

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE March 23, 2026**

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

Invocation and Pledge of Allegiance.

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

Councilmembers Absent: None.

Staff Present: City Manager Adam Zettel, Jacquie Forrest

Others Present: DPW Director Robert Bincsik

Others Virtually Attended: Treasurer Amy Nichols, Jeff Kelley

APPROVAL OF MINUTES

Resolution No. 260323-4A

Motion made by Councilmember Spillane
Second made by Councilmember Gilbert

Motion withdrawn

APPROVAL OF AGENDA

Resolution No. 260323-5A

(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 March 23, 2026, to be circulated and placed on file.

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

CITY MANAGER'S REPORT

Resolution No. 260323-6A

(Carried)

Motion by Councilmember Melen
Second by Councilmember Gilbert

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

Discussion Ensued.

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

MEETING OPENED TO THE PUBLIC:

None.

COUNCIL BUSINESS:

**RESOLUTION TO APPROVE E THE AMENDED TREASURER
PROFESSIONAL SERVICE AGREEMENT**

Resolution No. 260323-8A

Postpone

WHEREAS, section 4.2 of the City Charter provides the appointive office of Treasurer shall

be filled by the City Manager with approval of the City Council; and

WHEREAS, section 7.4 of the City Charter provides for the fundamental duties of the Treasurer; and

WHEREAS, the City of Swartz Creek City Council approved the agreement with Amy Nichols, the City Treasurer on August 28, 2023, to provide for conditions and provisions of

employment; and

WHEREAS, the conditions of employment for department heads and exempt employees are

largely established in a consistent and universal manner in the adopted Personnel Policies

Manual, and;

WHEREAS, Mrs. Nichols and the City have come to an agreement on specific terms and

conditions regarding the City's appointment of her to the office of Treasurer.

NOW, THEREFORE BE IT RESOLVED that the City of Swartz Creek approve the Agreement between the City of Swartz Creek and Amy Nichols as included herein, and further authorize the Mayor and City Clerk to execute the agreement on behalf of the City.

BE IT FURTHER RESOLVED that the City of Swartz Creek City Council recognizes that, by virtue of her duties in the role of Deputy Clerk, the Treasurer has been and may continue to act in the role of Clerk in the absence of a dedicated Clerk and as needed by the city.

Motion by Councilmember Spillane
Second by Councilmember Mayor Pro Tem Hicks

Discussion Ensued.

I Move the Swartz Creek City Council postpone the Resolution to Approve the Amended Treasurer Professional Agreement presented on March 23, 2026 to the April 13, 2026 Council Meeting with further information provided.

YES Knickerbocker, Henry, Spillane, Gilbert, Hicks.
NO: Krueger, Melen

RESOLUTION TO AUTHORIZE EXECUTORS FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT

Resolution No. 260323-8B

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Knickerbocker

WHEREAS, the City of Swartz Creek participates in the Genesee County Community Development Program; and

WHEREAS, the Genesee County Community Development Program has requested that

we update our authorized signature card.

NOW, THEREFORE, BE IT RESOLVED, that the following individuals are authorized to request reimbursements from the Community Development Block Grant (CDBG) Program:

Adam Zettel, City Manager
Amy Nichols, City Treasurer-Deputy Clerk

Discussion Ensued.

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

RESOLUTION TO APPROVE COMMISSION APPOINTMENTS

Resolution No. 260323-8E

(Carried)

Motion by Councilmember Knickerbocker
Second by Councilmember Krueger

WHEREAS, the laws of the State of Michigan, the Charter and Ordinances of the City of Swartz Creek, interlocal agreements in which the City of Swartz Creek is a member, and

previous resolutions of the City Council require and set terms of officers for various appointments to City boards and commissions, as well as appointments to non-city boards

and commissions seeking representation by City officials; and

WHEREAS, there exist vacancies in such positions; and

WHEREAS, said appointments are Mayoral appointments, subject to affirmation of the City Council.

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

#260323-8E1 MAYOR APPOINTMENT: Rodney Gardner
Swartz Creek Area Fire Board – Resident – Swing Seat
One year term, expiring March 31, 2027

#260323-8E2 MAYOR APPOINTMENT: Nate Henry
911 Consortium - Primary
Remainder of two year term, expiring November 23, 2026

#260323-8E3 MAYOR APPOINTMENT Rae Lynn Hicks
911 Consortium - Alternate
Remainder of two year term, expiring November 23, 2026

Discussion Ensued.

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

NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

None.

REMARKS BY COUNCILMEMBERS:

Councilmember Melen: In favor of more information on resolution 8A

Councilmember Spillane: Inspection of manholes in Otterburn heights. Little Caesars parking lot conditions and blight concerns for the city.

Councilmember Gilbert: Think spring harder.

Councilmember Knickerbocker: In favor of more information on resolution 8A concerning the city Treasurer.

Mayor Pro Tem Hicks: Nothing

Councilmember Krueger: Chamber of Commerce lunch at MTA on 3/24/26

Mayor Henry: Apologized for missing a resolution while approving minutes for 3/9/26

ADJOURNMENT

Resolution No. 260323-11A

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Melen

I Move the Swartz Creek City Council adjourn the regular meeting at 8:17 p.m.

Unanimous Voice Vote.

Nate Henry, Mayor

Amy Nichols, Deputy Clerk