



Village of Vicksburg
Downtown Development Authority
Minutes
May 10, 2016

A special meeting of the Downtown Development Authority was called to order at 8:05 a.m. by Chair John DeBault

1. Roll Call - The following members were in attendance: John DeBault, Todd Bowen, Julie Merrill, Mike Oswald, Jackie Koney, Ken Schippers, Bill Adams and Fawn Callen. Absent: Laura Howard, Mary Marshall, and Matt Shankle. Also in attendance were: DDA Director Kathleen Hoyle, Arts Director Sydney Bastos, Village Treasurer Jenny McKillop and Assistant Village Manager Jim Mallery.

2. Approval of the Agenda- Motion by Callen supported by Oswald, MOTION CARRIED to approve the agenda as submitted.

3. Increase Façade Grant funding by \$ 3,500 – Motion by Adams, supported by Schippers, MOTION CARRIED, increasing the Façade Grant Funding by \$ 3,500.00.

Roll Call Vote: Ayes: DeBault, Bowen, Merrill, Oswald, Koney, Schippers, Adams, and Callen.

Nays: None

Absent: Howard, Marshall, and Shankle

4. Approve faced projects recommended by committee. Motion by Adams, supported by DeBault, MOTION CARRIED to approve façade projects as recommended by committee and notify all recipients by letter of awarding funds, design guidelines, etc.

Roll Call Vote: Ayes: DeBault, Bowen, Merrill, Oswald, Koney, Schippers, Adams, and Callen.

Nays: None

Absent: Howard, Marshall, and Shankle

5. Accounting Contract – Treasurer Callen explained that she has initially interviewed many firms by phone to narrow the list down to four. All four were invited to present to the Finance committee with two presenting in person and one submission by email. From that list, the RFP was mailed out – with two responding interest and one declining. Both interested firms are very capable but one is bidding services that are not needed. Brink Key & Chludzinski bid at \$ 60,000 a year and Seber Tans bid at \$ 1,500 a month. Seber Tans is highly recommended. Questions ensued on impact of the CAC and processing payments. A kickoff meeting will be held with Village Treasurer Jenny McKillop Director Kathleen Hoyle, Treasurer Fawn Callen and Arts Director Sydney Bastos. Questions were raised regarding attendance at DDA meetings, familiarity with BS&A software and working with the Village auditors.

Motion by Callen supported by Bowen MOTION CARRIED, approving \$ 20,000 for accounting services from Seber Tans.

Roll Call Vote: Ayes: Bowen, Merrill, Oswald, Koney, Schippers, Adams, and Callen.

Nays: None

Absent: Howard, Marshall, Shankle, and DeBault (left at 8:20)

6. Draft Budget- The budget was presented so that all members could review before the next regular meeting. Attention was drawn relating to grants received, increased revenue in Leja Business Park and TIF funds. Director Hoyle has budgeted for an increase in pay as she has not received an increase in 3 years. This will be presented to the board at their regular meeting scheduled for May 18th at 8:00 a.m. for approval.

7. Comments - Discussion ensued over the need for more branding, studies for parking management and housing and blighted properties. Questions were raised on enforcement procedures and costs and it was recommended to have Steve Siegart attend a meeting.

A question was raised over the practicality of changing the meeting start time to 7:30. This will be discussed and voted at the next regular meeting.

With no further business to discuss, the meeting adjourned at 9:25 a.m.

Respectfully submitted,



Theresa L Paddock, CMC
Clerk

Date minutes available: May 19, 2016

Date minutes approved: June 22, 2016