

# *SWARTZ CREEK DDA*

## **Agenda**

**Downtown Development Authority, Thursday, July 11, 2024, 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, June 13, 2024

**5. MOTION TO APPROVE MINUTES:**

5A. Board Meeting, April 11, 2024

**6. REPORTS & COMMUNICATIONS:**

6A. Resolutions

6B. April 11, 2024 Minutes

6C. July 11, 2024 Meeting Letter

6D. Holland Square June Rendering

**Page No:**

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

7A. General Public Comments

**8. BUSINESS:**

8A. Selection of Officers

8B. Potential for Façade Grant to Support Streetscape Improvements

8C. Community Updates

**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 11, 2024**

**Resolution No. 240711-01**

**Agenda – July 11, 2024**

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

**I Move** the Swartz Creek Downtown Development Authority approves the agenda for the July 11, 2024 Downtown Development Authority meeting.

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

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

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

**Resolution No. 240711-02**

**Minutes – April 11, 2024**

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

**I Move** the Swartz Creek Downtown Development Authority approves the Minutes for the April 11, 2024 Downtown Development Authority meeting.

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

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

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

**Resolution No. 240711-03**

**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. 240711-04**

**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. 240711-05**

**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. 240711-07**

**Adjourn**

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

**I Move** the Swartz Creek Downtown Development Authority adjourns the July 11, 2024 Downtown Development Authority meeting.

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

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

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

**CITY OF SWARTZ CREEK**  
**VIRTUAL DOWNTOWN DEVELOPMENT AUTHORITY MEETING ACCESS INSTRUCTIONS**  
**THURSDAY, JUNE 13, 2024, 6:00 P.M.**

The regular virtual meeting of the City of Swartz Creek park board is scheduled for **June 13, 2024** 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: June 13, 2024 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 [rkraft@cityofswartzcreek.org](mailto:rkraft@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 11, 2024**

The meeting was called to order at 6:01 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, Krueger, Barclay, Parenteau, Kallas.

Board Members Absent: King, Jesme, Toms.

Staff Present: Adam Zettel, Samantha Fountain.

Others Present: Nate Henry. Virtual- Deutsch, George Hicks, Rae Lynn Hicks, Lania Rocha.

**APPROVAL OF AGENDA:**

**Resolution No. 240411-01** **(Carried)**

Motion by Board Member Krueger  
Second by Board Member Parenteau

**I Move** the Swartz Creek City Downtown Development Authority approves the agenda for the April 11, 2024, Downtown Development Authority Meeting as amended.

Unanimous affirmative voice vote: Motion declared carried.

**APPROVAL OF MINUTES:**

**Resolution No. 240411-02** **(Carried)**

Motion by Board Member Krueger  
Second by Board Member Ryan

**I Move** the Swartz Creek City Downtown Development Authority approves the minutes for the March 7, 2024, Downtown Development Authority meeting.

Unanimous affirmative voice vote: Motion declared carried.

**MEETING OPEN TO PUBLIC:**

No comments given.

**SWARTZ CREEK FY 2025 DDA BUDGET**

**Resolution No. 240411-03** **(Carried)**

Motion by Board Member Krueger  
Second by Board Member Parenteau

**I Move** the Swartz Creek Downtown Development Authority approve the proposed 2025 fiscal year budget for the Downtown Development Authority for distribution and review by the city council.

Unanimous affirmative voice vote: Motion declared carried.

## **SWARTZ CREEK WAYFINDING PLAN**

**Resolution No. 240411-04**

**(Carried)**

Motion by Board Member Krueger  
Second by Board Member Parenteau

**I Move** the Swartz Creek DDA allocate up to \$20,000 to match state support for the wayfinding project, recommend that the city council authorize the city wayfinding program development, enter into agreement with Guide Studios as included in the April 11, 2024 packet, and establish an ad hoc steering committee under DDA leadership to finalize details.

Unanimous affirmative voice vote: Motion declared carried.

## **SWARTZ CREEK MAKERS MARKET REQUEST**

**Resolution No. 240411-05**

**(Carried)**

Motion by Board Member Krueger  
Second by Board Member Parenteau

**I Move** the Swartz Creek Downtown Development Authority sponsor the 2024 Jeepers Creekers downtown event in the amount of \$2,000.

Unanimous affirmative voice vote: Motion declared carried.

## **SWARTZ CREEK HOLLAND SQUARE CONCEPT**

**Resolution No. 240411-06**

**(Carried)**

Motion by Board Member Krueger  
Second by Board Member Parenteau

**I Move** the Swartz Creek DDA recommend that the city council authorize the Holland Square development, in concept, and establish an ad hoc steering committee under DDA leadership to finalize details.

Unanimous affirmative voice vote: Motion declared carried.

**MEETING OPEN TO PUBLIC:**

None.

**ADJOURNMENT:**

**Resolution No. 240411-07**

**(Carried)**

Motion by Board Member Krueger  
Second by Board Member Barclay

**I Move** the Swartz Creek Downtown Development Authority adjourns the April 11, 2024 Downtown Development Authority meeting at 7:12pm.

Unanimous affirmative voice vote: Motion declared carried.

Adjourn at 7:12pm

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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: July 1, 2024

**To: DDA Board Members**  
**From: Adam Zettel**  
**RE: July 11, 2024 DDA Meeting**

Hello everyone,

**There will be a meeting of the DDA at 6:00 p.m. on Thursday, July 11, 2024.** All board members must 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.

While there are many happenings occurring in the community, there is not much business for the DDA at this time. However, June is the annual meeting month for the DDA. Since the budget is already approved, this boils down to officer selection. We were not able to secure a quorum for June, so we are looking to hold elections in July. The current chair is Mr. Todd Beedy, Ms. Autumn Jesme is serving as vice chair, and the current secretary is Ms. Connie King. I am including resolutions for all three positions.

In addition, we have had some interest by downtown business as it relates to improving the sidewalks and/or streetscapes in front of their properties. Specifically, Tru Eco is looking to update the walkway for safety, as well as to add a landscaping area in the right of way. We have worked on cooperative improvements like this before. The patio/wall in front of Great Lakes Smoothie comes to mind.

With that said, the idea is to utilize façade improvement funds and the application to support cost sharing. I will go over this verbally at the meeting to see if this is something the DDA would have an interest in. If so, we can put together a pilot project.

We can then spend some time going over the Holland Square project. This is becoming a reality very fast! Samantha has secured \$75,000 in additional funding, which should put us close to \$250,000 for a total budget (including DDA funds and MEDC contributions to a crowdfunding campaign). This will put electrification, lighting, and audio into the mix. To see a rendition with the projected impact of the daytime sun/shade, click [here](#).

We will also have some updates on wayfinding, movies, and other events. For these and other happenings, please read the city manager's report in every council packet. I encourage members to participate directly in the city's other meetings or potential steering committees.

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.

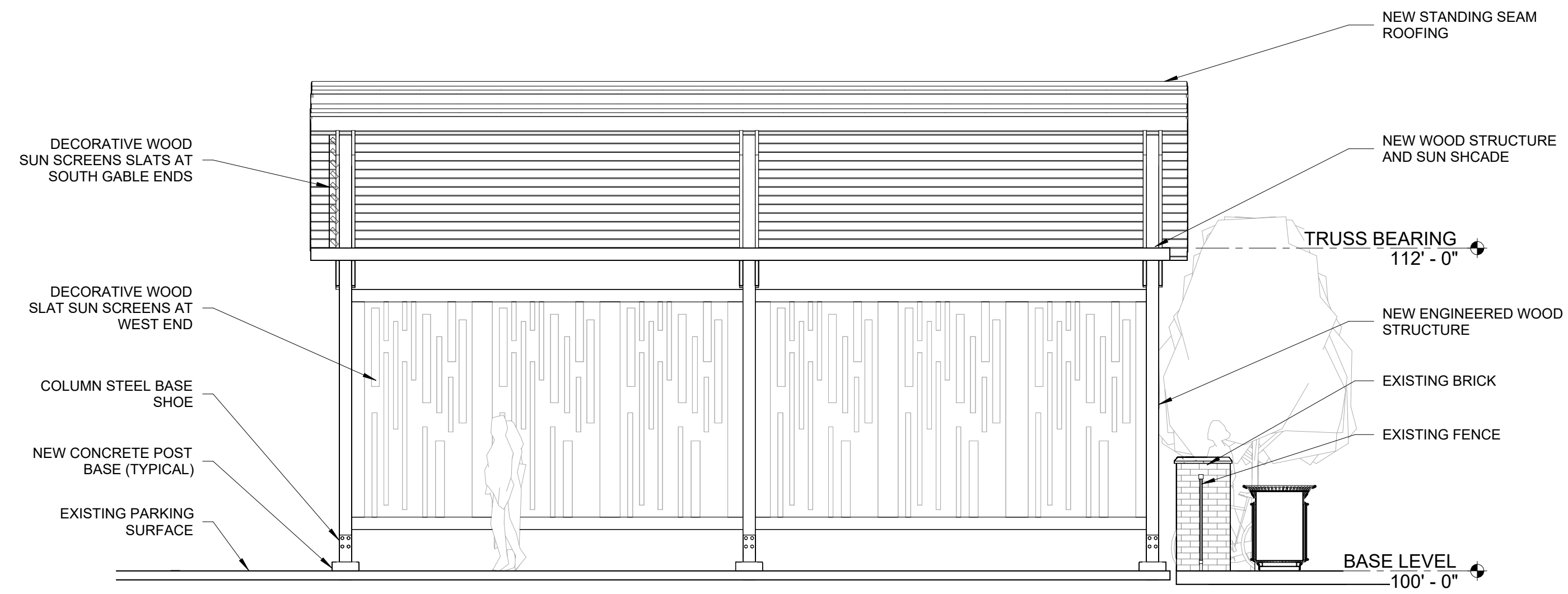
Sincerely,

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 distinguishable.

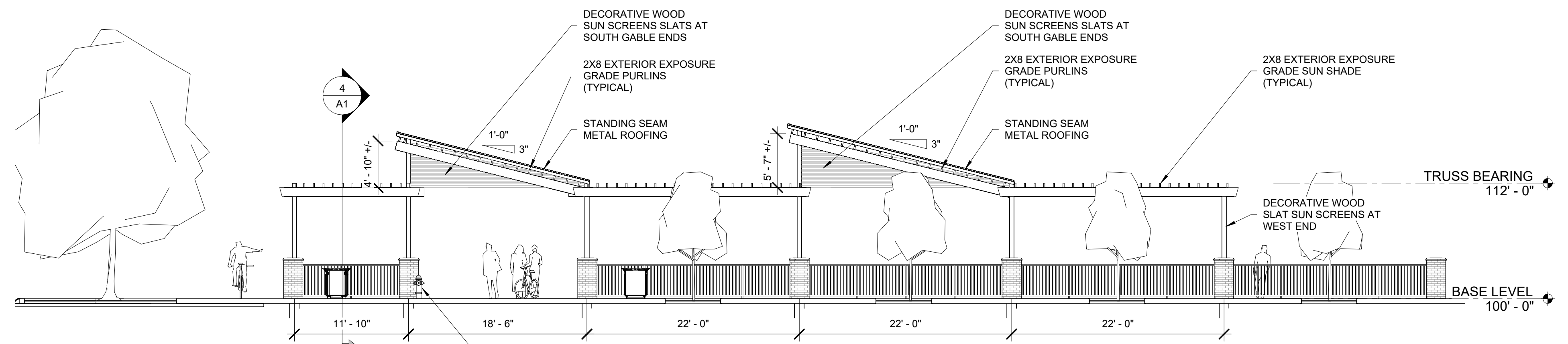
**Adam Zettel, AICP**

City Manager

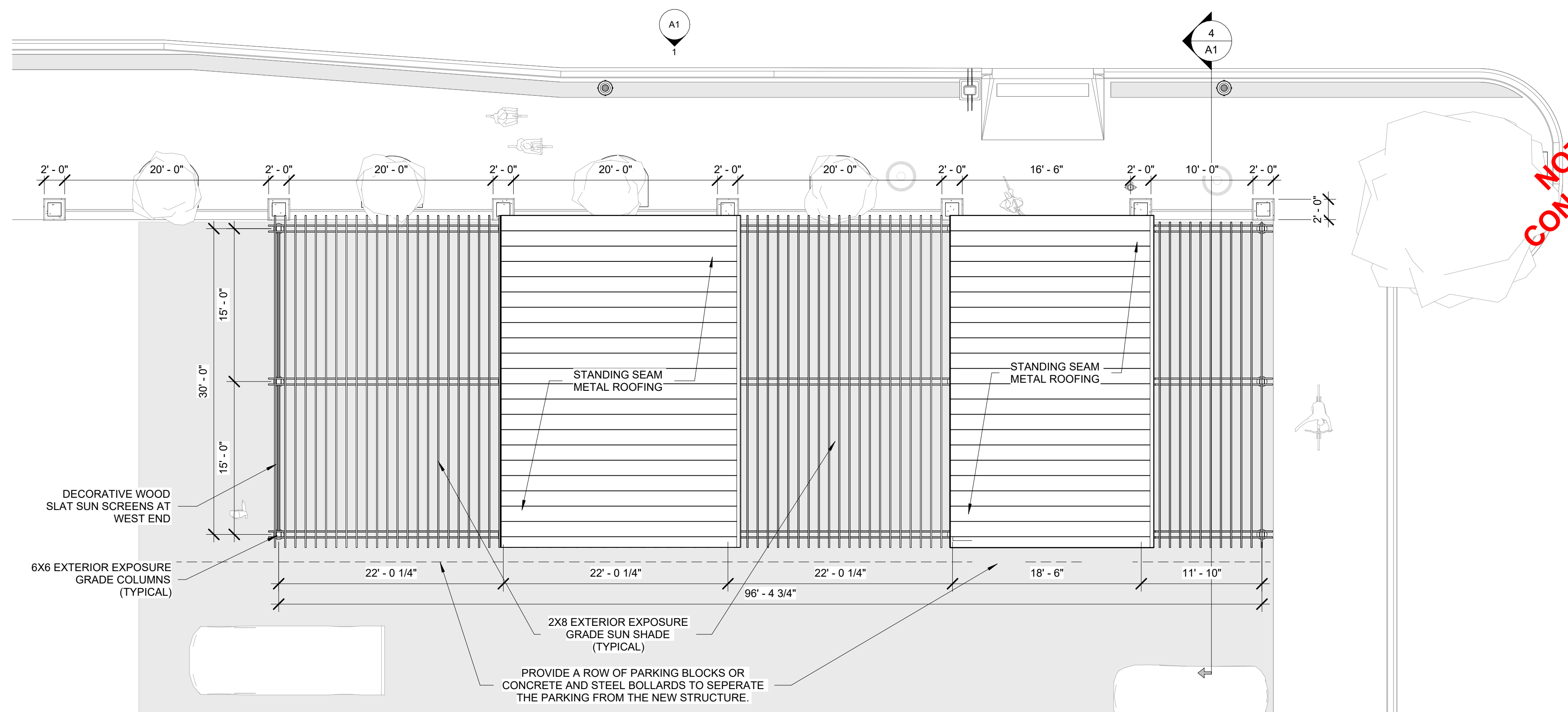
[azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org)



4 SECTION 1  
A1/A1 1/4" = 1'-0"



MILLER ROAD ELEVATION  
1/8" = 1'-0"



LAYOUT PLAN  
1/8" = 1'-0"

