

**Downtown Development Authority
Board of Directors Meeting
December 14, 2016**

<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	Joe Kane, <i>Brown Builders</i>

I. CALL TO ORDER

Chairman Terry Moore called the meeting to order at 3:35 pm.

II. ROLL CALL

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

III. APPROVAL OF ABSENCES

Stanley Varner had requested to be excused.

Logan Schroeder made a motion to approve the absence of Stanley Varner. Christine Bailey seconded the motion. The motion passed unanimously.

IV. AMEND AGENDA

Mr. Moore asked if there was a need to amend the agenda. There was not a reason to amend.

V. WELCOME / PRESENTATIONS / INTRODUCTIONS

Mr. Moore welcomed the board members and staff. One member of the public was present: Joe Kane of Brown Builders.

VI. PUBLIC COMMENTS (Agenda Items)

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

VII. CONSENT AGENDA

A. Minutes

Chairman Moore asked for a review of the November 2016 minutes and for any amendments or revisions.

Logan Schroeder made a motion to approve the November 2016 minutes as presented. Christine Bailey seconded the motion. The motion passed unanimously.

B. Financials

Ms. Swaine asked the board to review the November 2016 financials. Payments for the 2016 Streetscape and 2016 ShrevePark contracts with the city are up to date. It was noted that the last property tax payment will be used for a truck replacement for Streetscape. Due to an estimating error by the tax assessor's office, the DDA budget is \$11,000-15,000 less than originally anticipated for 2017. Ms. Swaine noted there was nothing out of the ordinary in the month's financials relative to expenses.

Keith Todaro made a motion to accept the November 2016 Financials as presented. Logan Schroeder seconded the motion. The motion passed unanimously.

VIII. REPORTS

A. Director's Report

- 1. "The Standard" – 509 Market Street**
 - Meeting with 200 block property owners/managers
 - Owners are compiling information on available properties within 3-block range
- 2. 719 Marshall**
 - Construction ongoing
 - Plans to file HTC
- 3. 411 Block of Lake Street**
 - Jeff Spikes (iArchitecture) purchased
 - Available for build out/rental
- 4. Hutchinson Building – 504 Texas Street**
 - Working with MPC on parking lot, to be gated & landscaped
 - Residential, office, and apartment space planned
 - New future home of "The Missing Link" restaurant
 - Requesting organizations to stop using lot for homeless feedings
- 5. Selber Building – 601 Milam**
 - Grand opening party and tours held on Tuesday, Nov. 29
- 6. Sears Buildings – 600 block of Texas Street**
 - Mezzanine of Sears building will be next to open
 - Donnie Bell Design – website builders
 - Kathryn Gaiennie Photography
 - Sweet Tee Clothing
- 7. Johnson Building – 419 Milam**
 - Electrical work being done
- 8. Jefferson Apartments – 907 Louisiana**
 - Significant space available for rent; Space is in poor condition
- 9. Old KCS Café – 900 Block of Louisiana**
 - Progressing quickly
 - Event space
 - HTC filing
- 10. Arlington Hotel – 700 Cotton**
 - No movement
- 11. Santa Maria Produce Building – 528 Commerce**
 - Weiland Company work progressing; March grand opening
 - DSDC approved \$10,000 Façade Grant for improvements

12. Petroleum Tower Lofts – 415 Edwards

- No update

13. Old Schindler Elevator/Bayou Some Junque – 415 Lake

- No movement

14. Short Line Food Court- 910 Marshall

- Still waiting on MPC approval

15. B’nai Zion Temple

- Tax owner owns both city and parish taxes
- Intends to file Act of Monitions to clear title

OTHER KEY PROJECTS/ISSUES:

- **SSHM/SWWM**
 - Still no definitive word on plans for museums
- **Louisiana Trust for Historic Preservation Meeting**
 - Organization has tools that might be useful for DSDC, including property easements
- **Downtown Shreveport Artwalk**
 - December Holiday Artwalk a success
 - Next: Mardi Gras Artwalk, January 4, 5-8 pm

CONCERNS:

- **Homeless Population**
 - Impact on ongoing viability of downtown
 - Port-a-lets @ Church of the Holy Cross
 - SPD response
- **SporTran Terminal structure**
 - No specific plans yet
- **Downtown Infrastructure**
 - No significant money spent as yet
- **Caddo Common**
 - Fundraising lagging

B. Parking Report

Lorenzo Lee presented the parking report for November 2016. Mr. Lee noted that ticket and coinage revenue are average and consistent with previous years. Repaving & repainting has negatively affected revenue. Boot revenue is up with the most number of vehicles booted in a month.

IX. OLD BUSINESS

X. NEW BUSINESS

A. Hope Connections Hand-Out Cards Purchase/Sponsorship

Ms. Swaine directed the board’s attention to the email in their binders regarding the request from HOPE director, Christa Pazzaglia for a \$1,500.00 sponsorship in Hand Up cards.

Christine Bailey made a motion to approve a sponsorship to HOPE Connections for \$1,500.00 in Hand-Up bus cards. Lydia Jackson seconded the motion. The motion passed unanimously.

B. 2016 Audit Engagement Letter – Cook & Morehart

The engagement letter is to certify that the DDA will engage Cook & Morehart for auditing services for 2016.

Lydia Jackson made the motion to approve engagement with Cook & Morehart for auditing services. John Hubbard seconded the motion. The motion passed unanimously.

C. Appointment of Nominating Committee – 2017 DDA Officers

John Hubbard nominated Christine Bailey for Chair. Christine Bailey nominated Logan Schroeder for Vice Chair. John Hubbard nominated Stanley Varner for secretary.

John Hubbard made a motion to accept the nominations for the 2017 DDA officers as follows: Chair – Christine Bailey, Vice Chair – Logan Schroeder, and Secretary – Stanley Varner. Lydia Jackson seconded the motion. The motion passed unanimously.

XI. ANNOUNCEMENTS

Mr. Moore asked if there were any announcements. Christine Bailey announced that her the opening for her solo show would be Sunday, December 18.

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. Christine Bailey seconded the motion. The motion passed unanimously.

Mr. Moore adjourned the meeting at 4:32 pm.

Stanley Varner, Secretary