

Agenda

Downtown Development Authority

Board of Directors

City of Kalamazoo



Monday, December 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 November 18, 2024. (**Action: Motion to approve**)

D. REPORTS AND PRESENTATIONS

1. Financial Report - October 2024 (**Motion to Approve**)

E. DISCUSSION/ACTION ITEMS

1. Motion to approve the Consolidated Loan Agreement between the Downtown

Development Authority and the City of Kalamazoo in substantially the form presented at this meeting and to authorize the Board Chair to finalize and sign the agreement **(Motion to Approve)**

2. Motion to approve a budget amendment to increase the 2024 Downtown Economic Growth Authority budget by \$13,659.00 **(Motion to Approve)**
3. Motion to approve the Downtown Development Authority 2025 Board and Committee meeting calendar as presented **(Motion to Approve)**

F. PUBLIC COMMENTS

G. DIRECTOR COMMENTS

H. ADJOURNMENT

Board of Directors Regular Meeting Minutes

November 18, 2024, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

PRESENT: Curt Aardema, Susan Lindemann, Jeff Breneman, Clarence Lloyd, Matt Hollander

ABSENT: Mayor David Anderson, Kwame Gyimah, Stephanie Hinman, Jessica Thompson

STAFF: Meghan Behymer, Erin Hahn, Chelsie Downs-Hubbarth

OTHER:

A. CALL TO ORDER

DIRECTOR LINDEMANN CALLED THE MEETING TO ORDER AT 4:43 P.M.

PRESENT: Curt Aardema
Susan Lindemann
Jeff Breneman
Clarence Lloyd
Matt Hollander

ABSENT: Kwame Gyimah, Stephanie Hinman

EXCUSED: Mayor David Anderson, Jessica Thompson

THE NOVEMBER 18, 2024, ATTENDANCE INCLUDING EXCUSED AND UNEXCUSED ABSENCES ARE RECORDED.

B. ADOPTION OF FORMAL AGENDA

DIRECTOR HOLLANDER MOVED TO ADOPT THE SEPTEMBER 16, 2024 AGENDA AS PRESENTED. DIRECTOR LLOYD SECONDED. NO OBJECTIONS. MOTION CARRIED.

C. APPROVAL OF MINUTES

DIRECTOR BRENEMAN MOVED TO APPROVE THE SEPTEMBER 16, 2024 MINUTES. DIRECTOR LLOYD SECONDED. NO OBJECTIONS. MOTION CARRIED.

D. REPORTS AND PRESENTATIONS

1. Financial Report – Meghan Behymer

Meghan Behymer, Downtown Coordinator, presented the August 2024 and September 2024 financial reports.

Board of Directors Regular Meeting Minutes

November 18, 2024, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

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

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.

DIRECTOR LLOYD MOVED 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. DIRECTOR HOLLANDER SECONDED. NO OBJECTIONS. MOTION CARRIED.

F. PUBLIC COMMENTS

There were no members of the public present.

G. DIRECTOR COMMENTS

There were no director comments made.

H. ADJOURNMENT

1. **DIRECTOR LINDEMANN ADJOURNED THE MEETING AT 4:47 P.M.**

Downtown Development Authority
Statement of Activity
10/31/2024

Total Available Cash \$ 731,988

	2024 Adopted Budget	October	2024 YTD Totals
Revenues:			
Taxes	274,000	20,822	215,945
Delinquent Property Taxes		318	5,141
Payment In Lieu Of Taxes (Pilot)	2,000		2,035
Interest			-
Sale of Capital Assets		10,000	10,000
Other Revenues		9,310	9,310
Other Revenues - Mall Maintenance	59,210		59,210
Total Revenues	335,210	40,450	301,641
Expenses:			
Professional And Contractual Services	103,000	5,972	17,307
Land Improvements			13,659
Legal Services And Fees	30,000	1,249	11,471
Audit Fees	14,600		5,840
Utilities	17,000	476	6,136
Administrative Fees	125,000		93,750
Contribution to DEGA	40,000		40,000
MetroCenter Debt Service	-		-
Tax Appeal Refunds	5,000		-
Total Expenses	334,600	7,698	188,163
Revenues Less Expenses	610	32,752	113,479

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:

	October	2024 YTD Totals
Electricity (Including Street Lights)	476	5,506
Water & Sewer		629
TOTAL	476	6,135

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	(704)
Brick Repair by Landscaping Plus	4,940
Irrigation - Repair Service For Downtown Mall	1,737
TOTAL	5,972

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

**Downtown Development Authority
October 2024 Financial Summary**

In October, the Downtown Development Authority (DDA) recorded \$40,450 in revenue, which included \$21,140 in tax revenues and \$19,310 in revenues from the sale of Arcadia Creek parcels and additional legal fees covered by the sale agreement. This brings the year-to-date revenue to \$301,641. Expenses for October totaled \$7,698. Professional and Contractual Services included a brick repair (\$4,940) and irrigation repair (\$1,737), as well as a reversal of a portion of the sprinkler system repair (-\$704) that was reported in the August 2024 financial report. Additionally, Legal Services and Fees amounted to \$1,249 and Utilities amounted to \$476. Year-to-date expenses accumulated to \$188,163. Revenues less expenses through October 2024 amount to \$113,479.

2025 DOWNTOWN DEVELOPMENT AUTHORITY MEETING SCHEDULE

Board Meetings: Every Third Monday of the Month at 3 pm

Location: Main Conference Room at CPED 245 N Rose St. (Until Move to Crosstown)

1/27/25

2/17/25

3/17/25

4/21/25

5/19/25

6/16/25

7/21/25

8/18/25

9/15/25

10/20/25

11/17/25

12/15/25

Executive Committee: 2nd Monday of the Month at 8 am

1/13/25

2/10/24

3/10/24

4/14/24

5/12/24

6/9/24

7/14/24

8/11/24

9/8/24

10/13/24

11/10/24

12/8/24

Events & Marketing Committee: First Monday of the Month at 11 am

1/6/24

2/3/24

3/3/24

4/7/24

5/5/24

6/2/24

7/7/24

8/4/24

9/2/24

10/6/24

11/3/24

12/1/24

Business Recruitment & Retention Committee: First Tuesday of the Month at 2 pm

1/7/24

2/4/24

3/4/24

4/8/24

5/6/24

6/3/24

7/8/24

8/5/24

9/3/24

10/7/24

11/4/24

12/2/24

Clean & Green Committee: 4th or 5th Wednesday of the Month at 11 am

1/29/24

2/26/24

3/26/24

4/30/24

5/28/24

6/25/24

7/30/24

8/27/24

9/24/24

10/29/24

11/26/24

No December Meeting

DDA/DEGA MEETING SCHEDULE

2025

JANUARY						
Mo	Tu	We	Th	Fr	Sa	Su
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

FEBRUARY						
Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9

MARCH						
Mo	Tu	We	Th	Fr	Sa	Su
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

APRIL						
Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

MAY						
Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

JUNE						
Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

JULY						
Mo	Tu	We	Th	Fr	Sa	Su
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

AUGUST						
Mo	Tu	We	Th	Fr	Sa	Su
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

SEPTEMBER						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

OCTOBER						
Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

NOVEMBER						
Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

DECEMBER						
Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Board Meeting 3 pm
Executive Committee 8 am
Events & Marketing Committee 11 am
Business Recruitment and Retention Committee 2 pm
Clean & Green Committee 11 am