

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE June 23, 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: Fire Chief Plumb, Metro PD Sergeant Stephen McFadden, Terry O'Brien, Diane Campbell, Dennis Cramer, Boots Abrams, Ken Brill, Sandra Dively, Wanda Tyler, Mary Michael, Jeff Kelley, Dale Gentle, Robert Oakman, Kathy Habermehl, Susan Mesack.

Others Virtually Attended: None

APPROVAL OF MINUTES

Resolution No. 250623-01

(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 June 9, 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. 250623-02

(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 23, 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. 250623-03

(Carried)

Motion by Councilmember Melen
Second by Councilmember Gilbert

I Move the Swartz Creek City Council accept the City Manager's Report of June 23, 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:

Susan Mesack: Stated that Hometown Days was a great success. She gave a Certificate of Appreciation to the City of Swartz Creek.

COUNCIL BUSINESS:

PRESENTATION: Swartz Creek Women's Club presented a check for \$1,000 to Metro Police.

RESOLUTION RECOGNIZING THE 100TH ANNIVERSARY OF THE SWARTZ CREEK AREA FIRE DEPARTMENT

Resolution No. 250623-04

(Carried)

Motion by Mayor Pro Tem Hicks
Second by Councilmember Krueger

WHEREAS, the origins of fire protection in the Swartz Creek community began with the formation of the Swartz Creek Area Fire Association in 1925, established by civic-minded individuals committed to protecting life and property; and

WHEREAS, over time, the Swartz Creek Area Fire Association evolved in structure and capacity, becoming the Swartz Creek Area Fire Department (SCAFD), a modern and professional organization serving the City of Swartz Creek and neighboring municipalities; and

WHEREAS, for 100 years, the men and women of the department—both past and present—have dedicated themselves to the highest standards of emergency service, demonstrating courage, integrity, and an unwavering commitment to the safety of the community; and

WHEREAS, the SCAFD has continually adapted to meet the demands of a growing population, incorporating advanced technology, specialized training, and regional cooperation into its daily operations; and

WHEREAS, the 100th anniversary of the Swartz Creek Area Fire Department provides a meaningful opportunity to reflect upon its rich history, honor its members, and celebrate a century of service to the public good;

NOW, THEREFORE, BE IT RESOLVED, that the Swartz Creek City Council hereby formally recognizes the 100th anniversary of the Swartz Creek Area Fire Department and expresses its profound appreciation to all who have served throughout its history; and

BE IT FURTHER RESOLVED, that the City Council commends the Department's continued commitment to excellence and public safety, and extends its heartfelt gratitude for a century of steadfast service to the Swartz Creek community; and

BE IT FINALLY RESOLVED, that a copy of this resolution be presented to the Swartz Creek Area Fire Department to be entered into the historical record as a tribute to its enduring legacy.

Adopted this 23rd day of June, 2025 by the Swartz Creek City Council.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE COMMISSION APPOINTMENTS

Resolution No. 250623-05

(Carried)

Motion by Mayor Pro Tem Hicks

Second by Councilmember Melen

WHEREAS, the laws of the State of Michigan, the Charter and Ordinances for 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 for 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 multiple 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:

#250623-8D1	<u>MAYOR APPOINTMENT:</u> Park Board Three year term, expiring June 30, 2028	Dennis Cramer
#250623-8D2	<u>MAYOR APPOINTMENT:</u> Park Board Three year term, expiring June 30, 2028	Mark Gonyea
#250623-8D3	<u>MAYOR APPOINTMENT:</u> Park Board Three year term, expiring June 30, 2028	Edmond Bosas
#250623-8D4	<u>MAYOR APPOINTMENT:</u> Planning Commission Three year term, expiring June 30, 2028	Kelli Melen
#250623-8D5	<u>MAYOR APPOINTMENT:</u> Planning Commission Three year term, expiring June 30, 2028	Bud Grimes
#250623-8D6	<u>MAYOR APPOINTMENT:</u> Planning Commission Three year term, expiring June 30, 2028	
#250623-8D7	<u>MAYOR APPOINTMENT:</u> Board of Review Three year term, expiring June 30, 2028	Wanda Tyler
#250623-8D8	<u>MAYOR APPOINTMENT:</u> Board of Review Three year term, expiring June 30, 2028	Kenneth Brill
#250623-8D9	<u>MAYOR APPOINTMENT:</u> Zoning Board of Appeals Alternate Three year term, expiring June 30, 2028	Mark Gonyea
#250623-8D10	<u>MAYOR APPOINTMENT:</u> Downtown Development Authority Four year term, expiring June 30, 2029	James Barclay
#250623-8D11	<u>MAYOR APPOINTMENT:</u> Downtown Development Authority Four year term, expiring June 30, 2029	

Discussion Ensued.

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

**RESOLUTION TO APPROVE ANNUAL COVERAGE AND PAYMENT FOR WORKERS
COMPENSATION INSURANCE TO MEADOWBROOK**

Resolution No. 250623-06

(Carried)

Motion by Councilmember Gilbert
Second by Mayor Pro Tem Hicks

WHEREAS, the City of Swartz Creek has a need to provide workers compensation benefits to employees that work in various job classifications; and

WHEREAS, the City of Swartz Creek is a part of the Michigan Municipal League Workers Compensation Fund; and

WHEREAS, the City of Swartz Creek has a positive history in working with the MML as it relates to loss control consultation services, coverage for claims, and pricing; 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 of \$7,112 to Michigan Municipal League Worker Compensation Fund, funds to be apportioned to reflect departmental coverage as noted in the invoice.

Discussion Ensued.

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

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

Resolution No. 250623-07

(Carried)

Motion by Councilmember Knickerbocker
Second by Councilmember Gilbert

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

WHEREAS, the City has a need to update or recreate a new capital improvement plan and maintenance plan that takes into account forecasted capacity needs, inflow & infiltration reductions, inspections, and potential lining, and;

WHEREAS, the City uses DLZ, a prequalified full-service professional engineering company, for sewer mapping and miscellaneous sewer system consultation services.

NOW THEREFORE, BE IT RESOLVED the City of Swartz Creek City Council hereby approves the Proposal to Assess Sanitary Sewer Hydraulic Capacity from DLZ as included in the June 23, 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: Melen, Spillane, Gilbert, Hicks, Krueger, Knickerbocker, Henry.

NO: None. Motion Declared Carried.

RESOLUTION TO ESTABLISH A PUBLIC HEARING AND TO DISTRIBUTE NOTICES THEREOF AS IT RELATES TO AN UPDATE TO THE DOWNTOWN DEVELOPMENT AUTHORITY DEVELOPMENT AND TAX INCREMENT FINANCING PLAN

Resolution No. 250623-08

(Carried)

Motion by Councilmember Spillane

Second by Councilmember Melen

WHEREAS, the State of Michigan Downtown Development Authority Act P.A. 57 of 2018 authorizes a City to establish a Downtown Development Authority when it is in the best interests of the public to halt property value deterioration and increase property tax valuation, where possible, in its business district; to eliminate the causes of that deterioration; to promote economic growth; and

WHEREAS, the Swartz Creek Downtown Development Authority was created twenty years ago and is set to dissolve after the 2036 calendar year; and,

WHEREAS, the DDA has only recently realized sufficient tax increment financing revenues suitable to impacting change in the downtown; and,

WHEREAS, the timeframe for remaining revenues is found to be insufficient to granting TIF incentives and/or borrowing to address larger investments; and

WHEREAS, CIB Planning has been retained to update the DDA Development and Tax Increment Financing Plans in order to extend the existence of the Swartz Creek DDA as a TIF capable entity; and

WHEREAS, Section 125.4203 of the act requires an ordinance be adopted by the Swartz Creek City Council indicating the jurisdictional area meets certain legislative requirements and to set a date and time for a public hearing concerning amendment of the DDA Plan; and

WHEREAS, the Swartz Creek Downtown Development Authority resolved to recommend proceeding with an amendment, an ordinance update, and a public hearing at their meeting on June 12, 2025.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Swartz Creek DDA finds there is a public need to amend the length or term of the current DDA Plan to halt property value deterioration and increase property tax valuation, where possible, in its downtown business district; to eliminate the causes of that deterioration; and to promote economic growth;
2. That the proposed DDA Plan amendment will not change the boundaries of the DDA District;
3. That the amended plan maintains a potential project list; and
4. That the Swartz Creek City Council authorizes advancement of the DDA Development and TIF Plan amendment and ordinance and hereby establishes a public hearing regarding the plan amendment and notify the taxing jurisdictions, providing an opportunity to ask questions of, or meet with, the City concerning the plan amendment, said hearing to occur at the regular City Council meeting of July 28, 2025 at 7pm.

BE IT FURTHER RESOLVED the City of Swartz Creek City Council authorizes and directs the City Clerk to distribute the notice in accordance with applicable law.

Discussion Ensued.

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

RESOLUTION TO APPROVE FISCAL YEAR 2025 BUDGET AMENDMENTS AND ADJUSTMENTS

Resolution No. 250623-09

(Carried)

Motion by Councilmember Krueger
Second by Councilmember Melen

WHEREAS, Act 621 of P.A. 1978 provides for a uniform budgeting system for local units of government; and

WHEREAS, Act 275 of P.A. of 1980 further prohibits deficit spending by local units of government; and

WHEREAS, the City Council has reviewed the City's 2024 - 2025 Fiscal Year Budget and comparative year-to-date balance sheet of expenses and revenues, and finds that it is not in deficit; however, certain department activity line items may be in deficit.

WHEREAS, the City Council has received a Budget Amendment Summary; and

WHEREAS, new budget amounts necessitate adjustments to the original adopted budget; and

WHEREAS, said supplemental documentation shows the new proposed revenue and expenditures changes by account number.

THEREFORE BE IT RESOLVED, the Swartz Creek City Council hereby authorizes and directs the city manager or his designee to make all necessary end-year budget adjustment amendments to all city funds in accordance with the supplemental documentation (pages 60 to 64) attached.

BE IT FURTHER RESOLVED, the Swartz Creek City Council hereby authorizes and directs the City Manager or his designee to make all necessary year-end budget adjustment amendments.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

Boots Abrams: Stated that Chief Plumb is doing a fine job.

Dennis Cramer: As far as streaming services, there is a gap in coverage in The Village.

Discussed law enforcement will speak/train all churches regarding mass shootings.

Dale Gentle: Stated there has been an increase of traffic with go carts and mini bikes on Winshall Drive – they are low to the ground and hard to see. Suggested commenting in the next newsletter.

Ken Brill: Discussed some of the street trees not making it. Response from City Manager Adam Zettel was that some will be replaced in the fall.

Sandra Dively: Questioned why her street only received one layer of asphalt when other streets received two. Mr. Zettel responded in detail as to why.

REMARKS BY COUNCILMEMBERS:

Councilmember Spillane: Mentioned the downed light post in front of the post office. There was a three-car fender bender at the concert last Tuesday. Good turn out for the concert. Might have to cancel this week because of weather.

Mayor Pro Tem Hicks: Crosswalk light at Fairchild and Miller is very dim. Hard to see.

Councilmember Knickerbocker: The annual Chamber Awards luncheon is tomorrow at noon at the American Legion. All are welcome.

Mayor Henry: Congratulated Sergeant Hiben who received the Meritorious Citation Award last week.

ADJOURNMENT

Resolution No. 250623-10

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Melen

I Move the Swartz Creek City Council adjourn the regular meeting at 7:58 p.m.

Unanimous Voice Vote.

Nate Henry, Mayor

Renee Kraft

Renee Kraft, CMC, MiPMC2, City Clerk