

City of Swartz Creek

AGENDA

Regular Council Meeting, Monday, January 26, 2026, 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 January 12, 2026 MOTION Pg. 26
- 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. 33
6C. Elms Park Expanded Use Park Reservation Request Pg. 44
6D. Taylor Morgan Memorandum Pg. 52
- 7. MEETING OPENED TO THE PUBLIC:**
- 8. COUNCIL BUSINESS:**
8A. BeeMoreJentery Donation PRESENTATION
8B. Med Star Review PRESENTATION
8C. Taylor Morgan Audit Debrief PRESENTATION
8D. Department of Veterans' Services Expanded Use Park Reservation RESO Pg. 24
- 9. MEETING OPENED TO THE PUBLIC:**
- 10. REMARKS BY COUNCILMEMBERS:**
- 11. ADJOURNMENT:** MOTION Pg. 25

Next Month Calendar (Public Welcome at All Meetings)

Metro Police Board:	Wednesday, January 28, 2026, 11:00 a.m., Metro HQ
Planning Commission:	Tuesday, February 3, 2026, 7:00 p.m., PDBMB
City Council:	Monday, February 9, 2026, 7:00 p.m., PDBMB
Downtown Development Authority:	Thursday, February 12, 2026, 6:00 p.m., PDBMB
Fire Board:	Monday, February 16, 2026, 6:00 p.m., Station #1
Park Board:	Tuesday, February 17, 2026, 5:30 p.m., PDBMB
Zoning Board of Appeals:	Wednesday, February 18, 2026, 6:00 p.m., PDBMB
City Council:	Monday, February 23, 2026, 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, JANUARY 26, 2026, 7:00 P.M.

The regular meeting of the City of Swartz Creek city council is scheduled for **January 26, 2026** 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:

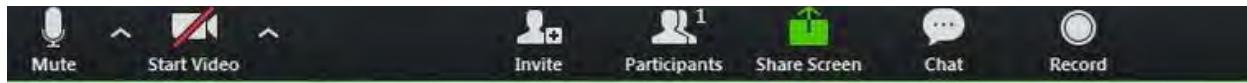
1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to join.zoom.us 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 (DTMF) 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: January 26, 2026 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.

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, January 26, 2026 - 7:00 P.M.

TO: *Honorable Mayor, Mayor Pro-Tem & Council Members*
FROM: Adam Zettel, City Manager
DATE: January 21, 2026

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*)
The revised timeline for work on Elms and Miller has been approved. With Elms due for rehabilitation in 2027, preliminary engineering and third party services have been established as well.

We do plan to perform all work in the timeframe provided. This may be more readily completed because of the proposed increase in our street funding from the state. However, because most of the Miller Road funding is not to be provided until 2029, the city MAY need to look at short term borrowing.

In any event, I will be working with the engineers to consider a greater degree of milling thickness, if affordable, which will add a longer life to the road work.

The new table that includes the timeline, federal funding, and total costs is below. For greater detail and context, see the January 12, 2026 council report.

Section	Repair Type	Beginning	End	Year*	Total Cost	Federal	Local
Miller	Concrete Repair	East Springpoint of Elms	475' East of Tallmadge	2028 (2028)	\$668,502	\$534,802	\$133,700
Elms	Asphalt Resurfacing	South City Limits	North City Limits	2027 (2027)	\$730,313	\$470,800	\$259,513
Miller	Asphalt Resurfacing	Morrish	Elms	2028 (2029)	\$1,287,581	\$747,384	\$540,197
Miller	Asphalt Resurfacing	Tallmadge	Dye	2028 (2029)	\$1,524,916	\$1,114,256	\$410,660

*Years in () are payment years.

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

- ✓ **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.

Our major street asset management plan reconstructions are generally complete, which has taken nearly a decade.

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 pricing is approved for 2026, and we plan to cover the entire city.

- ✓ **I-69 MDOT WORK (No Change of Status)**
I-69 is open fully to traffic now until spring.

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 27th, 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 on-ramp 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 completed the second year of the eight-year cleaning and televising program. This included about 17,000 lineal feet of pipe, and no notable issues were detected that require follow-up maintenance.

The following work is approved for 2026.

2026 Sewer Cleaning and Televising

Sewer Section	Footage
Otterburn Heights	
Jennie Ln	1657
Yarmy Dr.	1079
Abbey Ln.	872
	Total 3608
Bristol Rd. 7335 West to Elms	3587
	Total 3587
Parkridge	
Parkridge to Elms	2461
Hickory to Parkridge	426
Birch to Parkridge	417
Mountain Ash to Parkridge	412
Red Oak to Parkridge	403
Locust to Parkridge	403
Silver Maple to Parkridge	343
	Total 4865
East Entrance to Kroger	277
	Total 277
Springbrook East	
Alex Marin to Russell	393
Lindsey to Russell	558
Russell from Alex Marin to Kroger Dr.	716
7260 Lindsey to Russell	860
Kroger Dr. to Miller Rd.	506
Maya to Miller	1378
Maplecrest Circle	186
	Total 4597
	2026 Total 16934

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. I am including a map for reference and a resolution to affirm the work.

The city continues updates to our GIS (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 29th.

✓ **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 requested that Genesee County include three such meters within their region-wide bidding process. The bids are in, and our annual cost (for 3-5 years) is estimated to be under \$30,000. I am awaiting an official statement from the county. We expect that we will need to formally acknowledge the bids and our participation with a future resolution. This will enable the city to proceed with meter installation and data control as a customer of the contractor.

This arrangement shall 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** (*No Change of Status*)

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 has not reached out about finishing the work or disputing our 50% payment. 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 expected a correction of deficient work. However, the contractor is not responding to our requests to complete the project. Since we have not heard from them, we will assume an end to our business and look to complete the project with another contractor or city staff. Rob is leaning towards having staff work on these in 2026.

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

We will not be getting any water or sewer rate increases from the county in 2026. However, early indications are that sewer rates will go up in January of 2027. This rate jump will likely be substantial because the county passes five-year rates as a standard practice. This results in front-loaded budget surpluses in the early years and deficits in the later years for the county. The upside is stability. The downside is that we experience larger incremental increases.

I am hopeful that, depending on our findings with our sewer inspection program, we will be able to absorb much of this increase into our existing budget, which is functioning well in the black.

The county also informed us that state legislation for water affordability is back in the Senate. I strongly oppose this legislation, which we have reviewed in the past. In short, the legislation would prohibit water shut offs and fee recovery assessments in incidents of non-payment OR it would require the city to charge between \$1.25 to \$3.00 per account per month so the state could redistribute those funds to users that qualify for assistance. This scenario also greatly limits, if not practically eliminates, water shut offs as well.

Our staff and most municipalities are strongly opposed because this state program would use local units to collect funds as the state directs to support wealth redistribution between customers and between municipalities. It also would greatly limit, if not prohibit, collection of overdue accounts through assessment or shut off, which we believe would ultimately destroy the long-term solvency of our water utility.

I have detailed this legislation and its impact in previous reports. If movement continues, I recommend we revisit this. For the time being, my understanding is that the House is not likely to pass this.

The previous report follows.

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 (Update)**

The winter newsletter is out! Let me know what you think and if you have future content recommendations!

✓ **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. **We met with the owner of the Raceway and the Genesee Economic Alliance on December 3rd** to explore the potential of the site for reuse. There is potential for economic development funds from third parties to be used to prepare the site for future uses. This might include further environmental, topographical, or planning studies.
2. **Street repair in 2026.** 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. As we assess the budget, we will look to perform

rehabilitation of the rest of School, Frederick, and other local streets in the street plan.

3. The **Brewer Condos** project is expected to submit an incentive application to complete the remaining twelve units.
4. 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.
5. 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.
6. **Park Projects**. Projects currently include an active grant award for Otterburn (2026 construction is on track). Abrams forestry is done and the grant now closed. Bike racks are installed downtown and available for various areas at Abrams and Elms. Elms Park pickleball nets are in. A replacement sign at Abrams is now in. Genesee County Park Ranger concluded patrols at Elms Park at the end of September and will not recommence in 2026. Additional historical signs are awaiting availability of the historical society to furnish content. Irrigation is installed for the Abrams butterfly garden.
7. **New Businesses**. Café Brulee has opened on the corner of Dye and Miller and is embracing the bike path! The former Tech Building on Holland Drive is for sale and may have a local buyer. The downtown bookstore has window signs up! 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. The industrial land south of the old elevator is listed for sale.
8. **Mundy Megasite (Advanced Manufacturing District)**. 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.
9. **The Holland Square** pergola has local design approval and the state crowdfunding approval should be here any day. Once formally authorized, Greg will conduct fundraising. We also have approved budget contributions to support this from the DDA and general fund. Please see the complete report below.
10. **Wayfinding & Branding Signs** are going in at various locations as old signs depreciate and budget permits. With the sad state of the gateway sign at Seymour and Miller becoming an issue, I will see if the general fund can support replacement with a mid-year budget adjustment. The DDA and council can liaise on if, when, and how to proceed with future installations of new signs.
11. **(Update)** The DDA considered a **Social District about two years ago**. With Bella's Book Nook and the pergola coming in 2026, I think this is worth a look. With the potential for another tavern coming, the city has the ability to designate a commons area in the community.

12. 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 but is not to standards. We will seek funds from the school to correct the work in the spring. In addition, the land to the north is being marketed for commercial use, and the broker seeks to work with the school to combine their drive with a future drive that is shared and aligns with Meijer. This would be a very desirable improvement.
13. **(Update) Old Methodist Church** had an asbestos/lead survey completed as part of the MEDC RRC program. We now have a bid spec to clear out asbestos, and will work with the DDA to consider funding removal. Bids are due on February 26th. 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.

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

The state provided \$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. The survey indicates commonly found asbestos and some lead paint. The contractor developed bid specs and conducted a letting for pricing. These are due on February 26th and will be considered by the DDA. I expect this to be \$30,000-\$50,000.

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)**

Our agreement to spend CDBG funds on the Pajtas Amphitheater ADA drop-off has been approved. We are working with the Swartz Creek Fine Arts Association to develop a design and bid to complete the work in 2026.

✓ **OTTERBURN PARK (*Update*)**

As of writing, the state DNR has finalized our grant agreement bid documents. We are officially out for bid! We expect the bids to be opened on February 19th, with council review shortly after. The engineer expects substantial completion on July 1, with full completion on July 30th. The previous report follows.

The water service and sewer services have been installed.

The project now includes a pavilion, restrooms, a path, bike station, gates, sign, and ADA parking. The estimated total cost is close to \$600,000. Our grants include \$283,000 from HUD and \$290,000 from the DNR, in addition to donations. 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.

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

With the need for a new gateway sign at Seymour and Miller becoming more demanding, I will look to see if there are funds in the budget this spring that could be directed to replacing this with a sign that aligns with our new models. The previous report follows.

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 (*Update*)**

With Bella's Book Nook due to open soon and the Pergola at Holland Square coming in 2026, I think this issue should be revisited by the DDA. Please share any thoughts or questions on the matter. The prior report follows.

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)**

As of writing, we are still awaiting the final approval from the state. However, the crowdfunding projects for the next phase, statewide, are funded. We expect to proceed with fundraising in January or early February. Greg will be working on marketing and outreach for this endeavor. 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 22nd 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.

✓ **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 13th 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 24th and March 24th 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.

✓ **GENESEE COUNTY FORECLOSURES (Update)**

The Genesee County Land Bank has taken possession of Wade Street property. I will be communicating with them about the potential cleanup of the property and its future use.

✓ **PARKRIDGE DRIVEWAYS (Update)**

We should get full compliance on this issue. One owner that met this action in court has agreed to a consent judgement to correct the issue. The remaining owners have done so voluntarily or are on voluntary timelines for compliance. See the September 22, 2025 packet for full details.

✓ **CROSS CONNECTION PROGRAM (Update)**

Our cross connection program is expected to continue without interruption in 2026. The program goals and processes remain the same. With the agreements getting a one year automatic extension, we will look to revisit this service for future years in the fall or early winter.

✓ **APPOINTMENTS (Update)**

There is still a DDA vacancy that does not yet have a candidate. There is also a new opening on the Park Board with the resignation of Mr. Edmond Bosas. The Mayor is considering options.

✓ **METRO PD BUDGET AND UPDATES (No Change of Status)**

Metro Police continues with labor negotiations for a likely three-year contract with officers and command staff. Metro held meetings on December 9th and December 17th on these matters. The agreements and budget were not approved on the 9th. The board approved a budget on December 17th, but there is no official recognition of any bargaining agreements at this time.

I expect the budget to demand an increase of 5%+ from the city and township.

✓ **BRIDGE INSPECTIONS (Update)**

The city is required to inspect bridges every two years. We have used Rowe PSC as our engineer to complete these inspections, with the last inspections being conducted in 2024. We have been notified that the city will not need to conduct our own inspections moving forward because MDOT has created a program to do so. While I do not have information on the timing and manner of future inspections, it appears Rowe has the contract for all local bridge inspections in our region.

Having this service conducted by the state will save the city about \$500 per year. I will be meeting with MDOT on the 28th to learn more about this.

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

✓ **MONTHLY REPORTS (Update)**

Monthly reports are included.

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

✓ **PLANNING COMMISSION (No Change of Status)**

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. There was not a December meeting, and their next meeting is scheduled for February 3, 2026.

✓ **DOWNTOWN DEVELOPMENT AUTHORITY (No Change of Status)**

The DDA met on December 11th. They approved their initial \$10,000 contribution to the Holland Square pergola crowdfunding campaign and a total contribution of \$210,102. Their next regular meeting is scheduled for February 12, 2026. I expect to get an application for incentives for the Brewer Townhomes soon, and the board will likely need to consider the potential bidding of remediation work for the church.

✓ **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 (Update)**

The Park Board did not meet in January. Their next regular meeting is scheduled for February 17th. Mr. Bosas resigned, leaving a vacancy.

✓ **BOARD OF REVIEW (No Change of Status)**

The December 9 Board of Review meeting went well. There was only one item which was a taxable value recapping.

All of the BOR members need to have training prior to the March meeting. They went to the training in St. Johns on 1/8/2026.

Belinda Wright should make a good addition to the BOR when she gets the training.

Dates for all of the 2026 meetings were discussed.

✓ **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.
❑ DPS crews are taking down Christmas decorations.
❑ DPS continues to respond to nearly daily small snow and ice events.
❑ DPS crew members have been fighting the flu for the past week.

- ❑ DPS just got one of our dumps back from the shop. It had an electrical problem and was in the shop for several days. On a positive note it was a warranty covered repair.
- ❑ Getting salt delivers in a timely manner has become difficult. It is routinely taking 8 or more days to receive deliveries. We can only store about 125 tons of salt in our salt shed and with the constant snow events we have been very close to running out several times. Based on what I've learned about our salt supply chain I think this is going to get worse before the end of winter if the snow events continue. We have cut back application rates to stretch the salt out as far as we can and still maintain safe passable roads. I've reached out to the county asking if they had any salt they could spare and they are having the same problem. I've ordered some sand to have on hand to mix and or apply to the roads in case of an emergency. I would prefer not to do this if possible because we will have to clean it off the streets and out of the catch basins and storm sewers in the spring. I say all of this because it's a very real possibility we could have a snow event and not have any salt to apply to the roads, sidewalks etc.

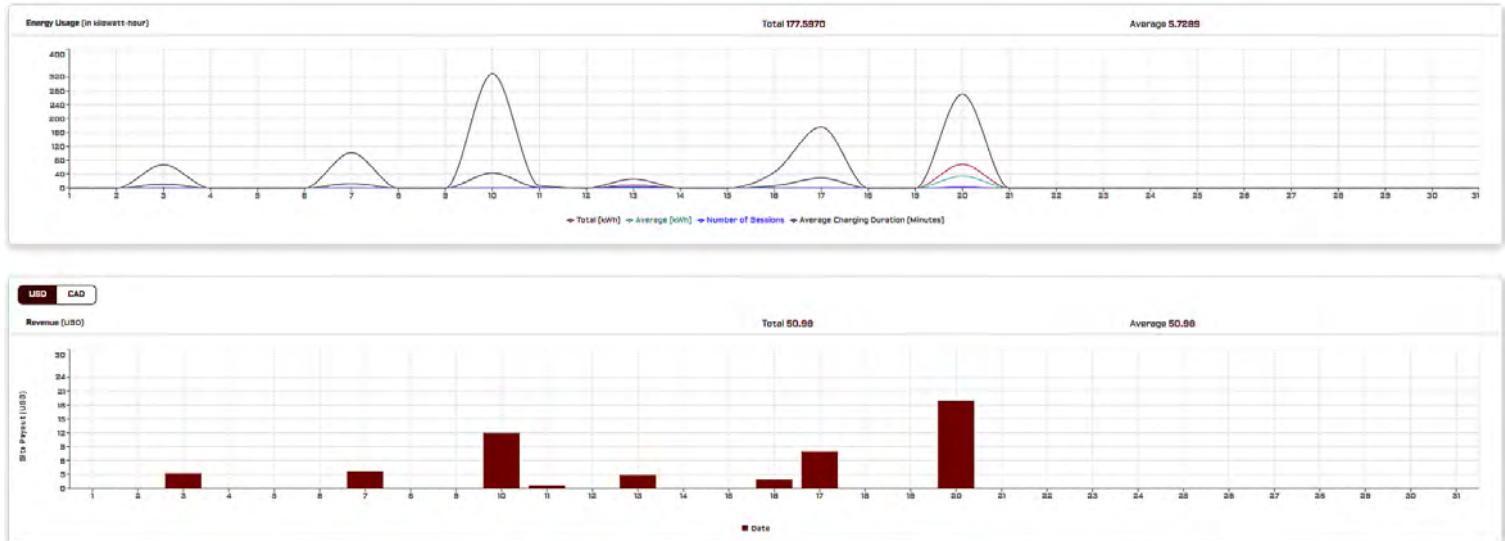
✓ **TREASURER UPDATE (Nichols) *(Update)***

The due date for the winter tax bill is February 17th, since the typical due date of February 14th falls on a Saturday this year and Monday the 16th is a holiday. All property taxes are due and payable to the City by March 2nd. All delinquent real property taxes will be turned over to Genesee County on March 3rd. 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.

✓ **ECONOMIC DEVELOPMENT UPDATE (Dietrich) *(Update)***

- ❑ Holland Sq: MEDC Funding for Partoncity has been funded on December 2nd. We expect to open the link for fundraising the week of December 8th.
- ❑ MEDC/Partoncity Funding has been pushed back to late January early February due to restructuring of the MEDC budget.
- ❑ Holland Sq: We applied to the Consumer Energy Foundation for \$50,000 for the Pergola. Our request was denied in December.
- ❑ 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.
- ❑ The Economic Developer met with Sharp Funeral home for a letter of support and a donation for the Pergola. We have yet to hear back from them.
- ❑ Contacted the Flint & Genesee Economic Alliance requesting funding for the Pergola and was declined on November 24th. Our request was denied in December.
- ❑ Request for the letter of support from the Swartz Creek Chamber of Commerce was requested at the end of November.
- ❑ Application for Pergola funding to the Genesee Valley Rotary Club was denied.
- ❑ Dort Financial CU naming rights check in the amount of \$25,000 was received in December.
- ❑ The Economic Developer will be reaching out to local businesses in February for the Match on Main Grant. Applications will open on March 1st.

EV Charging Usage Chart



NEW BUSINESS / PROJECTED ISSUES & PROJECTS

✓ CONSUMERS ENERGY FRANCHISE *(Update)*

The franchise agreement that the city has with Consumers Energy to set the terms and conditions under which they provide electric and gas service in the city expires this year. They have requested to renew this, and I have our attorney's office reviewing that request. I am seeking to ensure we have the most favorable terms as it relates to ensuring proper service to residents and to ensuring appropriate use of our right of ways.

While CE is probably the best occupant of our right of ways as it relates to notices for disruption, restoration, and the convenience of the infrastructure, there may be more we can do to create more functional and attractive ROW's in the city through an updated agreement.

I expect this to be on one of our spring agendas.

✓ MEDSTAR UPDATE *(Business Item)*

Kolby Miller will be in attendance to provide an annual update on the Medstar service in the City of Swartz Creek. In line with our agreement with them, they provide ambulance coverage to our jurisdiction, which occurs with no additional direct charge. They also provide ongoing data on the level of service for the city council to consider.

I have requested any such data prior to the meeting to distribute to the council.

✓ **BEEMOREJENTERY (*Business Item*)**

The charitable entity that works in Jentery's name to support YMCA Camps and parks and recreation initiatives will be visiting us! Jentery's mother, Stephanie, indicated that they wish to provide a check to the city that will support the effort at Otterburn Park. They have done this in years past and continue to do so.

Without Jentery's vision and the efforts of this group, we would have nothing but a fallow field by Heritage Village, along our new pathway. Thanks to them, the initiative took root. In addition, the funds they provided formed the basis for the grants we have pursued. We welcome their support with open arms and cannot thank them enough. You can learn more from their [website](#).

✓ **TAYLOR MORGAN PRESENTATION (*Business Item*)**

Shawna Farrel will be with us on Monday. She is attending in order to detail some of the new processes we are engaging in to improve our financial record keeping. These processes will address our audit recommendations and improve our efficiency. A memorandum is included in the packet to detail some of the efforts so far.

✓ **EXPANDED USE PARK RESERVATION & WAIVER REQUEST (*Business Item*)** The Genesee County Department of Veterans Services is seeking to hold a public outreach Resource Rally in Elms Park on Saturday, September 12, 2026, with a setup day on the 11th and a tear down day on the 13th.

I am including their narrative. The event is an outdoor event that is used to showcase resources available to assist veterans. The event runs within the normal operating hours, (10am-6pm), seeks use of grass for overflow parking (weather pending), utilizes mobile vendor services, includes use of one portable event tent, and attracts about 800 individuals throughout the day.

The dates to hold this event (September 11-13) have been tentatively reserved. This is a slower time for park use, since the weather is much less reliable after Labor Day. The users are only seeking exclusive use for Saturday, so Friday and Sunday will be available for reservations and general use, despite their setup and teardown efforts.

The standards for consideration of use are below. I have crafted a resolution in the affirmative to grant exclusive use for the 12th only. In addition, they are seeking a fee waiver for the event. I expect a representative to attend the meeting.

EXPANDED PARK USE AND RESERVATIONS. Swartz Creek-based organizations (defined as non-profit organizations or institutions with a principal 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.*

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.

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.

Miller Road Sewer: We discovered the sewer in the vicinity of the Masonic Temple. It is flowing fine and will be added to our mapping system.

**City of Swartz Creek
RESOLUTIONS**
Regular Council Meeting, Monday, January 26, 2026, 7:00 P.M.

Motion No. 260126-4A

MINUTES – JANUARY 12, 2026

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, January 12, 2026, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 260126-5A

AGENDA APPROVAL – JANUARY 26, 2026

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of January 26, 2026, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 260126-6A

CITY MANAGER'S REPORT

Motion by Councilmember: _____

I Move the Swartz Creek City Council accept the City Manager's Report of January 26, 2026, including reports and communications, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 260126-8D

**RESOLUTION TO APPROVE AN EXPANDED USE
RESERVATION AND PARK FEE/DEPOSIT WAIVER FOR
USE OF ELMS PARK FOR A NON-PROFIT VETERAN
EVENT**

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek requires park usage reservations and fees in accordance with adopted rules and regulations; and

WHEREAS, the Genesee County Department of Veterans Services is proposing an expanded park use reservation for Elms Park on Saturday, September 12, 2026 for the purpose of holding a public Resource Rally and related activities, inclusive of setup day on September 11 and a tear down day on September 13th; and

WHEREAS, the Department is a recognized non-profit that services Swartz Creek and is found to meet the requirements for an expanded use reservation; and

WHEREAS, the city park rules and regulations state that "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."; and

WHEREAS, the City Council finds the Genesee County Department of Veterans Services to be a qualified group with a qualifying activity.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council hereby approves the expanded use reservation of the Genesee County Department of Veterans Services and waives all fees for the September 12, 2026 reservation in Elms Park.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 260126-11A

ADJOURN

Motion by Councilmember: _____

I Move the Swartz Creek City Council adjourn the regular council meeting of January 26, 2026.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**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, CMC, MiPMC-2, City Clerk

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK
PERIOD ENDING 12/31/2025

GL NUMBER	2025-26 ORIGINAL BUDGET	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - General Fund					
000.000 - General	2,878,608.00	2,878,608.00	2,334,984.17	543,623.83	81.12
215.000 - Administration and Clerk	0.00	0.00	0.50	(0.50)	100.00
253.000 - Treasurer	0.00	0.00	116.19	(116.19)	100.00
301.000 - Police Dept	2,000.00	2,000.00	4,922.14	(2,922.14)	246.11
345.000 - PUBLIC SAFETY BUILDING	22,500.00	22,500.00	11,375.51	11,124.49	50.56
371.000 - Building/Zoning/Planning	60,275.00	60,275.00	58,752.00	1,523.00	97.47
444.000 - Sidewalks	0.00	0.00	1,820.00	(1,820.00)	100.00
448.000 - Lighting	15,700.00	15,700.00	1,339.80	14,360.20	8.53
450.000 - Forestry Program	9,000.00	9,000.00	0.00	9,000.00	0.00
523.000 - Grass, Brush & Weeds	1,500.00	1,500.00	600.00	900.00	40.00
694.000 - Community Development Block C	16,000.00	16,000.00	0.00	16,000.00	0.00
780.000 - Parks & Recreation	0.00	0.00	10.00	(10.00)	100.00
780.500 - Mundy Twp Park Services	16,605.00	16,605.00	3,117.94	13,487.06	18.78
782.000 - Facilities - Abrams Park	500.00	500.00	215.00	285.00	43.00
783.000 - Facilities - Elms Rd Park	8,000.00	8,000.00	1,760.00	6,240.00	22.00
788.000 - General	573,000.00	573,000.00	0.00	573,000.00	0.00
790.000 - Facilities-Senior Center/Libr	5,300.00	5,300.00	3,814.16	1,485.84	71.97
TOTAL REVENUES	3,608,988.00	3,608,988.00	2,422,827.41	1,186,160.59	
000.000 - General	14,133.00	14,133.00	6,801.10	7,331.90	48.12
101.000 - Council	26,363.00	26,363.00	13,534.27	12,828.73	51.34
172.000 - Executive	161,376.00	161,376.00	86,115.49	75,260.51	53.36

GL NUMBER	2025-26		YTD BALANCE 12/31/2025	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	2025-26 AMENDED BUDGET			
215.000 - Administration and Clerk	45,240.00	45,240.00	18,362.64	26,877.36	40.59
228.000 - Information Technology	43,000.00	43,000.00	20,214.89	22,785.11	47.01
247.000 - Board of Review	4,204.00	4,204.00	842.80	3,361.20	20.05
253.000 - Treasurer	132,815.00	132,815.00	76,217.16	56,597.84	57.39
257.000 - Assessor	53,662.00	53,662.00	20,366.51	33,295.49	37.95
262.000 - Elections	57,098.00	57,098.00	21,102.25	35,995.75	36.96
265.000 - Facilities - City Hall	25,937.00	25,937.00	11,560.38	14,376.62	44.57
266.000 - Legal Council	15,000.00	15,000.00	5,863.48	9,136.52	39.09
301.000 - Police Dept	12,026.00	12,026.00	7,850.60	4,175.40	65.28
301.266 - Legal Council PSFY	24,000.00	24,000.00	12,946.50	11,053.50	53.94
301.851 - Retiree Employer Health Care PSI	11,660.00	11,660.00	6,180.70	5,479.30	53.01
334.000 - Metro Police Authority	1,335,454.00	1,335,454.00	558,808.38	776,645.62	41.84
336.000 - Fire Department	202,100.00	202,100.00	161,449.44	40,650.56	79.89
345.000 - PUBLIC SAFETY BUILDING	29,837.00	29,837.00	15,156.32	14,680.68	50.80
371.000 - Building/Zoning/Planning	135,070.00	135,070.00	160,307.93	(25,237.93)	118.69
448.000 - Lighting	125,000.00	125,000.00	93,518.98	31,481.02	74.82
523.000 - Grass, Brush & Weeds	1,000.00	1,000.00	120.00	880.00	12.00
567.000 - Facilities - Cemetery	1,625.00	1,625.00	1,080.39	544.61	66.49
694.000 - Community Development Block C	16,000.00	16,000.00	0.00	16,000.00	0.00
728.000 - Economic Development	12,040.00	12,040.00	1,737.98	10,302.02	14.44
769.000 - ELECTRIC VEHICLE CHARGING S	0.00	0.00	297.92	(297.92)	100.00
780.000 - Parks & Recreation	18,532.00	18,532.00	14,246.74	4,285.26	76.88
780.500 - Mundy Twp Park Services	15,096.00	15,096.00	6,561.41	8,534.59	43.46
782.000 - Facilities - Abrams Park	87,538.00	87,538.00	50,374.62	37,163.38	57.55

GL NUMBER	2025-26		YTD BALANCE 12/31/2025	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	2025-26 AMENDED BUDGET			
783.000 - Facilities - Elms Rd Park	100,014.00	100,014.00	44,269.77	55,744.23	44.26
786.000 - Non-Motorized Trailway	370.00	370.00	0.00	370.00	0.00
788.000 - Otterburn Disc Golf Park	640,421.00	640,421.00	33,470.57	606,950.43	5.23
790.000 - Facilities-Senior Center/Libr	33,272.00	33,272.00	16,709.97	16,562.03	50.22
794.000 - Community Promotions Program	77,183.00	77,183.00	51,678.76	25,504.24	66.96
797.000 - Facilities - City Parking Lots	5,350.00	5,350.00	899.61	4,450.39	16.82
851.000 - Retired Employee Health Care	35,774.00	35,774.00	13,444.02	22,329.98	37.58
965.000 - Transfers Out	202,500.00	202,500.00	202,500.00	0.00	100.00
TOTAL EXPENDITURES	3,700,690.00	3,700,690.00	1,734,591.58	1,966,098.42	
Fund 101 - General Fund:					
TOTAL REVENUES	3,608,988.00	3,608,988.00	2,422,827.41	1,186,160.59	67.13
TOTAL EXPENDITURES	3,700,690.00	3,700,690.00	1,734,591.58	1,966,098.42	46.87
NET OF REVENUES & EXPENDITURES	(91,702.00)	(91,702.00)	688,235.83	(779,937.83)	
Fund 202 - Major Street Fund					
000.000 - General	634,015.00	634,015.00	216,740.25	417,274.75	34.19
441.000 - Miller Rd Park & Ride	3,600.00	3,600.00	1,007.70	2,592.30	27.99
452.100 - Safe Routes to School Grant	0.00	0.00	200.00	(200.00)	100.00
478.000 - Snow & Ice Removal	1,800.00	1,800.00	0.00	1,800.00	0.00
TOTAL REVENUES	639,415.00	639,415.00	217,947.95	421,467.05	34.09
228.000 - Information Technology	575.00	575.00	326.03	248.97	56.70
429.000 - Occupational Safety	0.00	0.00	71.87	(71.87)	100.00
441.000 - Miller Rd Park & Ride	5,201.00	5,201.00	2,084.06	3,116.94	40.07
449.500 - Right of Way - General	15,000.00	15,000.00	0.00	15,000.00	0.00
449.501 - Right of Way - Storms	100.00	100.00	0.00	100.00	0.00
454.000 - STREETS PROJECTS	371,000.00	371,000.00	323,746.31	47,253.69	87.26

GL NUMBER	2025-26		YTD BALANCE 12/31/2025	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	AMENDED BUDGET			
463.000 - Routine Maint - Streets	134,146.00	134,146.00	66,079.37	68,066.63	49.26
474.000 - Traffic Services	48,258.00	48,258.00	14,077.61	34,180.39	29.17
478.000 - Snow & Ice Removal	68,735.00	68,735.00	16,713.82	52,021.18	24.32
482.000 - Administrative	17,857.00	17,857.00	7,553.32	10,303.68	42.30
538.500 - Intercommunity storm drains	11,000.00	11,000.00	6,250.28	4,749.72	56.82
965.000 - Transfers Out	225,000.00	225,000.00	225,000.00	0.00	100.00
TOTAL EXPENDITURES	896,872.00	896,872.00	661,902.67	234,969.33	
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Fund 202 - Major Street Fund:					
TOTAL REVENUES	639,415.00	639,415.00	217,947.95	421,467.05	34.09
TOTAL EXPENDITURES	896,872.00	896,872.00	661,902.67	234,969.33	73.80
NET OF REVENUES & EXPENDITURES	(257,457.00)	(257,457.00)	(443,954.72)	186,497.72	
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Fund 203 - Local Street Fund					
000.000 - General	205,348.00	205,348.00	71,616.48	133,731.52	34.88
449.000 - Right of Way Telecomm	15,000.00	15,000.00	0.00	15,000.00	0.00
478.000 - Snow & Ice Removal	1,200.00	1,200.00	0.00	1,200.00	0.00
931.000 - Transfers IN	475,000.00	475,000.00	815,954.87	(340,954.87)	171.78
Don Shenk Street Project transfer from Capital Improvement Bond -- Budget Adjustment Forthcoming.					
TOTAL REVENUES	696,548.00	696,548.00	887,571.35	(191,023.35)	
228.000 - Information Technology	700.00	700.00	326.03	373.97	46.58
429.000 - Occupational Safety	0.00	0.00	30.67	(30.67)	100.00
449.500 - Right of Way - General	7,000.00	7,000.00	0.00	7,000.00	0.00
449.501 - Right of Way - Storms	1,000.00	1,000.00	0.00	1,000.00	0.00
454.000 - STREETS PROJECTS	745,200.00	745,200.00	947,887.64	(202,687.64)	127.20
Don Shenk Street Project transfer from Capital Improvement Bond -- Budget Adjustment Forthcoming.					
463.000 - Routine Maint - Streets	181,976.00	181,976.00	82,999.45	98,976.55	45.61
463.503 - Local Streets Rehab	400.00	400.00	0.00	400.00	0.00
474.000 - Traffic Services	16,255.00	16,255.00	9,531.62	6,723.38	58.64

GL NUMBER	2025-26		YTD BALANCE 12/31/2025	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	2025-26 AMENDED BUDGET			
478.000 - Snow & Ice Removal	54,163.00	54,163.00	13,882.49	40,280.51	25.63
482.000 - Administrative	13,391.00	13,391.00	5,665.22	7,725.78	42.31
538.500 - Intercommunity storm drains	7,000.00	7,000.00	6,250.27	749.73	89.29
TOTAL EXPENDITURES	1,027,085.00	1,027,085.00	1,066,573.39	(39,488.39)	
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Fund 203 - Local Street Fund:					
TOTAL REVENUES	696,548.00	696,548.00	887,571.35	(191,023.35)	127.42
TOTAL EXPENDITURES	1,027,085.00	1,027,085.00	1,066,573.39	(39,488.39)	103.84
NET OF REVENUES & EXPENDITURES	(330,537.00)	(330,537.00)	(179,002.04)	(151,534.96)	
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Fund 204 - MUNICIPAL STREET FUND					
000.000 - General	913,230.00	913,230.00	861,942.61	51,287.39	94.38
TOTAL REVENUES	913,230.00	913,230.00	861,942.61	51,287.39	
455.100 - CAPITAL IMPROVEMENT BOND	0.00	0.00	196,047.65	(196,047.65)	100.00
905.000 - Debt Service	671,096.00	671,096.00	382,822.79	288,273.21	57.04
965.000 - Transfers Out	250,000.00	250,000.00	590,954.87	(340,954.87)	236.38
Don Shenk Street Project transfer from Capital Improvement Bond -- Budget Adjustment Forthcoming.					
TOTAL EXPENDITURES	921,096.00	921,096.00	1,169,825.31	(248,729.31)	
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Fund 204 - MUNICIPAL STREET FUND:					
TOTAL REVENUES	913,230.00	913,230.00	861,942.61	51,287.39	94.38
TOTAL EXPENDITURES	921,096.00	921,096.00	1,169,825.31	(248,729.31)	127.00
NET OF REVENUES & EXPENDITURES	(7,866.00)	(7,866.00)	(307,882.70)	300,016.70	
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Fund 226 - Garbage Fund					
000.000 - General	533,752.00	533,752.00	539,478.31	(5,726.31)	101.07
TOTAL REVENUES	533,752.00	533,752.00	539,478.31	(5,726.31)	
101.000 - Council	3,908.00	3,908.00	2,577.00	1,331.00	65.94
172.000 - Executive	10,859.00	10,859.00	5,739.11	5,119.89	52.85
215.000 - Administration and Clerk	4,110.00	4,110.00	1,909.98	2,200.02	46.47
228.000 - Information Technology	1,500.00	1,500.00	1,237.18	262.82	82.48
253.000 - Treasurer	20,988.00	20,988.00	13,907.65	7,080.35	66.26

GL NUMBER	2025-26		YTD BALANCE 12/31/2025	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	2025-26 AMENDED BUDGET			
265.000 - Facilities - City Hall	11,543.00	11,543.00	2,671.13	8,871.87	23.14
528.000 - Sanitation Collection	337,487.00	337,487.00	138,991.75	198,495.25	41.18
530.000 - Wood Chipping	68,125.00	68,125.00	37,709.17	30,415.83	55.35
782.000 - Facilities - Abrams Park	10,526.00	10,526.00	5,771.03	4,754.97	54.83
783.000 - Facilities - Elms Rd Park	14,478.00	14,478.00	7,780.22	6,697.78	53.74
TOTAL EXPENDITURES	483,524.00	483,524.00	218,294.22	265,229.78	
Fund 226 - Garbage Fund:					
TOTAL REVENUES	533,752.00	533,752.00	539,478.31	(5,726.31)	101.07
TOTAL EXPENDITURES	483,524.00	483,524.00	218,294.22	265,229.78	45.15
NET OF REVENUES & EXPENDITURES	50,228.00	50,228.00	321,184.09	(270,956.09)	
Fund 248 - Downtown Development Fund					
000.000 - General	174,916.00	174,916.00	209,719.33	(34,803.33)	119.90
TOTAL REVENUES	174,916.00	174,916.00	209,719.33	(34,803.33)	
000.000 - General	244.00	244.00	750.08	(506.08)	307.41
173.000 - DDA Administration	19,600.00	19,600.00	2,153.09	17,446.91	10.99
728.000 - Economic Development	86,000.00	86,000.00	1,844.71	84,155.29	2.15
728.002 - Streetscape	175,000.00	175,000.00	(24,985.00)	199,985.00	(14.28)
728.003 - Facade Program	10,000.00	10,000.00	0.00	10,000.00	0.00
728.004 - Family Movie Night	6,000.00	6,000.00	2,140.00	3,860.00	35.67
TOTAL EXPENDITURES	296,844.00	296,844.00	(18,097.12)	314,941.12	
Fund 248 - Downtown Development Fund:					
TOTAL REVENUES	174,916.00	174,916.00	209,719.33	(34,803.33)	119.90
TOTAL EXPENDITURES	296,844.00	296,844.00	(18,097.12)	314,941.12	6.10
NET OF REVENUES & EXPENDITURES	(121,928.00)	(121,928.00)	227,816.45	(349,744.45)	
Fund 401 - Capital Project Fund					
000.000 - General	0.00	0.00	8.55	(8.55)	100.00
931.000 - Transfers IN	47,500.00	47,500.00	47,500.00	0.00	100.00

GL NUMBER	2025-26		YTD BALANCE 12/31/2025	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	2025-26 AMENDED BUDGET			
TOTAL REVENUES	47,500.00	47,500.00	47,508.55	(8.55)	
265.000 - Facilities - City Hall	24,000.00	24,000.00	0.00	24,000.00	0.00
TOTAL EXPENDITURES	24,000.00	24,000.00	0.00	24,000.00	
Fund 401 - Capital Project Fund:					
TOTAL REVENUES	47,500.00	47,500.00	47,508.55	(8.55)	100.02
TOTAL EXPENDITURES	24,000.00	24,000.00	0.00	24,000.00	0.00
NET OF REVENUES & EXPENDITURES	23,500.00	23,500.00	47,508.55	(24,008.55)	
Fund 402 - Fire Equip Replacement Fund					
000.000 - General	1,450.00	1,450.00	6,335.16	(4,885.16)	436.91
931.000 - Transfers IN	155,000.00	155,000.00	155,000.00	0.00	100.00
TOTAL REVENUES	156,450.00	156,450.00	161,335.16	(4,885.16)	
Fund 402 - Fire Equip Replacement Fund:					
TOTAL REVENUES	156,450.00	156,450.00	161,335.16	(4,885.16)	103.12
TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES	156,450.00	156,450.00	161,335.16	(4,885.16)	
Fund 590 - Sanitary Sewer Fund					
000.000 - General	70,000.00	70,000.00	47,281.56	22,718.44	67.55
536.000 - Sewer System	1,357,400.00	1,357,400.00	684,370.56	673,029.44	50.42
TOTAL REVENUES	1,427,400.00	1,427,400.00	731,652.12	695,747.88	
101.000 - Council	10,372.00	10,372.00	6,427.56	3,944.44	61.97
172.000 - Executive	43,246.00	43,246.00	20,291.48	22,954.52	46.92
215.000 - Administration and Clerk	19,160.00	19,160.00	7,515.34	11,644.66	39.22
228.000 - Information Technology	6,050.00	6,050.00	4,125.39	1,924.61	68.19
253.000 - Treasurer	77,894.00	77,894.00	53,801.06	24,092.94	69.07
265.000 - Facilities - City Hall	27,425.00	27,425.00	6,082.78	21,342.22	22.18
536.000 - Sewer System	1,220,270.00	1,220,270.00	254,645.32	965,624.68	20.87
537.000 - Sewer Lift Stations	10,773.00	10,773.00	3,212.43	7,560.57	29.82
542.000 - Read and Bill	63,667.00	63,667.00	34,061.23	29,605.77	53.50

GL NUMBER	2025-26	2025-26 AMENDED BUDGET	YTD BALANCE 12/31/2025	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET				
543.401 - Flush & TV Sewers	250,000.00	250,000.00	0.00	250,000.00	0.00
850.000 - Other Functions	8,000.00	8,000.00	0.00	8,000.00	0.00
TOTAL EXPENDITURES	1,736,857.00	1,736,857.00	390,162.59	1,346,694.41	
Fund 590 - Sanitary Sewer Fund:					
TOTAL REVENUES	1,427,400.00	1,427,400.00	731,652.12	695,747.88	51.26
TOTAL EXPENDITURES	1,736,857.00	1,736,857.00	390,162.59	1,346,694.41	22.46
NET OF REVENUES & EXPENDITURES	(309,457.00)	(309,457.00)	341,489.53	(650,946.53)	
Fund 591 - Water Supply Fund					
000.000 - General	48,000.00	48,000.00	37,683.28	10,316.72	78.51
540.000 - Water System	2,307,950.00	2,307,950.00	1,214,272.72	1,093,677.28	52.61
TOTAL REVENUES	2,355,950.00	2,355,950.00	1,251,956.00	1,103,994.00	
101.000 - Council	10,017.00	10,017.00	6,427.89	3,589.11	64.17
172.000 - Executive	44,079.00	44,079.00	20,355.16	23,723.84	46.18
215.000 - Administration and Clerk	19,660.00	19,660.00	7,777.97	11,882.03	39.56
228.000 - Information Technology	6,050.00	6,050.00	4,125.39	1,924.61	68.19
253.000 - Treasurer	91,628.00	91,628.00	49,643.87	41,984.13	54.18
265.000 - Facilities - City Hall	27,542.00	27,542.00	6,085.40	21,456.60	22.09
540.000 - Water System	2,689,091.00	2,689,091.00	1,095,303.44	1,593,787.56	40.73
542.000 - Read and Bill	57,952.00	57,952.00	20,783.54	37,168.46	35.86
543.230 - Water Main Repair USDA Grant	0.00	0.00	34,649.25	(34,649.25)	100.00
850.000 - Other Functions	8,000.00	8,000.00	0.00	8,000.00	0.00
905.000 - Debt Service	306,302.00	306,302.00	1,350.96	304,951.04	0.44
TOTAL EXPENDITURES	3,260,321.00	3,260,321.00	1,246,502.87	2,013,818.13	
Fund 591 - Water Supply Fund:					
TOTAL REVENUES	2,355,950.00	2,355,950.00	1,251,956.00	1,103,994.00	53.14
TOTAL EXPENDITURES	3,260,321.00	3,260,321.00	1,246,502.87	2,013,818.13	38.23
NET OF REVENUES & EXPENDITURES	(904,371.00)	(904,371.00)	5,453.13	(909,824.13)	

GL NUMBER	2025-26		YTD BALANCE 12/31/2025	AVAILABLE BALANCE	% BDGT USED
	ORIGINAL BUDGET	2025-26 AMENDED BUDGET			
Fund 661 - Motor Pool Fund					
000.000 - General	197,200.00	197,200.00	127,422.66	69,777.34	64.62
TOTAL REVENUES	197,200.00	197,200.00	127,422.66	69,777.34	
172.000 - Executive	11,000.00	11,000.00	10,927.00	73.00	99.34
228.000 - Information Technology	815.00	815.00	543.39	271.61	66.67
253.000 - Treasurer	1,020.00	1,020.00	524.69	495.31	51.44
265.100 - Facilities - City Garage	315,292.00	315,292.00	53,422.80	261,869.20	16.94
850.000 - Other Functions	3,000.00	3,000.00	0.00	3,000.00	0.00
TOTAL EXPENDITURES	331,127.00	331,127.00	65,417.88	265,709.12	
Fund 661 - Motor Pool Fund:					
TOTAL REVENUES	197,200.00	197,200.00	127,422.66	69,777.34	64.62
TOTAL EXPENDITURES	331,127.00	331,127.00	65,417.88	265,709.12	19.76
NET OF REVENUES & EXPENDITURES	(133,927.00)	(133,927.00)	62,004.78	(195,931.78)	
 TOTAL REVENUES - ALL FUNDS	 10,751,349.00	 10,751,349.00	 7,459,361.45	 3,291,987.55	 69.38
TOTAL EXPENDITURES - ALL FUNDS	12,678,416.00	12,678,416.00	6,535,173.39	6,143,242.61	51.55
NET OF REVENUES & EXPENDITURES	(1,927,067.00)	(1,927,067.00)	924,188.06	(2,851,255.06)	

Metro Police Authority Offense Summary For Swartz Creek

Occurred 12/1/2025 - 12/31/2025

Offense	Total Offenses
1306 - 13002 - Aggravated/Felonious Assault - Non-Family - Strong Arm	1
1380 - 13003 - Telephone Used for Harassment, Threats	1
2305 - 23005 - Larceny - Personal Property from Vehicle	2
2399 - 23007 - Larceny (Other)	1
2404 - 24001 - Vehicle Theft	1
2902 - 29000 - Damage to Property - Private Property	1
5599 - 55000 - Health and Safety Violations (Other)	1
8180 - 54003 - Traffic - Other Hazardous Violations	1
8275 - 54003 - Traffic - Driver License Law Violations	1
8280 - 54003 - Traffic - No Proof of Insurance	1
9910 - 93001 - Traffic, Non-Criminal - Accident	11
9911 - 93002 - Traffic, Non-Criminal - Non-Traffic Accident	1
9913 - 93004 - Traffic, Non-Criminal - Parking Violations	1
9942 - 98006 - Inspections/Investigations - Family Trouble	1
9947 - 99002 - Miscellaneous - Natural Death	1
9948 - 99003 - Miscellaneous - Missing Persons	1
9953 - 99008 - Miscellaneous - General Assistance	3
Total	30

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

POLICE

Board Members

Danelle Barker
Rae Lynn Hicks
David Krueger
Mike Odette
Jennifer Stainton
David Witter

Metro Police Authority Police Protection Unit Report- Q4 2025

The Swartz Creek Police Protection Unit calculation for Q4, 2025 is as follows:

$2776.83 \text{ (hours/PPUs)} / 13 \text{ weeks} = 213.6 \text{ (hours/PPUs)}$ average per week.

The weekly average for year 2025 = 225.33 (hours/PPUs)

Dear City of Swartz Creek Officials,

On behalf of Genesee County Department of Veterans Services, I am writing to respectfully request permission to use Elms Park for a Veterans Rally scheduled for Saturday, September 12th.

The Resource Rally is a community-focused event designed to connect veterans and their families with local, state, and federal resources, while also providing an opportunity for community engagement and support for those who have served. This event will benefit the veterans of Genesee County, including Swartz Creek veterans and their families, as well as businesses in Swartz Creek. We anticipate participation from a variety of veteran service organizations and community partners. We will not be using food trucks, and there might be up to 3 mobile vendor vehicles. We estimate that the event will start at 10 am and end at 6 pm. If the weather permits, we would like to utilize the grass for additional parking.

To ensure proper setup, execution, and cleanup of the event, we are requesting use of Elms Park beginning Friday, September 11th for set up, exclusive use Saturday September 12th for the event, and Sunday, September 13th for take down. This timeframe would allow adequate time for event setup on Friday, the rally itself on Saturday, and teardown and cleanup on Sunday.

We are committed to maintaining the park and will ensure that all rules, regulations, and any required permits or insurance requirements are met. Our team will work closely with the City to minimize any disruption and to leave the park in excellent condition.

Thank you for your consideration of this request and for your continued support of veterans and community events. Please feel free to contact me if you need additional information or documentation. We would be grateful for the opportunity to partner with the City of Swartz Creek to host this meaningful event.

As a nonprofit organization we are asking for a waiver of the fee.

Sincerely,

Lauren Thompson
Genesee County Department of Veterans Services
810-715-6111 LThompson@GeneseeCountyMI.Gov



City of Swartz Creek
Proof of Pavilion Reservation

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

Abrams Park- 5225 Winshall Dr.

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

Date of Reservation September 11, 12 & 13

Name of Responsible Party Genesee County Dept of Veterans Services (Lauren Thompson)

Address 324 S. Saginaw St Phone: 8102513068

City Flint Zip 48502

Number of Guests 400ish Nature of Activity Resource Rally

Responsible Party Signature L. Thompson

E-Mail Address LThompson@geneseecountymi.gov

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** _____

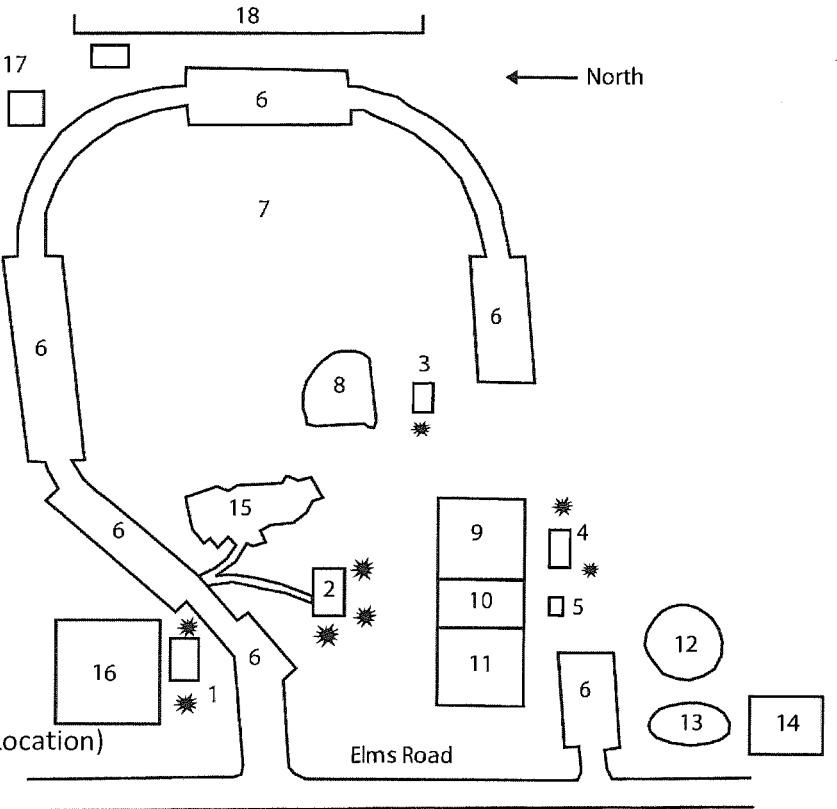
Park Reservation & Rules: November 2025

Initial jt

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)

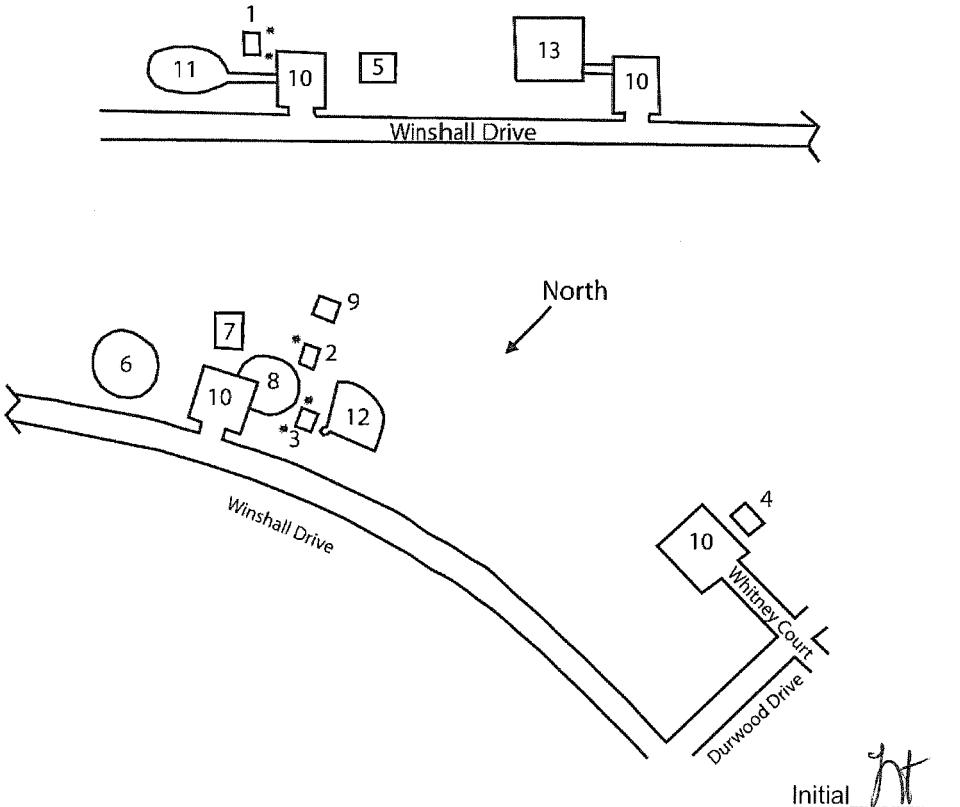
Grill



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 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 10, 2025

Park Reservation & Rules: November 2025

Initial 



Memorandum

To: Swartz Creek City Council
From: Shawna Farrell, CPA
Date: January 22, 2026
Re: Financial Reporting Process Improvements and Quarterly Review Initiative

Purpose

The purpose of this memorandum is to provide the City Council with an update on enhancements being implemented to strengthen the City's financial reporting process and to improve audit readiness for the fiscal year ending June 30, 2026.

Background

As part of the recent audit process, the City's auditors recommended that a more formal quarterly review and reconciliation process be implemented to strengthen audit readiness and reduce year-end audit workload. In response to that recommendation, City management and our firm have worked together to incorporate this approach into the City's ongoing financial reporting process.

Quarterly Review and Reconciliation Process

Consistent with the auditors' recommendation, the City has begun a quarterly review and reconciliation process rather than waiting until year-end audit preparation. On Wednesday, January 21, 2026, I met with the City Treasurer to begin the process for the first quarterly review for the period ending December 31, 2025. This will be a six-month review as we review transactions going back to July 1, 2025, the beginning of the fiscal year. We have a follow-up meeting scheduled on Tuesday, January 27, 2026, where we will continue our review and will add additional meetings as required.

This approach allows potential issues to be identified and corrected well in advance of the June 30, 2026, year-end audit.

The quarterly review process includes:

- Trial balance review for accuracy and completeness
- Reconciliations or supporting schedules for all asset accounts, liability accounts and major revenue accounts
- Analytical review of expenditures

Any necessary adjustments identified through this process are addressed promptly, reducing the risk of significant audit-year corrections.

Benefits of the Revised Approach

This proactive approach provides several benefits to the City:

- Improves accuracy and reliability of interim financial information
- Reduces audit-year workload and audit questions
- Minimizes the likelihood of supplemental audit fees
- Enhances internal financial controls and documentation
- Provides City management and Council with greater confidence in financial reporting

Oversight and Accountability

Going forward, I will be directly overseeing the audit preparation process, supported by additional staff as needed. This structure ensures that all schedules and reconciliations are reviewed and finalized before being provided to the auditors.

The City Treasurer and the Taylor & Morgan team will continue to meet regularly throughout the year to ensure issues are addressed timely rather than deferred to year-end.

Conclusion

We believe these enhancements represent a significant improvement to the City's financial reporting process and will result in a smoother, more efficient audit for the fiscal year ending June 30, 2026. We appreciate the opportunity to continue supporting the City and are committed to maintaining strong financial oversight and communication.

Please feel free to contact me with any questions.