



**CITY OF EATON RAPIDS
DOWNTOWN DEVELOPMENT AUTHORITY**

AGENDA

June 9, 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 May 12, 2023, regular DDA Board Meeting

5. Treasurer Report

Approve the revenue and expense report for month end May 31, 2023

6. Committee Reports

7. Director Report – Corey

8. Old Business

- a. Main Street Decision – Bill
- b. Dog Waste Stations Downtown – Corey
- c. Farmer's Market – Corey & Lisa
- d. Flowers Downtown – Kyle or Pam
- e. Downtown Clean Up Day - Pam

9. New Business

- a. Accreditation Virtual Check-in Visit and Agenda – Corey
- b. Bruce Johnston Presentation

11. Board Member Comments

11. Adjournment

Downtown Development Authority

May 12, 2023

A meeting of the Eaton Rapids Downtown Development Authority was held at City Hall, 200 S. Main Street, on May 12, 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, Colestock, Willey, Johnson, and Carducci (7:03 a.m.). McNabb and Sheneman were absent and excused. DeFrance left at 7:32 a.m.

Administrative Staff Present were City Manager Ridge, City Clerk Boomer, and Director of Parks, Recreation, and Events Cagle. Also in attendance were Courtney Mead, Lisa Barna, and Bryonna Barton.

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

Public Comments: None

McGee moved, Johnson seconded, PASSED, to approve the April 14, 2023 minutes.

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

Committee Reports: None

Director Report: Ridge reported that she attended the monthly Main Street Meeting. DeFrance reported that he attended the Main Street Director meeting.

Old Business:

- a. Mark McGee reported that he checked into dog waste stations and created a map of the current trash and dog waste stations in the City. He suggested installing 6 dog waste stations in the Downtown area. Colestock moved, Johnson seconded, PASSED, to approve up to \$1,100 for six (6) dog waste stations
- b. DeFrance reported that Lisa Barna accepted the Farmer's Market Coordinator position. She submitted a list of estimated marketing expenses. DeFrance suggested a \$1,000 stipend in addition to the marketing expenses. Barna declined. Johnson moved, Colestock seconded, PASSED, to reallocate funds to the Farmer's Market up to \$2,000 for expenses and stipend.
- c. Director of Parks, Recreation and Events Cagle reported that he submitted the April MEDC Main Street report and reporting is up to date.
- d. Director of Parks, Recreation and Events Cagle reported that the City did not receive the Vibrancy Grant.
- e. Director of Parks, Recreation and Events Cagle reported that the Downtown flowers will be planted May 20th starting at noon. Volunteers are welcome.
- f. McGee reported that he submitted an Optimize Main Street Grant application. It is a first come, first serve program.
- g. The Board discussed moving forward as a Mian Street Community. Carducci commented that he supports the program but now is not the time for the City. They do not have the budget for the program requirements. Willey commented that the DDA needs to become a consistent presence in the Downtown and the Main Street program is too expensive. Ridge commented that the City is close to receiving Redevelopment Ready Community status. This will also open up most of the grants opportunities available through the Mian Street program. Colestock moved, Carducci seconded, to leave the Main Street Program. Booher commented that he is not comfortable voting without Chair DeFrance in attendance. Vice Chair Willey tabled the motion until the June regular meeting.

h. The Board reviewed the draft Fiscal Year 23-24 budget. Booher moved, Carducci seconded, PASSED, to approve the FY 23-24 DDA Budget.

New Business:

a. Carducci reported that the Façade Grant Committee reviewed the façade grant applications. There was one incomplete application received and one late application that were not granted funds. The committee made the following award recommendations:

- \$5,000 Black Dog Coffee
- \$5,000 Eaton Rapids Eye Care
- \$3,000 First Congregational Church
- \$1,500 Rooted Salon
- \$3,500 Lynn Ball
- \$2,000 Mr. M's

Johnson moved, Colestock seconded, PASSED, to approve the Façade Grants listed. Booher abstained.

b. Colestock suggested a Downtown Clean Up Day to coincide with Rotary's River Clean Up Day. Booher will email members to organize.

Board Member Comments: None

Bryonna Barton, Eaton Rapids Area District Library Director, presented information on the Summer Reading Program 5K to be held June 17th. She is looking for event sponsors. Funds will go to the program and to building renovations.

Booher moved, Colestock seconded, PASSED, to adjourn. Meeting adjourned at 8:04 a.m.

Laura Boomer, City Clerk

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE 05/31/2023
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY			
Revenues			
Dept 253 - CITY TREASURER			
248.253.40500	TIF TAXES	89,000.00	95,477.35
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	95,572.35
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	95,572.35
Expenditures			
Dept 803 - DDA/TIFA			
248.803.71000	SALARY & WAGES	50,000.00	28,132.78
248.803.71500	SOCIAL SECURITY	3,825.00	2,636.29
248.803.71600	HOSPITALIZATION	6,000.00	3,194.73
248.803.71700	LIFE INSURANCE	157.00	219.74
248.803.71800	RETIREMENT FUND CONTRIBUTION	4,000.00	4,560.19
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	2,562.92
248.803.93500	FARM MARKET	300.00	100.50
248.803.95700	MEMBERSHIP & DUES	1,500.00	1,200.00
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	71,071.01
Dept 906 - DEBT SERVICE			
248.906.99500	PAYING AGENT FEES	500.00	250.00
248.906.99800	CAP IMPROVE INTEREST/PRINCIPAL	62,608.00	55,304.00
Total Dept 906 - DEBT SERVICE		63,108.00	55,554.00
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	126,625.01
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:			
TOTAL REVENUES		169,100.00	95,572.35
TOTAL EXPENDITURES		168,633.00	126,625.01
NET OF REVENUES & EXPENDITURES		467.00	(31,052.66)
BEG. FUND BALANCE		83,153.82	83,153.82
END FUND BALANCE		83,620.82	52,101.16