

VILLAGE OF DECATUR DDA MEETING AGENDA

Wednesday
April 12, 2023



VILLAGE OF DECATUR
REGULAR DDA MEETING
Wednesday, April 12, 2023 – 1:00PM
Village Hall – 114 N. Phelps Street, Decatur, MI 49045

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 12, 2023

5A.2 – Approval of the Regular DDA Meeting Minutes for March 8, 2023

6. COMMUNICATIONS TO THE DDA – PRESENTATIONS & GUEST

6A.1 – Presentation from McKenna- Development & TIF Plan

6A.2 – Presentation from Tyler August, Government and Community Vitality Educator with MSU Extension, regarding Sustainable Built Environment Initiative program

6A.3 – Presentation from The Barton Group, Gary Barton

7. UNFINISHED BUSINESS

7A.1 – Review and approve quote for new park benches

7A.2 – Review and approve quote for new trash receptacles

8. NEW BUSINESS

8A.1 – Discuss entertainment option for 2023 events, Mr. Joe Bennett

8A.2 – Discuss MSU Sustainable Built Environment Initiative for DDA Park design and land use upgrades

9. PUBLIC COMMENTS- SECOND OPPORTUNITY

10. DDA MEMBER COMMENTS

11. ADJOURNMENT

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.
-

Village of Decatur
Downtown Development Authority

Wednesday, March 8, 2023, at 1:00 P.M.
Village Hall, 114 N. Phelps Street
Decatur, MI 49045

I. Call to Order

Elwaer called the meeting to order at 1:05 P.M.

II. Pledge of Allegiance

III. Roll Call

Ali Elwaer, James Creagan (First State Bank), Jay Newell (Newell Insurance), Lee Moser (Moser Financial Group), David Moorman (Moorman Printing) excused, Roger Kemp (RC Automotive Supply), Elissa Zimmer (Webster Memorial Library), Mary Miller (Mousse Lodge), Jami Swihart (Honor Credit Union) excused, Matt Cooper (Cooper Law) excused, Christopher Tapper (Village Manager), Rebecca Harvey, (Village Planner- McKenna), Megan Duncan (Clerk/Treasurer), Shantel Pentland (Administrative Assistant).

IV. Public Comments

None

V. Approval of Agenda & Meeting Minutes

Creagan offered a motion to approve the agenda for March 8, 2023 and the meeting minutes from February 8, 2023, supported by Newell, carried unanimously 7-0.

VI. Presentation and Guest – McKenna & Associates – DDA Development & TIF Plan

Rebecca Harvey from McKenna & Associates was in attendance and she shared information pertaining to the Development & TIF Plan draft document. Harvey stated that Bouchard has completed about 75% of the document, and should have a final copy available for review in approx. two weeks after she receives more information from staff. Discussion ensued about how the proposed DDA boundary would affect residents and business owners with the district, it was stressed that taxes would not increase for either. There was a brief conversation stating why a DACC advisory group would need to be formed, due to the residential population of the new boundary. Harvey laid out a tentative progression outline for the adoption process of the updated Plan.

VII. Unfinished Business

- a. Miller offered a motion to approve the newly created DDA boundary, with support from Zimmer, carried unanimously 7-0.
- b. Future use of the DDA Park was discussed. Thoughts aligned with previous conversations in regards to live music, farmers markets, and using the park as a community gathering space. Some short-term solutions, such as replacing park benches and ensuring all existing structures are safe was discussed. Staff will provide price comparisons for benches at April's meeting.
- c. Discussion regarding the drafted Development and TIF plan occurred. This is the same information that Harvey shared during VI. Presentation & Guest- McKenna & Associates.

VIII. New Business

None

IX. Public Comments- Second Opportunity

None

X. DDA Member Comments

Newell expressed interest in furthering the task of establishing a social district. Staff will gather additional information to present on this topic at the April meeting. Conversation regarding food truck parking lot locations occurred, Miller showed interest in comparing feedback from the previous vendors to see which lot produced the most business.

XI. Adjournment

Newell made a motion with support from Creagan to adjourn the meeting at 2:02 P.M.

Minutes submitted by: Shantel Pentland, Administrative Assistant



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: DDA Board
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: March 30, 2023

SUBJECT: MSU Extension Sustainable Built Environment Initiative opportunity

Action Requested:

Please discuss the SBEI opportunity

Background:

The DDA Board had had discussion regarding updates to the landscape and usability of the DDA Park. This opportunity, presented by MSU Extension, could offer a solution to the planning and design portion of future improvements.

Attachments:

SBEI Flyer

SUSTAINABLE BUILT ENVIRONMENT INITIATIVE

What is the SBEI?

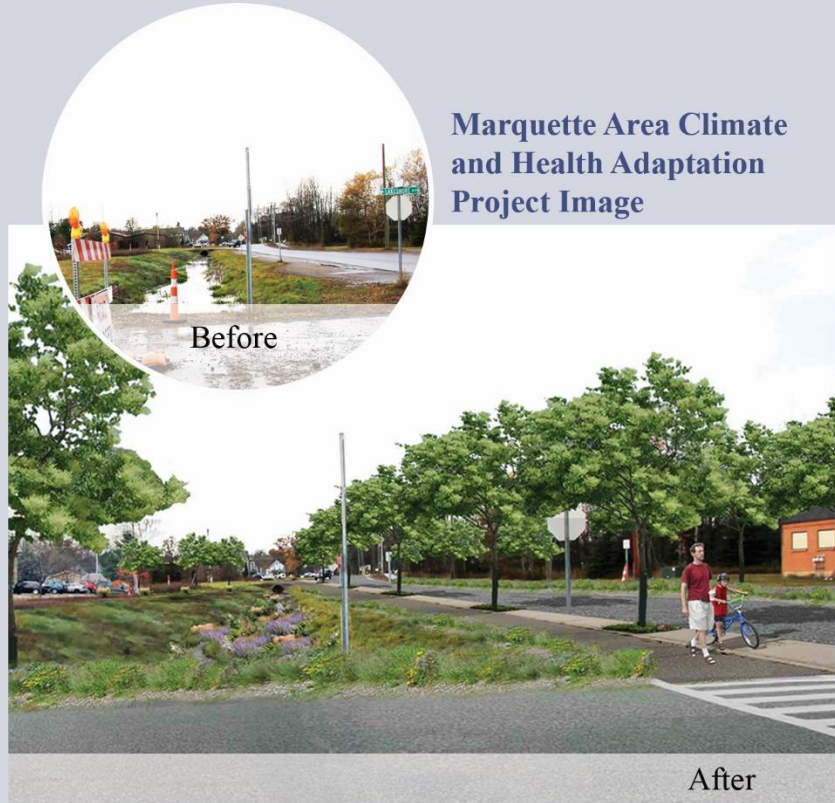
The Sustainable Built Environment Initiative (SBEI) at Michigan State University (MSU) began as a pilot in 2013 as a means of assisting communities to address physical planning, design and land use issues. It offers a graphic visioning process that provides citizens with a set of images and recommendations to guide improvements in their community with a sustainability theme. The SBEI builds on more than a decade of success of the former MSU Small Town Design Initiative by providing a “go-to” source for Michigan’s communities for physical sustainable design assistance in community development and land use.

Objectives

- Work with communities to develop sustainable planning and design ideas for local issues and opportunities;
- Build consensus and generate ideas to address challenging sustainability concerns;
- Act as a bridge between communities and consulting planning and design professionals; and
- Provide in-community student learning, and serve as a creative and scholarly outreach and engagement work endeavor involving campus faculty and field Extension educators.

<https://www.canr.msu.edu/spdc/research-outreach/sbei>

Marquette Area Climate
and Health Adaptation
Project Image



MSU Extension (MSUE) and the School of Planning, Design and Construction (SPDC) have jointly developed SBEI to address sustainability challenges and improve the quality of life in Michigan’s communities. The partnership allows for an integrated approach to solving complex community problems through the diverse expertise found within SPDC, including Construction Management, Interior Design, Landscape Architecture and Urban & Regional Planning, along with MSUE’s institutes and Extension educators.

Village of Cassopolis
Broadway Corridor Vision
Project Image



School of Planning, Design
and Construction
MICHIGAN STATE UNIVERSITY

MICHIGAN STATE
UNIVERSITY

Extension

Project Types

The SBEI seek projects that integrate planning and design elements within a sustainability framework, including regeneration (vacant land reuse, brownfields, placemaking), renewable energy (green development and building technology) and resiliency (economic shock, climate adaptation, natural disasters) using the imaging/visioning umbrella of physical sustainable design. Examples could include downtown streetscapes, parks, bikeways and trails, open space systems, industrial/commercial reuse, beautification, land use, signs, agricultural/conservation land preservation, ecosystem management, neighborhood/residential development, and climate and health adaptation plan. The scale of the project can vary from a single parcel to a subarea plan.

Flint Native Habitat Restoration Vision Project Image



Before



After

Who Qualifies?

Political jurisdictions in Michigan can make application for SBEI assistance. This may include townships and charter townships, as well as villages, cities and counties. Nonprofit organizations are also eligible.

How to Apply

Communities interested in receiving Sustainable Built Environment Initiative assistance must complete an application package. Applications are accepted on a rolling basis, but priority will be given to applications submitted by March 30 and September 30 each year. Complete the application form available for download on the SBEI website.

REGENERATION
Vacant land,
brownfields, placemaking

RENEWABLE ENERGY
Green/blue infrastructure,
green technology

RESILIENCY
Economic shock, climate
adaptation, natural disasters

Contact

Wayne Beyea, JD, AICP
Director, Sustainable Built Environment Initiative
Senior Specialist, Urban & Regional Planning Program
MSU School of Planning, Design and Construction
(517) 432-7600
beyea@msu.edu



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: DDA Board
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: April 5, 2023

SUBJECT: The Barton Group

Action Requested:

Presentation from The Barton Group, Gary Barton

Background:

The Barton Group is a commercial real estate brokerage- they work with organizations to buy, sell or lease properties. They locate office, industrial, and retail spaces within communities. With over 45 years of experience, The Barton Group is committed to the success of the businesses with which they partner by offering reliable, fair, heartfelt service to meet your specific property needs.

Attachments:



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: DDA Board
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: March 30, 2023

SUBJECT: DDA Park Benches

Action Requested:

Please discuss and approve a quote for the purchase of 5 new DDA park benches.

Background:

Currently, there is only one useable bench left in the DDA Park, all others have deteriorated since placement approximately 20 years ago. Comfortable and safe seating options are necessary for everyday use of the DDA Park.

Attachments:

Comparable quotes from TreeTop Products/ Kirby Built and The Park Catalog/ Belson Outdoors for park benches and trash receptacles.

Home / 6' Essential Series Aluminum Bench with Back - Powder Coated - Black



6' Essential Series Aluminum Bench With Back - Powder Coated - Black

\$797.00 / each

Item # 398-9100 [Print](#)

1

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REQUEST A QUOTE

AVAILABLE FOR **QuickShip**

*QuickShip is available with a quantity of 10 or less per sku



Call 1-855-444-1135 [Login](#) | [Sign up](#) [Cart](#)

How can we help you find your solution?



Park Benches

Picnic Tables

Trash Cans

Park Amenities

Speed Bumps & Humps

Bike Racks

Patio Furniture

Signs

Sanitation

Home > [Park Benches](#) > [Metal Benches](#) > Arched Back Cardinal Park Bench

IN STOCK
READY TO SHIP



Arched Back Cardinal Park Bench

★★★★★ 1 Review

Save 12% (1079) **\$948.85**

Quantity discounts available

Quantity Discounts

Quantity	6+
Price	\$888.85

[Ships in 3 to 5 Days](#)

Qty

- 1 +



How can we help you find your solution?



Park Benches

Picnic Tables

Trash Cans

Park Amenities

Speed Bumps & Humps

Bike Racks

Patio Furniture

Signs

Sanitation

Home > [Park Benches](#) > [Recycled Plastic Benches](#) > Classic Park Benches



Classic Park Benches

★★★★★ 135 Reviews

As low as

\$698.85

Quantity discounts available

Quantity Discounts

Quantity	6
Price	\$658.85

Product Configuration

Select Color



Selected Color : Brown

Length

4' 6' 8'



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: DDA Board
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: March 30, 2023

SUBJECT: New trash receptacles for Phelps St.

Action Requested:

Please discuss and approve a quote for the purchase of 6 new trash receptacles for Phelps. St. Pricing is identical between Belson Outdoors and The Park Catalog. Prices is also identical between TreeTop Products and Kirby Built.

Background:

The current trash receptacles are approximately 22 years old, and in poor condition. DPW has painted them in years prior, but they are beginning to rust, lids are also missing. Some of the current receptacles that are still in usable condition will be reused at The Skate Park, Raider Romp, Fire Station Park and Red Woolfe Park.

Attachments:

Comparable quotes from TreeTop Products/ Kirby Built and The Park Catalog/ Belson Outdoors for park benches and trash receptacles.



How can we help you find your solution?



Park Benches

Picnic Tables

Trash Cans

Park Amenities

Speed Bumps & Humps

Bike Racks

Patio Furniture

Signs

Sanitation

Home > Trash Cans > Outdoor Trash Cans > Helena 30 Gallon Receptacle with Side Access Door



IN STOCK
READY
TO SHIP

Helena 30 Gallon Receptacle with Side Access Door

★★★★☆ 2 Reviews

Save 12% (H619) \$898.85

SKU 4ZI471

Ships in 3 to 5 Days

Qty

- 1 +

Add to Cart

Email a link to this page



How can we help you find your solution?



Park Benches

Picnic Tables

Trash Cans

Park Amenities

Speed Bumps & Humps

Bike Racks

Patio Furniture

Signs

Sanitation

Home > Trash Cans > Outdoor Trash Cans > Alta Aluminum Receptacle with Side Door



IN STOCK
READY
TO SHIP

Alta Aluminum Receptacle with Side Door

☆☆☆☆☆ Write a review

Save 12% (H39) \$998.85 Quantity discounts available

SKU 4ZZ1960

Quantity Discounts

Quantity	6+
Price	\$918.85

Ships in 3 to 5 Days

Qty

- 1 +

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Search



CART 0

ALL CATEGORIES BENCHES BIKE RACKS BLEACHERS PICNIC TABLES PLANTERS TRASH RECEPTACLES GRILLS QUICKSHIP

Home / 30-Gal. Classic Round Ash 'N Trash w Rain Hood.



30-Gal. Classic Round Ash 'N Trash W Rain Hood.

\$900.00 / each

Item # 324-1040 Print

Buy 3 for \$882.00 each and save 2%

Buy 6 for \$864.00 each and save 4%

Buy 11 for \$846.00 each and save 6%

Accessory Color *

Choose an Option...

Color *

Choose an Option...

1

ADD TO CART

Estimate Shipping

*The concrete base is not included, but can be purchased for an additional charge



Village of Decatur
114 N Phelps Street
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MEMORANDUM

TO: DDA Board
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: March 30, 2023

SUBJECT: Entertainment Option for 2023 Events

Action Requested:

Please provide feedback for this option for entertainment for 2023 events.

Background:

Mr. Bennett is available on July 3, 2023 for the Fireworks & Food Trucks Extravaganza, and on September 4, 2023 for the Labor Day Market.



[Home](#) [About Joe](#) [Services](#) [Photos](#) [Videos](#) [Happenings](#) [Book Now](#)

About Joe



Joe has been a student of the magical arts since the age of 19. He has won many awards including:

- 2001 -First Place, I.B.M. Ring 211 "Best Original Trick" contest
- 2006 - First Place, Michigan Magic Day Close-Up Competition
- 2013 - First Place, Abbott's Close-Up Convention

Joe's magic was featured on the television program, "Kalamazoo Lively Arts", as well as 2 film documentaries. In addition to performing at the Kalamazoo State Theater he has performed his unique style of magic for clients such as the Kosciusco County Fair, Paw Paw Chamber of Commerce, Michigan Credit Union League, Paw Paw Wine and Harvest Festival, and the Vermontville Maple Syrup Festival.



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

Options and Rates:

➤ **1 hour long formal family show, \$300/hour**

This is preferably a sit-down event, and there is involvement and participation from the audience.

➤ **Walk around magic show, \$200/hour- from 1 to 5 hours**

Mr. Bennett walks around the event, stopping frequently for mini magic shows where crowds gather (approx. 10 minutes each).

Attachments:

None