

- AGENDA -

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY (DDA) TO BE HELD AT THE WEST BRANCH CITY HALL, 121 N. FOURTH ST, WEST BRANCH, MICHIGAN, 48661 ON TUESDAY, APRIL 25, 2023, BEGINNING AT 12:00 P.M.

- I. Call to Order
- II. Roll Call
- III. Additions to agenda
- IV. Public comment on agenda items only
- V. Approval of the minutes from the regular meeting held March 28, 2023
- VI. Bills
- VII. Bids
- VIII. New Business
- IX. Unfinished Business
- X. Reports
 - A. Chairperson Report
 - B. Member Report
 - C. Treasurers Report
 - D. City Manager Report
 - E. Planning Commission
- XI. Communications
- XII. Public comment
- XIII. Adjournment

REGULAR MEETING OF THE WEST BRANCH DOWNTOWN DEVELOPMENT AUTHORITY
HELD AT WEST BRANCH CITY HALL, 121 N. FOURTH ST. WEST BRANCH, MI ON TUESDAY,
MARCH 28, 2023.

The meeting was called to order by Vice-Chairperson Joe Clark at 12:15 pm.

Present: Anthony Bair, Joe Clark, Autum Hunter, Sandy Rabidue, and Ken Walters.

Absent: Joanne Bennett, Samantha Fabbri, Erin Resteiner, and Cathy Zimmerman.

Others in attendance: Acting Secretary/City Manager John Dantzer

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**MOTION BY RABIDUE, SECOND BY HUNTER, TO EXCUSE MEMBERS BENNETT,
FABBRI, RESTEINER, AND ZIMMERMAN FROM THE MEETING.**

Yes – Bair, Clark, Hunter, Rabidue, and Walters	No – None
Absent – Bennett, Fabbri, Resteiner, and Zimmerman	Motion carried.

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**MOTION BY RABIDUE, SECOND BY CLARK, TO APPROVE THE MINUTES FROM
THE MEETINGS HELD JANUARY 17, 2023 AND FEBRUARY 6, 2023.**

Yes – Bair, Clark, Hunter, Rabidue, and Walters	No – None
Absent – Bennett, Fabbri, Resteiner, and Zimmerman	Motion carried.

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**MOTION BY CLARK, SECOND BY RABIDUE, TO APPROVE THE BILLS IN THE
AMOUNT OF \$4,635.00**

Yes – Bair, Clark, Hunter, Rabidue, and Walters	No – None
Absent – Bennett, Fabbri, Resteiner, and Zimmerman	Motion carried.

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**MOTION BY BAIR, SECOND BY RABIDUE, TO APPROVE THE
RECOMMENDATION OF THE DDA BUDGET AS SUBMITTED.**

Yes – Bair, Clark, Hunter, Rabidue, and Walters	No – None
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Absent – Bennett, Fabbri, Resteiner, and Zimmerman

Motion carried.

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Kevin Schaedig and Kim Mullins of MDOT gave an update on the MDOT road reconstruction project.

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Member Hunter noted the possibility of having a concert to go along with this year's downtown car show.

Member Rabidue gave a flower update.

Member Walters discussed looking into seasonal banners again to coincide with the new streetscape.

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A communication was shared reminding everyone of the joint DDA meeting at the Ogemaw Township Hall on March 30th at 6:00 pm.

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The meeting was adjourned at 12:59 pm.

Fund 248 DDA OPERATING FUND

GL Number	Description	Balance
*** Assets ***		
248-000.000-001.000	CASH CHECKING - CHEMICAL BANK	326,636.93
Total Assets		326,636.93
*** Liabilities ***		
248-000.000-214.400	ESCROW ACCOUNT	400.00
Total Liabilities		400.00
*** Fund Balance ***		
248-000.000-390.000	CARRY OVER	203,236.69
Total Fund Balance		203,236.69
Beginning Fund Balance		203,236.69
Net of Revenues VS Expenditures		123,000.24
Ending Fund Balance		326,236.93
Total Liabilities And Fund Balance		326,636.93

PERIOD ENDING 04/30/2023
 % Fiscal Year Completed: 83.29
 2022-23 ORIGINAL BUDGET 2022-23 AMENDED BUDGET YTD BALANCE 04/30/2023 MONTH 04/30/23 ACTIVITY FOR INCR (DECR) NORM (ABNORM) AVAILABLE BALANCE % BGD USED END BALANCE 06/30/2022 NORM (ABNORM)

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	2022-23 AMENDED BUDGET	YTD BALANCE 04/30/2023	MONTH 04/30/23 INCR (DECR)	AVAILABLE BALANCE	% BGD USED	END BALANCE 06/30/2022
Fund 248 - DDA OPERATING FUND								
Revenues								
Dept 000.000	TAX INCREMENT FINANCING	80,000.00	80,000.00	77,396.35	0.00	2,603.65	96.75	79,520.98
248-000.000-400.400	CURRENT PROPERTY TAX GEN.OP.	12,000.00	12,000.00	10,829.35	1,678.39	1,170.65	90.24	10,657.62
248-000.000-408.400	PERSONAL PROPERTY TAX LOSS RE	20,000.00	20,000.00	43,935.32	0.00	(23,935.32)	219.68	29,251.43
248-000.000-634.400	GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-664.400	INTEREST INCOME	0.00	0.00	(0.02)	0.00	0.02	100.00	0.06
248-000.000-695.400	MISCELLANEOUS	1,500.00	1,500.00	2,150.00	0.00	(650.00)	143.33	2,500.00
248-000.000-695.408	INSURANCE CLAIM INCOME	0.00	0.00	7,510.00	3,755.00	(7,510.00)	100.00	0.00
Total Dept 000.000		113,500.00	113,500.00	141,821.00	5,433.39	(28,321.00)	124.95	121,930.09
TOTAL REVENUES		113,500.00	113,500.00	141,821.00	5,433.39	(28,321.00)	124.95	121,930.09

Expenditures								
Dept 000.000	FLOWER PROJECT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00	3,888.21
248-000.000-729.700	RETAIL MERCHANTS	7,500.00	7,500.00	7,500.00	0.00	0.00	100.00	7,500.00
248-000.000-750.700	ADMINISTRATION	2,400.00	2,400.00	2,000.00	200.00	400.00	83.33	2,400.00
248-000.000-801.700	CONTRACTUAL SERVICES	87,200.00	87,200.00	9,185.37	4,635.00	78,014.63	10.53	65,461.93
248-000.000-865.700	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00
248-000.000-935.703	SHOWMOBILE EXPENSES	300.00	300.00	16.99	0.00	283.01	5.66	9.99
248-000.000-940.700	GEN. MAINTENANCE/SNOW REMOVAL	8,600.00	8,600.00	0.00	0.00	8,600.00	0.00	0.00
248-000.000-948.700	DDA MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000.000-956.700	EXPENSES	1,500.00	1,500.00	118.40	0.00	1,381.60	7.89	8,000.00
Total Dept 000.000		113,500.00	113,500.00	18,820.76	4,835.00	94,679.24	16.58	87,597.39
TOTAL EXPENDITURES		113,500.00	113,500.00	18,820.76	4,835.00	94,679.24	16.58	87,597.39

Fund 248 - DDA OPERATING FUND:								
TOTAL REVENUES		113,500.00	113,500.00	141,821.00	5,433.39	(28,321.00)	124.95	121,930.09
TOTAL EXPENDITURES		113,500.00	113,500.00	18,820.76	4,835.00	94,679.24	16.58	87,597.39
NET OF REVENUES & EXPENDITURES		0.00	0.00	123,000.24	598.39	(123,000.24)	100.00	34,332.70