

City Council Chamber
Henry L. Brown Municipal Building
One Grand Street, Coldwater, MI 49036
8:00 A.M.

CITY OF COLDWATER DOWNTOWN DEVELOPMENT AUTHORITY
Wednesday July 28, 2021 Regular Meeting

AGENDA

ROLL CALL

PUBLIC COMMENTS

MINUTES

1. Regular meeting of June 23, 2021

ACTIONS

2. Monthly Financial Report

OLD BUSINESS

NEW BUSINESS

1. Tibbits Update – Christine Delaney
2. Lofts at Milnes Plaza – Kimberly VanHorn, Property Manager
3. Economic Development – Audrey Tappenden
4. North Hanchett Street Direction: Discussion and Formal Recommendation to Council – Mayor Kramer

ADJOURNMENT

Next Meeting – August 25, 2021

Council Chamber
Henry L. Brown Municipal Bldg.
One Grand Street
Coldwater, Michigan



June 23, 2021
8:00 a.m.
(517) 279-9501
www.coldwater.org

COLDWATER DOWNTOWN DEVELOPMENT AUTHORITY
Regular Meeting

MEMBERS PRESENT: Brad Rockey, Michael Caywood, John Rucker, Curt MacRae, Makayla Bendele, Mayor Kramer and Courtney Dirschell.

MEMBERS ABSENT: two vacant seats.

OTHERS PRESENT: Audrey Tappenden, Lisa Miller, Keith Baker, Pat Pool, Susan Heath, Dean Walrack, Lori Hunt, Debra Yee, Christine Delaney, Don Reid and one other.

CALL TO ORDER: President Rockey called the meeting to order at 8:00 a.m.

PUBLIC COMMENTS (unrelated to items on the agenda)

- None.

MINUTES

1. Regular Meeting Minutes of May 26, 2021.

Motion by John Rucker and seconded by Curt MacRae, to approve the Regular Meeting Minutes of May 23, 2021, as presented.

Ayes: 7

Nays: 0

Motion Carried.

ACTIONS

2. Monthly Financial Report

Motion by Michael Caywood, and seconded by Courtney Dirschell, to approve the monthly financial report ending May, 2021, and bills in the amount of \$4,416.36, as presented.

Ayes: 7

Nays: 0

Motion Carried.

OLD BUSINESS

None.

NEW BUSINESS

3. Council Chamber Upgrades - Pat Pool
4. Tibbits Update – Christine Delaney
5. Chamber Update – Lori Hunt
6. Coldwater Country Conference & Visitors Bureau Update – Debra Yee
7. Economic Development Initiatives – Audrey Tappenden – Attached in Addendum A
8. Jennifer Wingard letter of resignation – read by Brad Rockey

ADJOURNMENT – Next Regular Meeting July 28, 2021 at 8 a.m.

Noting no further business to come before the DDA Board, President Rockey adjourned the meeting at 8:48 a.m.



Susan E. Heath, City Clerk
City of Coldwater



JUNE 2021 DDA UPDATE



STRAWBERRY FEST RECAP

- DMS moved flower pots and benches to make room for vendors, cleaned up
- Public Safety set up cones and picnic tables
- Mariah Welke & Rec. staff coordinated the event
- 11 Volunteers – City Staff, Planning Commission board member, community members
- 130 Vendors



SOCIAL DISTRICT

- Local designation approved by MLCC
- Criminal Ordinance amended to allow for consumption of alcohol on public property, subject to the Social District
- Informational web page and business guide created
- Next steps:
 - Resolutions recommending local businesses for approval by MLCC (Social District Permit)
 - Signage delivered and installed
 - Update event application

THE CORNER FARMERS' MARKET

- Starts this Saturday!
- June 26-September 11



- Sponsors:
 - Dally Tire
 - Honor Credit Union
 - Rainbow Motor Sales
 - ACM
 - Coldwater Solar
 - SMBT
 - Branch County Community Foundation
 - DDA
 - ProMedica

HOPS ON MONROE 2021

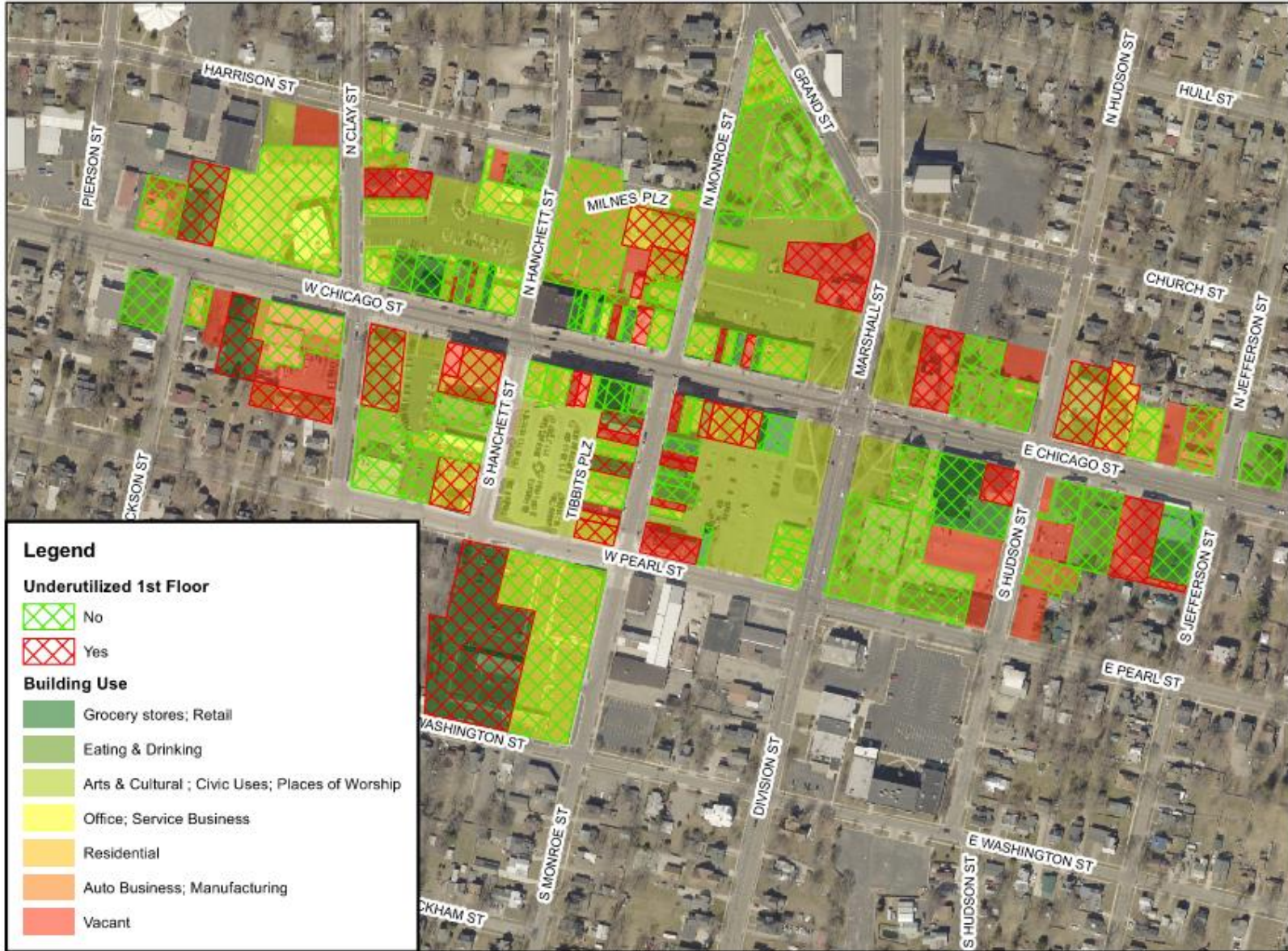
- July 1st - September 2nd
- Thursdays 5-9 PM
- New picnic tables
- New Food Trucks & Entertainers
- Sponsors:
 - SMBT
 - HaasCaywood
 - CBPU
 - Lake Drive Marine
 - Marsh Brothers
 - Longstreet Living
 - Bucklin Dentistry
 - WTVB



MAIN STREET – DUE IN JULY

- Main Street Application due in July
- Have started uploading data and qualitative responses
- Use-by-floor maps have been prepared
- All application materials and remaining maps to be submitted in the coming weeks

Main Street Ground Floor Data



NEXT MONTH...

- N. Monroe Street improvements finish
- MDOT US-12 Repaving continues: Western Ave ↔ Michigan Ave
- Hops on Monroe starts

CITY OF COLDWATER AND CBPU

BALANCE SHEET

JUNE 30, 2021

FUND 494 - DDA FUND

		<u>PRIOR YEAR</u>	<u>CURR YEAR</u>
	<u>ASSETS</u>		
494.000.1007	CASH - INVESTMENT ACCOUNT	6,280.16	26,185.46
494.000.1024	CASH - SAVINGS - PARKING LOT	82,994.65	82,994.65
	TOTAL ASSETS	<u>89,274.81</u>	<u>109,180.11</u>
	 <u>LIABILITIES AND EQUITY</u>		
	<u>LIABILITIES</u>		
494.000.2000	ACCOUNTS PAYABLE	712.79	2,630.05
	TOTAL LIABILITIES	712.79	2,630.05
	<u>FUND EQUITY</u>		
	UNAPPROPRIATED FUND BALANCE:		
494.000.3825	FUND BALANCE	182,277.38	88,562.02
	REVENUE OVER EXPENDITURES - YTD	(93,715.36)	17,988.04
	BALANCE - CURRENT DATE	<u>88,562.02</u>	<u>106,550.06</u>
	TOTAL FUND EQUITY	<u>88,562.02</u>	<u>106,550.06</u>
	TOTAL LIABILITIES AND EQUITY	<u>89,274.81</u>	<u>109,180.11</u>

CITY OF COLDWATER AND CBPU
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2021

FUND 494 - DDA FUND

	CUR PRD ACTUAL	PY PRD ACTUAL	CURRENT YTD ACTUAL	PRIOR YTD ACTUAL	CURRENT BUDGET	VARIANCE	% OF BUDGET
<u>DDA</u>							
494.000.4050 TAX CAPTURE	90,586.78	84,650.06	90,586.78	84,650.06	92,000.00	(1,413.22)	98.46
494.000.5050 FEDERAL GRANT	35,000.00	.00	35,000.00	.00	.00	35,000.00	.00
494.000.5730 PA 86 - LCSA	2,378.69	2,718.94	2,378.69	2,718.94	2,500.00	(121.31)	95.15
494.000.6640 INTEREST	823.06	3,154.49	823.06	3,154.49	1,500.00	(676.94)	54.87
494.000.6750 CONTRIBUTION FROM PRIVATE ENT	200.00	.00	200.00	.00	.00	200.00	.00
494.000.6940 MISCELLANEOUS	1,178.00	.00	1,178.00	.00	.00	1,178.00	.00
494.000.6990 CONTRIB - GENERAL FUND	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.00	100.00
TOTAL DDA	132,166.53	92,523.49	132,166.53	92,523.49	98,000.00	34,166.53	134.86
TOTAL FUND REVENUE	132,166.53	92,523.49	132,166.53	92,523.49	98,000.00	34,166.53	134.86

CITY OF COLDWATER AND CBPU
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2021

FUND 494 - DDA FUND

	CUR PRD ACTUAL	PY PRD ACUTAL	CURRENT YTD ACTUAL	PRIOR YTD ACTUAL	CURRENT BUDGET	VARIANCE	% OF BUDGET
<u>DDA</u>							
494.000.7022 TRAVEL/EDUCATION/TRAINING	225.44	623.78	225.44	623.78	3,500.00	3,274.56	6.44
494.000.7100 OFFICE SUPPLIES	4.23	.00	4.23	.00	.00	(4.23)	.00
494.000.7119 PRINTING & ADVERTISING	.00	1,300.50	.00	1,300.50	.00	.00	.00
494.000.7252 CONTRACTUAL SERVICES -CONTRA	12,151.00	15,141.00	12,151.00	15,141.00	12,000.00	(151.00)	101.26
494.000.7281 MEMBERSHIP & DUES	125.00	125.00	125.00	125.00	500.00	375.00	25.00
494.000.7580 REBATE PROGRAM	19,711.00	31,112.81	19,711.00	31,112.81	30,000.00	10,289.00	65.70
494.000.7824 GENERAL DOWNTOWN MAINTENANC	16,737.90	19,986.80	16,737.90	19,986.80	18,000.00	1,262.10	92.99
494.000.8000 COMMUNITY PROMOTIONS	3,133.01	3,447.30	3,133.01	3,447.30	6,000.00	2,866.99	52.22
494.000.9561 MISCELLANEOUS-58 WEST CHICAGO	18,285.46	3,119.90	18,285.46	3,119.90	6,000.00	(12,285.46)	304.76
494.000.9700 CAPITAL OUTLAY	.00	107,984.76	.00	107,984.76	.00	.00	.00
494.000.9908 FUNDING FOR OTHER PROJECTS	43,805.45	3,397.00	43,805.45	3,397.00	22,000.00	(21,805.45)	199.12
TOTAL DDA	114,178.49	186,238.85	114,178.49	186,238.85	98,000.00	(16,178.49)	116.51
TOTAL FUND EXPENDITURES	114,178.49	186,238.85	114,178.49	186,238.85	98,000.00	(16,178.49)	116.51
NET REVENUES OVER EXPENDITURE	17,988.04	(93,715.36)	17,988.04	(93,715.36)	.00	17,988.04	.00

Report Criteria:

Report type: GL detail

Bank.Bank Number = 1

Invoice Detail.GL account = "4940007000"- "4940009999"

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount	
10202									
58 W CHICAGO ST									
06/21	06/25/2021	10202	COLDWATER BOARD OF PUBLI	5124621	1	494.000.9561	262.28	262.28	M
Total 10202:								262.28	
82572									
DOWNTOWN DEVELOP TIBBITS PLAYBILL AD									
06/21	06/09/2021	82572	2ND STORY MARKETING LLC	1680	1	494.000.8000	250.00	250.00	
Total 82572:								250.00	
82603									
ADMIN FEE SERVICES FOR JUNE 2021									
06/21	06/09/2021	82603	CITY OF COLDWATER	47496 CUST	1	494.000.7252	1,000.00	1,000.00	
Total 82603:								1,000.00	
82644									
REBATE - 34 W CHICAGO ST									
06/21	06/09/2021	82644	MICHAREPAS CAFE	2021-02	1	494.000.7580	415.00	415.00	
Total 82644:								415.00	
82646									
58 W CHICAGO ST									
06/21	06/09/2021	82646	MICHIGAN GAS UTILITIES	0506415700-	1	494.000.9561	71.33	71.33	
Total 82646:								71.33	
82656									
DOWNTOWN PLANTERS CARE FOR THE SEASON									
06/21	06/09/2021	82656	NEITZERT'S GREENHOUSE	29334	1	494.000.7824	12,500.00	12,500.00	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
WAVE PETUNIA FLATS								
06/21	06/09/2021	82656	NEITZERT'S GREENHOUSE	29419	1	494.000.7824	96.99	96.99
FLATS OF PLANTS								
06/21	06/09/2021	82656	NEITZERT'S GREENHOUSE	29420	1	494.000.7824	440.91	440.91
Total 82656:								13,037.90
82673								
EXTERIOR COLORSCAPE OF 48 DIVISION ST								
06/21	06/09/2021	82673	SPOONER, IVANNE	127	1	494.000.7580	275.00	275.00
Total 82673:								275.00
82682								
FULL PAGE AD-TIBBITS SUMMER THEATRE PLAYBILL								
06/21	06/09/2021	82682	TIBBITS OPERA FOUNDATION	052721	1	494.000.8000	760.00	760.00
Total 82682:								760.00
Grand Totals:								16,071.51

Report Criteria:

Report type: GL detail

Bank.Bank Number = 1

Invoice Detail.GL account = "4940007000"-"4940009999"