

# Agenda

## Downtown Development Authority

### Board of Directors

City of Kalamazoo



Monday, July 13, 2026

3:00 PM

City Commission Chambers – 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 June 15, 2026. (**Action: Motion to approve**)

#### D. REPORTS AND PRESENTATIONS

1. Financial Report - May 2026 (**Action: Motion to accept the May 2026 Downtown Economic Growth Authority financial statement**)

#### E. DISCUSSION/ACTION ITEMS

**F. PUBLIC COMMENTS**

**G. DIRECTOR COMMENTS**

**H. ADJOURNMENT**

# Board of Directors Regular Meeting Minutes

June 15, 2026, 3 p.m. | City Hall, 241 W. South Street

**PRESENT:** Curt Aardema, Harvin Sandhu, Trisha Kidd, Rick Searing, Stanley Steppes, Cheng Kidd Sun, Connor Sampson

**STAFF:** Meghan Behymer (Downtown Coordinator),  
Maria Smith (Community Investment Administrative Assistant),  
Jessica Wood (DEGA Legal Counsel) virtual, Edith Aviles (CPED Intern)  
Christina Anderson (Deputy Director of CPED & City Planner)

## A. CALL TO ORDER

**DIRECTOR AARDEMA CALLED THE MEETING TO ORDER AT 4:06 P.M.**

**PRESENT:** Curt Aardema, Harvin Sandhu, Trisha Kidd, Rick Searing, Stanley Steppes, Cheng Kidd Sun, Connor Sampson

**EXCUSED ABSENCE** Mayor David Anderson, Clarence Lloyd

**UNEXCUSED ABSENCE:** None.

**JUNE 15, 2026, ATTENDANCE, INCLUDING EXCUSED AND UNEXCUSED ABSENCES, IS RECORDED.**

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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**

Director Aardema recommended an amendment to add Streets For All presentation to item D.2.

**DIRECTOR SUN MOTIONED TO ADOPT THE JUNE 15, 2026, DOWNTOWN DEVELOPMENT AUTHORITY AGENDA AS AMENDED. DIRECTOR SAMPSON 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 MAY 11, 2026. DIRECTOR SEARING SECONDED. NO OBJECTIONS. MOTION CARRIED.**

### **D. REPORTS AND PRESENTATIONS**

#### **1. Financial Report –April 2026 (Meghan Behymer, Downtown Coordinator)**

Behymer presented the April 2026 Financial Report: In April, the Downtown Development Authority (DDA) received \$2,350 in revenue from Delinquent Property Taxes. 2026 year-to-date revenue totals \$4,030.

April expenses totaled \$556. Key expense categories included: **Utilities (\$556)** for Electricity (\$474) and Water & Sewer (\$82). 2026 year-to-date expenses total \$19,822.

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

#### **2. Streets for All – Kalamazoo Avenue Construction (Christina Anderson, Community Planning & Economic Development Deputy Director & City Planner)**

Anderson led a presentation on Kalamazoo Avenue construction. She informed the Board that construction is anticipated to begin mid to late July with coordination

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between MDOT and the contractors Hoffman Brothers and Wightman underway. Public information sessions and corridor stakeholder meetings are planned to include Consumers Energy and the contractors.

The communication strategy is focused on frequent corridor business outreach, biweekly downtown business and resident awareness, and then general public opt in updates. Communication tools include street signs, stickers, posters, maps, billboards, radio ads, social media, City, Park Kalamazoo and Downtown websites, meetings and business check-ins, business support toolkits, and an answering service for emergency calls.

Construction will begin in phases and is scheduled to start at Park Street. Planned utility upgrades include water, stormwater, fiber, and burying overhead wires. Other upgrades include traffic signals, sidewalks, curbs, pedestrian islands, and ADA compliant crosswalks and sidewalks, railroad crossings, tree plantings, and lighting.

Street improvements are to include new vehicle travel lanes and continuous turn lanes, updated and accessible on street parking, and updated Metro Transit drop-off and pickup zones. The transition is expected to create shorter alternate routes, reduce neighborhood traffic, lessen congestion, and calm traffic. The projects implementation planning is ongoing with funding sources confirmed by federal, state, and local organizations.

Board discussion emphasized the importance of proactive communication, supporting business access during construction, and long-term benefits of corridor improvements.

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

None

### **F. PUBLIC COMMENTS**

None

### **G. DIRECTOR COMMENTS**

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Board members discussed the momentum around future downtown business coordination, interest in broader neighborhood and business engagement opportunities, and appreciation for staff work and upcoming initiatives.

### H. ADJOURNMENT

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

**The meeting was adjourned at 5:03 P.M.**

DRAFT

**Downtown Development Authority  
May 2026 Financial Summary**

In May, the Downtown Development Authority (DDA) received no revenue from Delinquent Property Taxes. 2026 year-to-date revenue totals \$4,030.

May expenses totaled \$1,699. Key expense categories included: **Utilities (\$1,081)** for Electricity (\$456) and Water & Sewer (\$162). 2026 year-to-date expenses total \$21,521.

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

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| 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**  
**5/31/2026**

**Total Available Cash** \$ 450,987

|                                       | 2026 Budget    | May            | 2026 YTD Totals |
|---------------------------------------|----------------|----------------|-----------------|
| <b>Revenues:</b>                      |                |                |                 |
| Taxes                                 | 274,000        |                | -               |
| Delinquent Property Taxes             |                |                | 2,350           |
| Payment In Lieu Of Taxes (Pilot)      | 2,000          |                | -               |
| Interest                              |                |                | -               |
| Sale of Capital Assets                |                |                | -               |
| Other Revenues                        |                |                | 1,680           |
| Contribution from DEGA                | 52,374         |                | -               |
| <b>Total Revenues</b>                 | <b>328,374</b> | -              | <b>4,030</b>    |
| <b>Expenses:</b>                      |                |                |                 |
| Operating Supplies                    | -              |                | -               |
| Professional And Contractual Services | 40,100         |                | 1,748           |
| Legal Services And Fees               | 10,000         | 1,081          | 1,081           |
| Audit Fees                            | 13,400         |                | -               |
| Insurance Services                    |                |                | -               |
| Utilities                             | 12,500         | 618            | 3,067           |
| Administrative Fees                   | 62,500         |                | 15,625          |
| Notes Payable - Principle             | 139,407        |                | -               |
| Notes Payable - Interest              | 48,224         |                | -               |
| <b>Total Expenses</b>                 | <b>326,131</b> | <b>1,699</b>   | <b>21,521</b>   |
| <b>Revenues Less Expenses</b>         | <b>2,243</b>   | <b>(1,699)</b> | <b>(17,492)</b> |

**Notes:**

**Long Term Debt Outstanding:**

City Of Kalamazoo 1,070,680

**Utilities:**

|                                       | May        | 2026 YTD Totals |
|---------------------------------------|------------|-----------------|
| Electricity (Including Street Lights) | 456        | 2,586           |
| Water & Sewer                         | 162        | 481             |
| <b>TOTAL</b>                          | <b>618</b> | <b>3,067</b>    |

**Professional And Contractual Services:**

|                                   |          |
|-----------------------------------|----------|
| Sign Depot -Banner Install/Repair | 1,748    |
| <b>TOTAL</b>                      | <b>-</b> |