

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

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



# Board of Directors Regular Meeting Agenda

Monday, March 18 | City Hall Community Room

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF AGENDA
- IV. MINUTES – February 18, 2019
- V. FINANCIAL REPORT February 2019
- VI. ACTION ITEMS
  - A. **Board Term Alignment Plan**  
Motion: Approve DDA/DEGA Board Term Alignment plan as presented  
Recommended Action: Approve
  - B. **Reappointments** – Grant Fletcher  
Motion: Appoint Director Fletcher to a one-year term ending 3/31/19  
Recommended action: Approve
  - C. **Election of Officers**  
Motion: Move approval of slate of officers as presented  
Recommended action: Approve
- VII. DISCUSSION ITEMS
- VIII. BOARD COMMENTS
- IX. PUBLIC COMMENTS
- X. ADJOURNMENT



# **Board of Directors Regular Meeting Minutes**

**February 18, 2019 | City Hall – Community Room**

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

**ABSENT:** Patti Owens, Stephanie Hinman

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

**OTHER:** None

## **I. CALL TO ORDER**

DIRECTOR FLETCHER CALLED THE MEETING TO ORDER AT 4:15 P.M.

## **II. ROLL CALL**

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

**ABSENT:** Patti Owens, Stephanie Hinman

DIRECTOR WIEBER MOVED TO APPROVE THE ABSENCE OF DIRECTOR HINMAN. DIRECTOR BROWN SECONDED. MOTION CARRIED.

DIRECTOR BRENEAN MOVED TO ALSO APPROVE ABSENCE OF DIRECTOR OWEN. DIRECTOR HOPEWELL SECONDED. MOTION CARRIED.

## **III. ADOPTION OF AGENDA**

DIRECTOR MILLER MOVED TO APPROVE THE AGENDA. DIRECTOR LINDEMANN SECONDED. MOTION CARRIED

## **IV. APPROVAL OF MINUTES – JANUARY 21, 2019 REGULAR MEETING.**

DIRECTOR MAYOR HOPEWELL MOVED TO APPROVE THE JANUARY 21, 2019 REGULAR MEETING MINUTES. DIRECTOR WIEBER SECONDED. MOTION CARRIED.

## **V. FINANCIAL REPORT**

Director Haan noted that the budget format is different from that of the DDA and welcomed input as the report evolves. Deb Houseman proceeded to explain that the report is similar but more like the new budget format that was presented. Revenues are broken down, but the expenditures of each coalition total cost will not be reported,



# **Board of Directors Regular Meeting Minutes**

**February 18, 2019 | City Hall – Community Room**

however the in-between does tell of the activities being worked on. Director Haan framed the comments by adding; the impact area is the work the coalitions are doing and the support work done by the staff.

Deb Houseman continued reviewing the budget pointing out the current month fund balance of \$150,000 as being moved from TIF to DEGA, along with interest. Continuing the review under expenditures for the coalitions, Houseman noted the impact areas listed under each, specifically the Coalition for Experience. It was noted the expenditure being higher than the others due to the specific impact areas not listed that include the chili cook-off, work on the website and some event insurance items. Under Administration it was also noted to include a service fee and some travel expense not specifically outlined. Total Expenses are \$ 22596.51 and at this point revenues exceed the expenditures by \$127493.90

No questions were asked by the board.

**DIRECTOR MAYOR HOPEWELL MOVED TO APPROVE THE FINANCIAL REPORT.  
DIRECTOR MILLER SECONDED. MOTION CARRIED.**

## **VI. ACTION ITEMS**

### **A. Resolution 19-01 to adopt 2019 DEGA Budget**

Director Haan noted like the DDA, the final resolution to adopt the budget is needed.

**DIRECTOR LINDEMANN MOVED TO ADOPT THE 2019 DEGA BUDGET.  
DIRECTOR BROWN SECONDED. MOTION CARRIED.**

### **ROLL CALL**

**YAH:** Grant Fletcher, Susan Lindemann, Carl Brown, Jeff Breneman, Ryan Wieber, Bob Miller, Mayor Bobby Hopewell

**NAY:** None

**ABSENTION:** None

## **VII. DISCUSSION ITEMS**

None.

## **VIII. BOARD COMMENTS**

None.

## **IX. PUBLIC COMMENTS**

No public comments.



# **Board of Directors Regular Meeting Minutes**

**February 18, 2019 | City Hall – Community Room**

## X. ADJOURNMENT

DIRECTOR FLETCHER ADJOURNED THE MEETING AT 4:20 P.M.

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

**DOWNTOWN ECONOMIC GROWTH AUTHORITY PROFIT/LOSS**  
**FEBRUARY 28, 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	\$15,796.17	\$15,796.17	\$ 94,777.00	
KALAMAZOO MALL MAINTENANCE (CITY OF KALAMAZOO)	\$ -	\$ 4,934.17	\$4,934.17	\$0.00	\$9,868.33	\$9,868.33	\$ 59,210.00	
CITY OF KALAMAZOO OPERATIONS LOAN	\$ -	\$ 32,046.42	\$32,046.42	\$0.00	\$64,092.83	\$64,092.83	\$ 384,557.00	
STATE CONTRIBUTION FUNDS	\$ -	\$ 6,298.17	\$6,298.17	\$0.00	\$12,596.33	\$12,596.33	\$ 75,578.00	
FUND BALANCE CONTRIBUTION	\$ -	\$ 12,500.00	\$12,500.00	\$150,000.00	\$25,000.00	-\$125,000.00	\$ 150,000.00	
INTEREST INCOME	\$ 110.00	\$0.00	-\$110.00	\$200.41	\$0.00	-\$200.41	\$0.00	
<b>TOTAL REVENUES</b>	<b>\$ 110.00</b>	<b>\$ 63,676.83</b>	<b>\$63,566.83</b>	<b>\$150,200.41</b>	<b>\$127,353.67</b>	<b>-\$22,846.74</b>	<b>\$ 764,122.00</b>	
<b>EXPENDITURES</b>								
<b>PEOPLE</b>		\$852.53	\$9,434.17	\$8,581.64	\$1,447.33	\$18,868.33	\$17,421.00	\$113,210.00
DOWNTOWN AMBASSADOR PROGRAM/MAINTENANCE								
ENGAGEMENT, SURVEYS & FEEDBACK								
<b>PLACE</b>	\$ 3,015.06	\$19,631.50	\$16,616.44	\$3,769.40	\$39,263.00	\$35,493.60	\$235,578.00	
PLANNING								
PUBLIC SPACE INVESTMENT & MAINTENANCE								
STREET INTERVENTIONS								
<b>EXPERIENCE</b>	\$8,250.51	\$15,445.33	\$7,194.82	\$18,115.35	\$30,890.67	\$12,775.32	\$185,344.00	
MARKETING/COMMUNICATIONS								
EVENTS								
<b>GROWTH</b>	\$ 5,894.15	\$9,583.33	\$3,689.18	\$12,981.34	\$19,166.67	\$6,185.33	115000	
BUSINESS RETENTION & RECRUITMENT INITIATIVES								
<b>DEBT OBLIGATIONS</b>	\$ -	\$3,749.17	\$3,749.17	\$0.00	\$7,498.33	\$7,498.33	\$44,990.00	

**DOWNTOWN ECONOMIC GROWTH AUTHORITY PROFIT/LOSS**  
**FEBRUARY 28, 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	\$ 4,260.97	\$5,833.33	\$1,572.36	\$8,556.31	\$11,666.67	\$3,110.36	\$70,000.00
OPERATIONS							
AUDIT							
FUND BALANCE/CONTINGENCY							
TOTAL EXPENSES	\$ 22,273.22	\$ 63,676.83	\$41,403.61	\$ 44,869.73	\$127,353.67	\$82,483.94	\$ 764,122.00
TOTAL REVENUES OVER/UNDER BUDGET	\$ (22,163.22)	\$0.00	\$ (22,163.22)	\$ 105,330.68	\$0.00	\$ 105,330.68	\$0.00

## DDA and DEGA Membership Alignment

### DEGA

Member	Active Appointments	Expiring	2019	2020	2021	2022	2023	2024	2025	2026
Robert Miller	Downtown Economic Growth Authority	03/31/2019	3/31/2020	Vacant						
Patti Owens	Downtown Economic Growth Authority	03/31/2019	3/31/2020	3/31/2024				Vacant		
Grant Fletcher	Downtown Economic Growth Authority	03/31/2020		3/31/2024				Vacant		
Carl Brown	Downtown Economic Growth Authority	03/31/2020		3/31/2022		Vacant				
Stephanie Hinman	Downtown Economic Growth Authority	03/31/2021			3/31/2025				Vacant	
Susan Lindemann	Downtown Economic Growth Authority	03/31/2021			3/31/2025				Vacant	
Jeff Breneman	Downtown Economic Growth Authority	03/31/2022				3/31/2026				Vacant
Ryan Wieber	Downtown Economic Growth Authority	03/31/2022				3/31/2026				Vacant

### DDA

Member	Appointments	Expiring	Term	2019	2020	2021	2022	2023	2024	2025	2026
Bjorn Green	Downtown Development Authority	3/31/2019	Ext.	Off/No Fill							
Grant Fletcher	Downtown Development Authority	3/31/2019	1+	3/31/2020	3/31/2024				Vacant		
Patti Owens	Downtown Development Authority	3/31/2020	1		3/31/2024				Vacant		
Stephanie Hinman	Downtown Development Authority	3/31/2020	1		3/31/2021	3/31/2025				Vacant	
Susan Lindemann	Downtown Development Authority	3/31/2020	1		3/31/2021	3/31/2025				Vacant	
Robert Miller	Downtown Development Authority	4/1/2020	Ext.		Vacant						
Gregory Taylor	Downtown Development Authority	3/31/2021	2+	Off/No Fill							
Jeff Breneman	Downtown Development Authority	3/31/2021	1			3/31/2022	3/31/2026				Vacant
Ryan Wieber	Downtown Development Authority	4/1/2022	1				3/31/2026				Vacant
Carl Brown	Downtown Development Authority	3/31/2022	2				Vacant				



**Downtown Economic Growth Authority  
Nominating Committee Report  
March 18, 2019**

**Recognition of Board Members**

**Retiring:**

None

**Resignations:**

None

**Election and Reappointment of Board Members**

**Reappointments:**

1. Bob Miller – One-year term to end 3/31/20
2. Patti Owens – One-year term to end 3/31/20

**New Appointments:**

None

**Election of Officers**

<b>Chairperson</b>	Grant Fletcher
<b>Vice-Chair</b>	Susan Lindemann
<b>Secretary</b>	Bob Miller
<b>Treasurer</b>	Patti Owens