

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.
