
**CITY OF KALAMAZOO
BROWNFIELD REDEVELOPMENT AUTHORITY SPECIAL MEETING
Thursday, September 19, 2019 • Community Room Conference Room, City Hall**

MEMBERS PRESENT: Nathan Bolton; Fritz Brown; James Escamilla; Mayor Bobby J. Hopewell; Kyle Gulau; Kevan Hess; Jason Novotny; Patti Owens; Doug Phillips; Jasmine Vedua

MEMBERS ABSENT: Tom Schlueter

CITY COMMISSIONERS/CITY STAFF PRESENT: Joy Hills (Program Assistant); Jamie McCarthy (Development Coordinator); Joe Agostinelli (Economic Development Consultant); Rebekah Kik (Director – Community Planning & Economic Development); Richard Cherry (Deputy City Attorney); Marcy Dix (Program Finance Supervisor)

Meeting was called to order at 7:30AM by Chair Patti Owens

MOTION TO EXCUSE ABSENT MEMBERS: Mr. Bolton moved to excuse the absent members; supported by Mr. Brown. Motion approved by voice vote unanimously.

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

APPROVAL OF THE MINUTES OF AUGUST 15, 2019: Mr. Bolton moved the approval of the minutes; supported by Mr. Gulau. Motion approved by voice vote unanimously.

NEW BUSINESS

1. Staff presentation of the Seventh Amendment to the City of Kalamazoo Revised Brownfield Plan.

Ms. McCarthy gave a presentation on the removal of the two chapters with the Revised Brownfield Plan. Chapters 24 (511 E Paterson Street) and 29 (1807 N Pitcher Street) remain vacant and undeveloped. Their 5 year window for capture has ended since their addition to the Brownfield Plan. Both parcels are being recommended for removal in order for the Graphics Packaging International to move forward. The parcels are owned by GPI, and are included in the \$600 million expansion project that is outlined within the Kalamazoo County Brownfield Plan.

All questions the board presented were answered.

2. Public Hearing for the Seventh Amendment to the City of Kalamazoo Revised Brownfield Plan.

Ms. Owens opened the Public Hearing at 7:34AM. There were no public comments, and the hearing was closed.

3. Consideration of a recommendation that the BRA approves and adopts the Seventh Amendment to the City of Kalamazoo Revised Brownfield Plan. (ACTION: Motion to approve and adopt the Seventh Amendment to the City of Kalamazoo Revised Brownfield Plan.)

Mr. Phillips motioned to approve and adopt the Seventh Amendment to the City of Kalamazoo Revised Brownfield Plan; supported by Mr. Brown. The motion passed all in favor.

4. Consideration of a recommendation that the BRA approves the First Amendment to the Purchase and Sale Agreement between Harrison Circle LDHA LP and the City of Kalamazoo Brownfield Redevelopment Authority. (ACTION: Motion to approve the First Amendment to the Purchase and Sale Agreement and authorize the Chair to sign.)

Ms. McCarthy explained this is the First Amendment to the existing Purchase and Sale Agreement with the developer. The need for this agreement is that due to the project having 55% of its residential units qualifying as affordable housing, and our newly passed incentives policy, we would be reducing the sales price of the property from \$130,000 to \$58,500. The developer will need to put down \$5,000 in escrow for the property.

Mayor Hopewell arrives at 7:38AM

All questions the board presented were answered.

Mr. Bolton motioned to approve the First Amendment to the Purchase and Sale Agreement and authorize the Chair to sign; supported by Mr. Brown. The motion passed all in favor.

5. Consideration of a recommendation to adopt the BRA Purchasing Policy. (ACTION: Motion to approve and adopt the BRA Purchasing Policy.)

Ms. Dix debriefed the board on the proposed purchasing policy that was first introduced in the summer of 2019. The changes proposed that BRA purchases over \$10k would be presented to the board; the department director may sign for purchases up to \$50k on behalf of the BRA board; and anything over \$50k will need BRA board approval. This policy aligns the board's purchasing policy with the City of Kalamazoo's existing purchasing policy. All questions were answered to the board's satisfaction.

Mr. Novotny motioned to approve and adopt the BRA Purchasing Policy; supported by Mr. Brown. The motion passed all in favor.

6. Consideration of a recommendation to approve the Proposal for the Brownfield and Downtown Consulting Services with Southwest Michigan First, and authorize the Chair to sign. (ACTION: Motion to approve the Proposal for Consulting Services with Southwest Michigan First, and authorize the Chair to sign.)

Ms. McCarthy explained that this is an extension with our current contract with SWMF. This will add \$20k to get us through the end of the year. The consulting service will be to write BRA

plans as we move away from one large plan to individual, as well as support other BRA administration needs.

Ms. Kik added that the need for this extension and additional funds is the \$25k that was originally approved in the Spring of 2019 has been exhausted. At the time of that contract, staff did not anticipate the retirement of Eric Kemmer, and that the consulting services from Southwest Michigan First were to fill a gap, but due to Mr. Kemmer's early retirement due to health issues, the need to continue this service still exists.

The board has requested that staff prepare a report of what services and accomplishments have been completed during the first portion of the year, and to be involved in planning the scope of work for 2020 for a future contract.

NOTE: With the approval of the Item #5, the Department Director may sign for the Proposal

Mr. Brown motioned to approve the Proposal for Consulting Services with Southwest Michigan First, with the understanding that staff will put together a compilation of what has happened during the last proposal and prepare expectations for 2020; supported by Mr. Hess. The motion approved all in favor.

OLD BUSINESS

Ms. McCarthy updated the board on the acquisition of the Panelyte Property. Staff now have the AOC from the EPA which gives us liability protection. Now we are in the process of getting the deed from the State Land Bank. That piece of the larger Allied Paper Site, and will be used in the overall remedial design of the AP site. In the next 4-6 months we should have a 50% design of what that will look like. Public Services is heavily involved in this.

COMMUNICATIONS & ANNOUNCEMENTS

None.

STAFF UPDATES

Ms. Kik announced that Ms. Hills would no longer be working for the City as of September 24th. She has accepted a position with TreyStar, and Ms. Kik thanked Ms. Hills for her work supporting the City and the Brownfield board.

Ms. McCarthy announced that there will be a thank you luncheon for Mr. Kemmer, Ms. Hills, and past BRA directors Mr. Bob Miller and Ms. Nancy Troff to thank them for their contribution to the Brownfield Board. Details of the event would be distributed soon.

CITIZEN COMMENTS

Mr. Bob Miller thanked Mayor Hopewell, staff, and the board for their willingness to serve. Mr. Miller said that he has found this board to be very rewarding over the last 20 years, and this board really makes a difference and helps Kalamazoo.

DIRECTOR'S COMMENTS

Mayor Hopewell announced there is an innovation summit happening at the Kalamazoo Radisson today, and there is a large focus on social equity. He knew there were City staff participating in the event, but he wanted to be the board members were aware of the event.

ADJOURNMENT: 7:59AM



Jamie McCarthy, Development Project Coordinator – Community Planning & Economic
Development



Patti Owens, Chair – Brownfield Redevelopment Authority