

**City of Swartz Creek  
AGENDA**

**Regular Council Meeting, Monday, February 23, 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 February 9, 2026 MOTION Pg. 29
- 5. **APPROVE AGENDA:**
  - 5A. Proposed / Amended Agenda MOTION Pg. 1
- 6. **REPORTS & COMMUNICATIONS:**
  - 6A. City Manager's Report MOTION Pg. 8
  - 6B. Staff Reports & Meeting Minutes Pg. 33
  - 6C. MS4 Professional Service Proposal Pg. 36
  - 6D. Makers Market & Jeepers Creekers Permits Pg. 39
  - 6E. Local Street PASER Report Excerpts Pg. 52
  - 6F. Otterburn Park Bid Tabulation Pg. 58
- 7. **MEETING OPENED TO THE PUBLIC:**
- 8. **COUNCIL BUSINESS:**
  - 8A. BeeMoreJentery PRESENTATION
  - 8B. DLZ Storm Water Professional Services RESO Pg. 24
  - 8C. Makers Market Event Permits RESO Pg. 25
  - 8D. Jeepers Creekers Event Permits RESO Pg. 26
- 9. **MEETING OPENED TO THE PUBLIC:**
- 10. **REMARKS BY COUNCILMEMBERS:**
- 11. **ADJOURNMENT:** MOTION Pg. 27

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

Metro Police Board:	Wednesday, February 25, 2026, 11:00 a.m., (Held 2/18)
Planning Commission:	Tuesday, March 3, 2026, 7:00 p.m., PDBMB
City Council:	Monday, March 9, 2026, 7:00 p.m., PDBMB
Downtown Development Authority:	Thursday, March 12, 2026, 6:00 p.m. PDBMB
Fire Board:	Monday, March 16, 2026, 6:00 p.m., Station #1
Park Board:	Tuesday, March 17, 2026, 5:30 p.m., PDBMB
Zoning Board of Appeals:	Wednesday, March 18, 2026, 6:00 p.m., PDBMB
City Council:	Monday, March 23, 2026, 7:00 p.m., PDBMB

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

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

## **City of Swartz Creek Values**

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

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

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

### ***Fiscal Responsibility***

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

### ***Public Service***

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

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

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

### ***Expect Excellence***

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

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

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

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

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

**CITY OF SWARTZ CREEK  
VIRTUAL REGULAR CITY COUNCIL MEETING ACCESS INSTRUCTIONS  
MONDAY, FEBRUARY 23, 2026, 7:00 P.M.**

The regular meeting of the City of Swartz Creek city council is scheduled for **February 23, 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](https://join.zoom.us) on any browser and entering the Meeting ID provided below.

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

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

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



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

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

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

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

**Topic: Swartz Creek City Council Meeting**

**Time: February 23, 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](mailto:rkraft@cityofswartzcreek.org).**

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

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

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

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

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

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

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

## **MAINTAINING ORDER**

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

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

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

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

## **MOTIONS & RESOLUTIONS**

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

## **PUBLIC ADDRESS OF COUNCIL**

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

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

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

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

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

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

**Regular Council Meeting of Monday, February 23, 2026 - 7:00 P.M.**

**TO: Honorable Mayor, Mayor Pro-Tem & Council Members**  
**FROM: Adam Zettel, City Manager**  
**DATE: February 18, 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 businesses 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. Design work has been given the authorization to proceed by the MDOT.

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** *(No Change of Status)*

*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 27<sup>th</sup>, but many details are still unknown, even to their staff. Here is what we know.

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

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

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

-Closures of some of the Morrish and Miller interchanges are proposed for 2026. It appears this includes all east-bound Miller traffic and east-bound Morrish 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
<b>Otterburn Heights</b>	
Jennie Ln	1657
Yarmy Dr.	1079
Abbey Ln.	872
Total	3608
<b>Bristol Rd. 7335 West to Elms</b>	
	3587
Total	3587
<b>Parkridge</b>	
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
<b>East Entrance to Kroger</b>	
	277
Total	277
<b>Springbrook East</b>	
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
<b>2026 Total</b>	<b>16934</b>

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 (Update)**

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).

The RRA should be done around June 1, with the ERP to follow those findings. The current findings for the WRS modeling are resulting in some additional field work. Work on this and the AMP will continue independent of the RRA/ERP and result in the practical guide to water system improvements in the coming years.

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

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 (Update)**

As an alternative to removing individual footing drains as a means to reduce peak sewer flows during storm events, we have approached the county about the installation of an underground storage tank that could essentially function like a stormwater detention pond for our sewer. They are open to this idea. If we can create a concept that would store enough liquid during peak times, we might be able to manage all of our peak storm flows with one project instead of 100s of individual footing disconnects. The previous report follows.

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 3<sup>rd</sup>** 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. However, we are having issues resolving the final steps of the transition with the developer. We still need proper survey instruments and affirmation of the ownership, which we have been seeking for many 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. **(Update) New Businesses.** The former Trecha Building on Holland Drive is for sale and may have a local buyer. The downtown bookstore should commence a soft opening any day now! The property across from Gil-Roys has a new owner, with a potential food market store moving into the former Rite-Aid and offices for Gordon Food Service occupying the west end. The industrial land south of the old elevator is listed for sale.
8. **Mundy Megasite (Advanced Manufacturing District).** The potential user, Sandisc, has withdrawn interest in the site. However, the Genesee Economic Alliance maintains efforts to find a user and continues to present their offer to purchase Morrish Elementary for \$40,000,000. They did a preliminary study that indicates this should be sufficient to replace the school with a larger and more functional site. The school board is considering this.
9. **The Holland Square** pergola has local design approval and the state crowdfunding approval should be here any day. Once formally authorized, Greg will conduct fundraising. We also have approved budget contributions to support this from the DDA and general fund. Please see the complete report below.

10. **Wayfinding & Branding Signs** are going in at various locations as old signs depreciate and budget permits. With the sad state of the gateway sign at Seymour and Miller becoming an issue, I will see if the general fund can support replacement with a mid-year budget adjustment. 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. **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 26<sup>th</sup>. 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 26<sup>th</sup> 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 (Update)**

Folks from a surveyor, city staff, and SCFA will meet onsite the week of the 23<sup>rd</sup> to commence the creation of bid specs for the project. The previous report follows.

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

✓ **OTTERBURN PARK (Update)**

Bids were reviewed on February 19<sup>th</sup>, and I am including the bid tabulation. The apparent low bid is from Gleazer Dawes, who performed the last phase of the street work. Their bid, at \$574,025.15, is within \$10,000 of the engineers' estimate. This is pretty good news.

We have submitted the tabulations to our HUD and DNR grant coordinators. I expect a formal engineer memorandum in the next week or so, with the potential for action by the council on March 9.

The engineer expects substantial completion on July 1, with full completion on July 30<sup>th</sup>. The previous report follows.

The water service and sewer services have been installed.

The project now includes a pavilion, restrooms, a path, bike station, gates, sign, and ADA parking. The estimated total cost is close to \$600,000. Our grants include \$283,000 from HUD and \$290,000 from the DNR, in addition to donations. This concept includes all original work items, excluding the disc golf and sledding hill (now complete), as well as a secondary pavilion on the far north side of the site, which is not affordable.

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

With the need for a new gateway sign at Seymour and Miller becoming more demanding, I will look to see if there are funds in the budget this spring that could be directed to replacing this with a sign that aligns with our new models. 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. We are starting to get concerned about the delay. Funds from the MSHDA grant must be spent by the end of summer, and we are quickly approaching a timeframe that may make it difficult to conduct fundraising, order materials, and manage installation.

Greg is working on two other potential funding sources that may be able to supplement the project. I am also seeking a potential extension of our MSHDA funds. The previous report follows.

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

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

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

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

The previous report follows.

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

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

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

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

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

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

- ✓ **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.
- ✓ **METRO PD BUDGET AND UPDATES** *(Update)*  
At the Metro police board meeting on February 18th, the board approved labor agreements with officers and command staff. The agreements address ongoing wage and healthcare negotiations, with the understanding that the board seeks to have employees share medical insurance costs down the road.

It appears our city can expect a refund of unspent budget from the 2025 fiscal year of \$50,000. The 2026 budget will result in an increased contribution 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 28<sup>th</sup> to learn more about this.

✓ **CONSUMERS ENERGY FRANCHISE** *(No Change of Status)*

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.

✓ **LOCAL STREET PASER REPORT** *(Update)*

I am including excerpts of the most recent Pavement Condition Report by Genesee County. This includes ratings for non-federal aid roads only (local streets). This report provides 2025 assessments, as well as 2020 data. The full report can be viewed [here](#), which includes all other municipalities in the county for comparison.

Overall, this is an outstanding report for Swartz Creek. This data objectively illustrates that our community has the best local streets in the region, as well as some of the best improvement over the last five years. This should come as no surprise, given our efforts, but it is reassuring.

Notably, our city is the only jurisdiction that has a lower percentage of PASER 1-4 (the worst category) than the state average, which is great. We also have the highest average PASER score in the region. If you take the time to view the complete report,

you will see that it is not even close. We should all be very proud of this accomplishment, especially considering that we maintain one of the lowest tax efforts for a city and are still able to invest in quality-of-life amenities.

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

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

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** *(No Change of Status)*

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** *(Update)*

The ZBA has not conducted business since July. I expect to offer annual training during their March 18 meeting, which will also include officer selection. For more details, see the annual report from the February 9 packet.

✓ **PARKS AND RECREATION COMMISSION** *(Update)*

The Park Board met on February 17<sup>th</sup>. They selected officers (Barclay as Chair, Henry as Vice Chair, and Gonyea as Secretary). They also deliberated on 2025 activities and 2026 potential activities.

✓ **BOARD OF REVIEW** *(Update)*

The organizational meeting is March 3rd at noon. The public meetings are Monday, March 16th (9am-12pm, 6pm-9pm), Tuesday, March 17<sup>th</sup> (9am-12pm) & Wednesday, March 18th (9am-12pm). Assessment notices for real property will be mailed this Friday, February 20th.

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

- 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.

✓ **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 most 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 has started working on maintenance of summer equipment, wood chipper, street sweeper, chainsaws, weedwhackers, blowers etc
- ❑ DPS just finished up with turn offs for this quarters water billing
- ❑ DPS is starting another round of FOG (fats, oils, grease) inspections
- ❑ DPS is replacing some signs hit this winter
- ❑ DPS is working on a solutions to a water model flow issue on Elms Rd. Attempting to isolate the problem to a valve off, partially off, broken or otherwise.
- ❑ DPS will work with Dawe's to replace 2 valves on the corner of Seymour and Hill.
- ❑ DPS has been out cold patching potholes several times. Potholes will continue to appear and get worse as the frost starts to come out of the roadways.

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

Property tax season is coming to a close with all property taxes being due and payable to the City by March 2<sup>nd</sup>. All delinquent real property taxes will be turned over to Genesee County on March 3<sup>rd</sup>. 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 8<sup>th</sup>.
- ❑ 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 24<sup>th</sup>. 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 and the final amount of \$25,00 was received in December.
- ❑ Bella's Book Nook Café will be applying for the Match on Main in March for reimbursement for bookshelves, Coffee & tea mugs.

- Applied for \$60,000 through a partnership with Main Street America and General Motors.

## NEW BUSINESS / PROJECTED ISSUES & PROJECTS

### ✓ **BEEMOREJENTERY** (*Presentation*)

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](#).

### ✓ **MS4 STORMWATER MANAGEMENT PROFESSIONAL SERVICES** (*Business Item*)

Included with the packet is a professional service proposal and resolution to continue utilizing DLZ engineers for our Municipal Separate Storm Sewer System (MS4) program compliance services.

The MS4 program requires well-defined and rigorously scrutinized documented programming to satisfy inspection, testing, maintenance, and reporting requirements of the state. Frankly, we do not have a staff member that is specialized enough to conduct these tasks more efficiently than a third party. DLZ set up this program and has been overseeing it for some years, with good results. The arrangement has been by an annual agreement, and I recommend we continue to maintain this relationship.

The cost is proposed to be a lump sum amount of \$10,500, billed monthly for the detailed services noted. This is an increase of 5% over last year. Given my personal experience in navigating the state program application alone, I think this is worth it and recommend approval.

For what it is worth, the program has enabled us to improve city-owned storm assets and to conduct some meaningful public education to move the community forward. The downside is that it is a mandate of the state without a clear funding source.

I am including their proposal and a resolution to proceed.

### ✓ **JEEPERS CREEKERS FALL FESTIVAL PERMITS** (*Business Item*)

Jeepers Creekers returns in 2026! The project is seeking to repeat the event activities from past years and is now an annual tradition in town. The event date this year is October 17<sup>th</sup>, a Saturday. The applications are attached and a set of resolutions are prepared. The event will consist of a daytime fall market in Holland Square and on Holland Drive (closure from 8am to 9pm) and the trunk or treat event on Miller Road/Holland Drive During the late afternoon. Miller will close down between Morrish and Hayes for the trunk or treat event (closure 4pm to 9pm). The event includes vendors, food trucks, games, and related

activities. In past years, there has been a 5k foot race through the town that utilized the cities sidewalks and trails.

All of these events and closures have occurred in the past and are very manageable, especially on a Saturday. The organizer estimates about 1,500 attendees. Note that the managing entity is a non-profit, which happens to be the same non-profit that operates the Makers' Market in the summer months. The 5k event does not require additional street permits because this event is all within the sidewalk right-of-ways. Also note, that the DDA is likely to be a sponsor for this event. They have been asked to provide some support materials (tables, chairs, waste bins) and a financial contribution.

✓ **JEEPERS CREEKERS MAKERS MARKET (*Business Item*)**

The Jeepers Creekers Tuesday markets are also proposed to return for 2026. This is the same entity that operates the fall event, and they are seeking permission to use Holland Square and Holland Drive for their summertime Makers Market. These markets occur monthly at Holland Square and run from 4pm to 8pm (reservations to be from 3pm to 8:30pm), May through August. The dates are May, 12, June 9, July 14, and August 11. The organizer estimates that there are about 400 attendees. They are requesting use of the tables and waste bins that the city purchased to enhance such outdoor events.

This event has run smoothly in the past. I am not aware of any issues with parking, disorder, waste, or traffic. The organization is reputable and insured. I have included their application and recommend approval subject to police and DPW reviews.

**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.

*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 23, 2026, 7:00 P.M.**

**Motion No. 260223-4A**                      **MINUTES – FEBRUARY 9, 2026**

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

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, February 9, 2026, to be circulated and placed on file.

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

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

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

**Motion No. 260223-5A**                      **AGENDA APPROVAL – FEBRUARY 23, 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 23, 2026, to be circulated and placed on file.

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

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

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

**Motion No. 260223-6A**                      **CITY MANAGER’S REPORT**

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

**I Move** the Swartz Creek City Council accept the City Manager’s Report of February 23, 2026, including reports and communications, to be circulated and placed on file.

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

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

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

**Resolution No. 260223-8B**                      **RESOLUTION TO APPROVE PROFESSIONAL SERVICES FOR MS4 COMPLIANCE AND PROGRAM OVERSIGHT**

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

**WHEREAS**, the City of Swartz Creek owns, operates, and maintains a system of storm water collection assets that drain to the Swartz Creek and other public water bodies of the state; and

**WHEREAS**, the city is required to comply with standards pertaining to Michigan’s Municipal Separate Storm Sewer System (MS4), which requires adherence to inspection, testing, and maintenance standards, as well as subsequent reporting; and

**WHEREAS**, the city solicited a proposal from a pre-approved engineer that specializes in storm sewer matters to oversee both MS4; and

**WHEREAS**, The MS4 program is established, but reapplication to the MS4 program is required periodically.

**NOW, THEREFORE, BE IT RESOLVED**, the Swartz Creek City Council hereby approve the professional service agreement dated February 12, 2026, as submitted by DLZ in the amount of \$10,500 and authorize and direct the Mayor to execute said agreement on behalf of the city.

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

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

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

**Resolution No. 260223-8C**

**RESOLUTION TO APPROVE A PUBLIC PLACE PERMIT FOR THE JEEPERS CREEKERS 2026 MONTHLY MARKET**

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

**WHEREAS**, Jeepers Creekers, Inc. is a recognized charitable entity that is in good standing and that operates in Swartz Creek; and

**WHEREAS**, said organization proposes to organize and host a monthly vendor market within Holland Square and on Holland Drive, including food trucks, and they therefore seek a permit to use the city plaza from 3:00 p.m. to 8:30 p.m. on the following Tuesdays of May 12<sup>th</sup>, June 9<sup>th</sup>, July 14<sup>th</sup>, and August 11<sup>th</sup>: and

**WHEREAS**, the City Council finds the organization and the event to be beneficial to the public and in good standing.

**NOW, THEREFORE BE IT RESOLVED** that the City of Swartz Creek hereby approves the application for a public place and street usage permit to conduct a craft market and food truck event on the Tuesdays of May, 12<sup>th</sup>, June 9<sup>th</sup>, July 14<sup>th</sup>, and August 11<sup>th</sup> from 3:00 p.m. to 8:30 p.m., applicant: the Jeepers Creekers, Inc., in accordance with the application submitted.

Street and City property use subject to the following stipulations:

1. Insurance certificate naming the City as insured in the amount not less than \$1,000,000.00 (One-Million Dollars)
2. Sufficient number of portable bathrooms placed and located, and litter control program in accordance and under the approval of Director of Community Services.

3. Approval by the Chief of Police. Traffic control and pedestrian safety plan in accordance with and under the approval of office of Chief of Police.

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

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

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

\*\*\*\*\***Master Resolution**\*\*\*\*\*

**Resolution No. 260223-8D**

**RESOLUTION TO APPROVE A FESTIVAL PERMIT FOR THE SWARTZ CREEK JEEPERS CREEKERS EVENTS IN OCTOBER OF 2026**

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

**WHEREAS**, the Jeepers Creekers (JC) organization is a recognized charitable entity that operates in Swartz Creek; and

**WHEREAS**, JC is seeking permits and approvals to operate an annual festival on private and public grounds within the city, including a trunk-or-treat event, market vendors, food service, and numerous other activities; and

**WHEREAS**, the City Council finds the Jeepers Creekers organization and the event to be beneficial to the public and in good standing; and

**WHEREAS**, Section 13.01.G of Appendix A of the City Code of Ordinances provides for conditions of approval for a festival within the city, provided that the duration is less than 10 days, the operator is a charitable entity, and city council approval is required.

**NOW, THEREFORE BE IT RESOLVED** that the City of Swartz Creek hereby approves Resolutions/Motions 260223-8D1 through 260223-8D3, allowing for the various permits related to the annual Swartz Creek Jeepers Creekers festival, to be held on Saturday, October 17, 2026, inclusive of all stipulations and conditions as specified and listed within, including the provision of valid insurance that lists the City of Swartz Creek as an additionally insured party for all events.

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

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

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

\*\*\*\*\*

**Resolution No. 260223-8D1**

**JEEPERS CREEKERS STREET FESTIVAL, GENERAL STREET & PROPERTY USE PERMITS**

**I Move** the City of Swartz Creek approve and authorize the Jeepers Creekers application for festival activities on Saturday, October 17, 2026 at the following locations:

1. 5012 Holland Drive (8am to 9pm)
2. Miller Road (Morrish to Hayes) (4pm to 9pm)
3. Holland between Miller and Ingalls (8am to 9pm)
4. General Street Permit for a footrace (no street closures are required)

Street and City property use subject to the following stipulations:

4. Insurance certificate naming the City as insured in the amount not less than \$1,000,000.00 (One-Million Dollars)
5. Sufficient number of portable bathrooms placed and located, and litter control program in accordance and under the approval of Director of Community Services.
6. Approval by the Chief of Police. Traffic control and pedestrian safety plan in accordance with and under the approval of office of Chief of Police.

**Resolution No. 260223-8D2      JEEPERS      CREEKERS      MUNICIPAL      PROPERTY  
RESERVATION PERMIT**

**I Move** the Swartz Creek City Council approve and authorize the Jeepers Creekers application for street closing / usage permit for Saturday, October 17, 2026 from 8:00 a.m. until 9:00 p.m. for purposes of conducting a festival, including market vendors, games, and food service in Holland Square under the following stipulations:

1. Insurance certificate naming the City as an additional insured party in the amount not less than \$1,000,000.00 (One Million Dollars).
2. General approval, and under the direction and control of the Office of the Chief of Police.

**Resolution No. 260223-8D3      JEEPERS CREEKERS STREET USAGE PERMIT**

**I Move** the Swartz Creek City Council approve and authorize the Jeepers Creekers application for street closing / usage permit for Saturday, October 17, 2026 for purposes of conducting a festival on Miller Road (Morrish to Hayes: 4:00 p.m. until 9:00 p.m.) and Holland Drive (8:00 a.m. until 9:00 p.m.) under the following stipulations:

1. Insurance certificate naming the City as an additional insured party in the amount not less than \$1,000,000.00 (One Million Dollars).
2. General approval, and under the direction and control of the Office of the Chief of Police.

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

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

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

**Motion No. 260223-11A      ADJOURN**

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

**I Move** the Swartz Creek City Council adjourn the regular council meeting of February 23, 2026.

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

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

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

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE REGULAR COUNCIL MEETING  
DATE February 9, 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: Spillane, Gilbert, Hicks, Krueger, Knickerbocker, Henry.

Councilmembers Absent: Melen.

Staff Present: Clerk Renee Kraft, Director Robert Bincsik.

Others Present: Metro PD Chief Bade, Jim Barclay, Chad Parenteau, Jeff Kelley.

Others Virtually Attended: none.

Motion by Krueger, Second by Gilbert to excuse councilmember Melen. **(Carried)**

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

**APPROVAL OF MINUTES**

**Resolution No. 260209-02 (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 26, 2026 to be circulated and placed on file.

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

**APPROVAL OF AGENDA**

**Resolution No. 260209-03 (Carried)**

Motion by Councilmember Krueger  
Second by Councilmember Gilbert

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

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

**CITY MANAGER’S REPORT**

**Resolution No. 260209-04**

**(Carried)**

Motion by Mayor Pro Tem Hicks  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council accept the City Manager’s Report of February 09, 2026, including reports and communications to be circulated and placed on file.

Discussion Ensued.

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

**MEETING OPENED TO THE PUBLIC:**

None.

**COUNCIL BUSINESS:**

**RESOLUTION TO ACCEPT THE ANNUAL PLANNING COMMISSION REPORT**

**Resolution No. 260209-05**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Mayor Pro Tem Hicks

**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



None.

**REMARKS BY COUNCILMEMBERS:**

Councilmember Knickerbocker: Questioned National Take back day.

Mayor Pro Tem Hicks: Noted next meeting for Metro Police changed to February 18.

**ADJOURNMENT**

**Resolution No. 260209-07**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Krueger

**I Move** the Swartz Creek City Council adjourn the regular meeting at 7:13 p.m.

Unanimous Voice Vote.

---

**Nate Henry, Mayor**

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

CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
PARK AND RECREATION ADVISORY BOARD  
MINUTES OF REGULAR MEETING  
ABRAMS PARK  
PAUL D. BUECHE MUNICIPAL BUILDING  
FEBRUARY 17, 2026

Meeting called to order at 8083 Civic Drive at 5:32 p.m. by Chairman Barclay

Members Present: Barclay, Gonyea, Henry, K. Melen, Parenteau, S. Witter.

Members Absent: Cramer, K. Melen, D. Witter.

Staff Present: Adam Zettel & Robert Bincsik.

Others Present: Sandi Brill, Ken Brill, Boots Abrams, Lania Rocha (Zoom), & Jeffery Kelly (Zoom).

APPROVAL OF AGENDA: Motion by W. Melen to approve the agenda for February 17, 2026, support by Gonyea.

Unanimous Voice Vote.  
Motion Declared Carried.

APPROVAL OF MINUTES: Motion by W. Melen to approve minutes of December 16, 2025, support by Gonyea.

Unanimous Voice Vote.  
Motion Declared Carried.

MEETING OPEN TO THE PUBLIC:

Sandra Bill inquired about the regional trail and local trail plans as they relate to Abrams Park. It was noted that the regional trail plan did not prioritize this but the local plan did.

COMMUNICATIONS TO THE BOARD:

- A. December 16, 2025 Minutes
- B. Staff Letter
- C. Otterburn Plans
- D. Holland Square Plans
- E. Church Plans
- F. Regional Trail Plan Draft

REPORTS:

- A. DPW Director Mr. Bincsik noted that new doors were installed at Abrams Park bathrooms and a new sink is on the way. Mr. Zettel indicated that the Otterburn Park bids are due Thursday and that additional wayfinding signs are being priced out.

**BUSINESS:**

- A. Officer Selection: Mr. Barclay solicited nominations for officers. Mr. Henry nominated Mr. Barclay for Chair. Mr. Barclay nominated Mr. Henry for Vice Chair. Mr. Barclay nominated Mr. Gonyea for Secretary. All nominated individuals accepted. There were no more nominations.

Motion by Henry to appoint Mr. Barclay as Chair, Mr. Henry as Vice Chair, and Mr. Gonyea as Secretary, support by Barlay.

Roll Call Vote

Yes: Parenteau, W. Melen, Henry, S. Witter, Gonyea, Barclay

No: None

Motion Declared Carried.

- B. Regional Trail Discussion: Mr. Zettel described the purpose and benefits of the regional plan. He noted the priority trails in the city and in Mundy Township. Discussion ensued regarding trail connections to Abrams and the potential mega site.
- C. 2025 Recap Discussion: Efforts from the past year were noted. These included signs, forestry, County Park Ranger patrols, and other investments. General plans for 2026 supported ongoing forestry at Abrams and Otterburn, events were noted as desirable, Otterburn would likely be completed, and trails should be pursued.

**MEETING OPEN TO PUBLIC:**

Sandra Brill asked if she could transfer flag duties at Abrams to the city (yes). She proposed the idea of a America 250 year mosaic celebration. She also asked if brush clearing at Abrams was still proposed (yes, no definite plans). RB is to also check on volunteer opportunities for table painting.

**BOARD MEMBER COMMENTS:**

Board Member Henry welcomed Mr. Parenteau.

Board Member S. Witter also welcomed Mr. Henry and congratulated the officers.

Board Member W. Melen congratulated the officers.

Board Member Gonyea is glad to be back in the saddle after the holidays.

ADJOURNMENT: Meeting adjourned at 6:24 p.m.

NEXT MEETING: March 17, 2026, 5:30 p.m.

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Mark Gonyea, Secretary



February 12, 2026

Mr. Robert Bincsik  
Director of Public and Community Services  
City of Swartz Creek  
8083 Civic Drive  
Swartz Creek, MI 48473

**Re: Proposal for the City of Swartz Creek 2026-2027 MS4 Program Services**

Dear Mr. Bincsik:

DLZ Michigan, Inc. (DLZ) is pleased to submit this proposal to the City of Swartz Creek (CITY) for professional Municipal Separate Storm Sewer System (MS4) program compliance services, estimated staff hours and estimated budgets for the 2026-2027 fiscal year (July 1, 2026 through June 30, 2027).

### **SCOPE OF SERVICES**

#### **Task 1 – Public Education Initiatives**

DLZ proposes to assist the CITY with informing residents and the general public on various stormwater related topics through the CITY website, quarterly newsletters, and social media. DLZ will provide content to add to the existing website, as well as seasonal information for the newsletters and Facebook. Approximately twelve (12) staff hours are estimated to complete this task.

#### **Task 2 – Biannual Facility Inspections & Reporting**

DLZ proposes to conduct biannual (Spring and Fall) facility inspections by one of our Certified Industrial Storm Water Operators at the DPW yard, fire station, and vegetated swale at Elms Park. DLZ will document what chemicals and materials are stored at these facilities, make observations of the condition of each location, and will inspect parking lots, fueling station, and dumpsters at these facilities for potential spill hazards, repairs, and maintenance issues. Inspection reports will be developed and submitted to the CITY for each facility, with any as-needed recommendations.

DLZ will review the existing CITY's Storm Water Pollution Prevention Plan (SWPPP) and Pollution Incident Prevention Plan (PIPP) each Fall and update the document as necessary. Approximately twelve (12) staff hours will be needed to complete this task.

#### **Task 3 – Annual Progress Report Development & Submittal**

DLZ proposes to assist the CITY with the development of the MS4 progress report and submittal by the annual deadline – March 1, 2027. Approximately fifteen (15) staff hours are estimated to complete this task.



**Task 4 – Good Housekeeping, Pollution Prevention & IDEP Training**

DLZ proposes to facilitate good housekeeping, pollution prevention and illicit discharge elimination program (IDEP) training to DPS staff, as required by the Michigan Department of Environment, Great Lakes, and Energy (EGLE). Approximately fifteen (15) staff hours are estimated to complete this task.

**Task 5 – Miscellaneous Services**

Throughout the year, additional stormwater services may be needed, at the request of the CITY. Approximately fifteen (15) staff hours are estimated to complete this task.

**RESPONSIBILITIES OF THE CITY**

- The CITY will assign a primary contact for the duration of the project.
- The CITY will review all draft documents provided by DLZ in a timely manner.

**TERMS AND CONDITIONS**

The Standard Terms and Conditions, as set forth as attached Exhibit A, are incorporated here into and made a part of this Proposal. The Client referred to in the Standard Terms and Conditions means the City of Swartz Creek.

**SERVICES FEE**

For services described in the **SCOPE OF SERVICES**, DLZ proposes to charge, and the CITY agrees to pay a Lump Sum fee of **\$10,500.00**. Invoices will be rendered monthly.

If you approve and accept this Proposal, please sign, date, and return one copy of this Proposal for our records. Should you prefer to issue a Purchase Order as your official acceptance, we request that you reference this Proposal in your paperwork.

DLZ appreciates the opportunity to submit this Proposal for professional services. This offer will remain open for acceptance for 60 days. If for any reason you should have questions, please do not hesitate to call Laura Gruzowski at: (248) 836-4053.

Respectively,  
**DLZ MICHIGAN, INC.**

Manoj Sethi, P.E.  
President

Attachment:  
Exhibit A: Standard Terms and Conditions

<b>Approved and Accepted</b>	
Signature	_____
Printed Name	_____
Title	_____
Date	_____

## Exhibit A

### DLZ'S STANDARD TERMS AND CONDITIONS

- 1. INVOICES AND PAYMENT:** Unless the parties have agreed otherwise, DLZ will submit monthly invoices to CLIENT for services performed in the prior month. Except to the extent CLIENT disputes in good faith all or a portion of a DLZ invoice, CLIENT will pay DLZ the invoiced amount within thirty (30) days from the date of the invoice; and, in default of such payment, agrees to pay all cost of collection, including reasonable attorney's fees, regardless of whether legal action is initiated. Invoiced amounts not in dispute will accrue interest at eight percent (8%) per annum after they have been outstanding for over thirty (30) days. If an invoiced amount not in dispute remains unpaid sixty (60) days after the date of the invoice, DLZ may, upon giving seven (7) days written notice of its intent to do so, suspend all project services until all unpaid invoiced amounts not in dispute are paid in full. If an invoice remains unpaid ninety (90) days after the date of the invoice, DLZ may, upon giving seven (7) days written notice of its intent to do so, declare CLIENT to be in breach of this agreement.
- 2. CONSTRUCTION SERVICES:** If DLZ's scope of services includes providing professional services during the project's construction phase, DLZ will not have control over or be responsible for contractor means, methods, techniques, sequences, procedures, or schedule, or the contractor's failure to comply with the construction contract documents or applicable laws, ordinances, rules or regulations. If DLZ provides construction inspection or observation services, DLZ will report to CLIENT all contractor deviations from the construction contract documents that come to DLZ's attention. However, such services are solely intended to enable DLZ to maintain familiarity with, and keep CLIENT informed of, the general progress and quality of the contractor's work, and not to require DLZ to perform exhaustive inspections of contractor work for its compliance with the construction contract documents, which shall remain solely contractor's responsibility.
- 3. CHANGES IN REQUIREMENTS:** In the event additional services are required due to a change, after the date of this agreement, in CLIENT's requirements, or in the applicable law, standards, or governmental requirements or policies, DLZ will be entitled to additional compensation for such additional services.
- 4. SURVEY STAKING:** If DLZ's scope of services includes survey layout, DLZ will not be responsible for subsequent disturbances of its layout except to the extent caused by DLZ or persons for whom it is responsible.
- 5. MISCELLANEOUS EXPENSES:** Except to the extent otherwise provided in this agreement, CLIENT is responsible for all third-party fees and charges including, without limitation, fees and charges for inspections, zoning or annexation applications, assessments, soils engineering, soils testing, aerial topography, permits, rights-of-entry, bond premiums, title company charges, blueprint and reproduction costs, and all other third-party fees and charges.
- 6. CHANGE OF SCOPE:** DLZ's scope of services in this agreement is based on facts known at the time of execution of this agreement, including, if applicable, information supplied by CLIENT. DLZ will promptly notify CLIENT in writing of any perceived changes to its scope of services required by new information or by persons or circumstances beyond DLZ's control, and the parties shall negotiate modifications to this agreement before DLZ begins performance of the revised scope.
- 7. SAFETY:** DLZ will take reasonable steps to protect the safety of its employees, and to perform its services in a safe manner. DLZ is not responsible for project safety other than with regard to its own services.
- 8. REUSE OF PROJECT DELIVERABLES:** CLIENT's use of any project documents or DLZ deliverables, including electronic media, for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaption by DLZ for the specific purpose intended, will be at CLIENT's sole risk.
- 9. OPINIONS OF CONSTRUCTION COST:** Any opinion of construction costs prepared by DLZ is supplied for the general guidance of the CLIENT only. Since DLZ has no control over competitive bidding or market conditions, DLZ cannot guarantee the accuracy of such opinions as compared to contractor bids or actual cost to CLIENT.
- 10. INSURANCE:** During the performance of its services and for two years thereafter, DLZ will maintain the following minimum insurance coverage: General Liability- \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products/completed operations aggregate, \$1,000,000 personal/advertising injury aggregate; Automobile Liability- \$1,000,000 combined single limit; Workers Compensation and Employers Liability- in conformance with statutory requirements, and \$1,000,000 employers liability; and Professional Liability- \$2,000,000 per claim and in the aggregate. Certificates evidencing such coverage will be provided to CLIENT upon request. If DLZ is providing construction phase services, CLIENT agrees to require its contractor to include DLZ as an additional insured on the contractor's General Liability and Automobile Liability insurance policies, and DLZ's above-listed coverage will be excess over the contractor's coverage, which will be primary.
- 11. INDEMNITY:** To the fullest extent permitted by law, each of the parties agrees to indemnify and save harmless the other party from and against all liability, damages, and expenses, including reasonable attorney's fees, sustained by the other party by reason of injury or death to persons or damage to tangible property, to the proportionate extent caused by the negligent acts or omissions of the indemnifying party or its employees.
- 12. CONSEQUENTIAL DAMAGES:** Neither party will be liable to the other for consequential, special, incidental, indirect, liquidated, or punitive damages.
- 13. LIABILITY:** No employee of DLZ or of its parent, subsidiary, or affiliated companies will be personally liable to CLIENT. DLZ's total liability to CLIENT, and any coverage of CLIENT as an additional insured under any of DLZ's insurance policies, for injuries, claims, losses, expenses or damages arising out of DLZ's services or this agreement from any causes including, but not limited to, DLZ's negligence, error, omissions, strict liability, or breach of contract, will not exceed the total compensation received by DLZ under this agreement.
- 14. DISPUTES:** Any claim or controversy arising out of or relevant to this agreement, or the breach thereof, shall be settled by binding arbitration in the state in which the project is located, in accordance with the rules of the American Arbitration Association, and judgment upon any award rendered by the arbitrator(s) may be rendered in any court having jurisdiction thereof.
- 15. STATUTE OF LIMITATIONS:** The parties agree that the time period for bringing claims regarding DLZ's Service's under this agreement expires on the earlier of one year after completion of the project, or two years after completion of DLZ's project services.
- 16. DELAYS:** DLZ is not responsible for delays caused by persons or circumstances for which DLZ is not responsible.
- 17. SHOP DRAWINGS:** If DLZ's scope of services includes reviewing shop drawings, such reviews are solely with regard to their general conformance with the design concept, and not for the purpose of reviewing or approving their accuracy, completeness, dimensions, quantities, constructability, compatibility with other construction components, or compliance with the requirements of the construction contract documents, all of which remain the contractor's responsibility. DLZ is not responsible for reviewing or approving the contractor's safety precautions or construction means, methods, sequences or procedures.
- 18. ACCEPTANCE:** Both parties will consider DLZ's initiation of services prior to execution of this agreement in order to accommodate CLIENT, at CLIENT's request, as CLIENT's formal acceptance of all of the terms and conditions in this agreement.
- 19. STANDARD OF CARE:** DLZ will perform its services with the care and skill ordinarily exercised by members of its profession currently practicing under similar conditions in the same locale. DLZ does not make, and expressly disclaims, any other warranties, express or implied, relating to its services including, without limitation, warranties of merchantability and fitness for a particular purpose. DLZ shall be entitled to rely on all CLIENT-provided information except to the extent otherwise stated in the agreement.



Jeepers Creekers is a non-profit, volunteer organization that coordinates the annual fall festival which draws more than 1,500 children and their families to downtown Swartz Creek. Alongside the monthly Makers Markets downtown from May-August which have become something locals look forward to all spring/summer.

The festival committee relies on community support to cover the bills, such as insurance and porta-potties, and pay for some of the attractions and activities. Last year we were able to provide one bag of candy to everyone who signed up for the trunk-or-treat, and we would like to do that again this year. Because of the high cost of candy, we believe this helped tremendously with encouraging the people who signed up to set up a trunk to actually show up and participate.

We are also currently looking into more security this year as the event continues to grow in size. It's unclear at this time if this is something we will have to use funds for or not.

Jeepers Creekers helps promote activity and commerce downtown, and reinforces a positive image of the community. For this reason, we endeavor to make sure everyone has an enjoyable experience. Part of that is ensuring there are sufficient trunks for the trunk-or-treat.

We are asking the Downtown Development Authority to consider being the title sponsor again this year. We are requesting \$2,500, or whatever the DDA deems appropriate. We will include the city/DDA logo on print and online marketing, and a banner displayed during the festival and summer makers' markets.

Thank you for your consideration.

Autumn Jusme  
Jeepers Creekers, Inc.  
2/17/26



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/17/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Bachmann Financial Agency P.O. Box 230  Vernon MI 48476	<b>CONTACT NAME:</b> Krystle Steele <b>PHONE (A/C, No, Ext):</b> (810) 230-1375 <b>E-MAIL ADDRESS:</b> ksteele@bachmannfinancial.com <b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> MICHIGAN MILLERS MUT INS CO <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> Jeepers Creekers Po Box 556  Gaines MI 48436	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		G0507957	04/01/2026	04/01/2027	EACH OCCURRENCE	\$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence)						\$ 100,000	
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> DED    RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  City of Swartz Creek  8083 Civic Drive  Swartz Creek MI 48473	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Derek Aho</i>
------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**City of Swartz Creek**  
**Special Event Policies & Regulations**

The approval of a street closure request and/or a “special event” permit is based on the assumption that the event coordinator(s) fully understand and accept the following regulations regarding the event:

1. All special events must be approved by the city council.
2. Street closures and/or the use of public areas (e.g. public parking lots, Holland Square, parks, and other properties) shall require permitting in accordance with the park reservation application, street closure application, and/or public place reservation application.
3. The closing of major thoroughfares entails the rerouting of thousands of motorists and the interruption of commerce. It is imperative that events begin and end on time so as not to unnecessarily disrupt the usual course of traffic and business.
4. Event organizers must provide a means of direct communication between the event coordinator and the Chief of Police (or a designee) and the Director of the Department of Public Services (or a designee) during the course of the event in order to address any dangerous conditions that may develop during the course of the event.
5. Additional waste management, security, outhouse facilities, and related services shall be the responsibility of the event coordinator.
6. All entertainment, loudspeakers, vendors, events, staging areas, and related ancillary features of the event must be explicitly approved or otherwise conform to all federal, state, and local laws and regulations.

It is the responsibility of the event coordinator(s) to ensure that all event participants are made aware of the regulations that directly affect them and by signing this document hereby acknowledge that they have received a copy of these regulations and accept said responsibility.

By: Autumn Jesme                      For: Jeepers Creekers Inc.  
Event Coordinator/Representative      Organization

Approved by City Council: April 25, 2022

Je-Main Day.

Phone: (810) 635-4464



Fax: (810) 635-2887

Where Friendships Last Forever

## City of Swartz Creek Municipal Property Reservation Application

Date of Reservation: 10/17/26 Reservation location: Holland Square LOT

One time event

Recurring event

Name of Responsible Party: Jeepers Creekers, Inc.

Address: P.O. Box 556 Phone: 810-938-8836

City: Gaines, Mi Zip Code: 48436

Nature of Activity: Annual Fall Festival + Market Approx. # Attendees 1500

Arrival Time: 8 am Departure Time: 9pm

Responsible Party Signature: Autumn Jesse

E-Mail Address: jeeperscreekers@gmail.com

Proof of Insurance Provided

Please check all that will be needed

Water

Waste collection

Electricity

Other Services – Specify: extra trash cans  
picnic tables  
city games

I have received a copy of the Plaza Rules:

Ag.

IF THERE ARE PROBLEMS DURING THE EVENT CONTACT 911.

City Official \_\_\_\_\_

Date \_\_\_\_\_

**Please use this page for any additions or details.**

October 17, 2026 is our main event day this year. We would be using the Holland Square space for the morning/afternoon market and then activities for families during the trunk or treat.

JC Main Day



Where Friendships Last Forever

RESOLUTION # \_\_\_\_\_

**CITY OF SWARTZ CREEK**  
*(An Equal Opportunity Employer)*  
**STREET CLOSURE/USE APPLICATION**

DATE OF REQUEST: ~~10/17/20~~ <sup>20</sup> 2/17/26

SPONSOR ORGANIZATION: Jeepers Creekers, Inc.

AUTHORIZED REPRESENTATIVE: Autumn Jesme

WORK ADDRESS: PO Box 556, Gaines, MI 48430 HOME ADDRESS: 5288 Winshall Dr. Swartz Creek, MI 48413

PHONE NO: WORK ( ) \_\_\_\_\_ HOME: ( ) \_\_\_\_\_ CELL: (810) 938-8836

EMAIL ADDRESS: jeeperscreekers@gmail.com

TYPE OF EVENT: (check box)

PARADE  \*\* (Draw Route on Attached Map)

CARNIVAL

FOOT/BIKE RACE

CRAFT SHOW

CONCERT

OTHER: Trunk or Treat

DATE OF EVENT: 10/17/26

TIME OF EVENT: FROM: 4 AM/PM TO: 9 AM/PM

ESTIMATED NUMBER OF PARTICIPANTS: 1,500

DESCRIPTION OF EVENT; NOTE STREETS REQUESTED TO BE CLOSED/USED:

Annual trunk or Treat Downtown. We would like to close Miller Rd between Morrish Rd & Hayes St. We also are requesting Holland Dr be closed for use by food trucks.

The applicant agrees, as a condition of the granting of this permit, to hold the City of Swartz Creek, its officers, employees, and agents harmless from any liability from any injuries caused to persons or property in connection with this event. To that end, the applicant shall provide the City with evidence of insurance for such liability in an amount determined adequate by the City Attorney, but in no case less than \$ 1,000,000/2,000,000 aggregate and the City of Swartz Creek shall be named as an insured party on said policy. The policy shall also contain a provision providing the City with ten (10) days written notice of cancellation.

FOR: Jeepers Creekers, Inc. (Organization) BY: Autumn Jesme (Authorized Representative)

APPROVED BY: \_\_\_\_\_ (Chief of Police) \_\_\_\_\_ (Street Administrator)

\* The throwing of any item(s) from any vehicle during the course of a parade is strictly prohibited and violations may result in criminal prosecution and/or the denial of future permit applications.

\*\*The Chief of Police reserves the right to determine the length of time that any street(s) remain(s) closed to traffic.

THIS REQUEST AND ALL REQUIRED ASSOCIATED DOCUMENTS MUST BE SUBMITTED TO THE  
CITY HALL NO LATER THAN THIRTY (30) DAYS PRIOR TO EVENT DATE  
CITY OF SWARTZ CREEK  
STREET APPLICATION  
CHECKLIST

- APPLICATION MUST BE COMPLETED THIRTY (30) DAYS PRIOR TO EVENT
- EVERY LINE ON APPLICATION MUST BE COMPLETED AND ROUTE DRAWN ON ATTACHED MAP
- APPLICANT SHALL PROVIDE THE CITY WITH EVIDENCE OF INSURANCE FOR AMOUNT DETERMINED ADEQUATE BY THE CITY ATTORNEY

## CITY OF SWARTZ CREEK PARADE REGULATIONS

The approval of a street closure request and/or a “parade permit” is based on the assumption that the event coordinator(s) fully understand and accept the following regulations regarding the event:

1. The throwing of any object(s) from any vehicle during the course of the parade is prohibited by ordinance. Violations of this ordinance could result in prosecution and/or the denial of future permit requests.
2. The closing of major thoroughfares entails the rerouting of thousands of motorists and the interruption of commerce. It is imperative that parades begin and end on time so as not to unnecessarily disrupt the usual course of traffic and business.
3. Parade organizers must provide a means of direct communication between the event coordinator and the Chief of Police (or his designate) during the course of the parade in order to address any dangerous conditions that may develop during the course of the event.
4. The practice of parade participants jumping onto or off of moving vehicles in the parade is prohibited.
5. When determining the staging area for parade participants, organizers should ensure that the area is sufficient in size to accommodate all entries without creating traffic or pedestrian hazards.

It is the responsibility of the event coordinator(s) to ensure that all parade participants are made aware of the regulations that directly affect them and by signing this document hereby acknowledge that they have received a copy of these regulations and accept said responsibility.

By: Autumn Jesme For: Jeepers Creepers, Inc.  
(Event Coordinator or Representative) (Organization)



JC - Markets

RESOLUTION # \_\_\_\_\_

**CITY OF SWARTZ CREEK**  
*(An Equal Opportunity Employer)*  
**STREET CLOSURE/USE APPLICATION**

DATE OF REQUEST: 2/17/24  
SPONSOR ORGANIZATION: Jeepers Creekers, Inc.  
AUTHORIZED REPRESENTATIVE: Autumn Jesme  
WORK ADDRESS: Po Box 556, Gaines <sup>48436</sup> MI HOME ADDRESS: 5288 Winshall Dr. Swartz Cree <sup>MI. 48473</sup>  
PHONE NO: WORK ( ) \_\_\_\_\_ HOME: ( ) \_\_\_\_\_ CELL: (810) 938-8836  
EMAIL ADDRESS: Jeeperscreekers@gmail.com

TYPE OF EVENT: (check box)

- PARADE  \*\* (Draw Route on Attached Map)
- FOOT/BIKE RACE
- CONCERT
- CARNIVAL
- CRAFT SHOW  Market
- OTHER: Food Trucks

DATE OF EVENT: 5/12/24, 6/9/24, 7/14/24, 8/11/24  
TIME OF EVENT: FROM: 3 AM/PM TO: 8:30 AM/PM  
ESTIMATED NUMBER OF PARTICIPANTS: 400

DESCRIPTION OF EVENT; NOTE STREETS REQUESTED TO BE CLOSED/USED:  
Makers Market is in Holland square. We would like to close Holland Dr. for use of the food trucks.

The applicant agrees, as a condition of the granting of this permit, to hold the City of Swartz Creek, its officers, employees, and agents harmless from any liability from any injuries caused to persons or property in connection with this event. To that end, the applicant shall provide the City with evidence of insurance for such liability in an amount determined adequate by the City Attorney, but in no case less than \$ 1,000,000/2,000,000 aggregate and the City of Swartz Creek shall be named as an insured party on said policy. The policy shall also contain a provision providing the City with ten (10) days written notice of cancellation.

FOR: Jeepers Creekers, Inc. (Organization) BY: Autumn Jesme (Authorized Representative)

APPROVED BY: \_\_\_\_\_ (Chief of Police) \_\_\_\_\_ (Street Administrator)

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By: Autumn Jesse For: Jeepers Creepers, Inc.  
(Event Coordinator or Representative) (Organization)

Phone: (810) 635-4464



Fax: (810) 635-2887

Where Friendships Last Forever

### City of Swartz Creek Municipal Property Reservation Application

5/12/24, 6/19/24, 7/14/24

Date of Reservation: 8/11/24 Reservation location: Holland Square Lot.

- One time event
- Recurring event

Name of Responsible Party: Jeepers Creekers, Inc.

Address: PO Box 556 Phone: 810-938-8836

City: Gaines, MI Zip Code: 48436

Nature of Activity: Monthly Makers Markets Approx. # Attendees 400

Arrival Time: 3 pm Departure Time: 8:30 pm

Responsible Party Signature: Autumn Jesme

E-Mail Address: jeeperscreekers@gmail.com

Proof of Insurance Provided

Please check all that will be needed

- Water
- Waste collection
- Electricity
- Other Services – Specify: extra trash cans  
• picnic tables  
• city games

I have received a copy of the Plaza Rules:

IF THERE ARE PROBLEMS DURING THE EVENT CONTACT 911.

City Official \_\_\_\_\_

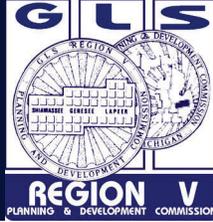
Date \_\_\_\_\_

**Please use this page for any additions or details.**

our monthly makers markets for 2026 will be the 2nd Tuesday of the month again this year. Those dates would be 5/12/26, 6/9/26, 7/14/26, and 8/11/26. We will not be having a September market again this year due to low attendance once school & fall sports begin.

# Genesee County Non-Federal Aid Road Network

## 2025 Pavement Condition Report



### Project Overview

Throughout Summer and Fall 2025, Genesee-Lapeer-Shiawassee (GLS) Region V staff, along with representatives of the Genesee County Road Commission (GCRC), City of Flint, and City of Burton, assessed the condition of non-federal aid eligible roads throughout all of Genesee County using the Pavement Surface Evaluation and Rating (PASER) road rating system as required by the State of Michigan Transportation Asset Management Council.

### Road Rating System

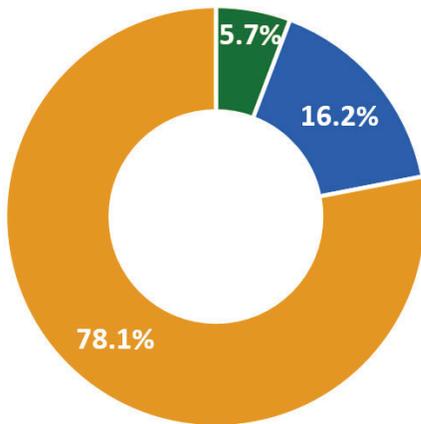
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For more information about PASER rating , please see the Transportation Asset Management Council’s (TAMC) [Asphalt PASER Manual](#) and [Concrete PASER Manual](#).

### Genesee County Pavement Conditions – Non-Federal Aid Network

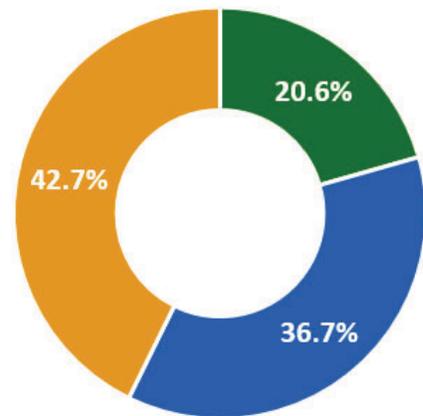
PASER Rating	Prescribed Fix	Total Lane Miles	Percentage of PASER Lane Miles
1 to 4	Structural Improvements	2233.4	78%
5 to 7	Capital Preventive Maintenance	463.9	16%
8 to 10	Routine Maintenance	164.1	6%

**GENESEE COUNTY  
PAVEMENT  
CONDITIONS**



■ Good ■ Fair ■ Poor

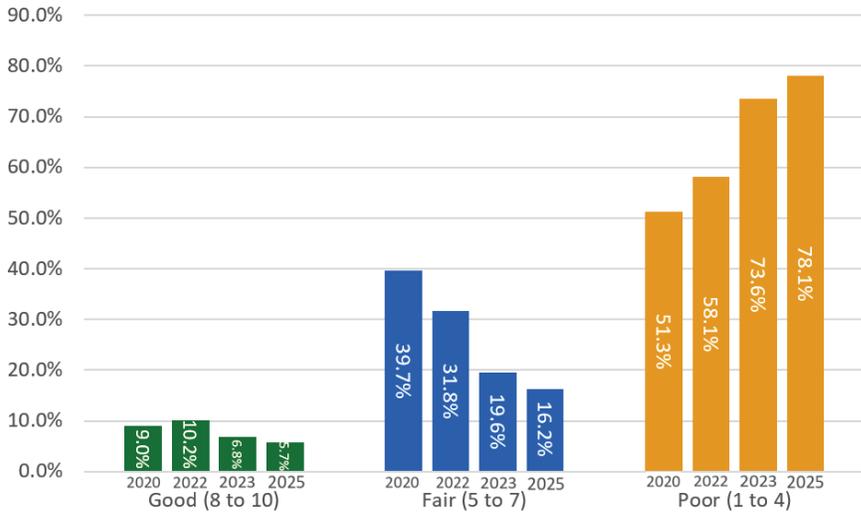
**STATE OF MICHIGAN  
PAVEMENT  
CONDITIONS**



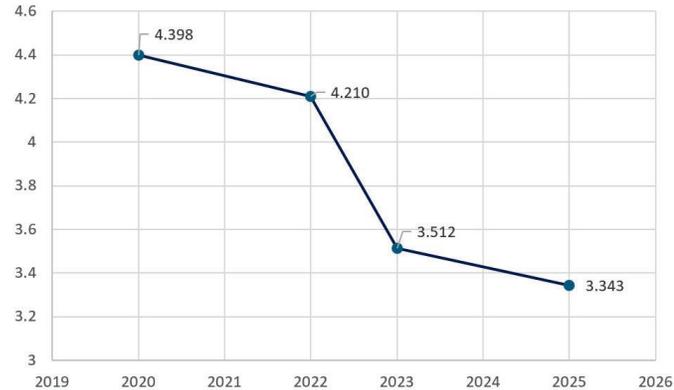
■ Good ■ Fair ■ Poor

**Michigan ranked #31 in the U.S. comparing the road quality, #1 being the best (U.S. and World News Report 2024)**

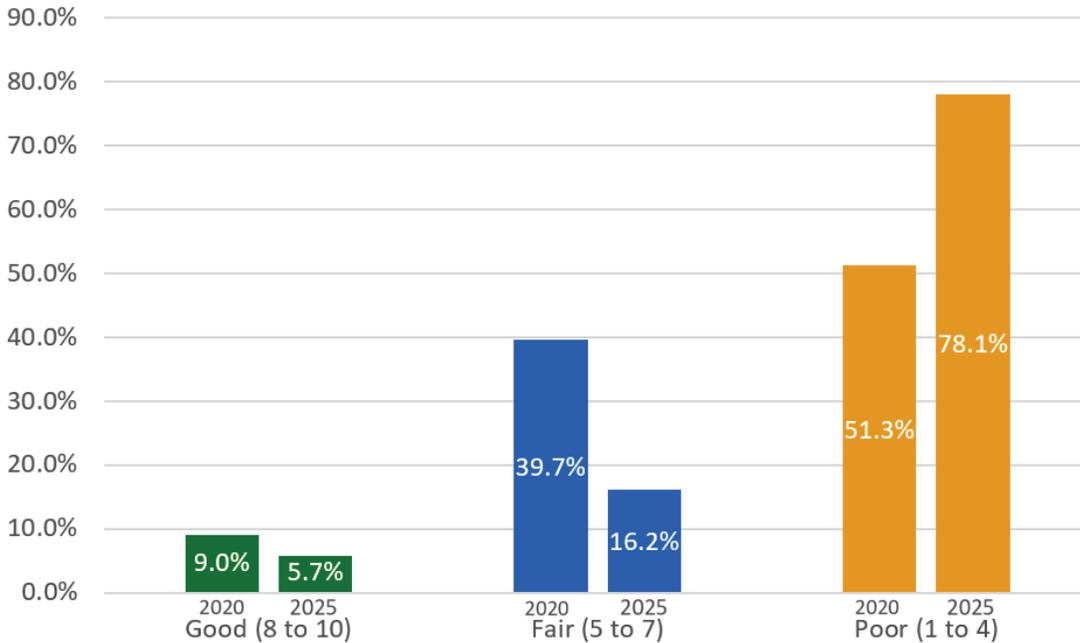
PASER Ratings 2020 -2025



Genesee County Average PASER Rating (APR) 2020-2025



Pavement Conditions Changes from 2020 to 2025

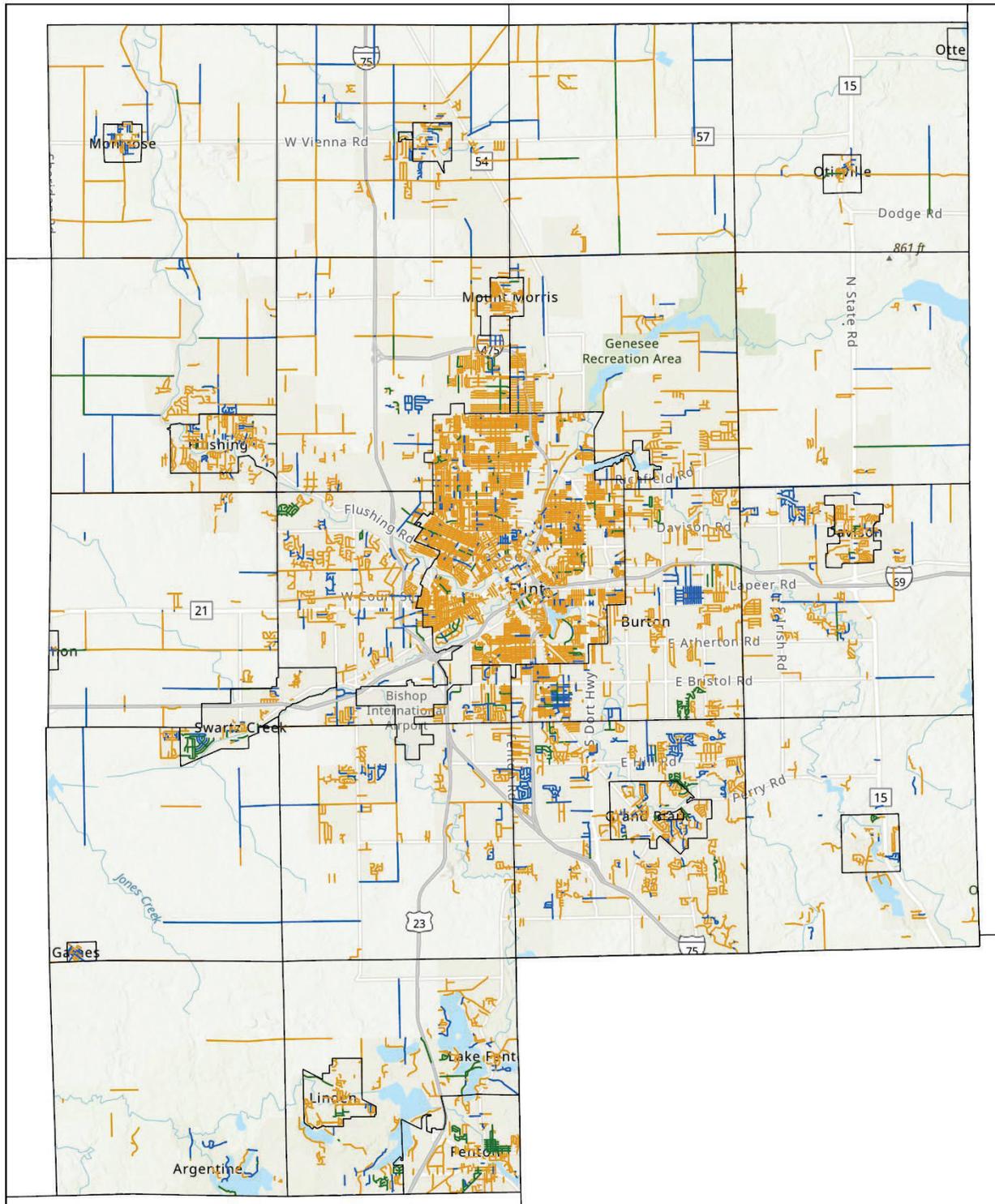


Major Takeaways

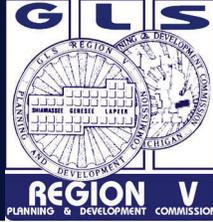
- ❖ Genesee County has seen a general worsening trend in non-federal aid pavement conditions with the percentage of “Good” roads decreasing from 9% to 5.7% between 2020 and 2025.
- ❖ This pavement condition improvement can be seen in the increase in the percentage of roads rated “Poor” from 51.3% in 2020 to 78.1% in 2025.
- ❖ The overall average PASER score has seen a decrease since 2020, from 4.398 to 3.343.

### 2025 PASER Ratings for Non-Federal Aid Roads

- Rating 8-10 (Good, 164.133 lane miles)
- Rating 5-7 (Fair, 463.908 lane miles)
- Rating 1-4 (Poor, 2233.391 lane miles)



# City of Swartz Creek Non-Federal Aid Road Network 2025 Pavement Condition Report



## Project Overview

Throughout Summer and Fall 2025, Genesee-Lapeer-Shiawassee (GLS) Region V staff, along with representatives of the Genesee County Road Commission (GCRC), City of Flint, and City of Burton, assessed the condition of non-federal aid eligible roads throughout all of Genesee County using the Pavement Surface Evaluation and Rating (PASER) road rating system.

## Road Rating System

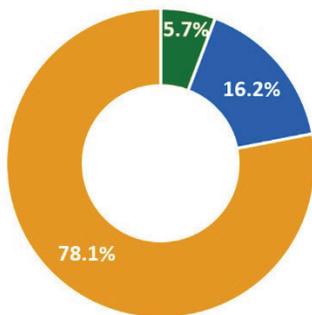
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## City of Swartz Creek Pavement Conditions – Non-Federal Aid Network

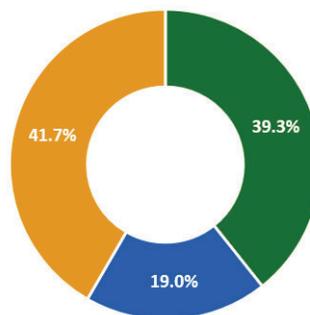
PASER Rating	Prescribed Fix	Total Lane Miles	Percentage of PASER Lane Miles
1 to 4	Structural Improvements	11.3	42%
5 to 7	Capital Preventive Maintenance	5.2	19%
8 to 10	Routine Maintenance	10.7	39%

GENESEEE COUNTY  
PAVEMENT  
CONDITIONS



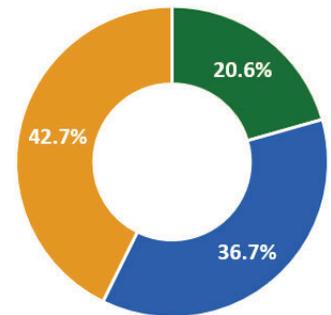
■ Good ■ Fair ■ Poor

CITY OF SWARTZ  
CREEK PAVEMENT  
CONDITIONS



■ Good ■ Fair ■ Poor

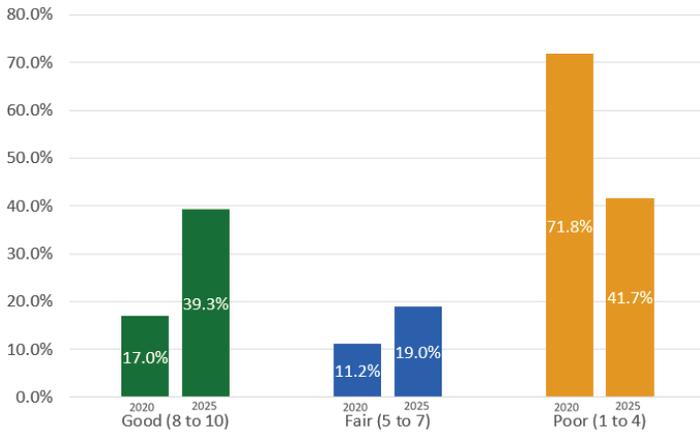
STATE OF MICHIGAN  
PAVEMENT  
CONDITIONS



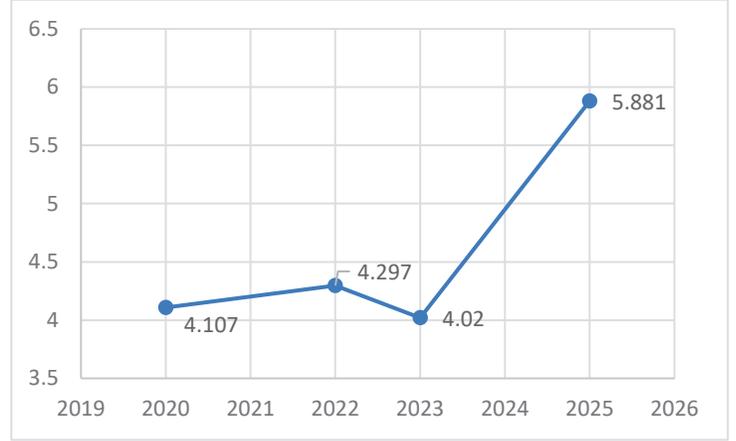
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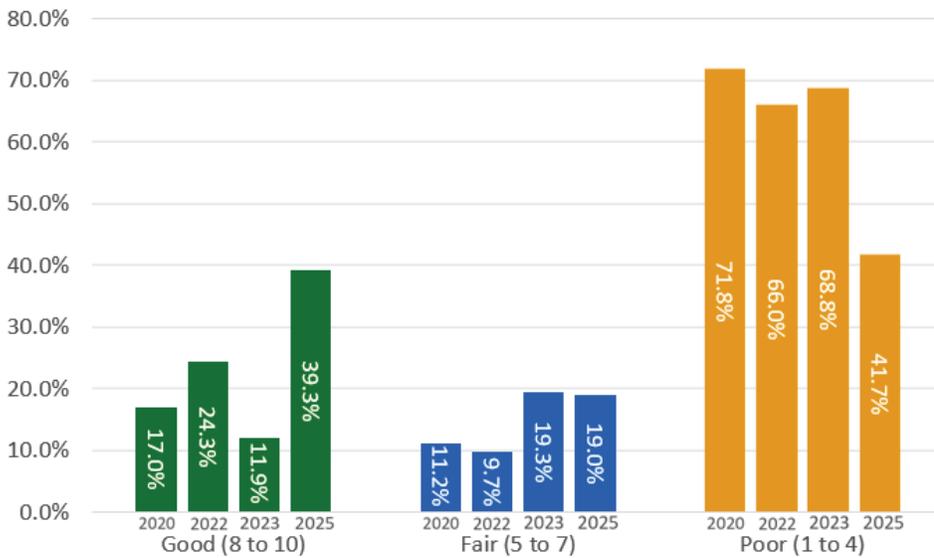
### PASER Ratings 2020 -2025



### City of Swartz Creek Average PASER Rating 2020-2025



### Pavement Conditions Changes from 2020-2025

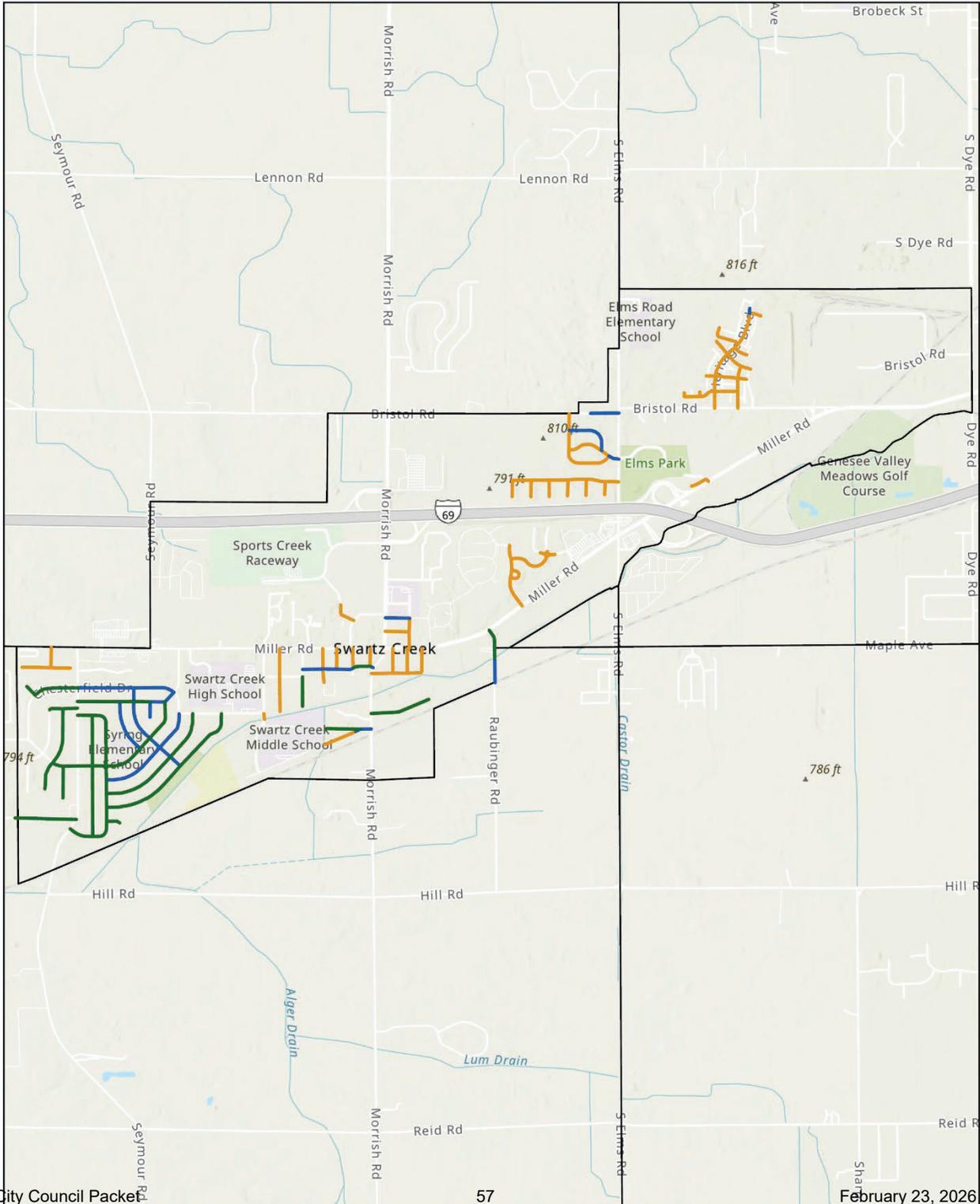
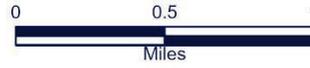


#### Major Takeaways

- ❖ The City of Swartz Creek has seen an improving trend in non-federal aid pavement conditions with the percentage of “Good” roads increasing from 17.0% to 39.3% between 2020 and 2025.
- ❖ This trend can also be seen in the decreasing percentage of roads rated “Poor” from 71.8% in 2020 to 41.7% in 2025.
- ❖ The overall average PASER score has seen an increase since 2020, from 4.107 to 5.881.

### 2025 PASER Ratings for Non-Federal Aid Roads

- █ Rating 8-10 (Good, 10.680 lane miles)
- █ Rating 5-7 (Fair, 5.172 lane miles)
- █ Rating 1-4 (Poor, 11.318 lane miles)



**TABULATION OF BIDS**



OWNER: City of Swartz Creek  
 PROJECT: Otterburn Park Improvements  
 JOB NO.: 2500068  
 DATE: February 19, 2026

	Glaeser-Dawes Corporation	D.C.C. Construction	Union Properties Construction	Sorensen Gross	New Adventure Development
WORK DESCRIPTION	LUMP SUM PRICE	LUMP SUM PRICE	LUMP SUM PRICE	LUMP SUM PRICE	LUMP SUM PRICE
	\$574,025.15	\$659,659.00	\$660,435.07	\$727,309.00	\$788,573.67

Voluntary Alternate  
 \$632,144.27