

**DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
November 20, 2017**

**DIRECTORS PRESENT:** Jeff Breneman, Bjorn Green, Susan Lindeman, Bob Miller, Patti Owens, Greg Taylor, Derek Wissner, Grant Fletcher, Stephanie Hinman

**DIRECTORS ABSENT:** Mayor Bobby Hopewell, Carl Brown

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

**OTHER:** Michael O'Connor

**I. CALL TO ORDER**

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

**II. ROLL CALL**

Director Taylor, Wissner, Miller, Breneman, Lindeman, Green, Fletcher, Hinman, Owens

**DIRECTOR TAYLOR MOVED TO EXCUSE ABSENT BOARD MEMBERS.  
SUPPORTED BY DIRECTOR GREEN. MOTION CARRIED.**

**III. ADOPTION OF AGENDA**

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

**IV. MINUTES – October 16, 2017**

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

**V. FINANCIAL REPORT- 2 MILL and TIF October 2017, TPM September 2017**

D. Houseman reviewed the financials, and opened for questions.

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

Director Haan commented on foreseeing some financial challenges in the future- based on parcels that were over assessed. Working with the city to address those challenges.

## **VI. ACTION ITEMS**

### **A. Ratification of previous board action authorizing execution of KVCC Arcadia Commons deeds to DTI**

M. O'Connor provided a review of the history of KVCC Arcadia Commons deeds, detailing history of DDA's ownership of parcels associated with Arcadia Commons project. O'Connor noted that environmental law at the time necessitated DDA assuming ownership of parcels due to liability concerns. The parcels were then leased to KVCC, First of America, and others. KVCC is final lease to be bought out. DDA since conveyed these properties to DTI. There were procedural steps missed and deeds not recorded. This needs to be completed for KVCC to finalize purchase.

M. O'Conner suggested that the DDA approve the recreation of two things- (1) DDA authorize Andrew to sign the deed to KVCC Foundation (2) sign a deed to DTI for the same property, in case there was a need to proceed this in this manner.

**DIRECTOR BRENEMAN MOTIONED TO APPROVE TO AUTHORIZE A DEED FROM DDA TO THE KVCC FOUNDATION AND IF NEEDED AN ALTERNATIVE DEED FROM THE DDA TO DTI WHO WILL THEN EXECUTE A DEED TO THE FOUNDATION AND AUTHORIZE AN ACCEPTANCE OF AN EASEMENT IN THE FOUNDATION FOR ARCADIA CREEK. AUTHORIZING ANDREW TO SIGN ANY OTHER MISC PAPERS. SUPPORTED BY DIRECTOR MILLER. APPROVED.**

Director Wissner asked if there are any buildings on the land, Director Haan commented that all buildings on land are owned by KVCC.

### **B. Modify Resolution 17-04 A Resolution to Call a Public Hearing for the 2018 Budget**

Authorization to move the public budget meeting scheduled for today, November 20, 2017 to December 2017.

**DIRECTOR GREEN MOTIONED TO APPROVE MOVING PUBLIC BUDGET MEETING TO DECEMBER 2017. SUPPORTED BY DIRECTOR OWENS. MOTION APPROVED.**

## **VII. DISCUSSION ITEMS**

### **A. Downtown Report**

Director Haan provided an overview of the monthly Downtown Report:  
- Wrapping up final touches with Upjohn Institute,

- Master Plan is adopted.
- Strategic planning retreat scheduled for 12/1/17
- DKI grant request to local foundation for 100,000 in operational support.
- Partnering with City to draft RFP FOR parking planning and management of system.
- Downtown finance work group is exploring new alternatives for public finance.
- July 1, 2018, DKI is moving to a ground floor space, this is an opportunity for more exposure and to show the public the work the organization is working on. \$32,000 savings per year.
- Bates Alley, 9 days left of campaign, confident will reach goal.
- Ransom/Gull Roundabout opened last week, three weeks ahead of schedule.
- P. Halpin installed the last 10 bike racks donated by Bronson Healthcare Group.
- Working on final version of option agreement with DTI for the First Reformed Church.
- AVB/Hinman- project on Rose Street and Lovell moving forward
- Bronson Park campaign has reached 2.1 million of 2.8-million-dollar goal.
- Two new business opened downtown- Wightman and Associates and AMC.
- Thank you to Sue Huggett and team for a successful parade.
- Tree lighting 11/24 Holly Jolly Trolley and Santa's Workshop also begins.
- 600 Foundry Bar and Restaurant due to open beginning of December 2017.

## **IX. COMMITTEE REPORTS**

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

Adding in 4 new 90 min spots on Michigan Ave. Thank you to Director James Baker from public services for the suggestion to add on street meters from Lovell to Walnut.

### **B. Capital Improvements**

No report given.

### **C. Project Review**

No report given.

### **D. Citizens Council**

No report given.

### **E. Safety**

No report given.

Director Breneman asked for an update on the management of ramp 4. Director Haan stated Elis is managing the ramp now. Elis is also installing Amano equipment in the ramp, allowing for mobile app integration.

## **X. DIRECTOR COMMENTS**

Director Fletcher commented that Director Haan and team are doing a great job, looking forward to the December retreat. Director Hinman asked for clarification on print. Director Owens commented that James Baker has provided exceptional customer service.

**XI. PUBLIC COMMENTS**

No public comments.

**XII. ADJOURNMENT**

The meeting was adjourned at 3:44 p.m.

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

Derek Wissner

Secretary