

Village of Vicksburg
Downtown Development Authority
Minutes
January 15, 2014

The meeting of the Vicksburg Village Downtown Development Authority was called to order at 8:01 am on January 15, 2014 at 101 S. Main Street, Vicksburg, Michigan by Skip Knowles.

Members present: Bill Adams; Tonya DeLong; Todd Glenn; Laura Howard; Skip Knowles; Steve McCowen; Amy Miller; Ken Schippers (Ex-Officio). Absent: Robert Dornbos; Clint Powell;

Others present: Tracy Locey (Recording Secretary); Attorney Brett Grossman; Didik Soekarmoen; Kathleen Hoyle; Larry Forsythe; Mandy Kokales; Monica Pelto and a representative of South County News.

Approval of Agenda:

Miller moved, seconded by Schippers to approve the agenda as presented. Motion carried 8-0.

Approval of Minutes:

DeLong moved, seconded by Adams to approve the minutes as presented. Motion carried 8-0.

Approval of Treasurer's Report:

Locey presented budget reports for month ended 12/31/2013 along with a transaction report for both accounts. Detailed reports were provided illustrating all transactions from July 1, 2009 through current. Many questions were raised regarding individual transactions. Knowles suggested a committee be formed to review the historical transactions for clarification. The committee members are: Knowles, Dornbos, DeLong, and Soekarmoen. Adams moved, seconded by DeLong to acknowledge the receipt of the treasurer's report as presented. Motion carried 8-0.

Correspondence and Communications:

The Board received the regular meeting schedule for 2014 and a summary of Village committees.

Director Position Committee Recommendation:

A proposed job description for a Downtown Development Director was presented. The document was reviewed and minor changes were made. Attorney Brett Grossman addressed the job description and the need to have the by-laws updated. A timeline was considered for the next steps to filling the position. Kathleen Hoyle commented it does not appear there are grants available for administrative operations for DDAs. This is likely because they receive tax funds therefore other funding is not needed. There are many grant opportunities for projects. The next steps will be to determine hours and pay. Discussion then reverted back to the budget and prior expenses. McCowen suggested an independent audit be performed. The initial response is to allow the committee to review the transactions presented in the treasurer's reports before considering an audit. Adams moved, seconded by DeLong to allow Attorney Grossman to update the by-laws and bill the DDA appropriately. Motion carried 8-0.

Proposed Planning Process:

Tabled due to time.

Rise & Dine Sale Status:

A brief update was given on the Rise & Dine status. They have now been operating for one year. Further discussion will be needed to determine if it is advantageous for an early sale.

The meeting was adjourned at 9:21 am.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Tracy L. Locey".

Tracy L. Locey