

**DOWNTOWN DEVELOPMENT AUTHORITY  
REGULAR MEETING MINUTES  
December 13, 2004**

**DIRECTORS PRESENT:** Bob Doud, Jennifer Shoub, Dan Van Sweden,  
John Steele, Kenneth Miller, Robert Jones,  
Jeff Nicholson

**DIRECTORS ABSENT:** Stacy Skartsiaris, Chris Shook, Moses Walker

**STAFF PRESENT:** Kenneth Nacci, Steve Deisler, Vicky Kettner,  
Marissa Ferrari, Nicole Emerson, Jillian Green

**OTHER:** Jane Parikh, George Magas, Michael O' Connor

Director Doud called the meeting to order at 3:15 p.m.

**II. ADOPTION OF AGENDA**

**DIRECTOR MILLER MOVED TO  
ADOPT THE AGENDA AS PRESENTED.  
SUPPORTED BY DIRECTOR JONES.  
MOTION CARRIED.**

**III. MINUTES – November 15, 2004**

**DIRECTOR SHOUB MOVED TO ACCEPT  
THE MINUTES OF NOVEMBER 15, 2004 AS  
PRESENTED. SUPPORTED BY DIRECTOR  
VAN SWEDEN. MOTION CARRIED.**

**IV. FINANCIAL REPORT – October 31, 2004**

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

Director Van Sweden asked about the unused dollars in the Building Revitalization Program. M. Ferrari explained that the variance was due to grantees that had not yet requested reimbursement. She noted some of the requests might not be received until 2005.

**DIRECTOR STEELE MOVED TO ACCEPT  
THE OCTOBER 31, 2004 FINANCIAL REPORT  
AS PRESENTED. SUPPORTED BY DIRECTOR  
VAN SWEDEN. MOTION CARRIED.**

**V. ACTION ITEMS**

**A. Open Public Hearing**

**1. Review and Discussion**

K. Nacci explained that the purpose of the hearing was to allow the general public to ask questions on the proposed budgets. He noted that after the public hearing was closed, staff would be looking for the following action: approval of the submission of the 2005 budgets to the City Commission, adoption of the two-mil tax levy, and approval of the interim appropriation resolution--to continue operations until the budget is formally approved at the January DDA Board meeting.

a. DDA Two-Mil

K. Nacci noted that the Board had previously seen the budget and that there had been no revisions. He cited the DDA/DKI Service Agreement as the major expenditure.

b. Parking

K. Nacci briefed the Board on the budget and noted two changes:

1. Removal of the TIF operational subsidy due mainly to the theater project.
2. Implementation of the five-year parking plan, which includes revenue enhancement strategies.

He explained that there would be a transition parking plan implemented during demolition and construction for the theater project. There is an anticipated \$51,000 revenue loss during that time.

**DIRECTOR JONES MOVED TO ACCEPT  
THE PROPOSED 2005 PARKING BUDGET  
AS PRESENTED. SUPPORTED BY DIRECTOR  
MILLER. MOTION CARRIED.**

c. Capital Improvement Program

S. Deisler explained that the CIP budget has been reviewed by the CIP and Parking committees and was approved in October. He clarified that not all of the items listed in the CIP budget would be funded. He then highlighted the changes for 2005.

K. Nacci noted that when the City Commission accepted the notice of intent to bond for the new ramp, the amount was up to \$13,000,000. He stated that the Board would be notified of the final number when it becomes available.

1. TIF

K. Nacci detailed the budget for the Board, noting the items the DDA actually anticipates allocating dollars for are in the TIF budget.

d. DDA/DKI Service Agreement

K. Nacci reviewed the agreement with the board. He noted that it includes the public portion of the dollars going into the DKI budget. He stated that the agreement would also be submitted to the City Commission for informational purposes only.

**DIRECTOR STEELE MOVED TO APPROVE  
THE 2005 DDA/DKI SERVICE AGREEMENT  
AS PRESENTED. SUPPORTED BY DIRECTOR  
SHOUB. MOTION CARRIED.**

2. Public Comments

G. Magas stated that he had heard that City of Kalamazoo parks were losing funding. He cited an example with Portage parks charging admission fees and stated that lower income residents could still have access to the parks by walking in, but others could be charged for parking.

3. Board Comments

There were none.

**B. Close Public Hearing**

There being no further comments, the public hearing was closed.

**C. Resolution 04-05 – To Approve Submission of the 2005 DDA Budgets to the City Commission**

K. Nacci clarified that the resolution was for approval of the TIF budget.

**DIRECTOR MILLER MOVED TO APPROVE  
SUBMISSION OF THE 2005 DDA BUDGETS  
AS PRESENTED TO THE CITY COMMISSION.  
SUPPORTED BY DIRECTOR VAN SWEDEN.**

**ROLL CALL VOTE 6-0. WITH ONE ABSTENTION.**

**D. Resolution 04-06 – Two-Mil Tax Levy**

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

**ROLL CALL VOTE 7-0.**

**E. Resolution 04-07 – Interim Appropriation**

K. Nacci reiterated that adoption of the resolution would allow continuation of operations until the budget was formally approved.

**DIRECTOR SHOUB MOVED TO ADOPT  
THE INTERIM APPROPRIATION AS PRESENTED.  
SUPPORTED BY DIRECTOR VAN SWEDEN.**

**ROLL CALL VOTE 7-0.**

**VI. COMMITTEE ACTION**

**A. Business Recruitment Retention Committee**

1. Southwest Commercial Realty -350 E. Michigan Ave.  
Grant Request: \$454

S. Deisler explained that the funds would be used for a new massage therapy office with total space of 275 square feet. The office would add four new jobs with projected private investment of \$7,000. He noted the Business Recruitment Retention Committee had approved request.

**DIRECTOR MILLER MOVED TO APPROVE  
THE GRANT OF \$454 FOR SOUTHWEST  
COMMERCIAL REALTY. SUPPORTED BY  
DIRECTOR NICHOLSON. MOTION CARRIED.**

**DIRECTOR SHOUB ABSTAINED.**

**VII. DIRECTOR COMMENTS**

Director Shoub expressed her gratitude to DKI staff for preparation and explanation of the budgets.

**VIII. PUBLIC COMMENTS**

There were none.

The meeting was adjourned.

Jillian Green  
Recording Secretary

**APPROVED:** \_\_\_\_\_