

SWARTZ CREEK DDA

Agenda

**Downtown Development Authority, Thursday, February 21, 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, February 21, 2019

5. MOTION TO APPROVE MINUTES:

5A. Board Meeting, January 10, 2019

6. REPORTS & COMMUNICATIONS:

6A. Resolutions

6B. January 10, 2019 Minutes

6C. February 21, 2019 meeting Letter

6D. DDA Financial Report

6E. SCFA Request

6F. Façade Grant Application

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7. MEETING OPENED TO THE PUBLIC:

7A. General Public Comments

8. BUSINESS:

8A. Façade Application

8B. Swartz Creek Fine Arts Association Request

8C. Streetscape Project Bids

8D. Townhome Proposal

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, FEBRUARY 21, 2019

Resolution No. 190221-__ **Agenda – February 21, 2019** **(Carried/Denied)**

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the agenda for the February 21, 2019 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 190221-__ **Minutes – January 10, 2019** **(Carried/Denied)**

Motion by Board Member: _____

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

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 190221-__ **Façade Grant Application** **(Carried/Denied)**

Motion by Board Member: _____

I Move the Swartz Creek DDA approves the application, as included in the February 21, 2019 DDA packet, for the façade improvement program as submitted by Expressions in Silk; in the grant amount of \$_____; with the following conditions:

1. Execution of all standard façade application agreements.
2. _____
3. _____

Resolution No. 190221-__ **Swartz Creek Fine Arts Association** **(Carried/Denied)**

Motion by Board Member: _____

I Move the Swartz Creek DDA approves payment of \$300 to the Swartz Creek Fine Arts Association to support programming for the 2019 concert season.

Resolution No. 190221-__ **Streetscape Construction Award** **(Carried/Denied)**

Motion by Board Member: _____

WHEREAS, the Swartz Creek City Council enabled the planning of a streetscape plan that includes use of Holland Square, with said planning effort led by the Swartz Creek Downtown Development Authority, and;

WHEREAS, after extensive and rigorous review, the DDA, Planning Commission, and City Council opted to invest in the Miller Road streetscape while maintaining the openness of Holland Square as parking and mixed use indefinitely, and;

WHEREAS, the City and DDA have budgeted funds to enable the improvements, with the understanding that the scope of the project would likely require contributions from future fiscal years or a short term note, and;

WHEREAS, bids were solicited to complete the work in 2019, and the low bid of \$547,198.40 was received by Green Tech Systems, LLC, whom the engineer finds qualified to perform the work, and;

WHEREAS, OHM has submitted a proposal to conduct construction engineering, inspections, and testing to ensure the project meets and exceeds performance expectations, and;

WHEREAS, the Swartz Creek City Council has conditionally approved the project construction and engineering pending approval and financial participation by the Downtown Development Authority.

NOW, THEREFORE, BE IT RESOLVED that the Swartz Creek Downtown Development Authority approves the streetscape and Holland Square project as bid by Green Tech Systems, LLC and authorizes the City of Swartz Creek to engage the contractor, OHM, and other parties to execute the improvements.

BE IT FURTHER RESOLVED, the Swartz Creek Downtown Development Authority approves financial participation, including a contribution of \$70,000 of budgeted funds from the current fiscal year and \$200,000 in funds borrowed from the city's general fund at comparable market certificate of deposit rates and payable in no more than five years as directed by the City Treasurer.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 190221-__

Adjourn

(Carried/Denied)

Motion by Board Commission Member: _____

I Move the Swartz Creek Downtown Development Authority adjourns the February 21, 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
JANUARY 10, 2019**

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

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

Board Members Absent: Eckerdt, King, LaBeau, Sherman.

Staff Present: Adam Zettel

Others Present: Rae Lynn Hicks, Jim O'Brien, Brett Jory.

APPROVAL OF AGENDA:

Resolution No. 190110-01

(Carried)

Motion by Board Member Raffaelli
Second by Board Member Mardlin

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

YES: Unanimous Voice Vote.

NO: None. Motion declared carried.

APPROVAL OF MINUTES:

Resolution No. 190110-02

(Carried)

Motion by Board Member Beedy
Second by Board Member Whittey

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

YES: Unanimous Voice Vote.

NO: None. Motion declared carried.

MEETING OPEN TO PUBLIC:

None.

Streetscape Update

Discussion

Adam Zettel, City Manager commented this is now out for bid. This includes lighting, lamps, knee wall, crossing and hopefully some street trees. This also includes the paving of Holland Square. We plan to construct this summer. Boardmember Krueger had concerns on the lighting of the lot that

could cause issues with the surrounding residential area. Boardmember Beedy suggested contacting Roger Sharp in regards to the streetscape plans and see if he is interested incorporating some of the design plans to his renovation.

Townhome Proposal & Assistance Consideration

Discussion

Adam Zettel survey is done and the architectural services have started. The first renderings are in the packet. There is a lot than can and should be changed. Mr. Jory is here tonight to talk about the plans and timelines are.

Brett Jory, RBF Construction, not much progress due to holidays and finishing the 2018 construction season. He would like to get a site plan ready for preliminary approval next month. If all approved he would like to get a spring start.

Boardmember Beedy asked for Mr. Jory's opinion on the layouts. Mr. Jory likes option A better because of the room space, but likes the bonus room with option B.

Boardmember Beedy wants to comment on the letter received from some residents on the development of Swartz Creek and keeping the character and small town ambience of the city. He feels that the board has done their due diligence on having public workshops, which were publicized, along with the DDA meetings and have talked to a significant part of the community about the development of the city. The response to the letter is we agree to disagree and feels the overall development plan is best for the city.

Redevelopment Ready Communities Updates

Adam Zettel, zoning changes they were made to make things easier are in effect. Zoning changes are continuing and the planning commission will be looking at them the next meeting. Three redevelopment sites that we are looking at, that the state will help us concept plan and market for repurpose are: the Raceway, the Methodist Church on Morrish Road and the Elevator. These were taken from the list that the Economic Development Group put together.

Annual Report

Boardmember Beedy commented on the meetings to often barely having a quorum.

Boadmber Krueger responded that it is appreciated that we only have meetings when we have new business to discuss and not just having a meeting to have one.

On the topic of the annual report Boardmember Beedy asked the board what direction to take in regards to the movie screen. He has spent some time and found out the estimated cost of a new screen and installation will run \$10,000-\$13,000. Before he spends any more time on this he wanted to know if this is something the DDA can fund and if this is something we want to do this year or in the near future. Before we go any further he explained it will approximately run around \$1500 just to have the screen company and an electrician come out and look to give us an exact quote on what all is needed.

Mr. Zettel will contact our architect to see if he can provide any information on what the structure can support before we go any further. He does agree this is something that needs to be done.

Boardmember King questioned if the raceway was sold. Mr. Zettel responded it has been sold.

MEETING OPEN TO PUBLIC:

Rae Lynn Hicks, 8373 Miller Road, commented that Ms. Rainwater one of the residents who wrote the letter mentioned earlier, would appreciate a response.

Boardmember Beedy responded he will reach out to her.

REMARKS BY BOARD MEMBERS:

Boardmember Mardlin fun night, he enjoyed it.

Boardmember King seconded boardmember Mardlin's comment.

Boardmember Raffaelli commented on the house across from Feather & Fin that Mike Niles purchased and it looks great. She also commented on the house on Miller Road with the couch on the porch.

ADJOURNMENT:

Resolution No. 190110-03

(Carried)

Motion by Board Member Mardlin
Second by Board Member Beedy

The Swartz Creek DDA adjourns the January 10, 2019 DDA meeting at 7:24 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: February 7, 2019

To: DDA Board Members
From: Adam Zettel
RE: February 21, 2019 DDA Meeting

Hello everyone,

There will be a DDA meeting on 6:00 p.m. Thursday, February 21, 2019. THIS IS ONE WEEK LATER THAN NORMAL. The Holland Square streetscape bids are in! As everyone knows, the scope increased in size with the addition of Miller Road and a slew of other features, making the project more ambitious, more impactful, and more expensive.

With that being said, we should be in line to proceed this spring, and I am hopeful that the city council will approve the project and funding on Monday, February 11th. The low bid, among six, is \$547,198.40 and was submitted by Green Tech Systems, LLC. The engineer has vetted the bids and recommends proceeding with Green Tech. There is also the need for construction engineering of the project, for which a proposal by OHM in the amount of \$46,900 is included in the packet as well. This brings the total project cost to \$594,098.

Based upon past budgets, the city's general fund was positioned to contribute \$215,000 (\$115,000 of which came from the Exxon payment to access the Holland Square site). Because the trail work that was budgeted is not going to require any expenses this fiscal year, there is \$150,000 of additional discretionary spending available for this project. The DDA should be able to contribute about \$100,000 this fiscal year (though \$20,000 has been set aside for preliminary engineering and \$10,000 for flower plantings). Additional revenues can be made available July 1, 2019 with the understanding that the project will span two fiscal years.

With that said, there is about \$435,000 available in the existing budgets, most of it coming from the city. Additional funds can be made available in the next fiscal year, but staff recommends encumbering funds by enabling a general fund load to the DDA. A loan in the amount of \$160,000 should be sufficient, but to cover a reasonable contingency we recommend the ability to lend up to \$200,000 for a period of up to five years using comparable market interest rates. This results in the following funding allocation:

Streetscape Construction and Inspection: \$594,098

Exxon Site License Payment:	\$115,000
General Fund Parking Budget:	\$100,000
General Fund Trail Fund Allocation:	\$150,000
General Fund Loan to DDA:	\$200,000
DDA Streetscape Allocation:	\$70,000
Total	\$635,000

This model works a bit better than originally anticipated because it does not rely on an additional general fund monies from the 2020 fiscal year that starts this July 1st. The downside is that it will place a burden on the operating budget of the DDA for 4-5 years, depending on circumstances. However, this is a large improvement and symbolic investment that the DDA has been looking to realizing for many years.

I am including the engineer’s recommendation, as well as a resolution to award this, which is contingent upon City Council approval at their meeting on February 11. I will be out of town the week of the 11th, but I plan to have more information and financial reports/projections by the time we meeting on February 21st. Consider this report, the communications, and resolutions conceptual at this point.

In addition, we have another façade grant application in for Expressions in Silk. I am including their plans and invited them to the next meeting. At this point, we have the ability to pay for all awarded grants, and we have tentatively encumbered funds for part of this request.

There is also the annual request from the Swartz Creek Fine Arts Association for programming support. This can be allocated to the miscellaneous account of the DDA.

While I don’t have any new information concerning the townhomes, the developer indicates there may be new renderings before we meet. I will pass those along when and if they are received. I will also have updates on other projects, the raceway, and the Redevelopment Ready Communities effort.

PLEASE CALL ME WITH QUESTIONS, COMMENTS, OR CONCERNS ABOUT THE STREETScape OR OTHER MATTERS IF YOU HAVE THEM! Doing so prior to the meeting creates awareness to move forward.

Sincerely,



Adam Zettel, AICP
 City Manager
azettel@cityofswartzcreek.org

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK
PERIOD ENDING 01/31/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
Fund 248 - Downtown Development Fund					
Revenues					
Dept 000.000 - General					
248-000.000-402.000	Current Tax Revenue	49,550.00	54,553.98	(5,003.98)	110.10
248-000.000-412.000	Delinquent Tax Revenue	0.00	0.00	0.00	0.00
248-000.000-664.000	Interest Income	50.00	21.27	28.73	42.54
Total Dept 000.000 - General		49,600.00	54,575.25	(4,975.25)	
Dept 173.000 - DDA Administration					
248-173.000-677.000	Reimbursements	0.00	0.00	0.00	0.00
Total Dept 173.000 - DDA Administration		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
248-728.002-677.000	Reimbursements	0.00	0.00	0.00	0.00
Total Dept 728.002 - Streetscape		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	500.00	50.00
Total Dept 728.004 - Family Movie Night		1,000.00	500.00	500.00	
Dept 931.000 - Transfers IN					
248-931.000-699.101	Transfer In from Genl Fund	0.00	0.00	0.00	0.00
Total Dept 931.000 - Transfers IN		0.00	0.00	0.00	
TOTAL REVENUES		50,600.00	55,075.25	(4,475.25)	
Expenditures					
Dept 000.000 - General					
248-000.000-744.900	Bad Debt Expense	0.00	0.00	0.00	0.00
Total Dept 000.000 - General		0.00	0.00	0.00	
Dept 173.000 - DDA Administration					
248-173.000-726.000	Supplies	75.00	0.00	75.00	0.00
248-173.000-745.000	Postage	25.00	7.95	17.05	31.80
248-173.000-801.000	Contractual Services	0.00	0.00	0.00	0.00
248-173.000-805.000	Bank Fees	15.00	0.00	15.00	0.00
248-173.000-825.000	Admin Services	2,500.00	2,500.00	0.00	100.00
248-173.000-900.000	Printing and Publishing	0.00	0.00	0.00	0.00
248-173.000-960.000	Education and Training	0.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2018-19			
		AMENDED BUDGET	YTD BALANCE 01/31/2019	AVAILABLE BALANCE	% BDGT USED
248-173.000-961.000	Miscellaneous	750.00	0.00	750.00	0.00
Total Dept 173.000 - DDA Administration		3,365.00	2,507.95	857.05	
Dept 726.000 - DDA Start Up					
248-726.000-801.000	Contractual Services	0.00	0.00	0.00	0.00
Total Dept 726.000 - DDA Start Up		0.00	0.00	0.00	
Dept 728.000 - Economic Development					
248-728.000-801.000	Contractual Services	10,000.00	10,653.75	(653.75)	106.54
248-728.000-961.000	Miscellaneous	125.00	20.00	105.00	16.00
Total Dept 728.000 - Economic Development		10,125.00	10,673.75	(548.75)	
Dept 728.002 - Streetscape					
248-728.002-726.000	Supplies	1,200.00	0.00	1,200.00	0.00
248-728.002-801.000	Contractual Services	100,000.00	19,840.00	80,160.00	19.84
248-728.002-968.000	Depreciation Expense	0.00	0.00	0.00	0.00
Total Dept 728.002 - Streetscape		101,200.00	19,840.00	81,360.00	
Dept 728.003 - Facade Program					
248-728.003-726.000	Supplies	0.00	0.00	0.00	0.00
248-728.003-801.000	Contractual Services	10,000.00	4,750.50	5,249.50	47.51
Total Dept 728.003 - Facade Program		10,000.00	4,750.50	5,249.50	
Dept 728.004 - Family Movie Night					
248-728.004-726.000	Supplies	200.00	0.00	200.00	0.00
248-728.004-801.000	Contractual Services	3,400.00	2,329.00	1,071.00	68.50
248-728.004-900.000	Printing and Publishing	300.00	0.00	300.00	0.00
Total Dept 728.004 - Family Movie Night		3,900.00	2,329.00	1,571.00	
Dept 965.000 - Transfers Out					
248-965.000-998.101	Transfer Out to Gen Fd	0.00	0.00	0.00	0.00
Total Dept 965.000 - Transfers Out		0.00	0.00	0.00	
TOTAL EXPENDITURES		128,590.00	40,101.20	88,488.80	31.19
Fund 248 - Downtown Development Fund:					
TOTAL REVENUES		50,600.00	55,075.25	(4,475.25)	108.84
TOTAL EXPENDITURES		128,590.00	40,101.20	88,488.80	31.19
NET OF REVENUES & EXPENDITURES		(77,990.00)	14,974.05	(92,964.05)	

January 10, 2019

Dear Music Supporters:

It is that time of year again to renew your commitment to the Swartz Creek Fine Arts Association and the summer concert series.

Coming off a very successful 2018 season we are eager to exceed expectations for 2019! I believe we have hit upon a chord with our patrons of the music they want to hear. While we cannot control the weather, we can do our best to provide the entertainment that fills our hillside, no matter the climate!

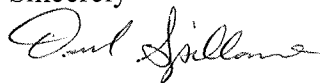
After 35 years it never gets easier to make a summer concert series successful. With the un-failing support of groups like yours and community members, it is a task worth embracing. Contributions from businesses and civic groups, plus the membership, create the funding needed to contract performers.

We pride ourselves on being the best "FREE" to attend concert series. Talented performers are recruited both locally and from afar. Feedback from our patrons always confirms our facility, atmosphere, and talent line-up are the winning combination for drawing repeat visitors. Swartz Creek has the best summer tradition concert series within it's community!

Please review our request to lend your financial support to the Swartz Creek Fine Arts Association, so that we may continue this tradition and build upon it's success. With you and our community behind us, all good things are possible!

Thank You in advance for your support.

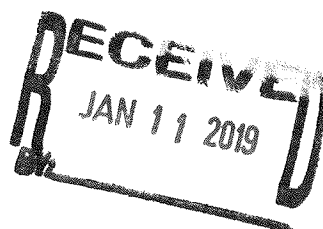
Sincerely



David Spillane

President

Swartz Creek Fine Arts Association



**SWARTZ CREEK
DOWNTOWN DEVELOPMENT AUTHORITY
2018 Façade Improvement Application**



Applicant: Patti Ruhala / Paul Ruhala

Property Address: 7530 W Miller Rd Swartz Creek mi 48473

Mailing Address (if different): _____

Contact Person: Patti Ruhala

Title: owners of building

Phone: 810 955 2503

Email: Respatti.ruhala@gmail.com

Applicant is: Building & Business Owner Business Owner Building Owner
(Expressions in Silk bridal)

If applicant is not the building owner, please provide the following:

Building Owner Name: N/A

Mailing Address: _____ City: _____

State: _____ Zip: _____

Important: If applicant is not the building owner, please include a letter from the building owner providing endorsement and permission for the proposed façade renovations.

How long has the current business been in the DDA? before 2000 with previous owners

How long has the present building owner owned the property? 2000

0-5 Years (0 pts) 6-10 Years (5 pts) 10+ Years (10 pts)

Has any interior improvement been made to the building in the past 3 years or do you plan on making any interior improvements at the same time as the exterior?

YES (10 pts) NO (0 pts)

If yes, please give a brief description and approximate cost Moving a few interior walls for better flow, new commercial carpeting, new bathroom sink
Estimated cost \$5,000 (additional to front/sides of building)

\$0 - \$1,000 (0 pts) \$1,000 - \$2,500 (10 pts)
 \$2,501 - \$5,000 (15 pts) +\$5,000 (25 pts)

Description of Proposed Façade Work: (please attach required quotes, a picture of the current façade, and any drawings or elevations that are available.)

Quote from Thompson Construction, facade as is today,
Drawing of proposed new face with siding/stone and improved cable and windows. Colors will be gray tones and white cable will be shaker style.

Estimated Total Cost of Project: \$ 14,886

Please explain how this improvement will attempt to honor the historical characteristics of the building or the DDA district: (if additional space is needed, please attach as an additional page)

updating building to a more modern look, less "cottage" like, Safety with improved front windows energy efficiently and to new codes. New hand railings on front stairs. *later in year will refresh coat of cement on front porch sidewalk to front door additional work not in above quote is new back/roof, \$2,500 @ at later date

Approximately how many square feet of the façade will be done? entire front

What percentage of square feet of the exterior will be done?

- 0 - 25% (5 pts)
- 26 - 50% (10 pts)
- 51 - 75% (15 pts)
- 76 - 100% (25 pts)

to do
- front face
- Side with circle window (west)
- Side with new large window (east)
not doing
back of building

Portion of project that applicant proposes to pay: depends on how much of a grant we can get \$5,000 or \$10,000

Must be at least the minimum match (50%) as specified in the program (depends on available amount)

- 50% (0 pts)
- 51-75% (15 pts)
- 75% or greater (30 pts)

Estimated start date Feb 1, 2019 Estimated completion date March 31, 2019

The DDA reserves the right to approve or deny, in whole or in part, any and all applications. The scoring on this application is an initial self-scoring by the applicant that serves as guidance on eligibility of the applicant. The DDA maintains the right to consider the project, as it stands alone and as it impacts the greater community, in the context of the design guidelines and with the input of their own designer.

Certification

I certify to the City of Swartz Creek and DDA that ALL of the information contained in this application is true and correct to the best of my knowledge. I understand that I must comply with all the regulations of the City of Swartz Creek.

Applicant Signature: Patti Rubala Date 1/18/19

Thompsons Complete Contracting
Davison, MI 48423
810-515-2174

COPY

12/14/18

Patti Ruhala
Expressions in Silk Bridal & Prom
7530 Miller Rd
Swartz Creek, MI 48473

Work to be completed as follows:

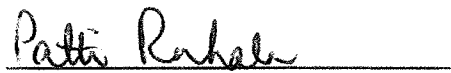
1. Demo store of all rotted wood on the front and east and west sides and around front door
2. Enclose front of building as needed for customer and staff safety and heat loss
3. Frame new store front for 6 new windows and 1 front door
4. Drywall interior, tape and install corner bead (does not include painting)
5. Install cedar shake at gable and front of store
6. Install new siding and brick and/or stone on front of building under front windows and install siding on east side of building under new windows
7. Install siding over stucco on the front, west side of building by circle window
8. Install new front windows
9. Install fascia soffit on front and east/west sides of front of building
10. Remove any temporary enclosures
11. Remove and replace wood hand railing with new hand railing to code
12. Replace old front door with new door, adjust framing as needed to seal properly (door at no charge)
13. Repair roof line near front door – remove water damaged plywood, seal and replace with proper enclosure
14. Will remove all waste from site
15. Portable toilet, if needed
16. Securing building permit included
17. Electrical as needed (allowance \$500⁰⁰)
18. Materials and Labor Complete
19. Final Clean up and sign off
20. Other items not noted above – added on separate sheet of paper

TOTAL: \$ 14,886.00

Deposit required to start project with final balance due upon sign-off and acceptance of completed remodel.



Thompson Complete Contracting-Ronnie Thompson



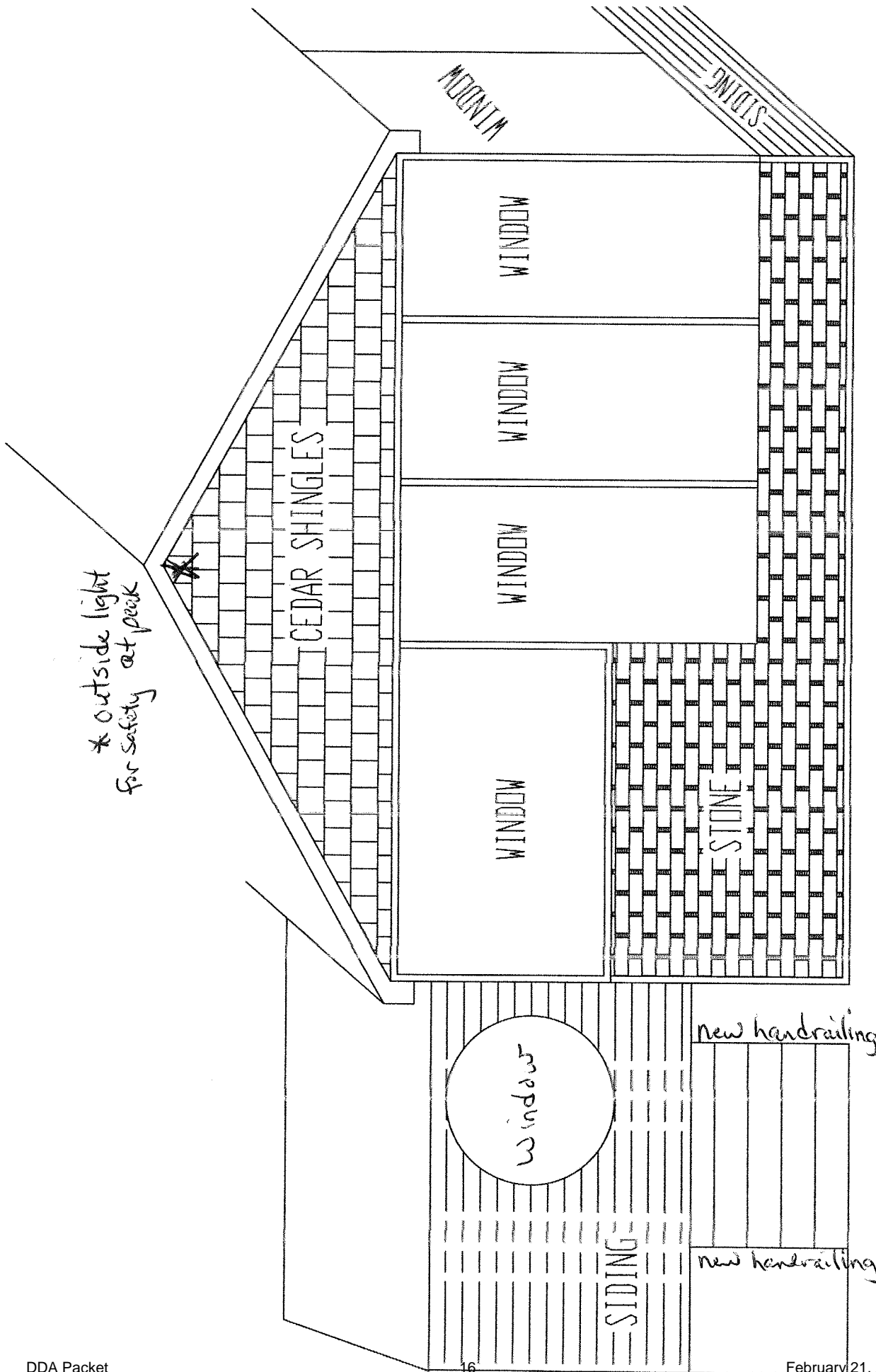
Patti Ruhala, Expressions in Silk Bridal

Deposit - CK # 2995 Amount \$500⁰⁰ Date: 1/11/19

15x10
11

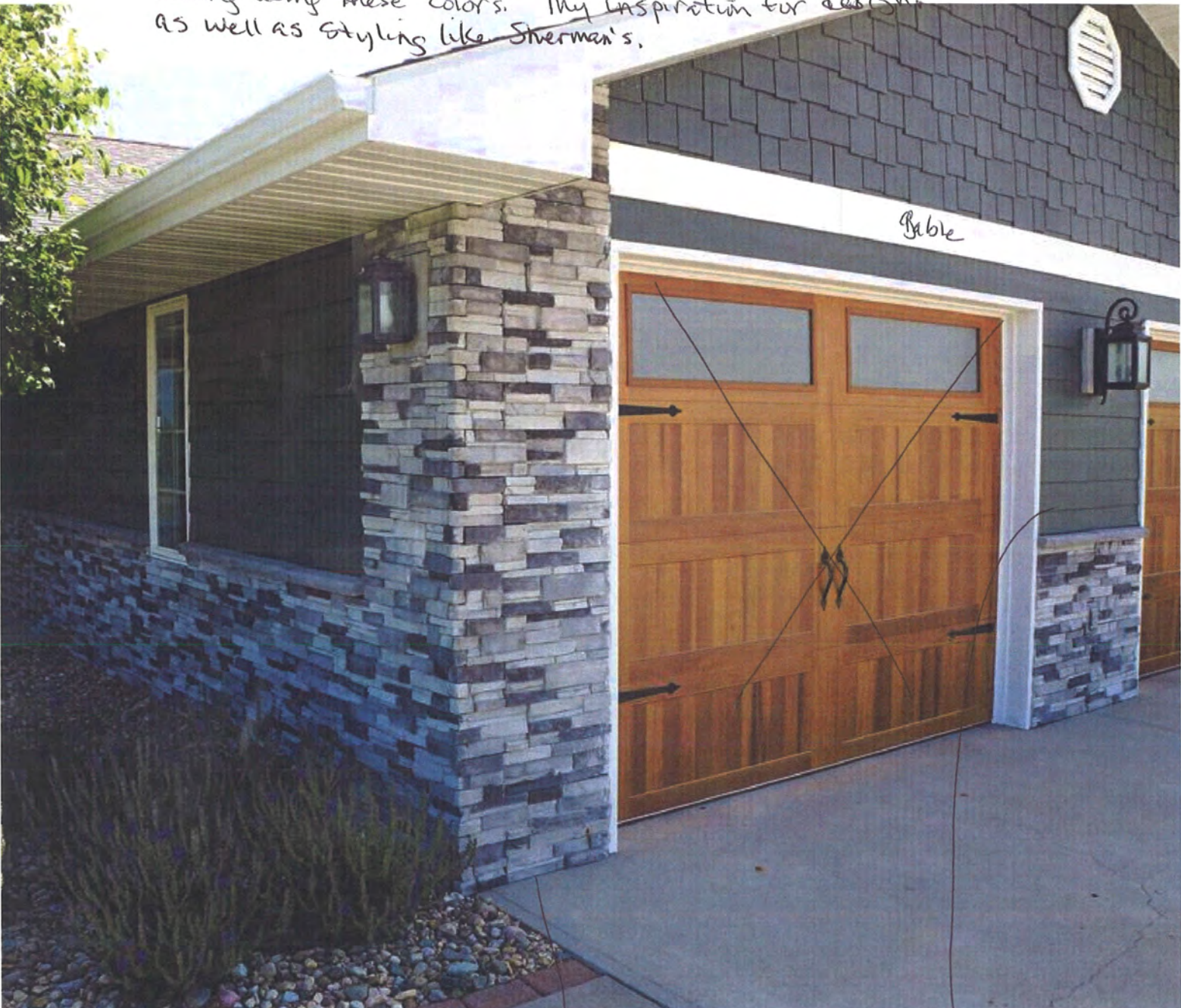
Current store front





1/2019

This was initial concept of gable, partial stone on front with siding using these colors. My inspiration for design as well as styling like Sherman's.



Front

Front Siding on side by circle window too.