

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE March 24, 2025**

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

Invocation and Pledge of Allegiance.

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

Councilmembers Absent: None.

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

Others Present: Jared Oginsky, Boots Abrams, Sandi Brill, Ken Brill, Dennis Cramer, Jeff Kelley, Susan Mesack

Others Virtually Attended: None

APPROVAL OF MINUTES

Resolution No. 250324-01

(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 March 10, 2025 to be circulated and placed on file.

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

APPROVAL OF AGENDA

Resolution No. 250324-02

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

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

CITY MANAGER'S REPORT

Resolution No. 250324-03

(Carried)

Motion by Councilmember Melen
Second by Councilmember Gilbert

I Move the Swartz Creek City Council accept the City Manager's Report of March 24, 2025, including reports and communications to be circulated and placed on file.

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC:

Sandi Brill: Discussed upcoming events for Friends of Abrams Park.
Susan Mesack: Discussed the Dragon's Cruise Festival permit.

COUNCIL BUSINESS:

NATIONAL LIBRARY WEEK

(Proclamation)

Mayor Henry read the 2025 Proclamation for National Library Week

MEDSTAR REPORT

(Report)

Kolby Miller of Medstar Ambulance discussed the 2024 Annual Report Swartz Creek for the EMS activity in the city.

RESOLUTION TO APPROVE A FESTIVAL PERMIT FOR THE DRAGON'S CRUISE CAR SHOW

Resolution No. 250324-06

(Carried)

Motion by Mayor Pro Tem Hicks
Second by Councilmember Gilbert

WHEREAS, the Dragon's Cruise (DC) organization is a recognized charitable entity that operates in Swartz Creek; and

WHEREAS, DC is seeking permits and approvals to operate a car show on public streets and grounds within the city, including a car show, DJ music, market vendors, and related activities; and

WHEREAS, the City Council finds the Dragon's Cruise organization and the event to be beneficial to the public and in good standing; and

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

NOW, THEREFORE BE IT RESOLVED that the City of Swartz Creek hereby approves Resolutions/Motions 250324-8C1 through 250324-8C3, allowing for the various permits related to the annual Swartz Creek Dragon's Cruise festival, to be held on Saturday, May 24, 2025, and Saturday, September 27, 2025 inclusive of all stipulations and conditions as specified and listed within, including the provision of valid insurance that lists the City of Swartz Creek as an additionally insured party for all events.

Discussion Ensued.

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

NO: Spillane. Motion Declared Carried.

DRAGONS CRUISE FESTIVAL PERMIT

Resolution No. 250324-06a

(Carried)

Motion by Mayor Pro Tem Hicks

Second by Councilmember Gilbert

I Move the City of Swartz Creek approve and authorize the Dragon's Cruise application for street closing and City property use permits on Saturday, May 24, 2025 and Saturday, September 27, 2025 for the purpose of hosting a festival at the following locations:

1. 5012 Holland Drive (11am to 4pm)
2. Miller Road (Morrish to Hayes) (11am to 4pm)
3. Holland between Miller and Ingalls (11am to 4pm)

Including the following activities:

1. Display of cars, trucks, tractors, and motorcycles on paved lot and street surfaces
2. Amplified DJ music at Holland Square

3. Provision of food and craft vendors

Street and City property use subject to the following stipulations:

1. Insurance certificate naming the City as insured in the amount not less than \$1,000,000.00 (One-Million Dollars)
2. Sufficient number of portable bathrooms placed and located by the applicant, and litter control program in accordance and under the approval of Director of Community Services.
3. Approval by the Chief of Police. Traffic control and pedestrian safety plan in accordance with and under the approval of office of Chief of Police.

Discussion Ensued.

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

NO: Spillane. Motion Declared Carried.

DRAGONS CRUISE MUNICIPAL PROPERTY RESERVATION PERMIT

Resolution No. 250324-06b

(Carried)

Motion by Mayor Pro Tem Hicks

Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve and authorize the Dragon's Cruise application for street closing / usage permit for Saturday, May 24, 2025 and Saturday, September 27, 2025 from 11:00 a.m. until 4:00 p.m. for purposes of conducting a festival, including market vendors, games, and food service in Holland Square (5012 Holland Drive) under the following stipulations:

1. Insurance certificate naming the City as an additional insured party in the amount not less than \$1,000,000.00 (One Million Dollars).
2. General approval, and under the direction and control of the Office of the Chief of Police.

Discussion Ensued.

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

NO: Spillane. Motion Declared Carried.

DRAGONS CRUISE STREET USAGE PERMIT

Resolution No. 250324-05c

(Carried)

Motion by Mayor Pro Tem Hicks

Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve and authorize the Dragon's Cruise application for street closing / usage permit for Saturday, May 24, 2025 and Saturday, September 27, 2025 from 11:00 a.m. until 4:00 p.m. for purposes of conducting a car show festival on Miller Road (Morrish to Hayes) and Holland Drive under the following stipulations:

1. Insurance certificate naming the City as an additional insured party in the amount not less than \$1,000,000.00 (One Million Dollars).
2. General approval, and under the direction and control of the Office of the Chief of Police.

Discussion Ensued.

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

NO: Spillane. Motion Declared Carried.

RESOLUTION TO APPROVE COOPERATIVE REHABILITATION OF BRISTOL ROAD WITH THE GENESEE COUNTY ROAD COMMISSION

Resolution No. 250324-07

(Carried)

Motion by Councilmember Gilbert

Second by Councilmember Knickerbocker

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

WHEREAS, the City also supports maintenance of border roads that are under the jurisdiction of the Genesee County Road Commission; and

WHEREAS, the GCRC is seeking equal support from Clayton Township and the City of Swartz Creek to rehabilitate such a border road, being Bristol Road between Morrish and the city limits.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council hereby authorizes participation in the amount of 25% of the estimated costs, with the city share estimated to be \$50,000, for milling and resurfacing of Bristol Road between Morrish and the city limits.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council hereby authorizes and directs the Mayor to execute the work order and estimate as included in the March 24, 2025 city council packet.

Discussion Ensued.

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

RESOLUTION TO APPROVE AN ELECTRIC VEHICLE CHARGING STATION ON HOLLAND DRIVE, AS AMENDED.

Resolution No. 250324-08

(Carried)

Motion by Councilmember Knickerbocker
Second by Councilmember Melen

WHEREAS, electric vehicles (EV's) are becoming more prevalent; and

WHEREAS, private and public EV charging stations are required to support the EV use model, and the siting of such stations can have the benefits of attracting users to support nearby business and providing a baseline of support for EV owners; and

WHEREAS, Consumers Energy is offering a \$15,000 rebate for installation of two Level 2 charging pedestals with four charging stations; and

WHEREAS, Apple Energy has submitted a proposal to provide and install such pedestals, including required software; and

WHEREAS, the Downtown Development Authority resolved to support additional costs of the equipment and installation, provided the city accepted and authorized the installation on Holland Drive.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council hereby authorizes the installation of two Level 2 EV charging stations on Holland Drive as outlined in the Apple Energy Agreement included in the March 24, 2025 city council packet.

BE IT FURTHER RESOLVED, the Swartz Creek City Council hereby approves the Apple Energy agreement and accepts ownership of said equipment, provided the DDA reimburses costs not covered in the Consumers Energy rebate.

BE IT FURTHER RESOLVED, the Swartz Creek City Council authorizes and directs the Mayor to execute the Apple Energy Agreement on behalf of the city.

Discussion Ensued.

YES: Hicks, Knickerbocker, Henry, Melen.
NO: Spillane, Gilbert, Krueger. Motion Declared Carried.

RESOLUTION TO APPROVE DONATION AND INSTALLATION OF A MONARCH BUTTERFLY GARDEN PHASE ONE AND TO ACKNOWLEDGE THE BUTTERFLY GARDEN MASTER PLAN FOR ABRAMS PARK

Resolution No. 250324-09

(Carried)

Motion by Councilmember Spillane
Second by Councilmember Krueger

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

WHEREAS, the Friends of Abrams Park group has offered to donate materials and labor sufficient to install a Butterfly Garden, including irrigation, at Abrams Park; and

WHEREAS, the Swartz Creek Park Board and City Council have approved installation of gardens one, two, and three; and

WHEREAS, the FoAP is proposing a three phase master plan for the complete garden in Abrams Park and is further requesting authorization to purchase and install the remaining features of Phase I; and

WHEREAS, the Park Board, after deliberation, found the garden master plan concept to align with the interests of the park and conditionally accepted the master plan at their meeting on March 18, 2025; and

WHEREAS, the Park Board further recommended approval of the complete Phase I of the garden at their meeting on March 18, 2025.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek City Council hereby accepts the Friends of Abrams Park donation of a Monarch Butterfly Garden Waystation, to be located at Abrams Park, conditioned upon the following:

1. The project shall be overseen by the Director of Public Works and not commence until the ability to ensure project completion is evidenced.
2. The Friends of Abrams Park and/or other volunteers shall maintain the gardens in a reasonable manner, with eventual replacement or removal dependent on the best interests of the city at a future date.
3. The city will own and maintain the garden irrigation system in a reasonable manner, with eventual replacement or removal dependent on the best interests of the city at a future date.
4. All future phases of the development shall require review and approval by the Swartz Creek City Council following a recommendation by the Park Board.

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

**RESOLUTION TO APPROVE ENGINEERING FIRMS VIA THE QUALIFICATION
BASED SELECTION (Q.B.S.)**

Resolution No. 250324-10

(Carried)

Motion by Councilmember Krueger
Second by Councilmember Melen

WHEREAS, the City of Swartz Creek is a Local Governmental Unit and recognized Street Authority eligible to receive funding from the Michigan Department of Transportation and the Federal Highway Administration; and,

WHEREAS, it is the duty of the City of Swartz Creek to provide for the safety of its citizens and in so doing, provide for safely designed, engineered, and constructed public roads, highways, bridges, drainage systems, water systems, sewage systems, and other improvements; and

WHEREAS, it is in the best interest of the city to protect people by demanding and ensuring that qualified engineers and land surveyors, also known as design professionals, render services which will assist in making construction projects safer, efficient, and sustainable for public use; and

WHEREAS, selection of design professionals based upon qualification to perform the required services rather than selection supported solely on price, is more likely to produce a preferable result; and

WHEREAS, the Michigan Department of Transportation and the Federal Highway Administration require the periodic bidding of design professional services for state and federally funded projects, and the City of Swartz Creek desires to comply with all such requirements and guidelines with respect to selection of design professionals; and

WHEREAS, the City has adopted a process and developed an RFQ that extends for a period of five (5) years, at the option of the city, thus eliminating the need to engage in additional selection processes on a project by project basis, and further, invited firms to submit qualifications, advertised in a newspaper of general circulation, and published in a state wide publication, resulting in the returns of eight interested firms; and

WHEREAS, after reviewing eight submissions, the City finds that multiple firms qualify and staff recommends authorizing the top five submissions for MDOT work and general engineering services.

NOW, THEREFORE, BE IT RESOLVED that the Swartz Creek City Council, in compliancy with requirements set forth by Michigan Department of Transportation and

the Federal Highway Administration, hereby create a Qualification Based Selection list for professional design, inspection and other engineering services, as follows:

1. ROWE Professional Services
2. Orchard, Hiltz & McCliment Inc.
3. Fleis & Vandenbrink
4. DLZ, Inc.
5. Spaulding Dedecker

BE IT FURTHER RESOLVED that the City authorize all eight firms for general engineering services that are not federally funded, that may arise from time to time and align with firms' specialties and/or capacity.

BE IT FURTHER RESOLVED that the City direct the Staff to solicit pricing for various engineering services the City may use or desire, from all eight firms, and negotiate such prices if needed, and make all such findings available to the public and Council.

Discussion Ensued.

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

RESOLUTION TO APPROVE A RESTATED AGREEMENT FOR BUILDING SERVICES BETWEEN THE CITY OF SWARTZ CREEK AND MUNDY TOWNSHIP

Resolution No. 250324-11

(Carried)

Motion by Councilmember Melen
Second by Councilmember Krueger

WHEREAS, the City of Swartz Creek provides planning, zoning, and building services to the public; and

WHEREAS, building, trade, and code enforcement services are provided by Mundy Township staff through an existing interlocal agreement, with code enforcement inspections and enforcement supported by the Metro Police Authority of Genesee County; and

WHEREAS, the City and Township seek to amend and restate the agreement to provide such services in order to better align with the newer policing structure, rental inspections demands, and an increase in dedicated staff.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek City Council hereby approves the Building Department Shared Services Agreement Between the Charter Township of Mundy, Michigan and the City of Swartz Creek.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek City Council authorizes and directs the Mayor to execute said agreement on behalf of the city.

Discussion Ensued.

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

NO: Gilbert. Motion Declared Carried.

RESOLUTION TO AMEND AND RESTATE CITY-WIDE RATES, FEES, AND CHARGES

Resolution No. 250324-12

(Carried)

Motion by Mayor Pro Tem Hicks

Second by Councilmember Knickerbocker

WHEREAS, the City sets rates and collects fees, fees for permits, charges for services, cost recovery for public safety and cost recovery for consulting services (rates, fees, & charges), and;

WHEREAS, such rates, fees, & charges are a necessary and essential part of the funding for the services that the City provides, and:

WHEREAS, the City's Code of Ordinances defines and provides for certain rates, fees, & charges, and;

WHEREAS, other such rates, fees, & charges are provided for by resolution of the City Council, statutory provision, past practice, policy and other such actions, and

WHEREAS, the City has amended the City's Code of Ordinances to provide for various rates, fees, & charges to be set by resolution of the City Council, and;

WHEREAS, the City has need to implement additional rates, fees, & charges to be set by resolution of the City Council, and;

WHEREAS, the City desires to have all such rates, fees, & charges organized into a single resolution that can be visited periodically and adjusted accordingly.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek hereby sets its rates, fees, & charges in accordance with the following schedule, effective immediately or as soon as practical thereafter, table as follows:

CITY OF SWARTZ CREEK RATES, FEES PERMITS & CHARGES FOR SERVICES
(All fees may be paid in person with cash, check, or card. Building and utility fees may be paid online with card or e-check)

1. Chapter 1: Municipal Ordinance Violations Bureau (Parking Fines)

The following parking violations shall be punishable by the fines indicated:

<u>Offense</u>	<u>Fine</u>
(a) Parking too far from curb	\$ 40.00
(b) Angle parking violations	\$ 40.00
(c) Obstructing traffic	\$ 40.00

Prohibited parking (signs un-necessary)

(d) On sidewalk	\$ 40.00
(e) In front of drive	\$ 40.00
(f) Within intersection	\$ 40.00
(g) Within 15 feet of hydrant	\$ 40.00
(h) On crosswalk	\$ 40.00
(i) Within 20 feet of crosswalk or 15 feet of corner lot lines	\$ 40.00
(j) Within 30 feet of street side traffic sign or signal	\$ 40.00
(k) Within 50 feet of railroad crossing	\$ 40.00
(l) Within 20 feet of fire station entrance	\$ 40.00
(m) Within 75 feet of fire station entrance on opposite side of street (signs required)	\$ 40.00
(n) Beside street excavation when traffic obstructed	\$ 40.00
(o) Double parking	\$ 40.00
(p) On bridge of viaduct or within tunnel	\$ 40.00
(q) Within 200 feet of accident where police in attendance	\$ 40.00
(r) In front of theater	\$ 40.00
(s) Blocking emergency exit	\$ 40.00
(t) Blocking fire escape or fire lane	\$ 50.00
(u) In a handicapped space	\$100.00
(v) In prohibited zone (signs required)	\$ 40.00
(w) In alley (signs required)	\$ 40.00

Parking for prohibited purpose

(x) Displaying vehicle for sale	\$ 40.00
(y) Working or repairing vehicle	\$ 40.00
(z) Displaying advertising	\$ 40.00
(aa) Selling merchandise	\$ 40.00
(bb) Storage over 48 hours	\$ 40.00
(cc) Wrong side boulevard roadway	\$ 40.00
(dd) Loading zone violation	\$ 40.00
(ee) Bus, parking other than bus stop	\$ 40.00
(ff) Taxicab, parking other than cab stand	\$ 40.00

(gg)	Bus, taxicab stand violations	\$ 40.00
(hh)	Failure to set brakes	\$ 40.00
(ii)	Parked on grade wheels not turned to curb	\$ 40.00
(jj)	Parked on lawn extension within right of way	\$ 40.00
(kk)	Parked on front lawn	\$ 40.00

All \$40.00 violations not paid within 20 days will be assessed a \$20.00 late fee.

2. Chapter 2: Liability for Expense of an Emergency Operation (Hazardous Materials Cleanup Cost Recovery)

Cost shall be actual expenses inclusive of all Police & Fire Department wages, equipment and motor-pool and / or any sub-contracted actual expenses associated with hazardous materials clean-up.

3. Chapter 2: Liability for Expense of an Emergency Response (Alcohol Related Arrests, Accidents)

- A. A cost of \$150 shall be assessed to each defendant convicted of O.U.I.L. – O.U.I.D or O.W.I. The cost recovery shall be collected as a part of the fines and costs set by the 67th District Court.
- B. Actual costs shall be assessed to each defendant convicted of O.U.I.L. – O.U.I.D or O.W.I. in which a motor vehicle accident occurred. The cost recovery shall be collected as a part of the fines and costs set by the 67th District Court. In the event the court declines collection, they shall be billed direct to the defendant.
- C. For the purpose of determining costs for extensive investigation and cleanup recovery for emergency response for alcohol related arrests and accidents, the following table shall be used:

Fire

Pumper	\$250.00/hour
Tanker	\$350.00/hour
Squad/Utility	\$150.00/hour
Grass	\$200.00/hour
Command	\$150.00/hour
Officers	\$18.00/hour
Firefighters	\$15.00/hour

Police

Officers	\$51.54/hour
Officer Overtime	\$62.34/hour
Police Car	\$15.00/hour

4. Chapter 5: Cemetery Lots - Purchase

The cost for purchase of cemetery lots will be \$600.00 per lot.

5. Chapter 5: Cemetery, Charges for Grave Openings, etc.

Grave openings shall be actual costs, either as sub-contracted or performed by City Employees, plus a 15% administrative fee.

6. Chapter 11: Park Reservation Fees

Elms Park

Pavilion #1 \$80.00 (\$225.00 non-resident)
Pavilion #2 \$100.00 (\$275.00 non-resident)
Pavilion #3 \$50.00 (\$165.00 non-resident)
Pavilion #4 \$80.00 (\$225.00 non-resident)

Abrams Park

Pavilion #1 \$50.00 (\$165.00 non-resident)
Pavilion #2 \$50.00 (\$165.00 non-resident)
Pavilion #3 \$40.00 (\$135.00 non-resident)
Pavilion #4 \$40.00 (\$135.00 non-resident)

Deposit \$200.00*

*Deposit to be forfeited with any validated park rule or ordinance violation attributed to the reserving entity.

7. Chapter 12: Peddlers and Solicitors License and Background Check

\$50.00 for primary permit and one background check plus \$20 for each additional background check.

8. Chapter 15: Permit, Sidewalk Installation

\$50.00

9. Chapter 15: Permit for Excavation, Right of Way or Other City Property

\$100.00

10. Chapter 19: Water System Use, Rates and Charges

(A) Charges for water supply services to premises within the city connected with the water supply system shall be as follows:

Rates for Quarterly Billings

Readiness to serve charge

5/8", 3/4", 1"	\$60.76
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1.5"	\$241.14
2"	\$385.84
3"	\$723.45
4"	\$1,205.76
6"	\$2,411.50

Commodity charge (per 100 cubic feet of water): \$7.87

Additional meters, connected for the exclusive purpose of registering water consumed and NOT returned to the sewer system shall be charged the commodity charge only (example: lawn sprinkler system).

(B) Any water customer may have water services temporarily shut off for any time period during which the premises, for which the water service is provided, will be unoccupied. The request for such shut off shall be made in writing on forms to be provided by the city. The written request shall specify the reason for the shut off and the date on which the water service shall be shut off.

(C) There shall be a Twenty Dollar (\$20.00) charge for shutting off the water service pursuant to such request and a Twenty Dollar (\$20.00) charge for turning the water service back on, if the shut off or turn on is performed during normal business hours. If this shut off or turn on is performed outside of normal business hours, the charge shall be One-Hundred Dollars (\$100.00).

If water is shut off and/or turned back on pursuant to account delinquency, the fee shall be Forty Dollars (\$40.00) per turn off and Forty Dollars (\$40.00) per turn on. This fee shall be applied upon deployment of the field crew for water shut off. Requests for after-hours turn on shall cost One-Hundred Dollars (\$100.00). The City Manager may waive any shut off and turn on fees for reasonable cause.

(D) Water customers shall continue to be billed for a readiness to service charge while connected to the system.

(E) Bulk water sales shall be in accordance with the following fee schedule:

**Bulk Water
Purchases**
1 cubic ft. = 7.4805
Gallons

Gallons	Cubic ft.	Cost
3,740	499.96658	\$109.20
5,000	668.40452	\$121.80
10,000	1336.809	\$168.00
15,000	2005.2136	\$214.20
20,000	2673.6181	\$259.35

11. Chapter 19: Water & Sewer Tap Fees

(A) There shall be paid, with respect to all premises connecting to the water and sanitary sewer system of the city, a tap-in fee pursuant to the following schedules:

- (1) Single-family residence--\$1,500 each for water & sanitary sewer
- (2) Multiple-family residence--\$1,500 per unit each for water and sanitary sewer

(B) All other uses connecting to the water and/or sanitary sewer system of the city shall be required to pay tap-in fees at the rate of one-thousand, five hundred dollars (\$1,500) per unit factor, pursuant to the unit factor table provided for by the Genesee County Division of Water and Waste. In no case shall tap-in fees be less than one-thousand, five hundred dollars (\$1,500).

(C) Furthermore, for any structure used generally for more than one (1) purpose, connection fees shall be determined by applying the appropriate unit factors as set by the Genesee County Division of Water and Waste, to the various uses on any level, grade or sub-grade plane of the structure, provided that it is intended that the fees so derived shall be cumulative. Tap fees shall also apply for any additional units that may be calculated and applied by the County WWS pursuant to change in use or otherwise.

12. Chapter 19: Sanitary Sewer Rates

Rates for Quarterly Billings

Readiness to serve charge (per Residential Equivalent Unit): \$53.53

Readiness to serve charge (non-metered accounts): \$130.43

Commodity charge (per 100 cubic feet of water consumed): \$2.52

A readiness to serve charge equal to the number of calculated sewer units shall be charged to all customers connected to the city's sewer system to offset fixed costs of system operation. In addition, a commodity charge shall be applied to the sewer bill in an amount equal to the above rate multiplied by the number of ccf that the accompanying water account registers. If the sewer connection is not accompanied by a water meter to register water usage, the charge shall be considered non-metered and no commodity charge shall be applied.

For the purposes of determining sanitary sewer rates, per unit sewage disposal calculations resulting in a fraction of a whole number shall be rounded up to the next highest whole number.

13. Chapter 20: Weed Cutting Fees

\$300 per cut

14. Building & Trade Inspection Fees*

A. Building Permit Fees:

The total cost of Improvement is based on the International Code Council (ICC) Building Valuation Square Foot Construction Cost Table.

Application Fee, non-refundable:	\$125.00
Up to \$1,000 (includes one 1 inspection).....	\$125.00
\$1,001.00 to \$10,000.00 (includes 1 inspection)..	\$125.00 plus \$10.00 per \$1,000.00
\$10,001.00 to \$100,000.00	\$225.00 plus \$7.00 per \$1,000.00
\$100,001.00 to \$500,000.00	\$925.00 plus \$6.50 per \$1,000.00
\$500,001 plus	\$3,250.00 plus \$6.00 per \$1,000.00
All work not involving a sq. foot computation:	\$125
Residential plan review and administration base fee	\$125/hr, with a \$500 min. plus applicable third party fees
Residential Minor plan review (Building Dept. determination)	First hour included with application fee, \$125 each additional hour plus any third party fees
Commercial plan review up to \$500,000 valuation	\$0.0019 of building valuation with a minimum of \$500 plus third party fees
Commercial plan review over \$500,000 valuation	\$950 plus \$0.0006 of building valuation plus third party fees
Inspections (each)	\$125
Certificate of Occupancy (Residential)	\$125
Certificate of Occupancy (Commercial)	\$300
Commercial Temp C of O for stocking and staffing...	\$2,000.00 plus bond equal to 150% (not open for business)of uncompleted items as estimated by the Building Department

Work Commencing Before Permit Issuance	\$200
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B. Electrical Inspection Fees

Application Fee (non-refundable)	\$80
Work Commencing Before Permit Issuance	\$120

Plan Review	\$125/hr plus third party fees
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New Residential Electrical System

Up to 1,500.00 sq. foot	\$90.00
1,501 to 3,500 sq. foot	\$140.00
Over 3,500 sq. foot	\$190.00

Service

Through 200 Amp.	\$20
Over 200 Amp. thru 600 Amp.	\$25
Over 600 Amp. thru 800 Amp.	\$200
Over 800 Amp. thru 1200 Amp.	\$300
Over 1200 Amp. (GFI only)	\$500

Circuits

Lighting Fixtures-per 25	\$7
Dishwasher	\$7
Furnace-Unit Heater	\$7
Electrical-Heating Units (baseboard)	\$8
Power Outlets (ranges, dryers, etc.)	\$9

Signs

Unit	\$6
Letter	\$10
Neon-each 25 feet	\$20

Feeders-Bus Ducts, etc.-per 50'	\$8
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Mobile Home Park Site	\$7
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Recreational Vehicle Park Site	\$7
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K.V.A. & H.P.

Units up to 20	\$4
Units 21 to 50 K.V.A. or H.P.	\$6
Units 51 K.V.A. or H.P. & over	\$10

Fire Alarm Systems (excl. smoke detectors)

Up to 10 devices	\$50
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11 to 20 devices	\$100
Over 20 devices	\$5 each

Low voltage - Per opening (devices)	\$5 each
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Energy Retrofit-Temp. Control	\$45
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Conduit only or grounding only	\$45
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Inspections

Special/Safety Insp. (includes cert. fee)	\$100
Additional Inspection	\$100
Final Inspection	\$100
Certification Fee	\$75

C. Mechanical Inspection Fees

Application Fee (non-refundable)	\$80
Work Commencing Before Permit Issuance	\$120

Plan Review	\$125/hr plus third party fees
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Residential Heating System

(Includes duct & pipe)	
Up to 1,500 sq. feet	\$90
1,501 to 3,500 sq. feet	\$140
Over 3,500 sq. feet	\$190
Gas/Oil Burning Equipment Under 400,000 Btu	\$30
Gas/Oil Burning Equipment 400,000 and Above	\$40
Boiler	\$30
Water Heater	\$5
Damper/Flue	\$5
Solid Fuel Equip. (includes chimney)	\$30
Gas Burning Fireplace	\$30
Chimney, factory built (installed separately)	\$25
Solar; set of 3 panels-fluid transfer (includes piping)	\$20
Gas piping; each opening-new installation (residential)	\$5
Air Conditioning (includes split systems) 1.5hp to 15 hp	\$30
Over 15 hp	\$50
Heat Pumps (complete residential)	\$30
Dryer, Bath & Kitchen Exhaust	\$5

Tanks

Aboveground	\$20
Aboveground Connection	\$20
Underground	\$20

Underground Connection	\$20
Humidifiers/Air Cleaners	\$5

Piping

Piping-minimum fee \$25	\$.05/ft
Duct-minimum fee \$25	\$.10/ft
Heat Pumps; Commercial (pipe not included)	\$20

Air Handlers/Heat Wheels

Conversion Burners (oil)	\$25
Commercial Hoods/Exhausters	\$30
Heat Recovery Units	\$15
V.A.V. Boxes	\$10
Unit Ventilators	\$10
Unit Heaters (terminal units)	\$15

Fire Suppression/Protection/Other

(includes piping) –minimum fee \$20	\$.75/head
Limited Area Suppression (per head)	\$2
Fire Suppression Hood (per head)	\$4
Evaporator Coils	\$30
Refrigeration (split system)	\$30
Chiller	\$30
Cooling Towers	\$30
Compressor/Condenser	\$30
Manufactured Chimney	\$25
Exhaust Fans	\$20
Multi Zone Self Contained Units	\$25
Through Wall Units	\$25
Ranges (gas)	\$20

Inspections

Special/Safety Insp. (includes cert. fee)	\$100
Additional Inspection	\$100
Final Inspection	\$100
Certification Fee	\$75

D. Plumbing Inspection Fees

Application Fee (non-refundable)	\$80
Work Commencing Before Permit Issuance	\$120

Plan Review	\$125/hr + third party fees
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New Residential Plumbing System

Up to 1,500 sf	\$90
1,501 to 3,500 sf	\$140

Over 3,500 sf	\$190
Mobile Home Park Site	\$7 each
Fixtures, floor drains, special drains,	\$4 each
Water connected appliances	\$4 each
Stacks (soil, waste, vent and conductor)	\$2 each
Sewage ejectors, sumps	\$5 each
Sub-soil drains	\$5 each

Water Service

Less than 2"	\$25
2" to 6"	\$75
Over 6"	\$100
Connection (bldg. drain-bldg. sewers)	\$25

Sewers (sanitary, storm or combined)

Less than 6"	\$25
6" and Over	\$100
Manholes, Catch Basins	\$15 each

Water Distributing Pipe (system)

¾" Water Distribution Pipe	\$5
1" Water Distribution Pipe	\$10
1 ¼" Water Distribution Pipe	\$15
1 ½" Water Distribution Pipe	\$20
2" Water Distribution Pipe	\$25
Over 2" Water Distribution Pipe	\$30
Reduced pressure zone back-flow preventer	\$5 each
Domestic water treatment and filtering equipment only	\$5
Medical Gas System	\$45

Inspections

Special/Safety Insp. (includes cert. fee)	\$100
Additional Inspection	\$100
Final Inspection	\$100
Certification Fee	\$75

15. Chapter 22: General Emergency Response Fees

Fire

Pumper	\$250.00/hour
Tanker	\$350.00/hour
Squad/Utility	\$150.00/hour
Grass	\$200.00/hour
Command	\$150.00/hour

Officers	\$18.00/hour
Firefighters	\$15.00/hour

Police

Officers	\$51.54/hour
Officer Overtime	\$62.34/hour
Police Car	\$15.00/hour

16. Appendix B: Franchises

\$250 application fee plus actual expenses related to preparation by City Attorney.

17. Miscellaneous Fees

- A. *Copies:*
 Black & White: 10¢ per page.
 Color or Mixed Color and Black & White: 25¢ per page

B. *Freedom of Information Act Requests:*

See the City of Swartz Creek Freedom of Information Act Procedures & Guidelines: adopted June 22, 2015 for details. Standard requests shall be charged 10¢ for 8.5 x 11 page (25¢ for color or mixed color) plus all actual costs for outside reproduction (i.e. photo re-prints, blueprint copies, digital media storage, etc.). Extensive search requests shall have an additional per hour fee equal to wages only of the lowest paid clerical position employed with the City (\$8.15/hour with a 1.1 fringe multiplier, totaling \$8.97/hour).

- C. *Weddings:*
 \$50 per ceremony

- D. *Fax Services:*
 50¢ per page for the first 10 pages, then \$0.25 per page thereafter

- E. *Notary Services:*
 \$10.00 per item

- F. *Insufficient Funds:*
 \$25 each for any check returned unpaid for account insufficient, closed or stopped

- G. *Penalties on Outstanding Invoices/Miscellaneous Receivables:*
 \$10 penalty for unpaid miscellaneous receivables, including but not limited to: utility bills, mowing invoices, sidewalk repair, project reimbursements, charges for services, and retiree coverage contributions. This penalty shall be applied once to "past due" invoices.

H. *Interest on Outstanding Invoices/Miscellaneous Receivables:*
1.5% interest per month on outstanding invoices that are 30 days "past due".

*Payments made toward outstanding balances shall be applied in the following order:
interest, penalties, principle.

**18. Chapter 13 & 16: Development Plans, Administrative Fees, Subdivision
Site Plan & Review Fees***

A. Site Plan Review:

Property Re-Zoning	\$500
Single & Multiple-Family (non-plat)	\$300 plus \$10.00 per lot/unit
Mobile Home Park	\$500 plus \$10.00 per unit
Commercial Development	\$500 plus \$50.00 per acre/fraction
Industrial Development	\$500 plus \$50.00 per acre/fraction
Office Development	\$500 plus \$50.00 per acre/fraction
Institutional	\$300 plus \$50.00 per acre/fraction
Public/semi-public uses	\$300 plus \$50.00 per acre/fraction
Special Approval or Conditional Use	\$300 plus \$10.00 per acre/fraction
PUD/Mixed Use Review	\$500 plus \$50.00 per acre/fraction
Consulting and/or Third Party Fees	Actual consultant costs plus 5%
Revisions	½ of original review fee

B. Building and Zoning:

Zoning Permit (Includes 1 hr review and inspection)	\$125
Zoning Letter	\$75
Sidewalk Permit	\$50
Sign Permit	See Building Permits
Structure Movement Permit	\$200
Demolition Permit (Including ROW Permit)	\$200 + \$0.10/sf
Right of Way Permit (Residential)	\$100
Right of Way Permit (Commercial and/or Road Break)	\$250 +review/inspection escrow
Home Occupation Permit	\$95
Variance Review	\$300 per variance
Zoning Board of Appeals: Petitioned Interpretation Review	\$150
Zoning Board of Appeals: Appeal Review	\$250
Lot Split/Combination: City Ordinance Section 16.2	\$150 plus \$5.00 per lot
Public or Private Road Plan Reviews	\$400 per mile/fraction
Consulting Fees	Actual consultant costs
Zoning Code	\$10 CD, \$25 Paper Copy
Engineering Standards Manual	\$10 CD, \$25 Paper Copy
Medical Marijuana Dispensary/Facility Review	\$500
Consulting and/or Third Party Fees	Actual consultant costs plus 5%

C. Subdivision Review

Preliminary Subdivision Review-Tentative	\$300 plus \$5.35 per lot
Preliminary Subdivision Review- Final	\$160 plus \$2.70 per lot
Final Plat Review	\$160 plus \$1.00 per lot
Consulting and/or Third Party Fees	Actual consultant costs plus 5%

*Consultant fees and or third party fees are those planning, engineering, legal, or related services performed unstaffed professionals. Such fees are employed and billed to the city, and are to be paid by the applicant. A pre-determined escrow will be estimated and required by the city prior to engaging in such services, which may need to be adjusted accordingly. Such invoices shall be payable by the applicant with an additional 5% fee.

19. Chapter 1: Municipal Civil Infraction Fines

Civic Infraction Citation Fines:

First Offense	\$100
Second Offense	\$200
Third Offense	\$300

Civic Infraction Notice Fines:

First Offense	\$75
Second Offense	\$150
Third Offense	\$250

20. Rental Inspection Program Fees

Registration	\$100 for the first unit, plus \$25 for each additional unit on a shared premises, with common ownership and management, or within recognized apartment complexes
Follow up inspections	The initial and one follow-up inspection will be performed without additional fees. Subsequent inspections shall be charged at the rate of \$100/unit
Registration Updates/Amendments Coverage	No charge The initial fee covers the registration and first inspection and is valid until the resulting certificate of compliance expires
Pro-ration	There shall be no pro-ration of fees

ADOPTION & REVISION HISTORY:

Resolution No. 050711-07	Dated July 11, 2005
Resolution No. 100208-06	Dated February 8, 2010
Resolution No. 101206-04	Dated December 6, 2010 (Water-Sewer-RTS)

Resolution No. 111114-05	Dated November 14, 2011 (Park Fees)
Resolution No. 110613-07	Dated June 13, 2011 (Water Fees)
Resolution No. 120611-05	Dated June 11, 2012 (Water Fees)
Resolution No. 120709-05	Dated July 9, 2012 (Bulk Water Fees)
Resolution No. 130610-09	Dated June 10, 2013 (Water Fees)
Resolution No. 130826-06	Dated August 26, 2013 (K.W.A. Water Fees)
Resolution No. 140922-07	Dated September 22, 2014 (Utility and MMD Fees)
Resolution No. 150824-05	Dated August 24, 2015 (FOIA, Rentals, Utility Fees)
Resolution No. 151214-05	Dated December 14, 2015 (Parking)
Resolution No. 160523-05	Dated May 23, 2016 (Water and Sewer)
Resolution No. 160808-04	Dated August 8, 2016 (Solicitation)
Resolution No. 171023-07	Dated October 23, 2017 (Building; Police Removal)
Resolution No. 180312-06	Dated March 12, 2018 (Building Penalty)
Resolution No. 181126-07	Dated November 26, 2018 (Parking)
Resolution No. 190325-09	Dated March 25, 2019 (Water)
Resolution No. 201109-06	Dated November 9, 2020 (Water Rates - Cross Connection)
Resolution No. 210927-06	Dated September 27, 2021 (Cost Recovery & Right of Way)
Resolution No. 211213-04	Dated December 13, 2021 (Water and Sewer Rates)
Resolution No. 220613-05	Dated June 13, 2022 (UB Turn On/Off & Park Deposit)
Resolution No. 221114-06	Dated November 14, 2022 (Park Reservations)
Resolution No. 231127-08	Dated November 27, 2023 (Parks, Water, Cost Recovery)
Resolution No. 241125-06	Dated November 25, 2024 (Parks)
Resolution No. 240334-__	Dated March 24, 2025 (Building, Planning, & Zoning)

Discussion Ensued.

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

RESOLUTION TO APPROVE STREET RECONSTRUCTION AND WATER MAIN REPLACEMENT WORK FOR DON SHENK DRIVE AND CAPPY LANE
Resolution No.250324-13 (Carried)

Motion by Councilmember Gilbert
 Second by Mayor Pro Tem Hicks

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

WHEREAS, the city uses a twenty year street improvement plan to guide maintenance, rehabilitation, and reconstruction investments in the street network, as aligned with the 20 year street levy; and

WHEREAS, the watermain for part the this phase of street reconstruction is original and requires replacement in tandem with the street work; and

WHEREAS, the city's engineer, OHM Advisors, designed specifications and plans for the Don Shenk Drive street, Cappy Lane street, and part of the Cappy Lane water main, with sealed bids on such plans being opened on March 13, 2025; and

WHEREAS, the low bid for this project is \$2, 268,819.79 from Glaeser Dawes Corporation; and

WHEREAS, OHM Advisors, who surveyed and designed the project, submitted a proposal for construction engineering services.

NOW, THEREFORE, BE IT RESOLVED the City of Swartz Creek City Council approves the bid by Glaeser Dawes Corporation as a unit cost bid in the amount of \$2,268,819.79.

BE IT FURTHER RESOLVED, that the City of Swartz Creek City Council also approves construction engineering services as outlined in the attached proposal by OHM Advisors, dated March 18, 2025.

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, Major Street Fund, and Water Fund as appropriate.

BE IT FURTHER RESOLVED, that the City Council authorizes a loan from the general fund to the local street fund to cover any local street fund expenses required for this project that are not available in the 2025 or 2026 fiscal years, estimated to be \$400,000, general terms of said loan to be 4.25% annual interest, payable over 60 months, with an amortization schedule to be provided by the city's finance officer to the city council.

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC:

Sandi Brill: Thanked Council for approving the Butterfly Garden at Abrams Park.

RESOLUTION TO APPROVE CLOSED SESSION TO CONSIDER PENDING LITIGATION (ROLL CALL VOTE)

Resolution No. 250324-14

(Carried)

Motion by Councilmember Knickerbocker
Second by Councilmember Melen

WHEREAS, the City of Swartz Creek City Council desires to consult with the city attorney regarding pending litigation, the public discussion of which would have a detrimental financial effect on the position of the public body, and;

WHEREAS, the MCL 15.268(e) permits a governing body to enter a closed session to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.

NOW THEREFORE, BE IT RESOLVED the City of Swartz Creek City Council exit the regular session at 8:45pm of the city council and enter into a closed session for the purpose of discussing pending litigation.

Discussion Ensued.

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

END CLOSED DOOR SESSION AND ENTER BACK INTO OPEN SESSION.

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

Motion by Krueger to accept the amount of payment that was discussed in closed session and direct the attorney to contact the person with the claim against us, with the offer.
Second by Melen.

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

MEETING OPENED TO THE PUBLIC:

Dennis Cramer: Questioned the status of the old methodist church. Mr. Zettel responded.

REMARKS BY COUNCILMEMBERS:

Mayor Pro Tem Hicks: Commented on the Dragon's Cruise paperwork.

Councilmember Krueger: He purchased sycamore trees and would like to plant them in the parks.

ADJOURNMENT

Resolution No. 250324-17

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Melen

I Move the Swartz Creek City Council adjourn the regular meeting at 9:36 p.m.

Unanimous Voice Vote.

Nate Henry, Mayor

Renee Kraft

Renee Kraft, CMC, MiPMC2, City Clerk