

Agenda

Downtown Development Authority

Board of Directors



City of Kalamazoo

Monday, March 17, 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 February 17, 2025. (**Action: Motion to approve**)

D. REPORTS AND PRESENTATIONS

1. Financial Report - January 2025

E. DISCUSSION/ACTION ITEMS

1. 2025-2026 Slate of Officers (**Action: Motion to Approve the 2025-2026 Slate**)

of Officers)

Proposed Slate is as follows:

- Chair: Curt Aardema
- Vice-Chair: Jeff Breneman
- Treasurer: Jessica Thompson
- Secretary: Clarence Lloyd

2. **Rose Street Plaza MOU (Action: Motion to authorize the DDA to enter into an MOU relating to Rose Street Plaza to provide for a public private partnership to make improvements and provide for maintenance thereof between the City, the DDA and PlazaCorp, in a form approved by the Board Chair and DDA legal Counsel and to authorize the Board Chair to execute.)**
3. **Board Member Reappointment (Action: Recommend the reappointment of Director Gyimah to a full term on the DDA Board for nomination by the Mayor and approval by the City Commission)**
4. **DDA Budget Amendment (Action: Approve a budget amendment to increase expenses by \$517,000 for a payment to the Kalamazoo Community Foundation, to be funded from reserves)**

F. PUBLIC COMMENTS**G. DIRECTOR COMMENTS****H. ADJOURNMENT**

Board of Directors Regular Meeting Minutes

February 17, 2025, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

PRESENT: Susan Lindemann, Jessica Thompson, Matt Hollander, Curt Aardema, David Anderson, Clarence Lloyd

ABSENT: Stephanie Hinman, Kwame Gyimah, Jeff Breneman

STAFF: Meghan Behymer, Erin Hahn, Nathan Ekola

OTHER: Rick Searing, Jessica Wood (virtual)

A. CALL TO ORDER

DIRECTOR LINDEMANN CALLED THE MEETING TO ORDER AT 3:40 P.M.

PRESENT: Susan Lindemann, Jessica Thompson, Matt Hollander, Curt Aardema, David Anderson, Clarence Lloyd

ABSENT: Stephanie Hinman, Kwame Gyimah

EXCUSED: Jeff Breneman

THE FEBRUARY 17, 2025 ATTENDANCE INCLUDING EXCUSED AND UNEXCUSED ABSENCES IS RECORDED.

B. ADOPTION OF FORMAL AGENDA

DIRECTOR AARDEMA MOTIONED TO ADOPT THE FEBRUARY 17, 2025 AGENDA AS PRESENTED. DIRECTOR HOLLANDER SECONDED. NO OBJECTIONS. MOTION CARRIED.

C. APPROVAL OF MINUTES

DIRECTOR AARDEMA MOTIONED TO APPROVE THE MINUTES FROM THE MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY ON JANUARY 27, 2025. DIRECTOR LLOYD SECONDED THE MOTION. NO OBJECTIONS. MOTION CARRIED.

D. REPORTS AND PRESENTATIONS

- a. Financial Report – December 2024

DIRECTOR AARDEMA MOTIONED TO APPROVE THE DECEMBER 2024 FINANCIAL REPORT. DIRECTOR THOMPSON SECONDED. NO OBJECTIONS. MOTION CARRIED.

Board of Directors Regular Meeting Minutes

February 17, 2025, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

E. DISCUSSION/ACTION ITEMS

- a. Approval of Director Curt Aardema as Secretary of the Downtown Development Authority**

DIRECTOR HOLLANDER MOTIONED TO APPROVE DIRECTOR CURT AARDEMA AS SECRETARY OF THE DOWNTOWN ECONOMIC GROWTH AUTHORITY. DIRECTOR LLOYD SECONDED. NO OBJECTIONS. MOTION CARRIED.

- b. Recommendation of DDA Board Member Nomination to Mayor and City Commission.**

DIRECTOR AARDEMA MOTIONED TO APPROVE THE RECOMMENDATION OF THE DEGA BOARD MEMBER NOMINATION TO THE MAYOR AND CITY COMMISSION. DIRECTOR LLOYD SECONDED. NO OBJECTIONS. MOTION CARRIED.

- c. Authorize Board Chair to execute legal services extension agreement with Dickinson Wright PLLC through February 2028**

DIRECTOR HOLLANDER MOTIONED TO AUTHORIZE THE BOARD CHAIR TO EXECUTE LEGAL SERVICES EXTENSION AGREEMENT WITH DICKINSON WRIGHT PLLC THROUGH FEBRUARY 2028. DIRECTOR LLOYD SECONDED. NO OBJECTIONS. MOTION CARRIED.

F. PUBLIC COMMENTS

G. DIRECTOR COMMENTS

Mayor Anderson expressed enthusiasm for the new board members and discussed plans for downtown restrooms, including the Portland Loo.

Director Thompson shared excitement for the new members and highlighted the upcoming year of planned events.

Director Lloyd recommended that the Board develop a one-page summary about Arcadia Creek and noted that Greater Kalamazoo Restaurant Week begins Thursday, primarily featuring downtown but open to the entire county. He emphasized the importance of transparency when seeking stakeholder approval for the Portland Loo and suggested obtaining a utility map to review all location options.

Board of Directors Regular Meeting Minutes

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Director Hollander expressed appreciation for having a full board and welcomed the three new members.

Director Lindemann thanked Director Hollander for his efforts and stressed the need for clear communication with those affected by the Portland Loo before committing to its maintenance.

Director Aardema emphasized that the Portland Loo project is city-led with broad impacts, requiring a high level of engagement.

H. ADJOURNMENT

DIRECTOR LINDEMANN ADJOURNED THE MEETING AT 3:54 P.M.

Downtown Development Authority
Statement of Activity
1/31/2025

Total Available Cash \$ 775,356

	2025 Budget	January	2025 YTD Totals
Revenues:			
Taxes	274,000		-
Delinquent Property Taxes			-
Payment In Lieu Of Taxes (Pilot)	2,000		-
Interest			-
Sale of Capital Assets			-
Other Revenues			-
Other Revenues - Mall Maintenance	59,210		-
Total Revenues	<u>335,210</u>	-	-
Expenses:			
Operating Supplies	-		-
Professional And Contractual Services	103,000		-
Land Improvements			-
Legal Services And Fees	20,000		-
Audit Fees	6,600		-
Utilities	17,500	634	634
Administrative Fees	125,000		-
MetroCenter Debt Service	-		-
Tax Appeal Refunds			-
Total Expenses	<u>272,100</u>	634	634
Revenues Less Expenses	<u>63,110</u>	(634)	(634)

Notes:

Long Term Debt Outstanding:

City Of Kalamazoo 1,070,680
Mavcon Note - In Negotiation TBD

Utilities:

	January	2025 YTD Totals
Electricity (Including Street Lights)	573	573
Water & Sewer	61	61
TOTAL	<u>634</u>	<u>634</u>

Professional And Contractual Services:

TOTAL 0 0

**Downtown Development Authority
January 2025 Financial Summary**

In January, the Downtown Development Authority (DDA) received no revenues, bringing our year-to-date revenue to \$0. January expenses totaled \$634 for Utilities (Electricity - \$573; Water and Sewer - \$61). Year-to-date expenses totaled \$634.