

**DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
September 18, 2017**

**DIRECTORS PRESENT:** Jeff Breneman, Carl Brown, Grant Fletcher, Stephanie Hinman, Susan Lindemann, Bob Miller, Patti Owens, Greg Taylor, Derek Wissner

**DIRECTORS ABSENT:** Mayor Bobby Hopewell, Bjorn Green

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

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

**I. CALL TO ORDER**

Director Taylor called the meeting to order at 3:00 p.m.

**II. ROLL CALL**

Director Wissner, Miller, Breneman, Brown, Hinman, Owens, Lindemann, Fletcher

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

**III. ADOPTION OF AGENDA**

**DIRECTOR BROWN MOVED TO ADOPT THE AGENDA AS AMENDED.  
SUPPORTED BY DIRECTOR FLETCHER. MOTION CARRIED.**

**IV. MINUTES – August 21 and 31, 2017**

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

## V. FINANCIAL REPORT- 2 MILL and TIF August 2017, TPM July 2017

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

**DIRECTOR OWENS MOVED TO APPROVE THE FINANCIAL STATEMENTS AS PRESENTED. SUPPORTED BY DIRECTOR LINDEMANN. MOTION CARRIED.**

## VI. ACTION ITEMS

There were no action items.

## VII. DISCUSSION ITEMS

### **A. Arcadia Commons West Closing**

Closing is completed. DKI is facilitating parking needs for the district- Court House, Cancer Center, and other users. Carl Walker Parking is currently developing proformas for multiple ramp capacities and configurations. There is an agreed-upon goal of having the ramp wrapped with development to ensure activity in the district beyond typical 9-5 business hours.

### **B. Organizational Restructuring**

Urban Growth Initiative process is in design phase, anticipating completion on October 6<sup>th</sup>, same date as Imagine Kalamazoo plan is adopted by the city. Working with GVSU Johnson Center for Philanthropy to create process for boards to operationalize recommendations. Meeting regularly with local philanthropy to discuss organizational vision for the next few years. City and A. Haan have begun putting together a downtown finance work group with economic development team, finance director, and outside counsel. The Michigan Economic Development Corp has volunteered their legal team to help think through TIF and interlocal agreement between DDA and BRA. Leadership of the city has been very supportive.

### **C. Arcadia Creek Festival Site**

Executive Director Haan has met with Task Force Co-Chairs Patti Owens and Derek Nofz to map out Task Force activities and timeline. Currently in processes of notifying and asking potential task force members if they will join. Derek is working with Downtown Grand Rapids Inc., as they have recently completed a plan for Calder Plaza, to learn what the takeaways were from their public engagement and design process for potential inclusion in this effort.

### **D. Parking System Assessment**

Walker Parking has completed a draft proposal for a system-wide analysis and operations plan. This has not occurred since the current arrangement was put in place in 1989. Proposal is to be shared at 9/26/17 DDA TPM.

### **E. Business Retention and Recruitment Strategy**

Executive Director Haan working with BRRC committee to more fully design strategy. Working to outline retention/education programming this year, with goal of full-time paid recruiter next year.

#### **Other Updates:**

Director Haan created monthly report, this will be incorporated into board packet beginning next month. Report includes reorganization and development project updates.

Infrastructure projects: Planning and Environmental Linkages project for all four of downtown MDOT trunk lines have shown examples/concepts for how the street networks could work. Several illustrate partial or complete two-way conversion. Bates Alley project is going live on the Patronicity website on October 1<sup>st</sup>. Devisser Alley has updates coming soon- lighter quicker cheaper place making project. AMC has pulled application for redevelopment liquor license and is perusing regular license through MLCC. Still negotiating/discussion option agreement between First Congregational Church and DTI.

Upcoming events: AudioTree, Extreme Ultra .1K, and Bronson's Children Walk. Stamped Robin is scheduled to open on October 15<sup>th</sup>, Adrienne's Boutique is moving into Lana's pervious location, Sydney will be closing, and to be replaced by additional retail/food service location.

## **VIII. COMMITTEE REPORTS**

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

Ramp upgrades are coming to an end.

### **B. Capital Improvements**

Round two of installing bike racks is complete.

### **C. Project Review**

No report given.

### **F. Citizens Council**

No report given.

### **G. Safety**

No report given.

**IX. DIRECTOR COMMENTS**

Director Haan and Owens stated Arcadia Creek task force will convene first meeting by mid-October.

Director Miller commented that Western Michigan University Homecoming is October 14<sup>th</sup>, spirit week starts October 9<sup>th</sup>. Student athletes and Buster the Bronco will be downtown handing out 3x5 Western flags for any business/office that wants them. Additionally, Homecoming court will be downtown during spirit week looking at the work downtown restaurants and retail have done. Dr. Schlack has done outstanding work for the downtown core- chair from DDA should write letter of appreciation commemorating this impact upon retirement.

Director Taylor commented on the WMU In the Zoo event, excellent event. Very visible the number of students downtown.

**X. PUBLIC COMMENTS**

No public comments.

**XI. ADJOURNMENT**

The meeting was adjourned at 3:35 p.m.

**APPROVED:** \_\_\_\_\_

Derek Wissner

Secretary