

# Board of Directors Regular Meeting Minutes

June 17, 2019 3 p.m. | City Hall – Community Room

**PRESENT:** Jeff Breneman, Stephanie Hinman, Patti Owens, Grant Fletcher,  
Susan Lindemann, Bob Miller

**ABSENT:** Carl Brown, Mayor Bobby Hopewell, Ryan Wieber

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

**OTHER:** Jessica Wood

## I. CALL TO ORDER

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

## II. ROLL CALL

**PRESENT:** Jeff Breneman, Stephanie Hinman, Patti Owens, Grant Fletcher,  
Susan Lindemann, Bob Miller

**ABSENT:** Carl Brown, Mayor Bobby Hopewell, Ryan Wieber

DIRECTOR OWENS MOVED TO EXCUSE ABSENT BOARD MEMBERS. DIRECTOR  
BROWN SECONDED. MOTION CARRIED.

## III. INTRODUCTION OF LEGAL COUNSEL

Director Fletcher introduced Jessica Wood of Dickinson Wright as the new legal  
counsel for the Downtown Development Authority and the Kalamazoo Downtown  
Economic Growth Authority.

## IV. ADOPTION OF AGENDA

DIRECTOR OWENS MOVED TO ADOPT THE JUNE 17, 2019 AGENDA. DIRECTOR  
LINDEMANN SECONDED. MOTION CARRIED.

## V. APPROVAL OF MINUTES – May 20, 2019 Regular Meeting

DIRECTOR HINMAN MOVED TO APPROVE THE MAY 20, 2019 REGULAR  
MEETING MINUTES. DIRECTOR OWENS SECONDED. MOTION CARRIED.

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## VI. FINANCIAL REPORT

- A. 2 MILL and TIF May 2019
- B. TPM April 2019

Deb Houseman reviewed the 2 MILL and TIF May 2019 financial report and the TPM April 2019 financial report.

DIRECTOR BRENEMAN MOVED TO APPROVE THE 2 MILL AND TIF MAY 2019 FINANCIAL REPORT AND THE TPM APRIL 2019 FINANCIAL REPORT. DIRECTOR OWENS SECONDED. MOTION CARRIED.

## VII. ACTION ITEMS

- A. Approval of 2018 Audit

Doug Havera, BDO USA, LLP, reviewed the Downtown Development Authority of the City of Kalamazoo 2018 Audit Wrap Up and Financial Statements.

Doug noted that the process was smooth, and staff was great to work with.

DIRECTOR OWENS MOVED TO APPROVE THE DRAFT DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF KALAMAZOO 2018 AUDIT WRAP UP AND FINANCIAL STATEMENTS. DIRECTOR BROWN SECONDED. MOTION CARRIED.

## VIII. DISCUSSION ITEMS

- A. Parking Plan Update

Andrew Haan provided a brief update on the status of the parking plan. He noted that the team is working on outreach and communications regarding the parking plan, as well as a possible rebranding of the parking system. The target date for parking plan approval is August 2019.

Director Owens asked about an elevator speech regarding the parking plan. Andrew noted that it is forthcoming – and will be sent to the Board.

- B. Other Downtown Updates

Andrew Haan noted the following downtown updates:

- Downtown has a new CPO officer – Jake Vyverman
- Summer event series kicked off – Beats on Bates, Workout Wednesdays, Zoo Moto, Vintage in the Zoo
- The Portland Loo has been ordered and preparing for fabrication.

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- The hotel project has started demolition work internally

## IX. DIRECTOR COMMENTS

Director Owens noted her enthusiasm for the direction the Kalamazoo Downtown Partnership continues to go.

Director Brown said he is happy with the downtown activation through events.

## X. PUBLIC COMMENTS

Jeff Messer shared his concerns about Shakespeare Pub posting fliers/posters on traffic boxes, public property without permission in the Central Business District.

Leslie Hoffmann said that Central City Parking is hosting the June 19 Beats on Bates event. Central City Parking will be doing a fundraiser for the West Michigan Cancer Center.

## XI. ADJOURNMENT

DIRECTOR FLETCHER ADJOURNED THE MEETING 3:33 P.M.

Approved:



Bob Miller