

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

DIRECTORS PRESENT: Jennifer Shoub, Chris Shook, Dan Van Sweden,
Ann Rohrbaugh, Lisa Prasher, Derek Wissner,
Bobby Hopewell

DIRECTORS ABSENT: Jim Escamilla, Kenneth Miller, John Schmitt

STAFF PRESENT: Ken Nacci, Steve Deisler, Deb Houseman
Vicky Kettner, Rob Peterson, Jillian Green

OTHER: Erma Gordon, Gail Towne, Alex Nixon

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

II. ADOPTION OF AGENDA

Director Shoub cited one addition under V) Action Items, B) *Ratification of Ramp Repair Construction Contract.*

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

III. MINUTES — August 18, 2008

**DIRECTOR PRASHER MOVED TO APPROVE
THE MINUTES OF 8/18/08 AS PRESENTED.
SUPPORTED BY DIRECTOR SHOOK.
MOTION CARRIED.**

IV. FINANCE REPORT—July 31, 2008

**DIRECTOR HOPEWELL MOVED TO
APPROVE THE FINANCE REPORT OF
7/31/08 AS PRESENTED. SUPPORTED
BY DIRECTOR SHOOK. MOTION CARRIED.**

V. ACTION ITEMS

A. Business Recruitment Incentive Program Application

R. Peterson briefed the Board on a request from Adam Renaud, owner of Fandango Tapas Bistro, for the former Francois location. The plans are for a high-end Mexican restaurant which will occupy approximately 3,700 sq. feet with a private investment of roughly \$500,000. Based on the program criteria, the applicant is eligible for the maximum amount of \$5,000. The committee has reviewed and recommends approval.

**DIRECTOR ROHRBAUGH MOVED TO APPROVE
THE GRANT REQUEST FOR \$5,000 AS DISCUSSED.
SUPPORTED BY DIRECTOR VAN SWEDEN.
MOTION CARRIED.**

DIRECTOR SHOOK ABSTAINED.

B. Ratification of Ramp Repair Construction Contract

S. Deisler updated attendees on a contract which was reviewed and approved by the Parking Committee for an amount NTE \$185,371 with Ram Construction Services (previously known as Western Waterproofing.) The same firm was utilized the year prior for repairs to the parking system.

K. Nacci added that the funds for the contract were already approved by the Board as a part of the 2008 Parking Budget, within the City's Capital Improvement Program contribution. The committee is given the discretion to allocate the dollars within the total amount approved by the Board and the ratification of the action is a matter of course.

Director Shoub asked what the amount of the annual contribution to the Parking Budget from the City's CIP program. S. Deisler said it was \$265,000.

Director Hopewell asked how the funds are used in compliance with City policy regarding utilizing local vendors and ex-offender laws policy. S. Deisler explained that the committee referred to the City's parameters when bids were sent and sent everyone a list of MBE & WBE qualified vendors. He noted that the only local firm pulled out of the process, the firm selected is from Livonia. Director Hopewell appreciated the explanation and encouraged the DDA to align their policies with the City's. K. Nacci commented that the DDA can establish their own procurement policies and does model the City's policies. He clarified that he didn't believe the ex-offender policies were in place when the bids were submitting, noting it would have to be incorporated into the DDA's policies.

**DIRECTOR HOPEWELL MOVED TO
APPROVE THE RATIFICATION OF
THE RAMP REPAIR CONTRACT AS
DISCUSSED. SUPPORTED BY DIRECTOR
PRASHER. MOTION CARRIED.**

VI. DISCUSSION ITEMS

A. Comprehensive Plan Update

K. Nacci reminded the Board of the presentation the month prior by V. Lazdins of LSL Planning, Inc. with a conceptual land use plan based on feedback harvested from focus groups and community forums spanning March-July. The information has also been reviewed by the DKI Board and the Planning Commission. The next opportunity for public input will be on Tuesday, September 23 at the Cityscape Event Center at 6 p.m. He added that D's staff had just returned from the annual IDA conference in Calgary noting that issues pertinent in Kalamazoo (i.e. homelessness) were discussed at the forum.

K. Nacci explained that as a part of the process, was an update of the 5-Year Parking Plan. He noted that the Parking Committee is researching multi-space meters, new technology which is being implemented in Calgary.

S. Deisler added that a draft comprehensive plan will hopefully be available by late September on the web site. The full plan is approximately 75 pages, but there will be an executive summary available. He also noted that family-friendly communities and greening (including non-motorized transportation) of downtowns were strong elements at the conference.

VII. COMMITTEE UPDATES

There were none.

VIII. DIRECTOR COMMENTS

Director Shoub explained that E. Gordon was awaiting City Commission approval to formalize her membership and asked for introductions all around.

Director Van Sweden expressed concern with a contingent at the festival site which is a deterrent to visitors, especially families. He recommended that the issue be made a priority. K. Nacci reported that the Safety Committee recognized the critical nature of the issue and has moved forward with a uniformed park attendant to alleviate concerns. The attendant is an existing Central City Parking maintenance staff person familiar with the area and related issues. While he won't serve as a security guard per se, he will monitor behaviors, working closely with Public Safety regarding suspicious behavior. To facilitate, the attendant has been provided a dedicated cell phone funded by the committee. The position is of a dual nature, also addressing maintenance issues. Alternative safety measures are surveillance cameras or fencing in the site if the park attendant doesn't effectively allay the issues.

Director Rohrbaugh shared that the library had incredible participation, possibly record-breaking, for the summer reading program.

E. Gordon shared information regarding the MBA's 6th Annual Expo on October 9 at the Radisson Plaza Hotel featuring Gail Torreano, President of AT&T Michigan, as the keynote speaker. She thanked Director Van Sweden for his raffle donation for the event, which is the MBA's primary fundraiser for the year. She also noted that the MBA offers an entrepreneurial program working with at-risk kids which received recognition in the March 2008 edition of *Ebony Magazine*.

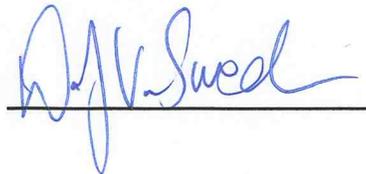
IX. PUBLIC COMMENTS

There were none.

X. ADJOURNMENT

The meeting was adjourned at 3:37 p.m.

APPROVED: _____



Jillian Green
Recording Secretary