

**Downtown Development Authority
December 12, 2025**

A meeting of the Eaton Rapids Downtown Development Authority was held at City Hall, 200 S. Main Street, on December 12, 2025, at 7:00 a.m. A notice of the meeting was posted at City Hall.

1. Call to Order:

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

Members present: Chairman Booher, Vice-Chair Lindsey, Treasurer DeFrance, Secretary Colestock, and members Sheneman, McGee, Dickins, and Carducci.

Members absent and excused: Johnson

Administrative Staff present: Specialist Forquer, and City Manager Ridge

Guests: None

2. Approval of Agenda:

DeFrance moved to approve the agenda, seconded by Dickins, no further discussion. **Motion PASSED.**

3. Citizen Comments:

No public comments

4. Approval of Minutes:

Colestock moved to approve the minutes from November 14, 2025, and the Special Meeting of November 29, 2025, 2nd by McGee. No further discussion. **Motion PASSED.**

5. Treasurer's Report:

DeFrance reviewed the Treasurer's Report showing an ending fund balance of \$110,286.21. That does not include the bond payment of \$44,250 that would be paid in May 2026. DeFrance moved to approve the Treasurer's Report, 2nd by Dickins. No further discussion. **Motion PASSED.**

6. Committee Reports:

- **Social District-** Specialist Forquer reported that 2 of the bar establishments have submitted their letter of intent to the City and were approved by City Council on December 8, 2025. The establishments are now to apply to the State Liquor Control Commission to apply for their special license for the social district. Member Sheneman showed an example cup he got from Frankenmuth. Once the liquor licenses are approved, the DDA will need to confirm the purchases of signage and cups for the locations.
- **Hometown Family Christmas Market-** held on December 6th at Wildest Dreams-145 N. Main St. Had 7 vendors. DDA member Carducci and family passed out candy canes; have 250 left. Discussion ensued regarding the Market for next year. This needs to be on the **January agenda** for discussion of the fee schedule, and other ideas to add to the market.

- **Wine Event**-cancelled due to lack of participants. All those who had purchased tickets were refunded and received a token gift. Discussion ensued. Discussed holding on Friday before Hometown Christmas next year, instead of day of Hometown Family Christmas.

7. Old Business:

DDA Member information to share- Specialist Forquer mentioned that the board asked to bring this back to this meeting for discussion. Secretary Colestock asked what this was for since she was not at the November meeting. Forquer explained that he wondered if members would be willing to share their contact information to potential business owners. It would be a 1-page flyer. Colestock asked what the purpose was and why not include it in a packet of information since that is something the DDA has been asking for. Discussion ensued and consensus was made that a packet of information about the DDA and City should be created to give to potential businesses coming to town.

8. New Business:

- Valentine Chocolate Event- Member McGee brought an idea of having a “chocolate walk” sometime around Valentine’s Day. Discussion ensued regarding how to do this and if there would be time to make it happen for 2026. Consensus was to add this event to the plans discussed next year, but to hold the event in February 2027.
- **116 Hall St, 118 Hall St, 124 Hall St (DDA Vacant Lot)** Discussion ensued on selling or keeping this 3-parcel lot. DeFrance moved to sell the 3-parcel lot, 116, 118, and 124 Hall Street and to confirm the dates of sale at the January meeting, 2nd by Dickins. City Manager Ridge stated she would make sure to bring assessor Jewel’s information to the January meeting. **Motion PASSED** with member Carducci abstention due to interest in purchasing the property.

9. Citizen Comments:

No public comments

10. Board Member Comments:

Member Carducci stated he would like to have a future discussion regarding murals. Discussion ensued. City Manager Ridge stated while she is favor of discussion, she wants the board to understand that there are other considerations when it comes to murals and she will be happy to bring those to a future meeting for discussion.

Carducci also stated he would like to see the DDA use the 2026/2027 Façade Grant for its own façade items such as new trash cans, bike racks etc. Things that have been discussed for years and not done. This will be discussed during the budget process. He also stated he would like to see Dug Outs at Howe Field. This will be reserved for a future agenda.

Colestock stated she would like to discuss the Window Decorating Contest but in lieu of time, will reserve for the January meeting-add to agenda.

Staff discussed that an event calendar needs to be discussed and set in January so that any approvals by City Council can happen early in the year. Add to January agenda.

Adjournment:

Member Sheneman moved to adjourn, 2nd by McGee; meeting adjourned at 8:30 a.m.

Respectfully Submitted,

Pam Colestock

Pam Colestock, Recording Secretary/Mayor