

SWARTZ CREEK DDA

Agenda

**Downtown Development Authority, Thursday, February 11, 2021, 6:00 P.M.
Virtual (Zoom) Meeting**

1. CALL TO ORDER:

2. PLEDGE OF ALLEGIANCE:

3. ROLL CALL:

4. APPROVE AGENDA:

4A. Proposed or Amended Agenda, February 11, 2021

5. MOTION TO APPROVE MINUTES:

5A. Board Meeting, August 13, 2020

6. REPORTS & COMMUNICATIONS:

6A. Resolutions

6B. August 13, 2020 Minutes

6C. February 11, 2021 Meeting Letter

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7. MEETING OPENED TO THE PUBLIC:

7A. General Public Comments

8. BUSINESS:

8A. Updates & 2021 Outlook

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 11, 2021

Resolution No. 210211-01 **Agenda – February 11, 2021**

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the agenda for the February 11, 2021 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____
Voting Against: _____

Resolution No. 210211-02 **Minutes – August 13, 2020**

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the Minutes for the August 13, 2020 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____
Voting Against: _____

Resolution No. 210211-03 **Adjourn**

Motion by Board Commission Member: _____

I Move the Swartz Creek Downtown Development Authority adjourns the February 11, 2021 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____
Voting Against: _____

**CITY OF SWARTZ CREEK
VIRTUAL DOWNTOWN DEVELOPMENT AUTHORITY MEETING ACCESS INSTRUCTIONS
THURSDAY, FEBRUARY 11, 2021, 6:00 P.M.**

The regular virtual meeting of the City of Swartz Creek park board is scheduled for **February 11, 2021** starting at 6:00 p.m. and will be conducted virtually (online and/or by phone), due to health concerns surrounding Coronavirus/COVID-19 and rules promulgated by the Michigan Department of Health and Human Services.

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain the notice in alternate formats, please contact Connie Olger, 810-429-2766 48 hours prior to meeting,

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID** number (also provided below) when prompted using your touch-tone (DTMF) keypad.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provide below. The details include a link to **“Join via computer”** as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

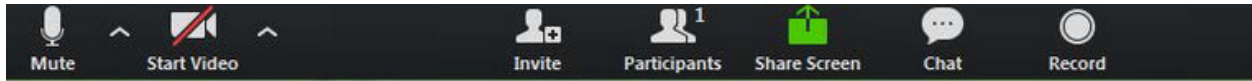
1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone (DMTF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View participant list-opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” show the active speaker.

Connie Olger is inviting you to a scheduled Zoom meeting.

Topic: DDA- Downtown Development Authority Meeting
Time: Feb 11, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/5699610014>

Meeting ID: 569 961 0014

One tap mobile

+13126266799,,5699610014# US (Chicago)

+19292056099,,5699610014# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 569 961 0014

Find your local number: <https://us02web.zoom.us/u/kedFRqg7ij>

If you have any further questions or concern, please contact 810-429-2766 or email colger@cityofswartzcreek.org.

A copy of this notice will be posted at City Hall, 8083 Civic Drive, Swartz Creek, Michigan.

CITY OF SWARTZ CREEK VIRTUAL (ELECTRONIC) MEETING RULES AND PROCEDURES

In order to conduct an effective, open, accessible, and professional meeting, the following protocols shall apply. These protocols are derived from the standard practices of Swartz Creek public meetings, Roberts Rules of Order, and city board & commission procedures. These procedures are adopted to govern participation by staff, councilpersons and members of the public in all City meetings held electronically pursuant to PA 228 of 2020. Note that these protocols do not replace or eliminate established procedures or practices. Their purpose is to augment standing expectations so that practices can be adapted to a virtual meeting format.

The following shall apply to virtual meetings of the city's public bodies that are held in accordance with the Open Meetings Act.

1. Meetings of the City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Park Board, or committees thereunder may meet electronically or permit electronic participation in such meetings insofar as (1) the Michigan Department of Health and Human Services restricts the number of persons who can gather indoors due to the COVID-19 pandemic; (2) persons have an illness, injury, disability or other health-related condition that poses a risk to the personal health or safety of members of the public or the public body if they were to participate in person; or (3) there is in place a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or other person authorized to declare a state of emergency or disaster.
2. All meetings held hereunder must provide for two-way communication so that members of the public body can hear and respond to members of the general public, and vice versa.
3. Members of the public body who participate remotely must announce at the outset of the meeting that he/she is in fact attending the meeting remotely and by further identifying the specific physical location (by county, township, village and state) where he/she is located. The meeting minutes must include this information.
4. Notice of any meeting held electronically must be posted at the City Offices at least 18 hours before the meeting begins and must clearly explain the following:
 - (a) why the public body is meeting electronically;
 - (b) how members of the public may participate in the meeting electronically, including the specific telephone number, internet address or similar log-in information needed to participate in the meeting;

- (c) how members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting;
 - (d) how persons with disabilities may participate in the meeting.
5. The notice identified above must also be posted on the City's website homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes the meeting's purpose.
 6. The City must also post on the City website an agenda of the meeting at least 2 hours before the meeting begins.
 7. Members of the public may offer comment only when the Chair recognizes them and under rules established by the City.
 8. Members of the public who participate in a meeting held electronically may be excluded from participation in a closed session that is convened and held in compliance with the Open Meetings Act.

MAINTAINING ORDER

Public body members and all individuals participating shall preserve order and shall do nothing to interrupt or delay the proceedings of public body.

All speakers shall identify themselves prior to each comment that follows another speaker, and they shall also indicate termination of their comment. For example, "Adam Zettel speaking. There were no new water main breaks to report last month. That is all."

Any participants found to disrupt a meeting shall be promptly removed by the city clerk or by order of the Mayor. Profanity in visual or auditory form is prohibited.

The public body members, participating staff, and recognized staff/consultants/presenters shall be the only participants not muted by default. All other members must request to speak by raising their digital hand on the meeting application or by dialing *9 on their phone.

MOTIONS & RESOLUTIONS

All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. A public body member whom reads/moves for a motion may oppose, argue against or vote no on the motion.

PUBLIC ADDRESS OF BOARD OR Commission

The public shall be allowed to address a public body under the following conditions:

1. Each person who wishes to address the public body will be first recognized by the Mayor or Chair and requested to state his / her name and address. This applies to staff, petitioners, consultants, and similar participants.
2. Individuals shall seek to be recognized by raising their digital hand as appropriate on the digital application.
3. Petitioners are encouraged to appropriately identify their digital presence so they can be easily recognized during business. If you intend to call in only, please notify the clerk in advance of your phone number.
4. The city clerk shall unmute participants and the members of the public based upon the direction of the mayor or chair. Participants not recognized for this purpose shall be muted by default, including staff, petitioners, and consultants.
5. Individuals shall be allowed five (5) minutes to address the public body, unless special permission is otherwise requested and granted by the Mayor or Chair.
6. There shall be no questioning of speakers by the audience; however, the public body, upon recognition of the Mayor or Chair, may question the speaker.
7. No one shall be allowed to address the public body more than once unless special permission is requested, and granted by the Mayor or Chair.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the public body unless special permission has been requested, and granted by the Mayor or Chair.
9. Those addressing the public body shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor or Chair.
11. Public comments (those not on the agenda as speakers, petitioners, staff, and consultants) are reserved for the two "Public Comment" sections of the agenda and public hearings.

VOTING RECORD OF PUBLIC BODIES

All motions, ordinances, and resolutions shall be taken by "YES" and "NO" voice vote and the vote of each member entered upon the journal.

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE DOWNTOWN DEVELOPMENT AUTHORITY
BICENTENNIAL PARK
August 13, 2020**

The Virtual Meeting was called to order at 6:00, by Board Member Krueger in the pavilion of the Bicentennial Park, Holland Drive.

Board Members Present: Beedy, Eckerdt, Krueger, Jamison, King, LaBeau (6:14pm),
Plumb, Raffaelli, Whittey (6:04pm).

Board Members Absent: None.

Staff Present: Adam Zettel

Others Present: Lania Rocha, Rae Lynn Hicks, George Hicks.

APPROVAL OF AGENDA:

Resolution No. 200813-01 **(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 August 13, 2020 Downtown Development Meeting.

Unanimous affirmative voice vote: Motion declared carried.

APPROVAL OF MINUTES:

Resolution No. 200813-02 **(Carried)**

Motion by Board Member Plumb
Second by Board Member Eckerdt

I Move the Swartz Creek City Downtown Development Authority approves the minutes for the July 9, 2020 Downtown Development Authority meeting.

Unanimous affirmative voice vote: Motion declared carried.

MEETING OPEN TO PUBLIC:

None.

Trailer Equipment

Resolution No. 200813-03

(Carried)

Motion by Board Member Jamison
Second by Board Member Plumb

I Move the Swartz Creek Downtown Development Authority approves the purchase of a utility trailer as included in the August 13, 2020 packet for a not-to-exceed price of \$3,060 plus delivery and further retract approval of the utility trailer authorized at the July 9, 2020 meeting.

Unanimous affirmative voice vote: Motion declared carried.

Lovegrove Building Request for Proposals

Update

Mr. Zettel commented the RFP showcase went well. There is some buyer interest and the potential for proposals to come in in September. Though Dr. Lovegrove has passed away, it appears the family is still working with the community on finding a developer for an impactful transformation.

MEETING OPEN TO PUBLIC:

Happy Birthday Rae Lynn!

REMARKS BY BOARD MEMBERS:

Board Member Raffaelli enjoyed the Lovegrove showcase virtual event.

Board Member Jamison indicated that the movie series is doing really well! Hocus Pocus is to show on Friday, August 21st at Abrams Park

Krueger indicated that some individuals are hosting a fundraiser at Jan's on September 10th for police support.

ADJOURNMENT:

Resolution No. 200813-04

(Carried)

Motion by Board Member Plumb
Second by Board Member Beedy

The Swartz Creek DDA adjourns the August 13, 2020 DDA meeting at 6:14 p.m.

Unanimous affirmative voice vote: 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: February 4, 2021

To: DDA Board Members
From: Adam Zettel
RE: February 11, 2021 DDA Meeting

Hello everyone,

There will be a meeting of the DDA at 6:00 p.m. on Thursday, February 11, 2021. This will be a virtual meeting, using the Zoom application. Instructions and guidelines for the virtual meeting are in the packet.

Since we do not have preliminary budget figures or other business, this meeting will be focused more on updates, which are numerous. We have not met for a while, so we should take this time to touch base and catch up on things as we enter 2021.

As we look toward spring, we have many improvements and projects in the hopper. The city used CDBG funds to purchase decorative street signs for the rest of the downtown area. This should be happening as fast as the order is placed.

There are many properties for sale, pending, or in transition as well. Dave's Pizzeria and The Swartz Creek Bakery are still on the market. Hopefully, they see some users. The medical office on Frederick is getting a full makeover by Dr. Sharman, which will improve that area nicely. The Assenmacher Building is getting a rehabilitation job as well, with two of three spaces filled with incoming tenants.

The old Trecha Building on Holland Drive is still pending action, but the owners have shifted their focus to the Hank and Don's business and building. They have been given a 120 day allowance for outdoor dining in the alley. This is something we should keep an eye on, as it has potential for permanence for JT's and H&D's alike.

Lastly, the city is still looking to permanently sell off the 8002 Miller Road property, Laser's. We may have some updates on that by the time we meet. The city is also looking to sell 8067 Miller (the brick home on Hayes and Miller). This was acquired to get easement access from Hayes to Holland. The planning commission is leaning towards a sale as a single family home with live/work space.

There is a lot to talk about with what is in the works and even more with what is possible. Updates on other downtown and community business are below:

1. **The DNR Trust Grant application was successful!** The Genesee Valley Trail Extension should be bid this year, including Safe Routes to School improvements for Elms School/Heritage and the Middle School area.
2. The **raceway did not benefit from any last minute 2020 state statutory changes**. The owner may be looking to repurpose the site at this point, but he has not affirmed that yet. I have debriefed with Senator Ananich and Mr. Schafer, and they plan to reconvene this month to go over the prospect for 2021 legislation. If it does not appear highly favorable, I suspect we will be looking at working with Mr. Schafer to plan and market the site for a new use.
3. Communities First has a purchase option for **Mary Crapo**. This option has apparently been extended by the School Board for one year as of this month. Their first application was denied. The zoning, site plan, and PILOT for the 40 unit building conversion have been approved by the city. The land purchase and state approvals are still pending. The park board recommends against the lease unless terms are dramatically improved to allow flexible public use. They have until 2/1/21 to make the purchase.
4. The **school bond** passed and many improvements are expected in 2020 throughout the district. Total investment for this effort will exceed \$50 million over two to three years. Work has commenced on Syring and Elms School, as well as the high school athletic complex. Plans are being submitted for the Middle School. The schools in the city are in a rigorous state of improvement at the moment. It also appears that the school will be adding a walking path on their high school campus that should be integrated with other pedestrian features.
5. **Street repair in 2020** is complete. We will be completing the remainder of Chelmsford and Oakview to Seymour in 2021. The city also has grants and loans for about **\$5 million in water main work** to occur between 2020 and 2022. COVID 19 may put a stop to some or all work efforts.
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. This project is on hold pending the sewer relief project.
7. The **Brewer Condo Project** is finalizing a survey plan for the master deed. This is a crucial step. Once done, the property can be transferred and building commenced. The project was given site plan approval and tentative purchase agreement approval (July 22, 2019). This includes 15 townhome condos off Morrish Road in downtown. They are approximately 1,750 square feet, with two car garages and basements. The resolutions and agreement still enable this activity, despite the delay. We hope to have the

transfer and start of construction occur this Spring. I expect an application for connect fee waivers.

8. The next **Springbrook East** phase is under construction. They have pulled their first home permit.

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