

**DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS REGULAR MEETING MINUTES
AUGUST 20, 2018**

PRESENT: Jeff Breneman, Patti Owens, Greg Taylor, Bob Miller, Susan Lindemann, Andrew Haan, Bjorn Green, Grant Fletcher, Stephanie Hinman, Mayor Bobby Hopewell

ABSENT: Carl Brown, Ryan Wieber

OTHER: Andy Wenzel

I. CALL TO ORDER

DIRECTOR TAYLOR CALLED THE MEETING TO ORDER AT 3:00 P.M.

II. ROLL CALL

III. ADOPTION OF AGENDA

DIRECTOR MILLER MOVED TO ADOPT THE AGENDA. DIRECTOR OWENS SECONDED. MOTION CARRIED.

IV. MINUTES – July 16, 2018

DIRECTOR OWENS MOVED TO APPROVE THE JULY 16, 2018 MINUTES. DIRECTOR LINDEMANN SECONDED. MOTION CARRIED.

V. FINANCIAL REPORT –

Deb Houseman provided a brief overview of the 2 MILL and TIF July 2018 and TPM June 2018 financial reports. Revenues exceed expenditures this month by \$36,991.25. Year-to-date revenues exceed expenditures \$53,691.47.

There was discussion about reformatting the financial report and staff agreed to explore options.

Executive Director Haan noted that given the construction and development projects taking place downtown, the decline in parking enforcement revenues follows what is expected.

DIRECTOR OWENS MOVED TO APPROVE THE 2 MILL AND TIF JULY 2018 FINANCIAL REPORT AND THE TPM JUNE 2018 FINANCIAL REPORT. DIRECTOR MAYOR HOPEWELL SECONDED. MOTION CARRIED.

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VI. PRESENTATION

Director Haan introduced Andy Wenzel of Plazacorp to speak on the United Lot Project. A two-story expansion is planned. Originally Plazacorp considered expanding east, but found it would run into the creek adding considerable time, work and cost to the expansion. The expansion would eliminate some parking. Plazacorp is requesting termination of the easement agreement on the lot to move forward with the expansion. He noted that PlazaCorp has spoken with consultants who have programmed ACFP before and they have indicated there are alternate options for festival staging and vendor parking.

Director Taylor asked about the timeline for the project. The project will begin at the end of October/beginning of November.

Director Haan said that he is supportive of the project and recommends approval of the termination of the easement agreement.

Director Taylor asked Michael O'Connor if there are any other legal or historical considerations to take regarding the termination of the easement on United Lot. He said that DDA and DTI are involved in this easement agreement.

Director Owens noted that terminating the agreement will allow for the retention of a major employer in downtown.

Director Breneman said that he is supportive of the termination of the easement agreement.

VII. ACTION ITEMS

A. Termination of easement on United Lot

DIRECTOR BRENEMAN MOVED TO AUTHORIZE DIRECTOR HAAN TO TERMINATE THE EASEMENT AGREEMENT ON THE UNITED LOT. DIRECTOR MILLER SECONDED. MOTION CARRIED. DIRECTOR GREEN ABSTAINED.

B. Set Public Hearing for DDA Redevelopment Liquor License – Water Street Coffee Joint

Director Breneman asked about the pedestrian signs at the corner of Water Street and Pitcher Street. Executive Director Haan noted that this intersection is scheduled for reconstruction, with pedestrian improvements to be included.

DIRECTOR MILLER MOVED TO SET THE DATE FOR PUBLIC HEARING AT SEPTEMBER 17, 2018 DDA BOARD MEETING. DIRECTOR LINDEMANN SECONDED. MOTION CARRIED.

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VII. DISCUSSION ITEMS

A. Downtown Report

Director Haan provided a brief overview of the August 2018 Downtown Report. He highlighted the following topics from the report:

- DEGA – Support, timeline, etc.
- Branding – DKI has developed a brand with branding consultant Arnett-Muldrow that will be released in fall 2018.
- Parking Plan – Nelson-Nygaard held a kickoff meeting on August 17. They will return in the fall for data and counts.
- Jurisdictional transfer of the state roads – work continues and hope to have that completed in November.
- Working with the City to invest the Foundation for Excellence funds to move forward with infrastructure projects.

Director Mayor Hopewell asked about the progress on Bates Alley. Director Haan noted that the process moves forward with parklets to be built and a street mural to be completed.

Tom Shuster provided an overview of the Profit Mastery workshop and his experience as a past participant. He said that the two-day seminar is geared toward small business owners and covers a variety of topics.

Director Miller asked for clarification on the pricing of the Profit Mastery program and how many can sign up. Tom Shuster replied that the cost for downtown Kalamazoo businesses is \$150 and there are 25 seats available.

VIII. COMMITTEE REPORTS (Time Permitting)

- A. **Transportation, Parking, & Mobility** – Director Haan said that moving the parking plan forward is the focus.
- B. **Capital Improvements** – No report given.
- C. **Project Review** - No report given.
- D. **Citizens Council** - No report given.
- E. **Safety** - No report given.

IX. DIRECTOR COMMENTS

Director Haan extended thanks to Tom Shuster for his continued community outreach regarding the Profit Mastery financial management workshop.

Director Owens encouraged involvement in City Commission at all times not just when there is a controversial issue present.

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Director Breneman thanked DKI staff for hard work in downtown and with the proposed Downtown Economic Growth Authority.

Director Mayor Hopewell noted that the City administration and Commission has taken on the goal of decriminalizing what they can within the City ordinances. This includes changing some things from a misdemeanor to a civil infraction. Proposed changes to park ordinance to reviewed at City Commission August 20, 2018 would see 14 of the 20 rules are decriminalized, with clarification and specificity provided to several as well. It was noted that there has been some confusion regarding what the City is doing, but the changes proposed to the ordinance deal with a variety of issues within the parks including camping out, destruction of property, impeding pedestrian flow, etc. He said the City is doing its best to balance the needs of all users.

Director Miller thanked Director Mayor Hopewell and City Commission for taking on challenging issues in the City. He also noted that WMU is gearing up for the beginning of the year.

Director Taylor congratulated Director Owens on the Lot 9 development.

X. PUBLIC COMMENTS – None.

XI. ADJOURNMENT

DIRECTOR TAYLOR ADJOURNED THE MEETING AT 3:53 P.M.

Approved:

Bob Miller, Secretary

Handwritten signature of Bob Miller in black ink, consisting of stylized cursive letters followed by a horizontal line.

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