



Sandra Katje, Chair
Jon Koets, Vice Chair
Jeffrey Townsend, Secretary
Ben Martin, Township Supervisor
John Gisler, County Commissioner
Evan Kowalski, Member
Andy Schippers, Member
Anne Summerfield, Member
Keith Wilcher, Member
Steve Deisler, DDA Director

**DOWNTOWN DEVELOPMENT AUTHORITY
BOARD MEETING
NOTICE OF AGENDA**

**Wednesday, January 22, 2025
5:30 p.m.**

**COMSTOCK TOWNSHIP HALL
5858 King Hwy.
Kalamazoo, MI 49048**

1. Call to Order
2. Approval of Agenda
3. Approval of January 8, 2025, Meeting Minutes (attachment)
4. Public Comment
5. Revenue/Expenditure Monthly Report (attachment)
6. Old Business / DDA Board Action -
 - a.
7. Committee Updates / Action Items – Schedule Meetings to Discuss 2025 Priorities
 - a. Economic Development, Marketing & Outreach Committee (**Townsend, Summerfield, Katje**)
 - Comstock Center Riverfront Redevelopment Project Update
 - Funding Resources Update –
 - ISG Grant Update
 - Façade Improvement Program – Hair Plus Salon Sign Grant Update
 - DDA Website and Facebook Page Update – Develop Recommendation for DDA Board
 - Proposed Food Truck Ordinance
 - b. Beautification/Maintenance/Infrastructure Committee Update (**Koets, Schippers, Wilcher**)
 - c. Events/Special Program Committee (**Katje, Kowalski, Gisler**)

Office: 5858 King Highway, Kalamazoo, Michigan 49048
Mailing: P. O. Box 449, Comstock, Michigan 49041-0449
Phone (269) 381-2360 ♦ FAX (269) 381-4328
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- Request for Proposed Veterans Parade
- d. Executive/Administration Committee (**Katje, Townsend, Kowalski**)
 - Discussion Regarding Adding Additional Board Members
 8. New Business
 9. Board Member Comments
 10. Adjourn

Mission Statement: The Comstock Center DDA will aim to provide a friendly and welcoming downtown which will enhance and honor our history while promoting cultural, business and recreational opportunities that attract businesses and residents.

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1 COMSTOCK CHARTER TOWNSHIP
2 DOWNTOWN DEVELOPMENT AUTHORITY
3 MINUTES OF MEETING HELD Wednesday, January 8, 2025
4

5 A meeting of the Comstock Charter Township Downtown Development Authority was held on
6 Wednesday, January 8, 2025, beginning at 5:30 p.m. at the Comstock Township Hall.
7

8 Members Present: Sandra Katje, Chair
9 Jon Koets, Vice Chair
10 Ben Martin, Township Supervisor
11 Anne Summerfield
12 Jeffery Townsend, Secretary, Treasurer
13 John Gisler, County Commissioner
14 Evan Kowalski
15

16
17 Members Absent: Andy Schippers
18
19

20 Also, present were Pam Coughlin, Beverly Lockwood (Hair Plus), three residents and the
21 Downtown Development Authority Director, Steve Deisler.
22

23 **Call to Order**

24 The meeting of the DDA was called to order at 5:30 p.m. by Chair Katje.
25
26

27 **Approval of the Agenda**

28 Deisler indicated there is one item requested for change on the agenda, 1) Move item 7.a.iii
29 Facade Improvement Program Hair Plus Salon application to item 6.a.

30 Motion by Katje with support of Gisler to approve the agenda modification; motion carried.
31

32 **Meeting Minutes**

33 There were no corrections to November 20, 2024, minutes. Motion by Summerfield with the
34 support of Martin to approve the minutes; motion carried.
35

36 **Public Comment**

37
38 No public comments were made. Chair Katje introduced and welcomed new DDA District resident
39 Keith Wilcher to the Board.
40
41

42 **Revenue and Expenditure Report**

43 Deisler reviewed the expenditures for the December 2024 statements. He indicated that the
44 expenditure of \$67.80 under supplies covered batteries for the lights on the bridge garland. The
45 expenditure of \$3,165.00 for MowCo for planter maintenance, watering and bridge garland
46 installation contracts. There was an expenditure of \$82.03 for printing materials for the DDA /
47 Township Board joint meeting. Motion by Kowalski, with a second by Katje to accept and approve
48 the December 2024 DDA Budget statements; all in favor, motion carried.
49

50 **DDA Board Action Items**

51 Facade Improvement Program Hair Plus Salon Application – Deisler presented a summary of
52 the sign and awning application from Pam Coughlin (Hair Plus Salon) and Beverly Lockwood

1 (property owner of 5831 King Hwy). Deisler stated that this was a special pilot project request
2 whereas ITC grant funds would cover the total cost of the improvements. Motion by Kowalski
3 to approve a Façade Improvement Grant in the amount up to \$3,000.00 for a new sign and
4 awning for Hair Plus located at 5831 King Hwy. with the following conditions:

- 5 • ITC Grant Funds will be used to cover total costs including design, construction,
6 installation and permits/fees.
- 7 • DDA Director will coordinate contracts with Sign Writer (sign) and Sign Center
8 (awning).
- 9 • DDA will waive the 5-year reimbursement requirement.

10 all in favor, motion carried.

11
12 Adoption of the 2025 DDA/TIF Budget- Deisler presented the preliminary 2025 budget which
13 has been reviewed and approved by the Township Board in December. Deisler recommended
14 adoption with the condition that \$55,679.00 from the DDA fund balance be placed in our
15 revenues to balance the 2025 DDA budget for the year. With tis transfer we would have
16 approximately a 25% fund balance which may be tapped in 2025 for future projects in 2025.
17 Motion by Katje with a second by Kowalski to adopt the 2025 DDA/TIF Budget which includes
18 the interfund transfer of \$55,679 from the 2025 DDA Fund Balance to the Interfund Revenue
19 line item 248-000-699-000, all in favor, motion carried.

20
21 Public Act 57 Informational Report – Deisler presented the 2024 Comstock Center DDA
22 Informational Report per the requirement of the State of Michigan DDA Act. The Act requires
23 a summary of the DDA’s activities and budget for the calendar year. It also requires two
24 informational meetings. The second meeting is tentatively scheduled for February 3, 2025
25 before the Township Board. The report is available to the public on the Township / DDA
26 website.

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30 **Committee Updates / Action Items**

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32 *A. Beautification / Maintenance/Infrastructure Committee*

- 33 • There were no updates.

34
35
36 *B. Economic Development, Marketing & Outreach*

- 37 • Comstock Center Riverfront Redevelopment Project – Deisler summarized the
38 status the project indication that several key pre-development actions have
39 been completed. The next phase will require securing funds and potentially
40 acquiring property.
- 41 • Funding Resources Update – Deisler stated that it is critical that the Board work
42 together to secure the \$45,000 local match to receive the ISG Foundation’s
43 \$100,000 grant award to the DDA. The Economic Development Sub-Committee
44 will meet to work on a strategy for fundraising. There is a June 1, 2025, deadline
45 to raise the \$45,000 and purchase the riverfront parcel.
- 46 • DDA Website and Facebook Page Update – the Board discussed the feasibility
47 of DDA creating its own separate website/Facebook site. The Board Consensus
48 was to send the comments to the Economic Development / Marketing
49 Committee to develop a recommendation and bring back to the Board.
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C. *Events/Arts*

- Holiday Tree Lighting - Merrill Park, was attended by seventy-five residents. The DDA participated by decorating a Christmas tree.
- Parks & Recreation is hosting a winter ice rink in Merrill Park beginning early January.

D. *Executive/Administration – Nominating Committee Report*

- Election of Officers - Motion by Martin, with a second by Summerfield to elect Katje as Chair, Townsend as Vice Chair and Kowalski as Secretary/Treasurer, Motion carried.
- Appointment of Andrew Schippers to New 4-Year Term - Motion by Kowalski, with a second by Katje to appoint Andrew Schippers to a new 4-year term to the DDA Board, Motion carried. The recommendation must go to the Township Board for final approval.
- DDA Sub-Committee Appointments - Motion by Martin, with a second by Summerfield to appoint the following Board Members to the four DDA Sub-Committees:
 - Executive Committee: Katje, Townsend, Kowalski
 - Beautify/Maintenance: Koets, Schippers, Wilcher
 - Marketing/Events: Katje, Kowalski, Gisler
 - Economic Development: Townsend, Summerfield, Katje

Motion carried.

New Business

Deisler shared a document from the Michigan Downtown Association offering a variety of webinars for our Board to view and learn about DDA operations and management. Deisler will confirm costs to subscribe.

Board Member Comments

No further Board comments

Adjourn

Motion by Kowalski with support of Summerfield to adjourn the meeting; motion carried.

The meeting adjourned at 6:53 pm.

Prepared by: Steve Deisler, Downtown Development Authority Director
Minutes prepared: January 9, 2024,
Minutes approved: January , 2025.

Calculations as of 12/31/2024

GL NUMBER	DESCRIPTION	2024 AMENDED BUDGET	2024 ACTIVITY THRU 12/31/24	2024 PROJECTED ACTIVITY	2025 BOARD APPROVED BUDGET	2025 ACTIVITY
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND						
ESTIMATED REVENUES						
248-000-406.000	CAPTURED TAXES	11,440	21,017	21,017	22,485	0
248-000-585.000	TWP CONTRIBUTION - BEAUTIFY COMSTR	90,000	90,000	90,000	0	0
248-000-665.000	INTEREST INCOME	800	1,933	1,933	1,500	0
248-000-674.000	CONTRIBUTIONS AND DONATIONS	20,000	300	300	5,000	0
	TOTAL ESTIMATED REVENUES	122,240	113,250	113,250	28,985	0
APPROPRIATIONS						
248-000-702.000	SALARIES AND WAGES	20,000	21,333	21,333	21,333	1,818
248-000-709.000	PAYROLL TAXES	1,500	1,632	1,632	1,631	139
248-000-727.000	OFFICE SUPPLIES/EQUIPMENT	500	0	0	250	0
248-000-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	2,000	1,025	1,025	1,000	0
248-000-801.000	CONTRACTED SERVICES	73,190	53,039	53,039	45,000	0
248-000-804.000	LEGAL SERVICES	1,000	1,825	1,825	1,000	50
248-000-861.000	MILEAGE REIMBURSEMENT	300	0	0	200	0
248-000-880.000	COMMUNITY PROMOTION	5,000	2,967	2,967	2,000	0
248-000-885.000	FACADE PROGRAM	5,000	0	0	5,000	0
248-000-900.000	PRINTING & PUBLISHING	2,000	153	153	1,000	0
248-000-955.000	MISCELLANEOUS	750	135	135	500	0
248-000-957.000	POSTAGE/SHIPPING	500	0	0	250	0
248-000-960.000	EDUCATION & TRAINING	4,500	1,331	1,331	2,000	0
248-000-961.000	MEMBERSHIPS	1,000	225	225	500	0
248-000-970.000	CAPITAL OUTLAY	5,000	2,171	2,171	3,000	0
	TOTAL APPROPRIATIONS	122,240	85,836	85,836	84,664	2,007
NET OF REVENUES/APPROPRIATIONS - FUND 248						
	BEGINNING FUND BALANCE	0	27,414	27,414	(55,679)	(2,007)
	ENDING FUND BALANCE	249,690	249,690	249,690	277,104	0
		249,690	277,104	277,104	221,425	(2,007)

Use of fund balance is not revenue, so it cannot be shown as a revenue line.

While expenditures exceed revenues for 2025, the budget is balanced because the projected fund balance is not negative (highlighted in yellow).

User: BRET
DB: Comstock

PERIOD ENDING 01/31/2025

% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2025		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	2025	01/31/2025	MONTH 01/31/2025	NORMAL	ABNORMAL	BALANCE	% BGD	
				NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	USED
Revenues										
248-000-406.000	CAPTURED TAXES	22,485.00		0.00		0.00		22,485.00		0.00
248-000-564.000	STATE GRANTS - ECONOMIC DEVELOPMENT	0.00		0.00		0.00		0.00		0.00
248-000-585.000	TWP CONTRIBUTION - BEAUTIFY COMSTOCK CTR	0.00		0.00		0.00		0.00		0.00
248-000-590.000	TWP CONTRIBUTION - CAPITAL PROJECTS	0.00		0.00		0.00		0.00		0.00
248-000-607.000	FACADE PROGRAM APPLICATION FEE	0.00		0.00		0.00		0.00		0.00
248-000-665.000	INTEREST INCOME	1,500.00		0.00		0.00		1,500.00		0.00
248-000-674.000	CONTRIBUTIONS AND DONATIONS	5,000.00		0.00		0.00		5,000.00		0.00
248-000-687.000	REFUNDS/REBATES	0.00		0.00		0.00		0.00		0.00
248-000-699.000	INTERFUND TRANSFERS IN	0.00		0.00		0.00		0.00		0.00
TOTAL REVENUES		28,985.00		0.00		0.00		28,985.00		0.00
Expenditures										
248-000-702.000	SALARIES AND WAGES	21,333.00		1,818.18		1,818.18		19,514.82		8.52
248-000-709.000	PAYROLL TAXES	1,631.00		139.09		139.09		1,491.91		8.53
248-000-727.000	OFFICE SUPPLIES/EQUIPMENT	250.00		0.00		0.00		250.00		0.00
248-000-731.000	SUPPLIES/EQUIPMENT - OPERATIONS	1,000.00		0.00		0.00		1,000.00		0.00
248-000-741.000	PROGRAM SUPPLIES/EQUIPMENT	0.00		0.00		0.00		0.00		0.00
248-000-801.000	CONTRACTED SERVICES	45,000.00		0.00		0.00		45,000.00		0.00
248-000-804.000	LEGAL SERVICES	1,000.00		50.00		50.00		950.00		5.00
248-000-861.000	MILEAGE REIMBURSEMENT	200.00		0.00		0.00		200.00		0.00
248-000-880.000	COMMUNITY PROMOTION	5,000.00		0.00		0.00		2,000.00		0.00
248-000-885.000	FACADE PROGRAM	5,000.00		0.00		0.00		5,000.00		0.00
248-000-900.000	PRINTING & PUBLISHING	1,000.00		0.00		0.00		1,000.00		0.00
248-000-930.000	LAND/BUILDING REPAIRS AND MAINTENANCE	0.00		0.00		0.00		0.00		0.00
248-000-955.000	MISCELLANEOUS	500.00		0.00		0.00		500.00		0.00
248-000-957.000	POSTAGE/SHIPPING	250.00		0.00		0.00		250.00		0.00
248-000-960.000	EDUCATION & TRAINING	2,000.00		0.00		0.00		2,000.00		0.00
248-000-961.000	MEMBERSHIPS	500.00		0.00		0.00		500.00		0.00
248-000-970.000	CAPITAL OUTLAY	3,000.00		0.00		0.00		3,000.00		0.00
248-000-991.000	DEBT SERVICE - PRINCIPAL	0.00		0.00		0.00		0.00		0.00
248-000-993.000	DEBT SERVICE - INTEREST	0.00		0.00		0.00		0.00		0.00
248-000-994.000	DEBT SERVICE - PAYING AGENT FEES	0.00		0.00		0.00		0.00		0.00
248-000-995.000	TRANSFERS (OUT)	0.00		0.00		0.00		0.00		0.00
TOTAL EXPENDITURES		84,664.00		2,007.27		2,007.27		82,656.73		2.37
TOTAL REVENUES - FUND 248										
TOTAL EXPENDITURES - FUND 248		84,664.00		2,007.27		2,007.27		82,656.73		2.37
NET OF REVENUES & EXPENDITURES		(55,679.00)		(2,007.27)		(2,007.27)		(53,671.73)		3.61

