

Board of Directors Regular Meeting Agenda

April 19, 2021 3:00 p.m. | Zoom Meeting

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ADOPTION OF AGENDA**
- IV. **APPROVAL OF MINUTES** – February 22nd, 2021 Regular Meeting
- V. **FINANCIAL REPORT** – March 2021
- VI. **ACTION ITEMS**
- VII. **DISCUSSION ITEMS**
 - A. Election + reappointment of board members
- VIII. **DIRECTOR COMMENTS**
- IX. **PUBLIC COMMENTS**
- X. **ADJOURNMENT**



DDA Board Member Attendance 2020-2021

	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	P	A	P	6	1
2020	Susan Linemann	Vice President	P	x	x	P	x	x	P	x	P	U	P	P	6	1
2020	Grant Fletcher	President	P	x	x	P	x	x	P	x	P	P	p	P	7	0
2020	Patti Owens	Treasurer	A	x	x	A	x	x	A	x	A	P	P	P	3	4
2020	Stephanie Hinman		P	x	x	P	x	x	P	x	P	A	A	P	5	2
2020	Ryan Wieber		A	x	x	P	x	x	P	x	P	P	P	P	6	1
2020	Carl Brown		A	x	x	A	x	x	A	x	A	U	U	U	0	6
2020	Bob Miller	Secretary	P	x	x	-	x	x	P	x	P	P	p	P	6	0
2020	David Anderson		P	x	x	A	x	x	A	x	A	P	P	P	4	3

	DIRECTOR	POSITION	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	Attended	Absent
2021	Jeff Breneman		P	x	x										1	0
2021	Susan Linemann	Vice President	P	x	x										1	0
2021	Grant Fletcher	President	P	x	x										1	0
2021	Patti Owens	Treasurer	P	x	x										1	0
2021	Stephanie Hinman		P	x	x										1	0
2021	Ryan Wieber		A	x	x										0	1
2021	Carl Brown		P	x	x										1	0
2021	Bob Miller	Secretary	P	x	x										1	0
2021	David Anderson		P	x	x										1	0

P - Present U - Unexcused (-) - Missing Information
 A - Absent x - Meeting Cancellation

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January 25th, 2021 3 p.m. | Zoom Webinar

PRESENT: Patti Owens, Mayor David Anderson, Grant Fletcher, Jeff Breneman, Bob Miller, Susan Lindemann, Stephanie Hinman, Carl Brown

ABSENT: Ryan Wieber

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

OTHER: Jessica Wood

I. CALL TO ORDER

DIRECTOR FLETCHER CALLED THE MEETING TO ORDER AT 3:15 P.M.

II. ROLL CALL

PRESENT: Patti Owens – Remotely, Grand Traverse County, MI
Grant Fletcher – Remotely, Kalamazoo County, MI
Bob Miller – Remotely, Kalamazoo County, MI
Susan Lindemann – Remotely, Kalamazoo County, MI
Jeff Breneman – Remotely, Kalamazoo County, MI
Stephanie Hinman – Remotely, Kalamazoo County, MI
Carl Brown – Remotely, Las Angeles, CA
Mayor David Anderson – Remotely, Kalamazoo County, MI

ABSENT: Ryan Wieber

EXCUSED: Ryan Wieber

THE JANUARY 25th, 2021 ATTENDANCE INCLUDING EXCUSED AND UNEXCUSED ABSENCES IS RECORDED.

III. ADOPTION OF AGENDA

DIRECTOR OWENS MOVED TO ADOPT THE JANUARY 25th, 2021 AGENDA WITH AMMENDMENTS. DIRECTOR BRENEMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.

IV. APPROVAL OF MINUTES – December 21st Regular Meeting

DIRECTOR OWENS MOVED TO APPROVE THE DECEMBER 21st, 2020 REGULAR MINUTES. DIRECTOR LINDEMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.

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V. FINANCIAL REPORT – November TPM 2020 and 2 MIL and TIF December 2020

DIRECTOR OWENS MOVED TO SUPPORT THE NOVEMBER TPM AND DECEMBER 2020 FINANCIAL REPORT. DIRECTOR BRENEMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.

VI. ACTION ITEMS

- A. Resolution 2021-01 approval of final 2021 budget

DIRECTOR MILLER MOTIONED TO APPROVE THE RESOLUTION 2021-01. DIRECTOR HINMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.

VII. ROLL CALL

AYE: Patti Owens, Mayor David Anderson, Grant Fletcher, Bob Miller, Susan Lindemann, Stephanie Hinman, Jeff Breneman, Carl Brown

NAY: N/A

DISCUSSION ITEMS

- A. 2021 Board Positions
- B. 2020 Impact Report

There will be one board position opening in March of 2021 for DDA/DEGA due to Director Miller’s term finishing. Andrew Haan encouraged the board to send recommendations for this position considering diversity and voices not present on the current board. The DDA/DEGA Board strives to represent the community it serves.

Partnership team members presented on events, marketing, and main initiatives accomplished in the later end of the year and what is to come in 2021.

VIII. DIRECTOR COMMENTS

Director Owens reflected over the year’s accomplishments and expressed pride in the Partnership and board’s work.

Director Breneman urged the board and Partnership to accomplish the same and more in the coming year.

Director Hinman expressed thanks for the Partnership’s continual energy and encouragement to keep

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the downtown vibrant and moving forward.

Director Miller spoke to the great community that has formed over the last few months and how that will have lasting effects.

Director Brown expressed encouragement and excitement to the team for taking downtown in a new direction in unprecedented times.

Mayor Anderson thanked the board and staff for the work and encouraged 2021 to come back even better than 2020.

Andrew Haan thanked the board for their kind remarks and encouragement and spoke to the robust year the Partnership has planned and all the updates that 2021 will bring. Director Fletcher was thanked for the intentionality and prioritization of diversity, that mindset is being integrated into Downtown leadership because of the board and the people who their sacrifice time to serve it.

IX. PUBLIC COMMENTS

X. ADJOURNMENT

DIRECTOR LINDEMANN ADJOURNED THE MEETING AT 4:13 P.M.

2021 DDA COMBINED STATEMENT FOR 2 MILL, TIF, & TPM								
2 MILL & TIF - MARCH 2021								
TPM - FEBRUARY 2021								
	MONTH TO	MONTHLY	MONTHLY		YEAR TO DATE	YEAR TO	YEAR TO DATE	2021
	DATE ACTUAL	BUDGET	VARIANCE		ACTUAL	DATE BUDGET	VARIANCE	BUDGET
REVENUES:								
2 MILL LEVY CURRENT YEAR	\$176.19	\$22,083.33	\$21,907.14		\$176.19	\$66,250.00	\$66,073.81	\$265,000.00
2 MILL LEVY PRIOR YEAR(S)	\$0.00	\$166.67	\$166.67		\$0.00	\$500.00	\$500.00	\$2,000.00
INTEREST	\$45.23	\$983.33	\$938.10		\$121.09	\$1,991.67	\$1,870.58	\$11,800.00
MISC	\$0.00	\$143.33	\$143.33		\$0.00	\$430.00	\$430.00	\$1,720.00
STREET METERS	\$12,298.77	\$22,613.08	\$10,314.31		\$29,053.83	\$45,226.17	\$16,172.34	\$271,357.00
UNATTENDED	\$12,220.61	\$13,848.25	\$1,627.64		\$23,290.81	\$27,696.50	\$4,405.69	\$166,179.00
ATTENDED	\$67,419.83	\$78,288.17	\$10,868.34		\$137,682.67	\$156,576.33	\$18,893.66	\$939,458.00
ENFORCEMENT	\$6,835.00	\$7,836.58	\$1,001.58		\$14,115.00	\$15,673.17	\$1,558.17	\$94,039.00
METRO TRANSIT FEE	\$0.00	\$203.92	\$203.92		\$4.65	\$407.83	\$403.18	\$2,447.00
RAMP #4 SALES PROCEEDS	\$25,000.00	\$25,000.00	\$0.00		\$50,000.00	\$50,000.00	\$0.00	\$300,000.00
LOT #2 & #9 SALES PROCEEDS	\$0.00	\$44,360.25	\$44,360.25		\$0.00	\$88,720.50	\$88,720.50	\$532,323.00
ON STREET PERMIT PROGRAM	\$0.00	\$400.00	\$400.00		\$0.00	\$800.00	\$800.00	\$4,800.00
MISC	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
TOTAL DDA REVENUES	\$123,995.63	\$215,926.92	\$91,931.29		\$254,444.24	\$454,272.17	\$199,827.93	\$2,591,123.00
EXPENDITURES:								
OPERATING EXPENDITURES:								
D&O INSURANCE	\$0.00	\$333.33	\$333.33		\$0.00	\$1,000.00	\$1,000.00	\$4,000.00
LEGAL SERVICES	\$0.00	\$1,041.67	\$1,041.67		\$0.00	\$2,500.00	\$2,500.00	\$12,500.00
LEGAL NOTICES	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
AUDIT	\$0.00	\$1,489.58	\$1,489.58		\$0.00	\$3,395.83	\$3,395.83	\$17,875.00
DKI SERVICE AGREEMENT	\$30,835.00	\$30,835.00	\$0.00		\$82,505.00	\$82,505.00	\$0.00	\$370,020.00
MISC	\$10.00	\$0.00	-\$10.00		\$20.00	\$0.00	-\$20.00	\$0.00
LIABILITY INSURANCE	\$0.00	\$525.00	\$525.00		\$3,796.25	\$1,050.00	-\$2,746.25	\$6,300.00
SALARIES & WAGES	\$26,383.32	\$40,722.33	\$14,339.01		\$55,433.24	\$81,444.67	\$26,011.43	\$488,668.00
PAYROLL TAXES	\$4,644.46	\$7,281.17	\$2,636.71		\$9,778.97	\$14,562.33	\$4,783.36	\$87,374.00
WORKERS COMPENSATION	\$1,184.51	\$2,032.83	\$848.32		\$2,493.99	\$4,065.67	\$1,571.68	\$24,394.00
HOSPITALIZATION & BENEFITS	\$9,607.31	\$7,333.67	-\$2,273.64		\$12,914.19	\$14,667.33	\$1,753.14	\$88,004.00
EMPLOYEE RELATIONS/TRAINING	\$32.30	\$125.00	\$92.70		\$32.30	\$250.00	\$217.70	\$1,500.00
PERSONNEL SELECTION	\$29.70	\$208.33	\$178.63		\$29.70	\$416.67	\$386.97	\$2,500.00
EQUIPMENT PURCHASE/LEASE	\$289.72	\$730.00	\$440.28		\$657.86	\$1,460.00	\$802.14	\$8,760.00
LIABILITY CLAIMS	\$222.06	\$240.83	\$18.77		\$444.12	\$481.67	\$37.55	\$2,890.00
AUTO & TRUCK EXPENSE	\$28.50	\$943.75	\$915.25		\$245.81	\$1,887.50	\$1,641.69	\$11,325.00
REPAIRS & MAINTENANCE	\$670.82	\$4,490.83	\$3,820.01		\$2,414.58	\$8,981.67	\$6,567.09	\$53,890.00
UTILITIES	\$11,021.32	\$10,622.42	-\$398.90		\$11,021.32	\$21,244.83	\$10,223.51	\$127,469.00
TELEPHONE	\$1,072.19	\$1,480.83	\$408.64		\$1,677.25	\$2,961.67	\$1,284.42	\$17,770.00
WEBSITE	\$149.79	\$129.17	-\$20.62		\$149.79	\$258.33	\$108.54	\$1,550.00
SIGNAGE	\$47.70	\$250.00	\$202.30		\$47.70	\$500.00	\$452.30	\$3,000.00
MATERIALS & OFFICE SUPPLIES	\$406.86	\$1,250.00	\$843.14		\$1,223.64	\$2,500.00	\$1,276.36	\$15,000.00
CUSTOMER SERVICE PROGRAM	\$0.00	\$58.33	\$58.33		\$0.00	\$116.67	\$116.67	\$700.00
POSTAGE	\$6.95	\$354.17	\$347.22		\$6.95	\$708.33	\$701.38	\$4,250.00
FORMS & PRINTING	\$67.85	\$1,166.67	\$1,098.82		\$133.06	\$2,333.33	\$2,200.27	\$14,000.00
OUTSIDE CONTRACT SERVICES	\$27,419.76	\$21,022.50	-\$6,397.26		\$34,873.15	\$42,045.00	\$7,171.85	\$252,270.00
OFFICE LEASE	\$2,468.16	\$2,468.08	-\$0.08		\$4,936.32	\$4,936.17	-\$0.15	\$29,617.00
ABM MGMT FEE	\$14,487.29	\$14,487.25	-\$0.04		\$28,974.58	\$28,974.50	-\$0.08	\$173,847.00

2021 DDA COMBINED STATEMENT FOR 2 MILL, TIF, & TPM								
2 MILL & TIF - MARCH 2021								
TPM - FEBRUARY 2021								
	MONTH TO DATE ACTUAL	MONTHLY BUDGET	MONTHLY VARIANCE		YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YEAR TO DATE VARIANCE	2021 BUDGET
PKG PLAN ROLLOUT, MKTING, & COMMUNICATIONS	\$0.00	\$1,666.67	\$1,666.67		\$0.00	\$3,333.33	\$3,333.33	\$20,000.00
PARKING SYSTEM BRANDING	\$0.00	\$1,666.67	\$1,666.67		\$0.00	\$3,333.33	\$3,333.33	\$20,000.00
VENDOR SELECTION & PROCESS	\$0.00	\$2,083.33	\$2,083.33		\$0.00	\$4,166.67	\$4,166.67	\$25,000.00
PLAN IMPLEMENTATION	\$0.00	\$1,666.67	\$1,666.67		\$0.00	\$3,333.33	\$3,333.33	\$20,000.00
NON-MOTORIZED PARKING	\$0.00	\$2,083.33	\$2,083.33		\$0.00	\$4,166.67	\$4,166.67	\$25,000.00
LOT #9 PARCS EQUIPMENT	\$0.00	\$1,666.67	\$1,666.67		\$0.00	\$3,333.33	\$3,333.33	\$20,000.00
DEBT SERVICE/OTHER OBLIGATIONS:								
REBATED TAXES	\$0.00	\$416.67	\$416.67		\$0.00	\$1,250.00	\$1,250.00	\$5,000.00
RAMP #3 DEBT SERVICE	\$0.00	\$58,184.17	\$58,184.17		\$0.00	\$116,368.33	\$116,368.33	\$698,210.00
5 YEAR TPM DEBT SERVICE	\$0.00	\$15,658.33	\$15,658.33		\$0.00	\$31,316.67	\$31,316.67	\$187,900.00
FUND BALANCE TO DEGA	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$131,085.57	\$236,715.25	\$105,629.68		\$253,809.77	\$495,848.83	\$242,039.06	\$2,840,583.00
	-\$7,089.94	-\$20,788.33	\$13,698.39		\$634.47	-\$41,576.67	\$42,211.14	-\$249,460.00
	LOSS		POS VARIANCE		GAIN		POS VARIANCE	