

Agenda

Downtown Development Authority

Board of Directors



City of Kalamazoo

Monday, February 16, 2026

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 January 12, 2026. (**Action: Motion to approve**)

D. REPORTS AND PRESENTATIONS

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

E. DISCUSSION/ACTION ITEMS

1. Budget Amendment (**Action: Motion to approve the 2026 DDA budget amendment to recognize \$52,373.71 in revenue from the Downtown Economic Growth Authority and the corresponding debt payment expense related to the Mavcon obligation, consistent with City accounting requirements**)
2. Recommendation of DDA Board Member Nomination to Mayor and City Commission (**Action: Motion to approve the nomination of Harvin Sandhu and Connor Sampson for appointment to the Downtown Development Authority Board and forward the recommendation to the Mayor and City Commission**)

F. PUBLIC COMMENTS

G. DIRECTOR COMMENTS

H. ADJOURNMENT

Board of Directors Regular Meeting Minutes

January 12, 2026, 3 p.m. | City Hall, 241 W. South Street

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

EXCUSED: Jeff Breneman, Stanley Steppes

STAFF: Meghan Behymer (Downtown Coordinator), Maria Smith (Community Investment Administrative Assistant), Jessica Wood (Attorney), Bobby Boyd (Economic Development Supervisor)

A. CALL TO ORDER

DIRECTOR AARDEMA CALLED THE MEETING TO ORDER AT 4:54 P.M.

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

EXCUSED: Jeff Breneman, Stanley Steppes

THE JANUARY 12, 2026 ATTENDANCE, INCLUDING EXCUSED AND UNEXCUSED ABSENCES, IS RECORDED.

B. ADOPTION OF FORMAL AGENDA

DIRECTOR SUN MOTIONED TO ADOPT THE JANUARY 12, 2026 DOWNTOWN DEVELOPMENT AUTHORITY AGENDA. DIRECTOR THOMPSON 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 DECEMBER 15, 2025. MAYOR ANDERSON SECONDED. NO OBJECTIONS. MOTION CARRIED.

D. REPORTS AND PRESENTATIONS

November 2025 Financial Summary

Meghan Behymer (Downtown Coordinator) presented the November 2025 Financial Report.

Board of Directors Regular Meeting Minutes

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In November, the Downtown Development Authority (DDA) received \$18,364.10 in tax revenue and \$52 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.

DIRECTOR SUN MOTIONED TO ACCEPT THE NOVEMBER 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

Director Kidd stated the Transformational Brownfield Plan was approved on December 22, 2025.

Mayor Anderson noted that an organized demonstration is planned to coincide with the January 26 City Commission meeting. The meeting agenda includes youth recognitions and a rezoning item, and higher-than-normal attendance is anticipated. Staff are preparing to accommodate increased public participation, including use of overflow rooms and acceptance of call-in public comment. Public comment will occur at the beginning of the meeting in accordance with standard procedure.

Director Lloyd stated that he has conversations about parking and people feel penalized because they were parked too long. He posed the question of how we focus on customers and not allow deterioration of businesses. Alignment is a critical component of what we do. He would like to keep the parking conversation alive. Behymer stated that there will be parking meetings every other month with city staff starting on January 21st to support communication and collaboration.

Board of Directors Regular Meeting Minutes

January 12, 2026, 3 p.m. | City Hall, 241 W. South Street

Director Thompson encouraged everyone to join the Downtown Town Hall tomorrow. She said there's pressure on business owners to make it a great experience so when people get a ticket they will want to come back. She also noted the third annual Winter In The Zoo event is February 14, and that the Downtown Kalamazoo brand will be revealed with an ice sculpture.

Director Aardema would like the Board to continue to keep parking at the forefront and keep records of observations and conversations about parking. He thanked the Board for their work during the holiday season in Kalamazoo. He stated the Tree Lighting event was well attended and he would like to figure out how to get more people into the restaurants and businesses.

H. ADJOURNMENT

**DIRECTOR SUN MOTIONED TO ADJOURN, SUPPORTED BY DIRECTOR SEARING.
MOTION APPROVED WITH NONE OPPOSED.**

The meeting was adjourned at 5:14 P.M.

**Downtown Development Authority
December 2025 Financial Summary**

In December, the Downtown Development Authority (DDA) received a total of \$56,508 in revenue from Taxes (\$56,204) and Delinquent Property Taxes (\$304).

2025 year-to-date revenue totals \$353,903.

DDA received \$18,693 more revenue than budgeted.

December expenses totaled \$68,435. Key expense categories included: **Professional and Contractual Services (\$5,594)** for Abraxas File Storage (\$4,222) and Holiday Banner Installation (\$1,372); **Legal Services and Fees (\$46)**; **Utilities (\$3,546)** for electricity (\$654) and Water & Sewer (\$2,891); **Administrative Fees (\$31,250)** for Q4 City Service Agreement; and **Notes Payable – Principle (\$28,000)** for Mavcon agreement.

Year-to-date expenses total \$204,737.

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

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

Downtown Development Authority
Statement of Activity
12/31/2025

Total Available Cash \$ 450,502

	<u>2025 Budget</u>	<u>December</u>	<u>2025 YTD Totals</u>	<u>Budget to Actual Variance</u>
Revenues:				
Taxes	274,000	56,204	274,480	480
Delinquent Property Taxes		304	2,803	2,803
Payment In Lieu Of Taxes (Pilot)	2,000		-	(2,000)
Interest			15,913	15,913
Sale of Capital Assets			-	-
Other Revenues			1,498	1,498
Other Revenues - Mall Maintenance	59,210		59,210	-
Total Revenues	335,210	56,508	353,903	18,693
Expenses:				
Operating Supplies	-		113	(113)
Professional And Contractual Services	92,633	5,594	11,950	80,683
Land Improvements			-	-
Legal Services And Fees	25,344	46	13,969	11,375
Audit Fees	12,800		12,800	-
Utilities	17,500	3,546	12,905	4,595
Administrative Fees	125,000	31,250	125,000	-
MetroCenter Debt Service	-		-	-
Tax Appeal Refunds			-	-
Notes Payable - Principle	517,000*	28,000	28,000	489,000
Total Expenses	273,277	68,435	204,737	585,540
<i>*\$489,000 was applied to the balance on the note Liability</i>				
Revenues Less Expenses	61,933	(11,927)	149,166	87,233

Notes:

Long Term Debt Outstanding:

City Of Kalamazoo 1,070,680

Utilities:

	<u>December</u>	<u>2025 YTD Totals</u>
Electricity (Including Street Lights)	654	7,774
Water & Sewer	2,891	5,131
TOTAL	3,546	12,905

Professional And Contractual Services:

Abraxas DDA/DEGA File Processing & Storage	4,222	7,659
Wolverine Lawn Services		1,050
WildType Design Plants for S Kzoo Mall		970
Michigan Avenue Flower Pots		900
Sign Depot - Christmas Banner Install	1,372	1,372
TOTAL	5,594	11,950

2026 DDA PROPOSED BUDGET (Updated 10/15/2025)

Division	Account Description	2025 Budget	2026 Projected	% Change	Details
Expenditures:					
Maintenance					
	Prof/Contract Services	\$ 32,000.00	\$ 2,000.00	-93.8%	Banner Installation/Removal
	Electricity	\$ 5,125.00	\$ 7,000.00	36.6%	
	Water and Sewer	\$ 6,250.00	\$ 4,000.00	-36.0%	
	Street Light Electricity	\$ 6,125.00	\$ 1,500.00	-75.5%	
	Repairs and Maintenance Service	\$ 19,000.00	\$ 8,500.00	-55.3%	Bridge inspections
	Grounds Maintenance	\$ 52,000.00	\$ 25,000.00	-51.9%	Dredging (\$25K)
Total		\$ 120,500.00	\$ 48,000.00	-60.2%	
Downtown Development					
	Audit Fees	\$ 6,600.00	\$ 13,400.00	103.0%	
	Prof/Contract Services	\$ 1,177.00	\$ 4,600.00	290.8%	Abraxas File Storage
	Legal Services	\$ 20,000.00	\$ 10,000.00	-50.0%	
	Admin Fees	\$ 125,000.00	\$ 62,500.00	-50.0%	Proposing a 25-75 split (DDA-DEGA) instead of 50-50
Total		\$ 152,777.00	\$ 90,500.00	-40.8%	
Debt Service					
	Principal Payment	\$ 517,000.00	\$ 93,601.00	-81.9%	City loan
	Notes Payable		\$ 41,656.00	New	City loan
Total		\$ -	\$ 135,257.00	New	
Total Expenditures		\$ 273,277.00	\$ 273,757.00	0.2%	
Revenues:					
	<i>Local Tax Millage</i>	\$ 274,000.00	\$ 274,000.00	0.0%	
	<i>PILOT</i>	\$ 2,000.00	\$ 2,000.00	0.0%	
	<i>Fund Balance</i>	\$ 517,000.00	\$ -	Removed	One-time payment in 2025
	<i>Mall Maintenance</i>	\$ 59,210.00	\$ -	Removed	Funding shifting to DEGA
Total Revenues:		\$852,210.00	\$276,000.00	-67.6%	
Excess (Deficit)		\$578,933.00	\$2,243.00	-99.6%	



Advisory Boards and Commissions Appointee Nomination Report

City of Kalamazoo

RECOMMENDATION

It is recommended that the City Commission approve the following appointment to the Downtown Development Authority:

Partial Term Appointment

- Connor Sampson for a partial term expiring on March 31, 2028

Full Term Appointment

- Harvin Sandhu for a full term expiring on March 31, 2030

SPECIAL REQUIREMENTS FOR THIS POSITION

At least 5 members of the 9-person board must have an interest in property located in the downtown district. At least one of the members must be a resident of the downtown district.

SELECTION PROCESS

The DDA/DEGA Executive Committee held two interviews to gauge interest of candidates and select those whose professional expertise and lives experience help to diversify the board makeup

Applicants Considered

- Connor Sampson
- Harvin Sandhu

Interview Process and Final Recommendation

- Connor Sampson
- Harvin Sandhu

NOMINEE QUALIFICATIONS

Dual Board Memberships

- Connor Sampson is not a member of any other City boards, commissions or committees.
- Harvin Sandhu is not a member of any other City boards, commissions or committees.

Residency

- Connor Sampson resides in Portage, Michigan and is an employee of Treystar, a downtown Kalamazoo based developer and property management business
- Harvin Sandhu resides in and owns/manages properties in downtown Kalamazoo.

Term Limits

- This would be Connor Sampson's first partial term on the DEGA board. He would be eligible for reappointment for a first full term at the conclusion of this term.
- This would be Harvin Sandhu's first term on the DEGA board. He would be eligible for reappointment for a second full term at the conclusion of this term.

Training, Experience, Education And Skills

Here's a concise and professional description suitable for inclusion in the nominating report:

- Connor Sampson currently works for Treystar, a Southwest Michigan-based developer and manager of retail and office properties, focusing on Office Leasing and Development.
- Harvin Sandhu has founded and run multiple small businesses in Kalamazoo since 2015, with increased focus on growing and redeveloping downtown Kalamazoo through opening businesses, developing housing and investing in the downtown community.

Contribution To Diversity

- Connor Sampson is a white male in the 25 to 34 age bracket.
- Harvin Sandhu is an Asian male in the 25 to 34 age bracket.

NOMINATION RATIONALE

We are nominating this individual for a board seat because of the unique skills, diverse experiences, and valuable perspectives they bring to the table. Their backgrounds, expertise, and passion for community engagement will provide fresh insights and strengthen the board's ability to make informed, impactful decisions. We believe their contributions will help further our mission and support the continued growth and vibrancy of downtown.

CITY CLERK'S CERTIFICATION

The nominee's qualifications regarding dual board memberships, residency, and term limits have been reviewed and verified by the City Clerk's Office.

Scott A. Borling, City Clerk