

**DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
December 15, 2008**

DIRECTORS PRESENT: Jennifer Shoub, Chris Shook, Ann Rohrbaugh,
Derek Wissner, Lisa Prasher, Erma Gordon,
Jim Escamilla, John Schmitt

DIRECTORS ABSENT: Dan Van Sweden, Bobby Hopewell, Kenneth Miller

STAFF PRESENT: Ken Nacci, Steve Deisler, Deb Houseman,
Jillian Green

OTHER: Michael O' Connor

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

II. ADOPTION OF AGENDA

**DIRECTOR SHOOK MOVED TO
ADOPT THE AGENDA AS AMENDED.
SUPPORTED BY DIRECTOR GORDON.
MOTION CARRIED.**

III. MINUTES—November 17, 2008

**DIRECTOR SHOOK MOVED TO
APPROVE THE MINUTES OF 11/17/08
AS PRESENTED. SUPPORTED BY
DIRECTOR ESCAMILLA. MOTION
CARRIED.**

IV. FINANCE REPORT—October 31, 2008

**DIRECTOR ROHRBAUGH MOVED TO
APPROVE THE FINANCE REPORT OF
10/31/08 AS PRESENTED. SUPPORTED
BY DIRECTOR SHOOK. MOTION CARRIED.**

V. ACTION ITEMS

A. Resolution 08-05—Interim Appropriation Resolution

K. Nacci explained that the resolution allows the Downtown Development Authority to continue its operations until the City Commission formally approves the 2009 budget, which was approved by the Board at their November 17 meeting.

**DIRECTOR PRASHER MOVED TO APPROVE
THE INTERIM APPROPRIATION RESOLUTION
AS DISCUSSED. SUPPORTED BY DIRECTOR
WISSNER. MOTION CARRIED.**

ROLL CALL VOTE. 7-0.

B. Set Public Hearing for Presentation of Draft Comprehensive Plan for January 26, 2009

K. Nacci explained that the draft plan would be presented at the January 26 meeting and then sent on to the City's Boards for review and come back to the DDA for final approval. The draft plan will be available beginning January 19 for review at the principal offices of the DDA located at 157 S. Kalamazoo Mall.

DIRECTOR SHOOK MOVED TO APPROVE THE PUBLIC HEARING FOR THE PRESENTATION OF THE DRAFT COMPREHENSIVE PLAN AS DISCUSSED. SUPPORTED BY DIRECTOR GORDON. MOTION CARRIED.

ROLL CALL VOTE. 7-0.

Director Schmitt joined the meeting after action was taken.

C. 2009 DDA/DKI Service Agreement

Director Shoub pointed out the service agreement was included in the packet but not listed on the agenda. K. Nacci apologized for the oversight and explained that while the allocations for the agreement were approved as a part of the draft 2009 budget; the service agreement hadn't been formally approved. He clarified that the document format was consistent with prior years.

DIRECTOR SHOOK MOVED TO AMEND THE AGENDA ACCORDINGLY AND APPROVE THE 2009 DDA/DKI SERVICE AGREEMENT AS DISCUSSED. SUPPORTED BY DIRECTOR WISSNER. MOTION CARRIED.

VI. COMMITTEE UPDATES

A. Citizens Advisory Council Meeting Minutes

K. Nacci clarified that the minutes included in the packets are strictly informational and require no action.

VII. DIRECTOR COMMENTS

S. Deisler shared copies of brochures entitled "Where Place Prospers. The document is the result of collaboration between the Kalamazoo Historic Preservation Commission and DKI staff.

Director Gordon shared that she'd attended an entrepreneurial forum with R. Peterson which was very informational. She noted there was a focus on youth, citing funding from the Kauffman Foundation for entrepreneurial youth training.

Director Prasher shared her appreciation as a downtown resident for the aesthetics (i.e. lighting) during the holidays.

Director Escamilla wished everyone happy holidays.

Director Schmitt reported that the Small Business and Technology Development Center worked with over 2,000 new businesses in 2008, translating into 9,000 consulting hours. He assured there is funding available to small businesses if they have a solid business plan. K. Nacci added that R. Peterson is working with the Business Recruitment Retention Committee to launch a retail incubator downtown. He clarified that the incubator would be a program vs. a physical building.

Director Rohrbaugh shared that historically, library business is stronger during economic strife, noting that is currently the case for the Kalamazoo Public Library.

Director Shoub urged attendees to support the local agencies providing critical services to families in the community. She commented that some agencies aren't able to make matches for families in need for the 2008 holiday season.

VIII. PUBLIC COMMENTS

There were none.

IX. ADJOURNMENT

The meeting was adjourned at 3:20 p.m.

APPROVED: _____



Jillian Green
Recording Secretary