

TO: Downtown Development Authority Board of Directors

FROM: Steven R. Deisler, Executive Director

DATE: June 8, 2015

RE: June Meeting

The next regular meeting of the Kalamazoo Downtown Development Authority is scheduled to take place on Monday, June 15, 2015 at 3:00 p.m. in the Community Room, City Hall - 241 West South Street.

SD

Attachments

pc: Michael O'Connor
City Clerk

The Downtown Development Authority exists to correct and prevent deterioration in the downtown district; to encourage historical preservation; to create and implement development plans in the district; and to promote the economic growth of the district.

**DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

DATE: Monday, June 15, 2015

TIME: 3:00 p.m.

PLACE: Community Room, City Hall

- I. CALL TO ORDER
- II. ADOPTION OF AGENDA
- III. MINUTES - May 18, 2015
- IV. FINANCIAL REPORT –May 31, 2015 & April 30, 2015
- V. DISCUSSION ITEMS
 - A. ACW Developer Interview – July 16, 2015 (attachment)
 - B. Proposed Bronson Park Master Plan (presentation – Sean Fletcher)
- VI. COMMITTEE REPORTS (Time Permitting)
 - A. Transportation, Parking, Mobility
 - B. Capital Improvements
 - C. Project Review
 - D. Citizens Council
- VII. DIRECTOR COMMENTS
- VIII. PUBLIC COMMENTS
- IX. ADJOURNMENT

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DOWNTOWN DEVELOPMENT AUTHORITY
MEETING PROCEDURES

1. A person may speak on “Action or Discussion” items on the Downtown Development Authority’s agenda. The Chairperson will ask for people’s comments as each of these agenda items are discussed.
2. To address the Downtown Development Authority, please clearly state your name and business or home address for the record so that a response to your inquiry can be completed if necessary. Please limit your comments to four minutes.
3. Comments on non-agenda items are reserved for “Public Comments” agenda item prior to adjournment of the meeting.
4. Out of respect for business being conducted during the meeting, please turn off all cell phones and pagers prior to the start of the meeting.

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**DOWNTOWN DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
May 18, 2015**

DIRECTORS PRESENT: Ann Rohrbaugh, John Schmitt, Jim Escamilla, Derek Wissner, Grant Fletcher, Bjorn Green, Bobby Hopewell (via phone)

DIRECTORS ABSENT: Carl Brown, Lisa Carriveau, Greg Taylor

STAFF PRESENT: Steve Deisler, Deb Houseman, Eva Ennis, Meg Gernaat

OTHER: Greg Ayers, Michael O'Connor, Kristy Vandermolen, Jacqueline Schmitt, Jerome Kisscorni, Sevilla Mann

I. CALL TO ORDER

Director Escamilla called the meeting to order at 3:03 pm.

II. ADOPTION OF AGENDA

Director Escamilla requested that the audit be moved later in the meeting until BDO is prepared to present.

DIRECTOR GREEN MOVED TO ADOPT THE AGENDA AS PRESENTED. SUPPORTED BY DIRECTOR MILLER. MOTION CARRIED.

III. MINUTES – February 20, 2014

DIRECTOR SCHMITT MOVED TO APPROVE THE MINUTES OF 4/20/15 AS PRESENTED. SUPPORTED BY DIRECTOR ROHRBAUGH . MOTION CARRIED.

IV. FINANCIAL REPORTS – 2 Mill & TIF - April 2015

D. Houseman reviewed the financial reports for TIF and 2 Mill for April 2015.

DIRECTOR WISSNER MOVED TO APPROVE THE FINANCIAL REPORTS OF 4/30/15. DIRECTOR FLETCHER SUPPORTED. MOTION CARRIED.

V. ACTION ITEMS

**A. Extension of the DDA Contracts to Operate Downtown Parking Lots
1. Parking Lots #17 and # 18**

S. Deisler explained that the board needs to approve a parking lease agreement extension between DTI and the DDA to operate the Lots 17 and 18. Lots 17 & 18 are owned by DTI as part of ACW area. DDA leases the land from DTI to run the parcels as a parking lot. The extension is for one year. M. O'Connor asked if the leases can be terminated if the property is sold. S. Deisler explained that the previous agreement addresses this.

DIRECTOR ROHRBAUGH MOVED TO EXTEND THE LEASE AGREEMENT BETWEEN DTI AND DDA FOR LOTS #17 AND #18. DIRECTOR WISSNER SUPPORTED. MOTION CARRIED.

2. Parking Lot # 30

S. Deisler explained that the DDA also needs to extend its lease for Lot #30 with WMU with the same terms and conditions as the lease with DTI except the extension is only six months.

DIRECTOR FLETCHER MOVED TO APPROVE THE EXTENTION OF THE DDA CONTRACT FOR LOT 30. DIRECTOR ROHRBAUGH SUPPORTED. MOTION CARRIED. DIRECTOR MILLER ABSTAINED.

VI. DISCUSSION ITEMS

A. ACW Update

S. Deisler shared that the task force met with the developers for the pre-interview meeting. The three developers who attended the pre-interview meeting were Fairmount Properties, Ambling University Development/Lord Aeck Sargent, and AVB/Hinman. The public interviews will be held July 21, and proposals will be due the July 7 with their initial conceptual ideas on the property, financials, etc. Interviews are open to the public for observation followed by an open house. The ACW Task force will make a recommendation which will be brought back to each board before entering into pre-development agreement. S. Deisler added that Kalamazoo County is a new partner on the task force because of their need for a new courthouse.

Mayor Hopewell requested an electronic copy of the initial RFQ responses be sent to DDA Board.

B. Bates Alley

M. Gernaat reviewed the Bates Alley project that would turn the alley behind Olde Peninsula into a pedestrian friendly alley with outdoor cafes and closed off to vehicles. The design for the alley includes bistro lighting, colored concrete and parklettes. She added that they have met with the business owners and residents to review their concerns. The plan is to use the State's crowdfunding program to match whatever is raised in Kalamazoo for the project. M. Gernaat added that she will be asking the MEDC representative if funds can be raised this year and begin construction in the spring.

C. Downtown Pop-up Trail

The City will be blocking off a 12 foot lane to create a pop-up protected trailway for bicycles to test if the pathway works for users. It will be three to four days Thursday through Sunday placed along south side of Water Street up to Kalamazoo Mall. D. Wissner suggested putting signage along the trail to direct people downtown as an alternative route but keeping the main path on Willard.

VII. 2014 DDA AUDIT

D. Houseman introduced Jacqueline Schmitt and Kristy Vandermolen. K. Vandermolen reviewed the audited financial statements and the DDA wrap-up booklet.

DIRECTOR SCMITT MOVED TO APPROVE THE 2014 DDA AUDIT AS PRESENTED. DIRECTOR GREEN SUPPORTED. MOTION CARRIED.

VIII. COMMITTEE REPORTS

S. Deisler shared that the Parking Committee has been working with the Communications & Events Committee to help roll out the Five Year Plan to the community. The committee will meet to approve getting a video and two-three page info sheet produced to help present the plan

to the public. S. Deisler added that he anticipated presenting the plan to the DDA in July.

X. DIRECTOR COMMENTS

Director shared that the East face of the WMU Alumni Center is now visible, and encouraged participation in the KRVT crowdfunding campaign. Director Schmitt announced that the Downtown Music Jam is at the Kalamazoo Community Foundation.

X. PUBLIC COMMENTS

Director Ayers announced that the Give a Craft Beer Trail through Kalamazoo County has been released and will start on May 28. It is a passport program that highlights breweries throughout the county including seven in downtown Kalamazoo. S. Deisler announced that Kalamazoo will be hosting the Annual Michigan Downtown Association Conference this year

XI. ADJOURNMENT

The meeting was adjourned at 4:11 pm.

APPROVED: _____

Eva Ennis
Recording Secretary

DOWNTOWN DEVELOPMENT AUTHORITY - 2 MILL
MONTHLY REVENUE AND EXPENDITURE REPORT
MAY 31, 2015

		ACTUAL		
		MONTH	YEAR TO DATE	BUDGET
REVENUE				
	2014 Two Mill Levy	0.00	0.00	241,703.00
	Prior Year(s) Taxes	4,579.81	27,359.28	18,193.00
	Interest Income	309.93	400.83	100.00
#1	Miscellaneous	132.52	132.52	1,500.00
	TOTAL REVENUE	5,022.26	27,892.63	261,496.00
EXPENDITURES				
	D&O Insurance	0.00	0.00	3,500.00
	Legal Services	0.00	0.00	5,000.00
	Legal Notices	0.00	0.00	600.00
	Audit	2,860.00	3,740.00	6,000.00
#2	Rebated Taxes	13,123.59	13,123.59	20,000.00
	DKI Service Agreement	0.00	0.00	221,000.00
	Miscellaneous	0.00	131.38	500.00
	TOTAL EXPENDITURES	15,983.59	16,994.97	256,600.00
	REVENUE/OVER(UNDER) EXPENSES	(10,961.33)	10,897.66	4,896.00

#1 MISCELLANEOUS- Rickman House Pilot

#2 REBATED TAXES - Zoetis 2 Mill Rebate

DOWNTOWN DEVELOPMENT AUTHORITY - TIF
MONTHLY REVENUE AND EXPENDITURE REPORT
MAY 31, 2015

		ACTUAL		
		MONTH	YEAR TO DATE	BUDGET
REVENUE				
	Useable TIF Collections	0.00	340,835.54	741,607.00
	Debt Service TIF Collections	0.00	447,625.00	675,150.00
	Advance 2015 Useable TIF Collections	0.00	(150,000.00)	(150,000.00)
	Festival Place Maintenance Fees	0.00	0.00	30,000.00
	City of Kalamazoo - Mall Maintenance	0.00	56,810.00	56,810.00
	Liquor License Application Fees	0.00	350.00	0.00
	Interest Income	50.46	192.95	600.00
	TOTAL REVENUE	50.46	695,813.49	1,354,167.00
EXPENDITURES				
	Liquor License	0.00	157.87	0.00
#1	Legal	4,387.23	4,387.23	5,000.00
	Audit	3,640.00	4,760.00	7,200.00
	Building Revitalization	0.00	0.00	20,000.00
	Mall Assessment	0.00	0.00	10,000.00
#2	Maintenance	38,740.39	45,498.48	160,000.00
	TIF Capture-Miller Canfield	0.00	0.00	52,860.00
	SUB-TOTAL	46,767.62	54,803.58	255,060.00
DEBT SERVICE/OTHER OBLIGATIONS				
	Arcadia Creek Bonds	0.00	431,350.00	457,300.00
	Building Authority Bonds	0.00	16,275.00	217,850.00
	TIF Capture Ramp 3	0.00	0.00	45,027.00
	Festival Place	0.00	128,472.46	128,473.00
#3	Rebated Taxes	86,574.47	86,574.47	200,000.00
	City of Kalamazoo Loan	0.00	0.00	76,460.00
	SUB-TOTAL	86,574.47	662,671.93	1,125,110.00
	METROPOLITAN CENTER	0.00	0.00	48,900.00
	TOTAL EXPENDITURES	133,342.09	717,475.51	1,429,070.00
	REVENUE/OVER(UNDER)EXPENDITURES	(133,291.63)	(21,662.02)	(74,903.00)

#1 LEGAL - Personal property tax, Zoetis tax appeal, and TIF Legislation.

#2 MAINTENANCE - Creek maintenance \$25,474.00.

#3 REBATED TAXES - Zoetis tax appeal.

**PARKING, TRANSPORTATION, & MOBILITY
MONTHLY REVENUE AND EXPENDITURE
April 30, 2015**

	ACTUAL		BUDGET		
	MONTH	YEAR TO DATE	YEAR TO DATE	ANNUAL	
#1 Street Meters	30,478.91	99,138.48	102,749.00	346,192.00	
#2 Unattended	40,029.90	133,948.39	126,036.00	393,003.00	
#3 Attended Lots	157,525.63	579,770.61	527,227.00	1,617,260.00	
#4 Enforcement	22,581.00	80,586.00	90,156.00	366,795.00	
Metro Transit Fee	194.00	776.00	776.00	2,330.00	
Arcadia Condo Land Contract	276.67	1,106.68	1,107.00	3,320.00	
TIF - Debt Service Assistance	16,275.00	16,275.00	16,275.00	217,850.00	
TIF Ramp 3 Subsidy	0.00	0.00	0.00	45,027.00	
TIF - Maintenance	0.00	0.00	0.00	40,000.00	
Ramp 3 Debt Service Reserve	0.00	86,217.00	86,217.00	86,217.00	
Miscellaneous	0.00	0.00	0.00	0.00	
Interest Income	4.87	17.76	20.00	60.00	
TOTAL REVENUE	267,365.98	997,835.92	950,563.00	3,118,054.00	
EXPENDITURES					
Legal Fees	0.00	1,225.00	3,333.33	10,000.00	
Audit & Accounting Fees	1,000.00	2,000.00	2,000.00	12,875.00	
DKI Staff Services	5,416.67	21,666.68	21,666.67	65,000.00	
Liability Insurance	0.00	4,581.44	4,582.00	6,630.00	
Salaries & Wages	63,419.03	257,935.41	265,305.00	795,915.00	
Payroll Taxes	11,339.53	46,119.34	47,436.67	142,310.00	
Worker's Compensation	2,968.00	11,872.00	13,244.00	39,732.00	
Hospitalization & Benefits	9,120.79	36,069.42	40,257.67	120,773.00	
Employee Relations	67.41	142.82	500.00	1,500.00	
Personnel Selection	18.46	615.51	833.33	2,500.00	
#5 Equipment Purchase/Lease	5,256.65	6,515.27	5,216.67	15,650.00	
Liability Claims	97.18	388.72	1,000.00	3,000.00	
Auto & truck Expense	393.45	2,127.20	4,108.33	12,325.00	
Repairs & Maintenance	1,351.84	8,028.50	23,990.00	71,970.00	
Utilities	14,225.19	63,812.96	63,813.00	164,000.00	
Telephone	1,362.31	5,659.05	5,849.00	17,547.00	
Website	49.90	255.50	683.33	2,050.00	
Signage	0.00	86.80	3,566.67	10,700.00	
Materials & Office Supplies	1,767.83	4,231.17	6,722.33	20,167.00	
#6 Customer Service Program	25.38	445.43	400.00	1,200.00	
Postage	625.40	2,518.42	2,783.33	8,350.00	
Forms & Printing	286.29	9,337.54	9,600.00	28,800.00	
Outside Contract Services	17,861.37	146,609.27	146,610.00	290,628.00	
Office Lease	0.00	8,850.00	8,850.00	30,000.00	
Ramp 3 Maintenance Reserve	0.00	0.00	0.00	37,500.00	
Management Fee	15,113.47	60,453.88	61,500.00	184,500.00	
OPERATING EXPENDITURES	151,766.15	701,547.33	743,851.33	2,095,622.00	
DEBT SERVICE EXPENDITURES					
1998 Refunder	16,275.00	16,275.00	16,275.00	217,850.00	
2005/2006 Ramp 3 Bond	198,741.38	198,741.38	198,741.38	691,667.00	
TOTAL DEBT SERVICE EXPENDITURES	215,016.38	215,016.38	215,016.38	909,517.00	
CAPITAL IMPROVEMENTS					
FIVE YEAR PARKING PLAN	0.00	0.00	0.00	100,000.00	
TOTAL EXPENDITURES	368,114.96	917,896.14	960,534.38	3,110,139.00	
REVENUE/OVER(UNDER) EXPENDITURES	(100,748.98)	79,939.78	(9,971.38)	7,915.00	Accrual Basis
		147,882.19	147,882.19	150,416.08	PY Cash Balance
		227,821.97	137,910.81	158,331.08	Cash Basis

SYSTEM CASH RESERVE	\$150,000.00
RAMP 3 MAINTENANCE RESERVE	\$269,787.49

PARKING, TRANSPORTATION, & MOBILITY NOTES: APRIL 2015

The following will explain significant variances in the monthly financial reports as of the end of April:

REVENUES:

1. **Street Meters:** Under budget \$3,611. The extreme amount of snow in January and February prevented customers from parking at our meters.
2. **Unattended:** Over budget \$7,912. The extreme amount of snow in January and February may have caused patrons from parking in the streets and utilize these lots.
3. **Attended Facilities:** Over budget \$52,544. This is mostly attributed to monthly parker revenues. Revenues are increased by \$5,200 per month in Ramp #3 from the WMU Medical School which were not included in the original budget. Bronson also added (24) parkers in Ramp #2.
4. **Enforcement:** Under budget \$9,570 due in part to the extreme snow conditions we had in January and February. Ticket issuance increased in March and April.

EXPENSES:

5. **Equipment Purchase/Lease:** Not expensed evenly throughout the year and is expected to remain within budget.
6. **Customer Service Program:** Purchased as needed and not expected to exceed budget.

ARCADIA COMMONS WEST DEVELOPER INTERVIEWS

Developers will present qualifications and concept ideas followed by interview questions from the Arcadia Commons West Task Force. Each interview will be followed by an opportunity for the developers to engage with the public outside the interview room.

Date: July 16, 2015

Location: Kalamazoo Valley Museum, Stryker Theatre, 230 N Rose Street

Interview Schedule:

- ◇ 9:00 Doors Open
- ◇ 9:30 Lord Aeck Sargent / Ambling University Development Interview
- ◇ 10:30 Lord Aeck Sargent / Ambling University Development Public Q & A Session (and break)
- ◇ 11:00 AVB / Hinman Interview
- ◇ 12:00 AVB / Hinman Public Q & A Session (and break)
- ◇ 1:00 Fairmount Properties Interview
- ◇ 2:00 Fairmount Properties Public Q & A Session (and break)
- ◇ 2:30 Open House



Arcadia Commons West Consortium

City of Kalamazoo
Downtown Development Authority
Downtown Kalamazoo Inc.
Downtown Tomorrow Inc.
Kalamazoo Community Foundation
Kalamazoo County
Western Michigan University



ARCADIA