Agenda
Downtown Development Authority
Board of Directors

City of Kalamazoo

Monday, November 18, 2024 3:00 PM

Main Conference Room at Community Planning and Economic Development - 245 N Rose St

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 September 16, 2024. (**Action: Motion to approve**)

D. REPORTS AND PRESENTATIONS

1. Financial Report - August 2024 and September 2024

E. DISCUSSION/ACTION ITEMS

1. Motion to Authorize the DDA Board Chair to execute the Final Settlement Agreement (and any related documents necessary to implement the agreement) with MAVCON in consultation with the Authority's legal counsel.

F. PUBLIC COMMENTS

G. DIRECTOR COMMENTS

H. ADJOURNMENT

CITY OF KALAMAZOO
DOWNTOWN
DEVELOPMENT
AUTHORITY

Board of Directors Regular Meeting Minutes

September 16, 2024, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

PRESENT: Curt Aardema, Stephanie Hinman, Susan Lindemann, Jessica Thompson, Jeff Breneman, Clarence Lloyd

ABSENT: Kwame Gyimah, Matt Hollander, Mayor David Anderson

STAFF: Meghan Behymer, Erin Hahn

OTHER: Steve Glista

A. CALL TO ORDER

DIRECTOR LINDEMANN CALLED THE MEETING TO ORDER AT 4:46 P.M.

PRESENT: Curt Aardema
Jeff Breneman
Stephanie Hinman
Susan Lindemann
Jessica Thompson

ABSENT: Kwame Gyimah

EXCUSED: Matt Hollander, Mayor Anderson

THE SEPTEMBER 16, 2024, ATTENDANCE INCLUDING EXCUSED AND UNEXCUSED ABSENCES ARE RECORDED.

B. ADOPTION OF FORMAL AGENDA

The agenda was amended to state that the financial report and draft budget pertained to the DDA, not the DEGA.

DIRECTOR AARDEMA MOVED TO ADOPT THE SEPTEMBER 16, 2024 AGENDA AS AMENDED. DIRECTOR BRENEMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.

C. APPROVAL OF MINUTES

DIRECTOR AARDEMA MOVED TO APPROVE THE AUGUST 19, 2024 MINUTES. DIRECTOR THOMPSON SECONDED. NO OBJECTIONS. MOTION CARRIED.

Board of Directors Regular Meeting Minutes

September 16, 2024, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

D. REPORTS AND PRESENTATIONS

1. Financial Report – Meghan Behymer

Downtown Coordinator Meghan Behymer presented the financial report for July 2024. Ms. Behymer noted that the amount spent on audit fees, $5,840, was much less than what was budgeted, but that Management Services informed her that more expenses related to the audit could be forthcoming. The total revenue after expenses was -$29,430. Director Aardema asked if Ms. Behymer anticipates that this number will become positive after tax captures are completed, and Ms. Behymer answered that the DDA is projected to bring in $274,000 in tax revenue, but that she will work with Management Services to better understand when the capture will take place.

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

2. 2025 Draft Budget – Meghan Behymer

Downtown Coordinator Meghan Behymer presented the 2025 draft budget, noting that the only change since the August 19 DDA meeting is that the Portland Loo maintenance cost was reduced from $10,000 to $5,000.

Director Aardema suggested that the "Wolverine PO" line item be changed to reflect the work being done rather than the current contractor name to provide further clarity. Director Lindemann asked if the verbiage on this matter needed to be corrected for the board to approve the budget today.

Attorney Glista answered that if the numbers reflected remain as is, the board can approve the draft budget, so long as the verbiage reflect this change in its final state.

Director Aardema also pointed out that the cost of the bridge inspections could decrease as sales agreements close.

Ms. Behymer noted that she is working toward moving the expenses and revenues associated with the Mall Maintenance Agreement over to the DEGA by the end of 2024.

DIRECTOR AARDEMA MOVED TO APPROVE THE 2025 DRAFT BUDGET SUBJECT TO AMENDMENT. DIRECTOR LLOYD SECONDED. NO OBJECTIONS. MOTION CARRIED.

E. PUBLIC COMMENTS

1. There were no public comments made.

F. DIRECTOR COMMENTS

1. Director Aardema expressed his appreciation for all the work that was put in to create the 2025 budget, and the work that the events and marketing committee is doing, noting that the board has come a long way in just a few years. He also stated his concern for the safety issues that have occurred in downtown as of late, and that it is a reminder for safety to be of importance in the work of the board.
2. Director Lloyd stated that he appreciates being able to understand the financial report and budget report as presented by Ms. Behymer.
3. Director Thompson stated that she also appreciates the clear, concise reports from Ms. Behymer, and that she is proud of the board for approving the budget in September.
4. Director Breneman shared that he is grateful to not have to worry about handling the details of policies, as Ms. Behymer remains organized and on top of things for the board. He also pointed out that with regards to safety, he is grateful to see that there is now a police station on the mall in addition to the FUSUS camera system.
5. Director Hinman expressed her gratitude to Kim Guess for engaging the community with events downtown.
6. Director Lindemann underscored the importance of the work that Ms. Behymer performs on behalf of the board.

G. ADJOURNMENT

1. DIRECTOR LINDEMANN ADJOURNED THE MEETING AT 5:00 P.M.

Downtown Development Authority
Statement of Activity
8/31/2024

Total Available Cash	**$ 747,360**

	2024 Adopted Budget	August	2024 YTD Totals
Revenues:			
Taxes	274,000	167,113	176,701
Delinquent Property Taxes			4,824
Payment In Lieu Of Taxes (Pilot)	2,000		2,035
Interest			-
Other Revenues - Mall Maintenance	59,210		59,210
Total Revenues	**335,210**	**167,113**	**242,769**
Expenses:			
Professional And Contractual Services	103,000	1,578	11,335
Land Improvements			13,659
Legal Services And Fees	30,000	6,783	15,770
Audit Fees	14,600		5,840
Utilities	17,000	644	4,687
Administrative Fees	125,000		62,500
Contribution to DEGA	40,000		-
MetroCenter Debt Service	-		-
Tax Appeal Refunds	5,000		-
Total Expenses	**334,600**	**9,004**	**113,790**
Revenues Less Expenses	**610**	**158,109**	**128,979**

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:	**August**	**2024 YTD Totals**
Electricity (Including Street Lights)	560	4,155
Water & Sewer	83	531
TOTAL	644	4,686

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
12 Downtown Planter Pots	780	780
Sprinkler System Repair City Hall	798	798
TOTAL	1,578	11,336

Downtown Development Authority
Statement of Activity
9/30/2024

Total Available Cash	**$ 699,108**		

	2024 Adopted Budget	September	2024 YTD Totals
Revenues:			
Taxes	274,000	18,422	195,123
Delinquent Property Taxes			4,824
Payment In Lieu Of Taxes (Pilot)	2,000		2,035
Interest			-
Other Revenues - Mall Maintenance	59,210		59,210
Total Revenues	**335,210**	**18,422**	**261,192**
Expenses:			
Professional And Contractual Services	103,000		11,335
Land Improvements			13,659
Legal Services And Fees	30,000	(5,548)	10,222
Audit Fees	14,600		5,840
Utilities	17,000	973	5,659
Administrative Fees	125,000	31,250	93,750
Contribution to DEGA	40,000	40,000	40,000
MetroCenter Debt Service	-		-
Tax Appeal Refunds	5,000		-
Total Expenses	**334,600**	**66,675**	**180,465**
Revenues Less Expenses	**610**	**(48,252)**	**80,727**

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:	September	2024 YTD Totals
Electricity (Including Street Lights)	875	5,030
Water & Sewer	98	629
TOTAL	973	5,659

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
12 Downtown Planter Pots		780
Sprinkler System Repair City Hall		798
TOTAL	0	11,336

Professional And Contractual Services Budgeted Plan:	
Portland Loo Maintenance	5,000
Mall Maintenance	15,000
Wolverine PO	25,000
Mulders	5,000
Banners	2,000
Bridge Inspections	14,000
Bates Alley Maintenance	12,000
Available for Maintenance Projects or Dredging	25,000
Total	**103,000**