

Agenda

Northside Cultural Business District Authority Board of Directors

City of Kalamazoo



Thursday, November 21, 2024

6:00 PM

Northside Association for Community Development, 612 N Park 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. (Action: Motion to approve)
2. Approval of the minutes from the Northside Cultural Business District Authority Board meeting on October 10, 2024. (Action: Motion to approve)
3. Approval of the minutes from the Northside Cultural Business District Authority Board meeting on October 17, 2024. (Action: Motion to approve)

D. PUBLIC COMMENTS

E. BOARD COMMENTS

F. OLD BUSINESS

1. The 2025 draft budget was voted on and has been submitted to the City for approval in January.

G. UNFINISHED BUSINESS

1. BRA Presentation Part 2 with Jamie McCarthy, Jessica Wood, and David Stegink

H. NEW BUSINESS

1. Public Works Trees Presentation (**Action: Recommendation to approve or change the tree plan for Ransom St.**)

I. COMMUNICATIONS AND ANNOUNCEMENTS**J. STAFF REPORTS AND UPDATES**

1. September, 2024 Financial Report - Kevin Ford, Shared Prosperity Coordinator

K. 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 asked for a motion to add an item to the New Business section of the agenda, in order to discuss the cancellation of the August and September NCDBA 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 NCDBA 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.

NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY BOARD

July 18, 2024

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.

Director Pulley stated she recalls the downtown social district policy was tied to a cost of \$2000 or more to be a part of the program.

NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY BOARD

July 18, 2024

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.

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 needs 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.

NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY BOARD

July 18, 2024

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.

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.

NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY BOARD

July 18, 2024

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

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.

NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY BOARD

July 18, 2024

ADJOURNMENT

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.

NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY BOARD

October 10, 2024

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: _____

NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY BOARD

October 17, 2024

A meeting of the Northside Cultural Business District Authority (NCBDA) Board of Directors was held on Thursday, October 17, 2024 at 6:00 p.m. at 530 N Rose St.

DIRECTORS PRESENT:

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

DIRECTORS ABSENT:

Matthew Norman, Damian Henderson

Also present from the City of Kalamazoo were:

- Chelsie Downs-Hubbarth, Community Investment Manager
- Erin Hahn, Community Investment Administrative Assistant
- Jamie McCarthy, Sustainable Development Coordinator

Also present from the community were:

- Attorney Jessica Wood
- Dave Stegink

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

ROLL CALL

Roll call was taken at 6:00 p.m. and it was determined that quorum did exist.

APPROVAL OF THE AGENDA

Director Dodd motioned to approve the agenda as presented. Director Pulley seconded the motion. A voice vote was taken and the motion passed.

APPROVAL OF NCBDA MINUTES

Director Jordan-Woods stated that in the July minutes, under the approval of the agenda section, it should read that Director Jordan-Woods asked for a motion, not that she made the motion, as the motion was made by Director Thrash and seconded by Director Henderson.

Director Jordan-Woods stated that more comments from board members need to be in the minutes and that any vote needs to be recorded.

Director Jordan-Woods asked for a motion to table the approval of the minutes until further review can be completed. Director Pulley made the motion and Director Thrash seconded the motion. A voice vote was taken and the motion passed.

PUBLIC COMMENTS

There were no members of the public present.

DIRECTOR COMMENTS

There were no director comments.

NEW BUSINESS

1. Brownfield Redevelopment Authority Presentation

Jamie McCarthy, Sustainable Development Coordinator, presented to the Board about the Brownfield Redevelopment Authority. Ms. McCarthy stated that her main purpose with the presentation was to talk about the overlap of projects that may want to come into the Northside Cultural Business District that want to take advantage of Brownfield incentives, and how a project can apply for a Brownfield plan when there is already a district in place.

Ms. McCarthy stated that the City has one other example of this in our city, and that is in the Downtown Economic Growth Authority. Ms. McCarthy added that she had Attorney Jessica Woods with her to share about the legal technicalities of Brownfield, as well as a representative from Fishbeck who would be talking about how TIF can work and benefit the district.

Ms. McCarthy stated that the City Commission cannot adopt a new Brownfield plan without the board seeing that project and having some sort of agreement and approval process within that. Ms. McCarthy explained that the NCBDA can come up with their own policy that outlines how they want Brownfield applicants to come forward to their board, what information they want to see, the structure for how the board likes to evaluate those projects, and what kind of agreement they want to come to that benefits their district, but allows development projects to get the incentives that they need.

Ms. McCarthy shared an image of a map of the Northside Cultural Business District, where black dots represented projects that are currently on the NCBDA's tax roll because the TIF had been terminated, and green dots represented projects that are currently on the Brownfield Redevelopment Authority's tax roll. Ms. McCarthy stated that there will be no new applications until the Board has their new policy in place.

Director Jordan-Woods asked for clarification on what it means for a TIF to be terminated. Ms. McCarthy answered that when the City Commission approves or adopts a Brownfield plan, the plan says how many years of tax capture that the Brownfield Authority will capture, and that there is a second agreement that tells the developer what will be paid to them. Ms. McCarthy stated that the two black dots are not paying property taxes, so there are no taxes to pay them back, therefore they do not qualify for Brownfield anymore.

Director Pulley asked Ms. McCarthy to explain what Brownfield means. Ms. McCarthy stated that Brownfield is a specific state law that allows a Brownfield Redevelopment Authority to provide tax incentives for certain kinds of property, including blighted property, contaminated property, sometimes historic property, and most recently, housing property. Ms. McCarthy explained that the important thing to remember is that the black dots are not going to have a Brownfield plan.

Director Jordan-Woods asked if the Northside Cultural Business District will be able to capture any taxes from those plans. Ms. McCarthy responded that those properties are not paying regular taxes, so there would be no taxes to collect. Mayor Anderson stated that they applied for pilots, so that is why the Brownfield agreement was terminated due to payment in lieu of taxes.

Director Jordan-Woods asked to clarify that the projects were able to obtain the pilots without coming to the Board. Attorney Wood stated that pilots are dictated by a Michigan State Housing and Development Authority (MSHDA) statute, which are usually dictated pursuant to an ordinance that the City Commission in each city adopts, so these projects usually go straight to City Commission without going before any of the other taxing jurisdictions.

Director Jordan-Woods asked to clarify that if a project goes straight to City Commission to ask to be a pilot, that there is no tax capture because of payment in lieu. Attorney Wood explained that they would have to meet certain statutory requirements to be able to qualify for a pilot, as laid out by MSHDA.

Director Jordan-Woods asked to clarify if one of the MSHDA requirements is to do community engagement, because a developer at a recent groundbreaking ceremony said that he did community engagement, but did not come before the NCBDA Board. Director Jordan-Woods said that the whole point of forming the district was to generate dollars so that there would be developments that would help the residents in the neighborhood.

Ms. McCarthy stated that she would bring a pilot back to the Board to discuss more about the City's ordinance regarding community engagement and Brownfield

projects, and that when Kevin returns, the Board can decide what it wants to do in terms of creating a policy.

Ms. McCarthy presented a diagram that laid out the Brownfield application process, stating that the lengthy process starts with a pre-application meeting, and end with the final approval by the City Commission. Ms. McCarthy also stated that there are project criteria that the City uses to score a project in order to create transparency. Ms. McCarthy also stated that projects get stopped if they are located within another tax capture district, like the DEGA or NCBDA, and requires some sort of step-aside or sharing agreement giving the approval of the district.

Attorney Jessica Wood presented a legal overview of the Brownfield Redevelopment Authority. Director Jordan-Woods asked for clarification on the difference between the Brownfield Redevelopment Authority and a Corridor Improvement Authority. Attorney Wood stated that they are both legally authorized to capture tax revenues, which is a huge authority under the law.

Attorney Wood explained that the Brownfield Redevelopment Authority was created to encourage and incentivize developers to rehabilitate existing buildings. Attorney Wood stated that if there is an existing district in place, it is first in line for the tax capture. Attorney Wood stated that it is important for the Board to know that tax increment revenues under the Brownfield Act specifically excludes any existing capture that's occurring. This means that since the district's establishment in 2023, Brownfield cannot capture unless there is an agreement with the district stating that they can do so.

Director Jordan-Woods asked if Attorney Wood could work with the Board to create their own process and policy to use when Brownfield requests come before them, and if the services would be included in her contract with the City, or if the Board would have to secure funds to work with her. Attorney Wood answered that she represents a lot of different authorities, but if everyone was willing to wave conflicts, they could discuss it, otherwise she could direct the Board to someone else who could help them.

Director Jordan-Woods expressed concern about projects being able to go the pilot route without having to come before the Board, specifically citing the Mount Zion project. Mayor Anderson answered that MSHDA requires it in order to get 9% tax credits. Attorney Wood stated that eventually the pilot will expire in 30-40 years, and then the district would get that value. Attorney Wood also explained that Brownfield does not have a say in pilot, but she understands that there is an issue with pilots and those processes being communicate to the board.

Attorney Wood stated that developers will likely go straight to Brownfield, and get flagged because they are located within the district, meaning that no plan can be approved until they come to the Board. Director Jordan-Woods stated that she would like Jessica to come back at a future meeting, and possibly have a special meeting just about the policy. Mayor Anderson agreed that it would take more than one meeting to come up with a policy.

Director Jordan-Woods asked the Board for a motion to move the Brownfield/TIF discussion to the next meeting. Mayor Anderson answered that the board did not need a motion, they could just move the item to the next meeting. Mayor Anderson asked for the Brownfield/TIF discussion to be simplified, with easy-to-understand terms and examples. Director Pulley asked for more handouts to accompany the discussion.

2. Meeting Dates and Locations for the Remainder of 2024

Director Pulley asked when the next meeting is scheduled. Director Jordan-Woods answered that it would be November 21st at NACD.

UNFINISHED BUSINESS

Director Jordan-Woods stated that the Board's unfinished business is the budget, but further discussion would need to be had prior to December.

COMMUNICATIONS AND ANNOUNCEMENTS

There were no announcements.

STAFF REPORTS AND UPDATES

1. Financial Report – August 2024

Chelsie Downs-Hubbarth stated that the financial report had not changed since the previous month. There were no questions from the Board.

ADJOURNMENT

Director Pulley, supported by Director Dodd motioned to adjourn the meeting. A voice vote was taken and the motion carried.

expstat.rpt
11/06/2024 1:23PM
Periods: 0 through 17

Expenditure Status Report

Page: 1

City of Kalamazoo
1/1/2024 through 12/31/2024

245 NORTHSIDE CULTURAL BUSINESS DIST AUTH

728 ECONOMIC DEVELOPMENT

<u>Account Number</u>	<u>Adjusted Appropriation</u>	<u>Expenditures</u>	<u>Year-to-date Expenditures</u>	<u>Year-to-date Encumbrances</u>	<u>Balance</u>	<u>Prct Used</u>
245-728-00.000 ECONOMIC DEVELOPMENT						
245-728-00.000 ECONOMIC DEVELOPMENT						
245-728-00.000-727.002 MEETING SUPPLIES	200.00	26.98	26.98	0.00	173.02	13.49
245-728-00.000-727.003 POSTAGE	200.00	0.00	0.00	0.00	200.00	0.00
245-728-00.000-801.000 PROFESSIONAL AND CONTRACTUAL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00	0.00
245-728-00.000-811.000 PROFESSIONAL DEVELOPMENT	2,458.00	0.00	0.00	0.00	2,458.00	0.00
245-728-00.000-830.001 ADMINISTRATIVE FEES	500.00	500.00	500.00	0.00	0.00	100.00
245-728-00.000-880.000 PROMOTION AND ADVERTISING	2,500.00	0.00	0.00	0.00	2,500.00	0.00
Total NORTHSIDE CULTURAL BUSINESS DIST AUTH	10,858.00	526.98	526.98	0.00	10,331.02	4.85
Grand Total	10,858.00	526.98	526.98	0.00	10,331.02	4.85

Page: 1