



DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING

Monday, June 12th, 2023

The Downtown Development Authority (DDA) meeting is normally scheduled for the 2nd Monday of each month at 6:00 pm at the Village of Holly Police Department, 315 S. Broad Street, Holly, MI 48442.

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL**
- **APPROVAL OF MINUTES**
 - Meeting of May 12th, 2023
- **AGENDA APPROVAL**
- **FINANCIAL REPORT**

• May 1, 2023	Beginning Balance:	\$375,926.82
• May 31, 2023	Ending Balance:	\$365,603.95
- **NEW BUSINESS**
 - End of year project costs use on Tree Grates
 - DDA Informational Meeting PA 57
- **OLD BUSINESS**
- **REPORTS**
 - Committee Reports
 - Director Report
 - Village Manager Report
- **PUBLIC COMMENT**
- **BOARD COMMENTS**
- **ADJOURNMENT**

The next regularly scheduled meeting for the Holly
Downtown Development Authority will be:

Monday, July 10th, 2023, at 6:00 p.m.

VILLAGE OF HOLLY
DOWNTOWN DEVELOPMENT AUTHORITY
Minutes of Monday, May 8th, 2023

The Village of Holly Downtown Development Authority meeting was called to order at 6 p.m. by
Chair Bob Hoffinan

Board Members Present

Bob Hoffinan
Cari Cucksey
John Winglemire
Linda Stouffer
Steven Sulfaro
Lisa Clark
Holly Herrick
Ryan Delaney
Tina Humbree

Board Members Absent

Staff Present

Nick Klempp
Jerry Walker

Others Present

Kristin Watt
Ryan Matson
Anna Matson
Hilary Alger
Marlo Davidson

Meeting called to order at 6:00pm by Chair Hoffinan.

Director Klempp called the role.
All Present

APPROVAL OF THE MINUTES:

Motion by Clark and supported by Herrick.
Motion carried by a voice vote of all ayes.

AGENDA APPROVAL:

Motion by Herrick to approve agenda Supported by Cucksey. Motion carried by a voice vote of ayes and no nays.

FINANCIAL REPORT:

Motion by Clark and second by Stouffer to approve financial reports. Motion carried by a vote of all ayes.

NEW BUSINESS:

#1 Yearly Informational meeting June 12th

Klempp: I am going to schedule our yearly informational meeting that is required according to PA57. I will send out the information to all the committee chairs to present at the board meeting. After I send them out let me know if you have any questions concerning what to present.

#2 This is just informational. This is the new ethics ordinance that the Village Council recently

adopted for all boards and commissions. I have given it to you so that you can familiarize yourself with the document.

OLD BUSINESS:

#1 Train Depot Update

Mr. Walker and I met with Lake State Rail about the lines that are prohibiting us from moving the Depot. If you remember they agreed to do that but gave us a large invoice for the work. Mr. Walker and I met, and they agreed to lower the cost significantly and to also donate the time of the flagmen to do work around the depot as well as work with us on a dinner train fundraiser in the fall. That was all in person and so we are now waiting for their timeline and a paper invoice so that we can continue the move of the depot. We let them know that we wanted to move the depot this summer or early fall and they seemed to think that was possible.

COMMITTEE REPORTS:

Sulfaro: Design committee met and talked about upcoming plans including expanding

Christmas lights, adding lights on Broad Street, and by Winglemires, flowers are coming, landscaping in Ganshaw Park and meeting to do some formalize planning and doing some things to tie the north end in and a ground display at Holly Plaza

Cucksey: Promotions had Ladies Night out and was successful and we will be meeting again to talk about Arts in the Alley in June.

DIRECTOR'S REPORT

Klempp: The report is in the packet but wanted to take the time to welcome Tina to the board and look forward to working with her.

VILLAGE MANAGER REPORT:

Have road project to get done- south broad street have bids and waiting for a date to do a mil and fill to last 7-10 years. Staff made applications for sewer repairs in the amount of 11million dollars. Made grant and loan applications to the State of Michigan to find out the amount. Hoping to get a large portion of grant and then we will be holding a public hearing to move on to water line repairs. The good part of sewer and water repairs we will also get road repairs and have about 15 million in repairs in total. Met with Senator Lisa McClain to find out about some Federal dollars and get in line for some help. Also looking to do some significant road and sidewalk construction in the next couple of years.

Hoffman: Do we have a lead issue in our supply lines for water?

Walker: We do not. We had one in the Village, and we are working to get that taken care of.

PUBLIC COMMENT:

Hilary Alger: Like to welcome Tina. I Help with Organization committee and sometimes Promotions and we are working on our Vision statement and looking at new things to work on

and with that we will need more money and I have some idea of doing more fundraisers and I would like to help Linda do more to help generate more money for the DDA to help accomplish things we want to do.

Kristin Watt: I am here to welcome Tina but mostly to talk about The Pride event. This is the third year and want to thank Vince and Cari for their kindness in using their building but this year it has grown that we are going to have it in Lakeside Park and many businesses have stepped up to help. I would like to invite you to come and join us. And we are excited to have Andy's food truck there as well as Battle Alley Coffee.

Anna Matson: It states in Village Law Act section seven two it says that anyone defaulted to the Village is not eligible to for any office in the Village. When Ms. Hembree was appointed to the DDA she was in default to the Village of Holly and had a shut off for four months in a row. This makes her ineligible for any office. After word got around that I was looking into this she paid the bill. From what I read this is not acceptable because she was not qualified to be appointed in the first place. This is my formal request to ask the Village to seek legal counsel concerning this. This is also in our ethics policy that everyone swore to uphold. It says that Council and Commission members avoid any action that might results in or create that appearance of affecting adversely the confidence of the public and the integrity of the Village of Holly. How do all of your personal finances affect the Village? If you cannot manage your own personal finances, then how can I trust you to do that with the Village. This is also my official complaint of an ethics violation. Also, our Village President broke the same ethics policy where it says all Village officials shall safeguard public competence by being honest fair and respectful of all persons and property with whom they have contact. Village President did not do that at the last DDA meeting in two cases- with following the guidelines in appointing someone to DDA.

Also, during my public comment I said the Village President will not always be the one seated on the DDA and he interrupted my comments to disagree but in fact any council member can sit on the DDA. Mr. Delaney's appointment was also a conflict of interest because he gave Ms. Hembree an interview when there were others he did not. He also said he only knew of one other candidate pretty late, that is not true. I know because I turned in an application back in September that my husband reminded him of in February as well as Ms. Brandon. There was also another candidate that applied weeks in advance of the appointment. Consider this my formal complaint for an ethics violation for Mr. Delaney. I have kept quiet on many things because I wanted to be a part of this board, but I know this sealed my fate because anyone who appears to oppose the Village President are silenced, looked down upon and not taken seriously and not appointed to any position. But in doing this I know I am serving by keeping government transparent and accountable. This is not a retaliation for not being on this board but because I think some in our government should stop being self-serving.

BOARD COMMENTS:

Hoffman: This Thursday Oakland County is presenting Ms. Marlo Davidson the outstanding senior citizen of the year. Congratulations. I look forward to being there and participating in the proclamation we created and thank you for all you do.

ADJOURNMENT:

Motion by Hoffman to adjourn the meeting at 6:20pm

Nick Klempp, Transcriber

Page: 1/1

Date	JNL	Type	DESC	Reference #	AMT	ENC/BDOF	CHG	BALANCE	AVAILABLE
Fund 770 Public Funds									
05/01/2023	CR	RCPT	770-000-214.248 DDA Fund						
05/03/2023	CD	CHK	Check: Gen 77834	335661	REG. BALANCE			(375,926.82)	
05/03/2023	CD	CHK	Check: Gen 77851	77834	50.00			375,976.82	
05/03/2023	CD	CHK	Check: Gen 77853	77851	(82.84)			375,893.98	
05/03/2023	CR	RCPT	DDA Fund	77853	(10.12)			375,883.86	
05/03/2023	CR	RCPT	DDA Fund	335768	(50.00)			375,833.86	
05/08/2023	CR	RCPT	DDA Fund	335769	50.00			375,883.86	
05/08/2023	CR	RCPT	DDA Fund	335910	100.00			375,983.86	
05/08/2023	CR	RCPT	DDA Fund	335911	100.00			376,083.86	
05/08/2023	CR	RCPT	DDA Fund	335912	100.00			376,183.86	
05/10/2023	CD	CHK	Check: Gen 77890	335913	500.00			376,683.86	
05/10/2023	CD	CHK	Check: Gen 77901	77890	(300.00)			376,383.86	
05/17/2023	CD	CHK	Check: Gen 77911	77901	(798.00)			375,585.86	
05/24/2023	CD	CHK	Check: Gen 77921	77911	(350.00)			375,235.86	
05/24/2023	CD	CHK	Check: Gen 77931	77921	(346.52)			374,889.34	
05/24/2023	CD	CHK	Check: Gen 77937	77931	(2,973.98)			371,915.36	
05/24/2023	CD	CHK	Check: Gen 77938	77937	(180.00)			371,735.36	
05/24/2023	CD	CHK	Check: Gen 77939	77938	(64.13)			371,671.23	
05/24/2023	CD	CHK	Check: Gen 77947	77939	(275.00)			371,396.23	
05/24/2023	CR	RCPT	DDA Fund	77947	(4,240.00)			367,156.23	
05/24/2023	CR	RCPT	DDA Fund	336673	20.00			367,176.23	
05/25/2023	CR	RCPT	DDA Fund	336693	30.00			367,206.23	
05/30/2023	CR	RCPT	DDA Fund	336751	20.00			367,226.23	
05/31/2023	CD	CHK	Check: Gen 77966	336834	20.00			367,246.23	
05/31/2023	CD	CHK	Check: Gen 77980	77966	(66.67)			367,179.56	
05/31/2023	CR	RCPT	DDA Fund	77980	(1,562.50)			365,617.06	
05/31/2023	CR	RCPT	DDA Fund	77983	(113.11)			365,503.95	
05/31/2023	CR	RCPT	DDA Fund	336916	20.00			365,523.95	
05/31/2023	CR	RCPT	DDA Fund	336916	10.00			365,533.95	
05/31/2023	CR	RCPT	DDA Fund	336961	20.00			365,553.95	
770-000-214.248 DDA Fund									
END BALANCE									
(365,603.95)									

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REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF HOLLY

Page: 1/3

PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	YTD BALANCE 05/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 05/31/2023 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 248 - D D A Fund					
Revenues					
Dept 000					
248-000-402.000	Real Property Taxes	90,474.00	108,992.94	0.00	(18,518.94)
248-000-404.000	TIF Taxes	61,000.00	116,278.91	(2,973.98)	(55,278.91)
248-000-415.000	Personal Property Taxes	0.00	0.00	0.00	0.00
248-000-445.000	Delinquent Tax Penalties	0.00	1.77	0.00	(1.77)
248-000-608.000	Charges - ATM Fees	0.00	0.00	0.00	0.00
248-000-642.000	Post card sales	0.00	0.25	0.00	(0.25)
248-000-651.005	Ladies Night Out	7,000.00	4,550.00	950.00	2,450.00
248-000-651.006	FARMERS MARKET	0.00	0.00	0.00	0.00
248-000-655.000	Downtown Filming Fees	0.00	0.00	0.00	0.00
248-000-665.000	Interest	0.00	0.00	0.00	0.00
248-000-671.000	Contributions	0.00	0.00	0.00	0.00
248-000-671.001	Dickens Contributions	0.00	0.00	0.00	0.00
248-000-675.000	Miscellaneous Revenues	0.00	0.00	0.00	0.00
248-000-681.000	SUNDRY	0.00	0.00	0.00	0.00
248-000-687.000	Settlements/Recoveries	500.00	369.00	140.00	131.00
248-000-688.000	GRANT MONEY	0.00	0.00	0.00	0.00
248-000-690.001	Proceeds From bond	0.00	8,000.00	0.00	(8,000.00)
248-000-692.000	Sidewalk sales	0.00	0.00	0.00	0.00
248-000-692.001	Loan Proceeds	0.00	0.00	0.00	0.00
248-000-693.000	Sale of Assets	0.00	0.00	0.00	0.00
248-000-699.390	TRF FROM FUND BALANCE	0.00	0.00	0.00	0.00
Total Dept 000		158,974.00	238,192.87	(1,883.98)	(79,218.87)
TOTAL REVENUES					
		158,974.00	238,192.87	(1,883.98)	(79,218.87)
Expenditures					
Dept 000					
248-000-967.050	COVID19	0.00	0.00	0.00	0.00
Total Dept 000		0.00	0.00	0.00	0.00
Dept 691 - REDEVELOPMENT					
248-691-702.000	Wages - Full Time	48,478.00	23,087.86	0.00	25,390.12
248-691-703.000	Overtime	0.00	0.00	0.00	0.00
248-691-705.000	Wages - Part Time	0.00	241.54	0.00	(241.54)
248-691-713.000	FICA	4,000.00	355.67	0.00	3,644.33
248-691-714.000	Medical Insurance	2,400.00	0.00	0.00	2,400.00
248-691-715.000	Life & Disability	502.00	0.00	0.00	502.00
248-691-716.000	Retirement	0.00	0.00	0.00	0.00
248-691-717.000	Unemployment Comp	100.00	71.47	10.12	28.53
248-691-718.000	Workers Comp	150.00	183.44	64.13	(33.44)
248-691-727.000	Office Supplies	500.00	274.25	0.00	225.75
248-691-729.000	Postage/Supplies	150.00	33.35	0.00	116.65
248-691-729.001	Postage/Organization	0.00	0.00	0.00	0.00
248-691-729.002	Postage/Design	0.00	0.00	0.00	0.00
248-691-729.003	Postage/Promotion	0.00	0.00	0.00	0.00
248-691-729.004	Postage/Econ Restructuring	0.00	0.00	0.00	0.00

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REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF HOLLY

Page: 2/3

PERIOD ENDING 05/31/2023

2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
ORIGINAL		05/31/2023		MONTH 05/31/2023		BALANCE	
GL NUMBER	DESCRIPTION	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)		
Fund 248 - D D A Fund							
Expenditures							
248-691-731.001	Vehicle Fuel	0.00	0.00	0.00	0.00	0.00	
248-691-782.000	Operating Supplies	289.06	17.00	0.00	0.00	183.00	
248-691-803.000	Audit Services	6,300.00	8,229.22	0.00	0.00	(1,929.22)	
248-691-810.000	Training	1,500.00	4,858.84	455.00	0.00	(3,358.84)	
248-691-811.000	Memberships	500.00	750.00	0.00	0.00	(250.00)	
248-691-818.000	Contractual	2,500.00	1,726.84	0.00	0.00	773.16	
248-691-820.000	Dist Expansion	0.00	0.00	0.00	0.00	0.00	
248-691-824.000	Legal Fees	0.00	0.00	0.00	0.00	0.00	
248-691-825.000	Personnel Costs	0.00	0.00	0.00	0.00	0.00	
248-691-850.000	Insurance	250.00	366.88	0.00	0.00	(116.88)	
248-691-850.000	Communications	600.00	400.00	0.00	0.00	200.00	
248-691-860.000	Travel	200.00	281.00	0.00	0.00	(81.00)	
248-691-900.000	Printing/Publications	2,000.00	1,016.17	0.00	0.00	983.83	
248-691-900.001	Printing/Publication Organiza	0.00	0.00	0.00	0.00	0.00	
248-691-900.002	Printing/Publication/Design	0.00	2,029.00	0.00	0.00	(529.00)	
248-691-900.003	Printing/Publication/Promotio	1,500.00	1,020.00	0.00	0.00	(20.00)	
248-691-900.004	Printing/Publications Economi	1,000.00	0.00	0.00	0.00	0.00	
248-691-905.000	Debt Pymt	0.00	0.00	0.00	0.00	0.00	
248-691-920.000	Utilities	800.00	539.98	149.51	0.00	260.02	
248-691-932.000	Labor Charges	0.00	0.00	0.00	0.00	0.00	
248-691-947.001	DPM/Equip/Veh Chrgs/organizat	0.00	0.00	0.00	0.00	0.00	
248-691-947.002	DPM/Equip/Veh. Chrgs/Design	0.00	0.00	0.00	0.00	0.00	
248-691-955.000	Administration Fees & Charges	8,200.00	0.00	0.00	0.00	8,200.00	
248-691-960.000	Business Expense	1,000.00	610.45	36.83	0.00	389.55	
248-691-962.000	Equipment & Vehicle Charges	0.00	0.00	0.00	0.00	0.00	
248-691-963.000	Contingency	500.00	0.00	0.00	0.00	500.00	
248-691-964.000	Tax Adjustments Prior Years	0.00	0.00	0.00	0.00	0.00	
248-691-967.000	Project Costs	40,000.00	12,299.50	0.00	0.00	27,700.50	
248-691-967.002	Dickens Festival	500.00	500.00	0.00	0.00	0.00	
248-691-967.004	Holly Days	2,750.00	2,682.88	0.00	0.00	67.12	
248-691-967.037	Saginaw Streetscape	0.00	0.00	0.00	0.00	0.00	
248-691-967.101	Project Costs/Organization	1,500.00	628.60	0.00	0.00	871.40	
248-691-967.202	Project Costs/Design	19,000.00	14,661.98	4,240.00	0.00	4,338.02	
248-691-967.303	Project Costs/Promotion	4,000.00	3,581.92	2,141.50	0.00	418.08	
248-691-967.404	PROJECT COSTS-BUSN DEVELOP	0.00	0.00	0.00	0.00	0.00	
248-691-967.505	Facade Grant	0.00	0.00	0.00	0.00	0.00	
248-691-967.606	Ladies Night Out	7,000.00	3,046.98	1,178.69	0.00	3,953.02	
248-691-967.700	Depot Donations	0.00	0.00	0.00	0.00	0.00	
248-691-967.707	FARMERS MARKET	0.00	0.00	0.00	0.00	0.00	
248-691-980.000	Office Equipment and Fixtures	0.00	0.00	0.00	0.00	0.00	
248-691-993.000	Interest Expense	0.00	0.00	0.00	0.00	0.00	
248-691-999.999	MISC REVENUE/EXPENSE	0.00	0.00	0.00	0.00	0.00	
Total Dept 691 - REDEVELOPMENT		158,080.00	83,454.84	8,388.89		74,585.16	
Dept 905 - DEBT SERVICE							
248-905-991.000	Principal	0.00	0.00	0.00	0.00	0.00	
248-905-993.000	Interest Expense	0.00	0.00	0.00	0.00	0.00	
Total Dept 905 - DEBT SERVICE		0.00	0.00	0.00		0.00	

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REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF HOLLY
PERIOD ENDING 05/31/2023

Page: 3/3

CL NUMBER	DESCRIPTION	2022-23		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		ORIGINAL	BUDGET	NORMAL	(ABNORMAL)	MONTH 05/31/2023	INCREASE (DECREASE)	NORMAL	(ABNORMAL)
Fund 248 - D D A Fund									
Expenditures									
TOTAL EXPENDITURES									
		158,080.00		83,494.84		8,388.89		74,585.16	
Fund 248 - D D A Fund:									
TOTAL REVENUES									
		158,974.00		238,192.87		(1,883.98)		(79,218.87)	
TOTAL EXPENDITURES									
		158,080.00		83,494.84		8,388.89		74,585.16	
NET OF REVENUES & EXPENDITURES									
		894.00		154,698.03		(10,272.87)		(153,804.03)	7.00

123

CHECK DATE FROM 05/01/2023 - 05/31/2023

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06/01/2023 11:40 AM
User: DEIGER
DB: Holly

CHECK DISBURSEMENT REPORT FOR VILLAGE OF HOLLY
CHECK DATE FROM 05/01/2023 - 05/31/2023

Check Date Bank Check # Invoice
Fund: 248 D D A Fund
Department: 691 REDEVELOPMENT

Payee

Description

Account

Dept

Amount

Total for department 691:
Total for fund 248 D D A Fund

8,438.89
11,412.87

May 2023 Directors report

This month we coordinated and held Ladies night out, had a meeting and worked w MI Works Holly schools and businesses for an internship opportunity.

Continued to work on the Website to bring more into a tourism website

Did classes for Career Day at Holly Middle school

Set up informational meeting and worked on 501c3 updates

Worked on depot project/had depot meetings

Worked w DPW on welcome signs, outdoor shades, holiday decorations, wayfinding signs, putting in new trees as well as grates in downtown- moving north tree plan

Worked on surveys and vision work and social district plan and getting more on board/open mic

Helped Battle Alley coffee with a grant that we received to help pay for a small sound system for Battle Alley events like Open Mic night

Worked with business on a Technology grant through the State

Worked with Chamber on a joint ad with upcoming events and coming to Holly

Started work on large grants for both Andy's and the Depot

**ej**

EJ USA, Inc.
PO Box 644873
Pittsburgh, PA 15264-4873
800 626 4653

Invoice

110230019278

Invoice Date	03/29/23
Due Date	04/28/23
Order No.	0001616209
Customer No.	20000615
Customer PO	NICK KLEMP
Job Name	
Job Number	S2

Bill To:

Ship To:

Village of Holly DPW
Attn Accounts Payable
201 Elm Street
Holly MI 48442

Village of Holly DPW
201 Elm Street
Holly MI 48442

Line	Item No.	Description	Sales Price	Inv. Qty.	Amount
	Tracking Info:	PRO# Carrier: TMS Integration only			
10	00858301	8583 60 SQ CHEL TREE ADA UN	1,615.44	1	1,615.44
10	00858331	8583 60 SQ CHEL TREE GR 1/4 AD		4	

Electronic payment fraud is on the rise. If EJ makes a banking change in the future it will be verbally communicated in advance. Please contact EJ immediately if you receive ANY notification of electronic payment changes.

Please include the invoice number on all payment remittance information.

For electronic payments, please send all remittance information to: americas.ar@ejco.com.

Ordered By:
Village of Holly DPW
Attn Accounts Payable
201 Elm Street
Holly MI 48442

Payment Terms Net 30 Days
Delivery Terms Ex-Works
Delivery Date 03/29/23
Delivery Ticket 3710708
Delivery Method EJ Truck

Order Total	\$1,615.44
Tax	
Charges	

Thank you for your business. We are driven to deliver unparalleled customer service.

Pay this amount:
\$1,615.44 USD

A monthly finance charge will be added to any unpaid balance which is not paid when due. The finance charges are computed by a periodic rate of 1.6% per month (from and after the due date), which is an annual percentage rate of 19% applied to the unpaid balances after deducting payments made before the due dates and or credits. Payments received on account are applied against the amounts first due.

We hereby certify that these goods were produced in compliance with all applicable requirements of Sec. 6, 7, & 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Sec. 14 thereof.

Current Terms and Conditions are available at ejco.com

Please Remit To:
ACH Payment
PNC Bank
Routing Number: 021052053
Account Number: 45487629
americas.ar@ejco.com

Check Payment
EJ USA, Inc.
PO Box 644873
Pittsburgh, PA 15264-4873



EJ USA, Inc.
PO Box 644873
Pittsburgh, PA 15264-4873
800 626 4853

Invoice

110230019279

Invoice Date 03/29/23
Due Date 04/28/23
Order No. 0001616209
Customer No. 20000815
Customer PO NICK KLEMP
Job Name
Job Number S2

Bill To:

Ship To:

Village of Holly DPW
Attn Accounts Payable
201 Elm Street
Holly MI 48442

Village of Holly DPW
201 Elm Street
Holly MI 48442

Line	Item No.	Description	Sales Price	Inv. Qty.	Amount
20	TF60602100	PRO# Carrier: TMS Integration only 60 SQ TREE FR 2PC RD CTR (00858210)	698.65	1	698.65
<p>***Electronic payment fraud is on the rise. If EJ makes a banking change in the future it will be verbally communicated in advance. Please contact EJ immediately if you receive ANY notification of electronic payment changes.***</p> <p>Please include the invoice number on all payment remittance information.</p> <p>For electronic payments, please send all remittance information to: americas.ar@ejco.com.</p>					

Ordered By:
Village of Holly DPW
Attn Accounts Payable
201 Elm Street
Holly MI 48442

Payment Terms Net 30 Days
Delivery Terms Ex-Works
Delivery Date 03/29/23
Delivery Ticket 3710709
Delivery Method EJ Truck

Order Total	\$698.65
Tax	
Charges	

Thank you for your business. We are driven to deliver unparalleled customer service.

Pay this amount:
\$698.65 USD

A monthly finance charge will be added to any unpaid balance which is not paid when due. The finance charges are computed by a periodic rate of 1.6% per month (from and after the due date), which is an annual percentage rate of 18% applied to the unpaid balances after deducting payments made before the due dates and/or credits. Payments received on account are applied against the amounts first due.

We hereby certify that these goods were produced in compliance with all applicable requirements of Sec. 6, 7, & 12 of the Fair Labor Standards Act, as amended, and of regulations and orders of the United States Department of Labor issued under Sec. 14 thereof.

Current Terms and Conditions are available at ejco.com

Please Remit To:
ACH Payment
PNC Bank
Routing Number: 021052053
Account Number: 45487629
americas.ar@ejco.com

Check Payment
EJ USA, Inc.
PO Box 644873
Pittsburgh, PA 15264-4873

Design Committee Work Plan Year: 2023 24

Priority Goal/Objective: Draw people to all parts of Holly

Project: Wayfinding sign

Measure of success: signs in place, making difference

Event Date/Completion Date:ongoing

Person Responsible: Nick

Project Team Members: Nick, Dr. Sulfaro

Phone/email:

Tasks	Responsibility	Timetable	Cost	Volunteer Hours
Do assessment of wayfinding signs	Design	April	0	
Apply for TECH funds to help	Design	April		
Find where to purchase wayfinding	Nick	May		
Make plan of what want on and where	Design	May	0	
Purchase using any remaining TECH	Nick			
Have DPW put up				
Any not accomplished put on next year	Committee			
Apply for TECH funds to help again				

Committee Work Plan Year: 2023 24

Priority Goal/Objective: Update Public look and access

Project: Have new restrooms

Measure of success: restrooms installed

Event Date/Completion Date: Spring 2

Person Responsible: Nick

Project Team Members: Jerry,Nick,DPW

Phone/email:

Tasks	Responsibility	Timetable	Cost	Volunteer Hours
Work with DPW for new site plan	Jerry/Nick/Br	Fall 2021		
Design look of building	Design team/	Winter 23		
Look into Crapo restroom	Design team/jerry/Nick/Brian			
Look into grant for restroom	Nick			
Start process needed to build	Jerry/Nick/Br	Spring 2023		
Have building completed	DPW	Spring 2023		

Priority Goal/Objective: Beautify downtown

Project: Flower pots downtown

Measure of success: plants downtown

Event Date/Completion Date: May 23 ongoing

Person Responsible: Nick

Project Team Members: Nick DPW

Phone/email:

Tasks	Responsibility	Timetable	Cost	Volunteer Hours
Contact Halls about flower pots for summer	Sulfaro/Nick	March	3038	
Contact Hall about flowers for clock corner	Sulfaro/Nick	April	200	
Have DPW take pots to Halls	Brian/Nick	April		
When ready DPW pick up and place	Brian	May		
Have Fall decorations bought/placed	Nick/volunteer	22-Oct	400	
Add more north of Maple				

Design Committee Work Plan Year: 2023 24

Priority Goal/Objective:

Project: Update parking study

Measure of success: have a parking plan

Event Date/Completion Date:

Person Responsible: Nick

Phone/email:

Project Team Members: Nick, Jerry, Chief, Oakalnd County

Tasks	Responsibility	Timetable	Cost	Volunteer Hours	Completion/comments
Look at old studies and what can be u	Nick/Chief/Jerry	Winter 22			Used some
See what feasible opportunities	Nick/Jerry/Chie	Winter 22			Chief had a plan
Work out plan for completion	Chief/Jerry	Spring 23			
Get names of landlords in downtown	Nick	Fall 23			Done
Send out plan to land owners	Chief/Jerry	Spring 23			
send out letter to business owners	Chief/Nick	Spring 23			
Take to Council	Chief				
Enforce	Police	Summer			

Year: 2023 24

Event Date/Completion Date: ongoing

Phone/email:

[illegible]

Priority Goal/Objective: Beautify Parks midtown area

Project: Spruce up Ganshaw park/project pride

Measure of success: Added flowers in Ganshaw

Person Responsible: Nick and Dr. Sulfaro

Project Team Members: DPW, volunteers

Event Date/Completion Date: Summer 22

Phone/email:

Tasks	Responsibility	Timetable	Cost	Volunteer Hours	Completion/comments
Contact person for plan	Dr. Sulfaro	Spring 21	0		Done
Work with Parks/DPW and plan	Sulfaro/ Nick/Park	Spring 22	0	5hrs	Done
Update grounds at Gangshaw	DPW/Volunteers	Spring 22	0		DPW did
					Robertta
Get donated flowers	Sulfaro/Robertta	Spring 22	0	8hrs	did/more from sulfaro
Plant flowers at Gangshaw	Volunteers	Spring 22	0		Some done/need more
research boardwalk	Nick/Parks/Sulfaro	Summer 23			
Research New Trees	Nick/Parks/Brian	Fall 23			
Move sign/spruce up sign area?	Nick/Sulfaro/Brian	Spring 23			
Public restrooms Research	Nick/Jerry	future			
New Gazebo	Nick/Sulfaro	future			

Design Committee Work Plan Year: 2022 23

Priority Goal/Objective: Decorate Mid town and North Saginaw

Project: More Christmas Decorations

Measure of success:

Event Date/Completion Date:

Person Responsible: Nick/Sulfaro/ Brian

Phone/email:

Project Team Members:

Tasks	Responsibility	Timetable	Cost	Volunteer Hours
Pick out decorations wanted	Design team	March	700 each	
Meet Brian about what can be used	Nick/Sulfaro	March		
Look into banner for over road	Dr. Sulfaro	Next year		
Pick out poles that can be used	Nick/Brian/Cd	April		
Contact Consumers for new plugs	Nick		250 ea./1000	
Add decorations Winglemires/coleman/Andys/	Design/decor	May	\$700	
Put last year's up	St. Nick lighting		5000	
Add to large tree in park	Nick lighting		700	

Priority Goal/Objective: Provide branding and general info to visitors

Project: Kiosk updates

Measure of success: New Kiosks and keep updated

Event Date/Completion Date: Summer

Person Responsible: Nick and Design Comm.

Phone/email:

Project Team Members:

Tasks	Responsibility	Timetable	Cost	Volunteer Hours
Redo old kiosk	DPW	Winter 23	80	
Select new design	Calypso/Committee	Winter 23	100	
Get updates for all business downtown	Nick	ongoing	0	
Create QR code that takes it to website	Nick/Rebecca/Cari	Winter 23	0	20
Create membership ware map	Nick	Summer 22	0	
Review proposal	Design com	Spring 22	0	
Submit to vendor	Nick	Winter 22	200	
Sign placement	Nick/Brian	Spring 23	0	

Design Committee Work Plan Year: 2023/24

Priority Goal/Objective: Beautify Saginaw st.

Project: redo downtown and Plant Trees along N. Saginaw and district

Measure of success: Consistant flow of trees in mid/ downtown area

Event Date/Completion Dat

Person Responsible: Nick and Dr. Sulfaro

Project Team Members:

Tasks	Responsibility	Timetable	Cost
Work w/ DPW pick area want to start move north	Design/Nick/Brian	Summer 22	
Price out tree costs	Nick	Summer 22	\$300 each
Price out new grates and nursery	Nick		5000
Price out installation w/ grates for downtown	Nick		2500
Prioritize places- Model Train front	Committee	Spring 23	0
Order grates and schedule nursery	Nick		
Take out old trees	DPW	Spring 23	0
Plant new trees	nursery	Spring 23	0
Water new trees	Weekend DPW pe	Spring 23	0
Start in area by Lanco North of Maple		Summer 23	

Design Committee Work Plan Year: 2023 24

Priority Goal/Objective: Connect to Historic past
 Project: Historic Plaques on downtown buildings
 Measure of success: Plaques in place

Event Date/Completor

Person Responsible: Nick
 Project Team Members:

Phone/email:

Tasks	Responsibility	Timetable	Cost	Volunteer Hours
Look into places that make them	Nick	Winter 2022		
Pick a design/style	Committee	Winter 23		
Apply for TECH grants	Nick	Winter 23	0	
Price out the cost to compare	Committee	Winter 23		
Talk with building owners where want	Nick	Spring 23		
Talk with Historic Society for history	Linda/Nick	Spring 2023		
Work with DPW or company to put up	Nick/Brian	Summer 22		

Design Committee Work Plan Year: 2023

Priority Goal/Objective: Create Destination Place

Project: Move and Restore Depot

Measure of success: Depot moved and usable

Event Date/Completion Date: Spring 23

Person Responsible: Nick and Jerry

Project Team Members: Depot Committee members

Phone/email:

Tasks	Responsibility	Timetable	Cost	Volunteer Hours
Write Grants	Nick	Continual	0	
Fundraising training	Depot committee	Fall of 20	Tech dollars	
Fund raise and solicit donations	Depot committee	Continual	0	
Phase 1 Presite work	Depot team	Spring 22	60,500	
Phase 2 Move building	Depot team	Spring 23	650,000	
Phase 3 Restore Depot work	Depot team	Spring 23	505,000	looking up gr
Landscape work grants	Nick	Spring 23	440,400	
Phase 4 Landscape around depot	Depot team	Fall 23	440,400	

Design Committee Work Plan Year: 2023 24

Priority Goal/Objective: Make Holly a destination place
 Project: Add more to Battle Alley Spring 23

Measure of success: Nice place to Bring people to the Alley

Person Responsible: Nick and Dr. Sulfaro Phone/email:
 Project Team Members: Design team

Tasks	Responsibility	Timetable	Cost	Volunteer Hours
Brainstorm ideas for Battle Alley	Design/Walke	March		
Price out items	Nick/Design	Apr-23	20,000	
Prioritize items	Design/Walke	22-Apr		
Look for grant opportunities	Nick/Organiza	March		
Purchase and place	Nick/DPW			
update items already have	Nick		1300 for items updated	
Add security cameras (TECH FUNDS?)	Nick/Chief/Vil	Spring 23		

Promotion Committee Work Plan Year: 2023 24

Priority Goal/Objective: Promote Holly/Ease of information

Project: Website redesign/Oakland site/Pure Michigan

Measure of success: Website used as promotion tool

Event Date/Completion

Person Responsible: Nick

Project Team Members: Cari, Rebecca, Holly, Karen

Phone/email:

Tasks	Responsibility	Timetable	Cost	Volunteer Hours
Look through website for changes needed	Nick and subcommittee	Winter		
Create schematic for new site parts	Nick/committee	Fall	0	10
Contract with person to make changes	Nick/Membership ware	Summer		
Keep up to date	Nick	on going		
Promote through various ways	Promo team	on going		
Update Oakalnd County site	Nick/Tim	Winter		
Find out ways to use as promotion	Nick	on going		
Keep site up to date	Nick	ongoing		

Promotion Committee Work Plan Year: 2023 24

Priority Goal/Objective: Promote Holly outside of Holly

Project: Big radius Promotion of Holly

Measure of success: seeing wider range of visits

Event Date/Completion Date:ongoing

Person Responsible: Nick

Project Team Members: Promotions

Phone/email:

Tasks	Responsibility	Timetable	Cost	Volunteer Hours
Update social media, Oakland site, web				
work with Visit Detroit/Pure Michigan				
Brainstorm ideas	Committee	Fall each year		
Organize info needed	Committee			
Plan steps to market Holly	Committee	January		
Brainstorm places can push out info	Committee	January		
Budget for it	Nick	January		
Get Holly's name through out MI and more		ongoing		
Video plan for promotion	Committee	winter 24		

Priority Goal/Objective: Bring people to downtown

Project: Ladies Weekend Out

Measure of success: Busy weekend sales

Event Date/Completion Date: Ongoing

Person Responsible: Promo comm.

Project Team Members: Nick, Cari, Rebecca

Phone/email:

Tasks	Responsibility	Timetable	Cost	Volunteer Hours	Completion/comments
Make social media event	Rebecca	March/July			
Planning meeting	Cari	Feb/August			
Order bags	Nick/Cari/Beauchamp	March			
Get stuff for in bags	Nick	April/October			
Get giveaways for raffels	Nick/	April/October			
Get ipads to input data	Nick	March			
Get buy in from businesses	Nick	April/October			
Have volunteer meeting	Hilary	April/October			
Get sponsorships	Nick/Cari	March/August			

Promotion Committee Work Plan Year: 2023 24

Priority Goal/Objective: Have plans for all to follow

Project: Operation Communication

Measure of success: Have year planned out

Event Date/Completion Date:

Person Responsible: Nick/Cari

Project Team Members: Promotions comm.

Phone/email:

Tasks	Responsibility	Time	Cost	Volunteer Hrs	Completion/Comments
Plan out year from what we do	Promotion		0	10	
Put year events in understandable plan	Nick		0		in plan
Meet each month to plan out next events	Promotion		0	10	ongoing
Measure how events go/what makes successful	Promotion		0	10	ongoing
Make a post card w/ all events for year	Promotion	Jan	\$500		

Priority Goal/Objective: **Promote Holly to visitors**

Project: **Print camp brochures**

Measure of success: **out to different areas**

Event Date/Completion Date: **Spring 24**

Person Responsible: **Nick**

Project Team Members: **Nick, Rebecca**

Phone/email:

Tasks	Responsibility	Timetable	Cost	Volunteer Hours	Completion/comments
Update brochure	Nick/Rebecca				start sooner
Get brochures printed	Nick	March	\$600		March
Take to campgrounds	Volunteers		0	5	April
Send to MDOT	Nick		0		April
Update website with camping info	Nick	April			
Create QR code with info for site	Nick	April			

Priority Goal/Objective: Find out community/business needs

Project: Community Survey

Measure of success: Receive feed back from community and business of what they would like to see

Event Date/Completion

Person Responsible: Nick

Phone/email:

Project Team Members:

Tasks	Responsibility	Timetable	Cost	Volunteer Hours
DDA Board				
Look at doing Market Research study	Committee	Winter 21	0	
Figure out what do we want to accomplish	Committee	Winter 21	0	
Come up with survey questions for both	Nick	Spring 22	0	
Deceminate surveys to community and bus.	Nick	Summer 22	0	
Compile surveys and results	com/Board	Fall 22	0	
See how we can use data to make changes				
use to update vision statement				
Create economic plan using information				

Organization Committee Work Plan Year: 2023 24

Priority Goal/Objective: create partnerships
 Project: business mentorship programs
 Measure of success: businesses helping others

Event Date/Completion Date:

Person Responsible: Nick
 Project Team Members:

Phone/email:

Tasks	Responsibility	Timetable	Cost	Volunteer Hours	Completion/ comments
Create ideas businesses could help eachother	Committee	Summner	0		
Send out ideas and ask businesses	Nick	summer	0		
Send out list of ideas and business connected to it	Nick	summer	0		
Keep record of when they help eachother	Nick	on going	0		
Add to welcome packet	Nick				

Promotion Committee Work Plan Year: 2023 24

Priority Goal/Objective: Bring more business downtown/later bus. Hours

Project: First Fridays

Event Date/Con Year round

Measure of success: People coming to downtown

Person Responsible: Nick and Holly

Phone/email:

Project Team Members: Nick/Rebecca/Cari/Holly

Tasks	Responsibility	Timetable	Cost	Volunteed	Completion/comments
refine which first fridays to do	Committee				done
Plan each one out	Promotions	Monthly	0	10	each month
Get any extra fun lined up	Nick/Cari/ Promo cm	Monthly	200		planning out
Do promos for 1st Fridays	Rebecca/Nick	Monthly	\$400		
Get volunteers for any needed day	Hilary/Nick	as needed			each month

Priority Goal/Objective: Keep businesses informed

Project: Business welcome packet

Measure of success: Hand out to new businesses

Person Responsible: Nick/Rebecca

Project Team Members: Promotions

Phone/email:

Tasks	Responsibility	Timetable	Cost	Volunteer Hours	Completion/
Meeting about what to put in	Rebecca/Nick	Winter 22	0	2hours	
Organize info	Nick/promo	winter 22			working
Design Packet					
Put together to email out	Nick	January			
Give to new businesses	Nick	ongoing			

Priority Goal/Objective: Improve Recruitment process
Project: RRC and CLG requirements
Measure of success: Done with RRC essentials

Event Date/Completion Date: Fall 22

Person Responsible: Nick
Project Team Members: Nick, Jeremy, Jerry

Phone/email:

Tasks	Responsibility	Timetable	Cost	Volunteer Hours
Update forms needed	Nick/Jeremy/commissions	ongoing		
Update Village website	web design team	Winter 23		
Added needed items to website	Nick/Debby	fall 23		
Work on items missing	Nick/Jeremy	ongoing		

Priority Goal/Objective: Recruit new business and retain current
 Project: Create a recruitment/retention packet
 Measure of success: Have packet ready and in use

Event Date/Completion

Person Responsible: Economic Vitality
 Project Team Members:

Phone/email:

Tasks	Responsibility	Timetable	Cost	Volunteer Hours
Research parts of what could go into	committee	Summer		
See what other communities use	Nick	Summer		
Decide what we would like in packets	Committee	Summer		
Come up with selling points buss come	committee			
Put packets together	Nick	Fall	100	
Plan out how to use the packets	Committee	Fall		
Go to area expos to promote Holly			500	
Meet with building owners				

Priority Goal/Objective: Help fill vacant buildings in DDA area

Project: Create an available properties/rental list on website

Event Date/Completion Date: ongoing

Measure of success: Have a spot on website people can go to to look for places to rent/buy

Person Responsible: Nick

Phone/email:

Project Team Members:

Tasks	Responsibility	Timetable	Cost	Volunteer Hours	Completion/comments
Have a building owners list	Nick/Jeremiah				
Get list of available properties	Nick/Jeremiah	Spring 23	0		
Develop a place on site to list	Nick/Ryan	Spring 23	0		
Keep list updated	Nick	ongoing	0		
Promote with owners	Nick/Commit	ongoing	0		
Use Reqrutment plans	Committee	ongoing	0		
Use publication Relocation guide		ongoing	1,000		
Have plan to meet with building owners					

Committee Work Plan Year: 2023 24

Priority Goal/Objective: Help Businesses improve their design/marketing
 Project: Grants through Oakland County and DDA
 Measure of success: Businesses applying and getting approved

Event Date/Completion

Person Responsible: Nick and business
 Project Team Members: Economic Vatality

Phone/email:

Tasks	Responsibility	Timetable	Cost	Volunteer Hours
Oakland County release 3x a year	Oakland	Spring/fall		
Come up with DDA own plan for each year	Committee		6000	
Send to businesses who like to apply	Nick	once get		
Received applications	Businesses			
Turn in to Oakland Coutny	Nick	deadline		
Receive grants	Oakland			
Businesses complete project	Businesses			
Work on grants from DDA with funding				

Priority Goal/Objective: Make businesses feel welcome/appreciated

Project: Business recognition

Measure of success: Businesses know we are glad to have them in Holly

Event Date/Completion

Person Responsible: Nick

Phone/email:

Project Team Members: Jerry, Nick, Chamber

Tasks	Responsibility	Timetable	Cost	Volunteer Hours
Continue ribbon cuttings w/ Chamber	Nick/Richard	ongoing		
Do business recognitions/ Social media	Nick	ongoing		
Celebrate accomplishments of businesses	Board/Nick	ongoing		
Have criteria to ask businesses	Jerry/Nick	ongoing		
Have regular contact with businesses	Jerry/Nick	ongoing		
Keep list of bussiness visited	Nick	ongoing		