

## City of Swartz Creek AGENDA

Regular Council Meeting, Monday, June 23, 2025, 7:00 P.M.  
Paul D. Bueche Municipal Building, 8083 Civic Drive Swartz Creek, Michigan 48473  
**THIS WILL BE A HYBRID MEETING, WITH IN PERSON ATTENDANCE BY COUNCIL MEMBERS.**

1. **CALL TO ORDER:**
2. **INVOCATION & PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**
  - 4A. Council Meeting of June 9, 2025 MOTION Pg. 31
5. **APPROVE AGENDA:**
  - 5A. Proposed / Amended Agenda MOTION Pg. 1
6. **REPORTS & COMMUNICATIONS:**
  - 6A. City Manager's Report MOTION Pg. 8
  - 6B. Staff Reports & Meeting Minutes Pg. 41
  - 6C. Workers Compensation Renewal Pg. 46
  - 6D. DLZ Sewer Proposal Pg. 50
  - 6E. MML Loss Control Visit Letter Pg. 57
  - 6F. Fiscal Year 2025 Budget Adjustments Forthcoming
7. **MEETING OPENED TO THE PUBLIC:**
  - 7A. General Public Comments
8. **COUNCIL BUSINESS:**
  - 8A. Swartz Creek Women's Club Donation PRESENTATION
  - 8B. Swartz Creek Area Fire Department 100 Year Recognition RESO Pg. 24
  - 8C. Appointments RESO Pg. 25
  - 8D. MML Workers Compensation Renewal RESO Pg. 27
  - 8E. Sewer Planning Professional Services RESO Pg. 27
  - 8F. DDA Plan Amendment RESO Pg. 28
  - 8G. Fiscal Year 2025 Budget Adjustments RESO Pg. 29
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION Pg. 30

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

Planning Commission:	Tuesday, July 1, 2025, 7:00 p.m., PDBMB
Downtown Development Authority:	Thursday, July 10, 2025, 6:00 p.m., PDBMB
City Council:	Monday, July 14, 2025, 7:00 p.m., PDBMB
Park Board:	Tuesday, July 15, 2025, 5:30 p.m.,
Zoning Board of Appeals:	Wednesday, July 16, 2025, 6:00 p.m., PDBMB
Fire Board:	Monday, July 21, 2025, 6:00 p.m., Station #2
Metro Police Board:	Wednesday, July 23, 2025, 11:00 a.m., Metro HQ
City Council:	Monday, July 28, 2025, 7:00 p.m., PDBMB

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

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

## **City of Swartz Creek Values**

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

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

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

### ***Fiscal Responsibility***

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

### ***Public Service***

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

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

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

### ***Expect Excellence***

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

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

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

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

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

**CITY OF SWARTZ CREEK  
VIRTUAL REGULAR CITY COUNCIL MEETING ACCESS INSTRUCTIONS  
MONDAY, JUNE 23, 2025, 7:00 P.M.**

The regular meeting of the City of Swartz Creek city council is scheduled for **June 23, 2025** starting at 7:00 p.m. and will be conducted in hybrid form. The meeting will be available virtually (online and/or by phone). Council members and staff must attend in-person. The general public may attend in-person or virtually.

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

**Zoom Instructions for Participants**

**To join the conference by phone:**

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

**Before a videoconference:**

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

**To join the videoconference:**

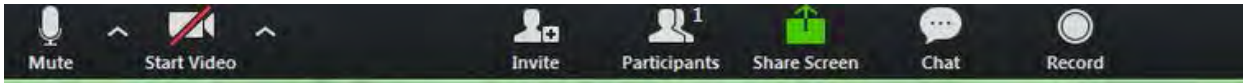
1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided below.

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

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone (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: June 23, 2025 at 7:00 PM Eastern Time (US and Canada)**

**Join Zoom Meeting**

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

**Meeting ID: 830 9640 1128**

**One tap mobile**

**+13017158592,,83096401128# US (Washington DC)**

**+13126266799,,83096401128# US (Chicago)**

**Dial by your location**

**+1 301 715 8592 US (Washington DC)**

**+1 312 626 6799 US (Chicago)**

**+1 929 205 6099 US (New York)**

**+1 253 215 8782 US (Tacoma)**

**+1 346 248 7799 US (Houston)**

**+1 669 900 6833 US (San Jose)**

**Meeting ID: 830 9640 1128**

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

**If you have any further questions or concerns, please contact 810-429-2766 or email [rkraft@cityofswartzcreek.org](mailto:rkraft@cityofswartzcreek.org).**

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

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

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

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

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

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

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

## **MAINTAINING ORDER**

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

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

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

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

## **MOTIONS & RESOLUTIONS**

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

## **PUBLIC ADDRESS OF COUNCIL**

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

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

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

## **VOTING RECORD OF PUBLIC BODIES**

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

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

**Regular Council Meeting of Monday, June 23, 2025 - 7:00 P.M.**

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

**FROM: Adam Zettel, City Manager**

**DATE: June 18, 2025**

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

✓ **MICHIGAN TAX TRIBUNAL APPEALS** *(No Change of Status)*

The timeframe for appeals is open. As of writing, we do not have any. Generally, values have been increasing at a rate that is obviously in excess of our taxable value rate adjustments. However, this may be slowing down, and business may look to explore appeals again.

✓ **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:

<b>Section</b>	<b>Repair Type</b>	<b>Beginning</b>	<b>End</b>	<b>Total Cost</b>	<b>Federal</b>	<b>Local</b>
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 16<sup>th</sup>, 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. The city approved Cappy Lane road work, with water main, as well as Don Shenk and the county project on Bristol Road (city limits to Morrish). Culverts on Bristol Road have been replaced and paving should occur in August, instead of late June. Tree removal complete for Cappy and Don Shenk, with storm water and water main work underway. The goal is to get all water work and road base work complete prior to school commencing on August 20<sup>th</sup>. Both projects should be substantially complete in September.

We have an amended agreement for the decorative street lighting for this phase of the project from Consumers Energy. The amount is higher than anticipated at about \$70,000. This includes the addition of 15 new decorative street lights, which we feel is too much and is not really consistent with past projects. We cut the project scope in half and have asked to have CE revise it and return it to the council for review.

We applied for MDOT funds to help support Civic, Frederick, and School Street work. This is a long shot.

We have approved a proposal for city-wide crack fill. This is expected to occur mid-summer, followed by lane markings in the late summer or fall.

2024 Winchester Village street reconstruction is ready for close out. Concrete and restoration have been addressed for punch list items. We will conduct a final review and look to issue final payments and USDA reports.

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.

Note that there are many concerns about ditching in the area. Overall, drainage is much improved. However, there have been some changes. With the area very wet and relatively flat, the ditch grades are not steep. However, they are consistent and without barriers. This has resulted in water generally flowing through all areas almost all the time due to the high water table and the discharge of sump pumps. Previously, some ditches would dry out, but this was generally the result of upstream damming effects of culverts that were retaining standing water.

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

✓ **SEWER REHABILITATION PROGRAM** *(Update)*

Dependable Sewer is about to commence 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**

	<b>Manholes Numbers</b>	<b>Footage</b>
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 complete. This should close out concurrently with the road work in Winchester Village.

✓ **WATER PLANS** *(No Change of Status)*

The timeframe for review of proposals and commencement of work is likely to be the beginning of the fourth quarter this year. The previous report follows.

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** (*Business Item*)

We met again with DLZ staff on May 21<sup>st</sup> and we now have a proposal for a complete sewer plan that will account for capital improvements, maintenance, inflow/infiltration monitoring, and future data management. The preproposal, totaling \$124,100 in services, as well as a resolution, are included in the packet.

The proposal has two large components, with half of the scope being the monitoring of sewer flows in three districts. Note that the districts with specific requirements for monitoring include downtown, the Heritage Village area, and Miller/Elms. These are areas of current and future capacity concern. I recommend approving the full proposal with the understanding that Genesee County may be able to offer these services more efficiently through a similar program that they are bidding out now.

We seek this service to establish a base line of the system that will include monitoring flows at key points, continuing to update GIS, identify areas of limited capacity, prioritize areas for inflow reduction, and detail future maintenance schedules.

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** (*No Change of Status*)

A float has been installed which will supply critical well measurements. In addition, we have affirmed that we can force discharge into the interceptor, even if we are operating at capacity. We also installed an electrical connection that enables use of one of our existing portable generators. Rob is now considering options for a bypass pump, but the size of the wet well may not permit this option. 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)*

We are supposed to be at the top of the list for this service to continue this spring. The wait continues, and the weather seems agreeable. I am not pleased with this contractor and feel they are not in good standing. The upside is that we have not made payment. Rob is working on a replacement contractor, either one that can take on the existing contract for the quoted price or through a bidding for new services.

If they do not proceed in good faith by July 1, I will recommend we engage another contractor.

✓ **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** (*Update*)

The summer newsletter is due to go out the first week of July! Let me know if you have content!

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

This will be a standing section of the report that provides a consolidated list for a brief status on public and private construction/developmental projects in the city. 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**. Work is underway, with forestry already complete. The cooperative project for Bristol Road is expected to undergo surfacing in August, a change from the stated timeline of late June. 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**. 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 (ordered), Elms Park pickleball nets (July order), Abrams forestry (October), a replacement sign at Abrams, Genesee County Park Ranger patrols (pending county action) at Elms Park, and ongoing interpretive signs. Signs are awaiting availability of the historical society to furnish content.
8. **(Update) New Businesses**. The vacant land between Little Caesars and Gil-Roys has sold, but we have no indication of the use. The property across from Gil-Roys is reported to be sold, with a potential food market store moving into the former Rite-Aid and offices for Gordon Food Service occupying the west end. Permits are being pulled for interior work for the downtown bookstore.
9. **Mundy Megasite**. I have nothing new to report. The media has identified the site as a candidate for use by Western Digital, a technology producer. We have met with the MEDC regarding this matter and 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. It is not clear that any such effort will be led by the state. However, at an economic summit on June 5<sup>th</sup>, there appeared to be some consensus by some county and local officials that such an effort is needed.
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. **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. The **Cage Fieldhouse** may be getting a resurfaced parking lot and/or a new drive. The school is working with the city on this, but there have not been any formal reviews yet.

14. **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 and we do have some folks taking tours!

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

We have a new liaison for some of our MEDC projects. Joshua Prusik is taking over for Charles Donaldson. Some of you may have seen both of these outstanding gentlemen at our Cosmos ribbon cutting.

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. We have had a few requests for the RFQ, one walk through, and a couple consultations so far! 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 26<sup>th</sup> as part of a Halloween/course kick off attraction.

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

✓ **OTTERBURN PARK DEVELOPMENT** *(No Change of Status)*

The site is working its way through federal reviews for compliance with NEPA and a number of other requirements. This is likely to be done at the same time as Mundy and Grand Blanc Township, who we share the HUD funds with. Since we are ahead of them in the development of our plans, this may take a little time. However, Genesee County Parks and Recreation and Genesee County Metropolitan Planning Commission are assisting, and things appear to be in order. The previous report follows.

It appears we may be able to avoid expansive water detention work. However, adding utility connections to the plan made the cost even higher. It is not clear that there are any scope items that can be cut to make this more affordable. We may need to conduct the bid and see where things land. The previous report follows.

The engineer presented a preliminary plan to the park board on April 15<sup>th</sup>. 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 11<sup>th</sup> 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 included the most recent concept, pricing, and engineering proposal in the April 28 meeting packet.

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

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** *(Update)*

Staff met with the DDA chair and a prospective provider of lighting and sound installation services. We should know more in the coming weeks. This keeps us on the early 2026 construction timeline. The previous report follows.

We have formalized the \$75,000 in MSHDA grant funds. We are working on an application to the crowdfunding program, which should be automatic. However, we need to complete the budget prior to taking this step.

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.

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

Resurfacing of Crosscreek Drive is scheduled for the end of July. The HOA is going to pay for a 4" resurfacing. We expect to offer in-kind engineering services to observe the project and to mark areas where full depth repairs may be needed. Doing so will ensure a longer lasting road and provide objective data on the road condition, should the city be asked to take it over. The previous report follows.

The HOA was not able to meet on May 13<sup>th</sup> as planned, but was able to convene on May 20 to discuss next steps. It sounds like they are desirous of taking formal steps to consider city ownership of the streets. I recommended that they send a written request to the city council, signed by the homeowners association, that indicates their conceptual terms and conditions for such a potential transfer. The council can then review this and decide if and how to proceed. The previous report follows:

I met with the HOA street committee on February 24<sup>th</sup> and March 24<sup>th</sup> 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.

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

Staff have passed along concern at the number of missed collections and the lack of response in many cases from Priority. There is cause for concern that this provider is not living up to the same standard as GFL. I will be monitoring this more closely.

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.

✓ **RENTAL INSPECTIONS** *(Update)*

We are looking to transfer rental inspections to our paid-on-call firefighters. The reason for doing so is to add more scheduling slots for owners/residents to benefit from, to control costs, and to further integrate the fire department into the community. We believe FD will be respected and approachable in this role.

This transition is agreeable to the department staff, and should be very easy to transfer over from the staff at Mundy Township. However, the Fire Board was not comfortable with the expanded duties and requested more information at the Fire Board meeting on June 17<sup>th</sup>. I will look to provide this information, but I am working on a potential backup plan.

In the meantime, our rental program is stalled.

✓ **GENESEE COUNTY FORECLOSURES (Update)**

As of writing, there are no claims against any of the foreclosed properties. I am attempting to learn whether any potential action is required of council prior to the July 1 deadline. The previous report follows.

I included a list of four foreclosures in the May 27<sup>th</sup> city council packet that may be purchasable by the city. In summary, the sole property that I would recommend for acquisition is the Wade Street property, though this may be slated for demolition by the Land Bank. The previous report follows.

The properties include two vacant units in Carriage Commons, 7484 Wade (auto repair facility), and the vacant land across from the old elevator (5200 Morrish Road). In accordance with the memorandum, I have made inquiries to the county treasurer to get more information about the properties and to establish an 'interest' in acquiring them.

As of writing, I am not recommending any formal action or declaration of an intention to buy. Note that acquiring parcels now is not expected to be done by municipalities in the amount of outstanding taxes only, but by something approximating a justifiable market (or perhaps distressed) value.

With that said, all of the properties are likely compromised and could be acquired for substantially less than comparable due to dissimilar circumstances. The Luea Lane properties have been found to be unbuildable in their current configuration, which is why they have not been built on. This is due to the presence of underground conflicts. However, it is possible that multiple units could be acquired and consolidated into a lesser number of units that are buildable through amendment of the master deed.

With that said, it is POSSIBLE that the city could acquire these for the amount owed in taxes and potentially ADD value through the stated process, creating a buildable lot. This is an opportunity to add another home into the neighborhood and city. However, there is not an observable deficiency, blight, or other issue to correct.

Concerning the Morrish Road property, this is likely contaminated and may be involved with the oil spill cleanup (and expense State of Michigan lien) from a couple years back. This would have the two-fold impact of negating both the use value and exchange value. The city could look to acquire this cheaply, but it is less obvious to what productive use or corrective action we could proceed with.

Wade Street is a different matter in my opinion. This property is out of place in the neighborhood due to its industrial use. It is often under code enforcement for site conditions and is likewise a nuisance in what is otherwise a residential, downtown neighborhood. Given the challenging site conditions for operations, almost certain contamination, and the likelihood that the city would raze this building/business, there is a strong case to be made that the exchange value here is extremely low and the public value higher (assuming cleanup/removal). This is one to keep our eye on.

✓ **PARK RANGER SERVICES (Update)**

We await potential approval of the service agreement by the county. I expect patrols to start the first weekend following said approval. For details, see the June 9, 2025 packet.

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

✓ **MONTHLY REPORTS** *(Update)*

Monthly reports are included.

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

✓ **PLANNING COMMISSION** *(Update)*

The Planning Commission has not met since March, and I do not have business for any future meeting. Their next meeting is scheduled for July 1, 2025.

✓ **DOWNTOWN DEVELOPMENT AUTHORITY** *(Business Item)*

The DDA met on June 12 to kick off the DDA plan amendment process. This included a recommendation for the council to consent to an ordinance update that allows for the amendment, and to schedule the required public hearings. I am including a resolution to do so for the July 28 city council meeting.

The purpose of the amendment is to extend the existence of the DDA beyond the original 30 year timeframe. While keeping the boundaries, purpose, and goals and revenue structure the same, the DDA will be able to afford to accomplish more by extending their ability to collect tax increment revenues into the future. This will allow for bonding to engage in more large scale projects. The change is heavily supported by the DDA Board and CIB Planning.

Their next regularly scheduled meeting is set for July 10, and that is their annual meeting.

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

There is a use variance to consider permitting first floor residential at 7538 Miller Road in the Central Business District. This is scheduled to be deliberated at the July 16, 2025 meeting.

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

Park board met on June 17th. In addition to updates, they discussed Otterburn Park plans. There are some follow up questions to the designer regarding the bathroom and pavilion finishes and materials. Otherwise, the plan is largely finalized. The projected budget is high, about \$100,000 over the expected budget.

The board was introduced to the concept of the fitness stations as provided by the National Fitness Council. The idea is to place a fitness plaza in visible and well traveled park areas to allow individuals and groups the opportunity to engage in self-guided or group guided fitness and training activities. The park board liked the concept but felt the price tag, at \$200,000 local share, was too high. The popular location was thought to be Bicentennial Park, with the potential to use similar and more affordable equipment.

The board also discussed the slip and slide (set for Saturday, July 26<sup>th</sup> at Elms) and the new signs, which seem agreeable.

Their next regular meeting is Tuesday, July 15, 2025 at 5:30pm.

✓ **BOARD OF REVIEW (Update)**

The Board of Review is scheduled to meet on Tuesday, July 22<sup>nd</sup> at 130pm for qualified errors and poverty exemptions.

✓ **CLERK'S OFFICE/ELECTION UPDATE (Kraft) (No Change of Status)**

- ❑ Routine duties include record management, publications, FOIA requests, human resources, ordinance codification, payroll approval, solicitation permits, recording secretary, maintaining the cemetery registry, helping to maintain the website, Keeper of the City Seal, Board of Review, and everything related to elections.
- ❑ As of today, we do not have an election in 2025.

✓ **DEPARTMENT OF COMMUNITY SERVICES UPDATE (Bincsik) (No Change of Status)**

- ❑ DPS continues to GPS water and sewer assets.
- ❑ DPS continues to update water meter transponders, registers and meters as needed.
- ❑ DPS has completed the repair of the merry go round at Abrams Park.
- ❑ DPS was busy helping facilitate Hometown Days. From a DPS perspective the event came off excellent.
- ❑ DPS is working to clean up the south end of Abrams Park along the fence lines.
- ❑ The annual Consumer Confidence Report is completed and will be distributed in the next week.
- ❑ The meter can and electrical panels were installed on Holland Dr. for the electric vehicle chargers.
- ❑ Aqua-Line will be here June 26-27 to perform an acoustic leak detection on the water system.

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

Fiscal year end is quickly approaching along with property tax season just around the corner. 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) (No Change of Status)**

- ❑ On May 20th we had Cosmos in the Creek ribbon cutting at Elms Park. The Swartz Creek Area Chamber of Commerce headed up the event and representatives from the City and the Michigan Economic development Corporation were in attendance with 20 residents.
- ❑ 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.
- ❑ Methodist Church: The marketing RFQ is out.
- ❑ EV Chargers Apple Energy is set to install four chargers at 5031 Holland Rd. The power drop should be coming next week.
- ❑ The City has purchased the services of Formstack which is an online form that the city will be using for food truck applications, back ground checks and complaint forms. This will provide an easy and more efficient way of exchanging information between the city and residents.

- ❑ The Movie Night Series dates have been set for the summer. We have several organizations and businesses volunteering for each night except for July 11<sup>th</sup>. Dort FCU June 27<sup>th</sup>, ELGA CU July 25<sup>th</sup> and Girl Scouts August 8<sup>th</sup>.

## NEW BUSINESS / PROJECTED ISSUES & PROJECTS

### ✓ **APPOINTMENTS (Update)**

There are a number of appointments for which the terms end on June 30. Mayor Henry recommends continuing appointments will all but two positions, which he has consulted and believes it is best to seek new appointees. One such position is on the Planning Commission and another is on the Downtown Development Authority.

### ✓ **MML LOSS CONTROL VISIT AND RATIOS (Update)**

I am including our MML Pool and Fund Loss Control Services letter. This statement captures the city's risk assessment as provided by our liability provider. In short, we are doing outstanding, with loss ratios lower than normal and decreasing over time. This means that we have claims filed by us and against us in amounts below industry standards.

I am very pleased with these results. I would be lying if I said that luck, good or bad, has nothing to do with it. Chance certainly does. However, we work closely with our loss control inspectors and advisors to look at our facilities, practices, policies, training, and culture to do the best we can to limit injuries by our employees and the public, to operate safely, and to employ a shared goal of safe conduct throughout our operations.

Note that the review resulted in "no new loss control recommendations" for the first time in memory. However, we will be registering for the Lezage Training Center and focusing on more routine, relevant training options. The last training module that they offered was less than ideal.

### ✓ **WORKERS COMPENSATION PROPOSAL (Business Item)**

Our workers compensation invoice is in from the MML. As noted with our loss control visit, our experience modifier and claim history is outstanding. As such, the \$17,116 invoice is only due in the amount of \$7,112. I am including the declaration page and a resolution to continue. Given our very positive experience with MML coverage, service, loss control consultations, and high dividends, I recommend we proceed.

### ✓ **SWARTZ CREEK WOMEN'S CLUB DONATION (Update)**

The Swartz Creek Women's club will be at the meeting to present a donation to the Metro Police Authority to support community programming!

### ✓ **SWARTZ CREEK AREA FIRE DEPARTMENT 100<sup>TH</sup> ANNIVERSARY (Update)**

There was a ceremony with many notable speakers, after the Hometown Days Parade. This is quite an extraordinary event! The Mayor has included a resolution to commemorate the 100<sup>th</sup> anniversary of the fire department.

### ✓ **FISCAL YEAR 2025 BUDGET ADJUSTMENTS (Update)**

As of writing, I do not have a complete set of budget adjustments. However, I do expect to distribute these prior to the meeting with enough time for folks to review them. The city is



expected to approve and FY2025 budget adjustments prior to the end of the fiscal year on June 30<sup>th</sup>.

Based on drafts so far, the adjustments are small and generally positive. Many revenues are to be recorded higher, with some expenses up or down by relatively small margins. Overall, I expect to see the projections improve from the mid-year budget adjustments as it relates to revenues improving over expenses.

If required, we can extend our meeting Monday or call a special meeting to review the distribution when it is ready. However, I think the scale and implications of the adjustments do not warrant that. I have prepared an affirmative resolution.

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

*Orienteering Course:* I am working with Walt to replace these medallions. We appear to be close to getting new material in the ground.

*I-69:* Repairs to the I-69 ramp over the Swartz Creek are imminent.

*Events:* The Summer Concert Series and Family Movie Night schedules are out. The Makers Market is proceeding, the first car show occurred, and the Summer Bash is set for this Saturday.

**City of Swartz Creek  
RESOLUTIONS**

**Regular Council Meeting, Monday, June 23, 2025, 7:00 P.M.**

**Motion No. 250623-4A**

**MINUTES – JUNE 9, 2025**

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

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Tuesday, June 9, 2025, to be circulated and placed on file.

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

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

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

**Motion No. 250623-5A**

**AGENDA APPROVAL – JUNE 23, 2025**

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

**I Move** the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of June 23, 2025, to be circulated and placed on file.

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

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

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

**Motion No. 250623-6A**

**CITY MANAGER'S REPORT**

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

**I Move** the Swartz Creek City Council accept the City Manager's Report of June 23, 2025, including reports and communications, to be circulated and placed on file.

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

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

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

**Motion No. 250623-6B**

**RESOLUTION RECOGNIZING THE 100<sup>TH</sup> ANNIVERSARY  
OF THE SWARTZ CREEK AREA FIRE DEPARTMENT**

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

**WHEREAS**, the origins of fire protection in the Swartz Creek community began with the formation of the Swartz Creek Area Fire Association in 1925, established by civic-minded individuals committed to protecting life and property; and

**WHEREAS**, over time, the Swartz Creek Area Fire Association evolved in structure and capacity, becoming the Swartz Creek Area Fire Department (SCAFD), a modern and



professional organization serving the City of Swartz Creek and neighboring municipalities;  
and

**WHEREAS**, for 100 years, the men and women of the department—both past and present—have dedicated themselves to the highest standards of emergency service, demonstrating courage, integrity, and an unwavering commitment to the safety of the community; and

**WHEREAS**, the SCAFD has continually adapted to meet the demands of a growing population, incorporating advanced technology, specialized training, and regional cooperation into its daily operations; and

**WHEREAS**, the 100th anniversary of the Swartz Creek Area Fire Department provides a meaningful opportunity to reflect upon its rich history, honor its members, and celebrate a century of service to the public good;

**NOW, THEREFORE, BE IT RESOLVED**, that the Swartz Creek City Council hereby formally recognizes the 100th anniversary of the Swartz Creek Area Fire Department and expresses its profound appreciation to all who have served throughout its history; and

**BE IT FURTHER RESOLVED**, that the City Council commends the Department's continued commitment to excellence and public safety, and extends its heartfelt gratitude for a century of steadfast service to the Swartz Creek community; and

**BE IT FINALLY RESOLVED**, that a copy of this resolution be presented to the Swartz Creek Area Fire Department to be entered into the historical record as a tribute to its enduring legacy.

Adopted this 9th day of June, 2025 by the Swartz Creek City Council.

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

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

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

**Resolution No. 250623-8C**

**RESOLUTION TO APPROVE COMMISSION  
APPOINTMENTS**

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

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

**WHEREAS**, there exists multiple vacancies in such positions; and

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

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

- |                     |  |                      |
|---------------------|--|----------------------|
| <b>#250623-8D1</b>  | <b><u>MAYOR APPOINTMENT:</u></b><br>Park Board<br>Three year term, expiring June 30, 2028                        | <b>Dennis Cramer</b> |
| <b>#250623-8D2</b>  | <b><u>MAYOR APPOINTMENT:</u></b><br>Park Board<br>Three year term, expiring June 30, 2028                        | <b>Mark Gonyea</b>   |
| <b>#250623-8D3</b>  | <b><u>MAYOR APPOINTMENT:</u></b><br>Park Board<br>Three year term, expiring June 30, 2028                        | <b>Edmond Bosas</b>  |
| <b>#250623-8D4</b>  | <b><u>MAYOR APPOINTMENT:</u></b><br>Planning Commission<br>Three year term, expiring June 30, 2028               | <b>Kelli Melen</b>   |
| <b>#250623-8D5</b>  | <b><u>MAYOR APPOINTMENT:</u></b><br>Planning Commission<br>Three year term, expiring June 30, 2028               | <b>Bud Grimes</b>    |
| <b>#250623-8D6</b>  | <b><u>MAYOR APPOINTMENT:</u></b><br>Planning Commission<br>Three year term, expiring June 30, 2028               |                      |
| <b>#250623-8D7</b>  | <b><u>MAYOR APPOINTMENT:</u></b><br>Board of Review<br>Three year term, expiring June 30, 2028                   | <b>Wanda Tyler</b>   |
| <b>#250623-8D8</b>  | <b><u>MAYOR APPOINTMENT:</u></b><br>Board of Review<br>Three year term, expiring June 30, 2028                   | <b>Kenneth Brill</b> |
| <b>#250623-8D9</b>  | <b><u>MAYOR APPOINTMENT:</u></b><br>Zoning Board of Appeals Alternate<br>Three year term, expiring June 30, 2025 | <b>Mark Gonyea</b>   |
| <b>#250623-8D10</b> | <b><u>MAYOR APPOINTMENT:</u></b><br>Downtown Development Authority<br>Four year term, expiring June 30, 2025     | <b>James Barclay</b> |
| <b>#250623-8D11</b> | <b><u>MAYOR APPOINTMENT:</u></b><br>Downtown Development Authority<br>Four year term, expiring June 30, 2025     |                      |

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

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

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

**Resolution No. 250623-8D**

**RESOLUTION TO APPROVE ANNUAL COVERAGE AND  
PAYMENT FOR WORKERS COMPENSATION INSURANCE  
TO MEADOWBROOK**

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

**WHEREAS**, the City of Swartz Creek has a need to provide workers compensation benefits to employees that work in various job classifications; and

**WHEREAS**, the City of Swartz Creek is a part of the Michigan Municipal League Workers Compensation Fund; and

**WHEREAS**, the City of Swartz Creek has a positive history in working with the MML as it relates to loss control consultation services, coverage for claims, and pricing; and

**WHEREAS**, Ordinance Section 2-402 provides for the employment of professional services upon approval by the city council.

**NOW, THEREFORE, BE IT RESOLVED**, the City of Swartz Creek appropriate and approve payment for an amount of \$7,112 to Michigan Municipal League Worker Compensation Fund, funds to be apportioned to reflect departmental coverage as noted in the invoice.

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

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

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

**Resolution No. 250623-8E**

**RESOLUTION TO APPROVE THE PROFESSIONAL  
SERVICES AGREEMENT WITH DLZ FOR SEWER  
SERVICES**

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

**WHEREAS**, the City of Swartz Creek City Council owns, operates and maintains a sanitary sewer system; and

**WHEREAS**, the City has a need to update or recreate a new capital improvement plan and maintenance plan that takes into account forecasted capacity needs, inflow & infiltration reductions, inspections, and potential lining, and;

**WHEREAS**, the City uses DLZ, a prequalified full-service professional engineering company, for sewer mapping and miscellaneous sewer system consultation services

**NOW THEREFORE, BE IT RESOLVED** the City of Swartz Creek City Council hereby approves the Proposal to Assess Sanitary Sewer Hydraulic Capacity from DLZ as included in the June 23, 2025 city council packet.

**BE IT FURTHER RESOLVED** the City of Swartz Creek City Council authorizes and directs the Mayor to execute said proposal on behalf of the City.

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

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

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

**Resolution No. 250623-8F**

**RESOLUTION TO ESTABLISH A PUBLIC HEARING AND TO  
DISTRIBUTE NOTICES THEREOF AS IT RELATES TO AN  
UPDATE TO THE DOWNTOWN DEVELOPMENT  
AUTHORITY DEVELOPMENT AND TAX INCREMENT  
FINANCING PLAN**

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

**WHEREAS**, the State of Michigan Downtown Development Authority Act P.A. 57 of 2018 authorizes a City to establish a Downtown Development Authority when it is in the best interests of the public to halt property value deterioration and increase property tax valuation, where possible, in its business district; to eliminate the causes of that deterioration; to promote economic growth; and

**WHEREAS**, the Swartz Creek Downtown Development Authority was created twenty years ago and is set to dissolve after the 2036 calendar year; and,

**WHEREAS**, the DDA has only recently realized sufficient tax increment financing revenues suitable to impacting change in the downtown; and,

**WHEREAS**, the timeframe for remaining revenues is found to be insufficient to granting TIF incentives and/or borrowing to address larger investments; and

**WHEREAS**, CIB Planning has been retained to update the DDA Development and Tax Increment Financing Plans in order to extend the existence of the Swartz Creek DDA as a TIF capable entity; and

**WHEREAS**, Section 125.4203 of the act requires an ordinance be adopted by the Swartz Creek City Council indicating the jurisdictional area meets certain legislative requirements and to set a date and time for a public hearing concerning amendment of the DDA Plan; and

**WHEREAS**, the Swartz Creek Downtown Development Authority resolved to recommend proceeding with an amendment, an ordinance update, and a public hearing at their meeting on June 12, 2025.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Swartz Creek DDA finds there is a public need to amend the length or term of the current DDA Plan to halt property value deterioration and increase property tax valuation, where possible, in its downtown business district; to eliminate the causes of that deterioration; and to promote economic growth;

2. That the proposed DDA Plan amendment will not change the boundaries of the DDA District;
3. That the amended plan maintains a potential project list; and
4. That the Swartz Creek City Council authorizes advancement of the DDA Development and TIF Plan amendment and ordinance and hereby establishes a public hearing regarding the plan amendment and notify the taxing jurisdictions, providing an opportunity to ask questions of, or meet with, the City concerning the plan amendment, said hearing to occur at the regular City Council meeting of July 28, 2025 at 7pm.

**BE IT FURTHER RESOLVED** the City of Swartz Creek City Council authorizes and directs the City Clerk to distribute the notice in accordance with applicable law.

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

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

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

**Resolution No. 250623-8G**

**RESOLUTION TO APPROVE FISCAL YEAR 2025 BUDGET AMENDMENTS AND ADJUSTMENTS**

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

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

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

**WHEREAS**, the City Council has reviewed the City's 2024 - 2025 Fiscal Year Budget and comparative year-to-date balance sheet of expenses and revenues, and finds that it is not in deficit; however, certain department activity line items may be in deficit.

**WHEREAS**, the City Council has received a Budget Amendment Summary; and

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

**WHEREAS**, said supplemental documentation shows the new proposed revenue and expenditures changes by account number.

**THEREFORE BE IT RESOLVED**, the Swartz Creek City Council hereby authorizes and directs the city manager or his designee to make all necessary end-year budget adjustment amendments to all city funds in accordance with the supplemental documentation (pages \_\_\_\_ to \_\_\_\_ ) attached.

**BE IT FURTHER RESOLVED**, the Swartz Creek City Council hereby authorizes and directs the City Manager or his designee to make all necessary year-end budget adjustment amendments.

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

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

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

**Motion No. 250623-11A**

**ADJOURN**

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

**I Move** the Swartz Creek City Council adjourn the regular council meeting of June 23, 2025.

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

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

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

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE REGULAR COUNCIL MEETING  
DATE June 9, 2025**

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

Invocation and Pledge of Allegiance.

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

Councilmembers Absent: Melen, Hicks.

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

Others Present: Metro PD Chief Bade, Dennis Cramer, Jeff Kelley.

Others Virtually Attended: None.

Motion by Krueger, second by Gilbert to excuse Councilmember Melen and Mayor Pro Tem Hicks.

A unanimous voice vote.

**APPROVAL OF MINUTES**

**Resolution No. 250609-01**

**(Carried)**

Motion by Councilmember Spillane  
Second by Councilmember Krueger

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

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

**APPROVAL OF AGENDA**

**Resolution No. 250609-02**

**(Carried)**

Motion by Councilmember Krueger  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council approve the Agenda as printed for the Regular Council Meeting of June 09, 2025, to be circulated and placed on file.

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

### **CITY MANAGER'S REPORT**

#### **Resolution No. 250609-03**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Knickerbocker

**I Move** the Swartz Creek City Council accept the City Manager's Report of June 09, 2025, including reports and communications to be circulated and placed on file.

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

**MEETING OPENED TO THE PUBLIC:** None.

### **COUNCIL BUSINESS:**

### **RESOLUTION TO APPROVE COMMISSION APPOINTMENT**

#### **Resolution No. 250609-04**

**(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:



**#250609-8A1**

**MAYOR APPOINTMENT:**

**Dennis Cramer**

Park Board

Remainder of three year term, expiring June 30, 2025

Discussion Ensued.

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

NO: None. Motion Declared Carried.

**RESOLUTION TO APPROVE A PARK FEE/DEPOSIT WAIVER FOR USE OF ABRAMS PARK FOR A NON-PROFIT EDUCATIONAL EVENT**

**Resolution No. 250609-05**

**(Carried)**

Motion by Councilmember Spillane

Second by Councilmember Gilbert

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

**WHEREAS**, the Friends of Abrams Park holds a reservation for pavilion #2 at Abrams Park on June 21, 2025 for the purpose of holding a publicly available educational event, "A Heavy Hobby"; and

**WHEREAS**, the Friends of Abrams Park group is a recognized non-profit operating in Swartz Creek that meet the requirements for reservation waivers; and

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

**WHEREAS**, the City Council finds the Friends of Abrams Park, to be a qualifying group with a qualifying activity.

**NOW, THEREFORE, BE IT RESOLVED**, the Swartz Creek City Council hereby approves the waiver of all fees for the June 21, 2025 pavilion reservation in Abrams Park.

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

NO: None. Motion Declared Carried.

**RESOLUTION TO APPROVE ANNUAL COVERAGE AND PAYMENT FOR GENERAL AND LIABILITY INSURANCE OF THE CITY TO MEADOWBROOK**

**Resolution No. 250609-06**

**(Carried)**

Motion by Councilmember Krueger

Second by Councilmember Knickerbocker

**WHEREAS**, the City of Swartz Creek has a need to insure property, equipment, and services that it owns and provides; and

**WHEREAS**, the City of Swartz Creek has been engaged in risk management with the Michigan Municipal League Liability and Property Pool, as serviced by Meadowbrook Insurance Group since 1986; and

**WHEREAS**, the City of Swartz Creek finds this professional service to meet or exceed financial expectations, as well as the staffing and service needs of the city; and

**WHEREAS**, Ordinance Section 2-402 provides for the employment of professional services upon approval by the city council.

**NOW, THEREFORE, BE IT RESOLVED**, the City of Swartz Creek appropriate and approve payment for an amount not to exceed \$49,925 to Michigan Municipal League Meadow Brook Insurance, payment of the City's annual 2025-2026 premiums for property and liability insurance, funds to be apportioned to reflect departmental coverage as noted in the invoice.

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

NO: None. Motion Declared Carried.

## **RESOLUTION TO APPROVE THE UPDATED PERSONNEL POLICIES MANUAL**

**Resolution No. 250609-07**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Krueger

**WHEREAS**, the City of Swartz Creek desires to develop and maintain a qualified, talented, and motivated workforce of professional staff, as well as to uphold the highest standards of ethics and excellence for all such staff, elected officials, and other officials; and

**WHEREAS**, Section 7.2(c) of the City Charter enables the administrative service to further promulgate rules related to the administration and establishment of policy for city staff; and,

**WHEREAS**, the City Council finds that a complete set of personnel policies, including a code of ethics, as established by resolution, is a necessary component of achieving the noted goals; and,

**WHEREAS**, city staff and the city attorney have drafted, revised, and recommended approval of the Personnel Policy, also known as the Employee Handbook, as included and approved in the city council packet of November 23, 2015; and,

**WHEREAS**, the city manager and city attorney updated and revised the manual to include supplemental policies not already codified, general employment practices from individual and collective bargaining agreements, legal reforms, and new best practices

**NOW, THEREFORE, BE IT RESOLVED THAT** the Swartz Creek City Council approves the restated Personnel Policies Manual of the City of Swartz Creek, as amended, and directs city staff to circulate the handbook to all city staff, elected officials, and other applicable officials of the city.

Discussion Ensued.

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

## **RESOLUTION TO APPROVE THE TREASURER PROFESSIONAL SERVICES AGREEMENT**

**Resolution No. 250623-08**

**(Carried)**

Motion by Councilmember Knickerbocker  
Second by Councilmember Krueger

**WHEREAS**, section 4.2 of the City Charter provides the appointive office of Treasurer shall be filled by the City Manager with approval of the City Council; and

**WHEREAS**, section 7.4 of the City Charter provides for the fundamental duties of the Treasurer; and

**WHEREAS**, the City of Swartz Creek City Council approved the agreement with Amy Nichols, the City Treasurer on August 28, 2023, to provide for conditions and provisions of employment; and

**WHEREAS**, the conditions of employment for department heads and exempt employees are largely established in a consistent and universal manner in the adopted Personnel Policies Manual, and;

**WHEREAS**, Mrs. Nichols and the City have come to an agreement on specific terms and conditions regarding the City's appointment of her to the office of Treasurer.

**NOW, THEREFORE BE IT RESOLVED** that the City of Swartz Creek approve the Agreement between the City of Swartz Creek and Amy Nichols as included herein, and

further authorize the Mayor and City Clerk to execute the agreement on behalf of the City.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

## **RESOLUTION TO APPROVE THE CITY CLERK PROFESSIONAL SERVICES AGREEMENT**

**Resolution No. 250623-09**

**(Carried)**

Motion by Councilmember Spillane

Second by Councilmember Gilbert

**WHEREAS**, section 4.2 of the City Charter provides the appointive office of Clerk shall be filled by the City Manager with approval of the City Council; and

**WHEREAS**, section 7.3 of the City Charter provides for the fundamental duties of the Clerk; and

**WHEREAS**, the City of Swartz Creek City Council approved the agreement with Renee Kraft, City Clerk, on August 28, 2023, to provide for conditions and provisions of employment; and

**WHEREAS**, the conditions of employment for department heads and exempt employees are largely established in a consistent and universal manner in the adopted Personnel Policies Manual, and;

**WHEREAS**, Mrs. Kraft and the City have come to an agreement on specific terms and conditions regarding the City's appointment of her to the office of Clerk.

**NOW, THEREFORE BE IT RESOLVED** that the City of Swartz Creek approve the Agreement between the City of Swartz Creek and Renee Kraft as included herein and further authorize the Mayor and City Clerk to execute the agreement on behalf of the City.

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

NO: None. Motion Declared Carried.

## **RESOLUTION TO APPROVE THE PROFESSIONAL SERVICES AGREEMENT WITH THE CITY MANAGER**

**Resolution No. 250623-10**

**(Carried)**

Motion by Councilmember Krueger  
Second by Councilmember Knickerbocker

**WHEREAS**, the City of Swartz Creek City Council approved the agreement with Adam Zettel, the City Manager on December 3, 2013, as amended and restated on June 27, 2022, to provide for conditions and provisions of employment; and

**WHEREAS**, the conditions of employment for department heads and exempt employees are largely established in a consistent and universal manner in the adopted Personnel Policies Manual, and;

**WHEREAS**, the Employer and City Manager seek to enter into a revised and restated agreement that will establish remaining terms and conditions of employment for continued relations.

**NOW THEREFORE, BE IT RESOLVED** the City of Swartz Creek City Council hereby approves the amended and restated Professional Services Agreement between the City and the Swartz Creek City Council and Adam Zettel, a copy of which is attached hereto.

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

## **RESOLUTION TO APPROVE THE PROFESSIONAL SERVICES AGREEMENT WITH DLZ FOR SEWER SERVICES**

**Resolution No. 250623-11**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Krueger

**WHEREAS**, the City of Swartz Creek City Council owns, operates and maintains a sanitary sewer system; and

**WHEREAS**, DLZ created a program by which the city inspects commercial kitchens and related facilities in the city for compliance with fat, oil, and grease standards (FOG), and;

**WHEREAS**, the Department of Public Services conducts most inspections, but DLZ still works with new accounts and offers miscellaneous coordination, estimated to be about ten hours per fiscal year; and

**WHEREAS**, the City also uses DLZ for miscellaneous sewer system consultation services and expects to continue to do so until formal arrangements are made to audit the system and draft a new asset management plan, a service estimated to be about fifty hours per year.

**NOW THEREFORE, BE IT RESOLVED** the City of Swartz Creek City Council hereby approves the proposal from DLZ for FOG and as-needed sanitary sewer consulting services as included in the June 9, 2025 city council packet.

**BE IT FURTHER RESOLVED** the City of Swartz Creek City Council authorizes and directs the Mayor to execute said proposal on behalf of the City.

Discussion ensued.

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

NO: None. Motion Declared Carried.

**RESOLUTION TO APPROVE A MEMORANDUM OF UNDERSTANDING WITH THE GENESEE COUNTY PARKS AND RECREATION COMMISSION FOR PATROL OF ELMS PARK**

**Resolution No. 250623-12**

**(Carried)**

Motion by Councilmember Knickerbocker

Second by Councilmember Gilbert

**WHEREAS**, the City of Swartz Creek owns, operates, and maintains park facilities; and

**WHEREAS**, the City seeks a high degree of security, order, and comfort for all users of its parks, and;

**WHEREAS**, Elms Park has experienced high incidence of usage and observed use violations on summer weekends, and;

**WHEREAS**, the Genesee County Parks and Recreation Commission operates a Ranger Division that is professional, specialized, and reputable for maintaining safe and comfortable park environments, and;

**WHEREAS**, the Genesee County Parks and Recreation Commission and the City of Swartz Creek seek to enter into a memorandum of understanding that provides for terms and conditions relating to the provision of Park Ranger services in Elms Park during summer weekends.

**NOW THEREFORE, BE IT RESOLVED** the City of Swartz Creek City Council hereby approves the Memorandum of Understanding between the Swartz Creek City Council and the Genesee County Parks and Recreation Commission, a copy of which is attached hereto.

**BE IT FURTHER RESOLVED** the City of Swartz Creek City Council authorizes and directs the Mayor to execute said MOU on behalf of the City.

Discussion ensued.

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

**RESOLUTION TO AUTHORIZE APPLICATION TO THE MDOT CATEGORY B GRANT PROGRAM TO SUPPORT REHABILITATION OF SCHOOL STREET, FREDERICK STREET, AND CIVIC DRIVE**

**Resolution No. 250609-13**

**(Carried)**

Motion by Councilmember Spillane  
Second by Councilmember Krueger

**WHEREAS**, the City of Swartz Creek is applying for funding through MDOT from the Transportation Economic Development Category B Program to construct road rehabilitation on Civic Dr, School Street, and Fredrick Street.

**WHEREAS**, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

**NOW, THEREFORE, BE IT RESOLVED THAT**, the City has authorized Adam Zettel, City Manager, to act as agent on behalf of the City to request Transportation Economic Development Fund Category B Program funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award.

**BE IT FURTHER RESOLVED THAT**, the City attests to the existence of, and commits to, providing at least \$272,481 toward the construction costs of the project(s), and all costs for design, permit fees, administration costs, and cost overruns.

**BE IT FURTHER RESOLVED THAT**, the City commits to owning operating, funding and implementing a maintenance program over the design life of the facilities constructed with Transportation Economic Development Fund Category B Program funding.

Discussion ensued.

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

**MEETING OPENED TO THE PUBLIC:**

Dennis Cramer: Thanked Council for his appointment to Parks Board. Admires City Council for putting in place the nepotism clause.

Renee Kraft: Thanked Council for approving her agreement and stated she will serve Swartz Creek to the best of her ability.

**REMARKS BY COUNCILMEMBERS:**

Councilmember Gilbert : Questioned the noise ordinance.

Councilmember Spillane: Show and Tell and an ice cream social at the Historical Society this Wednesday at 7:00pm. Summer concerts start next week.

Mayor Henry: Suggested Council start thinking of Citizen of the Year; he is looking for suggestions. Apologized to Chief Bade for not recognizing the police on May 31.

Chief Bade: There is an open house on Tuesday, August 5 at the Police Station at 5240 Hill 23 Drive, Flint, with food provided by Redwood. Next Wednesday, the meeting is at 11:00am with lunch after.

**ADJOURNMENT**

**Resolution No. 250609-14**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Krueger

**I Move** the Swartz Creek City Council adjourn the regular meeting at 7:56 p.m.

Unanimous Voice Vote.

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**Nate Henry, Mayor**

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



# Public Works

## Monthly Work Orders

06/06/25

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
25-000045	RO10-004242-00G9-01	APPLE CREEK STATION	05/12/25	WATER QUALITY
COMPLETED		4242 ROUNDHOUSE # G9 RD	05/12/25	
CHIP25-0032	MO10-005099-0000-01	OBRIEN GARAGE	05/07/25	TREE CHIPPING
COMPLETED		5099 MORRISH RD	05/07/25	
CU25-000073	MO10-004278-0000-04	SWARTZ CREEK INVESTMENTS	05/15/25	CONTINUOUS USAGE
COMPLETED		4278 MORRISH RD	05/15/25	
CU25-000074	CH20-008506-0000-03	JONES, KELSEY	05/15/25	CONTINUOUS USAGE
COMPLETED		8506 CHESTERFIELD DR	05/15/25	
CU25-000075	DR10-000001-0000-01	HIGH SCHOOL, SWARTZ CREEK	05/16/25	CONTINUOUS USAGE
COMPLETED		1 DRAGON DR	05/16/25	
CU25-000076	CI10-008095-0000-01	PERKINS LIBRARY	05/19/25	CONTINUOUS USAGE
COMPLETED		8095 CIVIC DR	05/19/25	
CU25-000077	EL10-004311-0000-02	GREAT LAKES TACO, LLC	05/20/25	CONTINUOUS USAGE
COMPLETED		4311 ELMS RD	05/20/25	
CU25-000078	MI10-007030-0000-02	THE EVOLUTION CO. II, LLC	05/27/25	CONTINUOUS USAGE
COMPLETED		7030 MILLER RD	05/27/25	
FLAG25-0277	CI10-008083-0000-01	CITY OF SWARTZ CREEK	05/02/25	LOWER/RAISE FLAG
COMPLETED		8083 CIVIC DR	05/05/25	
FLAG25-0278	CI10-008083-0000-01	CITY OF SWARTZ CREEK	05/15/25	LOWER/RAISE FLAG
COMPLETED		8083 CIVIC DR	05/16/25	
FLAG25-0279	CI10-008083-0000-01	CITY OF SWARTZ CREEK	05/29/25	LOWER/RAISE FLAG
COMPLETED		8083 CIVIC DR	05/30/25	
GARB25-0022	SE20-005372-0000-01	FIRST BAPTIST CHURCH	05/14/25	PICK UP GARBAGE
COMPLETED		5372 SEYMOUR RD	05/14/25	
GARB25-0023	WI10-005132-0000-05	GIBBS, ALLISON	05/29/25	PICK UP GARBAGE
COMPLETED		5132 WINSHALL DR	05/29/25	
GWO25-0739	GR10-005238-0000-01	HUNT, KELLY	05/12/25	GENERIC WORK ORDER
COMPLETED		5238 GREENLEAF DR	05/12/25	
GWO25-0740	CI10-008095-0000-01	PERKINS LIBRARY	05/12/25	GENERIC WORK ORDER
COMPLETED		8095 CIVIC DR	05/14/25	
GWO25-0741	WI10-005363-0000-01	ABRAMS PARK	05/13/25	GENERIC WORK ORDER
COMPLETED		5363 WINSHALL DR	05/14/25	
GWO25-0742	HE10-005188-0000-02	TROMBLEY, SEAN	05/28/25	GENERIC WORK ORDER
COMPLETED		5188 HELMSLEY DR	05/30/25	
INSP25-000056	GR10-005311-0000-01	STRAUSS, MICHAEL	05/07/25	TREE INSPECTION
COMPLETED		5311 GREENLEAF DR	05/07/25	
LIMB25-0039	SE20-005331-0000-01	TREVILLIAN, C S	05/21/25	TREE LIMB DOWN
COMPLETED		5331 SEYMOUR RD	05/21/25	
LNDS25-0191	CI10-008083-0000-01	CITY OF SWARTZ CREEK	05/05/25	LANDSCAPING
COMPLETED	City Council Packet	8083 CIVIC DR	05/05/25	June 23, 2025

Work Order # Work Order Status	Location ID	Customer Name Service Address	Date Recd Date Comp	Type
LNDS25-0193 COMPLETED	OA10-009258-0000-02	HAUT, DAVID & ROBIN 9258 OAKVIEW DR	05/16/25 05/16/25	LANDSCAPING
LNDS25-0194 COMPLETED	WI10-005363-0000-01	ABRAMS PARK 5363 WINSHALL DR	05/19/25 05/20/25	LANDSCAPING
MNT25-0486 COMPLETED	WI10-005363-0000-01	ABRAMS PARK 5363 WINSHALL DR	05/08/25 05/08/25	BUILDING MAINTENANCE
MNT25-0487 COMPLETED	EL10-004125-0000-01	ELMS PARK 4125 ELMS RD	05/13/25 05/19/25	BUILDING MAINTENANCE
MNT25-0489 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	05/20/25 05/20/25	BUILDING MAINTENANCE
SAMP25-0101 COMPLETED	MO10-005121-0000-01	SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD	05/06/25 05/06/25	WATER SAMPLES
SAMP25-0102 COMPLETED	MO10-005121-0000-01	SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD	05/20/25 05/20/25	WATER SAMPLES
SI-000101 COMPLETED	MI10-008077-0000-02	KALLAS, JULIE 8077 MILLER RD	05/15/25 05/15/25	SIGNS
SI-000102 COMPLETED	MO10-005121-0000-01	SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD	05/13/25 05/13/25	SIGNS
STRT25-0168 COMPLETED	MI10-007287-0000-05	JAQUES, JAMES 7287 MILLER RD	05/05/25 05/05/25	STREET REPAIR
SWBK25-0112 COMPLETED	BR20-006419-0000-03	ROKE, SCOTT M 6419 BRISTOL RD	05/22/25 05/22/25	SEWER BACKUP
SWLK25-0029 COMPLETED	CH10-009112-0000-02	LAPORTE, JOSEPH 9112 CHELMSFORD DR	05/20/25 05/21/25	SIDEWALK REPAIR
SWLK25-0030 COMPLETED	CH10-009112-0000-02	LAPORTE, JOSEPH 9112 CHELMSFORD DR	05/21/25 05/21/25	SIDEWALK REPAIR
SWR25-0109 COMPLETED	SC20-005086-0000-05	BENNETT, ANNE 5086 SCHOOL ST	05/06/25 05/06/25	SEWER DRAIN PROBLEM
WBKU25-0067 COMPLETED	WI20-005117-0000-02	GUNNESON, MEAGEN 5117 WINSTON DR	05/07/25 05/07/25	WATER BACK UP-CHECK
WBKU25-0068 COMPLETED	WI20-005117-0000-02	GUNNESON, MEAGEN 5117 WINSTON DR	05/08/25 05/08/25	WATER BACK UP-CHECK
WMBK25-0137 COMPLETED	SE20-005194-0000-11	AMICK, JOHN 5194 SEYMOUR RD	05/12/25 05/12/25	WATER MAIN BREAK
WOFF25-2892 COMPLETED	CH20-009151-0000-01	PURVES, CAROL 9151 CHESTERFIELD DR	05/16/25 05/16/25	WATER TURN OFF
WOFF25-2893 COMPLETED	BI10-005176-0000-02	ADAMS, ANDREA 5176 BIRCHCREST DR	05/19/25 05/19/25	WATER TURN OFF
WOFF25-2894 COMPLETED	SE20-005187-0000-02	METCALFE, WILLIAM 5187 SEYMOUR RD	05/19/25 05/19/25	WATER TURN OFF
WOFF25-2895 COMPLETED	CH20-009184-0000-02	HERMAN, TRENT 9184 CHESTERFIELD DR	05/19/25 05/19/25	WATER TURN OFF
WOFF25-2896 COMPLETED	DA10-005141-0000-04	VIGIL, ANTHONY 42	05/19/25	WATER TURN OFF

Work Order # Work Order Status	Location ID	Customer Name Service Address	Date Recd Date Comp	Type
COMPLETED		5141 DAVAL DR	05/19/25	
WOFF25-2897 COMPLETED	WO10-005285-0000-04	BURGHARDT, FELICIA 5285 WORCHESTER DR	05/19/25 05/19/25	WATER TURN OFF
WOFF25-2898 COMPLETED	WI30-005441-0000-02	MAY, GARY 5441 WITNEY CT	05/19/25 05/19/25	WATER TURN OFF
WOFF25-2899 COMPLETED	DO10-005351-0000-02	CARRIER, JAMES 5351 DON SHENK DR	05/19/25 05/19/25	WATER TURN OFF
WOFF25-2900 COMPLETED	FI10-005036-0000-01	HENRY, CHRISTINE 5036 FIRST ST	05/19/25 05/19/25	WATER TURN OFF
WOFF25-2901 COMPLETED	WI20-005090-0000-04	DAVIS, GINA 5090 WINSTON DR	05/19/25 05/19/25	WATER TURN OFF
WOFF25-2902 COMPLETED	SE10-005044-0000-05	N Z REALITY LLC 5044 SECOND ST	05/20/25 05/20/25	WATER TURN OFF
WOFF25-2903 COMPLETED	SC20-005021-0000-15	GOSSETT, KATHLEEN 5021 SCHOOL ST	05/20/25 05/20/25	WATER TURN OFF
WOFF25-2904 COMPLETED	MA30-007553-0000-17	ROSS, KRISTOPHER 7553 MASON ST	05/20/25 05/20/25	WATER TURN OFF
WOFF25-2905 COMPLETED	AU10-006295-0000-04	BALISH, KRISTINA & BRIGGS, Z 6295 AUGUSTA ST	05/20/25 05/20/25	WATER TURN OFF
WOFF25-2906 COMPLETED	AU10-006343-0000-04	CUMMINGS, FRANCIS 6343 AUGUSTA ST	05/20/25 05/20/25	WATER TURN OFF
WOFF25-2907 COMPLETED	BI20-004176-0000-02	STEWART II, PAUL A 4176 BIRCH LN	05/20/25 05/20/25	WATER TURN OFF
WOFF25-2908 COMPLETED	LU10-009142-0000-01	BAILEY, PAULINE 9142 LUEA LN	05/20/25 05/20/25	WATER TURN OFF
WOFF25-2909 COMPLETED	IN10-008037-0000-05	FOREMAN, SHERIN 8037 INGALLS ST	05/20/25 05/20/25	WATER TURN OFF
WOFF25-2910 COMPLETED	MI10-007346-0000-03	BROWN, ARRON & ANNA 7346 MILLER RD	05/20/25 05/21/25	WATER TURN OFF
WOFF25-2911 COMPLETED	MP10-007259-0000-01	BROWN, ALLEN 7259 MAPLECREST CIR	05/21/25 05/21/25	WATER TURN OFF
WOFF25-2912 COMPLETED	SE20-005146-0000-02	ROE, HOWARD 5146 SEYMOUR RD	05/21/25 05/21/25	WATER TURN OFF
WPRESS25-000069 COMPLETED	CH20-009048-0000-05	DAVIS, MELISSA 9048 CHESTERFIELD DR	05/30/25 05/30/25	WATER PRESSURE
WTON25-1788 COMPLETED	SP10-004361-0000-04	FRYE, DOROTHY 4361 SPRINGBROOK DR	05/13/25 05/13/25	WATER TURN ON
WTON25-1789 COMPLETED	GR10-005273-0000-14	PINKSTON, KARAN 5273 GREENLEAF DR	05/21/25 05/14/25	WATER TURN ON
WTON25-1790 COMPLETED	CH10-009135-0000-03	PIKE, TRAVIS 9135 CHELMSFORD DR	05/19/25 05/19/25	WATER TURN ON
WTON25-1791 COMPLETED	CH20-009184-0000-02	HERMAN, TRENT 9184 CHESTERFIELD DR	05/19/25 05/19/25	WATER TURN ON

Work Order # Work Order Status	Location ID	Customer Name Service Address	Date Recd Date Comp	Type
WTON25-1792 COMPLETED	WO10-005285-0000-04	BURGHARDT, FELICIA 5285 WORCHESTER DR	05/19/25 05/19/25	WATER TURN ON
WTON25-1793 COMPLETED	FI10-005036-0000-01	HENRY, CHRISTINE 5036 FIRST ST	05/19/25 05/19/25	WATER TURN ON
WTON25-1794 COMPLETED	SE20-005187-0000-02	METCALFE, WILLIAM 5187 SEYMOUR RD	05/19/25 05/19/25	WATER TURN ON
WTON25-1795 COMPLETED	BI10-005176-0000-02	ADAMS, ANDREA 5176 BIRCHCREST DR	05/19/25 05/19/25	WATER TURN ON
WTON25-1796 COMPLETED	DO10-005351-0000-02	CARRIER, JAMES 5351 DON SHENK DR	05/19/25 05/19/25	WATER TURN ON
WTON25-1797 COMPLETED	WI30-005441-0000-02	MAY, GARY 5441 WITNEY CT	05/20/25 05/20/25	WATER TURN ON
WTON25-1798 COMPLETED	WI20-005090-0000-04	DAVIS, GINA 5090 WINSTON DR	05/20/25 05/20/25	WATER TURN ON
WTON25-1799 COMPLETED	DA10-005141-0000-04	VIGIL, ANTHONY 5141 DAVAL DR	05/20/25 05/20/25	WATER TURN ON
WTON25-1800 COMPLETED	SC20-005021-0000-15	GOSSETT, KATHLEEN 5021 SCHOOL ST	05/20/25 05/20/25	WATER TURN ON
WTON25-1801 COMPLETED	BI20-004176-0000-02	STEWART II, PAUL A 4176 BIRCH LN	05/20/25 05/20/25	WATER TURN ON
WTON25-1802 COMPLETED	SE20-005308-0000-01	HARSILA, WALLY 5308 SEYMOUR RD	05/27/25 05/27/25	WATER TURN ON
WTON25-1803 COMPLETED	MA30-007553-0000-17	ROSS, KRISTOPHER 7553 MASON ST	05/21/25 05/21/25	WATER TURN ON
WTON25-1804 COMPLETED	AU10-006295-0000-04	BALISH, KRISTINA & BRIGGS, Z 6295 AUGUSTA ST	05/21/25 05/21/25	WATER TURN ON
WTON25-1805 COMPLETED	IN10-008037-0000-05	FOREMAN, SHERIN 8037 INGALLS ST	05/21/25 05/21/25	WATER TURN ON
WTON25-1806 COMPLETED	MI10-007346-0000-03	BROWN, ARRON & ANNA 7346 MILLER RD	05/21/25 05/21/25	WATER TURN ON
WTON25-1807 COMPLETED	SE20-005146-0000-02	ROE, HOWARD 5146 SEYMOUR RD	05/21/25 05/21/25	WATER TURN ON
WTON25-1808 COMPLETED	MP10-007259-0000-01	BROWN, ALLEN 7259 MAPLECREST CIR	05/27/25 05/27/25	WATER TURN ON
WTON25-1809 COMPLETED	MO10-005121-0000-01	SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD	05/27/25 05/27/25	WATER TURN ON
WTON25-1810 COMPLETED	MI10-007089-0000-01	FREEMAN, RICHARD 7089 MILLER RD	05/28/25 05/28/25	WATER TURN ON

Total Records: 82

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	

Report Options: Completed From: 5/1/2025 To: 5/31/2025

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michigan municipal league

## Workers' Compensation Fund

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June 06, 2025

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

Dear Mr. Zettel:

Enclosed are the following documents for your Workers' Compensation coverage renewal for the period July 1, 2025 to June 30, 2026.

Policy Declaration  
Certificate of Membership  
Invoice (payable by June 15<sup>th</sup>)

This year, the Fund has been authorized to distribute \$15 million of surplus for the Fund years June 30, 2009-2024. Your proportionate share of the distribution is shown below:

**Dividend Credit          \$7,758          Applied to this year's renewal premium**

Please review the enclosed documents and contact me at 248-204-8530 or [MWolfgang@Meadowbrook.com](mailto:MWolfgang@Meadowbrook.com) if you have any questions.

Sincerely,

*Max Wolfgang*

Max Wolfgang  
Fund Underwriter

Enclosures  
5000860-25

**Service Provider: Meadowbrook® Inc.**

**Loss Control & Member Services:** P.O. Box 5174, Southfield, MI 48037 PH: 248.358.1100 • 800.482.2726  
**Southfield Claims Service:** P.O. Box 5174, Southfield, MI 48086-5174 PH: 248.358.1100 • 800.482.2726 • FX: 248.358.3251  
**Grand Rapids Claims:** 3196 Kraft Ave., S.E., Suite 206, Grand Rapids, MI 49512-2065 PH: 616.942.0311 • 800.752.7477 • FX: 616.649.1796



**MICHIGAN MUNICIPAL LEAGUE  
WORKERS' COMPENSATION FUND**

1675 Green Road, Ann Arbor, MI 48105

**INVOICE**

Swartz Creek, City Of  
8083 Civic Drive  
Swartz Creek, MI 48473

Invoice #: 6856207  
Policy #: 5000860-25  
Installment #:  
Invoice Date: 06/6/2025  
Due Date: 06/15/2025

POLICY#	DESCRIPTION	AMOUNT
5000860-25	Policy Premium 7/1/2025 to 7/1/2026	\$7,112.00
AMOUNT DUE:		\$7,112.00

**MAKE CHECK PAYABLE TO: MML Workers' Compensation Fund**

**PAYMENT MAILING ADDRESS**

MML Workers' Compensation Fund  
PO BOX 712087  
CINCINNATI, OH 45271-2087

OR:

**ACH PAYMENT OPTION**

Bank: Key Bank, N.A.  
Routing #: 041001039  
Account #: 6000694481

For questions about remittance details, call Insurance Accounting at (734) 669-6373.  
For policy or invoice questions, call Underwriting at (248) 204-8530.

FOR PROPER CREDIT, PLEASE DETACH THIS STUB AND RETURN WITH YOUR PAYMENT



**MICHIGAN MUNICIPAL LEAGUE  
WORKERS' COMPENSATION FUND**

Member Name:  
Swartz Creek, City Of

Mail to:

MML Workers' Compensation Fund  
PO BOX 712087  
CINCINNATI, OH 45271-2087

City Council Packet

Invoice #: 6856207  
Policy #: 5000860-25  
Installment #:  
Invoice Date: 06/6/2025  
Payment Due : 06/15/2025  
Amount Due: \$7,112.00

Payment Enclosed: June 23, 2025

Michigan Municipal League Workers' Compensation Fund

06/6/2025

Declaration Page

5000860-25

City Of Swartz Creek  
Attn: Adam Zettel  
8083 Civic Drive  
Swartz Creek, MI 48473

Coverage Period 7/1/2025 to 6/30/2026  
RENEWAL

Class Code	Class Description	Estimated Annual Payroll	Rate per \$100 of Payroll	Estimated Annual Premium
5509-00	Street Operations	105,887	5.72	6,057
7520-00	Water Operations	105,887	2.91	3,081
7580-00	Sewer Operations	63,196	1.18	746
8395-00	Garage Operations	18,322	2.90	531
8810-01	Clerical-Office	349,075	0.33	1,152
8810-02	Elected Officials	28,922	0.18	52
9015-00	Building Operations	54,245	3.63	1,969
9102-00	Parks & Recreation	32,685	2.71	886
9220-00	Cemetery Operations	430	2.65	11
9403-00	Refuse Collection	42,514	4.85	2,062
9410-00	Municipal Employee	109,408	0.52	569
	Totals:	\$910,571		\$17,116

Coverage Amount

Employers Liability: \$2,000,000  
Workers' Compensation: STATUTORY

Annual Premium Due By June 15th:	\$7,112
City Council Packet	

Total Standard Premium	\$17,116
Experience Modifier: .86	(\$2,396)
Modified Premium	= \$14,720
Size of Premium Credit	\$0
Expense Constant	\$150
Total Estimated Premium	= \$14,870
(Dividend Credit)	(\$7,758)
NET ESTIMATED ANNUAL PREMIUM	= \$7,112





michigan municipal league  
Workers' Compensation Fund

# Certificate of Membership Proof of Insurance

The Michigan Municipal League Workers' Compensation Fund, approved by the  
Director of the Workers' Compensation Agency as a group self-insurer,  
certifies that

**City Of Swartz Creek**

Policy Number: 5000860-25

is a member in good standing of the Fund, for the year expiring

**June 30, 2026**

and as such is approved by the Agency as a self-insured.

Employer's Liability coverage of  
**\$2,000,000** is included.

*Michael J Forster*

July 1, 2025

Effective Date

Note: This certificate is proof that your entity has complied with the Workers' Disability Compensation Act by becoming a Member of the Michigan Municipal League Workers' Compensation Fund. Copies of this certificate may be provided to third parties as evidence that the required workers' compensation coverage is in place.



INNOVATIVE IDEAS  
EXCEPTIONAL DESIGN  
UNMATCHED CLIENT SERVICE

June 12, 2025

Mr. Adam Zettel, City Manager  
City of Swartz Creek  
8083 Civic Drive  
Swartz Creek, MI 48473

**Re: Proposal to Assess Sanitary Sewer Hydraulic Capacity**

Dear Mr. Zettel:

DLZ Michigan, Inc. (DLZ) is pleased to submit this proposal to the City of Swartz Creek (CITY) for conducting a sanitary sewer hydraulic capacity assessment for selected areas of the City's sanitary collection system.

**BACKGROUND**

The CITY operates and maintains a sanitary sewer system spanning 15 districts, with pipe diameters ranging from six (6) to 24 inches, and a single pump station (Cappy Lane). The system discharges into the Genesee County Wastewater System for treatment.

The CITY is requesting a hydraulic evaluation of Districts 1, 2, and 4 to determine current flow rates, assess remaining capacity, evaluate the Residential Equivalent Unit (REU), and identify inflow and infiltration (I/I) issues. This study will leverage available pipe data, flow monitoring, rainfall data, and GIS information. The purpose is to support compliance with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) and ensure the system is equipped for future expansion and development.

Additionally, the CITY seeks a system-wide review to develop a long-term capital improvement plan (CIP) encompassing hydraulic modeling strategies, I/I mitigation, system reliability, and future project planning.

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

**SCOPE OF SERVICES**

**1. Kickoff Meeting**

DLZ will meet with City staff to confirm scope, schedule, and project milestones.

**2. Information Gathering**

DLZ will gather and review historical records, utility drawings, topographic information, and other relevant data related to the proposed project. This hydraulic capacity assessment is expected to incorporate the CCTV-GIS data obtained through the CITY's current GIS contract with DLZ.

### **3. Flow Monitoring and Rain Gauge Equipment**

#### ***Flow Monitoring and Rain Gauge Equipment Option #1***

DLZ will lease three area velocity flow meters, one rain gauge, and related remote cellular data equipment. The equipment will be leased monthly during both dry and wet weather flow periods. The lease duration for the flow meters and rain gauge is anticipated to be for a total of 6 months.

DLZ will collaborate with the CITY to identify suitable locations for installing the flow meters at strategic sites in Districts 1, 2, and 4. Flow meters will record data every five minutes during the flow monitoring periods. Additionally, a rain gauge will be installed at the Cappy Lane pump station to record rainfall events. A summary is as follows:

- Three (3) area velocity flow meters
  - Dry Weather Flow Monitoring: August to October, 3 months
  - Wet Weather Flow Monitoring: March to May, 3 Months
  - Total duration of flow monitoring: 6 months
  - Data Retrieval: remote cellular
- One (1) rain gauge
  - August to October & March to May (6 months)
  - Data Retrieval: remote cellular

Note: DLZ anticipates that the CITY will assist with temporary traffic control during installation and retrieval of the flow meters, if needed.

#### ***Flow Monitoring and Rain Gauge Equipment Option #2***

The CITY will directly lease flow monitor meters, a rain gauge, and related equipment to be used to collect sanitary sewer flow and rain data for analysis of piping system flows.

### **4. Progress Meetings**

DLZ will conduct progress meetings with the CITY to review the findings and discuss project status. DLZ has estimated four progress meetings to be held virtually.

### **5. Pipe Capacity and I/I Evaluation**

DLZ will analyze the collected sanitary sewer flow data. We will review rainfall data and select weather events that occurred during the flow monitoring periods to evaluate wet weather impacts on the collection system. Using collected flow and rainfall data for the three specified districts, DLZ will evaluate pipe capacity with existing flows and inflow and infiltration during both dry weather and wet weather. The evaluation will be performed using a spreadsheet-based modeling approach.

### **6. Evaluation of Residential Equivalent Units (REUs)**

DLZ will assess the current and available Residential Equivalent Units (REUs) for Districts 1, 2, and 4. By analyzing the collected flow data alongside the CITY's utility billing records, we will compare the "theoretical"

usage with the actual usage. This analysis will help estimate the remaining theoretical REUs available for planning and future development within these districts.

## 7. Report

DLZ will develop a comprehensive technical report to summarize findings, flow monitoring results, I/I analysis, capacity evaluations, and REU calculations for Districts 1, 2, and 4. The report will also include city-wide recommendations for capital improvements.

### DELIVERABLES

- Two (2) hard copies of the final report
- One (1) USB/thumb drive containing a digital PDF copy of the final report

### PROJECT SCHEDULE (Tentative)

- Dry Weather Flow Monitoring: August 2025 - October 2025
- Wet Weather Flow Monitoring: March 2026 - May 2026
- Draft Report: July 2026
- Final Report: August 2026

### RESPONSIBILITIES OF THE CITY

- The CITY will designate a primary point of contact.
- The CITY will provide access to manholes and the pump station, as needed.
- The CITY will provide GIS data, system maps, and inspection reports, as available.

### SPECIAL SERVICES

The following services are not included in this proposal however, when requested and authorized by the CITY, will be provided at DLZ's Standard Rate Schedule in effect on the date services are performed:

- Revisions and updates to the CITY's GIS sanitary sewer mapping
- Sanitary sewer hydraulic modeling
- Field investigation services

### TERMS AND CONDITIONS

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

### PROFESSIONAL FEE

For services described in the **SCOPE OF SERVICES Items 1, 2, 4-7**, DLZ proposes to charge, and CITY agrees to pay a not to exceed Lump Sum amount of **\$67,100.00** in accordance with the attached Exhibit B Rate Schedule.

For the services outlined in **SCOPE OF SERVICES Item 3, Option #1**, DLZ proposes to charge the direct invoice amount plus a 10% fee, which the CITY agrees to pay. For this proposal, the equipment leasing has been estimated at **\$57,000.00**.

Summary of Fee	
Scope of Services	Amount
Items 1,2,4-8	\$ 67,100.00
Item 3, Option #1 DLZ Lease of Equipment – Est. Cost	\$ 57,000.00
Total	\$ 124,100.00

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

DLZ appreciates the opportunity to submit this Letter Agreement for professional services. This offer will remain open for acceptance for 60 days. If for any reason you should have questions, please do not hesitate to call Shannon Filarecki, P.E., at (248) 681-7800.

Sincerely,  
**DLZ MICHIGAN, INC.**



Vicki Briggs-Rasor, CPA  
Vice President

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

**Approved and Accepted**

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



**Exhibit A**  
**DLZ'S STANDARD TERMS AND CONDITIONS**

**1. INVOICES AND PAYMENT:** Unless the parties have agreed otherwise, DLZ will submit monthly invoices to CLIENT for services performed in the prior month. Except to the extent CLIENT disputes in good faith all or a portion of a DLZ invoice, CLIENT will pay DLZ the invoiced amount within thirty (30) days from the date of the invoice; and, in default of such payment, agrees to pay all cost of collection, including reasonable attorney's fees, regardless of whether legal action is initiated. Invoiced amounts not in dispute will accrue interest at eight percent (8%) per annum after they have been outstanding for over thirty (30) days. If an invoiced amount not in dispute remains unpaid sixty (60) days after the date of the invoice, DLZ may, upon giving seven (7) days written notice of its intent to do so, suspend all project services until all unpaid invoiced amounts not in dispute are paid in full. If an invoice remains unpaid ninety (90) days after the date of the invoice, DLZ may, upon giving seven (7) days written notice of its intent to do so, declare CLIENT to be in breach of this agreement.

**2. CONSTRUCTION SERVICES:** If DLZ's scope of services includes providing professional services during the project's construction phase, DLZ will not have control over or be responsible for contractor means, methods, techniques, sequences, procedures, or schedule, or the contractor's failure to comply with the construction contract documents or applicable laws, ordinances, rules or regulations. If DLZ provides construction inspection or observation services, DLZ will report to CLIENT all contractor deviations from the construction contract documents that come to DLZ's attention. However, such services are solely intended to enable DLZ to maintain familiarity with, and keep CLIENT informed of, the general progress and quality of the contractor's work, and not to require DLZ to perform exhaustive inspections of contractor work for its compliance with the construction contract documents, which shall remain solely contractor's responsibility.

**3. CHANGES IN REQUIREMENTS:** In the event additional services are required due to a change, after the date of this agreement, in CLIENT's requirements, or in the applicable law, standards, or governmental requirements or policies, DLZ will be entitled to additional compensation for such additional services.

**4. SURVEY STAKING:** If DLZ's scope of services includes survey layout, DLZ will not be responsible for subsequent disturbances of its layout except to the extent caused by DLZ or persons for whom it is responsible.

**5. MISCELLANEOUS EXPENSES:** Except to the extent otherwise provided in this agreement, CLIENT is responsible for all third-party fees and charges including, without limitation, fees and charges for inspections, zoning or annexation applications, assessments, soils engineering, soils testing, aerial topography, permits, rights-of-entry, bond premiums, title company charges, blueprint and reproduction costs, and all other third-party fees and charges.

**6. CHANGE OF SCOPE:** DLZ's scope of services in this agreement is based on facts known at the time of execution of this agreement, including, if applicable, information supplied by CLIENT. DLZ will promptly notify CLIENT in writing of any perceived changes to its scope of services required by new information or by persons or circumstances beyond DLZ's control, and the parties shall negotiate modifications to this agreement before DLZ begins performance of the revised scope.

**7. SAFETY:** DLZ will take reasonable steps to protect the safety of its employees, and to perform its services in a safe manner. DLZ is not responsible for project safety other than with regard to its own services.

**8. REUSE OF PROJECT DELIVERABLES:** CLIENT's use of any project documents or DLZ deliverables, including electronic media, for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaption by DLZ for the specific purpose intended, will be at CLIENT's sole risk.

**9. OPINIONS OF CONSTRUCTION COST:** Any opinion of construction costs prepared by DLZ is supplied for the general guidance of the CLIENT only. Since DLZ has no control over competitive bidding or market conditions, DLZ cannot guarantee the accuracy of such opinions as compared to contractor bids or actual cost to CLIENT.

**10. INSURANCE:** During the performance of its services and for two years thereafter, DLZ will maintain the following minimum insurance coverage: General Liability- \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products/completed operations aggregate, \$1,000,000 personal/advertising injury aggregate; Automobile Liability- \$1,000,000 combined single limit; Workers Compensation and Employers Liability- in conformance with statutory requirements, and \$1,000,000 employers liability; and Professional Liability- \$2,000,000 per claim and in the aggregate. Certificates evidencing such coverage will be provided to CLIENT upon request. If DLZ is providing construction phase services, CLIENT agrees to require its contractor to include DLZ as an additional insured on the contractor's General Liability and Automobile Liability insurance policies, and DLZ's above-listed coverage will be excess over the contractor's coverage, which will be primary.

**11. INDEMNITY:** To the fullest extent permitted by law, each of the parties agrees to indemnify and save harmless the other party from and against all liability, damages, and expenses, including reasonable attorney's fees, sustained by the other party by reason of injury or death to persons or damage to tangible property, to the proportionate extent caused by the negligent acts or omissions of the indemnifying party or its employees.

**12. CONSEQUENTIAL DAMAGES:** Neither party will be liable to the other for consequential, special, incidental, indirect, liquidated, or punitive damages.

**13. LIABILITY:** No employee of DLZ or of its parent, subsidiary, or affiliated companies will be personally liable to CLIENT. DLZ's total liability to CLIENT, and any coverage of CLIENT as an additional insured under any of DLZ's insurance policies, for injuries, claims, losses, expenses or damages arising out of DLZ's services or this agreement from any causes including, but not limited to, DLZ's negligence, error, omissions, strict liability, or breach of contract, will not exceed the total compensation received by DLZ under this agreement.

**14. DISPUTES:** Any claim or controversy arising out of or relevant to this agreement, or the breach thereof, shall be settled by binding arbitration in the state in which the project is located, in accordance with the rules of the American Arbitration Association, and judgment upon any award rendered by the arbitrator(s) may be rendered in any court having jurisdiction thereof.

**15. STATUTE OF LIMITATIONS:** The parties agree that the time period for bringing claims regarding DLZ's Service's under this agreement expires on the earlier of one year after completion of the project, or two years after completion of DLZ's project services.

**16. DELAYS:** DLZ is not responsible for delays caused by persons or circumstances for which DLZ is not responsible.

**17. SHOP DRAWINGS:** If DLZ's scope of services includes reviewing shop drawings, such reviews are solely with regard to their general conformance with the design concept, and not for the purpose of reviewing or approving their accuracy, completeness, dimensions, quantities, constructability, compatibility with other construction components, or compliance with the requirements of the construction contract documents, all of which remain the contractor's responsibility. DLZ is not responsible for reviewing or approving the contractor's safety precautions or construction means, methods, sequences or procedures.

**18. ACCEPTANCE:** Both parties will consider DLZ's initiation of services prior to execution of this agreement in order to accommodate CLIENT, at CLIENT's request, as CLIENT's formal acceptance of all of the terms and conditions in this agreement.

**19. STANDARD OF CARE:** DLZ will perform its services with the care and skill ordinarily exercised by members of its profession currently practicing under similar conditions in the same locale. DLZ does not make, and expressly disclaims, any other warranties, express or implied, relating to its services including, without limitation, warranties of merchantability and fitness for a particular purpose. DLZ shall be entitled to rely on all CLIENT-provided information except to the extent otherwise stated in the agreement.

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

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

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



June 16, 2025

Mr. Adam Zettel  
City Manager  
City of Swartz Creek  
8083 Civic Drive  
Swartz Creek, MI 48473

RE: MML POOL AND FUND LOSS CONTROL SERVICES

Dear Mr. Zettel,

I would like to thank you and your staff for the hospitality extended during my June 12<sup>th</sup> loss control visit. It was a pleasure to meet with you to discuss the various issues that affect your risk management efforts.

Our experience has shown that one of the most effective strategies for members to reduce risks – and the cost of insurance coverage – is to be proactive about implementing and maintaining best practices and to comply with sensible loss control recommendations.

*With my visit and our recent conversation in mind, the attached recommendations are intended to help your organization manage its risk exposures. Please respond within the next 30 days either by email or by completing the attached form and sending via US mail.*

The Michigan Municipal League offers a wealth of resources to support your risk management endeavors, including: the Risk Management is Good Management program for self-assessment and progress relative to best practices; Risk Control Solutions articles; the Lezage video training portal; and the Safety and Health Resource Manual. The Law Enforcement Action Forum (LEAF) quarterly newsletters and LE Risk Control Manual of model policies provide highly specialized guidance for your organization's law enforcement executive.

The above are available in the following link: [Risk Management Resources](#), and well worth making time to review. Please see the next page for detailed descriptions and links.

If you have any questions regarding the topics we discussed or the attached recommendations, please do not hesitate to contact me at [frank.demers@meadowbrook.com](mailto:frank.demers@meadowbrook.com) or (248) 320-0150.

Sincerely,



Frank J. Demers  
Loss Control Consultant  
MML Loss Control Services

Service Provider: Meadowbrook®, Inc.

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## **MML RISK MANAGEMENT RESOURCES**

Available on the MML website at:

<https://mml.org/programs-services/risk-management/risk-management-resources/>

### **Risk Management is Good Management Program**

The *Risk Management is Good Management Program* (RMGM) is a self-paced program for evaluating and improving your organization's risk management efforts. It provides you and your staff with thorough information on what constitutes best practices in focused areas of risk exposure; tools for conducting self-assessments of your operations, policies, and procedures relative to those best practices; and guidance on specific loss control strategies that can be implemented in response to the findings.

I encourage your organization to adopt the RMGM program as part of its everyday operational protocols. Please familiarize yourself with the self-evaluation checklists and share them with your department heads for completion if you haven't done so already. MML Loss Control Services is available to provide advice and support for your implementation of this program, as needed.

### **Risk Control Solutions**

*Risk Control Solutions* are preventive guidance "white papers" that address more than 50 areas of significant risk exposure common to public agencies. They offer detailed information and analysis on each topic, including regulatory requirements and standards, legal perspectives, and practical recommendations to reduce or eliminate exposure, accompanied by references, checklists, and sample policy language.

### **Safety & Health Resource Manual**

The *Safety & Health Resource Manual* is designed to assist your organization in developing policies for accident and injury prevention. The manual's 18 chapters cover a wide array of subjects such as Confined Space Entry, Machine Guarding, Lock-out/Tagout Programs, Employment Practices, Safety Committees, and MIOSHA requirements. The manual includes sample policies that can be tailored to meet your needs.

### **Lezage Training Center for Risk Management**

The Lezage Training Center is a loss control service of the MML Workers' Compensation Fund and MML Liability & Property Pool. It is an employee training system that provides free, unlimited, 24/7 access to online videos on topics from worker safety to human resources, as well as tracking and documentation of training completion by individual employees.

### **Law Enforcement Risk Control Manual**

The *Law Enforcement Risk Control Manual* of model policies and associated materials have been developed in coordination with the Law Enforcement Action Forum (LEAF) of about 30 Michigan LE executives and reviewed by expert consulting attorneys. The manual is held in a password-protected area of the website – your law enforcement executive or a designee can access it by completing a simple online request form.

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**LOSS ANALYSIS – Workers' Compensation Fund**

During my visit, I shared with you a detailed loss analysis of your workers' compensation claims experience covering the period from 7/1/21 through 6/9/25. Your current workers' compensation Experience Modification Factor (EMF) for 2024/25 is 0.86, which is the same as the previous policy year. Your EMF for the 2025/26 policy year will remain at 0.86. As we discussed, 1.0 or less is optimal. We also discussed the significance of the EMF, how it attempts to predict future claim costs, and how it directly affects your insurance premiums.

**LOSS ANALYSIS – Liability & Property Pool**

During my visit, I shared with you a detailed loss analysis of your property and liability claims experience covering the period from 7/1/21 through 6/9/25. This analysis identified no new claims and a cumulative loss ratio of 9.94%.

**LOSS CONTROL RECOMMENDATIONS****Loss Control Survey Date: June 12, 2025**

The loss control recommendations below were developed to assist your organization in its risk management efforts. *Please respond within the next 30 days either by email or by completing the attached form and sending via US mail.*

As you review the recommendations presented here, please remember that there are undoubtedly other elements of your operations which present varying degrees of risk. While my recommendations will assist you in managing your risk exposure, I cannot guarantee that I have identified and addressed every potential cause of loss, whether currently in existence or which may arise in the future. You should continue your organization's own efforts to identify and reduce risk exposures.

**City Administration**

A review of the City's Workers' Compensation Fund and Property Liability Pool loss analysis reports resulted in *no new loss control recommendations.*