

**Downtown Development Authority
Board of Directors Meeting
January 25, 2017**

<u>Present</u>	<u>Absent</u>	<u>Staff</u>	<u>Others Present</u>
Christine Bailey John Hubbard Lydia Jackson Terry Moore Logan Schroeder	Keith Todaro Stanley Varner	Liz Swaine Janie Landry E.D. Stewart Lorenzo Lee Stacie Leng	

I. CALL TO ORDER

Chair Christine Bailey called the meeting to order at 3:34 pm.

II. ROLL CALL

E.D. Stewart called the roll. Members present were: Christine Bailey, John Hubbard, Lydia Jackson, Terry Moore, and Logan Schroeder. Keith Todaro and Stanley Varner was absent. Ms. Bailey noted there was a quorum present.

III. APPROVAL OF ABSENCES

Stanley Varner had requested to be excused.

Terry Moore made a motion to approve the absence of Stanley Varner and Keith Todaro. John Hubbard seconded the motion. The motion passed unanimously.

IV. AMEND AGENDA

Ms. Bailey asked if there was a need to amend the agenda. There was not a reason to amend.

V. WELCOME / PRESENTATIONS / INTRODUCTIONS

Ms. Bailey welcomed the board members and staff. No members of the public were present.

VI. PUBLIC COMMENTS (Agenda Items)

Ms. Bailey asked if there were any public comments for agenda items. There were no public comments.

VII. CONSENT AGENDA

A. Minutes

Ms. Bailey asked for a review of the December 2016 minutes and for any amendments or revisions.

John Hubbard made a motion to approve the December 2016 minutes as presented. Terry Moore seconded the motion. The motion passed unanimously.

B. Financials

Ms. Swaine asked the board to review the December 2016 financials. All payments for the 2016 Streetscape and 2016 ShrevePark contracts with the city have been received. The signed 2017 contracts for both Streetscape and Shreve Park have not been received yet.

DSDC Management fee has been paid. The variance in the Worker's Compensation Insurance was the result of an accounting error and is being corrected currently. It was noted that the final property tax revenue received for the year will be used to purchase a new truck for Streetscape. It was also noted that the expense shown for the Office Supplies line item was for a new server and two computers for the office.

Lydia Jackson asked for clarification relative to the purpose of the Business Co-Op line item. Ms. Swaine explained that the line item represents funds for a downtown retailers' group to help with marketing and advertising. The group will meet in February to discuss results of the ads that were placed for the holidays and to talk about future ad campaigns and marketing.

Logan Schroeder made a motion to accept the December 2016 Financials as presented. Lydia Jackson seconded the motion which passed unanimously.

VIII. REPORTS

A. Director's Report

1. Aquarium Groundbreaking 1/25/17

- Plans to open by Summer 2017

2. Holly Hollenshead's Building – 401 Spring Street

- Former carriage company and later, Goode-Cage Drug Co. possibly built 1910
- Asking price \$250,000
- Roof has caved in, serious termite damage
- Cited by City of Shreveport Property Standards
- Eligible for HTC

3. Ogilvie Grocery Store

- Collapsed bldg. at east gateway into downtown; Texas St. Bridge
- City reports the property will not be up for purchase (adjudication period up) until June/July, 2017
- If city pursues clear title on it, will take another 8 months

4. UNEEDA Biscuit Building – 711/715 Milam

- Roof leak has led to significant internal structure damage
- Local company considering purchase

5. Former Hamilton Apartments (Creswell Hotel) – 727 Milam

- Realtor reports strong interest

6. The Standard – 509 Market

- Plans to the State Fire Marshal this week

7. 719 Marshall

- Construction ongoing
- Real estate agent - ReALTA Realty Group

8. 411 Block of Lake Street

- Jeff Spikes (iArchitecture) purchased 411/413 Lake Street
- All new space is leased

9. Sears Buildings – 600 block of Texas Street

- Third floor leased by Maven Royalty Partners

10. Arlington Hotel – 700 Cotton

- Possible interest
- City willing to give prospective buyers a due diligence period

11. Short Line Food Court- 910 Marshall

- Finally received MPC approval

12. B'nai Zion Temple – 802 Cotton

- Owned by Claude Dance, Jr.
- Asking \$65,000 for 99% interest

13. Rhino Coffee – 624 Texas Street

- Has obtained approval to sell alcoholic beverages

OTHER KEY PROJECTS/ISSUES:

SSHM/SWWM

- Friends groups will pay to keep the museums open for 60 days. Plans uncertain beyond that point.

ABO Ordinances/Chapter 10 re-write

- Goal is to make it easier to allow patrons to take alcoholic beverages outside

Do Business Downtown Grant (DSDC)

- Grant ended 12/31/2016
- The grant assisted 12 new businesses and one business expansion
 - CyberReef
 - Chavez Data Service
 - Seasons Salon & Events
 - Artipsy (Bon Temps Coffee Bar expansion)
 - Rhino Coffee
 - Vires Ultra Holdings, Inc.
 - Donnie Bell Design
 - Sweet Tee/FESTOONED
 - Definition Industries
 - Antique Adoption
 - Total Package Advertising
 - Kathryn Gaienne Photography
 - Wendy Horton Law
- Final Report submitted to Community Foundation

Downtown Crime Reports

- Keeping a close tab on the statistics
- DDA – moveable cameras conversation

Downtown Shreveport Artwalk

- February 1st, 5-8 pm – Black History Month; Three openings at artspace, SUSLA Museum of Art, and Marlene Yu Museum.
- Creole Wild West Mardi Gras Indians exhibit opening 1/27/17 at artspace
- UNSCENE full day event with parade, 1/28/17, starting at artspace

B. Parking Report

Lorenzo Lee presented the parking report for December 2016. Mr. Lee noted that ticket and coinage revenue are average and consistent with previous years. Revenue for 2016 was an estimated \$500,000. Bagged meters for downtown construction projects added to overall yearly revenue.

IX. OLD BUSINESS

A. UDC Update

Ms. Swaine mentioned the idea of DSDC and DDA jointly requesting the City Council task the Historic Preservation Commission with the mission of education and prevention of demolition-by-neglect rather than policing property owners' proposed changes to façade appearances, renovations, and repairs. Another important issue was that a set of design guidelines is not required for Historic Districts. Ms. Swaine proposed that a joint resolution from the DSDC and DDA to the City Council would be appropriate to address this issue.

B. Parking App

Progress with Passport Parking App has stalled. Park Mobile (DFW/NOLA) is the parking app company that staff is currently talking with regarding a viable parking app for downtown. Discussions are going more quickly with this company. Also, additional conversation is ongoing with another parking company regarding a test installation of meters with the capability of allowing payment via credit card. If these work, the DDA will talk with City officials about the possibility of installing several across downtown (not completely throughout).

X. NEW BUSINESS

A. Downtown Security Cameras

The possibility of providing security cameras in downtown was briefly discussed during the director's report.

B. DSDC 2017 Management Agreement

Ms. Swaine noted that the DSDC 2017 Management Agreement is almost identical to the 2016 agreement. The primary change is that the Streetscape crew no longer cleans the ShrevePark Garage since the garage was sold, and DSDC no longer pays DDA for that service.

Terry Moore made the motion to accept the DSDC 2017 Management Agreement as presented. Logan Schroeder seconded the motion. The motion passed unanimously.

C. DSU 2017 Management Agreement

Ms. Swaine directed the board to review the DSU Management Agreement. The agreement remained unchanged from the previous year.

Terry Moore made the motion to accept the DSU 2017 Management Agreement as presented. Logan Schroeder seconded the motion. The motion passed unanimously.

D. Joint DSDC/DDA Resolution, RE: UDC

As discussed under old business, the board agreed to present a resolution to the city council regarding changes relative to the involvement of the Historic Preservation Commission in the UDC.

John Hubbard made the motion to approve the Joint DSDC/DDA Resolution (DDA Resolution No. 1) to be sent to City Council regarding the Unified Development Code. Logan Schroeder seconded the motion. The motion passed unanimously.

E. Resolution Authorizing Executive Director to Acquire New Vehicle for Streetscape

As previously discussed during financials, it was noted that Streetscape desperately needs a new vehicle. Ms. Landry has researched the process DDA must use to acquire a new truck. It was noted that the new vehicle will be a "bare bones" basic crew cab pickup truck. No purchase will be made until a signed 2017 Streetscape contract has been received from the City of Shreveport.

John Hubbard made the motion to approve the resolution authorizing the DDA Executive Director, Liz Swaine, to acquire a new vehicle for Streetscape (DDA Resolution No. 2). Logan Schroeder seconded the motion. The motion passed unanimously.

XI. ANNOUNCEMENTS

Ms. Bailey asked if there were any announcements. Ms. Bailey mentioned the upcoming downtown sketch walk and art opening at the Norsworthy in February.

XII. PUBLIC COMMENTS (NON-AGENDA ITEMS)

There were no public comments on non-agenda items.

XIII. ADJOURN

Ms. Bailey adjourned the meeting at 4:32 pm.

Stanley Varner, Secretary