

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 September 28, 2022 Regular Meeting

AGENDA

ATTENDANCE

PUBLIC COMMENTS

CONSENT AGENDA (Item Numbers 1-6)

1. DDA Special Meeting Minutes of August 31, 2022
2. July 2022 Bills and Accounts: \$50,821.00
3. Design Committee Minutes 8.30.22
4. Promotions Subcommittee Minutes 09.07.22

END OF CONSENT AGENDA

5. Tibbits Update – Christine Delaney, Director
6. Director’s Report – Audrey Tappenden
7. November Meeting Date & Certified Local Government Presentation
8. Scheduling Accreditation Check-In Calls and Application Based Services

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

Next Meeting – October 26, 2022

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



August 31, 2022
8:00 a.m.
(517) 279-9501
www.coldwater.org

COLDWATER DOWNTOWN DEVELOPMENT AUTHORITY
Special Meeting

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

MEMBERS ABSENT: Mayor Kramer and One vacancy.

OTHERS PRESENT: Audrey Tappenden, Dean Walrack, Katie Higgs, Lisa Miller, Shauna Chávez; Mariah Welke 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)

- None.

CONSENT AGENDA (Items 1-6)

1. DDA Regular Meeting Minutes of July 27, 2022.
2. June 2022 Bills and Accounts: \$2,412.91.
3. Economic Vitality Committee Minutes 8-2-22.
4. Promotion Committee Minutes 8-3-22.
5. Design Committee Minutes 8-9-22.
6. Organization Committee Minutes 8-17-22.

Item number one was removed from the consent agenda.

Board Action: Motion by Member Michael Caywood, and approved by Member John Rucker to remove item number one from the consent agenda to make the following correction: to include the votes; ayes: 6, nays: 0, motion carried to item number eight in the regular DDA Meeting Minutes of July 27, 2022, as presented.

Ayes: 7

Nays: 0

Motion Carried

Board Action: Motion by Member John Rucker, and seconded by Member Michael, to approve consent agenda items 2-6, as presented.

Ayes: 7

Nays: 0

Motion Carried.

END OF CONSENT AGENDA

7. Apple Fest Report – Mariah Welke, Recreation Coordinator.

- 175 spaces have been reserved. More spaces are available.

Board Action: None, presentation only.

8. Repayment Agreement A22-13 – Audrey Tappenden.

Board Action: Motion by Member Michael Caywood, and seconded by Member Makayla Bendele, to approve the DDA Repayment Agreement A22-13, as presented.

Ayes: 7

Nays: 0

Motion Carried

9. Lease Agreement DDA A22-01 – Audrey Tappenden.

Board Action: Motion by Member Makayla Bendele, and seconded by Member Michael Caywood, to approve the Lease Agreement DDA A22-01 and to designate Member Michael Caywood as the secondary signer, as presented.

Ayes: 7

Nays: 0

Motion Carried

10. Tibbits Update – Christine Delaney, Director

- Several upcoming festivals/events over the next couple of months.
- Tibbits will receive some building upgrades with hopes of full restoration in the future.
- Tibbits Auction will be held November 5, 2022 (James Bond theme).

11. Director's Report – Audrey Tappenden

Board Action: None, presentation only.

12. Accreditation Standards V and VI Self-Assessment – Audrey Tappenden.

- Board conducted a self-assessment covering Accreditation Standards V and VI of the Main Street Program.

Board Action: None, discussion only.

OLD BUSINESS

- None.

NEW BUSINESS

- September 1, 2022 will be the last day for Hops on Monroe.
- Two weeks left of the Farmers Market.
- Hoptoberfest will be held downtown September 30, 2022.

ADJOURNMENT – Next meeting September 28, 2022.

Noting no further business to come before the DDA Board, President Rockey adjourned the meeting at 9:07 a.m.



Deputy City Clerk
City of Coldwater

CITY OF COLDWATER AND CBPU

BALANCE SHEET

AUGUST 31, 2022

FUND 494 - DDA FUND

		<u>PRIOR YEAR</u>	<u>CURR YEAR</u>
	<u>ASSETS</u>		
494.000.1003	CASH	.00	(50,821.00)
494.000.1007	CASH - INVESTMENT ACCOUNT	103,415.45	52,370.75
494.000.1024	CASH - SAVINGS - PARKING LOT	82,994.65	82,994.65
	TOTAL ASSETS	<u>186,410.10</u>	<u>84,544.40</u>
	<u>LIABILITIES AND EQUITY</u>		
	<u>LIABILITIES</u>		
494.000.2000	ACCOUNTS PAYABLE	306.23	.00
	TOTAL LIABILITIES	306.23	.00
	<u>FUND EQUITY</u>		
	UNAPPROPRIATED FUND BALANCE:		
494.000.3825	FUND BALANCE	106,500.89	137,256.35
	REVENUE OVER EXPENDITURES - YTD	79,602.98	36,082.19
	BALANCE - CURRENT DATE	<u>186,103.87</u>	<u>173,338.54</u>
	TOTAL FUND EQUITY	<u>186,103.87</u>	<u>173,338.54</u>
	TOTAL LIABILITIES AND EQUITY	<u>186,410.10</u>	<u>173,338.54</u>

CITY OF COLDWATER AND CBPU
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2022

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	88,794.14	81,866.74	88,794.14	81,866.74	100,000.00	(11,205.86)	88.79
494.000.5730 PA 86 - LCSA	.00	.00	.00	.00	1,500.00	(1,500.00)	.00
494.000.6640 INTEREST	.00	17.45	309.05	155.94	.00	309.05	.00
494.000.6750 CONTRIBUTION FROM PRIVATE ENT	.00	.00	.00	.00	5,000.00	(5,000.00)	.00
494.000.6940 MISCELLANEOUS	.00	427.00	.00	427.00	.00	.00	.00
494.000.6990 CONTRIB - GENERAL FUND	.00	.00	.00	.00	352,000.00	(352,000.00)	.00
TOTAL DDA	88,794.14	82,311.19	89,103.19	82,449.68	458,500.00	(369,396.81)	19.43
TOTAL FUND REVENUE	88,794.14	82,311.19	89,103.19	82,449.68	458,500.00	(369,396.81)	19.43

CITY OF COLDWATER AND CBPU
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2022

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	164.54	.00	6,000.00	5,835.46	2.74
494.000.7252 CONTRACTUAL SERVICES -CONTRA	1,000.00	1,000.00	2,000.00	2,000.00	60,950.00	58,950.00	3.28
494.000.7281 MEMBERSHIP & DUES	.00	.00	.00	.00	500.00	500.00	.00
494.000.7580 REBATE PROGRAM	.00	243.00	.00	243.00	30,000.00	30,000.00	.00
494.000.7824 GENERAL DOWNTOWN MAINTENANC	.00	.00	.00	.00	21,000.00	21,000.00	.00
494.000.8000 COMMUNITY PROMOTIONS	169.71	.00	1,369.71	.00	7,000.00	5,630.29	19.57
494.000.9561 MISCELLANEOUS-58 WEST CHICAGO	.00	306.23	49,486.75	603.70	13,000.00	(36,486.75)	380.67
494.000.9700 CAPITAL OUTLAY	.00	.00	.00	.00	350,000.00	350,000.00	.00
494.000.9908 FUNDING FOR OTHER PROJECTS	.00	.00	.00	.00	19,000.00	19,000.00	.00
TOTAL DDA	1,169.71	1,549.23	53,021.00	2,846.70	507,450.00	454,429.00	10.45
TOTAL FUND EXPENDITURES	1,169.71	1,549.23	53,021.00	2,846.70	507,450.00	454,429.00	10.45
NET REVENUES OVER EXPENDITURE	87,624.43	80,761.96	36,082.19	79,602.98	(48,950.00)	85,032.19	73.71

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	
11855									
58 W CHICAGO ST									
08/22	08/25/2022	11855	COLDWATER BOARD OF PUBLI	5124822	1	494.000.9561	492.07	492.07	M
Total 11855:								492.07	
86977									
DDA Workshop Food									
08/22	08/15/2022	86977	CARD SERVICE CENTER	Tappenden J	1	494.000.7022	164.54	164.54	
Total 86977:								164.54	
87033									
ADMIN FEE SERVICES FOR AUGUST 2022									
08/22	08/22/2022	87033	CITY OF COLDWATER	48721 CUST	1	494.000.7252	1,000.00	1,000.00	
Total 87033:								1,000.00	
87069									
58 W CHICAGO ST									
08/22	08/22/2022	87069	MICHIGAN GAS UTILITIES	0506415700	1	494.000.9561	44.68	44.68	
Total 87069:								44.68	
87070									
SIGN-MAIN ST									
08/22	08/22/2022	87070	MICHIGAN GRAPHIC ARTS LLC	25916	1	494.000.8000	169.71	169.71	
Total 87070:								169.71	
87075									
INSTALL ELASTOMERIC COATING TO THE TAYLORS BLDG									
08/22	08/22/2022	87075	MULDER WATERPROOFING & S	19168	1	494.000.9561	48,950.00	48,950.00	

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
								<hr/>
Total 87075:								48,950.00
Grand Totals:								<hr/> <hr/>

Report Criteria:
Report type: GL detail
Bank.Bank Number = 1
Invoice Detail.GL account = "4940007000"-"4940009999"

1 Grand Street
Coldwater, MI 49036
9:00 A.M.

COLDWATER MAIN STREET PROGRAM
Design Committee Meeting
August 30th, 2022

MINUTES

ATTENDANCE: Courtney Dirschell, Dean Walrack, Katie Higgs, Kent Neitzert, and Audrey Tappenden. John Rucker, via zoom.

Discussion & Selection of Downtown Flower Options

- A. Kent Neitzert presented on the history of downtown flower choices and the environmental considerations for selecting varieties for downtown (frost hardiness, bloom duration, color vibrancy, ability to fill out, etc.)
- B. The committee selected a design including three colors of in each pot (same flower type as previous years), with new center accent (compare to design used at Shorty's Barber Shop this year).

ADJOURNMENT: 09:45 AM

10 E. Chicago Street
Coldwater, MI 49036
10:00 A.M.

COLDWATER MAIN STREET PROGRAM
Design Committee Meeting - *walking tour subcommittee*
September 7th, 2022

MINUTES

ATTENDANCE: Dean Walrack, Katie Higgs, John Rucker, Lisa Renshaw, Randall Hazelbaker

Discussion of Downtown Walking Tour Brochure

The committee reviewed existing walking tour brochures and resources and made a list of items that could be improved for a more user-friendly and engaging experience.

Attendees made a list of tour features, themes, and key questions to consider for an initial re-draft of the downtown walking tour. Questions to consider include format (digital vs print).

Two examples of walking tours from other communities were reviewed: Cadillac MI, and Paducah, KY.

Committee identified knowledge areas to improve while working on tour draft including common architectural styles.

Locations were identified to make physical walking tours available in the future: Tibbits, Library, City Hall, Chamber, Community Center, and Children's Museum.

Digital version hosted on Main Street and City websites, CCCVB, others.

Ideas for themed tours or suggested routes:

- Ghost tour/haunted Coldwater
- Queen Anne Tour
- Henry Clay Lewis tour
- Architecture route v. historical route

Action items:

- All: walk/bike the routes, review places listed on the current tour
- Katie: borrow camera from library to take updated photos of buildings, make template in Canva for building summaries
- Dean: checking on graphic design leads for map, GIS solutions
- John and Randall: working on audio voice overs
- Randall: historic photo collection to Katie for building summaries

ADJOURNMENT: 10:00 AM