

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

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

Invocation and Pledge of Allegiance.

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

Councilmembers Absent/Excused: Melen, Krueger

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

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

Others Virtually Attended: Doug Shults for Rowe Professional Services

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

APPROVAL OF MINUTES

Resolution No. 250127-01

(Carried)

Motion by Councilmember Spillane
Second by Councilmember Gilbert

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

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

APPROVAL OF AGENDA

Resolution No. 250127-02

(Carried)

Motion by Mayor Pro Tem Hicks
Second by Councilmember Gilbert

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

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

CITY MANAGER'S REPORT

Resolution No. 250127-03

(Carried)

Motion by Councilmember Gilbert
Second by Mayor Pro Tem Hicks

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

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC:

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

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

COUNCIL BUSINESS:

PRESENTATION:

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

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

Resolution No. 250127-04

(Carried)

Motion by Councilmember Knickerbocker
Second by Councilmember Gilbert

WHEREAS, Section 8.13 of the City Charter requires an audit of all accounts of the city government; and

WHEREAS, independent auditors, retained by the city per a qualified bidding selection process, have completed said audit for the most recent fiscal year, 2024; and

WHEREAS, said audit contains financials for related public utilities, enterprise accounts, and the Downtown Development Authority; and

WHEREAS, the audit, as presented to the city council on January 27, 2025, has been found to meet generally accepted accounting standards and required reporting provisions of state and local law.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek approve the 2023-2024 Fiscal Audit Report prepared by Plante-Moran, a copy of which is attached hereto, and further, direct such to be published, distributed, circulated and placed on file in a manner prescribed by law.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE COMMISSION APPOINTMENTS

Resolution No. 250127-05

(Carried)

Motion by Councilmember Spillane
Second by Councilmember Knickerbocker

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

WHEREAS, there exist vacancies in such positions; and

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

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

#250127-8B1 MAYOR APPOINTMENT:

Adam Zettel

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

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

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

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

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

Discussion Ensued.

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

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

Resolution No. 250127-06

(Carried)

Motion by Councilmember Knickerbocker
Second by Councilmember Gilbert

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

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

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

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

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

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

Discussion Ensued with Ryan Bair.

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

NO: None. Motion Declared Carried.

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

Resolution No. 250127-07

(Carried)

Motion by Councilmember Gilbert

Second by Councilmember Knickerbocker

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

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

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

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

Discussion Ensued with Chief Dave Plumb.

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

NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC: None.

REMARKS BY COUNCILMEMBERS:

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

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

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

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

ADJOURNMENT

Resolution No. 250127-08

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Spillane

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

Unanimous Voice Vote.

Nate Henry, Mayor

Renee Kraft

Renee Kraft, CMC, MiPMC2, City Clerk