

VILLAGE OF DECATUR DDA MEETING AGENDA

Wednesday
December 13,
2023



VILLAGE OF DECATUR
REGULAR DDA MEETING
Wednesday, December 13, 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 December 13, 2023

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

5A.3 – Approval of the Revenue & Expenditure Report ending November 30, 2023

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

6A.1 – Rebecca Harvey, Harvey Consulting

7. **UNFINISHED BUSINESS**

7A.1 – Discussion regarding VBDL- Webster Branch TIF Opt-Out Resolution

7A.2 – Recap of December 3, 2023 “Christmas in the Village” events

8. **NEW BUSINESS**

8A.1 – Discuss Budget for FY’24

8A.2 – Appointments

8A.3 – Review and approve 2024 Calendar of DDA Sponsored Events

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

I. Call to Order

Newell called the meeting to order at 1:02pm

II. Pledge of Allegiance

III. Roll Call

Ali Elwaer (Village President) excused, James Creagan (First State Bank) excused, Jay Newell (Newell Insurance), 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), Megan Duncan (Village Clerk/Treasurer), Shantel Pentland (Administrative Assistant).

IV. Public Comments

None

V. Approval of Consent Agenda Items

Zimmer offered a motion to approve the agenda for November 8, 2023 and the meeting minutes from October 11, 2023, supported by Kemp, carried unanimously 4-0.

VI. Communications to the DDA- Presentations & Guests

None

VII. Unfinished Business

1. Rebecca Harvey provided the update that the Development and TIF Plan was approved and adopted by Ordinance #2023-5 at the Public Hearing held November 6, 2023. Danielle Bouchard, McKenna will be forwarding the plan to the State for approval this week, and capture will begin upon full approval. Harvey shared that she and staff have conferred and the December DDA Meeting would be a good time to discuss and prepare for the new tasks of the DDA Board.
2. Pentland provided an update on the success of Boo Bash 2023. Zimmer shared that the Library saw a good turnout as well.
3. Pentland shared that over 130 Christmas Parade invitations have been mailed to local businesses, we are hopeful for growth from the 2022 Christmas Parade. Staff is also requesting DDA member participation for this event. Use of the High School parking lot has been approved for this event.

VIII. New Business

1. Pentland shared that the kickoff meeting for the Decatur Day 24' Planning Committee is scheduled for November 14, 2023 at 4:00pm at Village Hall, and we currently have 10 volunteers for this subcommittee of the DDA Board. The agenda was shared and verbally agreed upon. The Board is comfortable reviewing the Agenda and Minutes for the DD24PC every 2 months prior to their meetings.

IX. Public Comments- Second Opportunity

None

X. DDA Member Comments

None

XI. Adjournment

Miller offered a motion to adjourn the meeting at 1:17pm supported by Kemp, carried unanimously 4-0.

Minutes submitted by: Shantel Pentland, Administrative Assistant

REVENUE AND EXPENDITURE REPORT

PERIOD ENDING 11/30/2023

% Fiscal Year Completed: 75.14

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	11/30/2023 NORMAL (ABNORMAL)	MONTH 11/30/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248						
Revenues						
Dept 000						
248-000-404.000	PROPERTY TAXES	11,000.00	10,197.73	1.02	802.27	92.71
248-000-410.000	PERSONAL PROPERTY TAX	3,500.00	3,083.34	23.02	416.66	88.10
248-000-411.000	DELINQUENT TAX	90.00	0.00	0.00	90.00	0.00
248-000-445.000	REAL ESTATE TAX INTEREST	16.00	32.28	0.02	(16.28)	201.75
248-000-664.100	INTEREST INCOME	0.00	6.11	0.66	(6.11)	100.00
248-000-675.000	OTHER REVENUE	8,000.00	13,650.00	0.00	(5,650.00)	170.63
248-000-676.000	VENDOR REVENUE	0.00	1,960.00	0.00	(1,960.00)	100.00
248-000-699.390	TRANSFER FROM FUND BALANCE	0.00	0.00	0.00	0.00	0.00
Total Dept 000		22,606.00	28,929.46	24.72	(6,323.46)	127.97
TOTAL REVENUES		22,606.00	28,929.46	24.72	(6,323.46)	127.97
Expenditures						
Dept 290 - CONTINGENCY						
248-290-969.000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00
Total Dept 290 - CONTINGENCY		0.00	0.00	0.00	0.00	0.00
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	2,000.00	4,344.25	0.00	(2,344.25)	217.21
248-728-901.000	PRINTING/PUBLISHING	900.00	1,761.00	0.00	(861.00)	195.67
248-728-930.000	REPAIRS	0.00	0.00	0.00	0.00	0.00
248-728-958.000	MISCELLANEOUS	200.00	162.22	0.00	37.78	81.11
248-728-968.000	DEPRECIATION	0.00	0.00	0.00	0.00	0.00
248-728-981.000	CAPITAL OUTLAY	9,250.00	1,500.00	0.00	7,750.00	16.22
248-728-985.000	COMMUNITY SERVICE PROJECTS	20,000.00	33,066.92	0.00	(13,066.92)	165.33
248-728-986.000	DOWNTOWN FLOWERS	4,300.00	1,274.00	0.00	3,026.00	29.63
248-728-995.010	GEN FUND ADMIN TRANSFER	2,500.00	0.00	0.00	2,500.00	0.00
248-728-995.020	TRANSFER TO MAJOR	0.00	0.00	0.00	0.00	0.00
Total Dept 728 - ECONOMIC DEVELOPMENT		40,150.00	42,108.39	0.00	(1,958.39)	104.88
TOTAL EXPENDITURES		40,150.00	42,108.39	0.00	(1,958.39)	104.88
Fund 248:						
TOTAL REVENUES		22,606.00	28,929.46	24.72	(6,323.46)	127.97
TOTAL EXPENDITURES		40,150.00	42,108.39	0.00	(1,958.39)	104.88
NET OF REVENUES & EXPENDITURES		(17,544.00)	(13,178.93)	24.72	(4,365.07)	75.12



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: December 13, 2023

SUBJECT: Appointments

Action Requested:
Review and approve appointments

Background:

Current DDA Members & Terms

Member	Term Expiration
Ali Elwaer, Chairperson	November 2024
James Creagan, Vice Chairperson	December 31, 2023
Jay Newell, Secretary	December 31, 2023
Elissa Zimmer	December 31, 2025
Roger Kemp	December 31, 2025
Mary Miller	December 31, 2025
Matthew Cooper	December 31, 2025
Jami Swihart	December 31, 2025

Attachments:
None



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: December 13, 2023

SUBJECT: 2024 Calendar of DDA Sponsored Events

Action Requested:

Review and approve the 2024 Calendar of DDA Sponsored Events

Background:

The following were well-attended and popular events/contests in 2022 and 2023:

<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>
No Scheduled Events	Valentines Contest	St. Patrick's Contest	No Scheduled Events
		Easter Egg Hunt w/ NHS (Saturday, March 30)	
<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>
Night Market Event (Friday, May 31)	Night Market Event (Friday, Jun 28)	3 rd Annual Fireworks & Food Trucks Extravaganza (Thursday, July 4)	Chalk the Walk (Friday, August 2)
Food Truck Days (Mondays/Tuesdays)	Food Truck Days (Mondays/Tuesdays)	Food Truck Days (Mondays/Tuesdays)	Decatur Day Festival (Saturday, August 3)
		Night Market Event (Friday, July 26)	Night Market Event (Friday, August 30)
			Food Truck Days (Mondays/Tuesdays)
<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
Food Truck Days (Mondays/Tuesdays)	Scarecrow Decorating Contest	No Scheduled Events	Christmas Decorating Contest
Night Market Event (Friday, September 27)	Boo Bash Event w/ VBDL (Thursday, October 31)		Christmas in the Village (Sunday, December 1)

Attachments:

None