

SWARTZ CREEK DDA

Agenda

**Downtown Development Authority, Thursday, June 13, 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, June 13, 2019

5. MOTION TO APPROVE MINUTES:

5A. Board Meeting, May 9, 2019

6. REPORTS & COMMUNICATIONS:

6A. Resolutions

6B. May 9, 2019 Minutes

6C. June 13, 2019 meeting Letter

6D. Fiscal year 2020 Budget

Page No:

02

04

06

09

7. MEETING OPENED TO THE PUBLIC:

7A. General Public Comments

8. BUSINESS:

8A. Selection of Officers

8B. Fiscal Year 2020 Budget

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, JUNE 13, 2019

Resolution No. 190613-__ **Agenda – June 13, 2019**

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the agenda for the June 13, 2019 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____
Voting Against: _____

Resolution No. 190613-__ **Minutes – May 9, 2019**

Motion by Board Member: _____

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

Second by Board Member: _____

Voting For: _____
Voting Against: _____

Resolution No. 190613-__ **Chairperson Nomination**

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority hereby selects _____ to serve as Chairperson of the Downtown Development Authority, said term to expire upon officer selection at the 2020 annual meeting.

Second by Board Member: _____

Voting For: _____
Voting Against: _____

Resolution No. 190613-__ **Vice-Chairperson Nomination**

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority hereby selects _____ to serve as Vice-Chairperson of the Downtown Development Authority, said term to expire upon officer selection at the 2020 annual meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 190613-__ Secretary Nomination

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority hereby selects _____ to serve as Secretary of the Downtown Development Authority, said term to expire upon officer selection at the 2020 annual meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 190613-__ 2020 DDA Budget

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approve the proposed 2020 fiscal year budget for the Downtown Development Authority for distribution and review by the city council.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 190613-__ Adjourn

Motion by Board Commission Member: _____

I Move the Swartz Creek Downtown Development Authority adjourns the June 13, 2019 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
May 9, 2019**

The Regular Meeting was called to order at 6:02, by Board Member Krueger in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Board Members Present: Beedy, King, Krueger, Mardlin, Jamison.

Board Members Absent: Eckerdt, LaBeau, Raffaelli, Whittey.

Staff Present: Adam Zettel

Others Present: Debra Hacket, Dawn Jamison, Patti Ruhala, Lania Rocha.

APPROVAL OF AGENDA:

Resolution No. 190509-01

(Carried)

Motion by Board Member Beedy
Second by Board Member Mardlin

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

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

APPROVAL OF MINUTES:

Resolution No. 190509-02

(Carried)

Motion by Board Member Beedy
Second by Board Member King

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

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

MEETING OPEN TO PUBLIC:

Deborah Hacket, community member, looking for an opening on the DDA and would like to be considered for any positions open.

Facade Grant

Update

Patti Ruhala, owner of Expressions in Silk, presented the board with the estimates received for the siding as requested at last meeting and updated them on the scheduled construction of the building.

Mr. Zettel responded the facade grant contingency request was fulfilled and requested amount will be met.

Preliminary Budget

Discussion

Adam Zettel, City Manager will have a budget in June to go over. The preliminary figures are flat if not down a little bit. Much of the DDA operating revenues for the fiscal year starting July will have to go to the debt service for the street scape.

Training

Discussion

Mr. Zettel reviewed the letter sent out in regards to training and the push for members to attend training. He encouraged for members to meet with him and have a sit down and review individually interests in training.

MEETING OPEN TO PUBLIC:

None.

REMARKS BY BOARD MEMBERS:

Boardmember Jamison excited for this summer in downtown. He purchased a tram to use to shuttle people during events.

Boardmember Krueger thanked everyone for coming to meeting.

ADJOURNMENT:

Resolution No. 190509-03

(Carried)

Motion by Board Member Beedy
Second by Board Member King

The Swartz Creek DDA adjourns the May 9, 2019 DDA meeting at 6:38 p.m.

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

Connie King



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

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

Date: June 10, 2019

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

Hello everyone,

There will be a meeting of the DDA at 6:00 p.m. on Thursday, June 13, 2019 at the Paul D. Bueche Municipal Building. Though the DDA does not have any new business, there is still much happening in the downtown that impacts the DDA.

The streetscape is underway and looking good! There are even some property owners that are self-funding some improvements to go along with the public works, including a new patio for the Great Lakes Smoothie Company at 8048 Miller Road. Hopefully, we will see some ongoing façade improvements on Holland Drive and on Miller Road as well. Lastly, the Brewer Townhome project was approved by the planning commission and will be before the city council on the evening of June 10th!

For our part, we have some annual housekeeping needs to address at our June meeting. We will be appointing officers for the next year and considering the next year budget. Our current officers are Mr. Krueger (Chair), Mr. Beedy (Vice Chair), and Ms. King (Secretary). All members are eligible to serve another year. Note that Mrs. Raffaelli and Mr. Mardlin have expiring terms at the end of this month. Mr. Mardlin is opting to retire from the DDA at this point, leaving an empty position.

The other housekeeping matter is the budget for the next fiscal year. At this point, staff is proposing a budget that accommodate essential operations, Family Movie Night, and the \$40,000 debt service for the streetscape. This last component is listed only as a note at this point. We should expect that this will be amended, but the finance director wishes to have a better understanding of the financial situation as the project reaches substantial completion. This will also provide more time to gauge if the revenue picture for 2020 looks substantially better (e.g. Brewer development, Applecreek, and other projects). For now, I recommend we proceed with the conservative budget, which reserves a debt payment.

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 on the agenda for final site plan approval before the council. 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** is underway. 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 prior to or around our next meeting. This is a 14,000 square foot building in downtown.
6. **Façade grants** are complete for Robertson Insurance and Howe Art Supplies (she has now painted 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 written in a cursive, flowing style.

Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

BUDGET REPORT FOR CITY OF SWARTZ CREEK
RECOMMENDED BUDGET 2019-2020

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 PROJECTED ACTIVITY	2019-20 REQUESTED BUDGET	2019-20 RECOMMENDED BUDGET
Fund 248 - Downtown Development Fund						
ESTIMATED REVENUES						
Dept 000.000 - General						
248-000.000-402.000	Current Tax Revenue	58,655.96	54,553.98	54,553.98	45,295.00	45,295.00
248-000.000-664.000	Interest Income	45.99	50.00	32.20	15.00	15.00
Totals for dept 000.000 - General		58,701.95	54,603.98	54,586.18	45,310.00	45,310.00
Dept 728.004 - Family Movie Night						
248-728.004-597.000	Grants from Private Entities	1,000.00	1,000.00	1,500.00	2,500.00	2,500.00
Totals for dept 728.004 - Family Movie Night		1,000.00	1,000.00	1,500.00	2,500.00	2,500.00
TOTAL ESTIMATED REVENUES		59,701.95	55,603.98	56,086.18	47,810.00	47,810.00

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 PROJECTED ACTIVITY	2019-20 REQUESTED BUDGET	2019-20 RECOMMENDED BUDGET
APPROPRIATIONS						
Dept 173.000 - DDA Administration						
248-173.000-726.000	Supplies	15.00	75.00			
248-173.000-745.000	Postage	7.96	25.00	8.00	10.00	10.00
248-173.000-805.000	Bank Fees		15.00			
248-173.000-825.000	Admin Services	2,500.00	2,500.00		2,500.00	2,500.00
248-173.000-961.000	Miscellaneous	300.00	750.00			
Totals for dept 173.000 - DDA Administration		2,822.96	3,365.00	8.00	2,510.00	2,510.00
Dept 728.000 - Economic Development						
248-728.000-801.000	Contractual Services	26,792.56	14,163.75	14,163.75		
248-728.000-961.000	Miscellaneous	101.84	125.00	50.00		
Totals for dept 728.000 - Economic Development		26,894.40	14,288.75	14,213.75		
Dept 728.002 - Streetscape						
248-728.002-726.000	Supplies	4,447.08	1,200.00	1,200.00		
248-728.002-801.000	Contractual Services	400.00	10,000.00	10,000.00		
248-728.002-967.101	Contribution to General Fund		90,000.00	90,000.00		
248-728.002-968.000	Depreciation Expense	472.14		475.00	475.00	475.00
Totals for dept 728.002 - Streetscape		5,319.22	101,200.00	101,675.00	475.00	475.00
Dept 728.003 - Facade Program						
248-728.003-801.000	Contractual Services	5,000.00	26,486.75	29,150.00		
Totals for dept 728.003 - Facade Program		5,000.00	26,486.75	29,150.00		
Dept 728.004 - Family Movie Night						
248-728.004-726.000	Supplies		200.00	200.00	200.00	200.00
248-728.004-801.000	Contractual Services	3,410.68	3,400.00	3,400.00	3,450.00	3,450.00
248-728.004-900.000	Printing and Publishing	344.00	300.00	348.00	300.00	300.00
Totals for dept 728.004 - Family Movie Night		3,754.68	3,900.00	3,948.00	3,950.00	3,950.00
TOTAL APPROPRIATIONS*		43,791.26	149,240.50	148,994.75	6,935.00	6,935.00

GL NUMBER	DESCRIPTION	2017-18 ACTIVITY	2018-19 AMENDED BUDGET	2018-19 PROJECTED ACTIVITY	2019-20 REQUESTED BUDGET	2019-20 RECOMMENDED BUDGET
NET OF REVENUES/APPROPRIATIONS - FUND 248		15,910.69	(93,636.52)	(92,908.57)	40,875.00	40,875.00
BEGINNING FUND BALANCE		95,855.18	111,765.87	111,765.87	18,857.30	18,857.30
ENDING FUND BALANCE		111,765.87	18,129.35	18,857.30	59,732.30	59,732.30

*Note that a \$40,000 debt service payment is expected, effectively balancing the budget in its current form.