

VILLAGE OF DECATUR DDA MEETING AGENDA

Wednesday
August 9, 2023



VILLAGE OF DECATUR
REGULAR DDA MEETING
Wednesday, August 9, 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 August 9, 2023

5A.2 – Approval of the Regular DDA Meeting Minutes for July 12, 2023

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

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

7. **UNFINISHED BUSINESS**

7A.1 – Decatur Day report from Staff

7A.2 – July 28th Night Market report from Staff

7A.3 – Discussion regarding Social Districts

8. **NEW BUSINESS**

None

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, July 12, 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 1:00pm

II. Pledge of Allegiance

III. Roll Call

Ali Elwaer, James Creagan (First State Bank), Jay Newell (Newell Insurance) excused, Lee Moser (Moser Financial Group) excused, Roger Kemp (RC Automotive Supply) 1:07pm, Elissa Zimmer (Webster Memorial Library), Mary Miller (Mousse Lodge), Jami Swihart (Honor Credit Union) excused, Matt Cooper (Cooper Law), Christopher Tapper (Village Manager), Rebecca Harvey (Village Planner- McKenna), Shantel Pentland (Administrative Assistant), Megan Duncan (Clerk/Treasurer).

IV. Public Comments

None

V. Approval of Agenda & Meeting Minutes

Creagan offered a motion to approve the agenda for July 12, 2023 and the meeting minutes from June 14, 2023, and the DACC meeting minutes from June 28, 2023, supported by Zimmer, carried unanimously 6-0.

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

Rebecca Harvey from McKenna & Associates shared information regarding the Development & TIF Plan. Bouchard has completed the draft copy of the document, taking into account input and feedback from the DACC meeting that was held June 28, 2023. Harvey shared the next steps moving forward, which involve public noticing requirements and holding a Public Hearing on October 2, 2023.

VII. Unfinished Business

- a. Staff provided a brief update on the status of the drafted Development and TIF Plan. Due to noticing requirements, we are in a waiting period (there must be no less than 90 days between the DACC Meeting and the Public Hearing). Staff will begin noticing late August/early September.
- b. Tapper and Pentland provided a recap on the 2nd Annual Fireworks and Foodtrucks Extravaganza. Kemp noted that the fireworks display was not as impressive as years past, Miller noted the need for more seating at next year's event. Elwaer suggested asking for use of the school bleachers, Kemp suggested using the park benches in the future. The event was very successful, an estimate of 2k-3k people came

through the area from 6pm until midnight. There was discussion regarding next years event, the board is open to having the event on July 3, 4 or 5. Staff will coordinate with fireworks vendors and food event vendors in the coming months to see which date works best overall. Pentland shared the success of the first Chalk the Walk event that was held on the 3rd at the Athletic Complex, approximately 22 individuals participated. The next Chalk the Walk event will occur on August 4 on N. & S. Phelps St., the evening before the Decatur Day Festival.

- c. Staff has requested that each DDA member provide two volunteers for the Decatur Day festival. Approximately 30-45 volunteers will be needed for the event to run smoothly, current count is 15 volunteers. Planning is running smoothly; staff is still looking for vendors and participants for the car show.
- d. Staff provided the board with an update on the Decatur Farmer's Market. Vendor turnout has been minimal, as well as visitors, even with extensive marketing and staff support and energy. At this time, the board and staff agreed that transitioning to the Decatur Friday Night Market is feasible. Friday Night Markets will be held from 5pm-8pm at the DDA Park on the following tentative dates: July 28, August 18, September 8, September 29, October 20.

VIII. New Business

None

IX. Public Comments- Second Opportunity

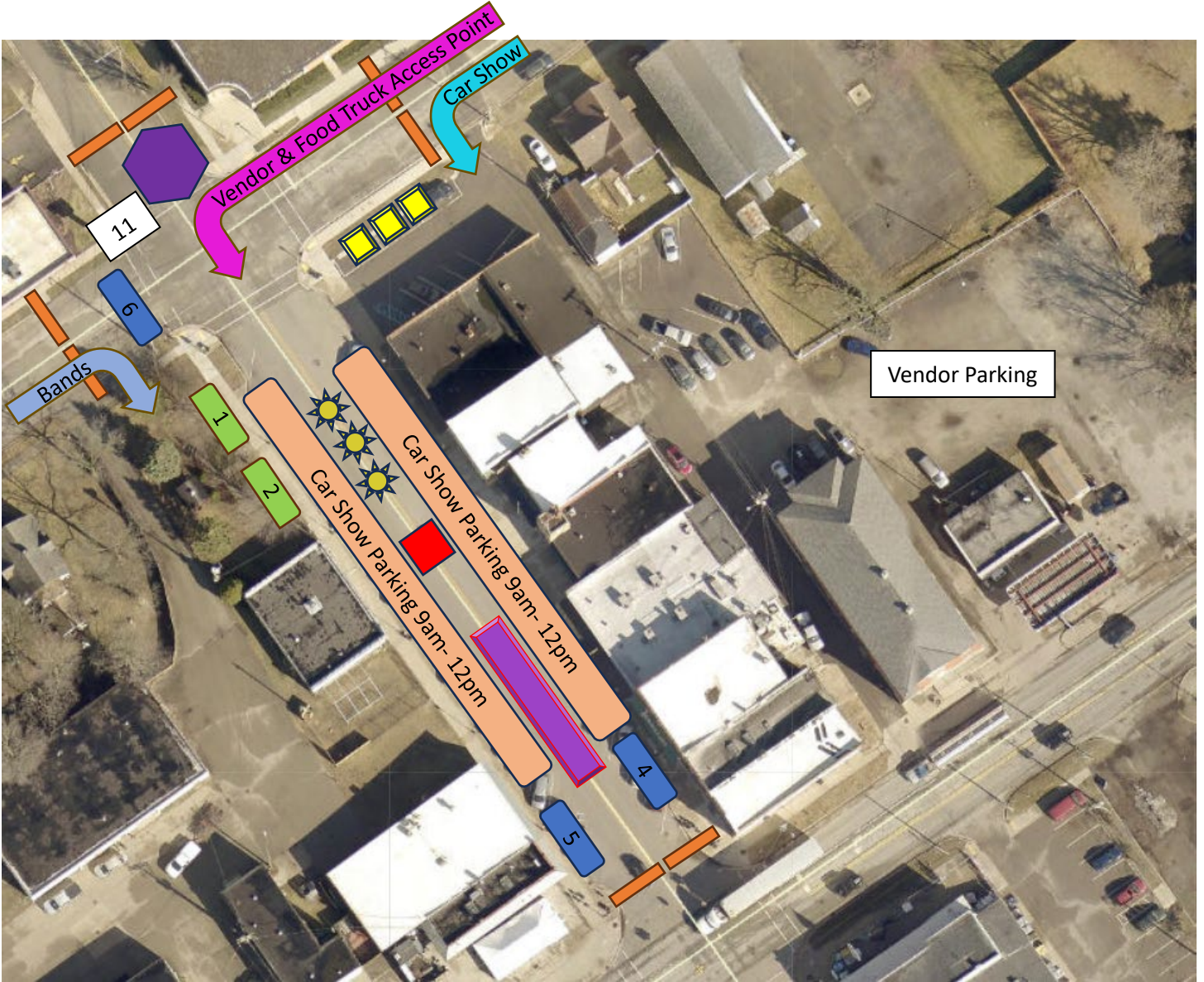
X. DDA Member Comments

XI. Adjournment

Zimmer offered a motion to adjourn the meeting at 1:39pm supported by Miller, carried unanimously 6-0.

Minutes submitted by: Shantel Pentland, Administrative Assistant

2023 Decatur Day- North Phelps St. Map



- 1 Brian McClure 9am-12pm
- 2 Legends & Legacy 3pm-6pm
- Green Dance Academy 4pm-5pm
- Porta Johns
- Car Show Parking 9am- 12pm
- Bounce House
- Barricades
- Community Crafts 2pm-6pm
- Donut Eating Contest 2pm-6pm

- Access point for Bands
- Access point for Car Show, open 7:00am-8:45am and 12pm-1pm
- Access point for Vendors/Food Trucks, open 7am-8:45am

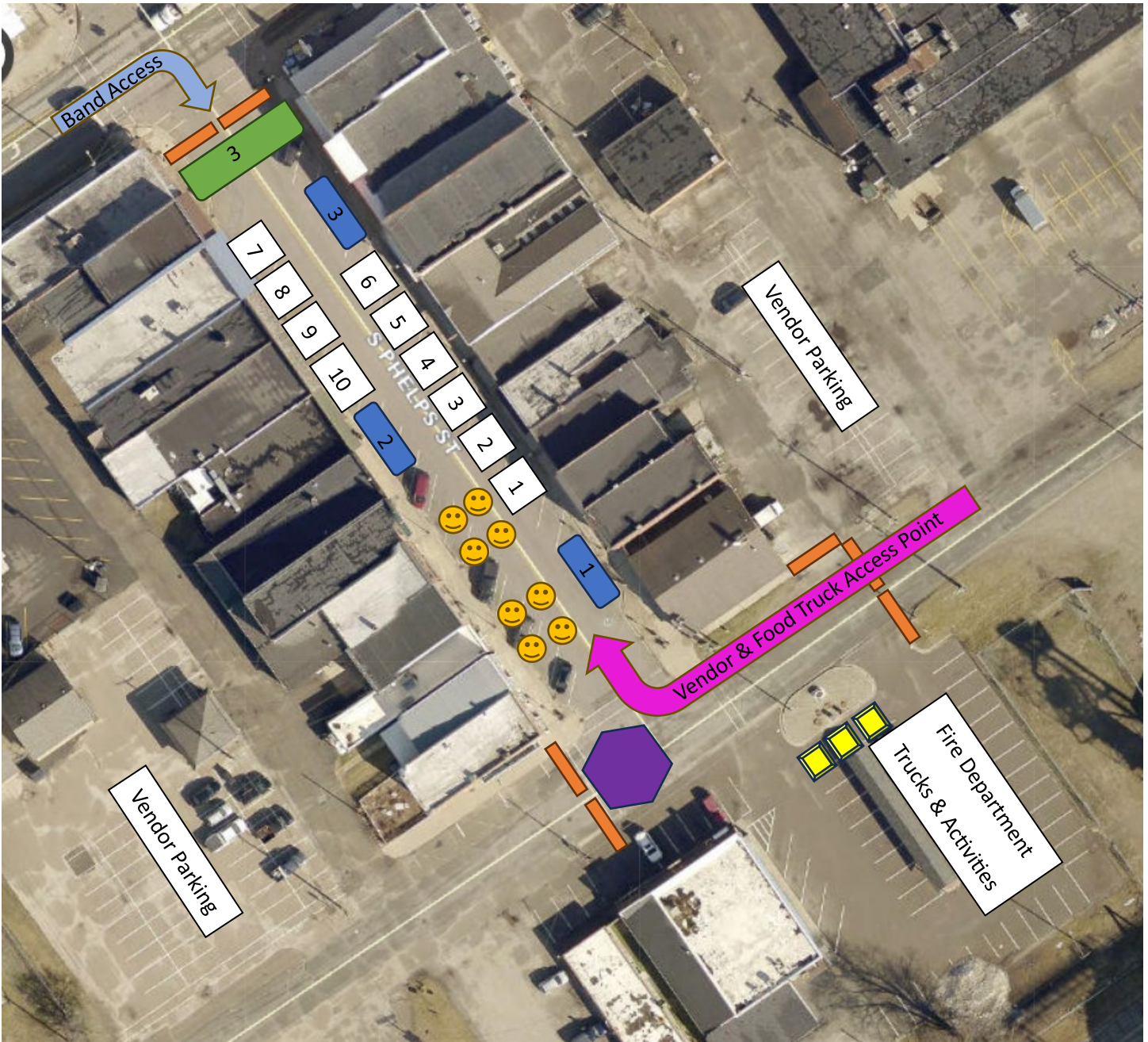
Food Truck Vendors:

- 4 Motor Mouth
- 5 Nola Roux
- 6 TBD

Vendors:

- 11 Honor Credit Union & FREE Popcorn

2023 Decatur Day- South Phelps St. Map



- 3 Hard Times Band 12pm-3pm
- 😊 Kids Games
- Porta Johns
- Bounce House
- Barricades

Food Truck Vendors:

- 1 Sweets with a Twist
- 2 The Mobile Crave
- 3 Smokin' 8's

Vendors:

- 1. Amalamazing Face & Body Painting
- 2. Lori Heller
- 3. Carol Lawrence
- 4. Sally Smith
- 5. Available
- 6. Available
- 7. Bonnie Hewitt
- 8. Available
- 9. Available
- 10. Available

↪ Access point for Band

Decatur Day 2023 Sponsors

\$50 Sponsorship Level (Kid Friendly Games):

- Bowling (Village Market)
- Putt Putt Golf (Village Market)
- Fling the Frog (Village Market)
- Wheel Spins (Village Market)
- Ring Toss (Special- Lite, Inc.)
- Ring Around the Horse (Special- Lite, Inc.)
- Bucket Ball Toss

\$100 Sponsorship Level:

- Community Craft Table- Planting Succulents (The Mousse Lodge)
- Community Craft Table- Rock Painting (Newell Insurance Agency)
- Community Craft Table- Assorted Kids Crafts (Newell Insurance Agency)

\$150 Sponsorship Level:

- Obstacle Course Bounce House (Decatur Hardware – Ace)
- Standard Bounce House
- FREE Popcorn Table (Honor Credit Union)

\$200 Sponsorship Level:

- Donut Eating Contest (VA Disability Law Center, *Matthew Cooper*)
- Car Show (First State Bank, Sun Provisions)
- Live Music- Brian McClure
- Live Music- Legends & Legacy (Special-Lite, Inc)
- Live Music- Hard Times Band (Decatur Plumbing and Heating)