

**DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES
November 15, 2004**

DIRECTORS PRESENT: Bob Doud, Jennifer Shoub, Stacy Skartsiaris,
Robert Jones, Dan Van Sweden, John Steele,
Chris Shook, Kenneth Miller, Moses Walker

DIRECTORS ABSENT: Saul Amdursky, Jeff Nicholson

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

OTHER: Lance Ferraro, Jerome Kisscorni, Michael O' Connor

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

II. ADOPTION OF AGENDA

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

III. MINUTES – October 18, 2004

K. Nacci noted that the length of minutes was due to a full agenda and an effort to capture the information from presentations.

**DIRECTOR JONES MOVED TO ACCEPT
THE MINUTES OF OCTOBER 18, 2004 AS
PRESENTED. SUPPORTED BY DIRECTOR
STEELE. MOTION CARRIED.**

IV. FINANCIAL REPORT – September 30, 2004

K. Nacci reviewed the finance report on behalf of M. Staron and opened the floor to questions.

**DIRECTOR SHOUB MOVED TO ACCEPT
THE 9/30/04 FINANCIAL REPORT AS
PRESENTED. SUPPORTED BY DIRECTOR
MILLER. MOTION CARRIED.**

V. ACTION ITEMS

A. Review Preliminary 2005 Two-Mil / TIF Budgets

K. Nacci detailed the draft budgets. He noted the action being sought was to adopt a resolution to set a public hearing, which is mandated by State law, for December 13, 2004 to approve the budgets and cancel the regularly scheduled meeting of December 20, 2004. Also, at the December 13, 2004 meeting, the DDA Board would be asked to approve an interim appropriation resolution in order to continue operations for the first several weeks of January. He stated the draft budgets would be presented to the City Commission the following evening and then submitted to them for approval on December 20, 2004. The final budget would then come back to the DDA Board for approval at their January meeting. He stated that the budgets being presented had been reviewed at

the committee level. He noted that the Parking budget, CIP budget, and DKI/DDA Service Agreement would be forthcoming.

DIRECTOR MILLER MOVED TO CANCEL THE DECEMBER 20, 2004 MEETING AND ADOPT A RESOLUTION TO SCHEDULE A PUBLIC HEARING ON DECEMBER 13, 2004 TO APPROVE PROPOSED 2005 DDA BUDGETS. SUPPORTED BY DIRECTOR WALKER. MOTION CARRIED.

ROLL CALL VOTE 9-0.

VI. COMMITTEE ACTION

A. Business Recruitment and Retention Committee

1. Southwest Commercial Realty -350 E. Michigan Ave.
BRIP Grant Request: \$897

S. Deisler stated the funds would be used for about 800 square feet of new office space for Arcadia Benefits Group, Inc., and would add two new employees to downtown. A two-year lease has been signed and the total projected private investment is \$15,000. The Business Recruitment and Retention Committee has approved the requests and is recommending board approval.

DIRECTOR JONES MOVED TO APPROVE THE BRIP GRANT OF \$897 FOR 350 E. MICHIGAN AVE. SUPPORTED BY DIRECTOR SHOOK. MOTION CARRIED.

B. Project Review Committee

1. Kalamazoo Downtown Development, LLC -169 Portage St.
Grant Requests: \$3,000 (Design), Not to Exceed \$30,000 (Rehab)

M. Ferrari noted that these grants had been pulled from a previous agenda due to lack of information. The funds would be used to redevelop the Interurban Building for commercial use on the first floor and residential units on the second floor and third floors. The Project Review Committee has approved the requests and is recommending board approval.

DIRECTOR SHOUB MOVED TO APPROVE THE DESIGN GRANT OF \$3,000 AND THE REHAB GRANT NOT TO EXCEED \$30,000 FOR 169 PORTAGE STREET. SUPPORTED BY DIRECTOR STEELE. MOTION CARRIED.

VII. DIRECTOR COMMENTS

Director Doud thanked the audience members for their participation and encouraged them to attend the December 13, 2004 public hearing.

VIII. PUBLIC COMMENTS

There were none.

The meeting was adjourned at 3:30 p.m.

Jillian Green
Recording Secretary

APPROVED: _____