

**DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
March 17, 2008**

DIRECTORS PRESENT: Bob Doud, Jennifer Shoub, Dan Van Sweden,
Chris Shook, John Steele, Ann Rohrbaugh,
Bobby Hopewell, Jim Escamilla, John Schmitt

DIRECTORS ABSENT: Jeff Nicholson, Kenneth Miller

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

OTHER: Leslie Hoffmann, Jerome Kisscorni, Warren Cook,
Michael O' Connor

Director Doud called the meeting to order at 3:01 p.m.

II. ADOPTION OF AGENDA

**DIRECTOR SHOUB MOVED TO APPROVE
THE AGENDA AS PRESENTED. SUPPORTED
BY DIRECTOR STEELE. MOTION CARRIED.**

III. MINUTES — February 25, 2008

**DIRECTOR VAN SWEDEN MOVED TO
ACCEPT THE MINUTES OF 2/25/08
AS PRESENTED. SUPPORTED BY
DIRECTOR SHOOK. MOTION CARRIED.**

IV. FINANCE REPORT — December 31, 2007

M. Staron noted that she had included notes for the year-end report to help clarify allocations. K. Nacci added that there was a surplus in the parking budget which the Parking Committee was working to prioritize to determine the necessary expenditures. He also updated the Board on the anticipated \$207,000 refund from the State of Michigan related to the school tax capture. He explained the committees were working to determine necessary allocations.

**DIRECTOR VAN SWEDEN MOVED TO
APPROVE THE FINANCE REPORT OF
12/31/07 AS PRESENTED. SUPPORTED BY
DIRECTOR SHOOK. MOTION CARRIED.**

V. ACTION ITEMS

A. Business Recruitment Incentive Program Grant Requests

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

R. Peterson updated the Board on two applications for businesses moving into the Mall Plaza building, noting the businesses are related. The first, Grace Services, which is a service that offers a residential opportunity for

primarily elderly clients which is a compromise between assisted living and traditional apartment units. The plan is to locate their administrative offices on the main floor of Mall Plaza. He added that the second application from Greg Clock & Associates was for the development/construction segment of Grace Services, they are looking for a building to purchase downtown which would house the residential units. There are two applications as there are two separate offices.

Director Doud asked for clarification on the number of offices, noting there were three listed on the agenda. R. Peterson explained that two of the suites would be combined into one office, thus there are only two applications. Director Doud asked if any of the Board members reviewed the application at the committee level. K. Nacci noted that no DDA Board members had previously reviewed the applications; however, it was thoroughly reviewed and approved by the Business Recruitment and Retention Committee. Gloria Spoerl is a committee member but did recuse herself during the review and approval of the applications.

**DIRECTOR SHOOK MOVED TO APPROVE
THE GRANT REQUESTS TO GRACE SERVICES
NTE \$4,950 FOR 157 S. KALAMAZOO MALL.
AS DISCUSSED. SUPPORTED BY DIRECTOR
STEELE. MOTION CARRIED.**

**DIRECTOR ESCAMILLA MOVED TO APPROVE
THE GRANT REQUEST TO GREG CLOCK AND
ASSOCIATES FOR \$4,917. FOR 157 S. KALAMAZOO
MALL. AS DISCUSSED. SUPPORTED BY DIRECTOR
ROHRBAUGH. MOTION CARRIED.**

VI. DISCUSSION ITEMS

A. 2008 Comprehensive Plan Update

K. Nacci reminded the attendees of the public kick-off which took place at the February 18 State of the Downtown event. There are two general purpose sessions scheduled for Wednesday March 19 and Tuesday, March 25 in the Glens meeting rooms at the Radisson Plaza Hotel both meetings are scheduled for 5:30 p.m. He clarified that there would be an opportunity for input at a series of 7 focus groups, which include: retailers, restaurateurs, students, non-profits, property owners, residents and neighborhood leaders. Consulting staff will be on-hand to capture the feedback from the participants. The current budget is \$125,000, which comes from a variety of sources. The consultant contracts are equal to the amount of the budget, but there is also \$20,000 contingency set aside.

Director Doud encouraged members to attend the sessions to observe the process or participate as downtown constituents. K. Nacci added that the members of the project team would actually be attending solely in an observing role; noting that those members would have an opportunity to provide feedback during one of the other focus groups. He noted the media had been invited to attend and have had ground rules provided.

VII. COMMITTEE UPDATES

There were none.

VIII. DIRECTOR COMMENTS

Director Doud recommended that the new meters, similar to the model outside of the Central City Parking office, be equipped to accept the meter debit cards. L. Hoffmann and Director Shook appreciated the comments and noted they would share the suggestion with the Parking Committee.

Director Van Sweden suggested giving away parking debit cards similar to using downtown dollars with the Dig Downtown promotion. Director Doud appreciated the suggestion.

Director Hopewell noted there was approximately \$600,000 coming into the City budget for the downtown trail way. He also reminded attendees that the State of the City would take place on March 31 at 7 p.m. in the Commission Chambers of City Hall.

IX. PUBLIC COMMENTS

There were none.

X. ADJOURNMENT

The meeting was adjourned at 3:25 p.m.

APPROVED: _____



Jillian Green
Recording Secretary