

SWARTZ CREEK DDA

Agenda

**Downtown Development Authority, Thursday, August 10, 2023, 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, August 10, 2023

5. MOTION TO APPROVE MINUTES:

5A. Board Meeting, July 13, 2023

6. REPORTS & COMMUNICATIONS:

6A. Resolutions

6B. July 13, 2023 Minutes

6C. August 10, 2023 Meeting Letter

6D. Budget Report

6E. Jeepers Creekers Support Request

6F. Historical Signage Proposal

Page No:

02

10

13

15

17

22

7. MEETING OPENED TO THE PUBLIC:

7A. General Public Comments

8. BUSINESS:

8A. Officer Selection

8B. Jeepers Creepers Funding Request

8C. Additional Sign Budget Allocation

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, August 10, 2023

Resolution No. 230810-01

Agenda – August 10, 2023

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the agenda for the August 10, 2023 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 230810-02

Minutes – July 13, 2023

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the Minutes for the July 13, 2023 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 220810-03

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 2024 annual meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 220810-04

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 2024 annual meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 220810-05

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 2024 annual meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 220810-06

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 2023 season at a cost of \$1,000.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 230810-07

RESOLUTION TO APPROVE ADDITIONAL FUNDING FOR DOWNTOWN HISTORICAL SIGNS

Motion by Councilmember: _____

WHEREAS, the City of Swartz Creek DDA wishes to engage in development of a historic interpretive signage and illustration/image program in the community; and,

WHEREAS, an award has been made by the MACC (Michigan Arts & Culture Council) to match half of such a program, up to \$5,000; and,

WHEREAS, the DDA accepted this award and committed an additional \$6,000 in funds to support the installation of three signs in downtown; and

WHEREAS, the Swartz Creek Area Historical Society has delivered proofs for four signs, increasing the total budget to \$15,383.44, installed; and

WHEREAS, the DDA has sufficient fund balance and unspent programming dollars to realize installation of an additional sign; and

NOW, THEREFORE BE IT RESOLVED the DDA amends the budget to provide for additional matching funds of \$5,008.44 plus a 10% contingency to fund the project.

BE IT FURTHER RESOLVED the DDA affirms authorization for city staff to engage and complete the project, including the execution of all grant requirements, conditions, and reports as needed.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 230810-08

Adjourn

Motion by Board Commission Member: _____

I Move the Swartz Creek Downtown Development Authority adjourns the August 10, 2023 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
VIRTUAL DOWNTOWN DEVELOPMENT AUTHORITY MEETING ACCESS INSTRUCTIONS
THURSDAY, AUGUST 10, 2023, 6:00 P.M.**

The regular virtual meeting of the City of Swartz Creek park board is scheduled for **August 10, 2023** 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: August 10, 2023 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/j/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
July 13, 2023**

The meeting was called to order at 6:00 p.m. by Board Member Ryan in the Swartz Creek Council Chambers with a virtual (Zoom) meeting available for the general public.

Board Members Present: Beedy, Ryan, King, Krueger, Jesme, Barclay, Toms.

Board Members Absent: Vacant, Whittey.

Staff Present: Adam Zettel, Connie Olger, Chris Stritmatter.

Others Present: Justin Spraug (CIB Planning), Samantha Fountain, Nate Henry, Dennis Cramer, John Gilbert, John Knickerbocker, Dave Spillane, Lisa Spillane, Lania Rocha (virtual).

APPROVAL OF AGENDA:

Resolution No. 230713-01 (Carried)

Motion by Board Member Beedy
Second by Board Member Barclay

I Move the Swartz Creek City Downtown Development Authority approves the amended agenda for the July 13, 2023, Downtown Development Authority Meeting.

Unanimous affirmative voice vote: Motion declared carried.

APPROVAL OF MINUTES:

Resolution No. 230713-02 (Carried)

Motion by Board Member Krueger
Second by Board Member Beedy

I Move the Swartz Creek City Downtown Development Authority approves the minutes for the May 18, 2023, Downtown Development Authority meeting with one change from pavilion to pergola.

Unanimous affirmative voice vote: Motion declared carried.

MEETING OPEN TO PUBLIC:

None.

Updates

Adam Zettel instructed everyone that this is a joint meeting. The DDA will conduct their meeting as normal. Once DDA is adjourned then the council meeting will follow as a normal council meeting.

RESOLUTION TO APPROVE TAX INCREMENT FINANCING INCENTIVE PROGRAM

Justin from CIB Planning reviewed TIF Guidelines , scoring sheet & application. A discussion ensued and additional changes were requested.

Resolution No. 230713-03

(Carried)

Motion by Board Member Beedy
Second by Board Member Krueger

WHEREAS, the City of Swartz Creek is a Redevelopment Ready Community that updated its Master Plan and Downtown Development Plan in 2022, and,

WHEREAS, the improvement and redevelopment of downtown is a high priority for the community, and planning documents encourage higher density, quality development, with specific and desirable features; and,

WHEREAS, the City and DDA both offer incentives to make such improvements possible and to encourage them; and,

WHEREAS, the city’s planner recommended and crafted a Tax Increment Financing incentive program that includes an application, guidelines, and scoring sheet; and,

WHEREAS, the DDA deliberated the program at its regular meeting on July 13, 2023.

NOW, THEREFORE BE IT RESOLVED the DDA recommends approval of the Tax Increment Financing program to the city council as included in the July 13, 2023 DDA packet.

Unanimous affirmative voice vote: Motion declared carried.

INTERPRETATIVE HISTORICAL SIGNS

Adam Zettel passed out historical sign samples and asked for DDA members comments.

Board member Barclay likes the colors.

Board member Jesme liked the colors and thought they looked classy and would like to see the images and large as possible and suggested maybe the font match the City of Swartz Creek sign font.

Board member Toms would like to see the distance printed on the signs.

Board member Beedy thinks they look great. He wanted to make sure the material of sign can be fixed if it gets defaced.

Board member King likes the color.

Board member Ryan commented he liked the colors.

MEETING OPEN TO PUBLIC:

Dennis Cramer thanked them all for their hard work.

REMARKS BY BOARD MEMBERS:

Board member Barclay commented that the STRS trail between Morrish and Fairchild is a fantastic little route.

Board member Beedy requested he would like to know the reasons why council didn't want the on-street parking and requested Adam bring that to a future meeting. He would also like to know if the DDA can help with any funds. Mr. Zettel responded there might be some funds needed for the church project surveying. Mr. Beedy wanted to give a shout out to Samantha Fountain for the Facebook page promoting businesses and events.

ADJOURNMENT:

Resolution No. 230713-04

(Carried)

Motion by Board Member Beedy
Second by Board Member King

I Move the Swartz Creek Downtown Development Authority adjourns the July 13, 2023, Downtown Development Authority meeting at 7:22 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: August 2, 2023

To: DDA Board Members
From: Adam Zettel
RE: August 10, 2023 DDA Meeting

Hello everyone,

There will be a meeting of the DDA at 6:00 p.m. on Thursday, August 10, 2023. 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 a busy meeting! Concerning updates, Miller Road will be starting on or about the time we meet! This will be a good project for downtown since it includes resurfacing from Morrish to N. Seymour (onstreet parking will not occur at this time).

Staff continues to work with a pair of business/property owners downtown to consider transformational improvements to their buildings. One chooses to remain confidential. The other is the old Methodist Church on Morrish Road, which has strong interest from the restaurant/brewing industry. We hope to be able to market this aggressively for this purpose, including some concept drawings and an incentive package.

It appears the owners of the former Burrito Brothers building are advocating for medicinal/recreational marijuana dispensary at that location. I would be interested to hear what the thoughts of the DDA and other downtown merchants/residents are on this. The city has opted out of all such uses, making them prohibited city-wide.

The school is proceeding with plans to fund a varsity baseball field at Mary Crapo. I am hopeful that they will include a plaza/skating location onsite.

The planning commission held a public hearing on August 1 concerning the Planed Unit Development Overlay Zoning District for Downtown. This overlay will enable the downtown to adopt the specific designs standards that are included in the most recent DDA Development Plan. The planning commission recommends approval, and the city council is expected to affirm this when they meet on August 14th.

There is preliminary interest in a Meijer out lot and renovation of another pair of buildings in downtown. There are no site plans or applications yet, but we are starting to see an uptick in investment.

Lastly, the summer concerts, movies, & makers markets are going strong. We are seeing some really good attendance numbers, use of DDA equipment (tables, games, waste bins), as well as vendor participation.

The first agenda item is officer selection. Since we did not meet in July, we still have this item of business before us. I have included generic resolutions. Current officers are Ryan as Chair, Beedy as Vice Chair, and King as Secretary.

The next item of business is a sponsorship request by Jeepers Creekers. The event is back for 2023, and I am including their application materials and request letter. Note that the event permits are reviewed and approved by the city council, which next meets on August 14th. However, the DDA has provided financial and in-kind support in past years. I think this event is good for downtown and have included a resolution for support.

Lastly, we have pricing for the downtown historical signs. This program is supported by a \$5,000 grant and a current appropriation of \$6,000 from the DDA. However, the Swartz Creek Historical Society has created a proof for a fourth sign, and the signs are slightly more expensive than originally estimated. As such, we are hopeful that the DDA will provide the extra ~\$5,000 to fully fund purchase and installation of fourth signs. I am including the general proofs and quote. Note that the DDA does have sufficient fund balance to make this happen, especially since there are savings in operations related to the MDOT logo program (\$0 reimbursements in 2023 fiscal year).

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,



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK DDA
PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022-23		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	YTD BALANCE 06/30/2023		
Fund 248 - Downtown Development Fund					
Revenues					
Dept 000.000 - General					
248-000.000-402.000	Current Tax Revenue	100,000.00	108,888.65	(8,888.65)	108.89
248-000.000-664.000	Interest Income	4.00	17.41	(13.41)	435.25
Total Dept 000.000 - General		100,004.00	108,906.06	(8,902.06)	
TOTAL REVENUES		100,004.00	108,906.06	(8,902.06)	108.90
Expenditures					
Dept 173.000 - DDA Administration					
248-173.000-745.000	Postage	4.00	2.85	1.15	71.25
248-173.000-801.000	Contractual Services	0.00	1,120.00	(1,120.00)	100.00
248-173.000-825.000	Admin Services	2,500.00	2,500.00	0.00	100.00
248-173.000-961.000	Miscellaneous	2,000.00	1,300.00	700.00	65.00
Total Dept 173.000 - DDA Administration		4,504.00	4,922.85	(418.85)	
Dept 728.000 - Economic Development					
248-728.000-801.000	Contractual Services	23,125.00	1,057.00	22,068.00	4.57
248-728.000-961.000	Miscellaneous	282.58	282.58	0.00	100.00
Total Dept 728.000 - Economic Development		23,407.58	1,339.58	22,068.00	
Dept 728.002 - Streetscape					
248-728.002-726.000	Supplies	3,628.21	3,628.21	0.00	100.00
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	1,000.00	0.00	1,000.00	0.00
Total Dept 728.002 - Streetscape		45,628.21	43,628.21	2,000.00	
Dept 728.003 - Facade Program					
248-728.003-801.000	Contractual Services	12,500.00	9,475.00	3,025.00	75.80
Total Dept 728.003 - Facade Program		12,500.00	9,475.00	3,025.00	
Dept 728.004 - Family Movie Night					
248-728.004-726.000	Supplies	3,000.00	1,787.64	1,212.36	59.59
248-728.004-801.000	Contractual Services	2,750.00	1,345.00	1,405.00	48.91
248-728.004-968.000	Depreciation Expense	1,210.00	0.00	1,210.00	0.00
Total Dept 728.004 - Family Movie Night		6,960.00	3,132.64	3,827.36	
TOTAL EXPENDITURES		92,999.79	62,498.28	30,501.51	67.20

GL NUMBER	DESCRIPTION	2022-23			% BDGT USED
		AMENDED BUDGET	YTD BALANCE 06/30/2023	AVAILABLE BALANCE	
Fund 248 - Downtown Development Fund:					
TOTAL REVENUES		100,004.00	108,906.06	(8,902.06)	108.90
TOTAL EXPENDITURES		92,999.79	62,498.28	30,501.51	67.20
NET OF REVENUES & EXPENDITURES		7,004.21	46,407.78	(39,403.57)	



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.



RECEIVED
JUL 26 2023
BY: _____

RESOLUTION # _____

CITY OF SWARTZ CREEK
(An Equal Opportunity Employer)
STREET CLOSURE/USE APPLICATION

DATE OF REQUEST: 7-25-23
SPONSOR ORGANIZATION: Jeepers Creepers, Inc.
AUTHORIZED REPRESENTATIVE: Lania Rocha, president
WORK ADDRESS: _____ HOME ADDRESS: 609 E. Cotherton, Flint
PHONE NO: WORK () _____ HOME: () _____ CELL: 989-332-2055
EMAIL ADDRESS: lrocha@mihomepaper.com

TYPE OF EVENT: (check box)

PARADE ** (Draw Route on Attached Map)

CARNIVAL

FOOT/BIKE RACE

CRAFT SHOW

CONCERT

OTHER: Trunk-or-treat

DATE OF EVENT: 10/7/23

TIME OF EVENT: FROM: 4 AM/PM TO: 9 AM/PM

ESTIMATED NUMBER OF PARTICIPANTS: 1,000

DESCRIPTION OF EVENT; NOTE STREETS REQUESTED TO BE CLOSED/USED:

Requesting use of Miller Road between Morrish Road and Hayes Street for annual Jeepers Creepers trunk-or-treat.

The applicant agrees, as a condition of the granting of this permit, to hold the City of Swartz Creek, its officers, employees, and agents harmless from any liability from any injuries caused to persons or property in connection with this event. To that end, the applicant shall provide the City with evidence of insurance for such liability in an amount determined adequate by the City Attorney, but in no case less than \$ 1,000,000/2,000,000 aggregate and the City of Swartz Creek shall be named as an insured party on said policy. The policy shall also contain a provision providing the City with ten (10) days written notice of cancellation.

FOR: Jeepers Creepers
(Organization)

BY: Lania Rocha
(Authorized Representative)

APPROVED BY: [Signature]
(Chief of Police)

(Street Administrator)

* The throwing of any item(s) from any vehicle during the course of a parade is strictly prohibited and violations may result in criminal prosecution and/or the denial of future permit applications.

**The Chief of Police reserves the right to determine the length of time that any street(s) remain(s) closed to traffic.

CITY OF SWARTZ CREEK PARADE 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. 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.
2. The closing of major thorough fares entails the rerouting of thousands of motorists and the interruption of commerce. It is imperative that parades begin and end on time so as not to unnecessarily disrupt the usual course of traffic and business.
3. Parade organizers must provide a means of direct communication between the event coordinator and the Chief of Police (or his designate) during the course of the parade in order to address any dangerous conditions that may develop during the course of the event.
4. The practice of parade participants jumping onto or off of moving vehicles in the parade is prohibited.
5. 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.

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: *Tania Rocha* For: *Jeeps Creekers*
(Event Coordinator or Representative) (Organization)

Phone: (810) 635-4464

Fax: (810) 635-2887



RECEIVED
JUL 26 2023
BY: _____

City of Swartz Creek Municipal Property Reservation Application

Date of Reservation: 10-7-23 Reservation location: Holland Square

- One time event
- Recurring event

Name of Responsible Party: Lania Rocha, president, Jeepers Creekers

Address: 1609 E. Atherton Rd. Flint Phone: 989-332-2055

City: Flint Zip Code: 48507

Nature of Activity: Jeepers Creekers fall festival Approx. # Attendees 500

Arrival Time: 8 a.m. Departure Time: 10 p.m.

Responsible Party Signature: Lania Rocha

E-Mail Address: lrocha@mihomepaper.com

Proof of Insurance Provided

Please check all that will be needed

- Water
- Waste collection

Electricity Other Services - Specify: See P. 2

I have received a copy of the Plaza Rules: yes
7-24-23

IF THERE ARE PROBLEMS DURING THE EVENT CONTACT 911.

City Official _____

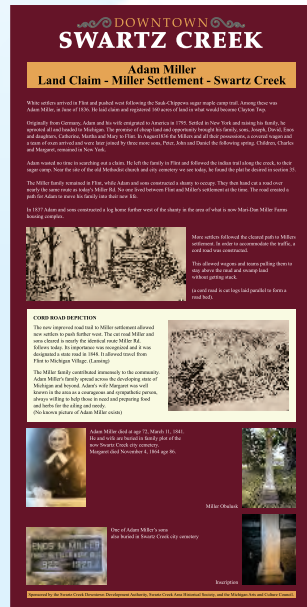
Date _____

Jeepers Creekers Inc. is requesting the use of Holland Square on Saturday, Oct. 7, for the purpose of a fall festival. Activities include a 5K fun run to begin at the Square at 9 a.m., followed by the final Makers Market opening at 10 a.m. and closing at 4 p.m. Beginning at 5 p.m., we will have a variety of events coinciding with the trunk-or-treat, including games, a hot cocoa bar, a DJ, popcorn station, s'mores, selfie station, craft station, balloon artist, face painting, food trucks and similar attractions. The evening will wrap up with an outdoor movie beginning at dusk.

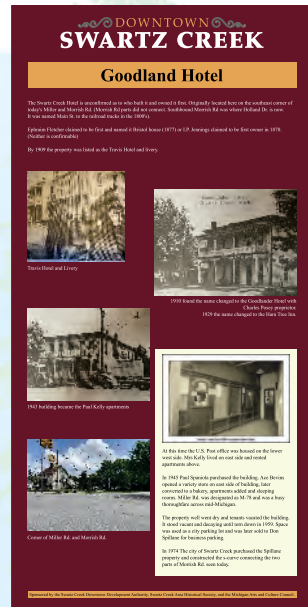
We are also requesting use of the city's inflatable screen and projection equipment (we are working with the Swartz Creek Area Firefighters to show the movie), portable picnic tables, burn bins (those square thingies with the dragons) and extra trash containers.



Sign #2



Sign #3



Sign #4



Fabricated Alum. Cabinet w/ Flat Alum. Faces & Vinyl Graphics

Sq. Alum. Posts

Historical Signs
- Single Face
- Non-Illuminated

INTERPRETIVE / HISTORICAL SIGNS

X
Signature for approval of artwork - Proceed to production as shown



4145 Market Place
Flint, Michigan 48507
810-487-0000
www.SignsByCrannie.com

Customer: City of Swartz Creek
Address: X

22

Salesperson: Aaron Hinman
Date: 7-10-23
Drawn By: G. Alumbaugh
Scale: 3/4"=1'-0"

Filename: CityOfSC-23-Historical Signs
Revision: GA 7-18-23





4145 Market Place
Flint, Michigan 48507

810-487-0000
www.SignsByCrannie.com

Proposal Submitted To:
SAMANTHA FOUNTAIN
City of Swartz Creek
8083 Civic Dr
Swartz Creek, MI 48473- USA

Phone: (810) 635-4464
Fax:
E-mail: kbrown@cityofswartzcreek.org

HISTORICAL SIGNS
Job Name and Location
City of Swartz Creek
8083 Civic Dr
Swartz Creek, MI 48473- USA

Proposal No	Proposal Date	Payment Terms	Contact	Page
014017	7/24/2023	50% Dep / Bal Upon Comp	Aaron Hinman	Page 1 of 1

Quantity - Product - Description	Unit Price	Extended Price
1 Custom aluminum construction with digital print applied first surface. * Signs to be produced per the approved artwork rendering.	\$13,415.44	\$13,415.44
1 Installation of quoted signage	\$1,968.00	\$1,968.00

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER.

Taxable	\$0.00
Nontaxable	\$15,383.44
Sales Tax	\$0.00

PRICES DO NOT INCLUDE PERMIT FEES OR PRIMARY ELECTRICAL TO SIGNS.

PRICE QUOTATION GOOD FOR 10 DAYS.
The client is responsible for supplying production ready, vectorized artwork of logos and custom letter styles in an eps or ai format.

Freight	\$0.00
Permits.	TBD
Order Total	\$15,383.44
Deposit Req 50%	\$7,691.72

TERMS - DEPOSIT DOWN, BALANCE DUE AT TIME OF INSTALLATION.

WARRANTY - one year all parts and labor barring vandalism or acts of God.

Prices quoted are minimum for the work described and do not include; stamped engineering drawings, site plans, ZBA, or Planning Commission meetings nor any verbal agreements expressed or implied. There may be additional charges for delays caused by client, the client's contractors or agents. Unusual digging conditions (ie; water, ledge, gravel, debris, etc.) or unseen obstructions in or behind wall will be billed for in addition to the above quoted costs at sub-contractor cost plus 15%. Interest, in the amount of 1.5% per month will be applied to accounts that are delinquent by more than 30 days. Client agrees to pay collection agency fees, reasonable and customary attorney fees and court costs that may be incurred for non-payment. The above-described signage shall remain the property of Signs by Crannie, Inc. until paid for in full. Signs by Crannie, Inc. reserves the right to remove the above described signage from the premises after 90 days from the date of installation for non-payment. The purchaser agrees to hold Signs by Crannie, Inc. harmless for any and all liabilities involving the removal of signage, whatsoever.

SALESPERSON: _____ DATE: _____
ACCEPTED BY: _____ TITLE: _____
SIGNATURE: _____ DATE: _____

For: City of Swartz Creek – Historical Signs