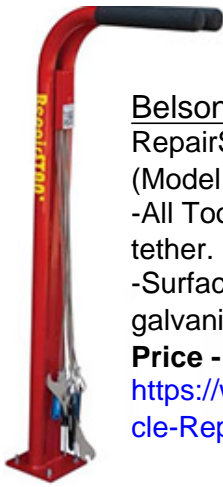
O: (810) 341-7500
www.rowepsc.com

R:\Projects\2500068\Map\Construction Drawings\SR-2500068-SE.dwg

PLotted: 4/15/2025 3:16 PM

Site Options - Otterburn Park (Preliminary)

Bike Repair Station (Material Cost Only):



Model BRS-P-SF

Belson Outdoor

RepairSTAN Bicycle Repair Station
(Model #BRS-P-SF)

-All Tools are attached with stainless steel tether.

-Surface Mounted; powder-coated or galvanized

Price - \$1,300 (Not included Shipping)

<https://www.belson.com/RepairSTAN-Bicycle-Repair-Station>



Model FIXITP-AP-EPX

Belson Outdoor

FixIt with Air Kit Prime - Public Bike
Repair Station (Model #FIXITP-AP-EPX)

-All Tools are attached with stainless steel tether; comes with air hose.

-Surface Mounted; powder-coated or galvanized

Price - \$2,100 (Not included Shipping)

<https://www.belson.com/FixIt-Plus-with-Air-Kit-Prime-Public-Bike-Repair-Station>



Global Industrial

Saris Public Work Stand (Model
#WBB3092621)

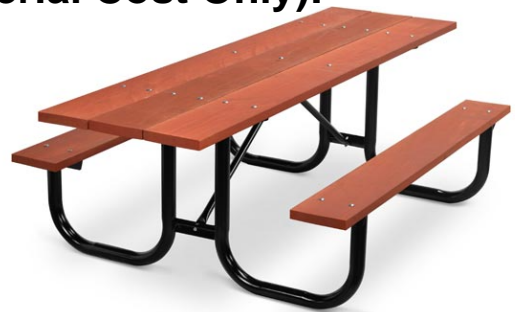
-All Tools are attached with stainless steel tether; comes with air hose.

-Surface Mounted; powder-coated or galvanized

Price - \$900 (Not included Shipping)

[https://www.globalindustrial.com/p/bike-fixation-public-work-stand?msclkid=2c2659b822091c53a7533e730781305b&utm_source=bing&utm_medium=cpc&utm_campaign=%5BADL%5D%20%5BPLA%5D%20%5BtROAS%5D%20\(Janitorial%20%26%20Facility%20Maintenance%20-%20Prime\)%20-%20%7BBoost%7D&utm_term=4582695814946698&utm_content=\(Janitorial%20%26%20Facility%20Maintenance%20-%20Outdoor%20Structures%20%26%20Storage\)&adclid=2c2659b822091c53a7533e730781305b](https://www.globalindustrial.com/p/bike-fixation-public-work-stand?msclkid=2c2659b822091c53a7533e730781305b&utm_source=bing&utm_medium=cpc&utm_campaign=%5BADL%5D%20%5BPLA%5D%20%5BtROAS%5D%20(Janitorial%20%26%20Facility%20Maintenance%20-%20Prime)%20-%20%7BBoost%7D&utm_term=4582695814946698&utm_content=(Janitorial%20%26%20Facility%20Maintenance%20-%20Outdoor%20Structures%20%26%20Storage)&adclid=2c2659b822091c53a7533e730781305b)

Universal Design Picnic Table (Material Cost Only):



Belson Outdoor

Park Master Universal Access Picnic Table (Model
#PMB-HWR)

-6'-wide benches; galvanized steel plate

Price - \$900 - Pressure Treated/Wood
(Not included Shipping)

\$1,600 - Aluminum Picnic Table (Not included Shipping)

\$1,900 Recycled Plastic Table (Not included Shipping)

<https://www.belson.com/Park-Master-Picnic-Tables-ADA>



Global Industrial

8' Picnic Table, ADA Compliant, Expanded Metal, Black
Model #T9A695289BK

-Comes in four colors, black, blue, green and red
-ADA compliant with 24" of wheelchair clearance at both ends.

-Thermoplastic coating; can be surface-mounted

Price - \$750 - (Not included Shipping)

<https://www.globalindustrial.com/p/96-ada-expanded-metal-picnic-table-blue>

*Picnic Table was identified in the original grant to MDNR

School Outfitters

ADA Compliant Tuff Easy Access Picnic Table
Model #POL-ASM-PTEAHA

-Sits 8 people, comfortably
-100% recycled plastic material; requires no maintenance

Price - \$1,600 - (Not included Shipping)

https://www.schooloutfitters.com/catalog/product_info/pfam_id/PFAM47219/products_id/PRO61920



Trash Receptacles (Material Cost Only):



Uline

Recycled Plastic Trash Can
Model #H-2889

-32 Gallon Trash Can; durable planks

Price - \$600 - (Not included Shipping)

https://www.uline.com/BL_8855/Recycled-Plastic-Trash-Cans



The Park Catalog

Executive Series

Model #593-9119

-40 Gallon Trash Can

Price - \$850 - (Not included Shipping)

<https://www.theparkcatalog.com/executive-series-flare-top-trash-receptacle-with-flat-lid-powder-coated-black-1>

Belson Outdoors

Jackson Collection Trash
Receptacles

Model #JK-35FT

-36 Gallon Trash Can

Price - \$1,100 - (Not included Shipping)

<https://www.belson.com/Jackson-Collection-Trash-Receptacles>



Main Pavilion and Restroom Facilities (Includes Shipping and Installation - No Slab):

A.



Romtec

Model #3021 (Pavilion)

Model #2022 (Restroom)

Steel post and column, metal roof with stone bases for columns.

-Separated amenities by concrete path

24'x40' Size

Pavilion - \$125,000

Restroom - \$110,000

Subtotal - \$235,000

Installation - \$200,000

Total - \$435,000

B.



Romtec

Model #2024 - Timber Pavilion with Stone post bases, exterior siding, stone wainscot and a large electrical panel with 2 single-user restrooms

-Combined amenities inside pavilion

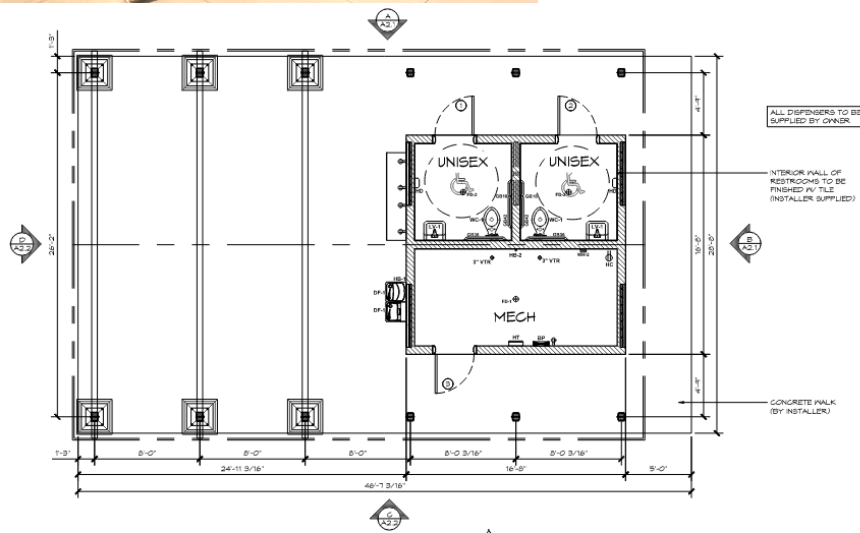
24'x40' Size

Wood-Beam; Metal Roof

Subtotal - \$248,000

Installation - \$180,000

Total - \$428,000



Romtec

19'-4" x 8'-8"

4" CMU Block (Split Face), Metal Roof, polymer flooring coating system

-Sanitary and Water line connections

-Baby Changing Station (2) inside restrooms.

-Mechanical Room with electrical panel.

Subtotal - \$196,000*

<https://publicrestroomcompany.com/building/s/ps-022-playground-series/>

Restroom Facility: \$196,000

Pavilion: \$75,000

Total: \$271,000

C.



Fifthroom.com

Model #SKFH2440-04

Shingle roofing, powder-coating frame, factory stain deck with cupola on top of roof

24'x40' Size

Subtotal - \$75,000

<https://www.fifthroom.com/ProductCustomize.aspx?ProductID=9529&Path=213>

D.



Fifthroom.com

Model #ASH2440-04

-Metal roofing comes in colors of gray/ash, brandwine, drak bronze, evergreen, black, brown, colonial red.

-Powder-coated tube steel frame

24'x40' Size

Subtotal - \$65,000

<https://www.fifthroom.com/ProductCustomize.aspx?ProductID=9550&Path=213>

E.



Fifthroom.com

Model #HBWP2040DRCGR

-Cedar Shake Shingles (7/12" Pitch Roof), no ceiling - natural interior

-8" x 8" straight post

20'x40' Size

Total - \$95,000

<https://www.fifthroom.com/ramada/gable-roof-type/rough-cut-cedar/343/>



Public Restroom Company

16' x 16', with 20' x 20' concrete pad

Lap Siding, Composite Shingles with concrete base.

-Sanitary and Water line connections

-Baby Changing Station (2) inside restrooms.

-Mechanical Room with electrical panel.

Total - \$440,000 - includes construction, utility connections, delivery and installation. Owner to bring utilities within 6' of concrete pad and provide building pad with site work/utility permits.



Manual Swing Gate (Includes Shipping):



Tiger Teeth

Model #14020-28

-14' Double Leaf Swing Barrier Gate Arm

(In-Ground)

-Weather-resistant, galvanized finish. Post included (14030R).

Total - \$2,450 (\$1,200 - Shipping)

<https://tigerteethstore.com/store/sentinel-10-3-05-m-manual-single-leaf-swing-barrier-gate-arm-kit-galvanized-14010-10.html>

CONSTRUCTION NOTES

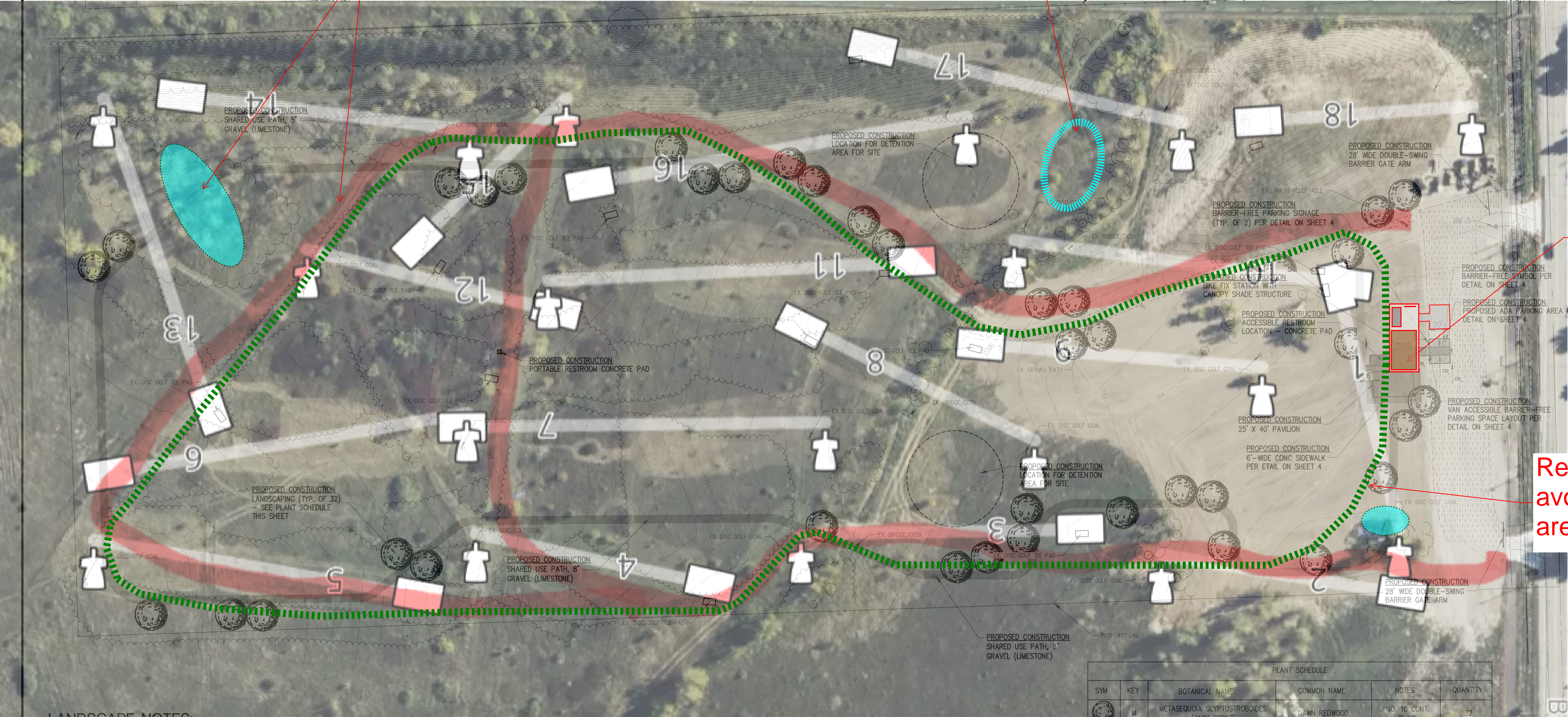
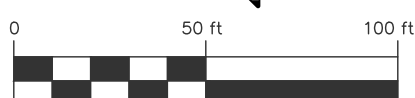
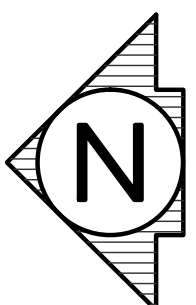
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- 2. ALL WORK SHALL BE COORDINATED WITH THE OWNER PRIOR TO THE START OF THE PROJECT. THE CONTRACTOR SHALL PROVIDE A DETAILED CONSTRUCTION SEQUENCE FOR APPROVAL PRIOR TO STARTING.
- 3. ALL DISTURBED AREAS SHALL BE RESTORED AND ESTABLISHED WITH TURF.
- 4. ANY DAMAGED VEGETATION OR OTHER FEATURES NOT IDENTIFIED FOR REMOVAL WILL BE REPLACED IN-KIND AS APPROVED BY OWNER AT NO ADDITIONAL COST TO THE OWNER.
- 5. MATCH PROPOSED PAVEMENT AREAS FLUSH WITH EXISTING PAVEMENT.
- 6. SEE SESC SHEET 8 FOR SESC MEASURES AND OTHER INFORMATION.

I like this route, avoids this wet area

This may be the best area for addtl storm detention if needed

HAZARDOUS FLAMMABLE MATERIAL UNDERGROUND

HAZARDOUS FLAMMABLE MATERIAL UNDERGROUND



Move north to avoid conflict with hole 1?

Reroute to avoid wet tree area

LANDSCAPE NOTES:

- 1. ALL LANDSCAPE MATERIALS SHALL BE HEALTHY AT THE TIME OF INSTALLATION.
- 2. CONTRACTOR SHALL SUPPLY FINISH GRADE AND EXCAVATE AS NECESSARY TO SUPPLY A MINIMUM 6\"/>

PLANT SCHEDULE					
SYM	KEY	BOTANICAL NAME	COMMON NAME	NOTES	QUANTITY
	M	METASEQUOIA GLYPTOSTROBODES JACK FROST	DAWN REDWOOD	NO. 10 CONT. 6' HI.	32



PLAN SUBMITTALS AND CHANGES

PRELIMINARY PLANS - **NOT FOR CONSTRUCTION**	
DATE	DESCRIPTION

PREPARED FOR
**CITY OF SWARTZ CR
OTTERBURN PARK IMPROV**
SWARTZ CREEK, GENESEE COUNTY
CONSTRUCTION PLANS

PLAN DATE: APRIL 2025
PROJECT MGR: D.R.S.
REVIEWER: R.A.B.
SCALE: 1" = 50'

SSIONAL
MPANY
O: (810) 341-7500
www.rowepsc.com

ROW
SERV
The Rowe Building
540 S. Saginaw St., Suite 200
Flint, MI 48502

REV:
SHT# 6 OF 9
JOB No: 2500068

City of Swartz Creek

4/15/2025

2500068

Engineer's Construction Cost Opinion**Otterburn Park****ROWE PROFESSIONAL
SERVICES COMPANY**

ITEM	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
Site Preparation/Grading	1	LSUM	\$ 40,000	\$ 40,000
Landscaping	1	LSUM	\$ 20,000	\$ 20,000
Drainage	1	LSUM	\$ 25,000	\$ 25,000
Sidewalk, Conc., 4"	1560	SFT	\$ 8	\$ 12,480
Aggregate Base, 8" (ADA Parking Area)	50	SYD	\$ 30	\$ 1,500
HMA, 13A (4")	20	TONS	\$ 120	\$ 2,400
Pavement Markings, Overlay Cold Plastic, Handicap Symbol - Blue	2	EA	\$ 250	\$ 500
4" Pavement Markings - Regular Dry (Blue)	100	LFT	\$ 4	\$ 400
Main Pavilion (25'x40') with Restroom Facilities - Includes sanitary sewer and water connections	1	LSUM	\$ 261,000	\$ 261,000
Porta John, Conc. Pad (4")	20	SFT	\$ 8	\$ 160
Shared Use Path, Aggregate - 22A	580	CYD	\$ 110	\$ 63,800
Picnic Tables	1	LSUM	\$ 8,000	\$ 8,000
Bike Pavilion Station	1	LSUM	\$ 12,000	\$ 12,000
Site Restoration	1	LSUM	\$ 10,000	\$ 10,000
SESC Measures	1	LSUM	\$ 5,000	\$ 5,000
Trash Receptacles	4	EA	\$ 250	\$ 1,000
24' Double-Swing Barrier Gate Arm (Entry Gate)	2	EA	\$ 3,100	\$ 6,200
Subtotal				\$ 469,440
Construction Contingency (10%)				\$ 46,944
Mobilization (10%)				\$ 46,944
Project Total				\$ 563,328
Grant Amount Awarded				\$ 523,250
Engineering				\$ 80,600
Construction Budget				\$ 442,650
Balance				\$ (120,678)
Disclaimer:				
In providing opinions of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractors method of pricing and that the Consultants opinions of probable constructions costs are made on the basis of the Consultant's professional judgement and experience. the consultant makes no warranty, express or implied, that the bids or the negotiated costs of the work will not vary from the Consultant's opinion of probably construction cost.				

Preliminary

04/15/2025 3:30:53 PM



RESOLUTION # _____

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

DATE OF REQUEST: 2/5/25
SPONSOR ORGANIZATION: RIVERBEND STRIDERS
AUTHORIZED REPRESENTATIVE: Jon Look
WORK ADDRESS: 8230 CRAPO STREET HOME ADDRESS: _____
PHONE NO: WORK (810) 591-1772 HOME: () _____ CELL: (810) 964-7100
EMAIL ADDRESS: jlook@swcrk.org
TYPE OF EVENT: (check box)

PARADE ☐ ** (Draw Route on Attached Map) CARNIVAL ☐
FOOT/BIKE RACE ☒ CRAFT SHOW ☐
CONCERT ☐ OTHER: _____

DATE OF EVENT: 5/29/25
TIME OF EVENT: FROM: 6:00 AM/PM ☐ TO: 7:30 AM/PM ☐
ESTIMATED NUMBER OF PARTICIPANTS: 150 - 200

DESCRIPTION OF EVENT; NOTE STREETS REQUESTED TO BE CLOSED/USED:

5K ROAD RACE THROUGH WINCHESTER VILLAGE.
START/FINISH AT SWARTZ CREEK HIGH SCHOOL.
SEE ATTACHED MAP.

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

FOR: RIVERBEND STRIDERS BY: Jonathan A. Fisher
(Organization) (Authorized Representative)

APPROVED BY: _____
(Chief of Police) (Street Administrator)

* The throwing of any item(s) from any vehicle during the course of a parade is strictly prohibited and violations may result in criminal prosecution and/or the denial of future permit applications.

**The Chief of Police reserves the right to determine the length of time that any street(s) remain(s) closed to traffic.

2021 Swartz Creek 5k Road Race



- East out of the High School Parking lot.
- Right on Fairchild.
- Right on Cappy Lane.
- Left on Worchester.
- Left on Durwood.
- Right on Greenleaf.
- Right on Durwood.
- Left on Worchester.
- Right on Cappy Lane
- Left on Fairchild
- Left on Dragon Drive



REQUEST FOR DEVELOPMENT PACKAGE FOR



4488 MORRISH ROAD
SWARTZ CREEK, MICHIGAN

PPN: 58-35-576-053



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williams&works
engineers | surveyors | planners

THOMAS ROBERTS ARCHITECT
Architecture
Planning
Historic Preservation



4488 MORRISH ROAD Swartz Creek, Michigan

Celebrations and cheer echo through the halls of the former Methodist Church in Swartz Creek.

Located in the heart of downtown and a short walk from City amenities, an attractive and stately community icon is awaiting redevelopment. 4488 Morrish Road is home to a historic church and adjacent open land. The site represent 1.03 acres of land and 250' of frontage on Morrish Road.

Economic studies point to many in-demand options that would garner a strong market position. The site is less than a mile from the I-69 freeway interchanges at Morrish Road and Miller Road and also near I-75. Traffic counts for I-69 at this location are upwards of 40,000 daily trips.

Local market data demonstrates an unmet need for many uses. Be it a brewery, restaurant, banquet hall, or event space, the unique interior with colorful and intricate stained-glass accents will become a new city icon and backdrop for memories to come. City leadership anticipates being a partner in the rehabilitation and redevelopment, and the community provides robust support for entrepreneurs and new businesses.

The property is eligible for several financial incentives including Redevelopment Ready support from the Michigan Economic Development Corporation through the Community Revitalization Program, local façade grants, expedited approvals, collaboration with the City for parking development on adjacent lands, TIF reimbursement, and MDOT logo sign reimbursement.

Architectural studies have proven the brick edifice is structurally sound and repurposing the nave and aisles into seating could accommodate more than 200 guests. Outdoor seating and yard games in the front of the church will welcome passersby, while rear deck seating provides a secluded oasis for gathering. The lower level is ideal for private events, chef dinners, dressing rooms for wedding parties, and other social occasions.

The City is supportive and welcomes new development. Future community planning envisions new uses for and surrounding this former church. Swartz Creek has welcomed condos and townhouse development the past year, as well as several revitalization projects in the downtown. City leaders are prepared to facilitate and support the project.

A LITTLE BACKGROUND

Zoning | Central Business District

Acreage/Frontage | 1.03 acres, 250' on Morrish Road

Utilities | Municipal water and sewer

Parking | Existing lot meets ordinance requirements; additional expansion to the north is possible

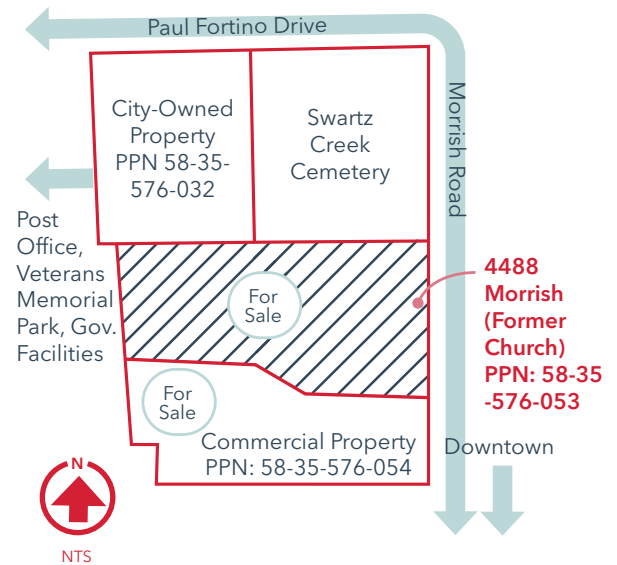
Traffic Counts | I-69 (40,000 ADT), Morrish (9,000 ADT), Miller (14,000 ADT)

Proximity | Located within downtown, near parks, public facilities, walkable neighborhoods, bike lanes on Morrish, and the new Holland Square Event Pergola

Flexibility | Outdoor activity space (front and rear), multiple interior space configurations, ADA accessibility could easily be accommodated

Iconic | Historic building, original wood work and light fixtures, stained glass rosettes

Site Location Key



This site is ripe for investment and brimming with potential

CHURCH TO BREWERY ADAPTIVE REUSE

East to west and north to south, throughout Michigan several former churches have been rehabilitated into restaurants, food halls, breweries and other social gathering spaces. There are many successful redevelopment models to replicate in Swartz Creek.



Brewery Vivant, Grand Rapids



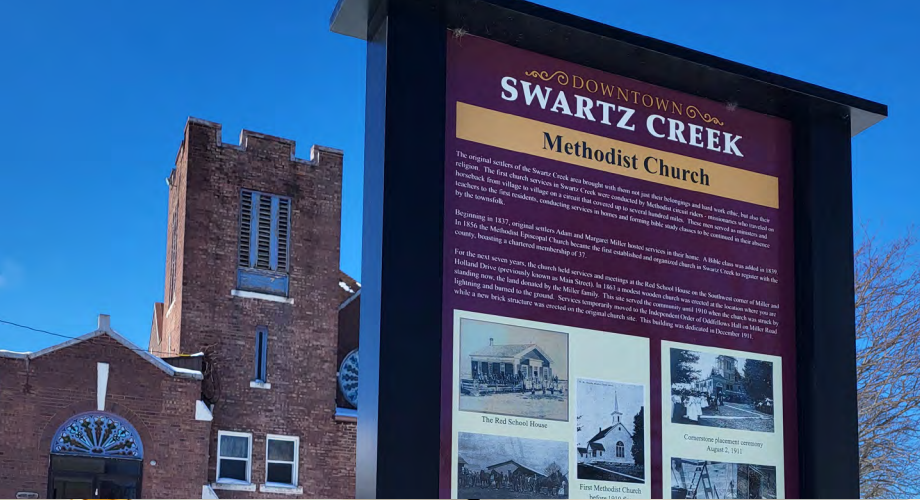
Beer Church Brewery, New Buffalo



Salt Springs Brewery, Saline



Salt Springs Brewery, Saline



LARGE GATHERING SPACES, VAULTED CEILINGS, STAINED GLASS WINDOWS, AND OTHER HISTORIC FEATURES PROVIDE CHARACTER AND OPPORTUNITY TO ENVISION THE FORMER CHURCH AS SOMETHING NEW.

BUILDING ASSESSMENT & OPPORTUNITIES

- Open floor plan and overall structure size lends itself to assembly use, with opportunity for gathering spaces on two levels.
- Structurally sound, with excellent exterior brickwork and unique millwork.
- Cosmetic site improvements needed include: paving, lighting, walkways, and landscaping.
- Tuckpointing is recommended to seal the foundation and all building walls, as well as vegetation removal and positive grading away from the building.
- Roof is weathertight, and reinforcing/repairing along coping, gutters, downspouts is recommended to ensure long-term structural integrity.
- Windows and doors are in fair condition; however, higher-performing doors would ensure improved insulation and could better align with the building's architectural style.
- Barrier free, unisex, and ADA-compliant improvements to the restrooms, entry, and lower level are needed to accommodate accessibility.
- Existing plumbing infrastructure provides basis for the necessary system, and upgrades are needed for modern conveniences.
- The building placement and site orientation are ideal for outdoor gathering, garden spaces, nooks, and unique elements to draw patrons and provide entertainment options as well as possible banquets, weddings, or other communal uses.





CONCEPTUAL RENDERING OF THE PREFERRED DEVELOPMENT SCENARIO

PREFERRED DEVELOPMENT SCENARIO

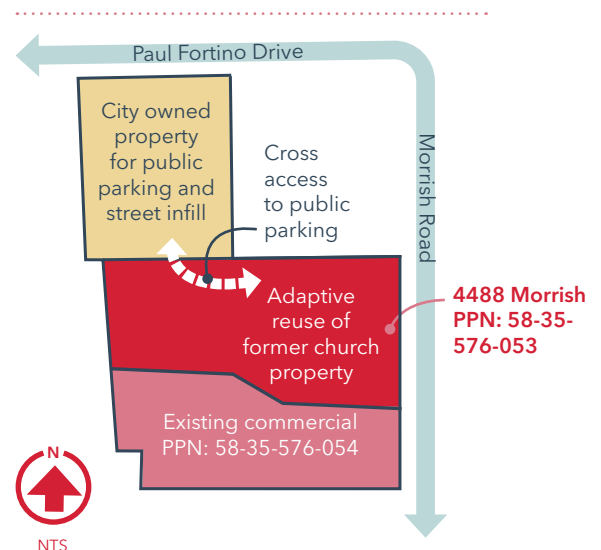
Imagine wedding ceremonies and celebrations in the building, with receptions and celebrations that spill outside to picturesque and lush outdoor spaces. The building can accommodate approximately 200 guests, and architectural studies prove the ability to provide barrier-free access, outdoor dining, brewery equipment spacing, commercial kitchen, and storage space as well as ample restrooms.

Off-street surface parking may be accommodated on-site and also adjacent to the north in partnership with the City of Swartz Creek. Intuitive and direct sidewalk connections link up with downtown, the City's Civic Campus, including city offices, library, senior center, and amphitheater, Veteran's Memorial, and nearby neighborhoods.

Morrish Road is a prime connector with bike lanes accessing the newly extended Genesee Valley Trail and the Cosmos in the Creek Solar System Model.

The City of Swartz Creek would like to see the former church be renovated into an active and engaging development. While this adaptive reuse has potential, know that the City has moved beyond only considering preservation as a church and is anxious to see reuse of the vacant structure. The preferred development scenario is one option of many.

Available Properties & Potential Uses





4488 Morrish Conceptual Site Plan Legend

- | | |
|--|---|
| A Adaptive reuse of former church | E Existing ground sign |
| B New entry sidewalks and ramps | F Reconstructed parking lot |
| C Outdoor dining deck | G Refuse enclosure |
| D Lawn for programming & events | H Connections to existing cemetery and proposed public parking |

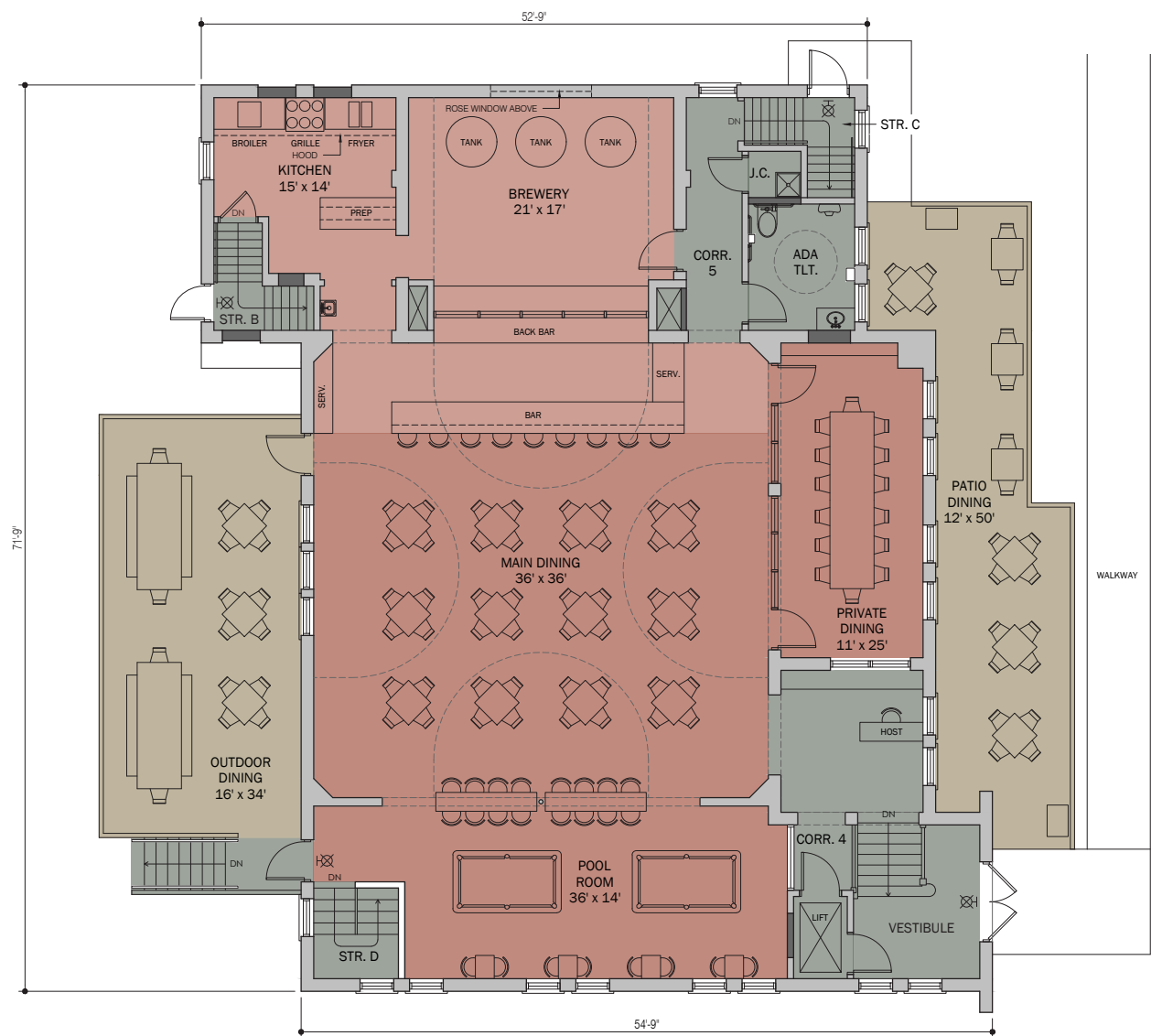


CONCEPTUAL BUILDING LAYOUT

The existing historic church building is generally in good condition and well suited to the proposed commercial use of a restaurant and/or banquet hall. The large, open, column-free volume of the nave lends itself to an assembly use, with the benefit of the adjacent support spaces for private dining rooms, game rooms, bar, and food preparation spaces. The basement can be used for open multi-purpose space, meeting or dressing rooms, accessible restrooms, storage, kitchen support spaces, and mechanical rooms.

Total Building Gross Area: 7,452 sf **First Floor Gross Area:** 3,726 sf **Basement Gross Area:** 3,726 sf

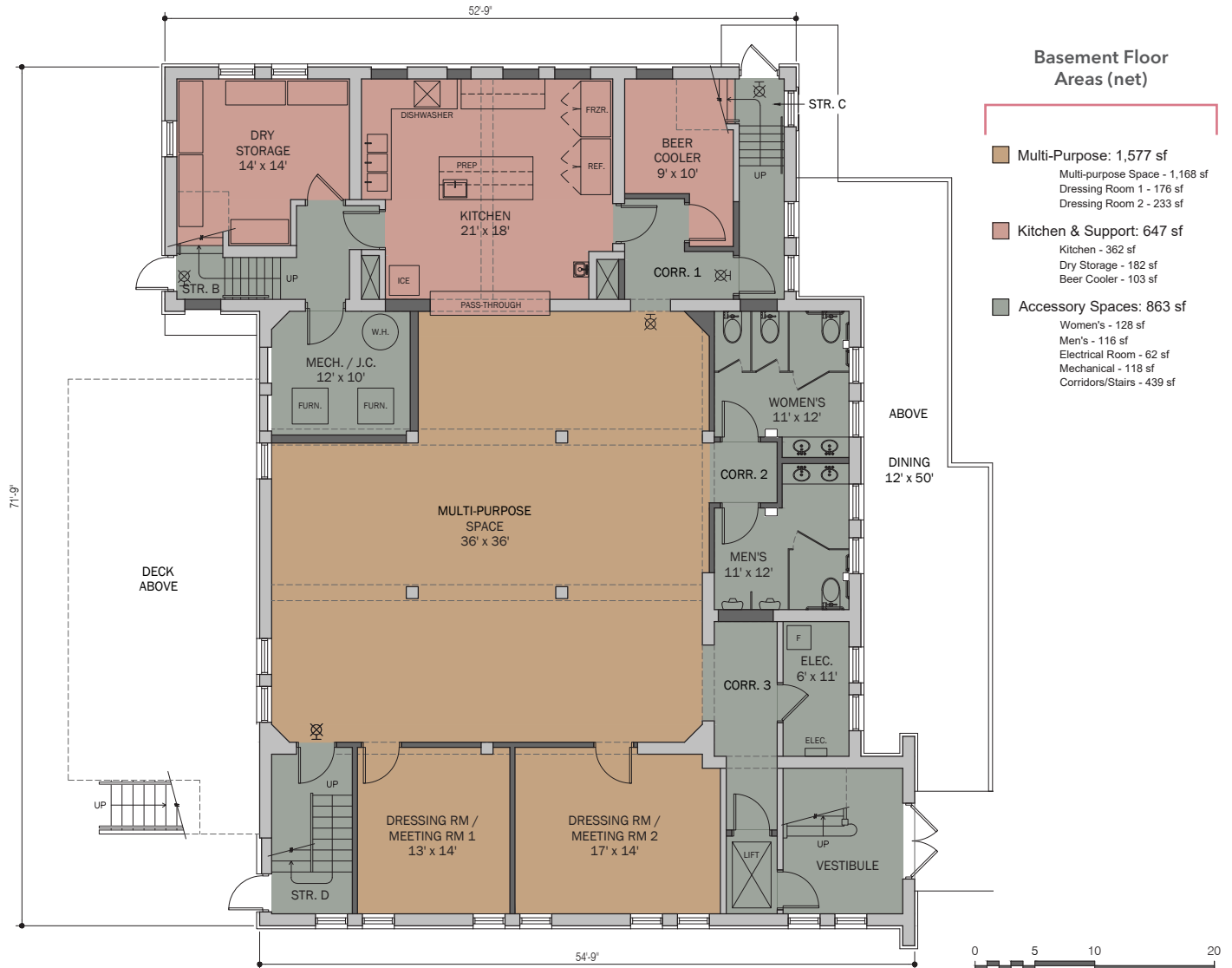
- Guest Areas: 3,345 sf
- Kitchen/Support Areas: 1,490 sf
- Total Outdoor Areas: 1,060 sf



4488 Morrish Conceptual Building Layout - First Floor

First Floor Areas (net)	Dining & Bar: 1,768 sf	Kitchen & Support: 845 sf	Accessory Spaces: 627 sf	Outdoor: 1,060 sf
	Main Dining - 1,036 sf Pool Room - 455 sf Private Dining - 277 sf	Kitchen - 209 sf Brewery - 346 sf Bar - 290 sf	Waiting / Host - 127 sf Vestibule - 122 sf Restroom - 85 sf J.C. - 16 sf Corridors/Stairs - 277 sf	Outdoor Dining - 536 sf Patio Dining - 524 sf

4488 Morrish Conceptual Building Layout - Basement



INCENTIVES

The site is designated a Redevelopment Ready opportunity and is eligible for city and state incentives, including Community Revitalization Program grants/loans, TIF reimbursement, façade grants, and MDOT logo sign reimbursement. Preliminary due diligence and architectural work was completed by the community development team as part of the creation of this document.

The City of Swartz Creek is open to supporting this redevelopment project and invites qualifications packages.

CONTACT / QUESTIONS

Adam Zettel, City Manager
8083 Civic Drive
Swartz Creek, MI 48473
810.635.4464 general office
810.287.2147 mobile
azettel@cityofswartzcreek.org

REQUEST FOR QUALIFICATIONS

The City of Swartz Creek is seeking qualified developers to rehabilitate and adaptively reuse the historic church located in the heart of the community. The iconic structure represents an important piece of local heritage and presents a unique development opportunity. The City aims to partner with an experienced developer who can transform this significant property while preserving its remaining historic character and creating lasting value for the community. The project is expected to make use of state and local incentives, including Michigan Community Revitalization Program (CRP) or Revitalization and Placemaking Program (RAP).

The City and Downtown Development Authority are committed to selecting a developer with demonstrated experience in preservation, proven financial capacity, and a vision that aligns with the community's values and economic development objectives. Through a transparent and thoughtful two-step selection process, we aim to identify a development partner who can successfully execute this important project while ensuring the building's long-term viability and positive contribution to Swartz Creek's downtown district.

The DDA and City will consider creative deal structures with qualified development partners, including offsite parking provision, and/or the potential transfer of the real estate at a nominal cost to facilitate project feasibility and support the substantial private investment required for this renovation project.

SUBMISSION PROCESS

PHASE ONE | evaluate capabilities and experience

Development Qualifications

- Company profile and history
- Development team structure and key personnel qualifications
- Portfolio of similar preservation/redevelopment projects completed in the last 10 years
- Financial statements demonstrating company stability, including balance sheet and P&L for the last three years. Also, please provide a summary of any current real estate holdings and debt
- 2 letters of reference with contact information from previous municipal partners
- Proof of insurance and bonding capacity
- List of any litigation or bankruptcy history in the past 10 years
- Preliminary concept statement (2 pages max) describing vision for the church property

PHASE TWO | evaluate financing and timelines

Financial Proposal

- Detailed project concept and design plans
- Development budget and pro forma
- Project timeline with major milestones
- Proposed purchase price or lease terms. Note that the DDA may offer the property at no cost to the qualified developer.
- Sources and evidence of project funding
- Letters of intent from potential tenants (if applicable)
- Historic preservation approach
- Maintenance and operations plan
- Project team's roles and responsibilities
- Detailed financial documentation:
 - Proof of funds or financing commitment letters
 - Three years of audited financial statements
 - Tax returns
 - Bank references

SUBMISSION AND REVIEW PROCESS, PHASE ONE

The two phase process allows the DDA and City to thoroughly vet developers' qualifications before investing time in reviewing detailed proposals. The two-phase approach helps ensure that only serious, qualified developers advance to the full proposal stage.

The DDA will establish a Selection Committee to evaluate developer submissions and make recommendations to the DDA Board and City Council. At a minimum, the committee will be composed of the City Manager and staff from the building, planning, community development, engineering and finance departments, as well as the Downtown Development Authority.

PHASE ONE | qualifications

**MINIMUM TO ADVANCE:
75 POINTS**

1. Development Experience (30 points)

- Project scale and complexity (10 points)
 - * Successfully completed projects of similar size/budget (5)
 - * Demonstrated experience with mixed-use developments (5)
- Municipal partnership experience (10 points)
 - * Track record working with local governments (5)
 - * Experience with public-private partnerships (5)
- Historic preservation project experience (10 points)
 - * Completed at least 3 renovations in past 10 years (5)
 - * Experience with buildings on National/State Historic Register (5)

2. Financial Capacity (35 points)

- Company financial strength (15 points)
 - * Strong debt-to-equity ratio (5)
 - * Positive cash flow history (5)
 - * Adequate working capital (5)
- Project financing capability (20 points)
 - * Demonstrated access to capital (15)
 - * Strong banking relationships (5)

3. Professional Qualifications (20 points)

- Team expertise (10 points)
 - * Key personnel qualifications (5)
 - * Relevant certifications/licenses (5)
- Organization capacity (10 points)
 - * Adequate staffing levels (5)
 - * Clear organizational structure (5)

4. Professional Standing (15 points)

- References and reputation (10 points)
 - * Positive municipal references (5)
 - * Strong industry reputation (5)
- Legal/regulatory compliance (5 points)
 - * No significant litigation history (3)
 - * Clean regulatory record (2)

TIMELINE AND SITE VISIT

Responses are due by
Friday, July 25th, 2025.

Interested parties are encouraged to schedule a site visit with the City Manager during the due diligence phase.

The City is able to provide on-going building access to contractors, architects, and other project team members to facilitate the proposal and development process.

SUBMISSION AND REVIEW PROCESS, PHASE TWO

After verifying completeness, the Committee will evaluate submissions, conduct interviews with top candidates, check references, and may visit completed projects. Developers will present their proposals publicly during the Phase Two process, before the Committee makes recommendations to the DDA and City Council for final selection.

Please submit one complete digital copy of all materials in PDF format by Friday, July 25, 2025 to the City Manager, Adam Zettel, azettel@cityofswartzcreek.org. For any questions, please contact Mr. Zettel at 810.287.2147.

PHASE TWO | proposal

1. Project Concept and Design (30 points)

- Architectural quality (10 points)
 - * Design excellence (5)
 - * Contextual appropriateness (5)
- Historic preservation approach (10 points)
 - * Adherence to preservation standards (5)
 - * Restoration methodology (5)
- Functionality and use (10 points)
 - * Space utilization (5)
 - * Programming mix (5)

2. Financial Proposal (30 points)

- Financial feasibility (15 points)
 - * Realistic cost estimates (5)
 - * Market-supported revenue projections (5)
 - * Reasonable operating assumptions (5)
- Funding security (15 points)
 - * Committed funding sources (8)
 - * Equity contribution (7)

3. Community Benefits (20 points)

- Economic impact (10 points)
 - * Job creation (5)
 - * Tax base enhancement (5)
- Public benefits (10 points)
 - * Community access/amenities (5)
 - * Public space improvements (5)

4. Implementation Capacity (20 points)

- Project timeline (10 points)
 - * Realistic schedule (5)
 - * Clear milestones (5)
- Project management (10 points)



4488 MORRISH ROAD
SWARTZCREEK, MICHIGAN

REQUEST FOR DEVELOPMENT PACKAGE

PROPOSAL FOR WATER DISTRIBUTION SYSTEM
LEAK DETECTION SURVEY
FOR
THE CITY OF SWARTZ CREEK, MICHIGAN

21 APRIL 2025

PREPARED FOR:
ROBERT BINCSIK, DIRECTOR OF PUBLIC SERVICES

PREPARED BY:
AQUA-LINE LEAK DETECTION SERVICES
P.O. BOX 1612
FINDLAY, OHIO 45839

This information is "PROPRIETARY AND CONFIDENTIAL", is the exclusive property of Aqua-Line Leak Detection Services and shall not be copied or disseminated without its prior written consent. Aqua-Line assumes no responsibility or liability for the reliance hereon or use hereof by anyone other than the party to whom it is addressed. **This proposal is valid until 1 December 2025.**

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1.0 INTRODUCTION

Thank you for the opportunity to present a proposal for leak detection services for your municipality. Since 1996, Aqua-Line has used state-of-the-art technology to un-intrusively detect and pinpoint water leaks in pressurized water distribution systems. Successfully locating leaks using our system can result in significant monetary savings through reduced operating costs, increased labor productivity, while improving overall water distribution system operations.

Aqua-Line uses the Fluid Conservation Systems (FCS) TriCorr Touch Leak Correlation System, the most advanced portable microprocessor system on the market for pinpointing water leaks. Moreover, we use the **new FCS S30 surveyor** which provides superior leak detection performance on all types of pipe during the initial phase of the leak detection survey.

Aqua-Line has a **strong track record of customer satisfaction.** Our proven surveying methods, superior equipment, experienced and fully qualified technicians and competitive rates provide you with the best possible leak detection survey available today.

2.0 SCOPE OF SERVICES PROVIDED BY AQUA-LINE

Aqua-Line will perform a leak detection hydrant survey of the water distribution system for Swartz Creek, Michigan. The following tasks are included:

- Prior to mobilization, we will review existing water distribution system maps, street maps, any applicable water system reports, storage and pumping records.
- We will conduct a leak detection and location survey using sonic detection and computer correlation equipment on **approximately 23 miles of the water distribution system**. We will make contact with the system at all exposed fire hydrants and selected service connections as required. Contact with service connections is critical on sections of your plastic pipe. Following an initial sonic leak survey of the system, any evidence of leaks will be confirmed with a second survey. At this stage, **all leaks will be pinpointed with a computer correlation system**. Valves and hydrants do not typically require operation during surveying and leak pinpointing, but may be required on a limited basis. We request your authorized representative conduct these valve or hydrant operations if required.
- The survey will be conducted during normal working hours, Monday through Friday, with the exception of leak detection performed during evening/early morning hours in high traffic areas. **We expect to complete the survey in 2 days.**
- We will provide a digital daily report on the progress of the survey, detailing the number/type of access points used, number of leak noises heard, list of water distribution system discrepancies noticed and miles of pipe surveyed. During the pinpointing phase we will provide GPS coordinates/address of each leak pinpointed, including the type of leak, estimated size (GPD) and other site information as required.
- Aqua-Line will provide a final report (including all leak reports) digitally via email describing the results of the survey. The report will include a summary of the project and will list all leakage correlated according to GPS coordinates/address, type, and estimated loss rate. Based upon the results of our survey, the report will also provide recommendations for controlling future water loss.

3.0 CLIENT'S RESPONSIBILITIES

Prior to mobilization by Aqua-Line, we request Swartz Creek provide the following information/assistance upon which Aqua-Line may rely without further independent verification:

- All available street maps, water storage and flow records, water distribution system maps, available plans for existing facilities, and any other pertinent information as needed.
- **An experienced person possessing knowledge of the water distribution system, to assist full-time with field activities such as location of system components.**
- **Access to valves, curb stops, and meter boxes by uncovering and cleaning valves and curb boxes where required prior to starting field operations.**

We respectfully request Swartz Creek agree to hold harmless and indemnify Aqua-Line against any liability arising out of the items in Section 3.0 above, for which Swartz Creek is responsible.

Additionally, Aqua-Line requests Swartz Creek designate an authorized representative to transmit instructions, receive information, interpret and define the cities policies and make decisions with respect to the services provided.

4.0 PROJECT PRICE, BILLING AND PAYMENT TERMS

Aqua-Line's **lump sum rate** for providing the services described in Section 2.0 is **\$3,368.00**.

The above pricing is subject to renegotiation if authorization to proceed is not received by 1 December 2025.

Aqua-Line will bill this project monthly, with net payment due in 30 days. Past due invoices will be subject to a service charge at a rate of 1.5 percent per month. Unless provided with a written statement of any objections to a bill within 15 days of receipt, Aqua-Line will deem the bill to be acceptable to Client as submitted.

5.0 BUSINESS ORGANIZATION

COMPANY NAME: AQUA-LINE, INC
ADDRESS: P.O. BOX 1612
FINDLAY, OHIO 45839

TYPE OF COMPANY: S-CORPORATION, OHIO

TAX ID: 341844942

TELEPHONE #: 1-888-GET LEAK
(438-5325)

FAX #: 1-419-424-0510

WEB PAGE: www.aqua-line-inc.com

EMAIL: aqualineleakdetection@aol.com

AUTHORIZED NEGOTIATORS: SAMUEL J. DARNALL; PHONE (419)-423-6333
ROGER H. DARNALL; PHONE (419)-408-5152