

Agenda

Northside Cultural Business District Authority Board of Directors



City of Kalamazoo

Thursday, June 18, 2026

6:00 PM

Northside Association for Community Development - 612 N. Park St.

A. CALL TO ORDER/ROLL CALL

B. ADOPTION OF AGENDA

(Action: Motion to approve the agenda)

C. APPROVAL OF MINUTES

1. Approval of the minutes from the Northside Cultural Business District Authority Board meeting on March 19, 2026 (Action: Motion to approve)

D. PUBLIC COMMENTS

E. DIRECTOR COMMENTS

F. NEW BUSINESS

1. Remaining 2026 Meeting Schedule (Action: Motion to amend)
2. Communications about projects within the district
3. 2027 NCBDA Budget

G. UNFINISHED BUSINESS

1. Social District
 - a. Maintenance and Management Plan
 - b. Documents to be sent to the state

2. NCBDA/City Services Agreement

H. COMMUNICATIONS AND ANNOUNCEMENTS

I. STAFF REPORTS AND UPDATES

J. ADJOURNMENT

NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY BOARD MEETING

Thursday, March 19, 2026

Northside Association for Community Development

612 N Park St., Kalamazoo, MI 49007

A meeting of the Northside Cultural Business District Authority (NCBDA) Board of Directors was held on Thursday, March 19, 2026, 6pm at 612 N Park St., Kalamazoo, MI.

DIRECTORS PRESENT: Chad Dodd, Damian Henderson, Mayor Anderson, Kiar Gamsho, Marilyn Pulley, Mattie Jordan-Woods, Ricky Thrash

DIRECTORS ABSENT: Tami Rey

ALSO PRESENT FROM THE CITY:

- Maria Smith, Community Investment Admin
- Kevin Ford, Shared Prosperity Coordinator
- Antonio Mitchell, Director of Community Planning & Economic Development

A. CALL TO ORDER/ROLL CALL

Director Jordan-Woods called the meeting to order at 6:00 P.M. Roll call was taken and a quorum was established. Members of the Board entered after roll call: Damian Henderson (6:02PM) and Chad Dodd (6:04PM).

B. ADOPTION OF AGENDA

MAYOR ANDERSON MOTIONED TO ADOPT THE MARCH 19, 2026, AGENDA AS PRESENTED. DIRECTOR GAMSHO SECONDED. NO OBJECTIONS. MOTION CARRIED.

C. APPROVAL OF MINUTES

MAYOR ANDERSON MOTIONED TO APPROVE THE FEBRUARY 19, 2026, MINUTES OF THE NORTHSIDE CULTURAL BUSINESS DISTRICT AUTHORITY. DIRECTOR GAMSHO SECONDED. NO OBJECTIONS. MOTION CARRIED.

D. PUBLIC COMMENTS

None.

E. DIRECTOR COMMENTS

None.

F. NEW BUSINESS

None.

G. UNFINISHED BUSINESS

Director Jordan-Woods suggested adding service contract to the agenda to discuss the maintenance of the social district.

MAYOR ANDERSON MADE A MOTION TO APPROVE AMENDING THE AGENDA TO ADD SERVICE CONTRACT DISCUSSION. SECONDED BY DIRECTOR GAMSHO.

1. Working Session for investment allocation for the receipt of \$700,000 from Transformational Brownfield Project

The Board reviewed prior development plans and funding priorities. They agreed to continue using the existing plan rather than revising. They also discussed structuring funds as a mix of grants and loans.

The Board identified the top three priority areas:

1. Financial incentives for resident-owned businesses
2. Development of a revolving business microloan fund
3. Housing initiatives (owner-occupied + affordable housing)

The Board discussed the potential for matching fund requirements, a need to establish loan program structure, and exploring external funding opportunities.

The Board established 2 groups:

1. Funding & Finance Subcommittee
 - focused on grant opportunities, microloan program framework, and funding calendar
 - Members: Mayor Anderson, Director Jordan-Woods, and Director Gamsho
2. Monuments & Storytelling Subcommittee
 - focused on developing alternative monument concepts and gathering community stories and historical content
 - Members: Director Dodd, Director Thrash, Director Pulley and Director Henderson

The Board discussed meeting schedule adjustments including cancelling April meeting, meeting next in May, and potentially skipping summer meetings (June/July) to be discussed later.

MAYOR ANDERSON MADE A MOTION TO HAVE NO NCBDA MEETING IN APRIL. DIRECTOR DODD SECONDED. NO OBJECTIONS. MOTION APPROVED.

2. Service maintenance contract discussion

The Board assigned the service maintenance contract discussion to the subcommittee for development and to be presented at the May meeting.

H. COMMUNICATIONS AND ANNOUNCEMENTS

Director Jordan-Woods announced an opportunity for Board members to attend MSHDA conference in Lansing May 12-13. The Board was encouraged to attend because there is a budget allocated for training opportunities.

I. STAFF REPORTS AND UPDATES

1. Social District Update and Next Steps

Kevin provided an update on the progress towards establishing a social district and outlined next steps.

The resolution was approved by the Board. Next steps include:

1. Obtain Chair signatures on the resolution
2. Finalize district map
3. Develop maintenance/management plan
4. Determine costs and business contributions

The Board concluded that the social district needed further discussion by the Executive Committee to advance the work and expedite the item going to the City Commission agenda.

DIRECTOR DODD MADE A MOTION TO HAVE THE SOCIAL DISTRICT GO TO THE NCBDA EXECUTIVE COMMITTEE FOR DISCUSSION. DIRECTOR GAMSHO SECONDED. NO OBJECTIONS. MOTION PASSED.

Director Jordan-Woods clarified that the bylaws state that the President signs official Board documents and the resolution need to change to reflect the President's signature.

J. ADJOURNMENT

DIRECTOR HENDERSON MOTIONED TO ADJOURN. DIRECTOR THRASH SECONDED. NO OBJECTIONS. MOTION CARRIED.

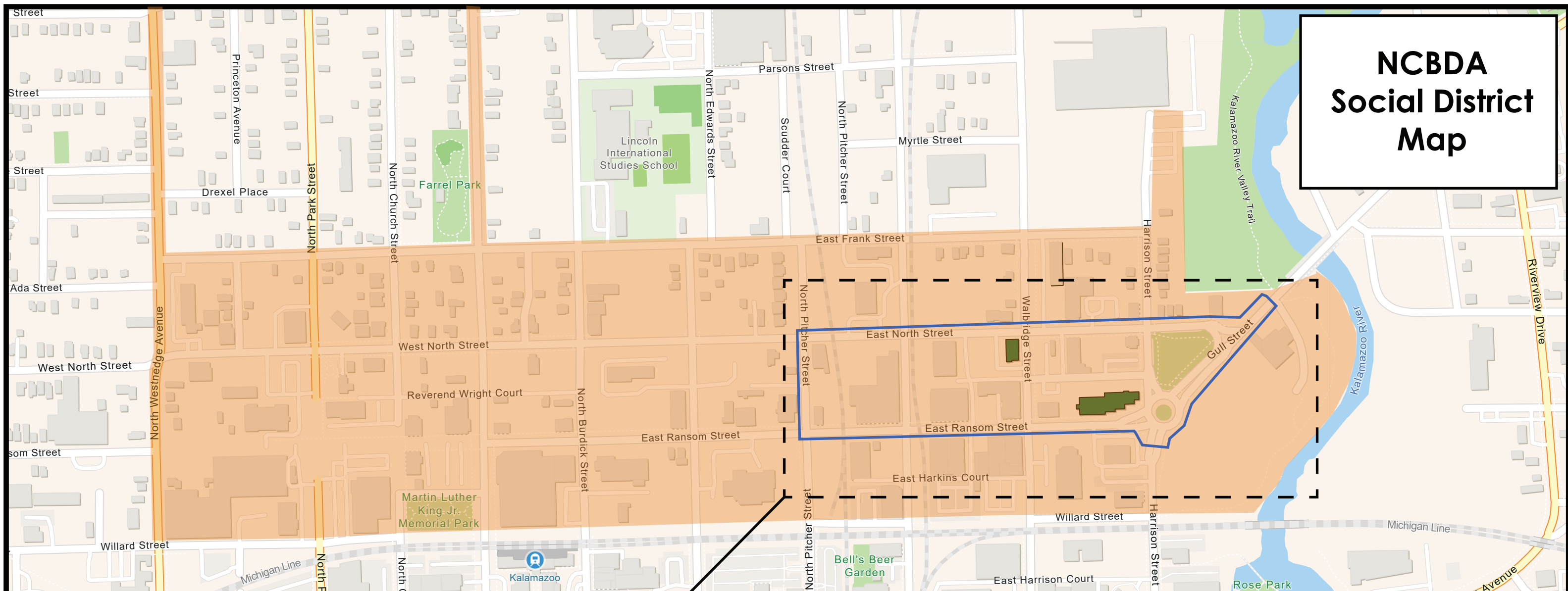
The meeting adjourned at 6:53PM.

Revenue
Tax Increment Financing
Total Revenue
Expenses
Sponsorships
Postage
Professional Development
Professional and Contractual Services
Administrative Fees
Advertising and Promotion
Community Incentives
TOTAL EXPENSES

6 Draft Budget

2026 Projected Revenue	NOTES		
20696.36 <i>(per City Assessor estimated 2.6% increase)</i>	Estimate only. Final numbers will be in June 2026.		
\$20,696.36			
2026 Projected Expenses			
\$2,240.00			
\$150.00			
\$5,760.00	Board and development trainings		
\$5,760.00			
\$500.00	City bookkeeping services		
\$760.00	Printed materials and marketing		
\$25,696.36	Neighborhood business supports		
\$40,866.36			

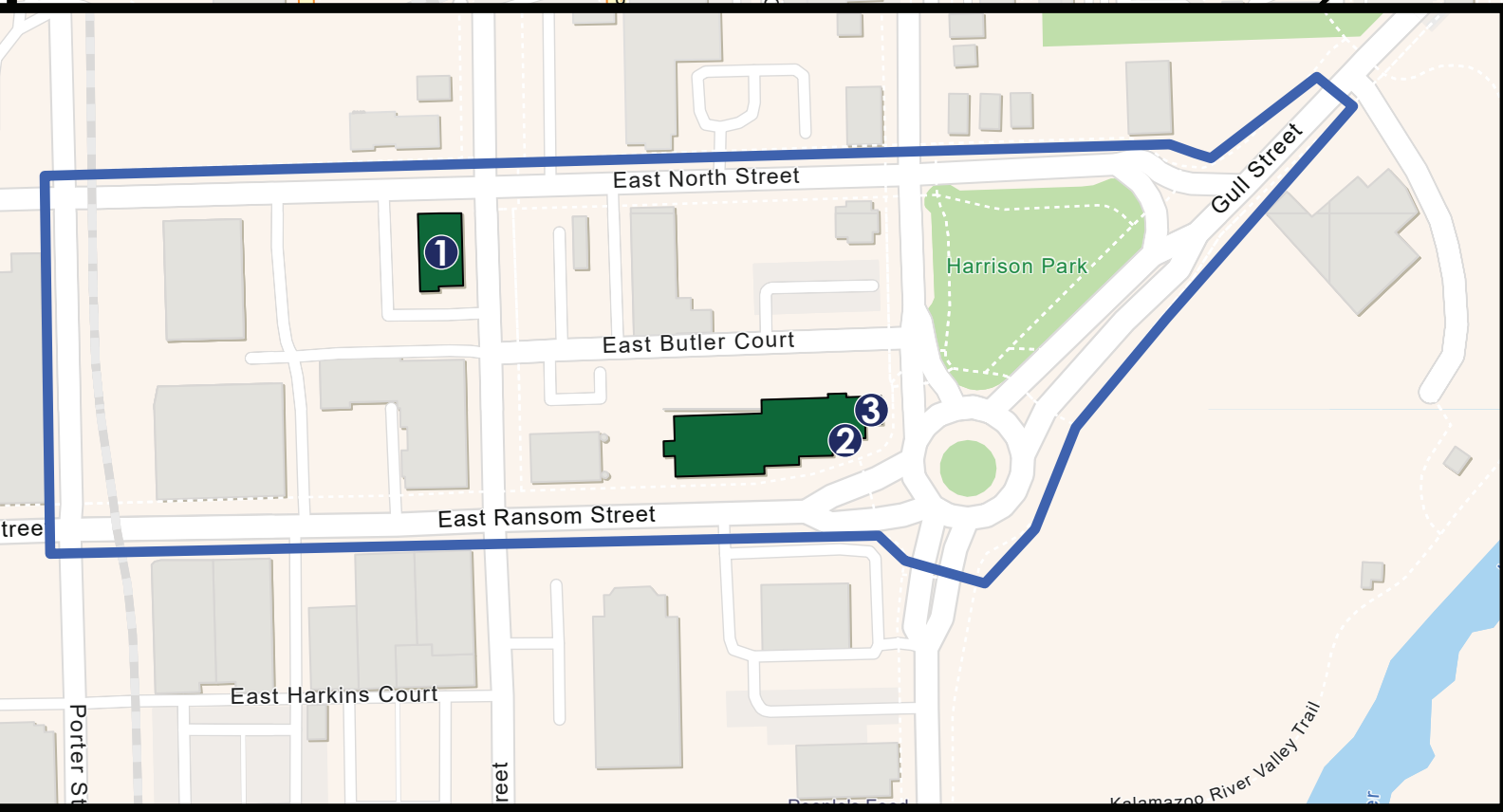
NCBDA Social District Map



NCBD

Social District Boundary & Commons Area

***Eligible Establishments**



- 1** Louie's Trophy House (629 Walbridge St, Kalamazoo, MI 49007)
- 2** Brewery Outre (567 E Ransom St, Kalamazoo, MI 49007)
- 3** Papa's Italian Sausage (543 E Ransom St, Kalamazoo, MI 49007)

**Eligible Establishments could expand in the future*



NCBDA Social District and Commons Area(s) *Management and Maintenance Plan*

1) OPERATION:

1. The Social District and Commons Areas shall be open for operation daily from 10am to midnight.
2. No tents or lighting shall be installed within the Social District or Commons Area(s) without City permission.
3. No amplified sound shall be used in the Social District or Commons Areas without City permission.
4. Umbrellas may be installed but shall not be mechanically fastened to street or sidewalk surfaces.
5. Dogs are permitted in the Social District and Commons Areas (the City's leash laws still apply, as does the obligation to pick up after your dog).

2) ACCESS:

1. Pedestrian access shall be maintained to all buildings in the Social District and Commons Areas as required by the City of Kalamazoo.
2. Emergency access shall be maintained to all adjacent properties in the Social District and Commons Areas as required by the City of Kalamazoo.

3) ALCOHOL:

1. Alcoholic beverages are allowed in the Commons Area(s) only in accordance with a Social District Permit issued by the Michigan Liquor Control Commission (MLCC), any accompanying MLCC regulations, and City of Kalamazoo requirements.
2. Alcoholic beverages shall only be purchased at the licensed premises of a Social District Permit holder and must be consumed in designated Commons Areas.

4) SEATING, TABLES, AND RELATED FURNISHINGS:

1. The NCBDA will maintain any seating, tables, and related furnishings that have been purchased and within the Social District.
2. Seating, tables, and related furnishings that have been provided by individual Social District Permit Holders shall be the sole responsibility of the Social District Permit Holders and must comply with ADA accessibility requirements. Under certain circumstances, Social District Permit holders may use public space for seating, tables, and related furnishings. Interested Social District Permit holders must contact Kalamazoo Downtown Partnership for necessary reviews and municipal approvals.
3. Related furnishings are defined as planters, fencing, spatial delineators or other elements that are deployed as part of a seating expansion within the Social District.

5) SIGNAGE

1. NCBDA in consultation with the City will provide signage that designates the Commons Area(s) and Commons Area(s) boundaries.
2. Existing City of Kalamazoo sign ordinances are still applicable within Social District and Commons Area(s)

6) TRASH AND RECYCLING:

1. NCBDA will provide temporary trash cans and/or recycling cans within Commons Area(s) and at Commons Area boundaries and will maintain these trash cans and/or recycling cans and conduct trash removal operations at these locations for the duration of the Social District and Commons Area operation so long as it is economically feasible to do so.
2. At locations where existing trash cans are already installed, NCBDA and City of Kalamazoo will continue their current maintenance and trash removal operations.

7) REVIEW:

1. The Management and Maintenance Plan shall be included in any future Social District reviews conducted by the City of Kalamazoo or other entities.
2. NCBDA shall be included in any review and consulted on any revisions to the Social District and Management and Maintenance Plan.
3. Alcoholic beverages consumed in Commons Areas are required to be in designated cups per the requirements of the MLCC and the City of Kalamazoo.
4. Social District Permit holders are responsible for the sale of alcohol on their licensed premises in accordance with their individual Social District Permits and all MLCC rules and regulations, including confirming the consumer's identification and age, and prohibiting the sale of alcohol to intoxicated parties.
5. The City Manager is authorized to exclude from the Social District any premises authorized by the Michigan Liquor Control Commission under a special license during the effective period of the special license.
6. During regular patrols, Kalamazoo Department of Public Safety will monitor Commons Area(s) as assigned for compliance with MLCC and City of Kalamazoo rules and regulations.
7. NCBDA staff and/or contractors will also monitor Commons Areas and report compliance issues to the proper authorities so long as it is economically feasible to do so.
8. Additional commons areas may be considered at a future date by City Commission

NORTHSIDE CULTURAL BUSINESS DISTRICT
SERVICE AGREEMENT

Agreement between the **Northside Cultural Business District Authority of the City of Kalamazoo**, a Corridor Improvement Authority Michigan statutory authority formed pursuant to Section 125.4611 of Act 57 of 2018, as amended, (the “NCBDA”), mailing address at City Hall, 241 W. South Street, Kalamazoo, Michigan 49007 and the **City of Kalamazoo**, 241 South Street, Kalamazoo, Michigan 49007 (the “City”). Throughout this Agreement, the NCBDA and the City are also referred to individually as a “Party” and collectively as the “Parties.”

Recitals

A. Pursuant to the Recodified Tax Increment Financing Act, being Act 280 of the Public Acts of Michigan of 2005, and actions of the governing body of the City of Kalamazoo (the “City”), the NCBDA was created as the governing body of a local development finance authority under the Act for the purpose of halting property value deterioration, increasing property tax valuation, and promoting economic growth in the City’s Northside neighborhood area and was authorized to exercise all powers granted by Act 280 or its predecessor Acts. Act 57 of the Public Acts of 2018 repealed and replaced Act 280 of the Public Acts of 2005 and now specifies the duties and powers that the NCBDA is authorized to perform.

B. The NCBDA does not have any employed staff or the internal capacity to carry out its powers, and accordingly, the NCBDA desires to contract with the City of Kalamazoo to provide services listed under Section 2. Specific Services in this Agreement.

Agreement

1. Engagement of the City. Subject to the terms and conditions of this Agreement, the NCBDA engages the City to provide the specific services set forth below in Section 2 (the “Services”) during the term set forth below in Section 3 (the “Term”), and the City accepts such engagement.

2. Specific Services. The City will assist NCBDA to provide services to carry out the powers of the NCBDA specified in [MCL 125.4407, Section 407](#)

Sec. 407. The board may:

- (a) Study and analyze unemployment, underemployment, and joblessness and the impact of growth upon the authority district or districts.
- (b) Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility.
- (c) Develop long-range plans, in cooperation with the agency which is chiefly responsible for planning in the municipality, to promote the growth of the authority district or districts, and take the steps that are necessary to implement the plans to the fullest extent possible to create jobs, and promote economic growth.
- (d) Implement any plan of development necessary to achieve the purposes of this part in accordance with the powers of the authority as granted by this part.
- (e) Make and enter into contracts necessary or incidental to the exercise of the board's powers and the performance of its duties.
- (f) Acquire by purchase or otherwise on terms and conditions and in a manner the authority considers

proper, own or lease as lessor or lessee, convey, demolish, relocate, rehabilitate, or otherwise dispose of real or personal property, or rights or interests in that property, which the authority determines is reasonably necessary to achieve the purposes of this part, and to grant or acquire licenses, easements, and options with respect to the property.

(g) Improve land, prepare sites for buildings, including the demolition of existing structures, and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, or operate a building, and any necessary or desirable appurtenances to a building, as provided in section 412(2) 1 for the use, in whole or in part, of a public or private person or corporation, or a combination thereof.

(h) Fix, charge, and collect fees, rents, and charges for the use of a building or property or a part of a building or property under the board's control, or a facility in the building or on the property, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority.

(i) Lease a building or property or part of a building or property under the board's control.

(j) Accept grants and donations of property, labor, or other things of value from a public or private source.

(k) Acquire and construct public facilities.

(l) Incur costs in connection with the performance of the board's authorized functions including, but not limited to, administrative costs, and architects, engineers, legal, and accounting fees.

(m) Plan, propose, and implement an improvement to a public facility on eligible property to comply with the barrier free design requirements of the state construction code promulgated under the Stille-DeRossett-Hale single state constitution code act, 1972 PA 230, [MCL 125.1501](#) to [125.1531](#).

3. Term. Subject to the provisions of this Agreement, the term of this Agreement will commence on the Effective Date and continue for one calendar year (the "Term"), unless terminated earlier as provided below in Section 4. Upon the expiration or termination, this Agreement may be renewed for an additional term or terms upon Agreement of the Parties.

4. Termination. Either Party may terminate this Agreement during the Term with or without cause, for any reason, following 60 days written notice.

5. Obligations After Expiration or Termination. Upon the expiration of this Agreement at the end of the Term pursuant to Section 3 above or the termination of this Agreement during the Term pursuant to Section 4 above, all obligations of the Parties under this Agreement will terminate.

6. Payment for Services. The NCBDA will pay the City a lump sum of \$500.00 for the Services the City is to perform pursuant to this Agreement.

7. Tangible Assets Provided. If the NCBDA acquires tangible assets (the "NCBDA Assets") which are used by the City in connection with the Services and/or services provided pursuant to agreements with others, the annual depreciated amount of such assets, until fully depreciated, shall be allocated based on usage for the purpose of crediting and assigning costs of such assets. The City agrees to keep a current inventory of such assets and any additions including the annual depreciated amount, which it shall provide to the NCBDA from time to time upon request. The City shall not dispose of any such assets without the approval of the NCBDA.

8. Accounting Records. The City shall keep or cause to be kept full and accurate accounting records related to its activities in providing the Services in accordance with generally accepted accounting principles (GAAP). The City shall maintain or caused to be maintained a system of bookkeeping to track and apportion its expenses related to providing the Services so that they are

separate from the other activities of the City that are not Services provided pursuant to this Agreement. The City shall, upon request, give an authorized representative(s) of the NCBDA, designated by the NCBDA's governing board, or an authorized representative(s), designated by the Chief Financial Officer of the City, access to inspect and audit such books and records as is deemed necessary and desirable by the NCBDA or the City. The City shall keep and safely store or cause to be kept and stored such books and records for a minimum of three (3) years or longer if required by the City's record and retention schedule. The City will provide day-to-day administrative services in support of the Services provided pursuant to this Agreement including bookkeeping, banking, vendor coordination, communications, and planning including, but not limited to, the posting of notices and minute keeping as required by the Open Meetings Act, Act 267 of 1976, as amended.

9. Ownership of Assets. The ownership of all equipment, furniture, displays, vehicles, similar tangible property acquired with funds provided by the NCBDA shall immediately upon purchase or acquisition vest in the NCBDA. The City shall keep a written current inventory of such assets identifying the owner which shall be available to the NCBDA for review and inspection upon written request. The ownership of all consumable assets, such as office supplies and cleaning materials, purchased with funds received from the NCBDA, shall remain with the NCBDA, but such assets may be utilized and consumed by the City in the provision of the Services pursuant to this Agreement. The assets described in this Agreement shall not be pledged, liened, encumbered, or otherwise alienated or assigned.

10. Nondiscrimination. In connection with performance of the Services, the City will not discriminate against any employee or applicant for employment to be employed in performance of the Services with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of race, color, religion, natural origin, age, sex, height, weight, marital status, military status, sexual orientation, or physical or mental disability. Breach of this provision may be regarded as a material breach of this Agreement as provided in the Persons with Disabilities Civil Rights Act and the Elliot-Larson Civil Rights Act, being respectively Act 220 and Act 243 of the Public Acts of Michigan of 1976, as amended.

11. Freedom of Information. The Parties acknowledge and agree that that both the City and NCBDA are a "public body" as that term is defined by the Freedom of Information Act, being Act 442 of the Public Acts of Michigan of 1976, as amended. Accordingly, any records or documents of or concerning the NCBDA and this Agreement are public records subject to disclosure pursuant to the provisions of the Freedom of Information Act. Any records of the NCBDA or concerning the NCBDA that the City has are considered the City's records for the purposes of the FOIA and subject to disclosure pursuant to a FOIA request to the City.

12. Compliance with Applicable Law. The City's performance of the Services will at all times be in conformance with all other applicable laws, ordinances, rules, and regulations, including, but not limited to the Michigan Recodified Tax Increment Financing Act, Act 57 of 2018, as amended.

13. Notices. All notices and other communications to be given pursuant to this Agreement will be given in writing and delivered personally, by first-class, or by e-mail, to the appropriate party at the address or e-mail address set forth below

- a. If to the NCBDA: ***City of Kalamazoo Northside
Cultural Business District***

Attention: Current NCBDA Chairperson
E-Mail Address: _____
c/o City Hall 241 W. South Street
Kalamazoo, Michigan 49007

b. If to the City:

Attention:
E-Mail Address:
City Hall 241 W. South Street

Kalamazoo, Michigan 49007

Either Party may change its designated address/e-mail address by delivery of written notice of the change to the other Party. Notices will be deemed effective upon actual receipt. Actual receipt of electronic e-mail transmissions will be presumed based upon the transmitting Party's record that it was sent and received by the receiving Party.

14. Effective Date. This agreement will be effective as of the date of signing by the last authorized signatory of a Party.

15. Miscellaneous Provisions.

c. *Assignment.* This Agreement is not assignable by either Party without the prior written consent from the other Party.

d. *Successors and Assigns.* All of the terms and conditions contained in this Agreement will be binding upon and inure to the benefit of the Parties' successors, assigns, and legal representatives.

e. *No Third Parties.* Nothing in this Agreement, expressed or implied, is intended to confer upon any person, other than the Parties and their respective successors or permitted assigns, any rights, or remedies whatsoever.

f. *Construction.* The Parties acknowledge and agree that each of them participated equally in the drafting of this Agreement. Any rule to the effect that the Agreement is to be construed more strictly against either Party is not applicable.

g. *Governing Law.* This Agreement will be construed in all respects in accordance with the laws of the State of Michigan. Venue of any dispute between the Parties based upon or arising from this Agreement shall lie with a Kalamazoo County court of competent jurisdiction.

h. *Captions and Headings.* The captions or headings of this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any provision of this Agreement.

i. *Entire Agreement.* This Agreement constitutes the entire agreement between the Parties and there are no other representations, warranties, promises, guarantees, or agreements, oral or written, expressed or implied, between the Parties with respect to this

Agreement.

j. *Amendments.* This Agreement may not be amended, changed, modified, or altered without the express written consent of each Party.

k. *Severability.* In the event any provisions of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

l. *Waiver.* No waiver of any of the provisions of this Agreement will be deemed or constitute a waiver of any other provision, whether or not similar, nor will any waiver be a continuing waiver. No waiver will be binding unless executed in writing by the Party giving the waiver.

m. *Counterparts.* This Agreement may be simultaneously executed in counterparts, each of which will be an original and all of which will constitute one and the same instrument.

NCBDA and the City have executed this agreement on the date indicated below.

THE NCBDA

City of Kalamazoo Northside Cultural Business District Authority

Signature: _____

By: Mattie Jordan-Woods

Its: Chairperson

Date Signed: _____

THE CITY

City of Kalamazoo

Signature: _____

By: Malcolm Hankins

Its: City Manager

Date Signed: _____

APPROVED AS TO FORM FOR THE CITY OF KALAMAZOO :
Office of the Kalamazoo City Attorney
By: Charles R. Bear
On: 03/13/2026