

Board of Directors Regular Meeting Agenda

Monday, November 18, 2019 3 p.m. | City Hall Community Room

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF AGENDA
- IV. MINUTES – October 21, 2019 Regular Meeting
- V. FINANCIAL REPORT – October 2019
- VI. ACTION ITEMS
 - A. Open public hearing on the proposed 2020 DEGA budget
 1. Review and Discuss
 2. Public Comments
 3. Board Comments
 4. Close public hearing
 - a. Resolution 2019-03: Approve submission of 2020 Budget to City Commission
- VII. DISCUSSION ITEMS
- VIII. BOARD COMMENTS
- IX. PUBLIC COMMENTS
- X. ADJOURNMENT

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PRESENT: Patti Owens, Susan Lindemann, Bob Miller, Ryan Wieber, Jeff Breneman

ABSENT: Carl Brown, Mayor Hopewell, Grant Fletcher, Stephanie Hinman

STAFF: Andrew Haan, Jennifer Jelenek, Meghan Behymer, Sue Huggett,

OTHER:

I. CALL TO ORDER

DIRECTOR LINDEMANN CALLED THE MEETING TO ORDER AT 3:21 P.M.

II. ROLL CALL

PRESENT: Patti Owens, Susan Lindemann, Bob Miller, Ryan Wieber,
Jeff Breneman

ABSENT: Carl Brown, Mayor Hopewell, Grant Fletcher,
Stephanie Hinman

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

III. ADOPTION OF AGENDA

DIRECTOR MILLER MOVED TO ADOPT THE OCTOBER 21, 2019 AGENDA.
DIRECTOR OWENS SECONDED. MOTION CARRIED.

IV. MINUTES – September 16, 2019 Regular Meeting

DIRECTOR BRENEMAN MOVED TO APPROVE THE SEPTEMBER 16, 2019
REGULAR MEETING MINUTES. DIRECTOR MILLER SECONDED. MOTION
CARRIED.

V. FINANCIAL REPORT – September 2019

DIRECTOR BRENEMAN MOVED TO APPROVE THE SEPTEMBER 2019
FINANCIAL REPORT. DIRECTOR OWENS SECONDED. MOTION CARRIED.

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VI. ACTION ITEMS

A. Budget amendment

Motion: Approve the proposed Kalamazoo Downtown Economic Growth Authority budget amendment to the 2019 budget.

Deb Houseman and Andrew Haan reviewed the budget amendment proposal.

DIRECTOR MILLER MOVED TO APPROVE THE BUDGET AMENDMENT TO THE 2019 BUDGET. DIRECTOR OWENS SECONDED. MOTION CARRIED.

B. Resolution 2019-02: A Resolution to Call a Public Hearing on the Proposed 2020 Budget

Motion: Approve Resolution 2019-02 to call a public hearing on the proposed 2020 budget.

DIRECTOR MILLER MOVED TO APPROVE RESOLUTION 2019-02 TO CALL A PUBLIC HEARING ON THE PROPOSED 2020 BUDGET. DIRECTOR OWENS SECONDED. MOTION CARRIED.

ROLL CALL

YAY: All

NAY: None

ABSTAIN: None

C. Loan agreement

Motion: Authorize Executive Director to sign associated loan agreement documents pending City Commission approval.

DIRECTOR OWENS MOVED TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN ASSOCIATED LOAN AGREEMENT DOCUMENTS PENDING CITY COMMISSION APPROVAL. DIRECTOR WIEBER SECONDED. MOTION CARRIED.

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VII. DISCUSSION ITEMS

Andrew Haan reviewed the plans for opening a Holiday Pop-Up in downtown Kalamazoo at two locations. He also noted the second of four street design meetings on Wednesday, October 23 at The Foundry. He noted a meeting that occurred with City leadership, the MEDC CEO and additional partners, and Kalamazoo has been positively recognized.

VIII. BOARD COMMENTS

Directors congratulated the Kalamazoo Downtown Partnership on their efforts.

Director Miller told staff not to be afraid to tout successes of the Downtown Development Authority, Kalamazoo Downtown Economic Growth Authority and Kalamazoo Downtown Partnership when seeking grants, sponsorships, additional funding, etc.

IX. PUBLIC COMMENTS

X. ADJOURNMENT

DIRECTOR LINDEMANN ADJOURNED THE MEETING AT 3:45 P.M.

**DOWNTOWN ECONOMIC GROWTH AUTHORITY PROFIT/LOSS
OCTOBER 31, 2019**

REVENUES	MONTH TO DATE ACTUAL	MONTHLY BUDGET	MONTHLY VARIANCE	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YEAR TO DATE VARIANCE	ANNUAL BUDGET
ADMINISTRATION	\$ 7,503.22	\$6,208.33	-\$1,294.89	\$51,684.37	\$62,083.33	\$10,398.96	\$74,500.00
OPERATIONS							
AUDIT							
FUND BALANCE/CONTINGENCY							
TOTAL EXPENSES	\$ 75,400.38	\$ 51,669.92	-\$23,730.46	\$ 417,305.32	\$516,699.17	\$99,393.85	\$ 620,039.00
TOTAL REVENUES OVER/UNDER BUDGET	\$ (75,061.57)	\$0.00	\$ (75,061.57)	\$ (192,107.46)	\$0.00	\$ (192,107.46)	\$0.00

DOWNTOWN ECONOMIC GROWTH AUTHORITY PROPOSED BUDGET

REVENUES	2020 PROPOSED BUDGET
DOWNTOWN ECONOMIC GROWTH AUTHORITY TIF	\$ 58,767.00
KALAMAZOO MALL MAINTENANCE (CITY OF KALAMAZOO)	\$ 59,210.00
CITY OF KALAMAZOO OPERATIONS LOAN	\$ 700,000.00
STATE CONTRIBUTION FUNDS	\$ 35,850.00
SPONSORSHIPS / GRANTS	\$ 17,000.00
INTEREST	\$ 1,000.00
ARCADIA CREEK FESTIVAL PLACE 2019 CARRYOVER	\$ 65,000.00
FUND BALANCE CONTRIBUTION	\$ 100,000.00
TOTAL REVENUES	\$ 1,036,827.00
EXPENDITURES	
PEOPLE	\$ 128,980.00
ENGAGEMENT, SURVEYS & FEEDBACK	
PLACE	\$ 287,770.00
ARCADIA CREEK FESTIVAL PLACE COMPREHENSIVE PLAN	
LIGHTING	
PUBLIC SPACE INVESTMENT & MAINTENANCE	
BEAUTIFICATION	
STREET INTERVENTIONS	
	.
EXPERIENCE	\$ 370,848.00
MARKETING/COMMUNICATIONS	
EVENTS	
GROWTH	\$ 114,652.00
BUSINESS RETENTION & RECRUITMENT INITIATIVES	.
DEBT OBLIGATIONS	\$ 48,900.00
ADMINISTRATION	
PERSONNEL & OPERATIONS	\$ 75,677.00
AUDIT	\$ 10,000.00
FUND BALANCE/CONTINGENCY	\$ -
TOTAL EXPENSES	\$ 1,036,827.00
	\$0.00