

Board of Directors Regular Meeting Minutes

December 18, 2023, 3:00 p.m. | Community Planning & Economic Development, 245 N Rose Street

PRESENT: Curt Aardema, Jeff Breneman, Kwame Gyimah, Grant Fletcher, Stephanie Hinman, Matt Hollander, Susan Lindemann, Clarence Lloyd

ABSENT: Mayor David Anderson

STAFF: Paul Thuringer, Jaime Marsman, Steve Vicenzi

A. CALL TO ORDER

DIRECTOR LINDEMANN CALLED THE MEETING TO ORDER AT 4:36 P.M

ROLL CALL

PRESENT: Curt Aardema
Jeff Breneman
Kwame Gyimah
Grant Fletcher
Stephanie Hinman
Matt Hollander
Susan Lindemann
Clarence Lloyd

ABSENT: Mayor David Anderson

EXCUSED: Mayor David Anderson

THE DECEMBER 18, 2023, ATTENDANCE INCLUDING EXCUSED AND UNEXCUSED ABSENCES ARE RECORDED.

B. ADOPTION OF FORMAL AGENDA

Committee reports were moved to the DEGA Agenda. It was also noted that the location of the meeting was listed incorrectly on the agenda.

**DIRECTOR FLETCHER MOVED TO ADOPT THE DECEMBER 18, 2023 AGENDA AS AMENDED.
DIRECTOR LLOYD SECONDED. NO OBJECTIONS. MOTION CARRIED.**

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C. APPROVAL OF MINUTES

DIRECTOR FLETCHER MOVED TO APPROVE THE NOVEMBER 20, 2023 MINUTES. DIRECTOR AARDEMA SECONDED. NO OBJECTIONS. MOTION CARRIED.

D. REPORTS AND PRESENTATIONS

1. Financial Report

Mr. Vicenzi shared highlights from the Financial Report.

Director Aardema asked about the engineering services and questioned if repairs would also be forthcoming. Mr. Vicenzi stated that he would follow up with Public Services regarding this. Director Lindemann stated that any assessment work done by the Authority should be kept in the Authority's records. Mr. Thuringer affirmed that he would look into this. There was a discussion regarding the files from the Kalamazoo Downtown Partnership. Mr. Thuringer stated that City Staff is investigating funding for this and will have more to report in the next month.

DIRECTOR FLETCHER MOVED TO ACCEPT THE FINANCIAL REPORT AS PRESENTED. DIRECTOR BRENNEMAN SECONDED.

Director Hollander suggested another column for over/under variance. Mr. Vicenzi agreed that this could be added.

NO OBJECTIONS. MOTION CARRIED.

2. Events & Marketing Committee Report

Moved to the DEGA Agenda.

3. Recruitment and Retention Committee Report

Moved to the DEGA Agenda

4. Notice from the City of Kalamazoo Brownfield Redevelopment Authority

Director Lindemann stated that this was a notice from the City of Kalamazoo Brownfield Redevelopment Authority.

Director Aardema noted that the wording of the notice is a bit misleading with the use of the word "vacant".

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E. DISCUSSION/ACTION ITEMS

1. Service Agreement Between DDA/DEGA and the City of Kalamazoo

It was noted that robust discussion occurred at the DEGA Meeting held directly before the DDA Meeting.

DIRECTOR BRENEMAN MOVED TO APPROVE THE SERVICE AGREEMENT BETWEEN THE DDA/DEGA AND THE CITY CONSISTENT WITH THE LANGUAGE CHANGES AS APPROVED BY THE DEGA BOARD. DIRECTOR LLOYD SECONDED. NO OBJECTIONS. MOTION CARRIED.

2. 2024 DDA Budget

Mr. Vicenzi walked the board through the budget as presented.

Mall Maintenance was discussed. Mr. Vicenzi noted that the number is an estimate. The DDA pays the DEGA to assist with this. Director Lindemann noted that this underscores the need to go through all contractual obligations and re-align them.

The budget is approved with the understanding that it will be amended in the future.

It was agreed that it may be helpful for public services to come to the DDA Board for a future meeting to explain bridge assessments.

DIRECTOR BRENEMAN MOVED TO APPROVE THE 2024 BUDGET. DIRECTOR FLETCHER SECONDED. NO OBJECTIONS. MOTION CARRIED.

3. 2024 DDA/DEGA Board Meeting Calendar

Director Lindemann suggested to the Board that the meeting cadence for the DDA be changed. She noted that the DDA needs to exist because of its historic contractual and debt obligations. The DEGA was formed to move the work to the body where the TIF can grow. She suggested that two meetings be scheduled yearly with additional meetings as needed. It was suggested that the two meetings be scheduled as follows: March 18, 2024 and November 18, 2024.

Director Aardema questioned whether there was a minimum number of meetings required. It was confirmed that there is no minimum requirement. Director Fletcher affirmed the decision to schedule two meetings.

DIRECTOR HOLLANDER MOVED TO REDUCE THE 2024 DDA CALENDAR TO MARCH 18, 2024 AND NOVEMBER 18, 2024. DIRECTOR BRENEMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.

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F. PUBLIC COMMENTS

1. None.

G. DIRECTOR'S COMMENTS

1. Director Gyimah stated that he is excited about this work.
2. Director Hollander welcomed Director Gyimah to the Board.
3. Director Breneman affirmed the great progress of the work of the Board in 2023.
4. Director Aardema stated that he enjoyed the Moonlight Madness downtown last Friday. He noted that there was a great turnout.
5. Director Fletcher thanked the Board and affirmed the good mix of skills to accomplish the work. He noted that his term will be up in March 2024 and spoke of the need to recruit.
6. Director Lindemann thanked the Board for their participation and work. She affirmed the forward motion.

H. ADJOURNMENT

DIRECTOR LINDEMANN ADJOURNED THE MEETING AT 5:01 P.M.