

Village of Vicksburg  
Downtown Development Authority  
Minutes  
January 21, 2015

The meeting of the Vicksburg Downtown Development Authority was called to order at 8:05 am on January 21, 2015 at 101 S. Main Street, Vicksburg, Michigan by Tanya DeLong.

**Members present:** John DeBault, Tonya DeLong, Amy Miller, Ken Schippers (Ex-officio), Steve McCowen, Mike Oswald, Bill Adams, Mary Marshall, Didik Soekarmoem, Mandy Miller. Absent: Todd Glenn, Laura Howard

**Others present:** Tracy Locey (Recording Secretary), Director Kathleen Hoyle, and Sue Moore.

**Approval of the Agenda:**

A.Miller moved, seconded by Marshall to approve the agenda as presented. Motion carried 6-0. Absent: Oswald, Soekarmoem.

**Approval of Minutes December 17, 2014:**

Adams moved, seconded by A.Miller to approve the minutes as presented. Motion carried 7-0. Absent: Soekarmoem.

**Warrant Report:**

A.Miller reported Knowles and Cole have been provided a Façade Loan payoff on the property they are selling. They will continue to make payments on the remainder of the balance (a loan on another property) at the current monthly rate. A.Miller was requested to complete the simplified financial statement in the future. Vicksburg Foundation has agreed to fund 1/3 of the director's fee through the end of the fiscal year. McCowen moved, seconded by Marshall to approve the warrant report as presented. Motion carried 7-0. Absent: Soekarmoem

**Financial Statements for ME 12/31/2015:**

McCowen moved, seconded by Marshall to approve the statements as presented. Motion carried 7-0. Absent: Soekarmoem

**Oath of Office:**

Locey swore Mandy Miller in as a Representative to the Vicksburg Downtown Development Authority.

**Correspondence and Communications:**

Hoyle reported the DDA has been accepted into the Main Street Program – Associate Level. A.Miller inquired about the ability of a resident in the district to install a non-code handrail on his porch, even if it is historically correct. Discussion took place and since there are not any historical designated structures in the village, there is not anything that can be done to help the resident.

**Recommendations for Authority Board Membership:**

Discussion took place on the upcoming Main Street Programs. Hoyle reported Soekarmoem will be attending today's meeting however will be delayed due to the weather. Soekarmoem is aware he must attend at least one meeting per quarter to remain a member of the DDA. The Board feels his involvement is important to the Authority.

**Directors Report:**

Hoyle reviewed a printed status update on various projects.

- Trailway re-routes were reviewed.

- Prein & Newhof are working on the engineering study and cost estimates.
- Progress has been made on obtaining easements.
- April 1<sup>st</sup> is the deadline for submitting the trail grant application.
- Grants for the parking lot and Liberty Lane will be sought this year.

Easements and letters of support will be required for the grant submission. Discussion took place on whom should handle the legal paperwork of the easements. Quotes will be obtained from a firm Hoyle has been informed of and Brett Grossman.

Blight regulations were discussed and will likely be governed by ordinance. Programs will be needed for the various building improvements. Discussion took place on if façade loan program may be utilized for the backs of the buildings when parking allows for backdoor access.

**Strategic/Business Plan Update:**

- a. Downtown Improvements – A waiting list of businesses looking to locate in Vicksburg is needed for developers to consider before committing to development.

Hoyle noted that over the next month, she will be “handing off” the various strategic objectives to the assigned person. Initially she took charge of many of the objectives to launch the TIF Plan, but she now needs the time to focus on grant applications.

- b. Business Growth Plan – Nothing further than expressed in Director’s Report.
- c. Marketing Plan – Nothing further.
- d. Infrastructure Plan – Schippers is awaiting direction from the Board.

**Member Comment:**

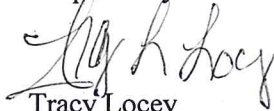
Adams noted MLC has the steel beams of the building up.

DeLong thanked Hoyle, Schippers, and Adams for all that has been done. A year ago the proposed plans sounded like a dream, and now they are becoming a reality. It was recommended Hoyle and Adams address the Vicksburg Foundation with a progress report. Without their help, the DDA would not be where it is today.

**Adjournment:**

With there being no further business, the meeting was adjourned at 9:19 am.

Respectfully Submitted,



Tracy Locey  
Recording Secretary