



Village of Vicksburg
Downtown Development Authority
Minutes
June 2, 2017

Call to order: 7:32 am, Chairman John Debault.

- 1. Roll Call.** Present: Bill Adams, Todd Bowen, Fawn Callen, John Debault, Laura Howard, Jackie Koney, Julie Merrill, Mary Ruple, Matt Shankle. Guests: Syd Bastos. Absent: Jim Mallery, Didik Soekermoen.
- 2. Approval of Agenda. Motion: Koney, Second: Adams. Motion carried approving the agenda.**
- 3. Discussion: Review of 2017-2018 DDA Budget.** Callen emailed out an updated budget to the DDA board last night. What needs to be approved today are three sections of the DDA budget: the Vision Campaign Budget, the DDA budget, and the VCAC budget. Callen is unsure if the DDA board will be transferring the Vision Campaign back to the Village of Vicksburg during the 2017-2018 budget cycle. Bowen mentioned that he was under the impression that the DDA board may not be able to transfer it back to the Village of Vicksburg. Debault is also unsure and will consult with Andrew Horne on the process. Koney asked the board about what they would need to do if they want to do a project with the parking lot. Would they need to get both DDA and Vicksburg Village Council approval if Vision money was used? It was decided that we would need to get approval from both parties even though the DDA board are stewards of the Vision Campaign fund. The only thing that is holding the DDA board from transferring the Vision Campaign back to the Village of Vicksburg is obtaining the approval from Mallery and determining if it is legal. With that discussion, **a motion was made by Shankle to approve the transferring of the Vision Campaign money back to the Village of Vicksburg, pending the lawyer's approval that it can be moved back to the village. Second: Adams. Roll Call Vote: Aye- Adams, Bowen, Callen, Debault, Howard, Koney, Merrill, Ruple, Shankle. Naves- None. Absent: Mallery and Soekermoen.**

Even though the approval of this action was not on the special meeting agenda, it was stated that it could be voted on as it was tied directly to the 2017-2018 DDA budget. The DDA board continued the discussion with an overview of the actual DDA budget. The DDA board is anticipating that it will receive another \$10,000 for the 2017-2018 budget year from the Vicksburg Foundation. This will be used for the Façade Grant program. One DDA board member will need to apply for this grant to receive it. Shankle has a question about the DDA Director line item. Callen explained that they will talk about that line item later. Callen also brought it to the attention of the DDA board that it does receive a check from Kalamazoo County for TIF money. The Vicksburg DDA budget is tied directly to the TIF fund. For 2017-2018, the budget was built with the assumption that Leja Park will be removed from the TIF plan. Should it remain, an amendment will be submitted to add this money back into the budget. Special events such as Hidden Vicksburg are also included in the budget. Moving forward, Callen would need final confirmation that the DDA board are proceeding with these events. Debault stated that the DDA board is planning to host these events if he can get support and help from the



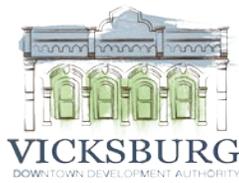
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board. Discussion moved back to the DDA Director line item. Callen recommended to the DDA board that the funds associated with the DDA Director line item be moved to administrative service. To have a DDA Director on the budget implies that they currently have one. Shankle asks if we would have council support for administrative service professionals from the Vicksburg Village Council. Adams and Merrill suggested that they would. Callen explained that the Façade Grant and Loan net income will reflect as being negative because it has not been earned, but are funds that are only paid out. This does not mean that the DDA has a negative balance, but that it is anticipated that these funds will be paid out during the 2017-2018 budget year. The final portion of the discussion focused on the VCAC budget. Callen stated that some changes were made to the VCAC budget to reflect the Foundation Grant funds that were received and used this year. The remaining balance will be carried over to the 2017-2018 budget. Additionally, the Gilmore Grant line item was changed from \$10,000 to \$15,000 to reflect the extra funds that were received. The MCACA grant is currently planned for only \$12,000 to be conservative. It is likely that there will be more grants awarded for the VCAC during the 2017-2018 budget year. However, they have not been included so that over-stating will be avoided. Depending on the expenses for the rest of the 2016-2017, the ending balance could be less than expected. Without expected revenue for the remaining of the year, the deficit is estimated at (\$6,800). It is anticipated that there will be a \$4,000 ending balance in the closing of the 2017-2018 budget year. Bastos explained that there will be revisions to the VCAC budget throughout the year. The differences in revenue and expenses will be contingent upon the success of workshops and events.

- 4. Approval: 2017-2018 DDA Budget. Motion to approve the Vision Campaign Budget: Howard, Second: Shankle. Roll Call Vote: Ayes- Adams, Bowen, Callen, Debault, Howard, Koney, Merrill, Ruple, Shankle. Nays-None. Absent: Mallery, Soekermoen.**

Motion to approve the DDA Budget with the understanding that the funds in Department 176 (DDA Director) will move to 213 A (Administrative Service): Shankle, Second: Howard. Roll Call Vote: Ayes- Adams, Bowen, Callen, Debault, Howard, Koney, Merrill, Ruple, Shankle. Nays-None. Absent: Mallery, Soekermoen.

Motion to approve the VCAC Budget: Shankle, Second: Howard. Roll Call Vote: Ayes- Adams, Bowen, Callen, Debault, Howard, Koney, Merrill, Ruple, Shankle. Nays-None. Absent: Mallery, Soekermoen.



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5. Adjournment. The meeting adjourned promptly at 8:15 am.

Respectfully Submitted,

Mary Ruple
DDA Secretary