

Board of Directors Regular Meeting Agenda

November 15th, 2021 3:00 p.m. | Zoom Meeting

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **CONSENT AGENDA**
 - A. **ADOPTION OF AGENDA**
 - B. **MINUTES** – October 18th, 2021, Regular Meeting
- IV. **FINANCIAL REPORT – October 2021**
- V. **ACTION ITEMS**
 - A. Resolution setting the date of public hearing on 2022 budget
 - B. Right of first refusal – 440 South Burdick Street
 - C. Ramp 3 parking agreement authorization
- VI. **DISCUSSION ITEMS**
 - A. Review of Downtown plans
 - B. Review of DDA/DEGA debt obligations
- VII. **PACKET ATTACHMENTS**
- VIII. **BOARD COMMENTS**
- IX. **PUBLIC COMMENTS**
- X. **ADJOURNMENT**



DDA Board Member Attendance 2020-2021

	DIRECTOR	POSITION	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	Attended	Absent
2020	Jeff Breneman	Vice President	P	x	x	P	x	x	P	x	P	P	A	P	6	1
2020	Susan Linemann		P	x	x	P	x	x	P	x	P	U	P	P	6	1
2020	Grant Fletcher	President	P	x	x	P	x	x	P	x	P	P	P	P	7	0
2020	Patti Owens	Treasurer	A	x	x	A	x	x	A	x	A	P	P	P	3	4
2020	Stephanie Hinman		P	x	x	P	x	x	P	x	P	A	A	P	5	2
2020	Ryan Wieber		A	x	x	P	x	x	P	x	P	P	P	P	6	1
2020	Carl Brown		A	x	x	A	x	x	A	x	A	U	U	U	0	6
2020	Bob Miller	Secretary	P	x	x	-	x	x	P	x	P	P	P	P	6	0
2020	David Anderson		P	x	x	A	x	x	A	x	A	P	P	P	4	3

	DIRECTOR	POSITION	JAN	FEB	MAR*	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	Attended	Absent
2021	Jeff Breneman	Vice-Chair Chairperson	P	x	P	P	x	P	P	x	A	p			6	1
2021	Susan Linemann		P	x	P	P	x	P	P	x	P	A			6	1
2021	Grant Fletcher		P	x	P	P	x	P	P	x	P	p			7	0
2021	Patti Owens	Treasurer through 9-21	P	x	A	P	x	P	A	x	P	p			5	2
2021	Stephanie Hinman	Treasurer starting 9-21	P	x	P	A	x	P	P	x	P	p			6	1
2021	Ryan Wieber		A	x	P	P	x	A	A	x	P	p			4	3
2021	Carl Brown	Secretary starting 8-21	P	x	P	P	x	P	A	x	P	p			6	1
2021	Bob Miller	Secretary through 8-21	P	x	P	P	x	P							4	0
2021	David Anderson		P	x	P	P	x	P	P	x	P	p			8	0
2021	Laura Worline	Elected 9-21									P				1	0

P - Present U - Unexcused (-) - Missing Information A - Absent * - Special Meeting x - Meeting Cancellation Director Miller's service ends 6/21

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October 18th, 2021, 3:00 p.m. | Zoom Webinar

PRESENT: Mayor David Anderson, Grant Fletcher, Stephanie Hinman, Carl Brown, Ryan Wieber, Patti Owens

ABSENT: Susan Lindemann

STAFF: Andrew Haan, David Ullrey, Meghan Behymer, Sue Huggett

OTHER: Jessica Wood, Greg Dobson, PJ Thuringer, Rebekah Kik, Daniel May

I. CALL TO ORDER

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

II. ROLL CALL

PRESENT: Grant Fletcher – Remotely, Kalamazoo County, MI
Jeff Breneman – Remotely, Kalamazoo County, MI
Ryan Wieber – Remotely, Kalamazoo County, MI
Stephanie Hinman – Remotely, Kalamazoo County, MI
Carl Brown – Remotely, Los Angeles, CA
Mayor David Anderson – Remotely, Kalamazoo County, MI
Patti Owens – Remotely, Kalamazoo County, MI

ABSENT:

EXCUSED: Susan Lindemann

THE OCTOBER 18th, 2021, ATTENDANCE INCLUDING EXCUSED AND UNEXCUSED ABSENCES ARE RECORDED.

III. ADOPTION OF CONSENT AGENDA

Agenda amendments as follows: changes to the DDA October 18, 2021, agenda are adding action item VI.B) Public hearing and resolution and adding discussion item VII.A) Business Engagement strategies.

DIRECTOR OWENS MOVED TO AMEND THE OCTOBER 18th, 2021, AGENDA. DIRECTOR WIEBER SECONDED. NO OBJECTIONS. MOTION CARRIED.

DIRECTOR WIEBER MOVED TO ADOPT THE OCTOBER 18th, 2021, CONSENT AGENDA WITH AMENDMENTS. DIRECTOR OWENS SECONDED. NO OBJECTIONS. MOTION CARRIED.

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IV. PRESENTATION – 440 South Burdick

Andrew Haan reminded the board of the parking agreement to manage the City's parking assets where the DDA leases all assets from the city building authority contains a provision that should the city building authority come to an agreement with someone to purchase one of those assets that the DDA has right of first refusal to purchase it. This was the process for the parking ramp on Eleanor Street, the 400 Rose parcel, and the 180 East Water Street building.

This week a presentation will be given on the proposed plan for the parcel in question. At the next board meeting, directors will be asked to formally forego the DDA's right of first refusal on the parcel in question.

Rebekah Kik, the director of community planning and economic development for the city of Kalamazoo, introduced Greg Dobson of AVB to speak of the new development project proposed for 440 South Burdick. This is the same team that developed 400 Rose and 400 Rose phase two.

Directors expressed excitement on how we as a Board can be part of the process of improving the Downtown atmosphere further down Burdick and Cedar streets.

The maximum amount of revenue this parking lot included in the proposed development project has captured in the last ten years was \$4,400 in net revenues, in the last year it was approximately \$800 and the lot needs \$15-\$20,000 in resurfacing costs.

Before the end of the year or first thing 2022 it is suggested that the board spends time reviewing the TIF district relative to the old DDA and other capture tools.

Greg Dobson requests that these guides become more aligned with the Brownfield Redevelopment Authority's guides and procedures for development projects to become more streamlined in regard to processing paperwork.

V. FINANCIAL REPORT – September 2021

David Ullrey, Partnership Finance Director, made a concise report on how he'd like to standardize all accounts across all entities from a structural and reporting standpoint in order for accounts to align better together going in to 2022.

He is starting to formulate what a new monthly reporting package could look like. Dynamic reporting tools are being sought out in order to present a more complete reporting picture with some helpful additional detail. Lastly he is looking in to the Board's debt obligations and how to present those.

DIRECTOR OWENS MOVED TO APPROVE THE FINANCIAL REPORT. DIRECTOR BRENAMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.

Chairman Fletcher commented that he is excited to see a vision for the financial reports to become more digestible for the members of the Board and the general public that it serves.

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VI. ACTION ITEMS

- A.** Redevelopment liquor license application – Dabney and Co.
- B.** Public Hearing and resolution

Daniel May, founder, presented briefly on the processes, design, and vision for Dabney and Co. Board members expressed great support.

Chairman Fletcher called the meeting into a Public Hearing on the review of this Downtown Development liquor license application. No public comments were made. The public comment portion of the meeting was then closed.

DIRECTOR MAYOR ANDERSON MOVED TO RECOMMEND THE APPROVAL OF THE DDA LIQUOR LICENSE APPLICATION. DIRECTOR HINMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.

VII. DISCUSSION ITEMS

- A.** Business Engagement

A letter written by a group of downtown retailers was addressed. The letter outlined areas in which businesses felt the Partnership should redirect focus. The Board recognized the letter and expressed support to discuss how to best engage with downtown stakeholders. An ad hoc committee consisting of members of the DDA/DEGA Board as well as the Partnership Board is being formed to address some of the items outlined in the letter and strategize on the effective engagement with members of the downtown in depth.

VIII. ATTACHMENTS

- A.** Downtown Report

IX. DIRECTOR COMMENTS

X. PUBLIC COMMENTS

XI. ADJOURNMENT

DIRECTOR FLETCHER ADJOURNED THE MEETING AT 4:32 P.M.