

Board of Directors Regular Meeting Minutes

September 16, 2019 3 p.m. | City Hall – Community Room

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

ABSENT: Patti Owens, Carl Brown

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

I. CALL TO ORDER

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

II. ROLL CALL

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

ABSENT: Mayor Bobby Hopewell, Patti Owens, Carl Brown

DIRECTOR HINMAN MOVED TO EXCUSE ABSENT MEMBERS. DIRECTOR MILLER
SECONDED. MOTION CARRIED.

III. ADOPTION OF AGENDA

DIRECTOR MILLER MOVED TO ADOPT THE SEPTEMBER 16, 2019 AGENDA.
DIRECTOR HINMAN SECONDED. MOTION CARRIED.

IV. APPROVAL OF MINUTES – July 15, 2019 Regular Meeting

DIRECTOR BRENEMAN MOVED TO APPROVE THE JULY 15, 2019 REGULAR
MEETING MINUTES. DIRECTOR LINDEMANN SECONDED. MOTION CARRIED.

V. FINANCIAL REPORT

A. 2 MILL and TIF August 2019

B. TPM July 2019

Deb Houseman reviewed the 2 MILL and TIF August 2019 and the TPM July 2019
Financial Reports.

DIRECTOR HINMAN MOVED TO APPROVE THE 2 MILL AND TIF AUGUST 2019
FINANCIAL REPORT AND THE TPM JULY 2019 FINANCIAL REPORT. DIRECTOR
WIEBER SECONDED. MOTION CARRIED.

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VI. ACTION ITEMS - No action items.

VII. DISCUSSION ITEMS

A. Strategic Planning

Andrew Haan provided a brief overview of the Kalamazoo Downtown Partnership strategic and operational planning process that is beginning. He noted that Executive Committees of the DDA/Kalamazoo Downtown Economic Growth Authority and Kalamazoo Downtown Partnership will be involved in this process. Andrew noted that this process has a target completion date of December 31, 2019.

B. Parking and Mobility Update

Andrew Haan provided a brief update to the Downtown Parking Plan. He noted that work continues on messaging and communication of the plan. Walker Engineering has been contracted with to work on the RFP for the parking operator, as well as developing the job description for the Kalamazoo Downtown Partnership parking management staff position. Partnership staff will present the Parking Plan to the Downtown Kalamazoo Retail and Restaurant Association at its October meeting in advance of the October DDA meeting - when the plan will be voted on.

Director Hinman asked about the process for filling the parking management position. Andrew said the target date is end of 2019.

C. Downtown Report

Kalamazoo Downtown Partnership staff reviewed the Downtown Report. The following items were highlighted:

Downtown Ambassador Program

Two grants have been submitted for the Downtown Ambassador Program to the Irving S. Gilmore Foundation and the Harold and Grace Upjohn Foundation. Discussions are underway with City of Kalamazoo staff about utilizing Foundation for Excellence dollars for the program. A buildout of the program details has begun.

Director Breneman urged Kalamazoo Downtown Partnership staff to strive to launch by June Jubilee weekend in 2020. Additionally, Andrew Haan clarified that the Partnership is looking to contract with a company that facilitates these types of programs, not to build the program from scratch internally.

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Alleyway Activation Open House

An Alleyway Activation Open House is scheduled for 6-8 p.m. Tuesday, September 24 at CityScape in downtown Kalamazoo to discuss and gather community feedback on the next alleyway project: Exchange Place Alley. This alley activation project will connect the newly renovated Bates Alley to the popular S. Kalamazoo Mall.

Coalition Updates

Jennifer Jelenek reviewed the August 2019 Coalition meetings which focused on 2020 program planning.

Events

Jennifer Jelenek reviewed upcoming events, noting the first SkeleTour launching in October; a minority Santa confirmed for every Sunday from 12-4 p.m. at Santa's Workshop; Holiday Parade registration underway; Winter Bag Design Contest accepting submissions until September 30; and the launch of the second annual Window Decorating Contest. Jennifer also reviewed past events, including Beats on Bates, Workout Wednesdays and ZooMoto.

Downtown Dollars

The revamped Downtown Dollars program launched September 3, 2019.

VIII. DIRECTOR COMMENTS

Directors expressed their excitement in seeing all the new events and accomplishments of the Kalamazoo Downtown Partnership in downtown.

Andrew Haan noted Kalamazoo Coffee Week September 16 – 24, 2019.

Director Mayor Hopewell expressed his thanks for Kalamazoo Downtown Partnership's efforts to have a minority Santa represented at Santa's Workshop this year.

IX. PUBLIC COMMENTS

Jeff Messer noted that he hasn't seen Shakespeare fliers in improper locations for a couple of months, and graffiti issues around downtown.

X. ADJOURNMENT

DIRECTOR FLETCHER ADJOURNED THE MEETING AT 3:46 P.M.

Approved: Bob Miller

Bob Miller, Secretary