

AGENDA  
CITY OF CARO  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
September 11, 2024- Noon

CALL TO ORDER

APPROVAL OF AGENDA

PUBLIC COMMENT

COMMUNICATIONS

1. Garden Club
2. Caro Chamber of Commerce
3. Downtown Music Sponsorship Program Report

APPROVAL OF MINUTES

1. Regular Meeting-August 14, 2024

FINANCIAL REPORT

1. August 2024

NEW BUSINESS

1. Board Resignation

OLD BUSINESS

1. Funding Request Information

EXECUTIVE DIRECTOR REPORT

1. Written Report Submitted

COUNCIL LIAISON REPORT

PUBLIC COMMENT

ADJOURN

## Lauren Amellal

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**From:** Kerri Walker <crowswimsy@gmail.com>  
**Sent:** Sunday, September 1, 2024 1:11 PM  
**To:** michmt79  
**Cc:** Sue Nearing; Jane Morse; LuAnn Brown; Lauren Amellal; Diana Bondy; Myra Raortraot-Putnam; Linda Mason; Joyce; Toni Wilding; Marilyn Holloway; Kathleen Sauber; Debra Jones; Kate Mosher; Ashley Clements; Sheryl Piche; Carol Cook; Carol Swenson; Brenda Bauer; Kate Novak; Karen Phillips; Deb Horn; Erica Gaiser; Susan Pfund  
**Subject:** Re: FIRST ANNUAL Native Plant Sale

How wonderful

On Sun, Sep 1, 2024, 12:46 PM michmt79 <michmt79@gmail.com> wrote:

Thank you for coming, Sue. You're the perfect resource person for anyone looking to turn part of their property into a prairie with native plants. And always a delight to hang out with!

Sent from my iPhone

On Sep 1, 2024, at 11:58 AM, Sue Nearing <dvs3pyny2@gmail.com> wrote:

It was great!

On Sun, Sep 1, 2024 at 11:57 AM michmt79 <michmt79@gmail.com> wrote:

Yesterday's Native Plant Sale was such a success that it became the "First Annual" by noon! Our first customer was a woman with a long list of plants to buy, from her daughter in Tecumseh who is a Master Gardener, and we were off and running! Several customers drove an hour to get there. With a beautiful selection of plants ranging in size from "juniors" to trees and shrubs in 3 gallon containers, the smiling faces of Angela Nelson and her husband Jim drew in customers and helped them to find what they needed. Driving almost an hour and a half from Durand to get to us, they were concerned about it being worth their while as they've not had much success in the past at farmers markets. It was, in fact, their most successful day EVER at ANY farmers market, from Lansing to Flint to the Detroit suburbs! WE ROCKED IT!!! We owe member Lauren Amellal a HUGE thank you for her outstanding work as the farmers market manager and her tireless work at promoting this event. LAUREN, YOU ROCK!

At our club's booth, Linda Mason was undoubtedly the busiest person at the farmers market, with a line of kids all day long. (Next year we will need two painters, and maybe a small charge??? We took in a whopping \$9 in donations.) Erica Gaiger officially joined the club and we passed out many of our beautiful new brochures, finding several more people interested in joining as well. Kate Mosher is doing a great job as our membership chair!

Many thanks to all of you who came and helped yesterday. I welcome feedback for anything we can do differently next year. It will continue to be a Labor Day weekend event along with a Family Fun Day at the market.

Many thanks to you all, and hoping you're all enjoying this gorgeous weather wherever you are -

Wendy

Please join the Caro Chamber of  
Commerce at a Ribbon Cutting for

# HEALTHY LIVING OASIS

Wellness Spa

**GRAND OPENING/THURSDAY & FRIDAY-  
FREE TO ATTEND**

*Ribbon Cutting: Thursday, September 12, 2024*

**Time: 10:30AM**

**Address: 852 S Hooper Street**

**Caro, MI 48723**

## 2023/2024-2024/2025 Downtown Music Program Report

### Sponsorships/ Contributions:

SRS Pharmacy.....	\$ 2,000.00
Anonymous .....	\$ 1,000.00
Aspire Rual Health Systems.....	\$ 1,000.00
Kretzschy's Caro.....	\$ 1,000.00
Patriot Party Mart.....	\$ 1,000.00
State Savings Bank.....	\$ 250.00
Caro Gleaners Arbor.....	\$ 250.00
Osentoski Reality.....	\$ 100.00
Zeil's Wine Shop.....	\$ 50.00

**Revenue: \$ 6,650.00**

### EXPENSES:

Payments to Bands.....	\$ 4,800.00
Advertisement.....	\$ 320.62
Other.....	\$129.32

**Expenses: \$ 5,249.94**

**Downtown Music Sponsorship Balance Forward for 2024-2025 Season: \$ 1,400.06**

### Considerations:

The report represents the revenue and expenses for Food Trucks on the 4<sup>th</sup> Series. Much of the sponsorship revenue was collected during the 2023-24 fiscal year. The DDA budgeted those funds forward for the 2024-25 fiscal year. In total the DDA budgeted \$7,000.00. Thus, the DDA agreed to contribute any remaining funds to the budgeted amount. The event series also earns revenue from the participating food trucks. The revenue from that is reflected in the vendor revenue line.

Music in the Park is funded by the Parks and Recreation budget in 2024-25. Other contributions to that program were made by Garden Gate Bed and Breakfast, and Hornbacher's Laundromat via direct monetary or in-kind contributions.

MINUTES  
CITY OF CARO  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
August 14, 2024

**CALL TO ORDER**

Chairman Randy Whittaker called the meeting to order at 12:04pm on August 14, 2024, in the City of Caro Council Chambers.

Present: Chairman Randy Whittaker, Vice Chair Evan Osentoski, County Commissioner Thomas Bardwell, Robert Wolak, Susan Holder, DDA Executive Director Lauren Amellal.

Absent: Ross Downing, Richard Ransford, Charlotte Kish.

Others Present: Mayor Karen Snider, Former Mayor Joe Greene, City Manager Scott Czasak, City Clerk Rita Papp, Councilor Jill White, Councilor Pam Iseler, Marilyn Lockwood, Julie Matusik, Karim Amellal.

Osentoski dismissed at 1:30pm

**APPROVAL OF AGENDA:**

Motion by Osentoski to approve the agenda as presented, seconded by Wolak. Motion carried.

**PUBLIC COMMENT:**

Joe Greene presented flyers regarding th public input meeting for the Caro Dam.

**PRESENTATION:**

1. Tuscola County Pumpkin Festival: Julie Matusik and Marilynn Lockwood presented an update and concerns regarding the upcoming Pumpkin Festival. The theme for 2024 is "We have spirit, how about you?!".

*Susan - regarding childrens  
char activities, food trucks  
and all activities  
@farmers market.*

**COMMUNICATIONS:**

Amellal presented the communications.

MINUTES  
CITY OF CARO  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
August 14, 2024

**APPROVAL OF MINUTES:**

1. Regular Meeting Minutes- June 12, 2024

Chairman Whittaker presented the draft minutes. Discussion was had regarding the second Public Comment section.

Motion by Holder to amend the draft minutes to include " Board Discussion followed. A consensus was met. There was no formal motion made.". Seconded by Wolak. Motion carried.

Motion by Wolak to approve the minutes for June 12, 2024, as amended, seconded by Holder. Motion carried.

**FINANCIAL REPORT:**

1. April 2024:

The DDA Board reviewed the Financials. Discussion followed.

Motion by Holder to receive and file the April financial report, seconded by Bardwell. Motion carried.

2. June 2024:

The DDA Board reviewed the Financials. Discussion followed.

Motion by Osentoski to receive and file the June financial report, seconded by Bardwell. Motion carried.

3. July 2024:

The DDA Board reviewed the Financials. Discussion followed.

Motion by Osentoski to receive and file the July financial report, seconded by Wolak. Motion carried.

MINUTES  
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REGULAR MEETING  
August 14, 2024

**BUSINESS ITEMS:**

1. Funding Request Information:

Whittaker and Amellal verbally presented the topic. Board discussion was had.  
Board input will be considered.

2. Schedule Information Meeting:

Whittaker verbally presented the topic. Board discussion was had.

Motion by Holder to reschedule the DDA Informational Meeting to October 9, 2024,  
at noon in the City Council Chambers, seconded by Wolak. Motion carried.

**OLD BUSINESS:**

Board discussion was had regarding the addition of an agenda item, considering the  
Pumpkin Festival presentation.

Motion by Holder to reconsider the approval of the agenda. Seconded by Bardwell. Motion  
carried.

Motion by Holder to amend the agenda to include Board Discussion as item two under OLD  
BUSINESS. Seconded by Wolak. Motion carried.

Motion by Holder to approve the agenda as amended. Seconded by Wolak. Motion carried.

1. Façade Program Application:

Amellal presented information from the City Attorney.

Motion by Osentoski to approve the final draft of the DDA Façade Program  
Application, seconded by Wolak. Motion carried.

2. Board Discussion:

The Board reviewed information presented by the Pumpkin Festival. Board  
discussion was had. No action was taken.



MINUTES  
CITY OF CARO  
DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING  
August 14, 2024

**EXECUTIVE DIRECTOR REPORT:**

1. Written report was submitted.

**COUNCIL LIAISON REPORT:**

Czasak communicated that council liaison Kish was sorry she was unable to attend the meeting.

**PUBLIC COMMENT: NONE**

**ADJOURN**

Motion by Wolak to adjourn, seconded by Holder. Motion carried.

Respectfully submitted,

DRAFT

# CITY OF CARO

BALANCE SHEET

AUGUST 31, 2024

## FUND 248 - DDA FUND

### ASSETS

248-000-001-100	DDA CASH	192,453.71	
248-000-123-000	PREPAID EXPENSES	275.69	
	TOTAL ASSETS		192,729.40

### LIABILITIES AND EQUITY

#### LIABILITIES

248-000-339-000	DDA DEFERRED REVENUE	404.00	
	TOTAL LIABILITIES		404.00

#### FUND EQUITY

248-000-399-000	DDA FUND BALANCE	223,855.26	
	REVENUE OVER EXPENDITURES - YTD	( 31,529.86)	
	TOTAL FUND EQUITY		192,325.40
	TOTAL LIABILITIES AND EQUITY		192,729.40

**CITY OF CARO**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 2 MONTHS ENDING AUGUST 31, 2024

**FUND 248 - DDA FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>REVENUE</u>					
248-000-403-002 TIF CTY NEW ALMER DDA	.00	.00	20,000.00	( 20,000.00)	.00
248-000-403-003 TIF COUNTY NEW DDA/TRANSIT	.00	.00	12,000.00	( 12,000.00)	.00
248-000-403-004 TIF CITY NEW DDA (100%)	.00	.00	36,000.00	( 36,000.00)	.00
248-000-403-005 TIF CITY NEW DDA (100%) ALMER	.00	.00	79,000.00	( 79,000.00)	.00
248-000-665-000 INTEREST & DIVIDEND INCOME	396.17	402.92	2,500.00	( 2,097.08)	16.12
248-000-667-000 FARMER'S MARKET - VENDOR REV	885.00	1,730.00	12,500.00	( 10,770.00)	13.84
248-000-667-001 FARMERS MARKET - PAV. RENTAL	.00	.00	500.00	( 500.00)	.00
248-000-674-001 FARMER'S MARKET - KC DONATION	141.00	156.00	200.00	( 44.00)	78.00
248-000-674-019 SPONSORSHIP	.00	.00	5,000.00	( 5,000.00)	.00
248-000-675-000 OTHER REVENUE (MISC)	.00	22.32	.00	22.32	.00
248-000-675-001 FARMERS MARKET - OTHER REVENUE	12.00	12.00	.00	12.00	.00
248-000-676-001 FARMERS MARKET - SNAP REVENUE	649.75	1,486.75	.00	1,486.75	.00
 TOTAL FUND REVENUE	 2,083.92	 3,809.99	 167,700.00	 ( 163,890.01)	 2.27

**CITY OF CARO**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING AUGUST 31, 2024**  
**FUND 248 - DDA FUND**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
	<u>DPW</u>					
248-441-702-000	WAGES DPW	220.76	784.15	3,421.18	2,637.03	22.92
248-441-715-000	PAYROLL TAXES	16.50	57.73	260.01	202.28	22.20
248-441-716-000	HOSPITALIZATION INSURANCE	143.34	215.01	1,118.08	903.07	19.23
248-441-717-000	LIFE INSURANCE	6.18	11.37	66.03	54.66	17.22
248-441-718-000	RETIREMENT	14.94	32.85	10.00	( 22.85)	328.50
248-441-719-000	SHORT/LONG TERM DISABILITY	23.43	40.27	214.45	174.18	18.78
248-441-721-000	WORKER'S COMP INSURANCE	.00	.00	515.00	515.00	.00
248-441-943-000	EQUIPMENT RENTAL	224.40	405.52	500.00	94.48	81.10
	<b>TOTAL DPW</b>	<b>649.55</b>	<b>1,546.90</b>	<b>6,104.75</b>	<b>4,557.85</b>	<b>25.34</b>

**CITY OF CARO**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING AUGUST 31, 2024**

**FUND 248 - DDA FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>DDA</u>					
248-728-702-000 DDA WAGES	4,480.00	8,916.92	61,418.05	52,501.13	14.52
248-728-703-000 DDA WAGES - ADMIN	199.22	392.36	2,000.00	1,607.64	19.62
248-728-705-000 SEASONAL DDA	2,017.50	4,057.50	7,841.60	3,784.10	51.74
248-728-715-000 PAYROLL TAXES	511.33	1,020.62	5,414.97	4,394.35	18.85
248-728-716-000 HOSPITALIZATION INSURANCE	102.24	153.36	30,276.85	30,123.49	.51
248-728-717-000 LIFE INSURANCE	20.75	41.50	264.14	222.64	15.71
248-728-718-000 RETIREMENT	467.70	930.31	5,500.00	4,569.69	16.91
248-728-719-000 SHORT/LONG TERM DISABILITY	78.47	150.83	921.23	770.40	16.37
248-728-721-000 WORKER'S COMP INSURANCE	.00	.00	1,000.00	1,000.00	.00
248-728-741-000 LUNCHEONS	.00	70.79	800.00	729.21	8.85
248-728-760-000 POSTAGE	12.50	12.50	25.00	12.50	50.00
248-728-776-000 DDA OPERATING SUPPLIES	157.04	279.46	3,000.00	2,720.54	9.32
248-728-801-000 DDA CONTRACTED SERVICES	2,042.16	7,582.16	20,000.00	12,417.84	37.91
248-728-801-001 ACCOUNTING SERVICES	.00	.00	3,600.00	3,600.00	.00
248-728-802-000 AUDIT	.00	.00	467.63	467.63	.00
248-728-853-000 TELEPHONE	105.00	210.00	600.00	390.00	35.00
248-728-880-000 DOWNTOWN MUSIC	949.94	5,249.94	7,000.00	1,750.06	75.00
248-728-880-001 DDA SUSTAINABILITY EXPENSE	.00	204.56	.00	( 204.56)	.00
248-728-900-000 ADVERTISING	.00	721.40	1,000.00	278.60	72.14
248-728-920-000 ELECTRIC	217.23	445.02	3,000.00	2,554.98	14.83
248-728-921-000 GAS	16.00	32.00	300.00	268.00	10.67
248-728-922-000 WATER/SEWER/GARBAGE	139.37	139.37	600.00	460.63	23.23
248-728-943-000 DDA EQUIPMENT RENT	395.96	806.99	1,000.00	193.01	80.70
248-728-943-001 DDA BUILDING RENT	.00	.00	200.00	200.00	.00
248-728-956-000 DDA CONTINGENCY	.00	.00	500.00	500.00	.00
248-728-960-000 EDUCATION & DUES	.00	.00	500.00	500.00	.00
248-728-961-000 MEMBERSHIP DUES	.00	.00	500.00	500.00	.00
248-728-962-000 TRAVEL & LODGING	61.64	107.49	500.00	392.51	21.50
248-728-963-000 PROPERTY TAXES	300.26	300.26	500.00	199.74	60.05
248-728-965-000 LIABILITY INSURANCE	.00	.00	122.51	122.51	.00
248-728-970-000 DDA CAPITAL OUTLAY	.00	.00	20,000.00	20,000.00	.00
248-728-970-001 DECORATIONS	.00	.00	3,000.00	3,000.00	.00
TOTAL DDA	12,274.31	31,825.34	181,851.98	150,026.64	17.50
<u>ATWOOD PROJECT</u>					
248-729-801-000 COMMUNITY PROJECTS	.00	.00	2,500.00	2,500.00	.00
TOTAL ATWOOD PROJECT	.00	.00	2,500.00	2,500.00	.00

**CITY OF CARO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 2 MONTHS ENDING AUGUST 31, 2024

**FUND 248 - DDA FUND**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
	<u>FARMERS MARKET</u>					
248-733-900-000	FARMERS MARKET - ADVERTISING	32.31	425.98	500.00	74.02	85.20
248-733-956-000	FARMERS MARKET - SNAP EXPENSE	824.00	1,251.00	.00	( 1,251.00)	.00
248-733-956-001	FARMERS MARKET - OTHER EXPENSE	( 47.55)	1.62	250.00	248.38	.65
248-733-956-002	FARMER'S MARKET - KC PROG EXP	114.00	149.00	200.00	51.00	74.50
248-733-956-005	FARMERS MARKET - EXPENSES	50.00	66.98	2,500.00	2,433.02	2.68
248-733-960-000	FARMER'S MARKET - EDUCATION	.00	.00	250.00	250.00	.00
248-733-961-000	FARMER'S MAREKT - MEMBER DUES	.00	.00	250.00	250.00	.00
248-733-962-000	FARMER'S MARKET - TRAV & LODG	30.82	73.03	500.00	426.97	14.61
	TOTAL FARMERS MARKET	1,003.58	1,967.61	4,450.00	2,482.39	44.22
	<u>OPERATING TRANSFER OUT</u>					
248-966-999-004	TRANSFER TO GENERAL	.00	.00	25,000.00	25,000.00	.00
	TOTAL OPERATING TRANSFER OUT	.00	.00	25,000.00	25,000.00	.00
	TOTAL FUND EXPENDITURES	13,927.44	35,339.85	219,906.73	184,566.88	16.07
	NET REVENUES OVER EXPENDITURES	( 11,843.52)	( 31,529.86)	( 52,206.73)	20,676.87	( 60.39)

# RANSFORD COLLON

FUNERAL & CREMATION SERVICES, INC.

205 West Sherman Street • Caro, MI 48723 • (989) 673-2175 • [www.RansfordCollon.com](http://www.RansfordCollon.com)

September 11, 2024

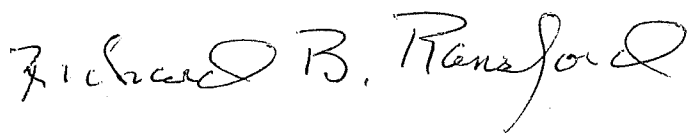
City of Caro  
Downtown Development Authority  
317 South State Street  
Caro, MI 48723

Esteemed Members of the Caro DDA,

After careful consideration, I have decided that the time has come for me to resign from the Caro Downtown Development Authority, effective immediately. I am immensely proud of the work that has been done to advance our historical downtown in the decades I was privileged to serve on this board. I am excited for the energy and vigor will be brought by new leadership that will continue to advance the vision of our vibrant community.

Thank you for the incredible journey and the many opportunities for personal and professional growth. I look forward to seeing the continued success of the Caro Downtown Development Authority and the positive impact it will undoubtedly have on our community in the years to come.

With warm regards and best wishes,



Richard Ransford

*"Remembering the Story of a Lifetime"*

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UNDER THE PERSONAL DIRECTION OF

Richard B. Ransford • Mark Ransford • Michael R. Sharp, Manager • Robert D. Depew • Mara Shorkey

TO: City of Caro Downtown Development Authority

CC: City of Caro Council

Date: 9/10/2024

I would like to submit my resignation from the DDA Board effective today.

Thank you,

A handwritten signature in black ink, appearing to read "Ron O'Connell". The signature is fluid and cursive, with a large initial "R" and "O".



To: City of Caro Downtown Development Authority Board of Directors  
From: Lauren Amellal, Executive Director  
Date: September 10, 2024  
RE: Executive Director Report

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Registered several new vendors. Current revenue from the 2024 market season is over \$12,000.00

Met with Caro Chamber Manager to plan for Small Business Saturday 2024.

Collaborated with the Caro Garden Club, Tuscola Democratic Party Scholarship committee, Shay Lake Church, SVB- Pet Rescue, Healthy Living in the Thumb/ Food Navigator program, PBS Delta Kids, and Market Kids Club for August Family Fun Day.

Presented at the Caro Parks and Recreation committee meeting for winter downtown tree program collaboration. Met with the Superintendent to discuss details.

Attended Family Fun Night at Bieth Park, assisted Parks and Recreation Superintendent in event planning.

Welcomed Clear Ideas Inc. to the Caro Farmers Market to create a commercial about local food access.

Completed Music in the Park Summer Concert Series. Completed Tuesday Markets, had to cancel final Tuesday due to weather conditions.

Promoted, coordinated and hosted all DDA events.

Was interviewed with Rotary Cultivate Creativity committee chair about murals on ABC 12 News. Attended meeting. Save the Date, October 11 Ribbon Cutting at Trudeau Square.

Was interviewed on ABC 12 News for the Caro Farmers Market Family Fun Day, and Native Plant Sale.

Attended LEAD Tuscola Steering Committee meeting, presented several candidates from the Caro Area.

Attended Poverty Simulation at Highland Pines, presented by the Thumb Health Community Partnership.

Provided rental services (sale, registration, set up, clean up and advertisement) for Caro Area District Library Safari Event Rental at State Street Square.

Researched Funding Request Policies and procedures. Draft to be presented.

Continuous work on DDA website updates, and public awareness/education.

Attended ICON market restoration meeting (bus pavilion) with DPW Supervisor and City Manager.

Submitted monthly vendor food assistance payments to accounts payable.

Presented the DDA website, and Grant programs at the Caro Rotary Club meeting.