

# Board of Directors Regular Meeting Agenda

June 21<sup>st</sup>, 2021 3:00 p.m. | Zoom Meeting

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ADOPTION OF AGENDA**
- IV. **APPROVAL OF MINUTES** – April 19<sup>th</sup>, 2021 Regular Meeting
- V. **FINANCIAL REPORT** – May 2021
- VI. **ACTION ITEMS**
- VII. **DISCUSSION ITEMS**
- VII. **ATTACHMENTS**
- 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	P	x								2	0
2021	Susan Linemann	Vice President	P	x	x	P	x								2	0
2021	Grant Fletcher	President	P	x	x	P	x								2	0
2021	Patti Owens	Treasurer	P	x	x	P	x								2	0
2021	Stephanie Hinman		P	x	x	A	x								1	1
2021	Ryan Wieber		A	x	x	p	x								1	1
2021	Carl Brown		P	x	x	p	x								2	0
2021	Bob Miller	Secretary	P	x	x	P	x								2	0
2021	David Anderson		P	x	x	P	x								2	0

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

# Board of Directors Regular Meeting Minutes

April 19<sup>th</sup>, 2021 3:00 p.m. | Zoom Webinar

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

**ABSENT:** Stephanie Hinman

**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 3:07 P.M.**

## II. ROLL CALL

**PRESENT:** Patti Owens – Remotely, Alamo Township, 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  
Carl Brown – Remotely, Kalamazoo County, MI  
Ryan Wieber – Remotely, Cheboygan County, MI  
Mayor David Anderson – Remotely, Kalamazoo County, MI

**ABSENT:** Stephanie Hinman

**EXCUSED:** Stephanie Hinman

**THE APRIL 19<sup>th</sup>, 2021 ATTENDANCE INCLUDING EXCUSED AND UNEXCUSED ABSENCES IS RECORDED.**

## III. ADOPTION OF AGENDA

Discussion item (A) Election + reappointment of board members, will be removed.

**DIRECTOR OWENS MOVED TO ADOPT THE APRIL 19<sup>th</sup>, 2021 AGENDA WITH AMMENDMENTS. DIRECTOR WIEBER SECONDED. NO OBJECTIONS. MOTION CARRIED.**

# Board of Directors Regular Meeting Minutes

April 19<sup>th</sup>, 2021 3:00 p.m. | Zoom Webinar

**IV. APPROVAL OF MINUTES – JANUARY 25<sup>th</sup>, 2021 Regular Meeting**

**DIRECTOR OWENS MOVED TO APPROVE THE JANUARY 25<sup>th</sup>, 2021 REGULAR MINUTES WITH GRAMATICAL AMENDMENTS. DIRECTOR LINDEMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.**

**V. FINANCIAL REPORT – February 2021 TPM and March 2021 2 MIL and TIF**

**DIRECTOR BROWN MOVED TO SUPPORT THE FEBRUARY TPM AND MARCH 2 MIL AND TIF FINANCIAL REPORT. DIRECTOR WIEBER SECONDED. NO OBJECTIONS. MOTION CARRIED.**

**VI. ACTION ITEMS**

**VII. DISCUSSION ITEMS**

The Board discussed amending online meeting procedures in bylaws to be more inclusive.

**VIII. DIRECTOR COMMENTS**

**IX. PUBLIC COMMENTS**

**X. ADJOURNMENT**

**DIRECTOR FLETCHER ADJOURNED THE MEETING AT 3:22 P.M.**

2021 DDA COMBINED STATEMENT FOR 2 MILL, TIF, & TPM								
2 MILL & TIF - MAY 2021								
TPM - APRIL 2021								
	MONTH TO DATE ACTUAL	MONTHLY BUDGET	MONTHLY VARIANCE	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YEAR TO DATE VARIANCE	2021 BUDGET	
<b>REVENUES:</b>								
2 MILL LEVY CURRENT YEAR	\$2,086.41	\$22,083.33	\$19,996.92	\$2,262.60	\$110,416.67	\$108,154.07	\$265,000.00	
2 MILL LEVY PRIOR YEAR(S)	\$0.00	\$166.67	\$166.67	\$0.00	\$833.33	\$833.33	\$2,000.00	
INTEREST	\$45.99	\$983.33	\$937.34	\$216.62	\$3,958.33	\$3,741.71	\$11,800.00	
MISC	\$0.00	\$143.33	\$143.33	\$146.54	\$716.67	\$570.13	\$1,720.00	
STREET METERS	\$16,015.49	\$22,613.08	\$6,597.59	\$67,703.09	\$90,452.33	\$22,749.24	\$271,357.00	
UNATTENDED	\$15,051.81	\$13,848.25	-\$1,203.56	\$53,111.28	\$55,393.00	\$2,281.72	\$166,179.00	
ATTENDED	\$75,203.56	\$78,288.17	\$3,084.61	\$300,662.45	\$313,152.67	\$12,490.22	\$939,458.00	
ENFORCEMENT	\$14,605.00	\$7,836.58	-\$6,768.42	\$41,570.00	\$31,346.33	-\$10,223.67	\$94,039.00	
METRO TRANSIT FEE	\$32.35	\$203.92	\$171.57	\$85.55	\$815.67	\$730.12	\$2,447.00	
RAMP #4 SALES PROCEEDS	\$25,000.00	\$25,000.00	\$0.00	\$100,000.00	\$100,000.00	\$0.00	\$300,000.00	
LOT #2 & #9 SALES PROCEEDS	\$0.00	\$44,360.25	\$44,360.25	\$0.00	\$177,441.00	\$177,441.00	\$532,323.00	
ON STREET PERMIT PROGRAM	\$0.00	\$400.00	\$400.00	\$0.00	\$1,600.00	\$1,600.00	\$4,800.00	
MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>TOTAL DDA REVENUES</b>	<b>\$148,040.61</b>	<b>\$215,926.92</b>	<b>\$67,886.31</b>	<b>\$565,758.13</b>	<b>\$886,126.00</b>	<b>\$320,367.87</b>	<b>\$2,591,123.00</b>	
<b>EXPENDITURES:</b>								
<b>OPERATING EXPENDITURES:</b>								
D&O INSURANCE	\$0.00	\$333.33	\$333.33	\$0.00	\$1,666.67	\$1,666.67	\$4,000.00	
LEGAL SERVICES	\$0.00	\$1,041.67	\$1,041.67	\$0.00	\$4,583.33	\$4,583.33	\$12,500.00	
LEGAL NOTICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
AUDIT	\$6,252.00	\$1,489.58	-\$4,762.42	\$6,252.00	\$6,375.00	\$123.00	\$17,875.00	
DKI SERVICE AGREEMENT	\$30,835.00	\$30,835.00	\$0.00	\$144,175.00	\$144,175.00	\$0.00	\$370,020.00	
MISC	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	-\$20.00	\$0.00	
LIABILITY INSURANCE	\$0.00	\$525.00	\$525.00	\$3,796.25	\$2,100.00	-\$1,696.25	\$6,300.00	
SALARIES & WAGES	\$27,407.40	\$40,722.33	\$13,314.93	\$112,594.39	\$162,889.33	\$50,294.94	\$488,668.00	
PAYROLL TAXES	\$4,879.68	\$7,281.17	\$2,401.49	\$19,855.55	\$29,124.67	\$9,269.12	\$87,374.00	
WORKERS COMPENSATION	\$1,244.51	\$2,032.83	\$788.32	\$5,063.87	\$8,131.33	\$3,067.46	\$24,394.00	
HOSPITALIZATION & BENEFITS	\$7,461.52	\$7,333.67	-\$127.85	\$26,686.85	\$29,334.67	\$2,647.82	\$88,004.00	
EMPLOYEE RELATIONS/TRAINING	\$0.00	\$125.00	\$125.00	\$376.96	\$500.00	\$123.04	\$1,500.00	
PERSONNEL SELECTION	\$0.00	\$208.33	\$208.33	\$53.04	\$833.33	\$780.29	\$2,500.00	
EQUIPMENT PURCHASE/LEASE	\$271.00	\$730.00	\$459.00	\$912.86	\$2,920.00	\$2,007.14	\$8,760.00	
LIABILITY CLAIMS	\$222.06	\$240.83	\$18.77	\$888.24	\$963.33	\$75.09	\$2,890.00	
AUTO & TRUCK EXPENSE	\$164.86	\$943.75	\$778.89	\$1,485.81	\$3,775.00	\$2,289.19	\$11,325.00	
REPAIRS & MAINTENANCE	\$16,188.00	\$4,490.83	-\$11,697.17	\$18,766.26	\$17,963.33	-\$802.93	\$53,890.00	
UTILITIES	\$10,260.08	\$10,622.42	\$362.34	\$33,456.21	\$42,489.67	\$9,033.46	\$127,469.00	
TELEPHONE	\$633.19	\$1,480.83	\$847.64	\$3,867.79	\$5,923.33	\$2,055.54	\$17,770.00	
WEBSITE	\$0.00	\$129.17	\$129.17	\$355.48	\$516.67	\$161.19	\$1,550.00	
SIGNAGE	\$890.40	\$250.00	-\$640.40	\$938.10	\$1,000.00	\$61.90	\$3,000.00	
MATERIALS & OFFICE SUPPLIES	\$182.04	\$1,250.00	\$1,067.96	\$2,007.79	\$5,000.00	\$2,992.21	\$15,000.00	
CUSTOMER SERVICE PROGRAM	\$0.00	\$58.33	\$58.33	\$0.00	\$233.33	\$233.33	\$700.00	
POSTAGE	\$0.00	\$354.17	\$354.17	\$6.95	\$1,416.67	\$1,409.72	\$4,250.00	
FORMS & PRINTING	\$3,399.51	\$1,166.67	-\$2,232.84	\$3,874.10	\$4,666.67	\$792.57	\$14,000.00	
OUTSIDE CONTRACT SERVICES	\$3,741.85	\$21,022.50	\$17,280.65	\$64,506.68	\$84,090.00	\$19,583.32	\$252,270.00	
OFFICE LEASE	\$2,468.16	\$2,468.08	-\$0.08	\$9,872.64	\$9,872.33	-\$0.31	\$29,617.00	
ABM MGMT FEE	\$14,487.29	\$14,487.25	-\$0.04	\$57,949.16	\$57,949.00	-\$0.16	\$173,847.00	

2021 DDA COMBINED STATEMENT FOR 2 MILL, TIF, & TPM								
2 MILL & TIF - MAY 2021								
TPM - APRIL 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	\$6,666.67	\$6,666.67	\$20,000.00	
PARKING SYSTEM BRANDING	\$0.00	\$1,666.67	\$1,666.67	\$0.00	\$6,666.67	\$6,666.67	\$20,000.00	
VENDOR SELECTION & PROCESS	\$0.00	\$2,083.33	\$2,083.33	\$0.00	\$8,333.33	\$8,333.33	\$25,000.00	
PLAN IMPLEMENTATION	\$0.00	\$1,666.67	\$1,666.67	\$0.00	\$6,666.67	\$6,666.67	\$20,000.00	
NON-MOTORIZED PARKING	\$0.00	\$2,083.33	\$2,083.33	\$0.00	\$8,333.33	\$8,333.33	\$25,000.00	
LOT #9 PARCS EQUIPMENT	\$0.00	\$1,666.67	\$1,666.67	\$0.00	\$6,666.67	\$6,666.67	\$20,000.00	
<b>DEBT SERVICE/OTHER OBLIGATIONS:</b>								
REBATED TAXES	\$0.00	\$416.67	\$416.67	\$0.00	\$2,083.33	\$2,083.33	\$5,000.00	
RAMP #3 DEBT SERVICE	\$48,713.36	\$58,184.17	\$9,470.81	\$48,713.36	\$232,736.67	\$184,023.31	\$698,210.00	
5 YEAR TPM DEBT SERVICE	\$64,350.00	\$15,658.33	-\$48,691.67	\$64,350.00	\$62,633.33	-\$1,716.67	\$187,900.00	
FUND BALANCE TO DEGA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>TOTAL EXPENDITURES</b>	<b>\$244,051.91</b>	<b>\$236,715.25</b>	<b>-\$7,336.66</b>	<b>\$630,825.34</b>	<b>\$969,279.33</b>	<b>\$338,453.99</b>	<b>\$2,840,583.00</b>	
	<b>-\$96,011.30</b>	<b>-\$20,788.33</b>	<b>-\$75,222.97</b>	<b>-\$65,067.21</b>	<b>-\$83,153.33</b>	<b>\$18,086.12</b>	<b>-\$249,460.00</b>	
	LOSS		NEG VARIANCE	LOSS		POS VARIANCE		