



# Board of Directors Regular Meeting Minutes

February 18, 2019 3 p.m. | City Hall – Community Room

**PRESENT:** Greg Taylor, Grant Fletcher, Bjorn Green, Susan Lindemann, Carl Brown, Jeff Breneman, Ryan Wieber, Bob Miller, Mayor Bobby Hopewell

**ABSENT:** Patti Owens, Stephanie Hinnman

**STAFF:** Andrew Haan, Deb Houseman, Jennifer Jelenek, Patrick Halpin, Sue Huggett, Maryann Flynn

**OTHER:** Steven Carver, Dan Sytsma, Ryan Miller, John Schmitt

## I. CALL TO ORDER

DIRECTOR TAYLOR CALLED THE MEETING TO ORDER AT 3:03 P.M.

## II. ROLL CALL

**PRESENT:** Greg Taylor, Grant Fletcher, Bjorn Green, Susan Lindemann, Carl Brown, Jeff Breneman, Ryan Wieber, Bob Miller, Mayor Bobby Hopewell

**ABSENT:** Patti Owens, Stephanie Hinnman

DIRECTOR WIEBER MOVED TO EXCUSE ABSENT BOARD MEMBERS. DIRECTOR MILLER SECONDED. MOTION CARRIED.

## III. ADOPTION OF AGENDA

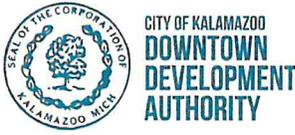
DIRECTOR GREEN MOVED TO ADOPT THE AGENDA. DIRECTOR FLETCHER SECONDED. MOTION CARRIED.

## IV. APPROVAL OF MINUTES – January 21, 2019

DIRECTOR GREEN MOVED TO APPROVE THE JANUARY 21, 2019 MINUTES. DIRECTOR LINDEMAN SECONDED. MOTION CARRIED.

## V. FINANCIAL REPORT

Deb Houseman reviewed the 2019 DDA combined budget for 2 Mill, TIF, and TPM January 31, 2019 report. Highlighted under expenditures was the \$990.00 set towards the 2018 Audit and first Management Agreement payment of \$20,166.67. Continuing page 2. shows the movement of the fund balance to DEGA of \$150,000.00 along with Month and YTD expenditures exceeding revenues in the first month of the year, by \$170,782.58. Both the Monthly and YTD Budget columns show a negative variance.



# Board of Directors Regular Meeting Minutes

February 18, 2019 3 p.m. | City Hall – Community Room

DIRECTOR FLETCHER MOVED TO APPROVE THE SUBMITTED FINANCIAL REPORT. DIRECTOR LINDEMANN SECONDED. MOTION CARRIED.

## VI. ACTION ITEMS

### A. Resolution 19-04 Resolution to adopt 2019 DDA Budget

Andrew Haan noted the resolution is the final step in the process to formally adopt the budget that was proposed as the interim resolution at last month's meeting.

DIRECTOR FLETCHER MOVED TO ADOPT RESOLUTION #19-04 2019 DDA BUDGET. DIRECTOR GREEN SECONDED. ROLL CALL VOTE 8-0. MOTION CARRIED.

#### ROLL CALL

YAYS: Greg Taylor, Grant Fletcher, Bjorn Green, Susan Lindemann, Carl Brown, Jeff Breneman, Ryan Wieber, Bob Miller.

NAY: None

ABSENTION: None

### B. Delegate to Kalamazoo Downtown Partnership Board

Andrew Haan shared that the DDA has always had a delegate on what was the DKI board. As the Partnership reorganized the changes in the composition of the board have been determined to move forward with 1- delegate from DTI and 1-combined delegate representing the DDA/DEGA. At the Partnership Executive meeting Director Fletcher was identified as being in the best fit as the chair of DEGA. He asked for a motion to identify and approve him.

DIRECTOR TAYLOR MOVED TO APPROVE DIRECTOR FLETCHER AS THE DELEGATE FROM DDA/DEGA. DIRECTOR BRENEMAN SECONDED. MOTION CARRIED. ALL VOTED IN FAVOR. NONE OPPOSED. ABSTAINED: DIRECTOR FLETCHER

## VII. PUBLIC HEARINGS

### A. Redevelopment liquor license for 329 South Park Street

Andrew Haan noted that there are two redevelopment liquor licenses set for the public hearing. Each will give a brief overview of the project, how it will help them and the Downtown.

Steven Carver Director of the Civic Theatre shared the vision for adding alcohol service to events at the Civic Theater.



# Board of Directors Regular Meeting Minutes

February 18, 2019 3 p.m. | City Hall – Community Room

Director Taylor congratulated them on the upcoming 90<sup>th</sup> anniversary and asked for any public comments. There were no comments and the public hearing was closed. The board was then asked for comments and questions.

Director Miller also congratulated the Civic and stated his support of the license. He went on to ask if there was a special variance necessary under the State statute requiring a minimum distance from churches and schools for the liquor license.

Steven Carver stated in the past for special event licenses they have gone to the surrounding churches asking permission. He noted that they are all aware of the current request and what they appreciated most about it was not about having a bar and that liquor would be served at intermission- then closed.

Andrew Haan added that DDA approval is not contingent on that, but final approval would be and syncs with the process.

**DIRECTOR MAYOR HOPEWELL MOVED TO APPROVE THE REDEVELOPMENT LIQUOR LICENSE FOR 329 SOUTH PARK STREET. DIRECTOR GRANT SECONDED. ROLL CALL VOTE 9-0. MOTION CARRIED.**

## **ROLL CALL**

**YAYS:** Greg Taylor, Grant Fletcher, Bjorn Green, Susan Lindemann, Carl Brown, Jeff Breneman, Ryan Wieber, Bob Miller, Mayor Bobby Hopewell.

**NAY:** None

**ABSENTION:** None

## **B. Redevelopment liquor license for 315 West Michigan Avenue**

Dann Sytsma owner of Crawlspace Theatre Productions shared the organization's vision for hosting events and serving alcohol in the former First Baptist Church space.

Director Taylor thanked Dann Sytsma and asked for public comments.

John Schmitt addressed the directors adding that it might seem like an odd request to have a license in a church, but this plan has been in process, reviewed and approved by members of the surrounding churches and co-op. He also added as a downtown resident this it is a nice addition to the entertainment available. Dann Sytsma added that in support of the meeting the pastor of the First Baptist Church and a member of KNAC board are in the audience.

Director Taylor closed the public meeting asking for questions and comments from the board. Andrew Haan shared that since the group rents the space, the license extends to



# Board of Directors Regular Meeting Minutes

February 18, 2019 3 p.m. | City Hall – Community Room

the leased section. He then added as a redevelopment license, if approved it remains with the space. Director Wieber asked if there were restrictions on the building space. Dann Sytsma shared the lease is for the main floor, fellowship hall, classroom used as a small performance, and restrooms as advised by the MLCC. All an attractive space for patrons. Director Taylor asked about how the lease works regarding the classroom also used on Sundays. Dann Sytsma assured that the facility would be secure and locked.

**DIRECTOR BROWN MOVED TO APPROVE THE REDEVELOPMENT LIQUOR LICENSE FOR 315 WEST MICHIGAN AVENUE. DIRECTOR MAYOR HOPEWELL SECONDED. ROLL CALL VOTE 9-0. MOTION CARRIED.**

## ROLL CALL

**YAYS:** Greg Taylor, Grant Fletcher, Bjorn Green, Susan Lindemann, Carl Brown, Jeff Breneman, Ryan Wieber, Bob Miller, Mayor Bobby Hopewell.

**NAY:** None

**ABSENTION:** None

## VIII. PRESENTATION

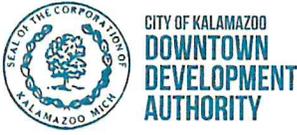
Downtown Public Space Inventory- Wightman Associates

Andrew Haan introduced Ryan Miller (GIS Specialist) and Ben Baker from Wightman. He proceeded to share that last summer along with Rebekah Kik they worked to set-up an inventory of all public spaces so that there was a sense of what the opportunities and challenges are from several standpoints regarding the public realm of (sidewalks, lighting, trees, furniture, etc.) The presentation will show how we can harness some of the data to plan future investments and planning decisions.

Ben Baker shared that the report will show where they started the inventory of the sidewalks of the Central Business District. Included in the report outline are priority streets items like light fixtures, trash cans, benches, etc. The presentation will explain the GIS system, the methodology used, the results and potential next steps.

He shared that the goal was to inventory and assess the sidewalk features, determine priorities for repair and replacement providing the City with data that can be used for bid documents specific to the sidewalks. Type of data collected included details for where the sidewalks are or are not located, including the material of them, the width, any defects. Those defects are related to accessibility such as ADA ramps, and crosswalks. For the priority streets only, an inventory of trees, wayfinding signs, pedestrian lights, street furniture and bike racks was completed.

He continued that GIS (Geographic Information Systems) is a software tool used to analyze, manipulate, map and assesses location-based information that was used in this project for the sidewalks and assessment inventory. It is generally displayed three ways:



# Board of Directors Regular Meeting Minutes

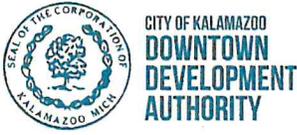
February 18, 2019 3 p.m. | City Hall – Community Room

points, lines, and polygons- things you can map. GIS is used in software applications and is moving towards web-based and mobile applications reaching a broader audience because it is an intuitive tool. It can be valuable to a community to help create efficiencies, enable communication, breaks down data silos- capturing institutional knowledge. GIS provides information in a very digestible manner to help inform during the decisions making process.

First steps in this project was to get the sidewalks on a map, creating a baseline that could be used to go out and assess the conditions and verify their locations. Using a GPS we established where the defects are, rated them and provided some recommendations on how to repair/replace them in the future. A rating inspection was created using guidelines from the ADA for public right-of-way and Federal Highway Administration guide for maintaining pedestrian facilities. It was then used to rate the inventory items on a 1-5 scale (excellent to fail). Specific to ramp conditions we quantified them beyond the scale in effort to help the City prioritize improvements because the ADA only has a pass/fail system. Ways we measured the severity of defects was as follows: are they cracking, are there horizontal gaps, faults, pitted slabs, etc. Slopes both cross and longitudinal in compliance with ADA were rated for obstructions including trees, vertical faults, etc. Referring to the handout the map indicates the inventory items which all have a photo/rating. He continued sharing the listed inventory assessment results which GIS has the capabilities to apply filters to resulting in efficient information. An example given was due to a donor request about streetlights that don't have electric outlets. The presentation concluded outlining the summary/benefits details.

Andrew Haan revealed that there is a budget for a streetscape plan establishing standards for various typology of streets downtown enabling investment planning. Additionally, this will help with the decisions on street design and the network design the City is doing now with another set of consultants previously running the work with MDOT. Early discussions with the City about selecting some larger streetscape projects and the potential of bonding have begun. He noted that waiting for TIF to slowly come-in it becomes apparent that not much could be done with infrastructure investments. The team at Wightman has also provided a broad estimate on a three block stretch of Michigan, from the mall to Pitcher and what that might look like.

Director Miller asked if the report utilizes Wightman's experience/expertise to make recommendations relative to priorities, noting as a community not being in the position to do everything once. Ben Baker answered that this was only an inventory process giving ratings to like items, and not part of the project scope. Andrew Haan added that those type of decisions will be driven by input from City and our organization, board and Coalition for Place. He continued that having this information for donor potential projects is incredible and to know where the greatest impact can be had. Eventually this is a skillset that the Partnership will invest in and have in house as part of the infrastructure.



# Board of Directors Regular Meeting Minutes

February 18, 2019 3 p.m. | City Hall – Community Room

Director Breneman asked how quickly sidewalk conditions change, specifically those in good condition and when to survey them again- is it every 5 yrs. Ben Baker answered that things change over time, for example as trees grow, they could heave, or frost issues can affect them. Andrew Haan added his recommendation as a non-engineer would be every 5-yrs. and to review by categories which would keep things up to date.

Director Lindemann asked if there was going to be an ARC license planned to then to keep-up with information. Andrew Haan said when someone is in place at the Partnership the license would be gotten through the City. Details are all to be determined, but to be a high functioning organization investing in infrastructure this is something to have in-house.

Director Brown asked if a citizen took a picture of a broken piece of sidewalk could the GIS data be pulled out of the photo. Ben Baker shared that some communities have the capability but was unfamiliar if the City does. Andrew Haan added that at this point they do not, but it was discussed and a possible addition in the future.

Director Green asked the project start date and Andrew Haan shared possibly this year there would be strategic opportunities, but a major redo is more likely in 2020.

## IX. DISCUSSION ITEMS

### A. Downtown Report

Andrew Haan again shared the excitement and thanked the City, staff and board for help in securing the investment committed to by the Michigan Strategic Fund of \$11M, over 15 years for downtown infrastructure. He cited it as another source to do the kind of work from the presentation. He went onto share that the Coalitions for People and Place had their first meetings and the groups were energetic advocates ready. Other news included that the Chili-Cook-off was great- there were about 500 people at Kalamazoo Downtown Partnership Offices, resulting in 100 new email contacts added to communicate the work being done.

Director Taylor congratulated the Partnership on finishing all the work at the State level as a huge, cutting edge accomplishment. Andrew Haan acknowledged the prep work and the importance of what this is going to mean to the community.

### B. DEGA Establishment Update

Andrew Haan noted that the final two major things to sort out regarding getting the Authority up and running is the continuing work with the City, the Brownfield Authority and outside counsel on the transfer of the liabilities or the project commitments from the DDA to the DEGA, BRA or combination of the two. The completion is anticipated to be



# Board of Directors Regular Meeting Minutes

February 18, 2019 3 p.m. | City Hall – Community Room

sometime April or May, and at the same time were putting together policies for supporting new projects as they come in. The hope is to soon bring new projects to consider for support.

Director Fletcher asked to be updated on the proposed demolition of 302 Academy for a playground as referred on the Downtown Report. Andrew Haan shared that it is the intent of the First Congregational Church to move forward with the demolition of the First Reformed Church for the playscape. The Partnership and DTI had engaged in trying to find another use, but they were unable to move forward due to the conditions put upon 302 Academy by First Congregational Church. The Historic Preservation Commission is working on a potential local historic district for the park district. They have entered into a historic district study committee working through the HPC and the Historic District Commission. The DDA and Kalamazoo Downtown Partnership do not have an official role in this process, but could be asked for a recommendation. Director Fletcher asked who establishes the moratoriums. Director Mayor Hopewell noted that is a City Commission action.

## X. COMMITTEE REPORTS

### A. Transportation, Parking and Mobility

Andrew Haan shared that a final draft of the parking study is nearing completion to bring to this group in March or April for approval. He added that there are some progressive ideas to improve the experience for the end user, so there will be future conversations with the community as changes are implemented this year. He concluded the report sharing that automation in Lot1 on Edward Street is done and working well.

It was noted that the agenda may change moving forward to include a Coalition's report. To date the first meetings have been orientations, but in subsequent months the work being done will be shared.

## XI. DIRECTOR COMMENTS

Director Hopewell noted that there should be a heightened focus on holiday lighting, and that downtown sidewalks need to be kept clear more efficiently in snowy weather. Executive Director Haan noted that both are priorities.

Director Taylor closed Director comments.

## XII. PUBLIC COMMENTS

John Schmitt addressed the board noting he has had discussions with Andrew Haan about how great the new development is in making the downtown more dynamic but added that this year's construction has been challenging on the existing businesses and a



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# Board of Directors Regular Meeting Minutes

February 18, 2019 3 p.m. | City Hall – Community Room

contributor to their problems. He went onto to offer potential ideas/solutions starting with adjusting parking rates for downtown employees because it can be costly for some. John also thought sharing information about the business assistance offered by the Foundation of Excellence should be done. They are offered to the four core neighborhoods and major corridors up to \$2500.00 free technical assistance to help review SEO strategies to improve websites, along with a GAP finance grant up to \$25K. and have a small business loan program in place.

XIII. DIRECTOR TAYLOR ADJOURNED THE MEETING AT 4:12 P.M.

Approved:   
Bob Miller, Secretary