

VILLAGE OF DECATUR DDA MEETING AGENDA

Wednesday
June 14, 2023



VILLAGE OF DECATUR
REGULAR DDA MEETING
Wednesday, June 14, 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 June 14, 2023

5A.2 – Approval of the Regular DDA Meeting Minutes for May 10, 2023

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

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

7. **UNFINISHED BUSINESS**

7A.1 – Update on the drafted Development Plan & TIF Plan and next steps

7A.2 – Discuss the Development Area Citizens Council (DACC)

7A.3 – Discussion regarding Decatur Day festival participation and volunteers

8. **NEW BUSINESS**

8A.1 – Request to approve DDA Park and DDA owned parcel use for Midwest Fest on 7-29-23

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.
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Village of Decatur
Downtown Development Authority

Wednesday, May 10, 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 1:01 P.M.

II. Pledge of Allegiance

III. Roll Call

Ali Elwaer, James Creagan (First State Bank), Jay Newell (Newell Insurance) 1:02 P.M., Lee Moser (Moser Financial Group) excused, Roger Kemp (RC Automotive Supply), Elissa Zimmer (Webster Memorial Library), Mary Miller (Mousse Lodge), Jami Swihart (Honor Credit Union) 1:03 P.M., Matt Cooper (Cooper Law), Christopher Tapper (Village Manager) excused, Rebecca Harvey (Village Planner- McKenna), Danielle Bouchard (McKenna), Megan Duncan (Clerk/Treasurer), Shantel Pentland (Administrative Assistant).

IV. Public Comments

None

V. Approval of Agenda & Meeting Minutes

Zimmer offered a motion to approve the agenda for May 10, 2023 and the meeting minutes from April 12, 2023, supported by Creagan, carried unanimously 8-0.

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

Rebecca Harvey from McKenna & Associates was in attendance and she shared information regarding the Development & TIF Plan. Bouchard has completed the draft copy of the document, and there was discussion on the creation of a DACC. Bouchard and Harvey shared the next steps moving forward, which involve public noticing requirements and scheduling the meeting for the DACC.

VII. Unfinished Business

- a. The board discussed the drafted Development and TIF Plan, at this time the board does not have any suggestions for edits.
- b. The board discussed the creation of a DACC, which will require a one-time commitment from 9 residents living within the proposed new boundary.
- c. Creagan offered a motion to approve the purchase of 5 Helena Benches and 5 Helena Trash Receptacles from TreeTop products in the amount of \$9,807.22, supported by Kemp, carried unanimously 8-0.

- d. Staff shared information on the organization of the Decatur Day festival. Pentland asked all board members to assist in finding volunteers for this event, approximately 45 will be needed.

VIII. New Business

- a. Miller offered a motion to approve the purchase of 2 A-Frame plastic signs with inserts from Creative Vinyl Signs to be used for DDA Sponsored events in the amount of \$398.00, supported by Zimmer, carried unanimously 8-0.

IX. Public Comments- Second Opportunity

X. DDA Member Comments

XI. Adjournment

Kemp offered a motion to adjourn the meeting at 2:00 P.M., supported by Newell, carried unanimously 8-0.

Minutes submitted by: Shantel Pentland, Administrative Assistant



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: Downtown Development Authority Board
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: May 30, 2023

SUBJECT: Use of DDA Park and DDA Owned Lot for Midwest Fest '23

Action Requested:

Final Gravity has requested use of the DDA Park and the adjacent empty lot for Midwest Fest '23

Background:

Final Gravity will be hosting Midwest Fest '23 on Saturday, July 29, 2023 from 4pm to 11pm. They have requested use of these two DDA owned parcels for this event, as they have years prior. There is an anticipated turn out of 2,500 individuals, maximum, for this event. Amber Chopp, General Manager, has stated the lots will be cleaned completely after the event and returned to their original state by the next morning, in time for the Farmer's Market on Sunday, July 30, 2023 at 9:00am.

Attachments:

E-mail request from Amber Chopp, General Manager at Final Gravity Brewing Co.

S Pentland

From: Amber chopp <achopp@finalgravitybrew.com>
Sent: Tuesday, May 30, 2023 1:42 PM
To: S Pentland
Subject: Midwest Festival DDA Park

I'm requesting permission on behalf of Final Gravity Brewinf company to use the DDA park and the joining lot for our Midwest Festival this year July 29th. I understand that the DDA park gets used for food trucks and farmers market, so I will personally make sure that the park is cleaned and ready to use once our festival is done.

Amber Chopp
General Manager
(269)944-9638
Final Gravity Brewery-Decatur