

**VILLAGE OF KALKASKA  
DOWNTOWN DEVELOPMENT AUTHORITY  
Kalkaska, MI 49646  
258-9191**

**Minutes of the October 10, 2007 Regular Meeting**

The Village of Kalkaska Downtown Development Authority regular meeting was called to order by Chair Van Horn @ 12:01 pm at the Kalkaska Village Office conference room, 200 Hyde Street, Kalkaska, MI 49646

BOARD MEMBERS PRESENT: Chair Van Horn, Vice Chair Wheeler, Thomas, Vowels, Brewer, Cousins, Sieting and Barnard (arrived at 12:06 pm).

BOARD MEMBERS ABSENT: Farrier and Karas.

APPROVAL OF AGENDA: Vowels asked to add the budget. Van Horn added before Number 7 under New Business. Cousins asked to add Purchase of Christmas Decorations under New Business. Sieting asked to add Rotary Charity Information under New Business. Van Horn moved to approve the October 10, 2007 agenda as corrected, seconded by Vowels. Motion approved on a voice vote.

APPROVAL OF MINUTES: Sieting moved to approve the August 8, 2007 meeting minutes as written, seconded by Van Horn. Motion approved on a voice vote.

PUBLIC COMMENT: No public present.

CORRESPONDENCE:

A. Van Horn spoke about Rob Barnard's letter on behalf of the Kalkaska Chamber of Commerce and clarified that the Chamber would not be taking over, that they merely were looking into having them do DDA grant writing.

Barnard stated that the main idea was to provide grant writing services for the DDA. The intent was to provide Kalkaska DDA access to the grant writers in Traverse City. He wondered what the hit rate was and how much they were getting for other communities. He intended on finding this out.

Vowels stated that she thought this was already included with the Kalkaska Chamber of Commerce merging with Traverse City.

Van Horn asked Barnard to get more information and get back to them.

B. Van Horn stated that there was letter to the Andrews University regarding a \$25,000 grant to sponsor. Cousins had written a letter to see if Andrews University would be interested in coming here. Van Horn stated that if the grant covered it, this

would be a great program.

C. Letter to renew MDA dues. Vowels moved to approve the dues and renewal of the MDA membership. On a roll call vote with Chair Van Horn, Barnard, Wheeler, Vowels, Thomas, Brewer, Cousins and Sieting voting "Yea", motion passed.

CURRENT BUSINESS:

A. SOUTH TIF STREETSCAPE INVOICE – Van Horn stated that Council had approved the invoice.

B. FINANCE

i. Proposed purchase of CD's for TIF Funds. Wheeler asked to table until after they went through the budget. Van Horn tabled.

ii. Budget Adjustments. Vowels stated that she was embarrassed about being on DDA when they don't make any decisions, and it appears that Council is running the DDA. She explained that she didn't know how to make an educated decision on budget and CD's. She asked why they approved the budget without getting all the information.

Cousins stated that the issues, such as interest, were bad but they had been fixed.

Vowels asked why they had gone with 2.5% interest. She asked about the DDA costs.

Wheeler submitted a budget report and stated that he and Van Horn had met with the Village Finance Committee. Wheeler read a personal letter to update the DDA (letter attached to minutes). Wheeler stated that misuse of the money had been very well established.

Cousins stated that he felt they should move forward with grants and decorating. He stated that their time would be better spent in those areas, rather than arguing about what happened in the past. Cousins also stated that the Village has been paying for DDA stuff for awhile.

Barnard asked that points be written down so that everything was simplified.

Wheeler made a motion to separate the TIF funds from the General and put into separate accounts entitled DDA Fund. Vowels seconded the motion.

Barnard asked for more discussion.

Van Horn stated that he believed the Village was sharing interest because

the banks were advertising 5% and they were only getting 3%. He doesn't have proof, but that is why he wants the accounts separated.

Thomas asked how the bills would be paid.

Van Horn stated that the regular DDA money would stay with the Village and the bills would be paid out of that account.

Cousins handed out a revised budget on DDA funds with up-to-date fund balances.

Barnard stated that the budget showed these accounts already separated as 248 funds, not necessarily separate bank accounts. He asked if the Village could purchase CD's with TIF money with the understanding that all interest would go into those funds.

Wheeler stated that AG Edwards said they would only have to do 30-day investments on the money and it would be at 5% interest.

Van Horn asked Wheeler to withdraw his motion. He said he would get together a list of concerns, and they could have another meeting in a week to go over the list.

Wheeler withdrew his motion, and Vowels withdrew her second.

#### NEW BUSINESS:

A. Purchase of Christmas Decorations – Cousins stated that they needed new pole wraps, and they would take about five weeks to come in after being ordered.

Van Horn stated that it was important to have the poles look nice. He agreed to authorize \$4,200.00 to \$4,300.00 towards new pole wraps. This would leave a couple of hundred dollars in case something else comes up. He stated that they would replace what they can this year and then replace more next year.

Sieting made a motion to spend no more than \$4,300.00 on new pole wraps. Barnard seconded the motion. On a roll call vote with Chair Van Horn, Barnard, Wheeler, Vowels, Thomas, Brewer, Cousins and Sieting voting “Yea”, motion passed.

B. Revise South TIF Plan – Thomas stated that she would like to see benches for the older people lining the streets.

Cousins stated that the Cobra lights south of Third Street are old.

Van Horn stated that when they get done with the budget he would set up a committee to see where they want to spend the money.

C. Rotary Charity Information – Sieting stated that rotary charities are funneling money through DDA's for projects and they need non-profit organizations to funnel this money.

Van Horn asked if someone could come in and explain it more.

Sieting stated that she would get more information and get back to the DDA.

Wheeler re-stated that they would have a meeting a week from today at noon.

ADJOURNMENT: Van Horn moved to adjourn, seconded by Vowels. Motion approved on a voice vote. Meeting adjourned at 1:15 pm.

ANNOUNCEMENTS: The next Regular meeting for the Village of Kalkaska Downtown Development Authority is Wednesday, November 14, 2007, 12 Noon @ the Kalkaska Village Offices, 200 Hyde Street, Kalkaska, MI 49646.

Minutes prepared by:

Mary Deb Rabourn  
Village Deputy Clerk