

# VILLAGE OF DECATUR DDA MEETING AGENDA

Wednesday  
April 10,  
2024



VILLAGE OF DECATUR  
REGULAR DDA MEETING  
Wednesday, April 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 April 10, 2024

5A.2 – Approval of the Regular DDA Meeting Minutes for March 13, 2024

6. **TREASURER REPORTS**

6A.1 – Approval of Financial Statements, Revenue & Expenditure Report ending March 31, 2024

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

7A.1 – Rebecca Harvey, Harvey Consulting

8. **UNFINISHED BUSINESS**

8A.1 – Review and approve the proposed DDA Bylaws

8A.2 – Create the FY '25 Annual Calendar/Work Plan

9. **NEW BUSINESS**

9A.1 – Discuss RFP sent out for Summer Flowers, Fall Flowers, and Decor

10. **PUBLIC COMMENTS- SECOND OPPORTUNITY**

11. **DDA MEMBER COMMENTS**

12. **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, March 13, 2024, at 1:00pm  
Village Hall, 114 N. Phelps Street  
Decatur, MI 49045

**1. Call to Order**

Elwaer called the meeting to order at 1:00pm

**2. Pledge of Allegiance**

**3. Roll Call**

Ali Elwaer (Village President), James Creagan (First State Bank), Jay Newell (Newell Insurance Agency), Roger Kemp (RC Automotive Supply) out at 1:44pm, Elissa Zimmer (VBDL- Webster Memorial Library), Mary Miller (Mousse Lodge), Jami Swihart (Honor Credit Union) excused, Matt Cooper (Cooper Law) in at 1:01pm, Christopher Tapper (Village Manager), Megan Duncan (Village Clerk/Treasurer), Shantel Pentland (Administrative Assistant).

**4. Public Comments**

None

**5. Approval of Consent Agenda Items**

Creagan offered a motion to approve the agenda for March 13, 2024, approve the regular meeting minutes from February 14, 2024, and approve the DDMF '24 Planning Committee agenda for March 19, 2024, supported by Newell, carried unanimously 6-0.

**6. Treasurer Reports**

Miller offered a motion to approve the payment of bills, financial statements, and budget amendments, supported by Kemp, carried unanimously 7-0

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

1. Rebecca Harvey, Harvey Consulting shared information with the board regarding their bylaws and the required update.
2. Jaime Stone-McEnaney, Parent & Caregiver Connections introduced herself and her non-profit program. She is interested in working closely with many of the Village Boards/Commissions/Committees to assist with projects, and to help create ADA-accessible parks, walking paths, and events within the Village.

**8. Unfinished Business**

1. The Board decided upon final approval of a social district logo and discussed the management plan, including the need for clear and concise signage. Kemp offered a motion to approve Resolution 2024-007 DDA, to establish a social district and approve the Village of Decatur Social District Management Plan, supported by Miller, carried unanimously 7-0.

## 9. **New Business**

1. Rebecca Harvey, Harvey Consulting discussed the presented format for the FY 25 Annual Calendar/Work Plan. The board agreed to use this format, and staff will create this document to be discussed, reviewed, and approved at the April 10, 2024, meeting.
2. The board discussed and reviewed the proposed updated by-laws. The general consensus was to continue reviewing and add to next month's agenda for approval.

## 10. **Public Comments- Second Opportunity**

None

## 11. **DDA Member Comments**

Creagan shared his concerns regarding speeding through the alleyway behind First State Bank. Discussion ensued, and some DDA board members who own businesses there are interested in speed bumps or other traffic calming measures. Village Manager Tapper reiterated that the alley is not Village-owned property, but we can assist with quotes and assessments for that area.

Creagan also inquired about a long-time parking issue along Phelps St., long pickup trucks, and large vehicles. It is often necessary to cross the center line to avoid hitting them as they extend into the traffic lane. Tapper stated he will look into some design options for the Phelps St. corridor.

## 12. **Adjournment**

Miller offered a motion to adjourn the meeting at 1:45PM, supported by Creagan, carried unanimously 6-0.

Minutes submitted by: Shantel Pentland, Administrative Assistant



Village of Decatur  
114 N Phelps Street  
Decatur, MI 49045

**MEMORANDUM**

TO: Downtown Development Authority  
FROM: Megan Duncan, Clerk/Treasurer  
REVIEWED BY: Christopher Tapper, Village Manager  
DATE: April 10, 2024

SUBJECT: Treasurer's Report – March 31, 2024

Action Requested:

It is requested that the Downtown Development Authority board approve the Treasurer's Report for the period ending March 31, 2024.

Background:

Attached is the revenue and expenditure report for the period ending March 31, 2024.

Attachment(s):

Revenue and Expenditure Report

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 03/31/2024

% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2024	MONTH 03/31/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000						
248-000-404.000	PROPERTY TAXES	15,000.00	0.00	0.00	15,000.00	0.00
248-000-410.000	PERSONAL PROPERTY TAX	3,500.00	0.00	0.00	3,500.00	0.00
248-000-411.000	DELINQUENT TAX	100.00	0.00	0.00	100.00	0.00
248-000-445.000	REAL ESTATE TAX INTEREST	50.00	0.00	0.00	50.00	0.00
248-000-641.000	DONATIONS - JULY 4TH EVENT	20,000.00	0.00	0.00	20,000.00	0.00
248-000-664.100	INTEREST INCOME	10.00	(0.01)	(0.01)	10.01	(0.10)
248-000-666.000	DONATIONS - DECATUR DAY EVENTS	2,000.00	0.00	0.00	2,000.00	0.00
248-000-674.000	DONATIONS - SPRING EVENTS	500.00	0.00	0.00	500.00	0.00
248-000-675.000	OTHER REVENUE	1,000.00	0.00	0.00	1,000.00	0.00
248-000-676.000	VENDOR REVENUE	1,000.00	25.00	25.00	975.00	2.50
248-000-677.000	DONATIONS - BOO BASH EVENTS	500.00	0.00	0.00	500.00	0.00
248-000-678.000	DONATIONS - CHRISTMAS IN THE VILLAGE	500.00	0.00	0.00	500.00	0.00
Total Dept 000		44,160.00	24.99	24.99	44,135.01	0.06
TOTAL REVENUES		44,160.00	24.99	24.99	44,135.01	0.06
Expenditures						
Dept 728 - ECONOMIC DEVELOPMENT						
248-728-756.000	DDA-SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
248-728-801.000	CONSULTING FEES	1,000.00	0.00	0.00	1,000.00	0.00
248-728-901.000	PRINTING/PUBLISHING	1,000.00	0.00	0.00	1,000.00	0.00
248-728-958.000	MISCELLANEOUS	200.00	0.00	0.00	200.00	0.00
248-728-982.000	JULY 4TH EVENT	13,000.00	10,000.00	10,000.00	3,000.00	76.92
248-728-983.000	SPRING EVENTS	500.00	0.00	0.00	500.00	0.00
248-728-984.000	DECATUR DAY EVENT	2,000.00	2,000.00	2,000.00	0.00	100.00
248-728-985.000	COMMUNITY SERVICE PROJECTS	1,500.00	0.00	0.00	1,500.00	0.00
248-728-986.000	DOWNTOWN FLOWERS	1,500.00	0.00	0.00	1,500.00	0.00
248-728-987.000	BOO BASH EVENT	700.00	0.00	0.00	700.00	0.00
248-728-988.000	CHRISTMAS IN THE VILLAGE	500.00	0.00	0.00	500.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		22,900.00	12,000.00	12,000.00	10,900.00	52.40
TOTAL EXPENDITURES		22,900.00	12,000.00	12,000.00	10,900.00	52.40
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		44,160.00	24.99	24.99	44,135.01	0.06
TOTAL EXPENDITURES		22,900.00	12,000.00	12,000.00	10,900.00	52.40
NET OF REVENUES & EXPENDITURES		21,260.00	(11,975.01)	(11,975.01)	33,235.01	56.33



# **DOWNTOWN DEVELOPMENT**

## **AUTHORITY**

### **BY-LAWS**

#### **ARTICLE I - NAME**

*The name of this organization shall be the Decatur Downtown Development Authority of the Village of Decatur (the "Authority").*

#### **ARTICLE II - PURPOSE AND POWERS**

*Section 1. The Purpose(s) for which the Authority is organized are as follows:*

- a. To correct and prevent deterioration in the downtown district;*
- b. To encourage historic preservation;*
- c. To promote economic growth of the district;*
- d. To create and implement development and financing plans in the district;*
- e. To authorize the use of tax increment financing;*
- f. To increase tax valuation where possible.*

*Section 2. The Authority shall exercise such powers and duties as are provided by and in accordance with the provisions of Act 197 of the Public Acts of 1975, as amended, and Ordinance # 2023-005 of the Village of Decatur.*

#### **ARTICLE III - BOARD OF DIRECTORS**

*Section 1. Except as otherwise provided by statute, or the By-Laws, the Authority shall be under the supervision and control of a Board of Directors.*

*Section 2. The Board of Directors of the Authority shall consist of the Village President, and 8 members appointed by the Village President, subject to approval by the Village Council. At least 5 of the members shall be persons having an interest in property located in the downtown district or officers, members, trustees, principals, or employees of a legal entity having an interest in property located in the downtown district. Of the members first appointed, 2 shall be appointed for 1 year, 2 for 2 years, 2 for 3 years, and 2 for 4 years. Thereafter, a member shall serve for a term of 4 years.*



*Section 3. Subsequent members shall be appointed in the same manner as original appointments at the expiration of each members' term of office. A member shall hold office until the member's successor is appointed. A member may be re-appointed in the above manner to serve additional terms.*

*Section 4. Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.*

*Section 5. Members shall serve without compensation but shall be reimbursed for actual and necessary out-of-pocket expenses, as approved by the Board.*

*Section 6. Resignation of a member shall be effective upon delivery of the resignation in writing to the Authority.*

*Section 7. Pursuant to notice and after having been given an opportunity to be heard, a member may be removed for cause by the Village Council. Cause shall include, but is not limited to, neglect of duty, misconduct, failure to attend (3) successive regularly scheduled meetings of the Board, or any other good cause by majority vote of the Village Council.*

*Section 8. A member who has a direct interest in any matter before the Authority shall disclose the interest prior to the Authority taking any action with respect to the matter, which disclosure shall become a part of the record of the Authority's official proceedings. Any member making such a disclosure shall refrain from participation in the Authority's procedure relating to the matter.*

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#### **ARTICLE IV - OFFICERS**

*Section 1. The Board of Directors of the Authority shall elect from its membership a Chairperson, Vice Chairperson, Secretary, and Treasurer. In addition, the Board may appoint an assistant secretary and/or assistant treasurer, who need not be members of the Board, to be charged with such duties as the Board deems appropriate. The election of any officer requires a majority vote of the members of the Board.*

*Section 2. Terms of officers shall be one (1) year or until a successor is elected and qualifies. A term of office shall begin at the first calendar year meeting.*

*Section 3. A vacancy in any office may be filled at any meeting of the Board of Directors for the unexpired portion of the term of such office.*

*Section 4. The Chairperson shall preside over all meetings of the Board. He/she shall discharge the duties of a presiding officer.*

*Section 5. In the absence of the Chairperson or in the event of his/her inability to act, the Vice Chairperson shall perform all duties of the Chairperson and when so acting shall have all the powers and*

*be subject to all restrictions of the Chairperson.*

*Section 6. The Secretary shall attend meetings of the Board and keep a record of its proceedings and shall perform other duties incidental to the office of the Secretary. The Village Clerk/Treasurer shall be responsible for maintaining the official records of the Meeting Minutes which will be kept at 114 North Phelps, Decatur, Michigan, and/or at a secure location approved by the Board other than a private residence. The Board may employ and fix the compensation of a Secretary.*

*Section 7. The Village Clerk/Treasurer shall be responsible for maintaining the financial records of the Authority and shall keep the financial records in a separate account in the name of the DDA. The annual millage from the TIFA district and other funds that fall under the Authority shall immediately be deposited to the credit of the Authority.*

*Approval of any payment will be authorized by the Authority and will be sent to the Village Clerk/Treasurer for processing, with final approval by the Village Council. The Village Clerk/Treasurer shall perform such other duties incidental to the office of Treasurer. The Treasurer's reports will be kept at 114 North Phelps, Decatur, Michigan, and/or at a secure location approved by the Board other than a private residence.*

*Section 8. The Board may retain legal counsel to advise the Board on the proper performance of its duties. The legal counsel shall represent the Authority in actions brought by or against the Authority.*

*Section 9. The Board may employ other personnel deemed necessary by the Board.*

#### **ARTICLE V - SUBMISSION OF BUDGET**

*The Village Clerk/Treasurer of the Village of Decatur shall prepare and submit for the approval of the Board a budget for the operation of the Authority for the ensuing fiscal year. The budget shall be prepared in the manner and contain the information required of the Village departments. Before the budget may be adopted by the Board, it shall be approved by the Village Council. Funds of the Village shall not be included in the budget of the Authority except those funds authorized in the act or by the Village Council.*

#### **ARTICLE VI - MEETINGS**

*Section 1. Regular meetings of the Board shall be held on the second Wednesday of each month at 1:00 p.m. in the Decatur Village Hall. The schedule of the regular meetings, including time and place, shall be posted in the local newspaper and on the Village website.*

*Section 2. Special meetings of the Board may be called by the Chairperson, by the Vice-Chairperson in the absence of the Chairperson, or by any 4 members. Public notice of the time, date, location, and purpose of the special meeting shall be given at least 18 hours prior to such meeting and in accordance with PA 267*

of 1976, as amended, being the Open Meetings Act.

*Section 3. A majority of the voting members of the Board in office shall constitute a quorum for the transaction of business and taking official action on all matters. Each member present at the meeting of the Authority shall be entitled to a single vote, but no member shall vote by proxy.*

*Section 4. The Chairperson (or his/her designee) shall be responsible for the preparation of an agenda for the Board meeting and to send the agenda to members at least 24 hours prior to the meeting. Any member of the Board may request an item be placed on the agenda.*

*Section 5. The Board shall adopt rules consistent with Act No. 267 of the Public Acts of 1976, governing its procedure and the holding of regular and special meetings. All meetings of the Board shall be open to the public.*

#### **ARTICLE VII - EMPLOYMENT OF PERSONNEL**

*Section 1. The Board may employ and fix the compensation of a Director, subject to the approval of the Village Council. The Director shall serve at the pleasure of the Board. A member of the Board is not eligible to hold the position of Director.*

*Section 2. Subject to the approval of the Board, the Director shall supervise and be responsible for the preparation of plans and the performance of the functions of the Authority in the manner authorized by Act 197 of Public Acts of 1975, as amended. The Director shall attend the meetings of the Board.*

#### **ARTICLE VIII - COMMITTEES**

*Section 1. The Board may designate and appoint one (1) or more committees to advise the Board. The committee members shall be members of the Authority. The Chairperson shall appoint the members and select the committee chair. The committees may be terminated by a vote of the Board.*

*Section 2. At the first calendar year meeting, the committees will be evaluated and reappointed or dissolved.*

*Section 3. No committee shall have the authority to bind the Authority without a vote of the Board.*

#### **ARTICLE IX - CONTRACTS AND FUNDS**

*Section 1. The Board may authorize officers of the Authority or an agent or agents, except the Director of the Authority, to enter into any contracts necessary or incidental to the exercise of its powers and performance of its duties authorized under Act 197.*

Section 2. All checks, drafts, or order for payment of money, notes, or other evidence of indebtedness issued in the name of the Authority shall be approved by the Board and signed by the Treasurer and countersigned by the Chairperson of the Authority. The Village Clerk/Treasurer may be designated as acting treasurer with the full authority of the Treasurer in cases of absence or illness. The Board shall select banks, trust companies, or other depositories for the deposit of the Authority funds. No funds of the Authority shall be disbursed except as provided for in the budget of the Authority, which must have been adopted by the Village Council pursuant to MCL 125-1678.

Section 3. All funds of the Authority not otherwise employed shall be deposited from time to time to the credit of the Authority in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 4. The Board may accept on behalf of the Authority any contribution, gift, bequest, or device for the general purpose or for any purpose of the Authority.

#### ARTICLE X - BOOKS AND RECORDS

Section 1. The Authority shall keep correct and complete records of its books, accounts, and minutes of its meetings. The records shall be kept at the registered office of the Authority. The registered office and principal place of the business of the Authority is 114 North Phelps, Decatur, Michigan, or such other place as, from time to time, be designated by resolution of the Authority. All books and records of the Authority shall be open to the public at Village Hall. An annual audit shall be conducted.

Section 2. The fiscal year of the Authority shall correspond at all times to the fiscal year of the Village of Decatur.

#### ARTICLE XI - FUNDING

The Authority shall finance its activities as outlined in Village Ordinance # 2023-005.

#### ARTICLE XII - DISTRICT BOUNDARIES

The Authority shall exercise its powers within the area of the Downtown District of the Village of Decatur as authorized in Village Ordinance # 2023-005.

#### ARTICLE XIII - INDEMNIFICATION

Any member of the Board, officer, or employee shall be indemnified or reimbursed by the Authority for expenses (including attorney's fees) judgments, fines, and amounts paid in settlement actually and reasonably incurred in connection with any threatened, pending, or completed action, suit or proceeding,

*whether civil, criminal, administrative or investigative (other than an action suit by or in the right of the Authority). In the event of which such indemnification or reimbursement may extend only to expenses, including attorney's fees, actually and reasonably incurred in connection with the defense or settlement of such action or suit and then only if such person acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interest of the Authority) to which he/she was or is a party or is threatened to be made party by reason of his/her being or having been a member of the Board, Officer, or employee of the Authority or of the Corporation, partnership, joint venture, trust or other enterprises which he/she served in any such capacity at the request of the Authority.*

*Provided, however, that no person shall be so indemnified or reimbursed in relation to any matter in any such action, suits, or proceeding as to which he/she is to be adjudged to have been guilty of or liable for gross negligence. Willful misconduct or criminal acts in the performance or his/her duties to the authority; and provided, further that no person shall be so indemnified or reimbursed in relation to any such matter in any such action, suit, or proceedings which has been made the subject of a compromise settlement, except with the approval of a court of competent jurisdiction, or the Board of the Authority, acting by vote of members not parties to the same or substantially the same action, suits, or proceeding, constituting a majority of the Board.*

*The foregoing right of indemnification or reimbursement shall not be deemed exclusive of other rights which such person may be otherwise entitled and shall continue as to a person who has ceased to be a member of the Board, Officer, or employee and shall ensure to the benefit of the heirs, executors, and administrators of such a person.*

*The Authority may, upon affirmative vote of the majority of its Board, purchase insurance for the purpose of indemnifying its members, officers, and other employees to the extent that such indemnification is allowed in the preceding paragraph. Such insurance may, but need not be, for the benefit of all members, officers, or employees.*

*Expenses incurrent in defending a civil or criminal actions, suits, or proceeding described in the first paragraph of the Article XIII may be paid by the Authority in advance of final disposition of such action, suit, or the proceeding as authorized by the Board of the Authority in the specific case upon receipt of an undertaking by or on behalf of the board, officer, or employee to repay such amount unless it shall ultimately be determined that he/she is entitled to be indemnified by the Authority as authorized in this Article XIII.*

#### **ARTICLE XIV - AMENDMENT TO BY-LAWS**

*These By-Laws may be altered, amended, replaced, or repealed only by the affirmative vote by two-thirds (2/3) of the Board, providing the notice for the meeting includes the proposals for amendments or alterations shall be submitted to the Board in writing, at least 10 days in advance of the meeting at which they are to be acted upon. All amendments are subject to the approval of the Village Council.*

**ARTICLE XV - BY-LAWS**

*The By-Laws shall be published in accordance with the provisions of P.A. 197, of the Public Acts of 1975, as amended.*

**APPROVAL AND ADOPTION**

*Village of Decatur Downtown Development Authority*

\_\_\_\_\_, 2024



# Village of Decatur DDA

Annual Calendar / 2024-2025 FY Report		
Month	Annual Responsibility	2024 - 2025 FY Report
January	New Board Appointments	Project
February		
March		
April		
May	Approve DDA Audit Appoint Budget Committee	
June	Budget Committee Report  Approve Budget  Approve FY Report  Approve Next FY Work Plan	Service
July		
August		
September	Deadline for TIF Report to State Tax Commission	Process
October		
November		
December		







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: April 10, 2024

SUBJECT: Summer 2024 Flowers Proposals

### Action Requested:

It is requested that the DDA discuss the RFP for the 2024 Summer Flowers.

### Background:

As part of the DDA's mission to beautify our Downtown District, flowerpots are annually placed throughout the district. Bid requests were mailed out to Tuttle's Floral, The Potting Shed, Rajzer's Farm Market & Greenhouses.

In 2021, we purchased summer flowers from The Potting Shed at a cost of \$2510.

In 2022, we purchased summer flowers from The Potting Shed at a cost of \$2878

In 2023, we purchased summer flowers from Tuttle Floral Co. at a cost of \$898.

Bids for 2024 summer 2024 flowers have not been received as of April 9, 2024.

### Attachments:

None



**Village of Decatur**  
114 N Phelps ST  
Decatur, MI 49045  
Phone: (269) 423-6114  
Fax: (269) 423-9047  
decaturmi.org

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## MEMORANDUM

TO: Tuttle Floral Co., c/o Chris Paynich  
FROM: Shantel Pentland, Administrative Assistant  
REVIEWED BY: Christopher Tapper, Village Manager  
DATE: March 30, 2024  
  
SUBJECT: Invitation to Bid for 2024 Summer and Fall Flowers and Décor

### Action Requested:

The Downtown Development Authority is accepting bids for summer and fall flowers and décor. Below is a list of desired products and services. Your bid may include all, or some, of the following items:

- Planting services, fertilizer, soil and summer flowers (June delivery)
  1. Twelve (12) 24" round plastic planters
  2. One (1) 36" oval cement planter
  3. Four (4) 36" x 24" rectangular wooden planters
- Mums (Available in September)
  1. Fifteen (15) 9" black plastic pots
  2. Fifteen (15) 2 gallon black pots
- Thirty (30) Pumpkins, assorted sizes (Available in September)
- Ten (10) Straw Bales (Available in September)
- Ten (10) Corn Stalk Bundles (Available in September)

### Background:

As part of the DDA's mission to beautify our Downtown District, flowerpots and fall décor are annually placed throughout the core of downtown. The DDA is in the process of collecting bids for these products and services for 2024.

The Village of Decatur DDA reserves the right to award the entire bid specifications to an individual contractor, or award seasonal specifications (Spring and Fall) to separate contractors.

Bids are due by May 1, 2024, and final determination will occur at the May 8, 2024 DDA Meeting at 1:00pm.

Please contact Shantel Pentland, Administrative Assistant with any questions at 269-423-6114.