

Agenda

Downtown Economic Growth Authority

Board of Directors



City of Kalamazoo

Monday, June 17, 2024

3:00 PM

CPED Conference Room, 245 N. Rose St., Suite 100, Kalamazoo, MI 49007

A. CALL TO ORDER/ROLL CALL

1. Welcome Meghan Behymer - Downtown Coordinator

B. PURPOSE STATEMENT

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.

C. ADOPTION OF FORMAL AGENDA

D. APPROVAL OF MINUTES

1. Approval of the minutes from the meeting of the Downtown Economic Growth Authority Board on May 20, 2024. (**Action: Motion to approve**)

E. REPORTS AND PRESENTATIONS

1. Financial Report - Steve Vicenzi, City of Kalamazoo, CFO (**ACTION: Motion to Accept Financial Report**)
2. Downtown Ambassadors Presentation - Adam Charette
3. Committee Reports

Events & Marketing Committee
Project & Finance Committee
Recruitment & Retention Committee
Executive Committee

F. DISCUSSION/ACTION ITEMS

1. Request for support letter to EGLE for grant application (**ACTION: Authorize Chair to sign letter of support**)

G. PUBLIC COMMENTS

H. DIRECTOR COMMENTS

I. ADJOURNMENT

**MINUTES
DOWNTOWN ECONOMIC
GROWTH AUTHORITY
MAY 20, 2024 @ 3:00PM
COMMUNITY ROOM CITY HALL
DRAFT, NOT YET APPROVED**

CALL TO ORDER

Director Lindemann called the meeting to order at 3:00 p.m.

ROLL CALL OF BOARD MEMBERS

Members Present: Mayor David Anderson, Jeff Breneman, Kwame Gyimah, Stephanie Hinman, Matt Hollander, Susan Lindemann, Clarence Lloyd, Jessica Thompson, Steve Glista-Attorney

Members Absent: Curt Aardema - Excused

City Staff: Paul Thuringer, Steve Vicenzi, Karleen Steppenwolf

The May 20, 2024, attendance including excused and unexcused absences are recorded.

APPROVAL OF AGENDA

Mayor Anderson moved to adopt the May 20, 2024; agenda as presented. Director Hollander seconded. No objections. Motion carried.

APPROVAL OF PREVIOUS MINUTES

Mayor Anderson moved to approve the April 15, 2024, minutes. Director Hinman seconded. No objections. Motion carried.

REPORTS AND PRESENTATIONS

- 1. Financial Report** – Steve Vicenzi spoke regarding the financial report.

Director Breneman moved to accept the financial report as presented. Director Hinman seconded. No objections. Motion carried.

- 2. Committee Report**

Events and Marketing gave a brief report on what was approved last month. Director Lloyd would like some clarification on the Holiday Lighting for the Holiday Festival and to develop an RFP for the overall marketing of Downtown.

Discussion of developing a webpage that would be a sell sheet for downtown that will start conversations with developers and potential businesses and help answer some key questions. Hoping sometime in June we will have the answers and will be reported to this board.

Mr. Thuringer stated he included in the packet an ambassador's report.

There was some discussion regarding how the Ambassadors are answering the phone, what is their job, etc. Mr. Thuringer stated that they are still working on the details of this program.

Director Lindemann announced the new Downtown Coordinator is Meghan Beyhmer. Ms. Beyhmer will start with the City on June 10, 2024.

Mayor Anderson had some questions regarding the Ambassador Program. Mayor Anderson would like more detailed information on the numbers and what does outreach mean?

Mr. Thuringer asked if the board would like him to bring Adam Charette to the June meeting? Mayor Anderson stated yes. Director Lloyd would like some definitions on what each item means on the report. Attorney Steve Glista was interested in what training was done to show how to enter the data.

There was some discussion on how the Ambassador Program is working. Is the program going the way it was planned to operate or do they need some guidance? What they are doing vs what they should be doing. And who do we share this information with?

Director Hinman stated that the Arcadia creek area takes up most of the Ambassadors time, due to the unhoused population.

The board agrees that the Ambassadors Program is necessary but want to make sure we are supporting them in the training they need to do the job.

DISCUSSION/EDUCATION ITEMS

Downtown Economic Growth Authority Committee Formation and Governance Policy draft

There was discussion of DEGA Committee Formation and Governance Policy. Items 1 through 10 passed with #8 adding an exception. Policy #8 shall now read 'Every full board member shall serve on a least one committee, except for the Mayor.

Director Hollander moved to amend the Committee Formation and Governance Policy as requested above. Director Lloyd seconded. No objections. Motion carried.

PUBLIC COMMENTS

DIRECTOR COMMENTS

Director Breneman pointed out that in last month's minutes he was present for the meeting but was marked as absent and under Staff: Melissa's name is spelled incorrectly.

Mayor Anderson is concerned that all the committees are not well connected and there is so much information out there, some information is free some is not. Mayor Anderson would like a discussion on how they can communicate better together.

ADJOURNMENT

Director Lindemann adjourned the meeting at 3:54pm.

Downtown Economic Growth Authority
Statement of Activity
4/30/2024

Total Available Cash 650,825

	2024 Adopted Budget	April	2024 YTD Actuals
Revenues			
Taxes	615,000	626,200	626,200
Other Revenue	-		-
Contributions and Sponsorships	102,000		-
Transfers In	40,000		-
Charges For Services	5,000	2,485	4,485
Interest And Rentals	-		-
Total Revenues	762,000	628,685	630,685
Expenses			
Professional And Contractual Services	353,600	28,546	89,214
Legal Services And Fees	30,000		-
Insurance Services			-
Operating Supplies			1,660
Garbage Disposal		410	1,219
Repairs			-
Utilities			-
Community Promotion	103,000		-
Audit Fees	13,400		-
Tax Appeal Refunds	5,000		-
Administrative Fees	125,000		31,250
Restricted For Debt Service	-		-
Total Expenses	630,000	28,956	123,343
Revenues Less Expenses	132,000	599,729	507,342

Notes:

Long Term Debt:

2019 Operations Loan from City	300,000
2020 Operations Loan from City	700,000

Professional And Contractual Services:

	April	2024 YTD Totals
Recycling Services - BIG BELLY SOLAR LLC	3,575	14,300
Ambassador Services - BLOCK BY BLOCK	24,971	74,914
TOTAL	28,546	89,214

Downtown Development Authority of the City of Kalamazoo
Downtown Economic Growth Authority of the City of Kalamazoo
245 N Rose St Suite 100
Kalamazoo, MI 49007

June 17, 2024

Michigan Department of Environment, Great Lakes, and Energy (EGLE)
Kate Hutchens, EJ Project Coordinator
HutchensK1@Michigan.gov

Dear Kate Hutchens:

The Downtown Economic Growth Authority (DEGA) is writing to express our strong support for the City of Kalamazoo's application for the EGLE Environmental Justice Impact Grant. This grant will help fund the demolition and environmental abatement of the former public safety building at 116 W Cedar Street, Kalamazoo, MI 49007.

Vacant since 2008, the building at 116 W Cedar Street has contributed to blight in our downtown area. The substantial costs of demolition and environmental remediation have been major obstacles to redevelopment. The EGLE grant is crucial for offsetting these costs and enabling the project to move forward.

Redeveloping this site will eliminate a longstanding blight and pave the way for new development, bringing economic and social benefits to our community. It will enhance downtown Kalamazoo's appeal, attract businesses and residents, and serve as a catalyst for further investment.

We urge you to support the City of Kalamazoo's application and help us achieve our vision for a vibrant, thriving downtown.

Regards,

Susan Lindemann, Board Chair
Downtown Development Authority
Downtown Economic Growth Authority