

Board of Directors Regular Meeting Agenda

July 19, 2021 3:00 p.m. | Zoom Meeting

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. ADOPTION OF AGENDA**
- IV. MINUTES – June 21st, 2021 Regular Meeting**
- V. FINANCIAL REPORT – June 2021**
- VI. ACTION ITEMS**
 - A. Acceptance of Audit
 - B. Nominating report
- VII. DISCUSSION ITEMS**
 - A. Downtown Report
 - B. Upcoming Events
- VIII. PACKET ATTACHMENTS**
 - A. BDO Audit Material
- IX. BOARD COMMENTS**
- X. PUBLIC COMMENTS**
- XI. ADJOURNMENT**

Board of Directors Regular Meeting Minutes

June 21st, 2021 3:00 p.m. | Zoom Meeting

PRESENT: Patti Owens, Mayor David Anderson, Grant Fletcher, Jeff Breneman, Bob Miller, Susan Lindemann, Carl Brown, Stephanie Hinman

ABSENT: Ryan Wieber

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 3:22 P.M.

II. ROLL CALL

PRESENT: Patti Owens – Remotely, Kalamazoo County, MI
Grant Fletcher – Remotely, Kalamazoo County, MI
Bob Miller – Remotely, Kalamazoo County, MI
Susan Lindemann – Remotely, Kalamazoo County, MI
Jeff Breneman – Remotely, Kalamazoo County, MI
Stephanie Hinman – Remotely, Kalamazoo County, MI
Carl Brown – Remotely, Los Angeles County, CA
Mayor David Anderson – Remotely, Kalamazoo County, MI

ABSENT: Ryan Wieber

EXCUSED: Ryan Wieber

THE JUNE 21, 2021 ATTENDANCE INCLUDING EXCUSED AND UNEXCUSED ABSENCES ARE RECORDED.

III. ADOPTION OF AGENDA

DIRECTOR BRENEMAN MOVED TO ADOPT THE JUNE 21, 2021 AGENDA (WITH AMENDMENTS). DIRECTOR MILLER SECONDED. NO OBJECTIONS. MOTION CARRIED.

IV. APPROVAL OF MINUTES – April 19, 2021, Regular Meeting

DIRECTOR OWENS MOVED TO APPROVE THE APRIL 19, 2021, REGULAR MEETING

Board of Directors Regular Meeting Minutes

June 21st, 2021 3:00 p.m. | Zoom Meeting

MINUTES (WITH AMENDMENTS). DIRECTOR BROWN SECONDED. NO OBJECTIONS. MOTION CARRIED.

V. FINANCIAL REPORT – MAY 2021

DIRECTOR OWENS MOVED TO APPROVE THE MAY 2021 FINANCIAL REPORT. DIRECTOR LINDEMANN SECONDED. NO OBJECTIONS. MOTION CARRIED.

VI. ACTION ITEMS

VII. DISCUSSION ITEMS

A. Review of potential Bylaw changes

Director Fletcher clarified that this discussion pertains to the amendment in the bylaws that directors announce themselves prior to speaking at a public meeting. The discussion has been positive and supportive—it will come back next month as an action item.

B. Coalition Meeting Updates

Jennifer Jelenek and Andrew Haan provided pedestrian count technology and outdoor furniture updates.

C. Coalition Working Group Updates

- a) Leveraging Central Commons Refreshment Area
- b) Pedestrian Count
- c) Outdoor Experience
- d) Pop-up Program

D. Waste/Recycling Initiative

E. Bistro Table Installation

F. Summer Events Update

VIII. PACKET ATTACHMENTS

A. Annual Report Link

IX. BOARD COMMENTS

Board of Directors Regular Meeting Minutes

June 21st, 2021 3:00 p.m. | Zoom Meeting

Director Brown and Hinman expressed their excitement to see parklet placemaking spring up in Downtown Kalamazoo as well as all of the events that continue to take place there.

Director Hinman is excited for the new recycling infrastructure and brought up the possibility of utilizing the Kalamazoo River as an asset for Downtown.

Director Miller through connections on the Arts Council shared that the public and visitors have expressed positively toward the activity and look of Downtown Kalamazoo. He also mentioned that Newell Brand and Rubbermaid could also be good resources for the recycling initiative.

Director Owens gave an update on projects she has been working on with housing as well as mentioning that Consumers is also a great partner in making Downtown a visually pleasing destination.

Director Breneman complimented the Ambassador Program and expressed hope for the curve of their work and experience in making Downtown Kalamazoo a destination for all. He shared an anecdotal note on his positive experience with the Ambassadors.

Director Fletcher shared his enjoyment that this Board Comments Section has provided exactly what it is intended to do and also his excitement and encouragement for the recycling and trash initiative.

Director Haan finished the Board Comment Section with a note for everyone to try the Ambassador number with any needs: 269-568-5402, ambassadors@downtownkalamazoo.org.

X. PUBLIC COMMENTS

XI. ADJOURNMENT

DIRECTOR FLETCHER ADJOURNED THE MEETING AT 4:29 P.M.

DOWNTOWN ECONOMIC GROWTH AUTHORITY PROFIT/LOSS

JUNE 30, 2021

	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	\$ 41,121.83	\$41,121.83	\$493,462.30	\$246,731.00	-\$246,731.30	\$ 493,462.00
KALAMAZOO MALL MAINTENANCE (CITY OF KALAMAZOO)	\$0.00	\$ 1,600.83	\$1,600.83	\$19,210.00	\$9,605.00	-\$9,605.00	\$ 19,210.00
FFE FUNDING	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$30,000.00	\$30,000.00	\$60,000.00
SOCIAL DISTRICT REVENUES	\$3,550.00	\$6,250.00	\$2,700.00	\$16,087.50	\$37,500.00	\$21,412.50	\$75,000.00
INTEREST INCOME	\$ 20.67	\$58.33	\$37.66	\$82.86	\$350.00	\$267.14	\$700.00
OTHER FUNDING SOURCES - CITY OF KALAMAZOO ADVANCE	\$ -	\$20,833.33	\$20,833.33	\$0.00	\$125,000.00	\$125,000.00	\$250,000.00
TOTAL REVENUES	\$ 3,570.67	\$ 74,864.33	\$71,293.66	\$528,842.66	\$449,186.00	-\$79,656.66	\$ 898,372.00
EXPENDITURES							
PEOPLE	\$11,823.00	\$4,856.42	-\$6,966.58	\$32,307.90	\$29,138.50	-\$3,169.40	\$58,277.00
DOWNTOWN AMBASSADOR PROGRAM/MAINTENANCE							
ENGAGEMENT, SURVEYS & FEEDBACK							
PLACE	\$ 21,355.94	\$22,248.92	\$892.98	\$ 62,731.86	\$133,493.50	\$70,761.64	\$266,987.00
PLANNING							
PUBLIC SPACE INVESTMENT & MAINTENANCE							
STREET INTERVENTIONS							
EXPERIENCE	\$16,645.44	\$13,635.58	-\$3,009.86	\$76,873.18	\$81,813.50	\$4,940.32	\$163,627.00
MARKETING/COMMUNICATIONS							
EVENTS							
GROWTH	\$ 6,599.16	\$25,064.75	\$18,465.59	\$ 53,701.40	\$150,388.50	\$96,687.10	\$300,777.00
BUSINESS RETENTION & RECRUITMENT INITIATIVES							

DOWNTOWN ECONOMIC GROWTH AUTHORITY PROFIT/LOSS

JUNE 30, 2021

	MONTH TO DATE ACTUAL	MONTHLY BUDGET	MONTHLY VARIANCE	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YEAR TO DATE VARIANCE	ANNUAL BUDGET
ADMINISTRATION	\$8,364.44	\$9,058.67	\$694.23	\$71,989.01	\$54,352.00	-\$17,637.01	\$108,704.00
OPERATIONS							
AUDIT							
TAX REBATE	\$ 7,614.85		-\$7,614.85	\$7,614.85		-\$7,614.85	
TOTAL EXPENSES	\$ 72,402.83	\$ 74,864.33	\$2,461.50	\$ 305,218.20	\$449,186.00	\$143,967.80	\$ 898,372.00
TOTAL REVENUES OVER/UNDER BUDGET	\$ (68,832.16)	\$0.00	(\$68,832.16)	\$ 223,624.46	\$0.00	\$223,624.46	\$0.00