

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. MINUTES** – October 19th Regular Meeting
- V. FINANCIAL REPORT** – October 2020
- VI. BUDGET & 2021 INITIATIVES**
- VII. ACTION ITEMS**
 - A. Resolution 2020-05 approving budget
- VIII. DISCUSSION ITEMS**
 - A. 2020 Event Updates
 - B. 2021 Coalition Membership
 - C. Downtown Updates
- IX. BOARD COMMENTS**
- X. PUBLIC COMMENTS**
- XI. ADJOURNMENT**

Board of Directors Regular Meeting Minutes

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

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

ABSENT: Carl Brown, Susan Lindemann, Stephanie Hinman

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

OTHER: Leslie Hoffmann CCP, Richard Cherry COK, Andrew Falkenberg COK, Jessica Wood

I. CALL TO ORDER

DIRECTOR FLETCHER CALLED THE MEETING TO ORDER AT 3:03 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 MAYOR ANDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.

III. ADOPTION OF AGENDA

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

IV. APPROVAL OF MINUTES – September 21st Regular Meeting

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

V. FINANCIAL REPORT – September 2020

DIRECTOR WIEBER MOVED TO APPROVE THE SEPTEMBER 2020 FINANCIAL REPORT. DIRECTOR OWENS SECONDED. NO OBJECTIONS. MOTION CARRIED.

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VI. ACTION ITEMS

A. Recommended DEGA TIF and Development Plan amendments

Andrew Haan explained the difficulties and intricacies of the recommended amendment to the Tax Increment Financing and Development plan.

The changes to the plan were explained using highlighted language on pages 36-37 of the October 19th DEGA Packet (pages 23-24 in the Development Plan & Tax Increment Financing Plan). On development projects or parcels on which a development project would be forthcoming, the DEGA would allow the Brownfield Authority instead of the DEGA to capture mileages and fund the reimbursement of eligible activity for the duration of the project. On the conclusion of the development project the DEGA would again absorb the parcel and begin to collect mileage and TIF exactly the way before. Today it is proposed that the DEGA board adopt a resolution recommending these changes to the plan to the City Commission. The City Commission will then set a public hearing in November 2020.

The second resolution aims to move two development projects out of the DEGA boundary today and that future decisions would be approved by the DEGA Board rather than City Commission through a public hearing.

Director Owens is in support of the first resolution.

Director Mayor Anderson asked to clarify the DEGA boundary to which it was explained it is not removing the parcels from the district but rather to forgo capture from certain parcels for the Brown Field Authority to capture. This will allow the DEGA Board more flexibility.

Rich Cherry explained that capture will not be shared between the DEGA and Brownfield Authority.

Director Mayor Anderson asked if it changes the projections as it relates to DEGA TIF district revenue.

Andrew Haan explained that it does not. He also added that the Exchange Building and 400 Rose Phase I were constructed under this precedent that started in 2018.

Director Wieber asked if this changes any development plans that are currently in action. In response, it will not impact the DEGA's finances negatively but rather allow capture after the project is finished.

Director Wieber asked if there will be occurrences where it does not go through the BRA. Andrew Haan said it was possible, although he does not see it as likely.

Lastly Director Wieber posed the question, did the Library plan use this new tool and procedure?

Andrew Haan explained the Library did not approve the plan in 2018 but rather supported it with a 50% capture. It was solely at the City level that this was proposed and passed.

Director Mayor Anderson asked when it was to be at the City Commission Agenda? The date was rescheduled from today, October 19th, to the next meeting, the 26th.

Andrew Haan stressed the importance of keeping a tight timeline.

Director Fletcher and Haan thanked the City and all who helped in the process of these amendments.

DIRECTOR OWENS MOTIONED TO RECOMMEND THE PLAN AMMENDMENT WORKING RESOLUTION NO.1 TO THE CITY COMMISION. DIRECTOR MILLER SECONDED. NO OBJECTIONS. MOTION CARRIED.

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VII. ROLL CALL

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

ABSENT: Carl Brown, Susan Lindemann, Stephanie Hinman

DIRECTOR WIEBER MOTIONED TO RECOMMEND RESOLUTION NO.2, THE SETTING ASIDE OF TWO PARCELS NAMED WITHIN THE AMMENDMENT IN ACCORDANCE WITH RESOLUTION NO.1. DIRECTOR OWENS SECONDED. NO OBJECTIONS. MOTION CARRIED.

This motion is contingent on the City Commission's approval of the amendment named in Resolution No.1.

VIII. ROLL CALL

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

ABSENT: Carl Brown, Susan Lindemann, Stephanie Hinman

- A.** Motion to set date of public hearing for 2021 budget

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.

IX. DISCUSSION ITEMS

- A.** Strategic Initiatives 2020-2021
- B.** Ambassador Program
- C.** Holiday Events/Initiatives

Andrew Haan spoke to updates on the timeline for the Ambassador Program. Sue Huggett spoke to the remaining events and initiatives. Namely the cancellation of the Holiday Parade and new partnership with the Radisson for Santa's Workshop.

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X. BOARD COMMENTS

XI. PUBLIC COMMENTS

Jeff Messer, City Resident, asked the following questions:

What is the status of the Portland Loo and who will be responsible for cleaning them?

What is the status of redevelopment plans at the festival site?

Why have there been signs in Bronson Park since early August that list a proposed city ordinance amendment that was resoundingly defeated by the City Commission in August 2018?

XII. ADJOURNMENT

DIRECTOR WIEBER MOVED TO ADJOURN THE MEETING. DIRECTOR MAYOR ANDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.

DIRECTOR FLETCHER ADJOURNED THE MEETING AT 3:50 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	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

**DOWNTOWN ECONOMIC GROWTH AUTHORITY PROFIT/LOSS
OCTOBER 31, 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	\$38,535.83	-\$7,727.12	\$ 46,243.00
KALAMAZOO MALL MAINTENANCE (CITY OF KALAMAZOO)	\$ -	\$ 4,934.17	\$4,934.17	\$59,210.00	\$49,341.67	-\$9,868.33	\$ 59,210.00
STATE CONTRIBUTION FUNDS	\$0.00	\$ 173.92	\$173.92	\$2,087.36	\$1,739.17	-\$348.19	\$ 2,087.00
FUND BALANCE CONTRIBUTION	\$0.00	\$ 8,333.33	\$8,333.33	\$100,000.00	\$83,333.33	-\$16,666.67	\$ 100,000.00
SPONSORSHIPS	\$6,500.00	\$12,958.33	\$6,458.33	\$6,800.00	\$129,583.33	\$122,783.33	\$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	\$ 17.17	\$83.33	\$66.16	\$408.19	\$833.33	\$425.14	\$1,000.00
OTHER FUNDING SOURCES - CITY OF KALAMAZOO ADVANCE	\$ 58,333.00	\$58,333.00	\$0.00	\$583,330.00	\$583,333.33	\$3.33	\$700,000.00
TOTAL REVENUES	\$ 64,850.17	\$ 88,669.67	\$23,819.50	\$798,098.50	\$886,700.00	\$88,601.50	\$ 1,064,040.00
EXPENDITURES							
PEOPLE	\$3,197.19	\$20,521.83	\$17,324.64	\$41,295.13	\$205,218.33	\$163,923.20	\$246,262.00
DOWNTOWN AMBASSADOR PROGRAM/MAINTENANCE							
ENGAGEMENT, SURVEYS & FEEDBACK							
PLACE	\$ 11,606.39	\$17,462.67	\$5,856.28	\$ 78,403.96	\$174,626.67	\$96,222.71	\$209,552.00
PLANNING							
PUBLIC SPACE INVESTMENT & MAINTENANCE							
STREET INTERVENTIONS							
EXPERIENCE	\$38,749.60	\$24,177.92	-\$14,571.68	\$295,449.68	\$241,779.17	-\$53,670.51	\$290,135.00
MARKETING/COMMUNICATIONS							
EVENTS							
GROWTH	\$ 8,174.17	\$11,362.67	\$3,188.50	\$ 65,754.41	\$113,626.67	\$47,872.26	\$136,352.00
BUSINESS RETENTION & RECRUITMENT INITIATIVES							
DEBT OBLIGATIONS	\$0.00	\$4,075.00	\$4,075.00	\$7,825.55	\$40,750.00	\$32,924.45	\$48,900.00

**DOWNTOWN ECONOMIC GROWTH AUTHORITY PROFIT/LOSS
OCTOBER 31, 2020**

	MONTH TO DATE ACTUAL	MONTHLY BUDGET	MONTHLY VARIANCE	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YEAR TO DATE VARIANCE	ANNUAL BUDGET
ADMINISTRATION	\$726.75	\$11,069.92	\$10,343.17	\$29,991.80	\$110,699.17	\$80,707.37	\$132,839.00
OPERATIONS							
AUDIT							
TOTAL EXPENSES	\$ 62,454.10	\$ 88,670.00	\$26,215.90	\$ 518,720.53	\$886,700.00	\$367,979.47	\$ 1,064,040.00
TOTAL REVENUES OVER/UNDER BUDGET	\$ 2,396.07	(\$0.33)	\$2,396.40	\$ 279,377.97	\$0.00	\$279,377.97	\$0.00

DOWNTOWN ECONOMIC GROWTH AUTHORITY 2021 PROPOSED BUDGET

REVENUES

DOWNTOWN ECONOMIC GROWTH AUTHORITY TIF	\$	468,000.00
KALAMAZOO MALL MAINTENANCE (CITY OF KALAMAZOO)	\$	59,210.00
CITY OF KALAMAZOO OPERATIONS ADVANCE	\$	250,000.00
INTEREST	\$	700.00
FFE FUNDING	\$	60,000.00
TOTAL REVENUES	\$	837,910.00

EXPENDITURES

PEOPLE \$90,777.00

CLEAN, SAFE & WELCOMING INITIATIVES
Ambassador Program

ENGAGEMENT, SURVEYS & FEEDBACK
Community Engagement
Annual Report
Community Perception Survey

PLACE \$184,987.00

PUBLIC SPACE INVESTMENT & MAINTENANCE
Furniture/Planters
Holiday Lighting & Decorations

MAINTENANCE & BEAUTIFICATION
Spring Spruce Up Downtown
Arcadia Creek Festival Site Maintenance
Public Restroom Maintenance
General Maintenance & Utilities
Kalamazoo Mall Maintenance

EXPERIENCE \$237,127.00

COMMUNICATIONS, MARKETING & PROMOTION
Digital Marketing & Social Media
Event Marketing & Promotion
Annual Campaigns & Promotions
Photography

EVENTS
General Event Supplies
Chili Cook-off
Autos & Eats (Spring & Fall)
Workout Wednesdays
Beats On Bates
Salsa Cook-off
Skeletor

HOLIDAY EVENTS
Holiday Parade
Holly Jolly Trolley
Santa's Workshop
Tree Lighting

PUBLIC ART

DOWNTOWN ECONOMIC GROWTH AUTHORITY 2021 PROPOSED BUDGET

GROWTH	\$235,777.00
BUSINESS RETENTION & RECRUITMENT INITIATIVES	
Parklet/Outdoor Dining Program	
Pop-up Program	
Real Estate & Market Data Development	
Downtown Dollars & Program Administration	
BUSINESS DEVELOPMENT EVENTS	
Downtown Market/Retail Initiative	
Small Business Saturday	
Business Development Workshops	
ADMINISTRATION	
PERSONNEL & OPERATIONS	\$89,242.00
TOTAL EXPENSES	\$837,910.00
REVENUE/OVER (UNDER) EXPENDITURES	\$0.00

**KALAMAZOO DOWNTOWN ECONOMIC GROWTH AUTHORITY
CITY OF KALAMAZOO, MICHIGAN
RESOLUTION 2020-05**

A RESOLUTION APPROVING THE DOWNTOWN ECONOMIC GROWTH AUTHORITY OF THE CITY OF KALAMAZOO BUDGET FOR 2021.

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 board has prepared a budget for 2021.

NOW, THEREFORE, BE IT RESOLVED, that the proposed 2021 budget is approved by the Kalamazoo Downtown Economic Growth Authority 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 Kalamazoo Downtown Economic Growth 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