

Agenda

Downtown Development Authority

Board of Directors



City of Kalamazoo

Monday, June 16, 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 May 19, 2025. (**Action: Motion to approve**)

D. REPORTS AND PRESENTATIONS

1. Financial Report

E. DISCUSSION/ACTION ITEMS

F. PUBLIC COMMENTS

G. DIRECTOR COMMENTS

H. ADJOURNMENT

Board of Directors Regular Meeting Minutes

May 19, 2025, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

PRESENT: David Anderson, Jeff Breneman, Trisha Kidd, Clarence Lloyd, Rick Searing

EXCUSED: Curt Aardema, Stanley Steppes, Jessica Thompson

ABSENT: Kwame Gyimah

STAFF: Meghan Behymer (Downtown Cosordinator); Erin Hahn (Community Investment Administrative Assistant); Rebekah Kik (Deputy City Manager); Jessica Wood (Legal Counsel)

OTHER:

A. CALL TO ORDER

DIRECTOR BRENEMAN CALLED THE MEETING TO ORDER AT 3:45 P.M.

PRESENT: David Anderson, Jeff Breneman, Trisha Kidd, Clarence Lloyd, Rick Searing

EXCUSED: Curt Aardema, Stanley Steppes, Jessica Thompson

ABSENT: Kwame Gyimah

THE MAY 19, 2025 ATTENDANCE INCLUDING EXCUSED AND UNEXCUSED ABSENCES IS RECORDED.

B. ADOPTION OF FORMAL AGENDA

DIRECTOR LLOYD MOTIONED TO ADOPT THE MAY 19, 2025 AGENDA AS PRESENTED. DIRECTOR ANDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.

C. APPROVAL OF MINUTES

DIRECTOR ANDERSON MOTIONED TO APPROVE THE MINUTES FROM THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING ON APRIL 21, 2025. DIRECTOR LLOYD SECONDED. NO OBJECTIONS. MOTION CARRIED.

D. REPORTS AND PRESENTATIONS

1. Financial Report – March 2025

Board of Directors Regular Meeting Minutes

May 19, 2025, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

Meghan Behymer, Downtown Coordinator, presented the financial report. The Downtown Development Authority (DDA) reported no new revenue for March, maintaining year-to-date revenue at \$59,210, which reflects the mall maintenance agreement. March expenses totaled \$37,360, including \$766 for utilities, \$31,250 for the Q1 City Service Agreement, and \$5,344 for legal services. Year-to-date expenses total \$38,852.

A discussion followed regarding the presentation of liabilities on the financial statements, particularly the \$517,000 notes payable. It was clarified that this amount is being drawn from fund balance, not annual revenue, and had been included in a prior budget amendment. Staff will follow up to ensure liabilities are appropriately represented in future reports. The financial report was unanimously accepted.

MAYOR ANDERSON MOTIONED TO ACCEPT THE FINANCIAL REPORT. DIRECTOR SEARING SECONDED. NO OBJECTIONS. MOTION CARRIED.

E. ACTION ITEMS

There were no action items.

F. PUBLIC COMMENTS

There were no public comments.

G. DIRECTOR COMMENTS

Director Lloyd announced that the Chamber is planning a small business conference later this year with a possible retail focus. He also shared that a *Shop Local Greater Kalamazoo* e-commerce platform is in development and invited downtown to have its own sponsored page within the platform, which will be brought back for further discussion as details are finalized.

Director Searing congratulated recent high school graduates and noted the positive energy during prom festivities in Bronson Park. He expressed excitement for future downtown vibrancy and asked about the integration of new branding into the downtown website. Staff confirmed that the a5 branding consultant will assess what updates are needed for the site and other assets.

H. ADJOURNMENT

Director Breneman adjourned the meeting at 4:50 P.M.

**Downtown Development Authority
April 2025 Financial Summary**

In April, the Downtown Development Authority (DDA) received \$2,426 in revenue for delinquent property taxes, bringing year-to-date revenue to \$61,636.

March expenses totaled \$5,135. Key expense categories included: **Utilities (\$648)** and **Professional and Contractual Services (\$4,487)** for Abraxas file storage (\$3,437) and Wolverine Lawn Services (\$1,050). Year-to-date expenses total \$43,988.

Downtown Development Authority
Statement of Activity
4/30/2025

Total Available Cash \$ 802,238

	2025 Budget	April	2025 YTD Totals
Revenues:			
Taxes	274,000		-
Delinquent Property Taxes		2,426	2,426
Payment In Lieu Of Taxes (Pilot)	2,000		-
Interest			-
Sale of Capital Assets			-
Other Revenues			-
Other Revenues - Mall Maintenance	59,210		59,210
Total Revenues	335,210	2,426	61,636
Expenses:			
Operating Supplies	-		-
Professional And Contractual Services	103,000	4,487	4,487
Land Improvements			-
Legal Services And Fees	20,000		5,344
Audit Fees	6,600		-
Utilities	17,500	648	2,907
Administrative Fees	125,000		31,250
MetroCenter Debt Service	-		-
Tax Appeal Refunds			-
Notes Payable - Principle	517,000		-
Total Expenses	789,100	5,135	43,988
Revenues Less Expenses	(453,890)	(2,709)	17,648

Notes:

Long Term Debt Outstanding:

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

Utilities:

	April	2025 YTD Totals
Electricity (Including Street Lights)	568	2,525
Water & Sewer	81	382
TOTAL	648	2,907

Professional And Contractual Services:

Abraxas DDA/DEGA File Processing & Storage	3,437	3,437
Wolverine Lawn Services	1,050	1,050
TOTAL	4,487	4,487