

**CITY OF KALAMAZOO
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD MEETING
Thursday, December 16, 2021
Virtual meeting**

MEMBERS PRESENT: Kyle Gulau; Jason Novotny; Lucas Middleton; Jamauri Bogan; Kevan Hess; James Escamilla; Rachel Bair; Patti Owens; Nathan Bolton; Fritz Brown

MEMBERS ABSENT:

CITY COMMISSIONERS/CITY STAFF PRESENT: Jamie McCarthy (Development Coordinator); Beth Cheeseman (Executive Administrative Assistant); Antonio Mitchell (Community Investment Manager); David Stegink (Consultant, Envirologic); Paul Thuringer (Development Project Coordinator)

PUBLIC PRESENT:

Meeting was called to order at 7:45 AM by Chair Hess.

Director Hess announced the order allowing an electronic meeting.

MOTION TO EXCUSE ABSENT MEMBERS: No absent members.

Director Hess noted that the Citizen Comments and Director's Comments were placed above New Business on the agenda. He wondered about the intent for that. Ms. McCarthy said there had been discussion about putting Citizen Comments in the beginning of the meeting in case the public has information or comments for Board consideration before they discuss items. With Director's Comments as the next agenda item, they can respond to citizen comments immediately.

APPROVAL OF AGENDA: Director Bolton moved the approval of the agenda as presented; seconded by Director Escamilla. Motion approved by voice vote unanimously.

APPROVAL OF THE MINUTES OF OCTOBER 21, 2021: Director Owen moved the approval of the minutes; seconded by Director Middleton. Motion approved by voice vote unanimously.

CITIZEN COMMENTS

None.

DIRECTOR'S COMMENTS

None.

NEW BUSINESS

1. Approval of a request for extension on outstanding EGLE Brownfield Redevelopment Grants for 615 W. Kalamazoo and 525 E. Ransom. (ACTION: Approval of a request for extension on EGLE Grants for 615 W. Kalamazoo and 525 E. Ransom).

Ms. McCarthy summarized the two outstanding EGLE grants that BRA holds. She said the 615 W. Kalamazoo Avenue (two mixed-use buildings) grant started in February 2019. That ended up with a total amount of \$400,000. The grant has been used primarily for contaminated soil removal and disposal and the design and installation of their vapor intrusion mitigation system. Ms. McCarthy said that all response activities are completed, and they are monitoring the vapor mitigation system to make sure it is working properly in the buildings. She said there is a remaining balance of just under \$60,000 on the grant. It is set to expire in February 2022. Ms. McCarthy said they are requesting an automatic 12-month extension from EGLE to allow time for monitoring, grant closeout and submitting the final report. She said they are doing the same thing for the second EGLE grant to cover similar expenses at 525 E. Ransom. Ms. McCarthy stated that this is the Harrison Circle project, and it is complete. The BRA received \$300,000 for response activities at that site. They are in their VI mitigation system monitoring period. She stated that grant expires June 2022, and there is just under \$70,000 remaining. Ms. McCarthy indicated that the BRA, staff, and those developers can close out any time during that 12-month extension. She said they wanted to make sure that any staff, consultant, and/or developer time can be reimbursed. Ms. McCarthy also shared that there was a change in the main coordinator at the State. She thought it made sense to put in the requests before he left.

Director Bolton moved approval of a request for extension on EGLE Grants for 615 W. Kalamazoo and 525 E. Ransom; seconded by Director Novotny.

A voice vote was taken and passed unanimously.

2. Approval of a Tax Increment Financing (TIF) Reimbursement Request for 400 S. Rose Street. (ACTION: Approval of a TIF Reimbursement Request for 400 S. Rose Street).

Mr. Stegink, Envirollogic, noted that this was a large request, but they received all necessary backup documentation from developer. He stated that, overall, everything was consistent with the developer's work plan and the Brownfield plan. Mr. Stegink stated that the developer is seeking reimbursement for environmental and demolition activities, and infrastructure improvements (parking deck, stormwater system, sidewalks, snow melt systems, sewer, and water improvements). There are also some site preparation activities (geotechnical, clearing and grubbing, grading, surveying, staking, and professional services). The total amount submitted and approved was \$3,871,542.80. Mr. Stegink said it was slightly more than the redevelopment agreement provided which allowed for capture of \$3,685,017 or 21 years of tax increment. He said they are recommending approval up to the maximum allowed by the reimbursement agreement. They demonstrated payment of all eligible activities.

Director Middleton asked if they are voting to approve up to the maximum amount allowable by the plan or the amount of demonstrable expenses outlined in the memo. Ms. McCarthy said they are following the development agreement – the amount committed to the developer. The \$4.3 million includes LBRF capture, administrative expenses and other things that don't go to developer.

Director Owens moved approval of a TIF Reimbursement Request for 400 S. Rose Street; seconded by Director Bolton.

A roll call vote was taken and approved unanimously.

3. Adoption of the 2022 meeting schedule for Economic Development Corporation and Brownfield Redevelopment Authority Board of Directors. (ACTION: Adoption of the 2022 meeting schedule for the EDC and BRA Board of Directors).

Ms. McCarthy stated that the meeting schedule will remain the third Thursday every month starting at 7:30am with the EDC meeting followed by the BRA meeting. She informed the Directors that the City plans to return to in-person meetings in January. Ms. McCarthy shared that Boards have been given the option of meeting in the City Commission Chambers if they will fit on the dais. Boards meeting there will be able to livestream and take phone calls. However, once their Board gets a City Commission liaison they would not fit on the dais. She thought their Board would stay in the Community Room. They won't be able to stream or take calls, but IT was working on that for the future. Ms. McCarthy stated that people will be required to wear a mask at the meeting regardless of vaccination status. She encouraged Directors to reach out to staff if they needed an exception or had concerns about meeting in person. Ms. McCarthy informed them that the virtual meeting option is sunseting with the State. Any meetings required to follow the OMA have to go in person at this time.

Director Owens confirmed with Ms. McCarthy that the public can come in person to these meetings. Ms. McCarthy said they will ask people to wear a mask, have signage, block off chairs, and have security there to let them into the building.

Director Hess asked about any protocols for getting in the building. Mr. Mitchell said there are no special protocols.

Director Bogan moved adoption of the 2022 meeting schedule for the EDC and BRA Board of Directors; seconded by Director Bair.

A voice vote taken and passed.

OLD BUSINESS

None.

COMMUNICATIONS AND ANNOUNCEMENTS

None.

STAFF UPDATES

- EDC/BRA board retreat

Ms. McCarthy shared that staff was working on retooling the retreat for Friday, January 7. A Doodle poll was sent asking for feedback on possible building tours. She said an itinerary and menu would be coming to them soon, and she encouraged them to reply even if they were out for the holidays.

- Board nominating committee

Ms. McCarthy said they would need to reconvene their Nominating Committee because they have a couple people terming off the Board in March. That committee can review new member applications, do interviews, and give a recommendation to board. She requested they share the flier with their networks.

Ms. McCarthy confirmed for Director Brown that his term expires in March. Director Owens' second term is coming up, but she could possibly extend for another term. Ms. McCarthy said they would have at least one vacancy, but the Board can have up to 13 members. She will look into Director Escamilla's term and let him know when it is expected to be completed.

-2022 TIF reimbursement requests

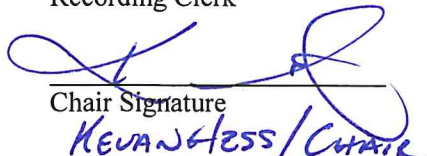
Ms. McCarthy mentioned to the Board that she was expecting up to four TIF reimbursement requests. Envirollogic helped the City hold an information session with these four developers and some others that are in the queue. She said they did a general information session and outlined the materials they need to submit with reimbursement requests. Ms. McCarthy reported the four projects on her radar as the scattered site in-fill housing (KNHS), 180 E. Water Street, 303 N Rose, and The Creamery.

Chair Hess wished everyone a safe, happy holiday season.

ADJOURNMENT: 8:11 am



Beth Cheeseman
Recording Clerk



Chair Signature
KEVIN HESS / CHAIR
Printed Name/Title