

# Agenda

## Downtown Development Authority

### Board of Directors



City of Kalamazoo

Monday, November 17, 2025

3:00 PM

Main Conference Room at Community Planning and Economic Development

- A. CALL TO ORDER/ROLL CALL
- B. ADOPTION OF FORMAL AGENDA
- C. APPROVAL OF MINUTES
  - 1. Approval of the minutes from the meeting of the Downtown Development Authority Board on October 20, 2025. (**Action: Motion to approve**)
- D. REPORTS AND PRESENTATIONS
  - 1. Financial Report - September 2025 (**Action: Motion to accept the September 2025 Development Authority financial statement**)
- E. DISCUSSION/ACTION ITEMS
- F. PUBLIC COMMENTS
- G. DIRECTOR COMMENTS
- H. ADJOURNMENT

# Board of Directors Regular Meeting Minutes

October 20, 2025, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

**PRESENT:** Curt Aardema, Jeff Breneman, Trisha Kidd, Clarence Lloyd, Rick Searing, Jessica Thompson, Stanley Steppes, Cheng Kidd Sun

**EXCUSED:** Mayor Anderson

**STAFF:** Rebekah Kik (Deputy City Manager), Erin Hahn (Community Investment Administrative Assistant), Jessica Wood (Attorney), Bobby Boyd (Economic Development Supervisor)

## A. CALL TO ORDER

**DIRECTOR AARDEMA CALLED THE MEETING TO ORDER AT 4:48 P.M.**

**PRESENT:** Curt Aardema, Jeff Breneman, Trisha Kidd, Clarence Lloyd, Rick Searing, Jessica Thompson, Stanley Steppes, Cheng Kidd Sun

**EXCUSED:** Mayor Anderson

**THE OCTOBER 20, 2025 ATTENDANCE, INCLUDING EXCUSED AND UNEXCUSED ABSENCES, IS RECORDED.**

## B. ADOPTION OF FORMAL AGENDA

**DIRECTOR LLOYD MOTIONED TO ADOPT THE OCTOBER 20, 2025 DOWNTOWN DEVELOPMENT AUTHORITY AGENDA. DIRECTOR THOMPSON SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## C. APPROVAL OF MINUTES

**DIRECTOR BRENEMAN MOTIONED TO APPROVE THE MINUTES FROM THE SEPTEMBER 15, 2025 DOWNTOWN DEVELOPMENT AUTHORITY MEETING. DIRECTOR LLOYD SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## D. REPORTS AND PRESENTATIONS

### a. August 2025 Financial Report

Deputy City Manager Rebekah Kik presented the August 2025 Financial Report for the Downtown Development Authority (DDA). In August, the DDA received \$173,519 in tax revenue, bringing the year-to-date revenue to \$251,031.

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August expenses totaled \$2,684. Key expense categories included: Professional and Contractual Services (\$900) for the Michigan Avenue potted plants; and Utilities (\$1,784). Year-to-date expenses total \$101,167.

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

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

### **a. 2026 DDA Budget**

**DIRECTOR THOMPSON MOTIONED TO APPROVE THE 2026 DDA BUDGET. DIRECTOR SEARING SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## **F. PUBLIC COMMENTS**

None.

## **G. DIRECTOR COMMENTS**

Director Lloyd announced that *Shop Local Greater Kalamazoo* will launch its first official Shop Local Week from November 26 through December 3, coinciding with Small Business Saturday. He emphasized that the initiative will highlight locally owned small businesses, both online and in person, and that while this year will be a “soft launch,” the campaign will expand significantly next year.

Director Thompson welcomed Cheng Kidd Sun and encouraged attendees to think about upcoming City Commission elections, noting the importance of supporting candidates who value downtown development and small business representation.

Director Kidd mentioned that the board is invited to take a tour of the Iron Works lofts at a later date.

Director Searing gave a shoutout to WMU and the Downtown Ambassadors for hosting a successful groundbreaking event at the event center site, praising the energy, crowd, and potential for future activations in that area.

Director Aardema celebrated the State Theatre’s return under new ownership, urging the group to welcome and support them.

# Board of Directors Regular Meeting Minutes

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Director Aardema also thanked the Kalamazoo County Board of Commissioners for deciding to keep their headquarters downtown, recognizing the significance of that investment and its positive impact on downtown vitality.

## **H. ADJOURNMENT**

The meeting was adjourned at 5:05 P.M.

**Downtown Development Authority  
September 2025 Financial Summary**

In September, the Downtown Development Authority (DDA) received \$9,501 in tax revenue, \$56 in interest, and \$1,498 from a 2023 Small Business Taxpayer Exemption (SBTE) Reimbursement, bringing the year-to-date revenue to \$262,086.

September expenses totaled \$33,225. Key expense categories included: **Legal Services (\$1,311)**; **Utilities (\$664)**; and **Administrative Fees (\$31,250)** for Q3 City Service Agreement. Year-to-date expenses total \$134,391.

**Contract and Agreement Snapshot** (see full table below) includes agreements the DDA is currently entered into and the contract period.

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<b>Contract and Agreement Snapshot</b>		
<b>Contractor</b>	<b>Contract Description</b>	<b>Contract Period</b>
City of Kalamazoo	Service Agreement	February 2024 – February 2027
City of Kalamazoo	Loan Agreement	Dec. 2024 – Dec. 2035

**Downtown Development Authority**  
**Statement of Activity**  
**9/30/2025**

**Total Available Cash** \$ 913,675

	<u>2025 Budget</u>	<u>September</u>	<u>2025 YTD Totals</u>
<b>Revenues:</b>			
Taxes	274,000	9,501	183,019
Delinquent Property Taxes			2,499
Payment In Lieu Of Taxes (Pilot)	2,000		-
Interest		56	15,860
Sale of Capital Assets			-
Other Revenues		1,498	1,498
Other Revenues - Mall Maintenance	59,210		59,210
<b>Total Revenues</b>	<b><u>335,210</u></b>	<b><u>11,055</u></b>	<b><u>262,086</u></b>
<b>Expenses:</b>			
Operating Supplies	-		113
Professional And Contractual Services	103,000		6,357
Land Improvements			-
Legal Services And Fees	20,000	1,311	13,348
Audit Fees	6,600		12,800
Utilities	17,500	664	8,024
Administrative Fees	125,000	31,250	93,750
MetroCenter Debt Service	-		-
Tax Appeal Refunds			-
Notes Payable - Principle	517,000		-
<b>Total Expenses</b>	<b><u>789,100</u></b>	<b><u>33,225</u></b>	<b><u>134,391</u></b>
 <b>Revenues Less Expenses</b>	 <b><u>(453,890)</u></b>	 <b><u>(22,170)</u></b>	 <b><u>127,695</u></b>

**Notes:**

**Long Term Debt Outstanding:**

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

**Utilities:**

	<u>September</u>	<u>2025 YTD Totals</u>
Electricity (Including Street Lights)	583	5,946
Water & Sewer	81	2,078
<b>TOTAL</b>	<b><u>664</u></b>	<b><u>8,024</u></b>

**Professional And Contractual Services:**

Abraxas DDA/DEGA File Processing & Storage		3,437
Wolverine Lawn Services		1,050
WildType Design Plants for S Kzoo Mall		970
Michigan Avenue Flower Pots		900
<b>TOTAL</b>	<b><u>0</u></b>	<b><u>6,357</u></b>