

# Agenda

## Downtown Development Authority

### Board of Directors



City of Kalamazoo

Monday, January 12, 2026

3:00 PM

Community Room, City Hall, 241 W South Street

- 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 December 15, 2025. (**Action: Motion to approve**)
- D. REPORTS AND PRESENTATIONS
  - 1. Financial Report - November 2025 (**Action: Motion to accept the November 2025 Downtown Development Authority financial statement**)
- E. DISCUSSION/ACTION ITEMS
- F. PUBLIC COMMENTS
- G. DIRECTOR COMMENTS
- H. ADJOURNMENT

# Board of Directors Regular Meeting Minutes

December 15, 2025, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

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

**EXCUSED:** Mayor Anderson, Jeff Breneman

**STAFF:** Meghan Behymer (Downtown Coordinator), Maria Smith (Community Investment Administrative Assistant), Amelia Livingway (Attorney)

## A. CALL TO ORDER

**DIRECTOR AARDEMA CALLED THE MEETING TO ORDER AT 4:52 P.M.**

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

**EXCUSED:** Jeff Breneman, Mayor David Anderson

**THE DECEMBER 15, 2025, ATTENDANCE, INCLUDING EXCUSED AND UNEXCUSED ABSENCES, IS RECORDED.**

## B. ADOPTION OF FORMAL AGENDA

**DIRECTOR LLOYD MOTIONED TO ADOPT THE DECEMBER 15, 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 NOVEMBER 17, 2025. DIRECTOR SEARING SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## D. REPORTS AND PRESENTATIONS

- a. October 2025 Financial Report

## Board of Directors Regular Meeting Minutes

December 15, 2025, 3 p.m. | Community Planning & Economic Development, 245 N Rose Street

Meghan Behymer, Downtown Coordinator, presented the October 2025 financial report. 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 for utilities. Year-to-date expenses total \$135,068.

**DIRECTOR STEPPES MOTIONED TO ACCEPT THE OCTOBER 2025 DOWNTOWN DEVELOPMENT AUTHORITY FINANCIAL REPORT. DIRECTOR THOMPSON SECONDED. NO OBJECTIONS. MOTION CARRIED.**

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

None.

### **F. PUBLIC COMMENTS**

None.

### **G. DIRECTOR COMMENTS**

None.

### **H. ADJOURNMENT**

**DIRECTOR SEARING MOTIONED TO ADJOURN SUPPORTED BY DIRECTOR SUN. NO OBJECTIONS. MEETING ADJOURNED.**

The meeting was adjourned at 4:56 P.M.

**Downtown Development Authority  
November 2025 Financial Summary**

In November, the Downtown Development Authority (DDA) received \$18,364.10 in tax revenue and \$52,36 in interest, bringing the year-to-date revenue to \$297,395.

November expenses totaled \$1,233. Key expense categories included **Utilities (\$658)** and **Legal Services (\$575)**. Year-to-date expenses total \$136,302.

**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**  
**11/30/2025**

**Total Available Cash** \$ 947,073

	2025 Budget	November	2025 YTD Totals
<b>Revenues:</b>			
Taxes	274,000	18,364	218,276
Delinquent Property Taxes			2,499
Payment In Lieu Of Taxes (Pilot)	2,000		-
Interest		52	15,913
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>18,416</b>	<b>297,395</b>
<b>Expenses:</b>			
Operating Supplies	-		113
Professional And Contractual Services	103,000		6,357
Land Improvements			-
Legal Services And Fees	20,000	575	13,923
Audit Fees	6,600		12,800
Utilities	17,500	658	9,360
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>1,233</b>	<b>136,302</b>
 <b>Revenues Less Expenses</b>	<b>(453,890)</b>	<b>17,183</b>	<b>161,093</b>

**Notes:**

**Long Term Debt Outstanding:**

City Of Kalamazoo 1,070,680

**Utilities:**

	November	2025 YTD Totals
Electricity (Including Street Lights)	578	7,120
Water & Sewer	81	2,239
<b>TOTAL</b>	<b>658</b>	<b>9,360</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>-</b>	<b>6,357</b>