

**Downtown Development Authority
Board of Directors Meeting
July 27, 2022**

Present	Absent	Staff	Others Present
Lloyd Brown Michael Corbin Drayden Dunn Tim Huck Kathy Malone Terry Moore (arrived 4:08)	Candice Battiste	Liz Swaine Stacie Leng Peggy Hellyer	

I. CALL TO ORDER

The meeting was called to order at 3:36 pm by Chairman Tim Huck

II. ROLL CALL

Peggy Hellyer called the roll. Candice Battiste was absent. Terry Moore arrived at 4:08 pm. Ms. Battiste has resigned, but her replacement has not been appointed.

III. APPROVAL OF ABSENCES

A motion was made by Tim Huck, seconded by Lloyd Brown to approve the absences. Motion carried unanimously.

IV. AMEND AGENDA

The agenda was not amended.

WELCOME / INTRODUCTIONS/ PRESENTATIONS

There were no welcomes, introductions, or presentations.

V. PUBLIC COMMENTS

There were no public comments.

VI. CONSENT AGENDA

Minutes

Ms. Swaine asked for a review of the June 22, 2022, regular meeting minutes and for any changes or revisions.

A motion was made by Tim Huck to approve the minutes of the June 22, 2022, meeting. Kathy Malone seconded the motion, which passed unanimously.

June 2022 Budgetary Comparison Financial Statement

Ms. Swaine reviewed the June 2022 Budgetary Comparison Financial Statement. She reported that nothing is out of the ordinary. City contracts are all current. An extra \$5,000 in the Miscellaneous Income line item is from the State Unclaimed Property Fund related to Principal Insurance from an old account.

Expenses: The Worker's Comp line item is a placeholder amount and will be split out by the auditors as will the Insurance line. Ms. Swaine and Ms. Leng made brief comments relative to the line items that have increased due to costs rising. It was noted that supply issue problems and a natural disaster affecting the factory have made it impossible to purchase brushes for the

Streetscape sweeper at present. There has also been a significant increase in dumpster rental cost, but it is still within budget for now.

Tim Huck asked about revenue. Ms. Swaine reported that in early 2000s the DDA almost became insolvent. When she took the job as Executive Director, she renewed the focus on building a reserve. Ms. Landry reported that DDA secured a bond issue at the time and borrowed \$3 million for downtown projects. Some of the projects never happened and a large portion of the funding was returned unspent. The existing bond debt is finally approaching payoff status and when it does, the DDA will have more than \$100K extra to deploy into downtown projects and amenities.

A Motion was made by Kathy Malone to approve the June 2022 Budgetary Comparison Financial Statement as presented. Lloyd Brown seconded the motion, which passed unanimously.

VII. REPORTS

A. Director's Report

- Retail is growing. Refine Design & The Grove have opened. Refine Design is having a grand opening on 7/30/22.
- Waggoner Building: Per a conversation with Representative Cedric Glover, the state is moving more rapidly than usual. The design contract has not been awarded yet, but consideration has been narrowed to four groups, two of whom are local. The demolition contractor is local as well - Newman Marchive. Representative Glover has spoken with senators to try to add additional parking in the building to provide parking for the Beck Building and others. The Waggoner building will retain the bones of the old building to make a new modern looking building. The same process has been done numerous times around the country.
- Undeeda Biscuit Building – Project is anticipated to be complete by end of the year.
- There is a staged unit at the Lee Hardware building, and it is fabulous.
- The Grove has opened across from the Convention Center parking garage. The owner is the accessories buyer for Ivan Smith Furniture. There are ten 10x10 and 10x15 spaces. The space is totally rented out at 45 vendors and will be open two weekends each month.
- Pepito XO: Currently waiting on their ABO permit. Menu items look fantastic.
- Noble Savage: Ms. Swaine visited yesterday. The building is extremely clean. Management is also waiting on the ABO permit and C of O.
- Big Sun Studio: Lewis Kalmbach passed away recently. Unsure of the future of the studio. Lewis had been a great partner in his short time downtown.
- November election & District B Rep. Levette Fuller is leaving to run for mayor. Candidates for District B: Gary Brooks (local bar owner), James Carstensen (no information), Craig Lee (has run several times), and Mavis Hughes Thigpen (worked at the Chamber & Federal Court). DDA cannot take any position or play any role in political campaigns, but DSDC can host forums for informational/educational purposes. One, held four years ago at the Petroleum Club, was well attended.
- First Mayoral meet the candidates will be July 28 at the YMCA.
- Ascension Mural ribbon cutting is Thursday, August 4th.

B. Parking Report

Lorenzo Lee is out of town at a parking convention. Ms. Swaine reported that June was a good month for sacking meters. Coinage is up from last month. Parking is increasing downtown again. There were three boots. She also gave a recap of the glass breaking incident that occurred at the parking window by a person, angry over a parking ticket.

OLD BUSINESS

A. 2022 City Elections / Redistricting

Previously discussed.

B. Downtown Security, Homeless Issues

Ms. Swaine reported that the mounted patrol money that was moved to DSDC and placed in the security line item, has now been depleted. The funding has been used since March to hire off-duty police officers. Shifts are currently: Thursday 5-8, Friday 5-8, Saturday am and pm and Sunday am. There has been great response from the downtown business owners and property owners – they do not get the same response and personal attention from the regular officers. Ms. Swaine has checked with the officers from every shift to make certain that all is accomplished, and they are monitoring, everything, etc. Lloyd Brown stated that it is a no brainer to continue the program with reserves until such time SPD can come up with an alternative.

Drayden Dunn suggested more lighting and other avenues to deter crime. Ms. Swaine reported that the city and Swepco are in discussion about better lighting. The DDA might want to devise a grant program for lighting on buildings. She met with the head of the city's real time crime center. There is a need for cameras on top of the parking garage at the Aquarium. Both the crime center and the city IT departments say they are underfunded, understaffed, and having to piecemeal the camera equipment.

Michael Corbin reported that Swepco has been working with the city for about two years to get approvals, etc. for cameras, and there has been no contact in five months. A vendor was hired to put cameras on the poles, but they were not watertight and Swepco was unable to mount them. Streetlights only have power during the day and are powered by photocells. DDA had been working to have cameras installed downtown prior to the city taking over the project. Ms. Swaine will talk to the city's IT chief, Keith Hansen, again. Perhaps DDA can assist in helping deploy them more quickly.

The board agreed to make a budget allocation for police presence downtown first and follow up with cameras etc. Michael Corbin asked about the status of the bicycle patrol. Ms. Swaine reported that changes in SPD and the department's approach to providing service for downtown had eliminated the bicycle patrol.

A motion was made by Drayden Dun to reallocate \$15,000 to fund the Downtown police officers for the rest of the year. Terry Moore seconded the motion, which passed unanimously.

C. State Offices – Move to Downtown

Discussed under Director's Report.

D. Proposed Vacancy Ordinance

There will be no further action on the ordinance until after the November elections. A brief discussion ensued regarding 114 Texas Street, the property adjacent to The Blind Tiger. The dangerous and unsecured building is owned by a Judge in Monroe. He has been directed by the Environmental Court to secure the building.

E. 2022 Prize Fest – Sponsorship

Gregory Kallenberg asked for sponsorship for the 2022 Prize Fest at the previous board meeting. Ms. Swaine expressed her opinion relative to the significance Prize Fest has for downtown and said that Mr. Kallenberg is a huge proponent of the DDD. She stated that DDA has sponsored the event

in the past at a typical amount of \$5,000 with DSDC usually matching the amount. It was stated that a sponsorship of \$10,000 would be at the executive level. Kathy Malone stated that she would abstain from voting due to her connection to the Kallenbergs.

A motion was made by Terry Moore for the DDA to sponsor the 2022 Prize Fest for \$5,000. Michael Corbin seconded the motion, which passed unanimously. Kathy Malone abstained.

VIII. NEW BUSINESS

A. Resolution Number 2 of 2022 – DDA Money Purchase Plan – Approval of Third Cycle Plan Document

Ms. Landry stated that due to IRS requirements, some language in the DDA retirement plan document needs to be updated. 1) The trustee now signs the trust agreement instead of the adoptive agreement. 2) The previous plan allowed for three types (standardized, non-standardized and volume submitter), and the new plan allows for standardized and non-standardized. 3) Changes allow for multiple plans to use the same forms. 4) IRS requirements related to the discretionary match (not applicable to the DDA plan) and 5) IRS no longer rules on trust provisions, so that language had to be removed. Terry Moore has also reviewed and stated that it was primarily boilerplate language. Ms. Swaine is the trustee, and Ms. Landry is administrator and plan sponsor.

A motion was made by Tim Huck to approve Resolution Number 2 of 2022 – DDA Money Purchase Plan – Approval of Third Cycle Plan Document, giving Ms. Swaine authority to sign. The motion was seconded by Michael Corbin and passed unanimously.

ANNOUNCEMENTS

Drayden Dunn reviewed for the board the plans for his building on Texas Street, which includes an Airbnb, the potential for Ka'Davien Baylor to locate his office upstairs and Envision Marketing on the first floor.

XII. PUBLIC COMMENTS (NON-AGENDA ITEMS)

There were no public comments.

XIII. ADJOURN

With no further business to address, the meeting adjourned at 4:57 pm

Lloyd Brown, Secretary