

# Agenda

## Downtown Development Authority

### Board of Directors



City of Kalamazoo

Monday, April 21, 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 March 17, 2025. (**Action: Motion to approve**)

#### D. REPORTS AND PRESENTATIONS

1. Financial Report - February 2025 (**Action: Motion to accept**)

#### E. DISCUSSION/ACTION ITEMS

#### F. PUBLIC COMMENTS

**G. DIRECTOR COMMENTS**

**H. ADJOURNMENT**

# Board of Directors Regular Meeting Minutes

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

**PRESENT:** Curt Aardema, Mayor Anderson, Jeff Breneman, Stephanie Hinman, Matt Hollander, Susan Lindemann, Clarence Lloyd

**ABSENT:** Kwame Gyimah, Jessica Thompson

**STAFF:** Meghan Behymer, Erin Hahn, Chelsie Downs-Hubbarth, Rebekah Kik

**OTHER:** Steve Glista

## A. CALL TO ORDER

**DIRECTOR LINDEMANN CALLED THE MEETING TO ORDER AT 4:20 P.M.**

**PRESENT:** Curt Aardema, Mayor Anderson, Jeff Breneman, Stephanie Hinman, Matt Hollander, Susan Lindemann, Clarence Lloyd

**ABSENT:** Kwame Gyimah

**EXCUSED:** Jessica Thompson

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

## B. ADOPTION OF FORMAL AGENDA

Meghan Behymer, Downtown Coordinator stated that an additional action item needed to be added to the agenda – a Streets For All funding support letter.

**DIRECTOR AARDEMA MOTIONED TO ADOPT THE MARCH 17, 2025 AGENDA AS AMENDED. DIRECTOR HINMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## C. APPROVAL OF MINUTES

**DIRECTOR HOLLANDER MOTIONED TO APPROVE THE MINUTES FROM THE MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY ON FEBRUARY 17, 2025. DIRECTOR AARDEMA SECONDED THE MOTION. NO OBJECTIONS. MOTION CARRIED.**

## D. REPORTS AND PRESENTATIONS

# Board of Directors Regular Meeting Minutes

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## a. Financial Report – January 2025

Ms. Behymer presented the financial report, stating that in January, the Downtown Development Authority (DDA) received no revenue, bringing year-to-date revenues to \$0. Ms. Behymer stated that January expenses totaled \$634 for utilities, bringing year-to-date expenses to \$634.

Director Aardema inquired about the water and sewer charges. Ms. Behymer stated that she believes the charges pertain to the Portland Loo, but she would report back at the next meeting.

**DIRECTOR BRENEMAN MOTIONED TO APPROVE THE JANUARY 2025 FINANCIAL REPORT. DIRECTOR AARDEMA SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## E. DISCUSSION/ACTION ITEMS

### a. 2025-2026 Slate of Officers

Director Lindemann stated that the first action item is to approve the 2025-2026 slate of officers as nominated by the executive committee. The proposed slate is as follows:

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

**MAYOR ANDERSON MOTIONED TO APPROVE THE 2025-2026 SLATE OF OFFICERS. DIRECTOR LLOYD SECONDED. NO OBJECTIONS. MOTION CARRIED.**

### b. Rose Street Plaza MOU

Rebekah Kik, Deputy City Manager, provided an update on plans for improving Rose Street Plaza, highlighting several key areas of focus. The project aims to address trip hazards, replace trees that are not thriving, introduce sustainable landscaping, add furniture, and make necessary concrete improvements. The goal is to create a more functional and inviting space that can support long-term growth and usability. Rebekah emphasized that this will be a collaborative process, and she will report back to the board with design updates as plans progress.

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During the discussion, Director Aardema requested a copy of the Memorandum of Understanding (MOU) and a sketch outlining areas of responsibility for maintenance and improvements. There was uncertainty about whether the MOU had been reviewed and approved by the executive committee. Susan confirmed that the executive committee had reviewed and approved the MOU before bringing it to the entire board for a decision.

**DIRECTOR LLOYD MOTIONED TO AUTHORIZE THE BOARD CHAIR TO SIGN A LETTER OF SUPPORT FROM THE CITY OF KALAMAZOO TO STATE SENATORS AND REPRESENTATIVES, EMPHASIZING THE IMPORTANCE OF STREETS FOR ALL FUNDING AND REQUESTING THEIR ADVOCACY FOR SECURING THIS FUNDING. DIRECTOR BRENEMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## **c. Board Member Reappointment**

Director Lindemann stated that Director Gyimah has agreed to sign on for a four-year term, so this motion would be to recommend his reappointment to the City Commission.

**DIRECTOR BRENEMAN MOTIONED TO RECOMMEND THE REAPPOINTMENT OF DIRECTOR GYIMAH TO A FULL TERM ON THE DEGA BOARD FOR NOMINATION BY THE MAYOR AND APPROVAL BY THE CITY COMMISSION. DIRECTOR LLOYD SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## **d. DDA Budget Amendment**

Ms. Behymer stated that a budget amendment was needed to increase expenses by \$517,000 for a payment to the Kalamazoo Community Foundation, to be funded from reserves.

**DIRECTOR BRENEMAN MOTIONED TO APPROVE A BUDGET AMENDMENT TO INCREASE EXPENSES BY \$517,000 FOR A PAYMENT TO THE KALAMAZOO COMMUNITY FOUNDATION, TO BE FUNDED FROM RESERVES. DIRECTOR HOLLANDER SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## **F. PUBLIC COMMENTS**

There were no public comments.

## **G. DIRECTOR COMMENTS**

Directors expressed their gratitude to Director Lindemann, Director Hinman, and Director Hollander for their time served on the boards.

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## H. ADJOURNMENT

**DIRECTOR LINDEMANN ADJOURNED THE MEETING AT 4:36 P.M.**

**Downtown Development Authority**  
**Statement of Activity**  
**2/28/2025**

**Total Available Cash** \$ 833,504

	<u>2025 Budget</u>	<u>February</u>	<u>2025 YTD Totals</u>
<b>Revenues:</b>			
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	59,210	59,210
<b>Total Revenues</b>	<u><b>335,210</b></u>	<u><b>59,210</b></u>	<u><b>59,210</b></u>
<b>Expenses:</b>			
Operating Supplies	-		-
Professional And Contractual Services	103,000		-
Land Improvements			-
Legal Services And Fees	20,000		-
Audit Fees	6,600		-
Utilities	17,500	858	1,492
Administrative Fees	125,000		-
MetroCenter Debt Service	-		-
Tax Appeal Refunds			-
<b>Total Expenses</b>	<u><b>272,100</b></u>	<u><b>858</b></u>	<u><b>1,492</b></u>
 <b>Revenues Less Expenses</b>	 <u><b>63,110</b></u>	 <u><b>58,352</b></u>	 <u><b>57,718</b></u>

**Notes:**

**Long Term Debt Outstanding:**

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

**Utilities:**

	<u>February</u>	<u>2025 YTD Totals</u>
Electricity (Including Street Lights)	779	1,352
Water & Sewer	80	140
<b>TOTAL</b>	<u><b>858</b></u>	<u><b>1,492</b></u>

**Professional And Contractual Services:**

<b>TOTAL</b>	<u><b>0</b></u>	<u><b>0</b></u>
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**Downtown Development Authority  
February 2025 Financial Summary**

In February, the Downtown Development Authority (DDA) received \$59,210 in revenue from the City of Kalamazoo for the Kalamazoo Mall Maintenance agreement, bringing our year-to-date revenue to \$59,210. January expenses totaled \$858 for Utilities (Electricity - \$779; Water and Sewer - \$80). Year-to-date expenses totaled \$1,492.