

City of Swartz Creek

AGENDA

Regular Council Meeting, Monday, February 9, 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 26, 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. 30
 - 6C. Planning Commission Annual Report Pg. 45
 - 6D. Park Board Appointment Application Pg. 58
7. **MEETING OPENED TO THE PUBLIC:**
8. **COUNCIL BUSINESS:**
 - 8A. Planning Commission Annual Report RESO Pg. 23
 - 8B. Appointment RESO Pg. 24
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION Pg. 24

Next Month Calendar (Public Welcome at All Meetings)

Downtown Development Authority:	Thursday, February 12, 2026 (Cancelled)
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
Metro Police Board:	Wednesday, February 25, 2026, 11:00 a.m., Metro HQ
Planning Commission:	Tuesday, March 3, 2026, 7:00 p.m., PDBMB
City Council:	Monday, March 9, 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, FEBRUARY 9, 2026, 7:00 P.M.**

The regular meeting of the City of Swartz Creek city council is scheduled for **February 9, 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: February 9, 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, February 9, 2026 - 7:00 P.M.

TO: Honorable Mayor, Mayor Pro-Tem & Council Members
FROM: Adam Zettel, City Manager
DATE: February 4, 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). IN the meantime, we are going to conduct road cores and bores for a number of major and local streets that are slated for rehabilitation. This will enable us to approach these with appropriate repairs.

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** (*Update*)

DLZ continues to update our sewer district map and 20 year asset management plan. They indicate that the map is now updated and they can commence a redistricting of our system and to make a determination of theoretical flows based upon changes to the system since the last districting process.

We have three flow meters that are going to be available for three years to measure actual flows in our sewer districts. This will help plan any future expansions and to track inflow and infiltration. This is estimated to be under \$30,000 annually. 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. We are looking to install our first round of monitoring in districts 1, 2, & 4.

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** (*No Change of Status*)

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** (*No Change of Status*)

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. **(Update)** The current phase of **Springbrook East is substantially complete**. I am hopeful that we can get the easement dedication for the street and utilities to the council in the next two months.
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 Techa 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. **(Update) 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. I have reached out to Signs By Crannie to price out some higher priority signs that council can consider in the FY2027 budget.
11. 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** *(No Change of Status)*

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** *(Update)*

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. I am working with Signs By Crannie to get pricing for some high priority signs that council can consider for the FY2027 budget. 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** *(No Change of Status)*

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 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** *(No Change of Status)*
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** *(No Change of Status)*
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.
- ✓ **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 recommends Mr. Chad Parenteau, resident, for this position.
- ✓ **METRO PD BUDGET AND UPDATES** *(Update)*
At the Metro police board meeting of January 28th, the board approved a decrease to the liability insurance deductible, lowering each occurrence from \$75,000 to \$50,000. This will cost the authority ~\$20,000 more from their 2026 budget, which they plan to cover using the 2025 surplus.

Two new officers were sworn in. One officer is reported to be on leave for 4-6 months.

Metro Police continue with labor negotiations for a likely three-year contract with officers and command staff. The board approved agreements at the meeting that address ongoing wage and healthcare negotiations, with the understanding that the board seeks to have employees share medical insurance costs down the road. I will notify the council regarding whether these are agreeable to the bargaining unit or not.

The 2026 budget will result in an increase of 5%+ from the city and township.

- ✓ **BRIDGE INSPECTIONS** *(No Change of Status)*
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.
- ✓ **CONSUMERS ENERGY FRANCHISE** *(No Change of Status)* *(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.

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

✓ **MONTHLY REPORTS** (*Update*)

Monthly reports are included.

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

✓ **PLANNING COMMISSION** (*Business Item*)

The Planning Commission met on February 3rd. This meeting functioned as their annual meeting. The selected officers remained the same, with Tom Wyatt as Chair, Nate Henry as Vice Chair, and Betty Binder as the Secretary. The commission also reviewed and approved the annual report, which is attached. This report is much expanded from previous years. It not only includes summary data regarding planning commission and zoning board of appeals activity, it now includes progress on the city's various community and economic development efforts.

The board also discussed Holland Square, the church property, Otterburn Park, the AMD site, and regional planning. Many members are taking a strong and renewed interest in training.

Their next meeting is scheduled for March 3, 2026.

✓ **DOWNTOWN DEVELOPMENT AUTHORITY** (*Update*)

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 March 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** (*Business Item*)

The Park Board did not meet in January. Their next regular meeting is scheduled for February 17th.

Mr. Bosas resigned, leaving a vacancy. Mayor Henry is recommending appointment of Chad Parenteau as a resident boardmember. A resolution is included to this end.

✓ **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) (Update)**

- ❑ 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.
- ❑ Board of Review will be March 16-18, with the organizational meeting being held on March 3. All three days from 9:00am – 12:00noon, and also the evening will be March 16 from 6-9pm.
- ❑ The August election has begun. I am hopeful for a good turn out again with early voting, as well as Absentee Voting and in person. The four councilmembers who are running for office will not be eligible to help with the November election since they appear on the ballot-this is a great loss to me- I will dearly miss Councilmember Hicks and Mayor Henry who have been a staple for 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. We have learned the majority of our water meters don't read in the resolution we require or prefer to fully utilize our Neptune 360 reporting system. We will be putting together a plan to replace these in the coming years.
- ❑ DPS crews are taking down Christmas decorations.
- ❑ Currently our salt shed is full of salt. Snow events have slowed down and we have gotten a couple of loads of salt. Going forward I'm not sure if this will continue but at the moment things are looking better with our salt supply.
- ❑ DPS crews have gotten over the flu and are in good health and spirits. But ready for spring.
- ❑ We are expecting our new trucks any time this month.

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

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 Patronicity has been funded on December 2nd. We expect to open the link for fundraising the week of December 8th.
- ❑ MEDC/Partonicity 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. As of February, there has been no response after multiple emails.
- ❑ 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.
- ❑ The Economic Developer applied for \$60,000 through a partnership with Main Street America and General Motors.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

✓ **BEEMOREJENTERY (Update)**

Due to issues facing some of the core members, they were not able to attend our January 26, 2026 meeting. They are looking to attend the February 23, 2026 meeting. The previous report follows.

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](#).

✓ **WATER REGISTERS AND LEAK DETECTION (Update)**

There have been a number of water users that have had frozen pipes that resulted in leaks. Our system has not been able to identify all of the leaks through the standard software flagging process, causing some hardship in cases where the leak was not readily apparent to the user. We reached out to Ferguson, our meter/register provider, to learn

more. It appears that many of our older registers do not report leaks to the system because they do not read water in small enough increments to register. In addition, the system has not been feeding automatic reports to our utility billing clerk.

Moving forward, we can actively run inquiries in the software to better detect accounts that have been flagged for high or constant usage. Jody will do this daily. In addition, we are auditing our system to learn how many of the older registers we have. Our plan will be to replace those incrementally.

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.

Road Salt: There have been supply issues with road salt in Michigan this winter. Due to Rob's efforts in harassing the supplier and transport companies, we have been able to maintain an adequate supply.

Staff training: I am looking to set up CPR, AED, and Stop the Bleed training for staff. We have also instituted and trained on a new set of security policies.

**City of Swartz Creek
RESOLUTIONS
Regular Council Meeting, Monday, February 9, 2026, 7:00 P.M.**

Motion No. 260209-4A **MINUTES – JANUARY 26, 2026**

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, January 26, 2026, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 260209-5A **AGENDA APPROVAL – FEBRUARY 9, 2026**

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of February 9, 2026, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 260209-6A **CITY MANAGER’S REPORT**

Motion by Councilmember: _____

I Move the Swartz Creek City Council accept the City Manager’s Report of February 9, 2026, including reports and communications, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 260209-8A **RESOLUTION TO ACCEPT THE ANNUAL PLANNING
COMMISSION REPORT**

Motion by Councilmember: _____

WHEREAS, the laws of the State of Michigan, MCL 125.3819(2) requires a planning commission to make an annual written report to the legislative body concerning its operations and the status of planning activities; and

WHEREAS, The City of Swartz Creek uses this opportunity to combine the planning commission update with the related updates of the Zoning Board of Appeals and the city's economic and community development efforts, inclusive of hosting a joint meeting of the ZBA and DDA at the annual Planning Commission meeting; and

WHEREAS, the planning commission reviewed the annual report, as prepared by staff, at its regular, annual meeting on February 3, 2026 and authorized distribution to the city council.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council accepts the 2025 annual report as submitted by the planning commission and directs the city clerk to place this on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 260209-8B RESOLUTION TO APPROVE COMMISSION APPOINTMENT

Motion by Councilmember: _____

WHEREAS, the laws of the State of Michigan, the Charter and Ordinances of the City of Swartz Creek, interlocal agreements in which the City of Swartz Creek is a member, and previous resolutions of the City Council require and set terms of officers for various appointments to City boards and commissions, as well as appointments to non-city boards and commissions seeking representation by City officials; and

WHEREAS, there exists a vacancy in such a position; and

WHEREAS, said appointment is a Mayoral appointment, subject to affirmation of the City Council.

NOW, THEREFORE, BE IT RESOLVED, the Swartz Creek City Council concur with the Mayor and City Council appointment as follows:

#260209-8B1 MAYOR APPOINTMENT: Chad Parenteau
Parkboard Member - Resident
Remainder of three year term, expiring June, 30, 2028

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Motion No. 260209-11A ADJOURN

Motion by Councilmember: _____

I Move the Swartz Creek City Council adjourn the regular council meeting of February 9, 2026.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE January 26, 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: Shawna Farrell-Taylor Morgan, Chad Parenteau, Kolby Miller-Med Star, Jeff Kelley, K.C. Baran P.C.

Others Virtually Attended: Jeff Kelley

APPROVAL OF MINUTES

Resolution No. 260126-01

(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 January 12, 2026, 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. 260126-02

(Carried)

Motion by Councilmember Krueger
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Agenda as amended for the Regular Council Meeting of January 26, 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. 260126-03

(Carried)

Motion by Councilmember Melen
Second by Councilmember Gilbert

I Move the Swartz Creek City Council accept the City Manager's Report of January 26, 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:

K.C. Baran: Mr. Baran announced his candidacy for judge of the 67-4 District Court in Fenton.

COUNCIL BUSINESS:

MED STAR REVIEW PRESENTATION: Presented by Kolby Miller. He discussed the 2025 annual report and future programs being launched.

TAYLOR MORGAN AUDIT DEBRIEF PRESENTATION: Presented by Shawna Ferrell. Discussed enhancements being implemented to strengthen the City's financial reporting process and to improve audit readiness for the fiscal year.

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

Resolution No. 260126-06

(Carried)

Motion by Mayor Pro Tem Hicks
Second by Councilmember Gilbert

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.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

MAYORAL PROCLAMATION:

**Recognizing Adam Zettel, City Manager
Community Manager Appreciation Day**

WHEREAS, the City of Swartz Creek is a vibrant and engaged community whose success relies on professional, ethical, and dedicated municipal leadership; and

WHEREAS, Community Manager Appreciation Day is observed annually on the fourth Monday of January to recognize the vital role city and community managers play in ensuring effective local government, fostering public trust, and enhancing the quality of life in the communities they serve; and

WHEREAS, Adam Zettel has served the City of Swartz Creek as City Manager with professionalism, integrity, and a strong commitment to transparent, efficient, and responsive local government; and

WHEREAS, through his leadership, Adam Zettel has worked collaboratively with the Mayor, City Council, city staff, and residents to promote sound fiscal management, high-quality public services, and thoughtful planning for the future of Swartz Creek; and

WHEREAS, Adam Zettel’s dedication to public service reflects the highest standards of municipal administration and has contributed meaningfully to the stability, growth, and well-being of the City of Swartz Creek;

NOW, THEREFORE, I, Nate Henry, Mayor of the City of Swartz Creek, do hereby proclaim January 26, 2026, as Community Manager Appreciation Day in the City of Swartz Creek, and do further recognize and express sincere appreciation to Adam Zettel for his service and leadership as City Manager.

MEETING OPENED TO THE PUBLIC:

None.

REMARKS BY COUNCILMEMBERS:

Councilmember Melen: Congratulated Adam Zettel on the proclamation. He will miss the next meeting.

Councilmember Spillane: Questioned if we have an outdoor storage ordinance-in reference to LJ Storage. Mr. Zettel responded yes and that they are working with the city on a long term plan. Discussion ensued.

Councilmember Gilbert: Stated the meeting was very informative.

Mayor Pro Tem Hicks: She learned a lot tonight at this meeting.

Councilmember Krueger: Chamber of Commerce January Luncheon will be held at Mario’s tomorrow at noon. Next Monday is Ground Hogs Day.

Mayor Henry: Metro Alliance of Genesee County is holding an “Our Future Master Plan Public Comment Event” which will be held at the Swartz Creek Senior Center Tuesday from 6:00-7:30pm.

ADJOURNMENT

Resolution No. 260126-08

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Melen

I Move the Swartz Creek City Council adjourn the regular meeting at 8:21 p.m.

Unanimous Voice Vote.

Nate Henry, Mayor

Renee Kraft, CMC, MiPMC-3, City Clerk

02/02/2026

CHECK REGISTER FOR CITY OF SWARTZ CREEK
CHECK DATE FROM 01/01/2026 - 01/31/2026

Check Date	Check	Vendor Name	Description	Amount
Bank DORT DORT FINANCIAL CREDIT UNION				
01/09/2026	10887	ACE OUTDOOR SERVICES LLC	SNOW REMOVAL MAJOR AND LOCAL 12/12/25	3,645.00
01/09/2026	10888	REBECCA BOSAS	CLOTHING ALLOWANCE - BOSAS	256.77
01/09/2026	10889	CHARTER TOWNSHIP OF MUNDY	JOINT INSP & PERMIT FEES FOR NOVEMBER 20	12,755.88
01/09/2026	10890	CHARTER TOWNSHIP OF MUNDY	ECONOMIC DEV SVS OCTOBER 2025 - DECEMBE	9,745.01
01/09/2026	10891	CHASE CARD SERVICES	MONTHLY STATEMENT DECEMBER 2025	8,751.69
01/09/2026	10892	CITY OF SWARTZ CREEK	UB 8100 CIVIC DR	560.70
			UB 8095 CIVIC DR	671.21
			UB 8083 CIVIC DR	461.94
			UB 8059 FORTINO	126.47
			UB 5363 WINSHALL	310.83
			UB 5121 MORRISH	181.83
			UB 4125 ELMS RD	337.58
			4484 MORRISH RD	391.29
				3,041.85
01/09/2026	10893	CIVICPLUS LLC	ONLINE CODEHOSTING MARCH 1 2026 THRU FEB	1,227.08
01/09/2026	10894	CONSUMERS ENERGY	TRAFFIC LIGHTS 1781	520.06
01/09/2026	10895	CONSUMERS ENERGY	SIRENS TRAFFIC LIGHTS 1997	33.93
01/09/2026	10896	CONSUMERS ENERGY	8301 CAPPY LN	386.68
01/09/2026	10897	CONSUMERS ENERGY	5361 WINSHALL DR NP	33.25
01/09/2026	10898	CONSUMERS ENERGY	5033 HOLLAND DR	71.80
01/09/2026	10899	CONSUMERS ENERGY	5257 WINSHALL DR	27.74
01/09/2026	10900	CONSUMERS ENERGY	8499 MILLER RD	32.65
01/09/2026	10901	CONSUMERS ENERGY	8083 CIVIC DR	902.01
01/09/2026	10902	CONSUMERS ENERGY	8059 FORTINO DR	33.99
01/09/2026	10903	CONSUMERS ENERGY	4510 MORRISH RD	43.60
01/09/2026	10904	CONSUMERS ENERGY	5015 HOLLAND DR LOT LIGHTS	125.55
01/09/2026	10905	CONSUMERS ENERGY	5441 WHITNEY CT PAVILLION	27.74
01/09/2026	10906	CONSUMERS ENERGY	8100 CIVIC DR	1,902.99
01/09/2026	10907	CONSUMERS ENERGY	5121 MORRISH RD	945.45
01/09/2026	10908	CONSUMERS ENERGY	8011 MILLER RD	36.83
01/09/2026	10909	CONSUMERS ENERGY	8095 CIVIC DR	949.30
01/09/2026	10910	CONSUMERS ENERGY	5361 WINSHALL DR #2 RESTRMS 9987	35.14

01/09/2026	10911	CONSUMERS ENERGY	9099 MILLER RD	32.97
01/09/2026	10912	CONSUMERS ENERGY	5361 WINSHALL DR 8369	31.44
01/09/2026	10913	CONSUMERS ENERGY	48473 LED LIGHT RD WORCHESTER/CHESTERFIE	6,801.07
01/09/2026	10914	CONSUMERS ENERGY	4524 MORRISH RD	67.25
01/09/2026	10915	CONSUMERS ENERGY	STREET LIGHTS 1294	2,460.51
01/09/2026	10916	CONSUMERS ENERGY	ELMS PARKING LOT AREA LIGHTS 2300	43.40
01/09/2026	10917	CONSUMERS ENERGY	6425 MILLER PARK & RIDE	96.28
01/09/2026	10918	CONSUMERS ENERGY	4125 ELMS RD PAVILION 4437	32.13
01/09/2026	10919	CONSUMERS ENERGY	4125 ELMS RD 4353	52.65
01/09/2026	10920	DETROIT SALT COMPANY	ROAD SALT AT \$69.35 PER TON ORDER DATE	3,477.21
			ROAD SALT AT \$69.35 PER TON ORDER DATE	3,416.87
			ROAD SALT AT \$69.35 PER TON ORDER DATE	3,527.14
				10,421.22
01/09/2026	10921	DLZ MICHIGAN INC	SANITARY SEWER HYDRAULIC CAPACITY ASSESS	116.00
			1000 GIS UPGRADES THRU 12/5/25	5,750.00
				5,866.00
01/09/2026	10922	ENVIRONMENTAL SYSTEMS RESEARCH INST	ARCGIS 4/1/26 THRU 3/31/27	684.00
01/09/2026	10923	FIDELITY SECURITY LIFE INSUR/EYEMED	RETIREE VISION JAN 2026	39.36
01/09/2026	10924	FAMILY FARM AND HOME INC	MONTHLY INVOICES DECEMBER 2025	844.84
01/09/2026	10925	FLEX ADMINISTRATORS	DOCUMENT PREPERATION	100.00
01/09/2026	10926	FOCO INC DEPENDABLE SEWER CLEANERS	SEWER CLEANING & INSPECTIONS MAY 2024-DE	30,671.17
			SEWER CLEANING & INSP FEBRUARY 1 2026 -	18,154.59
				48,825.76
01/09/2026	10927	GEN CTY METROPOLITAN ALLIANCE	2026 DUES GILBERT/CAMPBELL/HENRY	165.00
01/09/2026	10928	GEN CTY SMALL CITIES ASSOC.	2026 DUES FOR MAYOR NATE HENRY THE DELE	125.00
01/09/2026	10929	GILL ROYS HARDWARE	DECEMBER 2025 INVOICES LESS DISCOUNT	354.58
01/09/2026	10930	KCI	UB BILLS/POSTAGE FOR JANUARY 2026 BILLS	476.93
01/09/2026	10931	LEGACY ASSESSING SERVICES INC	ASSESSING SERVICES FROM 9/1/25 - 8/31/26	2,975.64
01/09/2026	10932	METRO POLICE AUTH OF GENESEE COUNTY	OPEB REIMB OCTOBER - DECEMBER 2025 SZM	1,991.48
01/09/2026	10933	MICHIGAN PIPE AND VALVE	BLUE, GREEN MARKING FLAGS 100 PACK &	480.00
01/09/2026	10934	MOLLY MAID OF METAMORA LLC	CLEANING CITY HALL 01/02/2026 @186	186.00

01/09/2026	10935	DANIEL L RHANOR	POLE LIGHTS MAINTENANCE/ FURNISH & REPLA	535.00
			REPLACE PHOTO CELL FOR OUTSIDE LIGHTS AT	45.00
			SENOIR CENTER - INSTALL 2 EMERGENGY LIG	777.00
				<hr/> <hr/>
				1,357.00
01/09/2026	10936	OHM ADVISORS	CIB PROJECT #007-2025A PRPROFESSIONAL S	504.00
01/09/2026	10937	PITNEY BOWES INC.	POSTAGE PURCHASE	991.99
01/09/2026	10938	PLANTE & MORAN PLLC	FINAL BILL FOR AUDIT OF FINANCIAL STATEM	565.00
01/09/2026	10939	PRIORITY WASTE LLC	PRIORITY WASTE JULY 1 2025 - JUNE 30 20	26,970.84
01/09/2026	10940	CORELOGIC CENTRALIZED REFUNDS	2025 Win Tax Refund 58-02-200-011	422.52
01/09/2026	10941	CORELOGIC CENTRALIZED REFUNDS	2025 Win Tax Refund 58-02-526-061	514.14
01/09/2026	10942	CORELOGIC CENTRALIZED REFUNDS	2025 Win Tax Refund 58-03-534-017	373.84
01/09/2026	10943	CORELOGIC CENTRALIZED REFUNDS	2025 Win Tax Refund 58-02-526-087	432.52
01/09/2026	10944	NATIONSTAR MTG LLC DBA MR COOPER	2025 WINTERTAX OVERPAYMENT 58-02-501-027	786.60
01/09/2026	10945	ROCKY'S GREAT OUTDOORS INC	BOOTS - LLOYD FY26	206.99
01/09/2026	10946	BIO-SERV CORPORATION	PEST CONTROL - CITY HALL/LIBRARY-SR CTR	154.00
01/09/2026	10947	SELF SERVE LUMBER CO.	(3) 4X4X8 TREATED PLYWWOD & 2X6X12 LUMBE	121.96
01/09/2026	10948	BETTY SHANNON	CONTRACT REIMB RETIREE MEDICAL OCTOBER 2	943.59
01/09/2026	10949	SUPER FLITE OIL CO INC	FUEL - DPW DECEMBER 2025	1,228.57
01/09/2026	10950	TAYLOR & MORGAN CPA	FINANCIAL SERVIICES PROVIDED BY SHERI SP	4,747.50
01/09/2026	10951	TRUCK AND TRAILER SPECIALTIES INC	BLADES SHOES AND CURBGUARDS BOTH DUMP TR	3,285.13
01/09/2026	10952	WEB MATTERS	WEBSITE HOSTING FROM JANUARY 2026 TO JAN	179.40
01/14/2026	10953	ADS PLUS PRINTING LLC	2026 WINTER NEWS LETTER POSTAGE	949.48
01/22/2026	21(E)	ERC-LED, LLC	EXCESS BENEFIT PAYMENT FEBRUARY 2026	1,149.08
01/22/2026	10954	ADS PLUS PRINTING LLC	2026 WINTER NEWS LETTERS PRINTING	1,534.55
01/22/2026	10955	AIS CONSTRUCTION EQUIPMENT CORP	FUEL SENDER GAS CAP & GASKET FOR JCB TRA	571.61
01/22/2026	10956	BS & A SOFTWARE	PERMIT APPLICATION SUBMISSION 10/7/25 -1	2,287.00
01/22/2026	10957	CONSUMERS ENERGY	4484 MORRISH RD	810.18
01/22/2026	10958	BASIL AND CORALENE BLOSS	RETIREE MEDICAL REIMB JULY 2025 - DECEMB	2,118.12
			REIMBURSEMENT FOR BASIL DECEMBER 2025 DE	89.20
				<hr/> <hr/>
				2,207.32
01/22/2026	10959	DELTA DENTAL PLAN	RETIREE BENIFITS FEBRUARY 2026	321.56
01/22/2026	10960	DETROIT SALT COMPANY	ROAD SALT AT \$69.35 PER TON ORDER DATE	3,789.28
01/22/2026	10961	FLINT NEW HOLLAND	HEATER FOR THE KUBOTA	265.20
01/22/2026	10962	GCGC	2026 MEMBERSHIP DUES	25.00

01/22/2026	10963	GEN CTY ROAD COMMISSION	SIGNAL MILLER @ MILLER & DYE 12/5/25	83.18
01/22/2026	10964	GENESEE CTY DRAIN COMMISSIONER	11/26/25 - 12/31/25 JANUARY 2026 BULK	145,696.32
01/22/2026	10965	GENESEE CTY DRAIN COMMISSIONER	SEWER USAGE 10/1/25 - 12/31/25	177,222.62
01/22/2026	10966	HART INTERCIVIC INC	(6) VERITY VOTING BATTERIES	726.00
01/22/2026	10967	JAY'S SEPTIC TANK SERVICE	PORT-A-JON RENTAL ABRAMS PARK -01/13/ PORT-A-JON RENTAL ELMS RD PARK 1/9/26	280.00 580.00
				<u>860.00</u>
01/22/2026	10968	KCI	2026 ASSESSMENT NOTICES/POSTAGE ONLY	1,462.93
01/22/2026	10969	METRO POLICE AUTH OF GENESEE COUNTY	POLICE SERVICES 1/1/26 - 3/31/26	355,164.25
01/22/2026	10970	MICHIGAN DOWNTOWN ASSOCIATION	MEMBERSHIP DUES 2026	400.00
01/22/2026	10971	MICHIGAN DOWNTOWN ASSOCIATION	JEFF KELLEY MEMERSHIP DUES	150.00
01/22/2026	10972	OHM ADVISORS	DON SHENK RD CAPPY LANE CE SERVICES THRU CAGE FIELDHOUSE CONSTRUCTION OVERSIGHT T WATER SYSTEM GENERAL PLAN SERVICES THRU WINCHESTER VILAGE LOCAL RD IMPROVEMENTS WINCHESTER WOODS SUNDIVISION IMPROVEMENT	6,102.25 205.00 1,713.25 563.75 1,533.75
				<u>10,118.00</u>
01/22/2026	10973	PARAGON LABORATORIES INC	WATER SAMPLES WO SWARTZ CREEK 5121 MORR	702.00
01/22/2026	10974	FERRIER, KIMA	2025 Sum Tax Refund 58-36-529-022	2,823.35
01/22/2026	10975	ROCKY'S GREAT OUTDOORS INC	CLOTHING ALLOWANCE MIKE LEAVITT FY26 CLOTHING ALLOWANCE STEVE BLOSS FY26	276.27 215.99
				<u>492.26</u>
01/22/2026	10976	BIO-SERV CORPORATION	PEST CONTROL - PUBLIC SAFETY BLDG 1/5/26	72.00
01/22/2026	10977	SIMEN FIGURA & PARKER PLC	MONTHLY INVOICE NOVMEBER 2025	5,373.37 V
01/22/2026	10978	STANDARD INSURANCE COMPANY	RETIREE LIFE INSURANCE FEBRUARY 2026	107.43
01/22/2026	10979	STAPLES	BROTHER TN920 BLACK TONER CITY HALL OFFICE SUPPLES	62.99 192.24
				<u>255.23</u>

01/22/2026	10980	STATE OF MICHIGAN-DEQ WTR	DRINKING WATER LAB TESTING 12/3/25 & 12/	96.00
01/22/2026	10981	SUBURBAN AUTO SUPPLY	DIELECTRIC GREASE & CLEANER FOR 11-23 MA	19.98
			14OZ GREASE TUBE FOR ALL TRUCKS	65.90
			BATTERY FOR 11-23 DUMP TRUCK	359.98
			WIPER BLADE FOR THE 6-16	37.98
				<u>483.84</u>
01/22/2026	10982	SWARTZ CREEK AREA FIRE DEPT.	MONTHLY RUNS FIRE & EMS DECEMBER 2025	1,819.38
01/22/2026	10983	TRUCK AND TRAILER SPECIALTIES INC	(6) 48X5X7/8 SINGLE CARBIDE TOP SCRAPER	2,471.40
01/22/2026	10984	UMB	ADMIN FEES & ACCEPTANCE FEE 1/1/26 - 12/	350.00
01/22/2026	10985	ADAM ZETTEL	AMERICAN PLANNING ASSOCIATION REIMBURS 2	822.70
			REIMB FOR .ORG DOMAIN RENEWAL GO DADDY	115.95
				<u>938.65</u>
01/29/2026	10986	FIDELITY SECURITY LIFE INSUR/EYEMED	RETIREE VISION FEBRUARY 2026	34.84
DORT TOTALS:				
Total of 101 Checks:				894,284.40
Less 1 Void Checks:				5,373.37
Total of 100 Disbursements:				<u>888,911.03</u>

City of Swartz Creek

Building Permit List

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee	Location	Type of Construction
Building							
PB2600001	01/14/26	Victors Home Solutions	(734) 335 1794	58-02-200-018	\$23,166	\$100.00	5118 MORRISH RD 48473-Roofing
PB2600002	01/14/26	WOODSIDE BUILDERS, INC	(810) 635 2227	58-31-100-004	\$200,000	\$2,575.00	6449 BRISTOL RD 48473-Res Add/Alter/Repair
PB2600003	01/28/26	Finished Basements Plus	(248) 926 6630	58-03-532-029	\$15,244	\$267.00	5283 OAKVIEW DR 48473-Res Add/Alter/Repair
Total:		3 Permits	Value: \$238,410		Fee Total: \$2,942.00		Total Number of Dwelling Units 0
Electrical							
PE2600002	01/28/26	KB Electric	(810) 691 0595	58-31-100-004	\$0	\$520.00	6449 BRISTOL RD 48473-Electrical
Total:		1 Permits	Value: \$0		Fee Total: \$520.00		Total Number of Dwelling Units 0
Mechanical							
PM250055	01/02/26	Louis O. Blessing	(810) 694 4861	58-36-676-026	\$0	\$245.00	7264 MAPLECREST CIR 48473-Mechanical
PM260001	01/26/26	Staley's Plbg & Htg, Inc.	(810) 659 5572	58-02-503-051	\$0	\$220.00	8421 CAPPY LN 48473-Mechanical
PM260002	01/29/26	Goyette Mechanical	(810) 742 8530	58-36-300-009	\$0	\$185.00	7400 MILLER RD 48473 Mechanical
Total:		3 Permits	Value: \$0		Fee Total: \$650.00		Total Number of Dwelling Units 0
Plumbing							
PP260001	01/08/26	Greenwood Plumbing	(989) 948 1616	58-30-651-113	\$0	\$184.00	3349 HERITAGE BLVD 48473-Plumbing
PP260002	01/15/26	POIRIER, MATTHEW	8102105848	58-36-200-005	\$0	\$184.00	7181 BRISTOL RD 48473 Plumbing
PP260003	01/28/26	Finished Basements Plus	(248) 926 6630	58-03-532-029	\$0	\$190.00	5283 OAKVIEW DR 48473-Plumbing

City of Swartz Creek Building Permit List

Permit No.	Date	Applicant	Phone	Tax ID No.	Value of Const/Permit Fee	Location	Type of Construction
PP260004	01/27/26	Blessing Co.	(810) 694 4861	58-36-676-026	\$0	\$184.00 7264 MAPLECREST CIR	48473-Plumbing

Total: 4 Permits Value: \$0 Fee Total: \$742.00 Total Number of Dwelling Units 0

Right of Way

PROW-0363	01/13/26	CONSUMERS ENERGY COM		58-31-100-004	\$0	\$100.00 6449 BRISTOL RD	48473-Right of way
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Total: 1 Permits Value: \$0 Fee Total: \$100.00 Total Number of Dwelling Units 0

Zoning

PZ26-0001	01/14/26	DODGE, PENNY & MICHAEL	(989) 274 4442	58-36-577-031	\$5,000	\$125.00 7257 MILLER RD	48473-Shed
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Total: 1 Permits Value: \$5,000 Fee Total: \$125.00 Total Number of Dwelling Units 0

Permit Total: 13 Value: \$243,410 Fee Total: \$5,079.00

Permit.DateIssued Between 1/1/2026 12:00:00 AM AND 1/31/2026 11:59:59 PM

Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
5351 SEYMOUR RD	58-03-533-028	Final	01/06/2026	01/06/2026	Approved
9041 MILLER RD	58-03-530-001	Final	01/06/2026	01/14/2026	Approved
9277 CEDAR CREEK CT	58-03-627-007	Follow Up	01/06/2026	01/06/2026	Complied
5026 FIRST ST	58-01-502-088	Ordinance	01/08/2026	01/13/2026	Partially Complied
8342 CAPPY LN	58-02-503-039	Follow Up	01/09/2026	01/16/2026	Violation(s)
8366 CAPPY LN	58-02-503-035	Follow Up	01/09/2026	01/16/2026	Partially Complied
4354 ELMS RD	58-36-577-012	Initial	01/09/2026	01/27/2026	Violation(s)
3474 CANTERBURY ST	58-30-651-019	Final	01/12/2026	01/07/2026	Canceled
6280 MILLER RD	58-31-200-006	Site Inspection	01/13/2026	01/13/2026	Violation(s)
7251 LINDSEY DR	58-36-676-039	Final	01/13/2026	01/13/2026	Approved
3474 CANTERBURY ST	58-30-651-019	Final	01/13/2026	01/13/2026	Approved
7478 COUNTRY MEADOW DR	58-36-651-013	Final	01/13/2026	01/13/2026	Partially Approved
3474 CANTERBURY ST	58-30-651-019	Final	01/13/2026	01/13/2026	Approved
5170 SEYMOUR RD	58-03-531-075	Initial	01/14/2026	01/16/2026	Violation(s)
7264 MAPLECREST CIR	58-36-676-026	Final	01/15/2026	01/15/2026	Approved
7181 BRISTOL RD	58-36-200-005	Final	01/15/2026	01/15/2026	Approved
3349 HERITAGE BLVD	58-30-651-113	Final	01/15/2026	01/15/2026	Approved
4137 JENNIE LN	58-36-526-027	Site Inspection	01/20/2026	01/20/2026	Partially Complied
9283 HILL RD	58-03-576-008	Ordinance	01/20/2026	01/20/2026	Complied
5169 WORCHESTER DR	58-02-502-023	Initial	01/20/2026	01/27/2026	Complied
5149 DAVAL DR	58-02-501-008	Initial	01/21/2026	01/27/2026	Violation(s)
5217 SEYMOUR RD	58-03-533-009	Final	01/22/2026	01/26/2026	Approved
4311 ELMS RD	58-31-551-007	Final	01/26/2026	01/26/2026	Approved
5286 MILLER RD	58-29-551-020	Final	01/26/2026	01/26/2026	Approved
4311 ELMS RD	58-31-551-007	Final Zoning	01/27/2026	01/27/2026	Approved
4137 JENNIE LN	58-36-526-027	Status	01/27/2026	01/27/2026	Complied
5286 MILLER RD	58-29-551-020	Final Zoning	01/27/2026	02/02/2026	Approved
7072 PARK RIDGE PKWY	58-36-527-015	Site Inspection	01/27/2026	01/27/2026	No Violation
8041 MAPLE ST	58-02-530-012	Follow Up	01/27/2026	01/27/2026	Partially Complied
7508 ELIZABETH CT	58-36-651-059	Follow Up	01/27/2026	01/27/2026	Complied
5409 DURWOOD DR	58-03-533-186	Ordinance	01/29/2026	01/29/2026	No Violation
8421 CAPPY LN	58-02-503-051	Final	01/29/2026		
6449 BRISTOL RD	58-31-100-004	Service	01/29/2026		
8010 MILLER RD	58-35-576-047	Final	01/29/2026		
8010 MILLER RD	58-35-576-047	Final	01/29/2026		

Inspection List

Address	Parcel Number	Inspection Type	Scheduled	Completed	Result
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Inspections: 35

Population: All Records

Inspection.DateTimeScheduled Between 1/1/2026 12:00:00 AM AND 1/31/2026 11:59:59 PM

Certificates With Inspections

02/02/2026

Certificate Number	Address	Date Applied	Since	Issued	Last Inspection	Expires	Status
CR260001	5169 WORCHESTER DR	01/05/2026	01/05/2026	01/05/2026	01/27/2026	01/05/2029	Certified
Initial	KBROWN	Jay Sandford	Completed	Complied			
CR260002	7483 COUNTRY MEADOW E	01/05/2026	01/05/2026	01/05/2026		01/05/2029	Suspended
Initial	JKEY	Robert Lloyd	Scheduled				
CR260004	6355 MILLER RD	01/08/2026	01/08/2026	01/08/2026		01/08/2029	Suspended
Initial	KBROWN	Mikel Leavitt	Scheduled				
CR260005	4354 ELMS RD	01/08/2026	01/08/2026	01/08/2026	01/27/2026	01/08/2029	Suspended
Initial	JKEY	Mikel Leavitt	Completed	Violation(s)			
CR260007	5149 DAVAL DR	01/12/2026	01/12/2026	01/12/2026	01/27/2026	01/12/2029	Suspended
Initial	KBROWN	Jay Sandford	Completed	Violation(s)			

Population: All Records

Record Count: 5

Certificate.DateIssued Between 1/1/2026 12:00:00 AM
AND 1/31/2026 11:59:59 PM

Enforcements By Category

02/02/26

BLIGHT

Enforcement Number	Address	Status	Filed	Closed
E26-001	5026 FIRST ST	Violation	01/08/26	
E26-005	5409 DURWOOD DR	No Violation	01/28/26	01/29/26
Total Entries: 2				

COMPLAINT

Enforcement Number	Address	Status	Filed	Closed
E26-002	6280 MILLER RD	Violation	01/12/26	
E26-003	4137 JENNIE LN	Closed	01/15/26	01/27/26
E26-004	7072 PARK RIDGE PKWY	Closed	01/26/26	01/27/26
Total Entries: 3				

Total Records: 5

Population: All Records
Enforcement.DateFiled Between 1/1/2026 12:00:00 AM AND 1/31/2026 11:59:59 PM

Public Works
Monthly Work Orders

02/02/26

Work Order # Work Order Status	Location ID	Customer Name Service Address	Date Recd Date Comp	Type
BXRP26-0253 COMPLETED	MI10-008024-0000-01	FORTINO'S FOOD MARKET 8024 MILLER RD	01/29/26 01/29/26	CURB BOX REPAIR
CU26-000121 COMPLETED	SP10-004268-0000-01	WOTHERSPOON, GAITHEL 4268 SPRINGBROOK DR	01/29/26 01/29/26	CONTINUOUS USAGE
FLAG26-0288 COMPLETED	CI10-008083-0000-01	CITY OF SWARTZ CREEK 8083 CIVIC DR	01/06/26 01/07/26	LOWER/RAISE FLAG
GWO26-0764 COMPLETED	MI10-007026-0000-03	FQSR, LLC DBA KBP FOODS 7026 MILLER RD	01/08/26 01/09/26	GENERIC WORK ORDER
MNT26-0520 COMPLETED	CI10-008095-0000-01	PERKINS LIBRARY 8095 CIVIC DR	01/15/26 01/15/26	BUILDING MAINTENANCE
MNT26-0522 COMPLETED	CI10-008095-000B-01	SENIOR CENTER 8095 CIVIC DR 000B	01/23/26 01/23/26	BUILDING MAINTENANCE
MTRP26-0836 COMPLETED	SP10-004447-0000-02	CRESS, CHRISTINE 4447 SPRINGBROOK DR	01/02/26 01/02/26	METER REPAIR
MTRP26-0837 COMPLETED	MI10-005404-0000-03	HUTCHESON, DAREN R 5404 MILLER RD	01/05/26 01/05/26	METER REPAIR
MTRP26-0838 COMPLETED	CH20-009127-0000-01	EDGERTON, CANDACE 9127 CHESTERFIELD DR	01/07/26 01/07/26	METER REPAIR
READ26-1164 COMPLETED	MI10-008301-0000-01	PARKER, GERALD 8301 MILLER RD	01/06/26 01/06/26	READ METER
RI25-000068 COMPLETED	CE10-009277-0000-05	WALLACE, ANTHONY 9277 CEDAR CREEK CT	01/06/26 01/06/26	RENTAL INSPECTION
RI26-000070 COMPLETED	SE20-005170-0000-05	MCFARLANE GROUP REAL ESTATE 5170 SEYMOUR RD	01/14/26 01/14/26	RENTAL INSPECTION
RI26-000071 COMPLETED	CA10-008342-0000-11	HOGAN, ROBERT 8342 CAPPY LN	01/09/26 01/09/26	RENTAL INSPECTION
RI26-000072 COMPLETED	CA10-008366-0000-10	JENNINGS, STEVEN 8366 CAPPY LN	01/09/26 01/09/26	RENTAL INSPECTION
RI26-000073 COMPLETED	EL10-004354-0000-09	7049 MILLER RD LLC 4354 ELMS RD	01/09/26 01/09/26	RENTAL INSPECTION
RI26-000074 COMPLETED	DA10-005149-0000-07	METCALFE, WILLIAM 5149 DAVAL DR	01/21/26 01/21/26	RENTAL INSPECTION
RI26-000075 COMPLETED	WO10-005169-0000-05	PAUL, ANTHONY 5169 WORCHESTER DR	01/20/26 01/20/26	RENTAL INSPECTION
RI26-000077 COMPLETED	MA20-008041-0000-07	TAYRAL LLC 8041 MAPLE ST	01/27/26 01/27/26	RENTAL INSPECTION
SAMP26-0131 COMPLETED	MO10-005121-0000-01	SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD	01/06/26 01/06/26	WATER SAMPLES
SAMP26-0132 COMPLETED	MO10-005121-0000-01	SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD	01/13/26 01/13/26	WATER SAMPLES

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
SAMP26-0133 COMPLETED	MO10-005121-0000-01	SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD	01/20/26 01/20/26	WATER SAMPLES
SAMP26-0134 COMPLETED	MO10-005121-0000-01	SWARTZ CREEK DPW, CITY OF 5121 MORRISH RD	01/27/26 01/27/26	WATER SAMPLES
SWR26-0110 COMPLETED	CA10-008433-0000-11	NAPOLITANO, JOSEPH 8433 CAPPY LN	01/12/26 01/12/26	SEWER DRAIN PROBL
SWR26-0111 COMPLETED	CA10-008433-0000-11	NAPOLITANO, JOSEPH 8433 CAPPY LN	01/13/26 01/13/26	SEWER DRAIN PROBL
WOFF26-3019 COMPLETED	MI10-007089-0000-01	FREEMAN, RICHARD 7089 MILLER RD	01/06/26 01/07/26	WATER TURN OFF
WOFF26-3020 CANCELLED	MI10-007417-0000-02	VAN SLYKE-SMITH, KIMBERLY 7417 MILLER RD	01/20/26 01/22/26	WATER TURN OFF
WOFF26-3021 CANCELLED	CA10-008372-0000-05	SHUMPERT, QUINSLAN 8372 CAPPY LN	01/22/26 01/22/26	WATER TURN OFF
WOFF26-3022 CANCELLED	HT10-003431-0000-05	BALLARD, GARY 3431 HERITAGE BLVD	01/22/26 01/22/26	WATER TURN OFF
WOFF26-3023 CANCELLED	MI10-007049-0000-05	LIEVENS, SETH 7049 MILLER RD	01/22/26 01/22/26	WATER TURN OFF
WOFF26-3024 COMPLETED	CE10-009281-0000-04	GROCE, TONI 9281 CEDAR CREEK CT	01/22/26 01/22/26	WATER TURN OFF
WOFF26-3025 COMPLETED	CE10-009265-0000-12	TREADWAY, ARRON 9265 CEDAR CREEK CT	01/22/26 01/22/26	WATER TURN OFF
WOFF26-3026 COMPLETED	GR20-007494-0000-01	VILLARREAL, RAMIRO 7494 GROVE ST	01/27/26 01/27/26	WATER TURN OFF
WOFF26-3027 COMPLETED	CE10-009267-0000-10	LIEM, CHARLES 9267 CEDAR CREEK CT	01/22/26 01/15/26	WATER TURN OFF
WOFF26-3028 COMPLETED	DO10-005404-0000-07	NUNN, KRYSTAL 5404 DON SHENK DR	01/22/26 01/22/26	WATER TURN OFF
WOFF26-3029 CANCELLED	MI10-007287-0000-05	JAQUES, JAMES 7287 MILLER RD	01/22/26 01/22/26	WATER TURN OFF
WOFF26-3030 COMPLETED	IN10-008132-0000-08	POUNDS, DEQUANDRA 8132 INGALLS ST	01/22/26 01/27/26	WATER TURN OFF
WOFF26-3031 COMPLETED	MI10-008002-0000-04	8002 MILLER RD LLC 8002 MILLER RD	01/26/26 01/26/26	WATER TURN OFF
WOFF26-3032 COMPLETED	MI10-008024-0000-01	FORTINO'S FOOD MARKET 8024 MILLER RD	01/25/26 01/25/26	WATER TURN OFF
WOFF26-3033 COMPLETED	MI10-007077-0000-02	7077 MILLER LLC 7077 MILLER RD	01/27/26 01/27/26	WATER TURN OFF
WOFF26-3034 COMPLETED	MI10-007077-0000-02	7077 MILLER LLC 7077 MILLER RD	01/28/26 01/28/26	WATER TURN OFF
WPRESS26-000074 COMPLETED	IN10-008115-0000-03	GLEASON, EMILY 8115 INGALLS ST	01/26/26 01/26/26	WATER PRESSURE
WTON26-1866 COMPLETED	CA10-008397-0000-06	STADEL, HOLLY	01/22/26	WATER TURN ON

Work Order #	Location ID	Customer Name	Date Recd	Type
Work Order Status		Service Address	Date Comp	
COMPLETED		8397 CAPPY LN	01/22/26	
WTON26-1867	HI10-009223-0000-11	BUTLER, DANIEL	01/22/26	WATER TURN ON
COMPLETED		9223 HILL RD	01/22/26	
WTON26-1868	CE10-009281-0000-04	GROCE, TONI	01/22/26	WATER TURN ON
COMPLETED		9281 CEDAR CREEK CT	01/22/26	
WTON26-1869	DO10-005404-0000-07	NUNN, KRYSTAL	01/23/26	WATER TURN ON
COMPLETED		5404 DON SHENK DR	01/23/26	
WTON26-1870	GR20-007494-0000-01	VILLARREAL, RAMIRO	01/27/26	WATER TURN ON
COMPLETED		7494 GROVE ST	01/27/26	
WTON26-1871	IN10-008132-0000-08	POUNDS, DEQUANDRA	01/27/26	WATER TURN ON
COMPLETED		8132 INGALLS ST	01/27/26	
WTON26-1872	MI10-008024-0000-01	FORTINO'S FOOD MARKET	01/28/26	WATER TURN ON
COMPLETED		8024 MILLER RD	01/28/26	
WTON26-1875	MI10-008002-0000-04	8002 MILLER RD LLC	01/28/26	WATER TURN ON
COMPLETED		8002 MILLER RD	01/28/26	

Total Records: 49

Report Generated: 2/2/2026 12:02 PM
Report Options: Completed From: 1/1/2026 To: 1/31/2026

Fuel Report JANUARY 2026	Beginning Mileage	Ending Mileage	Miles Driven	Gallons Gas Purchased	Gallons Diesel Purchased
#7-15 4WD P/U gas	63327	63699	372	46.7	
#2-08 4WD P/U gas	79380				
#7-22 4 WD P/U gas	23050	23682	632	78.7	
#12-02 DUMP diesel	35469				
#21 WOOD CHIPPER diesel	2630				
#9-07 STREET SWEEPER diesel	21419				
#5-18 KUBOTA (hours)	1546				
#1-20 4WD P/U diesel	9447				
#12-25 KUBOTA (hours)	38.7				19.4
#10-18 4WD P/U diesel	47294	47807	513		62.9
#8-22 CASE BACKHOE	483				
#6-16 2WD P/U gas	93550	93854	304	31	
#6-00 BACKHOE diesel	2198	N/A			45.2
#1-22 DUMP	8755	9952	1197		275
#12-04 DUMP diesel	41889				
#12-99 GENERATOR gas			0		
#17 CASE BACKHOE diesel			0		
#19 JD TRACTOR diesel			0		
#9-22 PATCHER			0		
#37 TRAIL ARROW			0		
#10-15 GEN gas	80122				
#11-23 Big Plow Truck gas can	2699	3542	843		148.7
8/24 Truck	5970	6293	323	55.5	
9/24 Truck	6331	7204	873	72.7	
5/25 Tractor	11.73				
TOTAL			5057	284.6	551.2

CITY OF SWARTZ CREEK
**SWARTZ CREEK, MICHIGAN
PLANNING COMMISSION
ZONING BOARD OF APPEALS
2025 ANNUAL REPORT**

To: The Honorable Nate Henry & Swartz Creek City Council
From: The Swartz Creek Planning Commission
Subject: 2025 Annual Report

Greetings,

Introduction

In addition to the Planning Commission and Zoning Board of Appeals updates that are delivered in city council meeting packets, and respective minutes, this document serves as a summary report of the activities of the planning commission and zoning board of appeals for the calendar year of 2025. This report is not to be confused with the monthly building report. This document is intended to summarize the general status and open-meeting decisions made by the planning commission (PC) and zoning board of appeals (ZBA). It also serves as a guide to training and activity expectations for 2026.

Summary Findings

The PC experienced another slow year in terms of reviews. There were none. In fact, we held three meetings for the exclusive purpose of training in order to meet the statutory minimum of four meetings. We covered a number of the city's own ordinances and processes. In addition, there was a joint meeting of the ZBA and PC on March 12, which sixteen individuals attended. This was held at the Metro PD headquarters so all attendees could engage in formal training, "Managing Risk." The heavy focus on training in 2025 actually worked very well.

The ZBA had a single variance application, in July. They held their annual meeting in March. This meeting also served as the in-house annual training.

Concerning attendance and activity, the planning commission met four times and experienced 28 attendances out of 36 attendance opportunities (78%). This is on par with the 79% mark in the prior year. I would like to see this around 85%.

The commission experienced some change to membership in 2025, with the appointment of Ms. Genovesi to replace Ms. Sturgess. Mr. Henry serves on the commission by default as the Mayor. Mr. Krueger continues to serve to the commission as the city council

representative. Tom Wyatt serves as the chair and represents the planning commission on the ZBA.

The ZBA met two times in addition to the joint training. Because the board has five regular members and two alternates, attendance for participation purposes was 100%. Attendance of the whole board, including alternates, was about 92% (12 attendances out of 13 total opportunities), an improvement over last year's 77%. The board is currently at full capacity, with Mr. Gonyea filling the 2025 vacancy.

Community development was very slow overall, including new house starts and other building projects. While there was a lot of interest in new users for commercial property, as well as for redevelopment property, there were not any site plans or developments. Anecdotally, I am hearing that many projects are on hold because of the Advanced Manufacturing District potential. Essentially, while some commercial projects may be desirable under current circumstances, owners and prospectors believe they would benefit from awaiting a formal announcement of investment at that site. This has put us in a holding pattern while communities around us grow and change.

The community and economic development specialist has been working on various projects to spur economic activity in accordance with the city's community and economic development plan. This includes liaising with businesses, promoting events, providing grant opportunities, general marketing, park development, Holland Square improvements, and the DDA acquisition of the church at 4484 Morrish Road.

Boardmembers & Commissioners

PLANNING COMMISSION	Term end date	Address
Monica Genovesi	06/30/28	5240 Durwood
Charles Campbell	06/30/27	5342 Winshall
Kelli Melen	06/30/27	7054 Bristol Road
Betty Binder, Secretary	06/30/26	8079 Bristol Road
Tom Wyatt (ZBA), Chair	06/30/26	5097 School
Bud Grimes	06/30/28	7358 Crosscreek
David Krueger (Council),	11/23/26	7399 Miller Rd
Mark Branoff	06/30/27	7216 Parkridge
Nate Henry, Mayor, Vice-Chair	Per Council Term	5411 Don Shenk

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ZONING BOARD OF APPEALS	Term end date	Address
Tom Wyatt (PC Chair)	Based on PC officer selection	5097 School
Ronald Smith, Secretary	06/30/26	9194 Chesterfield
John Gilbert (Council member), Vice-Chair	11/25/26	7459 Miller Rd.
Mark Gonyea (Alternate)	06/30/28	5378 Winshall
James Packer, Chairperson	06/30/27	7515 Elizabeth Ct.
Kenneth Brill (Alternate)	06/30/26	5352 Greenleaf
George Hicks	06/30/27	8373 Miller

Below is the current list of the PC and ZBA membership. All members have been given copies of the city’s personnel policies.

Facts & Figures on Projects

Below is an exhaustive list of projects and activities that were addressed by the Planning Commission and Zoning Board of Appeals.

Project	Venue	Review	Location	Size or Units	Value	Month	Approval	Status
Managing Risk	PC & ZBA	Training (Third Party)	N/A	N/A	Priceless	March	N/A	Complete
ZBA Basics	ZBA	Training (In House)	N/A	N/A	Priceless	March	N/A	Complete
Downtown PUD Zoning	ZBA	Use Variance	7538 Miller Road	Existing Mixed Use Structure	N/A	July	Denied	Complete
Site Plan Review	PC	Ordinance Training (In House)	N/A	N/A	Priceless	September	N/A	Complete
Landscaping and Special Land Use	PC	Ordinance Training (In House)	N/A	N/A	Priceless	October	N/A	Complete
Parking and Loading Standards	PC	Ordinance Training (In House)	N/A	N/A	Priceless	November	N/A	Complete

Training

Staff is made a concerted effort to return onsite training for the planning commission and zoning board of appeals members in 2025. This worked well and was efficient. We continue to request that members with less than one full term engage in standard Michigan Association of Planning events, including the annual conference. A training letter is sent

via email and hardcopy that encourages members to pursue formal training, to attend other city events/meetings, and to consult with the city manager about opportunities for improvement.

I expect the ZBA annual meeting in March will include general ZBA training by myself for the entire group.

Community and Economic Development

Economic development activity in 2025 focused on **implementation, partnership development, and funding readiness** in alignment with the City's Economic Development Strategy. While private-sector development activity remained limited, staff concentrated on positioning key downtown and public-space projects for execution by securing outside funding, advancing infrastructure improvements, and strengthening relationships with regional and state partners.

Downtown Investment & Placemaking

Staff successfully secured **\$50,000 in private naming-rights funding** from Dort Financial Credit Union for the proposed Holland Square pergola. This investment represents a significant leveraging of private capital to advance a public-space improvement that supports downtown activation, community events, and increased visitor activity, while minimizing local financial exposure. The pergola project has received local design approval and state crowdfunding approval and is now positioned for full fundraising and construction.

In addition, staff secured a **Consumers Energy grant to install electric vehicle (EV) charging stations** on Holland Drive. The placement of EV chargers supports downtown competitiveness, encourages longer visitor dwell time, and prepares the area for evolving consumer expectations and future reinvestment. This infrastructure improvement aligns with the City's long-term goals related to modernization and redevelopment readiness.

Funding Readiness & External Partnerships

Staff completed the setup of the **MEDC Public Spaces Community Places (Patronicity) crowdfunding platform** for the Holland Square pergola project. Due to a delay in adoption of the State budget, the fundraising campaign could not launch in 2025; however, all required approvals and platform preparations were completed during the calendar year. The fundraising campaign is scheduled to launch in late January or early February 2026, positioning the project for timely implementation.

Staff continued to pursue additional philanthropic and institutional funding opportunities for Holland Square improvements and maintained coordination with regional partners to ensure alignment with broader redevelopment and placemaking efforts.

Capacity Building & Professional Development

Staff attended the **Michigan Economic Developers Association (MEDA) Conference** to remain current on state economic development tools, redevelopment financing, legislative updates, and best practices. Participation ensured that local economic development efforts reflect current MEDC programs and Redevelopment Ready Communities standards and supports effective implementation of grants, incentives, and partnership-based projects.

Business Outreach & Ongoing Efforts

Throughout the year, staff maintained regular communication with local businesses, provided information on available grant and incentive programs, and supported downtown promotion efforts. While new private development proposals were limited, staff activity emphasized relationship-building, responsiveness, and positioning the City to capitalize on opportunities as market conditions improve.

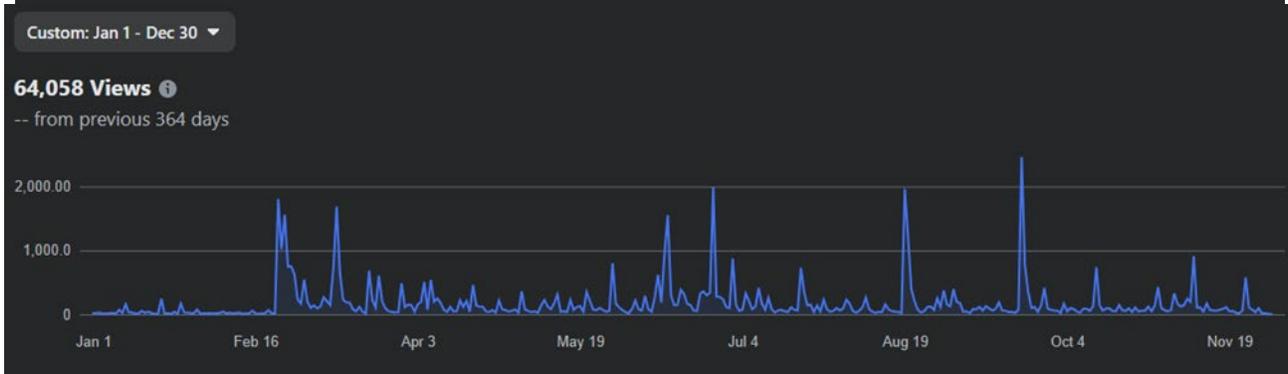
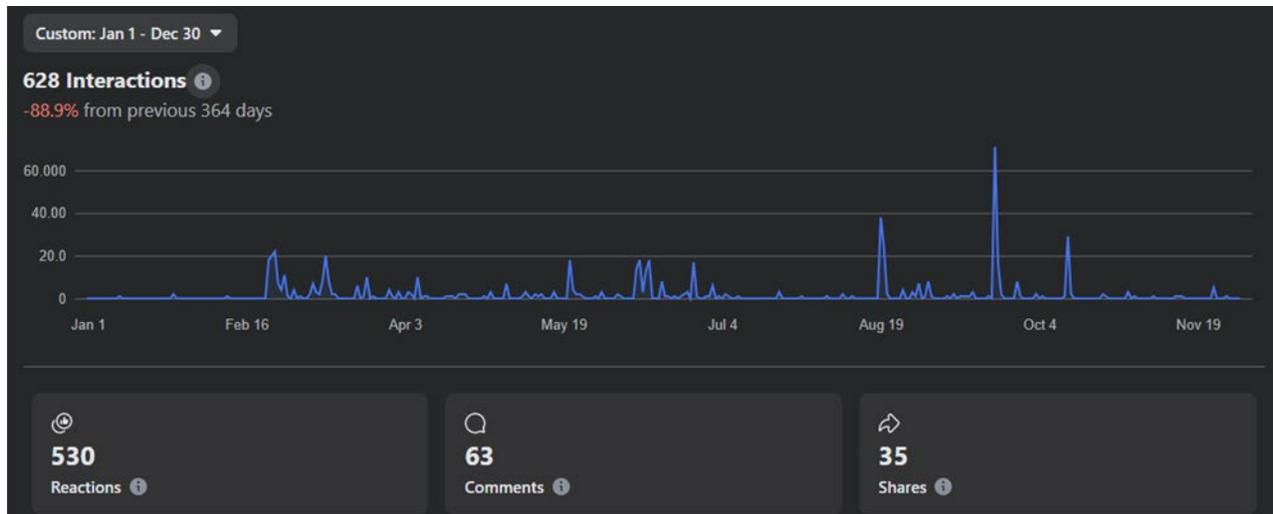
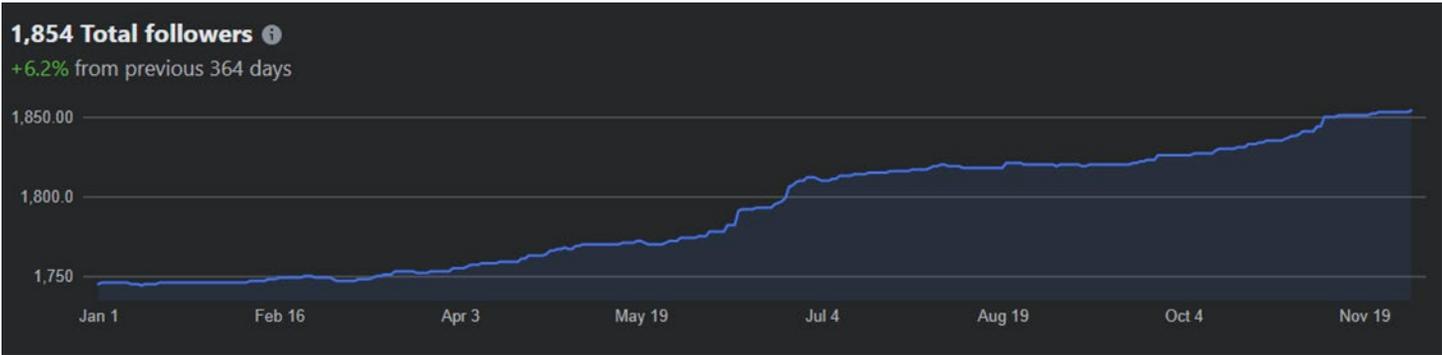
Public Participation

Social Media

From January 1 through December 30, the City of Swartz Creek's DDA Facebook page generated **64,058 total views**, reflecting steady visibility throughout the year with several clear spikes tied to high-interest announcements and community events. While total **interactions declined to 628 (-88.9% year-over-year)**, this decrease appears to reflect fewer high-engagement post types rather than reduced audience reach. Importantly, the City's **follower base grew to 1,854, a 6.2% increase** over the previous year, indicating continued long-term audience growth and sustained interest in City communications.

Engagement activity—comprised of **530 reactions, 63 comments, and 35 shares**—was concentrated around specific posts, suggesting that residents respond most strongly to timely, event-driven, or service-related content. Overall, the data shows consistent reach, growing followers, and an opportunity to increase interaction by prioritizing content formats that historically drive engagement.

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8083 Civic Drive
Swartz Creek Michigan 48473
Phone: (810)-635-4464 Fax: (810)-635-2887
www.cityofswartzcreek.org <ftp://cityofswartzcreek.org>

Economic Development Strategy

The following table represents tasks from the city’s Economic Development Strategy. The cells are highlighted as noted, with comments about progress.

Objective List Key

Accomplished! Efforts ongoing where appropriate.
Efforts still ongoing. Some goals accomplished, but not all.
Objective no longer aligns with goals.
New objective!

Objective	Action Item(s)	Responsible Entity	Time Frame	Status
Dedicate new, expanded areas for a mixture of commercial development, while supporting the success and improvement of existing business areas.	<ul style="list-style-type: none"> Complete zoning amendments to meet RRC Technical Review Develop an internal business retention strategy to support existing base companies - Create downtown PUD District 	City Administration, City Council, Planning Commission	2019	Complete; ongoing implementation. Zoning compliance and RRC technical requirements remain in place. Staff activity in 2025 focused on supporting existing business areas and preparing priority downtown projects for implementation.
Encourage the type and amount of business operation supported by market analysis, historical performance, and consumer desires.	<ul style="list-style-type: none"> Complete target market analysis to identify potential industry markets to attract to Swartz Creek Complete a consumer survey to identify shopping trends of Swartz Creek residents 	DDA	Short Term	Complete. Market analysis and retail leakage data continue to inform decision-making and downtown investment priorities. No

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				additional studies were required in 2025.
Encourage the rehabilitation or replacement of obsolete commercial/office and industrial buildings and sites with viable business establishments or other appropriate uses.	<ul style="list-style-type: none"> Update codes and penalties to strengthen blight enforcement efforts for buildings and properties in need of repair and upkeep Identify additional resources, incentives, and grants to assist with façade improvements Identify additional resources, incentives, and grants to assist with redevelopment of core downtown sites Utilize TIF Funds to assist with downtown feasibility analyses as needed - Identify funding sources and grants to assist with environmental cleanup and restoration as needed Review and update DDA Development Plan to ensure a current project list and access to all tools available to the DDA 	Staff, Metro PD, DDA	Short Term Ongoing	Ongoing. Staff continued to identify and pursue external funding and incentive opportunities to support rehabilitation and redevelopment, with emphasis on readiness and feasibility for priority sites.
Promote the revitalization of downtown Swartz Creek through the attraction of businesses and other uses suited to that area.	<ul style="list-style-type: none"> Utilize Redevelopment Communities to develop promotional materials for key redevelopment sites downtown identified in this plan, the DDA Development Plan, and the City Master Plan. This should include detailed concept plans for priority sites Create city-wide promotional materials to reach specified target investment markets. These materials should focus on consumer spending patterns, educational attainment, wages, labor force, and available redevelopment sites Focus efforts and resources when available on priority redevelopment sites identified within this plan 	Planning Commission, DDA, Staff, Chamber	Ongoing	Ongoing. Efforts in 2025 emphasized placemaking, infrastructure investment, and funding readiness to support future downtown business attraction and reinvestment.
Encourage the retention of residential neighborhoods in the vicinity of downtown Swartz Creek as a source of customers.	<ul style="list-style-type: none"> Look to identify areas within the core of the city to encourage new housing development, especially missing middle housing, which can attract workforce and families to the city 	DDA, Planning Commission	Ongoing	Complete; Ongoing.

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	<ul style="list-style-type: none"> Identify opportunities to increase core residential density 			
Promote visual and physical links between the downtown and the Civic Center such as landscaped walkways, streetscape, and public art.	<ul style="list-style-type: none"> Implement the city's streetscape plan currently under development Work with local artisan groups such as the Greater Flint Arts Council or the Flint Institute of Arts to identify opportunities to include art into public spaces and pedestrian ways throughout the city Include artistic features such as murals or statues into downtown design guidelines Use vacant spaces or underutilized sites in downtown to host popup events such as farmers markets, art fairs, food truck festivals, movies or concerts featuring local artists to increase programming in the city and to drive visitors to the core of the downtown 	Council, DDA, Planning Commission	Ongoing	Complete; Ongoing.
Continue to promote community events in the downtown and Civic Center areas as a way of attracting attention and customers to downtown businesses.	<ul style="list-style-type: none"> Work with the DDA and the Chamber to develop a promotional platform to highlight local events to residents of the city and potential outside markets to attract visitors. Various forms of media including print, social, radio, and television should be utilized to maximize the extent of the message Develop a platform to highlight local businesses to residents Work with the Visitors and Convention Bureau of Genesee County to highlight local events and drive visitors to Swartz Creek 	DDA, Chamber, Visitors and Convention Bureau of Genesee County	Ongoing	Complete; Ongoing.
Promote the development of a traditional mixed-use downtown corridor along Morrish Road, between the entrance into the Sports Creek racetrack and Civic Drive in accordance	<ul style="list-style-type: none"> Permit commercial uses such as small-scale retail stores; professional offices for physicians, optometrists, chiropractors, dentists, psychologists, and similar professions Ensure businesses have frontage on Morrish Road and build to the right-of-way or agreed-upon short distance setback 	Planning Commission, DDA	Ongoing	Ongoing; Brewer Townhomes phase 1 complete. All units sold.

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with the following standards.	<ul style="list-style-type: none"> • Encourage or develop requirements for a second or third floor for residential dwellings • Allow the use of alleyways for rear parking and loading 			
Promote the development of the mixed-use area north of the Morrish Road/I-69 interchange for retail and other uses.	<ul style="list-style-type: none"> • Locate any residential uses along or in proximity to Bristol Road or within the rears of the properties and locate commercial uses near I-69 and Morrish Road • Ensure that commercial uses are of a size, scale, and character consistent with other development in the area • Develop a gateway strategy to welcome shoppers and visitors to Swartz Creek • Enhance the entryway to Sports Creek as a prime destination site for the city should it be repurposed 	Planning Commission, DDA	Ongoing	Ongoing; Gateway strategy is a priority. Sports Creek entryway cannot be enhanced without willing owner.
Coordinate efforts to retain and attract industrial development and work with other groups that are involved in economic development.	<ul style="list-style-type: none"> • Work with the Flint & Genesee Chamber Economic Development team to ensure available properties in the city are listed on Zoom Prospector • Prepare a city-wide fact sheet identifying target industrial markets, properties available, proximity to major markets and industry sectors (auto, medical...), access to local workforce, tax incentives (if applicable) and any other asset (utilities) that could be used to attract new industry • Host regional and state economic developers at prime properties in the city to give them an on-the-ground feel for the site - Market sites available for advanced manufacturing in all industry sectors • Encourage General Motors to increase when feasible, its operations at the Customer Care and Aftersales facility within the city • Work with Bishop Airport to solicit intermodal or other distribution industries to the city 	Staff, Council, Chamber	Short Term – Mid Term	Most efforts still ongoing, some obsolete; Very little industrial space available.

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	<ul style="list-style-type: none"> • Prioritize sites available for manufacturing growth and promote them to encourage business expansions within the city 			
<p>Coordinate efforts to retain and attract industrial development and work with other groups that are involved in economic development.</p>	<ul style="list-style-type: none"> • Work with the Flint & Genesee Chamber Economic Development team to ensure available properties in the city are listed on Zoom Prospector • Prepare a city-wide fact sheet identifying target industrial markets, properties available, proximity to major markets and industry sectors (auto, medical...), access to local workforce, tax incentives (if applicable) and any other asset (utilities) that could be used to attract new industry • Host regional and state economic developers at prime properties in the city to give them an on-the-ground feel for the site - Market sites available for advanced manufacturing in all industry sectors • Encourage General Motors to increase when feasible, its operations at the Customer Care and Aftersales facility within the city • Work with Bishop Airport to solicit intermodal or other distribution industries to the city • Prioritize sites available for manufacturing growth and promote them to encourage business expansions within the city 	<p>Staff, Council, Chamber</p>	<p>Short Term – Mid Term</p>	<p>Most efforts still ongoing, some obsolete; Very little industrial space available.</p>
<p>Coordinate existing programs and provide information on small business development programs.</p>	<ul style="list-style-type: none"> • Work with the Flint & Genesee Chamber Economic Development Team to host local small businesses educational events in partnership with the Swartz Creek Chamber of Commerce • Host the Genesee County eTeam for small business education • Provide a small business resource kiosk at city hall to inform small businesses about assistance programs available locally and throughout the state 	<p>Chamber, DDA</p>	<p>Short Term</p>	<p>Ongoing. Staff continued to provide businesses with information on available state and regional resources and incentives.</p>

<p>Work to grow the City of Swartz Creek Chamber of Commerce and its capacity to assist local companies, attract new companies and promote the City as a whole.</p>	<ul style="list-style-type: none"> • Work to increase capacity of the chamber to become the city’s primary promotional entity • Focus membership growth on companies located within the City of Swartz Creek 	<p>Chamber</p>	<p>Ongoing</p>	<p><i>Objective modified. Professional staffing and direct partnerships have replaced earlier capacity-building assumptions, with continued coordination as appropriate.</i></p>
<p>Implement the recently completed marketing and branding strategy.</p>	<ul style="list-style-type: none"> • Incorporate the DDA Development Plan, Master Plan and Economic Development Plan into a comprehensive marketing strategy to promote Swartz Creek • Develop a communications plan to ensure all targeted marketing is formatted to reflect the new marketing and branding strategy • Complete a brand kickoff and begin implementation of new logos and taglines 	<p>Council, Staff, DDA, Chamber</p>	<p>Ongoing</p>	<p>Accomplished.</p>

2025 Summary

In summary, 2025 represented a year of **strategic groundwork** for economic development in Swartz Creek. By securing outside funding, advancing modern infrastructure, preparing state-approved fundraising mechanisms, and strengthening professional capacity, the City is well-positioned to advance priority projects and respond effectively to redevelopment opportunities in 2026 and beyond.

Looking Ahead

2026 is not shaping up to be a busy year for reviews or projects for the PC or ZBA. There are not any official plans or ordinances that are expected to be updated yet either. However, in-house and formal training could suit this phase of our development very well, preparing the community for potential change down the road.

However, community development will continue to advance as initiatives of the DDA mature. We do expect to have changes in the community result from public projects, which include Otterburn Park, Holland Square, and the Methodist Church on Morrish. However, it is not clear if the planning commission or ZBA will be directly involved or to what degree.

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In addition, we will continue to market the community, pursue wayfinding signage and historical signage programs, as well as to invite downtown renovations and improvement projects using incentives. We will also be monitoring the AMD closely to see what, if any, impact we can expect.

That is all for now. Please contact me with any questions or comments!

Sincerely,



Adam H. Zettel, AICP
City Manager
City of Swartz Creek
azettel@cityofswartzcreek.org

APPLICATION FOR APPOINTMENT

City of Swartz Creek
8083 Civic Drive
Swartz Creek, MI 48473
810.635.4464

APPOINTMENT SOUGHT: Planning Commission
 Parks & Recreation Advisory Board X
 Zoning Board of Appeals
 Downtown Development Authority
 Board of Review
 Local Officers Compensation Commission
 Other: _____

NAME: Chad Parenteau

ADDRESS: 4057 Jennie Lane Swartz Creek, MI 48473

PHONE: 810-814-0671 EMAIL: ChadJP1004@gmail.com

DOWNTOWN PROPERTY INTEREST – DDA ONLY (Property or business ownership):

1. What experience, training, and other qualifications prepare you for this position?
See attached word document for all questions.

2. What specific contributions do you hope to make conducting service in this appointment?

3. Describe your community service background and involvement.

SEE ANSWER 1

4. What community topics are a priority for you?

5. Why do you want to be appointed to this position?

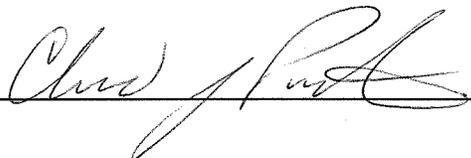
6. What current and previous service do you have as any elected or appointed official in local government capacity?

7. Do you plan to change your residency status or business location (DDA only) in the next four years?

8. Do you object to abiding by the Freedom of Information Act, the Open Meetings Act, Roberts Rules of Order, the City Handbook, or any other applicable federal, state, and local statutes, policies, or guidelines, as may be required or expected of the appointment?

Signature of Applicant

Date



1-28-2026

1.

I have spent most of my life serving communities and organizations in a wide range of capacities. I served four years in the United States Marine Corps and two years in the Air National Guard, followed by twelve years as a firefighter, including service with the City of Swartz Creek. I also founded and operated a local charity supporting veterans, law enforcement officers, and firefighters.

Professionally, I have worked with both Disabled American Veterans and the American Legion, and I currently serve as a supervisor with the Genesee County Department of Veterans Services, where I support veterans and their families across the county. In addition, I sit on the board of the Swartz Creek American Legion Post as the Chapter Service Officer.

I grew up in Swartz Creek and have lived here most of my life. I am deeply passionate about this community and would be honored to contribute in this capacity. I always act with the City of Swartz Creek's best interests at heart and am committed to continued service to the community that has shaped my life.

2.

I bring a strong background in public safety, emergency preparedness, and organizational leadership, and I hope to apply that experience to support safe park environments, well-planned community events, and thoughtful policy decisions. I am also interested in helping the board strengthen partnerships with local organizations, schools, and service groups to expand programming opportunities and encourage community involvement.

As a lifelong Swartz Creek resident, I care deeply about preserving our parks while planning responsibly for future growth. I hope to contribute by listening to residents, asking thoughtful questions, and working collaboratively with fellow board members and city staff to make decisions that reflect the best interests of the community.

3.

I believe the first question answers this question.

4.

The community topics that are a priority for me include maintaining safe, accessible, and well-maintained parks and recreational spaces for residents of all ages and abilities. I believe our parks should promote physical health, mental well-being, and community connection while remaining welcoming and inclusive.

5.

I want to be appointed to this position because I have a long-standing commitment to public service and a deep connection to the Swartz Creek community. Having grown up here and spent most of my life serving others through the military, emergency services, and veteran advocacy, I believe serving on the Parks and Recreation Board is a meaningful way to continue giving back to the city I call home.

6.

Currently, I serve in an appointed supervisor position with the Genesee County Department of Veterans Services, where I work directly with county leadership, community partners, and residents to support veterans and their families. I also serve as an elected Chapter Service Officer for the Swartz Creek American Legion Post, where I sit on the board and assist veterans with benefits advocacy and community outreach. In addition, my professional background includes public safety service as a firefighter and involvement with multiple nonprofit and service organizations that collaborate regularly with local municipalities.

7.

N/A

8.

No