

# *SWARTZ CREEK DDA*

## **Regular Meeting Agenda**

**Downtown Development Authority, Thursday, January 9, 2025, 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, January 9, 2025

**5. MOTION TO APPROVE MINUTES:**

5A. Board Meeting, September 12, 2024

5B. Board Meeting, September 18, 2024

**6. REPORTS & COMMUNICATIONS:**

6A. Resolutions

6B. September 12, 2024 Minutes

6C. September 18, 2024 Minutes

6D. January 9, 2025 Meeting Letter

6E. Summer Bash Support Request

6F. Church RFQ Scoping Letter

6G. Monthly Revenue and Expense Report

**Page No:**

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

7A. General Public Comments

**8. BUSINESS:**

8A. 4484 Morrish Road Update

8B. Summer Bash Support Request

**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, JANUARY 9, 2025**

**Resolution No. 250109-01**

**Agenda – January 9, 2025**

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

**I Move** the Swartz Creek Downtown Development Authority approves the agenda for the January 9, 2025 Downtown Development Authority special meeting.

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

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

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

**Resolution No. 250109-02**

**Minutes – September 12, 2024**

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

**I Move** the Swartz Creek Downtown Development Authority approves the Minutes for the September 12, 2024 Downtown Development Authority meeting.

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

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

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

**Resolution No. 250109-02**

**Minutes – September 18, 2024**

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

**I Move** the Swartz Creek Downtown Development Authority approves the Minutes for the September 18, 2024 Downtown Development Authority meeting.

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

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

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

**Resolution No. 250109-03**

**Adjourn**

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

**I Move** the Swartz Creek Downtown Development Authority adjourns the January 9, 2025 Downtown Development Authority special meeting.

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

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

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

**CITY OF SWARTZ CREEK**  
**VIRTUAL DOWNTOWN DEVELOPMENT AUTHORITY MEETING ACCESS INSTRUCTIONS**  
**THURSDAY, JANUARY 9, 2025, 6:00 P.M.**

The regular virtual meeting of the City of Swartz Creek park board is scheduled for **January 9, 2025** 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: January 9, 2025 6:00 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 [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  
SEPTEMBER 12, 2024**

The meeting was called to order at 6:00 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, Toms, Parenteau, Kallas

Board Members Absent: King, Jesme

Staff Present: Adam Zettel

Others Present: Nate Henry, Dennis Cramer.

**APPROVAL OF AGENDA:**

**Resolution No. 240912-01** **(Carried)**

Motion by Board Member Krueger  
Second by Board Member Kallas

**I Move** the Swartz Creek City Downtown Development Authority approves the agenda for the September 12, 2024, Downtown Development Authority Meeting as amended.

Unanimous affirmative voice vote: Motion declared carried.

**APPROVAL OF MINUTES:**

**Resolution No. 240912-02** **(Carried)**

Motion by Board Member Krueger  
Second by Board Member Parenteau

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

Unanimous affirmative voice vote: Motion declared carried.

**MEETING OPEN TO PUBLIC:**

Dennis Cramer: Distributed his undergrad project from CMU regarding a rehabilitation of an old building in Mt. Pleasant.

**MORRISH ROAD FORESTRY PILOT**

Tabled

## COMMUNITY UPDATES

Discussion ensued.

## CAR SHOW

### Resolution No. 240912-03

(Carried)

Motion by Board Member Ryan  
Second by Board Member Barclay

**I Move** the Swartz Creek Downtown Development Authority hereby donate \$500 to the Swartz Creek Area Historical Society for the October 13, 2024 carshow fundraiser, with the understanding that the Historical Society will provide appropriate marketing and advertisements for the Swartz Creek Downtown Development Authority.

Discussion ensued.

Voting For: Krueger, Barclay, Toms, Parenteau, Kallas, Beedy, Ryan  
Voting Against: None

## ENTER INTO A CLOSED SESSION TO CONSIDER A REAL ESTATE PURCHASE OR LEASE AT 6:22pm.

### Resolution No. 240912-04

(Carried)

Motion by Board Member Barclay  
Second by Board Member Krueger

**WHEREAS**, the City of Swartz Creek Downtown Development Authority desires to consider options related to a potential real estate transaction, and;

**WHEREAS**, the MCL 15.268(d) permits a governing body to enter a closed session to consider the purchase or lease of real property, finding that an open meeting would have a detrimental financial effect on the settlement position of the city.

**NOW THEREFORE, BE IT RESOLVED** the City of Swartz Creek Downtown Development Authority exit the regular session of the city council and enter into a closed session for the purpose of discussing a real estate purchase or lease.

Unanimous affirmative voice vote: Motion declared carried.

## REENTER INTO OPEN SESSION AT 7:06pm.

### Resolution No. 240912-05

(Carried)

Motion by Board Member Krueger  
Second by Board Member Toms

Motion to reenter into open session.

Unanimous affirmative voice vote: Motion declared carried.

## **MORRISH ROAD FORESTRY PILOT**

### **Resolution No. 240912-06**

**(Carried)**

Motion by Board Member Krueger  
Second by Board Member Parenteau

Motion for the DDA to pursue the forestry conversation earlier to the tune of \$20,000 to move forward on lining Morrish Road South, from I-69 to downtown, as per previous conversations in the packet to the sum of: up to \$20,000.

Voting For: Parenteau, Kallas, Beedy, Ryan, Krueger, Toms  
Voting Against: Barclay. Motion Declared Carried.

## **MORRISH ROAD FORESTRY PILOT PURCHASE OF TREES**

### **Resolution No. 240912-07**

**(Carried)**

Motion by Board Member Krueger  
Second by Board Member Kallas

Motion to provide direction to City Manager, Adam Zettel, to move forward with the purchase as discussed in the closed session, and bring back an instrument for the DDA to review.

Voting For: Kallas, Beedy, Ryan, Krueger, Toms, Parenteau.  
Voting Against: Barclay. Motion Declared Carried.

## **MEETING OPEN TO PUBLIC:**

None

## **REMARKS BY BOARD MEMEBERS:**

Parenteau- Great meeting and discussion. She is looking forward to the trees down Morrish Road.

Toms- Likes the investment in the community. EGLE program approved-great people.

Barclay-Thinks the trees will look good down Morrish Road.

Krueger- We are talking about spending a lot of money that we have in our account, but what wasn't mentioned was that we will expect to get over \$170,000 in the next tax year. We still have plenty of money to move forward.

## **ADJOURN**

### **Resolution No. 240912-08**

Motion by Board Member Kallas  
Second by Board Member Toms

**I Move** the Swartz Creek Downtown Development Authority adjourns the September 12, 2024 Downtown Development Authority meeting.

Unanimous affirmative voice vote: Motion declared carried.

Adjourn at 7:12pm

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Renee Kraft, CMC, MiPMC2

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL MEETING  
SEPTEMBER 18, 2024**

The meeting was called to order at 5:01 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, King, Krueger, Jesme, Parenteau, Kallas

Board Members Absent: Ryan, Barclay, Toms

Staff Present: Adam Zettel-City Manager, Kent Wallace-City Attorney

Others Present: Nate Henry, Dennis Cramer, Lania Rocha.

**APPROVAL OF AGENDA:**

**Resolution No. 240918-01** **(Carried)**

Motion by Board Member Parenteau  
Second by Board Member King

**I Move** the Swartz Creek City Downtown Development Authority approves the agenda for the September 18, 2024, Downtown Development Authority Meeting as amended.

Unanimous affirmative voice vote: Motion declared carried.

**MEETING OPEN TO PUBLIC:**

None.

**RESOLUTION TO PURCHASE REAL PROPERTY LOCATED AT 4484 MORRISH ROAD**

**Resolution No. 240918-02** **(Carried)**

Motion by Board Member Parenteau  
Second by Board Member Krueger

**WHEREAS**, the City of Swartz Creek Downtown Development Authority desires to preserve an historical structure in the downtown, as well as to create economic options that will add to the community's recreation, hospitality, and culture amenities within the downtown, and;

**WHEREAS**, 4484 Morrish, an historic church, and a portion of 4494 Morrish is available for sale, and;

**WHEREAS**, this property has remarkable historic features, a visible location, is within the walkable downtown, has superior regional accessibility, and is eligible for MEDC and local incentives; and

**WHEREAS**, the DDA finds that ownership will provide potential investors with superior due diligence time and resources that will maximize the potential for a positive outcome for the vacant building.

**NOW THEREFORE, BE IT RESOLVED** the City of Swartz Creek Downtown Development Authority approves the purchase agreement, as included in the September 18, 2024 DDA packet and further authorize and direct the DDA Chair to sign and execute any and all documentation necessary to effect the sale.

**BE IT FURTHER RESOLVED** the City of Swartz Creek Downtown Development Authority amend the fiscal year 2025 budget

Discussion ensued.

Voting For: Krueger, Barclay, Toms, Parenteau, Kallas, Beedy, Ryan  
Voting Against: None

**MEETING OPEN TO PUBLIC:**

Dennis Cramer: Thanked the Board for taking the initial steps.

**REMARKS BY BOARD MEMEBERS:**

None

**ADJOURN**

**Resolution No. 240912-03**

Motion by Board Member Krueger  
Second by Board Member King

**I Move** the Swartz Creek Downtown Development Authority adjourns the September 18, 2024 Downtown Development Authority meeting.

Unanimous affirmative voice vote: Motion declared carried.

Adjourn at 5:25pm

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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: January 2, 2025

**To: DDA Board Members**  
**From: Adam Zettel**  
**RE: January 9, 2025 Special DDA Meeting**

Hello everyone,

**There will be a meeting of the DDA at 6:00 p.m. on Thursday, January 9, 2025.** 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.

Note that we did not have a quorum for the November meeting. This means that we still have minutes to approve from September. In addition, I ask everyone to make a concerted effort to let me know your availability to meet on the 9<sup>th</sup>.

I have some updates on 4484 Morrish Road, the former Methodist Church, as well as Holland Square. For starters, the church has officially been purchased by the DDA! The heat is on and our DPW continue to inspect and maintain those features that they can.

Concerning next steps, Greg and myself have met with the Michigan Economic Development Corporation about assistance in developing a Request for Qualifications. This was the direction we were pointed in based upon our November gathering and prior discussions. The goal is to find qualified and interested developers or users that can take on the church restoration and put it to a viable and desirable private use.

The MEDC, through the Redevelopment Ready Communities program, is going to provide the professional services needed to guide us through this process. We asked the consultant to prepare a RFQ that will describe the property and the community goals with the expectation that interested parties can submit their concepts and statements of capability in a manner that the DDA can review. This is included in the packet. They recommend that we get a couple members of the DDA board to assist with this process. I will further detail this process and request a motion to appoint two or three members to assist with this process.

Concerning Holland Square, we are getting closer to a revised set of drawings with new estimates. Unfortunately, we simply are not there yet. However, I think the wait will be worth

it. Our architect, who has been working pro bono, has found a composite wood system that can be engineering into the design that they believe will look better and last much longer without maintenance. It will cost more, but I think it is valuable. This requires a second look at pricing and installation. Once that is done, we will have the committee tackle the project again. There still has not been movement on lighting or sound, so we may need to add this as a future phase.

Lastly, we have another group in the community that is looking to make use of Holland Square for an event. It sounds like they will be working with Jeepers Creekers to provide the formal capacity. I am including their applications and statement. The use of the plaza and street will be up to the city council, but they are coming before the DDA to seek a sponsorship for support. I hope to have a representative at the meeting to describe their event.

Contact me directly with any questions, comments, or agenda items. **Please let us know if you can attend or not.**

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)



**From:** [Bendall Bunch](#)  
**To:** [Adam Zettel](#)  
**Subject:** 2025 summer bash  
**Date:** Tuesday, December 17, 2024 1:56:43 PM  
**Attachments:** [Summer Bash Application 1.pdf](#)  
[summer Bash Application #2.pdf](#)  
[summer Bash Application #3.pdf](#)

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Dear Adam Zettel and City Council ,

Hello, my name is Anne Bendall. I am owner and operator of The Lemon Drop, a small mobile business based in Swartz Creek. We are a Fresh Squeezed Lemonade tent that is STFU licensed through Genesee County. For the last two seasons of Makers Market events we have set-up here in Swartz Creek and also for Jeepers Creekers. We were invited to do the movies downtown this past summer and loved it . We have worked many more events and fundraisers. We absolutely love working at gatherings like these and really enjoy being part of events with the community.

Our love for these type of events has us wanting to organize one of our own community events that would kick off the summer of 2025. If this event goes well we would ask permission for it to become an annual event. I would like to have this take place June 21, 2025 if possible. I have been in communication with both Jeepers Creekers and Gaines Elementary PTO and this date does not conflict with any events they have planned. Also, Jeepers Creekers has generously offered to sponsor us in order to help us with insurance.

While working on coordinating this event, I have learned the different things that I am responsible for having and also what the city would be able to provide. While the city can provide trash cans, picnic tables, electricity and water. I have learned that a port-a-potty is something that I am responsible for providing. I have found a vendor for this as well as several different entertainment vendors and food truck options. While many have been very flexible with their pricing after hearing the nature of this event there is a vendor I am still working to negotiate costs with. My goal is to get 2-3 food trucks that will be available for lunch if the the community chooses to do so during this event. Parking for these trucks would be on Holland drive if possible.

I am wondering if the city would possibly please be willing to donate a little money to help with the cost of some of these items. The vendors list and their costs are as follows:

**Port a potty (Kincaid)** - \$160 each x2 (sanitizer included)

**Mermaid with inflatable pool (Pixie and The Mermaid Lagoon)** - \$500 plus water cost (receiving for FREE however, she is still asking we please provide the water to fill pool. Her pool requires 1,500 gallons of water)

**Face painting (ESBD Dance)** -FREE

**Foam party (Bubble Blast Bash)**- quoted \$1,050 \*\* Working to still negotiate

**Bounce house (Rowdy Party Rentals)**- quoted \$250 receiving for FREE

**Monster Characters (Squirrels Creations)**- FREE

**DJ**- must finalize things with DJ

**Balloon Animals**- still looking

My hopes is that with a little help from city council and my amazing team of volunteers for this event that together we can bring this event to life! A day where a mermaid can inspire the youth to follow their dreams or you can face your fear and walk in the same path as a monsters.

Thank for you time and considering my proposal.

Sincerely yours,

Anne Bendall

Phone: (810) 635-4464

Fax: (810) 635-2887



Where Friendships Last Forever

## City of Swartz Creek Municipal Property Reservation Application

Date of Reservation: 6/21/2025 Reservation location: Holland Drive and Holland Square

One time event

Recurring event

Name of Responsible Party: Anne Bendall

Address: 5329 Oakview Dr Phone: (810)308-2283

City: Swartz Creek Zip Code: 48473

Nature of Activity: Family event with vendors and food trucks Approx. # Attendees: \_\_\_\_\_

Arrival Time: 9:00 Departure Time: 6:00 p.m

Responsible Party Signature: Anne K Bendall

E-Mail Address: annebendall6302012@gmail.com

Proof of Insurance Provided

Please check all that will be needed

Water

Waste collection

Electricity

Other Services – Specify: Picnic tables

I have received a copy of the Plaza Rules: AKB

**IF THERE ARE PROBLEMS DURING THE EVENT CONTACT 911.**

City Official \_\_\_\_\_

Date \_\_\_\_\_

**Please use this page for any additions or details.**

**CITY OF SWARTZ CREEK**  
**PLAZA AND LOT USAGE GUIDELINES**

**AUTHORITY.** These rules are approved by the city council and enforceable pursuant to the provisions of the Code of Ordinances of the City of Swartz Creek, Michigan.

**APPLICABILITY.** These rules apply to City of Swartz Creek Plaza, located at 5012 Holland Drive. The city council may apply these rules to other city parking lots and alleys at its discretion.

1. **PARKING.** The plaza shall accommodate day and night parking in accordance with applicable laws when not otherwise designated for an authorized use. The maximum parking duration is 24 hours, with the expectation that vehicle owners/operators can be notified to relocate their vehicle for a reservation within a 24 hour period.
  - 1) No business or individual shall have an ongoing vested interest in the use of parking.
  - 2) Owners and/or operators of vehicles shall comply with city official and/or police officer instructions to relocate the vehicle at any time for any reason.
  - 3) No person shall park or store any motor vehicle during the hours the plaza is reserved or otherwise closed.
  - 4) Members of the police department are hereby authorized to remove any vehicles so parked or stored if notice was given 24 hours prior to said removal in the form of posting the site, official notice upon the vehicle, or recorded interaction with the owner/operator.
  - 5) It shall be unlawful for any person, whether a pedestrian or operating a motor vehicle, to fail to obey any such applicable traffic control sign, notice, signal, lane marking or other device, whether permanent or temporary, unless otherwise directed by a police officer or city personnel conducting city business.
2. **SMOKING.** Smoking, including (e-cig or e-cigarettes), personal vaporizers (PV) or electronic nicotine delivery systems (ENDS), is prohibited in the plaza, unless part of a council approved event.
3. **PROHIBITED USES AND ACTS.** No person shall engage in:
  - 1) *Injuring, removing property.* Willfully mark, deface, disfigure, cut, injure, tamper with, break, displace, or remove any buildings, cables, benches, tables, light poles, trees, public utilities or parts of appurtenances thereof, signs, notices or placards, whether temporary or permanent, monuments, flag poles, stakes, posts, fences or other boundary markers, or other structures or equipment, facilities or property or appurtenances whatsoever, either real or personal.
  - 2) *Fires.* No person shall kindle or build or cause to be kindled or built a fire in any plaza or parking lot except in designated places. In those areas where fires are permissible, such fires must be contained in a receptacle designed for the purpose of holding a fire and must be attended at all times. No person shall set fire to trash, garbage or the contents of trash receptacles at any time.
  - 3) *Pets, animals.* No person shall bring in, cause, or allow any dog, cat or other pets or animals which they own or have permission to control to be brought within the confines of any plaza unless such animal be attached to a leash not to exceed eight feet in length; such leash is to be of sufficient strength to hold such animal in constant check. Disposal of animal waste is required.
  - 4) *Hindering employees.* No person shall interfere with or in any manner hinder any employee of the city while engaged in constructing, maintaining, repairing or caring for plaza property.
  - 5) *Restricted sections of plaza.* No person shall enter upon any area of the plaza where persons are prohibited from going, as indicated by signs, notices or where secured by fences and gates.
  - 6) *Firearms, bow and arrows, fireworks and devices.* No person shall discharge a firearm or firework of any description while in or on plaza property, provided that such prohibition shall not apply to any peace officer while in the exercise of his official duties. No person shall shoot any arrow by the use of a bow, excepting in such areas as shall be specifically designated as areas for the use of bows and arrows. Crossbows, bolts, and similar weapons are also prohibited.
  - 7) *Peace, disorderly conduct.* No person shall make or excite any disturbance or contention on any public grounds. (No person shall use any indecent or obscene language).
  - 8) *Drunkenness, alcoholic liquors.* No person shall enter, be in or remain on public property while under the influence of intoxicants or under the influence of unlawful drugs or controlled substances. It shall be unlawful to bring into or use alcoholic liquors upon plaza property, unless part of a council approved event.
  - 9) *Drinking fountains.* No person shall throw, discharge or otherwise place in the waters or any fountain, wash basin or temporary or permanent toilets any substance, liquid or solid, which may result in water pollution or create a health hazard to the public.

- 10) *Sleeping*. No person shall sleep, whether in a vehicle, trailer, tent, hammock or other manner, on public property.
  - 11) *Dumping*. No person shall deposit any rubbish, garbage or refuse matter, break glass or bottles in or upon any part of the plaza other than such refuse accumulated from organized and acceptable activities within the plaza, and such refuse must be deposited in receptacles provided for that purpose.
  - 12) *Posted signs, rules and regulations*. No person shall willfully disregard posted signs which regulate the days, hours for various activities, or any other signs installed, posted or attached for control, maintenance, safety or any other purpose within the plaza.
  - 13) *Public meetings, parades*. No person, organization, club or group shall hold or participate in any parade, drill, exhibition, political meeting, religious meeting, concert, lecture or public entertainment of any kind within the plaza without the express consent and written approval of the city manager.
  - 14) *Advertisements*. No person shall post, stencil or otherwise affix any placard, advertisement or notice of any kind upon or to any public property unless related to an approved event.
  - 15) *Offering articles for sale*. No person shall carry on any trade or business or sell or display any goods, wares or merchandise in the plaza without permission from the city manager.
  - 16) *Inflatable play equipment*. Inflatable play equipment is prohibited unless arrangements are made in advance and a certificate of insurance from the party providing such equipment is filed with the city and includes a rider naming the city as an additionally insured party.
4. **POLICE AND EMPLOYEES**. No person shall resist any police officer or city employee exercising his duty within the plaza area, or fail or refuse to obey any lawful command of any such police officer or employee, or in any way interfere with, hinder or prevent any such police officer or employee from discharging their duty, or in any manner assist or give aid to any person in custody to escape or to attempt to escape from custody, or to rescue or attempt to rescue any person when in such custody.
5. **PLAZA RESERVATIONS**. Applicants may be permitted the use of the plaza, including control during hours the plaza is typically closed to the public, subject to the following conditions:
- 1) Use must be pre-approved by the city council.
  - 2) The organizations' use of the plaza area shall not violate any local or state law nor unreasonably interfere with the use and enjoyment of adjacent areas by others.
  - 3) The organizations shall hold the city harmless from liability for incidents arising out of the organizations' use of the plaza and shall provide evidence of insurance coverage.
  - 4) The city reserves the right to direct where organizations' activities are conducted to minimize interference with the use of adjacent properties and businesses.
  - 5) Fees shall be set by resolution of the city council. Additional fees may be charged for services requested of the city and negotiated in advance, including use of barricades, additional utilities, port-a-johns, etc.
  - 6) In no case will use result in a charge for or prohibition on general access to the plaza by the public unless such charge is approved by the city council in advance.
  - 7) Reservations for annual events can be granted by the city council beginning December 1 of the previous calendar year.
  - 8) All permits shall require the permittee to clean up the plaza after activity has terminated. All applications for permits must give the name, address and phone number of the permittee or the person responsible for the necessary policing thereof.
  - 9) All persons shall honor any special permits issued by the city, for certain areas, days and times, to clubs, organizations, teams or any other groups, provided that such permit is on official forms when presented.
  - 10) Reservations will be given on a first come, first served basis beginning the first business day of each calendar year. Priority for use shall be given to organizations scheduling regular events (e.g. weekly markets) or annual events (e.g. bike races).
- 6) **VENDING**. Vending is permitted on a limited basis after application to the city manager and under the administrative rules that may be set by the city, including a background check and administrative fee.
- 7) **PUBLIC NOTICE**. The public shall be deemed to have been properly notified of the provisions of these rules and regulations upon their publication in a newspaper of general circulation in the city. Signs may be posted to insure substantial compliance with the provisions of these rules and regulations.

**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: <u>Anne Bendall</u>	Owner of The Lemon Drop and sponsored by
Event Coordinator/Representative	For <u>Jeepers Creekers</u>
	Organization

Approved by City Council: April 25, 2022



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

DATE OF REQUEST: 6/21/2025 (Saturday)

SPONSOR ORGANIZATION: Jeepers Creekers

AUTHORIZED REPRESENTATIVE: Anne Bendall **Owner of the Lemon Drop**

WORK ADDRESS: 5329 Oakview Dr Swartz Creek MI 48473 HOME ADDRESS: 5329 Oakview Dr Swartz Creek MI 48473

PHONE NO: WORK ( ) N/A HOME: ( ) N/A CELL: (810) 308-2283

EMAIL ADDRESS: annebendall6302012@gmail.com

TYPE OF EVENT: (check box)

PARADE  \*\* (Draw Route on Attached Map)

CARNIVAL

FOOT/BIKE RACE

CRAFT SHOW

CONCERT

OTHER: \_\_\_\_\_

DATE OF EVENT: 06 / 21 / 2025

TIME OF EVENT: FROM: 11:00 **O** AM **O** PM TO: 4:00 AM **O** PM

ESTIMATED NUMBER OF PARTICIPANTS: 100-400 **O**

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

My hope is this family friendly event would provide free entertainment and vendor shopping as well as a variety of food trucks.

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: **The Lemon Drop**  
(Organization)  
**And Jeepers Creekers**

BY: **Anne Bendall**  
(Authorized Representative)

APPROVED BY: \_\_\_\_\_  
(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.

THIS REQUEST AND ALL REQUIRED ASSOCIATED DOCUMENTS MUST BE SUBMITTED TO THE CITY HALL NO LATER THAN THIRTY (30) DAYS PRIOR TO EVENT DATE

CITY OF SWARTZ CREEK  
STREET APPLICATION  
CHECKLIST

- APPLICATION MUST BE COMPLETED THIRTY (30) DAYS PRIOR TO EVENT
- EVERY LINE ON APPLICATION MUST BE COMPLETED AND ROUTE DRAWN ON ATTACHED MAP
- APPLICANT SHALL PROVIDE THE CITY WITH EVIDENCE OF INSURANCE FOR AMOUNT DETERMINED ADEQUATE BY THE CITY ATTORNEY



## 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: \_\_\_\_\_ For: \_\_\_\_\_  
(Event Coordinator or Representative) (Organization)



December 20, 2024

Sandy Pearson, Housing Development Team  
Community Economic Development Association of Michigan  
1118 S. Washington Ave.  
Lansing, MI 48910

Dear Ms. Pearson,

Thank you for requesting the services of Aligned Planning to update the Marketing Package for 4484 Morrish, the site of a historic church near downtown Swartz Creek. The deliverable is an RFQ with a vetted developer selection process and scoring criteria. Additionally, the marketing graphics will be modified to reflect the new site boundaries and the applicable narrative will be updated to reflect the DDA ownership and their goals for the site now that the auxiliary building and site is no longer a component of the project.

Scope of Work. Our approach is flexible and can be tailored to meet your project needs. Proposed is an outline of tasks and deliverables for this project.

- a) **Project Meetings and Check-Ins.** It is assumed that up to two (2) client calls, and two (2) internal team calls will be necessary to complete this scope of work. A site visit is not anticipated.
- b) **Graphic Design and Document Development.** Graphic design services will be provided for the following items: Updated site summary graphics (2), updated site rendering, and updated Marketing package to reflect Request for Proposals.
- c) **Updated Concept Design.** The concept design page will be updated to reflect new boundaries and ownership.
- d) **Selection Process and Criteria.** A draft selection process and criteria will be developed and shared with the City and DDA leadership. This process will be discussed and modified accordingly, and once agreed upon, it will be included in the RFQ.
- e) **RFQ Document.** A PDF and original files will be provided to CEDAM, MEDC, and the City for broad-based distribution.



As always, we are happy to modify this scope should you find that additional or other services are necessary. The fixed fee for the services is \$4,000.

Thank you,

A handwritten signature in black ink that reads "Lynée C. Wells".

Lynée Wells, AICP

**REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK  
PERIOD ENDING 12/31/2024**

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 12/31/2024	AVAILABLE BALANCE	% BDGT USED
Fund 248 - Downtown Development Fund					
Revenues					
Dept 000.000 - General					
248-000.000-402.000	Current Tax Revenue	167,297.00	111,527.82	55,769.18	66.66
248-000.000-664.000	Interest Income	30.00	1,086.79	(1,056.79)	3,622.63
Total Dept 000.000 - General		167,327.00	112,614.61	54,712.39	
Dept 728.000 - Economic Development					
248-728.000-551.000	Other State Grant Revenue	0.00	10,000.00	(10,000.00)	100.00
Total Dept 728.000 - Economic Development		0.00	10,000.00	(10,000.00)	
<b>TOTAL REVENUES</b>		<b>167,327.00</b>	<b>122,614.61</b>	<b>44,712.39</b>	
Expenditures					
Dept 173.000 - DDA Administration					
248-173.000-745.000	Postage	100.00	0.00	100.00	0.00
248-173.000-801.000	Contractual Services	5,000.00	0.00	5,000.00	0.00
248-173.000-825.000	Admin Services	10,000.00	0.00	10,000.00	0.00
248-173.000-961.000	Miscellaneous	1,300.00	7,114.80	(5,814.80)	547.29
Total Dept 173.000 - DDA Administration		16,400.00	7,114.80	9,285.20	
Dept 728.000 - Economic Development					
248-728.000-801.000	Contractual Services	30,799.00	1,415.88	29,383.12	4.60
248-728.000-961.000	Miscellaneous	2,500.00	137,858.06	(135,358.06)	5,514.32
248-728.000-976.000	Equipment	5,000.00	0.00	5,000.00	0.00
Total Dept 728.000 - Economic Development		38,299.00	139,273.94	(100,974.94)	
Dept 728.002 - Streetscape					
248-728.002-726.000	Supplies	100,000.00	29,600.00	70,400.00	29.60
248-728.002-801.000	Contractual Services	0.00	20,000.00	(20,000.00)	100.00
Total Dept 728.002 - Streetscape		100,000.00	49,600.00	50,400.00	
Dept 728.003 - Facade Program					
248-728.003-801.000	Contractual Services	20,000.00	0.00	20,000.00	0.00
Total Dept 728.003 - Facade Program		20,000.00	0.00	20,000.00	
Dept 728.004 - Family Movie Night					
248-728.004-726.000	Supplies	2,000.00	890.00	1,110.00	44.50
248-728.004-801.000	Contractual Services	2,500.00	469.86	2,030.14	18.79
248-728.004-968.000	Depreciation Expense	2,000.00	0.00	2,000.00	0.00
Total Dept 728.004 - Family Movie Night		6,500.00	1,359.86	5,140.14	
<b>TOTAL EXPENDITURES</b>		<b>181,199.00</b>	<b>197,348.60</b>	<b>(16,149.60)</b>	
Fund 248 - Downtown Development Fund:					
TOTAL REVENUES		167,327.00	122,614.61	44,712.39	73.28
TOTAL EXPENDITURES		181,199.00	197,348.60	(16,149.60)	108.91
NET OF REVENUES & EXPENDITURES		(13,872.00)	(74,733.99)	60,861.99	