

City of Swartz Creek

AGENDA

Regular Council Meeting, Monday, September 22, 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 September 8, 2025 MOTION Pg. 27
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. 34
 - 6C. Holland Square Project Description and Memorandum of Understanding Pg. 36
7. **MEETING OPENED TO THE PUBLIC:**
8. **COUNCIL BUSINESS:**
 - 8A. National Fire Prevention Week PROCLAMATION
 - 8B. Holland Square Project RESO Pg. 25
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION Pg. 26

Next Month Calendar (Public Welcome at All Meetings)

| | |
|---|---|
| Metro Police Board: | Wednesday, September 24, 2025, 11:00 a.m., Metro HQ |
| Local Officers Compensation Commission: | Thursday, September 25, 2025, 5:00 p.m., PDBMB |
| Planning Commission: | Tuesday, October 7, 2025, 7:00 p.m., PDBMB |
| Downtown Development Authority: | Thursday, October 9, 2025, 6:00 p.m., PDBMB |
| City Council: | Monday, October 13, 2025, 7:00 p.m., PDBMB |
| Zoning Board of Appeals: | Wednesday, October 15, 2025, 6:00 p.m., PDBMB |
| Fire Board: | Monday, October 20, 2025, 6:00 p.m., Station #2 |
| Park Board: | Tuesday, October 21, 2025, 5:30 p.m., PDBMB |
| City Council: | Monday, October 27, 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, SEPTEMBER 22, 2025, 7:00 P.M.**

The regular meeting of the City of Swartz Creek city council is scheduled for **September 22, 2025** starting at 7:00 p.m. and will be conducted in hybrid form. The meeting will be available virtually (online and/or by phone). Council members and staff must attend in-person. The general public may attend in-person or virtually.

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

Zoom Instructions for Participants

To join the conference by phone:

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

Before a videoconference:

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

To join the videoconference:

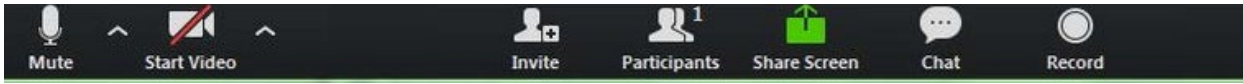
1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

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

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

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

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



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

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

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

Renee Kraft is inviting you to a scheduled Zoom meeting.

Topic: Swartz Creek City Council Meeting

Time: September 22, 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.

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, September 22, 2025 - 7:00 P.M.

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

FROM: Adam Zettel, City Manager

DATE: September 17, 2025

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:

| Section | Repair Type | Beginning | End | Total Cost | Federal | Local |
|---------|---------------------|--------------------------|------------------------|-------------|-------------|-----------|
| Miller | Concrete Repair | East Springpoint of Elms | 475' East of Tallmadge | \$668,502 | \$534,802 | \$133,700 |
| Elms | Asphalt Resurfacing | South City Limits | North City Limits | \$730,313 | \$470,800 | \$259,513 |
| Miller | Asphalt Resurfacing | Morrish | Elms | \$1,287,581 | \$747,384 | \$540,197 |
| Miller | Asphalt Resurfacing | Tallmadge | Dye | \$1,524,916 | \$1,114,256 | \$410,660 |

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

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

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

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

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

STREET PROJECT UPDATES (Update)

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

All water main work on Cappy and Don Shenk is substantially complete. Concrete work on Cappy is done, with a base course of asphalt already in place. Work on Don Shenk is ongoing. Though we have lost a little time in finishing concrete on Don Shenk, we are still on a good schedule.

We have had one significant issue with curb on Don Shenk. About 900 feet of curb on the street, between Durwood and Daval was placed an inch too low. This was an error that would result in a reduction in aggregate thickness, steeper drive slopes, and a less uniform cross slope (crown) to the road. We are requiring the contractor to repair this defect at their expense.

Bristol Road is done! If I had to guess, the asphalt is thicker than they planned or they milled less. This observation is based on what appears to be a noticeable grade increase between the road and existing improved driveways.

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

Crack fill has occurred throughout the city on all priority areas, including some parking areas. We hope we can get the contractor back to address some reflective cracks on newer projects and low traffic streets before winter.

- ✓ **WATER – SEWER ISSUES PENDING** (See Individual Category)
- ✓ **SEWER REHABILITATION PROGRAM** (No Change of Status)

Dependable Sewer is underway with the second year of the eight-year cleaning and televising program. As of writing, there are no formal reports, but their verbal account is that there are no blockages or pipe deficiencies. We hope to have them clean some high grease areas in the next week or two.

Council approved to have Dependable Sewer address the areas of Bristol, Miller, and in Heritage that amount to about 17,000 lineal feet, as follows:

2025 Sewer Cleaning and Televising

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

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

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

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

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

OHM will soon commence work on the water plans and studies that are required by EGLE and the EPA. These include the Water Reliability Study (WRS), General Plan, Asset Management Plan (AMP), Emergency Response Plan (ERP), and Risk and Resilience Assessment (RRA).

✓ **SEWER ASSET MANAGEMENT PLAN** *(Update)*

DLZ is retained to update our sewer district map and 20 year asset management plan. We had a progress meeting on July 23rd, and they are commencing with redistricting our map and determining theoretical flows based upon changes to the system since the last districting process.

Concerning the flow monitoring that is required to understand our capacities, we are requesting that Genesee County include three such meters within their region-wide bidding process. These bids are due on October 7th, and there should be meters installed this year. This should help us streamline the process and save money as we monitor sewer in the coming years. We expect these meters to be about half the cost of our initial estimate.

For complete details on this topic, see the June 23, 2025 report.

✓ **SEWER INFLOW MITIGATION (Update)**

The county plans to start charging storm event surcharges after January 1, 2026. We will be learning more about the impact of this in the coming months. This is one more reason to continue to look for solutions to storm water inflow into the system. As we move forward with our sewer study and continue to liaise with the county, I will be looking to put together a draft footing disconnect program for the city council to consider.

I expect to debrief with our staff and the homeowner related to the pilot disconnect that was conducted this summer. The previous report that describes the I&I problem and our position follows.

Sanitary sewer inflow and infiltration (I&I) contributes much to our sewer collection system capacity and that of the sewer treatment facility. This can cause backups and overflows. The cause includes areas of the sewer collection system that can be subjected to ground water infiltration (pipe cracks, deteriorating manhole structures, unlined pipes), as well as inflows (roof, groundwater, or home footing drains).

It is our opinion that home footing drains that are connected to the sanitary sewer system are the biggest culprit for water inflow into the sanitary sewer. In addition to taking up capacity and stressing the treatment facility, this is also resulting in increased surcharges from the Genesee County Drain Commissioners' office (rightfully so).

This problem is region-wide and presents itself with various levels of impact. New subdivisions like Parkridge might contribute very little, but a place like Winchester Village has many footing drains that were lawfully connected at the time of installation. Presently, these connections are not permitted, and we believe there will be a mandate in the distant future (~10 years) to remove these from public sewer systems to avoid the issues noted above.

At our budget meetings this spring, I brought up the idea of using available sewer funds to explore removing footing drains from homes and replacing them with sump pumps. This transition is likely to cost \$5,000-\$12,000 per home. I propose that the city conduct a pilot project or two to develop a better understanding of the costs and methods needed to scale such a program to entire neighborhoods of the city (more on this later).

What I propose in the long run is to offer a number of footing disconnects in each year that are equal to our available sewer funds (perhaps 10-15 per year). The city could cover 100% of the cost for homeowners on a first-come, first-served basis. This will allow the city to incrementally proceed towards the goal of removing all known footing drains at a reasonable pace, hopefully avoiding a potential mandate that forces a large scale operation down the road.

In any event, there will likely come a time when homeowners are forced to disconnect, and the resources will not likely be available to conduct removals at that scale. This will require owners to provide some, perhaps all, of the disconnection cost. It is for that reason that we believe an incremental approach now will not only slowly relieve stress on the system, but it will be popular among interested homeowners.

With that said, there is an owner in Winchester Village that is undertaking some home remodeling and called our office about the need to excavate and repair their private lead. I inquired about their thoughts on disconnecting the footing drain in lieu of a sump pump system (using available sewer funds). The owner is very interested. I am expecting a quote from their contractor, and my intention is to peer review the work/cost and request the city council to approve the work with sewer funds as one of the aforementioned pilot projects.

✓ **HYDRANTS (Update)**

The contractor indicates that they have completed work and have submitted a bill for 300 hydrants. We obviously take issue with this. Our DPW has audited the work, and we have dozens of missed hydrants, pre-mature rusting, and other issues. Rob will be liaising with them to see where we go from here. I can say that we have no intention of paying full price for the work that has been completed.

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

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

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

See prior reports (May 28, 2024) for updates on PFAS. At a meeting of the WWS Advisory Committee in December, it was again stressed that there is not a good solution for PFAS effluence. The county may be forced to devise a plan for incineration as land application and landfill disposal becomes more problematic. This could result in future added costs.

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

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

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

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

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

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

The fall newsletter will be prepared this month. Let me know if you have content ideas!

✓ **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. The **raceway owner is agreeable to expanded parking for concerts**. We may look to rent equipment to conduct clearing in the near future with the assistance of the Swartz Creek Fine Arts Council and DDA. 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. We are working with the school on the location of a sidewalk along McInnis street.
3. **(Update) Street repair in 2025**. Work is underway and on schedule, with paving ongoing. There are some minor issues, but the budget, timeline, and product are substantially the same. Bristol Road has been paved by the county. Local street work in 2026-2028 will be limited due to advancement of the above projects. However, TIP funds are still pending for Miller (Morris to Dye) and Elms.
4. The **Brewer Condos** may have new life. The builder may be able to finish all twelve units if they can successfully acquire a DDA TIF incentive. They are likely to apply in the next month.
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 (2026 construction is on track). Abrams Forestry should be in by the end of October. Bike racks are ordered for various areas at Abrams and Elms, Elms Park pickleball nets (delivered), a replacement sign at Abrams (September installation), and Genesee County Park Ranger patrols at Elms Park (ongoing). Additional historical signs are awaiting availability of the historical society to furnish content. Irrigation is installed for the Abrams butterfly garden.

8. **New Businesses.** The vacant land between Little Caesars and Gil-Roys has sold, but appears to be for sale again. The property across from Gil-Roys has a new owner, with a potential food market store moving into the former Rite-Aid and offices for Gordon Food Service occupying the west end. Gil-Roys plaza is likewise investing in parking repairs, a new roof, and a fresh coat of paint. Permits are being pulled for interior work for the downtown bookstore. The industrial land south of the old elevator is listed for sale.
9. **Mundy Megasite.** The potential user, Sandisc, has withdrawn interest in the site. However, the Genesee Economic Alliance maintains efforts to find a user and continues to present their offer to purchase Morrish Elementary for \$40,000,000. They did a preliminary study that indicates this should be sufficient to replace the school with a larger and more functional site. The school board is considering this.
10. **(Business Item) Holland Square** is before the city council for conceptual approval. Please see the complete report below.
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 are staked and ready for installation. We also replaced the Hill Road entry sign and ordered a replacement sign at Abrams Park. The DDA and council can liaise on if, when, and how to proceed with future installations.
12. The DDA considered a **Social District about two years ago**. There is renewed interest in exploring this. No recommendations have been made, but I would not be surprised if this was back on DDA agenda's this spring or summer. With the potential for another tavern coming, the city has the ability to designate a commons area in the community.
13. **(Update)** The **Cage Fieldhouse** right of way work is done. This was completed with the resurfacing of the parking lot. As a school, they are exempt from zoning, so they are able to make changes that include removal of landscaping in greenbelts and the traffic islands. They do intend to increase the amount of available parking, and they received approval to extend the deceleration lane and add a second driveway. Work is underway.
14. **Old Methodist Church** has had a number of folks inspect the site, but we did not get a submission of a proposal by our July deadline. We are pursuing some other avenues to garner interest and lower barriers to use. For example, the MEDC indicates that they may be able to perform analysis of materials to determine the scope of asbestos/lead liabilities, which is a large concern for potential users.
15. **(Update)** The **Miller Road Rail Crossing** is due to start at the end of October. It WILL result in complete closure during its reconstruction.

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

The RFQ for the old Methodist Church has come and gone without a submission. This has been broadcast all over the state, shared with trade groups, and delivered to known local and regional interests. This is not good news, but there may be assistance that can still be offered by the state to reduce real and perceived barriers to use. For example, funds may be able to cover the analysis and/or removal of lead and asbestos onsite, which makes many users worried when considering such a project.

The DDA is expected to consider this matter strongly this winter. I expect them to choose a direction that commits to preservation of the structure or to move quickly to a demolition. What we wish to avoid is a middle approach which may still result in significant expenses

over a period of time, without a commitment to preservation and use, which may still result in a wrecking ball. 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.

The DDA continues to market the site to potential users and request statements from interested parties that include a conceptual use, business plans, and qualifications. The DDA hopes to proceed to select one or more parties to negotiate a plan and transaction.

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)*

We have cleared the site of more debris, and we have removed additional vegetation in the ditch area. In addition, we have established a mowing program for the open areas and fairways twice a month. The mower indicates that they can mow this for \$200 per cut going forward, assuming two cuts per month.

The course is fully installed and operational. We await the development of the front of the park and the new trail loop to really get things moving.

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

We will look to have the water and sewer services extended as quickly as we can. In other news, we received a letter of no-impact regarding the required federal reviews needed to authorize our design. This is obviously a good thing and moves us a bit closer to being able to bid this winter. The previous report follows.

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.

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

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

The project now includes a pavilion, restrooms, a path, bike station, gates, sign, and ADA parking. The estimated total cost is \$600,000. This concept includes all original work items, excluding the disc golf and sledding hill (now complete), as well as a secondary pavilion on the far north side of the site, which is not affordable. I am 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 and staked for installation! These are funded through the Cosmos crowdfunding campaign. The park board took a look at the concepts and made final recommendations on details.

The Abrams Park primary sign has been ordered as well. The Hill Road gateway sign was replaced with the new model after being struck by a vehicle. 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** *(Business Item)*

Holland Square was considered by the DDA for final concept approval on September 11th. Ultimately, the DDA recommends approval of the concept to the city council. This includes the budget, design, lighting/sound scope, and Dort Financial naming rights. I am including illustrations and support documents for all of these features, including the memorandum of understanding with Dort.

The structure is to be of engineered wood, treated as illustrated for color. This is expected to be a fifty-year product. The pergola will run the length of Holland Square on the Miller Road frontage, with some open and some closed roof portions. Furnishings and plantings

will be procured as well. The pergola will offer ample electrical supply, sound, and lighting options. This will provide partial protection for vendors, patrons, artists, and musicians. The lighting will add an aesthetic value during evenings and nights, as the colors can be adjusted for seasonal or special purposes (like the Mackinaw bridge).

The DDA and the Holland Square sub-committee have spent much time working with AMA Architects (who donated ALL of their efforts), as well as J.W. Morgan Construction as consultant, to get us to this point. While there has not been universal agreement on all features, we believe we have a product that is affordable, durable, and functional for the stated purposes.

The project is to be funded with \$75,000 from MSHDA, a substantial DDA contribution, and matching funds from the MEDC crowdfunding program (which could be as much as \$150,000). There is an expectation that the city would contribute \$10,000 to the crowdfunding effort so that it can be dollar for dollar matched by the state.

At this point, I request the council to approve the concept so that crowdfunding can commence. Greg will be managing the gift requests and crowdfunding campaign that is expected to run from November into January. Once complete, we will look to return to the city council to potentially affirm an official order and construction.

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

Resurfacing of Crosscreek Drive has occurred. Our engineer conducted many inspections, recommended specific repairs, and documented the works. The HOA was great to work with and altered their plans during construction to ensure road base issues were addressed.

The previous report follows.

The HOA was not able to meet on May 13th 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 24th and March 24th along with Councilmember Spillane. The group is proceeding with rehabilitation of Cross Creek, using the best practices recommended by our engineer. They are also interested in continued in-kind services during final planning and construction to ensure project quality. If the city is still open to taking these streets, I recommend this support be given to ensure the assets are optimized.

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

The HOA completed three cores on Cross Creek Drive to better understand the pavement cross section that is there. It appears the road is generally built of 10" thick asphalt on clay

instead of 5" asphalt on 10" of aggregate. Leadership from the HOA met with our engineers and staff to go over the implications of this finding on January 21st.

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

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

✓ **ABRAMS FORESTRY GRANT (Update)**

The bid from Nash Nursery to install 42 trees in Abrams Park has been approved.

The previous report follows:

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.

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

We are setting up our specifications to be generally in line with the current services. Note that, in the past, we solicited bids for manual and automated recovery. At this point, we do NOT intend to seek pricing for manual recovery. The cart system transition was not easy, but it appears the community has accepted this and acclimated to the benefits. I believe that transitioning back to privately provided bids would constitute another change, including a cost, on most residents that is unnecessary and inefficient.

In addition, we are going to be soliciting pricing for alternating week yard waste and recycling moving forward. We believe that this will be an option that provides a very similar level of service, though a bit less convenient, at a lower price.

The previous report follows.

Our five year waste agreement expires June 30, 2026. Based on the most recent pricing given to a neighboring community, we are looking at pricing in the mid \$17 per month per stop. This is over 30% higher than our current \$13.26.

We have not had luck in official cooperation with Gaines or Clayton in this matter, so we will likely need to bid services as a single unit, as we have in the past. Rob and Becca are working on updating our specifications so we can bid this fall and make a decision in early winter. They are considering some alternative bid parameters for extended street sweeping waste hauling, bi-weekly recycling (as a cost saving measure), and DPW dumpster collection frequency.

We are hopeful that we can maintain the general level of service for the foreseeable future using the waste levy. However, if pricing increases are severe enough, council may need to consider cuts to yard waste/recycling, woodchipping, or related services unless the use

of general fund subsidy is considered. I suspect we will not be in such a position for the forthcoming contract though.

✓ **GENESEE COUNTY FORECLOSURES (Update)**

The following foreclosures were made available to the city, and the city opted to pass on acquisition.

| | |
|-------------------------------|--|
| 58-01-502-047; 7484 Wade St | \$17,942.50 (Auto repair) |
| 58-03-626-033; 9062 Luea Lane | \$4,095.78 (Vacant & unbuildable condo unit) |
| 58-03-626-034; 9060 Luea Lane | \$4,095.78 (Vacant & unbuildable condo unit) |

My understanding is that they were offered at auction but did not sell. I am attempting to learn about their fate, but I have not heard from the Landbank yet.

I suspect the county land bank may acquire all three. If so, they may be agreeable to working with us on managing the properties for the best public good. In any event, I will track their ownership and status.

✓ **PARK RANGER SERVICES (Update)**

The rangers have not engaged in any enforcement activity to date, nor have they provided detailed reports related to specific contacts or activities onsite. I have asked them to explore some later hours as we round out the year. They indicated that they would. I expect the park board to consider this service at their October meeting.

✓ **FISCAL YEAR 2025 AUDIT (Update)**

The federal portion of our audit, known as the single audit, is complete. It appears to have gone well. Our standard audit is underway. As of writing, there are no updates and there is not an anticipated date for the audit presentation.

✓ **PARKRIDGE DRIVEWAYS (Update)**

We have gotten compliance from most property owners, with more choosing to work with us each day. However, we may have one or two that choose to ignore the issue or otherwise refuse to cooperate. We have sent out final notice letters that could require court action. The previous report follows.

We have had a large number of driveway modifications occur this year in Parkridge that were not permitted. Because this community has 'rolling curb', such expansions can occur without the need for a physical curb-cut. This has encouraged a number of homeowners to perform the work themselves or to have a contractor do the work over a weekend. Since right of way permits were not submitted, and there were not any calls for our crews to perform Miss Digg staking requests, we have not been aware of these.

Note that the city does require such permits, and I do believe we get those and/or are made aware of modifications in the vast majority of cases. Like with any building or development activity, we expect compliance and try to get projects into our process, but we certainly miss some, especially if they are attempting to hide the alterations.

Though the changes were frequently not in compliance with our ordinances and Design Standards Manual, the changes often remained unnoticed and of no consequence

because the modifications were not having a noticeable impact on the right of way or street (e.g. someone might be widening a 14' drive to 20' of concrete, which meets standards). However, when a homeowner added a second drive that was composed of aggregate in the right of way, this was obvious and we reached out to the owner to remedy the situation. They did not choose to comply.

Upon review of this project and the rest of the street, we did discover a number of additional recent changes on other properties. Prior to enforcement actions, we solicited right-of-way permits from all owners that appeared to modify their drives within the last three years (many drives predate our standards or have otherwise been in existence for a decade or more). We chose three years because we have aerial imagery from 2022, which will allow us to confirm 'new' work.

After review of the permit applications, some drives were approved, some we have requested modifications to, and we requested that the second drive be removed altogether (it is not approvable due to the use of improper material, excessive width, proximity to the lot line, and its location over a city storm drain easement).

I am making this report to the city council because I suspect that the owner in question will force the issue to be resolved in court, and that may result in council action at a future date. We are prepared to go this route, but would rather avoid this outcome if we can. Our objective is to observe the intent of our various ordinances and standards in such a way that the public assets are protected, owner rights are able to be exercised, and fairness between similarly situated parties is observed.

We believe that our strategy of requiring compliance from all owners that made modifications within the last three years, as well as all drives moving forward, is reasonable given the circumstances. We stand by the need to review right of way work and to observe the application of applicable city standards. Note that we are not filing charges for trespass, issuing fines, or otherwise engaging in aggressive or negative compliance at this point.

✓ **TEAM STRENGTHENING PROCESS (Update)**

This is scheduled for early November. The previous report follows.

I requested that the city council approve a professional service proposal that will enable our administrative team to participate in a dedicated team strengthening process.

Over the last few years, we have undergone much turnover at the department head level. In fact, all department heads are relatively new. This degree of change, along with some changes to our operations post-covid, has created a situation that is less than optimal for our staff to develop strong working rapports and the resulting team environment that we desire.

While we have been working diligently to foster a unified culture, open communication, and synergy, I believe more can be done. Given that I am a participant, as well as the administrator/facility, we may be at our limit of effectiveness without some outside assistance.

In speaking with staff and other municipalities about options, one individual is highly recommended to engage our staff in exactly what we need. Lewis Bender, Ph.D. has done work all over the state, including our neighbors of Grand Blanc, Fenton, Flushing, and Linden on exactly that type of municipal team building and strategizing that we are seeking. I have reached out to him for a proposal, and I have included this in the packet.

His standard model for improvement is to spend one day onsite for a fee of \$3,200 plus local travel expenses. The detailed purpose and tasks are stated in the proposal, and this is what I seek approval for at this time. It is likely, but not certain, that one day shall suffice. However, a debriefing with myself, staff, and Lew may indicate a desire or need to continue with future services. If this is the case, I will bring the matter back to the city council for review.

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

✓ **MONTHLY REPORTS** *(Update)*

Monthly reports are included.

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

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

The Planning Commission met on September 2, 2025. They went over the landscaping portion of the zoning ordinance as a form of light training. Their next meeting is scheduled for October 7, 2025.

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

The DDA met on September 11th to consider the final plans for the Holland Square project. They are recommending approval of the concept. They did have some concerns about the complexity of the lighting and sound system, so they conditioned their recommendation on the city being able to continuously maintain at least three officials with training on the software. The DDA also recommends acceptance of the Dort Financial Credit Union contribution and memorandum of understanding, which is included in the packet.

The board selected officers for the coming year, with Todd Beedy remaining as Chair, Parenteau as Vice Chair, and Jeffery Kelley as Secretary.

Their next regularly scheduled meeting is set for October 9th.

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

There was a use variance to consider permitting first floor residential at 7538 Miller Road in the Central Business District. This was deliberated at the July 16, 2025 meeting, and the ZBA denied the request. Notice has been sent to the petitioner.

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

The Park Board met on Tuesday, August 19, 2025 at 5:30pm. They went over updates on routine maintenance, Otterburn Park design/grant updates, the Abrams Park forestry bids, park ranger services, and mowing. In addition, they heard a petition from the Greater Flint Athletic Club to host another cycle cross event in Otterburn Park. This

event was approved and is to be held on September 21st. The board did not meet in September.

The next meeting is scheduled for October 21st.

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

The Board of Review met on Tuesday, July 22nd at 1:30pm for qualified errors and poverty exemptions. There were no attendees, but they did correct two personal property clerical errors and three recappings that were submitted prior to the meeting.

✓ **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.

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

- ❑ DPS continues to GPS water and sewer assets.
- ❑ DPS continues to update water meter transponders, registers and meters as needed.
- ❑ DPS is working on the upcoming garbage bid.
- ❑ DPS removed the hanging baskets from downtown.
- ❑ DPS has been prepping for the homecoming parade.
- ❑ DPS has been sweeping streets.
- ❑ Cappy and Don Shenk progress has slowed down due to waiting on the concrete contractor. We are working with Dawes to get things moving again. The city didn't expect residents to be out of their driveways this long.
- ❑ DPS hasn't received any responses from MiBid regarding the new pickup truck purchases.

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

The Financial Audit is underway with the expectation to be finished this week. Routine operations include, but are not limited to, processing payments for utility bills, tax bills, delinquent personal and qualified real taxes, building permits, daily/weekly/monthly journal entries, bank wires, review/approval of accounts payable invoices, issuance of building permits and rental inspection collections, processing payroll, accounting for grants and projects and other financial matters impacting the city.

✓ **ECONOMIC DEVELOPMENT UPDATE (Dietrich)** (*Update*)

- ❑ Holland Sq: Members of the DDA met and finalized the color of wood for the Pergola as well as the budget for sound and lighting.
- ❑ Methodist Church: Contact was made with two local commercial lending institutions to establish a relationship and provide potential leads for applicants.
- ❑ As of September 4th, the EV Chargers have been installed and up and running for use.
- ❑ The DDA has engaged with the owners of the S&K Pub Plaza. The owners indicated that they plan on replacing the roof and updating the back of the building facing Morrish.
- ❑ The City Manager and the Economic Developer will be meeting with the Mott Foundation to discuss funding opportunities on September 18th.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

✓ **PROCLAMATIONS** (*Business Item*)

We have another proclamation included in the packet. This one is for National Fire Prevention Week.

✓ **LOCAL OFFICERS COMPENSATION COMMISSION** (*Update*)

This group is due to meet this fall and make their recommendation on city council compensation. Though not required, we also ask them to review and recommend compensation for Zoning Board of Appeals, Election Workers, and Board of Review.. I will report their findings. For the last three cycles, we have been recommending inflationary increases. This avoids the past practice in which increases were often not applied for many cycles in a row, only to require a massive adjustment down the road.

The recommendation for city council is a passive approval, meaning that the changes will be effective UNLESS the city council advocates a different position. This avoids having members vote on their own compensation. The other positions will be placed before the council for deliberate action.

There first meeting is scheduled for September 25th. The packet is on the city's homepage.

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 (No update for some months).

Downtown Flowers: They are not looking good so we are taking them down. We are going to consider some new methods for next year.

Traffic Counters: We are updating counts around the city.

Genesee Wind Symphony: There are no conflicts with their schedule and our city council! They are hosting shows at the PAC on Sunday, November 2, at 3pm; Monday, December 15, at 730pm, Monday, February 16, at 730pm, Monday, March 16, at 730pm, and Monday, May 4, at 730pm.

State Budget: There three budgets proposed for consideration that greatly impact cities in Michigan, a House, Senate, and Governor proposal. These are all quite different, with some proposing as much as a 10% increase to revenue sharing, and one proposing a 12% cut. There are also various changes to road and public safety expenses. This is likely to be negotiated over the next month. I will keep the city council informed.

Truck Replacements: The trucks planned for replacement include a 2013 and 2016 model.

**City of Swartz Creek
RESOLUTIONS**

Regular Council Meeting, Monday, September 22, 2025, 7:00 P.M.

Motion No. 250922 -4A

MINUTES – SEPTEMBER 8, 2025

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, September 8, 2025, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 250922-5A

AGENDA APPROVAL – SEPTEMBER 22, 2025

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of September 22, 2025, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 250922-6A

CITY MANAGER’S REPORT

Motion by Councilmember: _____

I Move the Swartz Creek City Council accept the City Manager’s Report of September 22, 2025, including reports and communications, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Proclamation No. 250922-8A

**PROCLAMATION RECOGNIZING NATIONAL FIRE
PREVENTION WEEK**

WHEREAS, the City of Swartz Creek recognizes the importance of public safety and fire prevention in protecting the lives, homes, and businesses of our residents; and

WHEREAS, National Fire Prevention Week is observed each year during the week of October 9th, commemorating the Great Chicago Fire of 1871, which tragically killed more than 250 people, left 100,000 homeless, and destroyed over 17,000 buildings; and

WHEREAS, in 1922, the National Fire Protection Association (NFPA) established Fire Prevention Week as the longest-running public health and safety observance in the United States, with President Calvin Coolidge issuing the first national proclamation in 1925—making 2025 the **100th anniversary of Fire Prevention Week’s national recognition**; and

WHEREAS, the dedicated men and women of the Swartz Creek Area Fire Department join with departments across the nation in promoting this year’s Fire Prevention Week theme, reminding residents of the importance of home escape planning, working smoke alarms, and shared responsibility in reducing fire hazards; and

WHEREAS, it is especially meaningful for our community that this observance coincides with the **100th anniversary of the Swartz Creek Area Fire Department**, a century of local service and dedication that enhances the significance of this year’s Fire Prevention Week; and

WHEREAS, the City of Swartz Creek commends both the NFPA and our local fire department for their longstanding commitments to safeguarding lives and property through education, preparedness, and service;

NOW, THEREFORE, I, Nate Henry, Mayor of the City of Swartz Creek, do hereby proclaim the week of **October 5 through October 11, 2025** as:

FIRE PREVENTION WEEK in the City of Swartz Creek, and I call upon all residents to observe this week by participating in fire prevention programs, practicing fire safety in their homes and workplaces, and recognizing the proud traditions of service that continue to protect our community.

IN WITNESS WHEREOF, I have hereunto set my hand and signed this proclamation on the 22nd day of September, 2025.

Resolution No. 250922-8B

RESOLUTION TO APPROVE THE PERGOLA CONCEPT FOR HOLLAND SQUARE, INCLUDING A MEMORANDUM OF UNDERSTANDING WITH DORT FINANCIAL CREDIT UNION

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek owns property on Holland Drive, known as Holland Square, that functions as a parking and outdoor event space, and

WHEREAS, the Downtown Development Authority has been seeking a means to increase the value of this space as it relates to hosting various outdoor events, and

WHEREAS, the DDA, through the work established by an ad hoc committee of the council, proposes to construct a pergola-style structure on the Miller Road frontage, complete with lighting and sound, with construction planned for spring of 2026, and

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE September 8, 2025**

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

Invocation and Pledge of Allegiance.

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

Councilmembers Absent: Melen.

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

Others Present: Metro PD Chief Bade, Dennis Cramer, Sandra Dively, Kathy Habermen, Diane Campbell, Wanda Tyler, Boots Abrams, Ken Brill, Tammy Parenteau, Jeff Kelley.

Others Virtually Attended: Lania Rocha.

APPROVAL OF MINUTES

Resolution No. 250908-01

(Carried)

Motion by Councilmember Spillane
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday August 25, 2025 to be circulated and placed on file.

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

APPROVAL OF AGENDA

Resolution No. 250908-02

(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 September 8, 2025, to be circulated and placed on file.

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

CITY MANAGER'S REPORT

Resolution No. 250908-03

(Carried)

Motion by Mayor Pro Tem Hicks
Second by Councilmember Gilbert

I Move the Swartz Creek City Council accept the City Manager's Report of September 8, 2025, including reports and communications to be circulated and placed on file.

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC:

None.

COUNCIL BUSINESS:

PROCLAMATION :

Mayor Henry proclaimed Saturday, September 27, 2025 as GFWC International Day of Service. He read and presented the proclamation to the General Federation of Women's Clubs.

City of Swartz Creek, Michigan
Office of the Mayor

Proclamation to Acknowledge the General Federation of Women's Clubs International Day of Service

WHEREAS, the General Federation of Women's Clubs (GFWC), one of the world's oldest and largest women's volunteer service organizations, has for more than 130 years united members in volunteer community improvement projects; and

WHEREAS, the GFWC International Day of Service unites clubs across the nation and around the globe to focus their time, talents, and resources on projects that strengthen communities and enhance quality of life; and

WHEREAS, the GFWC Swartz Creek Women's Club has long been a proud part of this tradition, making significant contributions to the City of Swartz Creek through civic engagement, service projects, and volunteerism; and

WHEREAS, the 2025 GFWC International Day of Service is themed “**Help End Domestic and Sexual Violence**,” calling on clubs to stand united against domestic and sexual violence and raise public awareness of its impact; and

WHEREAS, volunteer service in this vital area exemplifies the values of compassion, solidarity, and active community leadership.

NOW, THEREFORE, I, Nate Henry, Mayor of the City of Swartz Creek, do hereby proclaim Saturday, September 27, 2025 as

“GFWC International Day of Service”

in the City of Swartz Creek, and urge all residents to support the GFWC’s mission and join in the spirit of service that strengthens our community and protects its most vulnerable members.

IN WITNESS WHEREOF, I have hereunto set my hand this 8th day of September 2025.

Nate Henry, Mayor
City of Swartz Creek, Michigan

PROCLAMATION :

Mayor Henry proclaimed September 15 to 21, 2025 as National See Tracks? Think Train week.

WHEREAS See Tracks? Think Train® Week is to be held across the U.S. from September 15 to 21, 2025;

WHEREAS, 2,252 rail grade crossing collisions resulted in 749 personal injuries and were responsible for 268 fatalities in the United States during 2024; and

WHEREAS, 1,465 pedestrian trespassing casualties have occurred in the United States resulting in 821 pedestrians being killed and another 644 injured while trespassing on railroad property rights of way during 2024; and

WHEREAS, educating and informing the public about rail safety (reminding the public that railroad right of ways are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries caused by incidents involving trains and citizens; and

WHEREAS, the International Association of Chiefs of Police, National Operation Lifesaver Inc., United States Department of Transportation, and all local, state, county, and railroad law enforcement officers, first responders, and railroad corporations commit to partnering together in an effort to educate at a national level all aspects of railroad safety, to enforce applicable laws in support of National See Tracks? Think Train® Week;

THEREFORE, I, Mayor Nate Henry, do hereby attest my full support proclaiming September 15 to 21, 2025, National See Tracks? Think Train® Week in the city of Swartz Creek and I encourage all citizens to recognize the importance of rail safety education.

Nate Henry, Mayor
City of Swartz Creek, Michigan

RESOLUTION TO APPROVE THE LOW BID FOR THE PROVISION AND INSTALLATION OF TREES AT ABRAMS PARK

Resolution No. 250908-06

(Carried)

Motion by Councilmember Gilbert
Second by Mayor Pro Tem Hicks

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

WHEREAS, the City maintains an active five-year parks and recreation plan that calls for the investment of native forestry in Abrams Park, and

WHEREAS, the City is the recipient of a Michigan Department of Natural Resources Urban Forestry Grant, and

WHEREAS, the City, in consultation with the DNR, crafted a bid specification for the provision, planting, and one year of maintenance for forty-two trees in Abrams Park, and including 42 gator bags, and

WHEREAS, Nash Nurseries is the low qualified bidder to provide such services at \$18,840.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek City Council approves the bid as submitted in the September 8, 2025 city council packet, specifically to include the 42 trees and 42 gator bags, without taxes, and without watering/fertilizer services.

BE IT FURTHER RESOLVED, that the City Council authorizes and directs the City Manager to administer the Urban Forestry Grant and engage the contractor on behalf of the city.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE PROFESSIONAL SERVICES AGREEMENT FOR A TEAM STRENGTHENING PROCESS FOR CITY STAFF

Resolution No. 250908-07

(Carried)

Motion by Councilmember Knickerbocker
Second by Mayor Pro Tem Hicks

WHEREAS, the City aspires to uphold high standards in the execution of administrative duties and finds that a strong, unified, well-defined organizational culture are essential to doing so; and

WHEREAS, the consultation of staff with a proven professional in the field of team building will greatly assist in pursuing such a culture; and

WHEREAS, the City's Purchasing Ordinance, Chapter 2, Article VI, Section 2-406 provides for terms and conditions of purchases; and

WHEREAS, the City Council is authorized by ordinance to approve professional services; and

WHEREAS, the City finds the proposal by Lewis Bender, Ph.D. to be in the best interests of the city.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek approves the Proposal from Lewis Bender, Ph.D, as included in the September 8, 2025 city council packet.

BE IT FURTHER RESOLVED, the City of Swartz Creek authorize and direct the City Treasurer to apportion the expense among city funds using the standard fund dispersal method.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

Boots Abrams: Thanked Council for approving the forestry bid for Abrams Park.

REMARKS BY COUNCILMEMBERS:

Councilmember Knickerbocker: Nash Nurseries is well known and respected in the industry.

Councilmember Gilbert: Thanked Adam Zettel for taking care of his question from last week.

Mayor Pro Tem Hicks: September 27 is International Day of Service; they will collect items for the pantry at the Swartz Creek Community Church. She thanked the women's club for their service.

Councilmember Krueger: Discussed survey medallions. One might be under a trail.

Councilmember Spillane: Ron Vincent, a lifelong member of the community, will discuss growing up in Swartz Creek at the Historical Presentation Meeting.

Mayor Henry: There was not a lot of attendance at the Annual Fireman's Memorial Service. Next September we hope more people will attend.

ADJOURNMENT

Resolution No. 250908-08

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Krueger

I Move the Swartz Creek City Council adjourn the regular meeting at 7:30 p.m.

Unanimous Voice Vote.

Nate Henry, Mayor

Renee Kraft, CMC, MiPMC-2, City Clerk



Genesee County Parks and Recreation Commission
RANGER DIVISION
5045 Stanley Road, Flint, Michigan 48506
Telephone Number 810-731-7100



MEMORANDUM

Date: September 18, 2025

TO: Adam Zettel
City of Swartz Creek Manager

FROM: Rick Witham
Chief Ranger

RE: Elms Road Park Detail

Sir,

This weekend we had about 20 people each day inside the park.
We had no incidents within the park or at any pavilions.

Attached are the dates and times a Park Ranger has been inside
Elms Road Park.

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

Respectfully,

Rick Witham
Chief Ranger

Dates and times inside Elms Road Park:

September 6, 2025, 1100a to 126p

September 7, 2025, 1100a to 100p

September 13, 2025, 1045a to 1225p

September 14, 2025, 1040a to 1205p

We have two weeks left on patrols.

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
STREET PROJECT SELECTION COMMITTEE
MINUTES OF SEPTEMBER 4, 2025**

Meeting called to order by Mr. Zettel at 9:05 a.m.

Members Present: David Krueger (9:25), Nate Henry, Todd Beedy, Greg Dietrich, Adam Zettel, Jeremy Morgan, & David Mclane.

Members Absent: James Barclay.

Others Present: None.

Business: Holland Square Plan Refinement

The committee discussed the project concept with final design, pricing, and lighting/sound parameters being established. The architect and builder concurred that the package offered did reflect the most current design and pricing. The committee was satisfied that this was acceptable. It was noted that the design does NOT include any wall coverings or slats at this time. Lighting was reduced from the original scope for pricing, meaning that future investment would be required to enable stage style lighting.

The established budget breaks some of the contracted cost into component parts, such as mobilization. Overall, there should be about \$50,000 for contingency items and additional electrical work, if any.

The designer is going to modify and illustrate plans for using the light color wood (#208) in various configurations on roof materials, which will contrast with the darker wood (#215). These should be available for the September 11 DDA meeting and final decision. Steel structural fittings and fasteners are to be coated black.

Dort Financial memorandum of understanding for their donation was discussed. A ten year term and an exemption for seasonal art/decorations was recommended.

Dort sign is to be illustrated by designer on the NE corner.

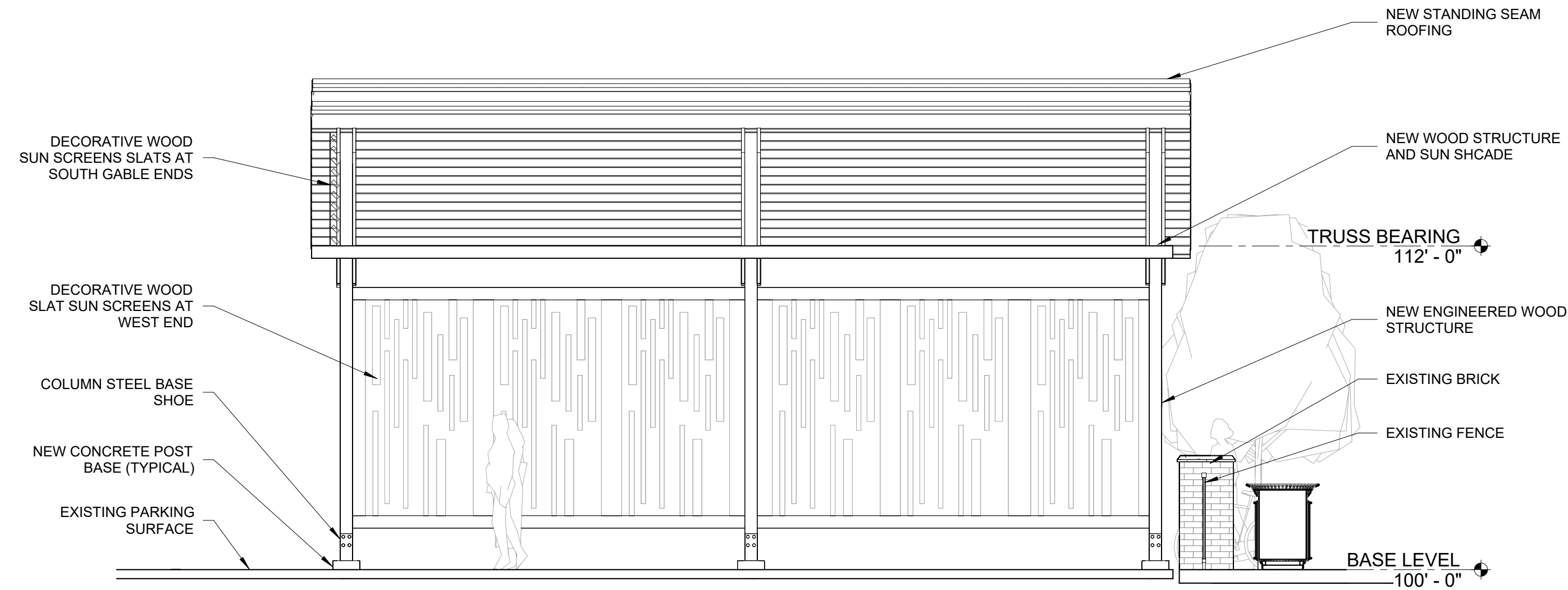
Designer recommends proceeding with engineering in October, but this may not be possible with the grant and fundraising goals. AZ will check on this question with MSDHA and the crowdfunding campaign.

MEETING OPEN TO THE PUBLIC: None.

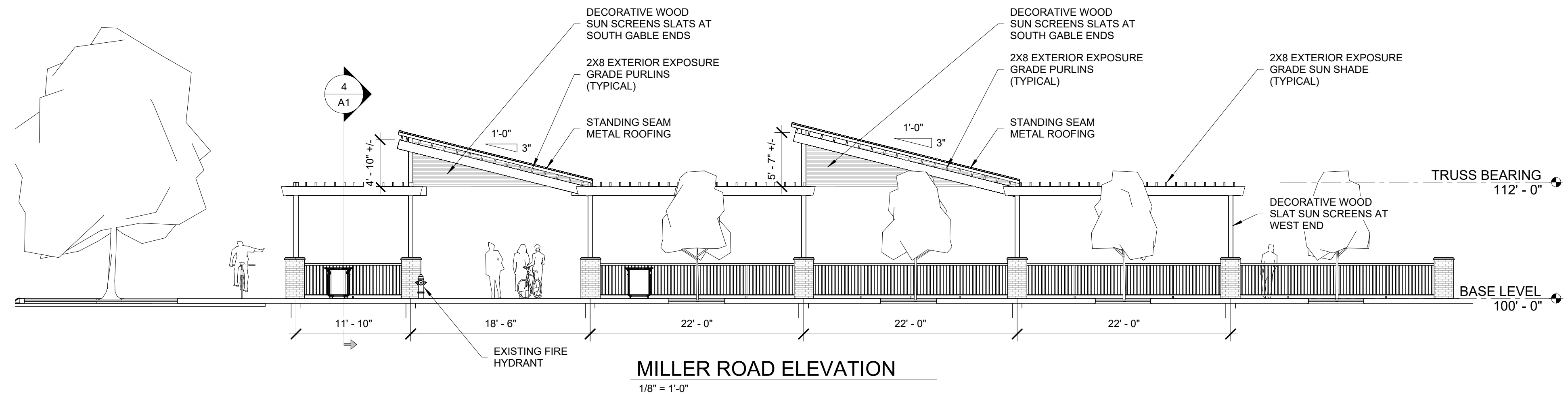
MEMBER COMMENTS: None.

Adjourned at 10:16 a.m.

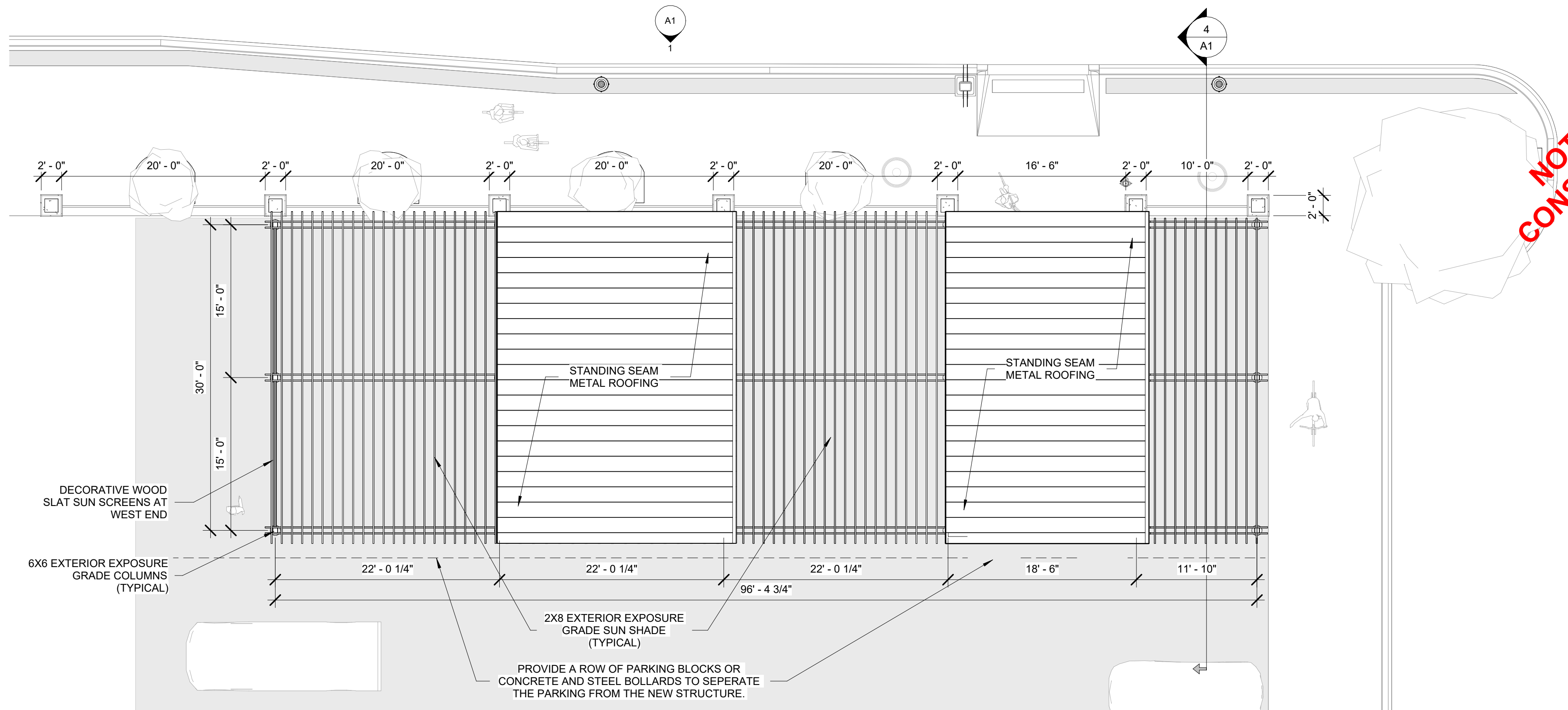
AHZ



4 SECTION 1
A1/A1
1/4" = 1'-0"



MILLER ROAD ELEVATION
1/8" = 1'-0"



LAYOUT PLAN
1/8" = 1'-0"



NOT FOR
CONSTRUCTION

J. W. MORGAN CONSTRUCTION, LLC

**7152 SEYMOUR RD.
SWARTZ CREEK, MI 48473
810-635-9228 OFFICE/FAX
810-691-6281 CELL
Lic# 2102148537**

PROPOSAL

City of Swartz Creek
Miller Road Streetscape

January 2, 2025

We hereby propose to provide the materials and labor necessary to complete the following:

- Secure building permit
- Construct the gazebo and trellis structure per the revised drawings provided using engineered laminated, pressure-treated, southern yellow pine structure provided by Structural Wood Systems
- Install pro-rib steel roofing fastened with exposed screws over 2x6 southern yellow pine, tongue-and-groove 2x6 roof decking
- We will bore through the asphalt parking lot and pour concrete footings to support the structure
- Price includes factory applied, one coat, oil-based, semi-transparent SWS stain on all lumber

Total Labor and materials **\$257,545 ***

*I will apply a 3% credit to the job as my portion of donated funding (\$7,700)

**Electrical is not included in this price

***Screen wall detail is not included in this price



SERVICE · SUPPORT · SALES
 28854 WALL ST.
 WIXOM, MI 48393
 P: (734) 507-1177 • F: (734) 943-6010
 MERCURYSL.COM

Sales Quote

Quote #: 25-32696



25-32696

City of Swartz Creek - Pergola AV Opinion of Cost P1

| Client | Ship To |
|---|--|
| City of Swartz Creek Greg Dietrich 8083 Civic Drive Swartz Creek, MI 48473 US Office: 810-635-4464 Mobile: 810-922-5283 Email: gdietrich@cityofswartzcreek.org | City of Swartz Creek 8083 Civic Drive Swartz Creek, MI 48473 US Office: 810-635-4464 |

| Quote Date | Valid Until | Shipping Method | Account Manager |
|------------|-------------|-----------------|-----------------|
| 8/15/2025 | 8/29/2025 | Mercury Vehicle | Japheth Boivin |

| Terms | Deposit Required | Deposit Amount |
|------------|------------------|----------------|
| In Advance | 50% | \$35,146.50 |

| Type | Qty. | Part Number | Description | Time | Rate | Price | Amount |
|---------------------|------|-------------|---|------|------|-------|--------|
| Note | | | ***System design and pricing to be finalized once project details, scope, and budget have received final confirmation.*** | | | | |
| Audio System | | | | | | | |
| Retail | 4 | CONTROL 31 | .JBL Control 31 High-Output Indoor/Outdoor 2-Way 10" Speaker - Black | | | | |
| Retail | 4 | MTC-30UB | .JBL MTC-30UB U-Bracket for Control 30/31 - Black | | | | |
| Note | | | Mains Speakers | | | | |
| Retail | 4 | RS800i-BK | .SoundTube 8" Hanging Speaker in Black with a BroadBeam Tweeter | | | | |
| Note | | | Distributed Speakers | | | | |
| Retail | 1 | AQZ32 | .Ashly AQZ32 - 16 in x 16 out AquaControl Digital Zone/Matrix Processor with Dante | | | | |
| Retail | 1 | MA250.8 | .Ashly MA250.8 Multi-Mode Power Amplifier, 8 x 250W @ 2/4/8 Ohms & 70V/25V | | | | |
| Retail | 1 | | Stainless Steel Wall Plate - 2 Gang with 4 XLR and 1/4 Inch Combo Connectors | | | | |
| Note | | | Audio Control | | | | |
| Retail | 1 | | Cable & Hardware Package | | | | |
| Labor | 1 | | Project Manager | | | | |
| Labor | 2 | | Installer | | | | |
| Labor | 1 | | Configuring Technician | | | | |

| Type | Qty. | Part Number | Description | Time | Rate | Price | Amount |
|---|------|----------------------|---|------|------|-------|--------------------|
| Labor | 1 | | Commissioning Technician | | | | |
| Audio System Total: | | | | | | | \$21,371.70 |
| Lighting System | | | | | | | |
| Retail | 28 | SIX201 | .Elation SIX+ Par S; 7 x 20W RGBAL+UV IP65 LED PAR MG+ARIA | | | | |
| Retail | 28 | SIX222 | .Elation Six+ Par S Lens - 60 Degree WFL | | | | |
| Note | | | Lighting Fixtures | | | | |
| Retail | 1 | CS-3150 | .Interactive Technologies CueServer 3 Core DX DMX Lighting Control Unit | | | | |
| Retail | 1 | AX-BR-HMK | .Interactive Technologies AX-BR-HMK Horizontal Mounting Kit | | | | |
| Retail | 1 | CS-SBA | .Interactive Technologies CueServer Station Bus Adapter | | | | |
| Retail | 1 | ST-MN8-CW-RGB | .Interactive Technologies ST-MN8-CB-RGB Mystique 5-Wire 8-Button Network Station in White with RGB LED Indicators | | | | |
| Retail | 2 | DMX5PF-RJ45E | .Lex 5-Pin DMX Female XLR to 8-Pin RJ45 Male Ethernet Adapter, 1' | | | | |
| Note | | | Lighting Control | | | | |
| Retail | 1 | | Cable & Hardware Package | | | | |
| Labor | 1 | | Project Manager | | | | |
| Labor | 2 | | Installer | | | | |
| Labor | 1 | | Configuring Technician | | | | |
| Labor | 1 | | Commissioning Technician | | | | |
| Lighting System Total: | | | | | | | \$38,467.80 |
| Rack & Network Control Equipment | | | | | | | |
| Retail | 1 | | NEMA Rack Package | | | | |
| Retail | 1 | iP-1520-RX | .Juice Goose iP-1520-RX iP 20 Amp, 7 Outlet Web Based Power Controller w/ Surge Protection | | | | |
| Retail | 1 | U6-Mesh-Pro | .Ubiquiti U6 Mesh Pro Weatherproof Wi-Fi 6 Mesh AP w/ Omnidirectional Antenna | | | | |
| Retail | 1 | UCG-Ultra | .Ubiquiti Cloud Gateway Ultra | | | | |
| Retail | 1 | USW-Lite-8-POE (52W) | .Ubiquiti Lite 8 PoE / PoE+ Switch | | | | |
| Retail | 1 | MD3Y4LL/A | .Apple iPad 11th Gen A16 - 128GB - Wi-Fi Only - Silver | | | | |
| Retail | 1 | B0CLS4V8WY | .Heavy Duty Protective Case for iPad (A16) 11th/ 10th Gen 11"/ 10.9 Inch (2025/2022) w/ Screen Protector & AC Stand - Black | | | | |
| Retail | 1 | | Cable & Hardware Package | | | | |
| Labor | 1 | | Project Manager | | | | |
| Labor | 2 | | Installer | | | | |

| Type | Qty. | Part Number | Description | Time | Rate | Price | Amount |
|---|------|-------------|--------------------------|------|------|-------|------------|
| Labor | 1 | | Configuring Technician | | | | |
| Labor | 1 | | Commissioning Technician | | | | |
| Rack & Network Control Equipment Total: | | | | | | | \$9,753.50 |

| | | |
|--|--------------|-------------|
| Notes: | Subtotal: | \$69,593.00 |
| Client will be financially responsible for any tariffs imposed between confirmation of project and arrival of equipment from the manufacturer. | Delivery: | \$700.00 |
| | Sales Tax: | \$0.00 |
| | Total: | \$70,293.00 |
| | Balance Due: | \$70,293.00 |

Any electrical work necessary must be supplied and completed by a client provided, licensed electrical contractor. If client does not have access to an electrician, one will be provided at additional cost.

Electrical work to be coordinated with Mercury Sound and Lighting.

Any necessary permits for the execution of the project are the responsibility of the client.

Any required patching and/or painting are to be provided by others.

| | |
|------------------------------|---------------|
| X | |
| _____ Authoized Signature | _____ Date |

Warranty

The installation work on your system is guaranteed against defects for a period of 90 days from the date installation is completed and acknowledged with your signature on the "Completion of Work" document. Our installation technicians will present the "Completion of Work" document at the end of their final day of installation and training on-site. If the "Completion of Work" document was not signed due to staff availability or not returned electronically, the labor warranty shall be 90 days from the date of the project invoice. This guarantee shall not apply if the equipment installed is damaged due to misuse, use by unauthorized persons, vandalism, theft or accident (including damage to the premises through natural or man-made events, such as fire, storms, construction etc.) Manufacturer warranties are applicable to their respective products and are subject to the terms established and enforced by the manufacturers.

Terms and Conditions

50% deposit required to confirm project. Equipment will be billed upon receipt by Mercury Sound and Lighting from the manufacturer(s). Remaining balance due upon completion. Deposit can be paid by check, bank transfer or credit card. A 3% processing fee will be assessed for any credit card payment.

Pricing is subject to change.

Any design/engineering services, change orders, additional materials or labor necessary to complete the integration of the proposed system will be billed accordingly.

Project execution schedule will be determined upon receipt of equipment from the manufacturer(s) by Mercury Sound and Lighting.

Any associated travel expenses (airfare, rental vehicle, lodging, per diem etc.) will be determined by the project location/ execution schedule and will be billed additionally.

Cancellation of any confirmed project may result in forfeit of deposit and additional charges of any costs incurred by Mercury Sound and Lighting.

If a lift is necessary for installation or any required service (warranty or otherwise), the necessary lift will be billed additionally.

All client supplied equipment is assumed to be functional. If the equipment is found to be insufficient or inoperable, alternative solutions will be reviewed with the client and may result in a change order.

Storage and disposal of any removed, existing equipment is the responsibility of the client, unless otherwise specified.

Mercury Sound and Lighting is not responsible for the performance of, or feature sets related to manufacturer software, applications, UC platforms and/or camera AI-based framing/tracking.

Upon receipt of project confirmation by Mercury Sound and Lighting, the client agrees to the above terms and conditions.

Once again, thank you for your consideration of us on this project. If you have any questions, please contact us.

To confirm this proposal, return this packet to Mercury Sound and Lighting with the signature of an authorized representative of your organization below. This signed proposal packet indicates you are engaging Mercury Sound and Lighting for the services described, that your expectations are accurately reflected, and that you accept the terms and conditions within.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

| Description | Quantity | Units | Matrrial & Labor Per Unit Price | Total Item Price | Remarks |
|-----------------------|----------|-------|---------------------------------|------------------|---|
| Pergola | 1 | EA | \$ 215,000.00 | \$ 215,000.00 | 24' x 75', includes engineered drawings |
| Pergola Footings | 21 | SF | \$ 1,500.00 | \$ 31,500.00 | 24" dia, 42" depth, min. |
| Planters | 2 | EA | \$ 2,500.00 | \$ 5,000.00 | Style TBD |
| Plantings | 1 | _ | \$ 1,000.00 | \$ 10,000.00 | Includes planting soil and |
| Plainting Soil | 1 | CY | \$ 100.00 | \$ 100.00 | |
| Sound/Lighting System | 1 | | \$ 75,000.00 | \$ 75,000.00 | |
| Electrical Outlets | 6 | | \$ 1,000.00 | \$ 6,000.00 | For Food Trucks |

SUBTOTAL \$ 342,600

BUDGET COSTS \$ 342,600

MOBILIZATION (10%) \$ 34,260

BOND & INSURANCE (2%) \$ 6,852

CONTINGENCY (15%) \$ 51,390

TOTAL COSTS \$ 435,102

MSHDA \$ 75,000

City DDA \$ 175,102

Dort FCU sponsorship \$ 50,000

Crowdfunding Match \$ 75,000

City Contribution \$ 10,000

Crowdfunding Goal* \$ 50,000 *This number is in addtion to the \$10k contributions from City, DDA, DFCU

Amount needed to raise \$ -





MEMORANDUM OF UNDERSTANDING (MOU)

This Memorandum of Understanding (“Agreement”) is entered into as of March 10, 2025, by and between:

Dort Financial Credit Union
(Hereinafter referred to as the “Donor”)

and

City of Swartz Creek
(Hereinafter referred to as the “Recipient”)

1. Recitals

WHEREAS, the Donor wishes to support the City of Swartz Creek through a charitable donation to enhance public space;

WHEREAS, the Recipient is constructing a public Pergola at the corner of Miller Road and Holland Drive in Swartz Creek and has agreed to grant naming rights for the structure;

WHEREAS, the Donor agrees to support the fundraising campaign and donate a total of Fifty Thousand Dollars (\$50,000) in two installments.

2. Donation Commitment and Payment Schedule

2.1 Donation Amount:

The Donor agrees to make a total donation of Fifty Thousand Dollars (\$50,000), to be paid in two installments as follows:

- Twenty-Five Thousand Dollars (\$25,000) on or about November 2025;
- Twenty-Five Thousand Dollars (\$25,000) on or about January 2026.

3. Signage Responsibility

The City of Swartz Creek agrees to cover the full cost and installation of the sign identifying naming rights for Dort Financial Credit Union on the Pergola.

4. Promotional Commitment

The Donor agrees to promote the fundraising match campaign conducted through the Michigan Economic Development Corporation/Patronicity platform by posting to its Facebook page and through email communication to its members.

5. Preferential Use

The Recipient agrees to allow Dort Financial Credit Union preferential usage rights of the Pergola for events and community purposes during the term of this Agreement, to be coordinated with the City in advance.

6. Entire Agreement

This document represents the entire agreement between the parties and supersedes all prior discussions or understandings regarding the subject matter herein.

7. Legal and Artistic Rights

7.1 Dort Financial Credit Union shall have the sole and exclusive right to review, approve, or deny any and all artwork proposed for display on or in connection with the pergola, in its sole discretion.

7.2 Dort Financial Credit Union shall not be responsible or liable for any events conducted at the pergola, nor for any claims, damages, losses, or injuries arising out of or in connection with such events.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the date first written above.

City of Swartz Creek (Recipient):

Name: Adam Zettel

Title: Manager, City of Swartz Creek

Date: _____

Dort Financial Credit Union (Donor):

Name: Brad Moore

Title: Marketing Manager, Dort Financial Credit Union

Date: _____