

Agenda

Downtown Development Authority

Board of Directors

City of Kalamazoo



Monday, May 15, 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 April 17, 2023. (**Action: Motion to approve**)

D. REPORTS AND PRESENTATIONS

1. Financial Report

E. DISCUSSION/ACTION ITEMS

1. Swearing-In of New DDA Board Members
2. DDA Development Presentation

F. PUBLIC COMMENTS

G. DIRECTORS' COMMENTS

H. ADJOURNMENT

Board of Directors Regular Meeting Minutes

April 17, 2023, 3:00 p.m. | Community Room, Kalamazoo City Hall

PRESENT: Mayor David Anderson, Jeff Breneman, Carl Brown, Grant Fletcher, Matt Hollander, Susan Lindemann

ABSENT: Stephanie Hinman

STAFF: Rebekah Kik, Paul Thuringer, Steve Vicenzi, Jaime Marsman

A. CALL TO ORDER

DIRECTOR FLETCHER CALLED THE MEETING TO ORDER AT 4:20 P.M

ROLL CALL

PRESENT: Mayor David Anderson
Jeff Breneman
Carl Brown
Grant Fletcher
Matt Hollander
Susan Lindemann

ABSENT: Stephanie Hinman

EXCUSED: Stephanie Hinman

THE APRIL 17, 2023, ATTENDANCE INCLUDING EXCUSED AND UNEXCUSED ABSENCES ARE RECORDED.

B. ADOPTION OF FORMAL AGENDA

DIRECTOR LINDEMANN MOVED TO ADOPT THE APRIL 17, 2023 AGENDA. MAYOR ANDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.

C. APPROVAL OF MINUTES

DIRECTOR BRENEMAN MOVED TO APPROVE THE MARCH 20, 2023 MINUTES. MAYOR ANDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.

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D. REPORTS AND PRESENTATIONS

1. Financial Report

Mr. Vicenzi shared details regarding the financial report. There was minimal activity. He noted that utilities will not be included on reports going forward.

MAYOR ANDERSON MOVED TO ACCEPT THE FINANCIAL REPORT AS PRESENTED. DIRECTOR BRENEMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.

2. Audit Letter

Mr. Vicenzi stated that this letter states the expectations of the auditors on the upcoming audit.

E. DISCUSSION/ACTION ITEMS

1. Parking Resolution Extension with Central City

Ms. Kik stated that an RFP will be released in the next few weeks. The current contract has been month-to-month for quite some time. The consultant has finalized the details. She noted that the previous vote by the DDA regarding the Parking System was to waive the one-year termination clause that was in the contract.

Ms. Kik stated that the priorities for the first projects of the parking plan are being identified. They are looking at parking meters and pay stations along the mall. Parking services have a preference for the pay stations due to the snowmelt system. The consultant is looking at multiple vendors. This would work in conjunction with reducing costs/incentivizing use of the ramps.

It was confirmed that the requested action is a six-month extension of the current contract. Attorney Weiss stated that the resolution presented was consistent with a request from Purchasing as they had been paying this on a month-to-month basis. Approval was needed from the Board due to the dollar amount.

MAYOR ANDERSON MOTIONED TO APPROVE THE PARKING RESOLUTION EXTENSION WITH CENTRAL CITY. DIRECTOR HOLLANDER SECONDED. NO OBJECTIONS. MOTION CARRIED.

2. Motion to Appoint 2023-2024 Slate of Officers (TBD)

Director Fletcher shared that the Executive Committee has proposed the following slate:

- Director Brown – Secretary
- Director Hinman – Treasurer
- Director Lindemann – Chair
- Director Fletcher – Vice-Chair

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DIRECTOR BRENEMAN MOTIONED TO APPROVE THE 2023-2024 SLATE OF OFFICERS. DIRECTOR HOLLANDER SECONDED. NO OBJECTIONS. MOTION CARRIED.

3. Motion to Accept City of Kalamazoo Arborist Recommendations for Tree Species, Size, Placement Based on 2022 Agreement with Adams Outdoor and Move Forward with Planting

Director Fletcher reminded the Board that last year, they signed an agreement with Adams Outdoor Advertising related to tree removal and tree replacement. Adams Outdoor agreed to cover the costs. Mr. Ladd from Public Services put together a comprehensive list of places for these trees to be planted where they will not be disrupted by the two-way street conversion and will thrive. There is an exhaustive list of trees that are not to be planted.

DIRECTOR BROWN MOTIONED TO AUTHORIZE MR. LADD AND THE PUBLIC WORKS TEAM TO WORK WITH THE ARBORIST AND ADAMS OUTDOOR ADVERTISING TO COORDINATE TREE SELECTION, SIZING, PLACEMENT AND EXECUTE THAT WORK AT THE EXPENSE TO ADAMS OUTDOOR ADVERTISING. DIRECTOR LINDEMANN SECONDED.

Director Fletcher noted that they removed four trees and are planting 20.

NO OBJECTIONS. MOTION CARRIED.

4. Recommended Motion from Policy & ByLaws Task Force to Adopt Updates a Presented by Council

Attorney Weiss stated that the goal in the revision of the bylaws was consistency with the DEGA bylaws. He noted that Article X will be changed to reflect the 2/3 vote as discussed at the DEGA Board meeting.

MAYOR ANDERSON MOTIONED TO APPROVE AND RECOMMEND TO CITY COMMISSION FOR THEIR APPROVAL OF THE BYLAWS AS PRESENTED WITH THE 2/3 CHANGE AS NOTED ABOVE. DIRECTOR BRENEMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.

F. PUBLIC COMMENTS

Heather Holmer, Rocket Fizz: Ms. Holmer asked about the timing for the RFP for the new parking consultant. Ms. Kik affirmed that this would be likely in May. Ms. Holmer encouraged the Board to seek opinions from the business owners. She stated that she would like to see the Board include a small business owner. She emphasized the importance of communication.

Kathleen Widner, Spirit of Kalamazoo: Ms. Widner stated that they are very interested in business recruitment for the vacant spaces downtown.

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G. DIRECTOR'S COMMENTS

1. Mayor Anderson questioned the number of seats on each board and whether those could be aligned for consistency. Attorney Weiss noted statutory requirements. The benefit of Advisory bodies were discussed. Attorney Weiss stated that their team is looking at how other boards formalize their structure with the community and boards.
2. Director Lindemann stated that she is excited by the items discussed today.
3. Director Breneman stated that he appreciates the participation by the business owners. He thanked them for coming and for their input. He affirmed the importance of filling the vacant locations downtown.
4. Director Hollander affirmed that board vacancies should be explored.
5. Director Brown thanked Ms. Holmer for her participation at the Events and Marketing Committee meeting earlier today. He thanked City Staff for their assistance in improving communication and getting information out to the Board and the public.
6. Director Fletcher thanked the Board for their support over the last years. He stated that he is proud of the work that was done and excited about the new opportunities.

H. ADJOURNMENT

DIRECTOR FLETCHER ADJOURNED THE MEETING AT 4:45 P.M.

Downtown Development Authority

3/31/2023 Trial Balance

Assets:

Cash	\$	586,825
Receivables		26,487
Due from City		59,210
		672,522

Liabilities & Equity:

Accounts Payable		-
Deferred Revenue - Accounts Receivable		26,487
Fund Balance		586,825
	\$	613,312

	2023 Adopted Budget	2023 YTD Actuals
Revenues:		
Taxes	\$ 274,000	\$ -
Payment In Lieu Of Taxes (Pilot)	2,000	-
Other Revenues - Mall Maintenance	59,210	59,210
Total Revenues	335,210	59,210
Expenses:		
Professional And Contractual Services	154,000	143
Software fees	-	1,300
Legal Services And Fees	7,500	-
Audit Fees	10,000	-
Insurance Services	2,500	-
Utilities	31,000	452
Administrative Fees	125,000	-
Tax Appeal Refunds	5,000	-
Restricted For Debt Service	-	-
Total Expenses	\$ 335,000	\$ 1,895
Revenues Less Expenses	210	\$ 57,315

Notes:

Pilot Details From 2022:

Rickman House	\$	162
Skyrise	\$	1,582

Professional And Contractual Services:

Portland Loo Maintenance
Mall Maintenance
Bates Alley Maintenance
Mowing
General Downtown Maintenance Activities

Utilities:

Electricity
Natural Gas
Water And Sewer
Street Light Electricity

Long Term Debt Outstanding:

City Of Kalamazoo Note	459,000
City Of Kalamazoo Note - Related Tax Liability	532,864
Mavcon Note - In Negotiation	TBD