

VILLAGE OF DECATUR ANNUAL JOINT MEETING AGENDA

Monday
February 26,
2024



VILLAGE OF DECATUR
Annual Joint Meeting
Monday, February 26, 2024 – 5:00PM
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

5:00PM Annual Joint Meeting for all Boards, Commissions, Committees

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 Annual Joint Meeting Agenda for February 26, 2024

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

6A.1 – Julia Turnbull, MPA- MEDC, Senior Community Planner, Region 8

7. **UNFINISHED BUSINESS**

None

8. **NEW BUSINESS**

8A.1 – Village Council update

8A.2 – Planning Commission update

8A.3 – Downtown Development Authority update

8A.4 – Parks & Recreation Committee update

8A.5 – Staff update

9. **PUBLIC COMMENTS- SECOND OPPORTUNITY**

10. **MEMBER COMMENTS**

11. **ADJOURNMENT**

PLEASE NOTE

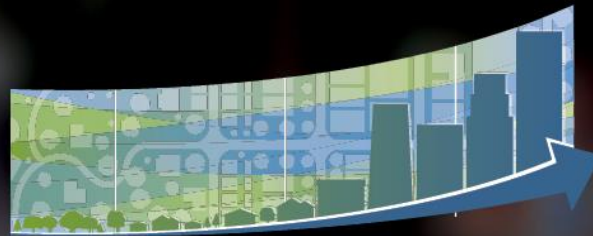
AUDIENCE PARTICIPATION:

In addition to addressing the board during public hearings and under “Public Comment,” members of the audience may address the board, 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 board members if they have any questions for staff to clarify the staff report.
 4. Motion is made by a board member and seconded by another board member.
 5. The Chair then calls on board members to discuss the motion if board members wish to discuss.
 6. The Chair calls for a vote on the item after discussion has occurred.
-

REDEVELOPMENT READY COMMUNITIES®



redevelopment ready
communities®



Michigan Economic Development Corporation Strategic Vision



MEDC is Committed To Enabling Long-term Upward Economic Mobility for All Michiganders



Strategic Focus Areas



Attract, retain and grow businesses

Attract, keep and grow businesses in industries that support maximum growth in jobs, wages and investments



Support and grow our talent

Cultivate the skills and talent needed for in-demand and high-growth occupations statewide



Develop attractive places

Collaborate with local communities and partners to create places in which people and talent want to live, work, visit and play



Accelerate high-tech innovation

Support entrepreneurial growth to enable commercialization and new high-tech business creation



Market the state

Promote Michigan's image as a world-class business location and travel destination



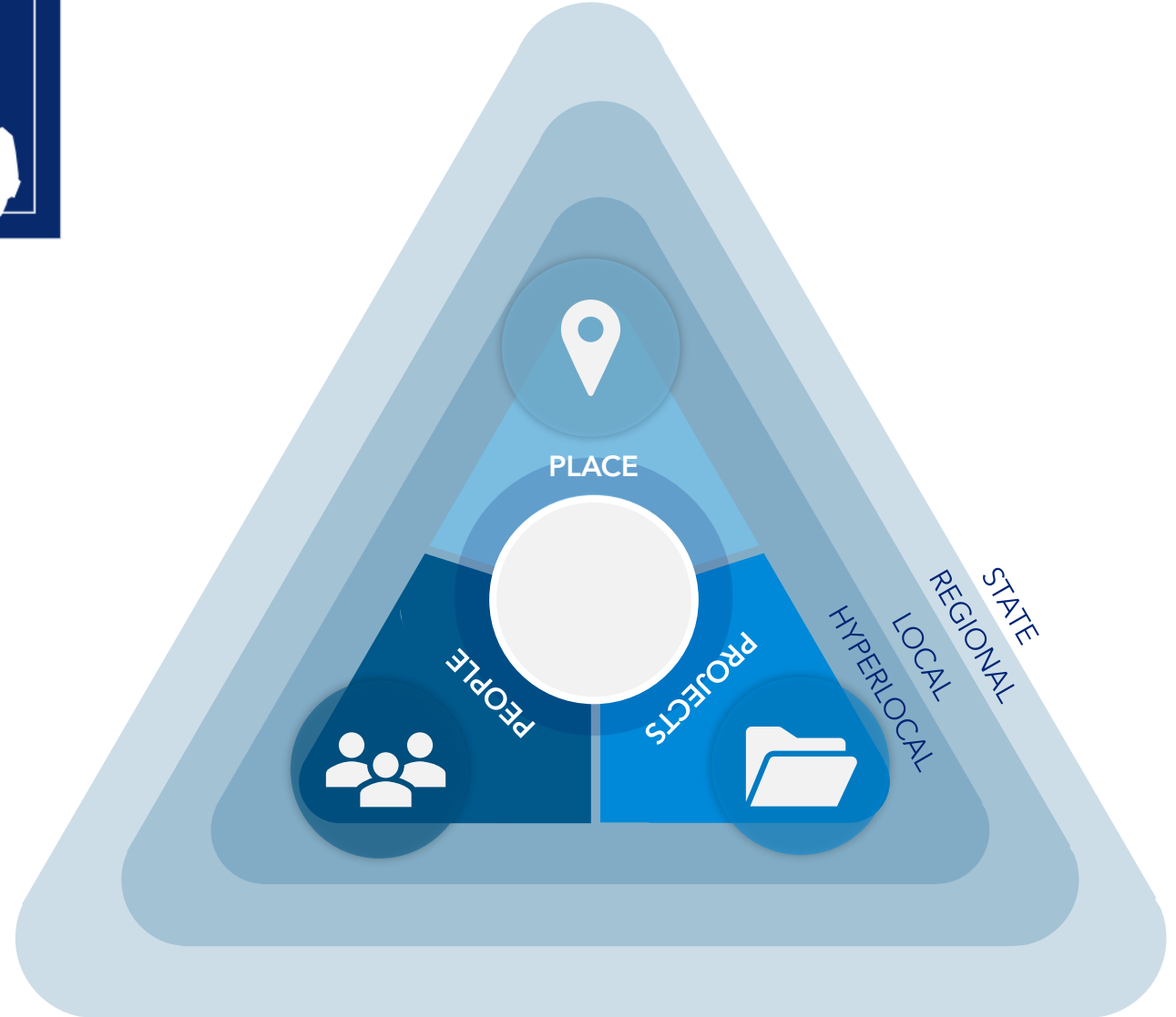
Support small business

Help existing small and microbusinesses grow and thrive and improve economic prosperity for all through small business ownership

**MEDC is Committed to Increasing
Shared Prosperity for a Resilient
Economy**



- + Anticipating Demands for Land Use
- + Investing in Critical Infrastructure
- + Preparing and Connecting Talent with Jobs
- + Advancing Technology, Innovation, and Entrepreneurship
- + Fostering a Competitive Business Climate
- + Creating and Marketing Quality Places





The Redevelopment Ready Communities® Toolkit

Redevelopment Ready Communities® as a Comprehensive Toolkit



Redevelopment Ready Communities® empowers communities to shape their future by building a foundation of progressive planning, zoning, and economic development best practices and integrating them into their municipal processes.



Community-driven



Predictable



Implementable



Proactive




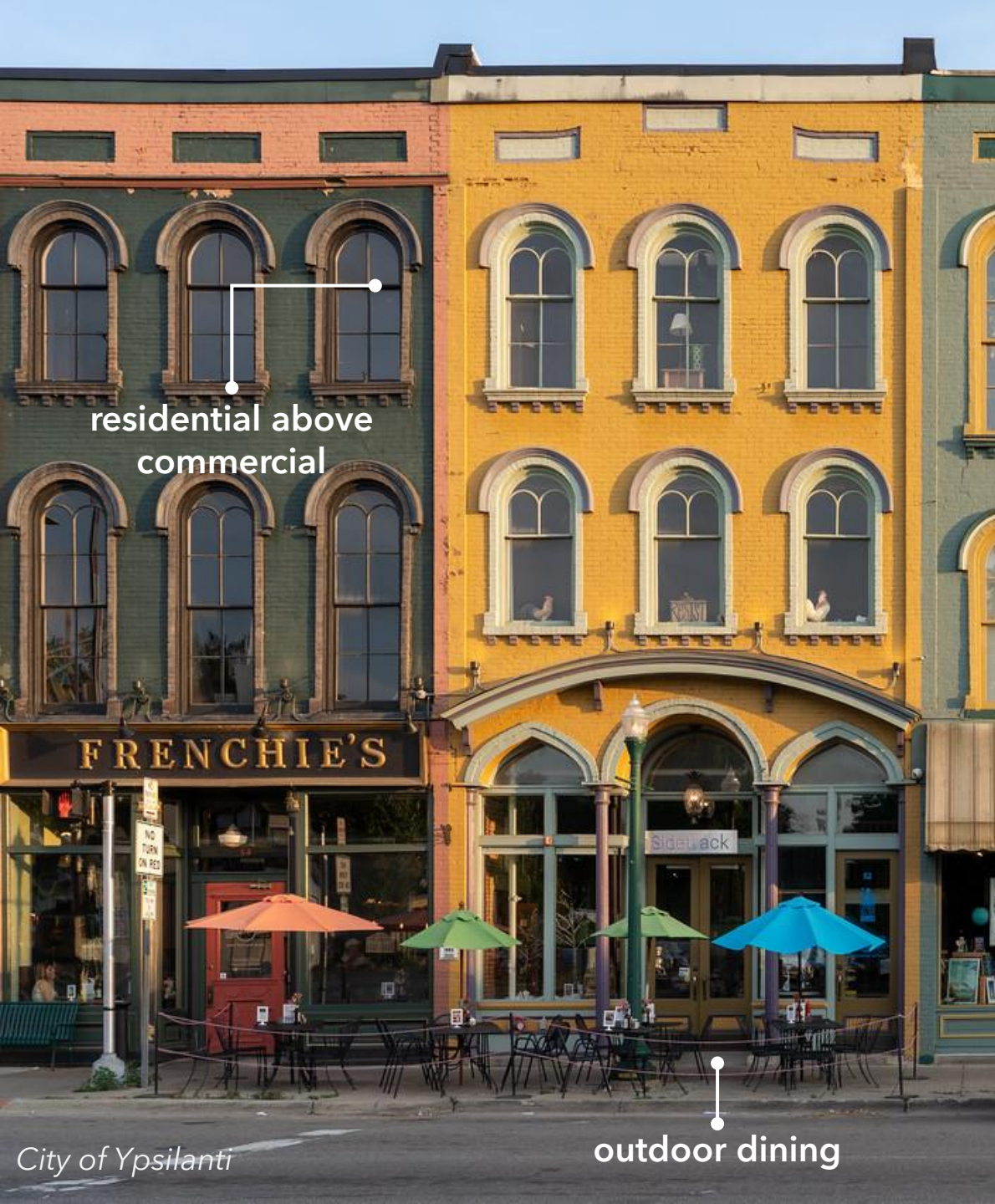
Equitable



Collaborative

Redevelopment Ready Communities® as a Comprehensive Toolkit

Best Practice		Intent	Essentials Pathway		Certified Pathway	
BP 1	Plans and Engagement	Updated and action-oriented planning documents.	BP 1	Assists communities in streamlining development review process.	BP 1	Assists in streamlining development review process and proactively seek out redevelopment opportunities.
BP 2	Zoning	Updated zoning ordinance that supports mixed-use and denser development.	BP 2		BP 2	
BP 3	Development Review	Streamline and predictable development review processes.	BP 3		BP 3	
BP 4	Boards and Commissions	Defined recruitment and training processes for officials.	BP 4		BP 4	
BP 5	Economic Development and Marketing	Clear, locally-driven strategies to foster economic development.	BP 5		BP 5	
BP 6	Redevelopment Ready Sites	Strong packaging and marketing of priority sites.	BP 6		BP 6	
Full alignment with each Pathway achieves Designation			Essentials Designation		Certified Designation	
						



residential above
commercial

outdoor dining

City of Ypsilanti

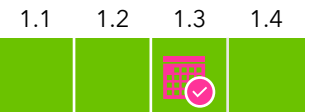
BEST PRACTICE ONE:

Plans and Public Engagement

***Why?** Foundational plans are the key first step in realizing a community's redevelopment vision.*

- + Adopt a Master Plan every five years
- + Adopt Downtown/Corridor Plan
- + Adopt Capital Improvements Plan annually
- + Adopt a Public Participation Plan

Essentials Pathway



Certified Pathway



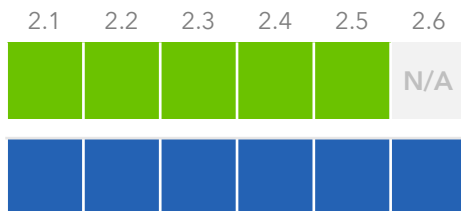
= annual realignment required

BEST PRACTICE TWO:

Zoning

***Why?** Zoning is integral to implementing the community's redevelopment vision.*

- + Ensure Master Plan has Zoning Plan
- + Add user-friendly components to Zoning Ordinance
- + Allow mixed-use by-right
- + Incorporate placemaking, diverse housing, flexible parking, and green infrastructure provisions in the Zoning Ordinance



Essentials Pathway 

Certified Pathway 





permitting greater density

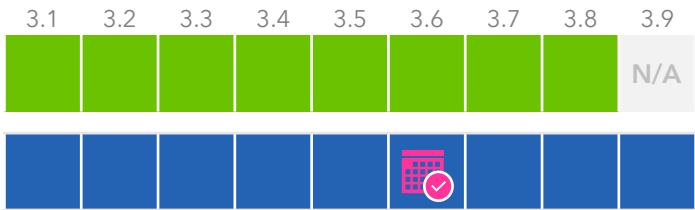
BEST PRACTICE THREE: Development Review

Why? A streamlined development review process will encourage (re)development in community.

- + Clear development review processes outlined in the Zoning Ordinance
- + Ensure the community’s website has all relevant information for applicants to navigate the development review process
- + Share internal review policy and procedures

Essentials Pathway 

Certified Pathway 



BEST PRACTICE FOUR:

Boards + Commissions

***Why?** Well-prepared boards and commissions ensure smooth development review processes.*

- + Clear recruitment and orientation processes with detailed expectations for interested members
- + Share bylaws or rules of procedure for boards and commissions
- + Issue an Annual Planning Commission Report
- + Develop a comprehensive Training Strategy
- + Hold an annual joint meeting with development-related boards and commissions

4.1	4.2	4.3	4.4	4.5	4.6	4.7
						N/A

Essentials Pathway



Certified Pathway



City of Lansing



BEST PRACTICE FIVE:




Economic Development + Marketing

Why? Proactive economic development and marketing strategies allow a community to control their narrative and attract investment.

- + Develop an Economic Development Strategy
- + Outline financial and non-financial economic development incentives
- + Develop a Marketing Plan

Essentials Pathway 

Certified Pathway 

5.1	5.2	5.3
N/A	N/A	N/A
		

BEST PRACTICE SIX:

Redevelopment Ready Sites®

Why? Properly packaged and marketed sites attract greater developer feedback.

- + Work alongside the Redevelopment Services Team (RST)
- + Prioritize redevelopment sites
- + Market priority redevelopment sites
- + Predevelopment Technical Assistance

6.1	6.2	6.3	6.4	6.5	6.6
N/A	N/A	N/A	N/A	N/A	N/A

Essentials Pathway 

Certified Pathway 



City of Oak Park

Benefits of Redevelopment Ready Communities® Alignment



Village of Decatur

Decatur is working towards completing the RRC Certified designation.
Currently, Decatur is fully aligned with 65.5% of the Redevelopment Ready Communities® expectations.

Current RRC Best Practice Standing (as of 1/30/2024)

1.1	1.2	1.3	1.4	2.1	2.2
2.3	2.4	2.5	2.6*	3.1	3.2
3.3	3.4	3.5	3.6	3.7	3.8
3.9*	4.1	4.2	4.3	4.4	4.5
4.6	4.7*	5.1*	5.2*	5.3*	

Currently Aligned with RRC Expectations

Partially Aligned with RRC Expectations

Not Currently Aligned with RRC Expectations

* Certified Pathway Only

miplace



www.miplace.org



MEDC MiPlace



@MiPlaceNews



@MiPlaceNews



RRC Process



Best Practices Handbook



RRC Training



RRC Resource Library



MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

Julia Turnbull

Senior Community Planner

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Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: All Boards/ Commissions/ Committees
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: February 26, 2024

SUBJECT: Village Council – Annual Joint Meeting Update

Action Requested:

It is requested that all board, commission, and committee members review the following list of 2023 Village Council projects and accomplishments.

Background:

- January- Officer Dominic Bush is sworn in and begins his journey with the Decatur Police Department. FY '24 budget was reviewed. Renewal of collective bargaining agreement between the Village and MFOPLC.
- February- Adopted Ordinance 2023-001 Marijuana Amendments, Adopted Ordinance 2023-002 Rental Housing Amendments, Adopted Resolution 2023-001 FY '24 Annual Appropriation Bill, Adopted Resolution 2023-002 MDOT Funding, Adopted Resolution 2023-003 FY '23 Budget Amendments
- March- Reviewed written request for annexation of 84558 Gregory Terrace
- April- Approved purchase of 2023 Ford Explorer Police Interceptor, approved purchase of tow-behind leaf loader, Adopted Resolution 2023-004 Red Woolfe Park Reconstruction, Authorized T. Vanderwoude to act as interim Village Manager and extended his contract through 2026.
- May- Approved broadband installation at Red Woolfe Park and Raider Romp, approved EGLE, DWAM and DSMI grant and MOU.
- June- Adopted Resolution 2023-005 DACC Appointment, Adopted Resolution 2023-006 Property Taxes, Adopted Resolution 2023-007 Public Act 51, Adopted Resolution 2023-008 July 4th Parade Road Closure, Adopted Resolution 2023-009 Midwest Fest Road Closure, Adopted Resolution 2023-010 Decatur Day Road Closure
- July- Approved MOU for our School Resource Officer Zackery Frank, approved repairs for fire hydrants, approved tree removals, Adopted Ordinance 2023-003 Utilities, approved business loan for K. Hillring



Village of Decatur
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- August- Adopted Resolution 2023-011 Transfer of Funding to MSHDA/HUD, Adopted Resolution 2023-012 Transfer from Business Loan Fund to General Fund, Adopted Ordinance 2023-004 Golf Cart Amendments, approved PASER study.
- September- Authorized the Village Manager to engage with Decatur Township to pursue efforts to annex Lake Drive, Gregory Terrace and surrounding Twp parcels into Village limits, Approved Resolution 2023-0013 Tax Roll for Fire & QR.
- October- Approved purchase of Boss 10' dual tip plow, approved DDA recommendation for 2024 Fireworks contract.
- November- Approved the Public Participation Plan, Adopted Ordinance 2023-005 DDA Development Plan & TIF Plan.
- December- Approved Resolution 2023-014 Annual Meeting Schedule, approved submission of Blight Elimination Grant, approved submission of Blight Elimination Grant, adopted Strategic Marketing Plan.

Attachments:

2023 Public Participation Plan Update- Village Council



VILLAGE COUNCIL

2023 PUBLIC PARTICIPATION PLAN UPDATE

REGULAR & SPECIAL MEETINGS

01/03/2023 RM	02/06/2023 RM	02/27/2023 SM	03/06/2023 RM	04/03/2023 RM	04/17/2023 SM
05/01/2023 RM	05/08/2023 SM	06/05/2023 RM	07/10/2023 RM	07/19/2023 SM	08/07/2023 RM
09/11/2023 RM	09/11/2023 SM	10/09/2023 SM	11/06/2023 RM	12/04/2023 RM	

COMMUNITY SURVEY

November 2022 to February 2023	Joint Community Survey conducted by the DDA and the Parks & Recreation Committee	Approximately 110 responses were received	Positives: -Village Amenities -Community Events -Plentiful Parking	Negatives: -Sidewalks -Lack of Downtown Businesses -Affordable Housing
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COMMUNITY ENGAGEMENT EVENTS AND STAKEHOLDER MEETINGS

ALL MEETINGS ARE OPEN TO THE PUBLIC PER THE OPEN MEETINGS ACT

01/20/2023 Ministerial Meeting with community partners
02/06/2023 Public Hearing FY '23 & '24 Budget
02/06/2023 Public Hearing- Property Taxes
02/17/2023 Ministerial Meeting with community partners
04/17/2023 Public Hearing- Red Woolfe Park Improvements
04/21/2023 Ministerial Meeting with community partners
05/19/2023 Ministerial Meeting with community partners
06/16/2023 Ministerial Meeting with community partners
08/05/2023 Decatur Day community festival
08/25/2023 Ministerial Meeting with community partners
09/11/2023 Public Hearing- Special Assessment
09/15/2023 Ministerial Meeting with community partners
10/09/2023 Public Hearing- Development & TIF Plan
10/20/2023 Ministerial Meeting with community partners
11/06/2023 Public Hearing- Development & TIF Plan
11/17/2023 Ministerial Meeting with community partners
12/03/2023 Christmas in the Village (Parade & Cookies/Hot Cocoa in the DDA Park)
12/15/2023 Ministerial Meeting with community partners

NEWSPAPER NOTICES AND ANNOUNCEMENTS- THE DECATUR REPUBLICAN

01/12/2023 PH Notice- Property Taxes	01/12/2023 Law Enforcement Appreciation Day
01/19/2023 PH Notice- Proposed FY '24 Budget	02/02/2023 Public Open House- USDA Project
02/09/2023 Ordinance 2023-001 Marijuana Lic.	02/09/2023 Ordinance 151
02/09/2023 Adopted FY '24 Budget	02/16/2023 Resolution 2023-002
02/16/2023 Ordinance 2023-002 Rentals	03/23/2023 Officer Dahlquist Award Recognition
03/30/2023 Officer Dahlquist Spotlight	04/13/2023 PH Notice- Red Woolfe Park Project
06/15/2023 Public Notice- DACC Meeting	06/29/2023 Chickens in the Village
07/06/2023 Chickens in the Village CT response	07/26/2023 Water Quality Report
08/10/2023 Decatur Day Sponsor Thank You's	08/24/2023 Free Yard Sale Weekend
08/31/2023 Notice of Special Meeting	08/31/2023 Ordinance 2023-004 Golf Cart
08/31/2023 PH Notice- Special Assessment	09/14/2023 PH Notice- Dev/TIF Plan
09/28/2023 PH Notice- Dev/TIF Plan	10/05/2023 Notice of Special Meeting
11/02/2023 Hydrant Flushing Notice	11/09/2023 Open Trustee Position
11/16/2023 Dev/TIF Plan adoption	11/16/2023 Ordinance 2023-005 Dev/TIF Plan
11/23/2023 Christmas in the Village	11/23/2023 Police Dept. Toy Giveaway
11/30/2023 Police Dept. Toy Giveaway	11/30/2023 Christmas Parade
12/07/2023 PH Notice- Food Trucks	12/07/2023 Christmas in the Village photos
12/21/2023 Merry Christmas from Staff graphic	

SOCIAL MEDIA POSTS (WWW.FACEBOOK.COM/VILLAGEOFDECATUR)

01/09/2023 National Law Enforcement Appreciation Day	01/13/2023 USDA Project Open House Event
01/16/2023 Community Survey, DDA Public Open House Event	01/26/2023 USDA Project Open House Event, Calendar of January Events
02/01/2023 Ordinance 151 reminder graphic	02/06/2023 Calendar of February Events
02/09/2023 USDA Project Open House Event	02/09/2023 PD SRO Job Posting
02/15/2023 DDA Public Open House Event	02/23/2023 Did You Know? Garbage Collection
03/01/2023 Calendar of March Events	03/14/2023 Community Dump Day
03/20/2023 Public Works sewer jetting	03/21/2023 Officer Dahlquist recognition
03/27/2023 Upcoming 2023 Events	03/28/2023 April Calendar of Events
04/06/2023 Community Dump Day, Free Yard Sale Weekend	04/26/2023 Siren Testing Notice
04/28/2023 Community Dump Day, May Calendar of Events	05/01/2023 Free Yard Sale Weekend
05/04/2023 Notice of Special Meeting	05/18/2023 Decatur Day Event page
05/22/2023 2 nd Annual Fireworks & Food Trucks Extravaganza	06/02/2023 June Calendar of Events

06/08/2023 Throwback Thursday- Postcards	06/14/2023 Boil Water Advisory, Notice of Hydrant Flushing
06/15/2023 What is Nixle?	06/16/2023 Boil Water Advisory- Lifted
07/06/2023 Thank You to Fireworks Sponsors	08/05/2023 Decatur Day Videos & Highlights
08/07/2023 Thank you to Decatur Day Sponsors	08/15/2023 Calendar of August Events, Free Yard Sale Weekend, DD24PC Volunteers Wanted
09/05/2023 PH for DDA Boundary Expansion	09/11/2023 Halloween Boo Bash Events
09/15/2023 SLWA Information	09/28/2023 Cancelation of Meeting, Special Meeting
10/04/2023 October Calendar of Events	10/18/23 Scarecrow Decorating Contest photos
10/30/2023 Notice of Hydrant Flushing	11/01/2023 November Calendar of Events
11/01/2023 Christmas in the Village	11/07/2023 Leaf & Brush pick-up reminders
11/07/2023 Notice of Hydrant Flushing, Village Council Trustee Open Position	11/10/2023 Know it November: Ordinance 199, Notice of Siren Testing
11/14/2023 Dev/TIF Plan FAQs	11/15/2023 Know it November: Permits
11/20/2023 Tree Trimming Removal	11/24/2023 Village Council Trustee Open Position
12/03/2023 Christmas in the Village	12/04/2023 Christmas Parade photos, Christmas Toy Giveaway photos, December Calendar of Events, Notice of Siren Testing
12/05/2023 How to Set Up Autopay for bills	12/06/2023 Ordinance 156- Streetside Parking
12/14/2024 Transfer Station: Coming Soon	Throughout 2023: Shared community event posts from local businesses in the Village of Decatur
Throughout 2023: Nixle- texts and emails to residents regarding important information and upcoming events	Throughout 2023: Shared job postings for businesses located in the Village of Decatur

WEBSITE POSTS (WWW.DECATURMI.ORG)		
The Differences Between a Village & a Township	Community Dump Day	Open Positions- School Resource Officer, Village Council Trustee, DPW Technician
Boil Water Advisory- Lifted	09/28/2023 Special Meeting Notice	11/09/2029 Christmas in the Village, Christmas Parade
Throughout 2023: Orientation packets are updated annually, kept current	Throughout 2023: Bids and Notices are kept current, as needed	Throughout 2023: Financial dashboard, plans and reports are kept current
Throughout 2023: Job Opportunities are kept current	Throughout 2023: Documents, Forms and Applications are kept current	Throughout 2023: All Agendas, Packets and Minutes are posted



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: All Boards/ Commissions/ Committees
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: February 26, 2024

SUBJECT: Planning Commission – Annual Joint Meeting Update

Action Requested:

It is requested that all board, commission, and committee members review Planning Commission accomplishments for 2023

Background:

For calendar year 2023, the Planning Commission focused heavily on the update of the joint Master Plan. As you will see in their annual report, many of their meetings concentrated on educational pieces pertaining to the update.

Attachments:

2023 Planning Commission Annual Report
2023 Public Participation Plan Update- PC



**Village of Decatur
Planning Commission
Annual Report
2023**

Introduction

The [Michigan Planning Enabling Act](#) (MPEA) allows for the establishment of local Planning Commissions, master plans, and other associated activities. The Village of Decatur's Planning Commission was established by local ordinance No. 147 and consists of 5 members. The Planning Commission is responsible for:

- Developing the community's master plan which provides a framework for orderly growth and redevelopment
- Creating a zoning ordinance to translate master planning goals to land use regulations
- Reviewing and approving development requests
- Drafting a capital improvements plan
- Studying special topics or conducting other special projects as requested by the governing body

Membership

Planning Commission members for this reporting period were:

Name	Term Expires	Voting Member
Chairman C. Blaine Rex	June 2023	Yes
Vice Chair Janet Moelaart	June 2023	Yes
Secretary Cindy Pachner	June 2026	Yes
Michele Gateley	July 2026	Yes
Victoria Coe	July 2026	Yes
Village Manager Christopher Tapper	N/A	No
Village Planner Rebecca Harvey	N/A	No

Meetings

The MPEA requires that a local Planning Commission meet at least four times a year. The Village of Decatur's Planning Commission meets the third Thursday of every month at 1:00 P.M. and held seven meetings during 2023, meeting and exceeding the MPEA requirements.

Training Update

The Village Planning Commission held training and educational sessions with the Village Planner, Rebecca Harvey. Session topics included:

- Planning Commission functions and responsibilities
- Michigan Planning Enabling Act
- Master Plan- Authority, purpose, content/structure, application, and maintenance

Master Plan Status

The Planning Commission is responsible for regularly reviewing and updating the master plan to ensure it continues to be relevant to the community's needs. The community's current master plan was adopted on 10/20/2016. The MPEA requires a formal review (and update or reaffirmation) to occur at least every five years.

The Planning Commission initiated the required review of the 2016 Master Plan in May, 2022 and determined an update was in order. In December, 2022, authorization was granted by the Village of Decatur and Decatur and Hamilton Townships to retain SWMPC to conduct the Master Plan update.

Southwest Michigan Planning Commission's Marcy Hamilton met with the Commission in November, 2023 for a 2-hour in-depth work session regarding the Master Plan update. The Planning Commission followed with a robust review of the Plan goals/objectives and FLU Map in December, 2023. The updated Master Plan is scheduled to be completed in mid-2024.

Zoning Ordinance Amendments & Rezoning

Zoning is the legal mechanism which turns planning goals into reality via development regulations. It is imperative that a community maintain an up-to-date zoning ordinance which aligns with those goals and addresses emerging trends. Throughout the year, the Planning Commission discussed the following amendments:

Section	Topic/Summary	PC Recommendation	Council Action

The Planning Commission is also responsible for making recommendations on rezoning requests. Such requests must align with the master plan's future land use map.

Address	Existing Zoning	Request	PC Recommendation	Council Action

Status:

Address	Existing Zoning	Request	PC Recommendation	Council Action
550 W. Edgar Bergen Blvd	R-1	Conditional Rezoning to R-2	10/22/22 - Recommend Approval of Conditional Rezoning	11/07/22 – Approved Conditional Rezoning
*The project has been terminated. The PC has the option to revert the property back to R-1 twelve (12) months after conditional approval.				

Site Plan Reviews & Variances

Site plan review is a primary role of the Planning Commission and helps ensure that new development in the community aligns with the zoning ordinance requirements. Prior to Planning Commission review, staff conducts an internal review process as well. When needed, variances are considered by the Zoning Board of Appeals.

Project	Location	Request	PC Action

In Closing & Looking Forward

The Planning Commission had a successful year. Looking forward to 2024, the Planning Commission aims to accomplish the following:

- Prioritization of 2024 Work Plan
- Completion of the Master Plan Update
- Technical review of the Zoning Ordinance
- Updates to the Zoning Map
- Site Plan reviews, as necessary



PLANNING COMMISSION

2023 PUBLIC PARTICIPATION PLAN UPDATE

REGULAR & SPECIAL MEETINGS

03/16/2023	06/15/2023	07/20/2023	08/17/2023
09/21/2023	11/16/2023	12/21/2023	

COMMUNITY SURVEY

November 2022 to February 2023	Joint Community Survey conducted by the DDA and the Parks & Recreation Committee	Approximately 110 responses were received	Positives: -Village Amenities -Community Events -Plentiful Parking	Negatives: -Sidewalks -Lack of Downtown Businesses -Affordable Housing
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COMMUNITY ENGAGEMENT EVENTS AND STAKEHOLDER MEETINGS

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01/20/2023 Ministerial Meeting with community partners

02/06/2023 Public Hearing FY '23 & '24 Budget

02/06/2023 Public Hearing- Property Taxes

02/17/2023 Ministerial Meeting with community partners

04/17/2023 Public Hearing- Red Woolfe Park Improvements

04/21/2023 Ministerial Meeting with community partners

05/19/2023 Ministerial Meeting with community partners

06/16/2023 Ministerial Meeting with community partners

08/05/2023 Decatur Day community festival

08/25/2023 Ministerial Meeting with community partners

09/11/2023 Public Hearing- Special Assessment

09/15/2023 Ministerial Meeting with community partners

10/09/2023 Public Hearing- Development & TIF Plan

10/20/2023 Ministerial Meeting with community partners

11/06/2023 Public Hearing- Development & TIF Plan

11/17/2023 Ministerial Meeting with community partners

12/03/2023 Christmas in the Village social events (Parade & Cookies/Hot Cocoa in the DDA Park)

12/15/2023 Ministerial Meeting with community partners

NEWSPAPER NOTICES AND ANNOUNCEMENTS- THE DECATUR REPUBLICAN

01/12/2023 PH Notice- Property Taxes	01/19/2023 PH Notice- Proposed FY '24 Budget
02/09/2023 Ordinance 2023-001 Marijuana Lic.	02/09/2023 Ordinance 151
02/09/2023 Adopted FY '24 Budget	02/16/2023 Ordinance 2023-002 Rentals
04/13/2023 PH Notice- Red Woolfe Park Project	06/15/2023 Public Notice- DACC Meeting
06/29/2023 Chickens in the Village	07/06/2023 Chickens in the Village CT response
08/31/2023 Ordinance 2023-004 Golf Cart	11/16/2023 Dev/TIF Plan adoption
11/16/2023 Ordinance 2023-005 Dev/TIF Plan	

SOCIAL MEDIA POSTS (WWW.FACEBOOK.COM/VILLAGEOFDECATUR)

Throughout 2023: Nixle- texts and emails to residents regarding important information and upcoming events	Throughout 2023: Shared community event posts from local businesses in the Village of Decatur
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WEBSITE POSTS (WWW.DECATURMI.ORG)

The Differences Between a Village & a Township	Throughout 2023: Documents, Forms, Applications and Zoning Map are kept current	Throughout 2023: All Agendas, Packets and Minutes are posted
Throughout 2023: Orientation packets are updated annually, kept current	Throughout 2023: Bids and Notices are kept current, as needed	Throughout 2023: All Economic Development related materials are kept current



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: All Boards/ Commissions/ Committees
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: February 26, 2024

SUBJECT: DDA – Annual Joint Meeting Update

Action Requested:

It is requested that all board, commission, and committee members review the following list of 2023 DDA projects and accomplishments.

Background:

- January- The Board continued with updates of the Development Plan & TIF Plan document. DDA & Parks & Recreation Committee joint survey results were received.
- February- Series of 3 Stakeholder Roundtable Meetings were held regarding the Development & TIF Plan. A Valentine's Day contest was held.
- March- The DDA approved expansion of the DDA boundary. A St. Patrick's Day Contest was held, many local businesses were featured.
- April- An Egg Hunt was held, in collaboration with the DHS National Honor society
- May- A Night Market was held. Food Truck Mondays & Tuesdays began. DDA Park upgrades, including new benches and portable signage and new trash receptacles on Phelps St.
- June- A Development Area Citizens Council (DACC) was formed to review the Development & TIF Plan. Food Truck Mondays & Tuesdays continued to be very popular events.
- July- The 2nd Annual Fireworks & Food Trucks event was held and was very well received by the Community. Approximately 2k-3k were in attendance. A Night Market was held. Food Truck Mondays & Tuesdays continued to be very popular events.
- August- The Decatur Day festival returned; it was small but enjoyed by the community. Food Truck Mondays & Tuesdays continued to be very popular events.
- September- The DDA approved the final draft of the 2023 Development & TIF Plan and forwarded it to Council for approval. Fall flowers and décor were also approved. Food Truck Mondays & Tuesdays continued to be very popular events.
- October- The DDA Boo Bash Event was held, in collaboration with VBDL- Webster Memorial. A Scarecrow Light Post Decorating Contest was held. A Public Hearing regarding



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

the approval of the 2023 Development & TIF Plan was held. The Decatur Day 2024 Planning Committee was formed.

- November- Council approved the 2023 Development & TIF Plan.
- December- A Christmas Parade returned, it created much excitement throughout the community. Light up the DDA Park with cookies and hot cocoa was also very well received. A Christmas Decorating Contest was held.

Attachments:

2023 Public Participation Plan Update- DDA



DDA

2023 PUBLIC PARTICIPATION PLAN UPDATE

REGULAR MEETINGS

01/11/2023	02/08/2023	03/08/2023	04/12/2023	05/10/2023	06/14/2023
07/12/2023	08/09/2023	09/13/2023	10/11/2023	11/08/2023	12/13/2023

COMMUNITY SURVEY

November 2022 to February 2023	Joint Community Survey with the Parks & Recreation Committee	Approximately 110 responses were received	Positives: -Village Amenities -Community Events -Plentiful Parking	Negatives: -Sidewalks -Lack of Downtown Businesses -Affordable Housing
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COMMUNITY ENGAGEMENT EVENTS AND STAKEHOLDER MEETINGS

ALL MEETINGS ARE OPEN TO THE PUBLIC PER THE OPEN MEETINGS ACT
May thru September- Food Trucks on Mondays & Tuesdays, social gathering
Sandwich Board signage was displayed at the DDA Park showcasing events
Flyers were given to all DDA Businesses to promote events
01/20/2023 Ministerial Meeting with community partners
02/15/2023 Stakeholder Roundtable Meeting- Taxing Jurisdictions, Dev/TIF Plan
02/15/2023 Stakeholder Roundtable Meeting- Public/Community Members, Dev/TIF Plan
02/17/2023 Ministerial Meeting with community partners
02/27/2023 Stakeholder Roundtable Meeting- Staff & Officials, Dev/TIF Plan
04/08/2023 Community Egg Hunt
04/21/2023 Ministerial Meeting with community partners
05/19/2023 Ministerial Meeting with community partners
05/26/2023 Night Market social event
06/14/2023 Creation of the Development Area Citizens Council, Dev/TIF Plan review board
06/16/2023 Ministerial Meeting with community partners
06/28/2023 DACC Meeting
07/03/2023 2 nd Annual Fireworks & Food Trucks Extravaganza
07/28/2023 Night Market social event
08/05/2023 Decatur Day community festival
08/25/2023 Ministerial Meeting with community partners

09/15/2023 Ministerial Meeting with community partners
10/20/2023 Ministerial Meeting with community partners
10/31/2023 Boo Bash event
11/14/2023 Creation of the Decatur Day '24 Planning Committee, a DDA subcommittee
11/17/2023 Ministerial Meeting with community partners
12/03/2023 Christmas in the Village (Parade & Cookies/Hot Cocoa in the DDA Park)
12/15/2023 Ministerial Meeting with community partners

NEWSPAPER NOTICES AND ANNOUNCEMENTS- THE DECATUR REPUBLICAN

01/26/2023 Community Survey QR Code	02/02/2023 Community Survey QR Code
04/06/2023 Community Egg Hunt Graphic	05/25/2023 Farmer's Market
06/01/2023 Farmers Market	06/08/2023 2 nd Annual Fireworks & Food Trucks Extravaganza, Decatur Day
06/08/2023 Farmer's Market, Food Truck Schedule	06/15/2023 Decatur Day, PH Notice for DACC
06/22/2023 Decatur Day	06/29/2023 Decatur Day
07/13/2023 Night Market	07/20/2023 Decatur Day & Car Show, Chalk the Walk, Night Market
07/28/2023 Decatur Day & Car Show, Chalk the Walk, Night Market	08/03/2023 Decatur Day & Car Show, Chalk the Walk
09/14/2023 PH Notice- Dev/TIF Plan	09/21/2023 Boo Bash
09/28/2023 Boo Bash, PH Notice- Dev/TIF Plan	10/05/2023 Boo Bash
10/12/2023 Boo Bash	11/16/2023 Adoption of Dev/TIF Plan, Ordinance 2023-005
11/23/2023 Christmas in the Village, Christmas Parade, Toy Giveaway	11/30/2023 Christmas in the Village, Christmas Parade, Toy Giveaway
12/07/2023 PH Food Truck Ordinance 2024-001	12/7/2023 Upcoming Events
Throughout 2023: - Business Spotlights - Photos from Events - Thank you graphics	

SOCIAL MEDIA POSTS (WWW.FACEBOOK.COM/VILLAGEOFDECATUR)

01/16/2023 Community Survey	01/16/2023 DDA Public Open House Invitation
01/26/2023 Upcoming Events	02/06/2023 Upcoming February Events
02/15/2023 DDA Public Open House Event	02/23/2023 Farmer's Market
03/01/2023 Upcoming March Events	03/04/2023 St. Patrick's Day Contest
03/09/2023 Farmer's Market, Newell Agency Business Spotlight	03/13/2023 Farmer's Market
03/15/2023 Egg Hunt	03/21/2023 St. Patrick's Day Contest Winner
03/27/2023 Upcoming Events	03/28/2023 Upcoming April Events
04/06/2023 Egg Hunt	04/07/2023 Egg Hunt

04/21/2023 May Food Truck Schedule	04/28/2023 Upcoming May Events
05/08/2023 Night Market, Decatur Day	05/18/2023 Decatur Day Event Page
05/22/2023 Night Market, 2 nd Annual Fireworks & Food Trucks Extravaganza	05/26/2023 Night Market
05/30/2023 June Food Truck Schedule	06/02/2023 Upcoming June Events
06/08/2023 Decatur Day Car Show	06/15/2023 Nixle Communication
06/20/2023 2 nd Annual Fireworks & Food Trucks Extravaganza	06/26/2023 Chalk the Walk, Farmers Market
06/27/2023 2 nd Annual Fireworks & Food Trucks Extravaganza	06/28/2023 Chalk the Walk
07/01/2023 July Food Truck Schedule	07/03/2023 Chalk the Walk, Fireworks & Food Trucks Extravaganza
07/06/2023 Thank Yous to Sponsors, Farmers Market	07/07/2023 Decatur Day, Night Market
07/10/2023 Chalk the Walk Winner, Night Market, Decatur Day	07/14/2023 Farmer's Market (Re-branding)
07/25/2023 Chalk the Walk, Decatur Day Arts/Crafts event	07/26/2023 Decatur Day Donut Eating Contest, August Food Truck Schedule
07/27/2023 Decatur Day Event Page, Night Market	07/28/2023 Night Market
08/01/2023 Decatur Day with all events	08/03/2023 Chalk the Walk
08/04/2023 Decatur Day	8/05/2023 Decatur Day videos & pictures, Chalk the Walk voting
08/08/2023 Thank You to Decatur Day Sponsors, Night Market Cornhole	08/12/2023 Chalk the Walk winner
08/14/2023 Night Market vendors wanted, Cornhole participants	08/15/2023 Upcoming August Events, DD23 Planning Committee volunteers
08/18/2023 Night Market, Cornhole Tournament, Food Trucks	08/29/2023 September Food Truck Schedule
09/05/2023 DDA Dev/TIF Plan PH date change	09/07/2023 Night Market, Upcoming September Events
09/08/2023 Night Market	09/11/2023 Boo Bash, Cornhole Tournament Event
09/18/2023 Cornhole Tournament	09/28/2023 Night Market, Cornhole Tournament
09/29/2023 Night Market photos	10/04/2023 Upcoming October Events
10/18/2023 Scarecrow Decorating Contest	10/19/2023 Night Market cancelation
10/30/2023 Boo Bash	11/01/2023 Upcoming November Events, Christmas Parade, Scarecrow contest Winner
11/06/2023 Christmas in the Village	11/08/2023 Boo Bash pictures, Classic Cuts Business Spotlight
11/14/2023 Adoption of DDA Dev/TIF Plan	11/21/2023 Christmas in the Village, Christmas Parade

12/01/2023 Christmas in the Village, Christmas Parade	12/03/2023 Christmas in the Village, Christmas Parade
12/04/2023 Upcoming December Events, Christmas Decorating Contest, Parade photos	12/06/2023 Decatur Republican business spotlight
12/11/2023 Goals Chiropractic business spotlight	12/20/2023 Decatur Hardware business spotlight
12/27/2023 Gary's Barber shop business spotlight, Christmas decorating Contest Winner	Throughout 2023: Shared job postings for businesses located in the Village of Decatur
Throughout 2023: Shared community event posts from local businesses in the Village of Decatur	Throughout 2023: Nixle- texts and emails to residents regarding important information and upcoming events

WEBSITE POSTS (WWW.DECATURMI.ORG)

Egg Hunt	Farmers Market	2023 Upcoming Events
May Food Truck Schedule	Fireworks & Food Trucks Extravaganza	07/20/2023 Decatur Day, Chalk the Walk
07/21/2023 July Food Truck Schedule, Night Market	08/14/2023 August Food Truck Schedule	09/07/2023 Night Market, September Food Truck Schedule
09/28/2023 Night Market	11/09/2029 Christmas in the Village, Christmas Parade	Throughout 2023: All Agendas, Packets and Minutes are posted
Throughout 2023: Documents, Forms and Applications are kept current	Throughout 2023: Bids and Notices are kept current, as needed	Throughout 2023: Orientation packets are updated annually, kept current



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: All Boards/ Commissions/ Committees
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: February 26, 2024

SUBJECT: Parks & Recreation Committee – Annual Joint Meeting Update

Action Requested:

It is requested that all board, commission, and committee members review the following list of 2023 Parks & Recreation Committee projects and accomplishments

Background:

- Community Survey was conducted
- Purchased new rail at Skate Park
- Location for a dog park was discussed and researched
- Red Woolfe Park funding opportunities were explored and applied for (DNR-Spark Grant, MEDC-Public Gathering Spaces/CDBG Grant), neither were awarded
- Fire Station Park, future design plans were discussed and building plans were approved, pending funding
- Cohesive signage for all parks is in the works

Attachments:

2023 Public Participation Plan Update- PRC



PARKS & RECREATION COMMITTEE

2023 PUBLIC PARTICIPATION PLAN UPDATE

REGULAR MEETINGS

01/16/2023	02/20/2023	03/20/2023	05/15/2023	06/19/2023
07/17/2023	08/21/2023	09/18/2023	11/20/2023	

COMMUNITY SURVEY

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COMMUNITY ENGAGEMENT EVENTS AND STAKEHOLDER MEETINGS

ALL MEETINGS ARE OPEN TO THE PUBLIC PER THE OPEN MEETINGS ACT

May thru September- Food Trucks on Mondays & Tuesdays, social gathering

Sandwich Board signage was displayed at the DDA Park showcasing events

Flyers were given to all DDA Businesses to promote events

01/20/2023 Ministerial Meeting with community partners

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06/14/2023 Creation of the Development Area Citizens Council, Dev/TIF Plan review board

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12/15/2023 Ministerial Meeting with community partners

NEWSPAPER NOTICES AND ANNOUNCEMENTS- THE DECATUR REPUBLICAN

Throughout 2023: Events, Photos, Informational Graphics

01/26/2023 Community Survey QR Code	02/02/2023 Community Survey QR Code
04/06/2023 Egg Hunt @ Raider Romp	04/13/2023 PH Notice- Red Woolfe Park Project
05/25/2023 Farmer's Market @ DDA Park	06/01/2023 Farmers Market @ DDA Park
06/08/2023 Farmer's Market @ DDA Park	07/13/2023 Night Market @ DDA Park
11/30/2023 Christmas in the Village @ DDA Park	12/7/2023 Upcoming Events

SOCIAL MEDIA POSTS (WWW.FACEBOOK.COM/VILLAGEOFDECATUR)

01/16/2023 Community Survey	01/26/2023 Upcoming Events
02/06/2023 Upcoming February Events	02/23/2023 Farmer's Market @ DDA Park
03/01/2023 Upcoming March Events	03/04/2023 Farmer's Market @ DDA Park
03/09/2023 Farmer's Market @ DDA Park	03/13/2023 Farmer's Market @ DDA Park
03/15/2023 Egg Hunt @ Raider Romp	03/27/2023 Upcoming Events
03/28/2023 Upcoming April Events	04/07/2023 Egg Hunt @ Raider Romp
04/28/2023 Upcoming May Events	05/08/2023 Night Market @ DDA Park, Decatur Day
05/18/2023 Decatur Day Event Page	05/22/2023 Night Market @ DDA Park, 2 nd Annual Fireworks & Food Trucks Extravaganza
05/26/2023 Night Market @ DDA Park	06/02/2023 Upcoming June Events
06/08/2023 Decatur Day Car Show	06/15/2023 Nixle Communication
06/26/2023 Farmers Market @ DDA Park	07/06/2023 Farmers Market @ DDA Park
07/07/2023 Night Market @ DDA Park	07/10/2023 Night Market @ DDA Park
07/14/2023 Farmer's Market (Re-branding)	07/26/2023 Decatur Day Events
07/27/2023 Night Market @ DDA Park	07/28/2023 Night Market @ DDA Park
08/08/2023 Night Market Cornhole @ DDA Park	08/14/2023 Night Market vendors wanted, Cornhole participants wanted @ DDA Park
08/15/2023 Upcoming August Events, DD23 Planning Committee volunteers	08/18/2023 Night Market, Cornhole Tournament @ DDA Park
09/07/2023 Night Market @ DDA Park, Upcoming September Events	09/08/2023 Night Market @ DDA Park
09/11/2023 Cornhole Tournament @ DDA Park	09/18/2023 Cornhole Tournament @ DDA Park

09/28/2023 Night Market, Cornhole Tournament @ DDA Park	09/29/2023 Night Market photos @ DDA Park
10/04/2023 Upcoming October Events	10/19/2023 Night Market @ DDA Park cancelation
11/01/2023 Upcoming November Events	11/06/2023 Christmas in the Village
11/14/2023 Adoption of DDA Dev/TIF Plan	12/04/2023 Upcoming December Events, Christmas Parade photos @ DDA Park
Throughout 2023: Shared community event posts from local businesses in the Village of Decatur	Throughout 2023: Nixle- texts and emails to residents regarding important information and upcoming events

WEBSITE POSTS (WWW.DCATURMI.ORG)

Egg Hunt @ Raider Romp	Farmers Market @ DDA Park	2023 Upcoming Events
Fireworks & Food Trucks Extravaganza	07/20/2023 Decatur Day	07/21/2023 Night Market @ DDA Park
09/07/2023 Night Market @ DDA Park	09/28/2023 Night Market @ DDA Park	11/09/2029 Christmas in the Village, Christmas Parade
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Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: All Boards/ Commissions/ Committees
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: February 26, 2024

SUBJECT: Staff Update – Annual Joint Meeting

Action Requested:

It is requested that all board, commission, and committee members review the following list of 2023 Staff projects and accomplishments.

Background:

Working Towards RRC Certification- Many documents were created/reviewed/updated to obtain RRC Certification status, such as: Strategic Marketing Plan, Internal Staff Review Policy, Training Strategy, Public Participation Plan, Development Review Processes (internal and external), Master Plan update, Economic Development strategies and tools, Capital Improvement Plan and the Creation of Handbooks for each board/commission/committee.

USDA Project- Staff worked with Wightman to ensure funding, plans, contractors and all other details were discussed. This project will begin in Spring 2024.

Contact A - \$2,767,170.30 Water Main Replacement

Contact B - \$2,370,200.00 Wastewater Stabilization Lagoon

Contact C - \$525,558.00 Sewer Pipelining

Misc - \$530,000.00 Local Street Reconstruction

Total Infrastructure Improvement \$ 6,192,928.30.

DWAM Grant Project- We started the process of updating the existing Water Asset Management Plan and Completion of Distribution System Materials Inventory (DSMI). Internal and external home inspections with material noticing, meter pit inspections, GIS mapping discussions for updates and requirements for AGOL, provided as-builts that were reviewed and scanned. Bidding packages for potholing was created and distributed.

Edgar Bergen Building Project- Staff worked together with Abonmarche, Abonmarche Byce, Market Van Buren, the Van Buren County Land Bank Authority and the Michigan State Land Bank Authority to try and secure \$3 million in grant funding for rehabilitation and restoration of



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

the historic Edgar Bergen Building. Staff also held many meetings with local community partners to gauge interest in this project. *Note: We received notification on 2/22/24 that the grant was awarded to the Village of Decatur and the Van Buren County Land Bank Authority.

Attachments:

USDA Project Informational Sheets

Edgar Bergen Building Project Grant Press Release

RRC Due Diligence Spreadsheet

2023 State of the Village- Managers Report



Project: Water and Wastewater System Improvements Project – Contract A: Water Main Replacement

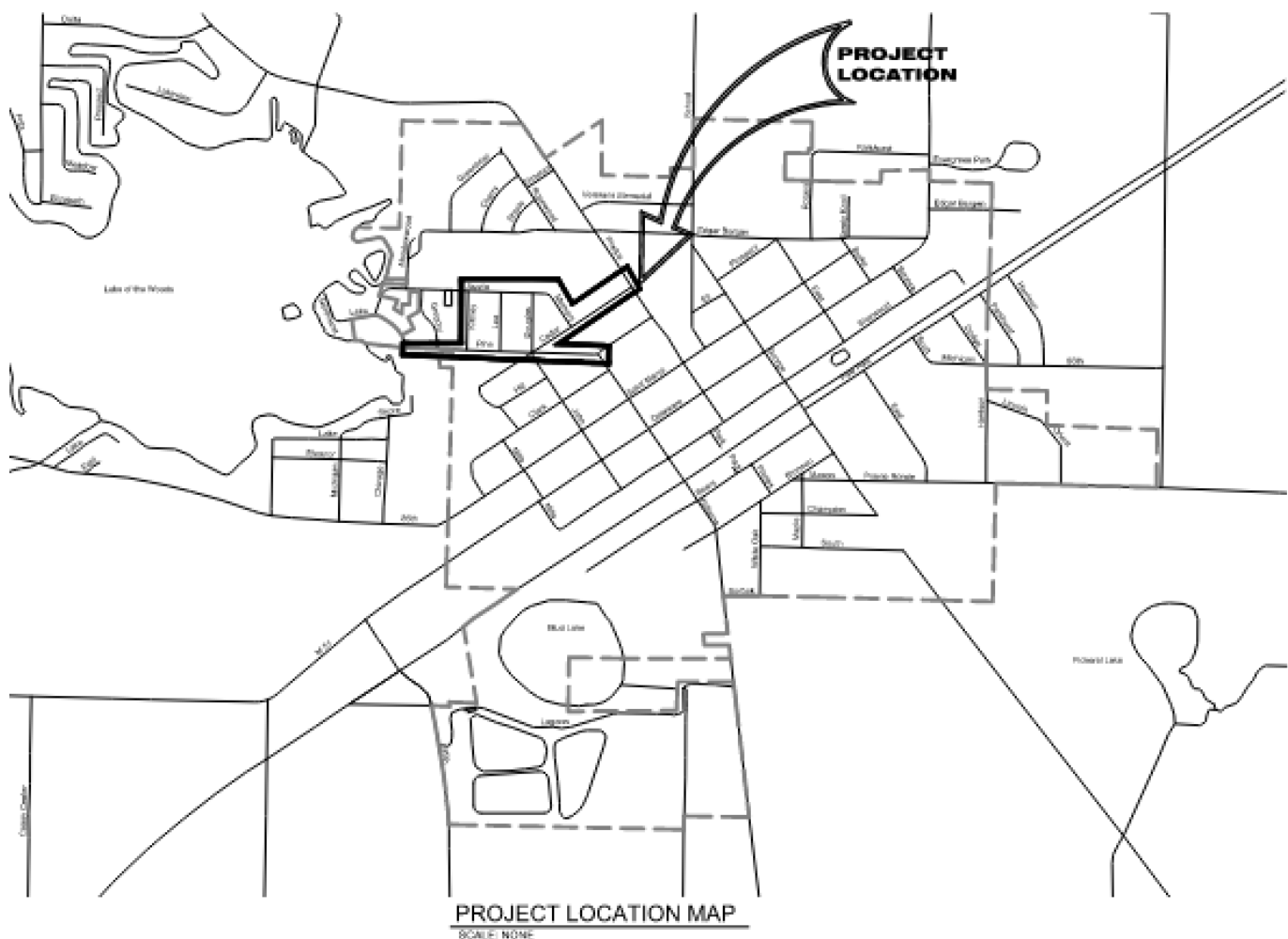
General Location Description: A portion of Pine Street, Austin Boulevard, Cedar Street and the entirety of Kinney Road, Lee Avenue, Douglas Drive, and Memory Lane.

Description of Proposed Work: 7,300 feet of water main replacement including valves, hydrants, and customer service lines. Restoration will include roadway improvements consisting of the crushing and shaping of the existing HMA pavement, HMA resurfacing, sidewalk improvements, pavement markings, signage replacements, and grass restoration.

Schedule: Late 2024 into the 2025 construction season.

Description of Traffic Impact: During construction local traffic on the above referenced streets will be maintained while through traffic may be impacted. Some temporary driveway closures may be experienced for a time during active installation of watermain, roadway repaving, and pouring of concrete sidewalk.

Contact Information: For questions, please contact Wightman at 269-200-2704, or Village Hall at 269-423-6114 or visit us at 114 N. Phelps Decatur, MI 49045 during normal business hours.





Project: Water and Wastewater System Improvements Project – Contract B: Wastewater Lagoon Improvements.

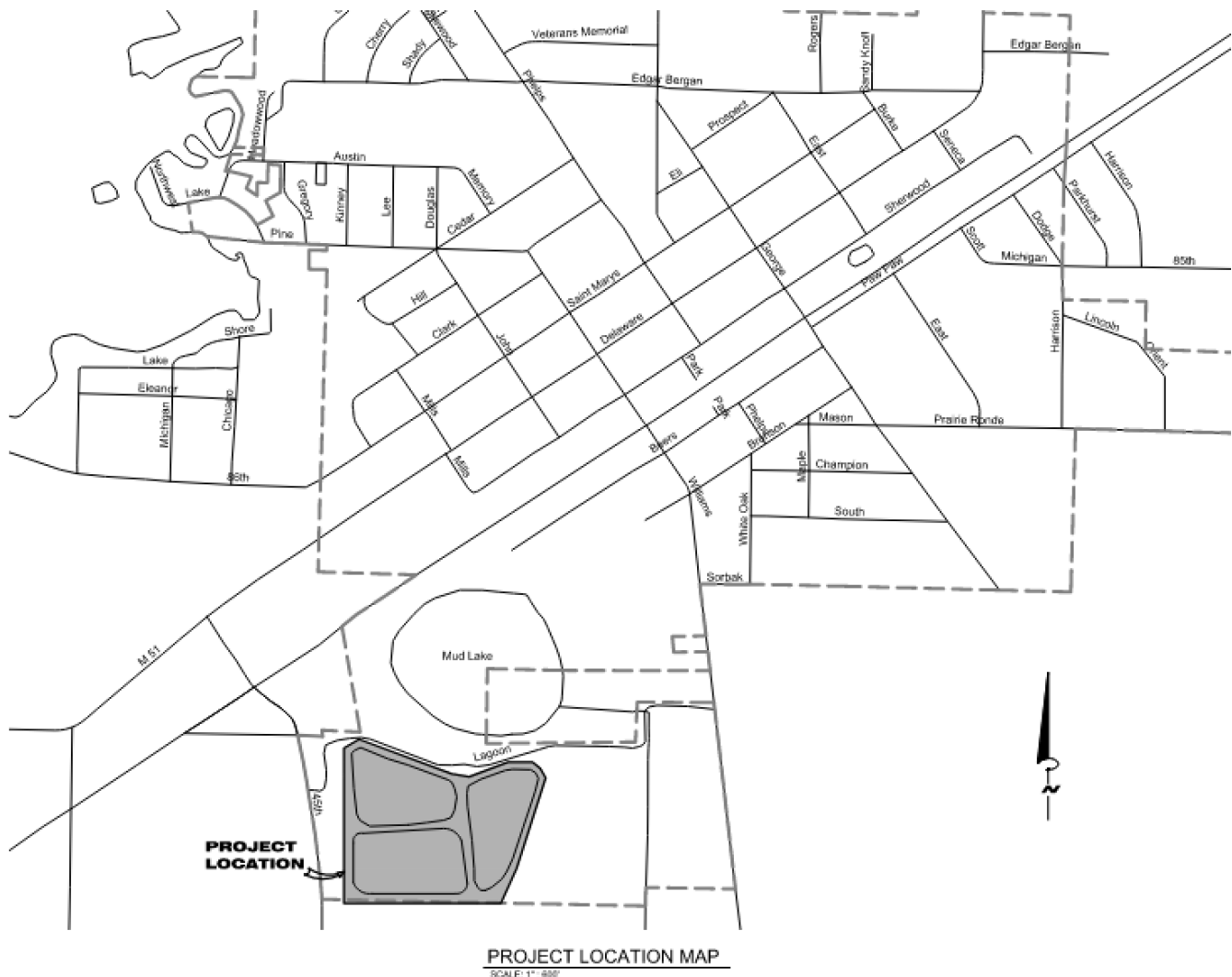
General Location Description: Wastewater lagoon site along and south of Carl Wickett Boulevard.

Description of Proposed Work: Sludge removal from Cell 1, flow monitoring equipment improvements, shear gate valve replacements, and modification/improvements to the banks of Cell 2 and Cell 3.

Schedule: Late 2024 into the 2025 construction season.

Description of Traffic Impact: No direct impact on traffic. Some increase in construction vehicle/truck traffic is expected in the immediate area.

Contact Information: For questions, please contact Wightman at 269-200-2704, or Village Hall at 269-423-6114 or visit us at 114 N. Phelps Decatur, MI 49045 during normal business hours.





PROJECT LOCATION MAP



Van Buren County Land Bank Authority

Office of the County Treasurer
219 East Paw Paw Street, Suite 101
Paw Paw, Michigan 49079
Phone: (269) 657-8228 Fax: (269) 657-8227

February 22, 2024
FOR IMMEDIATE RELEASE
Contact: Trisha Nesbitt
nesbittt@vanburencountymi.gov
(269) 657-8228

Van Buren County Land Bank Authority Secures \$3 Million Grant to Restore Historic Edgar Bergen Building

Paw Paw, MI - The Van Buren County Land Bank Authority (VBCLBA) is thrilled to announce that it has been awarded a \$3 million grant from the Michigan State Land Bank Authority as part of Round 4 of the Blight Elimination Program (BEP). The grant funding is designated specifically for the stabilization and rehabilitation of the Edgar Bergen Building, formerly the Decatur High School, located in the heart of the Village of Decatur.

The Edgar Bergen Building holds a special place in the hearts of Decatur residents. However, over the years the building has fallen into disrepair, posing public safety concerns.

The \$3 million grant will enable the Van Buren County Land Bank Authority to undertake comprehensive stabilization and rehabilitation efforts, allowing the site to be used for future development to meet the needs of the Decatur community.

"We are honored to receive this generous grant funding from the Michigan State Land Bank Authority," said Trisha Nesbitt, Chair of the Van Buren County Land Bank Authority. "The restoration of the Edgar Bergen Building represents a significant milestone in our ongoing efforts to revitalize communities and eliminate blight."

The rehabilitation of this site is a collaboration between the Van Buren County Land Bank Authority and the Village of Decatur. Working together, the project aims to create new opportunities for economic growth and community enrichment.

The Van Buren County Land Bank Authority extends its sincere gratitude to the Michigan State Land Bank Authority for their continued support and investment in blight elimination and community revitalization efforts across Michigan.

###

Village of Decatur - MEDC RRC Due Diligence Items			
	Task	Status	Responsible
1.1	Create Master Plan that includes: community's desired direction for the future; strategies for priority redevelopment areas; land use and infrastructure, including complete streets; zoning plan; goals, implementation actions, timelines and responsible parties. (Post it on website)	In progress 0/11	SWMPC (Marcy and Rebecca). Will be completed with MP update.
1.2	Create Downtown Corridor Plan that includes: development area boundaries; priority projects; mixed-use and pedestrian oriented development elements. (Post it on website)	Completed 5/5	MP Update and DDA Plan/TIF Plan SHOULD mee all requirements
1.3	Create Capital Improvement Plan that covers at least six years (current + five) and includes: coordination projects to minimize construction costs; coordination with adopted community plans and the budget. (Post it on website)	Pending 0/5	Chris
1.4	Create an overarching public participation strategy that includes: key stakeholders, including those not normally at the visioning table; description of public participation methods and the appropriate venue to use each method; use of both traditional and proactive engagement methods; how the community will report out results of engagement efforts; review and update the plan on a regular basis.	Completed 9/9	
2.1	Include zoning plan in master plan update and provide a detailed document outlining where changes to the zoning ordinance have been made to align with the master plan.	In progress 0/6	SWMPC (Marcy and Rebecca). Will be completed with MP update.
2.2	Zoning ordinance accessibility and user friendliness.	Completed 5/5	
2.3	Incorporate two placemaking provisions into the zoning ordinance. (build-to lines, open store fronts, outdoor dining, minimum ground floor transparency, front facing doorways, parking located in rear of building)	In progress 2/14	SWMPC (Marcy and Rebecca). Will be completed with MP update.
2.4	Incorporate two additional missing middle housing options, by-right, in zoning ordinance. (accessory dwelling units, townhomes/rowhouses, triplexes, quadplexes, sixplexes, stacked flats, micro units, cottage housing / bungalow courts, tiny houses)	In progress 1/15	SWMPC (Marcy and Rebecca). Will be completed with MP update.
2.5	The zoning ordinance includes flexible parking requirements.	Completed 6/15	
2.6	The zoning ordinance includes standards for green infrastructure.	Completed 3/14	
3.1	The zoning ordinance includes clear steps for major development review processes.	Completed 3/3	
3.2	Clearly identify a point of contact for development review activities. (Post it to website)	Completed 3/3	
3.3	Advertise that conceptual site plan review meetings are available and provide clearly defined expectations and a checklist to be reviewed at conceptual meetings. (Post it to website)	Completed 5/5	
3.4	Clearly document internal staff review policy that includes: key steps of the application from submittal to issuing of the permit; timelines; identifies who reviews applications, identifies approval standards.	Completed 5/5	Awaiting approval/review before submitting to Trello
3.5	Provide a reference to where in the zoning ordinance site plans are approved by the planning commission or administratively. Provide documentation that a formal public hearing is not required for permitted uses.	Completed 5/5	
3.6	Add an up-to-date fee schedule to the village website. (and perform annually review of fee schedule)	Completed 5/5	
3.7	Clearly indicate how to pay for development related fees on the village's website and accept credit card payments for development related fees. (Post it on website)	Completed 5/5	
3.8	Create a Guide to Development which includes the following: Relevant contact information; Easy-to-follow step-by-step flowcharts of development processes, including timelines; Conceptual meeting procedures; Relevant ordinances to review prior to site plan submission; Site plan review requirements and application; Clear explanation for site plans that can be approved administratively; Rezoning request process and application; Variance request process and application; Special land use request process and application; Fee schedule; Special meeting procedures; Financial assistance tools; Design guidelines and related processes; Building permit requirements and applications; Other items that apply to your community's process.	In Progress 7/23	Provide a link to the completed Guide to Development.
3.9	Upload documentation of the community's system for tracking development applications from submissions to permit (as far as the village has direct control over).	Completed 2/2	
4.1	Provide a link to the community's board/commission application. Clearly document the process for board and commission appointments. (Post it on website)	Completed 5/5	
4.2	Provide a link(s) to the community's expectations for prospective board/commission members. Identify associated interests and backgrounds for board and commission positions. (Post it on website)	Completed 5/5	
4.3	Provide a copy of the orientation packet or a list of what is provided to each board and commission listed below. The packet should include development-related information as applicable. (Planning Commission, Downtown Development Authority, Council, ZBA)	Completed 6/6	
4.4	Adopted bylaws for development related boards and commissions (Downtown Development Authority/Corridor Improvement Authority, ZBA). Post it on website	Completed 5/5	
4.5	Create a planning commission annual report.	Completed 2/2	
4.6	Create a comprehensive training strategy and include: training goals and expectations; funding sources; how training participants share outcomes with other officials and staff; how the community consistently encourages training; review and update annually.	In Progress 6/8	Goals & Expectations need to be discussed and added to this document.
4.7	Begin holding annual joint trainings and/or collaborative workshops for village departments / boards.	Completed 2/2	
5.1	Develop an overarching economic development strategy to be approved by the village council. Include: economic opportunities and challenges of the community; activities related to key economic development initiatives including business and talent attraction/retention, education and infrastructure; specific goals, actions, timelines and responsible parties for implementation; coordination with a regional economic development strategy; report on progress annually. (Post it on website)	Unknown 0/8	
5.2	Adopt formal policies for key economic development incentives. (Post it on website)	In Progress 0/3	check if included in plan - get status?

5.3	Create an overarching marketing strategy that includes: inventory of existing assets, including visual, online, and physical resources; specific goals, strategies and tactics to attract businesses and investment including audiences, messaging, and primary delivery methods; approaches to market priority development sites; aligns marketing efforts with local, regional and state partners; core branding elements that provide a consistent community image including: tagline, simple logo(s), primary color pallet, primary fonts, collection of community photos.	Completed 6/6	
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State of the Village

by Christopher Tapper, Village Manager

As we approach the end of our current year, I believe it is a good time to reflect back on this year's accomplishments. All of the goals and objectives of the Village Council could only be possible with the incredible team that has been assembled here in Decatur.

The budget for fiscal year 2024 was put together with the support of the Budget Committee and of the administrative staff of the Village of Decatur. I would personally like to thank the Budget Committee, Trustee Jessica Pelfrey, President Pro Tem, Charlene Jackson, President Ali Elwear, along with Department Heads, Chief of Police, Thomas VanDerWoude and DPW Forman, James Ebeling and Megan Duncan, Clerk/Treasurer for the work they put into this year's budget.

The budget, which was developed and confirms to generally accepted accounting principles as established by Governmental Accounting Standards Board, is intended to serve as a plan of financial operations embodying an estimate of expenditures for the next fiscal year and the means of financing them along with a management and operational plan for allocation of resources during the Fiscal Year 2023-2024.

Fiscal Year 2023-2024 will generate \$3,188,771.00 in revenue while expending \$2,911,035.74. Looking forward to the new year, the Village of Decatur will start work on the much-awaited USDA funded capital improvement infrastructure projects. In November, the Council along with engineers received final draft proposals, draft of project specifications, contract document and final opinion of the probable construction. Contact A - \$2,767,170.30 Water Main Replacement Contact B - \$2,370,200.00 Wastewater Stabilization Lagoon Contact C \$525,558.00 Sewer Pipelining, Misc - \$530,000.00 Local Street Reconstruction Total Infrastructure Improvement \$ 6,192,928.30.

Accomplishing these goals, the Village continues to operate with a millage rate of 11.4166 for general operations, and 4.5664 millage rate for general street operations, and 1.8262 millage rate for the Downtown Development Authority. Council will continue to evaluate and examine Water & Sewer rate increases to cover the operations of those systems in accordance with the recommendations set forth to obtain USDA funding for the Water & Sewer Systems Improvements.

Facilities

Many of the Village owned facilities in Decatur are outdated. The Village Council is committed to improvements of all the operational services provided to the community. Earlier this year the Council received a presentation from Abonmarche regarding a facilities assessment of Village Hall/Police Department along with the DPW facility. The Village Hall portion of the building is a three (3) storied building that includes a basement, ground floor and upper level. Built with conventional brick construction using wood floor joist and rafters with a field stone Michigan basement. Original construction is estimated to be in the mid- to late 1800's.

Given the decades of disinvestment at the Bergen Building located at 312 School Street, the subject property coupled with the long period of time the property has been vacant, a team of professional engineers and architects from Abonmarche Consultants visited the property on several occasions to assess the facility on behalf of the Village of Decatur and to determine if it should be demolished or was a candidate for rehabilitation. With the exception of the failing roof, the facility was found to be structurally sound and a prime candidate for the rehabilitation plan as presented, particularly given the place the building holds in the community's collective consciousness and its key position connecting the community's residential and civic/commercial areas.



The opportunity is available for the former Decatur High School to rise from the ashes for a second time as a Phoenix of opportunity for the community. The original community high school on the site burned to the ground in 1919 and was rebuilt to the current former school building known as the Bergen Building which occupies the property. The current building, erected in 1920, opened its doors in September of that year to serve as the community's first school building exclusively for high school students, which at the time included grades seven through twelve. A new high school was built, and the last high school class graduated in 1963. The Bergen building became the name for the later elementary students, grades four through six, taught there. By the new millennium, a new middle school was built in Decatur and the Bergen building was used for an alternative education program until 2007. The building has remained vacant since that time outside of the people who regularly trespass into the property. After years of the community deciding what to do with the property, and just as demolition was being strongly considered, the stars have aligned to create a third life for the Bergen Building. In 2023, the Village was awarded a grant from the U.S. Department of Agriculture (USDA) for preliminary design and planning to rehabilitate the property into a mixed-use building with a one-stop community service center on the first two floors and residential units on the third floor. Design work is slated to begin in January of 2024. The Village of Decatur is working closely with Market Van Buren, the County's economic development organization, on the planning and development of the project. These uses are ideal given the building's location connecting the community's commercial business district and civic institutions with its core neighborhoods.

Project elements to be incorporated into the building's rehabilitation plans include:

- 1) Village offices, police station, department of public works
- 2) Office suites for other governmental and non-profit organizations to provide services
- 3) Community meeting and event space
- 4) Shared workspace suite for local entrepreneurs
- 5) Residential housing on the third floor
- 6) New park space for the community to be developed on site

The goal of one of Decatur's historical sites is an opportunity to move forward and revitalize a community eyesore. This opportunity for funding, to assist in the stabilization, of the Bergen Building will help begin the transformation of the former Decatur Public School location into a thriving, multi-use property.

The planned stabilization of this well-loved historical element in our community will unlock untapped economic opportunity, enhance investment interest, create, and retain jobs, in the Decatur area and improve the existing residential neighborhood. The rehabilitation of the Bergen Building will have a significant impact on both the surrounding neighborhood as well as the community as a whole. For over 15 years sitting empty, this relatively large track of land on which one of the largest structures in the community sits has been an albatross negatively impacting the quality of life and property values in the surrounding neighborhood. Additionally, this blighted property sends a broader message of disinvestment which undermines community confidence which in turn negatively impacts other private investments in the community. Finally, the public safety resources needed to keep trespassers from the building could be much better used elsewhere in the community. Housing in the community within the building will meet a critically unmet need. The walkability of this housing to both jobs in the Village's Central Business District and services will be of great benefit to the building's residents. In a larger community, a project such as this is of benefit, but in a smaller rural community like Decatur, it has the potential to be transformational having a generations-long impact on the community.

Senator, Aric Nesbitt, has expressed his support for the rehabilitation of the Bergen Building. He believes this project "provides an excellent chance to help Decatur grow as a community and would open up further opportunities for economic development in the area." Further, he hopes that the Michigan State Land Bank Authority "will seriously consider supporting" these efforts. House Representative, Pauline Wendzel, is also in full support of the proposed rehabilitation project and has provided a support letter. She believes "the proposed transformation of the Bergen Building into a multi-use property, preserving its historic significance, holds immense promise. Beyond enhancing the charm of our downtown corridor, the diverse development of the Bergen Building is poised to draw increased interest from residents and businesses alike, breathing new life into downtown Decatur."

Parks & Recreation



The Council continues its commitment to the improvements needed to the area parks system. One of the goals and objectives set by the Parks and Recreation Committee is the attention to Red Woolfe Park. Below are some of the improvements in discussion to the park:

1. Splash Pad
2. Parking lot improvements
3. Restrooms and Concession
4. Accessible Kayak Launch and gangway
5. Fire station Park

Parks and recreational resources provide a structure and aesthetic identity to communities. These resources increase property values, provide natural recreation, enhance animal and plant habitat, contribute to clean air and water, and help preserve and protect the historic character and identity of the area. The Parks and Recreation Committee will serve as a guide to the Village of Decatur, for the development and maintenance of parks and recreational resources. The current status of parks and recreation and vision towards the future for the Decatur Area are outlined in the Community Parks and Recreation Plan. This plan takes into account the desires of the community for a multitude of recreational opportunities. The final product of this plan is a set of strategic recommendations that will guide the community towards its goals.

The Village of Decatur operates a small Parks and Recreation Department with the Village Manager serving as its director. The Village's five parks are maintained by the Village Department of Public Works. The Village of Decatur Public Works staff is comprised of a director, foreman, and four full-time technicians. The Village has a Parks and Recreation Committee that oversees the direction of park operations and capital improvements. The Parks & Recreation Department is funded by the General Fund. The budget can be quite variable from year to year depending on what other projects/departments utilizing General Fund dollars are being pursued.

Red Woolfe Park & Beach is owned and maintained by the Village of Decatur and is located on Lake of the Woods at the end of Pine Street. The Park is open from noon to 8:00 PM, Memorial Day through Labor Day and offers swings and playground equipment as well as a pavilion, picnic tables, stationery bar-b-que grills, a horseshoe pit, volleyball net, and swimming. New playground equipment was recently added to the park. The older playground equipment remains. The area is fenced in for safety. Public bathrooms and water are also available.

The DPW Department accomplishes a terrific job of getting everything done as soon as possible as well as the continuous work to keep the park clean and welcoming throughout the year.

Downtown Development Authority



The Village of Decatur established a Downtown Development Authority by virtue of the authority granted in MCL 125.4201 et seq. A public hearing in regard to the establishment of a Downtown Development Authority was held in accordance with MCL 125.4201 et seq., at the Village Hall at 7:30 p.m. on August 17, 1981.



The purpose of the Downtown Development Authority is to eliminate causes of deterioration and to promote and provide for the economic growth and improvement of the business district of the Village. The powers and duties of the Downtown Development Authority are those enumerated in MCL 125.4207, and the authority shall be under the supervision and control of a board consisting of the president of the Village and eight members appointed by said president, subject to the approval of the Village Council as provided in MCL 125.4204.



The DDA has focused on the objectives to reinvent the downtown district. Key additions to these goals include, the additional staff resources with Village Planner, Rebecca Harvey, membership of Elissa Zimmer, Van Buren District Library, Roger Kemp, Decatur Automotive Supply, Mary Miller, Mousse Lodge, Jami Swihart, Honor Credit Union, Matt Cooper, Cooper Law Office. These members along with Ali Elwear, Village President, James Creagan, First State Bank, Jay Newell, Newell Insurance Agency Inc, continue to bring excitement to downtown Decatur.

Accomplishments for the calendar year 2023 include.

1. Adopt Ordinance 2023-005 DDA Master Plan - TIF
2. Oversight with fundraising for the annual July Fireworks display.
3. Scheduling the Food Truck campaign.
4. Continued to work with staff on the RRC certification.
5. Recommitment to downtown events and activities.
6. Development of marketing campaign including business spotlights.
7. Sponsorship for the Decatur Day weekend.

Capital Investment and Infrastructure Improvements

The Village of Decatur continues efforts to improve infrastructure investment. The Village Council deems it to be in the best interests of the Village of Decatur. Some of those interests are to design, purchase, acquire and construct certain improvements to the Village's Water & Sewer System, including without limitation, improving, reconstructing, replacing and installing water mains, water main appurtenances, customer services, the restoration of streets, rights-of-way and easements. Those affected by the improvements and related facilities, all work, equipment, and appurtenances necessary or incidental to these improvements as well as other Water & Sewer System improvements as determined by the Village, and to finance the Improvements by the issuance of bonds pursuant to Act 94, Public Acts of Michigan, 1933.



The Village is on schedule to submit construction site plans for the anticipated USDA infrastructure improvements outline in the Village Capital Improvement plan, to obtain issuance of a series of revenue bonds pursuant to Act 94 for water infrastructure improvements, and revenue bonds for sewer infrastructure improvements. Additional in conjunction with these improvement projects, the Village has secured funding from the State of Michigan, State Infrastructure Bank for local road reconstruction.



In November, the Council along with engineers received final draft proposals, draft of project specifications, contract document and final opinion of the probable construction.

Contact A - \$2,767,170.30 Water Main Replacement

Contact B - \$2,370,200.00 Wastewater Stabilization Lagoon

Contact C - \$525,558.00 Sewer Pipelining

Misc - \$530,000.00 Local Street Reconstruction

Total Infrastructure Improvement \$ 6,192,928.30.

Investment in public safety along with continued replacement of equipment needs with the Department of Public Works furthermore represents the Village Council's commitment to employee retention. The Village of Decatur, Police Department received continued funding of \$59,828.00 for new patrol vehicle along with new informational technology needs. The Village of Decatur, Department of Public Works received continued funding of \$63,087.99 for a new leaf vacuum, \$87,898.00 for a new dump truck, \$50,000.00 for a new Kubota tractor with bucket.

Conclusion



On all levels, the Village of Decatur continues to improve the quality of life for all individuals who call Decatur home. I believe much of that stems from the team established here. From top to bottom all investors, businesses, community leaders, residents and travelers who love Decatur should be proud of the work accomplished in 2023.

The continued level of professionalism of Village Hall staff, Police Department, Department of Public Works, Village Council, Planning Commission, Downtown Development Authority, Parks and Recreation Committee has been noticed throughout Decatur. All of the accomplishments cannot be possible without an open and welcoming community, and I am grateful to be a part of these success stories.

Sincerely,
Christopher Tapper, Village Manager

