

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

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

Invocation and Pledge of Allegiance.

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

Councilmembers Absent: Melen, Hicks.

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

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

Others Virtually Attended: None.

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

A unanimous voice vote.

APPROVAL OF MINUTES

Resolution No. 250609-01

(Carried)

Motion by Councilmember Spillane
Second by Councilmember Krueger

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

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

APPROVAL OF AGENDA

Resolution No. 250609-02

(Carried)

Motion by Councilmember Krueger
Second by Councilmember Gilbert

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

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

CITY MANAGER'S REPORT

Resolution No. 250609-03

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Knickerbocker

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

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

MEETING OPENED TO THE PUBLIC: None.

COUNCIL BUSINESS:

RESOLUTION TO APPROVE COMMISSION APPOINTMENT

Resolution No. 250609-04

(Carried)

Motion by Councilmember Knickerbocker
Second by Councilmember Krueger

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

WHEREAS, there exists a vacancy in such a position; and

WHEREAS, said appointment is a Mayoral appointment, subject to affirmation of the City Council.

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

#250609-8A1

MAYOR APPOINTMENT:

Dennis Cramer

Park Board

Remainder of three year term, expiring June 30, 2025

Discussion Ensued.

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

NO: None. Motion Declared Carried.

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

Resolution No. 250609-05

(Carried)

Motion by Councilmember Spillane

Second by Councilmember Gilbert

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

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

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

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

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

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

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

NO: None. Motion Declared Carried.

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

Resolution No. 250609-06

(Carried)

Motion by Councilmember Krueger

Second by Councilmember Knickerbocker

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

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

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

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

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

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

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE THE UPDATED PERSONNEL POLICIES MANUAL

Resolution No. 250609-07

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Krueger

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

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

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

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

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

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

Discussion Ensued.

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

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE THE TREASURER PROFESSIONAL SERVICES AGREEMENT

Resolution No. 250623-08

(Carried)

Motion by Councilmember Knickerbocker

Second by Councilmember Krueger

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

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

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

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

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

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

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

Discussion Ensued.

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

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE THE CITY CLERK PROFESSIONAL SERVICES AGREEMENT

Resolution No. 250623-09

(Carried)

Motion by Councilmember Spillane

Second by Councilmember Gilbert

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

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

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

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

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

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

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

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE THE PROFESSIONAL SERVICES AGREEMENT WITH THE CITY MANAGER

Resolution No. 250623-10

(Carried)

Motion by Councilmember Krueger
Second by Councilmember Knickerbocker

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

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

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

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

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

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

Resolution No. 250623-11

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Krueger

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

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

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

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

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

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

Discussion ensued.

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

NO: None. Motion Declared Carried.

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

Resolution No. 250623-12

(Carried)

Motion by Councilmember Knickerbocker

Second by Councilmember Gilbert

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

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

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

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

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

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

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

Discussion ensued.

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

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

Resolution No. 250609-13

(Carried)

Motion by Councilmember Spillane
Second by Councilmember Krueger

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

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

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

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

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

Discussion ensued.

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

MEETING OPENED TO THE PUBLIC:

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

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

REMARKS BY COUNCILMEMBERS:

Councilmember Gilbert : Questioned the noise ordinance.

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

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

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

ADJOURNMENT

Resolution No. 250609-14

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Krueger

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

Unanimous Voice Vote.

Nate Henry, Mayor

Renee Kraft

Renee Kraft, CMC, MiPMC2, City Clerk