

VILLAGE OF DECATUR DDA MEETING AGENDA

Wednesday
August 10,
2022



VILLAGE OF DECATUR
REGULAR DDA MEETING
Wednesday, August 10, 2022 – 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 Special DDA Meeting Minutes for July 27, 2022

5A.2 – Approval of the Regular DDA Meeting Minutes for July 13, 2022

5A.3 – Approval of the Regular Meeting Agenda for August 10, 2022

6. COMMUNICATIONS TO THE COUNCIL – PRESENTATIONS & GUEST

7. UNFINISHED BUSINESS

7A.1- Update regarding Food Truck Mondays & Tuesdays

7A.2 - Discuss possible DDA participation in VBDL's Boo Bash

7A.3 – Further discussion on DDA involvement in upcoming Holiday activities

8. NEW BUSINESS

8A.1 –Labor Day festivities, food trucks and music

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. 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. Chair then calls on DDA members to discuss the motion if DDA members wish to discuss.
 6. Chair calls for a vote on the item after discussion has occurred.
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Village of Decatur
Downtown Development Authority

Wednesday, July 27, 2022, at 1:00 P.M.
Village Hall, 114 N. Phelps Street
Decatur, MI 49045

I. Call to Order

Christopher Tapper (Village Manager) called the meeting to order at 1:00 P.M.

II. Pledge of Allegiance

III. Roll Call

James Creagan (First State Bank), Jay Newell (Newell Insurance) excused, Lee Moser (Moser Financial Group) excused, David Moorman (Moorman Printing), Roger Kemp (Decatur 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), Megan Duncan (Clerk/Treasurer), Shantel Pentland (Administrative Assistant), Rebecca Harvey (Village Planner).

IV. Public Comments

No public comment received

V. Approval of Agenda & Meeting Minutes

- a. Moorman offered a motion to approve the agenda for July 27, 2022, support by Creagan, motion carried unanimously 5-0.

VI. Unfinished Business – DDA Development Plan

- a. Kemp offered a motion to approve the proposal submitted by McKenna & Associates at a cost not to exceed \$18,000.00 to develop the update DDA Development Plan, supported by Moorman, motion carried unanimously 5-0.

VII. DDA Member Comments

- a. The consensus of the members of the DDA was to continue the Food Truck events throughout the month of August 2022. Members have received multiple positive comments from the community regarding the Food Trucks.

VIII. Adjournment

- a. Moornman made a motion with support from Kemp to adjourn the meeting at 1:46 P.M.
Minutes submitted by: Shantel Pentland, Administrative Assistant

Village of Decatur
Downtown Development Authority

Wednesday, July 13, 2022, at 1:00 P.M
Village Hall, 114 N. Phelps Street
Decatur, MI 49045

I. Call to Order

James Creagan (First State Bank) called the meeting to order at 1:02 P.M.

II. Pledge of Allegiance

III. Roll Call

James Creagan (First State Bank), Jay Newell (Newell Insurance), Lee Moser (Moser Financial Group), David Moorman (Moorman Printing) excused, Roger Kemp (Decatur Automotive Supply), Elissa Zimmer (Webster Memorial Library), Mary Miller (Mousse Lodge) excused, Jami Swihart (Honor Credit Union) excused, Matt Cooper (Cooper Law), Shantel Pentland (Administrative Assistant), Rebecca Harvey (Village Planner).

IV. Public Comments

None

V. Approval of Agenda & Meeting Minutes

- a. Zimmer offered a motion to approve the agenda for July 13, 2022, support by Moser, motion carried unanimously 6-0.
- b. Creagan offered a motion to approve the minutes from June 15, 2022 meeting, support by Zimmer, motion carried unanimously 6-0.

VI. Communications to the Council- Presentations & Guest

None

VII. Unfinished Business

Rebecca Harvey (Village Planner) provided an update on the DDA Development Plan. Requests for proposals were sent to 4 firms (McKenna, Williams & Works, Wightman, Abonmarche), as of 7/13/22 at 12:00pm only McKenna's proposal had been received by Village staff. The deadline for RFP's has been set as July 20, 2022. A special meeting will be

held on Wednesday, July 27, 2022 to compare proposals, choose a firm, or make arrangements for interviews.

VIII. New Business

- a. DDA members gave verbal consent to not move forward with DDA Park electrical upgrades, since current amperes are sufficient.
- b. July 4th Events (held July 3rd, Food Truck & Fireworks Extravaganza and Food Truck Mondays/Tuesdays) were all very successful, vendors were pleased with the turnout. DDA members are in agreement to the continuance of bringing in food trucks on Mondays and Tuesdays, due to the overwhelming amount of community support with very few public complaints.
- c. DDA Grant program information from two neighboring Villages (Lawrence and Dowagiac) was provided. DDA members would like to see a mock draft of what we could comparably offer businesses in our downtown district.
- d. Request to hold a special meeting on Wednesday, July 20, 2022 was not approved. A date of Wednesday, July 27, 2022 was approved 6-0.

IX. Public Comments- Second Opportunity

None

X. DDA Member Comments

None

XI. Adjournment

- a. Newell made a motion with support from Zimmer to adjourn the meeting at 1:51 P.M. Minutes submitted by: Shantel Pentland, Administrative Assistant



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MEMORANDUM

TO: DDA
FROM: Shantel Pentland, Administrative Assistant
REVIEWED BY: Christopher Tapper, Village Manager
DATE: August 10, 2022

SUBJECT: Estimated Timeline for DDA Events

Fireworks- Book at least one year in advance

Food trucks for 4th of July- Begin booking in January

Live music for parks- schedule 2 months- 1 year in advance

Decatur Day (August)- Vendors (Food and Artisan)- January to April
Volunteers- April to July
Music/ Entertainment- 3 months- 1 year in advance
Coordination between library/local businesses- January
Games/ Carnival/ Bounce House

Harvest Festival- Library events
Light post scarecrow contest- September/ October
Boo Bash

Christmas Festivities- Begin coordinating mid-year with Library/ Honor CU
Reindeer/ Mr. & Mrs. Clause
Kids activities
Hot cocoa/ light up the tree
Light up the town parade

Farmers Markets- Begin coordinating in January