

Agenda

Downtown Development Authority

Board of Directors

City of Kalamazoo



Monday, September 16, 2024

3:00 PM

Main Conference Room at Community Planning and Economic Development

A. CALL TO ORDER/ROLL CALL

1. 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.

B. ADOPTION OF FORMAL AGENDA

C. APPROVAL OF MINUTES

1. Approval of the minutes from the meeting of the Downtown Development Authority Board on August 19, 2024. (**Action: Motion to approve**)

D. REPORTS AND PRESENTATIONS

1. Financial Report - July 2024 (**Action: Motion to accept the July 2024 DEGA financial report**)
2. 2025 DEGA Draft Budget (**Action: Motion to approve the 2025 DEGA draft budget**)

E. DISCUSSION/ACTION ITEMS

F. PUBLIC COMMENTS

G. DIRECTOR COMMENTS

H. ADJOURNMENT

Board of Directors Regular Meeting Minutes

August 19, 2024, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

PRESENT: Mayor David Anderson, Curt Aardema, Kwame Gyimah, Stephanie Hinman, Susan Lindemann, Jessica Thompson, Matt Hollander, Jeff Breneman

ABSENT: Clarence Lloyd

STAFF: Meghan Behymer, Paul Thuringer, Erin Hahn, Steve Vicenzi, Jeff Chamberlain

OTHER: Steve Glista

A. CALL TO ORDER

DIRECTOR LINDEMANN CALLED THE MEETING TO ORDER AT 4:38 P.M.

PRESENT: Mayor David Anderson
Curt Aardema
Jeff Breneman
Kwame Gyimah
Stephanie Hinman
Susan Lindemann
Jessica Thompson
Jeff Breneman
Matt Hollander

ABSENT:

EXCUSED: Clarence Lloyd

THE AUGUST 19, 2024, ATTENDANCE INCLUDING EXCUSED AND UNEXCUSED ABSENCES ARE RECORDED.

B. ADOPTION OF FORMAL AGENDA

DIRECTOR BRENEMAN MOVED TO ADOPT THE AUGUST 19, 2024 AGENDA AS PRESENTED. DIRECTOR HOLLANDER SECONDED. NO OBJECTIONS. MOTION CARRIED.

C. APPROVAL OF MINUTES

DIRECTOR BRENEMAN MOVED TO APPROVE THE JUNE 17, 2024 MINUTES. DIRECTOR HINMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.

D. REPORTS AND PRESENTATIONS

Board of Directors Regular Meeting Minutes

August 19, 2024, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

1. Financial Report

Mr. Vicenzi shared the Financial Report for May 2024 and June 2024.

DIRECTOR BRENEMAN MOVED TO ACCEPT THE FINANCIAL REPORT AS PRESENTED. DIRECTOR HOLLANDER SECONDED. NO OBJECTIONS. MOTION CARRIED.

*Mayor Anderson left at 4:40 p.m. to attend the City Commission meeting at City Hall.

E. DISCUSSION/EDUCATION ITEMS

1. Discussion of Portland Loo Public Restroom Installation – Request for 2025 Maintenance Budget

The Board discussed the City's request to include maintenance of a new Portland Loo behind City Hall in the DDA's 2025 budget for an additional \$5,000, similar to the first Loo's arrangement.

Director Aardema expressed that the location of the new Portland Loo would not solve the issue of having public restrooms available near retail shops and restaurants. He expressed that the chosen location is surrounded by residential locations and City Hall, all of which have their own bathrooms.

Deputy City Manager Jeff Chamberlain spoke to the utility and budgetary issues that narrowed down the possibilities of the location for the Portland Loo to two locations – Lovell St. outside of the parking ramps, or behind City Hall. He was unsure of why the Lovell St. location had been eliminated in favor of the City Hall location.

Director Breneman suggested that the best location of the two would be the Lovell St. location, because of its proximity to both the parking ramp and the Mall, and because it is within the Ambassador's existing service area.

DCM Chamberlain stated that the existing Portland Loo near Arcadia Creek Festival Site is an ongoing challenge to maintain.

Director Aardema suggested having the Portland Loo be placed in a parking ramp to take advantage of the recent additions of increased lighting and cameras.

Director Hinman expressed concern regarding the concept of the Portland Loo at large, stating that it is an attractive location for illegal activity to occur and is taking up much of the Ambassador's time. She suggested utilizing an unused building with existing infrastructure.

Director Lindemann summarized that the Board is currently not willing to support the location of the Portland Loo but may be willing to support the idea of the Portland Loo if the location was within the Ambassador area.

F. PUBLIC COMMENTS

Board of Directors Regular Meeting Minutes

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1. No members of the public were present.

G. DIRECTOR COMMENTS

1. No comments were made.

H. ADJOURNMENT

1. DIRECTOR LINDEMANN ADJOURNED THE MEETING AT 5:22 P.M.

DRAFT

Downtown Development Authority
Statement of Activity
7/31/2024

Total Available Cash \$ 589,175

	<u>2024 Adopted Budget</u>	<u>July</u>	<u>2024 YTD Totals</u>
Revenues:			
Taxes	274,000	9,587	9,587
Delinquent Property Taxes		57	4,824
Payment In Lieu Of Taxes (Pilot)	2,000		2,035
Interest			-
Other Revenues - Mall Maintenance	59,210		59,210
Total Revenues	<u>335,210</u>	<u>9,645</u>	<u>75,656</u>
Expenses:			
Professional And Contractual Services	103,000		9,758
Land Improvements			13,659
Legal Services And Fees	30,000		8,987
Audit Fees	14,600	5,840	5,840
Utilities	17,000	606	4,043
Administrative Fees	125,000		62,500
Contribution to DEGA	40,000		-
MetroCenter Debt Service	-		-
Tax Appeal Refunds	5,000		-
Total Expenses	<u>334,600</u>	<u>6,446</u>	<u>104,786</u>
Revenues Less Expenses	<u>610</u>	<u>3,198</u>	<u>(29,130)</u>

Notes:

Long Term Debt Outstanding:

City Of Kalamazoo Note	459,000
City Of Kalamazoo Note - Related Tax Liability	460,000
Mavcon Note - In Negotiation	TBD

Utilities:

	<u>July</u>	<u>2024 YTD Totals</u>
Electricity (Including Street Lights)	523	3,594
Water & Sewer	83	448
TOTAL	<u>606</u>	<u>4,042</u>

Professional And Contractual Services:

Holiday Banners Removal by Sign Depot	1,667
Abraxas DDA/DEGA File Processing	3,611
Emergency Landscaping Services - by Santiago	3,360
Landscape Supplies (Mulch)	1,120
TOTAL	- 9,758



Downtown Development Authority Staff Report

City of Kalamazoo

TO: The Downtown Development Authority Board of Directors

FROM: Antonio Mitchell, Director of Community Planning and Economic Development

DATE: September 16, 2024

SUBJECT: 2025 DEGA Draft Budget (**Action: Motion to approve the 2025 DEGA draft budget**)

SUMMARY:

BACKGROUND:

RECOMMENDATION:

Downtown Development Authority
2025 Draft Budget

Expenditures:	2024	2025
Maintenance:		
Utilities	17,000	17,500
Portland Loo Maintenance	5,000	5,000
Mall Maintenance	15,000	15,000
Wolverine PO	25,000	25,000
Mulders	5,000	5,000
Banners	2,000	2,000
Bridge Inspections	14,000	14,000
Bates Alley Maintenance	12,000	12,000
Available for Maintenance Projects or Dredging	25,000	25,000
Total	120,000	120,500
Administrative:		
Audit Fees	6,400	6,600
Legal Services	30,000	20,000
City Contract	125,000	125,000
Contribution to DEGA	40,000	-
Total	201,400	151,600
Debt Service:		
Outstanding Bond Payment (\$459,000)		
Outstanding TIF appeal loan to City (\$460,000)		
Total	-	-
Total Expenditures	321,400	272,100
Revenues:		
Local Tax Millage	274,000	274,000
PILOT	2,000	2,000
Mall Maintenance Agreement	59,210	59,210
Total Revenues:	335,210	335,210
Excess (Deficit)	13,810	63,110