

**DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
October 19, 2009**

DIRECTORS PRESENT: Chris Shook, Jim Escamilla, John Schmitt,
Ann Rohrbaugh, Derek Wissner, Lisa Prasher,
Tahirih Ziegler, Bob Miller, Bjorn Green,
Bobby Hopewell

DIRECTORS ABSENT: Erma Gordon

STAFF PRESENT: Steve Deisler, Deb Houseman, Nicole Wilson,
Rob Peterson, Jillian Green

OTHER: Jerome Kisscorni (City of Kalamazoo)
Michael O' Connor (DDA legal counsel)

Director Shook called the meeting to order at 3:00 p.m.

II. ADOPTION OF AGENDA

Director Shook cited deletions of the first two items under V) Action Items, *B) Building Revitalization Program Grant Applications* along with two additions *C) Authorize DDA Executive and CIP Committees to Finalize E. Michigan Ave. Project Agreement* and *D) Budget Amendment*.

**DIRECTOR ESCAMILLA MOVED TO
APPROVE THE AGENDA AS AMENDED.
SUPPORTED BY DIRECTOR MILLER.
MOTION CARRIED.**

III. MINUTES—September 21, 2009

Director Miller noted he was listed as absent, but also referenced as making motions. J. Green confirmed she'd amend the document accordingly.

**DIRECTOR RORHBAUGH MOVED TO
APPROVE THE MINUTES OF 9/21/09 AS
AMENDED. SUPPORTED BY DIRECTOR
PRASHER. MOTION CARRIED.**

IV. FINANCIALS—August 31, 2009

D. Houseman referenced items highlighted in the report, asking if there were any questions. There were none.

**DIRECTOR RORHBAUGH MOVED TO ACCEPT
THE FINANCIALS OF 8/31/09 AS PRESENTED.
SUPPORTED BY DIRECTOR ZIEGLER.
MOTION CARRIED.**

V. ACTION ITEMS

A. Resolution to Call a Public Hearing on 2010 Budget

S. Deisler referenced the resolution in the packet, noting that as a matter of course public hearing would be held at the November 16 meeting (City Commission Chambers) to review the proposed 2010 budgets.

**DIRECTOR MILLER MOVED TO
SET THE PUBLIC HEARING ON
THE 2010 BUDGETS AS DISCUSSED.
SUPPORTED BY DIRECTOR WISSNER.
MOTION CARRIED.**

ROLL CALL VOTE. 10-0.

B. Building Rehabilitation Program Grant Applications

1. Façade & Interior Rehab

N. Wilson distributed detailed handouts of the following projects which were reviewed and approved by the Project Review Committee.

a. 402 E. Kalamazoo Avenue—Star Building

**DIRECTOR MILLER MOVED TO
APPROVE THE FAÇADE GRANT
OF \$37,500 AND INTERIOR REHAB
GRANT OF \$10,611 AS DISCUSSED.
SUPPORTED BY DIRECTOR WISSNER.
MOTION CARRIED.**

DIRECTOR SCHMITT ABSTAINED.

b. 124 S. Kalamazoo Mall—Sticks & Stones (new location)

**DIRECTOR ESCAMILLA MOVED TO
APPROVE THE FAÇADE GRANT
OF \$13,425 AND INTERIOR REHAB
GRANT OF \$6,300 AS DISCUSSED.
SUPPORTED BY DIRECTOR PRASHER.
MOTION CARRIED.**

DIRECTORS SHOOK AND SCHMITT ABSTAINED.

C. Authorize DDA Executive and CIP Committees to Finalize E. Michigan Ave. Project Agreement

S. Deisler noted that the Board had previously approved the TIF funding explained that the project has met many milestones and are working to finalize the necessary details. Staff would like the Board to authorize either the Executive Committee or CIP committee to finalize the project details related to the DDA's commitment. The design review is underway with both city and D's staff.

**DIRECTOR ESCAMILLA MOVED TO
AUTHORIZE EXECUTIVE COMMITTEE
AND/OR THE CIP COMMITTEE TO
ENTER INTO THE AGREEMENTS FOR
THE PROPOSED PROJECT AND AUTHORIZE
THE EXECUTIVE DIRECTOR OR BOARD
CHAIR TO EXECUTE NECESSARY DOCUMENTS.
SUPPORTED BY DIRECTOR WISSNER.**

MOTION CARRIED.

C. Budget Amendment

D. Houseman distributed and reviewed the amended budget with the Board asking for questions. There were none. The changes will be reflected in the following month's budget.

**DIRECTOR ZIEGLER MOVED TO
APPROVE THE AMENDED BUDGET
AS PRESENTED. SUPPORTED BY
DIRECTOR ROHRBAUGH.
MOTION CARRIED.**

D. Website Update

N. Wilson explained the beta website is functioning and staff is working to auto populate the content. Once sufficient data has been updated, staff will share the beta site with D's volunteers. The launch date is still slated for November 12.

VI. COMMITTEE REPORTS

A. CIP Committee

S. Deisler briefed attendees on the status of the conversion of Edwards St. from one-way to two-way between South St. and Kalamazoo Ave. The work is slated to wrap-up by the end of October.

B. Citizens Advisory Council Meeting Minutes

Director Shook reminded attendees that the minutes were informational. He noted that he and Director Prasher would be participating in a planning meeting to help the Council determine their scope and priorities.

VII. DIRECTOR COMMENTS

Director Schmitt suggested that the mounted horse patrol utilize diapers, or some other mechanism to clean-up the messes created.

S. Deisler reminded attendees of the event at 5 p.m. that day, commemorating the partnership between DKI/Ampco at the Cityscape Event Center.

VIII. PUBLIC COMMENTS

There were none.

ADJOURNMENT

The meeting was adjourned at 3:32 p.m.

APPROVED: _____

