

Agenda

Downtown Development Authority

Board of Directors

City of Kalamazoo



Monday, May 20, 2024

3:00 PM

The Community Room at City Hall - 241 W. South Street

A. CALL TO ORDER/ROLL CALL

1. The purpose of this Downtown Development Authority is to halt property value deterioration and promote economic growth within its business district, to increase property value.

The purpose of this Downtown Economic Growth Authority is to correct and prevent deterioration in residential, commercial, and industrial areas, to authorize the acquisition and disposal of interests in real and personal property; to authorize the creation and implementation of development plans and development areas.

The Kalamazoo DDA and DEGA, acting in concert, have set forth the strategic objective of focusing its resources on improving “The First 16 Feet”, a three-dimensional volume of space including buildings ground floor façade, the frontage that exists between the façade and the common space, and the common space that provides access to and through the district.

B. ADOPTION OF FORMAL AGENDA

C. APPROVAL OF MINUTES

1. Approval of the minutes from the meeting of the Downtown Development Authority Board on April 15, 2024. (**Action: Motion to approve**)

D. REPORTS AND PRESENTATIONS

1. Financial Report - City of Kalamazoo, CFO, Steve Vicenzi (**Motion: Accept Financial Report**)

E. DISCUSSION/ACTION ITEMS

F. PUBLIC COMMENTS

G. DIRECTOR COMMENTS**H. CLOSED SESSION**

The closed session can be based on MCL 15.268(h): To consider material exempt from discussion or disclosure by state or federal statute (a written privileged legal opinion).

I. ADJOURNMENT

Board of Directors Regular Meeting Minutes

April 15, 2024, 3:00 p.m. | Community Planning & Economic Development, 245 N Rose Street

PRESENT: Mayor David Anderson, Curt Aardema, Kwame Gyimah, Stephanie Hinman, Susan Lindemann, Clarence Lloyd, Jessica Thompson

ABSENT: Matt Hollander, Jeff Breneman

STAFF: Paul Thuringer, Steve Vicenzi, Melissa Combs, Jaime Marsman

OTHER: Attorney John Weiss

A. CALL TO ORDER

DIRECTOR LINDEMANN CALLED THE MEETING TO ORDER AT 4:15 P.M

SWEARING IN OF NEW MEMBERS

This was accomplished by Shelby Moss, Assistant City Clerk, at the beginning of the Downtown Economic Growth Authority (DEGA) Board meeting before Roll Call.

PRESENT: Mayor David Anderson
Curt Aardema
Kwame Gyimah
Stephanie Hinman
Susan Lindemann
Clarence Lloyd
Jessica Thompson

ABSENT: Jeff Breneman
Matt Hollander

EXCUSED: Jeff Breneman
Matt Hollander

THE APRIL 15, 2024, ATTENDANCE INCLUDING EXCUSED AND UNEXCUSED ABSENCES ARE RECORDED.

B. ADOPTION OF FORMAL AGENDA

MAYOR ANDERSON MOVED TO ADOPT THE APRIL 15, 2024 AGENDA AS AMENDED. DIRECTOR AARDEMA SECONDED. NO OBJECTIONS. MOTION CARRIED.

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C. APPROVAL OF MINUTES

DIRECTOR AARDEMA MOVED TO APPROVE THE MARCH 18, 2024 MINUTES. MAYOR ANDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.

D. REPORTS AND PRESENTATIONS

1. Financial Report

Mr. Vicenzi shared the Financial Report and noted that the DDA reports were shared at the DEGA meeting inadvertently. He shared highlights from the DEGA. Mayor Anderson thanked him for the clarification.

Debt service was discussed. Mr. Vicenzi noted that the debt service is not currently listed in the budget as the agreement is still in the approval process. The City Commission will be considering the debt related to the Arcadia Festival Site at this evening's City Commission meeting.

Mayor Anderson asked for clarification regarding the high costs of the audits for both boards. Mr. Vicenzi noted that there will be a DDA reduction due to the removal of the parking system. DEGA will remain as it is.

Director Lloyd requested that additional information be provided in the reports for clarity and understanding. Mr. Vicenzi stated that he has offered to provide additional details and that a more detailed budget is available. The balance between information and understanding were discussed. Director Lindemann stated that the Finance Committee would discuss how to create a financial report that is both easy to digest and not onerous for the financial team at their next meeting.

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

E. DISCUSSION/EDUCATION ITEMS

1. Approval of Budget Amendment for Downtown Development Authority for FY2023

Mr. Vicenzi stated that they would like a budget amendment to cover debt services payments for 2023 that need to be recognized. He shared that this had not been brought forward earlier in the hopes that this issue would be resolved, but now needs to be acknowledged and recorded. He noted that this only recognizes the expense and liability.

MAYOR ANDERSON MOTIONED TO APPROVE THE BUDGET AMENDMENT FOR DOWNTOWN DEVELOPMENT AUTHORITY FOR FY2023. DIRECTOR LLOYD SECONDED. NO OBJECTIONS. MOTION CARRIED.

2. Authorize the Finance Committee and DDA Staff to expend funds up to \$5,000 for contractual services and goods that have been anticipated and included in the DDA's approved budget.

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Director Lindemann noted that this is similar to the item on the DEGA Board meeting.

DIRECTOR AARDEMA MOTIONED TO AUTHORIZE THE FINANCE COMMITTEE AND DDA STAFF TO EXPEND FUNDS UP TO \$5,000 FOR CONTRACTURAL SERVICES AND GOODS THAT HAVE BEEN ANTICIPATED AND INCLUDED IN THE DDA'S APPROVED BUDGET. DIRECTOR LLOYD SECONDED. NO OBJECTIONS. MOTION CARRIED.

3. RECOMMENDATION OF DDA BOARD MEMBER REAPPOINTMENT TO MAYOR/CITY COMMISSION OF MATT HOLLANDER

DIRECTOR LLOYD MOTIONED TO RECOMMEND THE DDA BOARD APPOINTMENT OF MATT HOLLANDER TO THE MAYOR/CITY COMMISSION. DIRECTOR THOMPSON SECONDED. ROLL CALL VOTE.

There was discussion regarding term limits of the Board members.

F. PUBLIC COMMENTS

1. Mr. Thuringer noted that it was Ms. Marsman's last meeting as Administrative Assistant for the DDA/DEGA Board.

G. DIRECTOR COMMENTS

1. Director Aardema welcomed Noah Kleiner, a student from K College.
2. Director Thompson was welcomed by the Board members.

H. ADJOURNMENT

1. **DIRECTOR LINDEMANN ADJOURNED THE MEETING AT 4:39 P.M.**

Downtown Development Authority
Statement of Activity
3/31/2024

Total Available Cash \$ 654,920

	<u>2024 Adopted Budget</u>	<u>March</u>	<u>2024 YTD Totals</u>
Revenues:			
Taxes	274,000		-
Delinquent Property Taxes			-
Payment In Lieu Of Taxes (Pilot)	2,000	188	188
Interest			-
Other Revenues - Mall Maintenance	59,210		59,210
Total Revenues	335,210	188	59,398
Expenses:			
Professional And Contractual Services	103,000		1,667
Legal Services And Fees	30,000		-
Audit Fees	14,600		-
Utilities	17,000	614	1,760
Administrative Fees	125,000	31,250	31,250
Contribution to DEGA	40,000		-
MetroCenter Debt Service	-		-
Tax Appeal Refunds	5,000		-
Total Expenses	334,600	31,864	34,677
Revenues Less Expenses	610	(31,676)	24,722