CITY OF EATON RAPIDS
DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA
December 8, 2023
7:00 a.m.
City Hall – 2nd Floor
200 S. Main Street

1. Call to Order
2. Approval of Agenda
3. Citizen Comments (3-minute time limit)
4. Minutes

    Approve the minutes from the November 10, 2023, regular DDA Board Meeting

5. Treasurer Report

    Approve the revenue and expense report for month end November 30, 2023

6. Committee Reports

    Façade Grants

    Winter Market

7. Director Report – Corey and Yvonne
8. Old Business

    Hall Street Property

9. New Business
11. Board Member Comments
11. Adjournment

Downtown Development Authority
November 10, 2023

A meeting of the Eaton Rapids Downtown Development Authority was held at City Hall, 200 S. Main Street, on November 10, 2023, at 7:00 a.m.

1. Call to Order:

Chair DeFrance called the meeting to order at 7:02 a.m.

Chair DeFrance, Mayor Colestock, and members McGee, Sheneman, and Chagnon were present. Members Johnson, Booher, and Carducci were absent and excused.

Administrative Staff Present were City Clerk Webb Parks and Recreation Director, Cagle. Also in attendance were Lisa Barna, Courtney Mead, William Steele, Steven Gehringer and Bryonna Barna

2. Approval of Agenda:

McGee moved, Mayor Colestock seconded, motion PASSED to approve the agenda.

3. Citizen Comments:

Bryonna will be running an informational Campaign for the upcoming project in the library. A Construction Contractor has been hired to complete the renovation.

4. Approve of Meeting Minutes:

McGee moved, Sheneman seconded, motion PASSED to approve the October 13, 2023, minutes.

5. Treasurer Report:

The Board reviewed the Treasurer's Report. McGee moved, Sheneman seconded, motion PASSED to approve the October 31, 2023, revenue, and expense report.

6. Committee Report:

Mayor Colestock gave an update on the Façade grants. Lynn Ball project is half done, project must be completed by the end of November, so their funds may be forfeited for this year. Mr. M's has not been started so will be forfeiting their grant funds, also Black dogs will not be able to get their project done in time so they will forfeit their funds for this year and will reapply for next year.

Lisa Barna reported having balance of approximately $300 left from the summer market. Most expenses were signage and barricades. Lisa Barna provided an update on the first Winter Market. The first market had 17 vendors with almost 200 shoppers. Three vendors sold out of products. Next market date has 36 vendors signed up. One of the future market dates already has 46 vendors signed up. Space could be an issue.

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7. Director Report:

Corey Cagle reported the dog stations have been installed. Also, the Main Street Project is complete. Two reports left to file on this project.

8. Old Business:

Hometown Christmas:
Parade, crafters, and window decorating contest. The theme is Christmas movies. This event is sponsored by the Chamber of Commerce as well as the City of Eaton Rapids.

Christmas Decorations: Mylo L. Stewart Park (Pocket Park):
The park will be decorated like Whoville.
Painting the props and scenery for Whoville will take place Tuesday, November 14th, 2023, 6-8 pm.

Christmas Parade:
This event will take place on December 2, 2023.
Purchase and Handout Whoville type candy at Pocket Park: requesting DDA volunteers.
Chagnon moved, seconded by Mayor Colestock to provide up to $200 from DDA for candy and stickers to pass out during the parade in Whoville.

Hall Street Property 3 Parcels:
Discussion on ideas for business opportunities. Appraised at $13,500 for each parcel.

Community and Economic Development Job Posting:
This position will be posted next week. There are 4 candidates currently. Interviews will be scheduled with DDA, LDFA, and City Manager. DDA would like to receive an email on the interviews time and dates.

9. New Business:

Bruce Johnson – Revitalization, Inc:
The board decided to have an open house on December 8th at 7:30am, after the DDA regular meeting to involve the business owners and community to hear Bruce's presentation of ideas and needs for the City of Eaton Rapids. Also, possibly arrange individual meetings for the business owners with Bruce to be held after the presentation.

Ideas for Downtown Activities (Work with City and Chambers):
Polar Plunge
Other Ideas

Board Member Comments:

Major Colestock Thanked Carducci for being the spokesperson for the Christmas commercial, that will air between Thanksgiving and Christmas.

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DeFrance announced McNabb resignation effective November 8th, 2023. DeFrance explained that McNabb had too many conflicts at this time.

November 18th will be the decorating of the Island at 12noon. Chagnon moved, Mayor Colestock seconded a motion to provide $100 for hot chocolate for the volunteers.

There was mention of the home decoration contest throughout the city.

Adjournment:

McGee moved, Mayor Colestock seconded, PASSED a motion to adjourn. The meeting adjourned at 7:58 a.m.

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DOWNTOWN DEVELOPMENT AUTHORITY
REVENUE AND EXPENDITURE REPORT FOR EATON RAPIDS
PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023-24 APPROVED BUDGET	YTD BALANCE 11/30/2023
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY			
Revenues			
Dept 253 - CITY TREASURER			
248.253.40500	TIF TAXES	90,940.00	68,282.07
248.253.69400	MISCELLANEOUS REVENUE	5,000.00	380.00
Total Dept 253 - CITY TREASURER		95,940.00	68,662.07
TOTAL REVENUES		95,940.00	68,662.07
Expenditures			
Dept 803 - DDA/TIFA			
248.803.71000	SALARY & WAGES	24,000.00	3,915.70
248.803.71500	SOCIAL SECURITY	1,836.00	584.45
248.803.71600	HOSPITALIZATION	6,339.00	2,641.25
248.803.71650	RETIREE HEALTH CARE	400.00	166.65
248.803.71700	LIFE INSURANCE	31.00	12.90
248.803.71800	RETIREMENT FUND CONTRIBUTION	1,920.00	800.00
248.803.72000	WORKMEN'S COMP INSURANCE	251.00	0.00
248.803.72100	UNEMPLOYMENT	240.00	0.00
248.803.73000	OFFICE SUPPLIES	100.00	0.00
248.803.74404	ENRICHMENT PROGRAMMING	6,000.00	5,618.62
248.803.80200	ATTORNEY LEGAL FEES	500.00	0.00
248.803.81500	CONTRACTED CLEARING OF SIDEWALKS	8,500.00	0.00
248.803.83000	FACADE IMPROVE PROGRAM	20,000.00	9,500.00
248.803.85200	TELEPHONE & INTERNET	500.00	0.00
248.803.86000	TRANSPORTATION	500.00	0.00
248.803.88500	COMMUNITY PROMOTIONS	1,500.00	650.00
248.803.92100	PUBLIC UTILITIES	3,000.00	1,108.08
248.803.93500	FARM MARKET	1,000.00	1,170.00
248.803.95600	BUSINESS RECRUITMENT	5,000.00	0.00
248.803.95700	MEMBERSHIP & DUES	1,500.00	0.00
248.803.95800	EDUCATION & TRAINING	1,000.00	0.00
248.803.95900	MISCELLANEOUS EXPENSE	500.00	0.00
Total Dept 803 - DDA/TIFA		84,617.00	26,167.65
Dept 906 - DEBT SERVICE			
248.906.99500	PAYING AGENT FEES	500.00	0.00
248.906.99800	CAP IMPROVE INTEREST/PRINCIPAL	64,400.00	0.00
Total Dept 906 - DEBT SERVICE		64,900.00	0.00
TOTAL EXPENDITURES		149,517.00	26,167.65
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:			
TOTAL REVENUES		95,940.00	68,662.07
TOTAL EXPENDITURES		149,517.00	26,167.65
NET OF REVENUES & EXPENDITURES		(53,577.00)	42,494.42
BEG. FUND BALANCE		83,163.82	28,734.23
END FUND BALANCE		29,586.82	71,228.65