

# Board of Directors Regular Meeting Agenda

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

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ADOPTION OF AGENDA**
- IV. **APPROVAL OF MINUTES** – June 21<sup>st</sup>, 2021 Regular Meeting
- V. **FINANCIAL REPORT** – June 2021
- VI. **ACTION ITEMS**
  - A. Acceptance of Audit
  - B. Nominating report
- VII. **DISCUSSION ITEMS**
- VII. **ATTACHMENTS**
  - A. BDO Audit Material
- VIII. **DIRECTOR COMMENTS**
- IX. **PUBLIC COMMENTS**
- X. **ADJOURNMENT**

# Board of Directors Regular Meeting Minutes

June 21<sup>st</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, Stephanie Hinman

**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 3:07 P.M.**

## II. ROLL CALL

**PRESENT:** Patti Owens – Remotely, Kalamazoo 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  
Carl Brown – Remotely, Los Angeles County, CA  
Stephanie Hinman – Remotely, Kalamazoo County, MI  
Mayor David Anderson – Remotely, Kalamazoo County, MI

**ABSENT:** Ryan Wieber

**EXCUSED:** Ryan Wieber

**THE JUNE 21<sup>st</sup>, 2021, ATTENDANCE INCLUDING EXCUSED AND UNEXCUSED ABSENCES IS RECORDED.**

## III. ADOPTION OF AGENDA

**DIRECTOR OWENS MOVED TO ADOPT THE JUNE 21<sup>st</sup>, 2021, AGENDA (WITH AMMENDMENTS). DIRECTOR MAYOR ANDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## IV. APPROVAL OF MINUTES – APRIL 19<sup>th</sup>, 2021, Regular Meeting

**DIRECTOR OWENS MOVED TO APPROVE THE APRIL 19, 2021, REGULAR MINUTES (WITH AMENDMENTS). DIRECTOR HINMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.**

# Board of Directors Regular Meeting Minutes

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

**V. FINANCIAL REPORT – MAY 2021**

**DIRECTOR LINDEMANN MOVED TO SUPPORT THE MAY 2021 FINANCIAL REPORT. DIRECTOR BRENAMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.**

**VI. ACTION ITEMS**

**VII. DISCUSSION ITEMS**

**A. Review of potential Bylaw changes**

The Board discussed Resolution 2021-03 Kalamazoo DDA Resolution Amending Bylaws 2021 to make meetings more accessible to all people whereas a member of the Board or Committee, or other personnel participating in a meeting, shall identify themselves by name each time prior to making any statement during any regular or special meeting online or in person. Resolution will be voted on in next months meeting.

**VIII. DIRECTOR COMMENTS**

**IX. PUBLIC COMMENTS**

It was noted that the sidewalks on the Kalamazoo Mall have debris build-up. The roles of evening Ambassadors was called upon, as it was noted that they are not as visible as the morning Ambassadors who are cleaning.

**X. ADJOURNMENT**

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

| 2021 DDA COMBINED STATEMENT FOR 2 MILL, TIF, & TPM |                         |                     |                     |                        |                        |                          |                       |  |
|--|-------------------------|---------------------|---------------------|------------------------|------------------------|--------------------------|-----------------------|--|
| 2 MILL & TIF - JUNE 2021                           |                         |                     |                     |                        |                        |                          |                       |  |
| TPM - MAY 2021                                     |                         |                     |                     |                        |                        |                          |                       |  |
|  | MONTH TO<br>DATE ACTUAL | MONTHLY<br>BUDGET   | MONTHLY<br>VARIANCE | YEAR TO DATE<br>ACTUAL | YEAR TO<br>DATE BUDGET | YEAR TO DATE<br>VARIANCE | 2021<br>BUDGET        |  |
| <b>REVENUES:</b>                                   |                         |                     |                     |                        |                        |                          |                       |  |
| 2 MILL LEVY CURRENT YEAR                           | \$0.00                  | \$22,083.33         | \$22,083.33         | \$2,262.60             | \$132,500.00           | \$130,237.40             | \$265,000.00          |  |
| 2 MILL LEVY PRIOR YEAR(S)                          | \$0.00                  | \$166.67            | \$166.67            | \$0.00                 | \$1,000.00             | \$1,000.00               | \$2,000.00            |  |
| INTEREST   | \$39.84                 | \$983.33            | \$943.49            | \$256.46               | \$4,941.67             | \$4,685.21               | \$11,800.00           |  |
| MISC   | \$1,609.25              | \$143.33            | -\$1,465.92         | \$1,755.79             | \$860.00               | -\$895.79                | \$1,720.00            |  |
| STREET METERS                                      | \$19,862.29             | \$22,613.08         | \$2,750.79          | \$87,565.38            | \$113,065.42           | \$25,500.04              | \$271,357.00          |  |
| UNATTENDED   | \$13,009.45             | \$13,848.25         | \$838.80            | \$66,120.73            | \$69,241.25            | \$3,120.52               | \$166,179.00          |  |
| ATTENDED   | \$72,120.87             | \$78,288.17         | \$6,167.30          | \$372,783.32           | \$391,440.83           | \$18,657.51              | \$939,458.00          |  |
| ENFORCEMENT  | \$22,916.01             | \$7,836.58          | -\$15,079.43        | \$64,486.01            | \$39,182.92            | -\$25,303.09             | \$94,039.00           |  |
| METRO TRANSIT FEE                                  | \$44.30                 | \$203.92            | \$159.62            | \$129.85               | \$1,019.58             | \$889.73                 | \$2,447.00            |  |
| RAMP #4 SALES PROCEEDS                             | \$25,000.00             | \$25,000.00         | \$0.00              | \$125,000.00           | \$125,000.00           | \$0.00                   | \$300,000.00          |  |
| LOT #2 & #9 SALES PROCEEDS                         | \$0.00                  | \$44,360.25         | \$44,360.25         | \$0.00                 | \$221,801.25           | \$221,801.25             | \$532,323.00          |  |
| ON STREET PERMIT PROGRAM                           | \$0.00                  | \$400.00            | \$400.00            | \$0.00                 | \$2,000.00             | \$2,000.00               | \$4,800.00            |  |
| MALL MAINTENANCE                                   | \$16,666.70             |                     |                     | \$16,666.70            |                        |                          | \$0.00                |  |
| MISC   | \$0.00                  | \$0.00              | \$0.00              | \$0.00                 | \$0.00                 | \$0.00                   | \$0.00                |  |
| <b>TOTAL DDA REVENUES</b>                          | <b>\$171,268.71</b>     | <b>\$215,926.92</b> | <b>\$61,324.91</b>  | <b>\$737,026.84</b>    | <b>\$1,102,052.92</b>  | <b>\$381,692.78</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                 | \$2,000.00             | \$2,000.00               | \$4,000.00            |  |
| LEGAL SERVICES                                     | \$0.00                  | \$1,041.67          | \$1,041.67          | \$0.00                 | \$5,625.00             | \$5,625.00               | \$12,500.00           |  |
| LEGAL NOTICES                                      | \$0.00                  | \$0.00              | \$0.00              | \$0.00                 | \$0.00                 | \$0.00                   | \$0.00                |  |
| AUDIT  | \$4,125.00              | \$1,489.58          | -\$2,635.42         | \$10,377.00            | \$7,864.58             | -\$2,512.42              | \$17,875.00           |  |
| DKI SERVICE AGREEMENT                              | \$30,835.00             | \$30,835.00         | \$0.00              | \$175,010.00           | \$175,010.00           | \$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             | \$2,625.00             | -\$1,171.25              | \$6,300.00            |  |
| SALARIES & WAGES                                   | \$26,955.83             | \$40,722.33         | \$13,766.50         | \$139,550.22           | \$203,611.67           | \$64,061.45              | \$488,668.00          |  |
| PAYROLL TAXES                                      | \$4,757.11              | \$7,281.17          | \$2,524.06          | \$24,612.66            | \$36,405.83            | \$11,793.17              | \$87,374.00           |  |
| WORKERS COMPENSATION                               | \$1,213.23              | \$2,032.83          | \$819.60            | \$6,277.10             | \$10,164.17            | \$3,887.07               | \$24,394.00           |  |
| HOSPITALIZATION & BENEFITS                         | \$6,382.26              | \$7,333.67          | \$951.41            | \$33,069.11            | \$36,668.33            | \$3,599.22               | \$88,004.00           |  |
| EMPLOYEE RELATIONS/TRAINING                        | \$0.00                  | \$125.00            | \$125.00            | \$376.96               | \$625.00               | \$248.04                 | \$1,500.00            |  |
| PERSONNEL SELECTION                                | \$0.00                  | \$208.33            | \$208.33            | \$53.04                | \$1,041.67             | \$988.63                 | \$2,500.00            |  |
| EQUIPMENT PURCHASE/LEASE                           | \$305.72                | \$730.00            | \$424.28            | \$1,218.58             | \$3,650.00             | \$2,431.42               | \$8,760.00            |  |
| LIABILITY CLAIMS                                   | \$222.06                | \$240.83            | \$18.77             | \$1,110.30             | \$1,204.17             | \$93.87                  | \$2,890.00            |  |
| AUTO & TRUCK EXPENSE                               | \$149.60                | \$943.75            | \$794.15            | \$1,635.41             | \$4,718.75             | \$3,083.34               | \$11,325.00           |  |
| REPAIRS & MAINTENANCE                              | \$10,225.30             | \$4,490.83          | -\$5,734.47         | \$28,991.56            | \$22,454.17            | -\$6,537.39              | \$53,890.00           |  |
| UTILITIES  | \$9,238.99              | \$10,622.42         | \$1,383.43          | \$42,695.20            | \$53,112.08            | \$10,416.88              | \$127,469.00          |  |
| TELEPHONE  | \$388.68                | \$1,480.83          | \$1,092.15          | \$4,256.47             | \$7,404.17             | \$3,147.70               | \$17,770.00           |  |
| WEBSITE  | \$0.00                  | \$129.17            | \$129.17            | \$355.48               | \$645.83               | \$290.35                 | \$1,550.00            |  |
| SIGNAGE  | \$0.00                  | \$250.00            | \$250.00            | \$938.10               | \$1,250.00             | \$311.90                 | \$3,000.00            |  |
| MATERIALS & OFFICE SUPPLIES                        | \$642.99                | \$1,250.00          | \$607.01            | \$2,650.78             | \$6,250.00             | \$3,599.22               | \$15,000.00           |  |
| CUSTOMER SERVICE PROGRAM                           | \$0.00                  | \$58.33             | \$58.33             | \$0.00                 | \$291.67               | \$291.67                 | \$700.00              |  |
| POSTAGE  | \$0.00                  | \$354.17            | \$354.17            | \$6.95                 | \$1,770.83             | \$1,763.88               | \$4,250.00            |  |
| FORMS & PRINTING                                   | \$66.53                 | \$1,166.67          | \$1,100.14          | \$3,940.63             | \$5,833.33             | \$1,892.70               | \$14,000.00           |  |
| OUTSIDE CONTRACT SERVICES                          | \$28,207.60             | \$21,022.50         | -\$7,185.10         | \$92,714.28            | \$105,112.50           | \$12,398.22              | \$252,270.00          |  |
| OFFICE LEASE                                       | \$2,468.16              | \$2,468.08          | -\$0.08             | \$12,340.80            | \$12,340.42            | -\$0.38                  | \$29,617.00           |  |
| ABM MGMT FEE                                       | \$14,487.29             | \$14,487.25         | -\$0.04             | \$72,436.45            | \$72,436.25            | -\$0.20                  | \$173,847.00          |  |

| 2021 DDA COMBINED STATEMENT FOR 2 MILL, TIF, & TPM |                         |                     |                     |                        |                        |                          |                       |
|--|-------------------------|---------------------|---------------------|------------------------|------------------------|--------------------------|-----------------------|
| 2 MILL & TIF - JUNE 2021                           |                         |                     |                     |                        |                        |                          |                       |
| TPM - MAY 2021                                     |                         |                     |                     |                        |                        |                          |                       |
|  | MONTH TO<br>DATE ACTUAL | MONTHLY<br>BUDGET   | MONTHLY<br>VARIANCE | YEAR TO DATE<br>ACTUAL | YEAR TO<br>DATE BUDGET | YEAR TO DATE<br>VARIANCE | 2021<br>BUDGET        |
| PKG PLAN ROLLOUT, MKTING, & COMMUNICATIONS         | \$0.00                  | \$1,666.67          | \$1,666.67          | \$0.00                 | \$8,333.33             | \$8,333.33               | \$20,000.00           |
| PARKING SYSTEM BRANDING                            | \$0.00                  | \$0.00              | \$0.00              | \$0.00                 | \$0.00                 | \$0.00                   | \$0.00                |
| VENDOR SELECTION & PROCESS                         | \$0.00                  | \$2,083.33          | \$2,083.33          | \$0.00                 | \$10,416.67            | \$10,416.67              | \$25,000.00           |
| PLAN IMPLEMENTATION                                | \$0.00                  | \$833.33            | \$833.33            | \$0.00                 | \$4,166.67             | \$4,166.67               | \$10,000.00           |
| NON-MOTORIZED PARKING                              | \$0.00                  | \$2,083.33          | \$2,083.33          | \$0.00                 | \$10,416.67            | \$10,416.67              | \$25,000.00           |
| LOT #9 PARCS EQUIPMENT                             | \$0.00                  | \$4,166.67          | \$4,166.67          | \$0.00                 | \$20,833.33            | \$20,833.33              | \$50,000.00           |
| <b>DEBT SERVICE/OTHER OBLIGATIONS:</b>             |                         |                     |                     |                        |                        |                          |                       |
| REBATED TAXES                                      | \$0.00                  | \$416.67            | \$416.67            | \$0.00                 | \$2,500.00             | \$2,500.00               | \$5,000.00            |
| RAMP #3 DEBT SERVICE                               | \$0.00                  | \$58,184.17         | \$58,184.17         | \$48,713.36            | \$290,920.83           | \$242,207.47             | \$698,210.00          |
| 5 YEAR TPM DEBT SERVICE                            | \$0.00                  | \$15,658.33         | \$15,658.33         | \$64,350.00            | \$78,291.67            | \$13,941.67              | \$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>\$140,671.35</b>     | <b>\$236,715.25</b> | <b>\$96,043.90</b>  | <b>\$771,496.69</b>    | <b>\$1,205,994.58</b>  | <b>\$434,497.89</b>      | <b>\$2,840,583.00</b> |
|  | <b>\$30,597.36</b>      | <b>-\$20,788.33</b> | <b>\$51,385.69</b>  | <b>-\$34,469.85</b>    | <b>-\$103,941.67</b>   | <b>\$69,471.82</b>       | <b>-\$249,460.00</b>  |
|  | GAIN                    |                     | POS VARIANCE        | LOSS                   |                        | POS VARIANCE             |                       |