

# Agenda

## Downtown Economic Growth 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 Economic Growth 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 Economic Growth Authority financial statement**)
- 2.

**E. DISCUSSION/ACTION ITEMS**

1. Arts Council contribution to Beats on Bates (**Action: Motion to accept a \$1,500 contribution from the Arts Council of Greater Kalamazoo to support Beats on Bates programming**)
2. Beats on Bates Agreement Amendment (**Action: Motion to amend the 2026 Beats on Bates agreement with Guess Who's Dancing Fitness to increase the contract amount by \$1,500 to support marketing of the Beats on Bates programming, bringing the total contract amount to \$51,500**)
3. Budget Amendment (**Action: Motion to amend the DEGA budget to recognize \$50,000 in Ambassador Program funding from the Irving S. Gilmore Foundation and \$1,500 in Beats on Bates marketing support from the Arts Council of Greater Kalamazoo, and to authorize a \$1,500 expenditure increase to the Beats on Bates agreement with Guess Who's Dancing Fitness and a \$6,500 expenditure increase for concrete pad pouring with Earley and Associates**)
4. 2026-2027 Slate of Officers (**Action: Motion to Approve the 2026-2027 Slate of 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
5. 2026–2027 Committees (**Action: Motion to adopt the resolution establishing the 2026–2027 committees and appointing committee chairpersons and members as presented**)
  6. City of Kalamazoo Request for Letter of Commitment (**Action: Motion to authorize the Board Chair to sign a letter of commitment indicating DEGA's intent to provide up to \$78,640 as a local match for pedestrian bridge repairs along the Arcadia Promenade as part of the City of Kalamazoo's Congressionally Directed Spending grant application, contingent upon the grant being awarded, with the contribution anticipated to be incorporated into the 2027 DEGA budget**)

**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 3:12 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.4; a motion to accept the resignation of Jessica Thompson.

**MAYOR ANDERSON MOTIONED TO ADOPT THE FEBRUARY 16, 2026, DOWNTOWN ECONOMIC GROWTH AUTHORITY AGENDA AS AMENDED. DIRECTOR SEARING SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## **C. APPROVAL OF MINUTES**

**DIRECTOR BRENEMAN MOTIONED TO APPROVE THE MINUTES FROM THE JANUARY 12, 2026, DOWNTOWN ECONOMIC GROWTH AUTHORITY MEETING. DIRECTOR THOMPSON SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## **D. REPORTS AND PRESENTATIONS**

# Board of Directors Regular Meeting Minutes

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

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

Behymer reviewed the December 2025 financial report: In December, the Downtown Economic Growth Authority (DEGA) received a total of \$97,000 revenue from the City of Kalamazoo’s Solid Waste Fund (\$32,000) and Contributions from Grants (\$65,000) for holiday lighting (\$15,000) and Irving S. Gilmore Foundation Ambassador Program Contribution (\$50,000). 2025 year-to-date revenues total \$1,025,887. There is a nominal budget to actual variance in 2025 revenue, with DEGA receiving just \$1,413 short of its budgeted revenue. December expenses totaled \$232,695. Key expense categories included: Operating Supplies (\$141) for Portland Loo supplies; Professional and Contractual Services (\$105,158) for Bigbelly (\$8,158) and November-December Ambassador Services (\$97,000); Solid Waste (\$1,130); Consulting Services and Fees (\$7,175) for a5 Branding & Digital agreement; Legal Services (\$2,967); Administrative Fees (\$31,250) for Q4 City Service Agreement; Contribution to General Fund (\$25,000) for the holiday lighting contribution to the City of Kalamazoo; Community Promotion (\$7,500) for 2025 Event and Marketing Sponsorships for Chili Cook Off and Black Arts Festival; Notes Payable – Principle (\$45,129) for the Mavcon agreement; and Notes Payable – Interest (\$7,245) for the Mavcon agreement. 2025 year-to-date expenses total \$872,872. DEGA expended \$43,980 less than budgeted in 2025.

**DIRECTOR SEARING MOTIONED TO ACCEPT THE DECEMBER 2025 DOWNTOWN ECONOMIC GROWTH AUTHORITY FINANCIAL REPORT. DIRECTOR KIDD SECONDED. NO OBJECTIONS. MOTION CARRIED.**

## **2. Downtown Report – February 2026**

Behymer gave updates about Downtown including the Downtown Brand launch which was successfully launched with strong attendance at the event. The brand rollout is ongoing with banners, truck wraps, and waste bin decals. She will be meeting with A5 to recalibrate the 2025 budget and determine priorities for the duration of the year.

Behymer provided a Business Recruitment & Retention update regarding the consideration of a retail consultation proposal to assess downtown retail conditions and provide direction.

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Behymer's Downtown Dollars overview consisted of a total of almost \$32,000 Downtown Dollars sold in 2025 (+4.5% YoY); \$20,000 redeemed at 47 participating merchants.

Behymer's other updates include the Clean & Green Committee making progress on Food Service Packaging Institute MOU and recycling signage. Operations & Maintenance is a new monthly coordination meeting with City departments to discuss downtown issues, projects and long-term needs beginning this month.

Behymer shared that the Ambassador Program has focused heavily on snow removal and winter maintenance. The Portland Loo had weather related operational challenges and repairs are pending.

The Board participated in an extensive discussion regarding the Festival Place construction timeline, economic impacts on events, and potential interim solutions. The Board was at a consensus about requesting a near-term meeting with City leadership to clarify plans and explore alternatives.

Behymer explained that the way finding Draft RFP is in development. She also conducted a discussion about street & parking updates to review construction timelines, parking changes and outline communications plans.

Behymer informed the Board that the Events & Marketing committee has received three or four sponsorship applications that will be reviewed and approved at the March meeting. She also highlighted the upcoming Kalamazoo Restaurant Week. There has been a focus on hiring a Downtown support position so the Board will vote on the job description draft at this meeting.

Behymer's Executive Committee update informed of the completion of interviews for the Board member vacancies, and candidate votes that took place at this meeting. Behymer highlighted the recent ribbon cutting for the Old Skool Bar's opening.

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

### **1. 2026 Holiday Lighting**

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**MAYOR ANDERSON MADE A MOTION TO APPROVE \$30,000 TO THE CITY OF KALAMAZOO TO SUPPORT 2026 HOLIDAY LIGHTING. SUPPORTED BY DIRECTOR BRENEMAN. NO OBJECTIONS. MOTION APPROVED.**

### **2. Downtown Projects Coordinator Job Description**

**MAYOR ANDERSON MADE A MOTION TO APPROVE THE DOWNTOWN PROJECTS COORDINATOR JOB DESCRIPTION, AFFIRMING THE BOARD'S ALIGNMENT ON THE FOCUS AND RESPONSIBILITIES OF THE POSITION, AND AUTHORIZE SUBMISSION TO CITY OF KALAMAZOO HUMAN RESOURCES FOR REVIEW. ANY MATERIAL CHANGES TO SCOPE OR DUTIES WILL RETURN TO THE BOARD FOR APPROVAL. SUPPORTED BY DIRECTOR BRENEMAN. NO OBJECTIONS. MOTION APPROVED.**

### **3. Recommendation of DEGA Board Member Nomination to Mayor and City Commission**

**DIRECTOR BRENEMAN MADE A MOTION TO APPROVE THE NOMINATION OF HARVIN SANDHU AND CONNOR SAMPSON FOR APPOINTMENT TO THE DOWNTOWN ECONOMIC GROWTH AUTHORITY BOARD AND FORWARD THE RECOMMENDATION TO THE MAYOR AND CITY COMMISSION. DIRECTOR THOMPSON SECONDED. NO OBJECTIONS. MOTION APPROVED.**

### **4. Motion to Accept Resignation of Jessica Thompson**

**MAYOR ANDERSON MOTIONED TO ACCEPT THE RESIGNATION OF JESSICA THOMPSON EFFECTIVE UPON APPOINTMENT OF SUCCESSOR, WITH APPRECIATION FOR SERVICE. DIRECTOR BRENEMAN SECONDED. NO OBJECTIONS. MOTION CARRIED.**

Board members expressed gratitude for Jessica Thompson's leadership, advocacy for downtown businesses, and lasting contributions.

### **F. PUBLIC COMMENTS**

Harvin Sandhu thanked the Board for the opportunity.

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### **G. DIRECTOR COMMENTS**

None.

### **H. ADJOURNMENT**

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

**The meeting was adjourned at 4:05 P.M.**

**Downtown Economic Growth Authority  
January 2026 Financial Summary**

In January, the Downtown Economic Growth Authority (DEGA) received no revenue. 2026 year-to-date revenues total \$0.

In January, DEGA had no expenditures. 2026 year-to-date expenditures total \$0.

**Contract and Agreement Snapshot** (see full table below) includes agreements the DEGA 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>
Big Belly Solar	Bigbelly Units	December 2021 – May 15, 2028
Block by Block	Ambassador Program Agreement	October 2025 – Sept. 2028
City of Kalamazoo	Service Agreement	February 2024 – February 2027
City of Kalamazoo	Loan Agreement	Dec. 2024 – Dec. 2035
Guess Who’s Dancing Fitness	Beats on Bates	February 2026 – Dec. 2026

**Downtown Economic Growth Authority**  
**Statement of Activity**  
**1/31/2026**

**Total Available Cash** 464,356

	<u>2026 Budget</u>	<u>January</u>	<u>2026 YTD Actuals</u>
<b>Revenues</b>			
Taxes	1,126,558		-
Other Revenue			-
Contributions from COK	59,210		-
Contributions from Solid Waste Fund	32,000		-
Contributions from Grants			-
<b>Total Revenues</b>	<u><u>1,217,768</u></u>	-	-
<b>Expenses</b>			
Operating Supplies			-
Professional And Contractual Services	544,000		-
Solid Waste Disposal	8,500		-
Communication And Network Services	600		-
Repairs And Maintenance Services	24,000		-
Consulting Services And Fees	27,166		-
Audit Fees	13,400		-
Legal Services	30,000		-
Memberships And Subscriptions	2,500		-
Professional Development	7,000		-
Payroll	80,000		-
Administrative Fees	187,500		-
Promotion And Advertisting	65,000		-
Contribution To General Fund	30,000		-
Contribution To DDA	52,374		-
Community Promotion	165,000		-
Notes Payable - Principle	92,667		-
Notes Payable Interest	41,266		-
<b>Total Expenses</b>	<u><u>1,370,973</u></u>	-	-
<b>Revenues Less Expenses</b>	<u><u>(153,205)</u></u>	-	-

**Notes:**

	<u>Agreement Amount</u>	<u>Payments Made*</u>	<u>Balance</u>
<b>Long Term Debt:</b>			
Mavcon Agreement	483,000	45,129	437,871
City of Kalamazoo	1,060,000	-	1,060,000

*\*Will include all payments to show decreasing balance*

	<u>January</u>	<u>2026 YTD Actuals</u>
<b>Professional And Contractual Services:</b>		
Recycling Services - BIG BELLY SOLAR LLC		-
Ambassador Services - BLOCK BY BLOCK		-
<b>TOTAL</b>	<u><u>-</u></u>	<u><u>-</u></u>

<b>Community Promotion:</b>		
<b>TOTAL</b>	<u><u>-</u></u>	<u><u>-</u></u>

**CITY OF KALAMAZOO  
DOWNTOWN ECONOMIC GROWTH AUTHORITY  
KALAMAZOO COUNTY, MICHIGAN**

**RESOLUTION TO ESTABLISH 2026-2027 COMMITTEES AND  
APPOINT COMMITTEE CHAIRPERSONS AND MEMBERS**

**WHEREAS**, the City of Kalamazoo Downtown Economic Growth Authority (the “DEGA”) operates pursuant to the authority of the Corridor Improvement Authority Act, Act 280 of the Public Acts of Michigan of 2005, now recodified within Part 6 of Public Act 57 of 2018 (the “Act”); and

**WHEREAS**, the DEGA Board of Directors utilizes a committee structure to support governance, strategic planning, and implementation of initiatives that advance a vibrant, economically strong, and welcoming downtown district; and

**WHEREAS**, to align the Board’s committee structure with the Downtown Kalamazoo strategic priorities and operational needs, the Board has adopted a governance model consisting of the Executive Committee and three standing committees: Business Recruitment and Retention, Events and Marketing, and Placemaking; and

**WHEREAS**, the Business Recruitment and Retention Committee reviews and recommends matters related to the attraction, retention, and growth of businesses within the downtown district, including initiatives such as the development of a Business Recruitment and Retention (BRE) program, maintenance of a downtown business database, and communication with the downtown business community; and

**WHEREAS**, the Events and Marketing Committee reviews and recommends matters related to the promotion of downtown Kalamazoo, including branding initiatives, marketing

strategies, downtown communications, event sponsorships, and programs that enhance the visibility and economic vitality of the district; and

**WHEREAS**, the Placemaking Committee reviews and recommends matters related to the physical environment and experience of downtown Kalamazoo, including public space improvements, beautification initiatives, downtown design guidelines, wayfinding, waste and recycling programs, and oversight of the Ambassador Program and related efforts that support a clean, safe, and welcoming downtown environment; and

**WHEREAS**, the Executive Committee consists of the Board Chair and the chairs of each standing committee and is responsible for providing leadership on governance matters, financial oversight, and coordination across committees;

**NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:**

1. The following standing committees of the Downtown Economic Growth Authority are hereby established for the 2026–2027 term and shall carry out the functions and responsibilities described above and provide recommendations to the full Board of Directors as appropriate:

- Business Recruitment and Retention Committee
- Events and Marketing Committee
- Placemaking Committee

2. That, effective immediately, the following individuals are appointed by the Chairperson to serve as respective committee chairpersons:

- Business Recruitment and Retention Committee: Clarence Lloyd
- Events and Marketing Committee: Trisha Kidd
- Clean and Green Committee: Rick Searing

3. That the following individuals are appointed as members of each committee:

- Business Recruitment and Retention Committee:
  - Clarence Lloyd
  - Connor Sampson
  - Cheng Kidd Sun
- Events and Marketing Committee:
  - Trisha Kidd
  - Stanley Steppes
  - Cheng Kidd Sun
- Placemaking Committee:
  - Curt Aardema
  - Harvin Sandhu
  - Rick Searing

4. That all resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

YEAS: Boardmembers \_\_\_\_\_

\_\_\_\_\_

NAYS: Boardmembers \_\_\_\_\_

ABSTAIN: Boardmembers \_\_\_\_\_

ABSENT: Boardmembers \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

Dated: March 16, 2026

\_\_\_\_\_  
Clarence Lloyd, Secretary

**CERTIFICATION**

I hereby certify that the above is a true and complete copy of a resolution adopted by the Board of Directors of the Downtown Economic Growth Authority of the City of Kalamazoo at a meeting held on March 16, 2026 and that public notice of said meeting was given pursuant to, and in compliance with, Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Clarence Lloyd, Secretary

# 2026 DDA/DEGA Governance Structure

