

**Downtown Development Authority
Board of Directors Meeting
August 31, 2016**

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

I. CALL TO ORDER

Chairman Terry Moore called the meeting to order at 3:32 pm.

II. ROLL CALL

E.D. Stewart called the roll. Those present were: Christine Bailey, John Hubbard, Keith Todaro, Terry Moore, Logan Schroeder (3:35 pm), and Stanley Varner. Lydia Jackson was absent. Mr. Moore noted there was a quorum present.

III. APPROVAL OF ABSENCES

John Hubbard made a motion to approve the absence of Lydia Jackson. Stanley Varner seconded the motion. The motion passed unanimously.

IV. AMEND AGENDA

Mr. Moore asked if there was a need to amend the agenda. No amendments were needed

V. WELCOME / PRESENTATIONS / INTRODUCTIONS

Mr. Moore welcomed the board members and staff. No guests were present.

VI. PUBLIC COMMENTS (Agenda Items)

Mr. Moore asked if there were any public comments. There were no public comments.

VII. CONSENT AGENDA

A. Minutes

Mr. Moore asked for a review of the July 2016 minutes and for any amendments or revisions.

John Hubbard made a motion to approve the July 2016 minutes as presented. Christine Bailey seconded the motion. The motion passed unanimously.

Logan Schroeder arrived 3:35 pm

B. Financials

Ms. Swaine asked the board to review the July 2016 financials. The 2016 Streetscape and 2016 Parking contracts with the city are signed and paid up to date. The Deepwater Grant has been finalized and paid in full. Miscellaneous

income reflects insurance dividends. Ms. Swaine called the board's attention to the Artspace support line item and noted that the electric utility payments from Parish Taceaux (708 Texas) will be caught up. She commented that there have been no unexpected expenses.

Logan Schroeder made a motion to accept the July 2016 Financials as presented. Stanley Varner seconded the motion. The motion passed unanimously.

VIII. REPORTS

A. Director's Report

1. 509 Market- Former United Mercantile Bank

- Developer in town recently talking about retail options, press rollout

2. Selber Building- 601 Milam

- Close to completion
- Ribbon cutting and block party planned for September or October

3. 600 Block of Texas- Sears Project

- First floor has Certificate of Occupancy
- Rhino Coffee waiting on ABO approval
- Seasons Salon has cosmetology permit
- #2 Building still anticipating Rock-N-Sake
- #3 Building various interest

4. Santa Maria Produce Building- 528 Commerce

- Weiland-DAVCO Company work progressing

5. Post Office Building- 333 Milam

- Owned by James Thrower
- Life Changing Solutions on 3rd Floor
- Second floor will be co-working concept
- Nearing completion

6. Petroleum Tower Lofts- 415 Edwards

- Developer has signed letter of intent; is in 90-day due diligence period

7. Holly Hollenshead's Building- 401 Spring

- Purchased in 2000 for \$250,000.00

8. Former Ridgway's Building- 719 Marshall

- Offer accepted, expected to close in October
- Residential/Commercial use planned

9. Old Dee's Building- 420 Market

- Work being completed
- Available again

10. Hutchinson Building- 504 Texas Street

- Under contract
- Mixed use

11. Executive Directors

- Meghan Hochstetler named Executive Director of RFC
- Search ongoing for Cohab Director

OTHER KEY PROJECTS/ISSUES:

- SSHM/SWWM- could close January 1, 2017. Would revert back to original owners (Colonial Dames, George Nelson and City of Shreveport).
- Survey to top businesses & property managers- Results being received. To date, 14 out of 35 have replied with homelessness being the #1 issue on average.
- Barnwell Center- City planning to make announcement in September.
- Trespass Affidavits- DDA is offering signs. First sign for business is free; additional signs are \$20 to cover cost.
- HPC Design Guidelines- for Highland District scheduled to go before MPC in September.
- NLCOG MPO Meeting- announcement of two "preferred" Inner City Connector Routes: Friday, September 9 at 9:00 am, Government Plaza.

B. Parking Report

Mr. Lee presented the parking report for July 2016. Ticket and coinage are average and consistent. Slight increase in credit card revenue mostly due to new provider with lower convenience fee. Ms. Swaine mentioned the thefts of meters and the extent that thieves are going to for a small amount of coinage if any.

IX. OLD BUSINESS

A. UDC Update

Ms. Swaine informed the board that the third and final draft has been released and no real issues remain pertaining to downtown in the UDC. Planning a September vote with MPC, then to City Council and Caddo Commission. Ms. Swaine urged board members to attend any public hearings.

B. Parking App Latest

Ms. Swaine directed attention to the Parking App signs that would be installed in metered parking spots. An educational campaign will be needed to inform people how to use the Passport parking app. The 90-day pilot program contract has been signed. A number of variables will determine the introduction date, including training, signage placement, and educating the public. Parking will not be on a space number basis, but rather, on a zone/license plate entry. The behind-the-scenes work involved is more than anticipated and, therefore, it is taking a little more time than projected to roll out the program. The City will be charged by Passport; not DDA.

C. Downtown Artwalk

The Downtown Artwalk ad was featured in this month's Biz magazine. Every first Wednesday of the month will feature new locations with new artists. This event has proven very popular in other cities.

X. NEW BUSINESS

A. Appointment of Budget Committee

Ms. Swaine requested three board members to volunteer for the 2017 DDA Budget Committee. Stanley Varner, Christine Bailey, and Logan Schroeder volunteered to serve on the DDA Budget Committee.

B. September/October DDA Board Meetings- Date Changes

Due to the planned absence of Ms. Swaine on the regular September and October board meeting dates, it was necessary to change the meeting dates to September 21 and October 19 (one week in advance from original dates).

C. SporTran Terminal Future

A discussion took place among board members regarding the future possibilities for the main SporTran bus terminal in downtown after its anticipated relocation to Murphy Street in the 3rd Quarter of 2017. It was noted that there were two likely possible outcomes:

1. SporTran would continue paying for the terminal even while vacant due to the contract with the Federal Transit Authority.
2. SporTran would sell the property for the appraised value, which may prove difficult because the appraisal may be impossible to obtain under normal standards.

Kevin Bryan will provide renderings and suggestions for possible uses to present to City Council.

XI. ANNOUNCEMENTS

Mr. Moore asked if there were any announcements. There were none.

XII. PUBLIC COMMENTS (NON-AGENDA ITEMS)

Mr. Moore asked for any public comments. There were none.

XIII. ADJOURN

With no further DDA business to conduct, John Hubbard made a motion to adjourn. Stanley Varner seconded the motion. The motion passed unanimously.

Mr. Moore adjourned the meeting at 5:04 pm.

John Hubbard, Secretary