

VILLAGE OF DECATUR DDA MEETING AGENDA

Wednesday
January 12,
2021



VILLAGE OF DECATUR
REGULAR DDA MEETING
Wednesday, January 12, 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 CONCENT AGENDA ITEMS**

5A.1 - Approval of the Regular DDA Meeting Agenda for January 12, 2022.

5A.2 – Approval of meeting minutes for November 10, 2021 & December 10, 2021

6. **COMMUNICATIONS TO THE COUNCIL – PRESENTATIONS & GUEST**

7. **UNFINISHED BUSINESS**

7A – Banners

7B – Request approval to adopt Budget FY 2023

7C – Projects, Events, Goals

7D – Social Districts Discussion

7E - Redevelopment Ready Communities (RRC) certification

7F – DDA Plan 1981

8. **NEW BUSINESS**

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 Regular Meeting Minutes

Wednesday, November 10, 2021, at 1:00 P.M
Village Hall, 114 N. Phelps Street
Decatur, MI 49045

I. James Creagan called the meeting to order at 1:00 P.M.

II. Roll Call

James Creagan (First State Bank), Jay Newell (Newell Insurance), Lee Moser (Moser Financial Group) David Moormann (Moorman Printing) and Fred Reeder (CPA) excused, Village Manager Tapper, Chief of Police Thomas VanDerWoude present.

III. Approval of Agenda

Newell offered a motion to approve the agenda for November 10, 2021, supported by Creagan, motion carried unanimously 3-0.

IV. Presentation and Guest

Rebecca Harvey, Village Planner was introduced into the Board. A general discussion ensued regarding Ms. Harvey's experience and work completed.

V. Unfinished Business - Banners

Tapper received additional information regarding the Downtown Banners. The Board is looking for additional vendors to compare cost.

VI. Unfinished Business – DDA property 80-43-040-23-20

Newell offered a motion to approve the conveyance agreement between the Downtown Development Authority and Kody Hillring to transfer ownership to Kody Hillring for parcel number 80-43-040-23-20, supported by Moser, motion carried unanimously 3-0.

VII. Unfinished Business – DDA property 80-43-040-221-10

Creagan offered a motion to approve the conveyance agreement between the Downtown Development Authority and Kody Hillring to transfer ownership to Kody Hillring for parcel number 80-43-040-23-20, supported by Newell, motion carried unanimously 3-0.

VIII. New Business – FY 2023 Budget

Tapper provided the Board with a proposal of the fiscal year 2023 budget. A general discussion ensued regarding the proposal. Board to discuss further next month.

IX. New Business – Meeting Schedule for 2022

Tapper provided the Board with a proposal for the 2022 calendar year meeting schedule. It was the consensus of the Board to hold meetings, the second Wednesday, each month at 1:00 P.M at 114/116 N Phelps Street, Decatur, MI 49045.

X. New Business – Downtown Social District Plan

Tapper provide information to the Board regarding the proposal to have a Social District within the 100 block of N Phelps and the 100 block of S Phelps. Chief of Police, Thomas VanDerWoude provided some additional information to the Board of how this would affect the Decatur Police Department. Chief VanDerWoude express if the DDA was interested in moving forward this type of Social District, the Police Department would support that decision. Tapper commented if the Board did not see the benefit to the DDA District, then the topic would not be brought back for discussion.

XI. Adjournment

Creagan offered a motion with support from Moser to adjourn the meeting at 1:45 P.M.
Minutes submitted by: Christopher Tapper, Village Manager

Village of Decatur
Downtown Development Authority

Monday, December 8, 2021, at 1:00 P.M.
Village Hall, 114 N. Phelps Street
Decatur, MI 49045

I. James Creagan called the meeting to order at 1:00 P.M.

II. **Roll Call**

James Creagan (First State Bank), Jay Newell (Newell Insurance) excused, Lee Moser (Moser Financial Group) excused David Moormann (Moornman Printing) Roger Kemp (RA Decatur Supply) Mary Miller (Mousse Lodge) Jami Swihart (Honor Credit Union), excused and Fred Reeder (CPA) excused, Village Manager Tapper, Megan Duncan, Clerk/Treasurer, Rebecca Harvey, Village Planner present.

III. **Public Comments**

a. Let the record show, no public comment was offered

IV. **Approval of Agenda, Meeting Minutes, Accounts Payable**

a. Creagan offered a motion to approve the agenda for December 8, 2021, support by Kemp, motion carried unanimously 4-0.

VI **Unfinished Business**

b. Manager Tapper, still gathering information regarding the downtown banners. A copy of the FY 23 budget was provided.

V. **New Business – Redevelopment Ready Communities (RRC)**

a. Katie Saintz, Business Development Assistant, with Abonmarche was in attendance to provide a presentation on the status of the Village of Decatur RRC certification.

b. A general discussion ensued regarding the history of the Village of Decatur, DDA. A question presented to the Board, was if the Board was aware of the adopted development plan. Board members inquired of the Manager to research the plan and provide an update at the next meeting.

c. Miller requested staff to provide an update regarding the discussion of Social Districts. Staff will add the discussion to next meeting agenda.

VI. Adjournment

- a. Kemp made a motion with support from Moonman to adjourn the meeting at 2:08 P.M.
Minutes submitted by: Megan Duncan, Village Clerk/Treasurer



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: DDA
FROM: Christopher Tapper, Village Manager
REVIEWED BY: N/A
DATE: January 12, 2022

SUBJECT: Budget FY 2023

Action Requested:

It is requested the DDA approve fiscal year 2023 budget.

Background:

The DDA has oversight regarding the Village of Decatur, Downtown Development Authority fund 248. Staff has also provided, information regarding the Business Loan Fund 244. It was discussed at the Friday, December 3, 2021, Budget Committee to have the DDA more oversight regarding the Business Loan Fund.

The Village Council is scheduled to hold a public hearing, Monday, February 7, 2022, regarding the proposed FY 23 budget.

Staff is looking for discussions on goals, objectives for the new fiscal year 2022-23

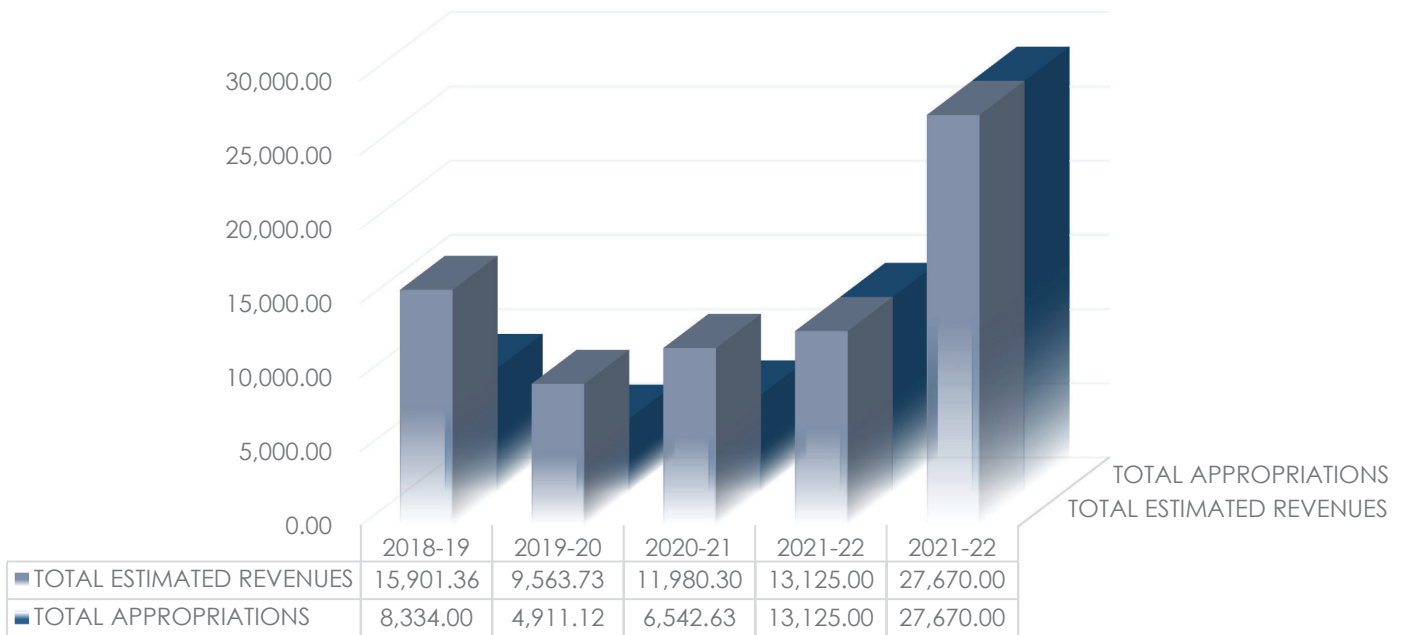
Background:

Proposed Budget 2022-2023

DDA FUND (248)

	2020-21	2021-22	2021-22	2022-23
	ACTIVITY	AMENDED	ACTIVITY	REQUESTED
Fund 248 - DDA FUND		BUDGET	THRU 02/28/22	BUDGET
TOTAL ESTIMATED REVENUES	11,980.30	13,125.00	18,850.40	27,670.00
TOTAL APPROPRIATIONS	6,542.63	13,125.00	8,545.00	27,670.00
NET OF REVENUES/APPROPRIATIONS - FUND 248	5,437.67		10,305.40	
BEGINNING FUND BALANCE	100,439.34	105,877.01	105,877.01	116,182.41
FUND BALANCE ADJUSTMENTS				
ENDING FUND BALANCE	105,877.01	105,877.01	116,182.41	116,182.41

DDA FUND - 248



■ TOTAL ESTIMATED REVENUES ■ TOTAL APPROPRIATIONS



Village of Decatur
114 N Phelps Street
Decatur, MI 49045

MEMORANDUM

TO: DDA
FROM: Christopher Tapper, Village Manager
REVIEWED BY: N/A
DATE: November 10, 2021

SUBJECT: Discussion regarding creation of Downtown Decatur Social District

Action Requested:

It is requested that the DDA have a discussion regarding the possibility of a Downtown Decatur Social District

Background:

In accordance with Public Act 124 of 2020, the governing body of a local governmental unit may designate a Social District within its jurisdiction and establish Commons Areas which will then allow establishments whose liquor and beer license premises are contiguous to the Commons Area within the Social District, and that have been approved for and issued a Social District Permit from the Michigan Liquor Control Commission (MLCC), may sell alcoholic liquor on their licensed premises to customers who may then consume the alcoholic liquor within a Commons Area of the Social District.

The Village of Decatur would need to develop a Downtown Decatur Social District Plan as required per the public act. The Downtown Decatur Social District will generally be bounded by? Upon approving this resolution, businesses who are contiguous to this area and currently sell alcoholic liquor may apply for a Social District Permit from the MLCC to sell alcoholic liquor to go and be consumed within the Commons Area of the Social District.

Attachment(s):