



**CITY OF EATON RAPIDS
DOWNTOWN DEVELOPMENT AUTHORITY
AGENDA
May 12, 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 April 14, 2023, regular DDA Board Meeting
5. Treasurer Report
 - Approve the revenue and expense report for month end April 30, 2023
6. Committee Reports
7. Director Report – Yvonne or Corey
8. Old Business
 - a. Dog Waste Stations Downtown (Quotes) – Mark
 - b. Farmer’s Market – Pam Colestock (Attached Excel and other documents)
 - c. MEDC Monthly Report Update – Corey Cagle
 - d. Vibrancy Grant – Corey Cagle
 - e. Flowers Downtown – Corey, Mark & Pam
 - f. Optimize Main Street Grant – Due June 1, 2023 - Corey
 - g. Moving forward as a Main Street Community Decision – Bill
 - h. FY 23-24 Budget Approval - Yvonne
9. New Business
 - a. Façade Grant Applications Recommendations – Pam
 - b. Downtown Clean Up Day – Pam
11. Board Member Comments
11. Adjournment

Downtown Development Authority

April 14, 2023

A meeting of the Eaton Rapids Downtown Development Authority was held at City Hall, 200 S. Main Street, on April 14, 2023 at 7:00 a.m.

Chair DeFrance called the meeting to order at 7:00 a.m.

Present were Chair DeFrance and members McGee, Booher, McNabb, Colestock, Sheneman, Willey (7:01a.m.) and McGee (7:02). Johnson and Carducci were absent and excused.

Administrative Staff Present were City Manager Ridge, City Clerk Boomer, and Director of Parks, Recreation, and Events Cagle.

Colestock moved, McNabb seconded, PASSED, to approve the agenda.

Public Comments: None

McNabb moved, Colestock seconded, PASSED, to approve the March 10, 2023 minutes.

The Board reviewed the Treasurer Report. McNabb moved, Colestock seconded, PASSED, to accept the Treasurer Report.

Committee Reports:

Mayor Colestock reported that the Economic Vitality Committee is pushing out the Façade Grant to Downtown businesses. Councilwoman Politza distributed the physical grant application to the businesses, and they have been emailed. April 28th is the deadline to apply. Cagle will post again on the DDA Facebook page.

Director Report: None

Old Business:

- a. Mark McGee reported that he checked into dog waste stations. He estimated about \$500 for two (2) stations. Sheneman advised that he sees a lot of dog waste in the downtown area. He suggested checking into a business sponsor for the stations. The pocket park was suggested as a potential site.
- b. Chamber Director Courtney Mead reported that she has sent out applications for the Famer's Market. None have been received. She will follow up with vendors via email. Colestock advised she would call previous vendors. DeFrance commented that he thinks a coordinator is needed to run the market. Colestock will reach out to Lisa Barna to see if she would be interested.
- c. Director of Parks, Recreation and Events Cagle reported that the MEDC Main Street reporting is up to date.
- d. City Manager Ridge reported that Mr. M's received a Match on Main Grant to purchase a new oven.
- e. Director of Parks, Recreation and Events Cagle reported that the Easter Egg Hunt was moved to April 8th due to weather. It was a successful event. DeFrance reported that Black Dog Coffee reported increased out of area sales that morning.
- f. Director of Parks, Recreation and Events Cagle reported that the Vibrancy Grant is due April 21st and that he will move forward with applying for a previous project plan including way finding signs.
- g. City Manager Ridge reviewed the Economic Development Job description. She advised it would be split between City, DDA, and LDFA. She reported that the City was awarded a CDAM grant for an intern to help with parks programming, marketing, and events.

- h. The Board discussed moving forward as a Main Street Community. McNabb advised that the program is dependent on staff, the DDA, and volunteers to be successful. He suggested they ask for a variance for the full-time director requirement for a time period. The bond repayment is causing a financial issue for the DDA. DeFrance suggested moving forward with the economic development position and ask for two (2) years to get on track with Main Street. Ridge advised the position would be effective July 1st. Colestock commented that the City needs economic development, not necessarily the Main Street title. Willey commented that she would like to move forward with the economic development position and look at Main Street later. Colestock moved, Booher seconded, PASSED, to support the economic development position.

New Business:

- a. Booher reported that the mulch downtown looks good. He will coordinate with Cagle on flowers for the downtown including the bridges.
- b. Colestock reported that the lights on the downtown trees are not on due to a majority of them no longer being functional. The City has received quotes for about \$65 per tree. She suggested DDA pay for the new lights. Ridge advised the City would cover any additional costs. Moved by Colestock, seconded by McGee, PASSED, to sponsor new tree lights up to \$3,500.
- c. Ridge reviewed the proposed FY 23-24 budget with the Board.
- d. Ridge advised that no one is attending the Main Street training in May.
- e. Ridge reported that the Optimize Main Street Grants are still available and are due June 1st.

Board Member Comments: None

Meeting adjourned at 8:05 a.m.

Laura Boomer, City Clerk

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2023
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY			
Revenues			
Dept 253 - CITY TREASURER			
248.253.40500	TIF TAXES	89,000.00	85,769.67
248.253.43000	STATE OF MICHIGAN STABILIZATION	5,000.00	0.00
248.253.66400	INTEREST INCOME	100.00	0.00
248.253.69400	MISCELLANEOUS REVENUE	10,000.00	95.00
Total Dept 253 - CITY TREASURER		104,100.00	85,864.67
Dept 931 - TRANSFERS IN			
248.931.69903	TRANSFER FROM GENERAL FUND	20,000.00	0.00
Total Dept 931 - TRANSFERS IN		20,000.00	0.00
Dept 999 - FUND BALANCE			
248.999.69990	USE OF FUND BALANCE	45,000.00	0.00
Total Dept 999 - FUND BALANCE		45,000.00	0.00
TOTAL REVENUES		169,100.00	85,864.67
Expenditures			
Dept 803 - DDA/TIFA			
248.803.71000	SALARY & WAGES	50,000.00	27,829.84
248.803.71500	SOCIAL SECURITY	3,825.00	2,613.73
248.803.71600	HOSPITALIZATION	6,000.00	3,194.73
248.803.71700	LIFE INSURANCE	157.00	216.44
248.803.71800	RETIREMENT FUND CONTRIBUTION	4,000.00	4,535.95
248.803.73000	OFFICE SUPPLIES	100.00	52.68
248.803.74404	ENRICHMENT PROGRAMMING	0.00	4,000.00
248.803.80200	ATTORNEY LEGAL FEES	500.00	0.00
248.803.81500	CONTRACTED CLEARING OF SIDEWALKS	8,200.00	8,200.00
248.803.83000	FACADE IMPROVE PROGRAM	20,000.00	15,000.00
248.803.85200	TELEPHONE & INTERNET	1,000.00	584.83
248.803.88500	COMMUNITY PROMOTIONS	1,943.00	0.00
248.803.92100	PUBLIC UTILITIES	1,135.00	2,363.48
248.803.93500	FARM MARKET	300.00	100.50
248.803.95700	MEMBERSHIP & DUES	1,500.00	1,125.00
248.803.95800	EDUCATION & TRAINING	2,000.00	376.35
248.803.95900	MISCELLANEOUS EXPENSE	865.00	250.00
Total Dept 803 - DDA/TIFA		101,525.00	70,443.53
Dept 906 - DEBT SERVICE			
248.906.99500	PAYING AGENT FEES	500.00	250.00
248.906.99800	CAP IMPROVE INTEREST/PRINCIPAL	62,608.00	0.00
Total Dept 906 - DEBT SERVICE		63,108.00	250.00
Dept 999 - FUND BALANCE			
248.999.99917	TRANSFER TO FOURTH OF JULY FUND	4,000.00	0.00
Total Dept 999 - FUND BALANCE		4,000.00	0.00
TOTAL EXPENDITURES		168,633.00	70,693.53
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:			
TOTAL REVENUES		169,100.00	85,864.67
TOTAL EXPENDITURES		168,633.00	70,693.53
NET OF REVENUES & EXPENDITURES		467.00	15,171.14
BEG. FUND BALANCE		83,153.82	83,153.82
END FUND BALANCE		83,620.82	98,324.96

Item	Price	Quantity	Cost	Distribution
Flyers Around Town	\$2	30	\$60	Lisa will pass on
Bookmarks	\$1.25	100	\$125.00	Library is willing
Reserved Parking Sign	\$40	5	\$200	Save parking sp
Facebook Promotion	\$20	3	\$60	Boosted ads on
Half-Page Ad in the Pape	\$250	1	\$250	Flashes
Flutter Flags	\$75	2	\$150	Put flutter flags
Farmers Market Write Up	\$0	4	\$0	City's newslette
Banner up Across the Str	\$0	1	\$0	Tammie said th
Farmers Market Social M	\$0	20	\$0	Two social med
Total			\$845.00	

Calculations as of 05/31/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 05/31/23	2023-24 REQUESTED BUDGET	2023-24 APPROVED BUDGET
ESTIMATED REVENUES							
Dept 253 - CITY TREASURER							
248.253.40500	TIF TAXES	86,664.06	89,000.00	89,000.00	85,769.67	85,000.00	
248.253.43000	STATE OF MICHIGAN STABILIZATION	5,333.94	5,000.00	5,000.00		5,000.00	
248.253.66400	INTEREST INCOME	30.81	100.00	100.00			
248.253.69400	MISCELLANEOUS REVENUE	48,650.00	10,000.00	10,000.00	95.00	5,000.00	
248.253.69402	FARM MARKET	120.00					
Totals for dept 253 - CITY TREASURER		140,798.81	104,100.00	104,100.00	85,864.67	95,000.00	
Dept 931 - TRANSFERS IN							
248.931.69903	TRANSFER FROM GENERAL FUND	20,000.00	20,000.00	20,000.00			
Totals for dept 931 - TRANSFERS IN		20,000.00	20,000.00	20,000.00			
Dept 999 - FUND BALANCE							
248.999.69990	USE OF FUND BALANCE		45,000.00	45,000.00		54,866.00	
Totals for dept 999 - FUND BALANCE			45,000.00	45,000.00		54,866.00	
TOTAL ESTIMATED REVENUES		160,798.81	169,100.00	169,100.00	85,864.67	149,866.00	

Calculations as of 05/31/2023

GL NUMBER	DESCRIPTION	2021-22 ACTIVITY	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 05/31/23	2023-24 REQUESTED BUDGET	2023-24 APPROVED BUDGET
APPROPRIATIONS							
Dept 371 - BUILDING DEPARTMENT							
248.371.71000	SALARY & WAGES	(8,843.40)					
248.371.71500	SOCIAL SECURITY	(687.08)					
248.371.71800	RETIREMENT FUND CONTRIBUTION	382.06					
Totals for dept 371 - BUILDING DEPARTMENT		(9,148.42)					
Dept 803 - DDA/TIFA							
248.803.71000	SALARY & WAGES	48,983.17	50,000.00	50,000.00	27,897.16	24,000.00	
248.803.71500	SOCIAL SECURITY	3,321.56	3,825.00	3,825.00	2,618.74	1,836.00	
248.803.71600	HOSPITALIZATION	7,818.28	6,000.00	6,000.00	3,194.73	6,339.00	
248.803.71650	RETIREE HEALTH CARE					400.00	
248.803.71700	LIFE INSURANCE	251.24	100.00	157.00	217.21	31.00	
248.803.71800	RETIREMENT FUND CONTRIBUTION	6,701.23	4,000.00	4,000.00	4,541.34	1,920.00	
248.803.72000	WORKMEN'S COMP INSURANCE					600.00	
248.803.72100	UNEMPLOYMENT					240.00	
248.803.72900	OPERATING SUPPLIES	15.89					
248.803.73000	OFFICE SUPPLIES	129.25	100.00	100.00	52.68	100.00	
248.803.74404	ENRICHMENT PROGRAMMING				4,000.00	6,000.00	
248.803.80200	ATTORNEY LEGAL FEES		500.00	500.00		500.00	
248.803.81500	CONTRACTED CLEARING OF SIDEWALKS		8,200.00	8,200.00	8,200.00	8,500.00	
248.803.81600	CONTR. SERV. REPAIRS & MAINT.	1,335.00					
248.803.81800	CONTRACTED CONSULTANTS	11,000.00					
248.803.82300	PUBLIC IMPROVEMENT TIFA 1	2,390.62					
248.803.83000	FACADE IMPROVE PROGRAM	13,158.38	20,000.00	20,000.00	15,000.00	20,000.00	
248.803.85200	TELEPHONE & INTERNET	1,053.60	1,000.00	1,000.00	584.83	500.00	
248.803.86000	TRANSPORTATION					500.00	
248.803.88500	COMMUNITY PROMOTIONS	10,930.41	2,000.00	1,943.00		1,500.00	
248.803.92100	PUBLIC UTILITIES	1,804.33		1,135.00	2,363.48	3,000.00	
248.803.93000	SIDEWALKS	350.00					
248.803.93500	FARM MARKET	49.00	300.00	300.00	100.50	1,000.00	
248.803.95600	BUSINESS RECRUITMENT	162.48				5,000.00	
248.803.95700	MEMBERSHIP & DUES	1,820.89	1,500.00	1,500.00	1,125.00	1,500.00	
248.803.95800	EDUCATION & TRAINING	862.55	2,000.00	2,000.00	376.35	1,000.00	
248.803.95900	MISCELLANEOUS EXPENSE	3,617.17	2,000.00	865.00	250.00	500.00	
Totals for dept 803 - DDA/TIFA		115,755.05	101,525.00	101,525.00	70,522.02	84,966.00	
Dept 906 - DEBT SERVICE							
248.906.99500	PAYING AGENT FEES	500.00	500.00	500.00	250.00	500.00	
248.906.99800	CAP IMPROVE INTEREST/PRINCIPAL	51,632.00	62,608.00	62,608.00		64,400.00	
Totals for dept 906 - DEBT SERVICE		52,132.00	63,108.00	63,108.00	250.00	64,900.00	
Dept 999 - FUND BALANCE							
248.999.99907	TRANSFER TO PARKS & REC	2,500.00					
248.999.99917	TRANSFER TO FOURTH OF JULY FUND	4,000.00	4,000.00	4,000.00			
Totals for dept 999 - FUND BALANCE		6,500.00	4,000.00	4,000.00			
TOTAL APPROPRIATIONS		165,238.63	168,633.00	168,633.00	70,772.02	149,866.00	
NET OF REVENUES/APPROPRIATIONS - FUND 248		(4,439.82)	467.00	467.00	15,092.65		
BEGINNING FUND BALANCE		87,593.64	83,153.82	83,153.82	83,153.82	98,246.47	98,246.47
ENDING FUND BALANCE		83,153.82	83,620.82	83,620.82	98,246.47	98,246.47	98,246.47