

Agenda

Downtown Development Authority

Board of Directors



City of Kalamazoo

Monday, May 11, 2026

3:00 PM

City Hall Community Room – 241 West South Street

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 April 20, 2026. (**Action: Motion to approve**)

D. REPORTS AND PRESENTATIONS

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

E. DISCUSSION/ACTION ITEMS

F. PUBLIC COMMENTS

G. DIRECTOR COMMENTS

H. ADJOURNMENT

Board of Directors Regular Meeting Minutes

April 20, 2026, 3 p.m. | City Hall, 241 W. South Street

PRESENT: Curt Aardema, Harvin Sandhu, Trisha Kidd, Clarence Lloyd, Rick Searing, Cheng Kidd Sun, Connor Sampson

STAFF: Meghan Behymer (Downtown Coordinator),
Maria Smith (Community Investment Administrative Assistant)

A. CALL TO ORDER

DIRECTOR AARDEMA CALLED THE MEETING TO ORDER AT 4:53 P.M.

PRESENT: Curt Aardema, Harvin Sandhu, Trisha Kidd, Clarence Lloyd, Rick Searing, Cheng Kidd Sun, Connor Sampson

EXCUSED ABSENCE Mayor David Anderson, Stanley Steppes

UNEXCUSED ABSENCE: None

THE APRIL 20, 2026, ATTENDANCE, INCLUDING EXCUSED AND UNEXCUSED ABSENCES, IS RECORDED.

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.

Board of Directors Regular Meeting Minutes

April 20, 2026, 3 p.m. | City Hall, 241 W. South Street

B. ADOPTION OF FORMAL AGENDA

DIRECTOR SUN MOTIONED TO ADOPT THE APRIL 20, 2026, DOWNTOWN DEVELOPMENT AUTHORITY AGENDA AS AMENDED. DIRECTOR LLOYD 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 MARCH 16, 2026. DIRECTOR SEARING SECONDED. NO OBJECTIONS. MOTION CARRIED.

D. REPORTS AND PRESENTATIONS

1. Financial Report – February 2026 (Meghan Behymer, Downtown Coordinator)

Behymer presented the February 2026 Financial Report: In February, the Downtown Development Authority (DDA) received no revenue. 2026 year-to-date revenue totals \$0. February expenses totaled \$593. Key expense categories included: Utilities (\$593) for Electricity (\$519) and Water & Sewer (\$75). 2026 year-to-date expenses total \$1,195.

DIRECTOR SUN MOTIONED TO ACCEPT THE FEBRUARY 2026 DOWNTOWN DEVELOPMENT AUTHORITY FINANCIAL REPORT. DIRECTOR SANDHU SECONDED. NO OBJECTIONS. MOTION CARRIED.

E. DISCUSSION/ACTION ITEMS

1. Bylaw Amendment

DIRECTOR SUN MADE A MOTION TO AMEND AND RESTATE THE BYLAWS OF THE DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF KALAMAZOO AS SET FORTH IN THE TRACKED CHANGES DOCUMENT DATED APRIL 20, 2026, TO ADOPT THE REVISED BYLAWS IN FULL SUPERSEDING ALL PRIOR VERSIONS, TO MAKE THE AMENDED BYLAWS EFFECTIVE IMMEDIATELY UPON BOARD APPROVAL IN ACCORDANCE WITH ARTICLE X, AND TO AUTHORIZE THE BOARD CHAIR TO EXECUTE

Board of Directors Regular Meeting Minutes

April 20, 2026, 3 p.m. | City Hall, 241 W. South Street

ANY DOCUMENTS NECESSARY TO EFFECTUATE THIS ACTION.) DIRECTOR LLOYD SECONDED. NO OBJECTIONS. MOTION PASSED BY A ROLL CALL VOTE.

F. PUBLIC COMMENTS

None.

G. DIRECTOR COMMENTS

Director Searing expressed his gratitude for Behymer's work with restructuring governance and involving the Board. He also congratulated the local high school and college graduates stating he hopes they take advantage of the Promise and stay around Kalamazoo long term.

Director Sandhu shared concerns about the security and safety perception of the downtown parking ramps impacting downtown visitors due to reports of vehicle break-ins. Director Aardema clarified that the Board doesn't control or fund the parking operations and suggested communicating with City Commission, Public Safety and City staff. The Board discussion continued with encouragement to raise concerns at town halls.

Director Lloyd stated his thoughts about the need to proactively own a message and establish a vision and budget ahead of the event center and Board funding changes. He also stated the need for the Board to shape downtown's public perception because it is being shaped by external narratives. He also expressed a pressing need to fix the former block of 30-minute parking on Michigan Avenue with new signage.

Director Aardema expressed agreeance and willingness to be involved with creating messaging and shaping decisions.

Director Kidd welcomed Director Sampson and Director Sandhu. She shared her experience and efforts with the Events and Marketing Committee. The current marketing efforts are fragmented and need alignment, so the Committee's focus is to improve coordination across organizations. She attended a meeting with Deputy City Manager Marquardt and Downtown Coordinator Meghan Behymer to align the messaging with City communications. Other focused initiatives include Streets for All and the Event Center.

Board of Directors Regular Meeting Minutes

April 20, 2026, 3 p.m. | City Hall, 241 W. South Street

Director Sampson thanked the Board for the opportunity to be on the Board and expressed excitement at beginning working with the group.

H. ADJOURNMENT

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

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

DRAFT

**Downtown Development Authority
March 2026 Financial Summary**

In March, the Downtown Development Authority (DDA) received \$1,680 in revenue from 2024 Small Business Taxpayer Exemption Reimbursement. 2026 year-to-date revenue totals \$1,680.

March expenses totaled \$18,071. Key expense categories included: **Professional and Contractual Services (\$1,748)** for banner installation/removal; **Utilities (\$698)** for Electricity (\$536) and Water & Sewer (\$162); and **Administrative Fees (\$15,625)** for Q1 City of Kalamazoo Service Agreement. 2026 year-to-date expenses total \$19,266.

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
3/31/2026

Total Available Cash \$ 451,156

	2026 Budget	March	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		1,680	1,680
Contribution from DEGA	52,374		-
Total Revenues	328,374	1,680	1,680
Expenses:			
Operating Supplies	-		-
Professional And Contractual Services	40,100	1,748	1,748
Legal Services And Fees	10,000		-
Audit Fees	13,400		-
Insurance Services			-
Utilities	12,500	698	1,893
Administrative Fees	62,500	15,625	15,625
Notes Payable - Principle	139,407		-
Notes Payable - Interest	48,224		-
Total Expenses	326,131	18,071	19,266
Revenues Less Expenses	2,243	(16,392)	(17,587)

Notes:

Long Term Debt Outstanding:

City Of Kalamazoo 1,070,680

Utilities:

	March	2026 YTD Totals
Electricity (Including Street Lights)	536	1,656
Water & Sewer	162	237
TOTAL	698	1,893

Professional And Contractual Services:

Sign Depot -Banner Install/Repair	1,748	1,748
TOTAL	1,748	1,748