

# Agenda

## Northside Cultural Business District Authority Board of Directors



City of Kalamazoo

Thursday, July 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 June 26, 2025. (Action: Motion to approve)

**D. PUBLIC COMMENTS**

**E. DIRECTOR COMMENTS**

**F. NEW BUSINESS**

**G. UNFINISHED BUSINESS**

**H. COMMUNICATIONS AND ANNOUNCEMENTS**

1. Executive Committee Report

**I. STAFF REPORTS AND UPDATES**

**J. ADJOURNMENT**

**NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY BOARD MEETING**

**Thursday, June 26, 2025**

**Northside Association for Community Development**

**612 N. Park St., Kalamazoo, MI 49007**

A meeting of the Northside Cultural Business District Authority (NCBDA) Board of Directors was held on Thursday, June 26, 2025 at 612 N Park St., Kalamazoo, MI.

**DIRECTORS PRESENT:** Mayor Anderson, Chad Dodd, Damian Henderson, Kiar Gamsho, Mattie Jordan-Woods, Ricky Thrash

**DIRECTORS ABSENT:** Marilyn Pulley, Tami Rey

**ALSO PRESENT FROM THE CITY:**

- Erin Hahn, Community Investment Administrative Assistant
- Kevin Ford, Shared Prosperity Coordinator
- Chelsie Downs-Hubbarth, Community Investment Manager
- Antonio Mitchell, Community Planning & Economic Development Director
- Steve Vicenzi, Management Services Director/Chief Financial Officer

**A. CALL TO ORDER**

Director Jordan-Woods called the meeting to order at 6:07 p.m.

**B. ROLL CALL**

Roll call was taken. A quorum was present.

**C. ADOPTION OF AGENDA**

**MAYOR ANDERSON MOTIONED TO ADOPT THE JUNE 26, 2025 AGENDA AS PRESENTED. DIRECTOR GAMSHO SECONDED. NO OBJECTIONS. MOTION CARRIED.**

**D. APPROVAL OF MINUTES**

**DIRECTOR THRASH MOTIONED TO APPROVE THE MINUTES FROM THE MEETING OF THE NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY ON MAY 22, 2025. MAYOR ANDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.**

**E. PUBLIC COMMENTS**

None.

## **F. DIRECTOR COMMENTS**

Mayor Anderson shared that the City Manager's Office had agreed to have legal fees necessary for board operations paid directly by the City rather than using NCBDA funds. This includes participation by Attorney Wood.

Director Jordan-Woods shared that the Michigan Association of Planning Conference will be in Kalamazoo in October, and that the NCBDA has been invited to host a Northside tour and meet-and-greet on October 23 from 3:00 to 5:00 PM. She said Christina had followed up via email and that she would continue to keep the committee informed. Director Thrash volunteered to assist with hospitality and refreshments for the event.

Director Jordan-Woods also stated that she would be attending the National Brownfield Conference in Chicago, August 5 through 8, and plans to bring back information on how other communities use brownfield and TIF tools. She also noted that the Northside Association for Community Development has appointed Jonathan Yarbrough as its new executive director, beginning in July.

## **G. NEW BUSINESS**

No new business was introduced.

## **H. UNFINISHED BUSINESS**

### **1. Budget Template Presentation**

Chelsie Downs-Hubbarth reviewed the updated budget template, developed in collaboration with the Executive Committee. The document includes projected and actual revenue for 2024 and 2025, fund balances, and a projection for 2026 TIF revenue.

Director Jordan-Woods asked for clarification on whether the \$10,858 listed was from 2023, even though it was received in 2024. Steve Vicenzi confirmed that TIF capture began in 2022 but is disbursed by the City one year behind, after County settlements are completed.

Director Jordan-Woods requested that a footnote be added to the template clarifying the difference between the capture year and the year funds are received to avoid confusion.

**DIRECTOR THRASH MOTIONED TO APPROVE THE BUDGET TEMPLATE. DIRECTOR GAMSHO SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## **2. Budget Amendment Motion**

As part of the ongoing financial planning conversation, the board discussed the need to formally move unspent funds from 2024 into the 2025 active budget. Ms. Downs-Hubbarth confirmed that \$10,987.80 had rolled into the fund balance due to minimal spending in the previous year and clarified that those funds were not currently accessible for board use without a formal budget amendment. Director Jordan-Woods emphasized that these dollars were already captured and should be reflected in the working budget to ensure the board has the flexibility to implement priorities without delay. She also expressed frustration that limited access to previously approved funding can stall board initiatives and reduce responsiveness.

**DIRECTOR GAMSHO MOTIONED TO MOVE \$10,987.80 FROM THE FUND BALANCE INTO THE 2025 ACTIVE BUDGET. DIRECTOR HENDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## **3. TIF Revenue Policy Motion**

The board engaged in a detailed discussion about whether annual TIF revenue should remain in the fund balance or be included in the active operating budget. Ms. Downs-Hubbarth and Steve Vicenzi explained that, according to City and State budgeting best practices, it is generally advisable to maintain a reserve in the fund balance to ensure fiscal control and support long-term financial stability. However, Director Jordan-Woods expressed concern that this approach created unnecessary barriers to accessing funds already captured and limited the board's ability to act on priorities without initiating repeated budget amendments. She emphasized the need for full transparency and for the budget to reflect the true financial capacity of the board.

**DIRECTOR GAMSHO MOTIONED TO INCLUDE ALL ANNUAL TIF REVENUE IN THE ACTIVE BUDGET RATHER THAN THE FUND BALANCE. DIRECTOR DODD SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## **4. 2025 Budget Discussion**

Steve Vicenzi provided an overview of budgeting best practices, noting that only confirmed revenue may be included in the City's formal operating budget. He emphasized that while projected grant funding cannot be listed in the adopted budget, the board may use supplemental documents for planning and grant-seeking purposes.

He also reiterated the importance of maintaining a reserve for unexpected costs and ensuring expenditures are appropriately appropriated.

Director Jordan-Woods raised concerns about the limitations this creates for the board, especially when pursuing external funding. She stressed the importance of being able to demonstrate the board’s full financial picture—including projected or aspirational funding—and called for a “dual budget” approach that would support both transparency and long-term planning. She also expressed frustration that previously identified board priorities were delayed due to the inaccessibility of captured funds or unclear pathways for internal support.

Mayor Anderson added that when the board identifies specific initiatives, those should be elevated early in the budget process so they can be integrated into City planning. He explained that City departments can advocate for projects if they are aware of them in time.

Director Thrash asked how the board could seek funding for those priorities—such as through special City allocations or grant programs—and when those requests would need to be made.

Director Jordan-Woods raised additional concerns about the lack of a clear point person to help the board navigate interdepartmental coordination and funding opportunities. Kevin Ford, the board’s City liaison, noted that he had not previously understood this to be part of his role. Antonio Mitchell clarified that while Kevin assists with communications and logistics, other staff may be assigned on a project-by-project basis depending on the nature of the request. He cited past examples, such as the Pillars project, where different staff stepped in to support targeted board initiatives.

The board agreed that a clearer structure for internal advocacy and City coordination is needed moving forward to ensure that identified district priorities are not overlooked in future City budget cycles.

## **5. 2026 Budget Discussion**

This item was deferred due to time constraints and will be brought forward at the next board meeting.

## **I. COMMUNICATIONS AND ANNOUNCEMENTS**

Due to time limitations, this section was not addressed. Any updates, including the Transformational Brownfield Project presentation by Antonio Mitchell, will be carried over to the next meeting agenda.

#### **J. STAFF REPORTS AND UPDATES**

No additional staff reports or updates were presented beyond those discussed during the budget conversation.

#### **K. ADJOURNMENT**

**DIRECTOR DODD MOTIONED TO ADJOURN. DIRECTOR HENDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.**

**Meeting adjourned at 8:12 PM.**