



# Board of Directors Regular Meeting Minutes

March 18, 2019 3 p.m. | City Hall – Community Room

**PRESENT:** Greg Taylor, Grant Fletcher, Susan Lindemann, Bjorn Green, Carl Brown, Bob Miller, Stephanie Hinman

**ABSENT:** Patti Owens, Jeff Breneman, Ryan Wieber, Mayor Bobby Hopewell

**STAFF:** Andrew Haan, Deb Houseman, Jennifer Jelenek, Patrick Halpin, Sue Huggett, Maryann Flynn

**OTHER:** Kevin Ferrara, Deb Killarney

## I. CALL TO ORDER

DIRECTOR TAYLOR CALLED THE MEETING TO ORDER AT 3:02 P.M.

## II. ROLL CALL

**PRESENT:** Greg Taylor, Grant Fletcher, Susan Lindemann, Bjorn Green, Carl Brown, Bob Miller, Stephanie Hinman

**ABSENT:** Patti Owens, Jeff Breneman, Ryan Wieber, Mayor Bobby Hopewell

DIRECTOR FLETCHER MOVED TO EXCUSE ABSENT BOARD MEMBERS. DIRECTOR LINDEMANN SECONDED. MOTION CARRIED.

## III. ADOPTION OF AGENDA

DIRECTOR FLETCHER MOVED TO ADOPT THE AGENDA. DIRECTOR GREEN SECONDED. MOTION CARRIED.

## IV. APPROVAL OF MINUTES – February 18, 2019

DIRECTOR LINDEMANN MOVED TO APPROVE THE FEBRUARY 18, 2019 MINUTES. DIRECTOR MILLER SECONDED. MOTION CARRIED.

## V. FINANCIAL REPORT

Deb Houseman reviewed the February 28, 2019 DDA combined budget for 2 MILL, TIF, and TPM January 2019 report. Highlighted under DDA revenues month to date actual was \$179,173.55 that exceeds total expenditures of \$150,289.94 by \$28,883.61. This resulted in a positive month to date variance of \$62,022.78. She continued YTD expenditures are \$321,446.61 exceeding YTD revenues by \$141,898.97 resulting in negative budget earnings of \$96,684.37. Two factors influencing this statement are the 2MILL revenues and the transfer of \$150,000.00 from TIFF to DEGA.



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DIRECTOR FLETCHER MOVED TO APPROVE THE SUBMITTED FINANCIAL REPORT AS PRESENTED. DIRECTOR LINDEMANN SECONDED. MOTION CARRIED.

## VI. ACTION ITEMS

Andrew Haan outlined the action items. He shared that through discussions with the City Clerk's office the terms of both boards were reviewed in the interest of aligning them. Today's motion will be to appoint Director Fletcher for a 1-yr. term. The purpose of the alignment was to put in place 4 yr. terms allowing members to fall-off at the appropriate time and to ensure term lengths were consistent with bylaws. He continued that the Slate of Officers highlights Director Fletcher as the Chair and Susan Lindemann as Vice-Chair moving forward.

### A. Board term alignment

DIRECTOR BROWN MOVED TO APPROVE THE PRESENTED PLAN TO ALIGN DDA AND DEGA BOARD TERMS. DIRECTOR FLETCHER SECONDED. ROLL CALL VOTE 7-0. MOTION CARRIED.

#### ROLL CALL

YAY: Greg Taylor, Grant Fletcher, Susan Lindemann, Bjorn Green, Carl Brown, Bob Miller, Stephanie Hinman.

NAY: None

ABSENTION: None

### B. Appointment of members

DIRECTOR MILLER MOVED TO APPROVE ACTION ITEM VI. B, DIRECTOR FLETCHER BE APPOINTED TO A ONE-YEAR TERM TO CONCLUDE 3/31/20. DIRECTOR LINDEMANN SECONDED. ROLL CALL VOTE 6-0. MOTION CARRIED. ABSTAINED: DIRECTOR FLETCHER

#### ROLL CALL

YAY: Greg Taylor, Susan Lindemann, Bjorn Green, Carl Brown, Bob Miller, Stephanie Hinman.

NAY: None

ABSENTION: Grant Fletcher

### C. Election of officers

DIRECTOR FLETCHER MOVED TO APPROVE ACTION ITEM VI. C, ELECTION OF SLATE OF OFFICERS AS PRESENTED. DIRECTOR BROWN SECONDED. ROLL CALL



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VOTE 7-0. MOTIONED CARRIED.

## ROLL CALL

**YAY:** Greg Taylor, **Grant Fletcher**, Susan Lindemann, Bjorn Green, Carl Brown, Bob Miller, Stephanie Hinman.

**NAY:** None

**ABSENTION:** None

### D. DDA Parking Account

Andrew Haan shared that after the sale of the last 2-years of the major systems assets in effort to get the best interest rates of the two reserve accounts (Ramp 3 and the Systems reserve account), Deb Houseman researched landing with Fifth Third Bank that requires board approval of the attached bank resolution.

**DIRECTOR FLETCHER MOVED TO APPROVE ACTION ITEM VI. D, TO AUTHORIZE STAFF TO SIGN ALL NECESSARY DOCUMENTS RELATED TO TRANSFER OF PARKING RESERVE FUNDS TO NEW MONEY ACCOUNT AT FIFTH THIRD BANK. DIRECTOR MILLER SECONDED. ROLL CALL VOTE 7-0. MOTION CARRIED.**

## ROLL CALL

**YAY:** Greg Taylor, Susan Lindemann, Bjorn Green, Carl Brown, Bob Miller, Stephanie Hinman.

**NAY:** None

**ABSENTION:** None

## VII. DISCUSSION ITEMS

### A. Downtown Report

Andrew Haan noted the format changes on the Downtown report that reflect grouping information by the newly created Coalitions - eventually moving to a power point presentation. He shared the Partnerships continued work with the BRA staff and counsel along with the City on the transfer of the DDA project obligations, noting the goal of having the City Commission approve the dissolution of the DDA TIFF plan by May 20. Resolutions likely will be presented next month to make it official so that DEGA can start collecting in June.

It was also noted that the DDA/DEGA Executive committees will be meeting in April/May to review proposed project support/incentives policy. He furthered shared the expansion of the Partnership board to 23 members that will include representatives from the Coalitions and the taxing authorities- meeting in May.

He continued that the ordering of the prefabricated restrooms is in progress that includes



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the cold weather kit, with an estimated delivery of late August, early September. The staff, and City and now the, Coalition for Place will continue working with consultants on identifying the best locations for them. Other highlights covered included the work the Partnership, and City are doing with the consultants revolving around building information to share and engage the public on the transfer of streets that will include public meetings in May/June to dig into the redesign of the streets/ intersections. Launched on March 4 was the Downtown Developments newsletter to be sent biweekly communicating what is happening Downtown.

Staff project work includes:

- Revising the Arcadia Festival Place manual in effort to simplify the process for hosting events.
- A press-release listing 30+ new events happening this Summer in the downtown, along with other 2019 Partnership specific events strategically being planned.
- Streamlining the Redevelopment Liquor License process.
- Revamping the sign grant program.
- Planning the business development workshop series.
- Examining ways to energize the Downtown Dollar program.

## B. DEGA Establishment Update

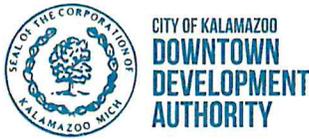
## VIII. COMMITTEE REPORTS

### A. Transportation, Parking and Mobility

Andrew Haan informed the board that the parking study is nearing the final draft. There will be presentations given to the Executive committee and board members, then likely bringing it back to the meeting in May. The long process has included input from focus groups, a deep analysis of operations, finances, and facilities, along with counts done with the help of the City and WMU students. Together there are some progressive recommendations on how to improve the experience for the visitors, residents, downtown businesses- all with an eye first on the experience in a way to ensure the system will remain financially solvent. There is also a group that has been engaged to help with some of the messaging to effectively communicate to the public and Downtown stakeholders why we're making these recommendations.

### B. Coalition Report

Jennifer Jelenek gave a brief overview of the February introductory Coalition meetings. During each coalition, introductory information was shared about the history of the Partnership including the structure, changes specific to last year, board values and changes, the reasoning behind the office move and name change. Included in the presentation was an explanation about the creation and the need for DEGA. Coalition 2019 initiatives were outlined, as well as where their input will be important in shaping



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things moving forward. The focus of work in the first year, and an explanation on how terms that will be staggered was also shared. Introductions of the inaugural Chairs of each coalition were made and the process of selection moving forward. A broad overview about each of the coalitions was outlined for each, with the intent being to understand potential crossover work being done.

Jennifer Jelenek added that the meetings went well and adding that the Coalition for Place and Growth already has a couple of working sub-committee's- not standing ones that will dive deeper into specific project/event work important to developing the Downtown and Partnership.

Director Miller asked specific to a comment about the Arcadia Festival Place if the group looking at that from the coalitions included the task force that had been established at one point. Andrew Haan answered that the task force will be included in the work along with members specifically from the Coalition for Place that is heavily stacked with architects and designers who will give input specific to design.

## IX. DIRECTOR COMMENTS

Andrew Haan recognized Director Green and Director Taylor as Chair of the DDA as their terms close. He shared that their dedicated service has been much appreciated during the difficult times as they have been key to building a platform for success moving forward.

Director Fletcher echoed the shared sentiments, adding his appreciation for what he has learned from both and what they have done for the City.

Director Lindemann also thanked them.

Director Green addressed the board thanking everyone for their hard work, adding that it's been fun and interesting. He wished everyone the best as the board transitions and good luck on the future.

Director Brown thanked the directors adding that he too had learned a lot from them.

Director Miller added his appreciation as did Director Hinman.

Director Taylor shared that it has been a privilege to serve on the board and a pleasure to work with everyone. The future of the Downtown and the City of Kalamazoo are on the cusp of seeing bright days moving forward into the future. He closed his statements by wanting to recognize the tragedy on Kalamazoo Avenue that had occurred stating that thankfully not more were injured. It is a reminder that there is more work to do- adding to take care of yourselves and families.



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X. PUBLIC COMMENTS

None.

XI. AJOURNMENT

DIRECTOR TAYLOR ADJOURNED THE MEETING AT 3:37 PM.

Approved: \_\_\_\_\_

*Bob Miller*  
Bob Miller, Secretary