

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE JANUARY 8, 2024**

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

Invocation and Pledge of Allegiance.

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

Councilmembers Absent: None.

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

Others Present: Fire Chief Plumb, Metro PD Chief Bade, Marianne McLanahan, Jentery B. Farmer, Daneen Fick, Stephanie and Emma Skinner, Cheryl Boshaw, Michelle Groesser, Kathy Knickerbocker, Robin Ramberg.

Others Virtually Attended: Lania Rocha

APPROVAL OF MINUTES

Resolution No. 240108-01

(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 December 18, 2023, to be circulated and placed on file.

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

APPROVAL OF AGENDA

Resolution No. 240108-02

(Carried)

Motion by Councilmember Henry
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Agenda as printed for the Regular Council Meeting of January 8, 2024, to be circulated and placed on file.

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

CITY MANAGER'S REPORT

Resolution No. 240108-03

(Carried)

Motion by Councilmember Cramer
Second by Councilmember Henry

I Move the Swartz Creek City Council accept the City Manager's Report of January 8, 2024, including reports and communications to be circulated and placed on file.

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC:

None.

COUNCIL BUSINESS:

OTTERBURN CHECK PRESENTATION

The family of Jentery Farmer was in attendance and indicated that Jentery wished for half of his assets be donated to Otterburn Park. A check in the amount of \$6,446 was donated from Bee More Jentery Foundation to Otterburn Park.

SCAFD EMS UPDATE PRESENTATION

Chief Plumb stated there were 946 medical calls in 2023. He discussed the details of the costs and assists.

RESOLUTION TO APPROVE NEW WAGES FOR ELECTION WORKERS AND TO AFFIRM APPOINTMENT AUTHORITY OF THE ABSENT VOTER COUNTING BOARD TO THE CITY CLERK.

Resolution No. 240108-04

(Carried)

Motion by Mayor Pro Tem Hicks
Second by Councilmember Cramer

WHEREAS, the City of Swartz Creek conducts all elections for electors of the city, be such elections local, state, or federal; and,

WHEREAS, the State of Michigan has promulgated many new requirements and processes under which said elections are to be conducted, including early voting; and,

WHEREAS, the City Clerk conducted a wage review to ensure the city's election workers could be employed and retained competitively, finding that the city's wages were well below state and regional averages; and,

WHEREAS, the City of Swartz Creek Election Commission met on December 15, 2023 and recommended increases to Election Day Election Inspectors to \$225, Election Day Co-Chairperson Inspectors to \$230, Election Day Chairperson Inspectors to \$250, Early Voting Election Inspectors to be paid \$135, Early Voting Co-Chairperson Inspectors to be paid \$144 and Early Voting Chairperson Inspectors to be paid \$156; and,

WHEREAS, Michigan Election Law provides that the Local Election Commission has given the responsibility to the Clerk to determine whether Absent Voter Ballots will be processed in the Precinct or if an Absent Voter Counting Board(s) will be established prior to each election; and

WHEREAS, an Absent Voter Counting Board will consist of not less than three Election Inspectors and at least one inspector from each major political party.

NOW, THEREFORE BE IT RESOLVED, the Swartz Creek City Council hereby authorizes increases to Election Day Election Inspectors to \$225/day, Election Day Co-Chairperson Inspectors to \$230/day, and Election Day Chairperson Inspectors to \$250/day.

BE IT FURTHER RESOLVED, the Swartz Creek City Council hereby authorizes Early Voting Election Inspectors to be paid \$135/day, Early Voting Co-Chairperson Inspectors to be paid \$144/day, and Early Voting Chairperson Inspectors to be paid \$156/day.

NOW THEREFORE, BE IT RESOLVED, the Swartz Creek City Council affirms that appointments to the Absent Voter Counting Board shall be made by the City Clerk in the same manner as all other Election Day Precinct assignments.

Discussion ensued.

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

RESOLUTION TO APPROVE PROFESSIONAL ENGINEERING SERVICES FOR CONSTRUCTION ENGINEERING RELATED TO THE WINCHESTER VILLAGE STREET RECONSTRUCTION PROJECT.

Resolution No. 240108-05

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Cramer

WHEREAS, the City of Swartz Creek owns, operates, and maintains a system of major streets; and

WHEREAS, the city awarded a contract to DiPonio Contracting to replace water main and reconstruct streets in the Winchester Village subdivision as part of a USDA funded project; and

WHEREAS, the city's primary engineer, OHM Advisors, shall be conducting construction observation and engineering services for the USDA eligible components of the project; and

WHEREAS, OHM Advisors has submitted a proposal to perform construction observation and engineering services for the road reconstruction related components of the project; and

WHEREAS, OHM has been the city's primary pre-qualified federal engineering contract service provider on road projects, including the preceding USDA and road reconstruction projects in Winchester Village.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek approves the construction engineering professional services agreement for Winchester Village, dated December 7, 2023.

BE IT FURTHER RESOLVED, that the City Council directs the Mayor to execute said agreements on behalf of the city and for the city treasurer to appropriate such costs to the Local Street Fund.

Discussion Ensued.

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

RESOLUTION TO APPROVE AN AGREEMENT FOR USE OF SWARTZ CREEK COMMUNITY CHURCH (FORMERLY KNOWN AS THE UNITED METHODIST CHURCH) AS A POLLING LOCATION FOR MUNICIPAL ELECTIONS.

Resolution No. 240108-06

(Carried)

Motion by Councilmember Knickerbocker
Second by Councilmember Henry

WHEREAS, the City of Swartz Creek is responsible for conducting special and regular elections for local, state, and federal matters, including school and county matters, and;

WHEREAS, a single, central polling location is required and must provide a safe and accessible venue with sufficient space for various polling stations, check-in, parking, restrooms, and kitchen facilities, and;

WHEREAS, the City has been in agreement with and using the Swartz Creek Community Church (formerly known as United Methodist Church) on Miller Road and finds this facility to meet or exceed all comparable venues.

NOW, THEREFORE, BE IT RESOLVED that the City of Swartz Creek City Council enter into a five year agreement with the Swartz Creek Community Church (formerly known as United Methodist Church), 7400 Miller Road, a copy of which is attached hereto, the agreement to allow for the rental of certain rooms within the facility for the purpose of conducting City sanctioned elections, and further, direct the Mayor and City Clerk to execute the agreement on behalf of the City.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE A PROFESSIONAL SERVICE AGREEMENT WITH CBIZ BENEFITS AND INSURANCE SERVICES, INC. FOR ACTUARIAL VALUATION OF THE CITY'S RETIREE HEALTH CARE COSTS.

Resolution No. 240108-07

(Carried)

Motion by Councilmember Spillane

Second by Councilmember Henry

WHEREAS, the City of Swartz Creek maintains existing agreements that offer certain Other Post-Employment Benefits (OPEB), in the form of health care contributions or premium payments, in addition to pension benefits, and

WHEREAS, the City currently provides for payment of said benefits on a pay-as-you-go basis, and

WHEREAS, the Governmental Accounting Standards Board (GASB) has set standards and released Statements 67, 68, 74, & 75, among others, which require actuarial valuations on said OPEB expenses on an ongoing basis, and

WHEREAS, the City also seeks to determine the current liability of said benefits and the ongoing contributions required to fund said benefits as part of its annual budgeting process, and

WHEREAS, CBIZ Insurance & Benefits Inc., is recognized as a qualified and competent professional service company, under Ordinance Section 2-402, that is able to perform such actuarial studies with approval of the City Council, and

WHEREAS, CBIZ Insurance & Benefits Inc., is familiar with the city's labor contracts, existing retiree benefits, and the obligations to the Metro Police Authority of Genesee County.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek City Council approves the completion of the Letter of Engagement dated November 3, 2023 for such professional services, with total base costs for the engagement estimated to be \$14,585 as outlined in the proposal.

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

Discussion Ensued.

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

RESOLUTION TO APPROVE THE CITY CDBG ALLOCATION.

Resolution No. 240108-08

(Carried)

Motion by Councilmember Henry
Second by Councilmember Knickerbocker

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

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

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

WHEREAS, the funds for services can equal up to 15% of the three year allocation for approved and eligible purposes; and,

WHEREAS, the city council held a public hearing on November 27, 2023 to hear public comment related to the use of such funds,

NOW, THEREFORE, BE IT RESOLVED THAT the Swartz Creek City Council dedicate 15% of the three year Community Development Block Grant Distribution, an amount estimated to be \$5,278.35, to support services, including labor, at the Swartz Creek Area Senior Center, Inc., a recognized non-profit senior citizens center located at 8095 Civic Drive, Swartz Creek, MI 48473.

BE IT FURTHER RESOLVED THAT the Swartz Creek City Council dedicate 85% of the three year Community Development Block Grant Distribution, an amount estimated to be \$29,910.65, to support the improvement of decorative street lighting in downtown residential areas.

BE IT FURTHER RESOLVED THAT the Swartz Creek City Council approves the applications for funding as detailed on Genesee County Planning Commission applications and included in the January 8, 2024 city council packet.

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC:

Marrienne McLanahan: Discussed the speed limit and speeders. She asked, again, for a Police Officer to sit at Ingalls and McLain. Mayor Krueger responded that a new traffic enforcement officer was just hired.

REMARKS BY COUNCILMEMBERS:

Mayor Pro Tem Hicks: Asked for clarification on election inspector wage increase. Discussed the crosswalk/island at Miller and Paul Fortino. Suggested a new light be put in.

Councilmember Cramer: Discussed Miller and Elms roundabout. Suggested an investment in I-69 overpass because it needs work. Thanked the city Clerk for her work.

Councilmember Henry: Welcomed everyone back.

Councilmember Gilbert: Wished everyone a Happy New Year.

Councilmember Knickerbocker: Bee More Jentery Foundation is planning another fundraiser and they want to exceed the amount raised in 2023. Stated it has been a privilege to be a part of the organization.

Councilmember Spillane: Discussed improvements needed on Morrish Road. Stated the street lighting is pathetic and needs improvement. Mentioned that Frontier service is not

the greatest; his phone and internet work, but not as supposed to. Mentioned that residents have questioned why the city office is still closed on Fridays. City Manager explained that we are open more hours on other days and workers are still in the office on Fridays and are able to get work done without interruptions.

Mayor Krueger: Wished everyone a Happy New Year. He asked for a show of hands to who is re-running for City Council. Krueger, Knickerbocker and Gilbert all raised their hands. Councilmember Cramer stated he will not be seeking re-election.

ADJOURNMENT

Resolution No. 240108-08

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Henry

I Move the Swartz Creek City Council adjourn the regular meeting at 9:00 p.m.

Unanimous Voice Vote.

David A. Krueger, Mayor

Renee Kraft, CMC, MiPMC
Renee Kraft, CMC, MiPMC, City Clerk