CITY OF KALAMAZOO
DOWNTOWN
DEVELOPMENT
AUTHORITY

Board of Directors Regular Meeting Minutes

December 17, 2018 3 p.m. | City Hall – Community Room

PRESENT: Stephanie Hinman, Mayor Bobby Hopewell, Greg Taylor, Grant Fletcher, Susan Lindemann, Ryan Wieber, Bjorn Green, Bob Miller, Patti Owens, Carl Brown

ABSENT: Jeff Breneman

STAFF: Andrew Haan, Deb Houseman, Jennifer Jelenek, Meghan Behymer, Patrick Halpin, Sue Huggett

OTHER: Michael O'Connor

I. CALL TO ORDER

DIRECTOR TAYLOR CALLED THE MEETING TO ORDER AT 3 P.M.

II. ROLL CALL

PRESENT: Stephanie Hinman, Mayor Bobby Hopewell, Greg Taylor, Grant Fletcher, Susan Lindemann, Ryan Wieber, Bjorn Green, Bob Miller, Patti Owens

ABSENT: Jeff Breneman, Carl Brown

DIRECTOR OWENS MOVED TO EXCUSE ABSENT BOARD MEMBERS. DIRECTOR WIEBER SECONDED. MOTION CARRIED.

III. ADOPTION OF AGENDA

Andrew Haan added Action Item C – Resolution 18-08: Support Transfer of MDOT Streets in City of Kalamazoo from State of Michigan to City of Kalamazoo jurisdiction

DIRECTOR OWENS MOVED TO ADOPT THE AGENDA. DIRECTOR LINDEMANN SECONDED. MOTION CARRIED.

IV. APPROVAL OF MINUTES – November 19, 2018

DIRECTOR GREEN MOVED TO APPROVE THE NOVEMBER 19 MINUTES. DIRECTOR MILLER SECONDED. MOTION CARRIED.

V. FINANCIAL REPORT

Deb Houseman reviewed the 2 MILL and TIF November 2018 financial report and the TPM October 2018 financial report.

Patti Owens said she appreciates the continued work Deb Houseman has done over the last few years in developing the format of the financial report.

DIRECTOR MAYOR HOPEWELL MOVED TO APPROVE THE 2 MILL AND TIF NOVEMBER 2018 FINANCIAL REPORT AND THE TPM OCTOBER 2018 FINANCIAL REPORT. DIRECTOR LINDEMANN SECONDED. MOTION CARRIED.

VI. ACTION ITEMS

A. Budget Amendment 2018

Leslie Hoffmann reviewed the 2018 TPM Budget Revision. No director questions or comments.

DIRECTOR OWENS MOVED TO APPROVE THE 2018 TPM BUDGET REVISION. DIRECTOR LINDEMANN SECONDED. MOTION CARRIED.

Deb Houseman reviewed the 2018 DDA Proposed Revised Budget.

DIRECTOR WIEBER MOVED TO APPROVE THE 2018 DDA PROPOSED REVISED BUDGET. DIRECTOR OWENS SECONDED. MOTION CARRIED.

Deb Houseman noted that there will be adjustments to the 2019 budget next month – which includes the costs associated with the DDA TIF dissolution and the DDA fund balance contribution to the Kalamazoo Downtown Economic Growth Authority.

Deb Houseman noted that an adjustment will need to be made in the future on the TPM budget when the cost of the parking study is finalized.

B. Kalamazoo Downtown Partnership Service Agreement

Andrew Haan briefly reviewed the Service Agreement between the Kalamazoo Downtown Partnership and the Downtown Development Authority.

Director Miller asked if this service agreement will go to City Commission. Andrew Haan said no.

Director Owens noted a typo in paragraph six the service agreement. The service agreement reads "Kalamazoo Downtown Economic Growth Authority" at the bottom when it should read "Downtown Development Authority."

DIRECTOR OWENS MOVED TO APPROVED THE KALAMAZOO

DOWNTOWN PARTNERSHIP SERVICE AGREEMENT WITH THE PROPOSED AMENDMENT. DIRECTOR WIEBER SECONDED. MOTION CARRIED.

C. **Resolution 18-08: Support Transfer of MDOT Streets in City of Kalamazoo from State of Michigan to City of Kalamazoo jurisdiction**

Andrew Haan reviewed Resolution 18-08: Support Transfer of MDOT Streets in City of Kalamazoo from State of Michigan to City of Kalamazoo jurisdiction. Director Fletcher noted a typo of "jurisdictional" in the top line.

Director Mayor Hopewell said that the jurisdictional transfer has been a long journey with the City team. He said the transfer allows to make changes in the future along those streets.

Director Owens asked if the City currently maintains the roads. Director Mayor Hopewell said the City plows the roads in winter months.

Director Taylor asked for a map of the streets to be attached to the resolution. Andrew Haan said a map will be added.

Director Owens and Miller noted that the transfer will bring the streets into local control and allow for the changes and recommendations in the master plan and other downtown studies to be implemented.

DIRECTOR MILLER MOVED TO APPROVE RESOLUTION 18-08: SUPPORT TRANSFER OF MDOT STREETS IN CITY OF KALAMAZOO FROM STATE OF MICHIGAN TO CITY OF KALAMAZOO JURISDICTION. DIRECTOR BROWN SECONDED. ROLL CALL VOTE 10-0. MOTION CARRIED.

ROLL CALL

YAY: Stephanie Hinman, Mayor Bobby Hopewell, Greg Taylor, Grant Fletcher, Susan Lindemann, Ryan Wieber, Bjorn Green, Bob Miller, Patti Owens, Carl Brown

NAY: None

ABSTENTION: None

VII. DISCUSSION ITEMS

A. **Downtown Report**

Andrew Haan reviewed the December 2018 Downtown Report.

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VIII. COMMITTEE REPORTS

A. **Transportation, Parking and Mobility**
In November, parking counts and focus groups took place. Andrew Haan thanked the coordination between Bob Miller, Christina Anderson and Luis Pena for their efforts in performing parking counts

B. **Capital Improvements** – No report given.

C. **Project Review** – No report given.

D. **Citizens Council** – No report given.

E. **Safety** – No report given.

IX. DIRECTOR COMMENTS

Director Brown commended Andrew Haan for the work done this year. He noted the vast number of media articles centered around downtown and the Kalamazoo Downtown Partnership.

Director Wieber commended Andrew Haan and Kalamazoo Downtown Partnership staff for the work accomplished this year.

Director Owens said she is proud to be a member of this Board.

Director Taylor asked Director Mayor Hopewell if there is any update to Foundation for Excellence. Director Mayor Hopewell noted the annual report was released, but further updates will be provided next month. Director Hopewell noted that the FFE Board does not set the priorities (this responsibility lies with the Commission), they determine if the proposals align with the set guidelines for use.

Director Taylor asked for a round of applause for Kalamazoo Downtown Partnership staff.

X. PUBLIC COMMENTS

No public comments.

XI. ADJOURNMENT

DIRECTOR TAYLOR ADJOURNED THE MEETING AT 3:41 P.M.

Approved: _____
Bob Miller, Secretary