

SWARTZ CREEK DDA

Agenda

**Downtown Development Authority, Thursday, July 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, July 14, 2022

5. MOTION TO APPROVE MINUTES:

5A. Board Meeting, April 14, 2021

6. REPORTS & COMMUNICATIONS:

6A. Resolutions

6B. April 14, 2021 Minutes

6C. July 14, 2022 Meeting Letter

6D. Jeepers Creekers Sponsor Request

6E. Final Master Plan and Downtown Design Guidelines

Page No:

02

09

12

14

[Link](#)

7. MEETING OPENED TO THE PUBLIC:

7A. General Public Comments

8. BUSINESS:

8A. Officer Selection

8B. Jeepers Creekers Request

8C. Flint Art Project

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, JULY 14, 2022

Resolution No. 220714-01

Agenda – July 14, 2022

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the agenda for the July 14, 2022 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 220714-02

Minutes – April 14, 2021

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the Minutes for the April 14, 2021 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 220714-03

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 2023 annual meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 220714-04

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 2023 annual meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 220714-05

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 2023 annual meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 220714-06

Jeepers Creekers Sponsorship

Motion by Board Member: _____

I Move the Swartz Creek DDA sponsor the Jeepers Creekers, Inc. fall events, conditioned upon approval of the event 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. 220714-07

Adjourn

Motion by Board Commission Member: _____

I Move the Swartz Creek Downtown Development Authority adjourns the July 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, JULY 14, 2022, 6:00 P.M.

The regular virtual meeting of the City of Swartz Creek park board is scheduled for **July 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 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: July 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.

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
April 14, 2022**

The meeting was called to order at 6:07 p.m. by Board Member Beedy in the Swartz Creek Council Chambers with a virtual (Zoom) meeting available for the general public.

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

Board Members Absent: Krueger, Keene, Plumb (Zoom), Whittey.

Staff Present: Adam Zettel.

Others Present: Nate Henry, Jared M. Oginsky.

APPROVAL OF AGENDA:

Resolution No. 220414-01

(Carried)

Motion by Board Member King
Second by Board Member Jamison

I Move the Swartz Creek City Downtown Development Authority approves the agenda for the April 14, 2022 Downtown Development Meeting.

Unanimous affirmative voice vote: Motion declared carried.

APPROVAL OF MINUTES:

Resolution No. 220414-02

(Carried)

Motion by Board Member Jamison
Second by Board Member King

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

Unanimous affirmative voice vote: Motion declared carried.

MEETING OPEN TO PUBLIC:

Jared Oginsky discussed the car show event. Jeepers Creekers has backed out of the car show. He still wants a sponsorship of \$1000.00 from the DDA.

Policy Approval

Resolution No. 220414-03

(Carried)

Motion by Board Member Jamison
Second by Board Member Ryan

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

Unanimous affirmative voice vote: Motion declared carried.

Car Show Sponsorship

Resolution No. 220414-04

(Carried)

Motion by Board Member Ryan
Second by Board Member Raffaelli

I Move the Swartz Creek DDA sponsor a car show conditional upon a charitable entity acquiring approval by the Swartz Creek City Council for the 2022 season at a cost of \$1,000.

Unanimous affirmative voice vote: Motion declared carried.

Fiscal Year 2023 DDA Budget

(Carried)

Resolution No. 220414-05

Motion by Board Member Ryan
Second by Board Member King

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.

Unanimous affirmative voice vote: Motion declared carried.

A discussion ensued.

MEETING OPEN TO PUBLIC:

None.

REMARKS BY BOARD MEMBERS:

The construction issues were discussed.

Board Member Raffaelli talked about the issue of homeowners and contractors blowing grass in the street when mowing.

Board Member King said she had an issue with her storm drain and two of the DPW crew helped her out with it. She was very appreciative and thanked them.

It was stated that the townhomes construction is coming along and there was a short conversation regarding home and rental prices.

ADJOURNMENT:

Resolution No. 220414-06

(Carried)

Motion by Board Member King
Second by Board Member Ryan

I Move the Swartz Creek Downtown Development Authority adjourns the April 14, 2022 Downtown Development Authority meeting at 7:01 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: July 7, 2022

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

Hello everyone,

There will be a meeting of the DDA at 6:00 p.m. on Thursday, July 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.

This meeting will function as our annual meeting. In short, that means that the board selects officers for the next year. This can be done by individual nomination or as a group. The current officers are Mr. Krueger as Chair, Mr. Beedy as Vice-Chair, and Ms. King as Secretary.

We have another sponsorship request for a downtown event as well. Jeepers Creekers, Inc., seeks a \$1,000 sponsorship to operate their annual Halloween events. This request dovetails with our policies, and I recommend approval. 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. Though approval will mean cutting a check for \$1,000, there will not be expenses for porta-johns or similar features that the DDA/City previously incurred.

Lastly, I am providing some information on the Flint Public Art Project. This project, if successful, will enhance many downtown facades. We may be getting some façade grant applications for participation, so I wish to go over the program.

I am also including a link to the final master plan and design guidelines. The design guidelines are a big deal to the downtown, so please become familiar with them. We can go over these at the meeting if folks have questions or comments.

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 written in a cursive, flowing style.

Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org



Jeepers Creekers is a non-profit, volunteer organization that coordinates the annual fall festival which draws more than 1,000 children and their families to downtown Swartz Creek every October.

The festival began under the auspices of the chamber of commerce but is now a separate, autonomous entity. As such, we rely on community donations to cover the bills, such as insurance, and pay for some of the attractions.

This is a true community event and we have several Swartz Creek businesses and organizations pitching in to help with expenses and volunteers.

We are asking the Downtown Development Authority to consider becoming the title sponsor for Jeepers Creekers. We are requesting a \$1,000 donation, or whatever the DDA deems appropriate. We will include the city/DDA logo on the 5K runner and volunteer T-shirts, flyers and online marketing, and a custom banner displayed during all festival events including our monthly craft markets.

Thank you for your consideration.