

Agenda

Downtown Development Authority

Board of Directors

City of Kalamazoo



Monday, August 17, 2026

3:00 PM

City Hall Community Room 241 W. South St. Kalamazoo, Mi 49007

- A. CALL TO ORDER/ROLL CALL
- B. ADOPTION OF FORMAL AGENDA
- C. APPROVAL OF MINUTES
 - 1. Approval of the minutes from the meeting of the Downtown Development Authority Board on July 13, 2026 (**Action: Motion to approve**)
- D. REPORTS AND PRESENTATIONS
 - 1. Financial Report - June 2026 (**Action: Motion to accept the June 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

July 13, 2026, 3 p.m. | City Hall, 241 W. South Street

PRESENT: Curt Aardema, Mayor Anderson, Harvin Sandhu, Trisha Kidd, Clarence Lloyd, Stanley Steppes - virtual, Cheng Kidd Sun, Connor Sampson

ABSENT: Rick Searing

STAFF: Meghan Behymer (Downtown Coordinator),
Maria Smith (Community Investment Administrative Assistant),
Bobby Boyd (Economic Development Supervisor),
Officer Christopher Brouwer (KDPS)

A. CALL TO ORDER

DIRECTOR AARDEMA CALLED THE MEETING TO ORDER AT 5:06 P.M.

PRESENT: Curt Aardema, Mayor Anderson, Harvin Sandhu, Trisha Kidd, Clarence Lloyd, Stanley Steppes (virtual), Cheng Kidd Sun, Connor Sampson

EXCUSED ABSENCE Rick Searing

UNEXCUSED ABSENCE: None.

JULY 13, 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-

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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

DIRECTOR SUN MOTIONED TO ADOPT THE JULY 13, 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 JUNE 15, 2026. DIRECTOR LLOYD SECONDED. NO OBJECTIONS. MOTION CARRIED.

D. REPORTS AND PRESENTATIONS

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

Behymer presented the May 2026 Financial Report: 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.

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

E. DISCUSSION/ACTION ITEMS

1. Legal Counsel Update

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Behymer reviewed the proposed transition of legal services and the memorandum included in the Board packet. The Board discussed the proposed transition and implementation process.

DIRECTOR SUN MADE A MOTION TO APPROVE THE TERMINATION OF EXISTING LEGAL SERVICES WITH DICKINSON WRIGHT PLLC AND AUTHORIZE BOARD CHAIR TO EXECUTE LEGAL SERVICES AGREEMENT WITH BLOOM SLUGGET, PC. SUBSTANTIALLY IN THE FORM PRESENTED, FOR CONTINUATION OF LEGAL SERVICES UNDER THE SAME TERMS AND CONDITIONS, SUBJECT TO FINAL LEGAL REVIEW. DIRECTOR SANDHU SECONDED. NO OBJECTIONS. MOTION APPROVED.

F. PUBLIC COMMENTS

None.

G. DIRECTOR COMMENTS

Mayor Anderson thanked everyone that attended the meeting today.

H. ADJOURNMENT

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

The meeting was adjourned at 5:09 P.M.

**Downtown Development Authority
June 2026 Financial Summary**

In June, the Downtown Development Authority (DDA) received \$1,799 revenue from Small Business Taxpayer Exemption Reimbursement. 2026 year-to-date revenue totals \$5,829.

June expenses totaled \$30,188. Key expense categories included: **Legal Services and Fees (\$506); Audit Fees (\$13,400); Utilities (\$657)** for Electricity (\$575) and Water & Sewer (\$82); and **Administrative fees (\$15,625)** for City Service Agreement. 2026 year-to-date expenses total \$51,710.

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
6/30/2026

Total Available Cash \$ 436,504

	2026 Budget	June	2026 YTD Totals
Revenues:			
Taxes	274,000		-
Delinquent Property Taxes			2,350
Payment In Lieu Of Taxes (Pilot)	2,000		-
Interest			-
Sale of Capital Assets			-
Other Revenues		1,799	3,479
Contribution from DEGA	52,374		-
Total Revenues	328,374	1,799	5,829
Expenses:			
Operating Supplies	-		-
Professional And Contractual Services	40,100		1,748
Legal Services And Fees	10,000	506	1,587
Audit Fees	13,400	13,400	13,400
Insurance Services			-
Utilities	12,500	657	3,725
Administrative Fees	62,500	15,625	31,250
Notes Payable - Principle	139,407		-
Notes Payable - Interest	48,224		-
Total Expenses	326,131	30,188	51,710
Revenues Less Expenses	2,243	(28,389)	(45,881)

Notes:

Long Term Debt Outstanding:

City Of Kalamazoo 1,070,680

Utilities:

	June	2026 YTD Totals
Electricity (Including Street Lights)	575	2,705
Water & Sewer	82	401
TOTAL	657	3,107

Professional And Contractual Services:

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