

Agenda

Downtown Development Authority

Board of Directors



City of Kalamazoo

Monday, March 16, 2026

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 February 16, 2026. (**Action: Motion to approve**)

D. REPORTS AND PRESENTATIONS

1. Financial Report - January 2026 (**Action: Motion to accept the January 2026 Downtown Development Authority financial statement**)

E. DISCUSSION/ACTION ITEMS

1. **2026-2027 Slate of Officers (Action: Motion to Approve the 2026-2027 Slate of Officers, Contingent Upon DDA Bylaw Amendment of Article III: Officers)**

The Executive Committee recommends the following slate of officers for the 2026–2027 term:

- Chair: Curt Aardema
- Vice-Chair: Clarence Lloyd
- Treasurer: Rick Searing
- Secretary: Trisha Kidd

F. PUBLIC COMMENTS

G. DIRECTOR COMMENTS

H. ADJOURNMENT

Board of Directors Regular Meeting Minutes

February 16, 2026, 3 p.m. | City Hall, 241 W. South Street

PRESENT: Curt Aardema, Mayor David Anderson, Jeff Breneman, Trisha Kidd, Rick Searing, Jessica Thompson, Harmun Sandhu, Harvin Sandhu

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 4:05 P.M.

PRESENT: Curt Aardema, Mayor David Anderson, Jeff Breneman, Trisha Kidd, Rick Searing, Jessica Thompson

EXCUSED ABSENCE: Clarence Lloyd, Stanley Steppes, Cheng Kidd Sun

UNEXCUSED ABSENCE: None

THE FEBRUARY 16, 2026, ATTENDANCE, INCLUDING EXCUSED AND UNEXCUSED ABSENCES IS RECORDED.

B. ADOPTION OF FORMAL AGENDA

Director Aardema made a recommendation to amend the agenda to add item E.3; a motion to accept the resignation of Jessica Thompson.

DIRECTOR BRENEMAN MOTIONED TO ADOPT THE FEBRUARY 16, 2026, DOWNTOWN DEVELOPMENT AUTHORITY AGENDA AS AMENDED. DIRECTOR SEARING SECONDED. NO OBJECTIONS. MOTION CARRIED.

C. APPROVAL OF MINUTES

DIRECTOR SEARING MOTIONED TO APPROVE THE MINUTES FROM THE MEETING OF THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD ON JANUARY 12, 2026. DIRECTOR THOMPSON SECONDED. NO OBJECTIONS. MOTION CARRIED.

D. REPORTS AND PRESENTATIONS

1. Financial Report – December 2025 (Meghan Behymer, Downtown Coordinator)

Board of Directors Regular Meeting Minutes

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Behymer presented the December 2025 Financial Report: 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.

DIRECTOR BRENEMAN MOTIONED TO ACCEPT THE DECEMBER 2025 DOWNTOWN DEVELOPMENT AUTHORITY FINANCIAL REPORT. DIRECTOR THOMPSON SECONDED. NO OBJECTIONS. MOTION CARRIED.

E. DISCUSSION/ACTION ITEMS

1. Budget Amendment

Behymer explained the need for a budget amendment to transfer \$52,373 in revenue from DEGA to DDA per the MAVCON agreement.

DIRECTOR THOMPSON MADE A 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 MAVCON OBLIGATION, CONSISTENT WITH CITY ACCOUNTING REQUIREMENTS. DIRECTOR SEARING SECONDED. MOTION APPROVED.

2. Recommendation of DDA Board Member nomination to Mayor and City Commission

DIRECTOR BRENEMAN MOTIONED TO APPROVE THE NOMINATION OF HARVIN SANDHU AND CONNOR SAMPSON FOR APPOINTMENT TO THE DOWNTOWN DEVELOPMENT AUTHORITY BOARD AND FORWARD THE RECOMMENDATION

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TO THE MAYOR AND CITY COMMISSION. DIRECTOR SEARING SECONDED. MOTION APPROVED.

3. Motion to accept resignation of Jessica Thompson

DIRECTOR BRENEMAN MOTIONED TO ACCEPT THE RESIGNATION OF JESSICA THOMPSON EFFECTIVE UPON APPOINTMENT OF SUCCESSOR, WITH APPRECIATION FOR SERVICE. DIRECTOR KIDD SECONDED. MOTION APPROVED.

F. PUBLIC COMMENTS

None.

G. DIRECTOR COMMENTS

The board expressed recognition and gratitude for Jessica Thompson and welcomed the new board members

Mayor Anderson led a discussion regarding ongoing concerns about construction impacts, parking policy, downtown accessibility, and the need for creative short-term activations to support businesses.

H. ADJOURNMENT

DIRECTOR BRENEMAN MOTIONED TO ADJOURN, SUPPORTED BY DIRECTOR THOMPSON. MOTION APPROVED WITH NOONE OPPOSED.

The meeting was adjourned at 4:29 P.M.

**Downtown Development Authority
January 2026 Financial Summary**

In January, the Downtown Development Authority (DDA) received no revenue. 2026 year-to-date revenue totals \$0.

January expenses totaled \$602. Key expense categories included: **Utilities (\$602)** for Electricity. 2026 year-to-date expenses total \$602.

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
1/31/2026

Total Available Cash \$ 502,132

	2026 Budget	January	2026 YTD Totals
Revenues:			
Taxes	274,000		-
Delinquent Property Taxes			-
Payment In Lieu Of Taxes (Pilot)	2,000		-
Interest			-
Sale of Capital Assets			-
Other Revenues			-
Contribution from DEGA	52,374		-
Total Revenues	328,374	-	-
Expenses:			
Operating Supplies	-		-
Professional And Contractual Services	40,100		-
Legal Services And Fees	10,000		-
Audit Fees	13,400		-
Insurance Services			-
Utilities	12,500	602	602
Administrative Fees	62,500		-
Notes Payable - Principle	139,407		-
Notes Payable - Interest	48,224		-
Total Expenses	326,131	602	602
Revenues Less Expenses	2,243	(602)	(602)

Notes:

Long Term Debt Outstanding:

City Of Kalamazoo 1,070,680

Utilities:

	January	2026 YTD Totals
Electricity (Including Street Lights)	602	602
Water & Sewer		-
TOTAL	602	602

Professional And Contractual Services:

TOTAL	-	-
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