

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, Terryl Patterson

IN ATTENDANCE:

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

Vice President Boyer chaired the meeting of the Board.

APPROVAL OF MINUTES:

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

BUSINESS:

1. FY 2006-07 and 2007-08 Annual Financial Reports.

Mr. Erickson reviewed the communication concerning the 2006-07 and 2007-08 annual reports to the City Council and State Tax Commission. Attorney Axe has prepared the resolution that approves and authorizes the transmission of the financial reports on the status of the tax increment finance plan. Attached to the resolution are appendix A and appendix B, which summarize and report the applicable annual financial information as required by statute. Mr. Erickson also reviewed the accompanying final audit page for the DDA Debt Service Fund for each fiscal year. In response to a question about the indicated jobs in the reports, it was indicated that the jobs numbers are obtained from the respective business and include full and part-time jobs. The number fluctuates depending on business cycles and the opening and closing of businesses within the DDA. The most recent captured assessed value was \$18.16 million with an estimated 1,380 jobs (FY07-08). After some brief discussion, a motion was offered by Hansen and seconded by MacDonald that the Resolution Approving and Authorizing The Transmission of The Financial Reports on The Status of The Tax Increment Financing Plan be approved. Upon a roll call vote, the motion was unanimously approved.

2. Downtown Development Authority Update.

Mr. Erickson reviewed the June 22nd information only update communication provided to the Board. The first item involved an update on the I-94 construction project and the reconstruction of the South Westnedge Avenue interchange that will extend from 2009 to 2011. Also, there was a significant effort to keep businesses in the corridor (and the DDA area) informed of the activities and to minimize any business impacts due to the project. The Chamber of Commerce were involved in this cooperative effort. The Board also reviewed and discussed the Downtown Development Authority 1998-2008 Level of Investment Chart that showed private investment activity by year in the DDA and included jobs and estimated market value information. Comments were offered about business locations in the DDA including the status of the vacant Rite Aid facility. The new tenant at The Trade Center (BIA) was also discussed that would be using about 30,000 square feet of floor area and involve an estimated 250 jobs over the next several years. Additional discussion ensued about the DDA boundaries that extended from Kilgore Road south the I-94 and included The Trade Center and Lowe's Home Improvement on the west and Meijer, Incorporated and Old Kilgore to the east.

Additional discussion of the I-94 project occurred. City Manager Evans summarized the federal stimulus funding and planned activities at I-94, South Westnedge, Kilgore Road, and future funding and responded to several questions about the construction project and cooperative effort with the business community.

Another meeting of the Board will be scheduled later this summer. There are reappointments and appointments that are necessary. Following this action, the routine business items such as election of officers can occur. The Board will be advised of the planned meeting and a convenient time will be coordinated.

STATEMENT OF CITIZENS:

None.

ADJOURNMENT:

There being no further business to come before the DDA, the meeting was adjourned at 8:45 a.m.

Respectfully submitted,

Jeffrey M. Erickson, AICP
Director of Community Development