

VILLAGE OF KALKASKA DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES OF A REGULAR MEETING HELD ON TUESDAY, DECEMBER 1, 2009
HELD IN THE VILLAGE CONFERENCE ROOM, 200 HYDE STREET, KALKASKA,
MICHIGAN, 49646.

1. CALL TO ORDER: The Village of Kalkaska Downtown Development Authority regular meeting was called to order by Chair Farrier at 5:07 p.m.

BOARD MEMBERS PRESENT: Farrier, Thomas, Barnard, Sieting and Hill

BOARD MEMBERS ABSENT: Rabourn, Karas

PUBLIC PRESENT: Mike VanHorn

APPROVAL OF AGENDA: Motion by Thomas, second by Sieting, to approve the agenda with the following amendments: Sieting requested the Window Judging Contest be discussed under Old Business; and Hill advised to omit Item 5B. Revenue Expenditure Report. All Ayes, motion carried.

2. MINUTES: Motion by Hill, second by Thomas, to approve the minutes from the November 3, 2009 DDA meeting as presented. All Ayes, motion carried.

Motion by Hill, second by Barnard, to approve the minutes from the November 20, 2009 Special DDA meeting as presented. All Ayes, motion carried.

3. PUBLIC COMMENT: None

4. CORRESPONDENCE: Letter from Kalkaska County Planning Commission

The Kalkaska County Planning Commission sent a letter advising that they will be updating their Master Plan, and invited the Village's cooperation and comments. Chair Farrier pointed out that the letter does not state when the County Planning Commission will be meeting on this. Motion by Hill, second by Barnard, to accept the letter and place on file. All ayes, motion carried.

COMMITTEE REPORTS:

A. WIFI Committee – Chair Farrier presented a Memorandum of Agreement on the Cooperative Development of a Wireless Internet System between the Kalkaska Memorial Health Center and the Village Downtown Development Authority. The memorandum was read aloud by Barnard. Discussion took place, with most suggestions of change pertaining to the wording and semantics of the Memorandum.

Motion by Thomas, second by Sieting, to approve the Memorandum in substance and authorize the WIFI Committee to review the final draft after comments by the Kalkaska Memorial Health Center Board. The Committee Chairperson is authorized to approve final document. All Ayes, motion carried. Chair Farrier further stated that he would call a Special Meeting if significant changes were made to the Memorandum.

Barnard attempted to present a report by Rob Franzo of Wireless 20/20, but was unable to retrieve it from his email. Chair Farrier advised that he would forward the report to members upon returning to his office.

B. Outreach Committee – Chair Farrier suggested discussing the Window Decorating Contest. Sieting advised that the contest had been advertised in the newspaper and flyers were distributed to local businesses. Judging will take place Thursday evening, December 3, 2009 with winners to be announced on Friday, December 4, 2009. Two judges were selected, and food/certificates from local restaurants will be donated for their meals during judging.

C. Development Plan Committee – Chair Farrier stated that the Committee met at 4:00 p.m. on December 1, 2009 to discuss amending the Master Plan to include Wireless Internet coverage throughout the Village. They will be submitting a resolution to the Village Council to recommend its adoption as an ordinance. Hill advised that it would take about one month to schedule a public hearing after the resolution is submitted to the Council, as notice not less than twenty days must be given.

D. Marketing Study Committee – The committee is continuing to work on the Study, but will not have an update until after the holidays.

5. CURRENT BUSINESS:

A. Bills – Bills were presented to the DDA for approval. Chair Farrier questioned the streetlight bill for Consumers Energy. He believes that the DDA only has decorative, low-watt luminaries and does not have any ~~7,500~~ 750 watt lights. Chair Farrier will consult DPW Supervisor Craig Wood on this issue.

Motion by Thomas, second by Sieting, to approve the bills as presented. A roll call vote was then taken. Ayes – 5; Nays – 0; Absent – 2; motion carried.

B. Revenue Expenditure Report – No report.

C. Cash Balance Report – Hill presented the Cash Balance Report. Mike Van Horn requested a copy and was given one.

Chair Farrier questioned a report on the Downtown Development Authority's account balance (reference Item 7A). Hill explained that this is a report Kym Judge, the Village's Accounting Consultant, is working on to correct figures from the General Ledger to the bank account. DDA members commented on the inaccuracy of account funds. Hill stated that there are other options if the members are dissatisfied with the Village

maintaining the DDA accounts. Motion by Thomas, second by Barnard, to place the Cash Balance Report on file. All Ayes, motion carried.

D. Grand Vision Partnership Agreement – Chair Farrier presented the Agreement, and entertained a motion for the DDA to enter into partnership with the Grand Vision. Chair Farrier pointed out the items which the DDA wishes to be engaged in, per options given by the Agreement:

1. Increasing employment opportunities and economic security.
2. Investing in vibrant rural spaces, villages, townships, cities and counties.
3. Incorporating a sustainable-energy focus into building, transportation and economical development.
4. Dedicate resources to assist with communications strategy, funding opportunities and project structure.

Motion by Barnard, second by Sieting, to partner with the Grand Vision on items listed above and to make Chair Farrier the contact. All Ayes, motion carried.

E. Light Pole Christmas Decorations – Hill stated that the outlets on the holiday light poles need to be replaced as the style of the poles are older and are not connecting properly to the outlets. Hill advised that quotes would be obtained for outlet replacement next year. No action taken, informational only.

F. Discuss Legal Status of DDA Members Being Paid with DDA Funds – Hill explained that if a DDA member is performing administrative work that a staff member would normally do, they may be paid with DDA funds. Hill further stated that DDA funds can be used to pay the Village Clerk and Manager for administrative work performed related to the DDA. Hill suggested that the DDA may seek an attorney's opinion or research this issue using List Serve. A formal agreement could also be obtained.

7. OLD BUSINESS:

A. Update on Village/DDA Audit – This was discussed under Item 5C. above. Hill stated that, to date, no evidence of fraud has been discovered during the audit process.

9. ADJOURNMENT: Motion by Barnard, second by Sieting, to adjourn. All Ayes, motion carried. Meeting adjourned at 7:00 p.m.

Angie Koon
Deputy Clerk