

**DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS**

**REGULAR MEETING MINUTES  
June 19, 2017**

**DIRECTORS PRESENT:** Greg Taylor, Jeff Breneman, Bjorn Green, Bob Miller, Susan Lindemann, Stephanie Hinman, Carl Brown, Patti Owens

**DIRECTORS ABSENT:** Grant Fletcher, Bobby Hopewell, Derek Wissner

**STAFF PRESENT:** Andrew Haan, Patrick Halpin, Deb Houseman, Sue Huggett, Meghan Schulz

**OTHER:** Leslie Hoffmann, Michael O'Connor, Chris Shook

**I. CALL TO ORDER**

Director Taylor called the meeting to order at 3:03pm.

Roll call: Director Taylor, Owens, Miller, Lindeman, Hinman, Brown, Green, Breneman

**DIRECTOR OWENS MOVED TO EXCUSE ABSENT BOARD MEMBERS. SUPPORTED BY DIRECTOR BROWN. MOTION CARRIED.**

**II. ADOPTION OF AGENDA**

Ramp #4 sale and Central City Parking contract with Plazacorp is to be moved between action items and the Financial Report.

**DIRECTOR OWENS MOVED TO ADOPT THE AGENDA AS AMENDED. SUPPORTED BY DIRECTOR MILLER. MOTION CARRIED.**

**III. MINUTES – April 17, 2017**

**DIRECTOR LINDEMANN MOVED TO APPROVE THE BOARD MINUTES. SUPPORTED BY DIRECTOR OWENS. MOTION CARRIED.**

#### **IV. ACTION ITEMS**

##### **A. 2016 AUDIT PRESENTATION BY SARA FETKE OF BDO**

###### **Audit Wrap up Book**

Sara explained that the status of the Audit is substantially completed until approved by the Board. The Audit performed is to provide reasonable assurance of the accuracy of the DDA Financials. The results of the audit is that there were no corrected or uncorrected mistakes and that there were no deficiencies found in the course of the audit.

###### **Audit**

They issued an unmodified/clean opinion of the financial statements. The Government Wide Financials on pages 10 and 11 are a good review/snapshot of operations for the year. They also capture all current and long term assets and liabilities. The Statement of Revenues and Expenditures on pages 16-17 show the budget and actuals. Reviewing the debt on pages 24-26, the DDA is continuing to chip away at its outstanding debts.

**DIRECTOR OWENS MOTIONED TO ACCEPT THIS AUDIT. SUPPORTED BY DIRECTOR LINDEMANN. MOTION CARRIED.**

#### **V. FINANCIAL REPORT- 2 MILL and TIF May 2017, TPM April 2017**

Deb Houseman reviewed the financials, and opened for questions. There were no questions of Deb Houseman.

###### **Board Comments**

G. Taylor stated he's seen a lot of parking meters with fail in the flashing light, more now than in the past. What revenue loss would be associated with that?

L. Hoffmann replied, the meters are getting older. They were installed in April of 2003. CCP replaces Meters as they break down, but a lot are still the original. If they fail they are fixable. Parking services are out daily resetting, fixing coin jams, and replacing meters.

**DIRECTOR OWENS MOTIONED TO APPROVE THE APRIL 2017 TMP AND THE MAY 2017 TWO MILL AND TIF FINANCIAL REPORTS. SUPPORTED BY DIRECTOR HINMAN. MOTION CARRIED.**

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**VI. RAMP#4/CENTRAL CITY PARKING MANAGEMENT CONTRACT WITH PLAZACORP**

B. M. O'Connor stated ramp #4 is being sold, transaction was approved by the board four months ago. O'Connor asked that board reaffirm Andrew's authority to sign all documents associated with closing.

**DIRECTOR OWENS MOTIONED TO REAFFIRM AUTHORIZATION OF ANDREW TO EXECUTE CLOSING DOCUMENTS ASSOCIATED WITH CLOSING ON THE SALE OF RAMP #4 TO PLAZA COURT. SUPPORTED BY DIRECTOR BROWN. MOTION CARRIED.**

A. Haan stated that CCP, Leslie Hoffman, and her team are seeking to maintain management of Ramp #4 on a month to month basis. Confirmed that we have arrived at a contract fee and that equipment and staff of CCP that will provide services to Plaza Court.

L. Hoffmann explained that its \$4,500 a month, annual fee is \$54,000 to use office staff and office supplies, any other expenses to operate ramp are separate and paid by Plazacorp. Plazacorp. wants a smooth transition and wants to try a month to month contract until they have figured out whether they would like CCP to continue to do and then sign a long-term contract.

L. Hoffmann stated CCP needs to take closer look as we go. CCP is receiving management fee, which is separate than the parking system. We are sending out letter soon to public and those who park in ramp, with upcoming information about changes with lots and parking.

C. Brown asked in the event that this month to month contract doesn't persist, would our cost to operate be reduced or stay the same?

L. Hoffmann replied there will be a reduction in ABM's management fee. That burden will be held by Plazacorp. It doesn't affect the price very much because we are sharing the staff.

B. Miller asked why does the DDA wants to operate something that we do not own?

L. Hoffmann states CCP is paying for existing staff, there is savings for both parties. ABM is saving by not paying for new staff and we are using some of their existing staff.

B. Green asked are there instances now where the DDA is managing a third party, private lot? Also is there a timeline for when this partnership will end?

L. Hoffmann said no, first time. We do not have a specific date, but there will be

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stipulation days, around three months' notice.

C. Brown had a concern of being asked to vote on an agreement with no documentation. Third month in a row this has happened. Too much grey area.

G. Taylor stated for clarity, all Leslie is asking us is to allow her to use current staff to serve a third party customer.

**DIRECTOR OWENS MOTIONED TO ALLOW CCP TO USE EXISTING STAFF AND FACILITIES TO SERVICE RAMP #4 IN EXCHANGE FOR \$4,500 PER MONTH, AND WOULD LIKE TO REFER TO THE TPM COMMITTEE FOR THEIR INPUT FOR OUR NEXT MEETING. SUPPORTED BY HINMAN. MOTION CARRIED WITH A NO VOTE FROM DIRECTOR BROWN AND DIRECTOR BRENAMAN AND AN ABSTAIN FROM DIRECTOR GREEN**

A. Haan stated that last minute decisions without full documentation are not preferred way of doing board business, and that this will not be occurring moving forward.

## **VII. DISCUSSION ITEMS**

### **A. 302 Academy**

A. Haan stated that the LISC Board approved the \$9,000 Recoverable Grant and that DTI will be option holder.

### **B. Bob Gibbs report**

Will discuss next month.

### **C. Urban Growth Initiative**

A. Haan stated that the Urban Growth Initiative is in draft version now. Final report will be out in July.

### **D. ACW update**

A. Haan mentioned the ACW closing is being pushed back 1 month. The Kalamazoo River Valley Trail is moving forward regardless.

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## **VIII. COMMITTEE REPORTS**

### **A. Transportation, Parking, & Mobility**

No report given.

### **B. Capital Improvements**

(50) Bike racks have been installed in the downtown.

### **C. Project Review**

No report given.

### **D. Citizens Council**

No report given.

### **E. Safety**

No report given.

### **F. Brand & Engagement**

The Holiday Parade and Santa's Workshop will now be handled in house with the Cities help. June Jubilee was very successful this year. A new website and rebranding for downtown is on its way. They will be doing an in-depth analysis of the festival site in preparation for 2018.

## **IX. DIRECTOR COMMENTS**

STAFFING – A. Haan stated there has been a staffing change at DKI. A new position will be posted next week.

Jim Hilboldt retired from the DTI Board a few months ago, and A. Haan wanted to acknowledge his incredible service.

Director Miller quoted a book, "board is doing good job if you rarely have anonymous decisions"- Effective Non-Profit Board Book. It means you are looking at things from every angle.

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Director Brown stated I appreciate everyone's hard work.

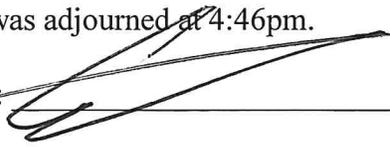
Director Taylor congratulated Deb on an excellent job with the Audit. He stated that it's always nice to see a clean audit come through. Also a welcome Meghan.

**X. PUBLIC COMMENTS**

There were no public comments.

**XI. ADJOURNMENT**

The meeting was adjourned at 4:46pm.

**APPROVED:** 

Derek Wissner

Secretary