

# *SWARTZ CREEK DDA*

## **Agenda**

**Downtown Development Authority, Thursday, April 14, 2022, 6:00 P.M.  
City Hall 8083 Civic Drive, Swartz Creek Michigan 48473  
Virtual (Zoom) Meeting Available for General Public**

**1. CALL TO ORDER:**

**2. PLEDGE OF ALLEGIANCE:**

**3. ROLL CALL:**

**4. APPROVE AGENDA:**

4A. Proposed or Amended Agenda, April 14, 2022

**5. MOTION TO APPROVE MINUTES:**

5A. Board Meeting, March 10, 2021

**6. REPORTS & COMMUNICATIONS:**

6A. Resolutions

6B. March 10, 2021 Minutes

6C. April 14, 2022 Meeting Letter

6D. Budget Reports

6E. Food Truck, Event, Parade, and Logo Policies

6F. Car Show Sponsor Request

6G. Budget Draft

**Page No:**

**02**

**09**

**12**

**14**

**17**

**25**

**28**

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

7A. General Public Comments

**8. BUSINESS:**

8A. Policy Reviews

8B. Car Show Request

8C. 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, APRIL 14, 2022**

**Resolution No. 220414-01**

**Agenda – April 14, 2022**

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

**I Move** the Swartz Creek Downtown Development Authority approves the agenda for the March 10, 2022 Downtown Development Authority meeting.

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

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

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

**Resolution No. 220414-02**

**Minutes – March 10, 2021**

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

**I Move** the Swartz Creek Downtown Development Authority approves the Minutes for the March 10, 2021 Downtown Development Authority meeting.

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

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

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

**Resolution No. 220414-03**

**Policy Approval**

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

**I Move** the Swartz Creek DDA recommend approval of the event, parade, food truck, and MDOT logo policies to the city council.

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

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

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

**Resolution No. 220414-04**

**Car Show Sponsorship**

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

**I Move** the Swartz Creek DDA sponsor a car show as organized by Jeepers Creekers, Inc. and approved by the Swartz Creek City Council for the 2022 season at a cost of \$1,000.

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

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

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

**Resolution No. 220414-05**

**Fiscal Year 2023 DDA Budget**

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

**I Move** the Swartz Creek Downtown Development Authority approve the proposed 2023 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. 220414-06**

**Adjourn**

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

**I Move** the Swartz Creek Downtown Development Authority adjourns the April 14, 2022 Downtown Development Authority meeting.

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

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

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

**CITY OF SWARTZ CREEK  
VIRTUAL DOWNTOWN DEVELOPMENT AUTHORITY MEETING ACCESS INSTRUCTIONS  
THURSDAY, APRIL 14, 2022, 6:00 P.M.**

The regular virtual meeting of the City of Swartz Creek park board is scheduled for **April 14, 2022** 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](https://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: April 14, 2022 06:00 PM Eastern Time (US and Canada)

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83096401128>

**Meeting ID: 830 9640 1128**

**One tap mobile**

+13017158592,,83096401128# US (Washington DC)

+13126266799,,83096401128# US (Chicago)

**Dial by your location**

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

**Meeting ID: 830 9640 1128**

Find your local number: <https://us02web.zoom.us/u/kz4Jb4etg>

**If you have any further questions or concern, please contact 810-429-2766 or email [colger@cityofswartzcreek.org](mailto: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 MEETING  
March 10, 2022**

The meeting was called to order at 6:01 p.m. by Board Member Krueger in the Swartz Creek Council Chambers with a virtual (Zoom) meeting available for the general public.

Board Members Present: Beedy, Ryan, Krueger, Raffaelli, Jamison.

Board Members Absent: King, Keene, Plumb, Whittey.

Staff Present: Adam Zettel.

Others Present: Dennis Cramer, Jason Dover, Nate Henry, Jared Ogansky.

**APPROVAL OF AGENDA:**

**Resolution No. 220310-01**

**(Carried)**

Motion by Board Member Raffaelli  
Second by Board Member Jamison

**I Move** the Swartz Creek City Downtown Development Authority approves the agenda for the March 10, 2022 Downtown Development Meeting.

Unanimous affirmative voice vote: Motion declared carried.

**APPROVAL OF MINUTES:**

**Resolution No. 220310-02**

**(Carried)**

Motion by Board Member Beedy  
Second by Board Member Jamison

**I Move** the Swartz Creek City Downtown Development Authority approves the minutes for the February 10, 2022 Downtown Development Authority meeting.

Unanimous affirmative voice vote: Motion declared carried.

## **MEETING OPEN TO PUBLIC:**

Dennis Cramer commented after reviewing the master plan he finds the new format to be fantastic and looks forward to the conversation this evening in relationship to the master plan.

## **Policy Approval**

### **Resolution No. 220310-03**

**(Tabled)**

Motion by Board Member Ryan  
Second by Board Member Jamison

**I Move** the Swartz Creek DDA table the approval of the event, parade, food truck, and MDOT logo policies to the city council until the next meeting so more specific information may be gathered.

Unanimous affirmative voice vote: Motion declared tabled.

A discussion ensued regarding street closure, food trucks, garbage collection, budgeting and permits. Background checks for permits on public and/or private property were addressed. The MDOT logo program was also discussed. A few changes were recommended, and the issue was tabled until the next meeting.

## **Master Plan**

Mr. Zettel discussed the process of the master plan and thanked everyone for all their work. The draft has been out for a couple of months, and he is encouraging questions and comments before it is completed.

## **MEETING OPEN TO PUBLIC:**

Dennis Cramer commented on the reuse of historical buildings in the master plan. A smoking business from Flint may be coming into the old Methodist Church on Morrish Road.

Jason Dover discussed having a downtown car show event with food trucks and craft vendors on the fourth Thursday night of the month during the summer. They are partnering with Jeepers Creekers and would be under their umbrella for event insurance and permits. The event sponsorship budget would be \$1000. He is going to submit information so the car show can be added to the agenda for the next meeting.

**REMARKS BY BOARD MEMBERS:**

Board Member Raffaelli commented the icy sidewalks in the city and a discussion ensued.

Board Member Krueger said there was a Historical Society meeting last night and encouraged everyone to become a member. They meet on the second Wednesday of the month.

**ADJOURNMENT:**

**Resolution No. 220310-04**

**(Carried)**

Motion by Board Member Beedy  
Second by Board Member Raffaelli

The Swartz Creek DDA adjourns the March 10, 2022 DDA meeting at 7:42 p.m.

Unanimous affirmative voice vote: 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: April 6, 2022

**To: DDA Board Members**  
**From: Adam Zettel**  
**RE: April 14, 2022 DDA Meeting**

Hello everyone,

**There will be a meeting of the DDA at 6:00 p.m. on Thursday, April 14, 2022. All board members must now attend in person to participate.** This will also be broadcast virtually via Zoom for the general public. Instructions and guidelines for the virtual meeting are in the packet.

We have quite a bit to go over. To follow up with old business, I am including revised policies for food trucks, events, parades, and the logo sign program. Hopefully, these are refined enough so they can be approved as-is or in a modified form. The MDOT logo program will be effective on July 1, 2022 if funded in the budget.

We also have some follow up with the car show. The city council has approved all five dates as requested. Though there is some concern over the impact on the community and traffic, everyone seems ok to try it. With that said, the organizers are partnering with Jeepers Creekers, Inc., and it is through them that they seek a \$1,000 sponsorship to operate the event. This request dovetails with our policies. With the understanding that organizers are to operate their own events and provide for their own services, marketing, and related needs, the best way for the DDA to assist is to provide financial support to make these events occur.

Lastly, we have a draft budget for the DDA. While the Meijer appeal is still pending, the petitioner appraisal has come in significantly higher than the original appeal amount. In short, this situation results in more reliable income for the DDA, even if the appeal is not entirely favorable. I have been working with Mrs. Korth on the matter. We have set up a budget that provides for the streetscape debt, movies, a limited façade program, and the new MDOT Blue Sign Program.

That is the news! Contact me directly with any questions, comments, or agenda items. Please see the city council packets for updates of other downtown and community projects! **Please let us know if you can attend or not.** We have struggled to get a quorum recently.

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](mailto:azettel@cityofswartzcreek.org)

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK DDA  
PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 02/28/2022	AVAILABLE BALANCE	% BDGT USED
Fund 248 - Downtown Development Fund					
Revenues					
Dept 000.000 - General					
248-000.000-402.000	Current Tax Revenue	88,000.00	55,955.08	32,044.92	63.59
248-000.000-664.000	Interest Income	7.00	3.37	3.63	48.14
Total Dept 000.000 - General		88,007.00	55,958.45	32,048.55	
TOTAL REVENUES		88,007.00	55,958.45	32,048.55	63.58
Expenditures					
Dept 173.000 - DDA Administration					
248-173.000-745.000	Postage	4.00	0.51	3.49	12.75
248-173.000-825.000	Admin Services	2,500.00	2,500.00	0.00	100.00
248-173.000-961.000	Miscellaneous	300.00	300.00	0.00	100.00
Total Dept 173.000 - DDA Administration		2,804.00	2,800.51	3.49	
Dept 728.002 - Streetscape					
248-728.002-801.000	Contractual Services	1,000.00	0.00	1,000.00	0.00
248-728.002-967.101	Contribution to General Fund	40,000.00	40,000.00	0.00	100.00
248-728.002-968.000	Depreciation Expense	945.00	0.00	945.00	0.00
Total Dept 728.002 - Streetscape		41,945.00	40,000.00	1,945.00	
Dept 728.003 - Facade Program					
248-728.003-801.000	Contractual Services	12,500.00	0.00	12,500.00	0.00
Total Dept 728.003 - Facade Program		12,500.00	0.00	12,500.00	0.00
Dept 728.004 - Family Movie Night					
248-728.004-726.000	Supplies	4,000.00	0.00	4,000.00	0.00
248-728.004-801.000	Contractual Services	2,285.00	2,285.00	0.00	100.00
248-728.004-968.000	Depreciation Expense	1,181.75	0.00	1,181.75	0.00
Total Dept 728.004 - Family Movie Night		7,466.75	2,285.00	5,181.75	
TOTAL EXPENDITURES		64,715.75	45,085.51	19,630.24	69.67
Fund 248 - Downtown Development Fund:					
TOTAL REVENUES		88,007.00	55,958.45	32,048.55	63.58
TOTAL EXPENDITURES		64,715.75	45,085.51	19,630.24	69.67
NET OF REVENUES & EXPENDITURES		23,291.25	10,872.94	12,418.31	

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK DDA  
PERIOD ENDING 01/31/2022

GL NUMBER	DESCRIPTION	2021-22		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	YTD BALANCE 01/31/2022		
Fund 248 - Downtown Development Fund					
Revenues					
Dept 000.000 - General					
248-000.000-402.000	Current Tax Revenue	88,000.00	55,955.08	32,044.92	63.59
248-000.000-664.000	Interest Income	7.00	2.40	4.60	34.29
Total Dept 000.000 - General		88,007.00	55,957.48	32,049.52	
TOTAL REVENUES		88,007.00	55,957.48	32,049.52	63.58
Expenditures					
Dept 173.000 - DDA Administration					
248-173.000-745.000	Postage	4.00	0.51	3.49	12.75
248-173.000-825.000	Admin Services	2,500.00	2,500.00	0.00	100.00
248-173.000-961.000	Miscellaneous	300.00	0.00	300.00	0.00
Total Dept 173.000 - DDA Administration		2,804.00	2,500.51	303.49	
Dept 728.002 - Streetscape					
248-728.002-801.000	Contractual Services	1,000.00	0.00	1,000.00	0.00
248-728.002-967.101	Contribution to General Fund	40,000.00	40,000.00	0.00	100.00
248-728.002-968.000	Depreciation Expense	945.00	0.00	945.00	0.00
Total Dept 728.002 - Streetscape		41,945.00	40,000.00	1,945.00	
Dept 728.003 - Facade Program					
248-728.003-801.000	Contractual Services	12,500.00	0.00	12,500.00	0.00
Total Dept 728.003 - Facade Program		12,500.00	0.00	12,500.00	
Dept 728.004 - Family Movie Night					
248-728.004-726.000	Supplies	4,000.00	0.00	4,000.00	0.00
248-728.004-801.000	Contractual Services	2,285.00	2,285.00	0.00	100.00
248-728.004-968.000	Depreciation Expense	1,181.75	0.00	1,181.75	0.00
Total Dept 728.004 - Family Movie Night		7,466.75	2,285.00	5,181.75	
TOTAL EXPENDITURES		64,715.75	44,785.51	19,930.24	69.20
Fund 248 - Downtown Development Fund:					
TOTAL REVENUES		88,007.00	55,957.48	32,049.52	63.58
TOTAL EXPENDITURES		64,715.75	44,785.51	19,930.24	69.20
NET OF REVENUES & EXPENDITURES		23,291.25	11,171.97	12,119.28	

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK DDA  
PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 03/31/2022	AVAILABLE BALANCE	% BDGT USED
Fund 248 - Downtown Development Fund					
Revenues					
Dept 000.000 - General					
248-000.000-402.000	Current Tax Revenue	88,000.00	93,865.36	(5,865.36)	106.67
248-000.000-664.000	Interest Income	7.00	3.49	3.51	49.86
Total Dept 000.000 - General		88,007.00	93,868.85	(5,861.85)	
TOTAL REVENUES		88,007.00	93,868.85	(5,861.85)	106.66
Expenditures					
Dept 173.000 - DDA Administration					
248-173.000-745.000	Postage	4.00	0.51	3.49	12.75
248-173.000-825.000	Admin Services	2,500.00	2,500.00	0.00	100.00
248-173.000-961.000	Miscellaneous	300.00	300.00	0.00	100.00
Total Dept 173.000 - DDA Administration		2,804.00	2,800.51	3.49	
Dept 728.002 - Streetscape					
248-728.002-801.000	Contractual Services	1,000.00	0.00	1,000.00	0.00
248-728.002-967.101	Contribution to General Fund	40,000.00	40,000.00	0.00	100.00
248-728.002-968.000	Depreciation Expense	945.00	0.00	945.00	0.00
Total Dept 728.002 - Streetscape		41,945.00	40,000.00	1,945.00	
Dept 728.003 - Facade Program					
248-728.003-801.000	Contractual Services	12,500.00	0.00	12,500.00	0.00
Total Dept 728.003 - Facade Program		12,500.00	0.00	12,500.00	
Dept 728.004 - Family Movie Night					
248-728.004-726.000	Supplies	4,000.00	0.00	4,000.00	0.00
248-728.004-801.000	Contractual Services	2,285.00	2,285.00	0.00	100.00
248-728.004-968.000	Depreciation Expense	1,181.75	0.00	1,181.75	0.00
Total Dept 728.004 - Family Movie Night		7,466.75	2,285.00	5,181.75	
TOTAL EXPENDITURES		64,715.75	45,085.51	19,630.24	69.67
Fund 248 - Downtown Development Fund:					
TOTAL REVENUES		88,007.00	93,868.85	(5,861.85)	106.66
TOTAL EXPENDITURES		64,715.75	45,085.51	19,630.24	69.67
NET OF REVENUES & EXPENDITURES		23,291.25	48,783.34	(25,492.09)	



# *SWARTZ CREEK DOWNTOWN DEVELOPMENT AUTHORITY 2022 MDOT LOGO PROGRAM*

## **Intent**

The Swartz Creek DDA aspires to provide incentives to increase business for downtown district restaurants by drawing customers from I-69. The DDA also seeks to increase the positive brand and awareness of downtown eateries to the region by showcasing as many businesses as possible on MDOT logo signs.

## **Eligibility Requirements**

The Swartz Creek MDOT Logo Program is available to restaurants that are in the Downtown Development Authority District of Swartz Creek and are otherwise eligible for an MDOT logo sign\*. As of March 1, 2022, MDOT requirements can be summarized as:

- Facility must be licensed by the Michigan Department of Agriculture
- Accessible without an admission fee
- Continuous operation serving at least 12 hours per day, 6 days per week
- Minimum permanent indoor seating capacity of 24 persons
- Restroom facilities and emergency telephone available to the public during hours of operation
- Located within 6 miles from the center of the interchange
- Eligible seasonal businesses are facilities closed for 2 or more weeks per year. The mainline logo must be covered with a "CLOSED" plaque while closed for the season or the months of operation must be listed across the bottom of the logos

\* Partially eligible eateries may qualify for a logo sign once MDOT installs a sign for a fully qualifying eatery.

Only one set of incentives is available to each recognized restaurant as identified by address. If a second set of incentives is requested for subsequent restaurants located at the same location, the DDA may approve such reimbursement by an affirmative vote of a majority of the DDA board. In no case, can the incentive be repeated or extended for the same restaurant at the same location.

## **Program Incentive**

The Swartz Creek DDA shall reimburse eligible restaurants for initial MDOT logo sign production (a value of approximately \$1,000). The DDA shall also reimburse participants for fees paid to MDOT for continued annual logo participation costs according to the following schedule:

- 90% of year one MDOT logo charges (currently \$850/direction)
- 75% of year two MDOT logo charges (currently \$850/direction)
- 50% of year three MDOT logo charges (currently \$850/direction)

25% of year four MDOT logo charges (currently \$850/direction)

### **Program Requirements**

Prospective restaurant owners should notify the DDA in advance of their intent to seek an MDOT logo sign by contacting the city manager via email or letter. Owners shall be responsible for completing all MDOT applications, including the provision of logo artwork and other qualifying materials. If approved by the MDOT, owners shall notify the DDA in writing and supply evidence of approval and proof of payment. To receive reimbursement, owners shall provide a legal name and mailing address, as well as any additional related information or documentation required by the city accounts payable representative.

### **Miscellaneous**

Reimbursements are not guaranteed. Funds available for reimbursement may be limited by current or future budgets. The DDA reserves the right to modify, extend, or eliminate this program based upon budgetary considerations. The DDA cannot guarantee acceptance into the MDOT logo program as administered by the state, including the availability of space on MDOT signs and/or trailblazer signs within the community.

The DDA, at its discretion, may work with the city and owners to install trailblazer or identification signs within right of ways, public parking areas, or other locations to better identify businesses.

Please refer to the MDOT logo program guidelines for more information. Contact DDA staff at 810.287.2147 or [azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org) to hold an informal project consultation prior to submission to MDOT and/or the DDA.

**City of Swartz Creek**  
**Parade & Street Closure Policies & Regulations**

The approval of a street closure request and/or a "parade permit" is based on the assumption that the event coordinator(s) fully understand and accept the following regulations regarding the event:

1. All special events must be approved by the city council.
2. The throwing of any object(s) from any vehicle during the course of the parade is prohibited by ordinance. Violations of this ordinance could result in prosecution and/or the denial of future permit requests.
3. The closing of major thoroughfares entails the rerouting of thousands of motorists and the interruption of commerce. It is imperative that parades and related activities begin and end on time so as not to unnecessarily disrupt the usual course of traffic and business.
4. Parade organizers must provide a means of direct communication between the event coordinator and the Chief of Police (or a designee) and the Director of the Department of Public Services (or a designee) during the course of the event in order to address any dangerous conditions that may develop during the course of the event.
5. The practice of parade participants jumping onto or off of moving vehicles in the parade is prohibited.
6. When determining the staging area for parade participants, organizers should ensure that the area is sufficient in size to accommodate all entries without creating traffic or pedestrian hazards.
7. Additional waste management, security, outhouse facilities, and related services shall be the responsibility of the event coordinator.
8. All entertainment, loudspeakers, vendors, events, staging areas, and related ancillary features of the parade must be explicitly approved or otherwise conform to all federal, state, and local laws and regulations.

It is the responsibility of the event coordinator(s) to ensure that all parade participants are made aware of the regulations that directly affect them and by signing this document hereby acknowledge that they have received a copy of these regulations and accept said responsibility.

By: \_\_\_\_\_ For: \_\_\_\_\_  
Event Coordinator/Representative Organization

**City of Swartz Creek**  
**Special Event Policies & Regulations**

The approval of a street closure request and/or a “special event” permit is based on the assumption that the event coordinator(s) fully understand and accept the following regulations regarding the event:

1. All special events must be approved by the city council.
2. Street closures and/or the use of public areas (e.g. public parking lots, Holland Square, parks, and other properties) shall require permitting in accordance with the park reservation application, street closure application, and/or public place reservation application.
3. The closing of major thoroughfares entails the rerouting of thousands of motorists and the interruption of commerce. It is imperative that events begin and end on time so as not to unnecessarily disrupt the usual course of traffic and business.
4. Event organizers must provide a means of direct communication between the event coordinator and the Chief of Police (or a designee) and the Director of the Department of Public Services (or a designee) during the course of the event in order to address any dangerous conditions that may develop during the course of the event.
5. Additional waste management, security, outhouse facilities, and related services shall be the responsibility of the event coordinator.
6. All entertainment, loudspeakers, vendors, events, staging areas, and related ancillary features of the event must be explicitly approved or otherwise conform to all federal, state, and local laws and regulations.

It is the responsibility of the event coordinator(s) to ensure that all event participants are made aware of the regulations that directly affect them and by signing this document hereby acknowledge that they have received a copy of these regulations and accept said responsibility.

By: \_\_\_\_\_ For: \_\_\_\_\_  
Event Coordinator/Representative Organization

Approved by City Council: \_\_\_\_\_

**City of Swartz Creek**  
**Food Truck Policies & Regulations**

I. Permitting Process

- a. Any vendor applying for a Food Truck Permit is required to submit documentation of possession of the following items:
  - i. A valid Genesee County Health Department Permit
  - ii. Valid automobile and general liability insurance
  - iii. Pictures of all sides of the food truck visible from the street with a time and date stamp from within the past week
- b. A non-refundable application fee of \$50 is required at the time of submittal for operations within the City.
- c. Complete applications shall include a Solicitation Permit and one or both of the following:
  - i. Zoning permit to vend on private property, including proof of ownership/permission, an accompanying map of the impacted area, and days, times, and locations
  - ii. Written request to vend on city property, in city parks, or in city right-of-way, including the days, times, locations, and a map of the impacted area.
- d. Each application will be reviewed by City staff. When staff has determined that the application is acceptable, the applicant will be given a hardcopy permit to display in a visible location on the service side of the permitted vehicle.
- e. A background check shall be performed on the operator of the food truck. Submission of related documentation and a photo ID to the City Clerk is required.
- f. A Food Truck Permit is only valid for a single vehicle. Food truck operators with more than one truck shall require a separate Permit for each truck.

II. Legally Operating Without a Food Truck Permit

- a. Food trucks may operate on private property at and under the discretion of permit holders for city-approved special events and festivals after receiving approval from the event or festival organizer, provided they are qualified to do so by the Genesee County Health Department.
- b. Food trucks operating under this provision shall only be allowed to vend at the event or festival as a vendor of the event or festival, within the geographic, date, time, and related provisions of the event or festival permit. Food trucks operating on public property and/or streets during such an event shall still be required to obtain a permit.

III. Permit Validity

- a. All permits issued shall be valid for one calendar year. New applications are required to vend within the city after expiration.
- b. Vendors must get additional permissions to vend within city parks, on city

property, or within city right-of-ways. Such permissions may be single use or extended operating permissions.

#### IV. General Rules and Regulations

- a. The City Manager is authorized to make changes to these policies and procedures at any time in order to ensure that the Food Truck Program is running efficiently, safely, fairly, and in a manner that achieves City of Swartz Creek goals and objectives.
- b. No food truck operator may operate anywhere in the City of Swartz Creek without a Food Truck Permit.
- c. Possession of a Food Truck Permit does not grant or entitle the holder to sole possession of a specific vending location or route, unless such a location has been granted by the City of Swartz Creek City Manager or City Council.
- d. It shall be the responsibility of the food truck vendor to be familiar with and understand all of the rules and regulations related to food trucks found in the City Code, the Zoning Ordinance, Park Rules and Regulations, and Public Place and Plaza Policies, as well as the rules and inspections associated with Genesee County and the State of Michigan.
- e. Food trucks may be temporarily prohibited from operating on public property, including in designated parking locations, or temporarily moved to a nearby location at the request of the City in cases of emergency purposes, construction, or other public benefit or service.
- f. Vendors must acquire a zoning permit to vend on private property in order to ensure ingress, egress, pedestrian access, traffic circulation, and parking are adequate at desired locations. Multiple locations can be requested with a single zoning permit.

#### V. General Operation Requirements

The following requirements shall apply to all food trucks and ice cream trucks while in operation:

- a. Food trucks shall sell food that is fresh and cooked-to-order. Therefore, food trucks shall not sell entrees such as hot dogs, pre-made sandwiches, food that is frozen until immediately before cooking, or any such similar items. This restriction shall not apply to side dishes such as french fries, onion rings, or other similar items, or to trucks selling a single, non-entree item like cupcakes or ice cream.
- b. Valid Mobile Food Service, Food Truck, and/or Special Events permits must be openly displayed on all approved food trucks.
- c. All food and ice cream trucks must carry at least \$1,000,000.00 in auto liability insurance for injury to or death of any person or persons in any

one incident, and \$100,000 for property damage. The policy shall list the city as an additional insured. The City of Swartz Creek shall not be liable for any damages caused by the location or operation of a food truck in the City of Swartz Creek right-of-way or on City of Swartz Creek property.

- d. All food trucks will be maintained in proper working order and will be free of visible damages, including but not limited to rust, dents, cracked or broken glass, and chipped paint.
- e. The Vendor must note any objects associated with the food truck that are to be placed around the vehicle in or on the street, right-of-way, sidewalk, or ground while the vehicle is in operation, including but not limited to chairs, tables, waste receptacles, heaters, fencing, or signs. The list of items and an illustrated configuration or map that details the location must accompany the application.
- f. A waste receptacle may be used, but it must be emptied regularly so that it is never completely filled and must be removed before the vehicle departs from the spot where it is operating.
- g. The vehicle shall be entirely self-sufficient, and shall not hook up to or attach to any water, sewer, gas, or electric utility unless explicitly approved by the city or private property owner. An electric generator may be used while the vehicle is stationary and operating as long as it does not generate noise that can be heard inside any building or otherwise violates the city's noise ordinance.
- h. All exchanges between vendors and customers shall take place from a single point of the food truck. When the food truck is parked on an open/active street, the point of sale must face towards a sidewalk or curb. If no sidewalk or curb is present, the point of sale shall face away from the nearest street. Under no circumstances shall customers be served while they are in or on a street that is open to vehicle traffic.
- i. No by-product of food truck operations, including but not limited to vendor created trash, grease, grey water, or excess food, shall be disposed of in or on any City of Swartz Creek property, including but not limited to City trash cans, curbs, gutters, manholes, storm drains, or sewer grates. Note that the city and its partners may provide trash amenities for vendors and their customers at their discretion.

## VI. Violations

- a. The City Manager or the City Manager's designee shall have the ability to suspend or revoke a vendor's designated parking location, Food Truck Permit, or participation in the Food Truck Program for any violation of the City of Swartz Creek Code of Ordinances, Zoning Ordinance, or Food Truck Policies and Regulations.
- b. Any food truck that loses its Food Truck Permit for any such violation listed in subsection (a) above will be prohibited from reapplying for a new Food Truck Permit for a period of six (6) months from the date of the revocation of the original Permit.
- c. Food truck vendors who are suspended or removed from the Food Truck Program for violations listed above in subsection (a) will not be entitled to

a refund of any application, parking, or other such fees.

VII. Special Events

- a. Food trucks will be permitted to operate at various special City events. To participate in such events, vendors should apply directly to the Manager.
- b. Food Truck Permits may be subject to 'black out' dates and/or locations in the City in which the vendor is not able to vend due to the conflict with other special event or festival permits.
- c. If food trucks are seeking to vend at or within 500 feet of a concert or special event at the Pajtas Amphitheater, the City Manager or their designee will confer with the Swartz Creek Fire Arts Association to establish acceptable times and locations where the truck or trucks can vend so as not to directly compete with food vendors working within or for the Amphitheater. A request for such an arrangement must be made by the food truck at least seven days prior to the concert or special event.
- d. The City Manager may waive any portion of this policy for special events on City of Swartz Creek property.

It is the responsibility of the Food Truck owner to ensure that all employees are made aware of the regulations that directly affect them and by signing this document hereby acknowledge that they have received a copy of these regulations and accept said responsibility.

By: \_\_\_\_\_  
Food Truck Operator

For: \_\_\_\_\_  
Legal Entity

Approved by City Council: \_\_\_\_\_



**From:** [Jason & Judy Dover](#)  
**To:** [Adam Zettel](#)  
**Cc:** [Jared Oginsky](#)  
**Subject:** Cruisin' the Creek / Jeepers Creekers DDA Sponsorship  
**Date:** Monday, March 21, 2022 5:03:40 PM  
**Attachments:** [cruisin the creek flyer with jeepers.pdf](#)

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Hi Adam, I understand my associate, Jared has been in contact with you regarding the Cruisin' the Creek monthly car shows.

We are requesting a sponsorship from the DDA in the amount of \$1,000, for the Cruisin' the Creek, monthly car shows to be held in downtown Swartz Creek.

Per the DDA request we have partnered with Jeepers Creekers and will be working under their umbrella as we will utilize their annual event insurance coverage. Jeepers Creekers is the legal nonprofit entity.

The requested sponsorship will be for advertising via fliers to be handed out at other local car shows and banners to be hung, as well as supplies needed for the shows such as driver's tickets and prizes.

These monthly events will be held on the 4<sup>th</sup> Thursday of each month, May – September. The events are open to all cars, trucks, bikes and trikes regardless of year, make or model. The purpose is to bring more people and awareness to downtown Swartz Creek. We have gained support from many local businesses and the goal is to support the downtown area with a family friendly event. Please see attached flyer for these events.

## Cruisin' the Creek / Jeepers Creekers

Car Cruise - Every 4<sup>th</sup> Thursday May – September 5p-8p

DDA sponsorship proposal

2.5' x 6' banners (2) \$150

Printed fliers \$500

Supplies / prizes \$200

Dash Plaques \$150

Total \$1,000

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We have changed our original dates from select Fridays to every 4<sup>th</sup> Thursday, May – September. The change was made so as to remove any conflicts with other local events as well as to make it easier for participants to remember the show dates. The intention is still to grow these events to a weekly rather than monthly schedule.

I and my associate, Jared Oginsky, met with the Jeepers Creekers board. We have come to an agreement. We have now partnered with them and will operate under their Non-profit event insurance. During our Cruisin' the Creek shows, Jeepers Creekers will be running a craft / vendor event to raise funds. There will also be food trucks downtown during the combined shows. The Jeepers Creekers board has submitted the required street closure permits for all events, including Cruisin' the Creek.

If there are any questions, please feel free to contact either myself or Jared.  
Thank-You & God Bless.

Reverend Jason M Dover  
810-635-9067 or 810-240-4388

Jared Oginsky  
810-449-3150



## **CRUISIN' THE CREEK**

### **DOWNTOWN SWARTZ CREEK**

**EVERY 4TH THURSDAY, MAY - SEPTEMBER**

**5:00 PM – 8 PM WEATHER PERMITTING**

**MONTHLY CHARITY 50/50 RAFFLE**

**DJ MUSIC – PRIZES FOR DRIVERS**

**ALL MAKES, MODELS, AND YEARS WELCOME!**

### **DOWNTOWN MILLER ROAD**

**BETWEEN MORRISH ROAD & FORTINO DRIVE**

**EASY ACCESS TO I-69 VIA THE MORRISH ROAD EXIT**

**BROUGHT TO YOU BY JEEPERS CREEKERS,**

**THE SWARTZ CREEK DDA,**

**& REVEREND JASON DOVER – 810-240-4388**

**<https://www.facebook.com/midmicarshows>**

BUDGET REPORT FOR CITY OF SWARTZ CREEK DDA  
Draft #5 Requested Budget FY23

GL NUMBER	DESCRIPTION	2020-21 ACTIVITY	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 03/16/22	2021-22 PROJECTED ACTIVITY	2022-23 REQUESTED BUDGET	Notes
Fund 248 - Downtown Development Fund							
ESTIMATED REVENUES							
Dept 000.000 - General							
248-000.000-402.000	Current Tax Revenue	72,111.01	88,000.00	93,865.36	93,865.36	100,000.00	
248-000.000-664.000	Interest Income	5.52	7.00	3.49	4.75	4.00	
Totals for dept 000.000 - General		72,116.53	88,007.00	93,868.85	93,870.11	100,004.00	
TOTAL ESTIMATED REVENUES		72,116.53	88,007.00	93,868.85	93,870.11	100,004.00	
APPROPRIATIONS							
Dept 173.000 - DDA Administration							
248-173.000-726.000	Supplies	13.00					
248-173.000-745.000	Postage	2.50	4.00	0.51	0.51	4.00	
248-173.000-825.000	Admin Services	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
248-173.000-961.000	Miscellaneous	300.00	300.00	300.00	300.00	300.00	
Totals for dept 173.000 - DDA Administration		2,815.50	2,804.00	2,800.51	2,800.51	2,804.00	
Dept 728.000 - Economic Development (new department)							
101-728.000-801.000		0.00	0.00	0.00	0.00	20,000.00	29
Totals for dept 728.000 - Economic Development		0	0	0	0	20,000.00	
Dept 728.002 - Streetscape							
248-728.002-801.000	Contractual Services		1,000.00			1,000.00	
248-728.002-967.101	Contribution to General Fund	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	12
248-728.002-968.000	Depreciation Expense	944.28	945.00			1,000.00	
Totals for dept 728.002 - Streetscape		40,944.28	41,945.00	40,000.00	40,000.00	42,000.00	
Dept 728.003 - Facade Program							
248-728.003-801.000	Contractual Services	9,587.47	12,500.00		12,500.00	12,500.00	
Totals for dept 728.003 - Facade Program		9,587.47	12,500.00	0.00	12,500.00	12,500.00	
Dept 728.004 - Family Movie Night							
248-728.004-726.000	Supplies	861.79	4,000.00		3,000.00	3,000.00	
248-728.004-801.000	Contractual Services	2,750.00	2,285.00	2,285.00	2,500.00	2,750.00	
248-728.004-968.000	Depreciation Expense	1,793.75	1,181.75		1,181.75	1,210.00	
Totals for dept 728.004 - Family Movie Night		5,405.54	7,466.75	2,285.00	6,681.75	6,960.00	
TOTAL APPROPRIATIONS		58,752.79	64,715.75	45,085.51	61,982.26	84,264.00	
NET OF REVENUES/APPROPRIATIONS - FUND 248		13,363.74	23,291.25	48,783.34	31,887.85	15,740.00	
BEGINNING FUND BALANCE		38,340.91	51,704.65	51,704.65	51,704.65	83,592.50	
ENDING FUND BALANCE		51,704.65	74,995.90	100,487.99	83,592.50	99,332.50	

Note 29. MDOT Sign Logo Program \$20,000 (248-728.000-801.000).