



**Village of Edmore/DDA  
County of Montcalm  
Agenda December 9, 2020  
Curtis Building 12:00pm (Noon)**

1. Roll call present: Randall, Vanderveen, Jordan, Halsey, Jones, Peterson, Burr, Brown
2. Approval of the agenda for December 9, 2020 meeting. Motion by \_\_\_\_\_.  
2<sup>nd</sup> by \_\_\_\_\_. Vote: \_\_\_\_ Yes \_\_\_\_ No
3. Approval of new DDA board member Chad Jones. Motion by \_\_\_\_\_.  
2<sup>nd</sup> by \_\_\_\_\_. Vote: \_\_\_\_ Yes \_\_\_\_ No
4. Approval of the Minutes for October 21, 2020 board meeting. Motion by \_\_\_\_\_.  
2<sup>nd</sup> by \_\_\_\_\_. Vote: \_\_\_\_ Yes \_\_\_\_ No
5. Treasure Report: Motion by \_\_\_\_\_. 2<sup>nd</sup> by \_\_\_\_\_.  
Vote: \_\_\_\_ Yes \_\_\_\_ No
6. Public Comments
7. New Business/Updates/Miscellaneous
  - A. Discussion on 2021-2022 DDA budget/ projects conversation
  - B. Discussion on Edmore rental fees structure at the Market Place
  - C. Approval to reimburse rental party \$250 for not being able to use the Blue Room
  - D. Approval of Edmore Potato Festival Committee's use of a designated area in the Market Place basement for storage
  - E. Acceptance of Christmas decorations donations for the Market Place from the Arts Council
  - F. Approval to accept labor in lieu of rental payment for the Month of January from the Arts Council

8. Old Business/Updates

A. Nominations are open for the appointment of the DDA Treasurer.

Motion by \_\_\_\_\_. 2<sup>nd</sup> by \_\_\_\_\_. Vote: \_\_\_\_ Yes \_\_\_\_ No

B. Nominations are open for the appointment of the DDA Secretary.

Motion by \_\_\_\_\_. 2<sup>nd</sup> by \_\_\_\_\_. Vote: \_\_\_\_ Yes \_\_\_\_ No

C. Summer Rail Trail sign project report and billboard update on signs as you enter the village

D. Report on Edmore Pop Up Mercantile

E. Other miscellaneous reports

F. DDA Board Member Comments

9. Motion to adjourn. Motion by \_\_\_\_\_. 2<sup>nd</sup> by \_\_\_\_\_.

Vote: \_\_\_\_ Yes \_\_\_\_ No



**Village of Edmore/DDA  
County of Montcalm  
Meeting Minutes October 21, 2020  
Curtis Building 12:00pm (Noon)**

1. Roll call present: Randall, Vanderveen, Jourdan, Halsey, Lakamper & Burr  
Absent: Brown, Gilman & Peterson
2. Approval of the agenda for October 21, 2020 meeting. Motion by Burr.  
2<sup>nd</sup> by Halsey. All present voted yes. Motion passed
3. Approval of the Minutes for August 19, 2020 board meeting. Motion by Jourdan.  
2<sup>nd</sup> by Burr. All present voted yes. Motion passed
4. Treasure Report: Motion by Jourdan. 2<sup>nd</sup> by Vanderveen to approve the treasure  
report. All present voted yes. Motion passed
5. Public comments heard
6. New Business/Updates/Miscellaneous
  - A. Discussion to make the Village Manager the Director of the DDA.  
Motion by Burr. 2<sup>nd</sup> by Halsey. All present voted yes. Motion passed
  - B. Discussion and the approval of the Edmore Village fall event schedule by the DDA  
Board. The events are held at the Edmore Market Place in collaboration with the  
Mid-Michigan Art Council and Edmore Potato Festival committees. The events are:
    - October 30<sup>th</sup> & 31<sup>st</sup> Halloween Family Fun Days
    - November 13<sup>th</sup> through November 22<sup>nd</sup> Edmore Pop Up Mercantile Holiday Store
    - December 10<sup>th</sup> through December 13<sup>th</sup> Edmore's Christmas in the VillageMotion by Jourdan. 2<sup>nd</sup> by Randall. All present voted yes. Motion passed
  - C. The DDA meeting schedule was presented for the rest of the fiscal year. Location of  
meetings are held at the Curtis Building. All meetings are held at noon on  
Wednesdays

Meeting 2020

December 9<sup>th</sup> 2020

Meeting 2021

January 6<sup>th</sup> 2021 & February 3<sup>rd</sup> 2021

Motioned by Burr. 2<sup>nd</sup> by Jourdan to approve the DDA schedule for the fiscal year. All present voted yes. Motion passed

- D. Resignations from the DDA Board were submitted by Jason Hunt on June 17, 2020, Jeramee Gilmann on October 20, 202 and Justin Lakamper on October 21, 2020. Motioned by Halsey. 2<sup>nd</sup> by Vanderveen to approve the resignations. All present voted yes. Motion passed

7. Nomination of officer's positions for the DDA board were open

- A. A motion was made by Burr. 2<sup>nd</sup> by Randall for the DDA Chairman to be Matt Jourdan. No others were nominated. All present voted yes. Motion passed
- B. A motion was made by Halsey. 2<sup>nd</sup> by Randall to nominate Ryan Vanderveen as the DDA Vice Chairman. All present voted yes. Motion passed
- C. Nominations for DDA Treasure and DDA Secretary were open. A motion was made by Burr. 2<sup>nd</sup> by Vanderveen to table these positions until the next DDA meeting. All present voted yes

8. Old Business/Updates

- A. A report was given on the Rail Trail sign
- B. A report was given on the Market Place bathrooms
- C. A report was given on the Edmore Art Extravaganza

9. DDA board member comments

A request was made by the Edmore Women's Club to place a bench with a plaque at the Market Place building. A motion was made by Vanderveen. 2<sup>nd</sup> by Jourdan to permit the bench to be left on the Market Place property. The bench will not be in a permanent location and will be located in the facility with the DDA Director's discretion of the placement. All board members present voted yes. Motion passed

10. A motion was made by Vanderveen. 2<sup>nd</sup> by Jourdan to adjourn the meeting at 1:05pm. Motion passed by all members that were present

REVENUE/EXPENDITURE REPORT

Village of Edmore

For the Period: 3/1/2020 to 11/30/2020	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 494 - DDA CONSTRUCTION FUND</b>							
Revenues							
Dept: 000.000							
581.000 HOME TOWNSHIP	15,031.00	15,031.00	15,031.26	0.00	0.00	-0.26	100.0
589.000 MONTCALM COUNTY	18,897.00	18,897.00	18,896.69	0.00	0.00	0.31	100.0
592.000 M.C.C.	8,339.00	8,339.00	8,338.77	0.00	0.00	0.23	100.0
667.000 RENTAL INCOME	15,000.00	14,061.00	9,360.00	850.00	0.00	4,701.00	66.6
699.101 FROM - GENERAL FUND	41,000.00	41,939.00	41,939.18	0.00	0.00	-0.18	100.0
Dept: 000.000	98,267.00	98,267.00	93,565.90	850.00	0.00	4,701.10	95.2
Revenues	98,267.00	98,267.00	93,565.90	850.00	0.00	4,701.10	95.2
Expenditures							
Dept: 729.000 ECONOMIC DEVELOPMENT							
705.000 SALARIES & WAGES-OFFICE	0.00	600.00	0.00	0.00	0.00	600.00	0.0
706.000 SALARIES & WAGES-DPW	0.00	2,000.00	268.13	164.07	0.00	1,731.87	13.4
707.000 SALARIES & WAGES-FINANCE	0.00	450.00	0.00	0.00	0.00	450.00	0.0
709.000 WAGES-DDA DIRECTOR	23,400.00	23,400.00	15,832.50	1,582.50	0.00	7,567.50	67.7
712.000 INSURANCE OPT OUT	0.00	95.00	0.00	0.00	0.00	95.00	0.0
715.000 SOCIAL SECURITY	1,450.00	1,659.00	997.84	108.04	0.00	661.16	60.1
716.000 MEDICARE	340.00	388.00	233.36	25.25	0.00	154.64	60.1
720.000 HOSPITALIZATION	0.00	890.00	67.47	41.23	0.00	822.53	7.6
722.000 UNEMPLOYMENT	230.00	470.00	322.01	34.93	0.00	147.99	68.5
723.000 PENSION	0.00	490.00	26.80	16.40	0.00	463.20	5.5
724.000 WORKMAN'S COMPENSATION	60.00	260.00	75.25	11.83	0.00	184.75	28.9
728.000 OFFICE SUPPLIES	100.00	200.00	102.95	0.00	0.00	97.05	51.5
740.000 OPERATING SUPPLIES	350.00	350.00	149.92	0.00	0.00	200.08	42.8
775.000 REPAIR & MAINTENANCE SUPPLIES	800.00	800.00	462.81	0.00	0.00	337.19	57.9
808.000 ACCOUNTING & AUDIT	1,000.00	1,000.00	600.00	0.00	0.00	400.00	60.0
818.000 CONTRACTUAL SERVICES	20,218.00	14,096.00	13,099.98	984.91	0.00	996.02	92.9
826.000 LEGAL FEES	200.00	200.00	0.00	0.00	0.00	200.00	0.0
853.000 TELEPHONE	2,800.00	2,800.00	1,871.10	208.70	0.00	928.90	66.8
860.000 TRAVEL & TRAINING	100.00	100.00	0.00	0.00	0.00	100.00	0.0
870.000 MILEAGE & MEALS	100.00	100.00	0.00	0.00	0.00	100.00	0.0
900.000 PRINTING & PUBLISHING	400.00	331.00	0.00	0.00	0.00	331.00	0.0
912.000 FIRE INSURANCE	1,322.00	1,391.00	1,391.00	0.00	0.00	0.00	100.0
921.000 ELECTRIC	6,500.00	6,500.00	3,882.75	951.61	0.00	2,617.25	59.7
922.000 GAS	6,000.00	6,000.00	2,343.24	566.06	0.00	3,656.76	39.1
923.000 SEWER	635.00	635.00	538.38	216.24	0.00	96.62	84.8
927.000 WATER	425.00	425.00	416.63	167.34	0.00	8.37	98.0
943.000 EQUIPMENT RENTAL	0.00	800.00	591.45	47.07	0.00	208.55	73.9
991.000 PRINCIPAL PAYMENT LOAN	29,962.00	29,962.00	29,962.44	29,962.44	0.00	-0.44	100.0
995.000 INTEREST PAYMENT LOAN	120.00	120.00	120.12	120.12	0.00	-0.12	100.1
ECONOMIC DEVELOPMENT	96,512.00	96,512.00	73,356.13	35,208.74	0.00	23,155.87	76.0
Expenditures	96,512.00	96,512.00	73,356.13	35,208.74	0.00	23,155.87	76.0
Net Effect for DDA CONSTRUCTION FUND	1,755.00	1,755.00	20,209.77	-34,358.74	0.00	-18,454.77	1,151.6
Change in Fund Balance:			20,209.77				
Grand Total Net Effect:	1,755.00	1,755.00	20,209.77	-34,358.74	0.00	-18,454.77	

CASH TRANSACTIONS REPORT

YEAR: THROUGH NOVEMBER  
 Village of Edmore

Page: 1  
 12/7/2020  
 12:26 pm

Account Number	Beginning Balance	Debit	Credit	Ending Balance
<b>Fund: 494 - DDA CONSTRUCTION FUND</b>				
Dept: 000.000				
001.000 CASH IN BANK	44,887.48	112,358.77	88,649.00	68,597.25
003.000 CERTIFICATE OF DEPOSIT	0.00	0.00	0.00	0.00
<b>Fund: 494</b>	<b>44,887.48</b>	<b>112,358.77</b>	<b>88,649.00</b>	<b>68,597.25</b>
Grand Totals:	44,887.48	112,358.77	88,649.00	68,597.25



## Administrative Analysis

To: Chairman & DDA Board

From: Justin Lakamper, DDA Director

Date: December 9th, 2020

RE: Discussion on 2021-2022 DDA Budget/ Projects

### Background:

The DDA's fiscal year follows that of the Village, which is March 1<sup>st</sup> – February 28<sup>th</sup>. The DDA budget is passed by the Village Council along with the Village's budget at a budget hearing in February of each year. Throughout December and January, we prepare the budget. The Council receives a draft budget in early January, typically a budget workshop is held at the end of January, before final passage in February. This past year the DDA had a very limited project budget and will continue to have limited funds for next year. We have not currently calculated exactly what that will look like but it will not exceed \$10,000. Much of the DDA budget goes to wages, ELF Loan, and building maintenance. This year particularly tough due to the cancelation of events and we will continue to budget conservatively for building revenue based on the uncertainty of COVID.

### Analysis:

In the absence of concrete numbers of what the DDA will have to work with next year I think we need to outline a few small projects based on priority. It has been sometime since funds were used to spruce up downtown. Planning for downtown landscaping should be a priority in addition to installing the wayfinding sign on the trail towards downtown. The DDA is also required to maintain a website. This can be a subpage of the Village's website. Regardless there should be some funds appropriated to get this up and running.

Attachments: none



## Administrative Analysis

To: Chairman & DDA Board

From: Justin Lakamper, DDA Director

Date: December 9th, 2020

RE: Discussion on rental fee structure at the Marketplace

### Background:

The DDA currently charges the following rates:

All Weekend: \$3,000

All Day: \$1,000

4 Hours: \$500

We have run into multiple instances where a local non-profit group wished to use the building but we do not have a mechanism to do this. While considering a rate for non-profits I began to look at restructuring the entire way that we rent the property.

### Analysis:

I think that we need additional categories for rentals and believe that the rates should be different during the week than it is on the weekend. Therefore, I have come up with the attached model for setting rates which allows us to establish a base rate and then discount accordingly based on when and who it is for. The rates would need to be set by the board. Since we have changed the rates around a few times since starting I think we should take some time to discuss all scenarios before moving on setting the rates.

Attachments: Potential rate schedule

Standard Rates	Daytime Mon-Thurs 9am-2pm		Evening Mon-Thurs 3m-12pm		Daytime Fri-Sun 9pm-2pm		Evening Fri-Sun 3pm-12pm		All Weekend 3pm Friday - 2pm Sunday		Weekday double room discount	Weekend double room discount
											30%	20%
Upstairs	\$	300	\$	500	\$	750	\$	1,500	\$	2,500		
Downstairs	\$	300	\$	500	\$	750	\$	1,500	\$	2,500		
Both Floors	\$	420	\$	700	\$	1,200	\$	2,400	\$	4,000		

Non-Profit Rates	Daytime Mon-Thurs 9am-2pm		Evening Mon-Thurs 3m-12pm		Daytime Fri-Sun 9pm-2pm		Evening Fri-Sun 3pm-12pm		All Weekend 3pm Friday - 2pm Sunday		Weekday Non-Profit discount	Weekend Non-Profit discount
											90%	50%
Upstairs	\$	30	\$	50	\$	375	\$	750	\$	1,250		
Downstairs	\$	30	\$	50	\$	375	\$	750	\$	1,250		
Both Floors	\$	42	\$	70	\$	600	\$	1,200	\$	2,000		



## Administrative Analysis

To: Chairman & DDA Board

From: Justin Lakamper, DDA Director

Date: December 9th, 2020

RE: Approval to reimburse rental party \$250 for not being able to use the Blue Room

### Background:

Prior to the Arts Council moving into the Blue Room we had a wedding scheduled for the Fall which was going to use the entire building. This was rescheduled for the summer of 2021 due to COVID. We informed the bridal party that they would no longer be able to use the Blue Room. They are now requesting some form of a refund.

### Analysis:

The bridal party wished to use the Blue Room as a changing room for the groomsmen. Therefore, I believe that reimbursing them \$250 to cover the cost of a hotel room would be in order.

Attachments: None



## Administrative Analysis

To: Chairman & DDA Board

From: Justin Lakamper, DDA Director

Date: December 9th, 2020

RE: Approval of Edmore Potato Festival Committee's use of a designated area in the Market Place basement for storage

### Background:

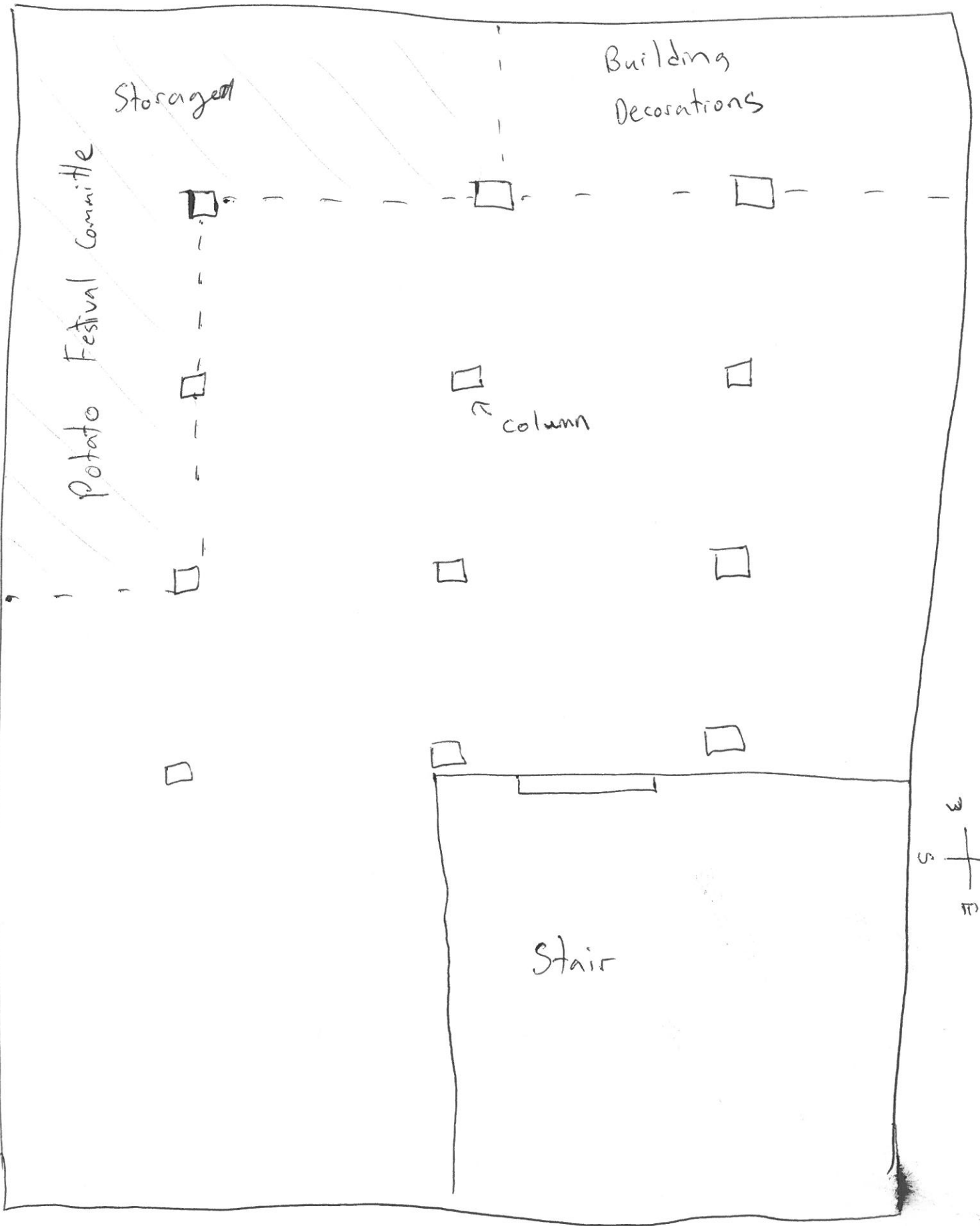
The Potato Festival Committee regularly hosts community events at the Marketplace and has used the basement as a storage facility for their equipment and decorations. It is currently located in different areas of the basement and in the interest of cleaning things up we would like to designate a specific area for them to use free of cost to support the community activities that they facilitate.

### Analysis:

After talking with the Potato Festival Committee to determine their need I have established the area as depicted in the attached map for their use. Many of the items located in the basement are used during events at the Marketplace and therefore makes their storage there convenient. As long as the items are kept in the designated area in an organized fashion, and that Potato Festival Committee agrees to remove all of it should the space be otherwise rented or needed for the DDA's purposes, I recommend approving the designated area for Potato Festival storage.

Attachments: Map of Basement

# Marketplace Basement





## Administrative Analysis

To: Chairman & DDA Board

From: Justin Lakamper, DDA Director

Date: December 9th, 2020

RE: Acceptance of Christmas decorations for the Marketplace from the Arts Council

### Background:

Last year a large number of Christmas trees and decorations were donated to the building from a woman in Lakeview. The decorations were used for last years Christmas in the Village Ball. Since then they have been stored in the basement. The Arts Council has taken care of organizing the decorations but to whom they were donated is somewhat unclear and in the interest of clarifying we would like to have the DDA formally accept the donation and storage of the decorations.

### Analysis:

These decorations are nice, but there is a lot of it. I don't feel that all of it needs to be kept, therefore the Arts Council has agreed to get rid of a lot of them and to have the rest be officially donated to the DDA for use at the building. Keeping some of these items in the basement will give us the opportunity to decorate the building each year. Therefore, if the lot is paired down, I would recommend accepting the donation.

Attachments: None



## Administrative Analysis

To: Chairman & DDA Board

From: Justin Lakamper, DDA Director

Date: December 9th, 2020

RE: Approval to accept labor in lieu of rental payment for the month of January from the Arts Council

### Background:

The building is in need of a thorough cleaning and the floors never received their second coat of polyurethane from the Arts Council finished the floors over a year ago, due to events being scheduled. They still have the polyurethane to finish covering the floors which was originally purchased with the Arts Council paying \$1,000 towards the cost of that polyurethane. The Arts Council has offered to perform this labor in lieu of paying their \$1,100 rent for the month of January.

### Analysis:

If the Arts Council doesn't clean the building, then we would need to hire a company to come and clean things up. For this fiscal year the DDA would not have the funds to cover this. As for the floors, having a second coat applied right after everything is cleaned will only aid in their longevity. January would be a good month for this to take place since no events have been scheduled, which will give it time to dry out and for the smell to dissipate. The cost of paying contractors to perform this service would be about the lost rent revenue. Therefore, I think that allowing the Arts Council to pay in labor while they are still working on getting themselves established in the building is a plan that works for everyone.

Attachments: None