

Board of Directors Regular Meeting Agenda

October 19th, 2020 3:00 p.m. | Zoom Meeting

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. ADOPTION OF AGENDA**
- IV. MINUTES** – September 21st Regular Meeting
- V. FINANCIAL REPORT** – September 2020
- VI. ACTION ITEMS**
 - A. Recommended DEGA TIF and Development Plan amendments
 - B. Set date of public hearing for 2021 budget
- VII. DISCUSSION ITEMS**
 - A. Strategic Initiatives 2020-2021
 - B. Ambassador Program
 - C. Holiday Events/Initiatives
- VIII. BOARD COMMENTS**
- IX. PUBLIC COMMENTS**
- X. ADJOURNMENT**

Board of Directors Regular Meeting Minutes

September 21st, 2020 3:00 p.m. | Zoom Meeting

PRESENT: Grant Fletcher, Jeff Breneman, Susan Lindemann, Bob Miller, Stephanie Hinman, Ryan Wieber

ABSENT: Carl Brown, Patti Owens, Mayor David Anderson

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

OTHER: Jessica Wood, Jeff Messer

I. CALL TO ORDER

DIRECTOR FLETCHER CALLED THE MEETING TO ORDER AT 3:19 P.M.

II. ROLL CALL

PRESENT: Grant Fletcher, Jeff Breneman, Bob Miller, Stephanie Hinman, Ryan Wieber, Susan Lindemann

ABSENT: Carl Brown, Patti Owens, Mayor David Anderson

Absences are recorded as above.

III. ADOPTION OF AGENDA

DIRECTOR WIEBER MOVED TO ADOPT THE SEPTEMBER 21st, 2020 AGENDA. DIRECTOR MILLER SECONDED. NO OBJECTIONS. MOTION CARRIED.

IV. MINUTES – July 20th Regular Meeting

DIRECTOR LINDEMANN MOVED TO APPROVE THE JULY 20th, 2020 REGULAR MEETING MINUTES. DIRECTOR WIEBER SECONDED. NO OBJECTIONS. MOTION CARRIED.

V. FINANCIAL REPORT – August 2020

DIRECTOR HINMAN MOVED TO APPROVE THE JUNE 2020 FINANCIAL REPORT. DIRECTOR BRENEMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.

VI. ACTION ITEMS

Board of Directors Regular Meeting Minutes

September 21st, 2020 3:00 p.m. | Zoom Meeting

VII. DISCUSSION ITEMS

A. Downtown Updates

Andrew Haan presented on downtown updates such as Social Districts.

Director Breneman wondered about feedback from businesses and residents, if marketing was being considered, and secondly referred to a boundary sign that may be misplaced or rotated incorrectly.

Director Hinman expressed excitement about insulated cups and having the Kalamazoo State Theatre join the Central Commons Refreshment Area.

Jennifer Jelenek reviewed the new Kalamazoo Downtown Partnership website with the directors. Directors expressed praise for the design and functionality of the new website as well as the Partnership's efforts throughout.

Director Miller expressed praise as well as encouragement to keep the site updated and attention to detail as a top priority.

Sue Huggett provided updates to the remainder of downtown events for 2020.

B. Strategic Initiatives 2020-2021

Andrew Haan spoke to the process of initiatives in 2020-2021.

VIII. BOARD COMMENTS

Director Hinman expressed praise and to look forward to more of the State Theatre's involvement in downtown.

Directors Lindemann and Fletcher similarly praised Partnership efforts in challenging times.

Andrew Haan thanked the Board for their support and promoted the downtown zoning efforts by the City of Kalamazoo.

IX. PUBLIC COMMENTS

X. ADJOURNMENT

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

DIRECTOR FLETCHER ADJOURNED THE MEETING AT 4:09 P.M.



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

P - Present
A - Absent

(-) - Missing Information
x - Meeting Cancellation

**DOWNTOWN ECONOMIC GROWTH AUTHORITY PROFIT/LOSS
SEPTEMBER 30, 2020**

	MONTH TO DATE ACTUAL	MONTHLY BUDGET	MONTHLY VARIANCE	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YEAR TO DATE VARIANCE	ANNUAL BUDGET
REVENUES							
DOWNTOWN ECONOMIC GROWTH AUTHORITY TIF	\$ 0.00	\$ 3,853.58	\$ 3,853.58	\$ 46,262.95	\$ 34,682.25	-\$ 11,580.70	\$ 46,243.00
KALAMAZOO MALL MAINTENANCE (CITY OF KALAMAZOO)	\$ 59,210.00	\$ 4,934.17	-\$ 54,275.83	\$ 59,210.00	\$ 44,407.50	-\$ 14,802.50	\$ 59,210.00
STATE CONTRIBUTION FUNDS	\$ 0.00	\$ 173.92	\$ 173.92	\$ 2,087.36	\$ 1,565.25	-\$ 522.11	\$ 2,087.00
FUND BALANCE CONTRIBUTION	\$ 0.00	\$ 8,333.33	\$ 8,333.33	\$ 100,000.00	\$ 75,000.00	-\$ 25,000.00	\$ 100,000.00
SPONSORSHIPS	\$ 0.00	\$ 12,958.33	\$ 12,958.33	\$ 300.00	\$ 116,625.00	\$ 116,325.00	\$ 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	\$ 17.00	\$ 83.33	\$ 66.33	\$ 391.02	\$ 750.00	\$ 358.98	\$ 1,000.00
OTHER FUNDING SOURCES - CITY OF KALAMAZOO ADVANCE	\$ 58,333.00	\$ 58,333.00	\$ 0.00	\$ 524,997.00	\$ 525,000.00	\$ 3.00	\$ 700,000.00
TOTAL REVENUES	\$ 117,560.00	\$ 88,669.67	-\$ 28,890.33	\$ 733,248.33	\$ 798,030.00	\$ 64,781.67	\$ 1,064,040.00
EXPENDITURES							
PEOPLE	\$ 4,247.20	\$ 20,521.83	\$ 16,274.63	\$ 38,097.94	\$ 164,174.67	\$ 126,076.73	\$ 246,262.00
DOWNTOWN AMBASSADOR PROGRAM/MAINTENANCE							
ENGAGEMENT, SURVEYS & FEEDBACK							
PLACE	\$ 14,210.82	\$ 17,462.67	\$ 3,251.85	\$ 66,797.57	\$ 139,701.33	\$ 72,903.76	\$ 209,552.00
PLANNING							
PUBLIC SPACE INVESTMENT & MAINTENANCE							
STREET INTERVENTIONS							
EXPERIENCE	\$ 21,143.40	\$ 24,177.92	\$ 3,034.52	\$ 256,837.48	\$ 193,423.33	-\$ 63,414.15	\$ 290,135.00
MARKETING/COMMUNICATIONS							
EVENTS							
GROWTH	\$ 7,744.03	\$ 11,362.67	\$ 3,618.64	\$ 57,442.84	\$ 90,901.33	\$ 33,458.49	\$ 136,352.00
BUSINESS RETENTION & RECRUITMENT INITIATIVES							
DEBT OBLIGATIONS	\$ 7,825.55	\$ 4,075.00	-\$ 3,750.55	\$ 7,825.55	\$ 32,600.00	\$ 24,774.45	\$ 48,900.00

**DOWNTOWN ECONOMIC GROWTH AUTHORITY PROFIT/LOSS
SEPTEMBER 30, 2020**

	MONTH TO DATE ACTUAL	MONTHLY BUDGET	MONTHLY VARIANCE	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YEAR TO DATE VARIANCE	ANNUAL BUDGET
ADMINISTRATION	\$756.00	\$11,069.92	\$10,313.92	\$29,265.05	\$88,559.33	\$59,294.28	\$132,839.00
OPERATIONS							
AUDIT							
TOTAL EXPENSES	\$ 55,927.00	\$ 88,670.00	\$32,743.00	\$ 456,266.43	\$709,360.00	\$253,093.57	\$ 1,064,040.00
TOTAL REVENUES OVER/UNDER BUDGET	\$ 61,633.00	(\$0.33)	\$61,633.33	\$ 276,981.90	\$88,670.00	\$188,311.90	\$0.00