

Board of Directors Regular Meeting Agenda

August 24th, 2020 3:00 p.m. | Zoom Meeting

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. ADOPTION OF AGENDA**
- IV. MINUTES – July 20th Regular Meeting**
- V. FINANCIAL REPORT – July 2020**
- VI. ACTION ITEMS**
- VII. DISCUSSION ITEMS**
 - A. Downtown update
- VIII. BOARD COMMENTS**
- IX. PUBLIC COMMENTS**
- X. ADJOURNMENT**

Board of Directors Regular Meeting Minutes

July 20th, 2020 3:00 p.m. | Zoom Meeting

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

ABSENT: Carl Brown, Patti Owens, Mayor David Anderson

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

OTHER: Jessica Wood, Leslie Hoffman, Doug Havera

DIRECTOR HINMAN MOVED TO EXCUSE ABSENT MEMBERS. DIRECTOR WEIBER SECONDED. NO OBJECTIONS. MOTION CARRIED.

I. CALL TO ORDER

DIRECTOR FLETCHER CALLED THE MEETING TO ORDER AT 3:24 P.M.

II. ROLL CALL

PRESENT: Fletcher, Breneman, Lindemann, Miller, Hinman, Wieber

ABSENT: Brown, Owens, Mayor Anderson

III. ADOPTION OF AGENDA

DIRECTOR MAYOR BRENNAMAN MOVED TO ADOPT THE JULY 20th, 2020 AGENDA. DIRECTOR MILLER SECONDED. NO OBJECTIONS. MOTION CARRIED.

IV. ACTION ITEMS

A. Annual Audit Presentation

DIRECTOR WIEBER MOVED TO APPROVE. DIRECTOR HINMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.

V. ROLL CALL

PRESENT: Fletcher, Breneman, Lindemann, Miller, Hinman, Wieber

ABSENT: Brown, Owens, Mayor Anderson

Director Haan thanked BDO and staff member Deb Houseman for their work.

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July 20th, 2020 3:00 p.m. | Zoom Meeting

VI. MINUTES – April 30th Regular Meeting

DIRECTOR BRENEMAN MOVED TO APPROVE THE APRIL 30th 2020 REGULAR MEETING MINUTES. DIRECTOR LINDEMANN SECONDED. NO OBJECTIONS. MOTION CARRIED.

VII. FINANCIAL REPORT – June 2020

DIRECTOR MILLER MOVED TO APPROVE THE JUNE 2020 FINANCIAL REPORT. DIRECTOR LINDEMANN SECONDED. NO OBJECTIONS. MOTION CARRIED.

VIII. DISCUSSION ITEMS

A. The Outdoor Experience/Social Districts

Director Breneman supports The Outdoor Experience/Social District initiatives and inquired about the turnaround time of applications to the state as well as the communication and marketing plan for the social districts.

B. Downtown Mural Initiative

C. Downtown Survey Results

Director Hinman expressed gratitude for the survey results, they found the information helpful.

D. Downtown Zoning

E. New Website Launch in August

F. 2020 Priorities

IX. BOARD COMMENTS

Director Fletcher praised the priorities of the Kalamazoo Downtown Partnership and thanked them for their work.

Director Miller would like to compliment and thank the Partnership staff and board members of DDA/DEGA in such a hard and unprecedented time.

X. PUBLIC COMMENTS

XI. ADJOURNMENT

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**DIRECTOR LINDEMANN MOVED TO ADJOURN THE MEETING. DIRECTOR HINMAN
SECONDED. NO OBJECTIONS. MOTION CARRIED.**

DIRECTOR FLETCHER ADJOURNED THE MEETING AT 4:17 P.M.

DOWNTOWN ECONOMIC GROWTH AUTHORITY PROFIT/LOSS
JULY 31, 2020

	MONTH TO DATE ACTUAL	MONTHLY BUDGET	MONTHLY VARIANCE	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YEAR TO DATE VARIANCE	ANNUAL BUDGET
REVENUES							
DOWNTOWN ECONOMIC GROWTH AUTHORITY TIF	\$ 16,879.45	\$ 3,853.58	-\$13,025.87	\$46,262.95	\$26,975.08	-\$19,287.87	\$ 46,243.00
KALAMAZOO MALL MAINTENANCE (CITY OF KALAMAZOO)	\$ -	\$ 4,934.17	\$4,934.17	\$0.00	\$34,539.17	\$34,539.17	\$ 59,210.00
STATE CONTRIBUTION FUNDS	\$ (15,837.64)	\$ 173.92	\$16,011.56	\$2,087.36	\$1,217.42	-\$869.94	\$ 2,087.00
FUND BALANCE CONTRIBUTION	\$ -	\$ 8,333.33	\$8,333.33	\$100,000.00	\$58,333.33	-\$41,666.67	\$ 100,000.00
SPONSORSHIPS	\$ -	\$12,958.33	\$12,958.33	\$0.00	\$90,708.33	\$90,708.33	\$155,500.00
ARCADIA CREEK FESTIVAL PLACE 2020 CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INTEREST INCOME	\$ 25.18	\$83.33	\$58.15	\$356.79	\$583.33	\$226.54	\$1,000.00
OTHER FUNDING SOURCES - CITY OF KALAMAZOO ADVANCE	\$ 58,333.00	\$58,333.00	\$0.00	\$408,333.33	\$408,333.33	\$0.00	\$700,000.00
TOTAL REVENUES	\$ 59,399.99	\$ 88,669.67	\$29,269.68	\$557,040.43	\$620,690.00	\$63,649.57	\$ 1,064,040.00
EXPENDITURES							
PEOPLE	\$8,939.79	\$20,521.83	\$11,582.04	\$29,620.98	\$143,652.83	\$114,031.85	\$246,262.00
DOWNTOWN AMBASSADOR PROGRAM/MAINTENANCE							
ENGAGEMENT, SURVEYS & FEEDBACK							
PLACE	\$ 6,829.42	\$17,462.67	\$10,633.25	\$ 39,073.22	\$122,238.67	\$83,165.45	\$209,552.00
PLANNING							
PUBLIC SPACE INVESTMENT & MAINTENANCE							
STREET INTERVENTIONS							
EXPERIENCE	\$24,673.22	\$24,177.92	-\$495.30	\$197,669.71	\$169,245.42	-\$28,424.29	\$290,135.00
MARKETING/COMMUNICATIONS							
EVENTS							
GROWTH	\$ 5,508.04	\$11,362.67	\$5,854.63	\$ 44,533.78	\$79,538.67	\$35,004.89	\$136,352.00
BUSINESS RETENTION & RECRUITMENT INITIATIVES							
DEBT OBLIGATIONS	\$0.00	\$4,075.00	\$4,075.00	\$0.00	\$28,525.00	\$28,525.00	\$48,900.00

DOWNTOWN ECONOMIC GROWTH AUTHORITY PROFIT/LOSS
JULY 31, 2020

	MONTH TO DATE ACTUAL	MONTHLY BUDGET	MONTHLY VARIANCE	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YEAR TO DATE VARIANCE	ANNUAL BUDGET
ADMINISTRATION	\$4,288.75	\$11,069.92	\$6,781.17	\$28,509.05	\$77,489.42	\$48,980.37	\$132,839.00
OPERATIONS							
AUDIT							
TOTAL EXPENSES	\$ 50,239.22	\$ 88,670.00	\$38,430.78	\$ 339,406.74	\$620,690.00	\$281,283.26	\$ 1,064,040.00
TOTAL REVENUES OVER/UNDER BUDGET	\$ 9,160.77	(\$0.33)	\$9,161.10	\$ 217,633.69	\$0.00	\$217,633.69	\$0.00