KALAMAZOO DOWNTOWN
ECONOMIC GROWTH
AUTHORITY

Board of Directors Regular Meeting Minutes

December 19th, 2022, 3:00 p.m. | Community Room, Kalamazoo City Hall

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

ABSENT:

STAFF: Rebekah Kik, Antonio Mitchell, Steve Vicenzi, Jaime Marsman

A. CALL TO ORDER

DIRECTOR FLETCHER CALLED THE MEETING TO ORDER AT 3:55 P.M

ROLL CALL

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

ABSENT:

EXCUSED:

THE DECEMBER 19, 2022, ATTENDANCE INCLUDING EXCUSED AND UNEXCUSED ABSENCES ARE RECORDED.

B. ADOPTION OF FORMAL AGENDA

MAYOR ANDERSON MOVED TO ADOPT THE DECEMBER 19, 2022 AGENDA. DIRECTOR HOLLANDER SECONDED. NO OBJECTIONS. MOTION CARRIED.

C. APPROVAL OF MINUTES

Director Hinman noted that the abbreviation used in the October 17, 2022 minutes for the Downtown Retail and Restaurant Association should be corrected to “DKRRA.”

DIRECTOR BROWN MOVED TO APPROVE THE OCTOBER 17, 2022 MINUTES WITH THE CORRECTION AS NOTED. MAYOR ANDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.

D. REPORTS AND PRESENTATIONS

1. Financial Report

Mr. Vicenzi shared a November Financial Report. It was noted that the recognition and receipt of taxes occur in separate years. Mr. Vicenzi stated that there will likely be changes before the end of the year as the end-of-year invoices come in.

There was a discussion whether legal invoices are being turned in in a timely manner.

Mr. Vicenzi explained the variance in reports. There is a deficit from a budget perspective but not a cash perspective. This discrepancy will not occur next year.

Mr. Vicenzi stated that he also would like to present a Balance Sheet with these reports to further assist in telling the full story of the funding. The Board thanked Mr. Vicenzi for his work with the accounts.

MAYOR ANDERSON MOVED TO ACCEPT THE FINANCIAL REPORT AS PRESENTED. DIRECTOR LINDEMANN SECONDED. NO OBJECTIONS. MOTION CARRIED.

E. DISCUSSION/ACTION ITEMS

1. Approval of Professional Services Agreement For Auditing Services with Maner Costerisan

It was acknowledged that is is one-year agreement and no resolution is required. Mr. Vicenzi stated that the DEGA audit is a bit more complicated than the DDA due to tax capture issues.

DIRECTOR BRENEMAN MOVED TO APPROVE THE PROFESSIONAL SERVICES AGREEMENT FOR AUDITING SERVICES WITH MANER COSTERISAN. DIRECTOR HOLLANDER SECONDED. NO OBJECTIONS. MOTION CARRIED.

2. Approval of 2023 DDA Board Meeting Calendar

DIRECTOR BRENEMAN MOVED TO APPROVE THE 2023 DDA BOARD MEETING CALENDAR AS PRESENTED. DIRECTOR BROWN SECONDED. NO OBJECTIONS. MOTION CARRIED.

3. Approve Budget Recommendation to the City Commission

Mr. Vicenzi requested that the total amount for approval would be updated to $797,200.

DIRECTOR HOLLANDER MOTIONED TO APPROVE THE BUDGET RECOMMENDATION TO THE CITY COMMISSION, WITH THE UPDATED AMOUNT AS NOTED. DIRECTOR BRENEMAN SECONDED. NO OBJECTIONS. MOTION CARRIED

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F. PUBLIC COMMENTS

None.

G. DIRECTOR'S COMMENTS

1. Mayor Anderson questioned what the Retreat follow-up plan was. It was shared that the hope is to come in January with some recommendations as to how to organize the work and structure. It was noted that the Board also needs to vote to formally adopt the priorities recommended by Yard & Co. Director Lindemann noted that time in these meetings will also be given to further discuss retreat items.
2. Director Brown thanked City Staff for their work.
3. Director Hollander spoke regarding Director Brown's concern regarding the bidding of contracts and stated that he would like to see further discussion regarding this. Director Breneman noted that this can be part of the committee structure discussion that will happen in January.
4. Mr. Mitchell stated that Hays Market received the Match on Main grant for $25,000. He thanked the Board for their support of this grant.

H. ADJOURNMENT

1. DIRECTOR FLETCHER ADJOURNED THE MEETING AT 4:15 P.M.