

1. CALL TO ORDER

Pat Mecham

Adam Barden Pamela Stefan

Corey Haubenstricker

Jennifer Miller

Vacant Vacant

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

Documents:

[MARCH 22 DDA MINUTES.PDF](#)

4. PUBLIC COMMENT (Persons May Speak For Five Minutes About An Item That Is NOT Listed As A Public Hearing On This Agenda. Please State Your Name And Address For The Record.)

5. BUSINESS ITEMS

5.I. DDA 22-23 Budget

DDA Budget

Documents:

[DDA 22-23 BUDGET.PDF](#)

5.II. Timber Oaks Contract

Documents:

[VASSAR DDA SIGNED AGREEMENT 22.PDF](#)

6. COMMISSION MEMBER COMMENTS

7. CITY MANAGER ANNOUNCEMENTS & STATEMENTS

8. ADJOURNMENT

March DDA Minutes

3/16/2022 - Minutes

1. CALL TO ORDER

Call to order at 8:00am

Present: Mecham, Barden, Stefan, Haubenstricker and Miller

2. APPROVAL OF AGENDA

Motion to approve the agenda made by miller, Stefan 2nd. All were in favor

3. APPROVAL OF MINUTES

Motion to approve the February minutes made by miller, Stefan 2nd. All were in favor

4. PUBLIC COMMENT (Persons May Speak For Five Minutes About An Item That Is NOT Listed As A Public Hearing On This Agenda. Please State Your Name And Address For The Record.)

5. BUSINESS ITEMS

Discussed budget, Some changes need to be made so it will be presented at the next meeting.

6. COMMISSION MEMBER COMMENTS

Discusses the impact of marijuana on Vassar

Farmers market

Vintage market

7. CITY MANAGER ANNOUNCEMENTS & STATEMENTS

8. ADJOURNMENT

Adjourn at 8:53am

| | | |
|---|-------------------------------|-----------|
| Fund 248 - Downtown Develop Auth (DDA) | | |
| | | |
| ESTIMATED REVENUES | | |
| Dept 011.000 - Revenue | | |
| 248-011.000-406.000 | TIF Payment EDC/DDA | 24,000.00 |
| 248-011.000-664.000 | Interest | 50.00 |
| 248-011.000-674.000 | Donations | |
| 248-011.000-694.000 | Miscellaneous Revenue | 1,200.00 |
| Totals for dept 011.000 - Revenue | | |
| | | |
| TOTAL ESTIMATED REVENUES | | 25,250.00 |
| | | |
| APPROPRIATIONS | | |
| Dept 080.000 - DDA | | |
| 248-080.000-715.000 | Social Security | 75.00 |
| 248-080.000-740.000 | Operating Supplies | |
| 248-080.000-801.000 | Professional Service | 10,360.00 |
| 248-080.000-801.003 | Audit Professional Services | |
| 248-080.000-820.000 | Dues & Subscriptions | 225.00 |
| 248-080.000-888.940 | Community Promotion | 3,400.00 |
| 248-080.000-900.000 | Printing & Publishing | |
| 248-080.000-910.000 | Insurance & Bonds | |
| 248-080.000-930.000 | Contractual Repair & Maintena | 1,000.00 |
| 248-080.000-956.000 | Miscellaneous | |
| 248-080.000-962.101 | Administration to General Fun | 5,500.00 |
| 248-080.000-970.000 | Capital Outlay | 0.00 |
| Totals for dept 080.000 - DDA | | |
| | | |
| TOTAL APPROPRIATIONS | | 20,560.00 |
| | | |
| NET OF REVENUES/APPROPRIATIONS - FUND 248 | | 4,690.00 |
| | | |
| Fund 395 - DDA Revolving Loan Fund | | |
| | | |
| ESTIMATED REVENUES | | |
| Dept 011.000 - Revenue | | |
| 395-011.000-664.000 | Interest | 25.00 |
| 395-011.000-680.003 | Vassar Florist & Gifts Paymen | 0.00 |
| Totals for dept 011.000 - Revenue | | |
| | | |
| TOTAL ESTIMATED REVENUES | | 25.00 |
| | | |
| NET OF REVENUES/APPROPRIATIONS - FUND 395 | | 25.00 |



City of Vassar, DDA
Vassar, MI 48768

March 15, 2022

List of Parks in the DDA District

1. Rotary Park
2. Hillside Park
3. South East Moore Drain Bed Area
4. Veteran's Plaza
5. Atkins/Old Bank Building (6 trees with rings)
6. Wightman Memorial Park

Park Services include:

- Removal of any unnecessary wood mulch, cut down perennials, and clean any debris from beds
- Install new wood mulch with preen
- Pruning of all shrubs and trees (early spring/summer and fall)
- Monthly weed pulling (June, July, August, Sept)
- Price does not include any watering or fertilizer

Park Maintenance Yearly (Services listed above)

- **Parks Yearly Total: \$4,400.00** (initial here if you want option)

Moore Drain Weed Whack/Whipping (between Vassar Theater and Timber Oaks / Cork Pine and Scrapbook)

- Weed whipping more drain per work order
- Four times a year (Middle of June and last week in July)
 - **Moore Drain Weed Whip per Season: \$800.00** (initial here if you want option)

Yearly mowing contract of DDA Parks (Does not include Hillside or Wightman Parks)

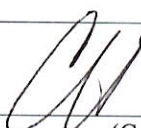
- Includes mowing, trimming and blowing all concrete surfaces clean, spring and fall leaf clean ups)
 - **Mowing per Season: \$1,600.00** (initial here if you want option)

Parks 2018 Yearly contract:

\$6,800.00 total (10% discount if paid in full at time of contract, \$6,120.00 total)

1. It is the duty of the client to afford access to the subject property at all times, and contractor shall not be held responsible for failure to perform the project when access is denied or unavailable. Furthermore, contractor shall not be held responsible for any delay in rendering services occasioned by a client's failure to grant access to the subject property.
2. Reports of damage must be reported to the contractor within **twenty-four (24) hours**. Failure to report the damage constitutes a waiver and the contractor is released from liability. **Contractor is not responsible for damages to property that is not visible to the eye (i.e., sprinkler systems, outdoor lighting).**

Agreed: _____ Date: _____
(Client)

Agreed:  _____ Date: 3.15.22
(Contractor)