

# Board of Directors Regular Meeting Agenda

September 20<sup>th</sup>, 2021 3:00 p.m. | Zoom Meeting

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **CONSENT AGENDA**
  - A. **ADOPTION OF AGENDA**
  - B. **APPROVAL OF MINUTES** – July 19<sup>th</sup>, 2021 Regular Meeting
  - C. **FINANCIAL REPORT** – August 2021
- IV. **PRESENTATION**
  - A. 440 S. Burdick – AVB/Hinman
- V. **ACTION ITEMS**
  - A. 440 S. Burdick right of first refusal
  - B. Nonnminating Committee Report
- VII. **DISCUSSION ITEMS**
  - A. Business engagement
- VI. **ATTACHMENTS**
  - A. Downtown Report
- VIII. **DIRECTOR COMMENTS**
- IX. **PUBLIC COMMENTS**
- X. **ADJOURNMENT**



# Board of Directors Regular Meeting Minutes

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

**PRESENT:** Mayor David Anderson, Grant Fletcher, Jeff Breneman, Susan Lindemann, Stephanie Hinman

**ABSENT:** Ryan Wieber, Patti Owens, Carl Brown

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

**OTHER:** Sara Sweers

## I. CALL TO ORDER

**DIRECTOR FLETCHER CALLED THE MEETING TO ORDER AT 3:04 P.M.**

## II. ROLL CALL

**PRESENT:** Grant Fletcher – Remotely, Kalamazoo County, MI  
Susan Lindemann – Remotely, Kalamazoo County, MI  
Jeff Breneman – Remotely, Kalamazoo County, MI  
Stephanie Hinman – Remotely, Kalamazoo County, MI  
Mayor David Anderson – Remotely, Kalamazoo County, MI

**ABSENT:** Ryan Wieber, Patti Owens, Carl Brown

**EXCUSED:**

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

## III. ADOPTION OF AGENDA

Action item (B) is removed.

**DIRECTOR MAYOR ANDERSON MOVED TO ADOPT THE JULY 19<sup>th</sup>, 2021, AGENDA WITH AMMENDMENTS. DIRECTOR BRENEMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## IV. APPROVAL OF MINUTES – JUNE 21<sup>st</sup>, 2021, Regular Meeting

**DIRECTOR BRENEMAN MOVED TO APPROVE THE JUNE 21<sup>st</sup>, 2021, REGULAR MINUTES. DIRECTOR LINDEMANN SECONDED. NO OBJECTIONS. MOTION CARRIED.**

# Board of Directors Regular Meeting Minutes

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

**V. FINANCIAL REPORT – JUNE 2021**

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

**VI. ACTION ITEMS**

**A. Acceptance of Audit**

BDO Representative Sara Sweers presented the 2021 DDA Audit material for the board in efficient detail.

**DIRECTOR LINDEMANN MOVED TO ACCEPT THE 2021 AUDIT. DIRECTOR MAYOR ANDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.**

**VII. DISCUSSION ITEMS**

The Board was informed there will be no amendments to the bylaws.

**VIII. ATTACHEMENTS**

**A. BDO Audit Material**

**IX. DIRECTOR COMMENTS**

**X. PUBLIC COMMENTS**

**XI. ADJOURNMENT**

**DIRECTOR FLETCHER ADJOURNED THE MEETING AT 3:21 P.M.**

2021 DDA COMBINED STATEMENT FOR 2 MILL, TIF, & TPM								
2 MILL & TIF - AUGUST 2021								
TPM - JULY 2021								
	MONTH TO	MONTHLY	MONTHLY		YEAR TO DATE	YEAR TO	YEAR TO DATE	2021
	DATE ACTUAL	BUDGET	VARIANCE		ACTUAL	DATE BUDGET	VARIANCE	BUDGET
<b>REVENUES:</b>								
2 MILL LEVY CURRENT YEAR	\$192,049.62	\$22,083.33	-\$169,966.29		\$207,015.61	\$176,666.67	-\$30,348.94	\$265,000.00
2 MILL LEVY PRIOR YEAR(S)	\$0.00	\$166.67	\$166.67		\$0.00	\$1,333.33	\$1,333.33	\$2,000.00
INTEREST	\$45.40	\$983.33	\$937.93		\$351.33	\$6,908.33	\$6,557.00	\$11,800.00
MISC	\$0.00	\$143.33	\$143.33		\$1,755.79	\$1,146.67	-\$609.12	\$1,720.00
STREET METERS	\$31,218.04	\$22,613.08	-\$8,604.96		\$139,773.18	\$158,291.58	\$18,518.40	\$271,357.00
UNATTENDED	\$17,451.90	\$13,848.25	-\$3,603.65		\$102,538.50	\$96,937.75	-\$5,600.75	\$166,179.00
ATTENDED	\$75,671.68	\$78,288.17	\$2,616.49		\$532,657.54	\$548,017.17	\$15,359.63	\$939,458.00
ENFORCEMENT	\$10,765.00	\$7,836.58	-\$2,928.42		\$83,921.01	\$54,856.08	-\$29,064.93	\$94,039.00
METRO TRANSIT FEE	\$103.15	\$203.92	\$100.77		\$330.25	\$1,427.42	\$1,097.17	\$2,447.00
RAMP #4 SALES PROCEEDS	\$25,000.00	\$25,000.00	\$0.00		\$175,000.00	\$175,000.00	\$0.00	\$300,000.00
LOT #2 & #9 SALES PROCEEDS	\$0.00	\$44,360.25	\$44,360.25		\$0.00	\$310,521.75	\$310,521.75	\$532,323.00
ON STREET PERMIT PROGRAM	\$0.00	\$400.00	\$400.00		\$0.00	\$2,800.00	\$2,800.00	\$4,800.00
MALL MAINTENANCE	\$0.00	\$0.00	\$0.00		\$16,666.70	\$0.00	-\$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>\$352,304.79</b>	<b>\$215,926.92</b>	<b>-\$136,377.87</b>		<b>\$1,260,009.91</b>	<b>\$1,533,906.75</b>	<b>\$273,896.84</b>	<b>\$2,591,123.00</b>
<b>EXPENDITURES:</b>								
<b>OPERATING EXPENDITURES:</b>								
D&O INSURANCE	\$0.00	\$333.33	\$333.33		\$3,585.00	\$2,666.67	-\$918.33	\$4,000.00
LEGAL SERVICES	\$0.00	\$1,041.67	\$1,041.67		\$0.00	\$7,708.33	\$7,708.33	\$12,500.00
LEGAL NOTICES	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
AUDIT	\$3,116.00	\$1,489.58	-\$1,626.42		\$18,387.00	\$10,843.75	-\$7,543.25	\$17,875.00
DKI SERVICE AGREEMENT	\$30,835.00	\$30,835.00	\$0.00		\$236,680.00	\$236,680.00	\$0.00	\$370,020.00
MISC	\$0.00	\$0.00	\$0.00		\$200.00	\$0.00	-\$20.00	\$0.00
LIABILITY INSURANCE	\$0.00	\$525.00	\$525.00		\$3,796.25	\$3,675.00	-\$121.25	\$6,300.00
SALARIES & WAGES	\$26,896.08	\$40,722.33	\$13,826.25		\$193,700.32	\$285,056.33	\$91,356.01	\$488,668.00
PAYROLL TAXES	\$4,735.40	\$7,281.17	\$2,545.77		\$34,221.11	\$50,968.17	\$16,747.06	\$87,374.00
WORKERS COMPENSATION	\$1,207.68	\$2,032.83	\$825.15		\$8,727.55	\$14,229.83	\$5,502.28	\$24,394.00
HOSPITALIZATION & BENEFITS	\$5,818.48	\$7,333.67	\$1,515.19		\$45,276.77	\$51,335.67	\$6,058.90	\$88,004.00
EMPLOYEE RELATIONS/TRAINING	\$0.00	\$125.00	\$125.00		\$405.73	\$875.00	\$469.27	\$1,500.00
PERSONNEL SELECTION	\$1.59	\$208.33	\$206.74		\$54.63	\$1,458.33	\$1,403.70	\$2,500.00
EQUIPMENT PURCHASE/LEASE	-\$776.38	\$730.00	\$1,506.38		\$1,111.87	\$5,110.00	\$3,998.13	\$8,760.00
LIABILITY CLAIMS	\$222.06	\$240.83	\$18.77		\$1,554.42	\$1,685.83	\$131.41	\$2,890.00
AUTO & TRUCK EXPENSE	\$150.07	\$943.75	\$793.68		\$1,863.62	\$6,606.25	\$4,742.63	\$11,325.00
REPAIRS & MAINTENANCE	\$1,153.11	\$4,490.83	\$3,337.72		\$33,594.40	\$31,435.83	-\$2,158.57	\$53,890.00
UTILITIES	\$6,771.83	\$10,622.42	\$3,850.59		\$58,289.30	\$74,356.92	\$16,067.62	\$127,469.00
TELEPHONE	\$2,060.00	\$1,480.83	-\$579.17		\$9,288.50	\$10,365.83	\$1,077.33	\$17,770.00
WEBSITE	\$355.48	\$129.17	-\$226.31		\$1,201.24	\$904.17	-\$297.07	\$1,550.00
SIGNAGE	\$0.00	\$250.00	\$250.00		\$1,019.72	\$1,750.00	\$730.28	\$3,000.00
MATERIALS & OFFICE SUPPLIES	\$3,623.72	\$1,250.00	-\$2,373.72		\$7,938.33	\$8,750.00	\$811.67	\$15,000.00

<b>2021 DDA COMBINED STATEMENT FOR 2 MILL, TIF, &amp; TPM</b>							
<b>2 MILL &amp; TIF - AUGUST 2021</b>							
<b>TPM - JULY 2021</b>							
	<b>MONTH TO DATE ACTUAL</b>	<b>MONTHLY BUDGET</b>	<b>MONTHLY VARIANCE</b>	<b>YEAR TO DATE ACTUAL</b>	<b>YEAR TO DATE BUDGET</b>	<b>YEAR TO DATE VARIANCE</b>	<b>2021 BUDGET</b>
CUSTOMER SERVICE PROGRAM	\$0.00	\$58.33	\$58.33	\$0.00	\$408.33	\$408.33	\$700.00
POSTAGE	\$0.00	\$354.17	\$354.17	\$6.95	\$2,479.17	\$2,472.22	\$4,250.00
FORMS & PRINTING	\$66.53	\$1,166.67	\$1,100.14	\$4,073.69	\$8,166.67	\$4,092.98	\$14,000.00
OUTSIDE CONTRACT SERVICES	\$17,811.19	\$21,022.50	\$3,211.31	\$129,851.17	\$147,157.50	\$17,306.33	\$252,270.00
OFFICE LEASE	\$2,468.16	\$2,468.08	-\$0.08	\$17,277.12	\$17,276.58	-\$0.54	\$29,617.00
ABM MGMT FEE	\$14,487.29	\$14,487.25	-\$0.04	\$101,411.03	\$101,410.75	-\$0.28	\$173,847.00
PKG PLAN ROLLOUT, MKTING, & COMMUNICATIONS	\$0.00	\$1,666.67	\$1,666.67	\$0.00	\$11,666.67	\$11,666.67	\$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	\$14,583.33	\$14,583.33	\$25,000.00
PLAN IMPLEMENTATION	\$0.00	\$833.33	\$833.33	\$0.00	\$5,833.33	\$5,833.33	\$10,000.00
NON-MOTORIZED PARKING	\$0.00	\$2,083.33	\$2,083.33	\$0.00	\$14,583.33	\$14,583.33	\$25,000.00
FISCAL ANALYSIS CONSULTING	\$19,500.00	\$4,166.67	-\$15,333.33	\$19,500.00	\$29,166.67	\$9,666.67	\$50,000.00
<b>DEBT SERVICE/OTHER OBLIGATIONS:</b>							
REBATED TAXES	\$0.00	\$416.67	\$416.67	\$0.00	\$3,333.33	\$3,333.33	\$5,000.00
RAMP #3 DEBT SERVICE	\$500.00	\$58,184.17	\$57,684.17	\$49,213.36	\$407,289.17	\$358,075.81	\$698,210.00
5 YEAR TPM DEBT SERVICE	\$0.00	\$15,658.33	\$15,658.33	\$64,350.00	\$109,608.33	\$45,258.33	\$187,900.00
<b>TOTAL EXPENDITURES</b>	<b>\$141,003.29</b>	<b>\$236,715.25</b>	<b>\$95,711.96</b>	<b>\$1,046,399.08</b>	<b>\$1,679,425.08</b>	<b>\$633,026.00</b>	<b>\$2,840,583.00</b>
	<b>\$211,301.50</b>	<b>-\$20,788.33</b>	<b>\$232,089.83</b>	<b>\$213,610.83</b>	<b>-\$145,518.33</b>	<b>\$359,129.16</b>	<b>-\$249,460.00</b>
	GAIN		POS VARIANCE		GAIN	POS VARIANCE	