

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE January 12, 2026**

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

Invocation and Pledge of Allegiance.

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

Councilmembers Absent: None.

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

Others Present: Metro PD Chief Bade, OHM Andy Harris, OHM Mirna Hijazin, Michael Strauss, Jeff Kelley, Ken and Sandi Brill, John Pobocik

Others Virtually Attended: None

APPROVAL OF MINUTES

Resolution No. 260112-01

(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 December 15, 2025 to be circulated and placed on file.

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

APPROVAL OF AGENDA

Resolution No. 260112-02

(Carried)

Motion by Councilmember Krueger
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Agenda as printed for the Regular Council Meeting of January 12, 2026, to be circulated and placed on file.

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

CITY MANAGER'S REPORT

Resolution No. 260112-03

(Carried)

Motion by Councilmember Melen
Second by Councilmember Gilbert

I Move the Swartz Creek City Council accept the City Manager's Report of January 12, 2026, including reports and communications to be circulated and placed on file.

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC:

None.

COUNCIL BUSINESS:

RESOLUTION TO APPROVE AN AMENDED POVERTY EXEMPTION POLICY AS PART OF THE MICHIGAN STATE TAX COMMISSION AUDIT OF MINIMUM ASSESSING REQUIREMENTS

Resolution No. 260112-04

(Carried)

Motion by Mayor Pro Tem Hicks
Second by Councilmember Melen

WHEREAS, the Michigan Tax Commission conducts an Audit of Minimum Assessing Requirements (AMAR) of Townships and Cities; and

WHEREAS, the city has adopted various policies and procedures related to these requirements, including a local Poverty Exemption Policy; and

WHEREAS, the State Tax Commission Policy Regarding Requests for Percentage Reductions in Taxable Value for Poverty Exemptions Under MCL 211.7u, has been updated as of December 2025; and

WHEREAS, the city updated and affirmed written guidelines for poverty exemptions in 2023 and must continue to update and affirm specific wage thresholds for the policy.

NOW, THEREFORE BE IT RESOLVED that the City of Swartz Creek adopts the City of Swartz Creek Requirements of Poverty Exemption, as included in the January 12, 2026, city council packet, including the updated set income levels for exemption.

BE IT FURTHER RESOLVED that the City of Swartz Creek hereby waives penalties and interest that is otherwise required to be levied for failure to file a Property Transfer Affidavit under MCL 211.27b.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE DONATION AND INSTALLATION OF AN AMENDED BUTTERFLY GARDEN MASTER PLAN FOR ABRAMS PARK

Resolution No. 260112-05

(Carried)

Motion by Councilmember Gilbert

Second by Councilmember Krueger

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

WHEREAS, the City approved a concept plan and phase I installation of a Butterfly Garden as donated by the Friends of Abrams Park group at Abrams Park; and

WHEREAS, the Swartz Creek Park Board and City Council have approved installation of gardens one, two, and three; and

WHEREAS, the FoAP (Friends of Abrams Park) is proposing an amended master plan for the complete garden and hardscape plan in Abrams Park; and

WHEREAS, the Park Board, after deliberation, found the garden master plan concept to align with the interests of the park and conditionally accepted the master plan at their meeting on December 16, 2025.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek City Council hereby accepts the Friends of Abrams Park donation of a Monarch Butterfly Garden Waystation, to be located at Abrams Park, conditioned upon the following:

1. The project shall be overseen by the Director of Public Works and not commence until the ability to ensure project completion is evidenced.
2. The Friends of Abrams Park and/or other volunteers shall maintain the gardens in a reasonable manner, with eventual replacement or removal dependent on the best interests of the city at a future date.
3. The city will own and maintain the garden irrigation system in a reasonable manner, with eventual replacement or removal dependent on the best interests of the city at a future date.
4. Installation of specific phases of the development shall require evidence of sufficient funds/resources and review and approval by the Swartz Creek City Council following a recommendation by the Park Board.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE AN AMENDED SCHEDULE FOR THE REHABILITATION OF ELMS AND MILLER ROADS USING FEDERAL FUNDS, INCLUDING ADVANCE CONSTRUCTION

Resolution No. 260112-06

(Carried)

Motion by Councilmember Knickerbocker
Second by Councilmember Melen

WHEREAS, the city receives federal street funds from the State of Michigan, as awarded by the Genesee County Metropolitan Planning Commission, for the purpose of rehabilitating and reconstruction of eligible major streets, and;

WHEREAS, the city was awarded funds for the rehabilitation of Elms Road (Miller to north city limit), Miller Road (Morrish to Elms), Miller Road (Elms to Tallmadge concrete), and Miller Road (Tallmadge to Dye), and;

WHEREAS, circumstances related to the MDOT bridge work on I-69 have complicated the proposed schedule for completing such work as originally scheduled by the MPO, and;

WHEREAS, the GCMPC has conducted some internal rearranging of their funding and construction schedule in order to provide the city with an alternate funding and construction table for the awarded projects, and;

WHEREAS, the City Council finds the new table to be in the best interest of the community.

NOW THEREFORE, BE IT RESOLVED the City of Swartz Creek agrees with the GCMPC's suggestion to move all preliminary engineering phases for the three Miller Rd projects to FY 2027 and to move all the construction phases for the three (3) Miller Rd projects to FY 2028 with an Advance Construction Conversion for the three (3) Miller Rd projects in FY 2029 so that these projects can be bid together. The city also agrees to move the preliminary engineering phase of their Elms Rd project to 2026 with their construction phase of the Elms Rd project in 2027.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE PROFESSIONAL SERVICES FOR FINAL PRELIMINARY DESIGN AND MITIGATION OF ELMS ROAD

Resolution No. 260112-07

(Carried)

Motion by Councilmember Spillane

Second by Councilmember Melen

WHEREAS, the City of Swartz Creek owns, operates, and maintains a system of major and local streets, and

WHEREAS, the major streets within the city qualify for federal rehabilitation and replacement assistance through the regionally administered Transportation Improvement Program, and

WHEREAS, Elms Road has been awarded \$468,800 to design and rehabilitate Elms Road between the North City Limits and Miller Road, and

WHEREAS, this work is expected to include resurfacing, some limited curb replacement, and some joint work, and

WHEREAS, the expenditure of said funds will be subject to limited MDOT requirements, and

WHEREAS, the city had OHM perform some of the preliminary engineering services prior to seeking MDOT funds, but additional PE services are still needed prior to bidding, and

WHEREAS, OHM Advisors, functioning as the city’s consultant engineer, delivered a proposal, dated December 18, 2025, to provide such services, and

WHEREAS, Federal funding usage necessitates the employment of a third-party professional engineering firm to perform mitigation services in order to audit the design and construction observation services of the prime engineer, and

WHEREAS, JW CivilWorks has delivered a proposal, dated January 8, 2026, to provide such services.

NOW, THEREFORE BE IT RESOLVED that the City of Swartz Creek City Council accepts the proposal from OHM in the amount of \$38,278 for the noted services.

BE IT FURTHER RESOLVED that the City of Swartz Creek City Council accepts the proposal from JW CivilWorks in the amount of \$6,000 for the noted services.

BE IT FURTHER RESOLVED that the City of Swartz Creek directs the Treasurer to apportion expenses from the major street fund.

BE IT FURTHER RESOLVED, that the City Council directs the Mayor to execute said proposals and agreements on behalf of the city.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

None.

REMARKS BY COUNCILMEMBERS:

Councilmember Melen: Thanked everyone for coming

Councilmember Spillane: Wednesday at 7:00pm the Historical Society has presentation on the life of Don Spillane. Refreshments are available

Mayor Henry: Welcomed our newest resident that was in attendance at the meeting.

ADJOURNMENT

Resolution No. 260112-08

(Carried)

Motion by Councilmember Gilbert

Second by Councilmember Melen

I Move the Swartz Creek City Council adjourn the regular meeting at 7:34 pm.

Unanimous Voice Vote.

Nate Henry, Mayor

Renee Kraft

Renee Kraft, CMC, MiPMC3, City Clerk