

# Agenda

## Downtown Development Authority

### Board of Directors



City of Kalamazoo

Monday, May 19, 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 April 21, 2025. (**Action: Motion to approve**)

#### D. REPORTS AND PRESENTATIONS

1. Financial Report - March 2025

#### E. DISCUSSION/ACTION ITEMS

#### F. PUBLIC COMMENTS

**G. DIRECTOR COMMENTS**

**H. ADJOURNMENT**

# Board of Directors Regular Meeting Minutes

April 21, 2025, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

**PRESENT:** Curt Aardema, David Anderson, Rick Searing, Stanley Steppes, Trisha Kidd, Jessica Thompson, Kwame Gyimah, Clarence Lloyd

**ABSENT:**

**EXCUSED:** Jeff Breneman

**STAFF:** Meghan Behymer, Downtown Coordinator; Erin Hahn, Community Investment Administrative Assistant

**OTHER:** Jessica Wood (Virtual)

## A. CALL TO ORDER

**DIRECTOR AARDEMA CALLED THE MEETING TO ORDER AT 4:30 P.M.**

**PRESENT:** Curt Aardema, David Anderson, Rick Searing, Stanley Steppes, Trisha Kidd, Jessica Thompson, Kwame Gyimah, Clarence Lloyd

**ABSENT:**

**EXCUSED:** Jeff Breneman

**THE APRIL 21<sup>ST</sup>, 2025 ATTENDANCE INCLUDING EXCUSED AND UNEXCUSED ABSENCES IS RECORDED.**

## B. ADOPTION OF FORMAL AGENDA

**MAYOR ANDERSON MOTIONED TO ADOPT THE APRIL 21<sup>ST</sup>, 2025 AGENDA AS PRESENTED. DIRECTOR THOMPSON SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## C. APPROVAL OF MINUTES

Director Thompson stated that she was listed as absent at the March 17, 2025 DDA meeting, and requested that the minutes be amended to include her as present.

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**MAYOR ANDERSON MOTIONED TO APPROVE THE MINUTES FROM THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING ON MARCH 17, 2025 AS AMENDED. DIRECTOR LLOYD SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## **D. REPORTS AND PRESENTATIONS**

### **a. Financial Report – February 2025**

Meghan Behymer, Downtown Coordinator, presented the financial report for February 2025. She stated that the Downtown Development Authority received \$59,210 in revenue from the City of Kalamazoo during the month of February. This revenue was specifically associated with the Kalamazoo Mall Maintenance Agreement. This brought the year-to-date revenue total for the DDA to \$59,210. Ms. Behymer also reported that expenses for January amounted to \$858, primarily for utilities. With this, the year-to-date expenses stood at \$1,492.

For context, Ms. Behymer explained to the newer board members that the Kalamazoo Mall Maintenance Agreement is a long-standing agreement, with its current terms dating back to approximately 2009. She noted that while the DDA is continuing to execute the work in accordance with the 2025 responsibilities outlined in the agreement, efforts are underway to update the agreement for 2026 to better reflect the actual costs and scope of work needed today. Ms. Behymer highlighted that the cost estimate of \$59,210 originates from the 2009 version of the agreement, which no longer accurately captures the work and expenses involved. She added that the special assessment used to fund this work is collected by the City, processed, and then allocated to the DDA, which is why it appears in the revenue report.

Mayor Anderson inquired about the status of the MAVCON agreement. Jessica Wood responded, explaining that while the agreement has been substantively resolved, it is still waiting to be added to the City Commission's agenda for final review. Ms. Behymer added that although the Commission had already approved the agreement in principle, the City Attorney requested a few clarifications from MAVCON's attorney and required that both parties be present for a final update. Once this occurs, the matter will return to the Commission for formal acknowledgment. Ms. Behymer reiterated that the agreement itself is complete and that the amount of \$52,400 had been budgeted in anticipation of its approval.

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**DIRECTOR LLOYD MOTIONED TO ACCEPT THE FEBRUARY 2025 FINANCIAL REPORT. DIRECTOR SEARING SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## **E. DISCUSSION/ACTION ITEMS**

There were no discussion or action items.

## **F. PUBLIC COMMENTS**

There were no public comments.

## **G. DIRECTOR COMMENTS**

Director Searing congratulated Western Michigan University's hockey team and acknowledged the upcoming graduation of WMU students. He encouraged the board to consider ways to retain graduates in Kalamazoo and strengthen the connection between the university and downtown.

Director Steppes asked about the agenda for the next meeting. Ms. Behymer responded that the executive committee would finalize the agenda in the coming weeks and noted that potential topics include presentations on placemaking efforts, the next phase of the Notre Dame plan, and updates on the Imagine Kalamazoo initiative. She emphasized her goal to keep the board informed on major downtown projects—especially those not directly overseen by the board—by inviting relevant stakeholders to present.

Ms. Behymer also recommended that the board consider attending quarterly Downtown Town Halls, facilitated by Director Lloyd's team, as a way to stay connected with downtown businesses and community partners.

Director Kidd expressed her excitement to join the Board and the Business Recruitment and Retention Committee.

Director Thompson welcomed new board members and reflected on the board's recent progress. She expressed appreciation for the renewed energy and organization, describing the current moment as an encouraging step forward.

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The meeting concluded with the Director Aardema offering a warm welcome to new members and affirming the board's shared commitment to supporting downtown Kalamazoo's present and future.

## **H. ADJOURNMENT**

**DIRECTOR STEPPES MOTIONED TO ADJOURN THE MEETING. DIRECTOR SEARING SECONDED. NO OBJECTIONS. MOTION CARRIED.**

The meeting was adjourned at 4:55 p.m.

**Downtown Development Authority**  
**Statement of Activity**  
**3/31/2025**

**Total Available Cash** \$ 836,278

	<u>2025 Budget</u>	<u>March</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
<b>Total Revenues</b>	<u><b>335,210</b></u>	<u>-</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	5,344	5,344
Audit Fees	6,600		-
Utilities	17,500	766	2,258
Administrative Fees	125,000	31,250	31,250
MetroCenter Debt Service	-		-
Tax Appeal Refunds			-
Notes Payable - Principle	517,000		-
<b>Total Expenses</b>	<u><b>789,100</b></u>	<u><b>37,360</b></u>	<u><b>38,852</b></u>
 <b>Revenues Less Expenses</b>	 <u><b>(453,890)</b></u>	 <u><b>(37,360)</b></u>	 <u><b>20,358</b></u>

**Notes:**

**Long Term Debt Outstanding:**

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

**Utilities:**

	<u>March</u>	<u>2025 YTD Totals</u>
Electricity (Including Street Lights)	605	1,957
Water & Sewer	161	301
<b>TOTAL</b>	<u><b>766</b></u>	<u><b>2,258</b></u>

**Downtown Development Authority  
March 2025 Financial Summary**

In March, the Downtown Development Authority (DDA) received \$0 in revenue, keeping our year-to-date revenue at \$59,210.

March expenses totaled \$37,360. Key expense categories included: **Utilities (\$766)**; **Administrative Fees (\$31,250)** for the City Service Agreement Q1 payment; and **Legal Services (\$5,344)**. Year-to-date expenses total \$38,852.