

AGENDA
CITY OF CARO
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
December 13, 2023- NOON

CALL TO ORDER

APPROVAL OF AGENDA

PUBLIC COMMENT

PRESENTATION

1. Tuscola County Pumpkin Festival

APPROVAL OF MINUTES

1. Regular Meeting- November 8, 2023

FINANCIAL REPORT

1. October 2023

BUSINESS ITEMS

1. DDA 2024 Meeting Schedule

OTHER BUSINESS

1. Wayfinding Signs

EXECUTIVE DIRECTOR REPORT

1. Written Report Submitted

COUNCIL LIASON REPORT

PUBLIC COMMENT

ADJOURN

MINUTES
CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING
NOVEMBER 8, 2023- NOON

CALL TO ORDER:

Acting Chairman, Randy Whittaker, called the meeting to Order at 12:10pm on November 8, 2023, in the City of Caro, Council Chambers, and welcomed new DDA Board member Susan Holder.

Present: Acting Chairman Randy Whittaker, Thomas Bardwell, Charolette Kish, Susan Holder, Sonya Otremba, Robert Wolak, Evan Osentoski, DDA Director Lauren Amellal.

Bardwell was dismissed at 1:00pm.

Absent: Ross Downing, Dick Ransford.

Others Present: Mayor Karen Snider, City Manager Scott Czasak, City Clerk Rita Papp, City Treasurer Michele Perry.

PUBLIC COMMENT: None

APPROVAL OF AGENDA:

Motion by Kish to approve agenda with addition of Amazon decorations quote to packet, seconded by Wolak. Motion carried.

APPROVAL OF MINUTES:

Motion by Wolak to approve the October 6, 2023, subcommittee meeting minutes as presented and the October 11, 2023, regular meeting minutes as amended, seconded by Osentoski. Motion carried.

FINANCIAL REPORT:

Amellal and Perry commented on the report.

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

BUSINESS ITEMS:

1. DDA Logo

Motion by Otremba to authorize the use of the LIVE LOCAL logo with the Michigan background for now and to seek design assistance from the TISD students, seconded by Holder. Motion carried.

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CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY
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2. Winter Decorations

Motion by Osentoski to purchase downtown decorations from Lasting Impressions in the amount of \$6,673.80, seconded by Otremba. Motion carried.

Motion by Osentoski to purchase a holiday banner from Larson Graphics not to exceed the \$660.00, seconded by Kish. Motion carried.

3. Business Directory Application

Discussion was had. No action was taken.

4. Election of Officers

Motion by Whittaker to nominate Lauren Amellal for Secretary, seconded by Osentoski.

Motion by Holder to close nominations and elect Amellal as Secretary, seconded by Osentoski.

Motion carried.

Motion by Osentoski to nominate Ross Downing for Treasurer, seconded by Wolak.

Motion by Osentoski to close nominations and elect Downing as Treasurer, seconded by Holder.

Motion carried.

Motion by Osentoski to nominate himself for Vice Chair.

Motion by Kish to close nominations and elect Osentoski as Vice Chair, seconded by Holder.

Motion carried.

Motion by Holder to nominate Whittaker for Chair, seconded by Kish.

Motion by Kish to close nominations and elect Whittaker as Chair, seconded by Osentoski.

Motion carried.

OTHER BUSINESS:

1. **Wayfinding Signs:** no update

EXECUTIVE DIRECTOR REPORT:

1. Written Report Submitted. Amellal gave a verbal review of highlights including update on Small Business Saturday program.

LIASON REPORT: None

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NOVEMBER 8, 2023- NOON

PUBLIC COMMENT:

Mayor Snider commented on the line item budgets, the DDA Purchasing Policy, and the election of officers process.

Clerk Papp commented on the DDA Purchasing Policy.

ADJOURN:

Motion by Holder to Adjourn the meeting at 1:21pm, seconded by Osentoski. Motion carried.

Respectfully Submitted

DDA Executive Director

Lauren Amellal

CITY OF CARO

BALANCE SHEET
OCTOBER 31, 2023

FUND 248 - DDA FUND

ASSETS

248-000-001-100	DDA CASH	181,917.56	
248-000-040-000	ACCTS RECEIVABLE	5,000.00	
248-000-123-000	PREPAID EXPENSES	275.69	
	TOTAL ASSETS		187,193.25

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	215,159.41	
	REVENUE OVER EXPENDITURES - YTD	(28,370.16)	
	TOTAL FUND EQUITY		186,789.25
	TOTAL LIABILITIES AND EQUITY		187,193.25

CITY OF CARO
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

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	19,852.00	(19,852.00)	.00
248-000-403-003 TIF COUNTY NEW DDA/TRANSIT	.00	.00	8,778.00	(8,778.00)	.00
248-000-403-004 TIF CITY NEW DDA (100%)	.00	.00	34,146.00	(34,146.00)	.00
248-000-403-005 TIF CITY NEW DDA (100%) ALMER	.00	.00	77,224.00	(77,224.00)	.00
248-000-665-000 INTEREST & DIVIDEND INCOME	315.78	1,358.69	.00	1,358.69	.00
248-000-667-000 FARMER'S MARKET - VENDOR REV	415.00	4,090.00	15,000.00	(10,910.00)	27.27
248-000-667-001 FARMERS MARKET - PAV. RENTAL	.00	.00	1,000.00	(1,000.00)	.00
248-000-674-001 FARMER'S MARKET - KC DONATION	20.00	135.00	500.00	(365.00)	27.00
248-000-674-003 FARMERS MARKET - EVENT SPONSOR	.00	700.00	.00	700.00	.00
248-000-674-019 SPONSORSHIP	5,145.00	5,145.00	.00	5,145.00	.00
248-000-675-000 OTHER REVENUE (MISC)	.00	500.00	.00	500.00	.00
248-000-675-001 FARMERS MARKET - OTHER REVENUE	10.00	100.00	500.00	(400.00)	20.00
248-000-676-000 FARMERS MARKET - F.S. GRANT	300.00	714.90	650.00	64.90	109.98
248-000-676-001 FARMERS MARKET - SNAP REVENUE	700.00	2,815.00	7,500.00	(4,685.00)	37.53
248-000-676-002 FARMERS MARKET - PROJECT FRESH	.00	.00	300.00	(300.00)	.00
 TOTAL FUND REVENUE	 6,905.78	 15,558.59	 165,450.00	 (149,891.41)	 9.40

CITY OF CARO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

FUND 248 - DDA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
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DPW					
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248-441-702-000 WAGES DPW	140.52	301.54	3,662.95	3,361.41	8.23
248-441-714-000 FRINGES	.00	839.40	686.26	(153.14)	122.32
248-441-716-000 HOSPITALIZATION INSURANCE	.00	277.44	1,418.00	1,140.56	19.57
248-441-717-000 LIFE INSURANCE	5.69	21.76	60.00	38.24	36.27
248-441-718-000 RETIREMENT	4.34	6.92	.00	(6.92)	.00
248-441-719-000 SHORT/LONG TERM DISABILITY	17.77	68.59	150.00	81.41	45.73
248-441-721-000 WORKER'S COMP INSURANCE	3.68	13.17	500.00	486.83	2.63
248-441-943-000 EQUIPMENT RENTAL	.00	219.90	1,000.00	780.10	21.99
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TOTAL DPW	172.00	1,748.72	7,477.21	5,728.49	23.39
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DDA					
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248-728-702-000 DDA WAGES	4,307.70	16,734.62	56,000.00	39,265.38	29.88
248-728-703-000 DDA WAGES - PART TIME	181.93	635.04	2,384.81	1,749.77	26.63
248-728-705-000 SEASONAL DDA SALARY	1,508.00	4,680.00	7,841.60	3,161.60	59.68
248-728-715-000 PAYROLL TAXES	468.87	1,707.87	5,066.32	3,358.45	33.71
248-728-716-000 HOSPITALIZATION INSURANCE	.00	51.60	22,609.51	22,557.91	.23
248-728-717-000 LIFE INSURANCE	20.75	83.00	226.80	143.80	36.60
248-728-718-000 RETIREMENT	447.36	894.73	5,817.71	4,922.98	15.38
248-728-719-000 SHORT/LONG TERM DISABILITY	67.88	271.52	755.16	483.64	35.96
248-728-721-000 WORKER'S COMP INSURANCE	76.58	274.09	1,500.00	1,225.91	18.27
248-728-741-000 LUNCHEONS	92.80	92.80	900.00	807.20	10.31
248-728-760-000 POSTAGE	.00	8.55	200.00	191.45	4.28
248-728-776-000 DDA OPERATING SUPPLIES	51.72	1,383.04	3,000.00	1,616.96	46.10
248-728-801-000 DDA CONTRACTED SERVICES	2,228.00	4,432.00	10,000.00	5,568.00	44.32
248-728-801-001 ACCOUNTING SERVICES	.00	900.00	3,600.00	2,700.00	25.00
248-728-802-000 AUDIT	.00	.00	432.00	432.00	.00
248-728-853-000 TELEPHONE	105.00	420.00	1,000.00	580.00	42.00
248-728-900-000 ADVERTISING	.00	.00	500.00	500.00	.00
248-728-920-000 ELECTRIC	261.63	677.90	2,500.00	1,822.10	27.12
248-728-921-000 GAS	16.00	43.61	500.00	456.39	8.72
248-728-922-000 WATER/SEWER/GARBAGE	96.36	180.46	1,000.00	819.54	18.05
248-728-943-000 DDA EQUIPMENT RENT	133.86	2,491.32	2,000.00	(491.32)	124.57
248-728-943-001 DDA BUILDING RENT	.00	100.00	200.00	100.00	50.00
248-728-960-000 EDUCATION & DUES	305.00	305.00	1,000.00	695.00	30.50
248-728-963-000 PROPERTY TAXES	.00	165.20	.00	(165.20)	.00
248-728-965-000 LIABILITY INSURANCE	.00	262.25	3,600.00	3,337.75	7.28
248-728-970-001 DECORATIONS	.00	.00	3,000.00	3,000.00	.00
248-728-999-020 FARMERS MARKET ADVERTISING	50.00	50.00	.00	(50.00)	.00
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TOTAL DDA	10,419.44	36,844.60	135,633.91	98,789.31	27.16
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CITY OF CARO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2023

FUND 248 - DDA FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>FARMERS MARKET</u>					
248-733-900-000 FARMERS MARKET - ADVERTISING	885.50	2,685.50	2,000.00	(685.50)	134.28 ^
248-733-956-000 FARMERS MARKET - SNAP EXPENSE	631.00	1,825.00	7,500.00	5,675.00	24.33
248-733-956-001 FARMERS MARKET - OTHER EXPENSE	58.05	58.05	500.00	441.95	11.61
248-733-956-002 FARMER'S MARKET - KC PROG EXP	25.00	167.00	.00	(167.00)	.00
248-733-956-003 PROJECT FRESH EXPENSES	.00	.00	300.00	300.00	.00
248-733-956-004 FARMERS MARKET - F.S. GRANT EX	.00	285.90	650.00	364.10	43.98
248-733-956-005 FARMERS MARKET - EXPENSES	.00	13.99	500.00	486.01	2.80
248-733-960-000 FARMER'S MARKET - EDUCATION	299.99	299.99	500.00	200.01	60.00
TOTAL FARMERS MARKET	1,899.54	5,335.43	11,950.00	6,614.57	44.65
<u>OPERATING TRANSFER OUT</u>					
248-966-995-000 TRANSFER TO PARKS & REC	.00	.00	400.00	400.00	.00
248-966-999-003 TRANSFER TO LOCAL	.00	.00	9,988.88	9,988.88	.00
TOTAL OPERATING TRANSFER OUT	.00	.00	10,388.88	10,388.88	.00
TOTAL FUND EXPENDITURES	12,490.98	43,928.75	165,450.00	121,521.25	26.55
NET REVENUES OVER EXPENDITURES	(5,585.20)	(28,370.16)	.00	(28,370.16)	.00

CITY OF CARO

CITY MANAGER
SCOTT CZASAK
CITY CLERK
RITA PAPP
CITY TREASURER
MICHELE PERRY
CITY ATTORNEY
LAURA GENOVICH

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Caro MI 48723
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MAYOR
KAREN SNIDER
CITY COUNCIL
EMILY CAMPBELL
BOB ESCHENBACHER
PAMELA ISELER
CHARLOTTE KISH
DOREEN OEDY
JILL WHITE

2024 SCHEDULE OF REGULAR MEETINGS OF THE CITY OF CARO COMMON COUNCIL HELD AT 6:30 P.M. ON THE FIRST AND THIRD MONDAY OF EACH MONTH:

JANUARY	2 & 16 (Both Tuesdays due to holidays)	FEBRUARY	5 & 19
MARCH	4 & 18	APRIL	1 & 15
MAY	6 & 20	JUNE	3 & 17
JULY	1 & 15	AUGUST	5 & 19
SEPTEMBER	3 & 16 (Labor Day Holiday)	OCTOBER	7 & 21
NOVEMBER	4 & 18	DECEMBER	2 & 16

2024 SCHEDULE OF REGULAR MEETINGS OF THE CITY OF CARO DOWNTOWN DEVELOPMENT AUTHORITY (DDA) HELD AT 12:00 NOON ON THE SECOND WEDNESDAY OF EACH MONTH:

JANUARY	10 **	FEBRUARY	14
MARCH	13	APRIL	10
MAY	8	JUNE	12
JULY	10 **	AUGUST	14
SEPTEMBER	11	OCTOBER	9
NOVEMBER	13	DECEMBER	11

**** Informational Meetings**

2024 SCHEDULE OF REGULAR MEETINGS OF THE CITY OF CARO PLANNING COMMISSION HELD AT 7:00 P.M. ON THE SECOND AND FOURTH TUESDAY OF EACH MONTH:

JANUARY	9 & 23	FEBRUARY	13 & 27
MARCH	12 & 26	APRIL	9 & 23
MAY	14 & 28	JUNE	11 & 25
JULY	9 & 23	AUGUST	13 & 27
SEPTEMBER	10 & 24	OCTOBER	8 & 22
NOVEMBER	12 & 26	DECEMBER	10 & 24

2024 SCHEDULE OF REGULAR MEETINGS OF THE CARO PARKS & RECREATION COMMITTEE HELD AT 5:30 P.M. ON THE THIRD TUESDAY OF EACH MONTH:

JANUARY	16	FEBRUARY	20
MARCH	19	APRIL	16
MAY	21	JUNE	18
JULY	16	AUGUST	20
SEPTEMBER	17	OCTOBER	15
NOVEMBER	19	DECEMBER	17

This notice is given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976.

Rita Papp
City of Caro Clerk

To: City of Caro Downtown Development Authority Board of Directors
From: Lauren M. Amellal, Executive Director
Date: December 8, 2023
RE: Executive Director Report

Activity:

Coordinated the installation of the new downtown decorations with Lasting Impressions Floral, the City of Caro DPW and community volunteers.

Coordinated with the City of Caro DPW, and Chairman Whittaker for repairs to the pavilion restroom.

Approved design for Happy Holidays downtown banner from Larsen's Graphics.

Ordered a commemorative gift for former Chairman Bauerschmidt.

Continued work on the Caro Farmers Market Annual Report.

Began work on the City of Caro Downtown Development Annual Report.

Completed draft PowerPoint presentation for the January Informational Meeting.

Developed Caro Small Business Saturday event, and program materials in conjunction with the Caro Chamber of Commerce. Registered over 25 local businesses.

Presented an update about DDA events and programs at the Caro Rotary Club meeting.

Attended LEAD Tuscola monthly meeting. Acted as co-chair of the meeting.

Scheduled meetings with various website hosts. Will make selection for best option in 2024.

Attended the City of Caro Parks and Recreation meeting to discuss further collaborative efforts for the 2024 "Music in the Park" program.

Hosted Small Business Saturday Market in conjunction with the Caro Small Business Saturday program.

Hosted the Candy Cane Lane Market and Food Truck event in conjunction with the Caro Area Chamber of Commerce.

Attended virtual Placer AI meeting to learn more about the program and its potential uses for the DDA.

Reached out to the ISD to discuss collaborative work on the logo for the DDA. Work to begin in 2024.

Began planning for the January market vendor meeting. Finalizing the vendor application packet.

Completed and submitted monthly vendor food assistance payments to accounts payable.

Attended the year end food assistance meeting hosted by the Michigan Farmers Market Association.

Attended several Gingerbread Festival activities including the pancake breakfast, the magic show, the family movie and more.

Decorated the DDA office building, and the pavilion for the holidays.

Completed RFP for speakers at the Small Town and Rural Development Conference in 2024.