CITY OF KALAMAZOO
DOWNTOWN
DEVELOPMENT
AUTHORITY

Board of Directors Regular Meeting Agenda

November 16th, 2020 3:00 p.m. | Zoom Meeting

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **ADOPTION OF AGENDA**

IV. **APPROVAL OF MINUTES –** October 19th, 2020 Regular Meeting

V. **FINANCIAL REPORT –** October 2020

VI. **BUDGET & 2021 INITIATIVES PRESENTATION**

VII. **ACTION ITEMS**

- **A.** Resolution 20-03 approving 2 MILL Budget
- **B.** Resolution 20-04 approving 2 MILL Levy

VII. **DISCUSSION ITEMS**

VIII. **DIRECTOR COMMENTS**

IX. **PUBLIC COMMENTS**

X. **ADJOURNMENT**

CITY OF KALAMAZOO
DOWNTOWN
DEVELOPMENT
AUTHORITY

Board of Directors Regular Meeting Minutes

October 19th, 2020 3 p.m. | Zoom Webinar

PRESENT: **Grant Fletcher**, **Jeff Breneman**, **Bob Miller, Ryan Wieber, Patti Owens, Mayor David Anderson**

ABSENT: **Stephanie Hinman**, **Susan Lindemann, Carl Brown**

STAFF: Andrew Haan, Jennifer Jelenek, Deb Houseman, Meghan Behymer, Sue Huggett

OTHER: Jessica Wood, Leslie Hoffmann CCP

I. CALL TO ORDER

DIRECTOR FLETCHER CALLED THE MEETING TO ORDER AT 3:52 P.M.

II. ROLL CALL

PRESENT: **Patti Owens, Mayor David Anderson, Grant Fletcher, Jeff Breneman, Bob Miller, Ryan Wieber**

ABSENT: **Carl Brown, Susan Lindemann, Stephanie Hinman**

DIRECTOR OWENS MOTIONED TO RECORD THE OCTOBER 19, 2020 ATTENDANCE INCLUDING EXCUSED AND UNEXCUSED ABSENCES. DIRECTOR MILLER SECONDED. NO OBJECTIONS. MOTION CARRIED.

III. ADOPTION OF AGENDA

DIRECTOR OWENS MOVED TO ADOPT THE OCTOBER 19TH, 2020 AGENDA. DIRECTOR MAYOR ANDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.

IV. APPROVAL OF MINUTES – September 21st Regular Meeting

DIRECTOR BRENEMAN MOVED TO APPROVE THE SEPTEMBER 21ST 2020 REGULAR MINUTES. DIRECTOR WIEBER SECONDED. NO OBJECTIONS. MOTION CARRIED.

V. FINANCIAL REPORT – September 2020

DIRECTOR OWENS MOVED TO SUPPORT THE SEPTEMBER 2020 FINANCIAL REPORT. DIRECTOR MAYOR ANDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.

VI. ACTION ITEMS

A. Motion to set date for public hearing on 2021 budget

CITY OF KALAMAZOO
DOWNTOWN
DEVELOPMENT
AUTHORITY

Board of Directors Regular Meeting Minutes

October 19th, 2020 3 p.m. | Zoom Webinar

DIRECTOR MAYOR ANDERSON MOTIONED TO SET NOVEMBER 16th AS THE DATE FOR THE PUBLIC HEARING FOR THE 2021 DEGA BUDGET. DIRECTOR OWENS SECONDED. NO OBJECTIONS. MOTION CARRIED.

VII. ROLL CALL

PRESENT: **Patti Owens, Mayor David Anderson, Grant Fletcher, Jeff Breneman, Bob Miller, Ryan Wieber**

ABSENT: **Carl Brown, Susan Lindemann, Stephanie Hinman**

VIII. DISCUSSION ITEMS

IX. DIRECTOR COMMENTS

Director Wieber extended a thank you to Andrew and entire office in moving forward to changes to the plan as well as the events and promotion of economic development
Director Miller enjoyed a great weekend downtown due to shopping local and SkeleTour.
Director Mayor Anderson reminding people we have a safe place to vote downtown, extended hours, drop boxes for voting, satellite sites, so everyone has a chance to vote. He thanked volunteers and Kalamazoo.
Director Owens echoed director Wieber's comments and a big thank you to Deb Houseman for her work on financials.
Director Fletcher echoed director Miller's comments and a thanks to the board for their work. He also made a note to the attendance sheet.
Andrew Haan thanked the board and echoed the positivity of downtown and the positive economic outlook during a global pandemic, but a challenging winter ahead. Assured we are doing our best to support our downtown.

X. PUBLIC COMMENTS

City Resident and frequent downtown visitor Jeff Messer reminded those present of sign rules for the downtown area and encouraged the enforcement of removing any signs that have been illegally placed along the main roads.

XI. ADJOURNMENT

DIRECTOR WIEBER MOVED TO APPROVE. DIRECTOR OWNES SECONDED. NO OBJECTIONS. MOTION CARRIED.

DIRECTOR FLETCHER ADJOURNED THE MEETING AT 4:06 P.M.

DDA Board Member Attendance 2019-2020

	DIRECTOR	POSITION	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	Attended	Absent
2019	Jeff Breneman		P	P	A	P	P	P	P	x	P	P	P	A	9	2
2019	Susan Linemann		P	P	P	P	P	P	A	x	P	P	P	P	10	1
2019	Grant Fletcher		P	P	P	P	P	P	P	x	P	A	P	A	9	2
2019	Patti Owens		A	A	A	P	P	P	P	x	A	P	P	A	6	5
2019	Stephanie Hinman		P	A	P	P	P	P	P	x	P	A	P	P	9	2
2019	Ryan Wieber		P	P	A	P	P	A	P	x	P	P	P	P	9	2
2019	Carl Brown		A	P	P	A	P	A	P	x	A	A	A	A	4	7
2019	Bob Miller		P	P	P	P	P	P	P	x	P	P	P	P	11	0
2019	Bobby Hopewell		P	P	A	P	A	A	P	x	P	P			6	3
2019	David Anderson									x			P	P	2	0
2019	Greg Taylor		P	P	P					x					3	0
2019	Bjorn Green		P	P	A					x					2	1

	DIRECTOR	POSITION	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	Attended	Absent
2020	Jeff Breneman		P	x	x	P	x	x	P	x	P	P			5	0
2020	Susan Linemann	Vice President	P	x	x	P	x	x	P	x	P	U			4	1
2020	Grant Fletcher	President	P	x	x	P	x	x	P	x	P	P			5	0
2020	Patti Owens	Treasurer	A	x	x	A	x	x	A	x	A	P			1	4
2020	Stephanie Hinman		P	x	x	P	x	x	P	x	P	A			4	1
2020	Ryan Wieber		A	x	x	P	x	x	P	x	P	P			4	1
2020	Carl Brown		A	x	x	A	x	x	A	x	A	U			0	5
2020	Bob Miller	Secretary	P	x	x	-	x	x	P	x	P	P			4	0
2020	David Anderson		P	x	x	A	x	x	A	x	A	P			2	3

P - Present U - Unexcused (-) - Missing Information
A - Absent x - Meeting Cancellation

2020 DDA COMBINED STATEMENT FOR 2 MILL, TIF, AND TPM									
2 MILL & TIF - OCTOBER 31, 2020									
TPM - SEPTEMBER 30, 2020									
	MONTH TO DATE ACTUAL	MONTHLY BUDGET	MONTHLY VARIANCE		YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YEAR TO DATE VARIANCE		2020 BUDGET
REVENUES:									
2 MILL LEVY CURRENT YEAR	$10,568.22	$22,083.33	$11,515.11		$237,454.89	$220,833.33	-$16,621.56		$265,000.00
2 MILL LEVY PRIOR YEAR(S)	$0.78	$166.67	$165.89		$521.63	$1,666.67	$1,145.04		$2,000.00
INTEREST	$98.28	$3,811.00	$3,712.72		$8,635.28	$34,555.25	$25,920.02		$45,732.00
MISC	$0.00	$135.00	$135.00		$1,721.50	$1,350.00	-$371.50		$1,620.00
STREET METERS	$27,390.81	$54,796.92	$27,406.11		$179,638.35	$493,172.25	$313,533.90		$657,563.00
UNATTENDED	$13,498.75	$19,750.42	$6,251.67		$111,644.36	$177,753.75	$66,109.39		$237,005.00
ATTENDED	$85,301.76	$99,170.67	$13,868.91		$775,411.54	$892,536.00	$117,124.46		$1,190,048.00
ENFORCEMENT	$9,236.00	$26,039.50	$16,803.50		$115,260.43	$234,355.50	$119,095.07		$312,474.00
METRO TRANSIT FEE	$22.95	$203.92	$180.97		$370.60	$1,835.25	$1,464.65		$2,447.00
RAMP #4 SALES PROCEEDS	$0.00	$25,000.00	$25,000.00		$50,000.00	$225,000.00	$175,000.00		$300,000.00
LOT #2 & #9 SALES PROCEEDS	$0.00	$8,342.67	$8,342.67		$0.00	$75,084.00	$75,084.00		$100,112.00
TIF CONTRACTED DOWNTOWN MAINTENANCE	$0.00	$3,333.33	$3,333.33		$0.00	$30,000.00	$30,000.00		$40,000.00
MISC	$0.00	$0.00	$0.00		$0.00	$0.00	$0.00		$0.00
TOTAL DDA REVENUES	**$146,117.55**	**$262,833.42**	**$116,715.87**		**$1,480,658.58**	**$2,388,142.00**	**$907,483.47**		**$3,154,001.00**
EXPENDITURES:									
OPERATING EXPENDITURES:									
D&O INSURANCE	$0.00	$278.75	$278.75		$3,703.00	$2,787.50	-$915.50		$3,345.00
LEGAL SERVICES	$0.00	$1,458.33	$1,458.33		$0.00	$13,958.33	$13,958.33		$17,500.00
LEGAL NOTICES	$0.00	$66.67	$66.67		$0.00	$666.67	$666.67		$800.00
AUDIT	$0.00	$1,489.58	$1,489.58		$16,500.00	$13,822.92	-$2,677.08		$17,875.00
DKI SERVICE AGREEMENT	$31,833.67	$31,833.33	-$0.34		$306,670.03	$306,666.67	-$3.36		$382,000.00
MISC	$0.00	$41.67	$41.67		$4.90	$416.67	$411.77		$500.00
LIABILITY INSURANCE	$0.00	$1,333.33	$1,333.33		$4,283.00	$12,000.00	$7,717.00		$16,000.00
SALARIES & WAGES	$32,568.74	$50,854.67	$18,285.93		$291,488.86	$457,692.00	$166,203.14		$610,256.00
PAYROLL TAXES	$5,460.81	$9,092.83	$3,632.02		$50,468.48	$81,835.50	$31,367.02		$109,114.00
WORKERS COMPENSATION	$1,392.72	$2,538.58	$1,145.86		$12,871.08	$22,847.25	$9,976.17		$30,463.00
HOSPITALIZATION & BENEFITS	$7,046.40	$10,068.42	$3,022.02		$79,736.28	$90,615.75	$10,879.47		$120,821.00
EMPLOYEE RELATIONS/TRAINING	$0.00	$125.00	$125.00		$16.63	$1,125.00	$1,108.37		$1,500.00
PERSONNEL SELECTION	$0.00	$208.33	$208.33		$414.42	$1,875.00	$1,460.58		$2,500.00
EQUIPMENT PURCHASE/LEASE	$104.93	$730.00	$625.07		$3,772.95	$6,570.00	$2,797.05		$8,760.00
LIABILITY CLAIMS	$222.06	$222.08	$0.02		$1,998.54	$1,998.75	$0.21		$2,665.00
AUTO & TRUCK EXPENSE	$284.32	$943.75	$659.43		$3,610.59	$8,493.75	$4,883.16		$11,325.00
REPAIRS & MAINTENANCE	$0.00	$5,702.50	$5,702.50		$43,404.57	$51,322.50	$7,917.93		$68,430.00
UTILITIES	$6,849.43	$10,622.42	$3,772.99		$85,512.85	$95,601.75	$10,088.90		$127,469.00
TELEPHONE	$1,050.39	$1,480.83	$430.44		$11,163.73	$13,327.50	$2,163.77		$17,770.00
WEBSITE	$134.80	$125.00	-$9.80		$1,018.38	$1,125.00	$106.62		$1,500.00
SIGNAGE	$246.60	$250.00	$3.40		$246.60	$2,250.00	$2,003.40		$3,000.00
MATERIALS & OFFICE SUPPLIES	$759.02	$1,513.92	$754.90		$9,021.40	$13,625.25	$4,603.85		$18,167.00
CUSTOMER SERVICE PROGRAM	$0.00	$58.33	$58.33		$0.00	$525.00	$525.00		$700.00
POSTAGE	$600.00	$695.83	$95.83		$5,716.00	$6,262.50	$546.50		$8,350.00
FORMS & PRINTING	$0.00	$1,500.00	$1,500.00		$888.10	$13,500.00	$12,611.90		$18,000.00
OUTSIDE CONTRACT SERVICES	$3,038.17	$23,562.83	$20,524.66		$107,151.53	$212,065.50	$104,913.97		$282,754.00
OFFICE LEASE	$2,468.16	$2,359.42	-$108.74		$21,973.92	$21,234.75	-$739.17		$28,313.00
ABM MGMT FEE	$14,487.29	$14,987.33	$500.04		$131,885.61	$134,886.00	$3,000.39		$179,848.00

2020 DDA COMBINED STATEMENT FOR 2 MILL, TIF, AND TPM									
2 MILL & TIF - OCTOBER 31, 2020									
TPM - SEPTEMBER 30, 2020									
	MONTH TO DATE ACTUAL	MONTHLY BUDGET	MONTHLY VARIANCE		YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YEAR TO DATE VARIANCE		2020 BUDGET
PKG PLAN ROLLOUT, MKTING, & COMMUNICATIONS	$0.00	$1,666.67	$1,666.67		$4,866.92	$15,000.00	$10,133.08		$20,000.00
PARKING SYSTEM BRANDING	$0.00	$0.00	$0.00		$700.00	$0.00	-$700.00		$0.00
VENDOR SELECTION & PROCESS	$0.00	$0.00	$0.00		$494.00	$0.00	-$494.00		$0.00
PLAN IMPLEMENTATION	$0.00	$1,666.67	$1,666.67		$0.00	$15,000.00	$15,000.00		$20,000.00
NON-MOTORIZED PARKING	$0.00	$2,083.33	$2,083.33		$0.00	$18,750.00	$18,750.00		$25,000.00
LOT #9 PARCS EQUIPMENT	$0.00	$8,593.00	$8,593.00		$0.00	$77,337.00	$77,337.00		$103,116.00
DEBT SERVICE/OTHER OBLIGATIONS:									
REBATED TAXES	$0.00	$416.67	$416.67		$0.00	$4,166.67	$4,166.67		$5,000.00
RAMP #3 DEBT SERVICE	$0.00	$58,184.17	$58,184.17		$88,773.90	$523,657.50	$434,883.60		$698,210.00
5 YEAR TPM DEBT SERVICE	$0.00	$15,658.33	$15,658.33		$66,650.85	$140,925.00	$74,274.15		$187,900.00
FUND BALANCE TO DEGA	$0.00	$8,333.33	$8,333.33		$100,000.00	$83,333.33	-$16,666.67		$100,000.00
TOTAL EXPENDITURES	$108,547.51	$270,745.92	$162,198.41		$1,455,007.12	$2,467,267.00	$1,012,259.88		$3,248,951.00
	$37,570.04	-$7,912.50	$45,482.54		$25,651.46	-$79,125.00	$104,776.46		-$94,950.00
	GAIN	LOSS	POS VARIANCE		GAIN	LOSS	POS VARIANCE		
			.						

DOWNTOWN DEVELOPMENT AUTHORITY 2 MILL 2020 PROPOSED BUDGET

REVENUES

DOWNTOWN DEVELOPMENT AUTHORITY (DDA) 2 MILL	$267,000.00
PILOT INCOME	$1,720.00
INTEREST INCOME	$300.00
TOTAL REVENUES	$269,020.00

EXPENDITURES

ADMINISTRATION

PARTNERSHIP SERVICE CONTRACT	$250,020.00
D&O POLICY	$4,000.00
REBATES	$5,000.00
AUDIT	$5,000.00
LEGAL	$5,000.00
TOTAL EXPENSES	$269,020.00
REVENUE/OVER(UNDER) EXPENDITURES	$0.00

DOWNTOWN DEVELOPMENT AUTHORITY
CITY OF KALAMAZOO, MICHIGAN
RESOLUTION 20-03

A RESOLUTION APPROVING THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF KALAMAZOO BUDGET FOR 2021, INCLUDING THE 2 MILL BUDGET.

WHEREAS, the Recodified Tax Increment Financing Act (Act 57 of 2018) permits the Downtown Development Authority to adopt a budget for its operating revenues and expenses; and

WHEREAS, Kalamazoo City Ordinance No. 1245 establishing the Downtown Development Authority of the City of Kalamazoo provides in pertinent part that the DDA board shall prepare a budget and submit it to the Commission by the same date that the proposed budget for the City is submitted to the Commission; and

WHEREAS, the DDA board has prepared a budget for 2021, which includes the 2 Mill budget.

NOW, THEREFORE, BE IT RESOLVED, that the proposed 2021 budget is approved by the DDA board for submission to the City Commission for their review and approval.

AYES, Directors:

NAYS, Directors:

ABSTENTIONS, Directors:

RESOLUTION DECLARED ADOPTED, _____.

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Downtown Development Authority of the City of Kalamazoo at a regular meeting held on November 16, 2020 and that said meeting was conducted and a public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267 of the Public Acts of 1976, and the minutes of said meeting were kept and will be and have been made available as required by said Act.

_____
Bob Miller, Secretary

DOWNTOWN DEVELOPMENT AUTHORITY
CITY OF KALAMAZOO, MICHIGAN
RESOLUTION 20-04

A RESOLUTION REQUESTING THE CITY OF KALAMAZOO TO LEVY NOT MORE THAN TWO MILLS OF TAX ON ALL REAL AND TANGIBLE PERSONAL PROPERTY NOT EXEMPT BY LAW AND AS FINALLY EQUALIZED IN THE DOWNTOWN DEVELOPMENT DISTRICT PURSUANT TO RECODIFIED TAX INCREMENT FINANCING ACT (ACT 57 OF 2018)

WHEREAS, the Recodified Tax Increment Financing Act (Act 57 of 2018) authorizes the downtown development authority to levy not more than 2 mills of tax on the real and tangible personal property not exempt by law and as finally equalized in the downtown district; and

WHEREAS, the Authority hereby finds and determines that the levying of such tax is necessary to carry out the purposes for which it was created; and

WHEREAS, the City of Kalamazoo has approved the levy of said tax for the years immediately preceding to halt property value deterioration and increase property valuation where possible in the business district and to eliminate the cause of that deterioration and to promote economic growth.

NOW, THEREFORE, BE IT RESOLVED, that the Downtown Development Authority of Kalamazoo approves the levying of not more than 2 mills of tax on all real and tangible personal property not exempt by law and as finally equalized in the downtown district.

BE IT FURTHER RESOLVED, that the Downtown Development Authority of the City of Kalamazoo requests the approval of the City Commission of Kalamazoo to levy the tax for the year 2021.

BE IT FURTHER RESOLVED, that all officials and employees of the Downtown Development Authority of Kalamazoo are hereby directed and authorized to take whatever action is necessary and proper to obtain the approval of the City Commission to levy not more than 2 mills for a one-year period.

The above resolution was offered by _____ and supported by _____.

AYES, Directors:

NAYS, Directors:

ABSTENTIONS, Directors:

RESOLUTION DECLARED ADOPTED, _____.

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Downtown Development Authority of the City of Kalamazoo at a regular meeting held on November 16, 2020, and that said meeting was conducted and a public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267 of the Public Acts of 1976, and the minutes of said meeting were kept and will be and have been made available as required by said Act.

_____

Bob Miller, Secretary