

# *SWARTZ CREEK DDA*

## **Regular Meeting Agenda**

**Downtown Development Authority, Thursday, June 11, 2026, 6:00 P.M.**

**City Hall 8083 Civic Drive, Swartz Creek Michigan, 48473**

**Virtual (Zoom) Meeting Available for General Public**

**1. CALL TO ORDER:**

**2. PLEDGE OF ALLEGIANCE:**

**3. ROLL CALL:**

**4. APPROVE AGENDA:**

4A. Proposed or Amended Agenda, June 11, 2026

**5. MOTION TO APPROVE MINUTES:**

5A. Board Meeting, May 14, 2026

**6. REPORTS & COMMUNICATIONS:**

6A. Resolutions

6B. May 14, 2026 Minutes

6C. June 11, 2026 Meeting Letter

6D. Mercury Sales Quotes

6E. Social District Committee Minutes

6F. Incentive Committee Minutes

**Page No:**

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**Forthcoming**

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

7A. General Public Comments

**8. BUSINESS:**

8A. Committee Updates & Discussion

8B. Holland Square Pergola Lighting & Sound Design

**02**

**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, JUNE 11, 2026**

**Resolution No. 260611-01**

**AGENDA – June 11, 2026**

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

**I Move** the Swartz Creek Downtown Development Authority approves the agenda for the June 11, 2026 Downtown Development Authority meeting.

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

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

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

**Resolution No. 260611-02**

**MINUTES – May 14, 2026**

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

**I Move** the Swartz Creek Downtown Development Authority approves the Minutes for the May 14, 2026 Downtown Development Authority meeting.

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

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

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

**Resolution No. 260611-03**

**RESOLUTION TO APPROVE LIGHTING AND  
SOUND DESIGN SERVICES FOR HOLLAND  
SQUARE PERGOLA**

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

**WHEREAS** the Swartz Creek Downtown Development Authority is constructing a pergola structure within Holland Square using a combination of funding sources and a design-build method for conceptualization and procurement; and

**WHEREAS**, the DDA has been working with AMAG Architects, J.W. Morgan Construction, and Mecury Audio Video Lighting to create plans, costs, and designs for the finished product; and

**WHEREAS**, the final pergola funding and construction efforts are underway, and the DDA requires services to also finalize the lighting and sound features prior to installation; and

**WHEREAS**, Mercury has furnished a list of materials for inclusion, but they now require a final design plan and related services, with said expenses being eligible for credit with the final order; and

**WHEREAS**, the DDA finds this professional service to be in the best interest of project completion.

**NOW THEREFORE, BE IT RESOLVED**, the Swartz Creek Downtown Development Authority authorize and approve the sales quote from Mercury for design services related to the pergola project in the amount of \$2,500, said expenses being eligible towards final purchase credit, and further authorize and direct the DDA chair to execute this quote as included in the June 11, 2026 DDA packet.

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

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

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

**Resolution No. 260611-04**

**ADJOURN**

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

**I Move** the Swartz Creek Downtown Development Authority adjourns the June 11, 2026 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, JUNE 11, 2026, 6:00 P.M.**

The regular virtual meeting of the City of Swartz Creek park board is scheduled for **June 11, 2026** starting at 6:00 p.m. The meeting will be conducted in person and also made available to the general public under 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 city hall, 810.635.4464 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.

The City of Swartz Creek is inviting you to a scheduled Zoom meeting.

Topic: DDA- Downtown Development Authority Meeting  
Time: June 11, 2026 6:00 PM Eastern Time (US and Canada)

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83096401128>

**Meeting ID: 830 9640 1128**

**One tap mobile**

+13017158592,,83096401128# US (Washington DC)

+13126266799,,83096401128# US (Chicago)

**Dial by your location**

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

**Meeting ID: 830 9640 1128**

Find your local number: <https://us02web.zoom.us/u/kz4Jb4etg>

If you have any further questions or concern, please contact 810.635.4464 or email [jforrest@cityofswartzcreek.org](mailto:jforrest@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  
MAY 14, 2026**

The meeting was called to order at 6:01 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: Henry, Beedy, Gardner, Kelley, Parenteau, Kallas, Barclay

Board Members Absent: King, Ryan

Staff Present: Adam Zettel, Greg Dietrich

Others Present: Kathy Kicklesen, Anne Bendall, Brett Jory, Lania Rocha (online)

**APPROVAL OF AGENDA AND MINUTES:**

**Resolution No. 260514-01** **(Carried)**

Motion by Board Member Henry  
Second by Board Member Barclay

**I Move** the Swartz Creek City Downtown Development Authority approves the agenda for the May 14, 2026 meeting, reversing the order of all business items to accommodate public attendance of petitioners.

Motion Carried by unanimous voice vote.

**Resolution No. 260514-02** **(Carried)**

Motion by Board Member Parenteau  
Second by Board Member Barclay

**I Move** the Swartz Creek City Downtown Development Authority approves the minutes from the April 9, 2026, Downtown Development Authority Meeting as written.

Motion Carried by unanimous voice vote.

**REPORTS AND COMMUNICATIONS:**

Mr. Zettel gave a verbal update on the church abatement. He indicated that the project would overrun the budget due to extended observation by the third party consultant and the addition of some additional cleaning in the form of tile removal, wall demolition, and cabinetry removal. He noted that some inaccessible chalk may remain, but this was acceptable.

**MEETING OPEN TO PUBLIC:**

No comments.

## **SUMMER BASH SUPPORT REQUEST**

**Resolution No. 260514-03**

### **RESOLUTION TO APPROVE SPONSORSHIP SUPPORT FOR THE SWARTZ CREEK SUMMER BASH**

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

**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 Rebecca's Reason organization, which is a recognized area not for profit that is in good standing, has permission to operate a Summer Bash one day family event on June 20, 2026 in and around Holland Square in downtown.

**NOW THEREFORE, BE IT RESOLVED**, the Swartz Creek Downtown Development Authority sponsor the 2026 event in the amount of \$1,000.

Discussion: Mr. Barclay noted that a direct provision of a restroom by the DDA with a lesser sponsorship amount might be advisable. The board discussed alternative restroom models.

Roll Call Vote

Voting For: Henry, Gardner, Parenteau, Kelley, Beedy, Kallas

Voting Against: Barclay

Motion Carried.

Additional discussion ensued regarding the potential for a more permanent restroom arrangement near Holland Square. Mr. Zettel is to investigate season-long options of a higher quality.

## **BREWER TOWNHOME INCENTIVE REQUEST**

**Resolution No. 260514-04**

### **RESOLUTION TO APPOINT A REVIEW COMMITTEE FOR THE EVALUATION OF TAX INCREMENT FINANCING (TIF) ASSISTANCE APPLICATIONS**

Motion by Board Member: Henry  
Second by Board Member: Kelly

**WHEREAS**, the Downtown Development Authority (DDA) is authorized to promote economic growth and redevelopment within the downtown district; and

**WHEREAS**, the DDA has adopted a Tax Increment Financing (TIF) Assistance Program to encourage investment and redevelopment; and

**WHEREAS**, the TIF Assistance Program contemplates review of applications by a committee prior to consideration by the full DDA Board; and

**WHEREAS**, the DDA desires to formally appoint a review committee to ensure consistent, informed, and efficient evaluation of applications and related incentive proposals.

**NOW, THEREFORE, BE IT RESOLVED**, that the Swartz Creek Downtown Development Authority hereby establishes a TIF Review Committee as follows:

### **1. COMPOSITION**

The TIF Review Committee shall consist of the following five (5) members:

- The City Manager
- The Director of Community Development
- The Assessor
- The Planning Consultant (OHM)
- Two (2) members of the DDA Board, to be designated by the DDA Chair, which shall be Kelly and Beedy.

### **2. PURPOSE AND DUTIES**

The Committee shall:

- Review all TIF Assistance applications for completeness and eligibility
- Meet with applicants, as appropriate, prior to formal submission
- Evaluate financial, planning, and redevelopment considerations
- Coordinate with City staff, assessor, and consultants as needed
- Provide recommendations regarding advancement of applications to the full DDA Board
- Review and provide input on related economic development incentive proposals

### **3. AUTHORITY**

The Committee shall act in an advisory capacity and shall not have authority to approve or deny applications. Final action shall remain with the DDA Board and, where applicable, the City Council.

### **4. MEETINGS AND ADMINISTRATION**

- Meetings shall be held as needed at the call of the City Manager or DDA Chair

- The City Manager or designee shall provide administrative support
- The Committee shall operate in accordance with applicable laws and policies

## 5. TERM

Members shall serve until:

- The DDA Board reconstitutes the Committee, or
- The Committee is dissolved by action of the DDA

**BE IT FURTHER RESOLVED**, that this resolution shall take effect immediately upon adoption.

Roll Call Vote

Voting For: Henry, Gardner, Parenteau, Kelley, Beedy, Kallas, Barclay

Voting Against: None

Motion Carried.

## SOCIAL DISTRICT PROGRAM DISCUSSION

**Resolution No. 260514-05**

**RESOLUTION TO APPOINT A SOCIAL DISTRICT REVIEW COMMITTEE**

Motion by Board Member: Kallas

Second by Board Member: Barclay

**WHEREAS**, the Downtown Development Authority (DDA) is charged with promoting economic vitality, business development, and placemaking within the downtown district; and

**WHEREAS**, the establishment of a social district may enhance downtown activity, support local businesses, and improve community engagement; and

**WHEREAS**, the DDA desires to evaluate the feasibility, requirements, and potential impacts of establishing a social district within the City of Swartz Creek; and

**WHEREAS**, a focused review committee will assist in analyzing relevant factors and providing informed recommendations to the DDA Board;

**NOW, THEREFORE, BE IT RESOLVED**, that the Swartz Creek Downtown Development Authority hereby establishes a Social District Review Committee as follows:

### 1. COMPOSITION

The Social District Review Committee shall consist of the following five (5) members:

- The City Manager
- The Director of Community Development

- Three (3) members of the DDA Board, to be designated by the DDA Chair, Beedy, Gardner, and Pareneteau

## **2. PURPOSE AND DUTIES**

The Committee shall:

- Review applicable Michigan laws and administrative requirements related to social districts
- Evaluate potential district boundaries and participating establishments
- Assess operational considerations, including public safety, sanitation, maintenance, and enforcement
- Engage stakeholders, including downtown businesses and community members, as appropriate
- Coordinate with City staff and public safety officials
- Develop and present recommendations to the DDA Board regarding the establishment and structure of a social district

## **3. AUTHORITY**

The Committee shall act in an advisory capacity only. Final recommendations and any formal action regarding the establishment of a social district shall remain with the DDA Board and, where required, the City Council.

## **4. MEETINGS AND ADMINISTRATION**

- Meetings shall be held as needed at the call of the City Manager or DDA Chair
- The City Manager or designee shall provide administrative support
- The Committee shall operate in accordance with applicable laws and policies

## **5. TERM**

Members shall serve until:

- The Committee has completed its review and presented recommendations to the DDA Board, or
- The Committee is dissolved by action of the DDA

**BE IT FURTHER RESOLVED**, that this resolution shall take effect immediately upon adoption.

Unanimous Voice Vote  
Motion Carried.

## **FISCAL YEAR 2027 BUDGET**

**Resolution No. 260514-06**

**RESOLUTION TO APPROVE THE FISCAL YEAR 2027 DDA BUDGET**

Motion by Board Member: Kelley  
Second by Board Member: Henry

**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 2027 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 2027 fiscal year budget for the Downtown Development Authority, with the addition of \$6,000 in Economic Development Miscellaneous for marketing, for distribution and review by the city council.

Roll Call Vote

Voting For: Henry, Gardner, Parenteau, Kelley, Beedy, Kallas, Barclay

Voting Against: None

Motion Carried.

## **DOWNTOWN DECORATIONS**

The board discussed the merit of adding new and additional America 250 themed banners and decorations to the downtown.

**Resolution No. 260514-08**

**RESOLUTION TO APPROVE PROCURMENT OF DECORATIONS FOR THE DOWNTOWN**

Motion by Board Member: Henry

Second by Board Member: Barclay

I Move the DDA authorize and direct Mr. Zettel and staff to procure patriotic themed banners and other decorations for the downtown in the amount of \$10,000.

Roll Call Vote

Voting For: Henry, Gardner, Parenteau, Kelley, Beedy, Kallas, Barclay

Voting Against: None

Motion Carried.

## **MEETING OPEN TO PUBLIC:**

No comment.

## **REMARKS BY BOARD MEMEBERS:**

Nate Henry: Desired to see America 250 celebrated through decorations in the downtown.

Tammy Parenteau: Noted that the womens club did not have any more scarecrows but might be interested in decorating if new decorations could be acquired.

Jim Barclay: Noted that food trucks in downtown could be hurting local merchants more than helping them. He felt the \$1,000 for the summer bash may not be helping either.

## **ADJOURN**

Motion by Board Member Gardner  
Second by Board Member Henry

Meeting declared adjourned at 7:35 pm

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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: June 3, 2026

**To: DDA Board Members**  
**From: Adam Zettel**  
**RE: June 11, 2026 DDA Meeting**

Hello everyone,

**There will be a meeting of the DDA at 6:00 p.m. on Thursday, June 11, 2026.** 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 another important meeting for the DDA, albeit one with much less to go over. We have started work on the committee work as it relates to the social district and the incentive application for Brewer. I am including the minutes from the social district committee in the packet. The incentive committee has yet to meet, but will do so at city hall on Tuesday, June 9<sup>th</sup> at 10am. Feel free to attend!

Based on the first social district meeting, there is support to pursue this. We are gathering more information from communities like Davison, Holly, and Durand. The idea is to get some public input prior to final determinations, but I think this group will produce a workable plan by the end of summer. There appears to be general support for a downtown common area with regular hours that permit open consumption of locally purchased (and marked) alcoholic beverages. The method of branding, district boundary marking, and other details still need to be decided.

We also are live with the crowdfunding for Holland Square. Greg and Jacob should be able to go over this. We have some tail winds with the commitments from the Dort Financial, J.W. Morgan, the city and the DDA, but we still need to find local, grass roots support for about \$20,000. We will need help finding businesses and individuals that can help!

Lastly, we are looking to finalize plans for the lighting and sound components of this project. We have a working list of materials that should suffice, but the provider needs to create detailed installation plans for our specific engineered plans at this time. Generally, this can be done once an order is placed. In this case, we want to be ahead of design so the project can commence more quickly once the funds are raised.

As such, we are asking the DDA to approve their design fee of \$2,500. This can all be credited to the final purchase, assuming that occurs as well. I am including this quote and the updated product/installation quote. I hope the DDA finds this agreeable.

Movies and concerts start soon! Makers Markets are going, and the summer bash is coming up, along with car shows. There is a lot going on!

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

Sincerely,

A handwritten signature in blue ink that reads "Adam Zettel". The signature is fluid and cursive, with the first name "Adam" and the last name "Zettel" clearly legible.

**Adam Zettel, AICP**

City Manager

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



SERVICE · SUPPORT · SALES  
 28854 WALL ST.  
 WIXOM, MI 48393  
 P: (734) 507-1177 · F: (734) 943-6010  
 MERCURYSL.COM

# Sales Quote

Quote #: 26-32994



26-32994

City of Swartz Creek - 2026 Holland  
 Square Pergola AV Opinion of Cost P1

<b>Client</b>
City of Swartz Creek Greg Dietrich 8083 Civic Drive Swartz Creek, MI 48473 US Office: 810-635-4464 Mobile: 810-922-5283 Email: gdietrich@cityofswartzcreek.org

<b>Ship To</b>
City of Swartz Creek 8083 Civic Drive Swartz Creek, MI 48473 US Office: 810-635-4464

<b>Quote Date</b>	<b>Valid Until</b>	<b>Shipping Method</b>	<b>Account Manager</b>
5/15/26	6/19/26	Mercury Vehicle	Japheth Boivin

<b>Terms</b>	<b>Deposit Required</b>	<b>Deposit Amount</b>
In Advance	60%	\$42,752.88

Type	Qty.	Part Number	Description	Time	Rate	Price	Amount
Note			***System design and pricing to be finalized once project details, scope, and budget have received final confirmation.***				
<b>Audio System</b>							
Retail	4	CONTROL 31	.JBL Control 31 High-Output Indoor/Outdoor 2-Way 10" Speaker - Black				
Retail	4	MTC-30UB	.JBL MTC-30UB U-Bracket for Control 30/31 - Black				
Note			Mains Speakers				
Retail	4	RS800i-BK	.SoundTube 8" Hanging Speaker in Black with a BroadBeam Tweeter				
Note			Distributed Speakers				
Retail	1	AQZ32	.Ashly AQZ32 - 16 in x 16 out AquaControl Digital Zone/Matrix Processor with Dante				
Retail	1	MA250.8	.Ashly MA250.8 Multi-Mode Power Amplifier, 8 x 250W @ 2/4/8 Ohms & 70V/25V				
Retail	1		Stainless Steel Wall Plate - 2 Gang with 4 XLR and 1/4 Inch Combo Connectors				
Note			Audio Control				
Retail	1		Cable & Hardware Package				
Labor	1		Project Manager				
Labor	2		Installer				
Labor	1		Configuring Technician				
Labor	1		Commissioning Technician				

Type	Qty.	Part Number	Description	Time	Rate	Price	Amount
						<b>Audio System Total</b>	<b>\$22,333.50</b>
<b>Lighting System</b>							
Retail	28	SIX201	.Elation SIX+ Par S; 7 x 20W RGBAL+UV IP65 LED PAR MG+ARIA				
Retail	28	SIX222	.Elation Six+ Par S Lens - 60 Degree WFL				
Note			Lighting Fixtures				
Retail	1	CS-3150	.Interactive Technologies CueServer 3 Core DX DMX Lighting Control Unit				
Retail	1	AX-BR-HMK	.Interactive Technologies AX-BR-HMK Horizontal Mounting Kit				
Retail	1	CS-SBA	.Interactive Technologies CueServer Station Bus Adapter				
Retail	1	ST-MN8-CW-RGB	.Interactive Technologies ST-MN8-CB-RGB Mystique 5-Wire 8-Button Network Station in White with RGB LED Indicators				
Retail	2	DMX5PF-RJ45E	.Lex 5-Pin DMX Female XLR to 8-Pin RJ45 Male Ethernet Adapter, 1'				
Note			Lighting Control				
Retail	1		Cable & Hardware Package				
Labor	1		Project Manager				
Labor	2		Installer				
Labor	1		Configuring Technician				
Labor	1		Commissioning Technician				
						<b>Lighting System Total</b>	<b>\$38,467.80</b>
<b>Rack &amp; Network Control Equipment</b>							
Retail	1		NEMA Rack Package				
Retail	1	iP-1520-RX	.Juice Goose iP-1520-RX iP 20 Amp, 7 Outlet Web Based Power Controller w/ Surge Protection				
Retail	1	U6-Mesh-Pro	.Ubiquiti U6 Mesh Pro Weatherproof Wi-Fi 6 Mesh AP w/ Omnidirectional Antenna				
Retail	1	UCG-Ultra	.Ubiquiti Cloud Gateway Ultra				
Retail	1	USW-Lite-8-POE (52W)	.Ubiquiti Lite 8 PoE / PoE+ Switch				
Retail	1	MD3Y4LL/A	.Apple iPad 11th Gen A16 - 128GB - Wi-Fi Only - Silver				
Retail	1	B0CLS4V8WY	.Heavy Duty Protective Case for iPad (A16) 11th/ 10th Gen 11"/ 10.9 Inch (2025/2022) w/ Screen Protector & AC Stand - Black				
Retail	1		Cable & Hardware Package				
Labor	1		Project Manager				
Labor	2		Installer				

Type	Qty.	Part Number	Description	Time	Rate	Price	Amount
Labor	1		Configuring Technician				
Labor	1		Commissioning Technician				

**Rack & Network Control Equipment Total      \$9,753.50**

Notes:  
 Client will be financially responsible for any tariffs imposed between confirmation of project and arrival of equipment from the manufacturer.

Subtotal:      \$70,554.80

Delivery:      \$700.00

Sales Tax:      \$0.00

Total:      \$71,254.80

**Balance Due:      \$71,254.80**

Any electrical work necessary must be supplied and completed by a client provided, licensed electrical contractor. If client does not have access to an electrician, one will be provided at additional cost.

Electrical work to be coordinated with Mercury Sound and Lighting.

Any necessary permits for the execution of the project are the responsibility of the client.

Any required patching and/or painting are to be provided by others.

**X**  
 \_\_\_\_\_  
 Authorized Signature      Date

## Warranty

The installation work on your system is guaranteed against defects for a period of 90 days from the date installation is completed and acknowledged with your signature on the "Completion of Work" document. Our installation technicians will present the "Completion of Work" document at the end of their final day of installation and training on-site. If the "Completion of Work" document was not signed due to staff availability or not returned electronically, the labor warranty shall be 90 days from the date of the project invoice. This guarantee shall not apply if the equipment installed is damaged due to misuse, use by unauthorized persons, vandalism, theft or accident (including damage to the premises through natural or man-made events, such as fire, storms, construction etc.) Manufacturer warranties are applicable to their respective products and are subject to the terms established and enforced by the manufacturers.

## Terms and Conditions

50% deposit required to confirm project. Equipment will be billed upon receipt by Mercury Sound and Lighting from the manufacturer(s). Remaining balance due upon completion. Deposit can be paid by check, bank transfer or credit card. A 3% processing fee will be assessed for any credit card payment.

### Pricing is subject to change.

Any design/engineering services, change orders, additional materials or labor necessary to complete the integration of the proposed system will be billed accordingly.

Project execution schedule will be determined upon receipt of equipment from the manufacturer(s) by Mercury Sound and Lighting.

Any associated travel expenses (airfare, rental vehicle, lodging, per diem etc.) will be determined by the project location/ execution schedule and will be billed additionally.

Cancellation of any confirmed project may result in forfeit of deposit and additional charges of any costs incurred by Mercury Sound and Lighting.

If a lift is necessary for installation or any required service (warranty or otherwise), the necessary lift will be billed additionally.

All client supplied equipment is assumed to be functional. If the equipment is found to be insufficient or inoperable, alternative solutions will be reviewed with the client and may result in a change order.

Storage and disposal of any removed, existing equipment is the responsibility of the client, unless otherwise specified.

Mercury Sound and Lighting is not responsible for the performance of, or feature sets related to manufacturer software, applications, UC platforms and/or camera AI-based framing/tracking.

Upon receipt of project confirmation by Mercury Sound and Lighting, the client agrees to the above terms and conditions.

Once again, thank you for your consideration of us on this project. If you have any questions, please contact us.

To confirm this proposal, return this packet to Mercury Sound and Lighting with the signature of an authorized representative of your organization below. This signed proposal packet indicates you are engaging Mercury Sound and Lighting for the services described, that your expectations are accurately reflected, and that you accept the terms and conditions within.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_





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# Sales Quote

Quote #: 26-32997



26-32997

City of Swartz Creek - AV Consultation & Design Services

<b>Client</b>
City of Swartz Creek Adam Zettel 8083 Civic Drive Swartz Creek, MI 48473 US Office: 810-635-4464 Mobile: 810-287-2147 Email: azettel@cityofswartzcreek.org

<b>Ship To</b>
City of Swartz Creek 8083 Civic Drive Swartz Creek, MI 48473 US Office: 810-635-4464

<b>Quote Date</b>	<b>Valid Until</b>	<b>Shipping Method</b>	<b>Account Manager</b>
5/28/26	6/26/26		Japheth Boivin

<b>Terms</b>	<b>Deposit Required</b>	<b>Deposit Amount</b>
In Advance	100%	\$2,500.00

Type	Qty.	Part Number	Description	Time	Rate	Price	Amount
<b>Labor and Services</b>							
Labor	1		Design Service	1		2,500.00	2,500.00
Note			Project: City of Swartz Creek- Holland Square Pergola AV				
Note			Design Services Include:  Meeting(s) with client project head(s) to determine and finalize desired AV integration solution for project.  Site survey(s) of client project site and/or review of existing project drawings to determine primary equipment placement, equipment power requirements/locations, and low-voltage drop locations.				
<b>Labor and Services Total</b>							<b>\$2,500.00</b>

Note: \*\*\*100% of the design service fee will be credited towards the corresponding quoted project, if confirmed with and executed by Mercury Sound and Lighting.\*\*\*

Notes:	Subtotal:	\$2,500.00
Design Deliverables Include:	Sales Tax:	\$0.00
(1) Master bill of materials of primary system components	Total:	\$2,500.00
(1) Drawing set illustrating recommended primary system component placement, power requirements/placement and low-voltage drop locations	<b>Balance Due:</b>	<b>\$2,500.00</b>
(1) Quote for materials and installation of finalized design		



## Warranty

The installation work on your system is guaranteed against defects for a period of 90 days from the date installation is completed and acknowledged with your signature on the "Completion of Work" document. Our installation technicians will present the "Completion of Work" document at the end of their final day of installation and training on-site. If the "Completion of Work" document was not signed due to staff availability or not returned electronically, the labor warranty shall be 90 days from the date of the project invoice. This guarantee shall not apply if the equipment installed is damaged due to misuse, use by unauthorized persons, vandalism, theft or accident (including damage to the premises through natural or man-made events, such as fire, storms, construction etc.) Manufacturer warranties are applicable to their respective products and are subject to the terms established and enforced by the manufacturers.

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Upon receipt of project confirmation by Mercury Sound and Lighting, the client agrees to the above terms and conditions.

Once again, thank you for your consideration of us on this project. If you have any questions, please contact us.

To confirm this proposal, return this packet to Mercury Sound and Lighting with the signature of an authorized representative of your organization below. This signed proposal packet indicates you are engaging Mercury Sound and Lighting for the services described, that your expectations are accurately reflected, and that you accept the terms and conditions within.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_



**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
SOCILA DISTRICT COMMITTEE  
MINUTES OF JUNE 1, 2026**

Meeting called to order by Mr. Zettel at 10:13 a.m.

Members Present: Todd Beedy, Rod Gardner, Greg Dietrich, Tammy Parenteau, Adam Zettel

Members Absent: None.

Others Present: Rae Lynn Hicks & Jacob Osterwyk

APPROVAL OF AGENDA: No adjustments.

APPROVAL OF MINUTES: No minutes to approve.

MEETING OPEN TO THE PUBLIC: Rae Lynn said she is here mostly to listen.

Business: Social District Discussion

Adam explained the Michigan statute and function of social districts, along with their primary components. The concept of a social district in the community was discussed. It was found that any such district should be pursued to add social events for the community to enjoy, to add to commerce, and to encourage new businesses over time.

The committee felt that a slow approach to considering and potentially approving the district is desired, with public input.

Parameters that appeared desirable include:

1. A two year pilot, to allow the public to see the initial impact and to gauge how that might add activity once observed for one for season.
2. Metro, Fire, DPW, and Park Board (Bicentennial Park) need to have input.
3. DPW would maintain the district; DDA would add funding for this and look to make initial purchases for signs, benches, waste bins, etc.
4. Cups specific to the district and each business are desirable.
5. Over 21 wrist bands for those consuming in the commons arear are desirable, if allowed.
6. Adam to model next draft elements off Holly, which has a small town, family district.

MEETING OPEN TO THE PUBLIC: None.

MEMBER COMMENTS: None.

Adjourned at 11:16 a.m.

AHZ