

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE REGULAR COUNCIL MEETING  
DATE August 10, 2026**

The meeting was called to order at 7:04 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. Excused

Staff Present: City Manager Adam Zettel, Clerk Jacquie Forrest.

Others Present: Mark Blakenship, Cheryl Lopez

Others Virtually Attended: Jeffrey Kelly, Michael Miller

**EXCUSAL OF COUNCIL MEMBER**

Motion by Councilmember Krueger  
Second by Councilmember Knickerbocker

I **Move** the Swartz Creek City Council excuse the absence of Councilmember Melen

Unanimous Voice Vote. **(Carried)**

**APPROVAL OF MINUTES**

**Resolution No. 260810-01 **(Carried)****

Motion by Councilmember Spillane  
Second by Councilmember Gilbert

I **Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday July 27, 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. 260810-02 **(Carried)****

Motion by Councilmember Krueger  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council approve the Agenda as printed for the Regular Council Meeting of August 10, 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. 260810-03**

**(Carried)**

Motion by Councilmember Mayor Pro Tem Hicks  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council accept the City Manager's Report of August 10, 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:**

Cheryl Lopez - Candidate for the 67<sup>th</sup> district court judge for the General Election on November 3, 2026

### **COUNCIL BUSINESS:**

#### **RESOLUTION TO APPROVE THE PROCUREMENT OF BS&A SOFTWARE AS A SERVICE (SaaS) AND RELATED IMPLEMENTATION SERVICES**

#### **Resolution No. 260810-04**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Krueger

**WHEREAS**, the City currently utilizes BS&A Software for its financial management, payroll, assessing, tax, utility billing, building, and related municipal operations; and  
**WHEREAS**, BS&A Software has proposed migrating the City's existing software platform to its cloud-based Software as a Service (SaaS) environment, including implementation, data conversion, training, and ongoing software subscriptions, pursuant to Proposal No.

Q-04313 dated July 16, 2026, with a total proposed cost of \$103,460, subject to the payment schedule contained therein; and

**WHEREAS**, the City Council finds that migration to the BS&A Cloud platform will improve system security, reliability, vendor support, disaster recovery capabilities, and long-term operational efficiency; and

**WHEREAS**, City staff recommend proceeding with the procurement and implementation of the BS&A Cloud platform, with project onboarding and implementation activities commencing on or about April 1, 2027, subject to final scheduling with BS&A Software.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of Swartz Creek, Genesee County, Michigan, as follows:

1. The City Council hereby authorizes the procurement of the BS&A Software Cloud Upgrade, including Software as a Service (SaaS) subscriptions, implementation services, training, and related components, substantially in accordance with Proposal No. Q-04313 dated July 16, 2026 and included in the August 10, 2026 city council packet.
2. The City Manager is authorized to execute all agreements and related documents necessary to effectuate the procurement and implementation of the BS&A Cloud platform, subject to review and approval as to form by the City Attorney.
3. The City Manager is further authorized to coordinate with BS&A Software to initiate project onboarding and implementation activities commencing on or about April 1, 2027, and to execute such administrative actions as are necessary to complete the migration in accordance with the approved project schedule.

Expenditures associated with this procurement shall be made from funds appropriated by the City Council for this purpose

Discussion Ensued.

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

NO: None. Motion Declared Carried.

**RESOLUTION TO APPROVE RESOLUTION AUTHORIZING A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) BUDGET AMENDMENT, REQUESTING AN EXTENSION OF THE EXPENDITURE DEADLINE, AND AUTHORIZING THE CITY MANAGER TO EXECUTE RELATED DOCUMENTS**

**Resolution No. 260810-05**

**(Carried)**

Motion by Councilmember Knickerbocker

Second by Councilmember Krueger

**WHEREAS**, the City of Swartz Creek participates in the Community Development Block Grant (CDBG) Program administered by the Genesee County Metropolitan Planning

Commission (GCMPC) on behalf of Genesee County and the U.S. Department of Housing and Urban Development (HUD); and

**WHEREAS**, the City Council has previously approved participation in the current three-year CDBG allocation cycle through various resolutions authorizing the submission of pre-applications, full applications, grant agreements, and related program documents for eligible activities, including Public Facility Improvements and Senior Center Operations; and

**WHEREAS**, the City has determined that it is in the best interest of the CDBG Program and the residents served by the Swartz Creek Senior Center to amend the current project budget by transferring Six Hundred Twenty-One Dollars (\$621.00) from the Public Facility Improvements Program to the Senior Center Operations Program, in accordance with the applicable CDBG Subrecipient Agreement and program requirements administered by the Genesee County Metropolitan Planning Commission; and

**WHEREAS**, the proposed budget amendment will not increase the City's total CDBG allocation but will reallocate existing grant funds to better accomplish eligible program activities; and

**WHEREAS**, additional time is necessary to complete eligible activities and fully expend the remaining grant funds, and the City therefore desires to request an extension of the expenditure deadline through November 30, 2026, subject to approval by the Genesee County Metropolitan Planning Commission and any other required funding agencies.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Swartz Creek, Genesee County, Michigan, as follows:

1. The City Council hereby approves the transfer of \$621.00 in Community Development Block Grant funds from the Public Facility Improvements Program to the Senior Center Operations Program, in accordance with the applicable CDBG Agreement and all federal, county, and program requirements.
2. The City Council hereby requests that the Genesee County Metropolitan Planning Commission approve an extension of the City's expenditure deadline for the affected CDBG activities through November 30, 2026, or such later date as may be approved by the administering agencies.
3. The City Manager is authorized and directed to execute all grant amendments, certifications, extension requests, budget revisions, and other documents necessary to implement this Resolution and to carry out the intent of the Community Development Block Grant Program.
4. The City Manager and staff are further authorized to take any administrative actions necessary to complete the approved activities in compliance with all applicable federal, state, county, and program requirements.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

## RESOLUTION TO APPROVE UNIT PRICING FOR PAVEMENT MARKING SERVICES

**Resolution No. 260810-06**

**(Carried)**

Motion by Councilmember Spillane  
Second by Councilmember Knickerbocker

**WHEREAS**, the City of Dexter recently solicited competitive bids for pavement marking services, resulting in the attached bid tab identifying M&M Pavement Marking as the lowest responsive and responsible bidder; and

**WHEREAS**, M&M Pavement Marking has offered to perform pavement marking services for the City of Swartz Creek utilizing the City of Dexter's competitively bid unit prices, adjusted by a negotiated five percent (5%) premium to reflect increases in material, fuel, labor, mobilization, and other operating costs; and

**WHEREAS**, the City Council finds the proposed unit pricing to be fair, reasonable, and in the best interests of the City.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council hereby approves the schedule of unit prices submitted by M&M Pavement Marking, based upon the City of Dexter's competitively bid 2026 unit prices, as adjusted by a negotiated five percent (5%) premium, substantially as presented.

**BE IT FURTHER RESOLVED**, that the approved unit prices shall apply only to pavement marking services actually authorized by the City and performed for the City of Swartz Creek. Approval of the unit prices does not constitute approval of any estimated quantities or authorize a fixed contract amount.

**BE IT FURTHER RESOLVED**, that pavement marking services may be authorized by the City Manager on an as-needed basis, subject to available appropriations and the City's Purchasing Ordinance, with expenditures allocated to the appropriate Local Street Fund, Major Street Fund, General Fund, or other applicable City fund

Discussion Ensued.

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

NO: None. Motion Declared Carried.

## RESOLUTION TO APPROVE A PARADE PERMIT FOR THE SWARTZ CREEK COMMUNITY SCHOOLS HOMECOMING PARADE ON SEPTEMBER 18, 2026

**Resolution No.260810-07**

**(Carried)**

Motion by Councilmember Krueger  
Second by Councilmember Gilbert

**WHEREAS**, the City of Swartz Creek owns, operates, and maintains a network of public streets; and

**WHEREAS**, the City Council may authorize the temporary closure of public streets upon determining that such closure serves a public purpose and does not impose an unreasonable hardship upon the community; and

**WHEREAS**, the Swartz Creek Community Schools has applied for a parade permit requiring the temporary closure of public streets for its annual High School Homecoming Parade on Friday, September 18, 2026; and

**WHEREAS**, the proposed parade route and operating plan have been reviewed by the Police Department and the Department of Public Works, both of which recommend approval; and

**WHEREAS**, the City Council finds that the proposed event provides a public benefit without imposing an unreasonable hardship, provided that the applicant furnishes adequate police or comparable public safety resources for traffic control, crowd management, and related public safety functions, and provides the required insurance; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Swartz Creek hereby approves the application submitted by Swartz Creek Community Schools to conduct its annual High School Homecoming Parade on Friday, September 18, 2026, with temporary street closures between the hours of 4:30 p.m. and 6:30 p.m., under the direction and control of the Chief of Police, or designee, and in accordance with the conditions contained in the approved permit and application.

**BE IT FURTHER RESOLVED** that the approved parade route shall be substantially as follows:

1. Crapo Street at Maple Road, eastbound to Morrish Road;
2. Morrish Road, northbound to Miller Road;
3. Miller Road, westbound to Fairchild Street;
4. Fairchild Street, southbound to Swartz Creek Middle School, with the Homecoming Court diverted to the gymnasium parking lot via Ingalls Street, as approved by the Chief of Police or designee.

**BE IT FURTHER RESOLVED** that issuance of the permit is expressly conditioned upon the applicant providing adequate police or comparable public safety personnel necessary to safely conduct the event, including traffic control and crowd management, at no expense to the City of Swartz Creek.

**BE IT FURTHER RESOLVED** that the applicant shall maintain all insurance required by the City and shall comply with all conditions of the approved permit and the lawful direction of the Chief of Police or designee.

Discussion Ensued.

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

NO: None. Motion Declared Carried.

**MEETING OPENED TO THE PUBLIC:**

Mark Blankenship – Asking about the farmland surrounding Heritage Village.

**REMARKS BY COUNCILMEMBERS:**

Councilmember Spillane: Last summer concert

Councilmember Gilbert: none

Councilmember Knickerbocker: none

Mayor Pro Tem Hicks: Inquiring about the liquor license for Admiral gas station.

Councilmember Krueger:

Mayor Henry: Makers Market

**ADJOURNMENT**

**Resolution No. 260810-08**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Krueger

**I Move** the Swartz Creek City Council adjourn the regular meeting at 8:13 p.m.

Unanimous Voice Vote.

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**Nate Henry, Mayor**

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**Jacquie Forrest, City Clerk**