

TO: Kalamazoo Downtown Economic Growth Authority Board Members  
FROM: Andrew Haan, President  
DATE: February 14, 2019  
RE: January Meeting

---

The first regular meeting of the Kalamazoo Downtown Economic Growth Authority Board of Directors is scheduled to take place on Monday, February 18, at 3:00 p.m. in the City Hall Community Room.



# **Board of Directors Regular Meeting Agenda**

**Monday, February 18 | City Hall Community Room**

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF AGENDA
- IV. MINUTES
- V. FINANCIAL REPORT
- VI. ACTION ITEMS
  - A. Resolution 19-01 to adopt 2019 DEGA Budget
- VII. DISCUSSION ITEMS
- VIII. BOARD COMMENTS
- IX. PUBLIC COMMENTS
- X. ADJOURNMENT



# **Board of Directors Regular Meeting Minutes**

**January 21, 2019 3 p.m. | City Hall – Community Room**

**PRESENT:** Stephanie Hinman, Mayor Bobby Hopewell, Grant Fletcher, Susan Lindemann, Ryan Wieber, Bob Miller, Jeff Breneman

**ABSENT:** Patti Owens, Carl Brown

**STAFF:** Andrew Haan, Deb Houseman, Jennifer Jelenek, Maryann Flynn, Sue Huggett, Patrick Halpin

**OTHER:** None

## **I. CALL TO ORDER**

DIRECTOR FLETCHER CALLED THE MEETING TO ORDER AT 3:43 P.M.

## **II. ROLL CALL**

**PRESENT:** Grant Fletcher, Bob Miller, Jeff Breneman, Mayor Bobby Hopewell, Ryan Wieber, Stephanie Hinman, Susan Lindemann

**ABSENT:** Patti Owens, Carl Brown

DIRECTOR MILLER MOVED TO APPROVE THE ABSENCE OF DIRECTORS OWENS AND BROWN. DIRECTOR LINDEMANN SECONDED. MOTION CARRIED.

## **III. ADOPTION OF AGENDA**

DIRECTOR WIEBER MOVED TO APPROVE THE AGENDA. DIRECTOR MAYOR HOPEWELL SECONDED. MOTION CARRIED

## **IV. APPROVAL OF MINUTES – DEC.17, 2018 REGULAR MEETING.**

DIRECTOR WIEBER MOVED TO APPROVE THE DECEMBER 17, 2018 REGULAR MEETING MINUTES. DIRECTOR HINMAN SECONDED. MOTION CARRIED.

## **V. FINANCIAL REPORT – No report**

## **VI. ACTION ITEMS**

### **A. Legal Services RFP**

Andrew Haan asked the board to move forward with creating a RFP to bid legal services.



# **Board of Directors Regular Meeting Minutes**

**January 21, 2019 3 p.m. | City Hall – Community Room**

DIRECTOR MAYOR HOPEWELL MOVED TO APPROVE THE LEGAL SERVICES RFP.  
DIRECTOR BRENEMAN SECONDED. MOTION CARRIED.

VII. DISCUSSION ITEMS

None.

VIII. BOARD COMMENTS

None.

IX. PUBLIC COMMENTS

No public comments.

X. ADJOURNMENT

DIRECTOR FLETCHER ADJOURNED THE MEETING AT 3:47 P.M.

Approved: \_\_\_\_\_  
Bob Miller, Secretary

## DOWNTOWN ECONOMIC GROWTH AUTHORITY PROPOSED BUDGET

REVENUES	MONTH TO DATE ACTUAL	MONTHLY BUDGET	MONTHLY VARIANCE	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YEAR TO DATE VARIANCE	ANNUAL BUDGET
DOWNTOWN ECONOMIC GROWTH AUTHORITY TIF	\$ -	\$ 7,898.08	\$7,898.08	\$0.00	\$7,898.08	\$7,898.08	\$ 94,777.00
KALAMAZOO MALL MAINTENANCE (CITY OF KALAMAZOO)	\$ -	\$ 4,934.17	\$4,934.17	\$0.00	\$4,934.17	\$4,934.17	\$ 59,210.00
CITY OF KALAMAZOO OPERATIONS LOAN	\$ -	\$ 32,046.42	\$32,046.42	\$0.00	\$32,046.42	\$32,046.42	\$ 384,557.00
STATE CONTRIBUTION FUNDS	\$ -	\$ 6,298.17	\$6,298.17	\$0.00	\$6,298.17	\$6,298.17	\$ 75,578.00
FUND BALANCE CONTRIBUTION	\$ 150,000.00	\$ 12,500.00	-\$137,500.00	\$150,000.00	\$12,500.00	-\$137,500.00	\$ 150,000.00
INTEREST INCOME	\$ 90.41	\$0.00	-\$90.41	\$90.41	\$0.00	-\$90.41	\$0.00
<b>TOTAL REVENUES</b>	<b>\$ 150,090.41</b>	<b>\$ 63,676.83</b>	<b>-\$86,413.58</b>	<b>\$150,090.41</b>	<b>\$63,676.83</b>	<b>-\$86,413.58</b>	<b>\$ 764,122.00</b>
<b>EXPENDITURES</b>							
<b>PEOPLE</b>	<b>\$594.80</b>	<b>\$9,434.17</b>	<b>\$8,839.37</b>	<b>\$594.80</b>	<b>\$9,434.17</b>	<b>\$8,839.37</b>	<b>\$113,210.00</b>
DOWNTOWN AMBASSADOR PROGRAM/MAINTENANCE							
ENGAGEMENT, SURVEYS & FEEDBACK							
<b>PLACE</b>	<b>\$ 754.34</b>	<b>\$19,631.50</b>	<b>\$18,877.16</b>	<b>\$754.34</b>	<b>\$19,631.50</b>	<b>\$18,877.16</b>	<b>\$235,578.00</b>
PLANNING							
PUBLIC SPACE INVESTMENT & MAINTENANCE							
STREET INTERVENTIONS							
<b>EXPERIENCE</b>	<b>\$9,864.84</b>	<b>\$15,445.33</b>	<b>\$5,580.49</b>	<b>\$9,864.84</b>	<b>\$15,445.33</b>	<b>\$5,580.49</b>	<b>\$185,344.00</b>
MARKETING/COMMUNICATIONS							
EVENTS							
<b>GROWTH</b>	<b>\$ 7,087.19</b>	<b>\$9,583.33</b>	<b>\$2,496.14</b>	<b>\$7,087.19</b>	<b>\$9,583.33</b>	<b>\$2,496.14</b>	<b>115000</b>
BUSINESS RETENTION & RECRUITMENT INITIATIVES							
<b>DEBT OBLIGATIONS</b>	<b>\$ -</b>	<b>\$3,749.17</b>	<b>\$3,749.17</b>	<b>\$0.00</b>	<b>\$3,749.17</b>	<b>\$3,749.17</b>	<b>\$44,990.00</b>

## DOWNTOWN ECONOMIC GROWTH AUTHORITY PROPOSED BUDGET

REVENUES	MONTH TO	MONTHLY	MONTHLY	YEAR TO DATE	YEAR TO	YEAR TO DATE	ANNUAL
	DATE ACTUAL	BUDGET	VARIANCE	ACTUAL	DATE BUDGET	VARIANCE	BUDGET
<b>ADMINISTRATION</b>	\$ 4,295.34	\$5,833.33	\$1,537.99	\$4,295.34	\$5,833.33	\$1,537.99	\$70,000.00
OPERATIONS							
AUDIT							
FUND BALANCE/CONTINGENCY							
<b>TOTAL EXPENSES</b>	\$ 22,596.51	\$ 63,676.83	\$41,080.32	\$ 22,596.51	\$63,676.83	\$41,080.32	\$ 764,122.00
<b>TOTAL REVENUES OVER/UNDER BUDGET</b>	\$ 127,493.90	\$0.00	\$ (127,493.90)	\$ 127,493.90	\$0.00	\$ (127,493.90)	\$0.00

**KALAMAZOO DOWNTOWN ECONOMIC GROWTH AUTHORITY  
CITY OF KALAMAZOO, MICHIGAN  
RESOLUTION 2019-01**

*A Resolution to Adopt the 2019 DEGA Budget*

**WHEREAS**, the Corridor Improvement Authority Act of 2005 permits a corridor improvement authority to adopt a budget for its operating revenues and expenses; and

**WHEREAS**, the Kalamazoo Downtown Economic Growth Authority has proposed a 2019 DEGA budget and has held a public hearing on said proposed budget pursuant to notice and publication required by law; and

**WHEREAS**, the City Commission of the City of Kalamazoo has given approval to the proposed budget as required by the Corridor Improvement Authority Act.

**NOW, THEREFORE, BE IT RESOLVED** that the budget attached to this resolution is adopted and approved as the 2019 budget of the Kalamazoo Downtown Economic Growth Authority of the City of Kalamazoo.

The above resolution was offered by Director \_\_\_\_\_ and supported by  
Director \_\_\_\_\_

AYES, Directors:

NAYS, Directors:

ABSTENTIONS, Directors:

**CERTIFICATE**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Directors of the Kalamazoo Downtown Economic Growth Authority of the City of Kalamazoo at a public meeting held on February 18, 2019 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Bob Miller, Secretary

# DOWNTOWN REPORT

## An overview of Downtown Kalamazoo

February 2019

---

### Planning and Re-Organization

---

Kalamazoo Downtown Partnership and City of Kalamazoo staff attended the January Michigan Strategic Fund Board meeting, wherein \$11 million dollars of funding for downtown infrastructure funding was awarded, to be delivered over the next 15 years. Kalamazoo is the first community in the State of Michigan to apply under this provision.

---

### Infrastructure Projects

---

Planning is underway for 2019 downtown construction season. Downtown Partnership, City of Kalamazoo, and local utilizes are coordinating to develop comprehensive communication and project staging plans to minimize disruption and provide clear information to relevant stakeholders and visitors. Public meeting and rollout to be conducted in March.

---

### Development Projects

---

Several projects previously approved by the City of Kalamazoo Brownfield Redevelopment Authority continue to move towards construction, including the redevelopment of the former Rose Street Market, and an upper floor apartment conversion above Kalamazoo Downtown Partnership offices.

---

### Events

---

Chili Cook-Off was a great success, with over 30 locations in the downtown participating. Kalamazoo Downtown Partnership participated, introducing over 500 people to the new location, and capturing email contact information for newsletters and updates from over 100 visitors.

Girlfriends Getaway is scheduled for March 9.

Summer event series is in development, and will be announced in April, with new events coming to Bates Alley and additional locations

---

### Business Updates

---

Downtown Partnership staff is working to assemble the 2019 suite of business development workshops for 2019 with input from the Downtown Kalamazoo Retail and Restaurant Association.

Honor Credit Union will be opening a new branch in the former Adventure Travel location on Michigan Avenue.

---

### Media Coverage

---

- [Where to celebrate Martin Luther King Jr. Day in Kalamazoo](#)
- [Restaurant offers discount for federal employees amid government shutdown](#)
- [Water Street Coffee to donate over \\$10K to nonprofits for 25th anniversary-](#)
- [Breakfast restaurant inside downtown hotel will close for renovation, rebranding](#)



- [Wealthy donors pledge to bail out Kalamazoo if \\$500M fundraiser falls short](#)
- [Free chili offered at annual cook-off event in downtown Kalamazoo](#)
- [Three "Cool" Projects And A Snap Shot Of Development In Kalamazoo](#)
- [WSW: What New Buildings And Redevelopment Tell Us About Kalamazoo](#)
- [Bell's Two Hearted is MLive's Beer of the Year](#)
- [Kalamazoo churches offer overnight shelter during icy weather](#)
- [14th annual Chili Cook Off spices up Kalamazoo's downtown mall](#)
- [Historic Kalamazoo church to be demolished for urban nature playground](#)
- [Michigan Economic Development Corporation approves downtown Kalamazoo tax capture](#)
- [Open for business: few businesses stay open during harsh winter conditions](#)
- [Kalamazoo hopes local control of major streets leads to equitable development](#)
- [Calling all moms! Kzoo Baby & Family Expo brings indoor fun this weekend](#)
- [Forward Focus: Persistence, demand intersect in a downtown Kalamazoo resurgence](#)