

# VILLAGE OF DECATUR DDA MEETING AGENDA

Wednesday  
January 10,  
2024



VILLAGE OF DECATUR  
REGULAR DDA MEETING  
Wednesday, January 10, 2024 – 1:00PM  
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

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1:00 PM DDA Meeting (Action to be taken by DDA on the following agenda items)

**Note: Please be courteous and turn cell phones off during the meeting.**

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL (Excused Absences if Any)**

4. **PUBLIC COMMENT**

5. **APPROVAL OF CONSENT AGENDA ITEMS**

5A.1 – Approval of the Regular Meeting Agenda for January 10, 2024

5A.2 – Approval of the Regular DDA Meeting Minutes for December 13, 2023

5A.3 – Approval of the Revenue & Expenditure Report ending December 31, 2023

6. **COMMUNICATIONS TO THE DDA – PRESENTATIONS & GUESTS**

6A.1 – Rebecca Harvey, Harvey Consulting

7. **UNFINISHED BUSINESS**

7A.1 – Review and approve 2024 Calendar of DDA Sponsored Events

7A.2 – Member Appointments

8. **NEW BUSINESS**

8A.1 – Approve Decatur Day '24 Planning Committee Agenda

8A.2 – Discuss and create budget for FY '25

9. **PUBLIC COMMENTS- SECOND OPPORTUNITY**

10. **DDA MEMBER COMMENTS**

11. **ADJOURNMENT**

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## **PLEASE NOTE**

### **AUDIENCE PARTICIPATION:**

In addition to addressing the DDA during public hearings and under “Public Comment,” members of the audience may address the DDA, please limit your comments to three minutes or less per item. Please step up to the Podium and state your name and address.

The proposed process for items listed under agenda items above shall be as follows:

1. Announcement of the agenda item by the Chairperson.
  2. Verbal report provided by staff.
  3. The Chairperson asks DDA members if they have any questions for staff to clarify the staff report.
  4. Motion is made by a DDA member and seconded by another DDA member.
  5. The Chair then calls on DDA members to discuss the motion if DDA members wish to discuss.
  6. The Chair calls for a vote on the item after discussion has occurred.
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***Village of Decatur***  
***Downtown Development Authority***

Wednesday, December 13, 2023, at 1:00pm  
Village Hall, 114 N. Phelps Street  
Decatur, MI 49045

**I. Call to Order**

Creagan called the meeting to order at 1:02pm

**II. Pledge of Allegiance**

**III. Roll Call**

Ali Elwaer (Village President) excused, James Creagan (First State Bank), Jay Newell (Newell Insurance Agency), Roger Kemp (RC Automotive Supply), Elissa Zimmer (VBDL- Webster Memorial Library), Mary Miller (Mousse Lodge), Jami Swihart (Honor Credit Union) excused, Matt Cooper (Cooper Law), Christopher Tapper (Village Manager), Megan Duncan (Village Clerk/Treasurer), Shantel Pentland (Administrative Assistant).

**IV. Public Comments**

None

**V. Approval of Consent Agenda Items**

1. Zimmer offered a motion to approve the amended agenda for December 13, 2023, to include:

**VI. Communications to the DDA- Presentations and Guest, 2. Dan Hutchins- Van Buren District Library,**

supported by Miller, carried unanimously 6-0.

2. Zimmer offered a motion to approve the meeting minutes from November 8, 2023, supported by Miller, carried unanimously 6-0.
3. Miller offered a motion to approve the Revenue and Expenditure Report ending November 30, 2023, supported by Zimmer, carried unanimously 6-0.

**VI. Communications to the DDA- Presentations & Guests**

1. Rebecca Harvey, Harvey Consulting prepared the board for how future meetings will be reorganized, beginning with the January 10, 2024, meeting. After ensuring all officer elections are current, the board will create the framework and organize their budget for FY 25', suggested allocations and previously budgeted items will be provided by staff. The budget will be added to Consent Agenda Items on all future agendas and will be reviewed and approved at each meeting.
2. Dan Hutchins, Van Buren District Library Executive Director shared information on Van Buren District Library as a whole. The district is comprised of 16 communities in Van Buren County and there are 7 locations that employ 57 individuals overall. Hutchins provided information on many of the financial hardships the district has faced in the recent years, and many of the current financial obligations to other entities. At this time, the Library Board has chosen to opt-out of the TIF capturing per Resolution. A 0.4

millage increase will be on the November ballot, if this is approved the Board of Directors has stated they will revisit their decision to allow TIF capturing.

**VII. Unfinished Business**

1. Dan Hutchins, Van Buren District Library Executive Director shared insight on how the Library Board came to the decision regarding opting out of the TIF capturing of its millages.
2. Pentland provided an update on the success of the Christmas in the Village events that took place on December 3, 2023. The event participation grew substantially from 2022, and staff looks forward to seeing continued growth each year.

**VIII. New Business**

1. Manager Tapper shared that the board will begin creating their new budget for FY '25 at the January 10, 2024, meeting. Staff will have a suggested budget template and estimated line-item amounts available.
2. Appointments will take place at the January 10, 2024, meeting.
3. The 2024 Calendar of DDA Sponsored Events will be approved at the January 10, 2024, meeting after cost estimates are provided for each event.

**IX. Public Comments- Second Opportunity**

Mary Beth Sons stated that she was invited to attend this meeting and she appreciates all of staff's hard work on projects in general. She was the realtor for Harley's Gentleman's Club at 105 N. Phelps St. and happily shared that the sale is pending. Closing should be taking place in February, a businessman named Albert is purchasing the property and will be turning it into a sports bar and family-friendly establishment.

Kemp and Cooper were excused from the meeting at 1:59pm.

**X. DDA Member Comments**

Manager Tapper provided the board with an update regarding the Bergen Building located at 312 School St. A \$3,000,000 grant application was successfully submitted to the State Land Bank Authority, staff should hear back regarding acceptance by February 2024.

**XI. Adjournment**

Newell offered a motion to adjourn the meeting at 2:10pm, supported by Miller, carried unanimously 4-0.

Minutes submitted by: Shantel Pentland, Administrative Assistant



Village of Decatur  
 114 N Phelps Street  
 Decatur, MI 49045

**MEMORANDUM**

TO: Downtown Development Authority Board  
 FROM: Shantel Pentland, Administrative Assistant  
 REVIEWED BY: Christopher Tapper, Village Manager  
 DATE: January 10, 2024

SUBJECT: 2024 Calendar of DDA Sponsored Events

Action Requested:

Review and approve the 2024 Calendar of DDA Sponsored Events

Background:

The following were well-attended and popular events/contests in 2022 and 2023:

<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>
No Scheduled Events	Valentines Contest	St. Patrick's Contest	No Scheduled Events
		Easter Egg Hunt w/ NHS (Saturday, March 30)	
<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>
Night Market Event (Friday, May 31)	Night Market Event (Friday, Jun 28)	3 <sup>rd</sup> Annual Fireworks & Food Trucks Extravaganza (Thursday, July 4)	Chalk the Walk (Friday, August 2)
Food Truck Days (Mondays/Tuesdays)	Food Truck Days (Mondays/Tuesdays)	Food Truck Days (Mondays/Tuesdays)	Decatur Day Festival (Saturday, August 3)
		Night Market Event (Friday, July 26)	Night Market Event (Friday, August 30)
			Food Truck Days (Mondays/Tuesdays)
<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
Food Truck Days (Mondays/Tuesdays)	Scarecrow Decorating Contest	No Scheduled Events	Christmas Decorating Contest
Night Market Event (Friday, September 27)	Boo Bash Event w/ VBDL (Thursday, October 31)		Christmas in the Village (Sunday, December 1)

Attachments:

None



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

**MEMORANDUM**

TO: Downtown Development Authority Board  
FROM: Shantel Pentland, Administrative Assistant  
REVIEWED BY: Christopher Tapper, Village Manager  
DATE: January 10, 2024

SUBJECT: Appointments

Action Requested:  
Review and approve appointments

Background:

**Current DDA Members & Terms**

<b>Member</b>	<b>Term Expiration</b>
Ali Elwaer, Chairperson	November 2024
James Creagan, Vice Chairperson	December 31, 2023
Jay Newell, Secretary	December 31, 2023
Elissa Zimmer	December 31, 2025
Roger Kemp	December 31, 2025
Mary Miller	December 31, 2025
Matthew Cooper	December 31, 2025
Jami Swihart	December 31, 2025

Attachments:  
None

DECATUR DAY '24  
PLANNING  
COMMITTEE  
AGENDA

Tuesday  
January 16,  
2024





VILLAGE OF DECATUR  
REGULAR DECATUR DAY '24 PLANNING COMMITTEE MEETING  
Tuesday, January 16, 2024 – 4:00PM  
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

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DECATUR DAY '24 PLANNING COMMITTEE MEETING  
(Action to be taken by the Committee on the following agenda items)

**Note: Please be courteous and turn cell phones off during the meeting.**

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL (Excused Absences if Any)**

4. **PUBLIC COMMENT**

5. **APPROVAL OF CONSENT AGENDA ITEMS**

5A.1 – Approval of the Regular Meeting Agenda for January 16, 2024

5A.2 – Approval of the Regular Meeting Minutes from November 12, 2023

6. **COMMUNICATIONS TO THE COMMITTEE – PRESENTATIONS & GUESTS**

None

7. **UNFINISHED BUSINESS**

7A.1 – Brainstorm ideas for Decatur Day '24 entertainment and events

7A.2 – Discuss volunteer recruitment

7A.3 – Discuss event sponsorship

8. **NEW BUSINESS**

None

9. **PUBLIC COMMENTS- SECOND OPPORTUNITY**

10. **COMMITTEE MEMBER COMMENTS**

11. **ADJOURNMENT**

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