

**DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Monday, January 22, 2018**

MEMBERS PRESENT: Greg Taylor, Bob Miller, Patti Owens, Jeff Breneman, Carl Brown, Bjorn Green, Stephanie Hinman

MEMBERS ABSENT: Derek Wissner, Susan Lindemann, Grant Fletcher

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

OTHER: Leslie Hoffman

I. CALL TO ORDER

Director Taylor called the meeting to order at 3:02 p.m.

II. ROLL CALL

Directors present: Greg Taylor, Bob Miller, Patti Owens, Jeff Breneman, Carl Brown, Bjorn Green, Stephanie Hinman

Directors absent: Derek Wissner, Susan Lindemann, Grant Fletcher

DIRECTOR OWENS MOTIONED TO EXCUSE THE ABSENT DIRECTORS. DIRECTOR GREEN SUPPORTED. MOTION CARRIED.

III. ADOPTION OF AGENDA

A Haan informed the board that a sign grant request by The Stamped Robin was added to the agenda.

DIRECTOR MAYOR HOPEWELL MOTIONED TO ADOPT THE AGENDA WITH THE ADDITION. SUPPORTED BY DIRECTOR BROWN. MOTIONED CARRIED

IV. MINUTES – December 18, 2017

DIRECTOR MAYOR HOPEWELL MOTIONED TO ADOPT THE MINUTES. SUPPORTED BY DIRECTOR MILLER. MOTIONED CARRIED

IV. FINANCIAL REPORT

D. Houseman reviewed the 2 MILL, TIF, and TPM December 2017 financial statement.

DIRECTOR OWENS MOTIONED TO ACCEPT THE FINANCIAL REPORT.

SUPPORTED BY DIRECTOR BROWN. MOTIONED CARRIED

A Haan commented on the concerns expressed during the December 2017 board meeting regarding the 2018 TPM budget, stating that he is continuing to work with staff to reduce expenses to balance the budget.

V. ACTION ITEMS

Stamped Robin Sign Grant – A. Haan provided an overview of a sign grant application, submitted for The Stamped Robin. DKI's Project Review Committee recommends approval of the grant.

DIRECTOR MAYOR HOPEWELL MOTIONED TO APPROVE THE STAMPED ROBIN'S GRANT REQUEST. DIRECTOR GREEN SUPPORTED. MOTION CARRIED.

VII. DISCUSSION ITEMS

Downtown Report/Year End

A. Haan highlighted several items from the downtown report. The City Commission approved the 2018 budget. The Finance committee continues to meet, working to finalize the TIF tool to be used. ACFP task force met December 2017, and now have funds to hire a market analysis to help determine the best use of the space. Bates Alley was successfully funded and a May or June grand opening is expected. \$500,000 was approved in City budget for downtown improvements, currently targeted for outdoor streetscape throughout downtown Kalamazoo. The Downtown Professional Development Series continues to move forward. Bob Gibbs Visual Merchandising Workshop will be offered in February, followed by The World's Best Customer Service, presented by Gazelle Sports and Food Dance in April. Profit Mastery, and E-commerce workshops will be offered in the third and fourth quarter.

Director Mayor Hopewell expressed concern regarding downtown streetscape disrupting the flow of pedestrian traffic along the Kalamazoo Mall. He recommended developing a policy which includes guidelines for downtown streetscape; however, encourages the plan for new furniture.

A Haan reviewed the GANTT chart, outlining the 2018 downtown Kalamazoo reorganization and project timeline. Highlights included, current staff reviews scheduled for February, three new staff will be hired, branding downtown management organization and downtown Kalamazoo is a priority, finalizing the UGI report, discussion regarding the approach to the new TIF continues, and a State of Downtown is expected in October.

Director Mayor Hopewell discussed potential branding opportunities for DKI to partner with the City of Kalamazoo. Director Brown emphasized the importance of branding downtown as a neighborhood within Kalamazoo, important opportunity to connect.

Director Taylor voiced his concern about downtown lighting and inquired about the possibility of upgrading the lighting throughout downtown. Director Miller reported that meetings with Western Michigan University, Consumers Energy, and James Baker, with the city of Kalamazoo regarding lighting throughout Kalamazoo and downtown have begun already begun.

VIII. COMMITTEE REPORTS

A Haan provided the following committee updates:

Transportation, Parking, & Mobility - As reported earlier, ongoing adjustments to the TPM budget are critical, particularly with two future possible property sales.

Capital Improvement Committee R The committee did not meet last month.

Project Review Committee R The committee met to discuss a building revitalization grant application submitted by Emilio Dacoba, owner of Mangia Mangia; the grant was not approved. An email vote regarding The Stamped Robin's sign grant application was conducted, the grant request was approved.

Citizens Council - Continuing to keep the committee updated on the progress of the ACFP task force and plans for the site.

Safety Committee R The committee did not meet last month.

Director Hopewell, inquired about the release of the festival site 2018 schedule. Staff, S. Huggett, commented that the ACFP event schedule is expected to be released February 1, 2018.

IX. DIRECTOR COMMENTS

Director Mayor Hopewell made the following comments. The city Commission reported that they are planning on having a retreat April 21, 2018. A State of the City address is planned for April 2018. The 2018 MLK day of service was the highest attended. He also recommended that the January DDA Board meeting be permanently adjusted for future years.

X. PUBLIC COMMENTS

Jerome Kisscorni inquired about the Exchange Place project. Direct Taylor reported that the project is progressing as expected.

XI. ADJOURNMENT

Meeting adjourned 3:50 p.m.



Derek Wissner
Secretary