

## DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING

Monday, October 10, 2022

The Downtown Development Authority (DDA) meeting is normally scheduled the 2<sup>nd</sup> 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 September 12th, 2022
- **AGENDA APPROVAL**
- **FINANCIAL REPORT**

• September 1, 2022	Beginning Balance:	\$206,023.82
• September 30, 2022	Ending Balance:	\$201,838.07
- **NEW BUSINESS**
  - **Update on Downtown Holly Fire Funds**
- **OLD BUSINESS**

None
- **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, November 14<sup>th</sup>, 2022, at 6:00**

**VILLAGE OF HOLLY**  
**DOWNTOWN DEVELOPMENT AUTHORITY**  
**Minutes of Monday, September 12th, 2022**

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

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**Board Members Present**

Bob Hoffman  
Tom McKenney  
Lisa Clark  
Linda Stouffer  
Steven Sulfaro

**Board Members Absent**

Debi Harden  
Cari Cucksey  
John Winglemire  
Dhaval Vaishnav

**Others Present**

Marlo Davidson  
John Lauve  
Jim Koskela  
Ryan Matson  
Anna Matson  
Josh Murphy

**Staff Present**

Nick Klempp  
Jerry Walker

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

**Director Klempp called the role.**

Harden, Cucksey, Vaishnav and Winglemire absent. Motion by Stouffer to excuse. Sulfaro supports. Motion carried by all ayes and no nays

**APPROVAL OF THE MINUTES:**

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

**AGENDA APPROVAL:**

Motion by Sulfaro to approve agenda Seconded by Clark. 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 Update on Heart of Holly downtown fund**

**Klempp:** Wanted to give an update on the funds raised for the downtown fire fund. At this time,

we have about 80,000 raised that will be distributed among the employees, businesses/building owners, vendors from the Arcade and tenants that were impacted by the fire. I have sent out a survey to find out which businesses are in need of that support and can use that to help guide our efforts. I would like to set up a time either on September 27<sup>th</sup> or 28<sup>th</sup> around 5pm to meet with the Economic Vitality group to go over the plan to disperse the funds and to go over the plan for our façade grant that we put in our budget for this year.

**McKenney:** I am good on those.

**Hoffman:** I will check my calendar once we leave.

**Klempp:** Great. Thank you

**OLD BUSINESS: NONE**

**COMMITTEE REPORTS:**

None

**DIRECTOR'S REPORT**

**Klempp:** We received another façade grant through Oakland County for the Natures

building in Battle Alley. I attended a volunteer seminar with our volunteer coordinator Hilary Allgeyer and got some great ideas to talk about with Linda and our Organization committee. We are moving forward with our wayfinding signs in the downtown for Battle Alley which includes a grant from Oakland County. We are also looking at getting new banners for the downtown since the old one's time is up and working with CGI to do that. We had a few great events with the Hogs and Harmony event that raised money for the downtown, our Pet Palooza first Friday and HollyDays that were all very successful. Coming up we have our Witches Night Out and Ladies Night Out.

**VILLAGE MANAGER REPORT:** HollyDays was a great success, the winner of the raffle golf cart was Keith Nicholson. Wanted to thank Battle Alley Coffee for sponsoring the tickets and there is a BOGO on the back for the coffee shop. Coming up we will have the marijuana applicants from the old Pontiac building presenting at the Planning commission. They will be fixing up the old building and taking off a couple of the accessory buildings that were not a part of the original building and fixing up the parking lot and we are looking at doing a shared parking agreement with them for during events that we can do a shuttle from. In October Lume and the Marathon station will be going to Planning and will include the intersection at southwest corner of Grange Hall and Saginaw and putting in a right turn lane. We are also looking at a potential two more restaurants in the Grange Hall area soon in addition to the Taco Bell which is in the DDA district which is good in bringing more people to town. So, lots of activity in the DDA district.

**Hoffman:** Any questions for Jerry or Nick?

**Sulfaro:** One question. We had talked about building a new public restroom in the downtown area and I was wondering where we were at with that.

**Walker:** Yes, you are right. We went through the process to put them originally behind the

Township Offices and after we surveyed that and the requirements needed, we were going to take up too much parking so now looking at doing a stand-alone restroom right across from Battle alley so that it can serve the downtown, Carpo Park and the Depot. So, the DPW is examining the area and the infrastructure blueprints for we have for water and sewer to make sure our connections can occur.

**Stouffer:** What do we think the timing will be?

**Walker:** In the Spring. In the meantime, Brian has some calls out for some porta restrooms in the trailers to help with the holidays because even when the one now is cleaned up it is not great.

#### **PUBLIC COMMENT:**

**John Lauve:** Concerned about is banning ugly banners and makes the place look cheap not a vibrant prospering town. We had some great ones in town and need to do that again. And if the Village can't afford them then you have \$260000 that can be used for something appropriate for the whole downtown. How do we stand with the downtown fire? Have you talked to any of the people at all, setting a schedule, working with an architect whose got some historical preservation experience?

**Hoffman:** Yes, I think they are working with an architect. Holly Hotel is working with someone that has Historical Preservation background, which is a real plus.

**Lauve:** Has the DDA got involved in any way?

**Walker:** Yes, we have with fundraising and also Ron Campbell from Oakland County Planning, who is the DDA liaison has been out and met with each of the businesses. The Moose is planning to be open by December, the Hotel has a plan and Andy's Place of course will not be any sooner than the Hotel because they have a complete rebuild. The one the most up in the air is the Arcade and they have talked about what they would like to do but have not submitted any plans but have met with Ron Campbell. So, as Nick said, maybe before you came in John, there has

been about 80,000 raised to give back to the businesses and employees in the Battle Alley district and Economic Vitality will meet end of the month to go over it.

**Jim Koskela:** Was wondering if there were a way to use signs to promote events going on. For instances with the Hogs and Harmony event, if you didn't know it was going on, you WOULDN'T have known it was going on because it was back so far. Some communities have signs for things like the Farmers Market out on Grange Hall that says Farmers Market today or something like that even if it is a small campaign sign to show those 16,000 cars coming down Grange Hall. Or some places like Milford, I think, has a marquee sign that says what's happening. So, some ideas that could help to bring more people downtown.

**Anna Matson:** The idea with the lights; if we are going to invest in something like that to have ones that you can change to different colors or light shows or things like that. The Farmers Market I really want a Warehouse or something so even in the winter we can have one. I talked to the farmers, and they are willing to do it- we have meat farmers that go year-round or some have greenhouses and some the Hydro grow. If we are one of the only ones, who do it year-round it will bring people in. Also, I don't know who creates who pays for the market, but it was shocking to hear it was the farmers who had to pay as I feel they are the backbone of society, and it should be cheaper or free.

**Ryan Matson:** For the sign maybe, we could partner with NOCFA and their marquee to promote things going on. Also, know we are revamping the site for Holly and my wife is a business lady and has become successful person and has developed a whole website and has great ideas.

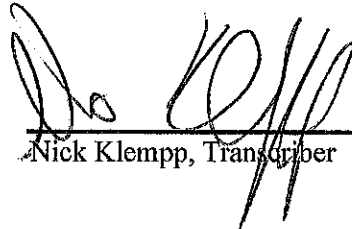
#### **BOARD COMMENTS:**

**McKenney:** There was a great pancake breakfast at the American Legion on Sunday as part of the HollyDays and had over 100 attendees and had a

sign out at Linda's Coffee shop, they were very pleased with it.

#### **ADJOURNMENT:**

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



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Nick Klempp, Transcriber

Date	JNL	Type	DESC	Reference #	AMT	ENC/BGDT CHG	BALANCE	AVAILABLE
Fund 770 Public Funds								
09/01/2022			770-000-276.248 DDA Fund		BEG. BALANCE		(206,523.82)	
09/01/2022	CD	CHK	Check: Gen 76458	76458	(1,500.00)		205,023.82	
09/01/2022	CD	CHK	Check: Gen 76467	76467	(50.00)		204,973.82	
09/22/2022	CD	CHK	Check: Gen 76550	76550	(61.86)		204,911.96	
09/29/2022	CD	CHK	Check: Gen 76567	76567	(229.05)		204,682.91	
09/29/2022	CD	CHK	Check: Gen 76588	76588	(253.84)		204,429.07	
09/29/2022	CD	CHK	Check: Gen 76602	76602	(2,820.00)		201,609.07	
09/29/2022	CR	RCPT	DDA Fund	326555	229.00		201,838.07	
09/30/2022			770-000-276.248 DDA Fund		END BALANCE		(201,838.07)	

CHECK DISBURSEMENT REPORT FOR VILLAGE OF HOLLY  
 CHECK DATE FROM 09/01/2022 - 09/30/2022

Check Date	Bank	Check #	Invoice	Payee	Description	Account	Dept	Amount
Fund: 248 D D A Fund								
Department: 691 REDEVELOPMENT								
09/01/2022	Gen	76458	1272	LOCAL HOP	Training	810.000	691	1,500.00
09/01/2022	Gen	76467	SEPTEMBER 22	NICK KLEMPP	Communications	850.000	691	50.00
09/22/2022	Gen	76550	M000164 09/22	MMRNA	Insurance	910.000	691	42.83
			R0001684 09/22		Insurance	910.000	691	19.03
				CHECK Gen 76550 TOTAL FOR FUN				61.86
09/29/2022	Gen	76567	KLEMPP 9/28/2022	CARDMEMBER SERVICE	08/23 2994 EB AUGUST 26 2022NET	960.000	691	10.12
			KLEMPP 9/28/2022		8/13 0408 D & W EATERY	967.101	691	156.00
			KLEMPP 9/28/2022		08/13 0870 SQ OBRIEN BRQ	967.101	691	35.00
			KLEMPP 9/28/2022		08/31 1454 FACEBK YRAHNEPC22	967.303	691	27.93
				CHECK Gen 76567 TOTAL FOR FUN				229.05
09/29/2022	Gen	76588	9-28-2022	HOLLY DONUT SHOP	Project Costs/Promotion	967.303	691	253.84
09/29/2022	Gen	76602	2192261	PLANTE MORAN PLLC	Audit Services	803.000	691	2,820.00
					Total for department 691:			4,914.75
					Total for fund 248 D D A Fund			4,914.75

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF HOLLY  
PERIOD ENDING 09/30/2022

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	YTD BALANCE 09/30/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2022 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	0.00	0.00	90,474.00
248-000-404.000	TIF Taxes	61,000.00	1,768.90	0.00	59,231.10
248-000-415.000	Personal Property Taxes	0.00	0.00	0.00	0.00
248-000-445.000	Delinquent Tax Penalties	0.00	0.00	0.00	0.00
248-000-608.000	Charges - ATM Fees	0.00	0.00	0.00	0.00
248-000-655.000	Downtown Filming Fees	0.00	0.00	0.00	0.00
248-000-670.000	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
248-000-680.000	Sale of Assets	0.00	0.00	0.00	0.00
248-000-686.000	Settlements/Recoveries	0.00	0.00	0.00	0.00
248-000-688.000	GRANT MONEY	0.00	0.00	0.00	0.00
248-000-689.000	Post card sales	0.00	0.00	0.00	0.00
248-000-690.000	Ladies Night Out	7,000.00	0.00	0.00	7,000.00
248-000-690.001	Proceeds from bond	0.00	0.00	0.00	0.00
248-000-691.000	FARMERS MARKET	0.00	0.00	0.00	0.00
248-000-692.000	Sidewalk sales	0.00	0.00	0.00	0.00
248-000-698.000	SUNDRY	500.00	229.00	229.00	271.00
248-000-699.000	Loan Proceeds	0.00	0.00	0.00	0.00
248-000-699.390	TRE FROM FUND BALANCE	0.00	0.00	0.00	0.00
Total Dept 000		158,974.00	1,997.90	229.00	156,976.10
TOTAL REVENUES					
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	0.00	0.00	48,478.00
248-691-703.000	Overtime	0.00	0.00	0.00	0.00
248-691-705.000	Wages - Part Time	0.00	0.00	0.00	0.00
248-691-713.000	FICA	4,000.00	0.00	0.00	4,000.00
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	0.00	0.00	100.00
248-691-718.000	Workers Comp	150.00	37.38	0.00	112.62
248-691-721.000	Contingency	500.00	0.00	0.00	500.00
248-691-727.000	Office Supplies	150.00	155.41	0.00	344.59
248-691-729.000	Postage/Supplies	0.00	0.00	0.00	0.00
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

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF HOLLY  
PERIOD ENDING 09/30/2022

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	YTD BALANCE 09/30/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2022 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)
Fund 248 - D D A Fund					
Expenditures					
248-691-729.004	Postage/Econ Restructuring	0.00	0.00	0.00	0.00
248-691-751.000	Vehicle Fuel	0.00	0.00	0.00	0.00
248-691-782.000	Operating Supplies	200.00	0.00	0.00	200.00
248-691-803.000	Audit Services	6,300.00	2,897.83	2,820.00	3,402.17
248-691-810.000	Training	1,500.00	1,500.00	0.00	0.00
248-691-811.000	Memberships	500.00	225.00	0.00	275.00
248-691-818.000	Contractual	2,500.00	533.65	0.00	1,966.35
248-691-818.002	Dist Expansion	0.00	0.00	0.00	0.00
248-691-820.000	Legal Fees	0.00	0.00	0.00	0.00
248-691-824.000	Personnel Costs	0.00	0.00	0.00	0.00
248-691-850.000	Communications	600.00	150.00	0.00	450.00
248-691-860.000	Travel	200.00	0.00	0.00	200.00
248-691-900.000	Printing/Publications	2,000.00	0.00	0.00	2,000.00
248-691-900.001	Printing/Publication Organiza	0.00	0.00	0.00	0.00
248-691-900.002	Printing/Publication/Design	0.00	0.00	0.00	0.00
248-691-900.003	Printing/Publication/Promotio	1,500.00	400.00	0.00	1,100.00
248-691-900.004	Printing/Publications Economi	1,000.00	1,020.00	0.00	(20.00)
248-691-905.000	Debt Pymt	0.00	0.00	0.00	0.00
248-691-910.000	Insurance	250.00	166.39	61.86	83.61
248-691-920.000	Utilities	800.00	30.49	0.00	769.51
248-691-947.000	Equipment & Vehicle Charges	0.00	0.00	0.00	0.00
248-691-947.001	DPW/Equip/Veh Chrgs/organizat	0.00	0.00	0.00	0.00
248-691-947.002	DPW/Equip/Veh. Chrgs/Design	0.00	0.00	0.00	0.00
248-691-954.000	Labor Charges	0.00	0.00	0.00	0.00
248-691-955.000	Administration Fees & Charges	8,200.00	0.00	0.00	8,200.00
248-691-960.000	Business Expense	1,000.00	20.24	10.12	979.76
248-691-964.000	Tax Adjustments Prior Years	0.00	0.00	0.00	0.00
248-691-967.000	Project Costs	40,000.00	2,172.00	0.00	37,828.00
248-691-967.002	Dickens Festival	500.00	0.00	0.00	500.00
248-691-967.004	Holly Days	2,750.00	550.00	0.00	2,200.00
248-691-967.037	Saginaw Streetscape	0.00	0.00	0.00	0.00
248-691-967.101	Project Costs/Organization	1,500.00	191.00	191.00	1,309.00
248-691-967.202	Project Costs/Design	19,000.00	253.29	0.00	18,746.71
248-691-967.303	Project Costs/Promotion	4,000.00	763.07	281.77	3,236.93
248-691-967.404	PROJECT COSTS-BUSN DEVELOP	0.00	0.00	0.00	0.00
248-691-967.505	Facade Grant	0.00	0.00	0.00	0.00
248-691-967.606	Ladies Night Out	7,000.00	0.00	0.00	7,000.00
248-691-967.700	Depot Donations	0.00	0.00	0.00	0.00
248-691-967.707	FARMERS MARKET	0.00	0.00	0.00	0.00
248-691-980.000	Office Equipment and Fixtures	0.00	0.00	0.00	0.00
248-691-995.000	Interest Expense	0.00	0.00	0.00	0.00
248-691-999.999	MISC REVENUE/EXPENSE	0.00	0.00	0.00	0.00
Total Dept 691 - REDEVELOPMENT		158,080.00	11,065.75	3,414.75	147,014.25
Dept 905 - DEBT SERVICE					
248-905-991.000	Principal	0.00	0.00	0.00	0.00
248-905-995.000	Interest Expense	0.00	0.00	0.00	0.00
Total Dept 905 - DEBT SERVICE		0.00	0.00	0.00	0.00



10/05/2022 04:31 PM  
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## REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF HOLLY

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PERIOD ENDING 09/30/2022

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		ORIGINAL BUDGET	09/30/2022 NORMAL (ABNORMAL)	MONTH 09/30/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)
Fund 248 - D D A Fund					
Expenditures					
TOTAL EXPENDITURES		158,080.00	11,065.75	3,414.75	147,014.25
Fund 248 - D D A Fund:					
TOTAL REVENUES		158,974.00	1,997.90	229.00	156,976.10
TOTAL EXPENDITURES		158,080.00	11,065.75	3,414.75	147,014.25
NET OF REVENUES & EXPENDITURES		894.00	(9,067.85)	(3,185.75)	9,961.85



**\*\* DDA BOARD OF DIRECTORS BOARD MEETING \*\***

**October 10, 2022- 6:00 p.m.**

**Sign In - Please Print Name & Street Address**

1. Laurie Lacey 818 E. Maple St.
2. LAURE 200 N. Saginaw
3. Ryan Matsen Anna Matsen 15091 Western Valley Dr
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