

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE September 23, 2024**

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

Invocation and Pledge of Allegiance.

Councilmembers Present: Cramer, Spillane, Hicks, Krueger, Knickerbocker, Henry.

Councilmembers Absent: Gilbert.

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

Others Present: Metro PD Chief Bade, Diane-Joe Perreault, Sally Schaeffer, Donna Cox, Jenye Keeley, Tammy Parenteau, Elaine Tucker, Terry O'Brien, Sandy Kidd, Brenda Florence, Daleen Grandy, Diane Campbell, Marianne McLanahan, Sandra Dively, Boots Abrams, Kathy Habermehl, Wanda Tyler, Mary Osika-Michael, Linda McFadden, David Michel, Ken Brill, Lisa Spillane, David M. Fortino.

Others Virtually Attended: Lania Rocha

Motion to excuse Councilmember John Gilbert by Henry. Second by Cramer.

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

APPROVAL OF MINUTES

Resolution No. 240923-01

(Carried)

Motion by Councilmember Spillane
Second by Mayor Pro Tem Hicks

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday September 09, 2024 to be circulated and placed on file.

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

APPROVAL OF CLOSED SESSION MINUTES

Resolution No. 240923-02

(Carried)

Motion by Councilmember Henry
Second by Councilmember Cramer

I Move the Swartz Creek City Council approve the Minutes of the Closed Door Session Council Meeting held Monday September 09, 2024 to be placed on file for one year and one day.

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

APPROVAL OF AGENDA

Resolution No. 240923-03

(Carried)

Motion by Councilmember Cramer
Second by Councilmember Henry

I Move the Swartz Creek City Council approve the Agenda as printed for the Regular Council Meeting of September 23, 2024 to be circulated and placed on file.

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

CITY MANAGER’S REPORT

Resolution No. 240923-04

(Carried)

Motion by Mayor Pro Tem Hicks
Second by Councilmember Cramer

I Move the Swartz Creek City Council accept the City Manager’s Report of September 23, 2024, including reports and communications to be circulated and placed on file.

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC: None.

COUNCIL BUSINESS:

WOMEN'S CLUB CHECK PRESENTATION: Presented \$911 to Metro Police Authority.

MILLER SETTLEMENT CITIZEN OF THE YEAR: Presented to Janeen M. Keeley.

RESOLUTION TO APPROVE A MSHDA GRANT AGREEMENT FOR HOLLAND SQUARE

Resolution No. 240923-05

(Carried)

Motion by Councilmember Knickerbocker
Second by Councilmember Henry

WHEREAS, the City of Swartz Creek was awarded a special purpose grant by the Michigan State Housing & Development Authority, and;

WHEREAS, the City of Swartz Creek staff have submitted required documentation to the MSHDA as it relates to the potential project's composition, price, timeline, and process for construction, and;

WHEREAS, the MSHDA further requires compliance with a number of regulatory and legislative terms and conditions, and;

WHEREAS, the collective terms and conditions for the award are assembled in various documents as included in the September 23, 2024 city council packet, and;

WHEREAS, the city finds that the terms and conditions are reasonable to receive funds.

NOW, THEREFORE, BE IT RESOLVED, that the City of Swartz Creek City Council approves the MSHDA grant agreement, as identified and included in the September 23, 2024 City Council Packet, and further authorizes and directs the city manager to execute said agreement and any related forms, documents, and sub-agreements necessary to secure funding.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE AN UPDATED CAPITAL ASSET POLICY

Resolution No. 240923-06

(Carried)

Motion by Councilmember Spillane
Second by Councilmember Henry

WHEREAS, the City of Swartz Creek creates and maintains a database to track its governmental assets, and;

WHEREAS, the database includes the asset description, value, depreciation schedule, and other pertinent information, and;

WHEREAS, the current \$2,500 threshold for such assets, which was set in 2014, is outdated and low by industry standards, and;

WHEREAS, exploration of current thresholds with the city auditors and financial advisors indicates that \$5,000 to \$7,500 is a reasonable contemporary range for the minimum asset value.

NOW, THEREFORE, BE IT RESOLVED, that the City of Swartz Creek approve the update Capital Asset Policy as included in the September 23, 2024 city council packet.

Discussion Ensued.

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

RESOLUTION TO APPROVE A PROPOSAL FOR SUPPLEMENTAL FINANCIAL SERVICES

Resolution No. 240923-07

(Carried)

Motion by Councilmember Henry
Second by Councilmember Knickerbocker

WHEREAS, the City of Swartz Creek has onboarded and trained new staff in the duties of the Treasury and the Clerk; and

WHEREAS, the city's administrative staffer that is responsible for payroll and accounts payable is retiring at the end of 2024 and is transferring duties to the City Treasurer and front desk administrator; and

WHEREAS, the city has removed finance related duties from the City Treasurer and assigned them to a contractual employee, as of March 2024, however, said provider is no longer able to continue providing those services at the level required; and

WHEREAS, the City of Swartz Creek finds that it would be more prudent and cost-effective to retain said financial services as a separate professional service; and

WHEREAS, Taylor & Morgan CPA's has submitted an engagement letter that outlines basic terms and conditions for such a professional service; and

WHEREAS, the city finds Taylor & Morgan to be a qualified firm providing a professional service.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the City of Swartz Creek Council directs the City Manager to execute said engagement letter on behalf of the city and for the city treasurer to appropriate such costs commensurate with the appropriation of the city's audit.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

*******Master Resolution*******

RESOLUTION TO APPROVE A FESTIVAL PERMIT FOR A CAR SHOW IN OCTOBER OF 2024

Resolution No. 240923-08

(Carried)

Motion by Councilmember Cramer
Second by Councilmember Henry

WHEREAS, the Swartz Creek Area Historical Society (SCAHS) organization is a recognized charitable entity that operates in Swartz Creek; and

WHEREAS, the SCAHS is seeking permits and approvals to operate a car show on streets and on public grounds within the city, including presentation of vehicles, potential food/retail vendor space, and related activities; and

WHEREAS, the City Council finds the SCAHS 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 240923-8F1 through 240923-8F3, allowing for the various permits related to the car show, to be held on Sunday, October 13, 2024, 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: Cramer, Hicks, Krueger, Knickerbocker, Henry.

NO: None. Motion Declared Carried.

ABSTAIN: Spillane

SWARTZ CREEK AREA HISTORICAL SOCIETY CAR SHOW, GENERAL STREET & PROPERTY USE PERMITS

Resolution No. 240923-08F1

(Carried)

Motion by Councilmember Cramer

Second by Councilmember Henry

I Move the City of Swartz Creek approve and authorize the SCAHS application for street closing and City property use permits on Sunday, October 13, 2024 for the purpose of hosting a car show at the following locations:

1. 5012 Holland Drive
2. Holland between Miller and Ingalls
3. Michael R. Shumaker Bicentennial Park

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, 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.

YES: Cramer, Hicks, Krueger, Knickerbocker, Henry.

NO: None. Motion Declared Carried.

ABSTAIN: Spillane

SCAHS MUNICIPAL PROPERTY RESERVATION PERMIT

Resolution No. 240923-08F2

(Carried)

Motion by Councilmember Cramer
Second by Councilmember Henry

I Move the Swartz Creek City Council approve and authorize the SCAHS application for street closing / usage permit for Sunday October 13, 2024 from 11:00 a.m. until 5:00 p.m. for purposes of conducting a festival, including market vendors, and food service in Holland Square 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.

YES: Cramer, Hicks, Krueger, Knickerbocker, Henry.
NO: None. Motion Declared Carried.
ABSTAIN: Spillane

SCAHS STREET USAGE PERMIT

Resolution No. 240923-08F3

(Carried)

Motion by Councilmember Cramer
Second by Councilmember Henry

I Move the Swartz Creek City Council approve and authorize the SCAHS application for street closing / usage permit for Sunday, October 13, 2024 from 11:00 a.m. until 5:00 p.m. for purposes of conducting a car show on 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.

YES: Cramer, Hicks, Krueger, Knickerbocker, Henry.
NO: None. Motion Declared Carried.
ABSTAIN: Spillane

*******Master Resolution Ends*******

RESOLUTION TO APPROVE A TEN YEAR LEASE WITH THE SWARTZ CREEK FINE ARTS ASSOCIATION FOR USE OF THE PAJTAS AMPHITHEATER GROUNDS

Resolution No. 240923-09

(Carried)

Motion by Mayor Pro Tem Hicks
Second by Councilmember Cramer

WHEREAS, the Lessor owns certain land in the City of Swartz Creek which is used for public purposes, said land being commonly known as Pajtas Amphitheater, which is located at 8095 Civic Drive, Swartz Creek, MI; and

WHEREAS, the Lessee is a charitable organization recognized as such pursuant to Section 501 (c) (3) of the Internal Revenue Code and is engaged in the promotion of fine arts performances and education in the City; and

WHEREAS, the Lessee has constructed at its own expense and with the Lessor's permission certain improvements on the Property which improvements are used for theatrical presentations and programs staged by the Lessee and/or by other public, educational and theatrical organizations with the permission of the Lessee; and

WHEREAS, the Lessor finds that the use of the Property by the Lessee and the construction by the Lessee at its own expense of the improvements thereon inures to the benefit of the City and its citizens and helps reduce the burden of government.

NOW THEREFORE, BE IT RESOLVED the Swartz Creek City Council approves a ten year renewal lease with the Swartz Creek Fine Arts Association, as included in the September 23, 2024 city council packet, for the lease of certain property that the City owns, description and uses provided within, and further, direct the Mayor and City Clerk to execute the lease in behalf of the City.

Discussion Ensued.

YES: Cramer, Hicks, Krueger, Knickerbocker, Henry.
NO: None. Motion Declared Carried.
ABSTAIN: Spillane

Discussion on Springbrook Colony Streets: Brenda Florence and Sandy Kidd spoke on behalf of the Springbrook subdivision residents in attendance, stating they would like to begin talks regarding a possible partnership with the city to improve their roads. Council agrees to work with them and start a discussion on the subject. Suggestions/comments: Share city resources with them, discuss ordinance integration with their rules, change from private to public streets, check thicknesses, repair roads properly from this point forward. A full community vote will be held now that they know council will work with them.

MEETING OPENED TO THE PUBLIC:

Marriane McLanahan: Discussed neighbor’s trash, Saturday football drivers speeding, and congratulated Jenye and stated she is deserving of the award.

REMARKS BY COUNCILMEMBERS:

Councilmember Cramer: Suggested everyone check out the upgrades in Abrams Park.

Mayor Pro Tem Hicks: Boyd’s Lawn Care is doing a great job with Elms Park.

Councilmember Knickerbocker: The Chamber luncheon tomorrow at noon will be hosted by Woodhaven at Woodhaven, G-5201 Woodhaven Ct, Flint, MI 48532

ADJOURNMENT

Resolution No. 240923-10

(Carried)

Motion by Councilmember Henry
Second by Councilmember Knickerbocker

I Move the Swartz Creek City Council adjourn the regular meeting at 8:58 p.m.

Unanimous Voice Vote.

David A. Krueger, Mayor

Renee Kraft

Renee Kraft, CMC, MiPMC2, City Clerk