

Village of Vicksburg
Downtown Development Authority
Minutes
December 17, 2014

The meeting of the Vicksburg Downtown Development Authority was called to order at 8:04 am on December 17, 2014 at 101 S. Main Street, Vicksburg, Michigan by Tanya DeLong.

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

Others present: Tracy Locey (Recording Secretary), Director Kathleen Hoyle, Julie Merrill, and Chris Newman.

Approval of the Agenda:

McCowen moved, seconded by Miller to approve the agenda as presented. Motion carried 6-0.

Approval of Minutes November 19, 2014:

McCowen moved, seconded by Glenn to approve the minutes as presented. Motion carried 6-0.

Consider 2015 Meeting Schedule:

A brief discussion took place on whether the meeting date/time was good. Miller moved, seconded by Oswalt to approve the 2015 meeting schedule. Motion carried 6-0.

Correspondence and Communications: None.

Offer to Purchase Update – 119 & 121 S Main Street:

DeBault stated he is still working with the bank.

Consider Attorney Selection Letter:

A letter outlining the dissolve of Grossman & Moldovan PC was presented. The Village has retained Grossman Law PC to continue to provide legal services to the village. McCowen moved, seconded by Miller to retain Grossman Law PC to serve the legal needs of the DDA. Motion carried 6-0.

Consider Approval for Membership to the Michigan Downtown Association:

Hoyle reported the association serves as an interface with the State of Michigan. Membership will provide us educational opportunities. The annual membership is \$100. DeBault moved, seconded by McCowen to approve the membership fee. A roll call vote was taken. Motion carried 6-0.

Recommendations for Authority Board Membership:

DeLong recommended Mandy Miller. Miller's involvement with the holiday event was instrumental. Hoyle will contact Soekarmoen directly regarding his position on the board. The recommendation will be forwarded to the Village Council for consideration.

SBDC Seminars:

Hoyle is working to complete the marketing analysis with the assistance of the library. Once the application is complete we will be eligible for courses.

Ordinances:

DeLong stated the only ordinance that has been thoroughly investigated is the blight ordinance. Newman, Village Trustee and Planning Commission Chairman, noted the planning commission will be reviewing the village's ordinances throughout the upcoming year. He inquired what the DDA priorities are related

to ordinances. The DDA's goal is to improve space utilization and visual appeal of the downtown store fronts. It was recommended the windows be dressed and vacant properties be actively marketed with market rents. Newman recommends the International Property Management Code be adopted by the planning commission as a basis for developing ordinances. Discussion took place on signs, awnings, and balconies. The Planning Commission will work with the DDA as they consider ordinances.

Directors Report:

Hoyle reviewed a printed status update on various projects.

- TIF plan has been approved by the Village Council
- Redesign & Development Plan to be presented to Village Council in January
- MEDC/MDOT will do a pre-review of the trailway grant application
- Holiday event was amazing. Great to see so many people in the village
- A group of people are meeting to possibly form an Arts Council for the village
- A letter of support for the Mill cleanup will be submitted to Kalamazoo County

Approval of Treasurer's Report:

- a. Approval of Warrant Report
- b. Financial Statements for ME 11/30/2014

Miller reviewed the warrant and statements. Oswalt moved, seconded by DeBault to approve the treasurer's report as presented. Motion carried 6-0.

Strategic/Business Plan Update:

- a. Downtown Improvements – DeLong inquired on the tree lights. Schippers reported the lights will remain up until the end of March. The post lights will be removed following the holidays.

Hoyle will develop a timeline for the various planned projects.

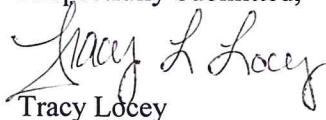
Schippers asked the DDA to consider how to address the flowerbeds within the village. Discussion took place on perennials or pots instead the large annual beds currently planted.

- b. Business Growth Plan – Nothing further than expressed in Director's Report.
- c. Marketing Plan – Hoyle stated her monthly report will be modified to prepare for the annual reporting requirements.
- d. Infrastructure Plan – Schippers is awaiting direction from the Board. A quote will be obtained from Prein & Newof for engineering of the proposed trail system.

Adjournment:

With there being no further business, the meeting was adjourned at 9:13 am.

Respectfully Submitted,



Tracy Locey

Recording Secretary