

# City of Swartz Creek

## AGENDA

Regular Council Meeting, Monday, November 10, 2025, 7:00 P.M.

Paul D. Bueche Municipal Building, 8083 Civic Drive Swartz Creek, Michigan 48473

**THIS WILL BE A HYBRID MEETING, WITH IN PERSON ATTENDANCE BY COUNCIL MEMBERS.**

1. **CALL TO ORDER:**
2. **INVOCATION & PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**
  - 4A. Council Meeting of October 27, 2025 MOTION Pg. 38
5. **APPROVE AGENDA:**
  - 5A. Proposed / Amended Agenda MOTION Pg. 1
6. **REPORTS & COMMUNICATIONS:**
  - 6A. City Manager's Report MOTION Pg. 8
  - 6B. Staff Reports & Meeting Minutes Pg. 44
  - 6C. Draft 2026 Park Reservation and Rules Pg. 60
  - 6D. City Council Operating Rules Pg. 66
  - 6E. Sunlight Award Notice Pg. 74
7. **MEETING OPENED TO THE PUBLIC:**
8. **COUNCIL BUSINESS:**
  - 8A. 2026 Park Reservation and Rules RESO Pg. 24
  - 8B. Annual Rate and Fee Schedule Adjustment RESO Pg. 25
  - 8C. General Council Operating Rules RESO Pg. 36
  - 8D. Appointments RESO Pg. 36
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION Pg. 37

**Next Month Calendar** (Public Welcome at All Meetings)

Downtown Development Authority:	Thursday, November 13 2025, 6:00 p.m., PDBMB
Fire Board:	Monday, November 17, 6:00 p.m., Station #2
Park Board:	Tuesday, November 18, 2025, 5:30 p.m., PDBMB
Metro Police Board:	Wednesday, November 19, 2025, 11:00 a.m., Metro HQ
Zoning Board of Appeals:	Wednesday, November 19, 2025, 6:00 p.m., PDBMB
City Council:	Monday, November 24, 2025, 7:00 p.m., PDBMB
Planning Commission:	Tuesday, December 2, 2025, 7:00 p.m., PDBMB
City Council:	Monday, December 8, 2025, 7:00 p.m., PDBMB
City Council:	Monday, December 15, 2025, 7:00 p.m., PDBMB

## **City of Swartz Creek Mission Statement**

The City shall provide a full range of public services in a professional and competent manner, assuring that the needs of our constituents are met in an effective and fiscally responsible manner, thus promoting a high standard of community life.

## **City of Swartz Creek Values**

The City of Swartz Creek's Mission Statement is guided by a set of values which serve as a common operating basis for all City employees. These values provide a common understanding of responsibilities and expectations that enable the City to achieve its overall mission. The City's values are as follows:

### ***Honesty, Integrity and Fairness***

The City expects and values trust, openness, honesty and integrity in the words and actions of its employees. All employees, officials, and elected officials are expected to interact with each other openly and honestly and display ethical behavior while performing his/her job responsibilities. Administrators and department heads shall develop and cultivate a work environment in which employees feel valued and recognize that each individual is an integral component in accomplishing the mission of the City.

### ***Fiscal Responsibility***

Budget awareness is to be exercised on a continual basis. All employees are expected to be conscientious of and adhere to mandated budgets and spending plans.

### ***Public Service***

The goal of the City is to serve the public. This responsibility includes providing a wide range of services to the community in a timely and cost-effective manner.

### ***Embrace Employee Diversity and Employee Contribution, Development and Safety***

The City is an equal opportunity employer and encourages diversity in its work force, recognizing that each employee has unlimited potential to become a productive member of the City's team. Each employee will be treated with the level of respect that will allow that individual to achieve his/her full potential as a contributing member of the City staff. The City also strives to provide a safe and secure work environment that enables employees to function at his/her peak performance level. Professional growth opportunities, as well as teamwork, are promoted through the sharing of ideas and resources. Employees are recognized for his/her dedication and commitment to excellence.

### ***Expect Excellence***

The City values and expects excellence from all employees. Just "doing the job" is not enough; rather, it is expected that employees will consistently search for more effective ways of meeting the City's goals.

### ***Respect the Dignity of Others***

Employees shall be professional and show respect to each other and to the public.

### ***Promote Protective Thinking and Innovative Suggestions***

Employees shall take the responsibility to look for and advocate new ways of continuously improving the services offered by the City. It is expected that employees will perform to the best of his/her abilities and shall be responsible for his/her behavior and for fulfilling the professional commitments they make. Administrators and department heads shall encourage proactive thinking and embrace innovative suggestions from employees.

**CITY OF SWARTZ CREEK  
VIRTUAL REGULAR CITY COUNCIL MEETING ACCESS INSTRUCTIONS  
MONDAY, NOVEMBER 10, 2025, 7:00 P.M.**

The regular meeting of the City of Swartz Creek city council is scheduled for **November 11, 2025** starting at 7:00 p.m. and will be conducted in hybrid form. The meeting will be available virtually (online and/or by phone). Council members and staff must attend in-person. The general public may attend in-person or virtually.

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain the notice in alternate formats, please contact Renee Kraft, 810-429-2766, 48 hours prior to meeting,

**Zoom Instructions for Participants**

**To join the conference by phone:**

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID** number (also provided below) when prompted using your touch-tone (DTMF) keypad.

**Before a videoconference:**

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided below. The details include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

**To join the videoconference:**

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone (DMTF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer.

**Participant controls in the lower left corner of the Zoom screen:**



Using the icons in the lower left corner of the Zoom screen you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View participant list-opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” show the active speaker.

**Renee Kraft is inviting you to a scheduled Zoom meeting.**

**Topic: Swartz Creek City Council Meeting**

**Time: November 11, 2025 at 7:00 PM Eastern Time (US and Canada)**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83096401128>

**Meeting ID: 830 9640 1128**

**One tap mobile**

**+13017158592,,83096401128# US (Washington DC)**

**+13126266799,,83096401128# US (Chicago)**

**Dial by your location**

**+1 301 715 8592 US (Washington DC)**

**+1 312 626 6799 US (Chicago)**

**+1 929 205 6099 US (New York)**

**+1 253 215 8782 US (Tacoma)**

**+1 346 248 7799 US (Houston)**

**+1 669 900 6833 US (San Jose)**

**Meeting ID: 830 9640 1128**

**Find your local number: <https://us02web.zoom.us/u/kz4Jb4etg>**

**If you have any further questions or concerns, please contact 810-429-2766 or email [rkraft@cityofswartzcreek.org](mailto:rkraft@cityofswartzcreek.org).**

**A copy of this notice will be posted at City Hall, 8083 Civic Drive, Swartz Creek, Michigan.**

## **CITY OF SWARTZ CREEK VIRTUAL (ELECTRONIC) MEETING RULES AND PROCEDURES**

In order to conduct an effective, open, accessible, and professional meeting, the following protocols shall apply. These protocols are derived from the standard practices of Swartz Creek public meetings, Roberts Rules of Order, the City Council General Operating Procedures, and other public board & commission procedures. These procedures are adopted to govern participation by staff, councilpersons and members of the public in all City meetings held electronically pursuant to PA 228 of 2020. Note that these protocols do not replace or eliminate established procedures or practices. Their purpose is to augment standing expectations so that practices can be adapted to a virtual meeting format.

The following shall apply to virtual meetings of the city's public bodies that are held in accordance with the Open Meetings Act.

1. Meetings of the City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Park Board, or committees thereunder may meet electronically or permit electronic participation in such meetings insofar as (1) the Michigan Department of Health and Human Services restricts the number of persons who can gather indoors due to the COVID-19 pandemic; (2) there is in place a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or other person authorized to declare a state of emergency or disaster.
2. All meetings held hereunder must provide for two-way communication so that members of the public body can hear and respond to members of the general public, and vice versa.
3. Members of the public body who participate remotely must announce at the outset of the meeting that he/she is in fact attending the meeting remotely and by further identifying the specific physical location (by county, township, village and state) where he/she is located. The meeting minutes must include this information.
4. Notice of any meeting held electronically must be posted at the City Offices at least 18 hours before the meeting begins and must clearly explain the following:
  - (a) why the public body is meeting electronically;
  - (b) how members of the public may participate in the meeting electronically, including the specific telephone number, internet address or similar log-in information needed to participate in the meeting;
  - (c) how members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting;
  - (d) how persons with disabilities may participate in the meeting.
5. The notice identified above must also be posted on the City's website homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic

public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes the meeting's purpose.

6. The City must also post on the City website an agenda of the meeting at least 2 hours before the meeting begins.
7. Members of the public may offer comment only when the Chair recognizes them and under rules established by the City.
8. Members of the public who participate in a meeting held electronically may be excluded from participation in a closed session that is convened and held in compliance with the Open Meetings Act.

## **MAINTAINING ORDER**

Public body members and all individuals participating shall preserve order and shall do nothing to interrupt or delay the proceedings of public body.

All speakers shall identify themselves prior to each comment that follows another speaker, and they shall also indicate termination of their comment. For example, "Adam Zettel speaking. There were no new water main breaks to report last month. That is all."

Any participants found to disrupt a meeting shall be promptly removed by the city clerk or by order of the Mayor. Profanity in visual or auditory form is prohibited.

The public body members, participating staff, and recognized staff/consultants/presenters shall be the only participants not muted by default. All other members must request to speak by raising their digital hand on the virtual application or by dialing \*9 on their phone, if applicable.

## **MOTIONS & RESOLUTIONS**

All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. A public body member who reads/moves for a motion may oppose, argue against or vote no on the motion.

## **PUBLIC ADDRESS OF COUNCIL**

The public shall be allowed to address a public body under the following conditions:

1. Each person who wishes to address the public body will be first recognized by the Mayor or Chair and requested to state his / her name and address. This applies to staff, petitioners, consultants, and similar participants.
2. Individuals shall seek to be recognized by raising their digital hand as appropriate on the digital application.
3. Petitioners are encouraged to appropriately identify their digital presence so they can be easily recognized during business. If you intend to call in only, please notify the clerk in advance of your phone number.

4. The city clerk shall unmute participants and the members of the public based upon the direction of the mayor or chair. Participants not recognized for this purpose shall be muted by default, including staff, petitioners, and consultants.
5. Individuals shall be allowed five (5) minutes to address the public body, unless special permission is otherwise requested and granted by the Mayor or Chair.
6. There shall be no questioning of speakers by the audience; however, the public body, upon recognition of the Mayor or Chair, may question the speaker.
7. No one shall be allowed to address the public body more than once unless special permission is requested, and granted by the Mayor or Chair.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the public body unless special permission has been requested and granted by the Mayor or Chair.
9. Those addressing the public body shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor or Chair.
11. Public comments (those not on the agenda as speakers, petitioners, staff, and consultants) are reserved for the two "Public Comment" sections of the agenda and public hearings.

#### **VOTING RECORD OF PUBLIC BODIES**

All motions, ordinances, and resolutions shall be taken by "YES" and "NO" voice vote and the vote of each member entered upon the journal.

**City of Swartz Creek**  
**CITY MANAGER'S REPORT**

Regular Council Meeting of Monday, November 10, 2025 - 7:00 P.M.

**TO:** *Honorable Mayor, Mayor Pro-Tem & Council Members*  
**FROM:** Adam Zettel, City Manager  
**DATE:** November 5, 2025

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**ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS**

- ✓ **MICHIGAN TAX TRIBUNAL APPEALS** (*No Change of Status*)  
The timeframe for appeals is open. As of writing, we do not have any. Generally, values have been increasing at a rate that is obviously in excess of our taxable value rate adjustments. However, this may be slowing down, and business may look to explore appeals again.
- ✓ **STREETS** (*See Individual Category*)
  - ✓ **2025-2027 TRAFFIC IMPROVEMENT PROGRAM (TIP)** (*Update*)  
We are working with the GCMPO to assess if alternate timelines for our projects are in order due to MDOT work related to I-69 (see below; in fact, please read that section first and return).

As noted, Miller Road and Elms Road are facing partial or full closures in 2026 for unknown durations. In addition, Miller Road is to be the official I-69 detour for Bristol Road exit users in 2027, which is significant. These circumstances make rehabilitation of the concrete section of Miller Road impossible in 2026 and 2027. It makes asphalt work on Elms unlikely in 2026. Most important, it will place an extremely heavy burden increased general and truck traffic on the asphalt section of Miller (I-69 to Dye) in 2027.

The primary implication is that Miller Road (Tallmadge to Dye) cannot be rehabilitated until 2028 or later, AFTER being used as a detour for some of the region's most heavy truck traffic. This may degrade the road surface and base beyond what our project plans (and budget) can accommodate.

As an alternative, we are attempting to see if we can expedite preliminary engineering, MDOT review, and bidding to enable the asphalt section of Miller (Tallmadge to Dye) to be completed in 2026 during the overpass closure period. This will ensure we are addressing the surface deterioration timely. The downside is that the detour traffic will be driving on our new surface. However, we believe this is a better option than attempting to withstand the detour traffic on a failing road.

This scenario is unlikely. We will probably be resurfacing the road in 2028 or 2029 and will need to address any additional deterioration as best as we can. The previous report follows.

We have tentative funding for Miller, Morrish to Dye, as well as Elms Road. These two streets are divided into four separate projects for the Genesee County Traffic Improvement Program as noted below.

The concrete section of Miller Road is proposed to be funded at 80% as a rehabilitation project. However, the other three segments have PASER 5 funds, and these funds are proposed to be limited. This limit is currently set at \$55/lane foot, and funding is set to be only 80% of that, but this could change.

The good news is that federal funds are available for all projects. The bad news is that the local match for all projects is over \$2.1M. As of writing, we have new numbers in from OHM that reduce the projects down to very basic mill and resurfacing projects. This substantially reduces the overall price and cuts our local match from \$2,142,772 in the original breakdown to \$1,344,070 as follows, a savings of about \$800,000:

Section	Repair Type	Beginning	End	Year	Total Cost	Federal	Local
Miller	Concrete Repair	East Springpoint of Elms	475' East of Tallmadge	2027	\$668,502	\$534,802	\$133,700
Elms	Asphalt Resurfacing	South City Limits	North City Limits	2029	\$730,313	\$470,800	\$259,513
Miller	Asphalt Resurfacing	Morrish	Elms	2027	\$1,287,581	\$747,384	\$540,197
Miller	Asphalt Resurfacing	Tallmadge	Dye	2029	\$1,524,916	\$1,114,256	\$410,660

\$5,010,014    \$2,867,242    \$1,344,070

Based on these new numbers, there is a path forward by which we can do all of the work. However, I was hoping to get the local match below \$1M. Note that the projects have substantially reduced estimates for the typical level of curb, sidewalk, grading, and undercutting work. As priced, we are looking at projects that are more similar in nature to the quick and easy Seymour Road resurfacing than the more involved Miller Road rehabilitation. However, given the condition of the streets at this point, I find such an investment to still be very much worth it with the matching funds.

We will plan to proceed with all four streets. The big question we will be working on with the GCMPC and OHM is related to the phasing. We need to set a tentative plan to get all the work done in a three year window. Doing all the work at once will save costs on mobilization and will put the work behind us quicker, with fewer interruptions. However, that plan could be a traffic nightmare and may be inflexible should we need more time to set funds aside. We are likely to break this project into two phases, perhaps the concrete first, followed by all paving in a subsequent season.

After meeting with GCMPC on January 16<sup>th</sup>, they intend to break the project into two phases with 2027 and 2029 being the construction years. This is later than we would like, but this is probably the best that can be arranged. We are trying to line up the asphalt phases of Miller Road first since those are the most time sensitive repairs in order to prevent more costly decay. Note that a project occurring in 2026 is nearly impossible at this point because of the nine month delay with governmental agency reviews for engineered projects.

✓ **STREET PROJECT UPDATES** *(Update)*

*This is a standing section of the report on the status of streets as it relates to our dedicated levy, 20-year plan, ongoing projects, state funding, and committee work. Information from previous reports can be found in prior city council packets.*

All water main and street work in the village is substantially complete. As noted in a prior communication, we opted to remove all of the asphalt on Cappy, increasing the project scope. The newer curb remains in place. This will add about \$125,000 to the year's street expenses.

We applied for MDOT funds to help support Civic, Frederick, and School Street work. This opportunity was NOT awarded. Based on our current situation, it is not clear that we can proceed with these projects in 2026. We will look to finalize the 2025 expenses and compare this to the existing street fund reserves and revenues. As noted, state revenues will increase, but we may not actually see these funds until early in our 2027 fiscal year (July or August of 2026).

Crack fill has occurred throughout the city in all priority areas. Bristol Road is complete and appears thicker than anticipated.

✓ **I-69 MDOT WORK (Update)**

It appears MDOT is going to be with us until the end of 2027. We have been asking direct, specific questions and getting general, broad answers. We have not been directly informed of any of the project plans, timelines, or closures. However, they indicate that they will include the city in the pre-construction meeting in the spring.

We did meet with the Davison office on October 27<sup>th</sup>, but many details are still unknown, even to their staff. Here is what we know.

-2025 work should conclude by December and includes construction of the temporary median crossover. This is going to provide one lane of traffic in each direction when in use. This will be in place for at least two years.

-The scope of work includes various levels of restoration of all bridges from Elms to I-75. This does include the Elms and Miller overpasses

-Their plans show complete closures of Elms and Miller Roads at the overpasses in 2026. However, they are not sure if they will be able to maintain one lane of traffic or not. The approximate date of closure and duration are not known.

-Closures of some of the Morrish and Miller interchanges are proposed for 2026. It appears this includes all east-bound Miller traffic and east-bound Morrish onramp only. The approximate date and duration is not known.

-The Bristol Road interchange is to be closed for some or most of 2027, with all traffic being directed to the Miller Road ramps in the city.

-No ramp surfacing, highway surfacing, or expansions are proposed.

✓ **WATER – SEWER ISSUES PENDING (See Individual Category)**

✓ **SEWER REHABILITATION PROGRAM** *(No Change of Status)*

Dependable Sewer is underway with the second year of the eight-year cleaning and televising program. As of writing, there are no formal reports, but their verbal account is that there are no blockages or pipe deficiencies.

Council approved to have Dependable Sewer address the areas of Bristol, Miller, and in Heritage that amount to about 17,000 lineal feet, as follows:

**2025 Sewer Cleaning and Televising**

	Manholes Numbers	Footage
Heritage Village	G1-G73	5107
Bristol Rd.	A251-A265	5098
Miller Rd.	A273-A287	6852
	Total	17057

Based upon the approved pricing of the three-year agreement, I estimate that the work will cost around \$80,000 for cleaning, televising, root cutting, and mobilization. Staff did include additional provisions for traffic control, which include a benchmark of MDOT standards.

The city is also taking the next step forward in GIS (our Geographic Information System or mapping system). DLZ has been retained to do some repairs on our GIS map and to update the related data fields with existing information. They will also be updating the data regularly as new inspection and/or repair data is made available.

See the January 13, 2025 report for historic and conceptual details regarding the city's eight year inspection program.

✓ **WATER PLANS** *(No Change of Status)*

OHM is working on the water plans and studies that are required by EGLE and the EPA. These include the Water Reliability Study (WRS), General Plan, Asset Management Plan (AMP), Emergency Response Plan (ERP), and Risk and Resilience Assessment (RRA).

Hydrant flow testing was done on the week of September 29<sup>th</sup>.

✓ **SPRINGBROOK WATER CONNECTOR** *(Update)*

The pipe has been installed. Pending testing and cleaning, it has not been activated as of writing. We are going to activate this line as soon as we can. This improvement will increase fire flows capacity and add system redundancy. The expense should be below the bidding threshold and is to be done at the established unit costs associated with the Cappy Lane watermain project.

✓ **SEWER ASSET MANAGEMENT PLAN** *(No Change of Status)*

DLZ is working to update our sewer district map and 20 year asset management plan. They are analyzing our GIS maps to better complete a redistricting of our system and to make a determination of theoretical flows based upon changes to the system since the last districting process.

Concerning the flow monitoring that is required to understand our non-theoretical capacities, we are requested that Genesee County include three such meters within their region-wide bidding process. These bids were due on October 7<sup>th</sup>, and there should be meters installed this year. This should help us streamline the process and save money as we monitor sewer in the coming years. We expect these meters to be about half the cost of our initial estimate.

For complete details on this topic, see the June 23, 2025 report.

✓ **SEWER INFLOW MITIGATION (Update)**

We may pause proceeding with the program as it relates to financially supported footing drain disconnects. At the last Water and Wastewater Advisory meeting, we learned that the treatment costs and penalties relating to the 2025 storm events would likely only amount to \$1,000 to \$6,000 in charges to the city.

The good news is that this level of charges/penalties is extremely small. The other ramification is that, with footing drain disconnects estimated to average around \$10,000 each, it is difficult to justify a program that actively funds the disconnection of these from the system. We will spend the winter months working with the county to explore more options. See the October 27, 2025 packet for greater details on the purpose and methods of our potential program.

✓ **HYDRANTS (Update)**

The contractor indicates that they have completed work and have submitted a bill for 300 hydrants. We obviously take issue with this. Our DPW has audited the work, and we have dozens of missed hydrants, pre-mature rusting, and other issues. Rob is liaising with them to see where we go from here. I can say that we have no intention of paying full price for the work that has been completed.

As of writing, it appears that at least 200 hydrants are acceptable. We issued a check for 50% payment for work completed in good faith. We will expect correction of deficient work. However, the contractor is not responding to our requests to complete the project. If we do not hear from them, we will assume an end to our business and look to complete the project with another contractor or city staff.

✓ **GENESEE COUNTY WATER & SEWER MATTERS (No Change of Status)**

Work is complete on a new section of water main that will connect Elms/Maple to Hill, and on to Morrish. This will provide some additional redundancy for the system. Water main is being installed on Elms, between Maple and Hill. Connection down Hill to Seymour is expected next year. I am making inquiries to the county to see if this is something we need to plan for. It does not appear that a connection is imminent.

These two connections will greatly increase reliability in the city, especially on our extreme west end, where we have a pronounced need for a second feed from either Clayton or Gaines. As a side note, this could encourage some new development south of the city, which is common to experience when utilities are extended during strong economic periods.

See prior reports (May 28, 2024) for updates on PFAS. At a meeting of the WWS Advisory Committee in December, it was again stressed that there is not a good solution for PFAS effluence. The county may be forced to devise a plan for incineration as land application and landfill disposal becomes more problematic. This could result in future added costs.

It was affirmed during the GCDC-WWS budget meeting in December that there is no rate increase planned for our bulk water.

✓ **HERITAGE VACANT LOTS** (*No Change of Status*)

Another privately owned lot is having a new home built. The water service could not be located, so the city provided one at our expense.

The city also has two more lots that were acquired through the tax reversion process. There is interest by the builder to proceed with acquisition and construction. In addition, the association manager reached out about permitted designs and builders for the subdivision. There could be renewed interest in some building. This would finally clear us of the subdivision and put the association in a better position to build membership and dues for their operations.

Though the city cannot retain funds in addition to expenses for these lots, we are still expected to sell them at market value. Listings in Heritage for vacant units are \$10,000-\$12,000, and none of them are moving. I propose a price of \$10,000 for each lot. If there is no objection, I will bring this back to the council for the first step of the sale process.

✓ **NEWSLETTER** (*No Change of Status*)

The fall newsletter is out. Let me know what you think!

✓ **CONSTRUCTION & DEVELOPMENT UPDATE** (*See Individual Category*)

This will be a standing section of the report that provides a consolidated list for a brief status on public and private construction/developmental projects in the city. Many of these briefs are covered in more detail elsewhere in this report

1. The **raceway owner is agreeable to expanded parking for concerts**. We intend rent equipment to conduct clearing in the near future with the assistance of the Swartz Creek Fine Arts Council and DDA. The site is not formally for sale, nor is there a concept plan for reuse.
2. The **reuse of Mary Crapo is moving forward nearly complete**. Construction is underway on phase one of the varsity baseball field. There are two pickleball courts that can double as skating in the winter.
3. **(Update) Street repair in 2025**. Work substantially complete on Don Shenk and Cappy. The project scope was increased to include removal of all Cappy asphalt. Bristol Road has been paved by the county. Local street work in 2026-2028 will be limited due to advancement of the above projects. However, TIP funds are still pending for Miller (Morrish to Dye) and Elms.
4. **(Update) The Brewer Condos** project is expected to submit an incentive application to complete the remaining twelve units.
5. The current phase of **Springbrook East is substantially complete**. We created a punch list for the infrastructure improvements, which the owner has nearly

completed. The next step is to proceed with formal street dedication. I expected this in January, but the owner was in a tragic accident, which slowed the process. Things are moving again, but not in time to get this before the council in April to accept the streets, water, sewer, and storm. **There has been a sale of this project's future phases and real estate.** It appears JW Morgan and another partner are in control of future phases.

6. The **southwest corner of Elms & Miller** was seeing some increased activity. We met with the owner and an architect yet again in January. Though there is nothing imminent, there is enough interest to make me believe we may see something in 2025.
7. **Park Projects.** Projects currently include an active grant award for Otterburn (2026 construction is on track). Abrams Forestry is done. Bike racks are ordered for various areas at Abrams and Elms, Elms Park pickleball nets are in, a replacement sign at Abrams is now in, and Genesee County Park Ranger concluded patrols at Elms Park at the end of September. Additional historical signs are awaiting availability of the historical society to furnish content. Irrigation is installed for the Abrams butterfly garden.
8. **New Businesses.** The former Techa Building on Holland Drive is for sale. The vacant land between Little Caesars and Gil-Roys has sold, but appears to be for sale again. The property across from Gil-Roys has a new owner, with a potential food market store moving into the former Rite-Aid and offices for Gordon Food Service occupying the west end. Gil-Roys plaza is likewise investing in parking repairs, a new roof, and a fresh coat of paint. Permits are being pulled for interior work for the downtown bookstore. The industrial land south of the old elevator is listed for sale.
9. **Mundy Megasite.** The potential user, Sandisc, has withdrawn interest in the site. However, the Genesee Economic Alliance maintains efforts to find a user and continues to present their offer to purchase Morrish Elementary for \$40,000,000. They did a preliminary study that indicates this should be sufficient to replace the school with a larger and more functional site. The school board is considering this.
10. **The Holland Square** pergola has conceptual approval. Greg will be working on fundraising in the coming months. Please see the complete report below.
11. **Wayfinding & Branding Signs** are in. I think they look great. However, the corner of Miller and Elms is so congested with underground utilities, that we could not place this where we wished, resulting in some awkwardness with the sign and its intent. We are looking at alternatives, but nothing has presented itself yet. We also replaced the Hill Road entry sign and the main sign at Abrams Park. The DDA and council can liaise on if, when, and how to proceed with future installations.
12. The DDA considered a **Social District about two years ago**. There is renewed interest in exploring this. No recommendations have been made, but I would not be surprised if this was back on DDA agenda's this spring or summer. With the potential for another tavern coming, the city has the ability to designate a commons area in the community.
13. **(Update)** The **Cage Fieldhouse** right of way work is done, but we are requiring additional work to smooth the asphalt and to correct some concrete work. As of writing, this has been completed and we are affirming the work meets standards.
14. **(Update)** **Old Methodist Church** had an asbestos/lead survey completed as part of the MEDC RRC program. Over the summer, we had a number of folks inspect

the site, but we did not get a submission of a proposal by our July deadline. We are pursuing some other avenues to garner interest and lower barriers to use.

15. **(Update)** The **Miller Road Rail Crossing** should be done before we meet on Monday.

✓ **REDEVELOPMENT READY COMMUNITIES** *(No Change of Status)*

The state is offering \$9,685 for industrial hygiene services for the church. This includes an asbestos and lead survey, as well as services to create bid specifications for procurement of remediation services. We are very pleased that this is available to us as another benefit of our RRC MEDC affiliation. I am including a copy of the Tri Terra service agreement. Again, this agreement is actually between the state and Tri Terra, with the church property benefiting. The previous report follows.

The RFQ for the old Methodist Church has come and gone without a submission. This has been broadcast all over the state, shared with trade groups, and delivered to known local and regional interests. This is not good news, but there may be assistance that can still be offered by the state to reduce real and perceived barriers to use. For example, funds may be able to cover the analysis and/or removal of lead and asbestos onsite, which makes many users worried when considering such a project.

The DDA is expected to consider this matter strongly this winter. I expect them to choose a direction that commits to preservation of the structure or to move quickly to a demolition. What we wish to avoid is a middle approach which may still result in significant expenses over a period of time, without a commitment to preservation and use, which may still result in a wrecking ball. The previous report follows.

The DDA completed the purchase of the Methodist Church on Morrish. They made this acquisition as a means to create more likely opportunities for the building's preservation and reuse for recreation, hospitality, or culture. We requested MEDC assistance through the RRC program to create a Request for Qualifications for reuse of the site.

The DDA continues to market the site to potential users and request statements from interested parties that include a conceptual use, business plans, and qualifications. The DDA hopes to proceed to select one or more parties to negotiate a plan and transaction.

The DDA is also taking the lead on Holland Square, which is a candidate for a future crowdfunding program. Please see the dedicated section below.

✓ **CDBG** *(No Change of Status)*

The applications for the next cycle (2025-2027) have been submitted. These include a 30% allocation to the senior center and a 70% allocation to an accessible drop off point for the Pajtas Amphitheater. It appears the county has tentatively approved both. We submitted additional information as requested. This is likely to be a 2026 project. Note that we have had issues bidding this type of work in the past. However, given the rush we were put in with the change in our fundable status, I think this is a good project. I will report the application status.

✓ **DISC GOLF** *(No Change of Status)*

We have expanded the mowing area at Otterburn, which will stand at \$300 per cut going forward, assuming two cuts per month.

The course is fully installed and operational. We await the development of the front of the park and the new trail loop to really get things moving.

✓ **OTTERBURN PARK DEVELOPMENT** (*Update*)

With the state budget approved, the DNR indicates that funds are now officially obligated for the Trust Fund grant, in the amount of \$290,000! We are awaiting final state signatures on this grant agreement. The previous report follows.

We will look to have the water and sewer services extended as quickly as we can. In other news, we received a letter of no-impact regarding the required federal reviews needed to authorize our design. This is obviously a good thing and moves us a bit closer to being able to bid this winter. The previous report follows.

The site is working its way through federal reviews for compliance with NEPA and a number of other requirements. This is likely to be done at the same time as Mundy and Grand Blanc Township, who we share the HUD funds with. Since we are ahead of them in the development of our plans, this may take a little time. However, Genesee County Parks and Recreation and Genesee County Metropolitan Planning Commission are assisting, and things appear to be in order.

It appears we may be able to avoid expansive water detention work. However, adding utility connections to the plan made the cost even higher. It is not clear that there are any scope items that can be cut to make this more affordable. We may need to conduct the bid and see where things land. The previous report follows.

The engineer presented a preliminary plan to the park board on April 15<sup>th</sup>. I am happy with the work so far. Though the budget is a bit high, we are able to make some adjustments that should bring it in line with available funds. The DNR indicates that grant agreements may not be distributed until this summer, which makes summer/fall construction virtually impossible. The upside is that we have plenty of time to design and plan improvements.

The project now includes a pavilion, restrooms, a path, bike station, gates, sign, and ADA parking. The estimated total cost is \$600,000. This concept includes all original work items, excluding the disc golf and sledding hill (now complete), as well as a secondary pavilion on the far north side of the site, which is not affordable. I included the most recent concept, pricing, and engineering proposal in the April 28 meeting packet.

✓ **WAYFINDING PROJECT** (*No Change of Status*)

Trail head signs and trail wayfinding signs are in, with the exception of Otterburn. For this sign, we await the balance of the Otterburn improvements! As noted, we could not place the sign at Elms and Miller where we desired due to a very large amount of underground utilities. This has resulted in a less desirable placement. We looked into other nearby locations, but the ground is absolutely saturated with telecom, fiber, and power.

The Abrams Park primary sign has been installed as well. The Hill Road gateway sign was replaced with the new model after being struck by a vehicle. The next candidate is the red

sign on Seymour and Miller. That sign is definitely at the end of its life (this will require some future budgeted funds).

✓ **SOCIAL DISTRICT** *(No Change of Status)*

The DDA had a discussion about the potential for a social district in the downtown area. There is some potential for this to have a positive impact by attracting events and visitors to encourage commerce and desirable activities in the community. There is also the potential for this to generate undesirable nonsense, bad behavior, litter, etc. The DDA did not act on this. They intend to independently consider how a district might impact the community, be received by the residents, and support businesses. See the April 8, 2024 packet for more details.

✓ **HOLLAND SQUARE CROWDFUNDING PROJECT** *(Update)*

The crowdfunding projects for the next phase, statewide, have not been allocated funding since the last state budget passed. We are hopeful that we will hear good news soon and be able to proceed with fundraising in December and January. The previous report follows.

Holland Square was granted concept approval by the city council. This includes the budget, design, lighting/sound scope, and Dort Financial naming rights. See the September 22<sup>nd</sup> meeting packet for details.

Greg will work on fundraising for the remainder of the budget. This will include leveraging funds from the MEDC crowdfunding campaign, Public Space & Community Places. This program offers a \$1 for \$1 match for select projects and was used to good effect with Cosmos. We expect this to go live in November.

✓ **SPRINGBROOK STREET DEDICATION INQUIRY** *(No Change of Status)*

Resurfacing of Crosscreek Drive has occurred. Our engineer conducted many inspections, recommended specific repairs, and documented the works. The HOA was great to work with and altered their plans during construction to ensure road base issues were addressed.

The previous report follows.

The HOA was not able to meet on May 13<sup>th</sup> as planned, but was able to convene on May 20 to discuss next steps. It sounds like they are desirous of taking formal steps to consider city ownership of the streets. I recommended that they send a written request to the city council, signed by the homeowners association, that indicates their conceptual terms and conditions for such a potential transfer. The council can then review this and decide if and how to proceed. The previous report follows:

I met with the HOA street committee on February 24<sup>th</sup> and March 24<sup>th</sup> along with Councilmember Spillane. The group is proceeding with rehabilitation of Cross Creek, using the best practices recommended by our engineer. They are also interested in continued in-kind services during final planning and construction to ensure project quality. If the city is still open to taking these streets, I recommend this support be given to ensure the assets are optimized.

Beyond their 2025 work, there is still much discussion, and I do not see this moving forward very quickly. They have a lot of questions about winter maintenance, solicitation control, sidewalks, and costs. The previous report follows.

The HOA completed three cores on Cross Creek Drive to better understand the pavement cross section that is there. It appears the road is generally built of 10" thick asphalt on clay instead of 5" asphalt on 10" of aggregate. Leadership from the HOA met with our engineers and staff to go over the implications of this finding on January 21st.

For the time being, they are taking the informal advice of our engineers and adjusting some of their plans for the 2025-2026 construction years. Though there is not any further movement towards a potential street transfer, they appear to be proceeding with street maintenance and rehabilitation in a manner that would meet city standards.

I expect to be meeting with the group regularly moving forward. See the October 14, 2024 report for all the details of this request, as well as a historical and contextual narrative.

✓ **ABRAMS FORESTRY GRANT (Update)**

The 42 trees were installed in Abrams Park. They look great! We also have the 42 gator bags to support watering in 2026.

I have submitted the final grant reports and will remove this from future packets.

✓ **FUTURE WASTE, RECYCLING, AND YARD WASTE SERVICE (Update)**

The city will continue with Priority Waste from July 1, 2026 until June 30, 2031. There are no expected changes to the service. I will look to remove this section from future reports.

✓ **GENESSEE COUNTY FORECLOSURES (Update)**

The following foreclosures were made available to the city, and the city opted to pass on acquisition. The second, no-minimum-bid auction was on October 31<sup>st</sup>. As of writing, I do not have information on any potential buyer.

58-01-502-047; 7484 Wade St	\$17,942.50 (Auto repair)
58-03-626-033; 9062 Luea Lane	\$4,095.78 (Vacant & unbuildable condo unit)
58-03-626-034; 9060 Luea Lane	\$4,095.78 (Vacant & unbuildable condo unit)

✓ **PARK RANGER SERVICES (Update)**

At the recommendation of the Park Board, the city will not continue this service moving forward. The city council can still budget this service and enter into an agreement with Genessee County Parks in 2026 if they seek to do so. If there is no objection, I will look to cancel this service and remove this section from future reports.

✓ **FISCAL YEAR 2025 AUDIT (No Change of Status)**

The federal portion of our audit, known as the single audit, is complete. It appears to have gone well. Our standard audit is underway. As of writing, there are no updates and there is not an anticipated date for the audit presentation.

✓ **PARKRIDGE DRIVEWAYS (No Change of Status)**

We are seeking injunctive relief on two properties with drives that were improperly installed. The owners are not working with the city in any way. Our attorney informed us that the appropriate 'look-back' time for enforcement is two years. The previous report follows.

We have gotten compliance from most property owners, with more choosing to work with us each day. However, it appears to have two that choose to ignore the issue or otherwise refuse to cooperate. We have sent out final notice letters that could require court action. At this point, we will work with the city attorney to proceed with a request for injunctive relief. See the September 22, 2025 packet for full details.

✓ **TEAM STRENGTHENING PROCESS (Update)**

This occurred on November 6<sup>th</sup>. The consultant provided some guidance and tools for staff to follow in the coming months to improve our operations. I think it was valuable, and we will have a degree of follow up with Dr. Bender as part of the service moving forward. I will remove this section from future reports.

✓ **CITY COUNCIL OPERATING RULES (Business Item)**

I am including an updated and marked copy of our City Council Operating Rules. This edition is the same as the edition circulated in the October 27<sup>th</sup> packet, with the addition of some new language for city manager travel. Based on discussion, it appears the council is willing to vote on this. As such a resolution is included.

✓ **OTHER COMMUNICATIONS & HAPPENINGS (See Individual Category)**

✓ **MONTHLY REPORTS (Update)**

Monthly reports are included.

✓ **SUNSHINE AWARD (Update)**

Please see the attached award and letter that was sent to our city clerk! The Michigan Fair Elections Institute recognizes her efforts to cooperate to ensure election integrity and transparency in the state and has awarded her office the Sunshine Award. Congrats Renee!

✓ **BOARDS & COMMISSIONS (See Individual Category)**

✓ **PLANNING COMMISSION (Update)**

The Planning Commission met on November 4, 2025. They went over the off street parking, loading and unloading sections of the zoning ordinance as a form of training. Their next meeting is scheduled for December 2, 2025.

✓ **DOWNTOWN DEVELOPMENT AUTHORITY (Update)**

The DDA is not expected to meet on November 13<sup>th</sup>. Their next regular meeting is scheduled for December 11<sup>th</sup>. I expect to get an application for incentives for the Brewer Townhomes.

✓ **ZONING BOARD OF APPEALS (No Change of Status)**

There was a use variance to consider permitting first floor residential at 7538 Miller Road in the Central Business District. This was deliberated at the July 16, 2025 meeting, and the ZBA denied the request. Notice has been sent to the petitioner.

✓ **PARKS AND RECREATION COMMISSION** *(No Change of Status)*

The Park Board met on October 21<sup>st</sup>. The meeting agenda was extensive, so please take a look at the attached draft minutes. Concerning decisions, they recommended some changes to the rules and fee schedule which I will have before the council in November. They also voted to relocate the Flock camera (since it did not generate a single notification), they voted to terminate Genesee County Park Ranger services, and they also requested that the mowing invoices be held until some related fence damage in the park is corrected.

Their next meeting is scheduled for November 18<sup>th</sup>. It is expected that the leadership of the Swartz Creek Youth Athletics will be in attendance to go over their general operations, food trucks, and noted park congestion. We also hope to have some information from the Conservation District arborist as it relates to managing trees at Otterburn Park.

✓ **BOARD OF REVIEW** *(Update)*

The Board of Review is set to meet on December 9<sup>th</sup>. The purpose will be to correct qualified errors, consider poverty exemptions, considered disabled veteran exemptions, and act on qualified errors.

✓ **CLERK'S OFFICE/ELECTION UPDATE (Kraft)** *(No Change of Status)*

□ Routine duties include record management, publications, FOIA requests, human resources, ordinance codification, payroll approval, solicitation permits, recording secretary, maintaining the cemetery registry, helping to maintain the website, Keeper of the City Seal, Board of Review, and everything related to elections.

✓ **DEPARTMENT OF COMMUNITY SERVICES UPDATE (Bincsik)** *(Update)*

- DPS continues to GPS water and sewer assets.
- DPS continues to update water meter transponders, registers and meters as needed.
- Hopefully by the time everyone is reading this paving is completed on Cappy and Don Shenk. Agroscape has been planting trees and should be done in the next week.
- DPS is replacing a faulty blower motor on a furnace at city hall.
- DPS is completing a hydraulic line repair on the JCB backhoe used primarily for loading salt.
- DPS is replacing the entry doors to Abrams Park bathrooms.
- DPS is getting plow trucks in winter trim. It appears early next week we could get a snow event requiring our attention.
- DPS finished up the last round of wood chipping for the season and has been working on wood chipping for Mundy township.
- The entrance to Elms Park has been upgraded to raise the road surface with a crown that can drain off complete.
- The parks are closed for winter.

✓ **TREASURER UPDATE (Nichols)** *(No Change of Status)*

The Financial Audit is winding down and we are gearing up for the Winter property tax season. Routine operations include, but are not limited to, processing payments for utility bills, tax bills, delinquent personal and qualified real taxes, building permits, daily/weekly/monthly journal entries, bank wires, review/approval of accounts payable

invoices, issuance of building permits and rental inspection collections, processing payroll, accounting for grants and projects and other financial matters impacting the city.

Prices



Name *	Session Fee (\$) *
Apple Energy AC Rate	0.3
Auth Amount (\$) *	Fee Type *
25	KWH
Variable Fee (\$) *	Parking Fee (\$)
0.32	20
Parking Fee Unit *	Buffer Time (Min)
HOUR	10
Choose a country *	
United States	
Choose a timezone *	
GMT -05:00 Eastern Time - New York City, Brooklyn, Queens, Philadelphia	

- ✓ **ECONOMIC DEVELOPMENT UPDATE (Dietrich) (Update)**
  - ❑ Holland Sq: MEDC Funding for Patronicity is being decided after the state budget was finalized on 10/6. We expect to hear a decision in Mid-November.
  - ❑ Holland Sq: We applied to the Consumer Energy Foundation for \$50,000 for the Pergola.
  - ❑ Holland Sq: We met with the Flint Community Foundation for the initial step in funding for the Pergola. Funding will be made available in February 2026.
  - ❑ Methodist Church: Contact was made with two local commercial lending institutions to establish a relationship and provide potential leads for applicants.
  - ❑ The DDA has engaged with the owners of the S&K Pub Plaza. The owners indicated that they plan on replacing the roof and updating the back of the building facing Morrish.
  - ❑ The City Manager and the Economic Developer will be meeting with the Mott Foundation to discuss funding opportunities on September 18<sup>th</sup>.
  - ❑ The Economic Developer met with Sharp Funeral home for a letter of support and a donation for the Pergola.
  - ❑ On November 4<sup>th</sup>, Armando Vasquez of Smoke Rattle & Roll did a walkthrough of the Morrish Church.
  - ❑ Two EV Charging Stations were out of commission for four days. The Economic Developer and DPW reset the breaker which brought both back online.
  - ❑ Compliance completed for the Cosmos In the Park Project. No further action is needed.
  
- ❑ EV Price Breakdown & EV Charging Station data since October:

## NEW BUSINESS / PROJECTED ISSUES & PROJECTS

### ✓ **PARK RESERVATION AND RULES UPDATE** (*Business Item*)

The Park and Recreation Advisory Board met in October. Among many business items, they reviewed the reservation form and rules. After deliberation, they made two recommendations.

1. They recommend the pavilion reservation rates for non-residents increase by 10%, rounded to the nearest \$5.
2. They recommend that the resident-only reservation time frame extend through March 31st.

I am including the draft reservation and rules in the packet, along with a resolution to make the changes. Changes are tracked.

### ✓ **ANNUAL REVIEW OF CITY-WIDE RATES AND FEES** (*Business Item*)

I am including the comprehensive rate and fee schedule for the city. This was consolidated years ago into a single document that can be amended and recorded readily. Previously, fees were determined by various ordinances and resolutions of city council, without a single document to act as the official register.

Because of the changes to the park reservation fees, the council needs to amend the schedule in order for those rates to apply. Since this occurs annually in the fall, we conduct a staff review of rates and fees at the same time. For this annual review, we have a couple additional recommendations to include.

The fire chief wishes to see the new firefighter wage at \$18 (from \$15) and the new officer wage at \$24 (from \$18). He also recommends raising the Grass and Squad/Utility to \$200. The police chief recommends updating the reimbursable police officer rate to \$60.00 (from \$51.54) and \$71.00 (\$62.34) per hour for overtime. I am including all of these recommendations.

Water and sewer rates are stable and adequate, and the building department fees were overhauled in the spring of 2025. We are in good shape.

I am including the rate and fee schedule in the resolution. Note that this resolution does NOT track changes. The prior and current rates for pavilions are observable on the draft park reservation form.

### ✓ **APPOINTMENTS** (*Business Item*)

There are a number of expiring appointments and one vacancy to fill as we wrap up the calendar year. RJ and Tammy Parenteau have expiring appointments on the DDA, which the Mayor proposes be extended. There is also a DDA vacancy that does not yet have a candidate.

Dave Alexander and Dennis Novak are recommended for another term on the Local Officers Compensation Commission, and the Mayor wishes to have his appointment to Metro PD renewed as well. A resolution is included make these appointments.

✓ **CROSS CONNECTION PROGRAM (Update)**

A cross-connection is a physical link in a plumbing system where the potable water supply is connected to a source of potential contamination. Industrial examples can include connections to boilers, food processing equipment, or chemical storage tanks. Residential examples can include a garden hose or an irrigation system.

This connection creates a risk of contamination entering the drinking water through backflow, which can happen when water flows backward due to pressure changes. Examples include connecting a garden hose to a water source while the other end is in a puddle or using an unprotected hose to fill a swimming pool.

The State of Michigan EGLE requires waters distribution system operators to maintain a service list of all customers and to inspect those customers are various frequencies depending on the circumstances. Elimination of unmitigated cross connections is required to remain on the potable system.

Our cross connection agreements are expiring in the coming months. These agreements, with Hydrocorp, enable private inspectors to enter industrial/commercial buildings for annual inspections and residential dwellings for one-year to ten-year inspections (as determined by the types of connections in the dwelling).

I will be meeting with a company representative soon to consider our current operations and possibilities for another round of agreements to continue the service.

**Council Questions, Inquiries, Requests, Comments, and Notes**

*Orienteering Course:* I am working with Walt to replace these medallions. We appear to be close to getting new material in the ground.

*I-69:* Repairs to the I-69 ramp over the Swartz Creek/Miller/Elms area have been mobilized.

*Mosquito Control:* I have a request from a resident, which seems to come about once a year, for community-wide mosquito control.

**City of Swartz Creek  
RESOLUTIONS  
Regular Council Meeting, Monday, November 10, 2025, 7:00 P.M.**

**Motion No. 251110-4A**                      **MINUTES – OCTOBER 27, 2025**

Motion by Councilmember: \_\_\_\_\_

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

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Motion No. 251110-5A**                      **AGENDA APPROVAL – NOVEMBER 10, 2025**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of November 10, 2025, to be circulated and placed on file.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Motion No. 251110-6A**                      **CITY MANAGER’S REPORT**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council accept the City Manager’s Report of November 10, 2025, including reports and communications, to be circulated and placed on file.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 251110-8A**                      **RESOLUTION TO AMEND THE PARK RULES,  
RESERVATION FORM, AND RENTAL AGREEMENT**

Motion by Councilmember: \_\_\_\_\_

**WHEREAS**, the City of Swartz Creek owns, operates, and maintains public park and recreation facilities and desires to promote safe and equitable use of those facilities; and

**WHEREAS**, the city regulates use of city parks through the adoption of “Park Rules and Regulations” as enabled and enforceable under City Ordinance Section 11-47, Park Rules

and Regulations, which reads as follows: the City Council may by resolution adopt rules and regulations governing the use of parks, including prohibitions or restrictions on uses and acts within parks; and

**WHEREAS**, the city park and recreation commission recommends amending of the attached Park Rules and Regulations, Reservation Form (inclusive of rates), and Rental Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, the Swartz Creek City Council hereby approve the amended park rules, reservation form, and rental agreement as attached.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 251110-8B**

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

Motion by Councilmember: \_\_\_\_\_

**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 67<sup>th</sup> 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 67<sup>th</sup> 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	\$200.00/hour
Grass	\$200.00/hour
Command	\$150.00/hour
Officers	\$24.00/hour
Firefighters	\$18.00/hour

Police

Officers	\$60/hour
Officer Overtime	\$71/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(\$250.00 non-resident)
Pavilion #2	\$100.00(\$305.00 non-resident)
Pavilion #3	\$50.00(\$180.00 non-resident)
Pavilion #4	\$80.00(\$250.00 non-resident)

Abrams Park

Pavilion #1	\$50.00(\$180.00 non-resident)
Pavilion #2	\$50.00(\$180.00 non-resident)
Pavilion #3	\$40.00(\$150.00 non-resident)
Pavilion #4	\$40.00(\$150.00 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
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 minimum 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	\$0.0006 plus \$950 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... (not open for business)	\$ 2,000.00 plus bond equal to of uncompleted items as estimated by the Building Department
Work Commencing Before Permit Issuance	\$200
<b>B. Electrical Inspection Fees</b>	
Application Fee (non-refundable)	\$80
Work Commencing Before Permit Issuance	\$120
Plan Review	\$125/hr plus third party fees
<b><u>New Residential Electrical System</u></b>	
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
<b><u>Service</u></b>	
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	\$7
Lighting Fixtures-per 25	\$7
Dishwasher	\$7
Furnace-Unit Heater	\$7
Electrical-Heating Units (baseboard)	\$8
Power Outlets (ranges, dryers, etc.)	\$9
<b><u>Signs</u></b>	
Unit	\$6
Letter	\$10
Neon-each 25 feet	\$20
Feeders-Bus Ducts, etc.-per 50'	\$8
Mobile Home Park Site	\$7
Recreational Vehicle Park Site	\$7
<b><u>K.V.A. &amp; H.P.</u></b>	
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
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 In	\$30
Gas/Oil Burning Equipment Under 400,000 In	\$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

<b><u>Air Handlers/Heat Wheels</u></b>	\$25
Conversion Burners (oil)	\$30
Commercial Hoods/Exhausters	\$15
Heat Recovery Units	\$10
V.A.V. Boxes	\$10
Unit Ventilators	\$10
Unit Heaters (terminal units)	\$15

<b><u>Fire Suppression/Protection/Other</u></b>	
(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

<b><u>Inspections</u></b>	
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 plus third party fees

**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
<b><u>Inspections</u></b>	
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	\$200.00/hour
Grass	\$200.00/hour
Command	\$150.00/hour
Officers	\$24.00/hour
Firefighters	\$18.00/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¢ for 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 re-production (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
Pro-ration	The initial fee covers the registration and first inspection and is valid until the resulting certificate of compliance expires 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. 240334-12	Dated March 24, 2025 (Building, Planning, & Zoning)

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 251110-8C      GENERAL COUNCIL OPERATING PROCEDURES**

Motion by Councilmember: \_\_\_\_\_

**WHEREAS**, the Swartz Creek City Council operates under various federal and state laws, as well as local charter and ordinance provisions; and

**WHEREAS**, the council also maintains existing operating procedures that were adopted on November 12, 2012 to established protocols and expectations for various functions of the city council; and

**WHEREAS**, changes in statutes and technology warrant updates to these procedures, which were reviewed at the October 27, 2025 city council meeting; and

**NOW, THEREFORE, BE IT RESOLVED**, the Swartz Creek City Council approves the revised General Council Operating Procedures as included in the November 10, 2025 city council packet.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 251110-8D      RESOLUTION TO APPROVE COMMISSION APPOINTMENTS**

Motion by Councilmember: \_\_\_\_\_

**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 exist 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:

**#251110-8D1      MAYOR APPOINTMENT:      Tammy Parenteau**  
Downtown Development Authority – Resident – Property Interest

Four year term, expiring November 26, 2029

**#251110-8D2** **MAYOR APPOINTMENT:** **Richard Ryan**  
Downtown Development Authority – Property Interest  
Remainder of four year term, expiring March 31,2026

**#251110-8D3** **MAYOR APPOINTMENT:** \_\_\_\_\_  
Downtown Development Authority  
Four year term, expiring November 26, 2029

**#251110-8D4** **MAYOR APPOINTMENT:** **David Alexander**  
Local Officers Compensation Commission  
Five year term, expiring November 25, 2030

**#251110-8D5** **MAYOR APPOINTMENT:** **Dennis Novak**  
Local Officers Compensation Commission  
Five year term, expiring November 25, 2030

**#251110-8D6** **MAYOR APPOINTMENT:** **Nate Henry**  
Metro Police Authority of Genesee County  
Three year term, expiring January 31, 2029

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Motion No. 251110-11A** **ADJOURN**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council adjourn the regular council meeting of November 10, 2025.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE REGULAR COUNCIL MEETING  
DATE October 27, 2025**

The meeting was called to order at 7:02 p.m. by Mayor Henry in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Invocation and Pledge of Allegiance.

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

Councilmembers Absent: Melen.

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

Others Present: Metro PD Chief Bade, Jeffrey E. Kelley, Jeff Kelley.

Others Virtually Attended: Director of Public & Community Services Rob Bincsik, Lania Rocha

**APPROVAL OF MINUTES**

**Resolution No. 251027-01**

**(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 October 13, 2025 to be circulated and placed on file.

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

**APPROVAL OF AGENDA**

**Resolution No. 251027-02**

**(Carried)**

Motion by Councilmember Krueger  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council approve the Agenda as amended, to add item 8E-Discussion and possible action on the Wade Street property, for the Regular Council Meeting of October 27, 2025, to be circulated and placed on file.

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

### **CITY MANAGER'S REPORT**

#### **Resolution No. 251027-03**

**(Carried)**

Motion by Mayor Pro Tem Hicks  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council accept the City Manager's Report of October 27, 2025, including reports and communications to be circulated and placed on file.

Discussion Ensued.

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

### **MEETING OPENED TO THE PUBLIC:**

None.

### **COUNCIL BUSINESS:**

#### **RESOLUTION TO APPROVE AN EXTENSION FOR THE WASTE COLLECTION SERVICES AGREEMENT**

#### **Resolution No. 251027-04**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Krueger

**WHEREAS**, the current contract for waste collection and disposal, including the services of refuse, recycling, and yard waste, was awarded to GFL, Inc (now Priority Waste, LLC.) in June of 2021, and this agreement expires after June 30, 2026; and

**WHEREAS**, the city received an extension offer from Priority for the collection of refuse, recycling, and yard waste; and

**WHEREAS**, the offer includes the same terms and conditions for all services, along with new pricing for another five-year period; and

**WHEREAS**, the council reviewed the proposal at their regular meeting on October 13, 2025 and found the pricing to be competitive and the current service level to be acceptable.

**NOW, THEREFORE, BE IT RESOLVED**, the City of Swartz Creek City Council hereby approves the proposed extension with Priority Waste, LLC. and approves the agreement for services as included in the city council packet of October 27, 2025.

**BE IT FURTHER RESOLVED**, the city council authorizes and directs the Mayor and City Clerk to execute the agreement on behalf of the city.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

## **DISCUSSION: GENERAL COUNCIL OPERATING RULES**

City Manager Adam Zettel discussed the procedures found on pages 77-84 of the city council packet with minor changes to be made under Travel & Reimbursement Policy-A5.

## **RESOLUTION TO APPROVE ZBA, ELECTION WORKER, AND BOR COMPENSATION**

**Resolution No. 251027-06**

**(Carried)**

Motion by Councilmember Knickerbocker  
Second by Councilmember Krueger

**WHEREAS**, the Zoning Board of Appeals is an adjudicatory board established by state law and appointed by the Swartz Creek City Council to fulfill obligations in accordance with PA 110 of 2006 and the city Code of Ordinances; and

**WHEREAS**, the Board of Review is a board established by state law and appointed by the Swartz Creek City Council to fulfill obligations in accordance with PA 206 of 1893 and the city Code of Ordinances; and

**WHEREAS**, Election Workers are temporary officials that function under Michigan Election law, Act 116 of 1954 to conduct and support municipal operations for all local elections; and

**WHEREAS**, the City Council can establish and adjust the compensation of the ZBA, Election Workers, and the BOR; and

**WHEREAS**, the Swartz Creek Local Officers Compensation Commission, at their regular meeting on September 25th, recommended an increase to ZBA and BOR compensation in the amount of 8.15% to offset two compounded years of general inflation; and

**WHEREAS**, the Swartz Creek Local Officers Compensation Commission, at their regular meeting on September 25th, recommended an increase to the various rates of election worker pay to account for two years' worth of general inflation, longer election days, early election voting, and comparable community data.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Swartz Creek City Council hereby adopts the following compensation table for Swartz Creek Zoning Board of Appeals, Election Workers, and Board of Review Members:

ZBA Chair:	\$30.79 per meeting
ZBA Member:	\$24.63 per meeting
Board of Review:	\$92.38 per meeting
Election Chair Early Voting	\$170 per day
Election Chair Election Day	\$300 per day
Election Chair Training	\$40 per session
Election Co-chair Early Voting	\$160 per day
Election Co-chair Election Day	\$280 per day
Election Co-chair Training	\$40 per session
Election Inspector Early Voting	\$140 per day
Election Inspector Election Day	\$250 per day
Election Inspector Training	\$40 per session
Election Receiving Board	\$60 per session

Discussion Ensued.

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

**RESOLUTION TO APPROVE DNR TRUST FUND GRANT AGREEMENT, PROJECT TF24-0061**

**Resolution No. 251027-07**

**(Carried)**

Motion by Councilmember Spillane  
Second by Councilmember Krueger

**WHEREAS**, the City of Swartz Creek has planned, designed, acquired property, and secured federal and local funding towards the Otterburn Park Infrastructure Improvements; and

**WHEREAS**, The Michigan Department of Natural Resources has awarded the City of Swartz Creek \$290,000 towards the project; and

**WHEREAS**, A standard grant agreement is required to obligate and use said funds.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Swartz Creek, Michigan, does hereby accept the terms of the Agreement (TF-24-0061) as received from the Michigan Department of Natural Resources, and that the City of Swartz Creek does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide Six Hundred Thousand Dollars and no cents (\$600,000) to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under the Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

## **WADE STREET ACQUISITION**

**(Carried)**

Motion by Councilmember Krueger  
Second by Councilmember Gilbert

Motion to hold a special meeting for purposes of discussing the Wade Street acquisition, with the condition council is able to garner access between now and Wednesday, October 29, 2025.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

## **MEETING OPENED TO THE PUBLIC:**

None.

## **REMARKS BY COUNCILMEMBERS:**

Councilmember Spillane: EV Chargers-questioned if there was an issue with one of them. Mr. Zettel responded that there is a problem that is being looked at. Discussion ensued regarding non electric vehicles parking in those spots. Traffic light at Bristol and Morrish-the east/west traffic lasts only 15 seconds and wondered if that can be rectified.

Councilmember Krueger: Chamber of Commerce having their luncheon tomorrow at noon at the American Legion Hall. November 2 at 3:00pm-Genesee Wind Symphony Concert. Discussion ensued regarding the December 15 at 7:30pm meeting and concert. Set your clocks back next weekend.

Mayor Pro Tem Hicks: November 1 is the soft opening for the Pesto's Coffee/Donut Shop at the corner of Dye and Miller.

Mayor Henry: Mentioned that Clerk Renee Kraft had an article in the newspaper about her achievement of obtaining Certification of MiPMC Level 3 with the Michigan Association of Municipal Clerks. Secondly, Mrs. Kraft also won the Sunlight Award from the Michigan Fair Elections Institute (MFEI) as a responsive advocate for her outstanding dedication and exemplary service in helping to remove redundancies from the Swartz Creek's registration rolls.

## **ADJOURNMENT**

**Resolution No. 251027-08**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Krueger

**I Move** the Swartz Creek City Council adjourn the regular meeting at 8:30 p.m.

Unanimous Voice Vote.

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**Nate Henry, Mayor**

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**Renee Kraft, CMC, MiPMC-3, City Clerk**

10/29/2025 CHECK REGISTER FOR CITY OF SWARTZ CREEK  
CHECK DATE FROM 10/01/2025 - 10/31/2025

Check Date	Check	Vendor Name	Description	Amount
<b>Bank DORT DORT FINANCIAL CREDIT UNION</b>				
10/01/2025	14(E)	RICK CLOLINGER	RICK CLOLINGER RETIREE MEDICAL REINBURS	753.65
10/01/2025	10577	ABSOLUTE TREE REMOVAL	2 TREES AND STUMPS REMOVED AT 5022 & 50	2,400.00
10/01/2025	10578	ASPHALT RESTORATIONS	OVER BAND CRACK FILLING	51,000.00
10/01/2025	10579	CHARTER TOWNSHIP OF MUNDY	JOINT INSP & PERMIT FEES FOR FEBRUARY 2	3,516.79
10/01/2025	10580	CHASE CARD SERVICES	MONTHLY STATEMENT SE[TEMBER 2025	2,207.09
10/01/2025	10581	DELTA DENTAL PLAN	RETIREE BENIFITS OCTOBER 2025	443.16
10/01/2025	10582	FIDELITY SECURITY LIFE INSUR/EYEMED	RETIREE VISION OCTOBER 2025	39.36
10/01/2025	10583	GOV'T FINANCE OFFICERS ASSOC.	RENEWAL FEE - A NICHOLS FOR PEROD 10/1/	250.00
10/01/2025	10584	HACH	ASSY, PACK, CHEMKEY 25 PIECE	87.15
			CHEMKEY 25 PIECE TOTAL CHLORINE	88.35
				<b>175.50</b>
10/01/2025	10585	JAY'S SEPTIC TANK SERVICE	PORT-A-JON RENTAL ELMS RD PARK 9/19/25	540.00
			PORT-A-JON RENTAL ABRAMS PARK 9/23/25-	260.00
				<b>800.00</b>
10/01/2025	10586	METRO POLICE AUTH OF GENESEE COUNTY	AUGUST 2025 ORD. FEES	777.15
10/01/2025	10587	MICHIGAN MUNICIPAL LEAGUE	POOL PREMIUM RENEWAL 7/1/25 THRU 7/1/26	49,925.00
10/01/2025	10588	MOLLY MAID OF METAMORA LLC	CLEANING CITY HALL 9/26/25 @186	186.00
10/01/2025	10589	OHM ADVISORS	CIB PROJECT #007-2025A PRPROFESSIONAL S	504.00
10/01/2025	10590	PARAGON LABORATORIES INC	WATER SAMPLES WO SWARTZ CREEK 9/10/25	702.00
10/01/2025	10591	PRIORITY WASTE LLC	PRIORITY WASTE JULY 1 2025 - JUNE 30 20	26,970.84
10/01/2025	10592	DRURY, NICHOLAS	2025 Sum Tax Refund 58-03-533-052	1,259.36
10/01/2025	10593	BIO-SERV CORPORATION	PEST CONTROL - PUBLIC SAFETY BLDG ON 9/	72.00
10/01/2025	10594	SHILA KIANDER	SHILA KIANDER FOR ASSESSING CLASS VIA ZO	25.00
10/01/2025	10595	SIGNS BY CRANNIE, INC.	2ND DEPOSIT OF 50% DOWN FOR ABRAMS PARK	7,112.01
10/01/2025	10596	STANDARD INSURANCE COMPANY	RETIREE LIFE INSURANCE OCTOBER 2025	107.43
10/01/2025	10597	STAPLES	ADAMS PRINTER CARTRIDGE FOR PRINTER	46.06
10/01/2025	10598	SUBURBAN AUTO SUPPLY	12V 108OCCA BATTERY FOR LIFTSTATION GENE	239.99
10/01/2025	10599	TEATRO, RONALD	UB refund for account: 0008352400	175.19
10/01/2025	10600	THE DUNK TANK	DUNK TANK SERVICES ON JULY 11TH, JULY 2	1,215.00
10/01/2025	10601	VC3 INC	MICROSOFT BUSNS STANDARD/EXCHANGE ONLINE	204.61
			SEVER ROOM BATTERY BACKUP	1,334.00
			ROB AND ADAM NEW COMPUTERS	1,200.00
				<b>2,738.61</b>
10/01/2025	10602	VERMEER OF MICHIGAN	MAGNETIC PICK UP 16MM	490.50
10/09/2025	10603	ADS PLUS PRINTING LLC	2025 FALL NEWS LETTERS	915.05
10/15/2025	10604	BLASTEK LLC	1/2 OF INVOICE FOR FIRE HYDRANT BLAST &	22,950.00
10/15/2025	10605	JASON BOYD	BOYDS LAWN & LANDSCAPING 10/15/25	1,000.00
			BOYDS LAWN & LANDSCAPING 10/1/25	1,000.00
			BOYDS LAWN & LANDSCAPING 10/8/25	1,300.00
			BOYDS LAWN & LANDSCAPING 9-24-25	745.00
				<b>4,045.00</b>
10/15/2025	10606	BS & A SOFTWARE	ONE DAY TRAINING IN BUILDING DEPARTMENT.	1,100.00
10/15/2025	10607	CITY OF SWARTZ CREEK	UB 4125 ELMS RD	517.12
			UB 8083 CIVIC DR	460.90
			UB 8095 CIVIC DR	808.88
			UB 8100 CIVIC DR	1,002.28
			UB 8059 FORTINO	387.37
			UB 5363 WINSHALL	317.52
			4484 MORRISH RD	391.29
			UB 5121 MORRISH	229.62
				<b>4,114.98</b>
10/15/2025	10608	CONSUMERS ENERGY	5121 MORRISH RD	264.79
10/15/2025	10609	CONSUMERS ENERGY	8011 MILLER RD	29.07
10/15/2025	10610	CONSUMERS ENERGY	8095 CIVIC DR	691.66

10/15/2025	10611	CONSUMERS ENERGY	5361 WINSHALL DR #2 RESTRMS 9987	38.21
10/15/2025	10612	CONSUMERS ENERGY	9099 MILLER RD	34.61
10/15/2025	10613	CONSUMERS ENERGY	5361 WINSHALL DR 8369	32.16
10/15/2025	10614	CONSUMERS ENERGY	5257 WINSHALL DR	29.07
10/15/2025	10615	CONSUMERS ENERGY	8083 CIVIC DR	522.38
10/15/2025	10616	CONSUMERS ENERGY	8499 MILLER RD	31.99
10/15/2025	10617	CONSUMERS ENERGY	8059 FORTINO DR	75.33
10/15/2025	10618	CONSUMERS ENERGY	4510 MORRISH RD	41.96
10/15/2025	10619	CONSUMERS ENERGY	5015 HOLLAND DR LOT LIGHTS	40.06
10/15/2025	10620	CONSUMERS ENERGY	5441 WHITNEY CT PAVILLION	29.07
10/15/2025	10621	CONSUMERS ENERGY	8100 CIVIC DR	903.61
10/15/2025	10622	CONSUMERS ENERGY	8301 CAPPY LN	248.24
10/15/2025	10623	CONSUMERS ENERGY	5361 WINSHALL DR NP	33.65
10/15/2025	10624	CONSUMERS ENERGY	5033 HOLLAND DR	62.09
10/15/2025	10625	CONSUMERS ENERGY	6425 MILLER PARK & RIDE	73.70
10/15/2025	10626	CONSUMERS ENERGY	4125 ELMS RD 4353	52.36
10/15/2025	10627	CONSUMERS ENERGY	ELMS PARKING LOT AREA LIGHTS 2300	42.75
10/15/2025	10628	CONSUMERS ENERGY	STREET LIGHTS 1294	3,082.38
10/15/2025	10629	CONSUMERS ENERGY	4524 MORRISH RD	65.94
10/15/2025	10630	CONSUMERS ENERGY	48473 LED LIGHT RD WORCHESTER/CHESTERFIE	6,244.83
10/15/2025	10631	CONSUMERS ENERGY	4125 ELMS RD PAVILLION 4437	32.50
10/15/2025	10632	CONSUMERS ENERGY	SIRENS TRAFFIC LIGHTS 1997	34.31
10/15/2025	10633	CONSUMERS ENERGY	TRAFFIC LIGHTS 1781	526.16
10/15/2025	10634	CONSUMERS ENERGY	4484 MORRISH RD	118.14
10/15/2025	10635	DLZ MICHIGAN INC	1000 GIS UPGRADES	57.50
			SANITARY SEWER HYDRAULIC CAPACITY ASSESS	110.00
			2025 -2026 MS4 SERVICES RENDERED THRU 9/	500.00
			FOG PROGRAM ADMIN/ MISC CONSULTING SERVI	440.00
				<b>1,107.50</b>
10/15/2025	10636	FAMILY FARM AND HOME INC	MONTHLY INVOICES SEPTEMBER 2025	139.94
10/15/2025	10637	FERGUSON WATERWORKS #3386	R900 V4 WALL MIU QTY 100	15,481.00
10/15/2025	10638	FLINT WELDING SUPPLY	(3) CYLINDER COMPRESSED OXYGEN	19.50
10/15/2025	10639	FOCO INC DEPENDABLE SEWER CLEANERS	TELEVISED STORM SEWER ON PAUL FORTINO	343.75
10/15/2025	10640	GENESEE CTY DRAIN COMMISSIONER	2024 DRAINS AT LARGE	5,702.91
10/15/2025	10641	GILL ROYS HARDWARE	SEPTEMBER 2025 INVOICES LESS DISCOUNT	349.87
10/15/2025	10642	HACH	CHEMKEY 25 PIECE TOTAL CHLORINE	117.80
10/15/2025	10643	HC RYAN & COMPANY LLC	A/P CHECKS	361.25
10/15/2025	10644	HOLLAND, TAYLOR	UB refund for account: 0008351700	66.64
10/15/2025	10645	KCI	UB BILLS/POSTAGE FOR OCTOBER 2025 BILLS	495.56
			PROPOSAL EST. POSTAGE FOR 2025 WINTER TA	932.20
				<b>1,427.76</b>
10/15/2025	10646	LEGACY ASSESSING SERVICES INC	ASSESSING SERVICES FROM 9/1/25 - 8/31/26	2,975.64
10/15/2025	10647	METRO POLICE AUTH OF GENESEE COUNTY	POLICE SERVICES 10/1/25- 12/31/25	335,493.00
10/15/2025	10648	MOLLY MAID OF METAMORA LLC	CLEANING CITY HALL 10/10/25 @186	186.00
10/15/2025	10649	MOUNT, EMMA	UB refund for account: 0000274100	385.51
10/15/2025	10650	OHM ADVISORS	PROFESSIONAL SERVICES RENDERED THROUGH S	490.00
			CAGE FIELDHOUSE CONSTRUCTION OVERSIGHT	9,840.00
			DON SHENK RD CAPPY LANE AND WATER MAIN P	50,536.50
				<b>60,866.50</b>
10/15/2025	10651	PLANTE & MORAN PLLC	PROGRESS BIL FOR FINANCILA STATEMENT & SI	41,620.00
10/15/2025	10652	BIO-SERV CORPORATION	PEST CONTROL - CITY HALL/LIBRARY-SR CTR	154.00
10/15/2025	10653	SELF SERVE LUMBER CO.	2X6X8 FT LUMBER FOR ELMS PARK	18.38
10/15/2025	10654	SIGNS BY CRANNIE, INC.	50% REMAINING OF INSTALLATION OF REVIS	9,437.69
10/15/2025	10655	SIMEN FIGURA & PARKER PLC	MONTHLY INVOICE SEPTEMBER 2025	2,702.00
10/15/2025	10656	STATE OF MICHIGAN-DEQ WTR	DRINKING WATER LAB TESTING 9/3/25 ELMS E	48.00
			DRINKING WATER LAB TESTING 9/146/25 SCHO	48.00
				<b>96.00</b>
10/15/2025	10657	SUPER FLITE OIL CO INC	FUEL - DPW SEPTEMBER 2025	1,050.71
10/15/2025	10658	SWARTZ CREEK AREA FIRE DEPT.	MONTHLY RUNS FIRE & EMS SEPTEMBER 2025	6,655.25
10/15/2025	10659	TAYLOR & MORGAN CPA	FINANICAL SERVIICES PROVIDED BY SHERI SP	7,049.00
10/15/2025	10660	VC3 INC	2025.09-TSA HOME OFFICE AND BUSINESS	265.00
10/15/2025	10661	VISUAL EDGE IT	CONTRACT DATES - 8/22/25 - 9/22/25	282.38
10/29/2025	15(E)	RICK CLOLINGER	RICK CLOLINGER RETIREE MEDICAL REINBURS	753.65

10/29/2025	16(E)	ERC-LED, LLC	EXCESS BENEFIT PAYMENT	1,149.08
10/29/2025	10662	ADS PLUS PRINTING LLC	2025 FALL NEWS LETTERS	1,534.55
10/29/2025	10663	AGROSCAPING INC.	SPRINKLER WINTERIZATION VETERANS MEMORIA	115.00
10/29/2025	10664	JASON BOYD	BOYDS LAWN & LANDSCAPING 10/29/25	1,300.00
10/29/2025	10665	BS & A SOFTWARE	PERMIT APPLICATION SUBMISSION 7/9/25 -9/	2,209.00
10/29/2025	10666	CHARTER TOWNSHIP OF MUNDY	ECONOMIC DEV SVS JULY -SEPTEMBER 2025	6,951.92
10/29/2025	10667	CHARTER TOWNSHIP OF MUNDY	JOINT INSP & PERMIT FEES FOR MARCH 2025	4,495.85
10/29/2025	10668	CHARTER TOWNSHIP OF MUNDY	JOINT INSP & PERMIT FEES FOR APRIL 2025	10,236.62
10/29/2025	10669	CHARTER TOWNSHIP OF MUNDY	JOINT INSP & PERMIT FEES FOR MAY 2025	39,338.86
10/29/2025	10670	CHARTER TOWNSHIP OF MUNDY	JOINT INSP & PERMIT FEES FOR JUNE 2025	11,791.25
10/29/2025	10671	CHASE CARD SERVICES	MONTHLY STATEMENT OCTOBER 2025	6,121.10
10/29/2025	10672	DELTA DENTAL PLAN	RETIREE BENIFITS NOVEMBER 2025	443.16
10/29/2025	10673	FERGUSON WATERWORKS #3386	(2) 1 GAL 8 LB PIPE JT LUB NSF NEW FORM	62.38
10/29/2025	10674	GEN CTY PARKS & REC COMMISSION	ELMS PARK PARTOL 8/2/25 - 9/28/25	1,710.00
10/29/2025	10675	GEN CTY ROAD COMMISSION	BRISTOL ROAD (MORRISH TO SW CREEK CITY L SIGNAL MILLER & ELMS BILLED THRU 9/30/25	2,785.25 297.33
				<b>3,082.58</b>
10/29/2025	10676	GENESEE CTY DRAIN COMMISSIONER	8/27/25 - 9/24/25 SEPTEMBER 2025 BULK	115,427.46
10/29/2025	10677	GENESEE CTY DRAIN COMMISSIONER	SEWER USAGE 7/1/25 - 9/30/25	190,145.00
10/29/2025	10678	GLAESER DAWES	CAPPY & DON SHENK PAYMENT APPLICATION TO	168,503.18
10/29/2025	10679	TAYLOR CORPORATION	POSTERGUARD 1 YR RENEWAL DPW COPY	97.95
10/29/2025	10680	JAY'S SEPTIC TANK SERVICE	PORT-A-JON RENTAL ABRAMS PARK 10/21/25 PORT-A-JON RENTAL ELMS RD PARK 10/17/2	260.00 540.00
				<b>800.00</b>
10/29/2025	10681	MICHIGAN PIPE AND VALVE	7 GATE VALVE KEY & 377-5947 7/8 SQ HYD W FORK CURB KEY	420.00 171.23
				591.23
10/29/2025	10682	MMTA	MEMBERSHIP RENEWAL DUES THROUGH 12/31/26	99.00
10/29/2025	10683	NASH NURSERIES	42 TREES @ ABRAMS PARK INSTALLED	18,840.00
10/29/2025	10684	OHM ADVISORS	WINCHESTER VILAGE LOCAL RD IMPROVEMENTS WINCHESTER WOODS SUBDIVISION IMPROVEMENT WINCHESTER WOODS SUBDIVISION IMPROVEMENT WINCHESTER VILAGE LOCAL RD IMPROVEMENTS	511.50 1,353.00 97.75 1,056.25
				<b>3,018.50</b>
10/29/2025	10685	PARAGON LABORATORIES INC	WATER SAMPLES WO SWARTZ CREEK 10/8/25	702.00
10/29/2025	10686	RHONA & DALE MCBRIDE	2025 Sum Tax Refund 58-36-529-026	886.95
10/29/2025	10687	SWANSON, ROBERT & SARAH ANN	2025 Sum Tax Refund 58-36-530-009	1,121.92
10/29/2025	10688	BIO-SERV CORPORATION	PEST CONTROL - PUBLIC SAFETY BLDG ON 10	72.00
10/29/2025	10689	ROWE PROFESSIONAL SERVICES CO	\$80,600 OTTERBURN PARK IMPROVMENTS THRU	3,336.75
10/29/2025	10690	JAY SANDFORD	CLOTHING ALLOWANCE REIMB FOR TARGET 10/2	58.41
10/29/2025	10691	STANDARD INSURANCE COMPANY	RETIREE LIFE INSURANCE NOVEMBER 2025	107.43
10/29/2025	10692	STATE OF MICHIGAN-DEPART. TREA	MARIDAN TAX IN LIEU 2025	16,784.17
10/29/2025	10693	STATE OF MICHIGAN-DEQ WTR	DRINKING WATER LAB TESTING FOR THE CITY	4,061.91
10/29/2025	10694	VC3 INC	MICROSOFT BUSNS STANDARD/EXCHANGE ONLINE	204.61
10/29/2025	10695	ADAM ZETTEL	MAP ANNUAL CONFRENCE 2025	668.25
<b>DORT TOTALS:</b>				
Total of 122 Checks:				1,311,814.44
Less 0 Void Checks:				0.00
Total of 122 Disbursements:				1,311,814.44

**Public Works**  
**Monthly Work Orders**

10/31/25

Work Order # Work Order Status	Location ID	Customer Name Service Address	Date Recd Date Comp	Type
CU25-000108 COMPLETED	BR20-006457-0000-03	PAGE, ASHLEY 6457 BRISTOL RD	10/28/25 10/28/25	CONTINUOUS USAGE
CU25-000109 COMPLETED	OA10-009285-0000-01	MCKAY, ANGELA 9285 OAKVIEW DR	10/29/25 10/29/25	CONTINUOUS USAGE
FLAG25-0284 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	10/22/25 10/23/25	LOWER/RAISE FLAG
GWO25-0759 COMPLETED	WI10-005363-0000-01	ABRAMS PARK 5363 WINSHALL DR	10/01/25 10/01/25	GENERIC WORK ORDER
GWO25-0760 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	10/02/25 10/02/25	GENERIC WORK ORDER
GWO25-0761 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	10/27/25 10/27/25	GENERIC WORK ORDER
HYDR25-0045 COMPLETED	MO10-005121-0000-01	SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD	10/23/25 10/23/25	HYDRANTS
IRR11000017 COMPLETED	PA10-007121-0000-03	WINKLER, ERIC 7121 PARK RIDGE PKY	10/16/25 10/16/25	IRRIGATION METER
MNHL25-000004 COMPLETED	SP10-004446-0000-03	FALTIN, KATHY 4446 SPRINGBROOK DR	10/10/25 10/10/25	MANHOLE REPAIR
MNT25-0509 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	10/02/25 10/03/25	BUILDING MAINTENANCE
MNT25-0511 COMPLETED	CI10-008100-0000-01	PUBLIC SAFETY BUILDING 8100 CIVIC DR	10/28/25 10/28/25	BUILDING MAINTENANCE
MNT25-0512 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	10/30/25 10/30/25	BUILDING MAINTENANCE
MTRP25-0828 COMPLETED	EL10-004126-0000-11	MASCHINO, DAVID 4126 ELMS RD	10/01/25 10/01/25	METER REPAIR
MTRP25-0832 COMPLETED	CO20-007447-0000-02	CONOVER, VALERIE 7447 COUNTRY MEADOW DR	10/08/25 10/08/25	METER REPAIR
MTRP25-0833 COMPLETED	DY10-003398-0000-04	PARKER, GLORIA 3398 DYE RD	10/30/25 10/30/25	METER REPAIR
READ25-1133 CANCELLED	DY10-003398-0000-04	PARKER, GLORIA 3398 DYE RD	10/27/25 10/27/25	READ METER
REPL25-0099 COMPLETED	MO10-005234-0000-06	NEMER ENTERPRISES LLC 5234 MORRISH RD	10/02/25 10/02/25	METER REPLACEMENT
REPL25-0100 COMPLETED	DY10-003398-0000-04	PARKER, GLORIA 3398 DYE RD	10/16/25 10/16/25	METER REPLACEMENT
SAMP25-0120 COMPLETED	MO10-005121-0000-01	SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD	10/07/25 10/07/25	WATER SAMPLES
SAMP25-0121 COMPLETED	MO10-005121-0000-01	SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD	10/14/25 10/20/25	WATER SAMPLES

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
SAMP25-0122 COMPLETED	MO10-005121-0000-01	SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD	10/14/25 10/14/25	WATER SAMPLES
SETM25-0138 COMPLETED	AR10-006285-0000-01	WOODSIDE BUILDERS INC 6285 ARLINGTON DR	10/03/25 10/09/25	SET METER
SETM25-0139 COMPLETED	AR10-006285-0000-01	WOODSIDE BUILDERS INC 6285 ARLINGTON DR	10/09/25 10/09/25	SET METER
SI-000113 COMPLETED	MI10-008077-0000-02	KALLAS, JULIE 8077 MILLER RD	10/01/25 10/14/25	SIGNS
SI-000114 COMPLETED	MI10-008077-0000-02	KALLAS, JULIE 8077 MILLER RD	10/13/25 10/14/25	SIGNS
SI-000115 COMPLETED	MI10-007138-0000-01	CARDINAL, STANLEY 7138 MILLER RD	10/23/25 10/23/25	SIGNS
STRT25-0169 COMPLETED	MI10-008024-0000-01	FORTINO'S FOOD MARKET 8024 MILLER RD	10/28/25 10/29/25	STREET REPAIR
STRT25-0170 COMPLETED	BR20-006060-0000-02	GENERAL MOTORS 6060 BRISTOL RD	10/28/25 10/29/25	STREET REPAIR
WBKU25-0070 COMPLETED	DU10-005282-0000-04	HARTLEY, NICOLE 5282 DURWOOD DR	10/21/25 10/21/25	WATER BACK UP-CHECK
WOFF25-2960 COMPLETED	SP10-004361-0000-04	FRYE, DOROTHY 4361 SPRINGBROOK DR	10/20/25 10/20/25	WATER TURN OFF
WOFF25-2961 COMPLETED	PA10-007121-0000-03	WINKLER, ERIC 7121 PARK RIDGE PKY	10/16/25 10/16/25	WATER TURN OFF
WOFF25-2962 COMPLETED	FO20-008059-SPRI-00	VETERAN'S MEMORIAL 8059 PAUL FORTINO DR	10/16/25 10/16/25	WATER TURN OFF
WOFF25-2963 COMPLETED	CE10-009265-0000-12	TREADWAY, ARRON 9265 CEDAR CREEK CT	10/22/25 10/22/25	WATER TURN OFF
WOFF25-2964	IN10-008132-0000-08	POUNDS, DEQUANDRA 8132 INGALLS ST	10/22/25 10/23/25	WATER TURN OFF
WOFF25-2965 CANCELLED	IN10-008211-0000-07	JACOBS, STEVEN P 8211 INGALLS ST	10/22/25 10/22/25	WATER TURN OFF
WOFF25-2966 CANCELLED	MO10-005138-0000-06	BROWN, MICHELLE 5138 MORRISH RD	10/22/25 10/22/25	WATER TURN OFF
WOFF25-2967 COMPLETED	DU10-005208-0000-04	MOLESKI, ANDREA 5208 DURWOOD DR	10/22/25 10/22/25	WATER TURN OFF
WOFF25-2968 CANCELLED	DO10-005404-0000-07	NUNN, KRYSTAL 5404 DON SHENK DR	10/22/25 10/22/25	WATER TURN OFF
WOFF25-2969 CANCELLED	SE20-005231-0000-04	RYMAR, CRYSTAL 5231 SEYMOUR RD	10/22/25 10/22/25	WATER TURN OFF
WOFF25-2970 COMPLETED	DA10-005197-0000-09	GREENLEE, TIXKETJE 5197 DAVAL DR	10/23/25 10/23/25	WATER TURN OFF
WOFF25-2971 COMPLETED	WI10-005363-0000-01	ABRAMS PARK 5363 WINSHALL DR	10/23/25 10/23/25	WATER TURN OFF
WOFF25-2972	SP10-004361-0000-04	FRYE, DOROTHY	10/30/25	WATER TURN OFF

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
COMPLETED		4361 SPRINGBROOK DR	10/30/25	
WPRESS25-000072	MI10-007448-0000-07	LUOKKA, JASON	10/07/25	WATER PRESSURE
COMPLETED		7448 MILLER RD	10/07/25	
WTON25-1841	MO10-005234-0000-06	NEMER ENTERPRISES LLC	10/01/25	WATER TURN ON
COMPLETED		5234 MORRISH RD	10/01/25	
WTON25-1842	PA10-007121-0000-03	WINKLER, ERIC	10/16/25	WATER TURN ON
COMPLETED		7121 PARK RIDGE PKY	10/16/25	
WTON25-1843	DU10-005208-0000-04	MOLESKI, ANDREA	10/22/25	WATER TURN ON
COMPLETED		5208 DURWOOD DR	10/22/25	
WTON25-1844	DA10-005197-0000-09	GREENLEE, TIXKETJE	10/24/25	WATER TURN ON
COMPLETED		5197 DAVAL DR	10/24/25	
WTON25-1845	IN10-008132-0000-08	POUNDS, DEQUANDRA	10/24/25	WATER TURN ON
COMPLETED		8132 INGALLS ST	10/24/25	

Total Records: 48

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Report Generated: 10/31/2025 9:10 AM

Report Options: Completed From: 10/1/2025 To: 10/31/2025

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# City of Swartz Creek Building Permit List

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee	Location	Type of Construction
<b>Building</b>							
PB2500067	10/27/25	JMZ PROPERTIES, LLC	8105772342	58-03-577-002	\$2,100	\$395.00 9223 HILL RD	48473-Res Add/Alter/Repair
PB2500084	10/08/25	Renewal by Andersen	(734) 237 1065	58-03-580-005	\$18,519	\$288.00 5396 WINSHALL DR	484731Window Replacement
PB2500110	10/28/25	Lockhart Roofing Co.	(810) 235 9866	58-36-651-034	\$8,980	\$100.00 4469 COLONY CT	48473-Roofing
PB2500112	10/08/25	Werth Roofing & Siding Inc	(810) 736 5252	58-03-533-106	\$21,750	\$100.00 5381 GREENLEAF DR	48473-Roofing
PB2500113	10/19/25	C & L Ward Bros Co	(810) 652 6622	58-36-651-246	\$19,128	\$295.00 4272 LATIFEE CT	48473-Res Deck
PB2500114	10/20/25	C & L Ward Bros Co	(810) 652 6622	58-36-651-029	\$2,242	\$145.00 7470 COUNTRY MEADOWS DR	48473-Window Replacement
PB2500115	10/17/25	Planc Services	(734) 246 3955	58-35-776-058	\$10,859	\$232.00 58 ASHLEY CIR	48473-Window Replacement

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**Total:        7 Permits        Value: \$83,578        Fee Total:        \$1,555.00        Total Number of Dwelling Units        0**

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**Electrical**

PE2500051	10/30/25	French AIA	(248) 656 1377	58-35-200-019	\$0	\$125.00 4110 MORRISH RD	48473 Electrical
PE2500055	10/01/25	KB Electric	(810) 691 0595	58-02-200-033	\$0	\$180.00 5232 MORRISH RD	48473-Electrical
PE2500056	10/09/25	KB Electric	(810) 691 0595	58-02-200-033	\$0	\$180.00 5232 MORRISH RD	48473-Electrical

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**Total:        3 Permits        Value: \$0        Fee Total:        \$485.00        Total Number of Dwelling Units        0**

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**Mechanical**

PM250044	10/06/25	First Choice Htg & Clg LLC	(810) 750 8100	58-03-532-014	\$0	\$240.00 5167 HELMSLEY DR	48473-Mechanical
PM250045	10/03/25	Energy Efficiency Resources, L	(810) 510 3668	58-01-501-002	\$0	\$245.00 7479 MILLER RD	48473-Mechanical
PM250046	10/14/25	Blessing Co.	(810) 694 4861	58-03-528-031	\$0	\$210.00 5113 SEYMOUR RD	48473-Mechanical

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**Total:        3 Permits        Value: \$0        Fee Total:        \$695.00        Total Number of Dwelling Units        0**

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# City of Swartz Creek Building Permit List

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee		Location	Type of Construction	
<b>Plumbing</b>									
PP250016	10/30/25	French AIA	(248) 656 1377	58-35-200-019	\$0	\$125.00	4110 MORRISH RD	48473 Plumbing	
PP250018	10/09/25	Z Plumberz Livingston	(734) 790 8656	58-03-533-114	\$0	\$184.00	5388 DURWOOD DR	48473-Plumbing	
PP250019	10/14/25	Pelkey Services LLC	(248) 388 2426	58-31-501-003	\$0	\$205.00	4045 ELMS RD	48473-Plumbing	
PP250020	10/17/25	SIMMONDS, SHELBY	(231) 735 3198	58-03-533-003	\$0	\$280.00	5173 SEYMOUR RD	48473-Plumbing	
PP250022	10/24/25	Craig Allen Plumbing LLC	(810) 814 6100	58-35-576-047	\$0	\$223.00	8010 MILLER RD	48473-Plumbing	
PP250023	10/28/25	Audrik, Inc. dba Roto Rooter	(616) 367 8882	58-31-100-014	\$0	\$342.00	6309 BRISTOL RD	48473-Plumbing	
<b>Total:</b>		<b>6 Permits</b>	<b>Value: \$0</b>		<b>Fee Total: \$1,359.00</b>		Total Number of Dwelling Units		<b>0</b>

<b>Right of Way</b>									
PROW-0358	10/07/25	CONSUMERS ENERGY		58-02-502-022	\$0	\$100.00	8461 CAPPY LN	48473-Right of way	
PROW-0359	10/20/25	CONSUMERS ENERGY COM		58-36-526-036	\$0	\$100.00	7035 YARMY DR	48473-Right of way	
PROW-0360	10/20/25	CONSUMERS ENERGY COR		58-02-504-007	\$0	\$100.00	8357 MILLER RD	48473-Right of way	
PROW-0362	10/28/25	SOWA, STEPHEN L		58-31-100-014	\$0	\$100.00	6309 BRISTOL RD	48473-Right of way	
<b>Total:</b>		<b>4 Permits</b>	<b>Value: \$0</b>		<b>Fee Total: \$400.00</b>		Total Number of Dwelling Units		<b>0</b>

**Permit Total: 23                      Value: \$83,578                      Fee Total: \$4,494.00**

# City of Swartz Creek Building Permit List

<b>Permit No.</b>	<b>Date</b>	<b>Applicant</b>	<b>Phone</b>	<b>Tax ID No.</b>	<b>Value of Const/Permit Fee</b>	<b>Location</b>	<b>Type of Construction</b>
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Permit.DateIssued Between 10/1/2025 12:00:00  
AM AND 10/31/2025 11:59:59 PM

# Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
5286 MILLER RD	58-29-551-020	Above Ceiling-Kitch	10/01/2025	10/01/2025	Approved
7317 BRISTOL RD	58-36-100-006	Final-Reinspection	10/01/2025	10/01/2025	Disapproved
8063 INGALLS ST	58-02-528-006	Status	10/02/2025	10/02/2025	No Change
MILLER RD	58-35-576-041	Ordinance	10/02/2025	10/02/2025	Violation(s)
4141 MORRISH RD	58-36-100-014	Life, Health & Safety	10/02/2025	10/02/2025	Approved
4141 MORRISH RD	58-36-100-014	Final	10/02/2025	10/02/2025	Approved
4141 MORRISH RD	58-36-100-014	Final	10/02/2025	10/02/2025	Approved
4141 MORRISH RD	58-36-100-014	Final	10/02/2025	10/02/2025	Approved
4141 MORRISH RD	58-36-100-014	Final	10/02/2025	10/02/2025	Approved
8010 MILLER RD	58-35-576-047	Service	10/02/2025	10/02/2025	Approved
7335 MILLER RD	58-36-300-033	Final	10/07/2025	10/07/2025	Approved
4288 CHAPEL LN	58-36-651-145	Final	10/07/2025	10/07/2025	Approved
7508 WADE ST	58-01-502-092	Rough	10/07/2025	10/07/2025	Approved
5232 MORRISH RD	58-02-200-033	Service	10/07/2025	10/07/2025	Approved
7317 BRISTOL RD	58-36-100-006	Final-Reinspection	10/07/2025	10/07/2025	Approved
7183 RUSSELL DR	58-36-676-084	Post Hole	10/08/2025	10/08/2025	Approved
5111 FAIRCHILD ST	58-02-526-074	Status	10/09/2025	10/09/2025	Complied
7325 BRISTOL RD	58-36-100-005	Status	10/09/2025	10/09/2025	Complied
8033 INGALLS ST	58-02-529-023	Ordinance	10/09/2025	10/09/2025	Partially Complied
8523 CHELMSFORD DR	58-02-501-038	Ordinance	10/09/2025	10/09/2025	Partially Complied
3495 CANTERBURY ST	58-30-651-032	Ordinance	10/09/2025	10/09/2025	No Change
7508 WADE ST	58-01-502-092	Rough	10/09/2025	10/09/2025	Approved
5016 MC LAIN ST	58-02-526-058	Final-Grading	10/09/2025	10/09/2025	Approved
5396 WINSHALL DR	58-03-580-005	Final	10/09/2025	10/09/2025	Approved
5232 MORRISH RD	58-02-200-033	Service	10/09/2025	10/09/2025	Approved
5286 MILLER RD	58-29-551-020	Final	10/13/2025	10/13/2025	Partially Approved
5388 DURWOOD DR	58-03-533-114	Final	10/14/2025	10/14/2025	Approved
4045 ELMS RD	58-31-501-003	Final	10/14/2025	10/14/2025	Approved
7508 ELIZABETH CT	58-36-651-059	Initial	10/14/2025	10/21/2025	Violation(s)
7030 MILLER RD	58-36-576-015	Letter	10/15/2025	10/15/2025	Violation(s)
7091 PARK RIDGE PKWY	58-36-528-005	Final	10/15/2025	10/15/2025	Approved
6203 MILLER RD	58-31-527-015	Final	10/15/2025	10/15/2025	Approved
4354 MORRISH RD	58-35-576-012	Final	10/15/2025	10/15/2025	Approved
5130 MC LAIN ST	58-02-526-045	Site Inspection	10/16/2025	10/17/2025	Violation(s)
5482 MILLER RD	58-29-551-003	Ordinance	10/16/2025	10/16/2025	Complied
3495 CANTERBURY ST	58-30-651-032	Ordinance	10/16/2025	10/16/2025	Complied

# Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
8409 CAPPY LN	58-02-503-049	Follow Up	10/16/2025	10/21/2025	Complied
9033 CHELMSFORD DR	58-03-528-014	Follow Up	10/16/2025	10/21/2025	Complied
5141 DAVAL DR	58-02-501-007	Follow Up	10/16/2025	10/21/2025	Complied
5157 DAVAL DR	58-02-501-009	Follow Up	10/16/2025	10/21/2025	Partially Complied
5165 DAVAL DR	58-02-501-010	Follow Up	10/16/2025	10/21/2025	Complied
5197 DON SHENK DR	58-02-503-063	Follow Up	10/16/2025	10/21/2025	Complied
5259 DURWOOD DR	58-03-533-170	Follow Up	10/16/2025	10/21/2025	Complied
7508 WADE ST	58-01-502-092	Insulation	10/16/2025	10/16/2025	Approved
5296 WINSHALL DR	58-02-553-012	Follow Up	10/16/2025	10/21/2025	Complied
9015 MILLER RD	58-02-100-002	Status	10/20/2025	10/20/2025	No Change
9001 MILLER RD	58-02-100-010	Status	10/20/2025	10/20/2025	No Change
8603 MILLER RD	58-02-100-009	Status	10/20/2025	10/20/2025	No Change
MILLER RD	58-35-576-041	Status	10/21/2025		
9283 HILL RD	58-03-576-008	Status	10/21/2025	10/21/2025	Partially Complied
9223 HILL RD	58-03-577-002	Site Inspection	10/21/2025	10/22/2025	Approved
7192 PARK RIDGE PKWY	58-36-529-009	Status	10/21/2025	10/21/2025	Complied
7468 MILLER RD	58-36-300-013	Status	10/21/2025	10/21/2025	Complied
5286 WORCHESTER DR	58-02-551-004	Ordinance	10/21/2025	10/21/2025	Partially Complied
5240 OAKVIEW DR	58-02-501-002	Ordinance	10/21/2025	10/21/2025	Complied
6230 MILLER RD	58-31-200-009	Final	10/21/2025	10/21/2025	Approved
5197 DURWOOD DR	58-03-533-163	Rough	10/21/2025	10/21/2025	Approved
5197 DURWOOD DR	58-03-533-163	Rough	10/21/2025	10/21/2025	Approved
7048 MILLER RD	58-36-576-013	Final	10/21/2025	10/21/2025	Approved
5099 MORRISH RD	58-01-502-104	Service	10/21/2025	10/21/2025	Approved
6230 MILLER RD	58-31-200-009	Final	10/21/2025	10/21/2025	Approved
5104 SCHOOL ST	58-02-526-020	Status	10/22/2025	10/22/2025	Disapproved
8041 MAPLE ST	58-02-530-012	Initial	10/22/2025	10/23/2025	Violation(s)
7484 WADE ST	58-01-502-047	Ordinance	10/23/2025		
5167 HELMSLEY DR	58-03-532-014	Final	10/23/2025	10/23/2025	Approved
4141 MORRISH RD	58-36-100-014	Final	10/23/2025	10/23/2025	Approved
7030 MILLER RD	58-36-576-015	Status	10/27/2025	10/27/2025	Partially Complied
7121 PARK RIDGE PKWY	58-36-528-015	Rough	10/27/2025	10/27/2025	Approved
9263 CEDAR CREEK CT	58-03-627-001	Status	10/28/2025	10/28/2025	No Change
6289 BRISTOL RD	58-31-100-035	Letter	10/28/2025		
8006 MILLER RD	58-35-576-048	Final Zoning	10/28/2025	10/28/2025	Approved
5104 SCHOOL ST	58-02-526-020	Letter	10/28/2025		

# Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
6115 MILLER RD	58-31-527-005	Ordinance	10/28/2025		
7479 MILLER RD	58-01-501-002	Final	10/28/2025	10/28/2025	Approved
8129 MILLER RD	58-02-527-002	Final	10/28/2025	10/30/2025	Approved
7183 RUSSELL DR	58-36-676-084	Final	10/28/2025	10/28/2025	Approved
6309 BRISTOL RD	58-31-100-014	Final	10/28/2025		
5197 DURWOOD DR	58-03-533-163	Service	10/28/2025	10/30/2025	Approved
4242 ROUNDHOUSE RD 1	58-36-300-029	Initial	10/29/2025	10/29/2025	Violation(s)
5135 DURWOOD DR	58-03-533-153	Initial	10/29/2025	10/29/2025	Complied
4248 ROUNDHOUSE RD 1	58-36-300-029	Initial	10/29/2025		
4254 ROUNDHOUSE RD 1	58-36-300-029	Initial	10/29/2025		
5286 MILLER RD	58-29-551-020	Final	10/29/2025	10/29/2025	Approved
8197 MILLER RD	58-02-526-027	Rough	10/29/2025	10/29/2025	Approved
8033 INGALLS ST	58-02-529-023	Ordinance	10/30/2025	10/30/2025	Complied
4110 MORRISH RD	58-35-200-019	Final	10/30/2025		
7025 BRISTOL RD	58-36-526-067	Final	10/30/2025		
7048 MILLER RD	58-36-576-013	Final	10/30/2025		
6231 BRISTOL RD	58-31-200-003	Follow Up	10/31/2025		

**Inspections: 89**

Population: All Records

Inspection.DateTimeScheduled Between 10/1/2025 12:00:00 AM AND 10/31/2025 11:59:59 PM

# Certificates With Inspections

10/31/2025

Certificate Number	Address	Date Applied	Since	Issued	Last Inspection	Expires	Status
CR250084	5135 DURWOOD DR	10/28/2025	10/28/2025	10/28/2025	10/29/2025	10/28/2028	Certified
Initial	JKEY	Robert Lloyd	Completed	Complied			

Population: All Records

Record Count: 1

Certificate.DateIssued Between 10/1/2025 12:00:00 AM  
AND 10/31/2025 11:59:59 PM

# Enforcements By Category

10/31/25

## BLIGHT

Enforcement Number	Address	Status	Filed	Closed
E25-131	6115 MILLER RD	Inspection Pending	10/23/25	
			<b>Total Entries: 1</b>	

## COMPLAINT

Enforcement Number	Address	Status	Filed	Closed
E25-129	5130 MC LAIN ST	Violation	10/13/25	
			<b>Total Entries: 1</b>	

## SP NON-COMPLIANCE

Enforcement Number	Address	Status	Filed	Closed
E25-130	7030 MILLER RD	Violation	10/14/25	
			<b>Total Entries: 1</b>	

**Total Records: 3**

Population: All Records  
Enforcement.DateFiled Between 10/1/2025 12:00:00 AM AND 10/31/2025 11:5

# Metro Police Authority Offense Summary

## For Swartz Creek

Occurred **10/1/2025 - 10/31/2025**

Offense	Total Offenses
1303 - 13002 - Aggravated/Felonious Assault - Family - Strong Arm	1
1311 - 13002 - Aggravated/Felonious Assault - Police Officer - Other Weapon	1
1313 - 13001 - Assault and Battery/Simple Assault	3
2203 - 22001 - Burglary - Forced Entry - Non-Residence	2
2205 - 22002 - Burglary - No Forced Entry - Non-Residence	1
2305 - 23005 - Larceny - Personal Property from Vehicle	1
2399 - 23007 - Larceny (Other)	2
2475 - 24002 - Motor Vehicle as Stolen Property - Unauthorized Use (Includes Joyriding)	1
2699 - 26001 - Fraud (Other)	1
2901 - 29000 - Damage to Property - Business Property	1
3806 - 38001 - Neglect Child	2
5005 - 50000 - Contempt of Court	1
5311 - 53001 - Disorderly Conduct	1
7070 - 70000 - Runaway	2
8027 - 54002 - Operating with Blood Alcohol Content of .17% or more	1
8271 - 54003 - Traffic - No Operators License	1
8328 - 54003 - Motor Vehicle Violation	7
9910 - 93001 - Traffic, Non-Criminal - Accident	11
9911 - 93002 - Traffic, Non-Criminal - Non-Traffic Accident	5
9944 - 98008 - Inspections/Investigations - Lost and Found Prop	1
9945 - 98009 - Inspections/Investigations - Drug Overdose	1
9947 - 99002 - Miscellaneous - Natural Death	1
9954 - 99009 - Miscellaneous - Non-Criminal	1
<b>Total</b>	<b>49</b>

Board Chair  
Nate Henry

Chief of Police  
Matthew Bade

Lieutenant  
Michael Murphy

**METRO POLICE AUTHORITY OF GENESEE  
COUNTY**

5420 Hill 23 Drive  
Flint, MI 48507  
(810) 820-2190  
(810) 877-6537-FAX

[information@metropolicegc.org](mailto:information@metropolicegc.org)

Board Members

Nate Henry  
Rae Lynn Hicks  
David Krueger  
Jennifer Stainton  
Danelle Barker  
Michael Odette

Metro Police Authority Police Protection Unit Report- Q3 2025

The Swartz Creek Police Protection Unit calculation for Q3, 2025 is as follows:

2887 (hours/PPUs) / 13 weeks = 222.0 (hours/PPUs) average per week.

Phone: (810) 635-4464

# City of Swartz Creek Proof of Pavilion Reservation

Fax: (810) 635-2887

**Non-Reservable:** Playscapes, Restrooms, Play Equipment, Tennis Courts, Volleyball Courts and Basketball Courts. Ball fields may be requested during the week by submitting a schedule to the City Offices, including dates, times, field location and group requesting the reservation; all of which will be reviewed and scheduled administratively.

**All monies, including a \$200 refundable security deposit, must be paid at time of reservation.** Only Cash payments will be accepted for a rental date of five (5) days or less. Any cancellations must be made two (2) weeks prior to event date. **All cancellations are subject to a \$20.00 Cancellation Fee. ABSOLUTELY NO REFUNDS DUE TO WEATHER.**

**Park Fees Apply on Fridays, Saturdays, Sundays and Holidays. Fees Charged May through October.**

### Elms Park- 4125 Elms Rd

- #1 \$80.00 (~~\$225~~\$250.00 non-resident)  
60 People Maximum Electricity
- #2 \$100.00 (~~275~~\$305.00 non-resident)  
75 People Maximum Electricity
- #3 \$50.00 (~~\$165~~\$180.00 non-resident)  
25 People Maximum
- #4 \$80.00 (~~\$225~~\$250.00 non-resident)  
60 People Maximum Electricity
- Ball Field
- Soccer Field

### Abrams Park- 5225 Winshall Dr.

- #1 \$50.00 (~~\$165~~\$180.00 non-resident)  
50 People Maximum Electricity
- #2 \$50.00 (~~\$165~~\$180.00 non-resident)  
60 People Maximum
- #3 \$40.00 (~~\$135~~\$150.00 non-resident)  
35 People Maximum Electricity
- #4 \$40.00 (~~\$150~~\$135.00 non-resident)  
25 People Maximum Electricity
- Ball Field

**Date of Reservation** \_\_\_\_\_

Name of Responsible Party \_\_\_\_\_

Address \_\_\_\_\_ Phone: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Number of Guests \_\_\_\_\_ Nature of Activity \_\_\_\_\_

**Responsible Party Signature** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Deposits can be expected to be returned within 30 days of reservation date. It is suggested that photos are taken before and after the use of the pavilion. Not doing so could result in loss of your deposit.**

CASH



CHECK#



**Receipt #**

**Area restrooms are attended to during the early morning hours in the summertime. Due to high park volume and vandalism, you are strongly encouraged to bring your own paper products and soap or sanitizer for restroom use.**

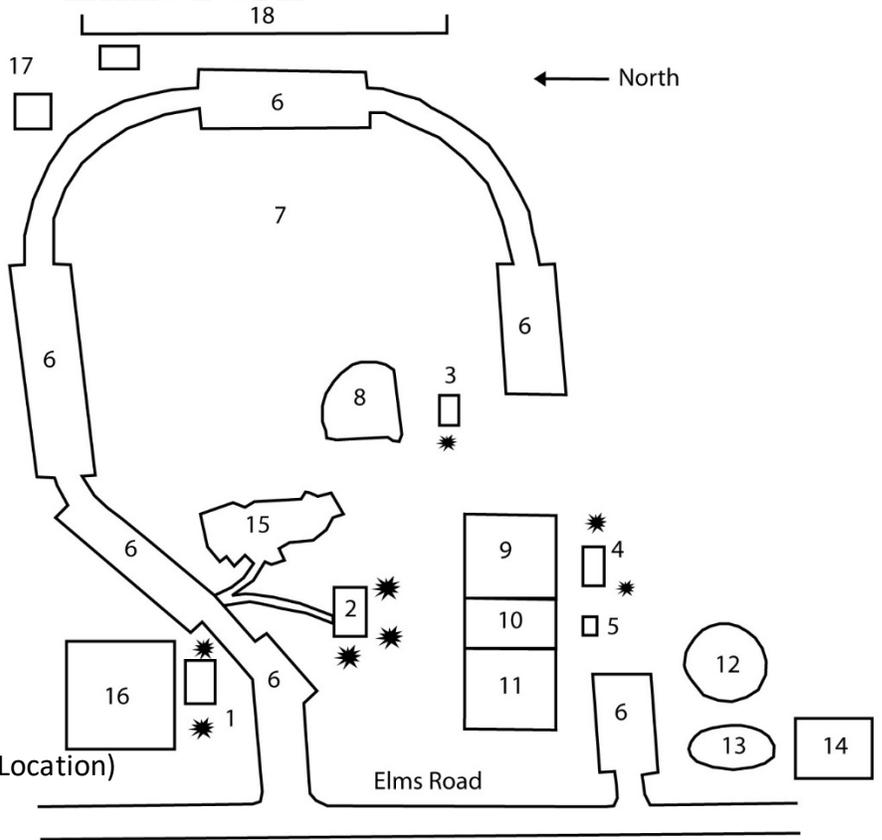
**IF THERE ARE PROBLEMS AT THE PARK CONTACT 911.**

**City Official** \_\_\_\_\_ **Date** \_\_\_\_\_

# Elms Park

- 1. Pavilion #1 (60 people)
- 2. Pavilion #2 (75 people)  
Restrooms attached; not reservable
- 3. Pavilion #3 (25 people)
- 4. Pavilion #4 (60 people)
- 5. Pavilion #5 (cannot be reserved)
- 6. Parking
- 7. Soccer Field
- 8. Ball Field
- 9. Basketball Courts
- 10. Pickleball
- 11. Tennis Courts
- 12. Sledding Hill
- 13. Skating Area (Mobile Toilet Location)
- 14. Dog Park
- 15. Dragon Area Playscape
- 16. Playground Area
- 17. Volleyball with net
- 18. Football/Soccer (Seasonal Mobile Toilet Location)

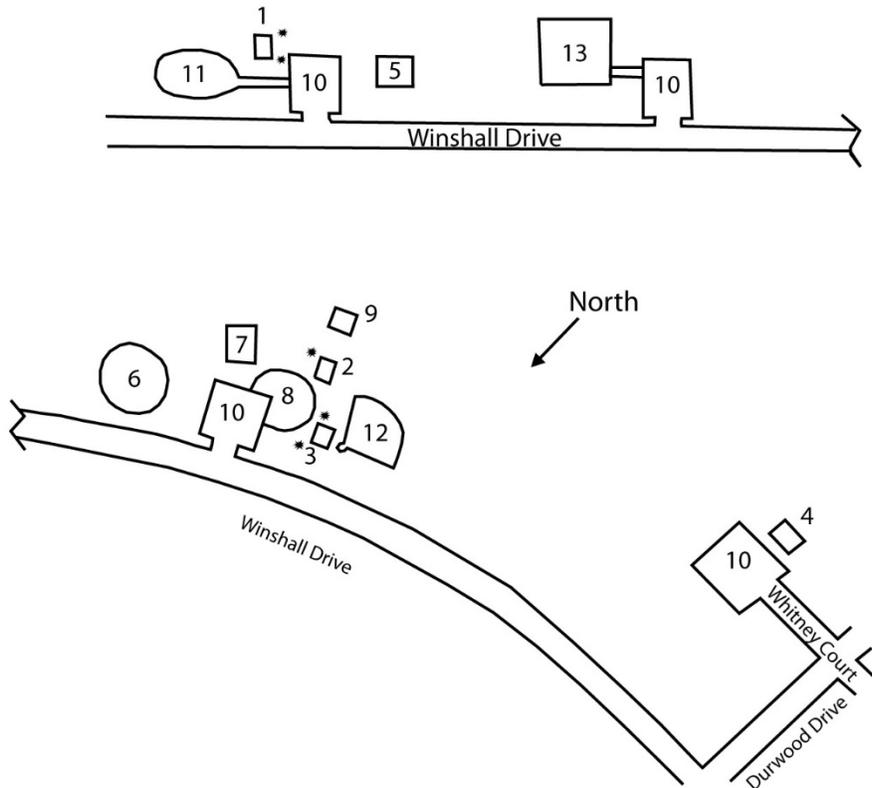
☀ Grill



# Abrams Park

- 1. Pavilion #1 (50 people)
- 2. Pavilion #2 (60 people)
- 3. Pavilion #3 (35 people)
- 4. Pavilion #4 (25 people)
- 5. Book Nook
- 6. Sledding Hill
- 7. Pickleball
- 8. Playground
- 9. Rest Rooms
- 10. Parking
- 11. Playground
- 12. Ball Diamond
- 13. Basketball Courts

☀ Grill



**CITY OF SWARTZ CREEK**  
**PARK RULES AND REGULATIONS**

**AUTHORITY.** These rules are approved by the city council and enforceable pursuant to the provisions of Section 11 of the Code of Ordinances of the City of Swartz Creek, Michigan.

**ORDINANCE NO. 453**

Any person in violation of the park rules and regulations adopted by the city council, shall be deemed guilty of a misdemeanor and upon conviction thereof, shall be punished by a fine of \$100 for the first offense, \$250 for the second offense, and \$500.00 for additional offenses or by imprisonment for not more than 90 days or by both fines and imprisonment at the discretion of the court.

**APPLICABILITY.** These rules apply to City of Swartz Creek parks, play fields, and other recreational public grounds, hereafter called parks.

1. **HOURS.** City parks shall be open to the public, daily, between the hours of 8:00 a.m. to dusk and, excepting as provided in this article, it shall be unlawful to occupy or be present in any public park during such hours when it is not open to the public. Seasonal park provisions, including water, bathroom facilities, and waste collection will be offered May through October or as directed by the city manager.

Exceptions to use of or presence in park after hours.

- 1) It shall not be unlawful for city employees, while on city business, to remain in or on public parks during such times as the park shall be closed to the public.
  - 2) It shall not be unlawful for persons other than city employees to be on or in park property after hours, provided that they have the prior approval and written permission of the city manager and that such approval shall not be granted except in pursuance of and when related to city business.
  - 3) Non-motorized paths and sidewalks, within and outside of the right of way, may be used twenty four hours a day, 365 days a year for permitted non-motorized transportation and recreation.
2. **CREEK ACCESS AND FLOOD STAGE WATER.** Creek access is permitted in Abrams Park at the risk of the user. Swimming and the use of any boat, canoe, or other floatation device within a city park during a flood event is prohibited except by emergency personnel.
  3. **SMOKING.** Smoking, including (tobacco, cannabis, e-cig, or e-cigarettes), personal vaporizers (PV) or electronic nicotine delivery systems (ENDS), is prohibited in all city parks.
  4. **PROHIBITED USES AND ACTS.** No person in any park owned or operated by the city shall:
    - 1) *Drunkenness, alcoholic liquors.* No person shall enter, be in or remain on park property while under the influence of intoxicants or under the influence of unlawful drugs or controlled substances. It shall be unlawful to bring into or use alcohol or drugs of any kind upon park property.
    - 2) *Injuring, removing property.* Willfully mark, deface, disfigure, cut, injure, tamper with, break, displace, or remove any buildings, cables, benches, tables, fireplaces, grills, light poles, fountains, tennis nets, trees, playground equipment, public utilities or parts of appurtenances thereof, signs, notices or placards, whether temporary or permanent, monuments, flag poles, stakes, posts, fences or other boundary markers, or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal.
    - 3) *Kindling fires.* No person shall kindle or build or cause to be kindled or built a fire in any park except in designated places. In those areas where fires are permissible, such fires must be contained in a receptacle designed for the purpose of holding a fire and must be attended at all times. No person shall set fire to trash, garbage or the contents of trash receptacles at any time.
    - 4) *Pets, animals.* No person shall bring in, cause, or allow any dog, cat or other pets or animals which he owns or has permission to control to be brought within the confines of any park unless such animal be attached to a leash not to exceed eight feet in length; such leash is to be of sufficient strength to hold such animal in constant check. Disposal of animal waste is required. See Dog Park Regulations.
    - 5) *Hindering employees.* No person shall interfere with or in any manner hinder any employee of the city while engaged in constructing, maintaining, repairing or caring for any park property.
    - 6) *Restricted sections of park.* No person shall enter upon any area of the park system where persons are prohibited from going, as indicated by signs, notices or where secured by fences and gates.
    - 7) *Firearms, bow and arrows, fireworks and devices.* No person shall discharge a firearm or firework of any description while in or on park property, provided that such prohibition shall not apply to any peace officer while in the exercise of his official duties. No person shall shoot any arrow, bolt, or other projectile by the use of a

bow, crossbow, or projectile launching device excepting in such areas as shall be specifically designated as areas for the use of the same.

- 8) *Peace, disorderly conduct.* No person shall make or excite any disturbance or contention on any public grounds or park. (No person shall use any indecent or obscene language).
  - 9) *Drinking fountains.* No person shall throw, discharge or otherwise place in the waters or any fountain, wash basin or toilets any substance, liquid or solid, which may result in water pollution or create a health hazard to the public.
  - 10) *Sleeping in parks.* No person shall sleep, whether in a vehicle, trailer, tent, hammock or other manner, on park property during the hours the park is closed, excepting in such areas as shall be specifically designated for such use. Furthermore, such use in such areas shall require the written approval and authorization of the city manager, and such approval and authorization shall clearly designate the time period within which such use may be made.
  - 11) *Dumping articles in parks.* No person shall deposit any rubbish, garbage or refuse matter, break glass or bottles in or upon any part of the park system other than such refuse accumulated from organized and acceptable activities within the park, and such refuse must be deposited in receptacles provided for that purpose. No hazardous materials are permitted to be in the park.
  - 12) *Posted signs, rules and regulations.* No person shall willfully disregard posted signs which regulate the days, hours for various activities, or any other signs installed, posted or attached for control, maintenance, safety or any other purpose within the park system.
  - 13) *Public meetings, parades.* No person, organization, club or group shall hold or participate in any parade, drill, exhibition, political meeting, religious meeting, concert, lecture or public entertainment of any kind within the park system without the express consent and written approval of the city manager.
  - 14) *Advertisements.* No person shall post, stencil or otherwise affix any placard, advertisement or notice of any kind upon or to any park property without prior written approval.
  - 15) *Offering articles for sale.* No person shall carry on any trade or business or sell or display any goods, wares or merchandise in the park system without permission from the city manager.
  - 16) *Inflatable play equipment.* Inflatable play equipment is prohibited.
  - 17) *Non-Motorized Paths.* No person shall obstruct, occupy, or otherwise use the non-motorized paths in a way that prohibits or unreasonably hinders use of the paths by others.
  - 18) *The use of nails, staples, or other permanent fasteners on park structures, equipment or tables is prohibited.*
  - 19) *The use of non-biodegradable confetti, streamers, water balloons, and similar party favors or debris is prohibited.*
  - 20) *Sound amplification systems:* The use of any amplified sound system or speaker, including DJ's, for the purpose of projecting music and related audio/visual entertainment is prohibited.
  - 21) *Animal attractions:* Petting zoos and other animal attractions are prohibited, unless part of an authorized public educational event.
5. **PARK POLICE AND EMPLOYEES.** No person shall resist any police officer or city employee exercising his duty within the park area, or fail or refuse to obey any lawful command of any such police officer or park employee, or in any way interfere with, hinder or prevent any such police officer or park employee from discharging his duty, or in any manner assist or give aid to any person in custody to escape or to attempt to escape from custody, or to rescue or attempt to rescue any person when in such custody.
6. **MOTOR VEHICLES.** The operation of motor vehicles in any park is prohibited, except in that area laid out and appropriated as driving lanes, parking area, or for motor vehicles by the city. No motor vehicle shall be driven or operated on a driving lane at a speed greater than ten miles per hour.
- 1) No person shall stop, stand or park a motor vehicle except in such areas as may be laid out and designated as a parking area by the city.
  - 2) No person shall operate a motor vehicle on any lane or service drive, whether posted or not, which is laid out as a means of access for maintenance employees to the various sections of the park system.
  - 3) No person shall park or store any motor vehicle during the hours the park is closed in any park, parking area or driving lane owned or operated by the city. Members of the police department are hereby authorized to remove any vehicles so parked or stored.
  - 4) It shall be unlawful for any person, whether a pedestrian or operating a motor vehicle of any type, to fail to obey any such applicable traffic control sign, signal, lane marking or other device, whether permanent or temporary, unless otherwise directed by a police officer or city personnel conducting city business.
7. **FEES.** Fees for pavilion and other facility rentals shall be set by resolution of the city council. 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. Monies must be paid at the time of reservation. Cancellations must be made two (2) weeks or more prior to event date and all cancellations are subject to a \$20 fee.

Deposits, in an amount set by resolution of the city council, shall also be collected for pavilion rentals. Said deposit shall be forfeited for damage to park facilities, failure to properly clean facilities, or violations of park rules that are found in connection to the rental.

8. **PAVILION RESERVATIONS.** Picnic pavilions shall be available to persons 18 years of age and older on a first-come, first-served basis. Reservations will be taken beginning on the first business day of each calendar year for city residents and the first business day of ~~March~~ April for resident and non-resident applications. Fees and exclusive reservations are for weekends (Friday, Saturday, & Sunday) and holidays only.
9. **LIMITED USE FACILITY RESERVATIONS.** Any club, school, association, organization or recognized group desiring the use of specific areas of any park, such as picnic areas, athletic fields or ice rinks, shall file an application with the city manager and shall not use the park or area until the permit is granted.
  - 1) All permits shall require the permittee to clean up the park area after activity has terminated. All applications for permits must give the name, address and phone number of the permittee or the person responsible for the necessary policing thereof.
  - 2) All persons shall honor any special permits issued by the city, for certain areas, days and times, to clubs, organizations, teams or any other groups, including, but not limited to, picnic grounds, ball fields, skating rinks, stadiums, provided that such permit is on official forms when presented.
  - 3) Reservations will be given on a first come, first served basis beginning the first business day of each calendar year. Priority in the use of ball fields, soccer fields and similar athletic facilities in city parks shall be given to organizations scheduling regular games or matches. The city manager shall have the authority to designate organizations to provide for scheduling and oversight of use of athletic fields. Such organizations shall schedule use of the fields in a way that accommodates use by all interested organizations to the greatest extent feasible and to provide for compliance by these rules and regulations by all organizations using the athletic facilities.
  - 4) The city manager shall have the authority to restrict use of athletic fields to avoid excessive wear and tear on facilities.
  - 5) Organizations using athletic fields for scheduled games, matches and practices shall be responsible for removing litter from the areas used for their activities. In addition, organizations shall be responsible for removing and storing any equipment used in their activities. Installation of bleachers or similar facilities must be authorized by the city manager or his/her designee.
  - 6) The city will provide refuse disposal and the maintenance of athletic fields in coordination with the needs and schedules of organizations using the fields. Organizations using athletic fields that undertake specific activities uniquely required for their particular use of the fields such as the installation of bases or nets, the painting of lines on fields, etc. require prior approval.
  - 7) Playscapes, restrooms, play equipment are not available for reservation.
10. **EXPANDED PARK USE AND RESERVATIONS.** Swartz Creek-based organizations (defined as non-profit organizations or institutions with a principle office or auxiliary presence within the Swartz Creek school district) may be permitted the use of designated areas of city parks, including control during hours the parks are closed to the public, subject to the following conditions:
  - 1) Use must be pre-approved by the city council.
  - 2) The organizations' use of the park area shall not violate any local or state law nor unreasonably interfere with the use and enjoyment of adjacent park areas by others.
  - 3) The organizations shall hold the city harmless from liability for incidents arising out of the organizations' use of the park area and shall provide evidence of insurance coverage.
  - 4) The city reserves the right to direct where organizations' structures are installed and activities conducted to minimize damage to park property and facilities and to limit interference with the use of adjacent areas of the park.
  - 5) Fees shall equal the cost of all pavilion rentals for the park in use on a daily basis. Additional fees may be charged for services requested of the city and negotiated in advance, including use of barricades, additional utilities, port-a-johns, etc.
  - 6) In no case will use result in a charge for or prohibition on general access to the park by the public, by vehicle or other means.
  - 7) Reservations for this category can be granted by the city council beginning December 1 of the previous calendar year.
- 11) **VENDING.** Vending, including food trucks, is permitted on a limited basis after application to the city manager and under the administrative rules that may be set by the city, including a background check and administrative fee.

12) **DOG PARK REGULATIONS.** Within the designated dog park area in Elms Park, dogs are permitted under the following regulations. Elsewhere in the city, the city code applies.

- 1) All dogs must be leashed when not in the designated and enclosed dog park facility, including the adjacent parking lot.
- 2) Any person bringing a dog or dogs to the dog exercise area must have one leash per dog.
- 3) There shall be no more than three dogs per person allowed in the dog exercise area. Any person bringing a dog or dogs to the dog exercise area must have at least one dog feces waste bag per dog in his or her possession and must remove any feces deposited by the dog(s) in their care.
- 4) Persons under sixteen years of age visiting the dog exercise area must be accompanied and supervised by a parent or guardian or other responsible adult with permission of the parent or guardian.
- 5) Each dog shall always be under visual and voice control of the owner or other responsible person at least 16 years of age.
- 6) All dogs must have current vaccinations and licenses and shall wear a collar.
- 7) Aggressive dogs, as defined below, are not permitted in or around the dog exercise area, including but not limited to, the parking lot. Owners or other responsible persons will be held legally responsible for any injury caused by a dog that they bring in or around the dog exercise area.  
An aggressive dog means:
  - i. A dog that bites a person. However, a dog shall not be considered aggressive if the dog bites a person wrongfully assaulting the dog or the dog's owner, or if the dog bites a person after being provoked by that person.
  - ii. A dog that injures or kills another domestic animal without provocation.
- 8) Female dogs in heat are not permitted in or around the dog exercise area including, but not limited to, the parking lot.
- 9) Dog owners or other responsible persons shall provide dogs with drinking water while visiting the dog exercise area when weather conditions require.
- 10) Dog owners or other responsible persons shall not keep dogs enclosed in a vehicle during hot weather which may cause injury to the dog.
- 11) Any person having knowledge of a dog having bitten, scratched, or injured a person or other animal within the dog exercise area, including but not limited to the parking lot, shall report the incident to the police department by calling 911.

12) **PUBLIC NOTICE.** The public shall be deemed to have been properly notified of the provisions of these rules and regulations upon their publication in a newspaper of general circulation in the city. Signs may be posted to insure substantial compliance with the provisions of these rules and regulations.

13) **Trails.** Non-motorized trails are public trails that are restricted to pedestrians and non-motorized vehicles, such as bicycles and scooters.

- 1) Stay on marked trails, respect trail conditions, and obey closures.
- 2) Pack out what you bring in and/or utilized waste receptacles.
- 3) Dismount and use the center of wet trails; alert other users before passing; maintain a safe speed (20 mph or lower); right on the right half of the trail, expect to pass; dismount and walk for bottlenecks or near obstructions.
- 4) Use of the trails for motor vehicles of any type is explicitly prohibited except for official city or emergency access.
- 5) Keep pets leashed on trails.
- 6) Walkers have the right of way on non-motorized trails
- 7) Class 1 & Class 2 electric bicycles (pedal activated with a top speed of 20 MPH) can be used on improved surface trails; e-bikes are NOT permitted on sidewalks or aggregate surface paths.

City Council Approval: November 25, 2024

**CITY OF SWARTZ CREEK**  
**GENERAL COUNCIL OPERATING PROCEDURES**

**MEETING OPENED TO THE PUBLIC**

All Council meetings except otherwise allowed by law shall be open to the public and shall be subject to the provisions of Act 267 of the Public Acts of the State of Michigan of 1976, as amended.

**REGULAR MEETINGS**

The Council shall hold regular meetings at least two times per month. A twelve-month schedule of meetings preceding each fiscal year shall be adopted by the Council, on or before the last meeting in June.

**SPECIAL MEETINGS**

- A. Special meetings may be called by the City Clerk on the written request of the Mayor, City Manager, or any two (2) Councilmembers, by providing each Councilmember and the City Manager with eighteen (18) hours written notice served personally or left at ~~his~~-~~their~~ usual place of residence, or as applicable by The Open Meetings Act or other such statute.
- B. The written notice shall include the date, hour, meeting place, and the purpose for which the Special Meeting was called, and shall include related material where possible.
- C. Any special meeting at which all members of the Council are present or have waived notice thereof in writing shall be a legal meeting for all purposes.
- D. Business transacted at any special meeting shall be limited to subjects recited in the notice of such meetings.

**QUORUM OF COUNCIL**

Four members of the Council shall be a quorum for the transaction of business at all Council meetings. In the absence of a quorum, any number of members less than a quorum may adjourn any regular or special meeting to a later date or may compel the attendance of absent members (ref City Charter, Chapter 5, Section 5.5(c))

A majority of the full Council, or a  $\frac{2}{3}$  "super" majority, where required, shall be necessary for the passage of any question before it (i.e. four (4) votes being a majority, or five (5) votes being a "super" majority where required. Ref City Charter Chapter 5, Section 5.12(c)).

**MAINTAINING ORDER**

Councilmembers shall preserve order and shall do nothing to interrupt or delay the proceedings of Council.

## **COUNCILMEMBER'S RIGHT TO SPEAK**

- A. Right to Speak - The Mayor, or in his/her absence, the Mayor Pro-Tem, will have the responsibility to recognize a Councilmember's right to speak before the body.
- B. Discussion - A Councilmember may discuss any one subject in its order on the agenda for a maximum of five (5) minutes. After all Councilmembers who wish to speak have exercised their right to speak on the subject, a Councilmember may be heard a second time for a maximum of five (5) minutes. With the consent of a majority of Council, a Councilmember may be permitted to speak for a longer period of time.
- ~~C. Privilege of Closing Discussion—The Councilmember moving the adoption of an Ordinance or Resolution shall have the privilege of closing the discussion after all Members wishing to speak on the subject have had the opportunity.~~
- D.C. The City Manager may speak on any subject before Council. He may answer questions about the administration of the municipality or he may ask another administrative officer to answer for him. All questions about internal operation of the municipal corporation shall be directed to the City Manager.
- D.E. Right to Appeal - Councilmember shall have the right to appeal from a decision of the Chair. A majority of Council will determine the matter.

## **RIGHT TO SPEAK UNINTERRUPTED**

A Member duly recognized shall be allowed to speak on the topic under discussion for the prescribed time and may be interrupted if a point of order is raised. If the Councilmember is judged to be out of order, he must change his remarks or surrender his right to continue speaking.

## **ORDER OF BUSINESS**

The order of business at regular council meetings is as follows. Deviation is permissible when special circumstances warrant so.

1. Call to Order:
2. Invocation and Pledge of Allegiance to the Flag:
3. Roll Call:
4. Approve Minutes, Previous Meeting:
5. Approve Agenda:
6. Reports & Communications To Council:
7. Meeting Opened to the Public:
8. Business:
9. Meeting Opened to the Public:
10. Remarks by Councilmembers:
11. Adjournment:

Note: Each Report on the Agenda, where necessary, will have an abstract after the title.

#### **PREPARATION OF AGENDA**

- A. The Agenda will be prepared by the City Manager with the assistance of the City Clerk and input of the Mayor.
- B. Material for the Agenda will be submitted to the City Clerk by Wednesday prior to the regular meeting.
- C. The finished Agenda for a regularly scheduled meeting, with associated material, shall be delivered to each Councilmember no less than forty-eight (48) hours prior to the meeting.

#### **MOTIONS & RESOLUTIONS**

- A. All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. The Mayor will assign, by rotation, the reading of motions & resolutions. A Councilmember whom reads/moves for a motion may oppose, argue against or vote no on the motion.

- B. To Adjourn

A Motion to adjourn is out of order under the following conditions:

- 1. When a vote is being taken.
- 2. If a person is speaking.
- 3. If the previous questions are ordered.
- 4. If repeated without the intervention of additional business.
- 5. Within four hours of the meeting ~~Prior to midnight if commencement if~~ all items on the agenda have not been completed.

An unqualified motion to adjourn shall not be debatable.

- C. To Lay Question on the Table

A motion to lay on the table is not debatable and precludes amendments or debate on the subject under consideration. A motion to lay on the table cannot be reconsidered. A motion to take a subject from the table is not debatable.

- D. Motion Calling for Previous Question

This motion is not debatable. When the previous question is called for there shall be no further amendments or debate and pending amendments shall be taken in their order before the main questions. A  $\frac{2}{3}$  vote is required.

- E. To Postpone To Another Time

This motion is debatable and may be amended as to time. All debate must be confined to its merit only and cannot go into the main question except for debate of the immediately pending question.

F. To Refer to Committee or Individual

This is debatable.

G. Amendments

1. Ordinance

An Ordinance may be amended when not in the hands of a City Board or Commission. If any section of an ordinance is amended after reading, the amended section will be read again.

2. Amendments

~~A resolution or an~~ amendment to a resolution may be amended, but further amendments are out of order. Any amendment must be germane to original motion.

H. Motion to be Stated by the Chair.

When a motion is made and seconded, it shall be stated by the Chair before debate. All main motions shall be in written form if requested by a Member of the Council.

I. Withdrawal of Motion

1. A motion may be withdrawn by the person making the motion with the consent of the person seconding the motion if debate has not begun.
2. A motion may be withdrawn after debate with consent of the majority of Council.

**PUBLIC ADDRESS OF COUNCIL**

The public shall be allowed to address the Council under the following conditions:

- ~~A. 1.~~ Each person who wishes to address the Council will be first recognized by the Mayor and requested to state his / her name and address.
- ~~B. 2.~~ Individuals shall be allowed five (5) minutes to address the Council, unless special permission is otherwise requested and granted by the Mayor.
- ~~C. 3.~~ There shall be no questioning of speakers by the audience; however, the Council, upon recognition of the Mayor, may question the speaker.
- ~~D. 4.~~ No one shall be allowed to address the Council more than once unless special permission is requested, and granted by the Mayor.
- ~~E. 5.~~ One spokesperson for a group attending together will be allowed five (5) minutes to address the Council unless special permission has been requested, and granted by the Mayor.
- ~~F. 6.~~ Those addressing the Council shall refrain from being repetitive of information already presented.

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~~G. 7.~~ All comments and / or questions shall be directed to and through the Mayor.

~~H. Comments received by the City Clerk or Council in written or electronic form that are addressed to the Mayor or City Council shall be distributed to the City Council and made available for public inspection.~~

~~I. 8.~~ Public Hearings. The Mayor may ~~invoke direct~~ the circulation and posting of the following rules for public hearings when, at ~~his / her~~~~their~~ discretion, time or attendance numbers warrant its use:

**PUBLIC HEARINGS**

Public Hearings are held for the purpose of allowing community input on a specific ~~piece of City legislation being considered for adoption by the City Council and/or Planning Commission~~ matter of business. Citizen's comments will be considered by the Council/Commission in their deliberations following the closure of the public hearing. Procedure shall be as per the following:

~~A. 1.~~ Public remarks shall be limited to 5 minutes. ~~An extra minute may be allowed by the chair for that person to conclude their statement.~~

~~B. Speakers will be requested to give their name and address.~~

~~C. 2.~~ No person may delegate his or her time or the balance of his or her time to another individual.

~~D. 3.~~ Remarks shall be restricted to the topic of the hearing.

~~4. No person may speak again until all others wishing to speak have had their turn.~~

~~E. 5.~~ Remarks must be directed to the Council/Commission and not to the public body.

~~F. 6.~~ Speakers need not to be a resident of the City of Swartz Creek.

~~G. 7.~~ Questions asked of the Council/Commission are not usually answered at this time, as it is the public's occasion to speak. However, the chair may rule that either a member of the Council/Commission or a member of City Staff may make a response, following the query.

~~H. 8.~~ Decorum shall be maintained.

~~I. 9.~~ Crude, lewd, ~~threatening, violent,~~ and/or profane speech is not permitted. Removal ~~or censure~~ of an individual using this type of language shall be immediate.

~~J. Comments received by the City Clerk or Council in written or electronic form that are identified as pertaining to a public hearing item shall be distributed to the City Council and made available for public inspection.~~

**MAYOR**

The Council, at its first regular meeting following a regular city election, shall elect one of its member's to the office of mayor for a term of two (2) years. The mayor shall preside at meetings of the Council, shall be the chief executive officer of the City insofar as required by law, and for all ceremonial purposes and shall have a vote on all matters, but no administrative duties or veto power. The Mayor shall sign ordinances, deeds, bonds, contracts and other such instruments as may

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require authentication under the provision of law and when authorized by the Council to do so. The Mayor shall perform only such duties as shall be specifically conferred or required by law.

#### **MAYOR PRO-TEM**

The Council shall choose one of its members Mayor Pro-Tem who shall act in the temporary absence or disability of the Mayor.

The Mayor Pro-Tem shall succeed to the office of Mayor in the case of a vacancy in the office of Mayor. The Council shall fill any vacancy in the office of Mayor Pro Tem, but until such vacancy is filled. ~~The~~ senior member of the Council from the standpoint of continuous service shall then act as Mayor Pro-Tem. As between persons of equal seniority, the person who received the highest number of votes at the time of ~~his~~their last election shall sit.

#### **COMMITTEES**

- A. The Mayor, with the advice and consent of Council, may appoint temporary committees whose membership may include persons not on Council.
- B. Committees will be appointed to study specific matters and a time limit shall be placed on the length of the study. The committee will make a report to the Council at the predetermined time. All committee reports upon which action is expected shall be in written form and copies shall be available to each member of Council.

#### **VOTING RECORD OF COUNCIL**

A vote upon all proposed ordinances and resolutions shall be taken by "YES" and "NO" vote and the vote of each Councilmember entered upon the journal, except that where the vote is unanimous it shall be necessary only to so state.

#### **VOTING REQUIREMENTS**

A Councilmember shall not vote on any question in which the Councilmember shall have a direct personal financial interest, other than as a citizen of the community, but on all other questions the Councilmember shall vote, unless excused there from by a vote of at least six (6) of the members of Council.

#### **MEETING MINUTES**

A record shall be kept of all meetings and the actions taken at these meetings. The names of members present and those absent shall be part of the minutes. There shall be a journal of proceedings of all Council meetings, signed by the Mayor and City Clerk and to which the Public shall have access at all reasonable times.

#### **SERGEANT-AT-ARMS**

The Chief of Police, or their designee, shall act as Sergeant-at-Arms at Council meetings if so requested to by the Council or City Manager.

#### **AMENDMENTS TO RULE OF COUNCIL**

The rules of Council may be amended by a two-thirds vote of the entire membership of Council. Amending action will become final at the meeting following introduction of the amendment if voted on favorably.

#### **TRAVEL & REIMBURSEMENT POLICY**

##### **A. General Provisions**

1. A representative of the City is expected to use good judgment regarding the nature and extent of expenses incurred while traveling. Expenses for members of one's family or guests, who may accompany, are not reimbursable.
2. The provisions of this policy shall apply for travel expenditures of all individuals traveling on behalf of the City.
3. Approved travel for all City Employees shall be at the discretion of the City Manager; provided, funds in the appropriate budget category are available for such purpose. Travel expenses shall be subject to the City's Purchasing Ordinance.
4. Travel of Councilmembers and Members of City Boards or Committees may be approved by the City Manager; provided, funds in the appropriate budget category are available and budgeted for such purpose. Travel expenses shall be subject to the City's Purchasing Ordinance.
5. Travel of the City Manager shall be approved at the discretion of by the City Council or must otherwise be a budgeted expense.
6. One engaged in travel for benefit of City has a responsibility to keep accurate, substantiated cost records and to submit requests for reimbursement promptly upon return.

##### **B. Expenses Approved for Reimbursement**

The following expenses are authorized for reimbursement when an expense report has been submitted which itemizes the actual and necessary expenses related to the travel:

1. Use of personal car shall be reimbursed at the current rate of mileage for the miles driven; except in the instance of the City Manager whose car allowance shall be the remuneration for use of personal vehicle.
2. Use of City car - Expenses incurred such as gas, oil, and repairs.
3. Lodging - Hotel accommodations shall be reimbursed when receipts for all lodging costs are secured. If family members or guests accompany, the reimbursable lodging cost shall be that of a single room.
4. Meals - Reasonable expenses for meals will be reimbursed at actual cost. Receipts for meals are not required, but should be secured when available. Alcoholic beverages are specifically excluded from reimbursable expenses.

5. Local Transportation - Local transportation costs, such as taxi fare (including tips) shall be reimbursed. Parking expense for a personal or City car shall also be included.
6. Registration Fee - Fees for registration at any meeting or convention attended are allowed for reimbursement. A receipt for the registration fee is required.
7. Gratuities - Reasonable expenses for tips are reimbursable and should be reported by day.



P.O. Box 41, Stockbridge, MI 49285  
Email: [contact@mifairelections.org](mailto:contact@mifairelections.org), ph: 517-299-8002

October 19, 2025

Renee Kraft  
Swartz Creek City Clerk, Genesee County  
8083 Civic Dr  
Swartz Creek, MI 48473

Dear Clerk, Kraft,

It is my pleasure to inform you that you are among a select group of township and municipal clerk offices to receive the Michigan Fair Elections Institute's **Sunlight Award** as a **Responsive Advocate**. An independent investigation of Michigan's official Qualified Voter File (QVF) in March found over 10,000 potential pairs of redundant registrations. Since then, more than 800 emails have been sent to jurisdictional clerks to address this issue. Your jurisdiction was one that demonstrated significant responsiveness and cooperation in addressing duplicate registrations.

As the enclosed certificate states, this award recognizes you as a **Responsive Advocate** for your "outstanding dedication and exemplary service in helping to remove redundancies from your local voter registration rolls."

Michigan Fair Elections Institute is presenting the award to you in honor of your commitment to preserving election integrity through maintaining clean and accurate voter rolls. Award recipients have reduced the number of redundancies by an average of 86% in their jurisdictions. We look forward to your continued assistance as additional redundancies are created and identified.

The Sunlight award is named in honor of U.S. Supreme Court Associate Justice Louis D. Brandeis's famous statement that "sunlight is the best of disinfectants." MFEI is committed to educating citizens and encouraging their engagement in the state's electoral processes. Citizen engagement is fundamental to preserving individual freedom and serves as a vital component of the check-and-balance system envisioned by the Founding Fathers. This system of accountability only works when clerks like you follow the law and work diligently to maintain clean voter files.

While significant progress has been made, only 17% of the duplicate voter registrations in the QVF have been removed statewide. MFEI hopes that other clerks will follow your example and make a similar effort to clean the Michigan QVF in their jurisdictions.

Congratulations! Thank you for your service to the people of your community and to the great state of Michigan.

Sincerely,

A handwritten signature in black ink that reads 'Patrice Johnson' in a cursive script.

Patrice Johnson  
Founder and Chair  
Michigan Fair Elections Institute  
Website: [Mifairelections.org](http://Mifairelections.org)  
MFEI, P.O. Box 41, Stockbridge, MI 49285

Enclosure: Sunlight Award Certificate



# Sunlight Award

THIS CERTIFICATE IS PROUDLY PRESENTED TO  
*Renee Kraft, Swartz Creek City*

---

*as a Responsive Advocate in recognition of your outstanding dedication and exemplary service for helping to remove redundancies from your local voter registration files. Your commitment to transparency and efficiency strengthens public trust in the republic's democratic process and upholds the highest standards of civic duty.*

*Patrice Johnson*

---

*Patrice Johnson, Chair, Michigan Fair Elections Institute*

October 20, 2025

**“Sunlight is said to be the best of disinfectants; electric light the most efficient policeman.”**

--Associate Justice Louis D. Brandeis, United States Supreme Court,