

**DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS REGULAR MEETING MINUTES**

JUNE 18, 2018

PRESENT: Jeff Breneman, Stephanie Hinman, Patti Owens, Greg Taylor, Grant Fletcher, Susan Lindemann, Ryan Wieber, Bjorn Green, Bob Miller

ABSENT: Mayor Bobby Hopewell, Carl Brown

OTHER: Michael O'Connor, Doug Havera

I. CALL TO ORDER

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

II. ROLL CALL

DIRECTOR OWENS MOTIONED TO EXCUSE TWO ABSENT BOARD DIRECTORS. DIRECTOR FLETCHER SECONDED. MOTION CARRIED.

III. ADOPTION OF AGENDA

DIRECTOR MILLER MOTIONED TO ADOPT THE AGENDA. DIRECTOR GREEN SECONDED. MOTION CARRIED.

IV. MINUTES – May 21, 2018

DIRECTOR OWENS MOTIONED TO APPROVE THE MAY 21, 2018 MINUTES. DIRECTOR LINDEMANN SECONDED. MOTION CARRIED.

V. FINANCIAL REPORT

Deb Houseman reviewed the 2 MILL and TIF May 2018 financial report, and the TPM April report. No discussion or questions on financial reports.

DIRECTOR BRENEMAN MOTIONED TO APPROVE THE MAY 2018 FINANCIAL REPORT. DIRECTOR OWENS SECONDED. MOTION CARRIED.

VI. ACTION ITEMS

A. Presentation of DDA Audit

Doug Havera from BDO presented the 2017 DDA Audit Wrap-Up and Financial Statements.

Andrew Haan extended thanks to Deb Houseman for managing three sets of financials. He thanked the City and the Community Foundation for the steps they have taken to help this year.

**DIRECTOR WIEBER MOTIONED TO APPROVE THE 2017 DDA
AUDIT. DIRECTOR LINDEMANN SECONDED. MOTION CARRIED.**

- B. Resolution to authorize Executive Director Haan to sign documents associated with sale of Lot #2.

Michael O'Connor provided an overview of the redevelopment and purchase agreement of Lot #2. He said that the document is a combination of a sales agreement, DDA TIF agreement and BRA TIF agreement. The parties involved are the developer, City, DDA and BRA. By signing the documents, the DDA is waiving right of first refusal to purchase. The document also includes an undertaking to provide TIF support for the project through TIF capture. The DDA obligation is conditioned on receipt of TIF capture – DDA pays what is captured off the project but only from what is received. The document also includes the BRA TIF capture – to fund activities that are permissible under the BRA Act. The TIF request is \$3.6 million.

Michael O'Connor suggested the following language for a resolution: Approve the transaction of the sale of Lot #2 and authorize Andrew Haan to sign documents associated with the sale at closing.

Director Owens said she appreciated the explanation given the unique nature of the document.

**DIRECTOR OWENS MOTIONED TO APPROVE A RESOLUTION TO
AUTHORIZE THE SALE OF LOT #2 AND EXECUTIVE DIRECTOR
HAAN TO SIGN DOCUMENTS ASSOCIATED WITH SALE AT
CLOSING. DIRECTOR MILLER SECONDED. ROLL CALL VOTE – 8-0.
DIRECTOR HINMAN ABSTAINED. MOTION CARRIED.**

- C. Resolution to authorize Executive Director Haan to sign documents associated with sale of Lot #9.

**DIRECTOR LINDEMANN MOTIONED TO AUTHORIZE EXECUTIVE
DIRECTOR HAAN TO SIGN DOCUMENTS ASSOCIATED WITH THE
SALE OF LOT #9. DIRECTOR FLETCHER SECONDED. ROLL CALL
VOTE – 7-0. DIRECTOR OWENS AND DIRECTOR GREEN
ABSTAINED. MOTION CARRIED.**

- D. Approval of Mangia Kitchen and Bar sign grant

**DIRECTOR GREEN MOTIONED TO APPROVE MANGIA KITCHEN
AND BAR SIGN GRANT. DIRECTOR MILLER SECONDED. MOTION
CARRIED.**

VII. DISCUSSION ITEMS

- A. Downtown Report – Executive Director Haan reviewed the June 2018 Downtown Report.
- B. Restructuring update

VIII. COMMITTEE REPORTS

A. Transportation, Parking, & Mobility

Leslie Hoffmann provided a brief overview of the Lot #9 closure set for July 1. She noted the spring report, which takes a look at parking facilities and any structural needs, is completed. She said that after a year of only having one working elevator in the Epic Center Ramp, all the elevators are being modernized with a completion date of September 2018.

- B. Capital Improvements – No report
- C. Project Review – No report.
- D. Citizens Council – No report.
- E. Safety – No report.

IX. DIRECTOR COMMENTS

Executive Director Haan told the Board that he and Jennifer Jelenek visited Grand Rapids and Muskegon to learn about their BID structure in order to glean some insight for use in Kalamazoo’s future processes.

X. PUBLIC COMMENTS

No public comments.

XI. ADJOURNMENT

DIRECTOR TAYLOR ADJOURNED THE MEETING AT 3:39 P.M.

APPROVED:

Bob Miller, Secretary

A handwritten signature in black ink, appearing to read 'Bob Miller', followed by a horizontal line.