

**DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
November 14, 2005**

DIRECTORS PRESENT: Bob Doud, John Steele, Dan Van Sweden,
Jeff Nicholson, Robert Jones, Chris Shook,
Stacy Skartsiaris, Ann Rohrbaugh, Moses Walker

DIRECTORS ABSENT: Kenneth Miller, Jennifer Shoub

STAFF PRESENT: Steve Deisler, Mary Staron, Marissa Ferrari,
Vicky Kettner, Nicole Emerson, Jillian Green

OTHER : Michael O'Connor, Jon Seybold, Leslie Hoffman,
Lee Kirk, Jane Parikh

Director Doud called the meeting to order at 3:02 p.m.

II. ADOPTION OF AGENDA

Director Doud noted one addition to the agenda under VI) Action Items, *B) Business Recruitment Incentive Program.*

**DIRECTOR VAN SWEDEN MOVED TO ADOPT
THE AGENDA AS AMENDED. SUPPORTED
BY DIRECTOR JONES. MOTION CARRIED.**

III. MINUTES – October 17, 2005

**DIRECTOR STEELE MOVED TO ACCEPT
THE MINUTES OF 10/17/05 AS PRESENTED.
SUPPORTED BY DIRECTOR JONES.
MOTION CARRIED.**

IV. FINANCIAL REPORT – September 31, 2005

M. Staron reviewed the finance reports and opened the floor to questions.

**DIRECTOR VAN SWEDEN MOVED TO ACCEPT
THE SEPTEMBER 31, 2005 FINANCIAL REPORT
AS PRESENTED. SUPPORTED BY DIRECTOR
WALKER. MOTION CARRIED.**

V. ACTION ITEMS

A. Public Hearing on 2006 Budgets

Director Doud opened the public hearing on the 2006 budgets, noting there would be an opportunity for public input followed by directors' comments. He then turned the floor over to K. Nacci to detail.

1. Review and Discussion

a. DDA Two-Mil

b. Parking

K. Nacci reviewed the proposed 2006 two-mil and parking budgets, noting that the budgets had been thoroughly reviewed at the committee level. He then opened the floor to questions from the general public and the Board.

c. Capital Improvement Program

K. Nacci explained the history and structure of the program. He noted that the CIP committee, which reviews potential projects for funding, is comprised of DDA Board members. He then turned the floor over to S. Deisler to review the Capital Improvement Budget including the TIF budget for 2006. S. Deisler reviewed handouts with the Board and clarified that not all of the projects listed would be funded.

1. TIF

K. Nacci reviewed the budget, which had been reviewed by multiple committees and opened the floor to questions. He noted the items the DDA actually anticipates allocating dollars for are in the TIF budget. He stated that the funds are used to assist the City in project funding with a focus on maintenance and safety/security. Some examples are enhanced lighting, increased Public Safety presence and mall maintenance.

Director Van Sweden asked if the Arcadia Creek Festival Place fees included the rental fees. N. Emerson explained that the maintenance fees were for the tent lag system on Edwards St. and for fencing for alcohol related events.

Director Jones asked about the city of Kalamazoo's contribution to security and maintenance. K. Nacci cited an example of working with Chief Weston to fund a community police officer as well as lighting enhancements. He noted that the Acting City Manager and his staff had seen the information and the City Commission would be seeing the information at their next meeting.

d. DDA / DKI Service Agreement

K. Nacci explained that the document was a standard agreement between the DDA and DKI. He reviewed the document for the Board, detailing which percentage of funding would be designated to what DKI staff functions in support of the DDA. Since DDA has no staff, the DKI provides the administrative support for DDA projects. He stated that the documentation might have more detail than the Board needed, noting it was in an effort to maintain a high level of public accountability.

2. Public Comments

There were none.

3. Board Comments

There were none.

B. Close Public Hearing

Director Doud closed the public hearing.

C. Resolution 05-03 – To Approve Submission of 2006 Budgets to City Commission

Director Doud noted that the budgets would come back to the Board for final approval at their next meeting.

DIRECTOR VAN SWEDEN MOVED TO ADOPT RESOLUTION 05-03 TO APPROVE SUBMISSION OF THE 2006 BUDGETS TO THE CITY COMMISSION AS DISCUSSED. SUPPORTED BY DIRECTOR STEELE.

DIRECTORS SKARTSIARIS AND NICHOLSON ABSTAINED.

ROLL CALL VOTE 8-0.

D. Resolution 05-04 – Two-Mil Tax Levy

K. Nacci clarified that that resolution was to have the City of Kalamazoo levy the two-mil tax on behalf of the DDA.

DIRECTOR WALKER MOVED TO ADOPT THE TWO-MIL TAX LEVY AS PRESENTED. SUPPORTED BY DIRECTOR JONES.

ROLL CALL VOTE 10-0.

VI. Action Items

A. Ratification of Executive Committee Action

K. Nacci updated the Board on the Executive Committee’s action to exercise the right of first refusal for the sale of parking lot #9 (Edwards St. and Water St.) and noted staff was looking for the Board to ratify the action.

DIRECTOR STEELE MOVED TO RATIFY EXECUTIVE COMMITTEE ACTION TO EXERCISE THE RIGHT OF FIRST REFUSAL FOR THE SALE OF PARKING LOT #9. SUPPORTED BY DIRECTOR SHOOK.

DIRECTOR SKARTSIARIS ABSTAINED.

B. Business Recruitment Incentive Program

- 1. Southwest Commercial Realty — 321 S. Kalamazoo Mall.
Grant request: \$1,815

S. Deisler stated a grant request for \$1,815 had been received from Southwest Commercial Realty to bring Chris Anne’s Boutique downtown. The boutique would occupy approximately 660 square feet on the second floor and would offer manicure and pedicure services. They have signed a five-year lease and would bring three full time and two part time employees. The total investment is approximately \$8,000 and the tenant anticipates moving in early in December. The request has been approved by the Business Recruitment Retention Committee.

**DIRECTOR SHOOK MOVED TO APPROVE
THE BRIP GRANT OF \$1,815 FOR 321 S.
KALAMAZOO MALL. SUPPORTED BY
DIRECTOR VAN SWEDEN. MOTION CARRIED.**

VI. DISCUSSION ITEMS

There were none.

VII. DIRECTOR COMMENTS

Director Doud recognized Director Jones' commitment as Mayor of Kalamazoo and as a DDA Board member and presented him with a gift on behalf of the DDA Board to express their gratitude.

Director Jones thanked the Board for the memento and reaffirmed his commitment to Kalamazoo as he pursued a career in Lansing.

K. Nacci echoed Director Doud's comments and thanked Director Jones for his dedication over the years.

Directors Walker, Nicholson, and Van Sweden echoed Director Doud's comments.

Director Rohrbaugh echoed kudos to Director Jones and updated the Board two upcoming events at the Kalamazoo Public Library: December 4, Kalamazoo Literary Awards and December 11, Library Holiday Hop, which offers a chance for authors to sell and sign their work.

Director Shook commended Director Jones for his contributions during his tenure as Mayor.

Director Shoub echoed compliments to Director Jones and thanked him for his devotion to the community. She also thanked staff for their work on budget preparation.

VIII. PUBLIC COMMENTS

There were none.

IX. ADJOURNMENT

The meeting was adjourned at 4:19 p.m.

APPROVED: _____

Jillian Green
Recording Secretary