

Agenda

Downtown Development Authority

Board of Directors



City of Kalamazoo

Tuesday, January 17, 2023

3:00 PM

The Community Room at City Hall - 241 W. South Street

A. CALL TO ORDER/ROLL CALL

B. ADOPTION OF FORMAL AGENDA

C. APPROVAL OF MINUTES

1. Approval of the minutes from the meeting of the Downtown Development Authority Board on December 19, 2022. (**Action: Motion to approve**)

D. REPORTS AND PRESENTATIONS

1. Financial Report

E. DISCUSSION/ACTION ITEMS

1. Update on Chili Cookoff & Restaurant Week
2. Update on Sprinklers & Planters for Spring Go-Live
3. Discussion on Proposed Processes for:
 1. Updating Bylaws
 2. Developing Policies
 3. Writing Development Plan
 4. Creating Committee Structure
 5. Recruiting & Appointing New Board Members
 6. Populating Committees
4. Motion to agree to early termination of parking system lease agreement with City of Kalamazoo, in advance of 1 year notice period & delegate responsibility for determining final timeline for transition of responsibility to Executive Committee

5. Motion to adopt strategic work plan as outlined by Yard & Company
6. Motion to contract with Dickinson Wright to author DDA Development Plan & delegate responsibility for negotiating final details to Executive Committee
7. Motion to approve amended contract with Maestro for webhosting & site maintenance in 2023 & delegate responsibility for negotiating final details to Executive Committee
8. Motion to create ad-hoc task force to review DDA bylaws with support from counsel and make recommendations to Executive Committee and Board for appropriate revisions at regularly scheduled March meeting
9. Motion to approve and release RFQ for 2023 Summer and Fall Downtown Events, using City of Kalamazoo Purchasing Department process
Staff Presentation by Rebekah Kik

F. PUBLIC COMMENTS

G. DIRECTORS' COMMENTS

H. ADJOURNMENT