

# Board of Directors Regular Meeting Agenda

October 19<sup>th</sup>, 2020 3:00 p.m. | Zoom Meeting

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ADOPTION OF AGENDA**
- IV. **APPROVAL OF MINUTES** – September 21<sup>st</sup>, 2020 Regular Meeting
- V. **FINANCIAL REPORT** – September 2020
- VI. **ACTION ITEMS**
  - A. Motion to set date for public hearing on 2021 budget
- VII. **DISCUSSION ITEMS**
- VIII. **DIRECTOR COMMENTS**
- IX. **PUBLIC COMMENTS**
- X. **ADJOURNMENT**

# Board of Directors Regular Meeting Minutes

September 21<sup>st</sup>, 2020 3 p.m. | Zoom Webinar

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

**ABSENT:** Carl Brown, Patti Owens, Mayor David Anderson

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

**OTHER:** Jessica Wood, Andy Wenzel

## I. CALL TO ORDER

**DIRECTOR FLETCHER CALLED THE MEETING TO ORDER AT 3:05 P.M.**

## II. ROLL CALL

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

**ABSENT:** Carl Brown, Patti Owens, Mayor David Anderson

Absences are recorded as above.

## III. ADOPTION OF AGENDA

**DIRECTOR LINDEMANN MOVED TO ADOPT THE AGENDA. DIRECTOR HINMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## IV. APPROVAL OF MINUTES – July 21<sup>st</sup>, 2020 Regular Meeting

**DIRECTOR HINMAN MOVED TO APPROVE THE JULY 21<sup>st</sup> REGULAR MINUTES. DIRECTOR LINDEMANN SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## V. FINANCIAL REPORT

A. 2 MILL and TIF August 2020

B. TPM July 2020

**DIRECTOR WIEBER MOVED TO SUPPORT THE YEAR TO DATE FINANCIAL REPORT. DIRECTOR LINDEMANN SECONDED. NO OBJECTIONS. MOTION CARRIED.**

# Board of Directors Regular Meeting Minutes

September 21<sup>st</sup>, 2020 3 p.m. | Zoom Webinar

## **VI. ACTION ITEMS**

### **A. PLAZACORP EXTENSION**

Andrew Wenzel gave a report on Hilton Garden Inn progress and the low numbers of downtown parking.

**DIRECTOR BRENEMAN MOVED TO SUPPORT THE PLAZACORP DEFERAL FROM NOVEMBER 2020 TO DECEMBER 2020. DIRECTOR MILLER SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## **VII. DISCUSSION ITEMS**

## **VIII. DIRECTOR COMMENTS**

## **IX. PUBLIC COMMENTS**

## **X. ADJOURNMENT**

**DIRECTOR HINMAN MOVED TO APPROVE. DIRECTOR LINDEMANN SECONDED. NO OBJECTIONS. MOTION CARRIED.**

**DIRECTOR FLETCHER ADJOURNED THE MEETING AT 3:19 P.M.**



# DDA 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				4	0
2020	Susan Linemann	Vice President	P	x	x	P	x	x	P	x	P				4	0
2020	Grant Fletcher	President	P	x	x	P	x	x	P	x	P				4	0
2020	Patti Owens	Treasurer	A	x	x	A	x	x	A	x	A				0	4
2020	Stephanie Hinman		P	x	x	P	x	x	P	x	P				4	0
2020	Ryan Wieber		A	x	x	P	x	x	P	x	P				3	1
2020	Carl Brown		A	x	x	A	x	x	A	x	A				0	4
2020	Bob Miller	Secretary	P	x	x	-	x	x	P	x	P				3	0
2020	David Anderson		P	x	x	A	x	x	A	x	A				1	3

P - Present  
A - Absent

(-) - Missing Information  
x - Meeting Cancellation

2020 DDA COMBINED STATEMENT FOR 2 MILL, TIF, AND TPM								
2 MILL & TIF - SEPTEMBER 30, 2020								
TPM - AUGUST 30, 2020								
	MONTH TO	MONTHLY	MONTHLY		YEAR TO DATE	YEAR TO	YEAR TO DATE	2020
	DATE ACTUAL	BUDGET	VARIANCE		ACTUAL	DATE BUDGET	VARIANCE	BUDGET
<b>REVENUES:</b>								
2 MILL LEVY CURRENT YEAR	\$32,757.73	\$22,083.33	-\$10,674.40		\$226,886.67	\$198,750.00	-\$28,136.67	\$265,000.00
2 MILL LEVY PRIOR YEAR(S)	\$0.00	\$166.67	\$166.67		\$520.85	\$1,500.00	\$979.15	\$2,000.00
INTEREST	\$184.96	\$3,811.00	\$3,626.04		\$8,537.00	\$30,744.25	\$22,207.30	\$45,732.00
MISC	\$0.00	\$135.00	\$135.00		\$1,721.50	\$1,215.00	-\$506.50	\$1,620.00
STREET METERS	\$15,752.85	\$54,796.92	\$39,044.07		\$152,247.54	\$438,375.33	\$286,127.79	\$657,563.00
UNATTENDED	\$10,190.45	\$19,750.42	\$9,559.97		\$98,145.61	\$158,003.33	\$59,857.72	\$237,005.00
ATTENDED	\$78,897.18	\$99,170.67	\$20,273.49		\$690,109.78	\$793,365.33	\$103,255.55	\$1,190,048.00
ENFORCEMENT	\$8,150.00	\$26,039.50	\$17,889.50		\$106,024.43	\$208,316.00	\$102,291.57	\$312,474.00
METRO TRANSIT FEE	\$18.30	\$203.92	\$185.62		\$347.65	\$1,631.33	\$1,283.68	\$2,447.00
RAMP #4 SALES PROCEEDS	\$0.00	\$25,000.00	\$25,000.00		\$50,000.00	\$200,000.00	\$150,000.00	\$300,000.00
LOT #2 & #9 SALES PROCEEDS	\$0.00	\$8,342.67	\$8,342.67		\$0.00	\$66,741.33	\$66,741.33	\$100,112.00
TIF CONTRACTED DOWNTOWN MAINTENANCE	\$0.00	\$3,333.33	\$3,333.33		\$0.00	\$26,666.67	\$26,666.67	\$40,000.00
MISC	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL DDA REVENUES</b>	<b>\$145,951.47</b>	<b>\$262,833.42</b>	<b>\$116,881.95</b>		<b>\$1,334,541.03</b>	<b>\$2,125,308.58</b>	<b>\$790,767.60</b>	<b>\$3,154,001.00</b>
<b>EXPENDITURES:</b>								
<b>OPERATING EXPENDITURES:</b>								
D&O INSURANCE	\$0.00	\$278.75	\$278.75		\$3,703.00	\$2,508.75	-\$1,194.25	\$3,345.00
LEGAL SERVICES	\$0.00	\$1,458.33	\$1,458.33		\$0.00	\$12,500.00	\$12,500.00	\$17,500.00
LEGAL NOTICES	\$0.00	\$66.67	\$66.67		\$0.00	\$600.00	\$600.00	\$800.00
AUDIT	\$6,616.32	\$1,489.58	-\$5,126.74		\$16,500.00	\$12,333.33	-\$4,166.67	\$17,875.00
DKI SERVICE AGREEMENT	\$31,833.67	\$31,833.33	-\$0.34		\$274,836.36	\$274,833.33	-\$3.03	\$382,000.00
MISC	\$0.00	\$41.67	\$41.67		\$4.90	\$375.00	\$370.10	\$500.00
LIABILITY INSURANCE	\$0.00	\$1,333.33	\$1,333.33		\$4,283.00	\$10,666.67	\$6,383.67	\$16,000.00
SALARIES & WAGES	\$24,228.44	\$50,854.67	\$26,626.23		\$258,920.12	\$406,837.33	\$147,917.21	\$610,256.00
PAYROLL TAXES	\$4,281.96	\$9,092.83	\$4,810.87		\$45,007.67	\$72,742.67	\$27,735.00	\$109,114.00
WORKERS COMPENSATION	\$1,092.01	\$2,538.58	\$1,446.57		\$11,478.36	\$20,308.67	\$8,830.31	\$30,463.00
HOSPITALIZATION & BENEFITS	\$8,551.03	\$10,068.42	\$1,517.39		\$72,689.88	\$80,547.33	\$7,857.45	\$120,821.00
EMPLOYEE RELATIONS/TRAINING	\$16.63	\$125.00	\$108.37		\$16.63	\$1,000.00	\$983.37	\$1,500.00
PERSONNEL SELECTION	\$0.00	\$208.33	\$208.33		\$414.42	\$1,666.67	\$1,252.25	\$2,500.00
EQUIPMENT PURCHASE/LEASE	\$372.77	\$730.00	\$357.23		\$3,668.02	\$5,840.00	\$2,171.98	\$8,760.00
LIABILITY CLAIMS	\$222.06	\$222.08	\$0.02		\$1,776.48	\$1,776.67	\$0.19	\$2,665.00
AUTO & TRUCK EXPENSE	\$279.83	\$943.75	\$663.92		\$3,326.27	\$7,550.00	\$4,223.73	\$11,325.00
REPAIRS & MAINTENANCE	\$140.00	\$5,702.50	\$5,562.50		\$43,404.57	\$45,620.00	\$2,215.43	\$68,430.00
UTILITIES	\$7,478.64	\$10,622.42	\$3,143.78		\$78,663.42	\$84,979.33	\$6,315.91	\$127,469.00
TELEPHONE	\$1,007.15	\$1,480.83	\$473.68		\$10,113.34	\$11,846.67	\$1,733.33	\$17,770.00
WEBSITE	\$0.00	\$125.00	\$125.00		\$883.58	\$1,000.00	\$116.42	\$1,500.00

<b>2020 DDA COMBINED STATEMENT FOR 2 MILL, TIF, AND TPM</b>								
<b>2 MILL &amp; TIF - SEPTEMBER 30, 2020</b>								
<b>TPM - AUGUST 30, 2020</b>								
	<b>MONTH TO</b>	<b>MONTHLY</b>	<b>MONTHLY</b>		<b>YEAR TO DATE</b>	<b>YEAR TO</b>	<b>YEAR TO DATE</b>	<b>2020</b>
	<b>DATE ACTUAL</b>	<b>BUDGET</b>	<b>VARIANCE</b>		<b>ACTUAL</b>	<b>DATE BUDGET</b>	<b>VARIANCE</b>	<b>BUDGET</b>
SIGNAGE	\$0.00	\$250.00	\$250.00		\$0.00	\$2,000.00	\$2,000.00	\$3,000.00
MATERIALS & OFFICE SUPPLIES	\$856.38	\$1,513.92	\$657.54		\$8,262.38	\$12,111.33	\$3,848.95	\$18,167.00
CUSTOMER SERVICE PROGRAM	\$0.00	\$58.33	\$58.33		\$0.00	\$466.67	\$466.67	\$700.00
POSTAGE	\$600.00	\$695.83	\$95.83		\$5,116.00	\$5,566.67	\$450.67	\$8,350.00
FORMS & PRINTING	\$102.20	\$1,500.00	\$1,397.80		\$888.10	\$12,000.00	\$11,111.90	\$18,000.00
OUTSIDE CONTRACT SERVICES	\$4,860.25	\$23,562.83	\$18,702.58		\$104,113.36	\$188,502.67	\$84,389.31	\$282,754.00
OFFICE LEASE	\$2,468.16	\$2,359.42	-\$108.74		\$19,505.76	\$18,875.33	-\$630.43	\$28,313.00
ABM MGMT FEE	\$14,487.29	\$14,987.33	\$500.04		\$117,398.32	\$119,898.67	\$2,500.35	\$179,848.00
PKG PLAN ROLLOUT, MKTING, & COMMUNICATIONS	\$0.00	\$1,666.67	\$1,666.67		\$4,866.92	\$13,333.33	\$8,466.41	\$20,000.00
PARKING SYSTEM BRANDING	\$0.00	\$0.00	\$0.00		\$700.00	\$0.00	-\$700.00	\$0.00
VENDOR SELECTION & PROCESS	\$0.00	\$0.00	\$0.00		\$494.00	\$0.00	-\$494.00	\$0.00
PLAN IMPLEMENTATION	\$0.00	\$1,666.67	\$1,666.67		\$0.00	\$13,333.33	\$13,333.33	\$20,000.00
NON-MOTORIZED PARKING	\$0.00	\$2,083.33	\$2,083.33		\$0.00	\$16,666.67	\$16,666.67	\$25,000.00
LOT #9 PARCS EQUIPMENT	\$0.00	\$8,593.00	\$8,593.00		\$0.00	\$68,744.00	\$68,744.00	\$103,116.00
<b>DEBT SERVICE/OTHER OBLIGATIONS:</b>								
REBATED TAXES	\$0.00	\$416.67	\$416.67		\$0.00	\$3,750.00	\$3,750.00	\$5,000.00
RAMP #3 DEBT SERVICE	\$500.00	\$58,184.17	\$57,684.17		\$88,773.90	\$465,473.33	\$376,699.43	\$698,210.00
5 YEAR TPM DEBT SERVICE	\$0.00	\$15,658.33	\$15,658.33		\$66,650.85	\$125,266.67	\$58,615.82	\$187,900.00
FUND BALANCE TO DEGA	\$0.00	\$8,333.33	\$8,333.33		\$100,000.00	\$75,000.00	-\$25,000.00	\$100,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$109,994.79</b>	<b>\$270,745.92</b>	<b>\$160,751.13</b>		<b>\$1,346,459.61</b>	<b>\$2,196,521.08</b>	<b>\$850,061.47</b>	<b>\$3,248,951.00</b>
	<b>\$35,956.68</b>	<b>-\$7,912.50</b>	<b>\$43,869.18</b>		<b>-\$11,918.58</b>	<b>-\$71,212.50</b>	<b>\$59,293.92</b>	<b>-\$94,950.00</b>
	GAIN	LOSS	POS VARIANCE		LOSS	LOSS	POS VARIANCE	