

Board of Directors Regular Meeting Agenda

September 20th, 2021, 3:00 p.m. | Zoom Meeting

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. CONSENT AGENDA**
 - A. ADOPTION OF AGENDA**
 - B. MINUTES – July 19th, 2021, Regular Meeting**
 - C. FINANCIAL REPORT – August 2021**
- IV. FINANCE DIRECTOR INTRODUCTION**
- V. ACTION ITEMS**
- VI. DISCUSSION ITEMS**
- VII. PACKET ATTACHMENTS**
 - A. Downtown Report**
- VIII. BOARD COMMENTS**
- IX. PUBLIC COMMENTS**
- X. ADJOURNMENT**



DEGA Board Member Attendance 2020-2021

	DIRECTOR	POSITION	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	Attended	Absent
2020	Jeff Breneman	Vice President President Treasurer Secretary	P	x	x	P	x	x	P	x	P	P	A	P	6	1
2020	Susan Linemann		P	x	x	P	x	x	P	x	P	U	P	P	6	1
2020	Grant Fletcher		P	x	x	P	x	x	P	x	P	P	p	p	7	0
2020	Patti Owens		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		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	Vice President President Treasurer Secretary	P	x	x	p	x	P	P	x					4	0
2021	Susan Linemann		P	x	x	P	x	P	P	x					4	0
2021	Grant Fletcher		P	x	x	P	x	P	P	x					4	0
2021	Patti Owens		P	x	x	P	x	P	A	x					3	1
2021	Stephanie Hinman		P	x	x	A	x	P	P	x					3	1
2021	Ryan Wieber		A	x	x	p	x	A	A	x					1	3
2021	Carl Brown		P	x	x	p	x	P	P	x					4	0
2021	Bob Miller		P	x	x	p	x	P							3	0
2021	David Anderson		P	x	x	P	x	P	P	x					4	0

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

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

ABSENT: Ryan Wieber, Patti Owens

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 3:21 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
Carl Brown – Remotely, Los Angeles County, CA
Mayor David Anderson – Remotely, Kalamazoo County, MI

ABSENT: Ryan Wieber, Patti Owens

EXCUSED:

THE JULY 19th, 2021 ATTENDANCE INCLUDING EXCUSED AND UNEXCUSED ABSENCES ARE RECORDED.

III. ADOPTION OF AGENDA

Action item (B) is removed.

DIRECTOR HINMAN MOVED TO ADOPT THE JULY 19th, 2021, AGENDA WITH AMMENDMENTS. DIRECTOR BRENEMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.

IV. APPROVAL OF MINUTES – June 21st, 2021, Regular Meeting

DIRECTOR MAYOR ANDERSON MOVED TO APPROVE THE JUNE 21st, 2021, REGULAR MEETING MINUTES. DIRECTOR LINDEMANN SECONDED. NO OBJECTIONS. MOTION

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CARRIED.

V. FINANCIAL REPORT – JUNE 2021

DIRECTOR MAYOR ANDERSON MOVED TO APPROVE THE MAY 2021 FINANCIAL REPORT. DIRECTOR BRENEMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.

VI. ACTION ITEMS

A. Acceptance of Audit

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

DIRECTOR BRENEMAN MOVED TO ACCEPT THE 2021 AUDIT. DIRECTOR LINDEMANN SECONDED. NO OBJECTIONS. MOTION CARRIED.

VII. DISCUSSION ITEMS

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

A. Downtown Report

Jennifer Jelenek and Andrew Haan provided a brief overview of the Partnership team's work outlined in the Downtown Report. This report includes the progress of events, programs, and initiatives.

B. Upcoming events

Sue Huggett announced the upcoming events Salsa Cookoff, Summer Restaurant Week, and others outlined in the Downtown Report.

Director Jeff Breneman asked the Partnership to speak to the recent news coverage and relationships with Downtown Businesses. Andrew Haan and Jennifer Jelenek gave a brief and satisfactory history of the last few weeks on this topic and shared with the Board the new urgency in which they are addressing the opportunity to create better communication and relationship with business owners.

VIII. PACKET ATTACHMENTS

A. BDO Audit Material

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IX. BOARD COMMENTS

Many directors expressed their most sincere wishes for Deb Houseman's retirement and gratefulness to her work spent creating easy to digest financial material over the last ten years.

X. PUBLIC COMMENTS

XI. ADJOURNMENT

DIRECTOR FLETCHER ADJOURNED THE MEETING AT 3:53 P.M.

DOWNTOWN ECONOMIC GROWTH AUTHORITY PROFIT/LOSS

AUGUST 31, 2021

	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	\$0.00	\$ 41,121.83	\$41,121.83	\$493,462.30	\$328,974.67	-\$164,487.63	\$ 493,462.00
KALAMAZOO MALL MAINTENANCE (CITY OF KALAMAZOO)	\$0.00	\$ 1,600.83	\$1,600.83	\$19,210.00	\$12,806.67	-\$6,403.33	\$ 19,210.00
FFE FUNDING	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$40,000.00	\$40,000.00	\$60,000.00
SOCIAL DISTRICT REVENUES	\$3,080.00	\$6,250.00	\$3,170.00	\$21,377.50	\$50,000.00	\$28,622.50	\$75,000.00
INTEREST INCOME	\$ 16.23	\$58.33	\$42.10	\$117.08	\$466.67	\$349.59	\$700.00
OTHER FUNDING SOURCES - CITY OF KALAMAZOO ADVANCE	\$ -	\$20,833.33	\$20,833.33	\$0.00	\$166,666.67	\$166,666.67	\$250,000.00
TOTAL REVENUES	\$ 3,096.23	\$ 74,864.33	\$71,768.10	\$534,166.88	\$598,914.67	\$64,747.79	\$ 898,372.00
EXPENDITURES							
PEOPLE	\$6,056.02	\$4,856.42	-\$1,199.60	\$42,831.27	\$38,851.33	-\$3,979.94	\$58,277.00
DOWNTOWN AMBASSADOR PROGRAM/MAINTENANCE							
ENGAGEMENT, SURVEYS & FEEDBACK							
PLACE	\$ 15,070.09	\$22,248.92	\$7,178.83	\$ 81,954.54	\$177,991.33	\$96,036.79	\$266,987.00
PLANNING							
PUBLIC SPACE INVESTMENT & MAINTENANCE							
STREET INTERVENTIONS							
EXPERIENCE	\$12,387.05	\$13,635.58	\$1,248.53	\$102,396.35	\$109,084.67	\$6,688.32	\$163,627.00
MARKETING/COMMUNICATIONS							
EVENTS							
GROWTH	\$ 25,301.50	\$25,064.75	-\$236.75	\$ 88,743.34	\$200,518.00	\$111,774.66	\$300,777.00
BUSINESS RETENTION & RECRUITMENT INITIATIVES							
ADMINISTRATION	\$10,490.88	\$9,058.67	-\$1,432.21	\$109,568.05	\$72,469.33	-\$37,098.72	\$108,704.00
OPERATIONS							
AUDIT							
TAX REBATE	\$ -		\$0.00	\$7,614.85		-\$7,614.85	
TOTAL EXPENSES	\$ 69,305.54	\$ 74,864.33	\$5,558.79	\$ 433,108.40	\$598,914.67	\$165,806.27	\$ 898,372.00
TOTAL REVENUES OVER/UNDER BUDGET	\$ (66,209.31)	\$0.00	(\$66,209.31)	\$ 101,058.48	\$0.00	\$101,058.48	\$0.00