

Agenda

Downtown Development Authority

Board of Directors

City of Kalamazoo



Monday, January 27, 2025

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

D. REPORTS AND PRESENTATIONS

1. Financial Report - November 2024

E. DISCUSSION/ACTION ITEMS

F. PUBLIC COMMENTS

G. DIRECTOR COMMENTS

H. ADJOURNMENT

Board of Directors Regular Meeting Minutes

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

PRESENT: Mayor Anderson, Curt Aardema, Kwame Gyimah, Stephanie Hinman, Susan Lindemann

ABSENT: Jeff Breneman, Matt Hollander, Clarence Lloyd, Jessica Thompson

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

OTHER: Jessica Wood

A. CALL TO ORDER

DIRECTOR LINDEMANN CALLED THE MEETING TO ORDER AT 4:05 P.M.

PRESENT: Mayor Anderson, Curt Aardema, Kwame Gyimah, Stephanie Hinman, Susan Lindemann

ABSENT: Jeff Breneman, Matt Hollander, Jessica Thompson

EXCUSED: Clarence Lloyd

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

B. ADOPTION OF FORMAL AGENDA

It was noted that Item E.2 on the agenda should say Downtown Development Authority, not Downtown Economic Growth Authority.

MAYOR ANDERSON MOVED TO ADOPT THE DECEMBER 16, 2024 AGENDA AS AMENDED. DIRECTOR AARDEMA SECONDED. NO OBJECTIONS. MOTION CARRIED.

C. APPROVAL OF MINUTES

DIRECTOR AARDEMA MOVED TO APPROVE THE SEPTEMBER 16, 2024 MINUTES. MAYOR ANDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.

D. REPORTS AND PRESENTATIONS

1. Financial Report – Meghan Behymer

Meghan Behymer, Downtown Coordinator, presented the October 2024 financial reports, noting that in October, the 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

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legal fees covered by the sale agreement, bringing the year-to-date revenue to \$301,641.

Ms. Behymer noted that expenses for October 2024 totaled to \$7,698, which is made up of a \$4,940 brick repair and \$1,737 irrigation repair, as well as a portion of the sprinkler system repair (\$704) that was reported in the August 2024 financial report. Legal services and fees amounted to \$1,249 and utilities amounted to \$476. Year-to-date expenses accumulated to \$188,163. Revenue less expenses through October 2024 amount to \$113,479.

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

Mayor Anderson asked why the DDA had tax revenue in October but the DEGA did not. Ms. Behymer stated that she would get clarification from Management Services on how and when taxes come in for DDA, knowing that for DEGA it is a lump sum.

Director Lindemann stated that the statements for both DDA and DEGA should include the long-term debt and that it should align with the loan number, as the DDA currently does not show the long-term debt, which will not start being paid down until 2026.

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.

DIRECTOR HINMAN MOTIONED 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. DIRECTOR AARDEMA SECONDED. NO OBJECTIONS. THE MOTION CARRIED.

2. Motion to approve a budget amendment to increase the 2024 Downtown Development Authority budget by \$13,659.

DIRECTOR AARDEMA MOTIONED TO APPROVE A BUDGET AMENDMENT TO INCREASE THE 2024 DOWNTOWN DEVELOPMENT AUTHORITY BUDGET BY \$13, 659. MAYOR ANDERSON SECONDED. NO OBJECTIONS. THE MOTION CARRIED.

3. Motion to approve the Downtown Development Authority Board and Committee meeting calendar as presented.

Director Aardema stated that several of the Board meeting dates list the incorrect year and should be corrected to say 2025.

DIRECTOR AARDEMA MOTIONED TO APPROVE THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD AND COMMITTEE MEETING CALENDAR AS AMENDED. DIRECTOR HINMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.

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F. PUBLIC COMMENTS

There were no members of the public present.

G. DIRECTOR COMMENTS

Director Aardema encouraged board members to engage in events happening downtown.

H. ADJOURNMENT

1. DIRECTOR LINDEMANN ADJOURNED THE MEETING AT 4:21 P.M.

DRAFT

Downtown Development Authority
Statement of Activity
11/30/2024

Total Available Cash \$ 752,245

	2024 Adopted Budget	November	2024 YTD Totals
Revenues:			
Taxes	274,000	17,320	233,266
Delinquent Property Taxes			5,141
Payment In Lieu Of Taxes (Pilot)	2,000		2,035
Interest			-
Sale of Capital Assets			10,000
Other Revenues			9,310
Other Revenues - Mall Maintenance	59,210		59,210
Total Revenues	335,210	17,320	318,962
Expenses:			
Professional And Contractual Services	103,000	(4,940)	12,368
Land Improvements			13,659
Legal Services And Fees	30,000		11,471
Audit Fees	14,600		5,840
Utilities	17,000	2,261	8,397
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	(2,678)	185,484
Revenues Less Expenses	610	19,999	133,477

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:

	November	2024 YTD Totals
Electricity (Including Street Lights)	420	5,926
Water & Sewer	1,841	2,470
TOTAL	2,261	8,396

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	94
Brick Repair by Landscaping Plus	(4,940)
Irrigation - Repair Service For Downtown Mall	1,737
TOTAL	-4,940

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
November 2024 Financial Summary**

In November, the Downtown Development Authority (DDA) recorded \$17,320 in tax revenue. This brings the year-to-date revenue to \$318,962. Expenses for October totaled -\$2,678. Utilities amounted to \$2,261 and there was a reversal of the Brick Repair by Landscaping Plus expense (-\$4,940) that was reported in the November 2024 financial report. Year-to-date expenses accumulated to \$185,484. Revenues less expenses through November 2024 amount to \$133,477.