

SWARTZ CREEK DDA

Regular Meeting Agenda

Downtown Development Authority, Thursday, December 11, 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, December 11, 2025

5. MOTION TO APPROVE MINUTES:

5A. Board Meeting, September 11, 2025

6. REPORTS & COMMUNICATIONS:

6A. Resolutions

6B. September 11, 2025 Minutes

6C. December 11, 2025 Meeting Letter

6D. Holland Square Project Budget

6E. Proposed Budget Amendment

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7. MEETING OPENED TO THE PUBLIC:

7A. General Public Comments

8. BUSINESS:

8A. Fiscal Year 2026 Budget Amendment

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, DECEMBER 11, 2025

Resolution No. 251211-01

AGENDA – December 11, 2025

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the agenda for the December 11, 2025 Downtown Development Authority special meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 251211-02

MINUTES – September 11, 2025

Motion by Board Member: _____

I Move the Swartz Creek Downtown Development Authority approves the Minutes for the September 11, 2025 Downtown Development Authority meeting.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 251211-03

**RESOLUTION TO APPROVE THE FISCAL YEAR
2026 AMENDED 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 amended 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 amended 2026 fiscal year budget for the Downtown Development Authority, as included in the December 11, 2025 DDA Packet.

BE IT FURTHER RESOLVED THAT, the Swartz Creek Downtown Development Authority authorizes and directs the contribution of \$10,000 of budgeted funds to the pergola crowdfunding event through Patronicity.

Second by Board Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 251211-04

ADJOURN

Motion by Board Commission Member: _____

I Move the Swartz Creek Downtown Development Authority adjourns the December 11, 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, DECEMBER 11, 2025, 6:00 P.M.

The regular virtual meeting of the City of Swartz Creek park board is scheduled for **December 11, 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 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: December 11, 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.

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 11, 2025**

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

Board Members Present: Beedy, Henry, Jesme, Barclay, Kelley, Parenteau,

Board Members Absent: Ryan, King, Kallas

Staff Present: Adam Zettel-City Manager

Others Present: Jared and Marta Oginsky, David Spillane

APPROVAL OF AGENDA AND MINUTES:

Resolution No. 250911-01

(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 September 1, 2025, Downtown Development Authority Meeting as amended.

Unanimous affirmative voice vote: Motion declared carried.

Resolution No. 250911-02

(Carried)

Motion by Board Member Parenteau
Second by Board Member Jesme

I Move the Swartz Creek City Downtown Development Authority approves the minutes from the July 10, 2025, Downtown Development Authority Meeting as written.

Unanimous affirmative voice vote: Motion declared carried.

MEETING OPEN TO PUBLIC: None.

CHAIRPERSON NOMINATION

Resolution No. 250911-03

(Carried)

Nomination by Barclay, seconded by Parenteau

Motion by Board Member: Parenteau
Second by Board Member: Henry

I Move the Swartz Creek Downtown Development Authority hereby selects Todd Beedy to serve as Chairperson of the Downtown Development Authority, said term to expire upon officer selection at the 2026 annual meeting.

Voting For: Henry, Jesme, Barclay, Kelley, Beedy
Voting Against: None

VICE-CHAIRPERSON NOMINATION

(Carried)

Resolution No. 250911-04

Nomination by Barclay for Autumn Jesme. Jesme declined.
Nomination by Beedy for Tammy Parenteau.

Motion by Board Member: Barclay
Second by Board Member: Henry

I Move the Swartz Creek Downtown Development Authority hereby selects Tammy Parenteau to serve as Vice-Chairperson of the Downtown Development Authority, said term to expire upon officer selection at the 2026 annual meeting.

Voting For: Jesme, Barclay, Kelley, Parenteau, Beedy, Henry
Voting Against: None

SECRETARY NOMINATION

(Carried)

Resolution No. 250911-05

Nomination by Barclay for Jeff Kelley, seconded by Beedy

Motion by Board Member: Barclay
Second by Board Member: Henry

I Move the Swartz Creek Downtown Development Authority hereby selects Jeffrey E. Kelley to serve as Secretary of the Downtown Development Authority, said term to expire upon officer selection at the 2026 annual meeting.

Voting For: Barclay, Kelley, Parenteau, Beedy, Henry, Jesme
Voting Against: None

CAR SHOW SPONSORSHIP:

Resolution No. 250911-06

(Carried)

Motion by Board Member: Parenteau
Second by Board Member: Jesme

I Move the Swartz Creek Downtown Development Authority contribute a \$410 sponsorship to Drangon's Cruise for the September 27, 2025 downtown Swartz Creek car show.

Voting For: Kelley, Parenteau, Beedy, Henry, Jesme, Barclay
Voting Against: None

PERGOLA AT HOLLAND SQUARE

Resolution No. 250911-07

(Failed)

Motion by Board Member Jesme
Second by Board Member Parenteau

I Move the Swartz Creek Downtown Development Authority recommend approval of the Pergola at Holland Square, with color pallet Option A, including the tentative design, budget, lighting, and memorandum of understanding as included in the September 11, 2025 packet.

Voting For: Parenteau, Beedy, Henry, Jesme
Voting Against: Barclay, Kelley

Resolution No. 250911-08

(Carried)

Motion by Board Member Kelley
Second by Board Member Parenteau

I Move the Swartz Creek Downtown Development Authority reconsider.

Voting For: Beedy, Henry, Jesme, Kelley, Parenteau
Voting Against: Barclay

Resolution No. 250911-09

(Carried)

Motion by Board Member Kelley
Second by Board Member Parenteau

I Move the Swartz Creek Downtown Development Authority recommend approval of the Pergola at Holland Square, with color pallet Option A, including the tentative design, budget, lighting, and memorandum of understanding as included in the September 11, 2025 packet, with the additional requirement to provide ongoing training of three (3) staff people to operate the system.

Voting For: Beedy, Henry, Jesme, Kelley, Parenteau
Voting Against: Barclay

UPDATE DISCUSSION: Decided to put Holland Square behind us before moving on with the wayfinding signs; Discussed future endeavors; Discussion on Pergola II, Megasite-Sandisc is no longer interested, but the Genesee Economic Alliance holds title to about 1,000 acres in Mundy Township, officially known as the Advance Manufacturing District. However, the site is still being marketed. The racetrack owner will not sell until he knows what is happening with the Megasite; Discussed forestry at Abrams Park.

MEETING OPEN TO PUBLIC:

Jared Oginsky-Dragons Cruise: He has used gazebos and pavilions and believes the Pergola is a good thing going forward.

David Spillane-S.C. Historical Society: The Historical Society does not have the resources to take on the project of the Church building, they are willing to partner. There are many grants out there, but he wants the public to be involved in decision making. We need to make sure the public knows that demolition is the last thing on the list.

REMARKS BY BOARD MEMEBERS:

Jim Barclay: We need a wayfinding sign for the electric chargers soon.

Jeff Kelley: Regarding charging station, all parking spaces were being used except the charging stations. He wanted to know if he could get fined if parked in one. Chair Beedy responded that the intent is for them to be specifically for people wanting to charge their vehicles. There are a lot of community events the church could be used for. We could make it a community center.

Tammy Parenteau: The trees on Morrish Road look much better. Frederick Street has wires that look awful and would like them to be cleaned up by whomever owns them. Questioned if we can put garbage cans along the new pathway.

Todd Beedy: Grateful to the board that they are moving forward.

ADJOURN

Resolution No. 250911-10

Motion by Board Member Henry

Second by Board Member Parenteau

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 7:33pm

Jeffrey E. Kelley



Swartz Creek DDA
Swartz Creek City Offices Fax:
8083 Civic Dr.
Swartz Creek, MI 48473

Phone: 810-635-4464
810-635-2887

Date: December 8, 2025

To: DDA Board Members
From: Adam Zettel
RE: December 11, 2025 DDA Meeting

Hello everyone,

There will be a meeting of the DDA at 6:00 p.m. on Thursday, December 11, 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 are already down a member or two, and we need high participation in order to amend the budget!**

In September, the board reviewed the final plans and costs for the Holland Square pergola. This included the design, coloring, lighting, sound, budget, and donor memorandum of understanding from Dort FCU. With the concept solidified, we have been awaiting affirmation of funding for the Patroncity crowdfunding match program. This is essentially a Michigan project incentive in which a community can get a dollar-for-dollar match on certain donations to approved projects.

Long story short, the pergola is such a project, and funding was just recently given the green light. Greg is now looking to launch the Patroncity campaign. Before we get the final nod, the state wishes to see an updated budget that conforms to their standards. As such, Greg has translated our expected costs into the format that the state expects, which includes specific categories and additional contingencies.

As you can see from the budget, the contribution from the DDA under such circumstances will need to increase by \$35,000. This is manageable, especially with the latest audit figures on the DDA's financial status. I have taken the liberty of including an adjusted DDA budget that accounts for this change.

For our meeting, I am asking the DDA to consider approving the amended budget that authorizes additional expenses for this project. In addition, the crafted resolution authorizes and directs an initial contribution of \$10,000 of such funds into the Patroncity campaign. Note that \$10,000 is the maximum contribution that is eligible for match.

Please take a look at the pergola budget and our amended DDA budget. I hope folks find this agreeable! If so, we should be able to commence with active crowdfunding this month, with construction in early summer!

I will have some other verbal updates on the church building, megasite (Advanced Manufacturing District), and other community happenings.

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".

Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Pergola at Holland Square Budget: December 8, 2025 Edition

Category	Description	Amount
Expenditure	Pergola Structure	\$ 285,345.00
Expenditure	Footings & Foundation	\$ 45,820.00
Expenditure	Pillars, Lighting & Electrical	\$ 22,850.00
Expenditure	Landscaping	\$ 10,000.00
Expenditure	Seating/Amenities	\$ 10,000.00
Expenditure	Contractor Mobilization (10%)	\$ 28,584.00
Expenditure	Performance Bond (2%)	\$ 5,717.00
Expenditure	Contingency (15%)	\$ 26,786.00
Expenditure	TOTAL PROJECT COST	\$ 435,102.00
Secured Funding	MSHDA Grant	\$ 75,000.00
Secured Funding	City DDA	\$ 200,102.00
Secured Funding	Dort Financial CU	\$ 40,000.00
Crowdfunding	Patronicity Campaign Goal	\$ 60,000.00
Crowdfunding	Patronicity Match Goal	\$ 60,000.00
Revenues	TOTAL PROJECT REVENUES	\$ 435,102.00

Fund 248 - Downtown Development Fund Amended Budget Proposal

ESTIMATED REVENUES	DESCRIPTION	FY 2026 Requested	
Dept 000.000 - General			
248-000.000-402.000	Current Tax Revenue	172,316	
248-000.000-664.000	Interest Income	2,600	
Totals for dept 000.000 - General		174,916	
Dept 728.000 - Economic Development			
248-728.000-551.000	Other State Grant Revenue		
Totals for dept 728.000 - Economic Development			
TOTAL ESTIMATED REVENUES		174,916	
APPROPRIATIONS			
Dept 000.000 - General			
248-000.000-702.000	DDA WAGES	125	
248-000.000-704.100	FICA - Employer's Share	8	
248-000.000-704.200	Medicare - Employer's Share	3	
248-000.000-705.000	Medical Insurance - ER	73	
248-000.000-705.100	Vision Benefits	1	
248-000.000-705.200	Dental Benefits	8	
248-000.000-706.000	Life Insurance - ER cost	1	
248-000.000-707.000	Retirement Contributions-ER	13	
248-000.000-707.100	Health Care Savings Plan - ER	5	
248-000.000-708.000	Sick & Accident Premiums-ER	7	
248-000.000-941.000	Equipment Rental		
Totals for dept 000.000 - General		244	
Dept 173.000 - DDA Administration			
248-173.000-745.000	Postage	100	
248-173.000-801.000	Contractual Services	5,000	
248-173.000-825.000	Admin Services	10,000	Staff support
248-173.000-961.000	Miscellaneous	4,500	
Totals for dept 173.000 - DDA Administration		19,600	
Dept 728.000 - Economic Development			
248-728.000-801.000	Contractual Services	35,000	Mundy and TIF update
248-728.000-961.000	Miscellaneous	50,000	Church support
248-728.000-976.000	Equipment	1,000	
Totals for dept 728.000 - Economic Development		86,000	
Dept 728.002 - Streetscape			
248-728.002-726.000	Supplies	210,102	Holland Sq
248-728.002-801.000	Contractual Services	0	

ESTIMATED REVENUES	DESCRIPTION	FY 2026 Requested
248-728.002-967.101	Contribution to General Fund	-----
Totals for dept 728.002 - Streetscape		210,102
Dept 728.003 - Facade Program		
248-728.003-801.000	Contractual Services	-----
Totals for dept 728.003 - Facade Program		10,000
Dept 728.004 - Family Movie Night		
248-728.004-726.000	Supplies	2,000
248-728.004-801.000	Contractual Services	4,000
248-728.004-968.000	Depreciation Expense	-----
Totals for dept 728.004 - Family Movie Night		6,000
TOTAL APPROPRIATIONS		-----
		331,946
NET OF REVENUES/APPROPRIATIONS - FUND 248		-----
BEGINNING FUND BALANCE		218,581
ENDING FUND BALANCE		-----
		61,551