

SWARTZ CREEK DDA

Agenda

**Downtown Development Authority, Thursday, May 9, 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, May 9, 2019

5. MOTION TO APPROVE MINUTES:

5A. Board Meeting, April 11, 2019

6. REPORTS & COMMUNICATIONS:

6A. Resolutions

6B. April 11, 2019 Minutes

6C. May 9, 2019 meeting Letter

6D. DDA Financial Reports

6E. Expressions in Silk Original Façade Grant Application

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7. MEETING OPENED TO THE PUBLIC:

7A. General Public Comments

8. BUSINESS:

8A. Façade Grant Update

8B. Preliminary Budget Discussion

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, MAY 9, 2019

Resolution No. 190509-__ **Agenda – May 9, 2019**

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the agenda for the May 9, 2019 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____
Voting Against: _____

Resolution No. 190509-__ **Minutes – April 11, 2019**

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the Minutes for the April 11, 2019 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____
Voting Against: _____

Resolution No. 190509-__ **Adjourn**

Motion by Board Commission Member: _____

I Move the Swartz Creek Downtown Development Authority adjourns the May 9, 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
APRIL 11, 2019**

The Regular Meeting was called to order at 6:01, by Board Member Krueger in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Board Members Present: Beedy (Arrived late), King, Krueger, Mardlin, Raffaelli, Jamison, Whittey (left early).

Board Members Absent: Eckerdt, LaBeau.
Staff Present: Adam Zettel

Others Present: Dawn Jamison, Dennis Cramer, Demi Manutes, Lania Rocha.

APPROVAL OF AGENDA:

Resolution No. 190411-01

(Carried)

Motion by Board Member King
Second by Board Member Raffaelli

I Move the Swartz Creek City Downtown Development Authority approves the agenda, for the April 11, 2019 Downtown Development Meeting.

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

APPROVAL OF MINUTES:

Resolution No. 190411-02

(Carried)

Motion by Board Member Mardlin
Second by Board Member Jamison

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

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

MEETING OPEN TO PUBLIC:

None.

Townhome Project Review Discussion

Adam Zettel, City Manager outlined the project. We are looking for feedback on project from boardmembers.

Boardmember Beedy does like that they are offering a three bedroom option. He would prefer if the stonemix on the townhome projects could match the streetscape stone mix.

Boardmember Whittey commented on these being condos or townhomes. Mr. Zettel replied these are going to be condos with common area elements. Boardmember Whittey thinks using as much natural materials on the outside as possible.

Boardmember King commented on rules regarding maintenance, animals, irrigation & landscaping.

Boardmember Jamison likes having the property maintenance maintained.

Boardmember Mardlin would like to see rules to allowing animals.

Boardmember Raffaelli said if there is an association there would be rules to follow. She thinks the porches make all the difference and really likes them.

Boardmember Krueger comments on one of the second floor plans having an extra room with no access to a bathroom without going through a bedroom. Otherwise he thinks it looks great.

MEETING OPEN TO PUBLIC:

Dennis Cramer, 5299 Worchester Drive, has had contact with Senator Horn's assistant about legislation in regards to the race track. He is expecting an email from his assistant with information.

Rae Lynn Hicks, 8373 Miller Road, she was wondering about the barrels in front of Lovegrove's if they were going to have plants in them. Mr. Zettel responded they are the owners and he will contact the owner about those.

Mr. Zettel talked about a vacancy ordinance.

REMARKS BY BOARD MEMBERS:

Boardmember Jamison commented on vacancy and blight enforcement.

ADJOURNMENT:

Resolution No. 190411-03

(Carried)

Motion by Board Member Beedy
Second by Board Member Jamison

The Swartz Creek DDA adjourns the April 11, 2019 DDA meeting at 7:10 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: May 2, 2019

To: DDA Board Members
From: Adam Zettel
RE: May 2019 DDA Meeting

Hello everyone,

There will be a meeting of the DDA at 6:00 p.m. on Thursday, May 9, 2019 at the Paul D. Bueche Municipal Building. Though I have not gotten any new plans on the townhomes, we are looking to have them in for June site plan. In the meantime, we have new information coming for the façade grant at Expressions in Silk, and I also have some preliminary revenue projections to go over.

To pick up where we left off, Expressions in Silk was awarded the following:

Resolution No. 190221-03

(Carried)

Motion by Board Member King
Second by Board Member Beedy

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 \$10,000, not to exceed 50 percent of low bid; with the following conditions:

1. Execution of all standard façade application agreements.
2. Decorative or non-glare light in front.
3. Uniform & new siding on North, East & West elevations to match South.

YES: Krueger, Mardlin, Raffaelli, Jamison, Whittey, Beedy, King.

NO: None. Motion declared carried.

Unfortunately, bids to complete the other elevations came in really high. Since that time, the owner has sought new bids and received lower pricing. She is going to join us at the meeting to update us on progress. A resolution may be sought to modify the application or other features of the project, but I do not have such a request at this point.

Concerning the budget, it isn't great news. Because the funeral home was basically a dirt lot on tax day (December 31st), the taxable value of the district is severely compromised. While the longterm outlook is bright (especially with Apple Creek submitting engineering plans last week), the coming fiscal year will leave us with the bare minimum to make our first loan payment, provide for Family Movie Night, and support basic functions. The revenue target is \$45,000.

As such, we are looking at virtually no ability to use revenues or savings in 2019 and early 2020 to conduct any new projects. However, later 2020 and beyond could be a substantially different and positive picture.

To follow up with the townhome project, the builder did take DDA advise and is working on layouts, the possibility for an alternative face brick, and condo documents that provide for pets and related attributes.

Lastly, the budget report is attached and updates on other downtown and community business are below:

1. The **Applecreek Station** development of 48 townhomes is in the engineering phase. These units range in size from 1,389 to 1,630 square feet, with garages. Construction will occur on vacant land in the back of the development, by Springbrook Colony. Site engineering plans have just been submitted by the owner. Rents are expected to be about \$1.00 per square foot (~ \$1,600 a month) which matches rents in Winchester Village. If this project occurs in 2019, 2020 DDA revenues will be positively and substantially improved.
2. The **Brewer Condo Project** is moving to site plan. This includes 15 townhome condos off Morrish Road in downtown. They are approximately 1,750 square feet, with two car garages and basements.
3. The city council approved the use of **state tax incentives** and local utility waivers for redevelopment sites in downtown, rounding out our efforts to be a certified Redevelopment Ready Community.
4. The **streetscape project on Miller Road** has been approved for construction. The start date is scheduled for June 3. Holland Square 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.
5. The reconstruction of the expanded **Sharp Funeral Home** continues and should be done in summer of 2019. This is a 14,000 square foot building in downtown.
6. **Façade grants** are complete for Robertson Insurance and Howe Art Supplies (she still intends to paint the doors). Renovations on 1515 Holland and 7530 Miller are pending. A grant for Expressions in Silk has also been approved for a full exterior remodel. All work (public and private) will be in excess of \$250,000.
7. There are **soft inquiries for vacant downtown land** for new buildings/users. However, there has not been any new movement on this issue.
8. The Chamber, Women's Club, and other downtown business owners continue to plan and expand **events in downtown**. The Fall Family Fun Day is expanding into the Jeepers Creekers event, which will cover multiple weekends in October of 2019.

This will include a zombie walk, city-wide decorating, trunk or treat, separate youth and adult movie nights, and related activities.

9. The **raceway has new ownership**. They intend to use the site for thoroughbred horse racing, but they did not get state approval for live races or simulcasting in 2019. They are open to finding additional users for the site to supplement the racing. They are also communicating well in regards to partnering with community groups such as Hometown Days. I find the new owners to be very astute and capable.
10. A Flint based group has a purchase option for **Mary Crapo**. The intent is to use the building and site for senior housing. This would result in new residents in the downtown and the potential for new construction on part of that site.
11. The **school bond** passed and many improvements are expected in 2019 throughout the district. Total investment for this effort will exceed \$50 million over two to three years.
12. **Street repair in 2019** is to include Fairchild (with decorative lighting) and Helmsley (full reconstruct). The city also has grants and loans for about **\$5 million in water main work** to occur between 2020 and 2022.
13. The city hopes to commence construction on **about \$1 million of grant support recreational path in 2020**. The MDOT grant is conditionally awarded and we await word on the DNR grant portion.

That is the news! Contact me directly with any questions, comments, or agenda items.

Sincerely,

A handwritten signature in blue ink that reads "Adam Zettel". The signature is fluid and cursive, with the first name "Adam" and the last name "Zettel" clearly legible.

Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

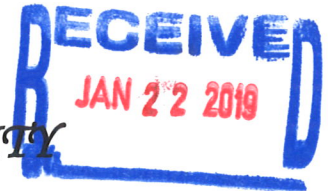
REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK
PERIOD ENDING 04/30/2019

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE 04/30/2019	AVAILABLE BALANCE	% BDGT USED
Fund 248 - Downtown Development Fund					
Revenues					
Dept 000.000 - General					
248-000.000-402.000	Current Tax Revenue	54,553.98	54,553.98	0.00	100.00
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	28.91	21.09	57.82
Total Dept 000.000 - General		54,603.98	54,582.89	21.09	
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	1,000.00	0.00	100.00
Total Dept 728.004 - Family Movie Night		1,000.00	1,000.00	0.00	
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		55,603.98	55,582.89	21.09	

GL NUMBER	DESCRIPTION	2018-19			
		AMENDED BUDGET	YTD BALANCE 04/30/2019	AVAILABLE BALANCE	% BDGT USED
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
248-173.000-961.000	Miscellaneous	750.00	300.00	450.00	40.00
Total Dept 173.000 - DDA Administration		3,365.00	2,807.95	557.05	
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	14,163.75	14,163.75	0.00	100.00
248-728.000-961.000	Miscellaneous	125.00	20.00	105.00	16.00
Total Dept 728.000 - Economic Development		14,288.75	14,183.75	105.00	
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	10,000.00	0.00	10,000.00	0.00
248-728.002-967.101	Contribution to General Fund	90,000.00	90,000.00	0.00	100.00

GL NUMBER	DESCRIPTION	2018-19			
		AMENDED BUDGET	YTD BALANCE 04/30/2019	AVAILABLE BALANCE	% BDGT USED
248-728.002-968.000	Depreciation Expense	0.00	0.00	0.00	0.00
Total Dept 728.002 - Streetscape		101,200.00	90,000.00	11,200.00	
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	26,486.75	4,750.50	21,736.25	17.94
Total Dept 728.003 - Facade Program		26,486.75	4,750.50	21,736.25	
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	5,127.00	(1,727.00)	150.79
248-728.004-900.000	Printing and Publishing	300.00	348.00	(48.00)	116.00
Total Dept 728.004 - Family Movie Night		3,900.00	5,475.00	(1,575.00)	
TOTAL EXPENDITURES		149,240.50	117,217.20	32,023.30	
Fund 248 - Downtown Development Fund:					
TOTAL REVENUES		55,603.98	55,582.89	21.09	99.96
TOTAL EXPENDITURES		149,240.50	117,217.20	32,023.30	78.54
NET OF REVENUES & EXPENDITURES		(93,636.52)	(61,634.31)	(32,002.21)	65.82

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/^{stacked} 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, ^{to 2,500 @} at later date
side [west side]

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% (25 pts)

- to do
- front face
- Side with circle window (west)
- Side with new large window (east)

Portion of project that applicant proposes to pay: Depends on how much of a grant we can get \$5,000 or \$10,000 @
not doing back of building

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: Patricia 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 \$5000)
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



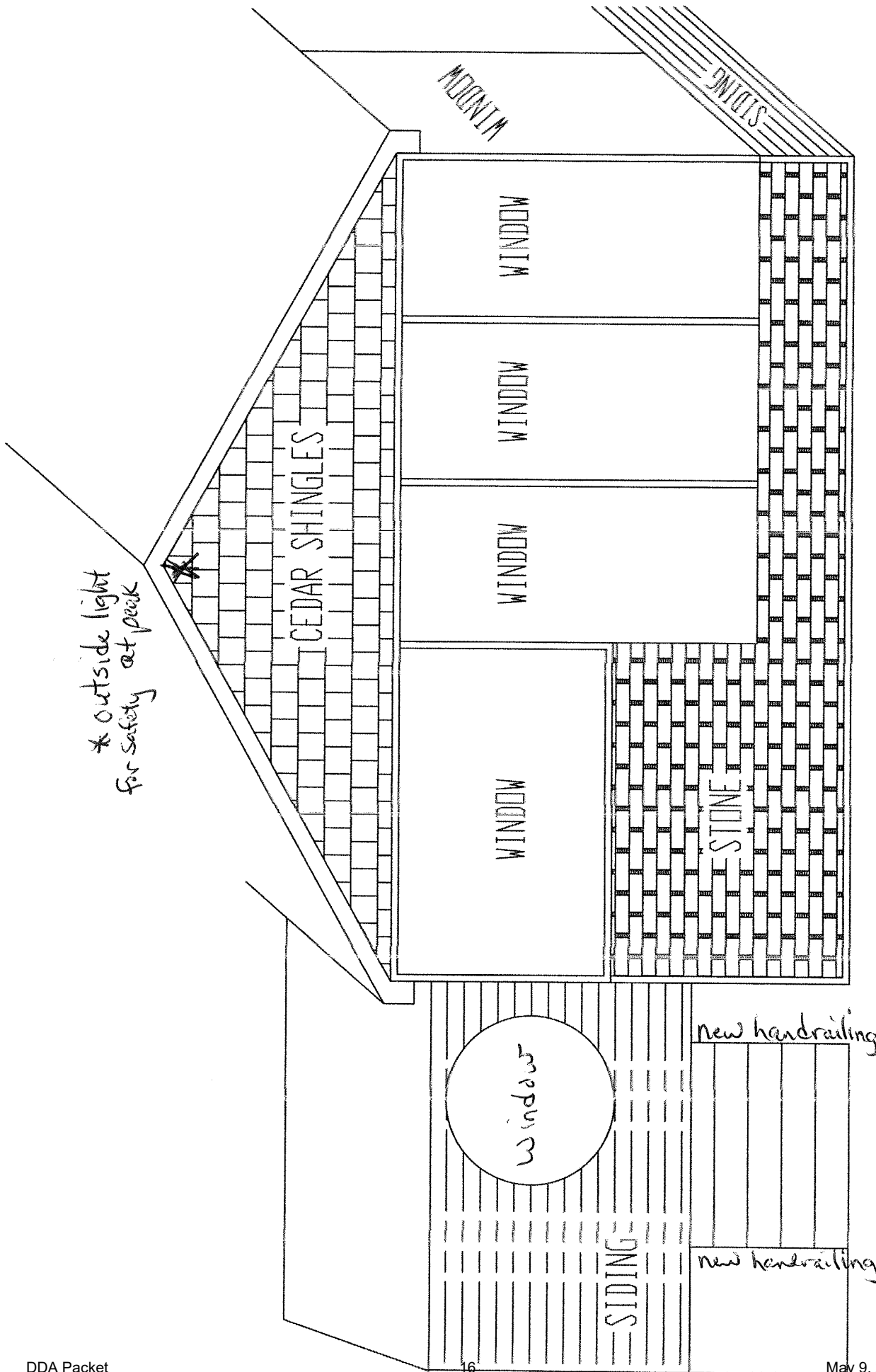
Patti Ruhala, Expressions in Silk Bridal

Deposit - CK # 2995 Amount \$5000 Date: 1/11/19

12x24 FT

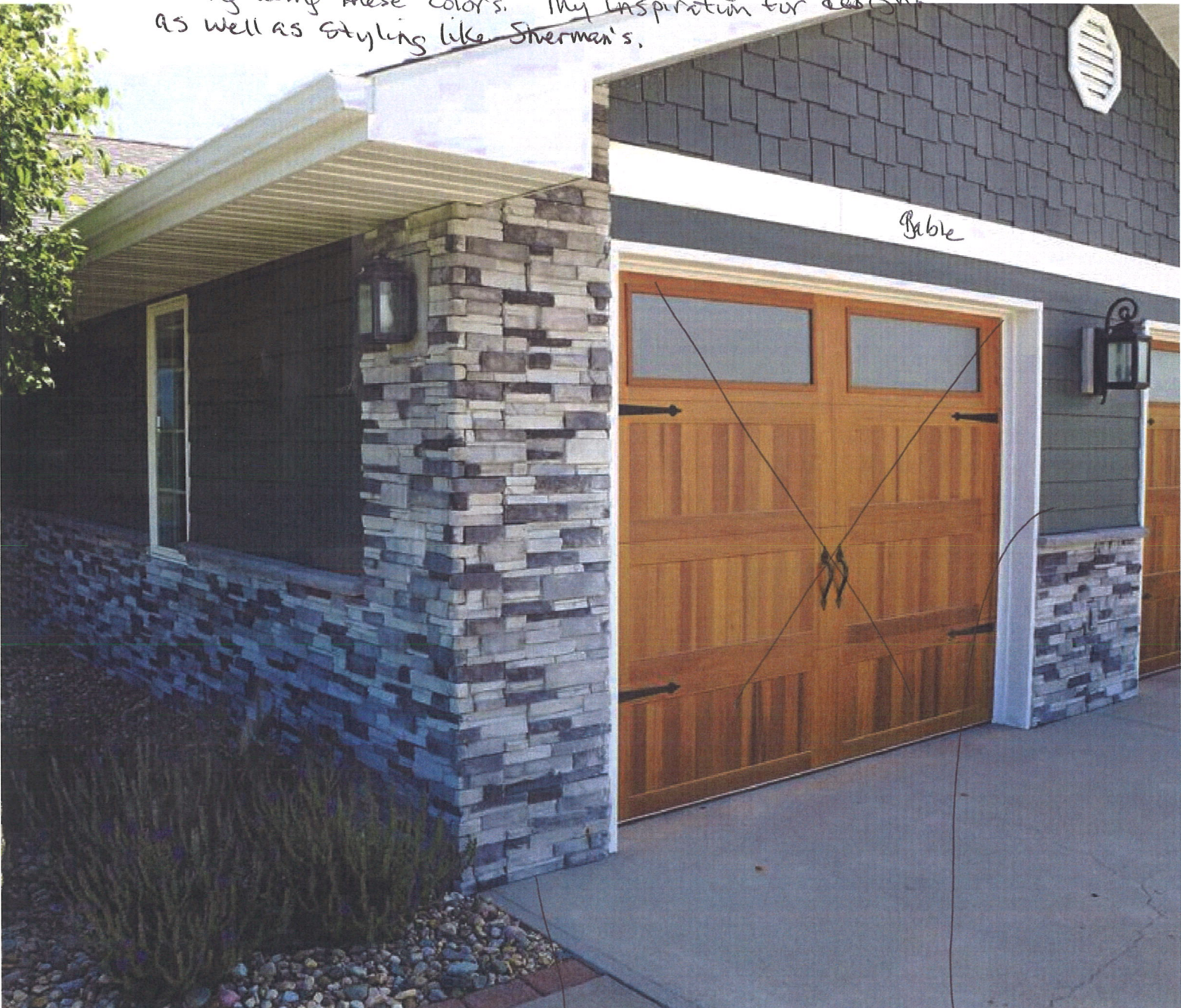
Current store front





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 arched window too.