

Board of Directors Regular Meeting Agenda

Monday, June 17, 2019 3 p.m. | City Hall Community Room

- I. CALL TO ORDER
- II. ROLL CALL
- III. INTRODUCTION OF LEGAL COUNSEL
- IV. ADOPTION OF AGENDA
- V. MINUTES – May 20, 2019 Regular Meeting and May 30, 2019 Special Meeting
- VI. FINANCIAL REPORT – May 2019
- VII. ACTION ITEMS
 - A. Project Review Committee
- VIII. DISCUSSION ITEMS
- IX. BOARD COMMENTS
- X. PUBLIC COMMENTS
- XI. ADJOURNMENT

Board of Directors Regular Meeting Agenda

Monday, May 20, 2019 3 p.m. | City Hall Community Room

PRESENT: Stephanie Hinman, Patti Owens, Grant Fletcher, Carl Brown,
Susan Lindemann, Bob Miller, Jeff Breneman

ABSENT: Mayor Bobby Hopewell, Ryan Wieber

STAFF: Andrew Haan, Jennifer Jelenek, Deb Houseman,
Meghan Behymer, Patrick Halpin

OTHER: Leslie Hoffmann

I. CALL TO ORDER

DIRECTOR FLETCHER CALLED THE MEETING TO ORDER AT 4 P.M.

II. ROLL CALL

PRESENT: Stephanie Hinman, Patti Owens, Grant Fletcher, Carl Brown,
Susan Lindemann, Bob Miller, Jeff Breneman

ABSENT: Mayor Bobby Hopewell, Ryan Wieber

DIRECTOR OWENS MOVED TO EXCUSE THE ABSENT MEMBERS. DIRECTOR HINMAN SECONDED. MOTION CARRIED.

III. ADOPTION OF AGENDA

DIRECTOR OWENS MOVED TO ADOPT THE AGENDA. DIRECTOR HINMAN SECONDED. MOTION CARRIED.

IV. MINUTES – April 15, 2019

DIRECTOR BRENEMAN MOVED TO APPROVE THE APRIL 15, 2019 MINUTES. DIRECTOR MILLER SECONDED. MOTION CARRIED.

V. FINANCIAL REPORT – April 2019

Deb Houseman reviewed the April 2019 financial report.

DIRECTOR OWENS MOVED TO APPROVE THE APRIL 2019 FINANCIAL REPORT. DIRECTOR LINDEMANN SECONDED. MOTION CARRIED.

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VI. ACTION ITEMS

A. Legal Services –

Motion: Authorize Andrew Haan to execute agreement with legal counsel based on the recommendation of legal services committee.

DIRECTOR BRENEMAN MOVED TO AUTHORIZE ANDREW HAAN TO EXECUTE AGREEMENT WITH LEGAL COUNSEL BASED ON THE RECOMMENDATION OF LEGAL SERVICES COMMITTEE. DIRECTOR BROWN SECONDED. MOTION CARRIED.

VII. DISCUSSION ITEMS – No discussion items

VIII. BOARD COMMENTS – No Board comments

IX. PUBLIC COMMENTS – No public comments

X. ADJOURNMENT

DIRECTOR FLETCHER ADJOURNED THE MEETING AT 4:05 P.M.

Approved: _____

Bob Miller, Secretary

Special Meeting Minutes

Thursday, May 30, 2019 8am | Anna Whitten Hall, KVCC Arcadia Commons Campus

I. CALL TO ORDER

Vice Chair Susan Lindemann called meeting to order at 8:05 am. In attendance were: Bob Miller, Stephanie Hinman, Jeff Breneman, Ryan Wieber, Susan Lindemann, Andrew Haan, Jennifer Jelenek, Michelle Audette-Bowman, Joe Agostinelli, Christina Anderson, Rebekah Kik, Antonio Mitchell

II. ADOPTION OF AGENDA

Director Miller moved approval of agenda. Director Breneman seconded. Motion carried

III. INTRODUCTION AND WELCOME – ANDREW HAAN

Andrew Haan provided a recap of where the process of establishing the Kalamazoo Downtown Economic Growth Authority stood, noting that the Downtown Development Authority TIF Plan had been terminated, and that several key steps remained for the Kalamazoo Downtown Economic Growth Authority to be fully up and running, including the transfer of previous DDA development project obligations to the Brownfield Redevelopment Authority and Kalamazoo Downtown Economic Growth Authority, and for the Board to discuss policy on the provision of incentives.

IV. Overview of Corridor Improvement Authority/DDA Acts and tools – Joe Agostinelli

Joe Agostinelli provided an overview of the differences between the powers and tools afforded to both the DDA and the Kalamazoo Downtown Economic Growth Authority, noting that the latter had greater flexibility in what activities it could fund, both in the district, and in support of development projects that align with board priorities.

V. Incentives 101 – Michelle Audette-Bowman

Michelle Audette-Bowman presented background information on the Michigan Economic Development Corporation, its programs and services, and how the local partners interact and coordinate on projects. Andrew noted that the new documents developed for the Kalamazoo Downtown Economic Growth Authority are based on MEDC templates to provide consistency.

VI. Project intake process – Rebekah Kik

Rebekah Kik detailed the changes to the development process that are underway at the City of Kalamazoo. Stressing the coordinated and consistent process that new projects are now receiving, highlighting the role played by Bob McNutt as navigator.

VII. Imagine Kalamazoo update – Christina Anderson

Christina Anderson updated on the status of Imagine Kalamazoo implementation efforts, including changes to zoning, ordinances, and the engagement process for design of downtown streets. This will begin in July.

Special Meeting Minutes

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VIII. Kalamazoo Downtown Economic Growth Authority Board Role – Andrew Haan

Andrew Haan led a brief discussion around the role that the board should play, contrasting the previous DDA process that was managed almost exclusively by staff, with more inclusive approaches from different communities.

IX. Next Steps – Andrew Haan

Andrew Haan noted that at the next meeting, key topics would be addressing how to structure a project review committee, and incentives policy.

X. Public Comment

DOWNTOWN ECONOMIC GROWTH AUTHORITY PROFIT/LOSS
MAY 31, 2019

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	\$39,490.42	\$39,490.42	\$ 94,777.00
KALAMAZOO MALL MAINTENANCE (CITY OF KALAMAZOO)	\$ 59,210.00	\$ 4,934.17	-\$54,275.83	\$59,210.00	\$24,670.83	-\$34,539.17	\$ 59,210.00
CITY OF KALAMAZOO OPERATIONS LOAN	\$ -	\$ 32,046.42	\$32,046.42	\$0.00	\$160,232.08	\$160,232.08	\$ 384,557.00
STATE CONTRIBUTION FUNDS	\$ -	\$ 6,298.17	\$6,298.17	\$0.00	\$31,490.83	\$31,490.83	\$ 75,578.00
FUND BALANCE CONTRIBUTION	\$ -	\$ 12,500.00	\$12,500.00	\$150,000.00	\$62,500.00	-\$87,500.00	\$ 150,000.00
INTEREST INCOME	\$ 105.78	\$0.00	-\$105.78	\$515.96	\$0.00	-\$515.96	\$0.00
TOTAL REVENUES	\$ 59,315.78	\$ 63,676.83	\$4,361.05	\$209,725.96	\$318,384.17	\$108,658.21	\$ 764,122.00
EXPENDITURES							
PEOPLE	\$4,465.63	\$9,434.17	\$4,968.54	\$8,274.34	\$47,170.83	\$38,896.49	\$113,210.00
DOWNTOWN AMBASSADOR PROGRAM/MAINTENANCE							
ENGAGEMENT, SURVEYS & FEEDBACK							
PLACE	\$ 6,455.77	\$19,631.50	\$13,175.73	\$16,228.81	\$98,157.50	\$81,928.69	\$235,578.00
PLANNING							
PUBLIC SPACE INVESTMENT & MAINTENANCE							
STREET INTERVENTIONS							
EXPERIENCE	\$11,568.61	\$15,445.33	\$3,876.72	\$53,634.57	\$77,226.67	\$23,592.10	\$185,344.00
MARKETING/COMMUNICATIONS							
EVENTS							
GROWTH	\$ 6,531.46	\$9,583.33	\$3,051.87	\$34,994.74	\$47,916.67	\$12,921.93	\$115,000.00
BUSINESS RETENTION & RECRUITMENT INITIATIVES							
DEBT OBLIGATIONS	\$ -	\$3,749.17	\$3,749.17	\$0.00	\$18,745.83	\$18,745.83	\$44,990.00

DOWNTOWN ECONOMIC GROWTH AUTHORITY PROFIT/LOSS
MAY 31, 2019

REVENUES	MONTH TO DATE ACTUAL	MONTHLY BUDGET	MONTHLY VARIANCE	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YEAR TO DATE VARIANCE	ANNUAL BUDGET
ADMINISTRATION	\$ 4,858.34	\$5,833.33	\$974.99	\$22,456.33	\$29,166.67	\$6,710.34	\$70,000.00
OPERATIONS							
AUDIT							
FUND BALANCE/CONTINGENCY							
TOTAL EXPENSES	\$ 33,879.81	\$ 63,676.83	\$29,797.02	\$ 135,588.79	\$318,384.17	\$182,795.38	\$ 764,122.00
TOTAL REVENUES OVER/UNDER BUDGET	\$ 25,435.97	\$0.00	\$ 25,435.97	\$ 74,137.17	\$0.00	\$ 74,137.17	\$0.00