
**CITY OF KALAMAZOO
BROWNFIELD REDEVELOPMENT AUTHORITY**

Thursday, September 18, 2003 - 7:30 a.m. • 3rd Floor Conference Room, City Hall

MEMBERS PRESENT: Pat DiGiovanni; Malcolm Earhart; Susan Einspahr; Jim Greene; Mary Harper; Larry Lueth; Jim Marquardt; Jerry Meininger; Bob Miller; Myra Willis

MEMBERS ABSENT: Larry Bell; Sean McCann

CITY COMMISSIONERS/CITY STAFF/CITIZENS PRESENT: Jerome Kisscorni (Assistant City Manager); Rick Goff (Economic Development Director); John Kneas (Assistant City Attorney); Chad Howell (Development Manager); Antonio Mitchell (Business Assistance Specialist); Martha Aills (Special Projects Coordinator); Marc Hatton (Redevelopment Coordinator); Andrew Falkenberg (GIS Property Mapping Specialist); Tonya Sloan (Administrative Secretary)

Meeting was called to order at 7:33 a.m. by Chairperson Willis

Ms. Willis announced that Rita Miller has resigned from the board due to the fact that she has accepted a new job and will be moving out of town.

APPROVAL OF AGENDA: Mr. Marquardt moved approval of the agenda; supported by Mr. Greene. Motion approved by voice vote unanimously.

APPROVAL OF THE MINUTES OF AUGUST 21, 2003: Ms. Einspahr moved approval of the minutes; supported by Mr. Greene. Motion approved by voice vote unanimously.

APPROVAL OF FINANCIAL STATEMENTS FOR PERIOD ENDING AUGUST 31, 2003: Mr. Goff outlined the activity during the period. Mr. DiGiovanni moved approval of the financial statements; supported by Mr. Marquardt. Motion approved by voice vote unanimously.

NEW BUSINESS

RECOMMENDATION TO SET ASIDE UP TO \$750,000 IN BRA FUNDS AS LOCAL MATCH FOR EDA INFRASTRUCTURE GRANT; MOTION TO RECOMMEND CITY COMMISSION CONFIRMATION OF ED STRATEGIC PLAN FOR PURPOSES OF EDA GRANT APPLICATION: Mr. Goff indicated that staff and the Project and Finance Committee recommend that the board allocate \$750,000, which is equal to 50% of the estimated cost of the infrastructure at the Davis Creek Business Park (the former Lakeside Refinery site). Staff is planning to submit a pre-application next month for a grant from the Economic Development Administration (EDA), and a 50% match is required. The money can be recovered over time from TIF revenue generated at the site. The second action requested of the board is a recommendation that the City Commission confirm the Economic Development Strategic Plan for the purposes of the grant application. The EDA requires that an active plan, adopted less than one year ago, be in place. As our plan was adopted more than one year ago, the City Commission must reaffirm the plan in order for the city to be eligible to receive an EDA grant. Mr. Meininger moved that the board allocate up to \$750,000 as a local match for an EDA infrastructure grant and recommend that the City Commission confirm the ED Strategic Plan for the purposes of the grant application; supported by Mr. DiGiovanni. Motion approved by roll call vote unanimously.

RECOMMENDATION TO SET ASIDE UP TO \$15,000 IN BRA FUNDS FOR 2003 SITE MAINTENANCE FUND: Mr. Goff stated that this funding will maintain assets that the authority owns for the remainder of 2003. City crews have been used in the past, but their capacities are now exceeded. The board can expect to receive a request for a similar budget item next year. **Ms. Einspahr moved that the board set aside up to \$15,000 for 2003 site maintenance; supported by Mr. Greene. Motion approved by roll call vote unanimously.**

VOLUNTEER RECOGNITION OPTIONS: Mr. Goff stated that in recent years the city has hosted a dinner for advisory board members. Attendance at that event has been uneven. The city clerk is asking if the board feels that continuation of the dinner would be the best way to recognize the board members' efforts, or if other options such as small gifts, a written letter of recognition, or publication of the board members' names in the Kalamazoo Gazette would be better. The consensus of the board was that a handshake and a "thank you" was recognition enough. Trinkets, certificates, or publication of the board members' names were not desired. If the city wishes to do something more, it was suggested that a less formal event, such as a picnic or outing to a Kings game, be held.

COMMUNICATIONS & ANNOUNCEMENTS

RECEIPT OF INFORMATIONAL ITEMS: Ms. Willis indicated that the board members have received the Project and Finance Committee report and the BRI and CMI summary charts in their packets. Mr. Goff noted that Ms. Miller was on the Project and Finance Committee and will need to be replaced.

DIRECTORS' COMMENTS

Mr. DiGiovanni announced that the Development Center is now open. The first group of staff members has moved into the building, and the remainder are scheduled to move in on October 15.

Mr. DiGiovanni stated that some good news was received when Pfizer announced that it plans to invest in two of the buildings downtown and support spin-off businesses. However, he feels that the information provided by the company in other areas, particularly employment numbers and the future of other downtown buildings, is incomplete. That information is necessary in order for staff to determine the economic impact of the merger and plan for the future of the city. Board members agreed that the city has a right and a need to know that information, but cautioned Mr. DiGiovanni against giving the appearance that the community is bashing the company in the press. It was pointed out that this is an evolving situation and the company may not have the answers to the questions that are being asked. Board members also stated that any positive decisions by the company should be celebrated in the press.

ADJOURNMENT: 8:46 a.m.

Tonya Sloan, Recording Secretary

Myra Willis, Chairperson