

**DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
May 19, 2008**

DIRECTORS PRESENT: Jennifer Shoub, Dan Van Sweden, Kenneth Miller,
Ann Rohrbaugh, John Schmitt, Jim Escamilla,
Lisa Prasher, Derek Wissner

DIRECTORS ABSENT: Chris Shook, Bobby Hopewell

STAFF PRESENT: Ken Nacci, Mary Staron, Vicky Kettner,
Nicole Wilson, Rob Peterson, Jillian Green,
Paul Belknap

OTHER: Kristy Vandermolen, Deb Houseman, Michael O' Connor

Director Shoub called the meeting to order at 3:01 p.m. She then introduced the newest Board members, Lisa Prasher with the CSM Group who is also a downtown resident, and Derek Wissner of Memories Bridal & Evening Wear. Introductions all around.

II. ADOPTION OF AGENDA

Director Shoub cited some amendments which she would walk the Board through.

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

III. MINUTES — March 17, 2008

**DIRECTOR MILLER MOVED TO
ACCEPT THE REGULAR AND ANNUAL
MINUTES OF 3/17/08 AS PRESENTED.
SUPPORTED BY DIRECTOR ROHRBAUGH.
MOTION CARRIED.**

IV. FINANCE REPORTS

- A. January 31, 2007**
- B. February 29, 2008**
- C. March 31, 2008**

**DIRECTOR MILLER MOVED TO APPROVE THE
FINANCE REPORTS OF 1/31/08, 2/29/09 AND 3/31/08
AS PRESENTED. SUPPORTED BY DIRECTOR
ESCAMILLA. MOTION CARRIED.**

V. ACTION ITEMS
A. 2007 DDA Audit

Director Shoub introduced Kristy Vandermolen of BDO Seidman. K. Vandermolen reviewed the audit for attendees, noting that the organization did receive a clean audit. She then opened the floor to questions.

Director Schmitt asked why the interest rate was so high on the Catalyst Development notes compared to the other items. K. Nacci explained that the other items were tax exempt bonds and the note in question was not.

Director Shoub thanked BDO staff for the presentation and opened the floor to public comments. There were none.

**DIRECTOR VAN SWEDEN MOVED TO
APPROVE THE 2007 AUDIT AS PRESENTED.
SUPPORTED BY DIRECTOR MILLER.
MOTION CARRIED.**

B. Business Recruitment Incentive Program Applications

1. Southwest Commercial Realty—157 S. Kalamazoo Mall
New retail tenant

R. Peterson briefed attendees on a request for a new retail business; Shanti Massage & Bodyworks, which will be a co-tenant with Sangha Yoga in the former Dance Threads/Fredonia space. The tenant occupies 1,218 sq. ft. and is signing a 7-year lease. Based on the formula the total grant would be \$4,689. There is a proposed \$10,000 private investment. The Business Recruitment Retention Committee has reviewed and approved the application.

**DIRECTOR MILLER MOVED TO
APPROVE THE GRANT NTE \$4,689 AS
DISCUSSED. SUPPORTED BY DIRECTOR
ESCAMILLA. MOTION CARRIED.**

C. Park Trades Project

R. Peterson reminded the attendees of the \$20,000 allocation in the Downtown Development Authority General Budget for Park Trade tenant relocations. \$15,000 is to be used for WMU with the balance of \$5,000 to be used for other tenant relocations. The Business Recruitment Retention Committee had approved an allocation of \$2,500 out of the \$5,000 for Sangha Yoga. The tenant would occupy 1,500 sq. ft. of the space on a three-year lease. There is the possibility for two more relocations out of the Park Trades Center. Staff is following up with John Thingstad, landlord, to ensure the tenants are aware of the May 20 deadline to contact DKI staff utilize the funds made available.

DIRECTOR VAN SWEDEN MOVED TO APPROVE THE \$2,500 ALLOCATION AS DISCUSSED. SUPPORTED BY DIRECTOR ROHRBAUGH. MOTION CARRIED.

D. Set Public Hearing on Downtown Liquor License Request

S. Deisler updated attendees on plans by Adam Renaud, owner of Fandango Tapas Bistro, for an upscale Mexican restaurant in the former Francois location. The proposed private investment is \$500,000 along with plans for 50 new employees. There will be seating for approximately 140 people with proposed business hours of 11 a.m.-11 p.m. on weekdays and 11 a.m.-12 p.m. on Friday and Saturday. The Business Recruitment Retention Committee has reviewed and supports the concept. The public hearing will take place at the June 16 Board meeting and A. Renaud or one of his representatives will be in attendance to present the concept and answer questions.

DIRECTOR VAN SWEDEN MOVED TO SET A PUBLIC HEARING ON 6/16/08 TO REVIEW THE LIQUOR LICENSE APPLICATION AS DISCUSSED. SUPPORTED BY DIRECTOR ESCAMILLA. MOTION CARRIED.

ROLL CALL VOTE 8-0.

VI. DISCUSSION ITEMS

A. 2008 Comprehensive Plan Update

K. Nacci updated the attendees on the process; citing a 'synthesis session' on June 9 at 2 p.m. in the Van Deusen Room of the KPL to discuss preliminary results from the focus groups hosted in March. The meeting is not public but does include D's and city Board representation. The goal of the meeting is to arrive at some consensus amongst participants on the vision, core values, and guiding principles. Additionally, there will be personal interviews of downtown stakeholders to help shape the mission.

VII. COMMITTEE UPDATES

V. Kettner noted that the Marketing Committee was gearing up for Super Saturday on June 7. Concurrent activities include: Greekfest, Art on the Mall, KIA Art in the Park, and the Do-Dah Parade. The event is being promoted via an insert in the Gazette, radio spots, e-mail blasts and the electronic billboard on Westnedge Ave. next to Pappy's restaurant.

K. Nacci noted the Citizens Advisory Council is now meeting monthly at the DKI offices and are currently planning their second residential event targeted for mid-June.

VIII. DIRECTOR COMMENTS

Director Van Sweden asked if the Holly Jolly Trolley was only available during the holiday season or if it could be used during an event like Super Saturday. K. Nacci answered that staff was working to secure routes throughout the year.

Dan Van Sweden welcomed the new members and commended Director Shoub on her leadership as the new Chair.

Director Shoub shared that the YWCA would be participating in Super Saturday by way of an entry in the Do-Dah Parade. Additionally, they would host a booth for Art on the Mall, where they will be selling *Kalamazoo on Board* games.

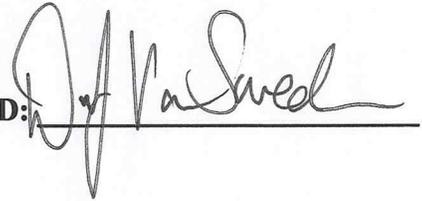
IX. PUBLIC COMMENTS

There were none.

X. ADJOURNMENT

The meeting was adjourned at 3:55 p.m.

APPROVED: _____



Jillian Green
Recording Secretary