

Village of Lawton
DOWNTOWN DEVELOPMENT AUTHORITY
125 S. MAIN, LAWTON MI 49065 269.624.6407
Wednesday, February 22, 2023

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda - Changes/Additions/Deletions**
- 4. Approval of Minutes – January 18, 2022**
- 5. Treasurers Report**
 - A. Amend FY 22-23 Budget
 - B. Adopt FY 23-24 Budget
- 6. Unfinished Business**
 - A. Chancy Lewis Park Improvements Update
- 7. New Business**
 - A. Adopt 2023 Meeting Schedule
- 8. Committee Reports**
- 9. Public Comments (please limit to 3 minutes)**
- 10. DDA Board / Staff Comments**
- 11. DDA Chair Comments**
- 12. Adjournment**

Village of Lawton Downtown Development Authority
January 18, 2023
Regular Meeting

Chairperson Osborne called the January 18, 2023 meeting to order at 7:00pm.

Present: D Dluge, K Drew, G Dudek, L Dudek, D Lawson, C McComis, T Osborne, Z Shinabargar

Absent: K Kozik and R Turner

Visitors: Josh Appleby, Village President

Agenda: Motion D Lawson; Support L Dudek, to approve the agenda. Motion carried.

Minutes: Motion D Dluge; Support D Lawson, to approve the November 21, 2022 minutes with amendments. Motion carried.

Treasurers Report: Motion D Dluge to approve payments of \$309.70 for November and December, and amend the budget to increase operating supplies to \$1,809.70 for this fiscal year. Support G Dudek. Motion carried.

Unfinished Business: Chancy Lewis Park Improvements – Bids will be going out early March for pickleball/basketball courts improvements.

New Business: Dedication for Reid’s Square is being planned for Memorial Day- before parade.

There being no further business Motion G Dudek; Support D Dluge to adjourn. Motion carried. Meeting adjourned @ 8:00pm.

Our next scheduled meeting is February 15, 2023

Respectfully Submitted,
Deborah Lawson, Secretary

Village of Lawton Downtown Development Authority
November 21, 2022 – 7:00 pm
Regular Meeting - Amended

1. **Call to Order:** Chairperson Osborne called the November 21, 2022 meeting to order at 7:02 pm.
2. **Roll Call: Present:** D Dlugie, K Drew, G Dudek, K Kozik, T Osborne, Z Shinabargar, L Dudek, N Marks, Chris McComis and L Imus, Village Manager **Absent:** R Turner and D Lawson
3. **Agenda:** Motion G Dudek; Support Z Shinabargar, to approve the agenda. Motion carried.
4. **Minutes:** Motion Z Shinabargar; Support G Dudek, to approve the minutes of October 5, 2022. Motion unanimously carried.
5. **Treasurers Report:** A treasurers report was presented that noted \$41,953 in available unrestricted fund balance and \$19,795 in restricted fund balance.
6. **DDA Appointments and Election of Officers:** Chris McComis is being appointed by the Lawton Village Council to serve the open term running from November 2022 through November of 2026. Deborah was also reappointed to the same term. K Kozik, supported by L. Dudek made a motion to nominate and approve the same current slate of officers – T Osborne, Chairperson, D Dlugie Vice-Chairperson, and D Lawson as Secretary. Motion carried.
7. **Unfinished Business**
 - A. **Fall Escapade Parade:** GREAT TURN OUT!! Next year someone is needed to step participants off and help regulate the spacing – got very crowded or were huge gaps. Begin planning in June. Consider moving up a few weeks to assure good weather (in combination with Homecoming??) Include Main Street in parade route.
 - B. **New Community Church Façade Application – Sign** – L Dudek, supported by Shinabargar, made a motion to approve the signage requested in the façade application. Motion carried.
8. **New Business**
 - A. **Christmas Holiday Decorating / Activities** - the Lions Club Parade will be Friday, December 9th at 7:00 pm, the Scouts/Lions will serve Hot Chocolate donated by Modern Well. Santa will be at the Library w/ games and surprises. Summerfest is decorating a live tree in Vineyard Square. Shinabargar, supported by L Dudek made a motion that the DDA will purchase additional lights, if needed, up to \$75. Motion carried.
 - B. **“Deck the Home” decorating contest** – Eligible homes will be within 2 miles of Village limit. Drew, supported by Dudek made a motion that DDA will sponsor 3 awards of \$100 each. Motion carried. (Griswold, Winter Wonderland and People’s Choice).
 - C. **Pickleball Grant - Furniture Review-** Selected furniture was reviewed.

D. SPARK Grant Application (replace kids dream/add ice rink) - Letter of Support – Kozik, supported by G Dudek made a motion to submit a letter of support for the SPARK Grant. Motion carried.

E. Chili Cook-off: K Kozik suggested that the DDA consider a winter event, and chili cook off was discussed. Prize could be bragging rights for a year. Consideration was given to hold it at Vintage Square, a restaurant or Fire Department. Perhaps to benefit Cole Tanis.

9. Committee Reports - No report.

10. Public Comments (please limit to 3 minutes) No comment.

11. DDA Board / Staff Comments No additional comments.

12. DDA Chair Comments – Chairperson Osborne thanked N Marks for her many years of tireless service to the DDA. Marks was one of the initial members on the Lawton DDA.

13. Adjournment: There being no further business Motion G Dudek; Support L Dudek to adjourn. Motion carried. Meeting adjourned @ 8:10 pm.

Our next scheduled meeting is December 20, 2022

Respectfully Submitted,

Lisa Imus, Village Manager

January / February 2023 Treasurer's Report
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FY 22/23

| GL NUMBER | DESCRIPTION | 22-23 ORIGINAL | | YTD BALANCE | 22-23 AMENDED | | 23 24 REQUESTED |
|---|----------------------------------|--------------------|--------|-------------------|-------------------|--------|-------------------|
| | | BUDGET | BUDGET | 02/28/2023 | BUDGET | BUDGET | BUDGET |
| Dept 000 - GENERAL Revenues | | | | | | | |
| 248-000-4020 | VILLAGE GENERAL TAXES DUE TO DDA | 4,250.00 | | 2,454.94 | 2,450.00 | | 2,500.00 |
| 248-000-6640 | INTEREST EARNED ON DEPOSITS | 0.00 | | 33.62 | 34.00 | | 50.00 |
| 248-000-6940 | MISCELLANEOUS INCOME | 1,000.00 | | 3,930.00 | 3,930.00 | | 3,000.00 |
| | TOTAL REVENUES | 5,250.00 | | 6,418.56 | 6,414.00 | | 5,550.00 |
| Dept 000 - GENERAL Expenditures | | | | | | | |
| 248-000-7570 | OPERATING SUPPLIES | 1,500.00 | | 1,959.70 | 1,960.00 | | 1,500.00 |
| 248-000-8160 | FACADE GRANT | 5,000.00 | | 2,000.00 | 2,000.00 | | 3,000.00 |
| 248-000-9430 | EQUIPMENT RENTAL OR LEASE | 1,000.00 | | 5,145.00 | 5,145.00 | | 0.00 |
| 248-000-9790 | Chancy Lewis / Pickleball Courts | 20,000.00 | | 0.00 | 0.00 | | 6,000.00 |
| | TOTAL EXPENDITURES | 27,500.00 | | 9,104.70 | 9,105.00 | | 10,500.00 |
| TOTAL REVENUES | | 5,250.00 | | 6,418.56 | 6,414.00 | | 5,550.00 |
| TOTAL EXPENDITURES | | 27,500.00 | | 9,104.70 | 9,105.00 | | 10,500.00 |
| NET OF REVENUES & EXPENDITURES | | (22,250.00) | | (2,686.14) | (2,691.00) | | (4,950.00) |
| BEG. FUND BALANCE | | 68,060.02 | | 68,060.02 | 68,060.02 | | 65,369.02 |
| END FUND BALANCE | | 45,810.02 | | 65,373.88 | 65,369.02 | | 60,419.02 |

NOTES:

| | | | |
|---------------------------|----|----------|--|
| MISCELLANEOUS INCOME | \$ | 3,930.00 | \$730 Summerfest; \$3,200 flower donations |
| FACADE GRANT | \$ | 2,000.00 | \$1K New Community; \$1K Red Brick |
| EQUIPMENT RENTAL OR LEASE | \$ | 5,145.00 | Golf Cart Purchase |
| OPERATING SUPPLIES | \$ | 1,959.70 | \$ 116.59 2021 Christmas GC's |
| | \$ | 820.53 | Flower Pot Supplies |
| | \$ | 31.28 | Flower Pot Supplies |
| | \$ | 250.00 | Dunk Tank Rental |
| | \$ | 100.00 | Petty Cash for Dunk Tank |
| | \$ | 150.00 | Mums |
| | \$ | 100.00 | GC's for Buster/Amerigo |
| | \$ | 241.30 | GC's & Refreshments for Parade |
| | \$ | 150.00 | Deck the House winners |



PUBLIC NOTICE

2023 Village of Lawton Public Meetings

All public meetings will be held openly, either at Village Hall. Each Meeting agenda is available on our website at www.lawtonmi.gov and posted at the front window of Village Hall.

Meeting dates and times are subject to change. The following schedule may be adjusted in the future to address conflicts due to holidays or elections.

| VILLAGE COUNCIL 7:00 PM - 2 ND & 4 TH Tuesday | DOWNTOWN DEVELOPMENT AUTHORITY 7:00 PM - 3 RD Wednesday |
|--|---|
| January 10 & 24 | January 18 |
| February 14 & 28 | February 15 |
| March 14 & 28 | March 15 |
| April 11 & 25 | April 19 |
| May 9 & 23 | May 16 |
| June 12 & 26 | June 21 |
| July 11 & 25 | July 19 |
| August 14 & 28 | August 16 |
| September 12 & 26 | September 20 |
| October 10 & 24 | October 18 |
| November 14 & 28 | November 23 |
| December 12 & 26 | December 20 |
| PLANNING COMMISSION 7:00 PM - 1 ST Tuesday | LIBRARY BOARD 6:30 PM - 4 TH Monday |
| January 3 | January 23 |
| February 7 | February 27 |
| March 7 | March 27 |
| April 4 | April 24 |
| May 2 | May 29 |
| June 6 | June 26 |
| - | July 24 |
| August 1 | August 28 |
| September 5 | September 25 |
| October 3 | October 30 |
| November 7 | November 27 |
| December 5 | December 25 |
| The Zoning Board of Appeals will meet on an As Needed Basis | |