

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE REGULAR COUNCIL MEETING  
DATE September 22, 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, Jeff Kelley.

Others Virtually Attended: None.

**APPROVAL OF MINUTES**

**Resolution No. 250922-01 (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 September 8, 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. 250922-02 (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 September 22, 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. 250922-03**

**(Carried)**

Motion by Councilmember Melen  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council accept the City Manager's Report of September 22, 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:** None.

**COUNCIL BUSINESS:**

## **PROCLAMATION RECOGNIZING NATIONAL FIRE PREVENTION WEEK**

**WHEREAS**, the City of Swartz Creek recognizes the importance of public safety and fire prevention in protecting the lives, homes, and businesses of our residents; and

**WHEREAS**, National Fire Prevention Week is observed each year during the week of October 9th, commemorating the Great Chicago Fire of 1871, which tragically killed more than 250 people, left 100,000 homeless, and destroyed over 17,000 buildings; and

**WHEREAS**, in 1922, the National Fire Protection Association (NFPA) established Fire Prevention Week as the longest-running public health and safety observance in the United States, with President Calvin Coolidge issuing the first national proclamation in 1925—making 2025 the **100th anniversary of Fire Prevention Week's national recognition**; and

**WHEREAS**, the dedicated men and women of the Swartz Creek Area Fire Department join with departments across the nation in promoting this year's Fire Prevention Week theme, reminding residents of the importance of home escape planning, working smoke alarms, and shared responsibility in reducing fire hazards; and

**WHEREAS**, it is especially meaningful for our community that this observance coincides with the **100th anniversary of the Swartz Creek Area Fire Department**, a century of local service and dedication that enhances the significance of this year's Fire Prevention Week; and

**WHEREAS**, the City of Swartz Creek commends both the NFPA and our local fire department for their longstanding commitments to safeguarding lives and property through education, preparedness, and service;

**NOW, THEREFORE**, I, Nate Henry, Mayor of the City of Swartz Creek, do hereby proclaim the week of **October 5 through October 11, 2025** as:

**NATIONAL FIRE PREVENTION WEEK** in the City of Swartz Creek, and I call upon all residents to observe this week by participating in fire prevention programs, practicing fire safety in their homes and workplaces, and recognizing the proud traditions of service that continue to protect our community.

**IN WITNESS WHEREOF**, I have hereunto set my hand and signed this proclamation on the 22nd day of September, 2025.

**RESOLUTION TO APPROVE THE PERGOLA CONCEPT FOR HOLLAND SQUARE, INCLUDING A MEMORANDUM OF UNDERSTANDING WITH DORT FINANCIAL CREDIT UNION**

**Resolution No. 250922-05**

**(Carried)**

Motion by Mayor Pro Tem Hicks  
Second by Councilmember Melen

**WHEREAS**, the City of Swartz Creek owns property on Holland Drive, known as Holland Square, that functions as a parking and outdoor event space, and

**WHEREAS**, the Downtown Development Authority has been seeking a means to increase the value of this space as it relates to hosting various outdoor events, and

**WHEREAS**, the DDA, through the work established by an ad hoc committee of the council, proposes to construct a pergola-style structure on the Miller Road frontage, complete with lighting and sound, with construction planned for spring of 2026, and City Council Packet 25 September 22, 2025

**WHEREAS**, the project is to be funded by a Michigan State Housing Development Authority grant in the amount of \$75,000, a contribution of \$50,000 from Dort Financial Credit Union, \$75,000 in Public Spaces-Community Places, community contributions, and DDA funds, and

**WHEREAS**, the MEDC requires establishment of a concept prior to seeking crowdfunding donations, which are to be sought between November of 2025 and January of 2026, and

**WHEREAS**, the Swartz Creek Downtown Development Authority resolved to recommend approval of the concept at their regular meeting on September 11, 2025, conditioned upon the city maintaining lighting and sound training of no less than three city officials at any point.

**NOW, THEREFORE, BE IT RESOLVED** the City of Swartz Creek City Council approves the Pergola concept at Holland Square, including the tentative design, budget, lighting, and memorandum of understanding as included in the September 22, 2025 packet.

**BE IT FURTHER RESOLVED** the City of Swartz Creek City Council approves the Memorandum of Understanding with Dort Financial Credit Union, as distributed at the September 22, 2025 city council meeting, which sets expectations for their contribution to the project.

**BE IT FURTHER RESOLVED** the City of Swartz Creek City Council approves the contribution of \$10,000 to the crowdfunding campaign for the pergola, said funds to be budgeted and appropriated from the community promotions budget.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

**MEETING OPENED TO THE PUBLIC:** None.

#### **REMARKS BY COUNCILMEMBERS:**

Mayor Pro Tem Hicks: Questioned where we are at with the bike racks. Howell has a 1,000 acres and trying to get a battery plant/similar in there.

Councilmember Spillane: Discussed Parkridge driveways-how did our DPW figure out the changes? City Manager Zettel responded that one was actually over a manhole. He also stated that some of the changes predate our engineering standards. Waddill property appears to be vacant.

Mayor Henry: Discussed a proclamation he created for resident Milo Franklin Crankshaw's 105<sup>th</sup> birthday.

#### **ADJOURNMENT**

**Resolution No. 250922-06**

**(Carried)**

Motion by Councilmember Melen  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council adjourn the regular meeting at 7:45 p.m.

Unanimous Voice Vote.

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**Nate Henry, Mayor**

*Renee Kraft*  
\_\_\_\_\_  
**Renee Kraft, CMC, MiPMC2, City Clerk**



## MEMORANDUM OF UNDERSTANDING (MOU)

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This Memorandum of Understanding ("Agreement") is entered into as of March 10, 2025, by and between:

Dort Financial Credit Union  
(Hereinafter referred to as the "Donor")

and

City of Swartz Creek  
(Hereinafter referred to as the "Recipient")

### 1. Recitals

WHEREAS, the Donor wishes to support the City of Swartz Creek through a charitable donation to enhance public space;

WHEREAS, the Recipient is constructing a public Pergola at the corner of Miller Road and Holland Drive in Swartz Creek and has agreed to grant naming rights for the structure;

WHEREAS, the Donor agrees to support the fundraising campaign and donate a total of Fifty Thousand Dollars (\$50,000) in two installments.

### 2. Donation Commitment and Payment Schedule

#### 2.1 Donation Amount:

The Donor agrees to make a total donation of Fifty Thousand Dollars (\$50,000), to be paid in two installments as follows:

- Twenty-Five Thousand Dollars (\$25,000) on or about November 2025;
- Twenty-Five Thousand Dollars (\$25,000) on or about January 2026.

### 3. Signage Responsibility

The City of Swartz Creek agrees to cover the full cost and installation of the sign identifying naming rights for Dort Financial Credit Union on the Pergola.

#### 4. Promotional Commitment

The Donor agrees to promote the fundraising match campaign conducted through the Michigan Economic Development Corporation/Patronicity platform by posting to its Facebook page and through email communication to its members.

#### 5. Preferential Use

The Recipient agrees to allow Dort Financial Credit Union preferential usage rights of the Pergola for events and community purposes during the term of this Agreement, to be coordinated with the City in advance.

#### 6. Term and Renewal

This Agreement shall remain in effect for a period of ten (10) years from the date of execution, unless otherwise extended by mutual written agreement of both parties.

#### 7. Legal and Artistic Rights

7.1 Dort Financial Credit Union shall have the sole and exclusive right to review, approve, or deny any and all artwork proposed for display on or in connection with the pergola, in its sole discretion, excluding seasonal decorations.

7.2 Dort Financial Credit Union shall not be responsible or liable for any events conducted at the pergola, nor for any claims, damages, losses, or injuries arising out of or in connection with such events.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the date first written above,

City of Swartz Creek (Recipient):

\_\_\_\_\_  
Name: Adam Zettel

Title: Manager, City of Swartz Creek

Date: \_\_\_\_\_

Dort Financial Credit Union (Donor):

\_\_\_\_\_  
Name: Brad Moore

Title: Marketing Manager, Dort Financial Credit Union

Date: \_\_\_\_\_

**City of Swartz Creek Mayoral Proclamation  
Recognizing the 105th Birthday of Milo Franklin Crankshaw**

**WHEREAS**, the City of Swartz Creek is proud to recognize and honor the remarkable life and legacy of Milo Franklin Crankshaw, who was born on September 23, 1920, and is celebrating his 105th birthday this year; and

**WHEREAS**, Milo answered the call of duty during World War II, serving honorably in the United States Navy as an electrician aboard the tank landing ship LST 244, contributing to the defense of our nation and the preservation of freedom; and

**WHEREAS**, beyond his military service, Milo has enriched the lives of many through his musical talents, both playing and teaching the bagpipes, sharing the joy of music with generations; and

**WHEREAS**, Milo continues to be an active and cherished member of the Swartz Creek Senior Center, where he enjoys playing euchre and taking part in countless activities and events, always bringing warmth, humor, and friendship to those around him; and

**WHEREAS**, Milo Franklin Crankshaw is deeply admired and loved by all who know him, and his life stands as a shining example of service, community, resilience, and joy;

**NOW, THEREFORE**, I, Nate Henry, Mayor of the City of Swartz Creek, do hereby recognize and celebrate the milestone occasion of Milo Franklin Crankshaw's 105th birthday, and extend sincere appreciation and best wishes on behalf of the entire community.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 23rd day of September, 2025.

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Nate Henry, Mayor  
City of Swartz Creek