



**CITY OF EATON RAPIDS
DOWNTOWN DEVELOPMENT AUTHORITY**

AGENDA

March 13, 2026

7:00 a.m.

City Hall – 2nd Floor

200 S. Main Street

1. Call to Order

2. Approval of Agenda

3. Minutes

Approve February 13, 2026, Meeting Minutes

4. Treasurer Report

Approve the revenue and expense report for the month ending February 28, 2026

5. Public Comments (3-minute time limit)

6. Director Report

Community Market

DDA Property

Downtown Beautification

Urban Air

Social District

7. Committee Reports

8. Old Business

Christmas Poles

Shirts

9. New Business

The Gold Thimble

Budget

10. Public Comment

11. Board Member Comments

12. Adjournment

**Downtown Development Authority
February 13, 2026**

A meeting of the Eaton Rapids Downtown Development Authority was held at City Hall, 200 S. Main Street, on February 13, 2026, at 7:00 a.m. A notice of the meeting was posted at City Hall.

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

Members absent and excused: Chair Booher

Administrative Staff present: Specialist Forquer, City Manager Ridge, and Parks, Rec and Events Director Cagle.

Guests: None

1. Call to Order:

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

2. Approval of Agenda:

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

3. Approval of Minutes:

Dickins moved to approve the minutes from January 9, 2026, and the Special Meeting of January 19, 2026, 2nd by Johnson. No further discussion. Motion PASSED.

4. Treasurer's Report:

DeFrance reviewed the Treasurer's Report as of January 31, 2026, showing an ending fund balance of \$97,633.95. That does not include the bond payment of \$44,250 that will be paid in May 2026. **Dickins moved to approve the Treasurer's Report, 2nd by Colestock. No further discussion. Motion PASSED.**

5. Citizen Comments:

No public comments

6. Committee Reports:

- **Social District-** Specialist Forquer reported that 2 of the bar establishments have submitted their applications to the State Liquor Control Commission for approval to be in the social district. Also, working with Wildest Dreams to create the cups and will bring a sample to the board for review and approval.
- **Community Market-**Specialist Forquer reported that he is getting business cards, posters and banners made for the market. Will be working to get vendors signed up.
- **Strategic Planning Meeting-** continuing to build the data to share back to the board. Specialist Forquer thanked the board for their discussion and feedback.

- DDA Property-** Specialist Forquer and CM Ridge met with City Assessor Jewell regarding the Hall St. property. They also shared the history of the property as far as the DDA is concerned. The property was originally purchased by the DDA in 2006 for \$125,000. Buildings were still standing on the 3 parcels. The DDA then entered into a land contract for \$93,000 with the Eaton Rapids Development Corporation, in December 2010. The ERDC defaulted on the land contract in December 2012, so the property reverted back to the DDA. The DDA then paid \$35,000 to have the buildings demolished. Assessor Jewell stated the current assessment is \$51,200 for all 3 parcels and would be a fair starting bid. **DeFrance motioned to have the minimum bid to sell the parcels of 116, 118 and 124 Hall Street for \$51,000; 2nd by Dickins.** The board wants all fees to be paid by the buyer. This will be a sealed-bid process, as required, with a 30-day advertising/bid window, then close 30-45 days after sealed bids are opened.

Motion PASSED by Roll Call Vote:

McGee-yes
 DeFrance-yes
 Lindsey-yes
 Sheneman-yes
 Dickins-yes
 Johnson-yes
 Colestock-yes
 Carducci- Abstained
- Downtown Beautification-**discussed hanging baskets and brackets for baskets. Would need 4 more brackets-\$900; 20 hanging baskets- \$60 each from Hastay's, total cost \$2,100. **Carducci motioned to approve the purchase of 4 more hanging basket brackets, plus 20 baskets from Hastay's at \$60 each for a total of \$2,100; 2nd by DeFrance. Motion PASSED.**

7. Committee Reports-None

8. Old Business:

- Murals-** Specialist Forquer stated that if the DDA wanted to commission a mural, they can submit that to the Eaton Rapids Arts Council, as that is the process with our current ordinance regarding murals. Carducci has a mural and contractor in mind and will bring pricing to the board at a future meeting.
- Welcome Packet-** Specialist Forquer is still working on this and will bring to the board at a future meeting.
- Urban Air-Beer Tent-** **Carducci motioned to approve the sale of beer sponsored by the DDA for Friday, May 8th and Saturday, May 9th; 2nd by Sheneman. Motion PASSED.**

9. New Business:

- Set date for Spring Walk/DDA meeting-** Jake will send out some date options for us to pick what will work for our schedules and weather. Board would like to get it done prior to the next meeting, March 13th. Jake to send out later today or early next week.
- Downtown Pole Sponsorship-Christmas-** Director Cagle purposed purchasing new garland with LED Lights for 77 poles for Christmas, with "gift" tags that would represent a business or resident that wanted to sponsor the pole(s). Total cost is \$23,100, or \$300 per pole; DDA to

sponsor half at \$11,550. This would not be purchased until after the new fiscal year so would be approved in the 26/27 budget. There was board consensus to purchase new garland wrap and LED lights for 77 poles for Christmas decorations and ask for sponsorships for \$150 each pole that would be a part of the 26/27 fiscal budget. City staff will bring more information to board with the purposed budget.

10. Public Comment: None

11. Board Member Comments: None

12. Adjournment: **McGee moved to adjourn; 2nd by Colestock. Adjourned at 8:14 a.m.**

Respectfully Submitted,

Pam Colestock

Pam Colestock, Recording Secretary/Mayor

DOWNTOWN DEVELOPMENT AUTHORITY
REVENUE AND EXPENDITURE REPORT FOR EATON RAPIDS
PERIOD ENDING 02/28/2026
 Month 8 of 12 67%

GL NUMBER	DESCRIPTION	2025-26 APPROVED BUDGET	YTD ACTIVITY 02/28/2026	REMAINING BUDGET 02/28/2026
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY				
Revenues				
Dept 253 - CITY TREASURER				
248.253.40500	TIF TAXES	93,350.00	95,295.94	1,945.94
248.253.69402	COMMUNITY/HOLIDAY MARKETS	4,650.00	2,476.35	(2,173.65)
248.253.69403	RAISE THE "WOOF" EVENT	1,125.00	0.00	(1,125.00)
248.253.69404/69405	ISLAND CITY WINE WALK EVENT	6,900.00	12,460.00	5,560.00
248.253.69407	FUNDRAISING EVENTS	15,500.00	9,920.37	(5,579.63)
248.253.69408	HOME TOWN CHRISTMAS ADVERTISEMENT	0.00	2,000.00	2,000.00
Total Dept 253 - CITY TREASURER		121,525.00	122,152.66	627.66
TOTAL REVENUES		121,525.00	122,152.66	627.66
Expenditures				
Dept 803 - DDA/TIFA				
248.803.71000	SALARY & WAGES	28,398.00	16,371.02	12,026.98
248.803.71500	SOCIAL SECURITY	2,173.00	1,177.10	995.90
248.803.71600	HEALTH INSURANCE	1,922.00	1,281.36	640.64
248.803.71650	RETIREE HEALTH CARE	442.00	276.76	165.24
248.803.71700	LIFE INSURANCE	157.00	23.87	133.13
248.803.71800	RETIREMENT FUND CONTRIBUTION	2,210.00	1,255.02	954.98
248.803.71850	MERS LEGACY COSTS	2,101.00	1,394.06	706.94
248.803.72000	WORKMEN'S COMP INSURANCE	100.00	0.00	100.00
248.803.72100	UNEMPLOYMENT	100.00	0.00	100.00
248.803.73000	OFFICE SUPPLIES	100.00	100.00	0.00
248.803.74404	ENRICHMENT PROGRAMMING	3,125.00	100.00	3,025.00
248.803.80200	ATTORNEY LEGAL FEES	500.00	0.00	500.00
248.803.81500	CONTRACTED CLEARING OF SIDEWALKS	9,218.00	0.00	9,218.00
248.803.83000	FACADE IMPROVE PROGRAM	16,000.00	7,041.03	8,958.97
248.803.85200	TELEPHONE & INTERNET	500.00	0.00	500.00
248.803.86000	TRANSPORTATION	250.00	0.00	250.00
248.803.88500	COMMUNITY PROMOTIONS	5,375.00	5,875.00	(500.00)
248.803.92100	PUBLIC UTILITIES	3,000.00	1,009.74	1,990.26
248.803.93500	COMMUNITY/HOLIDAY MARKETS	2,280.00	2,389.74	(109.74)
248.803.93600	RAZE THE "WOOF" EVENT	450.00	0.00	450.00
248.803.93700	ISLAND CITY WINE WALK	3,239.00	6,409.33	(3,170.33)
248.803.93750	FUNDRAISING/EVENTS	13,000.00	16,475.22	(3,475.22)
248.803.93775	ER SOCIAL DISTRICT	0.00	320.00	(320.00)
248.803.95600	BUSINESS RECRUITMENT	1,000.00	0.00	1,000.00
248.803.95700	MEMBERSHIP & DUES	1,200.00	1,114.76	85.24
248.803.95800	EDUCATION & TRAINING	1,500.00	0.00	1,500.00
248.803.95900	MISCELLANEOUS EXPENSE	250.00	0.00	250.00
Total Dept 803 - DDA/TIFA Expenditures		98,590.00	62,614.01	35,975.99
Dept 906 - DEBT SERVICE				
248.906.99500	AGENT FEES	250.00	0.00	250.00
248.906.99800	CAP IMPROVE INTEREST/PRINCIPAL	44,000.00	4,000.00	40,000.00
Total Dept 906 - DEBT SERVICE		44,250.00	4,000.00	40,250.00
TOTAL EXPENDITURES		142,840.00	66,614.01	76,225.99
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES		121,525.00	122,152.66	
TOTAL EXPENDITURES		142,840.00	66,614.01	
NET OF REVENUES & EXPENDITURES		(21,315.00)	55,538.65	
BEG. FUND BALANCE		54,917.97	54,917.97	
END FUND BALANCE		33,602.97	110,456.62	