Agenda
Northside Cultural Business District Authority Board of Directors

City of Kalamazoo

Thursday, April 17, 2025 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 February 20,2025. **(Action: Motion to approve)**

2. Approval of the minutes from the Northside Cultural Business District Authority Board meeting on March 20, 2025. **(Action: Motion to approve)**

D. PUBLIC COMMENTS

E. DIRECTOR COMMENTS

F. NEW BUSINESS

1. Neighborhood Plan/Website Concerns

G. UNFINISHED BUSINESS

1. Step Aside Discussion

H. COMMUNICATIONS AND ANNOUNCEMENTS

I. STAFF REPORTS AND UPDATES

J. ADJOURNMENT

NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY BOARD
February 20, 2025

A meeting of the Northside Cultural Business District Authority (NCBDA) Board of Directors was held on Thursday, February 20th, at 612 N Park St.

DIRECTORS PRESENT:

Chad Dodd, Ricky Thrash, Mattie Jordan-Woods, Mayor Anderson, Marilyn Pulley, Damian Henderson

DIRECTORS ABSENT:

Tami Rey, Kiar Gamsho, Matthew Norman

Also present from the City were:

Kevin Ford, Shared Prosperity Coordinator
Erin Hahn, Community Investment Administrative Assistant
Jae Slaby, Neighborhood Activator

Also present from the community:

Mae Skinner

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

ROLL CALL

Roll call was taken at 6:00 p.m., confirming quorum. Chad Dodd arrived at 6:08 p.m.

ADOPTION OF AGENDA

Director Jordan-Woods stated that the board would need to amend the agenda to include a discussion under "Unfinished Business" regarding the board’s tree selection for Ransom Street. Mayor Anderson stated that it was crucial to finalize this item, as the city was waiting for a recommendation. Director Henderson noted that delaying the selection could impact the planting schedule.

Mayor Anderson motioned to accept the amended agenda. Director Henderson seconded. A voice vote was taken with no objections. Motion carried.

APPROVAL OF MINUTES

Mayor Anderson motioned to approve the minutes from the January 16, 2025, meeting. Director Thrash seconded. A voice vote was taken with no objections. Motion carried. Director Jordan-Woods reminded the board that updates regarding the climate change conference attendance had not been recorded in the previous minutes and requested that future meeting minutes include all relevant updates.

PUBLIC COMMENTS

No public comments were made.

DIRECTOR COMMENTS

Director Jordan-Woods announced that Marilyn Pulley would also be attending the climate change conference in April. Director Pulley expressed her enthusiasm, stating that she hoped to bring back valuable insights for the district. Director Jordan-Woods requested adding an agenda item for the next meeting to discuss businesses contributing to a social district/ambassador program, emphasizing hiring local residents and considering seasonal employment. Mayor Anderson stated that it would be beneficial to engage local businesses early to understand their level of interest and willingness to contribute financially. Director Henderson noted that clear guidelines on expectations for business participation would be necessary.

NEW BUSINESS

City Service Agreement Discussion

Director Jordan-Woods initiated a discussion on the city service agreement. Kevin Ford summarized the agreement's scope, including management and accounting services for $500 annually. Director Pulley inquired about whether the agreement included any flexibility in financial reporting timelines. Mayor Anderson raised concerns about its expiration, stating that the agreement did not auto-renew and that the board needed to ensure continuity. Director Thrash expressed the importance of reviewing service agreements in advance to avoid lapses in coverage. Directors agreed a new agreement should include an automatic renewal clause with a 60-day cancellation option.

Mayor Anderson motioned to request a new City Service Agreement with the auto-renewal provision and authorize the board chair to sign all related documents. Director Pulley seconded. A voice vote was taken with no objections. Motion carried.

Removal of Board Member Matthew Norman

The board discussed Matthew Norman's lack of response to previous communications. Kevin Ford, Shared Prosperity Coordinator, confirmed that per bylaws, he had been given notice and an opportunity to respond. Mayor Anderson stated that it was the board's duty to ensure active participation and that if a board member was unresponsive, the seat should be filled by someone who could contribute meaningfully. Director Jordan-Woods recalled that Norman had missed several meetings without providing explanations. Director Thrash noted that this situation underscored the importance of having engaged board members who actively participate in decision-making. Mr. Ford stated that the board had fulfilled its responsibilities regarding this matter, and the next step would be obtaining approval from the City Commission for the removal to be finalized.

Director Henderson motioned to recommend to the City Commission that Matthew Norman be removed from the board so the position could be filled by an engaged community member. Director Thrash seconded. A voice vote was taken with no objections. Motion carried.

Step-Aside Request Discussion

Director Jordan-Woods stressed the importance of securing financial contributions from developers benefiting from step-aside agreements. She explained that the board had previously approved step-aside requests without negotiating financial returns, and moving forward, there needed to be a structured policy. Mayor Anderson supported this idea, emphasizing that a clear framework would allow the district to generate revenue while still encouraging development. Director Thrash noted that other cities had similar policies in place and suggested researching comparable agreements. Director Pulley asked if legal counsel could review any proposed policy before finalizing it. The board agreed that Director Pulley and Mayor Anderson would draft a policy for review next month.

Trees for Ransom Street

Board members discussed tree selection for Ransom Street, emphasizing a colorful and educational streetscape. James Baker had proposed several tree options, including the Freeman Maple, Crimson King Maple, Autumn Gold Gingko Tree, American Linden, and American Hornbeam. Director Thrash suggested that a mixture of these trees would create a visually appealing corridor year-round. Director Jordan-Woods stated that the trees should be labeled with descriptions to serve as an educational resource for local students.

Concerns arose regarding Second Baptist Church's lack of input. Director Jordan-Woods stated that members of the church had been told they had no say, but the board wanted to ensure that their voices were heard. Mae Skinner, representing Second Baptist, was given the opportunity to submit selections by Monday, February 24th. Director Pulley mentioned that giving the church a choice could help strengthen community relations.

Mayor Anderson proposed organizing tree planting events involving local schools, suggesting that children could learn about urban forestry through hands-on participation. Director Henderson stated that involving schools would require coordination with city staff to ensure safety and compliance with local regulations. Director Jordan-Woods noted that they could coordinate with the city's arborist and local nonprofits for community engagement.

Director Thrash motioned for board members and Mae Skinner to submit individual votes on tree selections, with compiled results forming the final recommendation. Director Pulley seconded. A voice vote was taken with no objections. Motion carried.

STAFF REPORTS & UPDATES

Kevin Ford presented the December 2024 financial report, confirming no changes from the previous report. Director Jordan-Woods stated that the board needed to better track incoming tax revenues to ensure transparency. She requested that city staff investigate what had happened to 2023 tax dollars and when 2025 tax revenues would be added to the budget. Mayor Anderson requested that the 2025 budget be included in future board packets, stating that having updated financial reports would help with decision-making. Director Pulley asked whether the financial reports could include a comparison to previous years for reference.

ADJOURNMENT

Director Henderson motioned to adjourn. Director Pulley seconded. A voice vote was taken with no objections. Motion carried.

The meeting was adjourned at 6:50 p.m.

NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY BOARD
March 20, 2025

A meeting of the Northside Cultural Business District Authority (NCBDA) Board of Directors was held on Thursday, March 20th, at 612 N Park St.

DIRECTORS PRESENT:

Mattie Jordan-Woods

Tami Rey

Kiar Gamsho

Marilyn Pulley

Damian Henderson

Chad Dodd

Ricky Thrash

DIRECTORS ABSENT:

Mayor Anderson

Also present from the City were:

Kevin Ford, Shared Prosperity Coordinator

Erin Hahn, Community Investment Administrative Assistant

Nathan Ekola, City of Kalamazoo Clerk's Office

Also present from the community:

Mae Skinner

Director Jordan-Woods called the meeting to order at 6:00 p.m.

ROLL CALL

Roll call was taken, and it was determined that quorum did exist.

ADOPTION OF AGENDA

Director Rey motioned to adopt the agenda as presented. Director Pulley seconded. No objections. Motion carried.

APPROVAL OF MINUTES

The board reviewed the minutes from the February 20, 2025, meeting. Several board members expressed concerns that the previous minutes did not fully capture discussions from that meeting. Director Jordan-Woods stated that additional comments from various board members were missing, particularly regarding the city service agreement and financial matters. Director Jordan-Woods pointed out that a conversation between Mayor Anderson and Director Pulley about meeting with city staff regarding the service agreement was not included. Director Pulley also mentioned that there had been more discussion about the need for clear financial records.

After discussion, Director Jordan-Woods suggested tabling the approval of the minutes until the requested revisions were made.

Tami Rey motioned to table the minutes until the next meeting. Director Henderson seconded. No objections. The motion carried.

PUBLIC COMMENTS

Nathan Ekola, a representative from the City of Kalamazoo Clerk's Office, introduced himself and explained that he had been tasked with supporting city boards and commissions. He stated that his role included recruitment, onboarding, and training for board members. He expressed his interest in helping to fill vacancies and assisting with board-related needs.

Mae Skinner, a Northside homeowner and trustee of Second Baptist Church, introduced herself to the board.

DIRECTOR COMMENTS

No additional director comments were made.

NEW BUSINESS

No new business was introduced.

UNFINISHED BUSINESS

Step-Aside Agreement Discussion

The board revisited the ongoing discussion about step-aside agreements and the need to secure financial contributions from developers benefiting from them. Director Jordan-Woods stated that she and Mayor Anderson had been unable to meet as planned to further develop guidelines but would do so before the next meeting. Kevin Ford presented a document detailing the tax capture process, stating that tax revenues for 2024 would be recognized in May 2025. He also explained that if a major property went tax-exempt, it could significantly reduce the district's captured revenue.

Director Jordan-Woods asked for clarification on the total amount of tax revenue collected in 2023 and 2024. They emphasized that while the process for future tax recognition was understood, the board needed a breakdown of past collections. Director Pulley asked whether the $500 expense listed in the budget applied to both 2023 and 2024. The board requested a full financial report detailing all captured tax revenue since the district's formation.

City Service Agreement Discussion

Kevin Ford provided an update on the city service agreement, stating that legal review was still underway. He noted that the updated agreement included a provision for automatic renewal, whereas the previous version had stated that renewal would not occur automatically. Director Gamsho asked for confirmation that the agreement would now remain in effect unless terminated by either party. Kevin Ford confirmed this was the case.

Board members also revisited the need for clearer financial tracking under the agreement. Director Jordan-Woods noted that under the agreement, the city is responsible for maintaining financial records for the district and that the board needed more regular and transparent updates. A request was made for a detailed financial report to be provided at each meeting, including starting balances, revenues collected, and expenditures.

The board agreed to review the final service agreement once the legal team completed its review.

COMMUNICATIONS & ANNOUNCEMENTS

Director Pulley asked for an update on the tree selection process for Ransom Street. Director Jordan-Woods stated that James Baker had used prior input from Director Thrash to finalize tree placement. Director Jordan-Woods noted that an email had been sent with updates, and that board members could refer to the email for the final vote count. Director Jordan-Woods requested that James Baker present a diagram of the approved plan for the board to review at the next meeting. Director Thrash requested his updated email address to be added to the communications list by Erin Hahn.

STAFF REPORTS & UPDATES

Mr. Ford presented the latest financial report and confirmed that, to date, no new expenditures had been recorded. Director Jordan-Woods pointed out that the financial report was missing several key details, including the total funds available, expenditures from previous years, and outstanding obligations. Director Jordan-Woods requested that future financial reports include a month-by-month breakdown to improve tracking and transparency.

The board also raised concerns about delays in tax revenue disbursement. Director Jordan-Woods asked Mr. Ford to follow up with the city's finance department to determine the exact timeline for when 2025 tax funds would be deposited into the district's account.

Additionally, there was discussion regarding budget allocations for professional development and contractual services. Director Gamsho questioned whether the $5,000 allocation for professional and contractual services would be fully utilized and whether unspent funds could be redirected. Director Jordan-Woods explained that funds could roll over into next year if they are not fully utilized this year.

Director Jordan-Woods also requested an update on whether the city had submitted the required financial reports to the City Commission, as previously discussed. Mr. Ford stated that he would verify whether the report had been completed and ensure that the board received a copy for review.

ADJOURNMENT

Director Rey motioned to adjourn the meeting. Director Thrash seconded the motion. No objections. Motion carried.

The meeting was adjourned at 6:35 p.m.
