

# Board of Directors Regular Meeting Agenda

January 25, 2021 3:00 p.m. | Zoom Meeting

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. ADOPTION OF AGENDA**
- IV. MINUTES** – December 21<sup>st</sup>, 2020 Regular Meeting
- V. FINANCIAL REPORT** – December 2020
- VI. ACTION ITEMS**
  - A.** Resolution 2021-01 final budget approval
- VII. DISCUSSION ITEMS**
  - A.** 2021 Board openings
- VIII. PACKET ATTACHMENTS**
- IX. BOARD COMMENTS**
- X. PUBLIC COMMENTS**
- XI. ADJOURNMENT**

## Board of Directors Regular Meeting Minutes

December 21<sup>st</sup>, 2020 3:00 p.m. | Zoom Meeting

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

**ABSENT:** Carl Brown

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

**OTHER:** Jessica Wood

### **I. CALL TO ORDER**

**DIRECTOR FLETCHER CALLED THE MEETING TO ORDER AT 4:06 P.M.**

### **II. ROLL CALL**

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

**ABSENT:** Carl Brown

**EXCUSED:** N/A

### **III. ADOPTION OF AGENDA**

**DIRECTOR OWENS MOVED TO ADOPT THE NOVEMBER 16, 2020 AGENDA. DIRECTOR MAYOR ANDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.**

### **IV. APPROVAL OF MINUTES – November 2020 Regular Meeting**

Changes were proposed for the previous minutes to include the attendance of Director Breneman at present at DEGA and excused at DDA.

**DIRECTOR OWENS MOVED TO APPROVE THE NOVEMBER 16<sup>th</sup>, 2020 REGULAR MEETING MINUTES WITH PROPOSED CHANGES. DIRECTOR MILLER SECONDED. NO OBJECTIONS. MOTION CARRIED.**

### **V. FINANCIAL REPORT – November 2020**

**DIRECTOR WIEBER MOVED TO APPROVE THE NOVEMBER 2020 FINANCIAL REPORT. DIRECTOR LINDEMANN SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## Board of Directors Regular Meeting Minutes

December 21<sup>st</sup>, 2020 3:00 p.m. | Zoom Meeting

### **VI. ACTION ITEMS**

- A. Resolution 2021-06 for interim operations

**DIRECTOR OWENS MOTIONED TO APPROVE THE 2020-06 RESOLUTION. DIRECTOR BRENEMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.**

### **VII. ROLL CALL**

**AYE: Patti Owens, Mayor David Anderson, Grant Fletcher, Jeff Breneman, Bob Miller, Ryan Wieber, Susan Lindemann, Stephanie Hinman**

**ABSENT: Carl Brown**

- A. DEGA/Kalamazoo Downtown Partnership Service Agreement

**DIRECTOR MILLER MOTIONED TO APPROVE THE 2021 SERVICE AGREEMENT SUBJECT TO APPROVAL AND ANY MINOR REVISIONS BY COUNCIL. DIRECTOR WIEBER SECONDED. NO OBJECTIONS. MOTION CARRIED.**

### **VIII. DISCUSSION ITEMS**

- A. Downtown Dollars Promotion Update
- B. Social District/Outdoor Space Update
- C. Board Seat Openings

Andrew Haan provided updated news and outcomes on the recent Consumers Energy Promotion through Downtown Dollars.

The Social District expansion and outdoor operations for restaurants was discussed. Reminder that board openings are coming up in March.

### **IX. PACKET ATTACHMENTS**

- A. Coalition Roster 2021

## Board of Directors Regular Meeting Minutes

December 21<sup>st</sup>, 2020 3:00 p.m. | Zoom Meeting

### **X. BOARD COMMENTS**

Board members expressed cheer for the coming Holidays and the efforts the City and Partnership has executed to make this holiday season beneficial for Downtown Kalamazoo.

### **XI. PUBLIC COMMENTS**

### **XII. ADJOURNMENT**

**DIRECTOR OWENS MOVED TO ADJOURN THE MEETING. DIRECTOR LINDEMANN SECONDED. NO OBJECTIONS. MOTION CARRIED.**

**DIRECTOR FLETCHER ADJOURNED THE MEETING AT 4:23 P.M.**



# DEGA Board Member Attendance 2020-2021

	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	P	p	7	0
2020	Susan Linemann	Vice President	P	x	x	P	x	x	P	x	P	U	P	P	6	1
2020	Grant Fletcher	President	P	x	x	P	x	x	P	x	P	P	p	P	7	0
2020	Patti Owens	Treasurer	A	x	x	A	x	x	A	x	A	P	P	P	3	4
2020	Stephanie Hinman		P	x	x	P	x	x	P	x	P	A	A	P	5	2
2020	Ryan Wieber		A	x	x	P	x	x	P	x	P	P	P	p	6	1
2020	Carl Brown		A	x	x	A	x	x	A	x	A	U	U	U	0	6
2020	Bob Miller	Secretary	P	x	x	-	x	x	P	x	P	P	P	p	6	0
2020	David Anderson		P	x	x	A	x	x	A	x	A	P	P	P	4	3

	DIRECTOR	POSITION	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	Attended	Absent
2021	Jeff Breneman															
2021	Susan Linemann	Vice President														
2021	Grant Fletcher	President														
2021	Patti Owens	Treasurer														
2021	Stephanie Hinman															
2021	Ryan Wieber															
2021	Carl Brown															
2021	Bob Miller	Secretary														
2021	David Anderson															

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

**DOWNTOWN ECONOMIC GROWTH AUTHORITY PROFIT/LOSS  
DECEMBER 31, 2020 PRELIMINARY**

	MONTH TO DATE ACTUAL	MONTHLY BUDGET	MONTHLY VARIANCE	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YEAR TO DATE VARIANCE	ANNUAL BUDGET
<b>REVENUES</b>							
DOWNTOWN ECONOMIC GROWTH AUTHORITY TIF	\$ 0.00	\$ 3,853.58	\$3,853.58	\$46,262.95	\$46,243.00	-\$19.95	\$ 46,243.00
KALAMAZOO MALL MAINTENANCE (CITY OF KALAMAZOO)	\$ -	\$ 4,934.17	\$4,934.17	\$59,210.00	\$59,210.00	\$0.00	\$ 59,210.00
STATE CONTRIBUTION FUNDS	\$0.00	\$ 173.92	\$173.92	\$2,087.36	\$2,087.00	-\$0.36	\$ 2,087.00
FUND BALANCE CONTRIBUTION	\$0.00	\$ 8,333.33	\$8,333.33	\$100,000.00	\$100,000.00	\$0.00	\$ 100,000.00
SPONSORSHIPS	\$0.00	\$12,958.33	\$12,958.33	\$8,300.00	\$155,500.00	\$147,200.00	\$155,500.00
ARCADIA CREEK FESTIVAL PLACE 2020 CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INTEREST INCOME	\$ 12.24	\$83.33	\$71.09	\$435.20	\$1,000.00	\$564.80	\$1,000.00
OTHER FUNDING SOURCES - CITY OF KALAMAZOO ADVANCE	\$ 58,333.00	\$58,333.00	\$0.00	\$700,000.00	\$700,000.00	\$0.00	\$700,000.00
<b>TOTAL REVENUES</b>	<b>\$ 58,345.24</b>	<b>\$ 88,669.67</b>	<b>\$30,324.43</b>	<b>\$916,295.51</b>	<b>\$1,064,040.00</b>	<b>\$147,744.49</b>	<b>\$ 1,064,040.00</b>
<b>EXPENDITURES</b>							
<b>PEOPLE</b>	\$43,947.39	\$20,521.83	-\$23,425.56	\$89,343.29	\$246,262.00	\$156,918.71	\$246,262.00
DOWNTOWN AMBASSADOR PROGRAM/MAINTENANCE							
ENGAGEMENT, SURVEYS & FEEDBACK							
<b>PLACE</b>	\$ 16,195.45	\$17,462.67	\$1,267.22	\$ 97,559.80	\$209,552.00	\$111,992.20	\$209,552.00
PLANNING							
PUBLIC SPACE INVESTMENT & MAINTENANCE							
STREET INTERVENTIONS							
<b>EXPERIENCE</b>	\$1,767.58	\$24,177.92	\$22,410.34	\$285,535.66	\$290,135.00	\$4,599.34	\$290,135.00
MARKETING/COMMUNICATIONS							
EVENTS							
<b>GROWTH</b>	\$ 10,885.97	\$11,362.67	\$476.70	\$ 83,149.41	\$136,352.00	\$53,202.59	\$136,352.00
BUSINESS RETENTION & RECRUITMENT INITIATIVES							
<b>DEBT OBLIGATIONS</b>	\$0.00	\$4,075.00	\$4,075.00	\$7,825.55	\$48,900.00	\$41,074.45	\$48,900.00

**DOWNTOWN ECONOMIC GROWTH AUTHORITY PROFIT/LOSS  
DECEMBER 31, 2020 PRELIMINARY**

	MONTH TO DATE ACTUAL	MONTHLY BUDGET	MONTHLY VARIANCE	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YEAR TO DATE VARIANCE	ANNUAL BUDGET
<b>ADMINISTRATION</b>	\$13,486.95	\$11,069.92	-\$2,417.03	\$41,884.45	\$132,839.00	\$90,954.55	\$132,839.00
OPERATIONS							
AUDIT							
<b>TOTAL EXPENSES</b>	\$ 86,283.34	\$ 88,670.00	\$2,386.66	\$ 605,298.16	\$1,064,040.00	\$458,741.84	\$ 1,064,040.00
<b>TOTAL REVENUES OVER/UNDER BUDGET</b>	\$ (27,938.10)	(\$0.33)	(\$27,937.77)	\$ 310,997.35	\$0.00	\$310,997.35	\$0.00

**KALAMAZOO DOWNTOWN ECONOMIC GROWTH AUTHORITY  
CITY OF KALAMAZOO, MICHIGAN  
RESOLUTION 2021-01**

***A Resolution to Adopt the 2021 DEGA Budget***

**WHEREAS**, the Recodified Tax Increment Financing Act (Act 57 of 2018) 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 2021 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 2021 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 January 25, 2021 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