

SWARTZ CREEK DDA

AGENDA

**Downtown Development Authority, Thursday, January 10, 2019, 6:00 P.M.
City Hall 8083 Civic Drive, Swartz Creek Michigan 48473**

1. CALL TO ORDER:

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL:

4. APPROVE AGENDA:

4A. Proposed or Amended Agenda, January 10, 2019

5. MOTION TO APPROVE MINUTES:

5A. Board Meeting, September 13, 2018

6. REPORTS & COMMUNICATIONS:

6A. Resolutions

6B. September 13, 2018 Minutes

6C. January 10, 2019 meeting Letter

6D. Townhome Architectural Plans

6E. DDA Financial Report

6F. DDA Annual Report

Page No:

02

03

08

09

15

18

7. MEETING OPENED TO THE PUBLIC:

7A. General Public Comments

8. BUSINESS:

8A. Streetscape Update

8B. Townhome Proposal and Assistance Consideration

8C. RRC Updates

8D. Annual Report

9. MEETING OPENED TO THE PUBLIC:

9A. General Public Comments

10. REMARKS BY MEMBERS:

11. ADJOURNMENT:

CITY OF SWARTZ CREEK
DOWNTOWN DEVELOPMENT AUTHORITY
RESOLUTIONS
THURSDAY, JANUARY 10, 2019

Resolution No. 190110-__ **Agenda – January 10, 2019** **(Carried/Denied)**

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the agenda for the January 10, 2019 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 190110-__ **Minutes – September 13, 2018** **(Carried/Denied)**

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the Minutes for the September 13, 2018 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 190110-__ **Adjourn** **(Carried/Denied)**

Motion by Board Commission Member: _____

I Move the Swartz Creek Downtown Development Authority adjourns the January 10, Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE DOWNTOWN DEVELOPMENT AUTHORITY
SEPTEMBER 13, 2018**

The Regular Meeting was called to order at 6:08, by Board Member Beedy in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Board Members Present: Beedy, King, LaBeau, Mardlin, Raffaelli, Whittey.

Board Members Absent: Eckerdt, Krueger, Sherman.

Staff Present: Adam Zettel

Others Present: Rae Lynn Hicks, Sharlene Howe, Dawn Jamison, Rob Root, Angie Root, Bill Pittsley, Jim Florene, Carol Davis, Jim O'Brien, Brett Jory.

APPROVAL OF AGENDA:

Resolution No. 180913-01

(Carried)

Motion by Board Member Mardlin
Second by Board Member Whittey

I Move the Swartz Creek City Downtown Development Authority approves the agenda, for the September 13, 2018 Downtown Development Meeting.

YES: Unanimous Voice Vote.
NO: None. Motion declared carried.

APPROVAL OF MINUTES:

Resolution No. 180913-02

(Carried)

Motion by Board Member LaBeau
Second by Board Member King

I Move the Swartz Creek City Downtown Development Authority approves the minutes for the July 19, 2018 Downtown Development Authority meeting.

YES: Unanimous Voice Vote.
NO: None. Motion declared carried.

MEETING OPEN TO PUBLIC:

Erik Jamison, 5015 Holland, spoke on the submittal of his façade application.

Lania Rocha, spoke on the Chamber of Commerce’s Fall Family fun night October 26th. They would like the DDA involved and requested they fund the movie for the event and the expense of the bounce house.

5015 Holland Drive Facade Application

Discussion

Adam Zettel, City Manager spoke on the available funds.

Erik Jamison, 5015 Holland, indicated they would like to upgrade materials if the DDA grant is awarded.

5015 Holland-Facade Grant

Resolution No. 180913-03

(Carried)

Motion by Board Member Whittey
Second by Board Member Raffaelli

I Move the Swartz Creek DDA approves the application, as included in the September 13, 2018 DDA packet, for the façade improvement program as submitted for the property located at 5015 Holland Drive; in the grant amount of \$14,400.00; with the following conditions:

1. Execution of all standard façade application agreements.
2. Pick up window operation must acquire zoning approval prior to use.

YES: Unanimous Voice Vote.
NO: None. Motion declared carried.

8048 Miller Road Façade Application

Discussion

Sharlene Howe, Howe Art Supplies, requesting \$4500.00 to replace the garage door entrance with double doors that will allow outdoor seating.

Dave Kunz, owner of building, spoke on his remodeling over the past years and plans for more in the future. He is omitting the signestimate from the application.

8048 Miller-Façade Grant

Resolution No. 180913-04

(Carried)

Motion by Board Member Mardlin
Second by Board Member LaBeau

I Move the Swartz Creek DDA approves the application, as included in the September 13, 2018 DDA packet, for the facade improvement program as amended to exclude the sign, for the property located at 8048 Miller Road; in the grant amount of \$2,250.50, 50% of project estimate submitted; with the following conditions:

1. Execution of all standard façade application agreements.

YES: Unanimous Voice Vote.
NO: None. Motion declared carried.

Townhome Layout and Narrative

Adam Zettel request approval of reservations of funds for the townhome project as included in the resolutions.

Townhome Proposal

Resolution No. 180913-05

(Carried)

Motion by Board Member King
Second by Board Member Whittey

I Move the Swartz Creek Downtown Development Authority hereby approve the allocation of \$10,000 for a topographical survey and architectural services related to the Fortino Drive townhome project as currently proposed by RBF Construction, and further authorize the City Manager to engage in the use of professional services from Flint Surveying & Engineering, Studio Intrigue Architects, and/or other professional surveyor/architectural service providers as necessary.

YES: Unanimous Voice Vote.
NO: None. Motion declared carried.

Preliminary Engineering Proposal

Resolution No. 180913-06

(Carried)

Motion by Board Member Raffaelli
Second by Board Member LaBeau

I Move the Swartz Creek Downtown Development Authority accept the professional service proposal from OHM Advisors, dated July 31, 2018 as included in the September 13, 2018 DDA packet, in an amount not to exceed \$20,000, and further direct the DDA Chair to accept the proposal on behalf of the board.

YES: Unanimous Voice Vote.
NO: None. Motion declared carried.

Movie Screen Replacement

Resolution No. 180913-06

(Carried)

Motion by Board Member Whittey
Second by Board Member LaBeau

I Move the Swartz Creek Downtown Development Authority approve to encumber \$500 for purpose of investigating and soliciting bids for a new powered screen.

YES: Unanimous Voice Vote.
NO: None. Motion declared carried.

Discussion took place about the purchase of the 8002 Miller Road.

Redevelopment Ready Communities & Branding Update

Adam Zettel updated the board on the RRC and branding, Planning Commission will be working on a lot of the zoning issues pertinent to the DDA, such as pickup windows, outdoor eating and downtown parking. The webpage is being updated with the new logo.

MEETING OPEN TO PUBLIC:

None.

REMARKS BY BOARD MEMBERS:

Board Members Mardlin and King believe a lot was done tonight.

Boardmember Raffaelli thanked Department of Public Works for cleaning up the approaches and grass in the streets, looks very nice.

Board Member Beedy thank you for the involvement tonight.

ADJOURNMENT:

Resolution No. 180913-08

(Carried)

Motion by Board Member Beedy
Second by Board Member LaBeau

The Swartz Creek DDA adjourns the September 13, 2018 DDA meeting at 7:34 p.m.

YES: Unanimous Voice Vote

NO: None. Motion declared carried

Todd Beedy



SWARTZ CREEK DDA
SWARTZ CREEK CITY OFFICES
8083 CIVIC DR.
SWARTZ CREEK, MI 48473

PHONE: 810-635-4464
FAX: 810-635-2887

Date: January 4, 2019

To: DDA Board Members
From: Adam Zettel
RE: January DDA Meeting

Hello everyone,

There will be a DDA meeting on 6:00 p.m. Thursday, January 10, 2019. We have updates on the townhome project to go over, including some very preliminary architectural plans, which are attached. The developer expects to be in attendance to go over their process and anticipated 2019 timeline. If all goes as planned, we should have plans for the buildings and site in about two months, with terms and conditions for sale/development to follow.

In addition, we have other items to be updated on and discuss, including the sale of the raceway, the bidding of the Holland Square/streetscape project, the Economic Development Strategy, 2019 Halloween activities, and other ongoing projects. Please refer the previous report for a list since there is too much going on to routinely list!

Lastly, we have a pair of reports to go over. One is the financial report, which is routine and will be included at all regular meetings. The other is a first time draft of an annual report. Please take a look. This is expected to be used to collect our own thoughts and to express the activities of the DDA to the public and other officials.

Call me with questions, agenda additions, or whatever else is on your mind.

Sincerely,

A handwritten signature in blue ink that reads "Adam Zettel". The signature is written in a cursive style.

Adam Zettel, AICP
City Manager
azettel@cityofswartzcreek.org

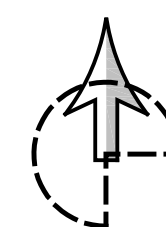


UNIT A
FIRST FLOOR
705 SF

UNIT B
FIRST FLOOR
705 SF

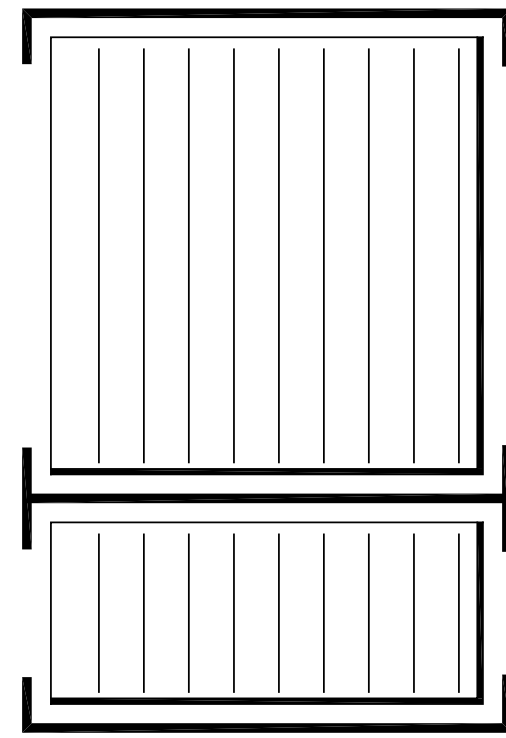
UNIT A
FIRST FLOOR
705 SF

OPTION A
PRELIMINARY FIRST FLOOR PLAN
1/4" = 1'-0"



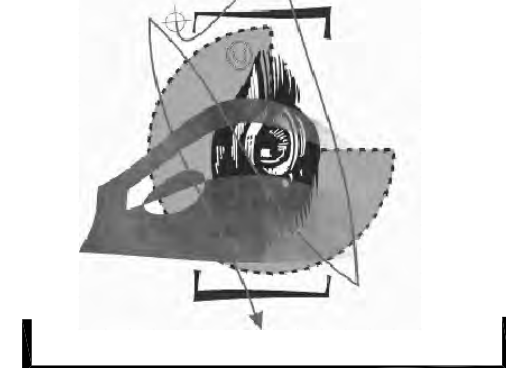
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Project Type
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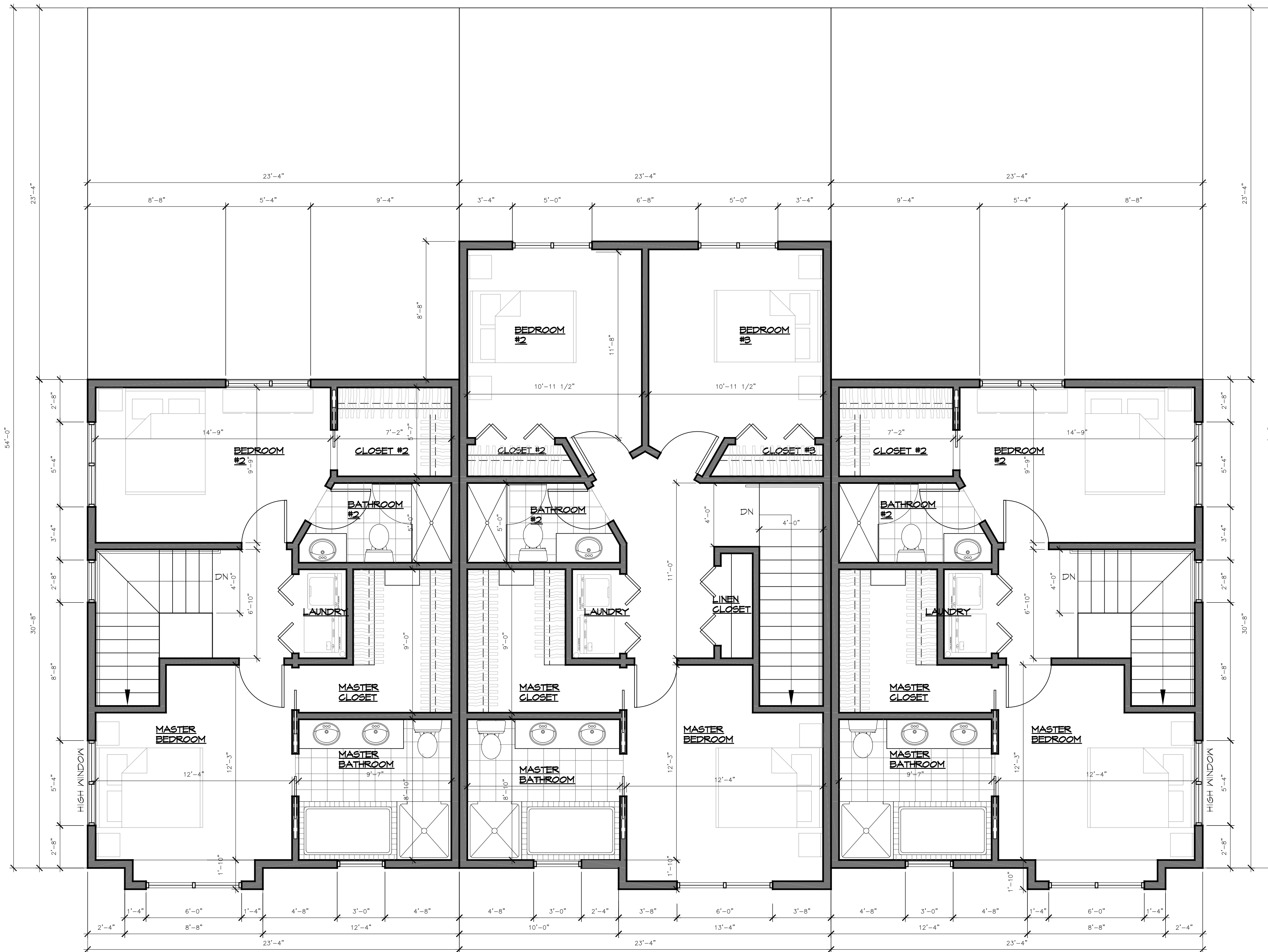
Project
FORTINO DR. TOWNHOMES DESIGN
FORTINO DR.
SWARTZ CREEK, MI.

Client
RBF HOLDINGS LLC.
4140 MORRISH RD
SWARTZ CREEK, MI. 48473

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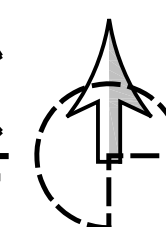
UNIT A
SECOND FLOOR
727 SF

UNIT B
SECOND FLOOR
935 SF

UNIT A
SECOND FLOOR
727 SF

**OPTION A
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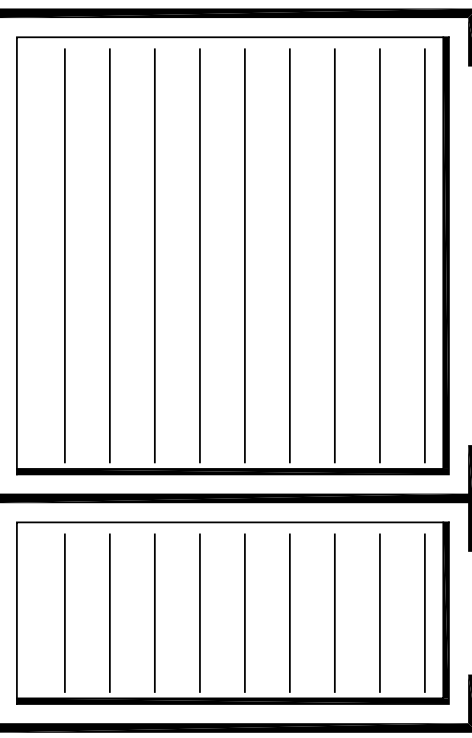
1/4" = 1'-0"



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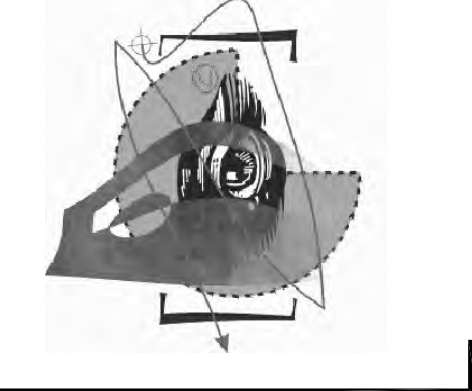
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NEW CONSTRUCTION

Project
FORTINO DR. TOWNHOMES DESIGN
 FORTINO DR.
 SWARTZ CREEK, MI.

Client
RBF HOLDINGS LLC.

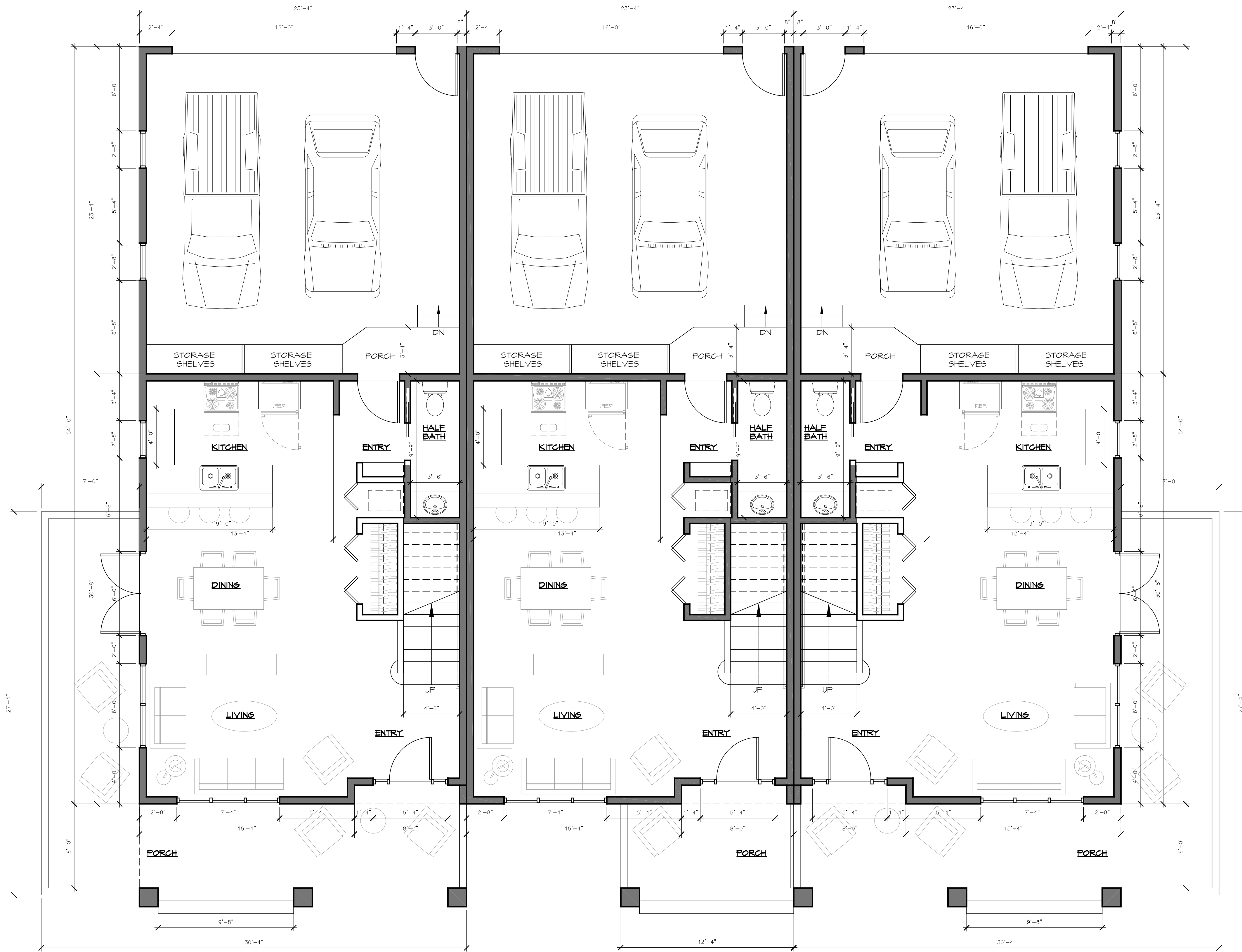
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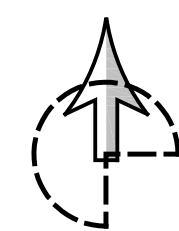


**UNIT A
FIRST FLOOR
OPTION W/ SIDE DECK
705 SF**

**UNIT B
FIRST FLOOR
OPTION W/ 2ND FLR DECK
705 SF**

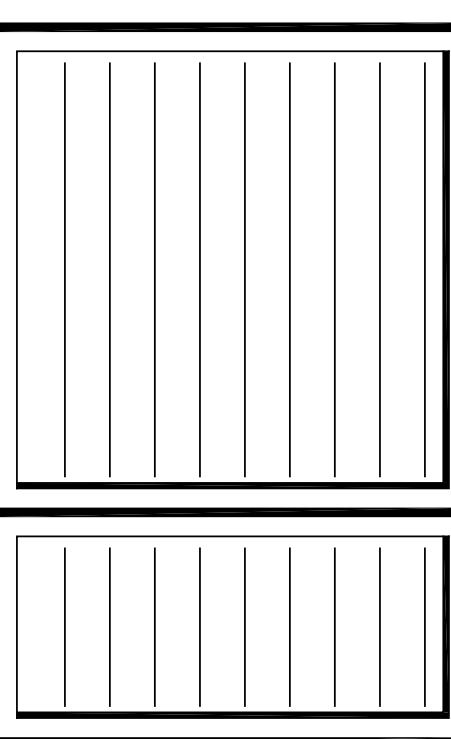
**UNIT A
FIRST FLOOR
OPTION W/ SIDE DECK
705 SF**

**OPTION B
PRELIMINARY SECOND FLOOR PLAN**
1/4" = 1'-0"



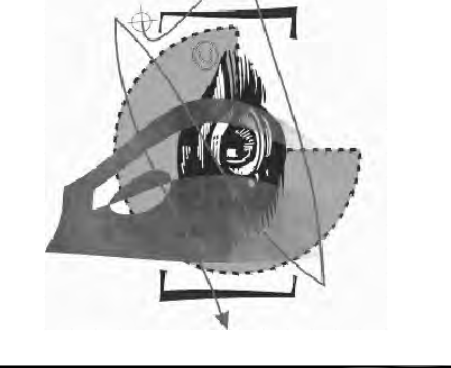
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SWARTZ CREEK, MI.

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4140 MORRISH RD
SWARTZ CREEK, MI. 48473

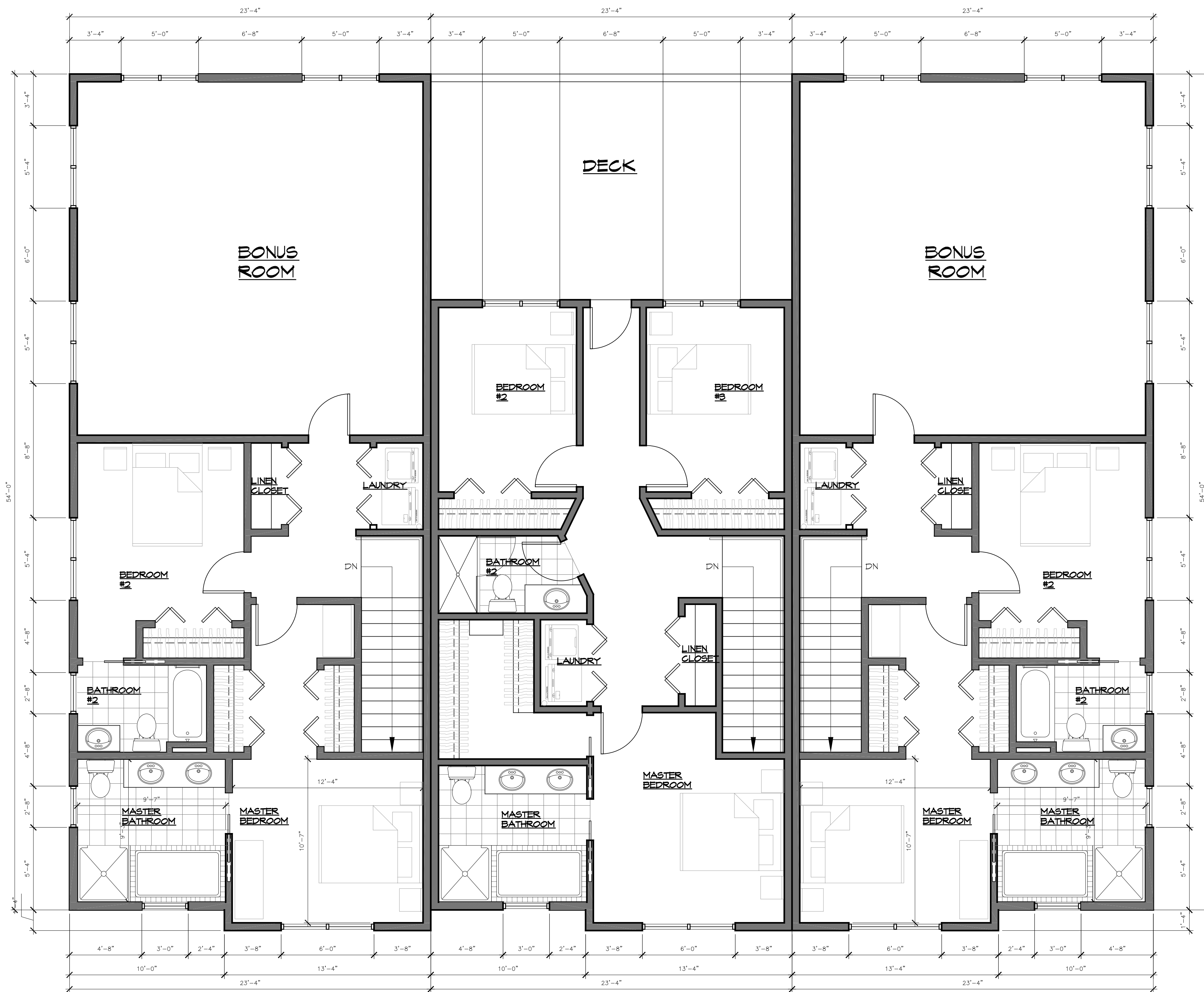
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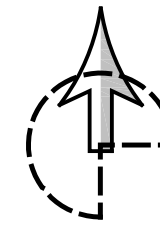


UNIT A
SECOND FLOOR
OPTION W/ BONUS ROOM
1,278 SF

UNIT B
SECOND FLOOR
OPTION W/ 2ND FLR DECK
937 SF

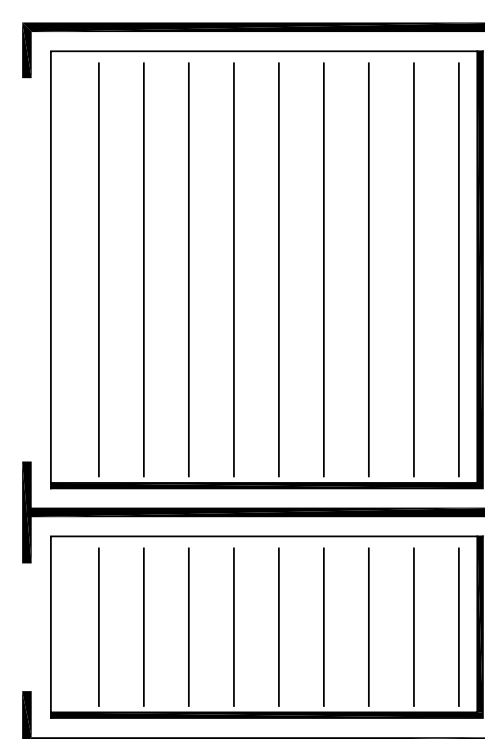
UNIT A
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OPTION W/ BONUS ROOM
1,278 SF

OPTION B
PRELIMINARY SECOND FLOOR
 1/4" = 1'-0"



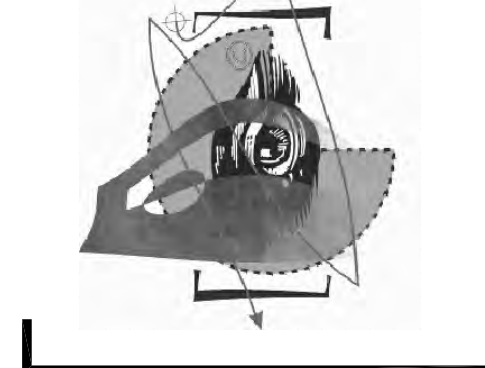
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PRELIMINARY SOUTH ELEVATION

1/4" = 1'-0"



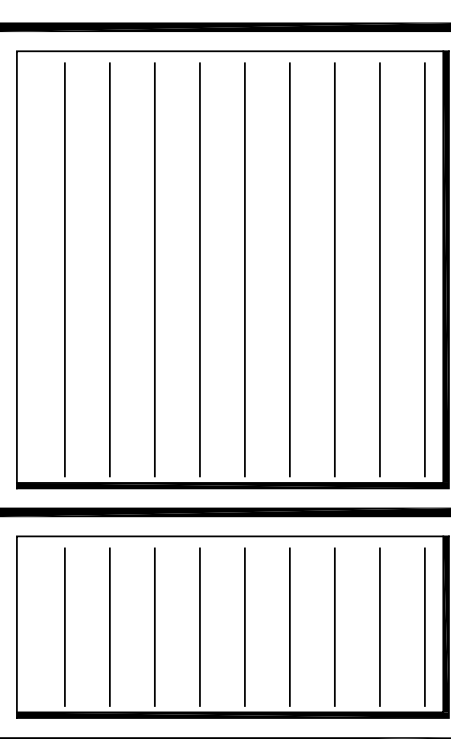
PRELIMINARY WEST ELEVATION

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January 10, 2019



PRELIMINARY NORTH ELEVATIONS
 ■ ■ ■ 1/4" = 1'-0"

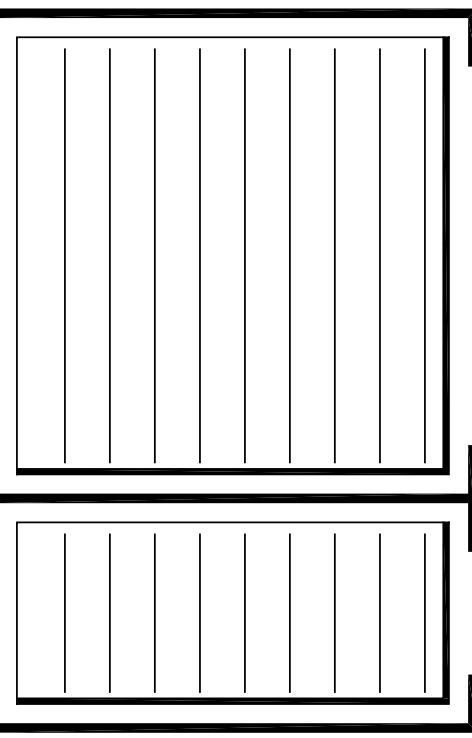


PRELIMINARY EAST ELEVATIONS
 ■ ■ ■ 1/4" = 1'-0"

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A-8

January 10, 2019

User: DKorth
DB: Swartz Creek

PERIOD ENDING 12/31/2018

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2018 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - Downtown Development Fund						
Revenues						
Dept 000.000 - General						
248-000.000-402.000	Current Tax Revenue	49,550.00	36,949.10	0.00	12,600.90	74.57
248-000.000-412.000	Delinquent Tax Revenue	0.00	0.00	0.00	0.00	0.00
248-000.000-664.000	Interest Income	50.00	17.82	0.00	32.18	35.64
Total Dept 000.000 - General		49,600.00	36,966.92	0.00	12,633.08	74.53
Dept 173.000 - DDA Administration						
248-173.000-677.000	Reimbursements	0.00	0.00	0.00	0.00	0.00
Total Dept 173.000 - DDA Administration		0.00	0.00	0.00	0.00	0.00
Dept 728.002 - Streetscape						
248-728.002-597.000	Grants from Private Entities	0.00	0.00	0.00	0.00	0.00
248-728.002-677.000	Reimbursements	0.00	0.00	0.00	0.00	0.00
Total Dept 728.002 - Streetscape		0.00	0.00	0.00	0.00	0.00
Dept 728.004 - Family Movie Night						
248-728.004-597.000	Grants from Private Entities	1,000.00	500.00	0.00	500.00	50.00
Total Dept 728.004 - Family Movie Night		1,000.00	500.00	0.00	500.00	50.00
Dept 931.000 - Transfers IN						
248-931.000-699.101	Transfer In from Genl Fund	0.00	0.00	0.00	0.00	0.00
Total Dept 931.000 - Transfers IN		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		50,600.00	37,466.92	0.00	13,133.08	74.05
Expenditures						
Dept 000.000 - General						
248-000.000-744.900	Bad Debt Expense	0.00	0.00	0.00	0.00	0.00
Total Dept 000.000 - General		0.00	0.00	0.00	0.00	0.00
Dept 173.000 - DDA Administration						
248-173.000-726.000	Supplies	75.00	0.00	0.00	75.00	0.00
248-173.000-745.000	Postage	25.00	7.06	0.00	17.94	28.24
248-173.000-801.000	Contractual Services	0.00	0.00	0.00	0.00	0.00
248-173.000-805.000	Bank Fees	15.00	0.00	0.00	15.00	0.00
248-173.000-825.000	Admin Services	2,500.00	2,500.00	0.00	0.00	100.00
248-173.000-900.000	Printing and Publishing	0.00	0.00	0.00	0.00	0.00
248-173.000-960.000	Education and Training	0.00	0.00	0.00	0.00	0.00
248-173.000-961.000	Miscellaneous	15,750.00	0.00	0.00	0.00	0.00
					January 10, 2019	

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK

PERIOD ENDING 12/31/2018

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2018 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
Fund 248 - Downtown Development Fund						
Expenditures						
Total Dept 173.000 - DDA Administration		3,365.00	2,507.06	0.00	857.94	74.50
Dept 726.000 - DDA Start Up						
248-726.000-801.000	Contractual Services	0.00	0.00	0.00	0.00	0.00
Total Dept 726.000 - DDA Start Up		0.00	0.00	0.00	0.00	0.00
Dept 728.000 - Economic Development						
248-728.000-801.000	Contractual Services	10,000.00	4,263.75	0.00	5,736.25	42.64
248-728.000-961.000	Miscellaneous	125.00	20.00	0.00	105.00	16.00
Total Dept 728.000 - Economic Development		10,125.00	4,283.75	0.00	5,841.25	42.31
Dept 728.002 - Streetscape						
248-728.002-726.000	Supplies	1,200.00	0.00	0.00	1,200.00	0.00
248-728.002-801.000	Contractual Services	100,000.00	15,647.50	0.00	84,352.50	15.65
248-728.002-968.000	Depreciation Expense	0.00	0.00	0.00	0.00	0.00
Total Dept 728.002 - Streetscape		101,200.00	15,647.50	0.00	85,552.50	15.46
Dept 728.003 - Facade Program						
248-728.003-726.000	Supplies	0.00	0.00	0.00	0.00	0.00
248-728.003-801.000	Contractual Services	10,000.00	4,750.50	2,250.50	5,249.50	47.51
Total Dept 728.003 - Facade Program		10,000.00	4,750.50	2,250.50	5,249.50	47.51
Dept 728.004 - Family Movie Night						
248-728.004-726.000	Supplies	200.00	0.00	0.00	200.00	0.00
248-728.004-801.000	Contractual Services	3,400.00	2,329.00	0.00	1,071.00	68.50
248-728.004-900.000	Printing and Publishing	300.00	0.00	0.00	300.00	0.00
Total Dept 728.004 - Family Movie Night		3,900.00	2,329.00	0.00	1,571.00	59.72
Dept 965.000 - Transfers Out						
248-965.000-998.101	Transfer Out to Gen Fd	0.00	0.00	0.00	0.00	0.00
Total Dept 965.000 - Transfers Out		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		128,590.00	29,517.81	2,250.50	99,072.19	22.95
Fund 248 - Downtown Development Fund:						
TOTAL REVENUES		50,600.00	37,466.92	0.00	13,133.08	74.05
TOTAL EXPENDITURES		128,590.00	29,517.81	2,250.50	99,072.19	22.95
NET OF REVENUES & EXPENDITURES		(77,990.00)	7,949.11	(2,250.50)	(85,939.11)	10.19

DDA Packet

January 10, 2019

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK

PERIOD ENDING 12/31/2018

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 12/31/2018 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2018 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
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CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
DOWNTOWN DEVELOPMENT AUTHORITY
2018 ANNUAL REPORT

To: The Honorable David Krueger & Swartz Creek City Council
From: The Swartz Creek Downtown Development Authority
Subject: 2018 Annual Report

Greetings,

Introduction

In addition to the updates that are delivered in city council meeting packets and minutes, this document serves as a summary report of the activities of the Downtown Development Authority for the calendar year of 2018. This document is intended to summarize the general status and open-meeting decisions made by the downtown development authority (DDA), as well as provide context for ongoing and future activities.

Summary Findings

The DDA has had an amazing year. Though there are not many new resources to work with, the DDA has been heavily engaged in funding and support planned efforts for the Holland Drive site/streetscape, the townhome project, and community branding. They have also supported the summer movie night and provided funding for façade grants for the Trecha Building, Centerpiece Plaza, and Robertson Insurance.

The group has been very active, but there have been issues with attendance that we will take a closer look at in 2019 so that quorum is not an issue in addressing business matters at regular meetings.

The DDA maintains a valid and active DDA and Tax Increment Financing Plan. This was last updated in 2016. The board is also engaged in the Redevelopment Ready Communities initiative and is getting members involved in the Economic Strategy Plan creation.

Boardmembers

Below is the current list of DDA membership. All members have been given copies of the city's personnel policies.

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

Name and Status	Term end date	Address
David Krueger – Mayor; Chair	Per council term	7399 Miller
Jared Whittey – Property Interest	3/31/20	8011 Miller
Doug Sherman – Property Interest	11/22/21	4500 Morrish
Nicole LaBeau – Property Interest	3/31/22	4266 Roundhouse
Toddy Beedy; Vice Chair	3/31/22	3445 Morrish
Steve Mardlin	6/30/19	5340 Chin Maya
Connie King – Property Interest; Secretary	3/31/20	7499 Miller
Ernie Eckerdt – Property Interest	11/22/21	5019 Brady
Sandy Raffaelli - Resident	6/30/19	8098 Miller

Facts & Figures on Projects

Below is an exhaustive list of initiatives that are being addressed by the DDA or occurring in downtown.

1. The **townhome project on Paul Fortino Drive** progresses, with architectural services under contract. The viability of this project is greatly improved knowing the Applecreek Station investment. The owner representative of Applecreek originally indicated that they were interested in 75 units, but could only build 48. The Fortino Drive units, while similar, will be more positively situated in the following ways: condo instead of apartment, basements, closer to downtown, & additional garage space. The downside is that no utilities are included and there is no clubhouse benefit.
2. The **streetscape project on Miller Road** has been approved for bid release. We hope bids come in as expected and construction can commence in 2019. This is not guaranteed, but likely. Holland Squazare is to be paved and illuminated, with a decorative fence/wall. Miller Road is to have lighting, landscaping, new walkways, knee walls, and pedestrian crossings.
3. The reconstruction of the expanded **Sharp Funeral Home** is underway and should be done in spring/summer of 2019.
4. **Dort Federal** is now open in front of Meijer.
5. **Façade grants** are complete for Robertson Insurance and Howe Art Supplies (she still intends to paint the doors). Renovations on 1515 Holland are underway.
6. The Assenmacher building is now listed and the price reduced. We hope for a sale.
7. There are **soft inquiries for vacant downtown land** for new buildings/users. I hope to have good news early in 2019.
8. The Chamber, Women’s Club, and other downtown business owners continue to **plan and expand events in downtown**. The Fall Family Fun Day has the potential to expand into multiple weekends in October of 2019, including a zombie walk, city-wide decorating, trunk or treat, separate youth and adult movie nights, and related activities. The Christmas events were also successful, despite some rain.
9. **These is now a new owner for the raceway**. Though the future of horse related racing and similar activities is in doubt due to state action, this is still good news. If nothing

else, the new owner is showing a willingness to work with the community and plan for the future. I believe the community will thrive with or without activity here, however, it would obviously be to everyone's benefit to see a productive use here.

10. The **school looks close to selling Mary Crapo for senior housing**. This would result in new residents in the downtown and the potential for new construction on part of that site.
11. Funding remains intact to supporty **Family Movie Night, the Summer Concert Series, Downtown plantings, and the Trunk or Treat Event**.

Enhancement Improvements	Priority Term	Notes
Miller Road Corridor Enhancement (2,200 feet)	Immanent/Medium	Partial enhancement in 2019; future phases unplanned
Morrish Road Corridor Enhancement	Medium	I-69 to Miller, pending corridor development
Morrish Rd/I-69 Overpass Corridor Enhancement	Medium	Unfunded
Fortino Road Corridor Enhancement	Long	Conditioned upon need
Holland Road Corridor Enhancement	Immanent	Partial enhancement in 2019; future phases unplanned
Future Road Extensions Corridor Enhancement	No priority	Conditioned upon need
Burial or Relocation of Overhead Utility Lines	Long	Unfunded
I-69/Morrish Rd Gateway Treatment	Medium	Unfunded
Miller Road (east and west) Gateway Treatment	Medium	Unfunded
Morrish Road (north and south) Gateway Treatment	Medium	Unfunded
Property/Structure Acquisition	No priority	Conditioned upon need
Building Rehabilitation	No priority	Conditioned upon need
Public Art/Sculptures	Medium	
Update Traffic Signals	No priority	Conditioned upon need; Bristol/Morrish in 2017
Façade and Signage Improvements	Short	Ongoing

Transportation Improvements	Priority Term	Notes
Traffic Study	No priority	Conditioned upon need
Street maintenance and repairs		

January 10, 2019
 Downtown Development Authority
 Annual Report for 2018

Intersection Improvements	No priority	Conditioned upon need
Road Extensions	No priority	Conditioned upon need
Alley construction	No priority	Conditioned upon need
Way-finding	Short	
Public Parking	Immanent	Holland Square in 2019
Sidewalks/Pathways	Medium	Conditioned upon path extension grants
Transit Enhancement	No priority	Conditioned upon need

Public Facility Improvements	Priority Term	Notes
Water Main, Sanitary Sewer, and Storm Drainage Improvements	No priority	Conditioned upon need
Park Development	No priority	Conditioned upon need
Wireless Internet Access	No priority	Awaiting 5G implementation
Community Center	No priority	Conditioned upon need
Library	No priority	Conditioned upon need
City Hall	No priority	Conditioned upon need

Administration and Planning	Priority Term	Notes
Marketing Plan	Short	Unfunded
Webpage Development	Medium	Current development adequate
DDA Promotion	Short	Pending Chamber partnership
Events and Festivals	Ongoing	New events in 2017 and 2018
General Administration	Ongoing	Unfunded in 2018

Training

Staff is going to make a concerted effort to engage DDA members in more formal training. We will specifically request that members with less than one full term engage in standard Michigan Association of Planning events, including the annual conference. We will also look to send all commissioners to training involving ‘form based codes’ and downtown housing in 2019.

While opportunities exist, and resources are dedicated to this purpose, folks have not been quick to travel for these sessions. I also expect to encourage some crossover training and events with the Planning Commission and Chamber of Commerce as well, since they are so instrumental in economic development now.

Conclusions - Looking Forward

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January 10, 2019
Downtown Development Authority
Annual Report for 2018

There were not any issues or anomalies with the board that demands attention. It is unclear what is in store for 2019, but we are getting a lot of inquiries for the downtown area. I suspect we will have the Fortino Drive Townhomes in front of the PC and something on Morrish Road as well. The big issue will be addressing the raceway with the potential for reuse as a track or as an entirely new redevelopment.

Please contact me directly if you have any comments or inquiries on the matter.

Sincerely,



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