

Board of Directors Regular Meeting Agenda

May 20, 2019 3 p.m. | City Hall – Community Room

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF AGENDA
- IV. APPROVAL OF MINUTES – April 15, 2019
- V. FINANCIAL REPORT
 - A. 2 MILL and TIF April 2019
 - B. TPM March 2019
- VI. ACTION ITEMS
 - A. Legal Services –
Motion: Authorize Andrew Haan to execute agreement with legal counsel based on the recommendation of legal services committee.
- VII. DISCUSSION ITEMS
 - A. Downtown Report
 - B. Strategic Planning Session
- VIII. COMMITTEE REPORTS
 - A. Transportation, Parking and Mobility
 - B. Citizen Coalitions
- IX. DIRECTOR COMMENTS
- X. PUBLIC COMMENTS
- XI. ADJOURNMENT



Board of Directors Regular Meeting Minutes

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PRESENT: Jeff Breneman, Bob Miller, Patti Owens, Grant Fletcher, Susan Lindemann, Ryan Wieber, Stephanie Hinman, Mayor Bobby Hopewell

ABSENT: Carl Brown

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

OTHER: John Kneas, Leslie Hoffmann

I. CALL TO ORDER

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

II. ROLL CALL

PRESENT: Jeff Breneman, Bob Miller, Patti Owens, Grant Fletcher, Susan Lindemann, Ryan Wieber, Stephanie Hinman

ABSENT: Carl Brown, Mayor Bobby Hopewell

DIRECTOR OWENS MOVED TO EXCUSE ABSENT BOARD MEMBERS. DIRECTOR LINDEMANN SECONDED. MOTION CARRIED.

III. ADOPTION OF AGENDA

DIRECTOR OWENS MOVED TO ADOPT THE AGENDA. DIRECTOR LINDEMANN SECONDED. MOTION CARRIED.

IV. APPROVAL OF MINUTES – March 18, 2019

Director Hinman noted a typo of “unreasonable” under Action Items. Andrew Haan said he would fix and clarify minutes.

DIRECTOR WIEBER MOVED TO APPROVE THE MARCH 18, 2019 MINUTES. DIRECTOR MILLER SECONDED. MOTION CARRIED.

V. FINANCIAL REPORT

- A. 2 MILL and TIF March 2019
- B. TPM February 2019

Deb Houseman reviews the 2 MILL and TIF March 2019 and TPM February financial reports.



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Director Owens thanked Deb for her presentation of the financial report. Deb credited Jennifer Jelenek with developing the design of the report.

DIRECTOR BRENEMAN MOVED TO APPROVE THE 2 MILL AND TIF MARCH 2019 AND TPM FEBRUARY 2019 FINANCIAL REPORTS. DIRECTOR OWENS SECONDED. MOTION CARRIED.

VI. ACTION ITEMS

- A. Resolution 2019-05 Recommendation to City Commission to terminate DDA TIF and Development Plans

Andrew Haan briefly reviewed the resolution. Andrew Haan noted that in order for the Kalamazoo Downtown Economic Authority to collect, the Kalamazoo Downtown Development Authority TIF and Development Plans need to be terminated.

Director Wieber asked if the 2 MILL remains. The 2 MILL will remain within the Downtown Development Authority.

DIRECTOR OWENS MOVED TO APPROVE RESOLUTION 2019-05: RECOMMENDATION TO CITY COMMISSION TO TERMINATE DDA TIF AND DEVELOPMENT PLANS. DIRECTOR LINDEMANN SECONDED. ROLL CALL 8-0. MOTION CARRIED.

ROLL CALL VOTE

YAY: Jeff Breneman, Bob Miller, Patti Owens, Grant Fletcher, Susan Lindemann, Ryan Wieber, Stephanie Hinman, Mayor Bobby Hopewell

NAY: None

ABSTENTION: None

VII. DISCUSSION ITEMS

- A. Downtown Report

Andrew Haan noted that the Downtown Report will be provided every other month in printed format.

Andrew reviewed the following:

- Downtown summer events including Marinarathon, Beats on Bates, Autos & Eats in the Alley, Workout Wednesdays and ZooMoto.



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- Liquor license process
- A legal RFP is currently out seeking legal counsel for the Downtown Development Authority, Kalamazoo Downtown Economic Growth Authority, Kalamazoo Downtown Partnership and Downtown Tomorrow Inc.
- Potential revamp of Downtown Dollars system.
- Spring Spruce UP DOWNtown

VIII. COMMITTEE REPORTS

A. Transportation, Parking and Mobility

No report given

B. Citizen Coalitions

Jennifer Jelenek provided a brief update on Citizen Coalitions. Coalition for People and Coalition for Place met last week. Coalition for People focused on event series programming/outreach and a Downtown Ambassador Program. Coalition for Place focused on alleyway activation and public restroom placement. Coalition for Experience and Coalition for Growth will meet next week.

IX. DIRECTOR COMMENTS

No director comments.

X. PUBLIC COMMENTS

Deb Killarney said Bronson Park is her preferred location for the Portland Loo. She said that Midwest Miniatures Museum has been trying to find a place in downtown Kalamazoo – she said they are seeking incentives and locations in Downtown Kalamazoo. Andrew Haan encouraged Deb to meet with him to discuss.

XI. ADJOURNMENT

DIRECTOR FLETCHER ADJOURNED THE MEETING AT 3:38 P.M.

2019 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM								
2 MILL AND TIF - APRIL 30, 2019								
TPM - MARCH 31, 2019								
TOTAL DDA								
	MONTH TO	MONTHLY	MONTHLY		YTD	YEAR TO	YTD	
	DATE ACTUAL	BUDGET	VARIANCE		ACTUAL	DATE BUDGET	VARIANCE	
							2019 BUDGET	
REVENUES:			A				A	
2 MILL LEVY CURRENT YEAR	\$79,647.20	\$22,083.33	(57,563.87)		\$79,647.20	\$88,333.33	8,686.13	\$265,000.00
2 MILL LEVY PRIOR YEAR(S)	\$0.00	\$166.67	166.67		\$0.00	\$666.67	666.67	\$2,000.00
INTEREST	\$3,403.40	\$262.08	(3,141.32)		\$6,921.12	\$1,042.50	(5,878.57)	\$3,145.00
MISC	\$145.33	\$135.00	(10.33)		\$145.33	\$540.00	394.67	\$1,620.00
STREET METERS	\$30,287.76	\$32,606.33	2,318.57		\$102,157.96	\$97,819.00	(4,338.96)	\$391,276.00
UNATTENDED	\$16,072.35	\$13,158.50	(2,913.85)		\$44,941.21	\$39,475.50	(5,465.71)	\$157,902.00
ATTENDED	\$118,109.05	\$102,846.58	(15,262.47)		\$307,524.14	\$308,539.75	1,015.61	\$1,234,159.00
ENFORCEMENT	\$22,220.00	\$25,331.67	3,111.67		\$60,490.83	\$75,995.00	15,504.17	\$303,980.00
METRO TRANSIT FEE	\$263.10	\$203.92	(59.18)		\$467.90	\$611.75	143.85	\$2,447.00
RAMP #4 SALES PROCEEDS	\$25,000.00	\$25,000.00	0.00		\$75,000.00	\$75,000.00	0.00	\$300,000.00
TIF CONTRACTED DOWNTOWN MAINTENANCE	\$0.00	\$3,333.33	3,333.33		\$0.00	\$10,000.00	10,000.00	\$40,000.00
TOTAL DDA REVENUES	\$295,148.19	\$225,127.42	(70,020.77)		\$677,295.69	\$698,023.50	20,727.86	\$2,701,529.00
			A				A	
EXPENDITURES:			A				A	
OPERATING EXPENDITURES:								
D&O INSURANCE	\$0.00	\$275.00	275.00		\$0.00	\$1,100.00	1,100.00	\$3,300.00
LEGAL SERVICES	\$0.00	\$2,083.33	2,083.33		\$0.00	\$6,666.67	6,666.67	\$25,000.00
LEGAL NOTICES	\$0.00	\$66.67	66.67		\$0.00	\$266.67	266.67	\$800.00
AUDIT	\$0.00	\$1,489.58	1,489.58		\$3,240.00	\$4,885.42	1,645.42	\$17,875.00
DOWNTOWN ADMINISTRATION	\$29,333.34	\$29,333.33	(0.01)		\$108,166.69	\$108,166.67	(0.02)	\$352,000.00
MISC	\$0.00	\$41.67	41.67		\$5.22	\$166.67	161.45	\$500.00
LIABILITY INSURANCE	\$0.00	\$469.17	469.17		\$3,781.05	\$1,407.50	(2,373.55)	\$5,630.00
SALARIES & WAGES	\$46,956.71	\$53,475.17	6,518.46		\$137,405.72	\$160,425.50	23,019.78	\$641,702.00
PAYROLL TAXES	\$8,395.85	\$9,561.33	1,165.48		\$24,647.05	\$28,684.00	4,036.95	\$114,736.00
OPERATED EXPENDITURES CONTINUED:			A				A	
WORKERS COMPENSATION	\$2,610.83	\$2,669.42	58.59		\$6,755.50	\$8,008.25	1,252.75	\$32,033.00
HOSPITALIZATION & BENEFITS	\$9,993.64	\$10,314.83	321.19		\$29,988.55	\$30,944.50	955.95	\$123,778.00
EMPLOYEE RELATIONS/TRAINING	\$69.80	\$125.00	55.20		\$69.80	\$375.00	305.20	\$1,500.00
PERSONNEL SELECTION	\$28.80	\$208.33	179.53		\$104.15	\$625.00	520.85	\$2,500.00
EQUIPMENT PURCHASE/LEASE	\$736.16	\$730.00	(6.16)		\$1,736.09	\$2,190.00	453.91	\$8,760.00
LIABILITY CLAIMS	\$222.06	\$222.08	0.02		\$666.18	\$666.25	0.07	\$2,665.00
AUTO & TRUCK EXPENSE	-\$966.19	\$943.75	1,909.94		\$2,140.01	\$2,831.25	691.24	\$11,325.00
REPAIRS & MAINTENANCE	\$3,771.73	\$4,715.83	944.10		\$11,886.01	\$14,147.50	2,261.49	\$56,590.00
UTILITIES	\$4,211.03	\$10,622.42	6,411.39		\$27,978.91	\$31,867.25	3,888.34	\$127,469.00

2019 DDA COMBINED BUDGET FOR 2 MILL, TIF, AND TPM								
2 MILL AND TIF - APRIL 30, 2019								
TPM - MARCH 31, 2019								
TOTAL DDA								
	MONTH TO	MONTHLY	MONTHLY		YTD	YEAR TO	YTD	
	DATE ACTUAL	BUDGET	VARIANCE		ACTUAL	DATE BUDGET	VARIANCE	2019 BUDGET
TELEPHONE	\$732.80	\$1,397.50	664.70		\$3,691.48	\$4,192.50	501.02	\$16,770.00
WEBSITE	\$0.00	\$170.83	170.83		\$75.80	\$512.50	436.70	\$2,050.00
SIGNAGE	\$444.67	\$416.67	(28.00)		\$642.26	\$1,250.00	607.74	\$5,000.00
MATERIALS & OFFICE SUPPLIES	\$1,697.59	\$1,513.92	(183.67)		\$3,460.97	\$4,541.75	1,080.78	\$18,167.00
CUSTOMER SERVICE PROGRAM	\$0.00	\$58.33	58.33		\$0.00	\$175.00	175.00	\$700.00
POSTAGE	\$679.00	\$695.83	16.83		\$1,958.00	\$2,087.50	129.50	\$8,350.00
FORMS & PRINTING	\$0.00	\$1,500.00	1,500.00		\$4,402.33	\$4,500.00	97.67	\$18,000.00
OUTSIDE CONTRACT SERVICES	\$51,624.19	\$21,444.58	(30,179.61)		\$108,867.10	\$64,333.75	(44,533.35)	\$257,335.00
OFFICE LEASE	\$2,361.06	\$2,359.42	(1.64)		\$7,083.18	\$7,078.25	(4.93)	\$28,313.00
ABM MGMT FEE	\$14,987.29	\$14,987.25	(0.04)		\$44,961.87	\$44,961.75	(0.12)	\$179,847.00
INITIATIVES/PROGRAMS:								
FUND BALANCE TO DEGA	\$0.00	\$12,500.00	12,500.00		\$150,000.00	\$50,000.00	(100,000.00)	\$150,000.00
CAPITAL IMPROVEMENTS	\$0.00	\$0.00	0.00		\$80.00	\$0.00	(80.00)	\$0.00
DEBT SERVICE/OTHER OBLIGATIONS:								
ZOETIS TAX APPEAL	\$0.00	\$0.00	0.00		\$0.00	\$0.00	0.00	\$0.00
REBATED TAXES	\$0.00	\$833.33	833.33		\$0.00	\$3,333.33	3,333.33	\$10,000.00
DEBT SERVICE/OTHER OBLIGATIONS CONTINUED:								
CITY OF KALAMAZOO LOAN	\$0.00	\$0.00	0.00	A	\$0.00	\$0.00	0.00	\$0.00
RAMP #3 DEBT SERVICE	\$0.00	\$57,383.67	57,383.67		\$0.00	\$172,151.00	172,151.00	\$688,604.00
5 YEAR TPM DEBT SERVICE	\$0.00	\$15,658.33	15,658.33		\$0.00	\$46,975.00	46,975.00	\$187,900.00
TOTAL EXPENDITURES								
	\$177,890.36	\$258,266.58	80,376.22	A	\$683,793.92	\$809,516.43	125,722.51	\$3,099,199.00
TOTAL REVENUES OVER/UNDER TOTAL EXPENDITURES								
	117,257.83	(33,139.17)	150,397.00	B	(6,498.23)	(111,492.94)	104,994.71	(397,670.00)
	C	C	B		C	C	B	



DOWNTOWN REPORT

An overview of Downtown Kalamazoo

May 2019

Planning and Re-Organization

- **DDA Development & TIF Plan Dissolution** - DDA TIF and Development Plan will be dissolved May 20 by the City Commission, as recommended by DDA board.
- **Project Support & Incentives Policy** - Work continues in partnership with the City on the Downtown Economic Growth Authority Project Support and Incentives Policy.
- **Safety Committee** – Initiating discussion about the role of the Safety Committee and possibilities to broaden feedback and input on public safety issues Downtown.

IMPACT AREA | People

PROJECTS + INITIATIVES + EVENTS

- **Community Engagement** – The team is working to increase community engagement and feedback through surveys and website forms.

COALITION FOR PEOPLE

In April, the Coalition discussed inclusivity in programming for the summer event series and collected feedback on the types of services a downtown ambassador program should include. In June, the Coalition will discuss inclusivity in leadership and community engagement processes.

IMPACT AREA | Place

PROJECTS + INITIATIVES + EVENTS

- **Spring Spruce UP DOWNtown** – The team is gearing up for May 23! Currently, more than 100 volunteers are signed up from organizations and companies across and outside of Downtown. Volunteers will be assigned projects throughout the Downtown area, including planting, trash pick-up, painting, etc.
- **Parking Study** – Recommendations will be presented to the boards this summer. The Partnership is working with a PR firm to develop a communications plan.

COALITION FOR PLACE

In April, the Coalition brainstormed possible pilot/pop-up bike lane locations, potential areas for alleyway activation and continued discussion about Portland Loo locations with input from DKRRA. In June, the Coalition will focus on outcomes from the following working groups: Streetscape Plan, Arcadia Creek Festival Place Plan, and Alleyway Activation.

IMPACT AREA | Experience

PROJECTS + INITIATIVES + EVENTS

- **Communications** – The team has ramped up social media efforts and is working to engage and promote Downtown businesses. Content buildout continues on the website.
- **Summer Event Series:**
 - **MARINARathon** – Team decided to cancel due to low interest/sign-up.

- **Beats on Bates** – Weekly summer music series on Bates Alley. Every Wednesday 5-8 p.m. June -August. Community sponsors include the Black Arts & Cultural Center, OutFront Kalamazoo, the Arts Council of Greater Kalamazoo, the Gilmore Keyboard Festival.
- **Workout Wednesdays** – Free weekly summer workout event at Arcadia Creek Festival Place. Engaging with 12 local businesses and organizations to provide a class every Wednesday June-August from 5:30 – 6:30 p.m.
- **Autos & Eats on the Alley** – Free car show on the Alley on June 15 5-8 p.m. Presented by Fresh Coast Auto Detail.
- **Zoo Moto Vintage Motorcycle Show Series** – Vintage Motorcycle show taking place the 3rd Sunday of each month June-September 10 a.m. – 2 p.m.
- **Vintage in the Zoo – Bates Alley** – Key vendors that complement Bates Alley businesses will set up on the Alley on Art Hop nights June-October.

COALITION FOR EXPERIENCE

In April, the Coalition discussed the summer event series and provided feedback on success metrics developed for each event. The June meeting will focus on planning for the Fall Harvest event, Silent Disco, and Holiday event series. The Public Art Strategy working group meets this month to start identifying goals and strategies.

IMPACT AREA | Growth

PROJECTS + INITIATIVES + EVENTS

- **Redevelopment Liquor Licenses** - The team is working to finalize changes to the redevelopment liquor license process with the City and make policy changes to include areas within the Downtown Economic Growth Authority boundary. Process and materials will go up on the website this summer.
- **Business Development Workshops** – The team is partnering with SCORE to bring four workshops Downtown, including topics on QuickBooks, developing a strong business model for a new business or expansion, and developing a marketing strategy. Discussions continue with SBDC to identify ways to partner in the future.
- **Downtown Dollars Program** – The team surveyed Downtown businesses to determine how to improve the existing Downtown Dollars Program. More than 30 businesses participated. Based on feedback, the team is exploring how to make the program more consumer-friendly without increased cost to the businesses.

COALITION FOR GROWTH

In April, the Coalition participated in a strategic planning session to identify top priorities for Downtown Kalamazoo within the realm of Growth. Major themes discussed included leveraging anchor institutions for Downtown growth, developing a robust business attraction and retention strategy, business incentives, and promotion of entrepreneurship. In June, the Coalition will continue to build on the work done and identify next steps forward. The team convened the Data & Technology working group to review online data management mapping tools.

Downtown Development Projects

Stay updated on downtown construction projects by visiting: <https://downtownkalamazoo.org/construction>

Digital Marketing and Communications

PRESS RELEASES

[Kalamazoo Downtown Partnership welcomes new board members as part of growing leadership network](#)

[Spring Spruce UP DOWNtown scheduled for May 23](#)

[2019 2nd Annual MARINARathon, outdoor pasta dinner downtown Kalamazoo](#)

IN THE NEWS

[Kalamazoo City Commission votes to buy public restroom for \\$107K](#)

[Kalamazoo chef, instructor wins Food Network baking championship](#)

[Artists create blown-glass sculptures inspired by local kids battling cancer](#)

[Late-night food truck rally series starts tonight in Kalamazoo](#)

[Community cheers on Kalamazoo Marathon runners on race day](#)

[Breakfast restaurant reopens, with new name, in downtown Kalamazoo hotel](#)

[Color Run, billed as happiest 5K on the planet, returns to Kalamazoo on 2019 'Love Tour'](#)

[Sir Mix-A-Lot, Conor Oberst top Bell's summer concert lineup](#)

[Kalamazoo Mayor appointed by governor to serve on MEDC Executive Committee](#)

[Bell's Brewery tour has been named as one of best in the U.S.](#)

[Downtown church, Nazareth motherhouse could be demolished after proposed historic districts rejected](#)

[Kalamazoo downtown construction projects are focus of public meeting](#)

[Downtown Kalamazoo will get \\$60 million cancer center](#)