

# *SWARTZ CREEK DDA*

## **Agenda**

**Downtown Development Authority, Thursday, February 13, 2020, 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 13, 2020

**5. MOTION TO APPROVE MINUTES:**

5A. Board Meeting, November 14, 2019

**6. REPORTS & COMMUNICATIONS:**

6A. Resolutions

6B. November 14, 2019 Minutes

6C. February 13, 2020 meeting Letter

6D. Fine Arts Contribution Request

6E. Grant Possibility

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**7. MEETING OPENED TO THE PUBLIC:**

7A. General Public Comments

**8. BUSINESS:**

8A. Fine Arts Request

8B. 2020 Movie Night

8C. Mini-Grant

**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 13, 2020**

**Resolution No. 200213-\_\_**                      **Agenda – February 13, 2020**

Motion by Board Member: \_\_\_\_\_

**I Move** the Swartz Creek Downtown Development Authority approves the agenda for the February 13, 2020 Downtown Development Authority meeting.

Second by Board Member: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 200213-\_\_**                      **Minutes – November 14, 2019**

Motion by Board Member: \_\_\_\_\_

**I Move** the Swartz Creek Downtown Development Authority approves the Minutes for the November 14, 2019 Downtown Development Authority meeting.

Second by Board Member: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 200213-\_\_**                      **Swartz Creek Fine Arts Association**

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 2020 concert season.

Second by Board Member: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 200213-\_\_**                      **Adjourn**

Motion by Board Commission Member: \_\_\_\_\_

**I Move** the Swartz Creek Downtown Development Authority adjourns the February 13, 2020 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  
November 14, 2019**

The Regular Meeting was called to order at 6:00, by Board Member Krueger in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Board Members Present: Beedy, King, Krueger, Plumb, Raffaelli, Whittey

Board Members Absent: Eckerdt, LaBeau, Jamison.

Staff Present: Adam Zettel

Others Present: Rae Lynn Hicks, Sue Messack, Lania Rocha.

**APPROVAL OF AGENDA:**

**Resolution No. 191114-01**

**(Carried)**

Motion by Board Member Plumb  
Second by Board Member Beedy

**I Move** the Swartz Creek City Downtown Development Authority approves the agenda, for the November 14, 2019 Downtown Development Meeting.

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

**APPROVAL OF MINUTES:**

**Resolution No. 191114-02**

**(Carried)**

Motion by Board Member Beedy  
Second by Board Member Plumb

**I Move** the Swartz Creek City Downtown Development Authority approves the minutes for the September 12, 2019 Downtown Development Authority meeting.

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

**MEETING OPEN TO PUBLIC:**

None.

## **MOVIE EQUIPMENT PURCHASE**

**Resolution No. 191114-03**

**(Carried)**

Motion by Board Member Beedy  
Second by Board Member Plumb

**WHEREAS**, the Swartz Creek Downtown Development Authority operates a Family Movie Night event at Pajtas Amphitheater during the summer months;

**WHEREAS**, participation at the event has not been strong and equipment, especially the immobile screen, is in disrepair;

**WHEREAS**, the DDA desires to increase event participation, flexibility, and quality by investing in a large mobile screen and new projector;

**WHEREAS**, the DDA encumbered \$14,400 for a façade improvement grant to the property located at 5015 Holland Drive.

**NOW, THEREFORE, BE IT RESOLVED**, the DDA approves the purchase of the screen and projector for the price of \$10,287.63 plus incidentals up to 10%, as included in the DDA packet of October 10, 2019, conditioned upon the return of the façade grant award from the grant applicant.

Discussion Ensued.

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

### **MEETING OPEN TO PUBLIC:**

Rae Lynn Hick, Woman's Club is doing the business Christmas decoration contest. The Park Board is doing the residential Christmas lights contest.

### **REMARKS BY BOARD MEMBERS:**

Board Member King excited for Christmas.

Board Member Beedy excited for the movie and wondered if DDA is having a meeting next month. Mr. Zettel replied at this point no.

### **ADJOURNMENT:**

**Resolution No. 191114-04**

**Carried**

Motion by Board Member Beedy  
Second by Board Member King

The Swartz Creek DDA adjourns the November 14, 2019 DDA meeting at 6:19 p.m.

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

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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: February 6, 2020

**To: DDA Board Members**  
**From: Adam Zettel**  
**RE: February 13, 2020 DDA Meeting**

Hello everyone,

**There will be a meeting of the DDA at 6:00 p.m. on Thursday, February 13, 2020** at the Paul D. Bueche Municipal Building. There is not a ton going on at the moment, but we have a new year ahead of us and some business to go over.

First, we have an annual request from the SC Fine Arts group to support a summer concert. This has been done in the past, so I am including the request and a resolution. Related to this, we have our own movie series to discuss. I hope to have more information on the new screen setup so we can plan the movie schedule, along with venue information.

I also expect to have a general discussion about community changes, the Lovegrove building, a potential mini-grant for downtown, and 2020 other expectations. Updates on other downtown and community business are below:

1. The **recreational path was not approved for DNR Trust funds for 2020**. The MDOT grant is conditionally awarded. We seek to apply again for the Trust fund grant and combine this with the Safe Routes to School initiative for 2021 construction.
2. The **raceway has been granted tentative 2020 race days**. They intend to use the site for thoroughbred horse racing. There is also pending additional legislation related to mobile application betting. 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.
3. A Flint based group has a purchase option for **Mary Crapo**. The intention is to use the building and site for senior housing (approximately 40 units total). This would result in new residents in the downtown and the potential for new construction on part of that site. They are looking at a March planning commission meeting for zoning and site plan.
4. 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. Plans have been submitted for work on Syring and Elms School.

5. **Street repair in 2020** is to include Chelmsford. We also hope to include the remainder of Winston and Oxford Ct. The city also has grants and loans for about **\$5 million in water main work** to occur between 2020 and 2022.
6. The **Applecreek Station** development of 48 townhomes is seeking final review by the county. 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.
7. The **Brewer Condo Project** was given site plan approval and tentative purchase agreement approval. This includes 15 townhome condos off Morrish Road in downtown. They are approximately 1,750 square feet, with two car garages and basements. A drainage solution has just been approved by the county.
8. The next **Springbrook East** phase is under construction. Underground work is nearly complete. The developer has not been cooperative with installation requirements and inspections. Because much of the infrastructure is to be public, this is creating big problems. We are working on solutions and have been given engineering reports by a third party regarding work completed onsite.

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 last name "Zettel" clearly distinguishable.

**Adam Zettel, AICP**

City Manager

[azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org)



January 10, 2020

To: Sponsors and Supporters

From: Swartz Creek Fine Arts Association

Dear Madams and Sirs;

Happy New Year! As 2020 begins it is time to renew your support of the Swartz Creek Fine Arts summer concert series. This summer will be the 36th year of the Fine Arts association. We are actively reviewing potential talent for this season. As always, your continued support allows us to provide entertainment of the highest caliber.

The fee for sponsoring a concert remains the same, \$300.00 for non-profit groups and \$400.00 for all others. This is a great value and allows your group exposure to our printed ads and to the public attending each concert.

Please plan on committing funds in your budget to support the Swartz Creek Fine Arts in our 36th year together.

Please feel free to contact me with any questions or concerns at (810)-635-7439

Thank You,

A handwritten signature in cursive script, appearing to read "David Spillane".

David Spillane  
President Swartz Creek Fine Arts Association





Swartz Creek Fine Arts Association

8099 Civic Drive P.O. Box 98 Swartz Creek, Michigan 48473-0098
810-635-7439 -or- 810-635-4471 info@swartzcreekfinearts.org

APPLICATION FOR CONCERT SPONSORSHIP

Date of Application:
Name of Organization:
Name of Representative:
Address:
Telephone Number: Home ( ) Office ( )
Date of Sponsored Concert: Tuesday , 20

Sponsorship Fee for Non-Profit Organizations: \$300.00 payable to Swartz Creek Fine Arts
Sponsorship Fee for Profit Organizations: \$400.00 payable to Swartz Creek Fine Arts

Nature of Sponsor's Activities:

Number of Personnel of Sponsor Participating:

RULES AND REGULATIONS FOR CONCERT SPONSORSHIP:

- 1. The Board of Directors of the Swartz Creek Fine Arts Association must approve all applications. All decisions of the Board are final.
2. The Board of Directors of the Swartz Creek Fine Arts Association shall not allow the property to be used for profit motivated purposes.
3. The theater and its grounds shall not be allowed to be used for illegal or immoral purposes.
4. No alcoholic beverages shall be allowed on the premises.
5. No unleashed animals shall be allowed on the premises.
6. No smoking within the Theater building.
7. No vehicles allowed on concrete at Theater.
8. The Board of Directors of the Swartz Creek Fine Arts Association or the applicant shall not refuse the use of the premises on the basis of race, age, handicap, religion or color.
9. The event sponsor is required to obtain any event license and/or permit, and to pay any license or permit fees, i.e. ASCAP.
10. Use of concession area must be approved for use by others, as Swartz Creek Fine Arts Association gets first consideration for concession sales. Any sales made must be shared with Swartz Creek Fine Arts at a rate of 15%.
11. Any fundraising activity must be pre-approved by Swartz Creek Fine Arts prior to concert.

I have read and understand the rules and regulations listed above and made a part of this application, and agree to abide by them in the fullest.

Applicant Signature

Applicant Title

FOR SWARTZ CREEK FINE ARTS ASSOCIATION USE ONLY:

Application: ( ) Approved ( ) Denied

By: DDA Packet Date: February 13, 2020



The Michigan Realtors® Placemaking Grant is available for Local Realtor® Associations, Realtor® firms and individual Realtors® to help fund *Lighter, Quicker, Cheaper* Placemaking projects in their communities.

*Lighter, Quicker, Cheaper* Placemaking projects are small, inexpensive, and incremental community projects. They do not need to cost a lot of money to get off the ground, nor do they need to take too much time to plan and complete. Despite their size, these smaller types of Placemaking activities can often help to improve a neighborhood and make it a better place to live, work and play.

*Lighter Quicker Cheaper* projects help to:

- Create community gathering places
- Attract residents and visitors
- Bring life to downtowns
- Support walkable communities
- Preserve open and green spaces
- Bring awareness to a space

### **Grant Criteria & Requirements**

- Project Focus: Creates, renews or revitalizes a public, outdoor space as a destination and gathering place.
- Project Requirements
  - Part of a strategic, community or project plan.
  - Involves the participation of the Association and/or Realtors® including funding, volunteering and project planning.
  - Includes project budget and, if applicable, a design concept/plan.
  - Involves community partners.
  - Is accessible to the whole community and all residents.
  - Incorporates the “Power of Ten”: place offers at least 10 things to do or 10 reasons to be there — place to sit, art to enjoy, music to hear, area to read/check email, food to eat, history to experience, flowers to smell, people to meet, area to play, people to watch, things to learn, paths to walk, etc.
- Grants will be awarded in amounts between \$500 and \$3,500
- An Association can be approved for 1 grant per year

## **Types of Grants**

- Local Realtor® Project - \$500 to \$2,000
  - Michigan Realtors® will provide reimbursement for a Local Realtor® Association's/ Realtor® firm's/individual Realtor's® Placemaking project. Projects that leverage additional investments from other funding sources could be awarded more money on a case by case basis.
- Local Realtor® Investment Project - \$3,500
  - A Local Realtor® Association/ Realtor® firm/ individual Realtor® investment of \$1,000 (or more) will be utilized to reimburse a community Placemaking initiative. Michigan Realtors® will contribute the additional \$2,500 toward the community Placemaking reimbursement. Projects that leverage additional investments from other funding sources could be awarded more money on a case by case basis.

## **Grant Application Process**

Applications Due: Accepted on a rolling basis throughout the year through October of each year.

- Take a photo(s) of the current site to be used as a “before” photo.
- If applicable, obtain a copy of the project’s planning concept or plan.
- Submit the online application. You can attach the photo(s) and plan via the online application.
- Staff will schedule a brief phone call to discuss project and application within 10 days of submission of application. You may need to provide additional information.
- Staff will review application, and make a decision after all information is received.

## **Project Completion**

- Project must be completed within 9 months after grant application was approved.
- Monthly updates must be provided to Michigan Realtors® regarding the project’s progress.
- Within 45 days after the project was completed, the following needs to be sent to Michigan Realtors®:
  - Before and after photos of the project.
  - Brief report of what happened (i.e. use/visits by the community; media coverage; other community projects, outcomes, etc.).
- Celebrate your success! We encourage you to consider having a “ribbon cutting” ceremony or similar event and inviting the community, stakeholders and media and include that in your report.

## **Disbursement of Funds**

- Funds will be distributed as follows:
  - Submit proof of how funds were spent.
  - Acceptable forms of proof include an invoice, signed contract, receipts, and cancelled checks.
  - The request for reimbursement must be made within 45 days of the completion of the project.
  - Once all documentation is received, Michigan Realtors® will process the check request.
    - Checks can be payable to your Association or Board, or an organization (we will need a W9 and phone number) but not to a government agency.
- Associations will not be able to submit another application for one year if funds were not used as described in application.

## **Types of Projects Funded**

Parklets  
Community Gardens  
Downtown Streetscaping  
Pocket Parks  
Bike Racks  
Pedestrian Plazas  
Trails & Paths & Rails to Trails  
Playgrounds & Play Areas  
Dog Parks  
Memorial Site Amenities  
Alley Activations & Pedestrian Walkways  
Amenities For Existing Public Space  
Farmer Markets  
Night Markets  
Movie Nights  
Murals and Public Art  
Seating  
Kiosks & Wayfinding Signage  
Little Free Libraries

## **Types of Projects Not Funded**

Places not available to whole community (i.e. public housing project, private property, gated communities)