



Village of Vicksburg
Downtown Development Authority
Minutes
June 22, 2016

A special meeting of the Downtown Development Authority was called to order at 7:37 a.m. by Chair John DeBault

1. Roll Call - The following members were in attendance: Bill Adams, Todd Bowne, Fawn Callen, John DeBault, Laura Howard, Julie Merrill, Mike Oswald, and Ken Schippers. Matt Shankle and Didik Soekarmoem arrived at approximately 7:45 a.m. Also in attendance was Assistant Village Manager Jim Mallery, Clerk Theresa Paddock, Arts Center Director Sydney Bastos and Officer Henry Kite. Visitors included Lisa Beams, Sue Moore and Aaron McGuire.

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

3. Approval of Consent Agenda - Motion by Adams, supported by Callen, MOTION CARRIED, approving the Consent Agenda consisting of: Minutes from May 10, 2016 and May 18, 2016 and Financial Reports for May 2016.

Roll Call Vote: Ayes: Adams, Bowen, Callen, DeBault, Howard, Merrill, Oswald, Schippers, Shankle and Soekarmoem
Nays: None Absent: Koney and Marshall

4. Correspondence and Communications - None

5. Paint Program Submittals – Request for payment under the Repaint Vicksburg Program was submitted on behalf of Jaspare's Pizza and the Pet Emporium. Motion by Adams, supported by Callen, MOTION CARRIED, approving the reimbursement to Todd Glenn (Jaspare's Pizza) in the amount of \$ 100.17 and Mary Ruple (Pet Emporium) in the amount of \$ 111.27.

Roll Call Vote: Ayes: Adams, Bowen, Callen, DeBault, Howard, Merrill, Oswald, Schippers, Shankle and Soekarmoem
Nays: None Absent: Koney and Marshall

John DeBault asked to have approval not to exceed \$ 200.00 for the Rise N Dine. Motion by Callen, supported Oswald, MOTION CARRIED, approving payment to John DeBault (RiseNDine) not to exceed \$ 200.00.

Roll Call Vote: Ayes: Adams, Bowen, Callen, Howard, Merrill, Oswald, Schippers, Shankle and Soekarmoem
Nays: None Absent: Koney and Marshall
Abstain: DeBault

6. Window Decorating Contest - Winners for the Window Decorating Contest were announced as: First Place – Pet Emporium \$ 100; Second Place - Munn Agency \$ 75; and Third Place- Hills Pharmacy \$ 50. Motion by Howard, supported by Schippers, MOTION CARRIED, authorizing payment of prize funds for the winners as announced.

Roll Call Vote: Ayes: Adams, Bowen, Callen, Howard, Merrill, Oswald, Schippers, and Shankle
Nays: None Absent: Koney and Marshall
Abstain: DeBault & Soekarmoem

7. Architecture Planning Session - Mr. Frank Grinaldi with Wightman Ward explained the proposal and offered samples of different design options. Discussion ensued on the amount of

work that will be involved acquiring bids, researching products and working with continuity in design and projects. Motion by Adams, supported by Schippers, MOTION CARRIED, accepting the proposal from Wightman Ward for \$ 3,850.00.

Roll Call Vote: Ayes: Adams, Bowen, Callen, DeBault, Howard, Merrill, Oswald, Schippers, Shankle and Soekermoen

Nays: None Absent: Koney and Marshall

Matt Shankle requested goals and outcomes be assigned to each meeting and meetings are held to task.

8. Committee Structure and Organization - Director Kathleen Hoyle reviewed the proposed structure of committees and requested board members commit to a committee. Before the committee structure can be formally in place, the by-laws must be adopted and a resolution for to establish the committee.

9. Amend By-Laws - Motion by Adams, supported by Schippers approving changes to the DDA by-laws, Article IV, Article V, and Article 9 pertaining to approval process for accounts payable, electronic approval's or authorization, and minimum number of board members on advisory committees.

Roll Call Vote: Ayes: Adams, Bowen, Callen, DeBault, Howard, Merrill, Oswald, Schippers, Shankle and Soekermoen

Nays: None Absent: Koney and Marshall

10. Ordinance Review Committee - Chair John DeBault advised that the committee has not met yet and will try to schedule a meeting sometime after the July holiday. Steve Siegwart with Michigan Township Services will be invited to attend.

11. Capital Campaign Update – Director Kathleen Hoyle apprised that several events are scheduled over the next few months including the Amazing Race, and Hidden Vicksburg. The Historical Village will be assisting for the Hidden Vicksburg event. They will be providing staffing and writing the script for the tours. Director Hoyle requested approval for printing and production of materials for the event in the amount of \$ 1300.00
Motion by Adams, supported by Callen, MOTION CARRIED, authorizing a budget adjustment in the amount of \$ 1300 to cover the cost of production and printing of materials.

Roll Call Vote: Ayes: Adams, Bowen, Callen, DeBault, Howard, Merrill, Oswald, Schippers, Shankle and Soekermoen

Nays: None Absent: Koney and Marshall

12. Directors Report - Director Hoyle requested a date be set for the DDA Annual meeting. At consensus of the group the meeting is scheduled for **Tuesday, July 12th @ 5:30 and will be held at the Vicksburg Cultural Arts Center.**

The car wash has been demolished. Discussion ensued on concerns from some members of the community over the lack of a carwash, the owners needing to retire and continued work to bring the site into environmental compliance.

Ms. Sue Moore reviewed the events scheduled for the week-end pertaining to the Revolutionary War Reenactment. Over 500 boy scouts will be in attendance and camping at Rec Park in addition to the 250 War Re-enactors. Shuttle service has been set up to get visitors from Rec Park to the Taste of Vicksburg Saturday evening. A parade is scheduled for 5:30 on Saturday that will include the boy-scouts, the war re-enactors and a fife and bugle corp.

Director Hoyle presented recommendations for proposals for surveys, site plan, and trails head. Each category had received several proposals which were reviewed by herself and Village Manager Ken Schippers. She recommended Abonmarche for the Survey at a cost of \$ 4,500;

Wightman Ward for Site Plan at a cost of \$ 37,438; and Wightman Ward for the Trailhead site plan (construction Administration) for \$ 4,930. Proposals have received prior council approval. Motion by Adams, supported by Merrill, MOTION CARRIED, approving the activity quotes as presented.

Roll Call Vote: Ayes: Adams, Bowen, Callen, DeBault, Howard, Merrill, Oswald, Schippers, Shankle and Soekermoen
Nays: None Absent: Koney and Marshall

14. Committee Updates

Arts Center – Syd Bastos

Ms. Bastos updated the board on recent activity at the Center during the Old Car show announcing that records had been broken in terms of attendance and sales at the Center.

The Center continues to hold special events / rentals for residents. Recently a graduation celebration was held at the center.

She continues to work with the Historic Village to coordinate events and volunteer time.

15. Member Comments -

Mr. Didik Soekaramoen thanked the Police Department for their foot patrols throughout the day. He advised he found it to be comforting to know that his building is being watched and received similar feelings from his customers.

He also requested the Village update their directional signs within the village limits as some of the signs are outdated.

Mr. Mike Oswald advised that he feels communication amongst business owners is still lacking and questioned if there are other ways of getting news and information out. Discussion ensued about posters in store fronts, monthly / quarterly email updates to businesses and raising awareness thru successful projects.

With no further business to before the board, the meeting was adjourned at 9:33 a.m.

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 Siegwart 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: June 30, 2016

Date minutes approved: July 20, 2016 as amended