

# Agenda

## Downtown Development Authority

### Board of Directors



City of Kalamazoo

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

#### D. REPORTS AND PRESENTATIONS

1. Financial Report

#### E. DISCUSSION/ACTION ITEMS

1. Motion to approve an amendment to the Rose Street Plaza MOU to reflect the

Ironworks corporate entity name.

2. Motion to ratify and authorize the City's 2025 levy of the voted DDA millage as reflected on the related attachments from the City's CFO and authorizing and ratifying the Board Chair to sign necessary documentation.

**F. PUBLIC COMMENTS**

**G. DIRECTOR COMMENTS**

**H. ADJOURNMENT**

# Board of Directors Regular Meeting Minutes

June 16, 2025, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

**PRESENT:** Curt Aardema, David Anderson, Jeff Breneman, Clarence Lloyd, Rick Searing, Stanley Steppes, Jessica Thompson

**EXCUSED:** Trisha Kidd

**ABSENT:** Kwame Gyimah

**STAFF:** Meghan Behymer (Downtown Coordinator); Erin Hahn (Community Investment Administrative Assistant); Jessica Wood (Legal Counsel)

## A. CALL TO ORDER

**DIRECTOR AARDEMA CALLED THE MEETING TO ORDER AT 4:33 P.M.**

**PRESENT:** Curt Aardema, David Anderson, Jeff Breneman, Clarence Lloyd, Rick Searing, Stanley Steppes, Jessica Thompson

**EXCUSED:** Trisha Kidd

**ABSENT:** Kwame Gyimah

**THE JUNE 16, 2025 ATTENDANCE INCLUDING EXCUSED AND UNEXCUSED ABSENCES IS RECORDED.**

## 1. ADOPTION OF FORMAL AGENDA

**DIRECTOR LLOYD MOTIONED TO ADOPT THE JUNE 16, 2025 AGENDA AS PRESENTED. DIRECTOR THOMPSON SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## 2. APPROVAL OF MINUTES

Director Breneman stated that the start time of the Downtown Development Authority meeting on May 19, 2025 should be updated to 4:45 P.M.

**DIRECTOR SEARING MOTIONED TO APPROVE THE MINUTES FROM THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD MEETING ON MAY 19, 2025 AS AMENDED. DIRECTOR LLOYD SECONDED. DIRECTOR AARDEMA ABSTAINED. NO OBJECTIONS. MOTION CARRIED.**

## 3. REPORTS AND PRESENTATIONS

### a. Financial Report

# Board of Directors Regular Meeting Minutes

June 16, 2025, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

Ms. Behymer presented the financial report, noting that in April, the DDA received \$2,426 in delinquent property tax revenue, bringing year-to-date revenue to \$61,636. March expenses totaled \$5,135, with key costs including utilities (\$648) and contractual services (\$4,487), primarily for Abraxas file storage and Wolverine Lawn Services. Year-to-date expenses stand at \$43,988.

**DIRECTOR LLOYD MOTIONED TO ACCEPT THE APRIL 2025 FINANCIAL REPORT AS PRESENTED. DIRECTOR THOMPSON SECONDED. NO OBJECTIONS. MOTION CARRIED.**

#### 4. PUBLIC COMMENTS

There were no public comments.

#### 5. DIRECTOR COMMENTS

Director Searing remarked on the positive energy downtown, noting how recent events have brought the area to life.

Director Lloyd highlighted the intern mixer and suggested exploring a recurring Friday “happy hour” activation, similar to past Union events. He also noted that the MEDC’s Patronicity program is still available, offering a potential \$25,000 match to activate a public space.

Director Thompson shared updates on successful summer events, including strong attendance at Kids in the Zoo, Beats on Bates, and the upcoming Ice Cream Social.

Director Aardema emphasized the benefits of coordinating events in Bronson Park with those on the Kalamazoo Mall to increase impact and suggested lighting the former courthouse building as a temporary activation strategy. Director Breneman added that WMU’s College of Fine Arts students could potentially help design creative lighting installations.

#### 6. ADJOURNMENT

**DIRECTOR AARDEMA ADJOURNED THE MEETING AT 4:50 P.M.**

**Downtown Development Authority  
May 2025 Financial Summary**

In May, the Downtown Development Authority (DDA) received \$73 in revenue for delinquent property taxes, bringing year-to-date revenue to \$61,709.

May expenses totaled \$4,415. Key expense categories included: **Utilities (\$666)** and **Legal Services and Fees (\$3,749)**. Year-to-date expenses total \$48,402.

**Downtown Development Authority**  
**Statement of Activity**  
**5/31/2025**

**Total Available Cash** \$ 799,174

	2025 Budget	May	2025 YTD Totals
<b>Revenues:</b>			
Taxes	274,000		-
Delinquent Property Taxes		73	2,499
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>	<b>335,210</b>	<b>73</b>	<b>61,709</b>
<b>Expenses:</b>			
Operating Supplies	-		-
Professional And Contractual Services	103,000		4,487
Land Improvements			-
Legal Services And Fees	20,000	3,749	9,093
Audit Fees	6,600		-
Utilities	17,500	666	3,572
Administrative Fees	125,000		31,250
MetroCenter Debt Service	-		-
Tax Appeal Refunds			-
Notes Payable - Principle	517,000		-
<b>Total Expenses</b>	<b>789,100</b>	<b>4,415</b>	<b>48,402</b>
<b>Revenues Less Expenses</b>	<b>(453,890)</b>	<b>(4,342)</b>	<b>13,307</b>

**Notes:**

**Long Term Debt Outstanding:**

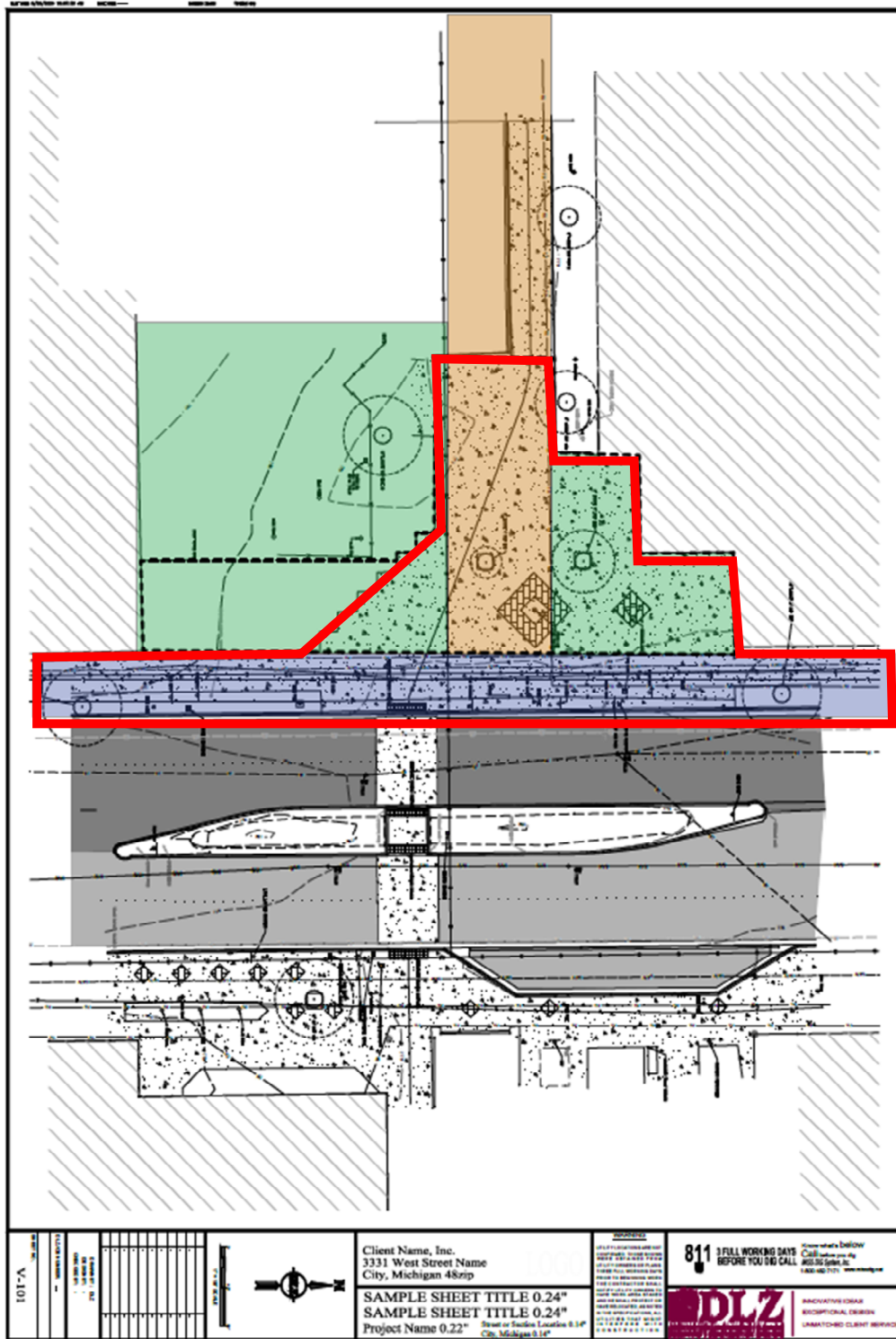
City Of Kalamazoo	1,070,680
Mavcon Note - In Negotiation	TBD

**Utilities:**

	May	2025 YTD Totals
Electricity (Including Street Lights)	585	3,110
Water & Sewer	81	462
<b>TOTAL</b>	<b>666</b>	<b>3,572</b>

**Professional And Contractual Services:**

Abraxas DDA/DEGA File Processing & Storage		3,437
Wolverine Lawn Services		1,050
<b>TOTAL</b>	<b>0</b>	<b>4,487</b>



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[Depicts the area to be publically accessible.](#)