

DOWNTOWN DEVELOPMENT AUTHORITY

Minutes of Meeting – Tuesday, June 30, 2009

The meeting of the Downtown Development Authority (DDA) was called to order at 8:00 a.m. in Conference Room #1, at Portage City Hall, 7900 South Westnedge Avenue, Portage, Michigan.

MEMBERS PRESENT:

Benjamin Boyer, Walter Hansen, Rich MacDonald, Matthew Milks, Jeff Chrystal and Maurice Evans

MEMBERS EXCUSED:

James Huberty, Ronald Dunlap and Terry Patterson

IN ATTENDANCE:

Jeffrey M. Erickson, Director of Community Development and Christopher Forth, Deputy Director of Planning and Development Services.

APPROVAL OF MINUTES:

The minutes of the January 9, 2008 meeting were introduced for approval. A motion was offered by _____ and seconded by _____ to approve the meeting minutes as presented. The motion was unanimously approved.

BUSINESS:

1. Election of Officers

Mr. Erickson reviewed the Articles of Incorporation and the member listing. Also, Mr. Erickson indicated that the Board annually elects officers. The Board reviewed the current slate of officers that includes Terry Patterson (President), Ben Boyer (Vice-President), James Huberty (Treasurer) and Matt Milks (Secretary), respectively. After some discussion, a motion was offered by _____ and seconded by _____ to maintain the current slate of officers. The motion was unanimously approved.

2. FY 2006-2007 and FY 2007-2008 Annual Reports

Mr. Erickson introduced the annual reports and reviewed the June 22, 2009 communication concerning the projects and activities within the City of Portage DDA and explained the statutory requirements for reporting to the State of Michigan. Mr. Erickson noted that the most recent construction project, Trade Center II office building, is not located within the DDA boundaries but has a very positive economic impact on the area. In response to inquires by board members, more than \$22 million of taxable value has occurred to date and nearly 1,600 jobs have been created or retained in the DDA area that have had a very positive impact on the economic base of the community. Mr. Erickson briefly summarized the 2003 DDA Plan amendment and reviewed several projects with the board members.

The Board reviewed the resolution approving and authorizing the transmission of the financial report on the status of the tax increment financing account to the City Council and State of Michigan. After discussion, a motion was offered by _____, seconded by _____ that the resolution be adopted. Upon a roll call vote, the motion was unanimously approved.

3. Downtown Development Authority Update – Information Only

Mr. Erickson updated the Board members on activities occurring in or near the DDA. A brief summary of the planned I-94/South Westnedge Avenue intersection improvements undertaken by the Michigan Department of Transportation (MDOT) was provided by Mr. Erickson. Also discussed was the construction schedule. City Manager Evans informed the board that efforts involving the Kalamazoo County Chamber of Commerce, MDOT and the City of Portage are underway to keep the business community informed and to minimize any potential impacts during the I-94/South Westnedge Avenue reconstruction phase. Safety is an important priority for MDOT as a result of the traffic-related fatalities associated with the previous I-94/131 reconstruction project. The board further discussed business concerns related to the upcoming construction project.

Mr. Erickson noted that although development activity in the DDA area has slowed, the level of investment to date and number of new job opportunities that have been created have significantly strengthened the South Westnedge Avenue Commercial Corridor. The board briefly discussed the status of the vacant Rite Aid store. Mr. Erickson noted that DDA financing is earmarked for only public improvements. Funds are not available for private (e.g. building) improvements.

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

There being no further business to come before the DDA, the meeting was adjourned at 8:50 a.m.

Respectfully submitted,

Jeffrey M. Erickson, AICP
Director of Community Development