

Agenda

Northside Cultural Business District Authority Board of Directors

City of Kalamazoo



Thursday, October 17, 2024

6:00 PM

Kalamazoo Metro Transit Board Room/Community Room - 530 N. Rose Street

A. CALL TO ORDER/ROLL CALL

B. ADOPTION OF AGENDA

(Action: Motion to approve the agenda)

C. APPROVAL OF MINUTES

1. Approval of the minutes from the Northside Cultural Business District Authority Board meeting on July 18, 2024 and October 10, 2024. (Action: Motion to approve)

D. PUBLIC COMMENTS

E. DIRECTOR COMMENTS

F. NEW BUSINESS

1. Brownfield Redevelopment Authority Presentation
2. Meeting Dates and Locations for the Remainder of 2024

G. UNFINISHED BUSINESS

H. COMMUNICATIONS AND ANNOUNCEMENTS

I. STAFF REPORTS AND UPDATES

1. Financial Report - August 2024

J. ADJOURNMENT

NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY BOARD

July 18, 2024

A meeting of the Northside Cultural Business District Authority (NCDBA) Board of Directors was held on Thursday, July 18, 2024 at 6:00 p.m. at 612 N Park St.

DIRECTORS PRESENT: Kiar Gamsho, Ricky Thrash, Marilyn Pulley, Tami Rey, Damian Henderson, Mattie Jordan-Woods, Mayor Anderson

DIRECTORS ABSENT: Chad Dodd, Matthew Norman

Also present from the City of Kalamazoo were:

- Kevin Ford, Shared Prosperity Coordinator
- Erin Hahn, Community Investment Administrative Assistant

The meeting was called to order at 6:00 p.m.

ROLL CALL

Roll call was taken at 6:01 p.m. and it was determined that quorum did exist.

* Tami Rey arrived at 6:06 p.m.

* Mayor Anderson arrived at 6:08 p.m.

APPROVAL OF THE AGENDA

Director Jordan-Woods moved to add an item to the New Business section of the agenda, in order to discuss the cancellation of the August and September NCBDA meetings in order to allow the committees time to work on projects prior to the October meeting.

Director Thrash seconded by Director Henderson motioned to approve the Agenda as amended. A voice vote was taken, and the agenda was approved.

APPROVAL OF NCBDA MINUTES

Director Jordan-Woods stated that the June minutes should state that there was a motion to approve the amended minutes, as there were several changes that needed to be made to the May minutes.

Director Henderson stated that his name was spelled incorrectly in the June minutes.

Director Jordan-Woods stated that the June minutes should be amended to say that the cultural pillars will be completed by September 2025.

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Director Jordan-Woods also recommended that future minutes include more commentary from board members throughout the minutes.

Director Henderson seconded by Director Thrash motioned to approve the amended minutes from June 20, 2024. A voice vote was taken, and the minutes were approved.

PUBLIC COMMENTS

There were no members of the public present.

BOARD COMMENTS

There were no comments at this time from the Board.

NEW BUSINESS

1. NCBDA Social District Policy

Director Jordan-Woods stated that the NCBDA Social District Policy was on a previous agenda, was discussed, but no decision was made, and that instead of reinventing the wheel, the Board should consider using the framework of the existing policy of the Downtown Kalamazoo Social District.

Director Pulley stated that she thinks the Board should feed into what the Downtown Kalamazoo Social District is doing to not reinvent the wheel, but that any businesses who would like to participate should provide their own funding for the program.

Director Jordan-Woods stated that this would change the Board's policy from the language that is in the existing Downtown Kalamazoo Social District policy, as it says that the District would currently pay for the program. She then asked Board members if they would like to set this project aside until they can get further clarification.

Director Rey asked if there is a timeline for when the Board needs to adopt the policy. Director Jordan-Woods said there is not a timeline, because the Board has not stated whether or not they will create their own.

Mayor Anderson stated that he does not believe there is a fee associated with the program, but that the costs involved would be signage of the boundaries, and the special cups that you can only get from establishments within the District. He further stated that it does not make sense for the entire Northside District to be included in the boundaries if there are only two establishments that would be a part of it. He then recommended starting with the boundaries around those two establishments, and then amending the policy whenever the Board chooses to.

Mr. Ford stated that there are costs associated with extending the Downtown Ambassador's contract to include clean-up of the expanded Social District Area, as well as for the cups.

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Mayor Anderson stated that if businesses want to participate in the program, they should be the ones responsible for cleaning up the surrounding areas.

Director Gamsho stated that once the new event center is built, there will most likely be new bars popping up around the area to capture the new traffic that could participate in the Social District Area, but that may be four or five years out.

Director Jordan-Woods stated that the Board does need to give a response to the three businesses that have asked for the policy to be put in place – Louie’s, Papa Joe’s Italian Sausage, and the Green Door Distillery.

Director Gamsho suggested that the policy state that the cups cost an extra dollar that will be donated back to the NCBDA to cover the cost of the clean-up.

Director Jordan-Woods asked if two Board members could research the Social District policy and come back to the next meeting with a recommendation.

Director Gamsho asked if there is another District outside of Kalamazoo that he could research. Mayor Anderson said it would be the same as the Downtown Kalamazoo Social District, but that there is one in Grand Rapids.

Director Gamsho and Mayor Anderson agreed to take on the task of researching the Social District policy and presenting a recommendation to the Board at the next meeting.

Kevin Ford stated that he would connect Director Gamsho and Mayor Anderson with Jared Chambers, who could provide them with information about the Downtown Kalamazoo Social Commons Area, and what a policy might look like for the NCBDA.

2. Policy Procedure for NCBDA Committee Members to Attend Conferences

Director Jordan-Woods stated that there is currently no policy in place for NCBDA Board members to attend conferences, and asked for feedback from the Board on whether there should be a policy in place, or if requests should be brought to the Board on a case by case basis.

Director Pulley stated that if someone is interested in attending a conference and it will help the interests of the Board, then they should be able to do so.

Director Rey stated that the Board should take requests on a case by case basis for now as the budget for attending conferences is not substantial, but if it grows, there should be a policy in place. Directors Henderson, Thrash, Gamsho, and Mayor Anderson verbally agreed with this statement.

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Director Pulley asked if Board members have to get permission to attend conferences in advance or if they should collect their receipts and bring them back to the Board for reimbursement.

Mayor Anderson asked who is managing the Board's money. Director Jordan-Woods stated that the City is currently managing the Board's money and there is no current policy on spending from the budget.

Director Pulley suggested that if Board members find out about a conference and choose to go, hopefully the Board would reimburse them if it is beneficial and pertains to topics that are relevant to the Board.

Kevin suggested that the Board decide what it would like to accomplish, then have a policy in place to approve requests based on this criteria. Director Jordan-Woods agreed that this is a good idea and that until the next meeting, it would be decided on a case by case basis. All Board members verbally agreed.

3. Meeting Schedule

Director Jordan-Woods suggested that the Board cancel their August and September meetings in order to make time for committees to meet and work on projects.

Director Pulley stated that this would be a good idea, and that the Board should reconvene in October once people's schedules have settled down. All other Board members verbally agreed.

UNFINISHED BUSINESS

1. Budget for Cultural Monuments

a. Compensation for Northside Historians

Director Jordan-Woods stated that the Board decided on the monument style at the last Board meeting, but that now they need to decide on a budget, and they may have to go to outside organizations, such as the Arts Council of Greater Kalamazoo, in order to acquire additional funds.

2. Ecumenical Senior Center Budget – July 27th Event

Director Jordan-Woods stated that the Board discussed helping support the Ecumenical Senior Center's yard sale event financially by donating the funds for a bounce house at the June meeting. She posed the question of whether or not the Board should use funding to support the event, or just attend and show support.

Director Thrash suggested the Board just attend the event and show their support, as the information is not listed on their website.

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Erin Hahn stated that she would reach out to the Ecumenical Senior Center to have them send her the flyer with the date and time of the event, which she will pass along to the Board.

Director Henderson asked if the Board could have t-shirts made using funding from the budget. Director Jordan-Woods said that there is money in the budget for marketing and promotions.

Director Henderson said he would connect with someone in the neighborhood to design t-shirts and will report on this item at the next meeting.

COMMUNICATION & ANNOUNCEMENTS

1. Board Comments

Director Pulley stated that on Friday at 4 p.m. the Galilean Church would be handing out food boxes for families, and that the head of the household had to be present to tell the volunteers how many people are in their family and their ages.

Director Gamsho asked if the City had an update on construction, as it was affecting customers' ability to get to Park Street Market. He said that having the surrounding streets blocked off was not only a logistical issue, but a safety issue.

Director Jordan-Woods stated that she is hoping that after speaking at the City Commission meeting, the administration will help the store through this difficult time, as the store provides food to not one, but two neighborhoods.

Director Henderson asked if Matthew Norman was still on the board, considering the number of absences he has had at Board meetings of late. Director Jordan-Woods stated that in the Board's bylaws, it says that you are allowed to miss a certain amount of meetings, and that she and Kevin will reach out to Matthew Norman and Chad Dodd.

2. Staff Reports and Updates

Mr. Ford stated that he will connect Director Gamsho and Mayor Anderson to Jared Chambers to discuss the Social District policy, and the two of them should report back in October about this matter.

Mr. Ford also stated that the board needs to hold a special meeting to approve the 2025 budget, which is due on October 15th, 2024. Director Jordan-Woods suggested that the meeting be held on October 10th at 6 pm. Mr. Ford stated that he would send a copy of the proposed budget draft to the Board to review before the special meeting.

ADJOURNMENT

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Director Gamsho seconded by Director Pulley motioned to adjourn the meeting. The meeting was adjourned at 7:00 p.m.

Submitted by: Erin Hahn, Community Investment Administrative Assistant

Approved on: _____

DRAFT

NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY BOARD

October 10, 2024

A special meeting of the Northside Cultural Business District Authority (NCDBA) Board of Directors was held on Thursday, October 10, 2024 at 6:15 p.m. at 241 W South St.

DIRECTORS PRESENT: Kiar Gamsho, Ricky Thrash, Marilyn Pulley, Tami Rey, Chad Dodd, Mattie Jordan-Woods, Mayor Anderson

DIRECTORS ABSENT: Matthew Norman, Damian Henderson

Also present from the City of Kalamazoo were:

- Kevin Ford, Shared Prosperity Coordinator
- Erin Hahn, Community Investment Administrative Assistant

The meeting was called to order at 6:17 p.m.

ROLL CALL

Roll call was taken at 6:17 p.m. and it was determined that quorum did exist.

APPROVAL OF THE AGENDA

Director Rey seconded by Director Pulley motioned to approve the Agenda. A voice vote was taken, and the agenda was approved.

PUBLIC COMMENTS

There were no members of the public present.

DIRECTOR COMMENTS

There were no comments from the Board.

NEW BUSINESS

1. Approval of the 2025 Draft Budget

Director Jordan-Woods stated that the draft budget did not include dollars set aside for the cultural monuments. The funds for the cultural monuments would include their design, construction, lighting, and paying of the historians. Director Jordan-Woods would like to see a line item in the budget for "grants/loans" to cover the \$400,000 needed for the cultural monuments project. Director Jordan-Woods stated that City staff would look for these grants/loans, and either committee members would apply for them, or they would hire someone using money from the professional & contractual services fund.

Director Pulley, seconded by Director Rey, motioned to approve the 2025 Draft Budget as amended.

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UNFINISHED BUSINESS

There was no unfinished business discussed.

COMMUNICATION & ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

Director Dodd seconded by Director Rey motioned to adjourn the meeting. The meeting was adjourned at 6:32 p.m.

Submitted by: Erin Hahn, Community Investment Administrative Assistant

Approved on: _____

Revenue and Expenditure by Fund
City of Kalamazoo
Fiscal Year: 2024 Through Period: 8

	Budget	Actual
FUND: 245 NORTHSIDE CULTURAL BUSINESS DIST AUTH		
REVENUES		
245-728-00.000-405.000 LOCAL TAX CAPTURE	10,858.00	11,514.58
TOTAL REVENUES	10,858.00	11,514.58
EXPENDITURES		
245-728-00.000-727.002 MEETING SUPPLIES	200.00	26.98
245-728-00.000-727.003 POSTAGE	200.00	0.00
245-728-00.000-801.000 PROFESSIONAL AND CONTRACTUAL SERVICES	5,000.00	0.00
245-728-00.000-811.000 PROFESSIONAL DEVELOPMENT	2,458.00	0.00
245-728-00.000-830.001 ADMINISTRATIVE FEES	500.00	0.00
245-728-00.000-880.000 PROMOTION AND ADVERTISING	2,500.00	0.00
TOTAL EXPENDITURES	10,858.00	26.98
EXCESS OF REVENUES OVER EXPENDITURES	0.00	11,487.60
GRAND TOTAL REVENUES	10,858.00	11,514.58
GRAND TOTAL EXPENDITURES	10,858.00	26.98
GRAND EXCESS OF REVENUES OVER EXPENDITURES	0.00	11,487.60