

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, February 22, 2023 Regular Meeting

**AGENDA**

**ATTENDANCE**

**PUBLIC COMMENTS**

**CONSENT AGENDA (Item Numbers 1-3)**

1. Regular Meeting Minutes of January 25, 2023
2. Design Committee Minutes of February 15, 2023
3. January 2023 Bills and Accounts: \$102,406.25

**END OF CONSENT AGENDA**

4. Tibbits Update – Christine Delaney, Director
5. Director’s Report – Audrey Tappenden

**OLD BUSINESS**

**NEW BUSINESS**

**PUBLIC COMMENTS**

**ADJOURNMENT**

**Next Meeting – March 22, 2023**

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



January 25, 2023  
8:00 a.m.  
(517) 279-9501  
[www.coldwater.org](http://www.coldwater.org)

COLDWATER DOWNTOWN DEVELOPMENT AUTHORITY  
Regular Meeting

**MEMBERS PRESENT:** Brad Rockey, John Rucker, Michael Caywood, Courtney Dirschell, Matt Biolchini, and Chris Howell.

**MEMBERS ABSENT:** Makayla Bendele, Mayor Kramer and Patrick Kelley.

**OTHERS PRESENT:** Audrey Tappenden, Dean Walrack, Julie Santure, Lisa Miller, Keith Baker, Tom Eldridge, Shauna Chávez; Bill Flickinger and Christine Delaney.

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

**PUBLIC COMMENTS** (unrelated to items on the agenda)

- Bill Flickinger gave update on his downtown building 22 W. Chicago St.

**CONSENT AGENDA (Items 1-4)**

1. DDA Regular Meeting Minutes of November 16, 2022.
2. Economic Vitality Committee Minutes of 12.16.22.
3. Economic Vitality Committee Minutes of 01.06.23.
4. Organization Committee Minutes of 01.11.23.
5. Design Committee Minutes of 1.12.23.
6. Promotions Subcommittee Minutes of 1.17.23.
7. Economic Vitality Committee Minutes of 01.19.23.
8. November and December Bills and Accounts \$66,196.82.
9. CEDAM Fellowship Report.
10. 2022 Impact Report.

**END OF CONSENT AGENDA**

**Board Action:** Motion by Member Michael Caywood, and seconded by Member Courtney Dirschell, to approve consent agenda items 1-10, as presented.

Ayes: 6

Nays: 0

Motion Carried.

11. Tibbits Update – Christine Delaney, Director.

- Chicago Tribute concert this weekend.
- Dressing Rooms renovations almost complete.
- Updated fire alarm system installation complete.

12. Director’s Report – Audrey Tappenden.

**Board Action:** None – Presentation only.

13. Apple Fest Survey Results and 2023 Festival Plans — Julie Santure, Community Enrichment Director.

**Board Action:** None.

14. Economic Vitality Report

a) Appropriations Request: Love Local Event — Mike Caywood.

**Board Action:** Motion by Member John Rucker, and seconded by Member Courtney Dirschell, to approve the Downtown Workplan and Appropriations request in the amount of \$1,530.00, as presented.

Ayes: 6

Nays: 0

Motion Carried.

15. Promotion Committee Appropriations Request: Event Photography — Courtney Dirschell.

**Board Action:** Motion by Member Michael Caywood, and seconded by Member Chris Howell, to approve the Downtown Event Photography Appropriations request in the amount of \$800.00, as presented.

Ayes: 6

Nays: 0

Motion Carried.

16. Promotion Committee Appropriations Request: Tibbits Playbill Ad — Chris Howell.

**Board Action:** Motion by Member Michael Caywood, and seconded by Member Matt Biolchini, to approve the Tibbits Playbill Ad Appropriations request in the amount of \$1,030.00, as presented.

Ayes: 6

Nays: 0

Motion Carried.

17. Election of Officers: President and Vice President.

**Board Action:** Motion by Member Brad Rockey, and seconded by Member Courtney Dirschell, to elect Member Michael Caywood as DDA Board President, as presented.

Ayes: 6

Nays: 0

Motion Carried.

**Board Action:** Motion by Member Courtney Dirschell, and seconded by Member Michael Caywood, to elect Member Brad Rockey as DDA Board Vice President, as presented.

Ayes: 6

Nays: 0

Motion Carried.

#### **OLD BUSINESS**

- None.

#### **NEW BUSINESS**

- None.

**ADJOURNMENT** – Next meeting February 22, 2023.

Noting no further business to come before the DDA Board, President Rocky adjourned the meeting at 9:25 a.m.

A handwritten signature in blue ink that reads "Shauna Chavez". The signature is written in a cursive style.

City Clerk

1 Grand Street  
Coldwater, MI 49036  
10:00 A.M.

**COLDWATER MAIN STREET PROGRAM**  
**Design Committee Meeting**  
February 15, 2023

**MINUTES**

**ATTENDANCE:** Matt Biolchini, Dean Walrack, Audrey Tappenden. Via zoom: Courtney Dirschell.

**CLG Application Update**

**Existing Project Updates**

- Photography scenes – to be submitted for funding request in spring/summer for fall shoot date(s)
- Art program

**Work Plan Review – Art Program**

Committee further refined purpose and work plan for developing an Art Program. Funding request to come in March.

**Volunteer hours accrued: 2**

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**ADJOURNMENT: 10:55 AM**

# CITY OF COLDWATER AND CBPU

BALANCE SHEET  
JANUARY 31, 2023

## FUND 494 - DDA FUND

		<u>PRIOR YEAR</u>	<u>CURR YEAR</u>
	<u>ASSETS</u>		
494.000.1007	CASH - INVESTMENT ACCOUNT	90,903.47	204,712.62
494.000.1024	CASH - SAVINGS - PARKING LOT	82,994.65	82,994.65
494.000.1200	ACCOUNTS RECEIVABLE	325.00	7,018.36
	TOTAL ASSETS	<u>174,223.12</u>	<u>294,725.63</u>
	<u>LIABILITIES AND EQUITY</u>		
	<u>LIABILITIES</u>		
494.000.2000	ACCOUNTS PAYABLE	1,245.94	1,637.24
	TOTAL LIABILITIES	<u>1,245.94</u>	<u>1,637.24</u>
	<u>FUND EQUITY</u>		
	UNAPPROPRIATED FUND BALANCE:		
494.000.3825	FUND BALANCE	106,500.89	137,256.35
	REVENUE OVER EXPENDITURES - YTD	66,476.29	155,832.04
	BALANCE - CURRENT DATE	<u>172,977.18</u>	<u>293,088.39</u>
	TOTAL FUND EQUITY	<u>172,977.18</u>	<u>293,088.39</u>
	TOTAL LIABILITIES AND EQUITY	<u>174,223.12</u>	<u>294,725.63</u>

**CITY OF COLDWATER AND CBPU**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JANUARY 31, 2023**

**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	( 2,224.66)	.00	97,154.90	94,222.94	100,000.00	( 2,845.10)	97.15
494.000.5390 STATE GRANT	.00	.00	18,000.00	.00	.00	18,000.00	.00
494.000.5730 PA 86 - LCSA	.00	.00	.00	1,549.61	1,500.00	( 1,500.00)	.00
494.000.6640 INTEREST	1,830.15	( 419.24)	2,316.47	( 331.39)	.00	2,316.47	.00
494.000.6750 CONTRIBUTION FROM PRIVATE ENT	1,500.00	.00	53,250.00	9,375.00	5,000.00	48,250.00	1,065.00
494.000.6940 MISCELLANEOUS	.00	.00	1,248.00	927.00	.00	1,248.00	.00
494.000.6990 CONTRIB - GENERAL FUND	.00	.00	352,000.00	.00	352,000.00	.00	100.00
<b>TOTAL DDA</b>	<b>1,105.49</b>	<b>( 419.24)</b>	<b>523,969.37</b>	<b>105,743.16</b>	<b>458,500.00</b>	<b>65,469.37</b>	<b>114.28</b>
<b>TOTAL FUND REVENUE</b>	<b>1,105.49</b>	<b>( 419.24)</b>	<b>523,969.37</b>	<b>105,743.16</b>	<b>458,500.00</b>	<b>65,469.37</b>	<b>114.28</b>



**CITY OF COLDWATER AND CBPU**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JANUARY 31, 2023**

**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	.00	.00	1,516.75	1,255.08	6,000.00	4,483.25	25.28
494.000.7252 CONTRACTUAL SERVICES -CONTRA	1,000.00	.00	25,000.00	7,000.00	60,950.00	35,950.00	41.02
494.000.7281 MEMBERSHIP & DUES	.00	.00	125.00	125.00	500.00	375.00	25.00
494.000.7580 REBATE PROGRAM	7,346.00	575.00	19,071.00	10,818.00	20,000.00	929.00	95.36
494.000.7824 GENERAL DOWNTOWN MAINTENANC	.00	90.00	5,687.85	8,534.37	21,000.00	15,312.15	27.09
494.000.8000 COMMUNITY PROMOTIONS	200.00	650.00	2,979.27	955.01	7,000.00	4,020.73	42.56
494.000.9560 MISCELLANEOUS & GENERAL EXP	.00	1,800.00	.00	1,800.00	.00	.00	.00
494.000.9561 MISCELLANEOUS-58 WEST CHICAGO	1,948.87	974.54	5,045.07	8,492.41	28,000.00	22,954.93	18.02
494.000.9700 CAPITAL OUTLAY	30,095.30	.00	308,297.67	.00	350,000.00	41,702.33	88.09
494.000.9908 FUNDING FOR OTHER PROJECTS	414.72	.00	414.72	287.00	14,000.00	13,585.28	2.96
<b>TOTAL DDA</b>	<b>41,004.89</b>	<b>4,089.54</b>	<b>368,137.33</b>	<b>39,266.87</b>	<b>507,450.00</b>	<b>139,312.67</b>	<b>72.55</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>41,004.89</b>	<b>4,089.54</b>	<b>368,137.33</b>	<b>39,266.87</b>	<b>507,450.00</b>	<b>139,312.67</b>	<b>72.55</b>
<b>NET REVENUES OVER EXPENDITURE</b>	<b>( 39,899.40)</b>	<b>( 4,508.78)</b>	<b>155,832.04</b>	<b>66,476.29</b>	<b>( 48,950.00)</b>	<b>204,782.04</b>	<b>318.35</b>

Report Criteria:

Report type: GL detail  
 Bank.Bank Number = 1  
 Invoice Detail.GL account = "4940000000"- "4940009999"

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
<b>88323</b>								
<b>CHILDREN'S MUSEUM PROJECT</b>								
01/23	01/04/2023	88323	CITY GLASS LLC	85046	1	494.000.9561	51,750.00	51,750.00
Total 88323:								51,750.00
<b>88356</b>								
<b>MARKETING SERVICES</b>								
01/23	01/10/2023	88356	2ND STORY MARKETING LLC	2011	1	494.000.8000	200.00	200.00
Total 88356:								200.00
<b>88357</b>								
<b>REBATE FOR 49 W CHICAGO ST</b>								
01/23	01/10/2023	88357	49 WEST LLC	REBATE #20	1	494.000.7580	5,000.00	5,000.00
Total 88357:								5,000.00
<b>88368</b>								
<b>REBATE FOR 49 W CHICAGO ST (HOPE CAFE)</b>								
01/23	01/10/2023	88368	BRANCH COUNTY COALITION	REBATE #20	1	494.000.7580	2,346.00	2,346.00
Total 88368:								2,346.00
<b>88411</b>								
<b>TAYLOR BLDG PROJECT - APP#2</b>								
01/23	01/11/2023	88411	AKER MECHANICAL INC	1405	1	494.000.9700	20,000.00	20,000.00
Total 88411:								20,000.00
<b>88417</b>								
<b>ADMIN FEE SERVICES FOR JANUARY 2023</b>								
01/23	01/11/2023	88417	CITY OF COLDWATER	49136 CUST	1	494.000.9400	1,000.00	1,000.00

GL Period	Check Issue Date	Check Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount
Total 88417:								1,000.00
<b>88439</b>								
<b>Doors for Children's Museum</b>								
01/23	01/13/2023	88439	CARD SERVICE CENTER	Jakubczak D	1	494.000.9561	5,344.35	5,344.35
<b>National Main Street Conference Registration</b>								
01/23	01/13/2023	88439	CARD SERVICE CENTER	Tappenden D	1	494.000.7022	55.00	55.00
Total 88439:								5,399.35
<b>88461</b>								
<b>2022 DEC BOARD OF REVIEW CHARGEBACK</b>								
01/23	01/24/2023	88461	COLDWATER CITY TREASURER	49163 CUST	1	494.000.4050	2,224.66	2,224.66
Total 88461:								2,224.66
<b>88497</b>								
<b>58 W CHICAGO ST</b>								
01/23	01/24/2023	88497	MICHIGAN GAS UTILITIES	0506415700	1	494.000.9561	726.35	726.35
Total 88497:								726.35
<b>88543</b>								
<b>CHILDREN'S MUSEUM PROJECT-TAYLOR BUILDING</b>								
01/23	01/27/2023	88543	WINTER WORX LLC	1130	1	494.000.9700	13,299.24	13,299.24
Total 88543:								13,299.24
<b>202312457</b>								
<b>58 W CHICAGO ST</b>								
01/23	01/25/2023	202312457	COLDWATER BOARD OF PUBLI	5124123	1	494.000.9561	290.28	290.28 M
<b>60 W CHICAGO ST</b>								
01/23	01/25/2023	202312457	COLDWATER BOARD OF PUBLI	5125123	1	494.000.9561	170.37	170.37 M
Total 202312457:								460.65
Grand Totals:								102,406.25

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Report Criteria:

Report type: GL detail

Bank.Bank Number = 1

Invoice Detail.GL account = "4940000000"- "4940009999"

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