

# *SWARTZ CREEK DDA*

## **Regular Meeting Agenda**

**Downtown Development Authority, Thursday, May 8, 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, May 8, 2025

### **5. MOTION TO APPROVE MINUTES:**

5A. Board Meeting, September 18, 2024

5B. Board Meeting, March 13, 2025

### **6. REPORTS & COMMUNICATIONS:**

#### **Page No:**

6A. Resolutions

**02**

6B. September 18, 2024 Minutes

**10**

6C. March 13, 2025 Minutes

**12**

6D. May 8, 2025 Meeting Letter

**17**

6E. Fiscal Year 2026 Budget Draft

**19**

6F. Final Church RFQ

**21**

6G. 8013 Miller Façade Grant Application

**34**

6H. CIP Planning Proposal for DDA TIF Amendment

**44**

6I. Monthly Revenue and Expense Report

**48**

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

7A. General Public Comments

### **8. BUSINESS:**

8A. 8013 Miller Façade Grant Determination

8B. Fiscal Year 2026 Budget Discussion

8C. CIB Planning Proposal

8D. Updates (Holland Square, Events, and Church Project)

### **9. MEETING OPENED TO THE PUBLIC:**

9A. General Public Comments

### **10. REMARKS BY MEMBERS:**

### **11. ADJOURNMENT:**

***CITY OF SWARTZ CREEK***  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**RESOLUTIONS**  
**THURSDAY, MAY 8, 2025**

**Resolution No. 250508-01**

**AGENDA – May 8, 2025**

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

**I Move** the Swartz Creek Downtown Development Authority approves the agenda for the May 8, 2025 Downtown Development Authority special meeting.

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

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

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

**Resolution No. 250508-02**

**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. 250508-03**

**MINUTES – March 13, 2025**

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

**I Move** the Swartz Creek Downtown Development Authority approves the Minutes for the March 13, 2024 Downtown Development Authority meeting.

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

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

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

**Resolution No. 250508-04**

**RESOLUTION TO APPROVE A FAÇADE GRANT  
APPLICATION FOR 8013 MILLER ROAD**

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

**WHEREAS**, the Swartz Creek DDA maintains a Façade Improvement Program that has budgeted funds for the 2025 fiscal year; and,

**WHEREAS**, the program generally operates on a first-come, first-served basis for qualifying projects; and,

**WHEREAS**, a local business is undertaking improvements for 8013 Miller Road and is seeking some funds for decorative fencing, lighting, and signage.

**NOW, THEREFORE, BE IT RESOLVED THAT**, the Swartz Creek DDA approves the application, as included in the May 8, 2025 DDA packet, for the façade improvement program as submitted by Micaela Miles representing 8013 Miller Rd LLC, dba Stay Gold Art Collective, located at 8013 Miller Road, with the following conditions:

1. Execution of all standard façade application agreements and adherence to all terms and conditions therein.
2. Grant match to be the lessor of 50% of project total or \$\_\_\_\_\_
3. \_\_\_\_\_

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

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

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

**Resolution No. 250508-06**

**RESOLUTION TO APPROVE THE FISCAL YEAR  
2026 DDA BUDGET**

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

**WHEREAS**, the Swartz Creek DDA operates and independent budget that is subject to affirmation of the Swartz Creek City Council; and,

**WHEREAS**, the DDA has reviewed the proposed fiscal year 2026 budget and finds the operating and capital expenses are in the best interest of the authority operations.

**NOW, THEREFORE, BE IT RESOLVED THAT**, the Swartz Creek Downtown Development Authority approve the proposed 2026 fiscal year budget for the Downtown Development Authority for distribution and review by the city council.

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

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

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

**Resolution No. 250508-06**

**RESOLUTION TO APPORVE CIB PLANNING  
PROFESSIONAL SERVICES FOR TIF PLAN  
AMENDMENT**

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

**WHEREAS**, the Swartz Creek Downtown Development Authority was created twenty years ago and is set to dissolve after the 2035 calendar year; and,

**WHEREAS**, the DDA has only recently realized sufficient tax increment financing revenues suitable to impacting change in the downtown; and,

**WHEREAS**, the timeframe for remaining revenues is found to be insufficient to granting TIF incentives and/or borrowing to address larger investments; and

**WHEREAS**, CIB Planning is able to update the DDA/TIF Plan to extend the existence of the Swartz Creek DDA as a TIF capable entity.

**NOW, THEREFORE, BE IT RESOLVED THAT**, the Swartz Creek DDA approves the proposal from CIB Planning, dated April 22, 2025, and directs the chair to execute said proposal or subsequent agreement to that end.

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

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

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

**Resolution No. 250508-06**

**ADJOURN**

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

**I Move** the Swartz Creek Downtown Development Authority adjourns the May 8, 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, APRIL 10, 2025, 6:00 P.M.**

The regular virtual meeting of the City of Swartz Creek park board is scheduled for **April 10, 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: April 10, 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/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 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, Jesme, Parenteau, Kallas, Beedy, King.  
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

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL MEETING  
MARCH 13, 2025**

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, Jesme (6:45), Henry, Parenteau, Ryan, Barclay, Toms, Kallas

Board Members Absent: King

Staff Present: Adam Zettel-City Manager

Others Present: Richard Mattson, Lania Rocha (Zoom), Lynee Wells (Zoom).

**APPROVAL OF AGENDA:**

**Resolution No. 250313-01 (Carried)**

Motion by Board Member Henry  
Second by Board Member Parenteau

**I Move** the Swartz Creek City Downtown Development Authority approves the agenda for the March 13, 2025, Downtown Development Authority Meeting as amended.

Unanimous affirmative voice vote: Motion declared carried.

**Resolution No. 250313-02 (Carried)**

Motion by Board Member Parenteau  
Second by Board Member Kallas

**I Move** the Swartz Creek City Downtown Development Authority approves the minutes from the September 12, 2024, Downtown Development Authority Meeting as written.

Unanimous affirmative voice vote: Motion declared carried.

**Resolution No. 250313-03 (Carried)**

Motion by Board Member Toms  
Second by Board Member Parenteau

**I Move** the Swartz Creek City Downtown Development Authority approves the minutes from the September 18, 2024, Downtown Development Authority Meeting as written.

Discussion regarding inconsistencies in attendance and voting record ensued.

**Resolution No. 250313-04**

**(Carried)**

Motion by Board Member Henry  
Second by Board Member Ryan

**I Move** the Swartz Creek City Downtown Development Authority table the minutes from the September 18, 2024, Downtown Development Authority Meeting pending corrections by staff.

Unanimous affirmative voice vote: Motion declared carried.

**MEETING OPEN TO PUBLIC:**

No comments.

**Resolution No. 250313-05**

**(Carried)**

Motion by Board Member Henry  
Second by Board Member Parenteau

**I Move** the Swartz Creek City Downtown Development Authority amend the agenda for the March 13, 2025, to include EV charging station as 8E.

Unanimous affirmative voice vote: Motion declared carried.

**RESOLUTION TO APPROVE SPONSORSHIP SUPPORT FOR JEEPERS CREEKERS**

**Resolution No. 250313-06**

**(Carried)**

Motion by Board Member Ryan  
Second by Board Member Barclay

**WHEREAS** the Swartz Creek Downtown Development Authority actively seeks community partners that can increase recreation, hospitality, and culture in the community through the creation and continuation of events; and

**WHEREAS**, the DDA budgets funds to support such events financially; and

**WHEREAS**, the Jeepers Creekers organization, which is a recognized area not for profit that is in good standing, operates the Makers Market and a popular fall event known as Jeepers Creekers.

**NOW THEREFORE, BE IT RESOLVED**, the Swartz Creek Downtown Development Authority sponsor the 2025 Jeepers Creekers downtown event in the amount of \$2,000.

Discussion ensued.

Voting For: Henry, Barclay, Toms, Parenteau, Kallas, Beedy, Ryan,  
Voting Against: None  
Motion declared carried.

## **RESOLUTION TO APPROVE SPONSORSHIP SUPPORT FOR SWARTZ CREEK FINE ARTS ASSOCIATION**

**Resolution No. 250313-07**

**(Carried)**

Motion by Board Member Henry  
Second by Board Member Toms

**WHEREAS** the Swartz Creek Downtown Development Authority actively seeks community partners that can increase recreation, hospitality, and culture in the community through the creation and continuation of events; and

**WHEREAS**, the DDA budgets funds to support such events financially; and

**WHEREAS**, the Swartz Creek Fine Arts Association organization, which is a recognized area not for profit that is in good standing, operates the summer concert series and the Pajtas Amphitheater in downtown.

**NOW THEREFORE, BE IT RESOLVED**, the Swartz Creek Downtown Development Authority sponsor the 2025 summer concert series event in the amount of \$400.

Discussion ensued.

Voting For: Henry, Toms, Parenteau, Kallas, Beedy, Ryan,  
Voting Against: Barclay  
Motion declared carried.

## **RESOLUTION TO APPROVE THE METHODIST CHURCH REQUEST FOR DEVELOPMENT PACKAGE**

**Resolution No. 250313-08**

**(Carried)**

Motion by Board Member Henry  
Second by Board Member Parenteau

**WHEREAS** the Swartz Creek Downtown Development Authority acquired the former Methodist Church at 4488 Morrish Road with the intention of preserving the remaining historical features of the site, rehabilitating the structure, finding an economic use that would make site use financially sustainable, and increasing downtown recreation, hospitality, and culture; and

**WHEREAS**, the city, as an approved Redevelopment Ready Community, was able to received professional service support from the Michigan Economic Development Corporation to strategize and create informational and marketing

materials to solicit and evaluate private developers and users to achieve this goal; and

**WHEREAS**, Aligned Planning has created such an instrument in consultation with a local review team.

**NOW THEREFORE, BE IT RESOLVED**, the Swartz Creek Downtown Development Authority approve the Request for Development Package, as included in the March 13, 2025 packet, for distribution.

Discussion ensued.

Voting For: Toms, Parenteau, Kallas, Beedy, Ryan, Barclay, Henry

Voting Against: None

Motion declared carried.

## **RESOLUTION TO APPROVE FINANCIAL SUPPORT OF A EV CHARGING STATION ON HOLLAND DRIVE**

**Resolution No. 250313-09**

**(Carried)**

Motion by Board Member Parenteau

Second by Board Member Ryan

**WHEREAS** the Swartz Creek Downtown Development Authority supports the charging of vehicles in downtown as a means to attract EV users as customers and fill a void of vehicle charging services; and

**WHEREAS**, Consumers Energy is offering a rebate that covers \$10,000 of costs towards such an installation; and

**WHEREAS**, staff has set up a proposal to put a single pedestal with two chargers on Holland Drive.

**NOW THEREFORE, BE IT RESOLVED**, the Swartz Creek Downtown Development Authority approves the financial support of a single EV charging station installation on Holland Drive, a cost current set at \$850 after a \$10,000 rebate, conditioned upon acceptance of the asset by the city council, including final site selection.

Discussion ensued.

Voting For: Henry, Toms, Parenteau, Kallas, Jesme, Beedy, Ryan, Barclay

Voting Against: None

Motion declared carried.

## **MEETING OPEN TO PUBLIC:**

Richard Mattson: He walks a lot and is very happy with the new sidewalk, streets, and park improvements. He likes where the community is headed.

**REMARKS BY BOARD MEMEBERS:**

None

**ADJOURN**

**Resolution No. 250313-10**

Motion by Board Member Henry  
Second by Board Member Ryan

**I Move** the Swartz Creek Downtown Development Authority adjourns the March 13, 2025 Downtown Development Authority meeting.

Unanimous affirmative voice vote: Motion declared carried.

Adjourn at 7:22pm

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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: May 1, 2025

**To: DDA Board Members**  
**From: Adam Zettel**  
**RE: May 8, 2025 DDA Meeting**

Hello everyone,

**There will be a meeting of the DDA at 6:00 p.m. on Thursday, May 8, 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.

We have a façade grant application and review of the budget as business items that require resolutions of the board. Concerning the façade grant, 8013 Rd LLC, doing business as Stay Gold Art Collective has submitted a request for \$3,076.50 in assistance. They are proposing a \$6,153 improvement for their business that includes decorative fencing, lighting, and a new sign. I am including the application in the packet. Note that more details are needed as it relates to the sign and lighting, as well as multiple quotes. I expect these before the meeting.

Overall, I think the impact is in line with the intent of the program, and their improvements appear to be durable additions to the property. I suspect the additional quotes and added detail they will submit further support the application. Note that some of the materials have been acquired, but no work has been done. I expect to have the applicant at the meeting to answer questions. Since we have budget and this is a first come, first served program, I think the DDA should proceed.

Staff has prepared an aggressive budget for the DDA to review. I am including expected revenues and routine expenses. In addition, I am populating some funds for the façade, movies a quick update of the DDA TIF Plan, community development expenses, Holland Square construction, some potential wayfinding signs, and contributions towards the church project.

This is a very heavy budget, and execution of this depletes much of our fund balance. As in the past, I do not expect ALL of these expenses to occur. However, placing them in the budget ensures that they COULD occur. Please take a look. I can go over details at the meeting.

I am including a proposal from CIB Planning to update the DDA/TIF plan. The exclusive purpose would be to extend the life of the DDA further into the future (The DDA was created in 2004 with a fixed 30 year life, which is approaching fast). If the DDA TIF plan is amended, we can extend the life of revenues another fifteen or more years. This could give the DDA huge leverage in 2026 or 2027 to look into the potential to borrowing to accomplish more grand projects. I recommend the DDA approve this proposal.

I am including the final version of the church package. This was live on April 21<sup>st</sup>! As of writing, I have not gotten any feedback yet. They will be blasting this all over the state through their traditional channels, doing direct developer outreach, distributing through various trade groups, and soliciting specific existing restaurants. The initial deadline will be July 25<sup>th</sup>.

Lastly, I will report the current status of Holland Square, the megasite, and summer events. As of writing, I do not expect any short or near term action on any of those initiatives, though the one we know the least about is the megasite.

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, appearing to read "Adam Zettel", with a stylized flourish at the end.

**Adam Zettel, AICP**

City Manager

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

Fund 248 - Downtown Development Fund

ESTIMATED REVENUES		FY 2024 Actual	FY 2025 Budget	FY 2025 Amended	FY 2025 YTD	FY 2025 Projected	FY 2026 Requested
Dept 000.000 - General							
248-000.000-402.000	Current Tax Revenue	167,746	169,834	167,297	131,623	165,663	172,316
248-000.000-664.000	Interest Income	117	202	2,630	2,728	3,434	2,600
Totals for dept 000.000 - General		167,863	170,036	169,927	134,351	169,097	174,916

Dept 728.000 - Economic Development							
248-728.000-551.000	Other State Grant Revenue			10,000	10,000	10,000	
Totals for dept 728.000 - Economic Development				10,000	10,000	10,000	

TOTAL ESTIMATED REVENUES		167,863	170,036	179,927	144,351	179,097	174,916
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APPROPRIATIONS

Dept 000.000 - General							
248-000.000-702.000	DDA WAGES				118	149	125
248-000.000-704.100	FICA - Employer's Share				7	9	8
248-000.000-704.200	Medicare - Employer's Share				2	2	3
248-000.000-705.000	Medical Insurance - ER				69	87	73
248-000.000-705.100	Vision Benefits				1	1	1
248-000.000-705.200	Dental Benefits				7	9	8
248-000.000-706.000	Life Insurance - ER cost				1	1	1
248-000.000-707.000	Retirement Contributions-ER				12	15	13
248-000.000-707.100	Health Care Savings Plan - ER				5	6	5
248-000.000-708.000	Sick & Accident Premiums-ER				6	7	7
248-000.000-941.000	Equipment Rental				57	71	
Totals for dept 000.000 - General					285	357	244

Dept 173.000 - DDA Administration							
248-173.000-745.000	Postage	3	3	100			100
248-173.000-801.000	Contractual Services	20,000	685	5,000			5,000
248-173.000-825.000	Admin Services	5,000	5,000	10,000	10,000	10,000	10,000 Staff support
248-173.000-961.000	Miscellaneous	1,300	1,300	2,300	4,377	4,500	4,500
Totals for dept 173.000 - DDA Administration		26,303	6,988	17,400	14,377	14,500	19,500

Dept 728.000 - Economic Development							
248-728.000-801.000	Contractual Services	33,375	7,259	30,799	3,236	30,000	35,000 Mundy and TIF update
248-728.000-961.000	Miscellaneous			138,250	138,632	138,250	50,000 Church support
248-728.000-976.000	Equipment	5,000		5,000		1,000	1,000
Totals for dept 728.000 - Economic Development		38,375	7,259	174,049	141,868	169,250	86,000

Dept 728.002 - Streetscape							
248-728.002-726.000	Supplies	500	7,400	35,000	29,600	32,000	175,000 Holland Square, Wayfinding, & Crapo Sign
248-728.002-801.000	Contractual Services			20,000	20,000	20,000	0
248-728.002-967.101	Contribution to General Fund	40,000	40,000				
Totals for dept 728.002 - Streetscape		40,500	47,400	55,000	49,600	52,000	175,000

Dept 728.003 - Facade Program

248-728.003-801.000	Contractual Services	12,500	7,258	10,000		4,000	10,000
Totals for dept 728.003 - Facade Program		12,500	7,258	10,000		4,000	10,000
Dept 728.004 - Family Movie Night							
248-728.004-726.000	Supplies	2,000	1,930	2,000	890	2,000	2,000
248-728.004-801.000	Contractual Services	5,000	3,705	2,500	2,990	4,000	4,000
248-728.004-968.000	Depreciation Expense	1,794	2,486	2,000			
Totals for dept 728.004 - Family Movie Night		8,794	8,121	6,500	3,880	6,000	6,000
TOTAL APPROPRIATIONS		126,472	77,026	262,949	210,010	246,107	296,744
NET OF REVENUES/APPROPRIATIONS - FUND 248		41,391	93,010	(83,022)	(65,659)	(67,010)	(121,828)
BEGINNING FUND BALANCE		139,606	139,606	232,617	232,617	232,616	165,606
ENDING FUND BALANCE		180,997	232,616	149,595	166,958	165,606	43,778



## REQUEST FOR DEVELOPMENT PACKAGE FOR



4488 MORRISH ROAD  
**SWARTZ CREEK, MICHIGAN**

PPN: 58-35-576-053



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**williams&works**  
engineers | surveyors | planners

**THOMAS ROBERTS ARCHITECT**  
Architecture  
Planning  
Historic Preservation





## 4488 MORRISH ROAD Swartz Creek, Michigan

**Celebrations and cheer echo through the halls of the former Methodist Church in Swartz Creek.**

Located in the heart of downtown and a short walk from City amenities, an attractive and stately community icon is awaiting redevelopment. 4488 Morrish Road is home to a historic church and adjacent open land. The site represent 1.03 acres of land and 250' of frontage on Morrish Road.

Economic studies point to many in-demand options that would garner a strong market position. The site is less than a mile from the I-69 freeway interchanges at Morrish Road and Miller Road and also near I-75. Traffic counts for I-69 at this location are upwards of 40,000 daily trips.

Local market data demonstrates an unmet need for many uses. Be it a brewery, restaurant, banquet hall, or event space, the unique interior with colorful and intricate stained-glass accents will become a new city icon and backdrop for memories to come. City leadership anticipates being a partner in the rehabilitation and redevelopment, and the community provides robust support for entrepreneurs and new businesses.

The property is eligible for several financial incentives including Redevelopment Ready support from the Michigan Economic Development Corporation through the Community Revitalization Program, local façade grants, expedited approvals, collaboration with the City for parking development on adjacent lands, TIF reimbursement, and MDOT logo sign reimbursement.

Architectural studies have proven the brick edifice is structurally sound and repurposing the nave and aisles into seating could accommodate more than 200 guests. Outdoor seating and yard games in the front of the church will welcome passersby, while rear deck seating provides a secluded oasis for gathering. The lower level is ideal for private events, chef dinners, dressing rooms for wedding parties, and other social occasions.

The City is supportive and welcomes new development. Future community planning envisions new uses for and surrounding this former church. Swartz Creek has welcomed condos and townhouse development the past year, as well as several revitalization projects in the downtown. City leaders are prepared to facilitate and support the project.



## A LITTLE BACKGROUND

**Zoning** | Central Business District

**Acreage/Frontage** | 1.03 acres, 250' on Morrish Road

**Utilities** | Municipal water and sewer

**Parking** | Existing lot meets ordinance requirements; additional expansion to the north is possible

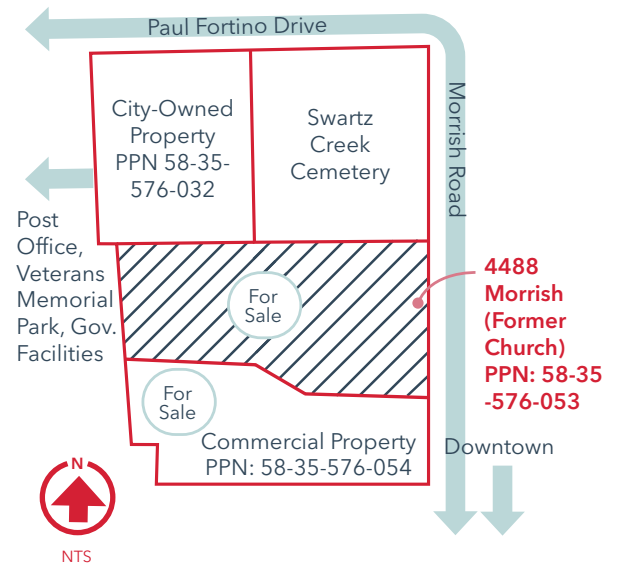
**Traffic Counts** | I-69 (40,000 ADT), Morrish (9,000 ADT), Miller (14,000 ADT)

**Proximity** | Located within downtown, near parks, public facilities, walkable neighborhoods, bike lanes on Morrish, and the new Holland Square Event Pergola

**Flexibility** | Outdoor activity space (front and rear), multiple interior space configurations, ADA accessibility could easily be accommodated

**Iconic** | Historic building, original wood work and light fixtures, stained glass rosettes

## Site Location Key



This site is ripe for investment and brimming with potential

## CHURCH TO BREWERY ADAPTIVE REUSE

East to west and north to south, throughout Michigan several former churches have been rehabilitated into restaurants, food halls, breweries and other social gathering spaces. There are many successful redevelopment models to replicate in Swartz Creek.



Brewery Vivant, Grand Rapids



Beer Church Brewery, New Buffalo

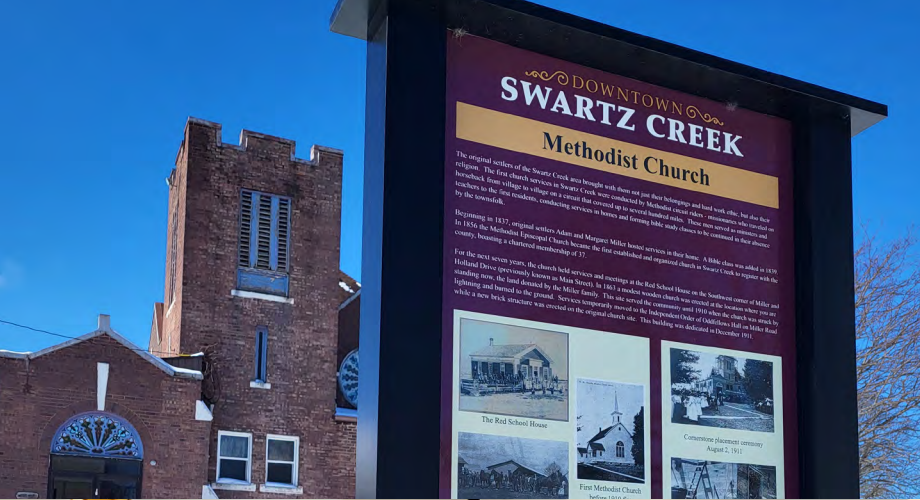


Salt Springs Brewery, Saline



Salt Springs Brewery, Saline





LARGE GATHERING SPACES, VAULTED CEILINGS, STAINED GLASS WINDOWS, AND OTHER HISTORIC FEATURES PROVIDE CHARACTER AND OPPORTUNITY TO ENVISION THE FORMER CHURCH AS SOMETHING NEW.

## BUILDING ASSESSMENT & OPPORTUNITIES

- Open floor plan and overall structure size lends itself to assembly use, with opportunity for gathering spaces on two levels.
- Structurally sound, with excellent exterior brickwork and unique millwork.
- Cosmetic site improvements needed include: paving, lighting, walkways, and landscaping.
- Tuckpointing is recommended to seal the foundation and all building walls, as well as vegetation removal and positive grading away from the building.
- Roof is weathertight, and reinforcing/repairing along coping, gutters, downspouts is recommended to ensure long-term structural integrity.
- Windows and doors are in fair condition; however, higher-performing doors would ensure improved insulation and could better align with the building's architectural style.
- Barrier free, unisex, and ADA-compliant improvements to the restrooms, entry, and lower level are needed to accommodate accessibility.
- Existing plumbing infrastructure provides basis for the necessary system, and upgrades are needed for modern conveniences.
- The building placement and site orientation are ideal for outdoor gathering, garden spaces, nooks, and unique elements to draw patrons and provide entertainment options as well as possible banquets, weddings, or other communal uses.







CONCEPTUAL RENDERING OF THE PREFERRED DEVELOPMENT SCENARIO

## PREFERRED DEVELOPMENT SCENARIO

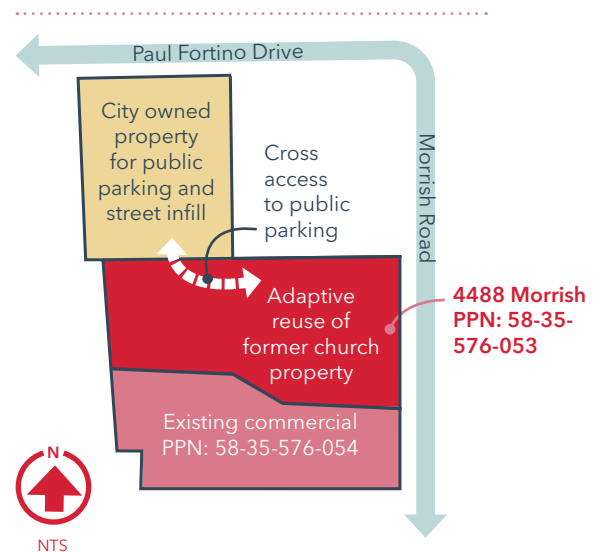
Imagine wedding ceremonies and celebrations in the building, with receptions and celebrations that spill outside to picturesque and lush outdoor spaces. The building can accommodate approximately 200 guests, and architectural studies prove the ability to provide barrier-free access, outdoor dining, brewery equipment spacing, commercial kitchen, and storage space as well as ample restrooms.

Off-street surface parking may be accommodated on-site and also adjacent to the north in partnership with the City of Swartz Creek. Intuitive and direct sidewalk connections link up with downtown, the City's Civic Campus, including city offices, library, senior center, and amphitheater, Veteran's Memorial, and nearby neighborhoods.

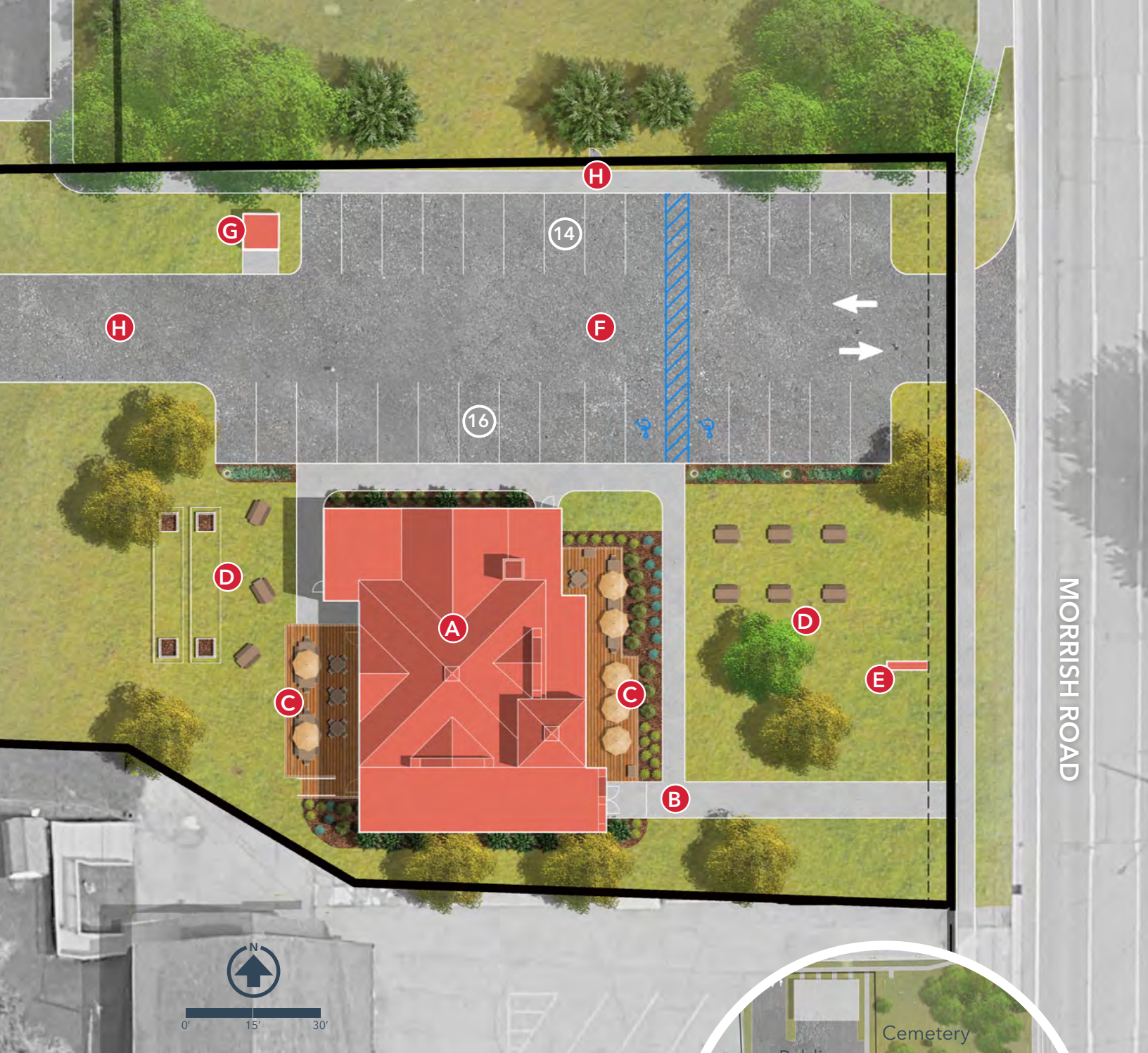
Morrish Road is a prime connector with bike lanes accessing the newly extended Genesee Valley Trail and the Cosmos in the Creek Solar System Model.

The City of Swartz Creek would like to see the former church be renovated into an active and engaging development. While this adaptive reuse has potential, know that the City has moved beyond only considering preservation as a church and is anxious to see reuse of the vacant structure. The preferred development scenario is one option of many.

### Available Properties & Potential Uses







### 4488 Morrish Conceptual Site Plan Legend

- |  |   |
|--|---|
| <b>A</b> Adaptive reuse of former church | <b>E</b> Existing ground sign   |
| <b>B</b> New entry sidewalks and ramps   | <b>F</b> Reconstructed parking lot                                    |
| <b>C</b> Outdoor dining deck             | <b>G</b> Refuse enclosure   |
| <b>D</b> Lawn for programming & events   | <b>H</b> Connections to existing cemetery and proposed public parking |

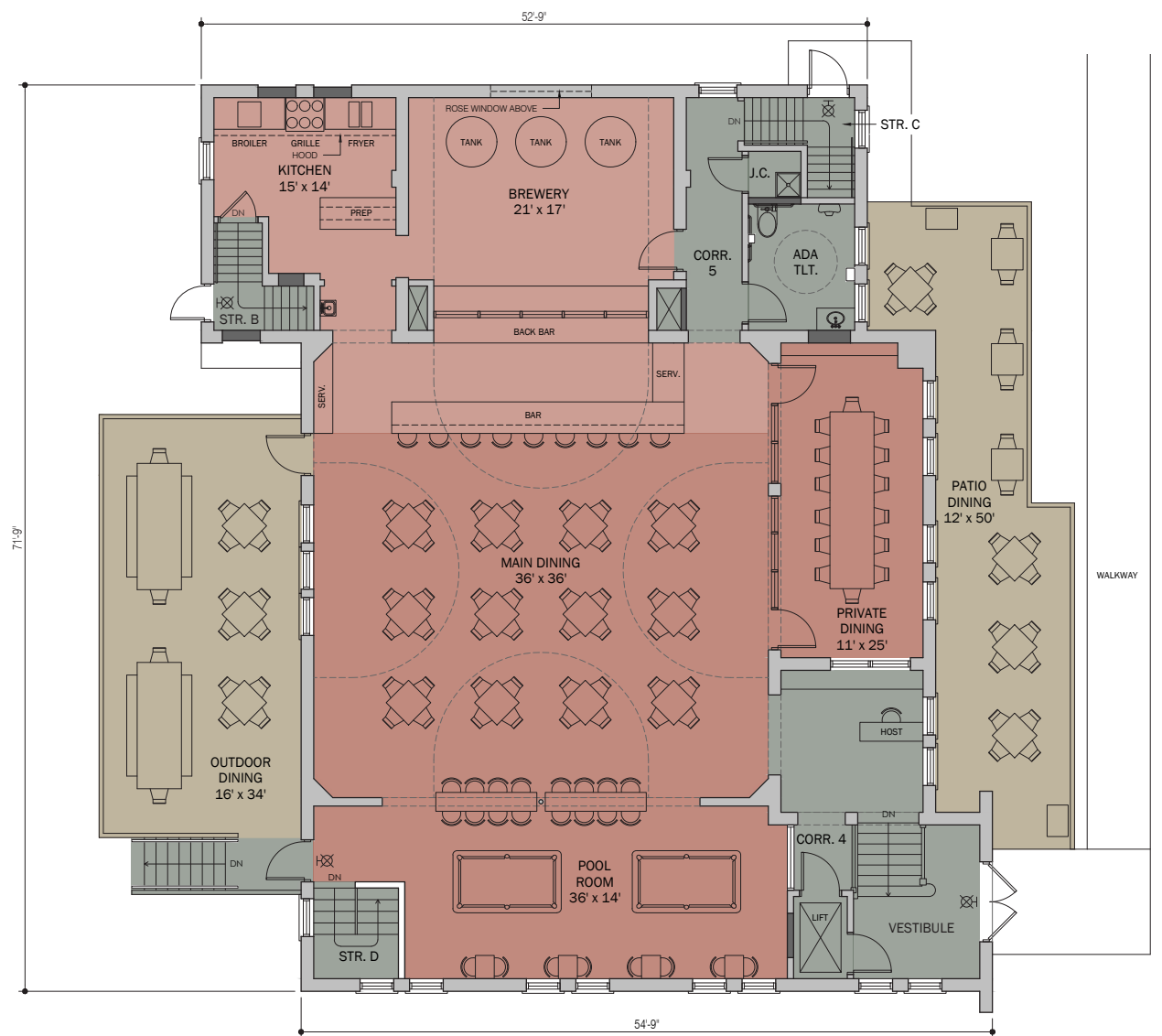


# CONCEPTUAL BUILDING LAYOUT

The existing historic church building is generally in good condition and well suited to the proposed commercial use of a restaurant and/or banquet hall. The large, open, column-free volume of the nave lends itself to an assembly use, with the benefit of the adjacent support spaces for private dining rooms, game rooms, bar, and food preparation spaces. The basement can be used for open multi-purpose space, meeting or dressing rooms, accessible restrooms, storage, kitchen support spaces, and mechanical rooms.

**Total Building Gross Area:** 7,452 sf **First Floor Gross Area:** 3,726 sf **Basement Gross Area:** 3,726 sf

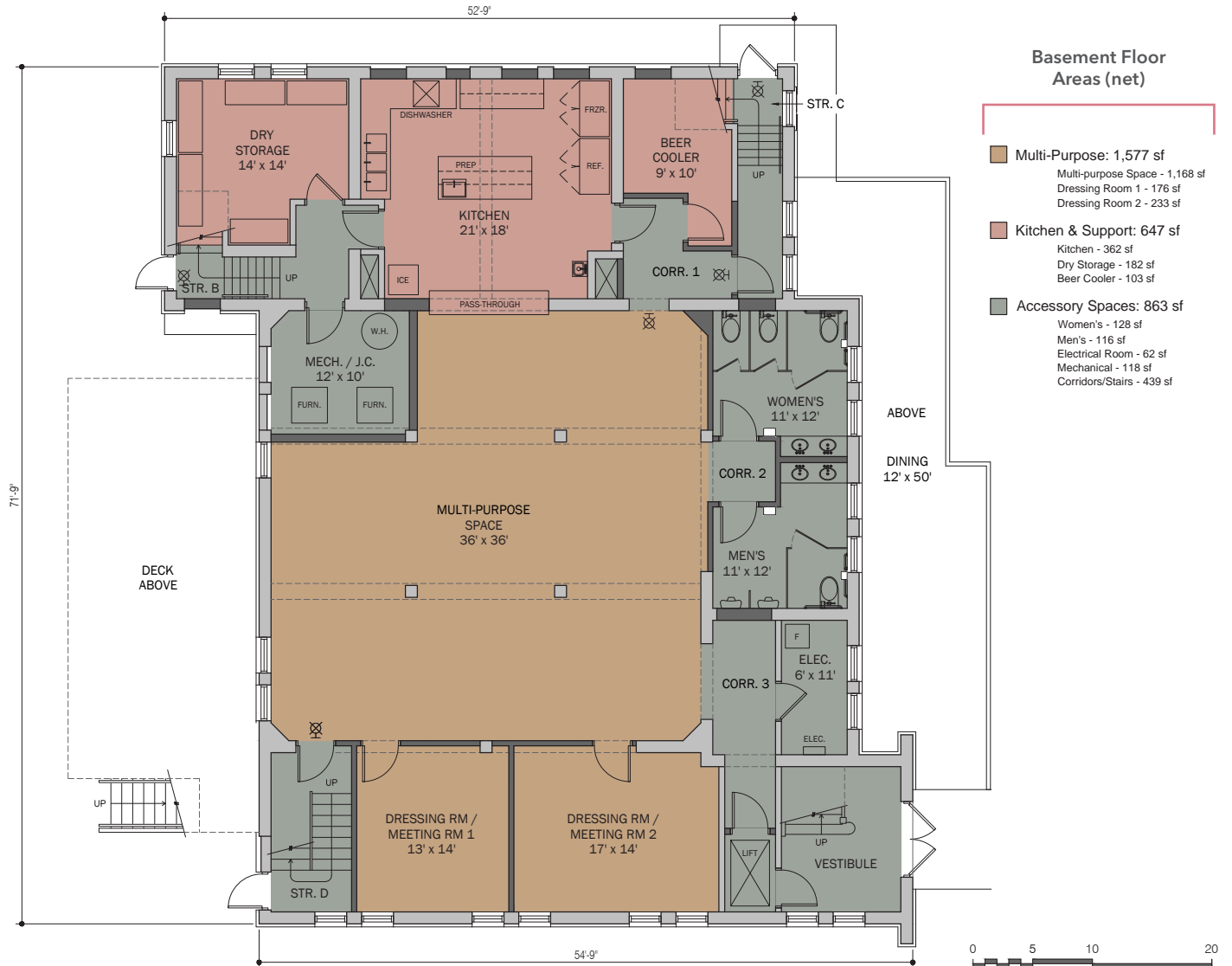
- Guest Areas: 3,345 sf
- Kitchen/Support Areas: 1,490 sf
- Total Outdoor Areas: 1,060 sf



4488 Morrish Conceptual Building Layout - First Floor

First Floor Areas (net)	Dining & Bar: 1,768 sf	Kitchen & Support: 845 sf	Accessory Spaces: 627 sf	Outdoor: 1,060 sf
	Main Dining - 1,036 sf Pool Room - 455 sf Private Dining - 277 sf	Kitchen - 209 sf Brewery - 346 sf Bar - 290 sf	Waiting / Host - 127 sf Vestibule - 122 sf Restroom - 85 sf J.C. - 16 sf Corridors/Stairs - 277 sf	Outdoor Dining - 536 sf Patio Dining - 524 sf

## 4488 Morrish Conceptual Building Layout - Basement



## INCENTIVES

The site is designated a Redevelopment Ready opportunity and is eligible for city and state incentives, including Community Revitalization Program grants/loans, TIF reimbursement, façade grants, and MDOT logo sign reimbursement. Preliminary due diligence and architectural work was completed by the community development team as part of the creation of this document.

The City of Swartz Creek is open to supporting this redevelopment project and invites qualifications packages.

## CONTACT / QUESTIONS

Adam Zettel, City Manager  
8083 Civic Drive  
Swartz Creek, MI 48473  
810.635.4464 general office  
810.287.2147 mobile  
azettel@cityofswartzcreek.org



# REQUEST FOR QUALIFICATIONS

The City of Swartz Creek is seeking qualified developers to rehabilitate and adaptively reuse the historic church located in the heart of the community. The iconic structure represents an important piece of local heritage and presents a unique development opportunity. The City aims to partner with an experienced developer who can transform this significant property while preserving its remaining historic character and creating lasting value for the community. The project is expected to make use of state and local incentives, including Michigan Community Revitalization Program (CRP) or Revitalization and Placemaking Program (RAP).

The City and Downtown Development Authority are committed to selecting a developer with demonstrated experience in preservation, proven financial capacity, and a vision that aligns with the community's values and economic development objectives. Through a transparent and thoughtful two-step selection process, we aim to identify a development partner who can successfully execute this important project while ensuring the building's long-term viability and positive contribution to Swartz Creek's downtown district.

The DDA and City will consider creative deal structures with qualified development partners, including offsite parking provision, and/or the potential transfer of the real estate at a nominal cost to facilitate project feasibility and support the substantial private investment required for this renovation project.

## SUBMISSION PROCESS

### PHASE ONE | evaluate capabilities and experience

#### Development Qualifications

- Company profile and history
- Development team structure and key personnel qualifications
- Portfolio of similar preservation/redevelopment projects completed in the last 10 years
- Financial statements demonstrating company stability, including balance sheet and P&L for the last three years. Also, please provide a summary of any current real estate holdings and debt
- 2 letters of reference with contact information from previous municipal partners
- Proof of insurance and bonding capacity
- List of any litigation or bankruptcy history in the past 10 years
- Preliminary concept statement (2 pages max) describing vision for the church property

### PHASE TWO | evaluate financing and timelines

#### Financial Proposal

- Detailed project concept and design plans
- Development budget and pro forma
- Project timeline with major milestones
- Proposed purchase price or lease terms. Note that the DDA may offer the property at no cost to the qualified developer.
- Sources and evidence of project funding
- Letters of intent from potential tenants (if applicable)
- Historic preservation approach
- Maintenance and operations plan
- Project team's roles and responsibilities
- Detailed financial documentation:
  - Proof of funds or financing commitment letters
  - Three years of audited financial statements
  - Tax returns
  - Bank references

# SUBMISSION AND REVIEW PROCESS, PHASE ONE

The two phase process allows the DDA and City to thoroughly vet developers' qualifications before investing time in reviewing detailed proposals. The two-phase approach helps ensure that only serious, qualified developers advance to the full proposal stage.

The DDA will establish a Selection Committee to evaluate developer submissions and make recommendations to the DDA Board and City Council. At a minimum, the committee will be composed of the City Manager and staff from the building, planning, community development, engineering and finance departments, as well as the Downtown Development Authority.

## PHASE ONE | qualifications

**MINIMUM TO ADVANCE:  
75 POINTS**

### 1. Development Experience (30 points)

- Project scale and complexity (10 points)
  - \* Successfully completed projects of similar size/budget (5)
  - \* Demonstrated experience with mixed-use developments (5)
- Municipal partnership experience (10 points)
  - \* Track record working with local governments (5)
  - \* Experience with public-private partnerships (5)
- Historic preservation project experience (10 points)
  - \* Completed at least 3 renovations in past 10 years (5)
  - \* Experience with buildings on National/State Historic Register (5)

### 2. Financial Capacity (35 points)

- Company financial strength (15 points)
  - \* Strong debt-to-equity ratio (5)
  - \* Positive cash flow history (5)
  - \* Adequate working capital (5)
- Project financing capability (20 points)
  - \* Demonstrated access to capital (15)
  - \* Strong banking relationships (5)

### 3. Professional Qualifications (20 points)

- Team expertise (10 points)
  - \* Key personnel qualifications (5)
  - \* Relevant certifications/licenses (5)
- Organization capacity (10 points)
  - \* Adequate staffing levels (5)
  - \* Clear organizational structure (5)

### 4. Professional Standing (15 points)

- References and reputation (10 points)
  - \* Positive municipal references (5)
  - \* Strong industry reputation (5)
- Legal/regulatory compliance (5 points)
  - \* No significant litigation history (3)
  - \* Clean regulatory record (2)

## TIMELINE AND SITE VISIT

Responses are due by  
Friday, July 25th, 2025.

Interested parties are encouraged to schedule a site visit with the City Manager during the due diligence phase.

The City is able to provide on-going building access to contractors, architects, and other project team members to facilitate the proposal and development process.

# SUBMISSION AND REVIEW PROCESS, PHASE TWO

After verifying completeness, the Committee will evaluate submissions, conduct interviews with top candidates, check references, and may visit completed projects. Developers will present their proposals publicly during the Phase Two process, before the Committee makes recommendations to the DDA and City Council for final selection.

Please submit one complete digital copy of all materials in PDF format by Friday, July 25, 2025 to the City Manager, Adam Zettel, [azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org). For any questions, please contact Mr. Zettel at 810.287.2147.

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## PHASE TWO | proposal

### 1. Project Concept and Design (30 points)

- Architectural quality (10 points)
  - \* Design excellence (5)
  - \* Contextual appropriateness (5)
- Historic preservation approach (10 points)
  - \* Adherence to preservation standards (5)
  - \* Restoration methodology (5)
- Functionality and use (10 points)
  - \* Space utilization (5)
  - \* Programming mix (5)

### 2. Financial Proposal (30 points)

- Financial feasibility (15 points)
  - \* Realistic cost estimates (5)
  - \* Market-supported revenue projections (5)
  - \* Reasonable operating assumptions (5)
- Funding security (15 points)
  - \* Committed funding sources (8)
  - \* Equity contribution (7)

### 3. Community Benefits (20 points)

- Economic impact (10 points)
  - \* Job creation (5)
  - \* Tax base enhancement (5)
- Public benefits (10 points)
  - \* Community access/amenities (5)
  - \* Public space improvements (5)

### 4. Implementation Capacity (20 points)

- Project timeline (10 points)
  - \* Realistic schedule (5)
  - \* Clear milestones (5)
- Project management (10 points)





4488 MORRISH ROAD  
SWARTZCREEK, MICHIGAN

REQUEST FOR DEVELOPMENT PACKAGE

# *SWARTZ CREEK DOWNTOWN DEVELOPMENT AUTHORITY 2022 Façade Improvement Program Description*

## **Eligibility Requirements**

The Façade Improvement Program is available to business and/or building owners that are located in the designated Downtown Development Authority (DDA) district of the City of Swartz Creek.

Façade improvement renovation can be used on an exterior portion of the building that is visible to the public. This can include the front, back and sides of the building. Façade improvement money cannot be used for roof repair, traditional parking improvements, and routine maintenance. Improvement funds for interior improvements can be made only after successful application for exterior funds.

The goal of the Façade Improvement Program is to increase the attractiveness, function, and value of the overall DDA District. Façade Improvement Program funds are available on a grant basis and are paid as a reimbursement.

Any business may qualify for a Façade Improvement Program grant. However, in order for a façade project to be considered for grant dollars, the improvement must make every effort to honor the historical characteristics of the building or the DDA District. The applicant must show evidence of this.

***The DDA Façade Improvement Program will provide a dollar for dollar match to business owners in the DDA District. The total maximum grant amount available for 2022 for all projects is currently set at \$20,000, less funds used in the MDOT logo sign program.*** This money may be awarded to multiple applicants or a single applicant. The DDA Board has the final say in who receives the funds based on an applicant's ability to meet the goals of the program. ***Grant dollars shall not be used to reimburse work completed before a project was awarded by the Board and a facade agreement has been executed.*** An exception to this requirement may be granted by the DDA Board for the Flint Art Project Mural program.

## **Application Deadlines**

Awards will be made to eligible projects on a first-come, first-serve basis. Multiple applications may be funded in whole or in part based upon the competitiveness of the project. The DDA reserves the right to fund or deny any and all grant applications. If funds are not expended after the initial funding round, the DDA may open an additional round of funding.

## **Application Requirements**

The improvement application must include a recent price quote for the proposed project from either an architect or a licensed contractor. This quote shall be utilized only for the purpose of determining the amount of improvement needed for the project and any costs

incurred in obtaining the quote shall be the responsibility of the applicant, not the City or the DDA of Swartz Creek.

If the improvement is awarded, two bids will need to be obtained and the project shall be awarded to the lowest responsible bidder. Receipts for all costs must be submitted for approval and reimbursement. If the applicant wishes to do the work him or herself, then the cost of materials will only be reimbursed.

### **Application Review**

A Review Committee comprised of members of the Swartz Creek DDA may choose review improvement applications with consideration to the project merits, the impact on the downtown, conformance to existing plans, creativity, and value added.

### **Selected Projects**

All work must be completed within the timeline established in the award or the Review Committee reserves the right to revoke the improvement. In the event that an improvement is awarded and the project does not meet the design standards, the Review Committee reserves the right to withhold the award. If a proposed project is not funded, the applicant may submit the project for reconsideration at a later date.

Payment of improvement funds shall be in the form of approved reimbursements to the building owner or lessee. Any improvements completed under the Façade Improvement Program shall become permanent fixtures of the building. The business owner or the building owner in the event of the closing or sale of the business or the sale of the building without the express written consent of the DDA may not remove them. This provision shall not apply if a future change is made to the building for the purpose of further renovation that will enhance the redevelopment of the downtown area.

### **Miscellaneous**

The DDA reserves the right to approve or deny, in whole or in part, any and all applications. The scoring of project applications is an initial self-scoring by the applicant that serves as guidance on eligibility of the applicant. The DDA maintains the right to consider the project, as it stands alone and as it impacts the greater community, in the context of the design guidelines and with the input of their own designer.

Please read the guidelines and application carefully. Contact DDA staff at 810.287.2147 or [azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org) to hold an informal project consultation prior to design and submission of a grant project.

# *SWARTZ CREEK DOWNTOWN DEVELOPMENT AUTHORITY 2022 Facade Program General Design Guidelines*

Applicants for the program should consult with DDA staff at 810.287.2147 or [azettel@cityofswartzcreek.org](mailto:azettel@cityofswartzcreek.org) prior to design and application. The guidance of an architect or experienced contractor is highly encouraged. The goals of the program are to:

- Promote a pedestrian environment
  - Ground floor glass storefronts, recessed entrances, pilasters, columns, windows and/or other architectural elements that will promote interest and engagement of pedestrians.
- Use durable high quality materials
  - Brick, stone, lapboard siding, and related materials that retain building appearance and maintenance to ensure a positive impact within the community for many years.
- Well detailed and sympathetic to the existing built environment
  - Sympathetic or harmonious architecture that improves the quality of the surrounding architectural examples.
  - A façade or building that relate to its surroundings in form, scale, proportion, texture, materiality, and color. However, buildings should not simply copy the neighbors design.
- Should be inventive and unique
  - Insubstantial and flat facades typical of current day commercial storefront architecture are discouraged.
  - Renovations and new structures should have solidness, depth, integrity, texture and invention. It is left to the designer to thoroughly explore new forms, details and materials that will bring a sense of invention to the project.

## **General Recommendations**

Below are some general design recommendations that will help the designer understand the intent and direction of the Guidelines. The 2022 Master Plan Design Guidelines should be the baseline for all improvements. The DDA and designers are encouraged to utilize the Secretary of the Interiors standards for historic preservation on structures over fifty years old as a guide. This is not required. *All applicants should consult with DDA staff prior to design and submission.*

### **Encouraged:**

- Pedestrian scaled openings and details.
- Ground floor storefronts with at least 75% glass.
- Interesting and special entry doors, preferably recessed.
- Improve curb appeal, landscape, and lighting
- Combine traditional and contemporary forms and materials in creative and harmonious ways.
- Outdoor spaces for dining, resting, recreation, or reflection
- Durable materials (masonry, composite lapboard, glass, accent metals, etc.)
- Little or no front yard setbacks

**Discouraged:**

- False facades or slip covers. A false façade is a façade that is applied to the actual structure and has little relation to the essential structure behind.
- Standard aluminum storefront as the only element of a ground floor façade.
- Excessively themed architecture. For example a Chinese restaurant that looks like a pagoda.
- Auto based features, such as drive throughs, pickup windows, and front yard parking

**Sign Design Guidelines**

The current City of Swartz Creek Sign Ordinance must be followed. Below are some general design recommendations that can help the designer understand the intent and direction of the guidelines.

**Encouraged:**

- Signs that are simple and easy to read.
- Signs that complement the building's character
- Front lit signs from independently mounted lighting
- Historic signs
- Free-hanging signs, perpendicular to the roadway
- Creative graphics
- Metal letters

**Discouraged:**

- Signs that overwhelm the façade
- Back-lit box signs
- Flat vinyl lettering
- Picture boxes applied to the façade

**Awning Design Guidelines****Encouraged:**

- Simple flat awnings
- High quality matt finished canvas
- Metal and Glass awnings
- Simple geometric shapes
- Single solid colors

**Discouraged:**

- Bubble type awnings
- Shiny plastic awnings
- Back lit awnings
- Large signage on the awning

*SWARTZ CREEK  
DOWNTOWN DEVELOPMENT AUTHORITY  
2022 Façade Improvement Application*

Applicant: 8013 Miller Rd, LLC DBA Stay Gold Art Collective

Property Address: 8013 Miller Rd, Swartz Creek, MI 48473

Mailing Address (if different): 4317 Saint Martins Dr, Flint MI 48507

Contact Person: Micaela Miles

Title: Co-Owner

Phone: 810-908-8213

Email: staygold@sgartcollective.com & mmiles@acrisure.com

Applicant is: ☒ Building & Business Owner ☐ Business Owner ☐ Building Owner

If applicant is not the building owner, please provide the following:

Building Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Important: If applicant is not the building owner, please include a letter from the building owner providing endorsement and permission for the proposed façade renovations.

How long has the current business been in the DDA? \_\_\_\_\_

How long has the present building owner owned the property? \_\_\_\_\_

☒ **0-5 Years (0 pts)** ☐ **6-10 Years (5 pts)** ☐ **10+ Years (10 pts)**

Has any interior improvement been made to the building in the past 3 years or do you plan on making any interior improvements at the same time as the exterior?

☒ **YES (10 pts)** ☐ **NO (0 pts)**

If yes, please give a brief description and approximate cost Made 4 artist booths/stations, added partition walls and lobby area with merchandize area, replaced ceiling coverings and drop ceilings, replaced wall coverings and added teakwood, updated bathrooms/hardware, updated lighting fixtures, added crown moulding

☐ **\$0 - \$1,000 (0 pts)**

☐ **\$1,000 - \$2,500 (10 pts)**

☐ **\$2,501 - \$5,000 (15 pts)**

☒ **+\$5,000 (25 pts)**

Description of Proposed Façade Work: (please attach required quotes, a picture of the current façade, and any drawings or elevations that are available.)

Paint North, North and West facing exterior walls black. Add ornate/metal fence/gate with masonry on patio northfacing, a wooden privacy fence southfacing with gate. Replace main sign on North side of building. Replace exterior Lights x 5

Labor to be completed by owners, fence/gate and approx. half of cinderblocks already purchased, receipts included

Estimated Total Cost of Project: \$ 6,153.00

Please explain how this improvement will attempt to honor the historical characteristics of the building or the DDA district: (if additional space is needed, please attach as an additional page)

we will be using a fence that is ornate in nature, painting the building will preserve the integrity of the building, ornate exterior sconces will bring both street lighting and ambience to the downtown area

Approximately how many square feet of the façade will be done? 54 sq/ft

What percentage of square feet of the exterior will be done?

☐ 0 – 25% (5 pts)

☐ 26 - 50% (10 pts)

☒ 51 - 75% (15 pts)

☐ +76% (25 pts)

Portion of project that applicant proposes to pay? \$3,000

*Must be at least the minimum match (50%) as specified in the program*

☒ 50% (0 pts)

☐ >51-75% (15 pts)

☐ 75% or greater (30 pts)

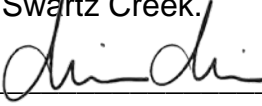
Estimated start date June 6

Estimated completion date July 4

The DDA reserves the right to approve or deny, in whole or in part, any and all applications. The scoring on this application is an initial self-scoring by the applicant that serves as guidance on eligibility of the applicant. The DDA maintains the right to consider the project, as it stands alone and as it impacts the greater community, in the context of the design guidelines and with the input of their own designer.

### Certification

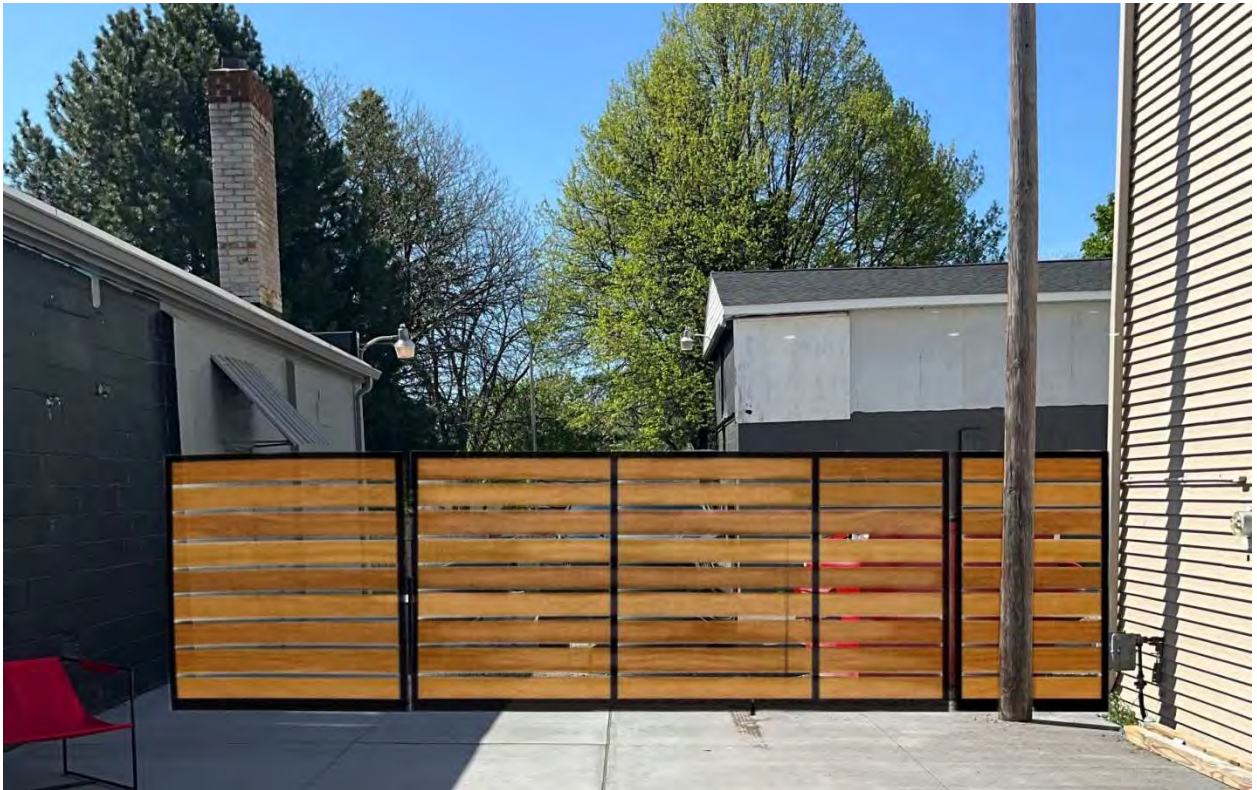
I certify to the City of Swartz Creek and DDA that ALL of the information contained in this application is true and correct to the best of my knowledge. I understand that I must comply with all the regulations of the City of Swartz Creek.

Applicant Signature:  Date 4/14/2025









	Estimated Cost
<b>Sign</b>	\$ 1,000.00
<b>South Fence - Wood</b>	\$ 400.00
<b>Paint</b>	\$ 300.00
<b>Face brick</b>	\$ 800.00
<b>Exterior Lighting</b>	\$ 400.00
<b>Cinderblock</b>	\$ 200.00
	<b>\$ 3,100.00</b>
	<b>Firm Cost/Purchased</b>
<b>Metal Fence/Gate</b>	\$ 2,917.84
<b>Cinderblock x 70</b>	\$ 135.79
<b>Total</b>	<b>\$ 3,053.63</b>



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DAVI 30310



GUEST NAME - ADDRESS - PHONE

Smith, Keith  
4317 Saint Martins Dr  
Flint, MI 48507-3771

Ph: (810) 938-4911  
JOB DESC:  
cinder block

PICKING LIST - GUEST COPY

PAGE 1 OF 1

SOLD BY: DAVE M.  
DATE: 08/15/24



AT YARD ENTRANCE

QUANTITY	DESCRIPTION	SKU NUMBER
70 EACH	8X8X16 CONCRETE BLOCK	36 LBS 179-4360

**TO AVOID PRODUCT NOT BEING AVAILABLE ON A LATER DATE  
PLEASE PICK UP ALL MERCHANDISE TODAY. THANK YOU.**

This is a quote valid today. Upon payment this quote becomes a yard picking list subject to the terms and conditions below. Quantities listed above may exceed quantities available for immediate pick-up. Product is not held for a specific guest, but instead is available to the buying public on a first come, first serve basis. Please pickup all purchases made on this picking list immediately. Failure to pick up products on this picking list today will result in additional charge to you if, on the day of pick up, the retail price of the products are higher than on the day purchased. Menards liability to you is limited to refunding your original purchase price for any product not picked up.

**Guest Instructions:**

1. Take this picking list to a cashier to pay for the merchandise.
2. Enter the outside yard to pick up your merchandise. (All vehicles are subject to inspection.)
3. Load your merchandise. (Menards Team Members will gladly help you load your materials but cannot be held liable for damage to your vehicle.)
4. When exiting the yard, present this list to the Gate Attendant. (The Gate Attendant will record the items you are taking with you.)
5. Sign the Gate Attendant's signature pad verifying you've received the merchandise.

PRE-TAX TOTAL: 128.10

Our insurance does not allow us to tie down or secure your load, trunk lid, etc. For your convenience, we supply twine, but you will have to decide whether or not your load is secure and if the twine supplied is strong enough. If you do not believe the twine will suffice, stronger material can be purchased inside the store.

**READ THE TERMS AND CONDITIONS CAREFULLY.** All returns are subject to Menards' posted return policy. In consideration for Menards low prices you agree that if any merchandise purchased by you is defective, Menards will agree to exchange the merchandise or refund the purchase price based on the form of original payment. You agree that there shall be no other remedy available to you. If there is a warranty provided by the manufacturer, that warranty shall govern your rights and Menards shall be selling the product "AS IS." Oral statements do not constitute warranties, and are not a part of this contract. The guest agrees to inspect all merchandise prior to installing or using it. **UNDER NO CIRCUMSTANCES SHALL MENARDS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES.** MENARDS MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF THE MERCHANDISE. Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its applicable Consumer or Commercial Arbitration Rules, and judgments on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The guest agrees to these terms and conditions through purchase of merchandise contained on this document.

**THIS IS NOT A RECEIPT**

**SELF-SCAN HERE ==>**





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CUSTOMER ORDER NO.

DATE

NAME

PHONE NO.

ADDRESS

CITY

STATE

SOLD BY

CASH

CHECK

CHARGE

COD

ON ACCT.

PAID OUT

MDSE. RETD.

QUANTITY	DESCRIPTION	PRICE	AMOUNT
2-4'	UAS 350 convex 3 rail	<del>0220.00</del>	
	Quad Finials & circles	573.50	1,147.00
	Puppy picket with quad finial		
	<del>2-2' UAS 350 convex 3 rail</del>		
1-	6h x 6w DDG		1,240.00
	Standard hardware		
2	2 1/2" sq. 100 post	78.75	157.50
16	standard rail ends	8.00	128.00
			2,672.5
	All returns subject to 25% restocking fee.	TAX	160.35
			2,832.85
		TAX	CC 84.99
		TOTAL	2,917.84

Received by

All claims and returned goods must be accompanied by this bill.

0107514

Thank You

Deposit 1,458.92

1,458.92

PRINTED IN U.S.A.

GS-226-3

April 22, 2025

Mr. Adam Zettel, City Manager  
City of Swartz Creek  
8083 Civic Drive  
Swartz Creek, MI 48473

Subject: **Downtown Development Authority (DDA) Plan Update Proposal**

Dear Mr. Zettel:

Community Image Builders (CIB Planning) is pleased to submit this proposal to update the City of Swartz Creek DDA's Tax Increment Financing Plan (TIF) Plan. As experts in redevelopment implementation, updating DDA Plans are integral to what we do. TIF financing is one of the more powerful tools a community has at its disposal, yet few know how to do so in the most effective manner. Knowing this, CIB has been at the forefront of tax increment financing strategies and helped communities gain the interest of developers and investors.

Attached is our proposed scope of work, specifically to update the Tax Increment Finance Plan to extend the duration of the plan for another 25-30 years as well as the necessary tables and capture projections reflective of the proposed extension of the duration of the plan.

We look forward to discussing this proposal in more detail and if you have any questions, please contact me at 810-335-3800.

Sincerely,

**CIB Planning**

A handwritten signature in dark ink, reading "Carmine P. Avantini". The signature is written in a cursive style and is contained within a rectangular box.

Carmine P. Avantini, AICP  
President

## PROJECT SCOPE OF SERVICES

CIB Planning proposes to assist the City of Swartz Creek DDA to update its Tax Increment Financing Plan. Each project is different so while we provide the detailed work plan below, we are flexible and open to changes. The proposed scope of work includes a TIF Plan update based upon working closely with the City staff and input from DDA and the public. Our process includes a total of four meetings as outlined in section IV below. The following is our proposed scope of services:

### I. Tax Increment Finance (TIF) Plan

- a. Information Required to Fulfill All Requirements of TIFA Act (Act 57 of 2018). As with the Development Plan, CIB will review the existing Development Plan and revise necessary sections to ensure compliance with the requirements of Act 57.
- b. Update Pertinent Information. CIB will work with the City Manager and City Assessor to update property valuation data, millage rates, and anticipated capture data.
- c. Revenue Estimates. Using existing millage rates and input from the City Assessor, CIB will project revenue estimates based on captured value within the limits of the TIF area. Estimates will be prepared for the anticipated time span, anticipated to be 30 years. Assumed growth rates, for the purpose of future projections, will be based on historic SEV growth patterns, new Census projections, or an assumed rate of conservative growth (e.g. 3.0%).
- d. Revenue by Jurisdiction. Projected captured revenue by taxing jurisdictions will be estimated.
- e. Captured Revenue Impact. The impact of captured revenue on the various taxing jurisdictions will be identified.
- f. Text Updates. CIB will update the present TIF text governing tax increment procedure, bonded indebtedness, plan duration and related sections.

#### Tables

- a. Information Required to Fulfill All Requirements of the DDA and TIFA Acts. CIB will prepare required tables such as tax capture tables.

### II. Notification and Filing Requirements

CIB will review the City's draft notices for use with public hearings, taxing jurisdiction notifications and adoption resolution/ordinances. The City will be responsible for filing appropriate application forms with the state upon plan completion.

### III. Meeting with Taxing Jurisdictions

In concert with DDA/City officials, CIB will attend an informational meeting with applicable taxing jurisdictions to present the draft updated TIF Plan *if necessary* to discuss the importance of the need for the extension of the duration of the TIF District.

### IV. Project Meetings

Four (4) meetings are anticipated on four (4) separate dates including the following:

1. Kick-off. One kickoff meeting with the City Manager will be held to coordinate the project and discuss meeting schedules. This meeting should also include the City Assessor and Treasurer to review the millage rates for the taxing jurisdictions, taxable property values and the duration of tax increment capture.

2. Review of Income Projections. Meeting with the City Treasurer to review the income projection estimates.
3. Meeting with Taxing Jurisdictions. A meeting will be held with representatives of the applicable taxing jurisdictions to present the draft plan updates *if necessary*.
4. Public Hearing and Presentation. CIB will give a final presentation on the plan before the City Council and assist with facilitation of the required public hearing.

## **V. Schedule**

The estimated schedule for completion and adoption of the updated Development and TIF Plan is approximately four to five (4-5) months from the time of the kick-off meeting, with the following milestone dates anticipated:

1. Kick-off meeting (June/July)
2. Review of Income Projections (July)
3. Meeting with Taxing Jurisdictions if required
4. Public Hearing and Presentation. (October)
5. Final Adoption (November/December)

## **VI. Deliverables**

- Draft and Final Plans (in electronic Word and pdf versions)
- Power Point Presentations (in electronic versions)

The lump sum fee for completion of the TIF Plan update is \$2,000-\$5,000, which includes normal reimbursable expenses like mileage, postage, etc. To keep costs down, it is anticipated that the DDA would make paper copies of meeting handouts and draft plans. The Final bound copies can be provided at cost to the DDA for printing and delivery.

*Note: The above fee does not include any time for the City's engineer, sub-consultants or legal counsel needed to provide input on the plan. This also assumes that the City will be responsible for publication of notices, mailings, etc. and other such associated costs. Additional meetings are extra and will be invoiced based upon time and expenses.*

## **VII. Optional Taxing Jurisdiction Assistance and Unforeseen Tasks**

At the present time, taxing jurisdictions could opt out of plan updates, and corresponding tax capture under two circumstances: 1) a change in District boundaries or 2) if an existing agreement is in place and must be amended with a taxing jurisdiction. By State statute libraries also could automatically opt out. We have assisted several communities through this process and are adept at negotiating agreements with taxing jurisdictions, where necessary. CIB can provide this assistance and any unforeseen tasks based upon our regular hourly rates listed below:

**CIB Planning  
2025 Public Fee Schedule**

<i>President</i>	<i>\$171.00</i>
<i>Vice President</i>	<i>\$154.00</i>
<i>Director</i>	<i>\$147.00</i>
<i>Planning Manager</i>	<i>\$144.00</i>
<i>Senior Planner</i>	<i>\$122.00</i>
<i>Project Planner III</i>	<i>\$101.00</i>
<i>Project Planner II</i>	<i>\$93.00</i>
<i>Project Planner I</i>	<i>\$85.00</i>
<i>Assistant Planner</i>	<i>\$77.00</i>
<i>Administrative</i>	<i>\$52.00</i>

***Professional Classification***

*Carmine P. Avantini, AICP, President*

*Justin Sprague, Vice President*

*Elena Moeller-Younger, Director of Marketing & Strategic Planning*

*Hannah Smith, Senior Planner*

*Kristen Hatfield, Senior Planner*

*Sandy Avantini, Business Manager*

*\* Hourly rates are subject to increase annually, according to the cost-of-living index, on January 1<sup>st</sup>, 2026.*

**VIII. Project Team**

The primary person assigned to this project will be Carmine P. Avantini, AICP, with assistance from Elena Moeller Younger, Principal, and Justin Sprague, Vice President/Principal, when necessary.

REVENUE AND EXPENDITURE REPORT FOR CITY OF SWARTZ CREEK  
PERIOD ENDING 04/30/2025

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 04/30/2025	ACTIVITY FOR MONTH 04/30/2025	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	131,622.87	0.00	35,674.13	78.68
248-000.000-664.000	Interest Income	2,630.00	2,728.34	0.00	(98.34)	103.74
Total Dept 000.000 - General		169,927.00	134,351.21	0.00	35,575.79	
Dept 728.000 - Economic Development						
248-728.000-551.000	Other State Grant Revenue	10,000.00	10,000.00	0.00	0.00	100.00
Total Dept 728.000 - Economic Development		10,000.00	10,000.00	0.00	0.00	
TOTAL REVENUES		179,927.00	144,351.21	0.00	35,575.79	
Expenditures						
Dept 000.000 - General						
248-000.000-702.000	DDA WAGES	0.00	207.34	88.86	(207.34)	100.00
248-000.000-704.100	FICA - Employer's Share	0.00	12.86	5.51	(12.86)	100.00
248-000.000-704.200	Medicare - Employer's Share	0.00	3.01	1.29	(3.01)	100.00
248-000.000-705.000	Medical Insurance - ER	0.00	69.33	0.00	(69.33)	100.00
248-000.000-705.100	Vision Benefits	0.00	0.59	0.00	(0.59)	100.00
248-000.000-705.200	Dental Benefits	0.00	7.46	0.00	(7.46)	100.00
248-000.000-706.000	Life Insurance - ER cost	0.00	0.70	0.00	(0.70)	100.00
248-000.000-707.000	Retirement Contributions-ER	0.00	20.73	8.89	(20.73)	100.00
248-000.000-707.100	Health Care Savings Plan - ER	0.00	4.71	0.00	(4.71)	100.00
248-000.000-708.000	Sick & Accident Premiums-ER	0.00	5.73	0.00	(5.73)	100.00
248-000.000-941.000	Equipment Rental	0.00	99.12	42.48	(99.12)	100.00
Total Dept 000.000 - General		0.00	431.58	147.03	(431.58)	
Dept 173.000 - DDA Administration						
248-173.000-745.000	Postage	100.00	0.00	0.00	100.00	0.00
248-173.000-801.000	Contractual Services	5,000.00	0.00	0.00	5,000.00	0.00
248-173.000-825.000	Admin Services	10,000.00	10,000.00	0.00	0.00	100.00
248-173.000-961.000	Miscellaneous	2,300.00	4,377.39	399.53	(2,077.39)	190.32
Total Dept 173.000 - DDA Administration		17,400.00	14,377.39	399.53	3,022.61	
Dept 728.000 - Economic Development						
248-728.000-801.000	Contractual Services	30,799.00	3,235.93	0.00	27,563.07	10.51
248-728.000-961.000	Miscellaneous	138,250.00	138,632.13	391.29	(382.13)	100.28
248-728.000-976.000	Equipment	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 728.000 - Economic Development		174,049.00	141,868.06	391.29	32,180.94	
Dept 728.002 - Streetscape						
248-728.002-726.000	Supplies	35,000.00	29,600.00	0.00	5,400.00	84.57
248-728.002-801.000	Contractual Services	20,000.00	20,000.00	0.00	0.00	100.00
Total Dept 728.002 - Streetscape		55,000.00	49,600.00	0.00	5,400.00	
Dept 728.003 - Facade Program						
248-728.003-801.000	Contractual Services	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 728.003 - Facade Program		10,000.00	0.00	0.00	10,000.00	
Dept 728.004 - Family Movie Night						
248-728.004-726.000	Supplies	2,000.00	890.00	0.00	1,110.00	44.50
248-728.004-801.000	Contractual Services	2,500.00	2,989.86	2,520.00	(489.86)	119.59
248-728.004-968.000	Depreciation Expense	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 728.004 - Family Movie Night		6,500.00	3,879.86	2,520.00	2,620.14	
TOTAL EXPENDITURES		262,949.00	210,156.89	3,457.85	52,792.11	
Fund 248 - Downtown Development Fund:						
TOTAL REVENUES		179,927.00	144,351.21	0.00	35,575.79	80.23
TOTAL EXPENDITURES		262,949.00	210,156.89	3,457.85	52,792.11	79.92
NET OF REVENUES & EXPENDITURES		(83,022.00)	(65,805.68)	(3,457.85)	(17,216.32)	