

# Agenda

## Downtown Development Authority

### Board of Directors



City of Kalamazoo

Monday, December 15, 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 November 17, 2025. (**Action: Motion to approve**)

#### D. REPORTS AND PRESENTATIONS

1. Financial Report - October 2025 (**Action: Motion to accept the October 2025 Downtown Development Authority financial statement**)

#### E. DISCUSSION/ACTION ITEMS

**F. PUBLIC COMMENTS**

**G. DIRECTOR COMMENTS**

**H. ADJOURNMENT**

# Board of Directors Regular Meeting Minutes

November 17, 2025, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

**PRESENT:** Curt Aardema, Jeff Breneman, Clarence Lloyd, Rick Searing, Jessica Thompson, Cheng Kidd Sun, Mayor David Anderson

**EXCUSED:** Trisha Kidd, Stanley Steppes

**STAFF:** Meghan Behymer (Downtown Coordinator), Erin Hahn (Community Investment Administrative Assistant), Jessica Wood (Attorney)

## A. CALL TO ORDER

**DIRECTOR AARDEMA CALLED THE MEETING TO ORDER AT 5:00 P.M.**

**PRESENT:** Curt Aardema, Jeff Breneman, Clarence Lloyd, Rick Searing, Jessica Thompson, Cheng Kidd Sun, Mayor David Anderson

**EXCUSED:** Trisha Kidd, Stanley Steppes

**THE NOVEMBER 17, 2025 ATTENDANCE, INCLUDING EXCUSED AND UNEXCUSED ABSENCES, IS RECORDED.**

## B. ADOPTION OF FORMAL AGENDA

**DIRECTOR LLOYD MOTIONED TO ADOPT THE NOVEMBER 17, 2025 DOWNTOWN DEVELOPMENT AUTHORITY AGENDA. DIRECTOR SUN SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## C. APPROVAL OF MINUTES

**DIRECTOR SUN MOTIONED TO APPROVE THE MINUTES FROM THE MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD ON OCTOBER 20, 2025. DIRECTOR LLOYD SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## D. REPORTS AND PRESENTATIONS

### a. September 2025 Financial Report

Meghan Behymer, Downtown Coordinator, presented the September 2025 financial report. In September, the Downtown Development Authority (DDA) received \$9,501 in tax revenue, \$56 in interest, and \$1,498 from a 2023 Small

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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, Utilities, and Administrative Fees. Year-to-date expenses total \$134,391.

**DIRECTOR BRENEMAN MOTIONED TO ACCEPT THE SEPTEMBER, 2025 DOWNTOWN DEVELOPMENT AUTHORITY FINANCIAL REPORT. DIRECTOR LLOYD SECONDED. NO OBJECTIONS. MOTION CARRIED.**

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

None.

## **F. PUBLIC COMMENTS**

None.

## **G. DIRECTOR COMMENTS**

Director Thompson reminded the board and public about the upcoming parade (Saturday, November 22 at 11:00 a.m.) and encouraged shopping and dining downtown afterward; also promoted Moonlight Madness on December 12 as a key downtown event with late-night shopping.

Director Breneman thanked a fellow director for running for office and acknowledged the effort and visibility it brought to the downtown message.

Director Searing publicly thanked the mayor for attending a recent funeral and reading a condolence letter from City Council following a tragic accident involving local youth.

Director Aardema noted several new downtown business openings (Copper's Dog House, Grazing Table, and First Source Bank) and encouraged board members to visit, introduce themselves, and support these businesses.

## **H. ADJOURNMENT**

The meeting was adjourned at 5:20 P.M.

**Downtown Development Authority  
October 2025 Financial Summary**

In October, the Downtown Development Authority (DDA) received \$16,892 in tax revenue, bringing the year-to-date revenue to \$278,979.

October expenses totaled \$677. Key expense categories included **Utilities (\$677)**. Year-to-date expenses total \$135,068.

**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**  
**10/31/2025**

**Total Available Cash** \$ 929,890

	2025 Budget	October	2025 YTD Totals
<b>Revenues:</b>			
Taxes	274,000	16,892	199,912
Delinquent Property Taxes			2,499
Payment In Lieu Of Taxes (Pilot)	2,000		-
Interest			15,860
Sale of Capital Assets			-
Other Revenues			1,498
Other Revenues - Mall Maintenance	59,210		59,210
<b>Total Revenues</b>	<b>335,210</b>	<b>16,892</b>	<b>278,979</b>
<b>Expenses:</b>			
Operating Supplies	-		113
Professional And Contractual Services	103,000		6,357
Land Improvements			-
Legal Services And Fees	20,000		13,348
Audit Fees	6,600		12,800
Utilities	17,500	677	8,701
Administrative Fees	125,000		93,750
MetroCenter Debt Service	-		-
Tax Appeal Refunds			-
Notes Payable - Principle	517,000		-
<b>Total Expenses</b>	<b>789,100</b>	<b>677</b>	<b>135,068</b>
<b>Revenues Less Expenses</b>	<b>(453,890)</b>	<b>16,215</b>	<b>143,910</b>

**Notes:**

**Long Term Debt Outstanding:**

City Of Kalamazoo 1,070,680

**Utilities:**

	October	2025 YTD Totals
Electricity (Including Street Lights)	596	6,542
Water & Sewer	81	2,159
<b>TOTAL</b>	<b>677</b>	<b>8,701</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>0</b>	<b>6,357</b>