

Agenda

Economic Development Corporation

Board of Directors

City of Kalamazoo



Thursday, March 16, 2023

7:45 AM

CPED Main Conference Room - 245 N. Rose Street, Suite 100

A. CALL TO ORDER/ROLL CALL

B. ADOPTION OF FORMAL AGENDA

C. APPROVAL OF MINUTES

1. Approval of Minutes from the Economic Development Corporation And Brownfield Redevelopment Authority Board Retreat on January 31, 2023 **(Action: Motion to Approve. Voice Vote)**
2. Approval of the minutes from the meeting of the Economic Development Corporation on February 16, 2023 **(Action: Motion to Approve. Voice Vote.)**

D. PUBLIC COMMENTS

E. DIRECTORS' COMMENTS

F. NEW BUSINESS

1. Approval of a recommendation to the City Clerk to Approve the 2-year renewal of the Adult Use Marijuana Business Permit for True Leaf Solutions, LLC. **(Action: Approval of a recommendation to the City Clerk to Approve the 2-year renewal of the Adult Use Marijuana Business Permit for True Leaf Solutions, LLC.) - Roll Call Vote**
2. Approval of a recommendation to the City Clerk a 90-day probationary approval of the Adult Use Marijuana Business Permit for WTOG, LLC DBA Rair **(Action: Approval of a recommendation to the City Clerk a 90-day probationary approval of the Adult Use Marijuana Business Permit for WTOG, LLC DBA Rair) - Roll Call Vote**
3. Approval of award and contract with Dickinson Wright for legal services for the Economic Development Corporation **(Action: Motion to approve award and**

**contract with Dickinson Wright for legal services for the Economic
Development Corporation) - Roll Call Vote**

- G. UNFINISHED BUSINESS**
- H. COMMUNICATIONS AND ANNOUNCEMENTS**
- I. STAFF REPORTS AND UPDATES**
- J. ADJOURNMENT**

**CITY OF KALAMAZOO
EDC/BRA RETREAT
Thursday, January 31, 2023
Community Planning and Economic Development
245 N. Rose Street, Kalamazoo, MI 49007**

MEMBERS PRESENT: Rachel Bair; Michael Gurnee; Andrew Schipper; Qianna Decker; Jason Novotny; Torean Greeley; Kyle Gulau; *Sharon Ferraro

MEMBERS ABSENT: Kevan Hess; Lucas Middleton; Nathan Bolton

CITY COMMISSIONERS/CITY STAFF PRESENT: Clyde Robinson (City Attorney); Jamie McCarthy (Sustainable Development Coordinator); PJ Thuringer (Economic Development Supervisor); Logan Mulholland (Envirologic, Consultant); Jared Chambers (Business Specialist); Beth Cheeseman (Executive Administrative Assistant); David Stegink (Envirologic, Consultant); Jaime Marsman (Community Investment Administrative Assistant); Sharilyn Parsons (Housing Development Supervisor); Antonio Mitchell (Director of Community Planning and Economic Development)

Meeting was called to order at 7:35 AM by Director Novotny.

MOTION TO EXCUSE ABSENT MEMBERS: Director Gurnee moved to excuse absent members; seconded by Director Gulau. Motion approved by voice vote unanimously.

APPROVAL OF AGENDA: Director Schipper, moved the approval of the agenda as presented; seconded by Commissioner Decker. Motion approved by voice vote unanimously.

WELCOME & OPENER Antonio Mitchell, CPED Director

Mr. Antonio Mitchell welcomed Directors to the retreat. He spoke briefly about some of the existing projects in the downtown and shared how important the BRA/EDC Boards were for making changes in the City.

Mr. Paul Thuringer asked Directors to share their favorite recent developments in Kalamazoo and anything they might like to see in the future. Director Bair asked the other Directors to also include their day job.

*Director Ferraro entered the meeting just after Directors started sharing their favorite projects.

Some favorite projects mentioned:

- Bronson Healthy Living Campus
- Creamery
- 180 Water Street
- 400 Rose Apartments
- 315 E. Frank Street
- Historic building projects
- Sidewalk replacement/repair
- Foundry

- River's Edge Project
- Can Do Kitchen/Kalamazoo

Projects desired in Kalamazoo:

- Development that makes active transit and active living in an urban environment more possible
- Developments which incorporate incentives for childcare facilities
- Tiny Homes
- All shapes, forms, and sizes of housing

ECONOMIC DEVELOPMENT CORPORATION (EDC) Paul Thuringer

- 2022 Economic Development Accomplishments

Mr. Thuringer stated that the EDC was focused on cannabis in 2022. He announced that later this year the Business Development Fund (BDF) budget would begin to run through the Board. During the period of 2020-2022, the United Way administered funds from the City and FFE for the following programs: Kalamazoo Small Business Loan Fund, Kalamazoo Micro-Enterprise Grants, and the Health Protection Grant Program.

Director Gulau asked for clarification of how the United Way was administering funds from the City. Mr. Thuringer explained that the Department gets the funds through FFE, and they are then pushed to the United Way, and they administer the programs.

Mr. Thuringer reviewed that Kalamazoo Micro-Enterprise Grants (KMEG) have helped 310 micro businesses located in 21 neighborhoods. They have spent \$1.5 million. The focus for grants was core neighborhoods, BIPOC populations, and females. Mr. Thuringer stated that KMEG Race and Gender Outcomes showed 120 businesses assisted with the majority being black or African American, and female.

Commissioner Decker asked out of all of the businesses helped how many are in business today. Mr. Thuringer stated that he could get that information.

Mr. Thuringer reported that they've loaned over \$2.2 million dollars in small business loans. They use a volunteer committee to help with the loan process. They don't check credit score. He said it is meant to help businesses/people move forward. Mr. Mitchell added that these are loans to businesses that can't get bank loans. He said there was less than a 2% default rate. It helps to position these businesses to be able to get bank loans. Mr. Thuringer also shared that \$168,029 in funding was dispersed and 88 businesses served by Health Protection Grants.

Director Gulau noted that part of the goal for the loans was to help people become bankable. He wondered if they reported on their credit score. Mr. Mitchell said they didn't report on credit score – they provide a support letter.

Mr. Thuringer talked about the BDF Fund for 2022. Grants include Façade, Sponsorships, Whitebox, Technical Assistance, Can Do Kalamazoo, and Training Programs. In 2022, 81 businesses were given grants or training programs. The majority served were in the Northside, Edison, Central Business District, and Eastside. 80% of the businesses were minority owned. Mr. Thuringer talked about eligibility for the grants and gave an overview of each type of grant. He reviewed Trainings participation and offerings.

Commissioner Decker asked for a list of trainings offered.

Mr. Thuringer reviewed the 2022 activities for Cannabis. There was an ordinance update, the creation of a Social Equity policy, 30 renewals, and the creation of a non-renewal policy. He also went over current cannabis licenses, noting one consumption lounge planned.

- 2023 Priorities & Activities

Mr. Thuringer said they will begin monthly reporting of BDF starting in the third quarter. They will bring forward BDF policies and procedures for approval. He mentioned ARPA funding and BDF carry-forward funds.

Director Novotny wondered when the last time the grant dollars were adjusted since construction costs have doubled. He stated that \$25,000 doesn't go far. Mr. Mitchell responded that the Whitebox grant amount was adjusted to match the Façade grant. If a business is eligible for Whitebox (\$25,000) and Façade (\$25,000), and a Technical Assistance grant (\$5,000) then they could get \$55,000. He cautioned that all of these dollars come from FFE and FFE was tightening the reins a little bit with the funding they give out.

Commissioner Decker noted there were still a lot of dollars left in the funds. She hoped they were doing more advertising. Mr. Thuringer informed them that there was a significant waitlist. The compliance angle took longer than any of them anticipated.

Director Schipper asked if they had any system in place to track success – if the business was viable in 3-5 years. He thought that may give them a reason to keep the grant program even if they cut back on funding. Mr. Mitchell said they are using Salesforce so they can track and print out reports. He said they are trying to clarify procedures to make sure they are tracking correctly. Mr. Mitchell said the funds were transitioned to the United Way because they could process funds faster than the City could during Covid.

Director Gulau asked if it was within the Board's authority to say that they should increase the grant amounts. Mr. Mitchell said it was – the Board will have more say in directing/increasing the dollars.

Attorney Robinson clarified that any cuts in FFE funding wouldn't have to do with these programs or what they were accomplishing. The idea for FFE was to build an investment which could continue on in perpetuity. He said that, as a result, the City didn't get as much money as before. ARPA funds have helped fill the gap. Mr. Mitchell said they have until 2026 to spend the ARPA money.

Mr. Thuringer shared that they anticipate 40 cannabis license renewals in 2023. They hope to have an RFP for a Cannabis Chamber in place late in the second quarter. He said they would bring the RFP to the Board for review. Mr. Chambers mentioned having a cannabis cash program like downtown dollars, but they would be used for any marihuana business in the City.

Attorney Robinson gave a brief history of cannabis taxes and the percentage returned to municipalities. He said they have collected a significant amount of money, but it can't be put into a budget as a stable amount. The cannabis business has contracted, and the price of marihuana has fallen. As other states move toward legalized marihuana, Michigan will not get out-of-state business. Attorney Robinson stated that another challenge was labs and inconsistent THC readings. He also noted there is still a significant black market for marihuana.

Mr. Thuringer explained that the City is a Redevelopment Ready Community (RRC) and needs to have a stand-alone Economic Development strategy. MEDC suggested using a steering committee to pull this strategy together and Mr. Thuringer would like to use the EDC as that committee. He would like to have an RFP completed and ready for them at the March meeting.

Director Gulau asked about the value of an RRC Certification. Mr. Thuringer shared that MEDC did much of the work, and initial survey to create an RFP for 140 S. Edwards. MEDC even gave the developer a grant to pay an architect to improve their design. Director Gulau summarized that it unlocks the ability to use state resources to assist for development.

BROWNFIELD REDEVELOPMENT AUTHORITY

Jamie McCarthy

- Brownfield Plans & Phases

Ms. McCarthy talked about the purpose of Brownfield legislation in Michigan. She reviewed the BRA history of how many plans were created in what year since 1997. Ms. McCarthy mentioned a table Directors had received showing current phases of projects. She indicated that some projects on the list have been removed because the project was completed, or no project happened. Director Gulau asked for clarification on one entry. Ms. McCarthy shared that it was for a project that has not applied for TIF because their tax increment is really low. She didn't want to remove it from the list because it was an active project.

Ms. McCarthy reviewed Brownfield projects by neighborhood and by use. She reviewed general locations of BRA-owned parcels by neighborhood. Some of the lots are not buildable, so they need to look at strategies to dispose of those properties. Ms. McCarthy said they need to look at their properties and identify ones that are appropriate for RFPs.

- 2023 Policy Priorities

Ms. McCarthy mentioned possible timelines for priorities.

- Quarter 1 – LBRF priorities
- Quarter 2 – Operational Policy
- Quarter 3 – Incentives policy
- Quarter 4 – Property Acquisition/Disposition

Current policies: Operational, incentives, purchasing.

Ms. McCarthy spoke about areas where the policies need updates or need to be created: LBRF Investment priorities, property purchase and sales, grant and loan process, interest evaluation. She shared that besides policy work, staff were looking at two other priorities: Property Planning (Assessment, Design Charrette, and Marketing), and Project Tracking and Reporting. The University of Notre Dame was planning to give a proposal for a charrette. Ms. McCarthy said they particularly want to look at infrastructure and how they market properties. She added that staff wants to incorporate Brownfield projects into Salesforce.

- Paving the Way for Development

Ms. Sharilyn Parsons shared that to create the Housing Strategy, they looked to the Master Plan, Neighborhood Plans, the Consolidated plan, real estate markets, and data drawn from the Kalamazoo County Housing Plan. She said the City wants to look at the housing market as a whole ecosystem. They need to look at the continuum from homelessness to market rate.

Director Gulau commented that increasing the supply of housing generally trickles downstream to all the categories of housing. Ms. Parsons said that was correct, but you have to have the proper amount of market rate. Want to have a step up process for the residents – first home, next home, etc. Director Gulau asked if rents and costs go down when more housing enters the market. Ms. Parsons said the studies show when more units are brought into an area, it does not significantly raise rents the way people fear it will. She said that market rate rents end up falling to meet the need of the market. Once the rents fall to what makes sense for the market, there tends to be less evictions in affordable units because landlords know that tenants have other places they can go.

Ms. Parsons said they know there is a shortage of housing units, construction costs are high, there is an increased demand because population is growing, and housing costs are increasing faster than wages. Director Gulau asked if those points were specific to Kalamazoo. Ms. Parsons said they are true overall, but not in every market. There was a decrease in population in some neighborhoods. She said they are not sure if that was because of a lack of housing or if people are fleeing those markets. Ms. Parsons said they have heard that people want to move into those neighborhoods, but there is a lack of housing.

Ms. Parsons said they need to create construction opportunities, build strategic partnerships (both with private developer, and non-profits), create more units, and mixed-income opportunities. She spoke about needing to both build now and think of the long-term strategy. Ms. Parsons said they think about concentrated impacts with mixed income in mind. She said one thing to pave the way for development is financing and incentives. That is where the Community Investment Division and the BRA can coordinate efforts. Ms. Parsons mentioned upcoming rezoning efforts and the desire to restore quiet density back into neighborhoods. She thought that one way to attract developers is to prepare the available properties with the necessary infrastructure needed for development.

Director Gulau commented that they should think about what a large and small project is and why. He said they talk about why projects take so long, but the mechanism of putting in three-units in vs. one-unit is a world of difference for timeline. Director Gulau wondered if quiet density was the same as missing middle housing. Ms. Parsons said the missing middle is addressing a type of construction which didn't happen before 2006-2008. That is what she was talking about as a step up for homeowners. They bought affordable, then step up into the next home and then the next. Ms. Parsons said that quiet density is that more than one unit can live respectfully on one property. Director Gulau said that it is easy to do one unit. If it is hard to do three units, then he might as well do 50. Ms. Parsons agreed there were mechanisms in place to help with funding (state/federal) for larger developments. There would only be local assistance for the very much needed three-four units, and they would still have the expenses of meeting the multi-family building/fire codes. Ms. Parsons emphasized that they think infrastructure assistance would be helpful for the smaller projects. They could do the infrastructure and pass that along as land cost in accordance with project size. Director Gulau thought that what Ms. Parsons was describing was how they become redevelopment ready as a board.

Ms. Parsons emphasized that they need every type of housing unit. She also mentioned that the City's code is one of the only codes that allows accessory dwelling units to practically happen. Director Gulau shared that when they

think about building wealth and prosperity in neighborhoods, it is the smaller projects that can make that more attainable.

Commissioner Decker said she was excited to see what was on the horizon. They have her support.

PUBLIC COMMENT

None.

LOCAL BROWNFIELD REVOLVING FUND Jamie McCarthy & David Stegink

Mr. David Stegink, Fishbeck, gave an overview of the LBRF fund. He explained it is allowed by the Brownfield Redevelopment Financing Statute. It is a fund by which BRAs are intended to receive a positive gain by supporting projects. Mr. Stegink explained that LBRF capture can be taken for five years first, after, or during the life of the Brownfield plan. He also shared the limitations in place for the LBRF. The BRA can't put more in the fund per project than what the plan captures for the developer. They can't put more school taxes in than what is captured for school related environmental activities. Local and total taxes can't exceed the total of the plan.

When can LBRF be used?

The LBRF can only be used to do eligible activities on eligible property. Mr. Stegink said these funds can be used for due diligence work (Phase I, Phase II, BEA, Building Material Surveys) for prospective properties.

Implementation considerations

Mr. Stegink told Directors they can put the money out there as grants, loans, reimbursement of eligible activities, or advances on a Brownfield plan. They can use any means or terms (interest rates, forgiveness). He reminded them that they will want the money back in some form or fashion. He cautioned that they need to have some oversight of work that is being done – that the service provider is completing the work to a performance standard that is helping. Mr. Stegink also said that the LBRF has to be kept separate from other Board revenues.

Director Gurnee asked about using LBRF for admin costs for prospective properties. Mr. Stegink said that admin cost was an eligible activity under the statute. However, it was more for Brownfield Plan administration. They want to make sure they are spending it for the specific use under the statute. He also mentioned that admin was described three different ways in the statute.

Director Bair clarified how the funding revolves. They invest in a project, adding value to the project. This results in a higher TIF capture which goes back into the fund. Mr. Stegink stated that is one mechanism. Another mechanism the BRA can use is loans.

Director Gulau asked if they identify a potential Brownfield site, invest money to clean it up, can they sell the lot and include their costs in the sale of the property. Mr. Stegink indicated they could do that. Director Gulau asked for a better idea of the term prospective properties. He wondered if there needed to be a developer in the conversation to designate a lot as a prospective property or if they can choose a prospective property. Mr. Stegink said the prospective property is an undefined term, so it would be a local decision.

Director Gurnee added that the EPA definition of a Brownfield property is one by which redevelopment is limited by the presence or suspected presence of contamination. The State of Michigan further defines it as blight, etc. He thought it was the Board's job to decide what might be prospective. There was some conversation of making sure you are able to recapture the funds spent.

Director Schipper asked if the fund can be used for infrastructure. Mr. Stegink said that public infrastructure improvements are considered an eligible activity. Director Gurnee added that was because Kalamazoo is considered to be a core community.

- Fund Balance

Ms. McCarthy showed a slide of the history and growth of the fund (2004 – 2022). She noted there had not been a lot of expenditures out of the fund recently (except for the sidewalks). Ms. McCarthy pointed out that on their list of properties, if it is in capture to BRA, those are dollars that were spent decades ago and are now being recaptured. Director Gurnee asked if those are separate. He thought those would be going on top of the operation funds, not the LBRF. Ms. McCarthy said she would verify that.

Director Gulau asked if the account was generating interest. Ms. McCarthy confirmed it was generating a low amount of interest. Commissioner Decker asked if it could be moved to where it could generate more interest. Ms. McCarthy indicated she would ask about that.

Ms. McCarthy reviewed the historic uses of LBRF and explained the incentive comparison handout. She said they have been doing some work on checking out other policies specific to LBRF.

- Considering Investment Priorities

Ms. McCarthy asked a couple questions to the Board and indicated she would follow up with an online poll.

1. How important is flexibility when considering project requests?

Director Ferraro indicated a preference for flexibility.

Attorney Robinson reminded Directors that they would have to have some definitions if they are challenged in court. A clear policy with criteria may lock them in, but it is defensible.

Director Gurnee referenced being a redevelopment ready board. They want clear policies, so the developer knows what they are getting into. He thought they could be flexible with terms within the framework of a policy. Commissioner Decker agreed with having a definite policy.

Director Bair thought they should have a clear policy that has steps where flexibility is allowed/encouraged/defined.

Director Gulau thought the process should be very clear, but the policy should be flexible enough to accommodate things they cannot predict. A policy felt like how they would apply that process. It would be great to lay a foundation, so the Board doesn't have to have the same conversation in the next few years. Director Gulau felt like they should be leaning into the innovative/creative side within the bounds of legality.

2. How strongly do you feel BRA recapture funds when granting LBRF monies

Commissioner Decker thought they had to have requirements to repay in order to keep doing the work they're doing.

Director Schipper asked if they don't capture, does the money fall to the City tax base. Ms. McCarthy explained they would still get the five years of capture.

Director Gulau stated that the very nature of a revolving fund is that they get the money back.

Director Gurnee thought if they decided to do an infrastructure project, that is on them. They could collect their five years at the end. If the money goes to a developer as an investment, then he would want to see that back so they can do that for others.

Ms. McCarthy said she would send the Directors the presentations.

Director Gulau said this was the most clarity they've gotten in a long time. He thought the information was helpful for new members.

ADJOURNMENT: 10:35 a.m.

Beth Cheeseman
Recording Clerk

Chair Signature

Printed Name/Title

CITY OF KALAMAZOO
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
Thursday, February 16, 2023
Community Planning and Economic Development
245 N. Rose Street, Kalamazoo, MI 49007

MEMBERS PRESENT: Nathan Bolton; Michael Gurnee; Kevan Hess; Andrew Schipper; Jason Novotny; Lucas Middleton; Torean Greeley; Kyle Gulau Sharon Ferraro

MEMBERS ABSENT: Rachel Bair; Qianna Decker

CITY STAFF PRESENT: Clyde Robinson (City Attorney); Jamie McCarthy (Sustainable Development Coordinator); PJ Thuringer (Economic Development Supervisor); Logan Mulholland (Envirologic, Consultant); Jared Chambers (Business Specialist); Beth Cheeseman (Executive Administrative Assistant)

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

MOTION TO EXCUSE ABSENT MEMBERS: Director Middleton moved to excuse absent members; seconded by Director Hess. Motion approved by voice vote unanimously.

APPROVAL OF AGENDA: Director Middleton moved the approval of the agenda as amended; seconded by Director Gulau. Motion approved by voice vote unanimously.

APPROVAL OF MINUTES: Director Gurnee moved the approval of the minutes from the meeting of January 19, 2023; seconded by Director Hess. Motion approved by voice vote unanimously.

PUBLIC COMMENTS

None.

DIRECTORS' COMMENTS

None.

NEW BUSINESS

1. Approval of a recommendation to the City Clerk to Approve the 2-year renewal of the Adult Use Marihuana Business Permit for Green Peak Industries Inc. DBA Skymint (Action: Approval of a recommendation to the City Clerk to Approve the 2-year renewal of the Adult Use Marihuana Business Permit for Green Peak Industries Inc. DBA Skymint).

Mr. Thuringer shared that this was Skymint's first renewal. They have four full-time employees and seven part-time employees. He said they have a 401k and match up to 4%. Mr. Thuringer stated that 10/11 employees are Kalamazoo residents. Their total payroll is just over \$260,000 per year. They also contribute to many charitable organizations. Mr. Thuringer stated that this was the first two-year renewal that staff, and the Cannabis Committee were recommending. Skymint was approved as a gold star member of the Michigan Cannabis Regulatory Agency (CRA). As a part of that process, they have to state how much of their spend program will go to diverse suppliers. Skymint pledged to spend 4% of their sales on diverse suppliers. Mr. Thuringer stated that they have been a part of the Last Prisoner Project. Skymint is not in default with the City, and they conform with the City's anti-discrimination ordinance. Mr. Thuringer reported that none of their employees are from SPK neighborhoods, but they had all their staff before the ordinance changed. Skymint is committed to hiring from those neighborhoods in the future.

Director Novotny said that seeing the total amount of compensation that goes back into the community is helpful, but he would like to see a breakdown of job descriptions and hourly pay. He said that was something that applied to both of the day's applicants. Director Novotny wanted to understand if the businesses were paying a living wage. Mr. Thuringer said that Mr. Chambers could mention that to the companies when he does his check-in meetings with them.

In response to question from Director Gulau, Mr. Thuringer stated that their ordinance changed in August and was implemented in January. They now require a silver star status on the CRA website. If a company achieves a gold star, they are eligible for a two-year renewal.

Director Bolton asked if the job training Skymint had mentioned was classroom training or hands-on. Mr. Nathan Kark, Skymint, said that when new employees come on board, they get an all-encompassing training which begins as classroom training and then transitions to a hands-on style. After their initial training, they receive hands-on training and the opportunity for online modules. Mr. Kark stated that the training is designed to give people knowledge to move up in the company. He confirmed that moving up in the company also means salary increases. Mr. Kark shared that their positions start at \$15 an hour. He would be happy to provide a full breakdown if that was desired. Mr. Kark offered to come back at any time during the two years if they have any questions. He also thanked the Board for what they are doing for Social Equity in Kalamazoo.

Director Ferraro moved to approve a recommendation to the City Clerk to Approve the 2-year renewal of the Adult Use Marihuana Business Permit for Green Peak Industries Inc. DBA Skymint; seconded by Director Middleton.

A roll call vote was taken, and the motion passed unanimously.

2. Approval of a recommendation to the City Clerk to Approve the 2-year renewal of the Adult Use Marihuana Business Permit for Portage Acquisitions, Inc. DBA Black Market (Action: Approval of a recommendation to the City Clerk to Approve the 2-year renewal of the Adult Use Marihuana Business Permit for Portage Acquisitions, Inc. DBA Black Market).

Mr. Thuringer shared that this is Black Market's third renewal. They have 10 full-time employees at the processing facility. Much of their data incorporates their whole company (65 employees). They have a retail store in Portage and a processing facility in Kalamazoo. Mr. Thuringer reported that company-wide, they have 26 employees who live in the Northside, Edison, and Eastside neighborhoods. They participated in a cannabis job fair. Black Market plans on spending 1.5% of their sales on diverse

suppliers. Mr. Thuringer said they achieved success with the Social Equity plan by continuing to network with local organizations. They find it helps them communicate with underserved populations. Black Market educates their Managers and HR employees regarding the need to hire from the City of Kalamazoo. They are not in default with the City, and they follow the City's anti-discrimination policy. Black Market got a gold star designation from the State of Michigan, so staff and the Cannabis Committee are recommending this for a two-year renewal.

Mr. Jevin Weyenberg, Black Market, shared that they only have full-time employees. Their starting wage is \$15 per hour. Employees received full benefits after 60 days (health, dental, and vision). Mr. Weyenberg said that 26 of their employees live in the census tracks, and another 23 employees live in Westwood or Vine. He said they are grateful to be a part of the industry in Kalamazoo. Three of their owners are from the area, so they are very community oriented.

Director Greeley moved approval of a recommendation to the City Clerk to Approve the 2-year renewal of the Adult Use Marihuana Business Permit for Portage Acquisitions, Inc. DBA Black Market; seconded by Director Novotny.

A roll call vote was taken, and the motion passed.

UNFINISHED BUSINESS

1. Approval of a recommendation to the City Clerk to Approve the 2-year renewal of the Adult Use/Medical Provisioning Center Marihuana Business Permit for Focus Group Enterprises, LLC (Action: Approval of a recommendation to the City Clerk to Approve the 2 year renewal of the Adult Use/Medical Provisioning Center Marihuana Business Permit for Focus Group Enterprises, LLC)

Mr. Thuringer reminded Directors that Focus Group Enterprises came to them for renewal at the last meeting. They received probation because they had not yet been granted a star designation from the State of Michigan. They received that designation days after that meeting. Mr. Thuringer reported that the business had no other issues with zoning or fire code. They follow the anti-discrimination ordinance and are not in default with the City. He said staff would usually give a one-year renewal after compliance, but he brought it back to the Board proposing to give them a two-year renewal.

Director Gurnee moved approval of a recommendation to the City Clerk to Approve the 2 year renewal of the Adult Use/Medical Provisioning Center Marihuana Business Permit for Focus Group Enterprises, LLC Motion; seconded by Director Gulau.

A roll call vote was taken, and the motion passed unanimously.

COMMUNICATIONS AND ANNOUNCEMENTS

Mr. Thuringer shared that staff narrowed down applications for outside legal counsel to two firms. One firm is local and the other one is not. He said that Director Middleton would help interview them. Mr. Thuringer said he would reach out to Board members to see if they were available for a special meeting to vote on a firm and move the item forward.

STAFF REPORTS AND UPDATES

None.

ADJOURNMENT: 8:03 AM

Signature

Name/Title

Signature

Name/Title

INTER-OFFICE MEMO

To: The Economic Development Corporation Board of Directors

From: Paul Thuringer, Economic Development Supervisor
Jared Chambers, Business Specialist

Date: February 20, 2023

Re: Adult Use Permit Renewal for True Leaf Solutions, LLC

The City Clerk's Office has requested that the Economic Development Corporation (EDC) Board of Directors evaluate the *Marihuana Facility Permit Renewal Application* submitted by True Leaf Solutions, LLC for its facility at 525 E Kalamazoo Avenue and that the EDC Board provide a recommendation regarding the renewal of this permit.

BACKGROUND

On 07/01/2022, the City Clerk issued an Adult Use Retail Permit to True Leaf Solutions, LLC, the applicant, for its facility at 525 E Kalamazoo Avenue. This City Operating Permit is set to expire on 03/31/2023, and must be renewed before that date for the facility to continue operating. The applicant has submitted the required renewal application and the annual permit fee. City ordinance requires the Economic Development Corporation to review the renewal application and provide a recommendation. Below is the ordinance language that describes the specific role and responsibilities of the EDC in this process:

Sec. 20B-12

C. In determining whether to grant a renewal of a permit, the members of the City's Economic Development Corporation board will evaluate the permit holder's compliance with the statements it provided with its initial application and submission with its request for renewal of the following information:

1. The Staffing plan for the business which describes the actual number of employees, including the number and type of jobs that the facility has created, and the amount and type of compensation (including benefits) paid for such jobs;
 - True Leaf Solutions has 12 full-time employees and 1 part-time.
 - 8 Bud Tender positions paying \$33,280/year.
 - 2 Assistant Managers at \$41,600/year and 1 Manager at \$52,000/year.
 - 1 Graphic Design Manager and 1 Purchasing Manager, each at \$52,000/year.
 - They offer 10 PTO days and 25% discount on all purchase in the store.
2. An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the business, results of efforts for community outreach and worker training programs;

- The building located at 525 E Kalamazoo Ave was unoccupied when purchased and rehabilitated to provide a much needed visual and economical improvement in the area. True Leaf used many local supply stores and local small businesses to rehab the building to include: Ideal LED Signs (minority owned business), Sign Art, Gypsum Group Interiors LLC, O'Leary Paint Company, J&J Glass Company, Apex Painting Company (minority owned business) and R J's Printing Inc (minority owned business) to name a few.
 - True Leaf currently employs, 13 employees with 11 living in the City of Kalamazoo.
 - In December 2022, True Leaf Solutions conducted a food drive to support Loaves and Fishes resulting in 281 lbs. of food donated.
 - In February 2023, \$500 was donated to the Kalamazoo Animal Rescue.
 - Also in February of 2023, they provided 7 hours of volunteer work to Kalamazoo Habitat for Humanity
3. An explanation, with supporting factual data, of the efforts and success achieved by the social equity plan of the business to promote and encourage participation in the marihuana industry by local residents that have been disproportionately impacted by marihuana prohibition and enforcement, and the positive impact of the social equity plan on local residents;
- One of the company's current Assistant Managers is an individual that had 2 prior possession of marijuana convictions and was hired as a bud tender and later promoted to Assistant Manager.
 - True Leaf currently employs 5 minority employees and will continue to diversify its workforce with future job opportunities.
- 4 A statement that the business is not in default to the City for any property tax, special assessment, utility charges, fines, fees, or other financial obligation owed to the City;
- True Leaf Solutions certifies that they are not in default to the City of Kalamazoo.
- 5 A statement that the hiring and public accommodation practices of the facility conform to the City's Nondiscrimination Ordinance provisions and documentation of the total number of employees broken out by managerial and operational employees, number of women, and number of minority employees and number of employees disproportionately impacted by marihuana prohibition and enforcement.
- True Leaf Solutions has certified that the hiring and public accommodations practices of the permitted facility conform to the City's anti-discrimination ordinance provisions.
6. A statement, with supporting documentation, providing answers to the following questions:
- a. How many City residents do you currently employ?
 - 11 employees live in the City of Kalamazoo.
 - b. How many current employees reside in Census Tracts 1 (Eastside); 9, 10 (Edison), and/or 2.02,3 (Northside)?
 - 1 employee lives in census track 10.

- c. What is your plan to employ residents of the identified census tracts?
 - True Leaf Solutions will post future job opportunities in census tract areas 1,9,10,2.02, and 3 to market to individuals living in those areas.
 - True Leaf has and will continue to post job opportunities on the 2 display boards that are on the True Leaf building as those display boards are one block North and South of two of those census tract areas.
 - d. How many of your employees have prior marihuana convictions (excepting a conviction for delivery or distribution to a minor)?
 - 1 employee.
 - e. What is your plan for employees with a prior marihuana conviction to move up within your business and/or the marihuana industry?
 - To promote from within whenever possible. To continue to coach and train current employees in advanced skills and responsibilities so they are prepared for future advancements if they choose to pursue advancement.
7. Proof that the marihuana business has received recognition and maintains the status as a Silver Level Social Equity All-Star or better with the Michigan Cannabis Regulatory Agency.
- As of 2/21/2023, True Leaf Solutions, LLC is an All-Star Gold Qualifier and is listed on the CRA's website.

Please see the attached Marihuana Renewal Application Checklist that verifies that this business has met all the requirements for renewal. This checklist was completed by City staff to verify if all requirements of the ordinance have been met. The City Clerk has verified that the applicant has no outstanding financial obligations to the City, there have been no complaints to the City Manager regarding compliance with the City's anti-discrimination ordinance, and the facility has passed its City Fire & Zoning inspections. The applicant has met all the requirements for renewal.

RECOMMENDATION

Staff recommends that the EDC Board recommend to the City Clerk's Office a 2-year Adult Use Retailer Permit to True Leaf Solutions, LLC/

ATTACHMENTS

True Leaf Solutions, LLC Renewal Application

Attachments (Staffing Plan) and (Community Benefits Statement) from the applicant

Adult Use Retailer Marihuana Renewal Application Checklist for:

True Leaf Solutions, LLC

525 E Kalamazoo Avenue

Contact: Amos Alexander

amoscameronalexander@gmail.com

Type: Adult Use Retailer

	Date Received	Received By	Comments	
Renewal Application Received	2/16/2023	Scott Borling		
Inspection Type:	Inspection Date	Completed by:	Satisfactory?	Notes
Zoning Inspection	2/28/2023	Pete Eldridge	Yes	Sign application approved.
Fire Inspection	2/28/2023	Scott Brooks	Yes	
	Date	Name	Comments	
Business Community Benefits Check-In	3/1/2023	Jared Chambers		
	Invite Sent	EDC Meeting Date		
Invite to EDC Meeting		3/16/2023		
	Full-Time	Part-Time	Comments	
Jobs Created	12	1		
	Yes/No	Comments:	Verified by:	
Any Past Due Financial Obligations with City? (i.e. taxes owed, fees, fines, etc)	No		Andrew Falkenberg	
Silver Level Social Equity All-Star or better status with the Michigan Cannabis Regulatory Agency	Yes	Gold Level	Jared Chambers	
Attachments	Staffing Plan	City Economic Benefits Plan	Social Equity Plan	Handbook
	Yes	Yes	Yes	N/A

All Items
Complete

Yes

ATTACHMENTS

Please attach the following as separate documents to this application:

1. The attached Staffing Plan worksheet and any additional pages that provide a description of the actual number of employees, including the number and type of jobs that the licensed facility has created, and the amount and type of compensation (including benefits) paid for such jobs; and
2. An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the facility; the results of community outreach efforts; and worker training programs.
3. A social equity plan that: (a) promotes and encourages participation in the marihuana industry by local residents that have been disproportionately impacted by marihuana prohibition and enforcement; and (b) positively impacts local residents.
4. Documentation that indicates your business qualifies as a Silver Social Equity All-Star or better with the Michigan Cannabis Regulatory Agency. **A marihuana business must meet this qualification to be eligible for permit renewal with the City of Kalamazoo.**

The City's Economic Development Corporation will use the information provided in these documents to evaluate the permit holder's compliance with the statements it provided with its initial application (specifically the representations made in Attachment G – Staffing Plan and Attachment H – Community Benefits Statement).

Please complete the following certifications:

- ☒ The permitted facility is not in default to the City for any property tax, special assessment, utility charges, fines, fees or other financial obligation owed to the City.
- ☒ The hiring and public accommodation practices of the permitted facility conforms to the City's anti-discrimination ordinance provisions.
- ☒ I consent to an inspection of the permitted premises as required by ordinance to ensure the premises and its systems are in compliance with the requirements of Chapter 20B of the Kalamazoo City Code.
- ☒ I understand that renewal of a City Operating Permit is contingent on renewal of the State Operating License for this facility.

I hereby certify under the penalty of perjury that the statements made in this application, including all attachments thereto, are true. I further certify that I am an officer, director, or managerial employee of the applicant or a person who holds a direct or indirect ownership interest in the applicant.

Applicant Signature:  Date: 2/10/23

Name (printed): Amos Alexander Position: Manager

STAFFING PLAN

Summary

Please indicate the number of employees who work at the licensed facility:

Full-time employees (32+ hours per week) 12 Part-time employees (< 32 hours per week) 1

Position Types and Compensation

Please provide a description of the types of jobs the licensed facility has created, along with the amount of compensation and benefits paid for such jobs:

Position Title: Bud Tender - Check IN Annual Average Compensation \$ 33,280

How many people are employed in this position at the licensed facility? 8

Are health insurance benefits available for employees in this position? Yes No X

If yes, please indicate the employer contribution to health insurance costs: All Partial None X

Position Title: Assistant Manager Annual Average Compensation \$ 41,600

How many people are employed in this position at the licensed facility? 2

Are health insurance benefits available for employees in this position? Yes No X

If yes, please indicate the employer contribution to health insurance costs: All Partial None X

Position Title: Manager Annual Average Compensation \$ 52,000

How many people are employed in this position at the licensed facility? 1

Are health insurance benefits available for employees in this position? Yes No X

If yes, please indicate the employer contribution to health insurance costs: All Partial None X

Position Title: Graphic Design Marketing Manager Annual Average Compensation \$ 52,000

How many people are employed in this position at the licensed facility? 1

Are health insurance benefits available for employees in this position? Yes No X

If yes, please indicate the employer contribution to health insurance costs: All Partial None X

Position Title: Purchasing Manager Annual Average Compensation \$ 52,000

How many people are employed in this position at the licensed facility? 1

Are health insurance benefits available for employees in this position? Yes No X

If yes, please indicate the employer contribution to health insurance costs: All Partial None X

Please provide information on any benefits other than health insurance that are offered to all employees:

10 PTO Days

25% Discount on all purchase in the store

Attach additional pages as necessary.

STAFFING PLAN

Compliance with Social Equity Policy

1. How many of your current employees reside in the following Census Tracts:

Census Tract 1 (Eastside Neighborhood)	<u>0</u>
Census Tracts 9 and/or 10 (Edison Neighborhood)	<u>1</u>
Census Tracts 2.02, and/or 3 (Northside Neighborhood)	<u>0</u>

2. What is your plan to employ residents of the identified Census Tracts?

Market and post future job openings in census tracts 1,9,10,2.02, and 3 at local establishments in these areas to get more direct exposure to potential new hires from these census tract areas.

Continue to post job openings on the True Leaf store display sign as the True Leaf Dispensary is located 1 Block South of census tract 2.02 and 1 block North of census tract 9 so the postings will be visible to both of those tracts.

Currently 80% of our employees live in the City of Kalamazoo.

Attach additional pages as necessary.

3. How many of your employees have prior marihuana convictions or expungements (excepting a conviction for delivery or distribution to a minor)?

Number of employees with marihuana convictions 1

4. What is your plan for employees with a prior marihuana conviction to move up within your business and/or the marihuana industry?

Promote within when possible. One of our current Assistant Managers is the impacted marihuana conviction employee who hired in as a Bud Tender and was promoted to Assistant Manager. We will continue to coach and train current employees in advanced skills and responsibilities (cross training) so they are prepared for future advancements if they choose to want to pursue advancement.

Attach additional pages as necessary.

True Leaf Solutions LLC

An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the business, results of efforts for community outreach and worker training programs;

True Leaf Solutions LLC started operating and Adult Use Retail Store around June 2022 at 525 E Kalamazoo Ave, Kalamazoo MI 49007. The owners of True Leaf are a Father and Son team, both are Veterans; Amos Alexander served 6.5 years in the United States Navy; Cameron Alexander served 4 years in the United States Air Force. The building located at 525 E Kalamazoo Ave was unoccupied when purchased and rehabilitated to provide a much needed visual and economical improvement in the area. True Leaf used many local supply stores and local small businesses to rehab the building to include: Ideal LED Signs (minority owned business), Sign Art, Gypsum Group Interiors LLC, O'Leary Paint Company, J&J Glass Company, Apex Painting Company (minority owned business) and R J's Printing Inc (minority owned business) to name a few. Renovating the building provided new income into the local Kalamazoo businesses. True Leaf currently employs 13 employees with 11 employees living in the City of Kalamazoo (approx.. 84%). The local employees live and shop in the City of Kalamazoo and provide financial benefits to the local stores, restaurants and community as a whole. True Leaf Solutions conducted a food drive to support Loaves and Fishes, provided funds to Kalamazoo Animal Shelter (\$500) and provided 7 hours of volunteer work to Kalamazoo Habitat for Humanity. True Leaf will continue to provide more volunteer work to local non-profit organizations in the upcoming months. True Leaf Solutions provides training to its employees not only to enable the employees to gain the skills and knowledge to perform their current job but also cross training so employees can fill in for other employees and learn new skills for future advancement opportunities.

(3) An explanation, with supporting factual data, of the efforts and success achieved by the social equity plan of the business to promote and encourage participation in the marijuana industry by local residents that have been disproportionately impacted by marijuana prohibition and enforcement, and the positive impact of the social equity plan on local residents;

True Leaf Solutions current employees make up consist of 11 employees out of 13 that live in the City of Kalamazoo and one employee that lives in census tract 10 which is an area that has been disproportionately affected by marijuana prohibition and enforcement. One of our current Assistant Managers is an individual that had 2 prior possession of marijuana convictions and was hired as a bud tender and later promoted to Assistant Manager. True Leaf Solutions will post future job opportunities in census tract areas 1,9,10,2.02, and 3 in order to market to individuals living in those areas. True Leaf has and will continue to post job opportunities on the 2 display boards that are on the True Leaf building as those display boards are one block North and South of two of those census tract areas. True Leaf currently employs 5 minority employees and will continue to diversify its work force with future job opportunities.

Hello, Cameron Alexander



You donated \$500.00 USD to Kalamazoo Animal Rescue

Donation Details

Date

February 10, 2023

Transaction ID

2730-5849-2203-6526

Purpose

Reference

General

Donation to

Kalamazoo Animal Rescue

Donation from

cam.a.alex25@gmail.com

Donation Amount

\$500.00 USD

Funding Sources Used (Total)

MASTER_CARD x-7038

\$500.00 USD

Amount you paid

\$500.00 USD

Gift Receipt

Donor Information:

True Leaf
525 E Kalamazoo Ave
Kalamazoo, MI 49007

Gift Information:

Donation Amount: 281 lbs. of food
Received 12/27/22

True Leaf Cannabis Shop 2 week canned food drive. 525 E Kalamazoo Ave, Kalamazoo MI 49007

***Kalamazoo Loaves & Fishes is a 501(c)(3) organization.
Your contributions are tax-deductible to the extent allowed by law.
No goods or services were received in return for these contributions.***

*Kalamazoo Loaves & Fishes FEIN: 38-2420575
www.kzoolf.org*



Volunteer Assignments: 16 Feb 2023 - 6:34 PM

Kalamazoo Valley Habitat for Humanity

1126 Gull Road
Kalamazoo, MI 49048
USA
EIN: 38-2558965
Phone: (269) 344-2443
www.habitatkalamazoo.org

Assignments		Hours		Completed		Created
1		7		7		
Name	Amos Alexander	Campaign / Job / Rating	Date	Checked in	Completed	Created
	amosalexander@gmail.com					
		General Construction	Wednesday Feb 8, 2023	Wednesday, Feb 8, 2023	7.0 of 7.0 (100%)	Feb-03-2023
		Construction Vols	8:30am to 3:30pm <i>216 Foreman Ave</i>	8:30am to 3:30pm		



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 21, 2023

True Leaf Cannabis Shop
PO Box 287
Lawrence, MI 49064

The Cannabis Regulatory Agency's social equity team reviewed your form for the Social Equity All-Star Program and would like to congratulate you on your acceptance into the program at the gold level. The following license numbers will be displayed on our website under the gold level. These license numbers were provided on your form:

- AU-R-000737

Now that you have been accepted into the Social Equity All-Star Program here are some important things to know:

- You are being awarded a digital copy of your Social Equity All-Star Program gold seal. Feel free to use this seal on your website, social media, or in your licensed establishment(s) in any way that makes sense to highlight the establishment's efforts.
- Acceptance into this program is only valid for one year. In order to remain active in the program you will need to submit a Social Equity All-Star Program Renewal form each year you want to participate.
 - If at any time you would like to update your plans on the CRA website, you can email us your updated plan along with the [Social Equity All-Star Program Amendment form](#).

If there are any questions regarding this acceptance letter, please contact the social equity team via email at CRA-SocialEquity@Michigan.gov.

Thank you,

Social Equity Representative
Cannabis Regulatory Agency
www.michigan.gov/CRA

INTER-OFFICEMEMO

To: The Economic Development Corporation Board of Directors

From: Paul Thuringer, Economic Development Supervisor

Jared Chambers, Business Specialist

Date: February 15, 2023

Re: Adult Use Retail Permit Renewal for Windsor Township OG, LLC DBA Rair.

The City Clerk's Office has requested that the Economic Development Corporation (EDC) Board of Directors evaluate the *Marihuana Facility Permit Renewal Application* submitted by Windsor Township OG, LLC DBA Rair, for its facility at 104 N. Drake Road, and that the EDC Board provide a recommendation regarding the renewal of this permit.

BACKGROUND

On 5/12/2022, the City Clerk issued a Provisioning Center (Medical) & a Retailer (Adult Use) Permit to Windsor Township OG, LLC DBA Rair, the applicant, for its facility at 104 N. Drake Road. These City Operating Permits are set to expire on 3/31/2023 and must be renewed before that date for the facility to continue operating. The applicant has chosen to only renew the Adult Use Retailer Permit and has submitted the required renewal application and the annual permit fee. City ordinance requires the Economic Development Corporation to review the renewal application and provide a recommendation. Below is the ordinance language that describes the specific role and responsibilities of the EDC in this process:

Sec. 20B-12

C. In determining whether to grant a renewal of a permit, the members of the City's Economic Development Corporation board will evaluate the permit holder's compliance with the statements it provided with its initial application and submission with its request for renewal of the following information:

1. The Staffing plan for the business which describes the actual number of employees, including the number and type of jobs that the facility has created, and the amount and type of compensation (including benefits) paid for such jobs;
 - They have 16 employees. 7 full-time and 9 part-time.
 - 1 manager at \$47,000/year, 4 leads at \$37,440/year, and 2 guides at \$31,200/year. 9 part-time guides at \$21,600/year.
 - They offer paid vacation time for full-time employees.
2. An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the business, results of efforts for community outreach and worker training programs;
 - The first economic benefit to the City was the construction of new real property at 104 N Drake Road. This facility is 4,500 square feet with a construction cost of approximately \$1.3 million dollars.
 - RAIR has also created jobs for City residents and currently employs 11

individuals from the Kalamazoo area with 2 employees being in census tracts designated as areas affected disproportionately by prior cannabis laws.

- RAIR employees have participated in area cleanup events.
- RAIR hosted a Southwest Michigan First Chamber event on Wednesday, January 18th. They will be focusing on further participation with community outreach events in 2023.

3. An explanation, with supporting factual data, of the efforts and success achieved by the social equity plan of the business to promote and encourage participation in the marihuana industry by local residents that have been disproportionately impacted by marihuana prohibition and enforcement, and the positive impact of the social equity plan on local residents;
 - RAIR is working to promote opportunities through local advertising to people that have been disproportionately impacted by the criminalization of cannabis. They will provide access to training programs tailored for this industry and pay for the cost of training for individuals that meet this guideline.
 - RAIR will participate in, and host clinics designed to teach the people of Michigan who were affected, how to have those convictions erased. These clinics will be coordinated with expungement advocacy groups.
 - RAIR will ensure that all open positions will include at least one candidate that meets the social equity criteria including victims of prior cannabis laws, people of color, women, Veterans, and members of the LGBTQ community.
 - RAIR will provide a fair and livable wage and employee benefits that include medical 401k and other ancillary benefits. We will also offer an employee assistance program that aids with drug abuse, mental health, and other stressors.
- 4 A statement that the business is not in default to the City for any property tax, special assessment, utility charges, fines, fees, or other financial obligation owed to the City;
 - As of 3/9/23, RAIR has paid all their taxes. Their personal property statement was submitted and scheduled for review 3/16/2023.
- 5 A statement that the hiring and public accommodation practices of the facility conform to the City's Nondiscrimination Ordinance provisions and documentation of the total number of employees broken out by managerial and operational employees, number of women, and number of minority employees and number of employees disproportionately impacted by marihuana prohibition and enforcement.
 - RAIR has certified that the hiring and public accommodations practices of the permitted facility conform to the City's anti-discrimination ordinance provisions.
 - There are 8 women and 2 minority employees.
 - Currently, no employees are disproportionately impacted by marihuana prohibition and enforcement.
6. A statement, with supporting documentation, providing answers to the following questions:
 - a. How many City residents do you currently employ?

- 11 members of staff live in the city of Kalamazoo.
 - b. How many current employees reside in Census Tracts 1 (Eastside); 9, 10 (Edison), and/or 2.02,3 (Northside)?
 - 2 staff members live in Census Tract 10 in the Edison neighborhood.
 - c. What is your plan to employ residents of the identified census tracts?
 - They are currently not hiring. However, they receive applications from many areas of the city.
 - One of their goals this year is to participate in job fairs that will help them gain focus at qualified residents from the census tracts designated by the CRA as those most affected.
 - d. How many of your employees have prior marihuana convictions (excepting a conviction for delivery or distribution to a minor)?
 - None of the current staff have marijuana convictions.
 - It is a question they will ask to any future candidates and something they will promote while announcing participation in local job fairs.
 - e. What is your plan for employees with a prior marihuana conviction to move up within your business and/or the marihuana industry?
 - Through job fair participation.
 - They will also be asking this question internally to all Rair employees at all locations to identify those that fall into this category.
 - They will also provide any assistance necessary to employees or potential employees that are identified as those having prior convictions for marijuana and provide them the tools to obtain employment and advance once employed by Rair.
7. Proof that the marihuana business has received recognition and maintains the status as a Silver Level Social Equity All-Star or better with the Michigan Cannabis Regulatory Agency.
- RAIR is recognized as an All-Star Silver Qualifier and is listed on the CRA's website.

Please see the attached Marihuana Renewal Application Checklist that verifies that this business has met all the requirements for renewal, pending board approval of their personal property statement. This checklist was completed by City staff to verify if all requirements of the ordinance have been met. The City Clerk has verified that the applicant has no outstanding financial obligations to the City, there have been no complaints to the City Manager regarding compliance with the City's anti-discrimination ordinance, and the facility has passed its City Fire & Zoning inspections. The applicant has not met all the requirements for renewal.

RECOMMENDATION

Staff recommends that the EDC Board recommend to the City Clerk's Office a 90-day probationary approval of the Adult Use Retail Permit to Windsor Township OG, LLC, DBA RAIR pending approval of their personal property tax statement. Once approved, they should be granted a 1-year renewal.

ATTACHMENTS

Windsor Township OG, LLC DBA Rair Renewal Application Attachments (Staffing Plan) and (Community Benefits Statement) from the applicant.

Adult Use Retailer Marihuana Renewal Application Checklist for:

Windsor Township OG, LLC DBA Rair

104 N. Drake Road

Contact: Patrick Frakes

pfrakes@rairco.com

Type: Adult Use Retailer

	Date Received	Received By	Comments		
Renewal Application Received	1/17/2023	Scott Borling			
Inspection Type:	Inspection Date	Completed by:	Satisfactory?	Notes	
Zoning Inspection	2/7/203	Pete Eldridge	Yes		
Fire Inspection	2/7/2023	Scott Brooks	Yes	Fire extinguishers out of date	
	Date	Name	Comments		
Business Community Benefits Check-In	2/9/2023	Jared Chambers			
	Invite Sent	EDC Meeting Date			
Invite to EDC Meeting		3/16/2023			
	Full-Time	Part-Time	Comments		
Jobs Created	7	9			
	Yes/No	Comments:	Verified by:		
Any Past Due Financial Obligations with City? (i.e. taxes owed, fees, fines, etc)	No	Personal property statement scheduled for review on 3/16/23	Andrew Falkenberg		
Silver Level Social Equity All-Star or better status with the Michigan Cannabis Regulatory Agency	Yes				
Attachments	Staffing Plan	City Economic Benefits Plan	Social Equity Plan	Handbook	
	Yes	Yes	Yes	N/A	

All Items
Complete

No

MARIHUANA BUSINESS PERMIT RENEWAL APPLICATION

Pursuant to Chapter 20B of the Kalamazoo City Code

City of Kalamazoo
Office of the City Clerk
241 West South Street
Kalamazoo, MI 49007

(Please Print)

BUSINESS INFORMATION (The entity that is licensed by the state and that holds a City MMF permit)

Official Business Name WTOG, LLC dba Rair

Business Address 1225 S Dettman Road

City Jackson **State** MI **Zip Code** 49203 **Business Phone** 517-395-4324

Business E-mail pfrakes@rairco.com **Business Website** www.rairco.com

TYPE OF PERMIT BEING RENEWED

Medical

Grower:

☐ Class A (500 plants)

☐ Class B (1,000 plants)

☐ Class C (1,500 plants) No. of Class C Permits _____

☐ Processor

☐ Safety Compliance

☐ Provisioning Center

☐ Secure Transporter

Adult Use

Grower:

☐ Class A (100 plants)

☐ Class B (500 plants)

☐ Class C (2,000 plants) No. of Class C Permits _____

☐ Excess Grower

☐ Processor

☐ Safety Compliance

☐ Microbusiness

☒ Retailer

☐ Secure Transporter

☐ Designated Consumption Lounge

FACILITY INFORMATION

Property Address 104 N Drake Road Kalamazoo, MI 49009

Real Property Parcel Number 06-18-320-001,06-18-321-001,06-18-320-002

Advertised Facility Name Rair

Manager - Full Name Justin Forrest

CONTACT INFORMATION [the primary point(s) of contact for this application]

Name Patrick Frakes

Address 1225 S Dettman Road **City** Jackson **State** MI **Zip Code** 49203

Phone 804-943-5552 **E-mail** pfrakes@rairco.com

Name _____

Address _____ **City** _____ **State** _____ **Zip Code** _____

Phone _____ **E-mail** _____

ATTACHMENTS

Please attach the following as separate documents to this application:

1. The attached Staffing Plan worksheet and any additional pages that provide a description of the actual number of employees, including the number and type of jobs that the licensed facility has created, and the amount and type of compensation (including benefits) paid for such jobs; and
2. An explanation, with supporting factual data, of the economic benefits to the City and the job creation for local residents achieved by the facility; the results of community outreach efforts; and worker training programs.
3. A social equity plan that: (a) promotes and encourages participation in the marihuana industry by local residents that have been disproportionately impacted by marihuana prohibition and enforcement; and (b) positively impacts local residents.

The City's Economic Development Corporation will use the information provided in these documents to evaluate the permit holder's compliance with the statements it provided with its initial application (specifically the representations made in Attachment G – Staffing Plan and Attachment H – Community Benefits Statement).

Please complete the following certifications:

- ☒ The permitted facility is not in default to the City for any property tax, special assessment, utility charges, fines, fees or other financial obligation owed to the City.
- ☒ The hiring and public accommodation practices of the permitted facility conforms to the City's anti-discrimination ordinance provisions.
- ☒ I consent to an inspection of the permitted premises as required by ordinance to ensure the premises and its systems are in compliance with the requirements of Chapter 20B of the Kalamazoo City Code.
- ☒ I understand that renewal of a City Operating Permit is contingent on renewal of the State Operating License for this facility.

I hereby certify under the penalty of perjury that the statements made in this application, including all attachments thereto, are true. I further certify that I am an officer, director, or managerial employee of the applicant or a person who holds a direct or indirect ownership interest in the applicant.

Applicant Signature:  Date: 1-12-23

Name (printed): Patrick Frakes Position: Chief Revenue Officer

STAFFING PLAN

Summary

Please indicate the number of employees who work at the licensed facility:

Full-time employees (32+ hours per week) 7 Part-time employees (< 32 hours per week) 9

Position Types and Compensation

Please provide a description of the types of jobs the licensed facility has created, along with the amount of compensation and benefits paid for such jobs:

Position Title: Manager Annual Average Compensation \$ 47,000

How many people are employed in this position at the licensed facility? 1

Are health insurance benefits available for employees in this position? Yes ☒ No ☐

If yes, please indicate the employer contribution to health insurance costs: All ☒ 100% Partial ☐ None ☐

Position Title: Leads Annual Average Compensation \$ 37,440

How many people are employed in this position at the licensed facility? 4

Are health insurance benefits available for employees in this position? Yes ☒ No ☐

If yes, please indicate the employer contribution to health insurance costs: All ☐ Partial ☒ 60% None ☐

Position Title: Full Time Guides Annual Average Compensation \$ \$31,200

How many people are employed in this position at the licensed facility? 2

Are health insurance benefits available for employees in this position? Yes ☒ No ☐

If yes, please indicate the employer contribution to health insurance costs: All ☐ Partial ☒ 60% None ☐

Position Title: Part Annual Average Compensation \$

How many people are employed in this position at the licensed facility?

Are health insurance benefits available for employees in this position? Yes ☐ No ☐

If yes, please indicate the employer contribution to health insurance costs: All ☐ Partial ☐ None ☐

Position Title: Part Time Guides Annual Average Compensation \$ 21,600

How many people are employed in this position at the licensed facility? 9

Are health insurance benefits available for employees in this position? Yes ☐ No ☒

If yes, please indicate the employer contribution to health insurance costs: All ☐ Partial ☐ None ☒

Please provide information on any benefits other than health insurance that are offered to all employees:
paid vacations for full time employees

Attach additional pages as necessary.

Rair Kalamazoo Employee Information

- A. How many City residents do you currently employ? – 11 members of my staff live in the city of Kalamazoo.
- B. How many employees currently reside in Census Tracts 1 (Eastside); 9, 10 (Edison) and/or 2.02,3 (Northside)? – Two members of my staff live in Census Tract 10 in the Edison neighborhood.
- C. What is your plan to employ residents of the identified census tracts? – We are currently not hiring. However, we receive applications from many areas of the city.
- D. How many of your employees have prior marihuana convictions (excepting a conviction for delivery or distribution to a minor?) – None of my staff have marijuana convictions.
- E. What is your plan for employees with a prior marihuana conviction to move up within your business and/or the marihuana industry? – N/A

Businesses must provide: The total number of employees broken out by managerial and operational employees, number of women and number of minority employees and number of employees disproportionately impacted by marihuana prohibition and enforcement.

Total number of employees: 16

Employees in management: 5

Women employees: 8

Minority employees: 2

Employees disproportionately impacted by marihuana prohibition and enforcement: 0

The first economic benefit to the City was the construction of new real property at 104 N Drake Road. This facility is 4,500 square feet with a construction cost of approximately \$1.3 million dollars

Rair has also created jobs for City residents and currently employ 11 individuals from the Kalamazoo area with 2 employees being located in census tracts designated as areas affected disproportionately by prior cannabis laws (Employee data attached).

Rair employees have participated in area cleanup up events and next week Rair will be hosting a Southwest Michigan First Chamber event on Wednesday January 18th at 4pm.

[Upcoming Events | Southwest Michigan First](#)

Rair will also be focusing on further participation with community outreach events in 2023. Since we have been open just over 7 months, we have not been able to focus on community outreach as much as we would like as we got up and running, however it will be a priority in 2023.



Rair Systems

Social Equity Plan

Social Equity Plan

Windsor Township OG, LLC (dba “Rair Systems” or “RAIR”) considers social equity to be one of its core company values. Accordingly, Rair Systems has created a Social Equity Plan to promote and encourage participation in the marihuana industry by people from communities that have been disproportionately impacted by marihuana prohibition and enforcement and to positively impact those communities.¹

Demonstration of Regulatory Compliance

Rair Systems’ Social Equity Plan is compliant with the following:

- The Michigan Regulation and Taxation of Marihuana Act (“MRTMA”).
- Administrative Rules promulgated by the Michigan Department of Licensing and Regulatory Affairs Marijuana Regulatory Agency (“Administrative Rules”).
- All other applicable state and local laws, regulations, ordinances, and other requirements.

Social Equity Program

The Michigan Regulation and Taxation of Marihuana Act (“MRTMA”) requires the Marijuana Regulatory Agency (“MRA”) to implement a Social Equity Plan to promote and encourage participation in the marihuana industry by people from communities that have been disproportionately impacted by marihuana prohibition and enforcement and to positively impact those communities.²

The MRA has published information about its Social Equity Plan (michigan.gov/MRA), including the following:

- Criteria used to select communities that have been disproportionately impacted by marihuana prohibition and enforcement;
- A list of the communities that have been disproportionately impacted by marihuana prohibition and enforcement;
- The requirements persons in those communities shall meet to utilize services and resources offered through the plan;
- The services and resources that are available to those communities and qualifying persons residing in and planning to operate a marihuana establishment in those communities; and
- Specific goals and objectives for the plan.

Moving forward, the MRA will be collecting data to measure its progress towards achieving the specific goals and objectives. The MRA has also published a list of services and resources offered through the plan, including:

- Education and outreach to the communities and potential applicants from these communities;
- Waiving or reducing fees for qualified applicants from the communities;
- Increased assistance with the application process for applicants from these communities; and
- Coordinating communities’, applicants’, and licensees’ utilization of resources that will allow participation in the marihuana industry.

¹ Marijuana Regulatory Agency, MRTMA Emergency Rule 7(13).

² MCL 333.27958(1)(j); Marijuana Regulatory Agency, MRTMA Emergency Rule 23(1).

Social Equity Program Criteria

The MRA has utilized the following criteria to identify disproportionately impacted communities in Michigan:

- **Marijuana-related convictions** – average number of marijuana-related convictions per county
- **Poverty** – 30% or more of the population lives below the federal poverty level

Disproportionately Impacted Communities

As of November 2019, individuals who reside in the following municipalities may be eligible under the MRA's Social Equity Plan and Program:

Albion	Montgomery
Alger	Mt. Morris
Bay City	Mt. Pleasant
Benton Harbor	Muskegon
Big Rapids	Muskegon Heights
Coloma	Niles
Covert	Pontiac
Detroit	Prescott
Eau Claire	River Rouge
East Lansing	Roscommon
Ecorse	Saginaw
Flint	Shepherd
Fremont	Sodus
Hamtramck	South Haven
Hartford	St. Helen
Highland Park	Sterling
Holton	Twin Lake
Inkster	Watervliet
Kalamazoo	West Branch
Mesick	Ypsilanti

Eligibility Criteria and Requirements

In order to participate in the MRA's Social Equity Program, individuals must satisfy one or more of the following criteria:

- **REQUIRED - Resident of identified community for the last 5 consecutive years (-25% reduction in fees)**
 - o Must also commit to operate in a disproportionately impacted community
- **OPTIONAL - Marijuana-related conviction (-25% reduction in fees)**
 - o Cannot be for distribution of a controlled substance to a minor
- **OPTIONAL - Registered as a primary caregiver for at least 2 years between 2008 and 2017 (-10% reduction in fees)**

Services and Resources Available

The MRA has held and will continue to host outreach and education sessions in the identified communities on a rolling basis. The MRA has also published a list of Social Equity Resources and State Agency Resources which are available for viewing at https://www.michigan.gov/lara/0,4601,7-154-89334_79571_93535-507051--,00.html.

RAIR Social Equity Plan

The RAIR Social Equity Plan is founded on the mission to provide opportunities to members of the designated communities in Michigan that have been affected by the prior marijuana laws. We will also focus on the Veterans community in Michigan. Our goal is to locate, train, employ, empower, promote and elevate the lives of the people of Michigan. At Rair, our focus is on how to improve the lives of the people who work for and shop with RAIR while extending our support and a portion of our profits to the community as a whole through educational clinics, job fairs, and charitable efforts.

Rair will take the following steps to ensure we are initiating and maximizing our social equity plan:

- (1) Promote employment opportunities through local advertising to people that have been disproportionately impacted by the criminalization of cannabis. We will provide access to training programs tailored for this industry and pay for the cost of training for individuals that meet this guideline. We will also reach out to all local Veterans support groups like the VFW and American Legion posts to promote employment and training programs with RAIR.
- (2) Expungement Clinics. The expungement of prior low-level convictions for misdemeanor possession are a necessary part of an appropriate effort to create more of a balance in social equity. RAIR will participate in and host clinics designed to teach the people of Michigan who were affected on how to have those convictions erased. These clinics will be coordinated with expungement advocacy groups.
- (3) RAIR will ensure that all open positions will include at least one candidate that meets the social equity criteria including victims of prior cannabis laws, people of color, women, Veterans, and members of the LGBTQ community.
- (4) Compensation at RAIR will be used to attract and retain the best and brightest from Michigan. RAIR will provide a fair and livable wage and employee benefits that include medical 401k and other ancillary benefits. We will also offer an employee assistance program that provides assistance with drug abuse, mental health and other stressors.
- (5) Educational resources will be available in our stores with pamphlets and links to our online platform of cannabis related content.

Equal Employment Opportunity

In addition to its Social Equity Plan, it is RAIR's policy to provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of race, religion, creed, color, national origin, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, and medical condition including medical chrematistics, marital status, or any other classification protected by applicable local, state, or federal laws. This policy prohibits unlawful discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of the characteristics. This policy applies to all aspects of employment including but not limited to hiring, job assignment, working conditions, compensations, promotion, scheduling, training, discipline, and termination.

This document details areas of corporate spending from Rair to businesses and individuals from diverse backgrounds who meet the criteria for the CRA's Social Equity All Star Program.

In 2021 and 2022 Rair dedicated roughly 5% of all spending towards businesses and individuals that qualify as women owned, minority owned or veteran owned businesses including but not limited to:

Christopher Gordon, Great Lakes Real Estate Agency - Black owned business

Cree Robinson, touCanna Diversity Consultant – Black/Women owned business

Allandra Finch, Irie Co Diversity Consultant – Black/Women owned business

Robin Schneider, MiCIA Cannabis Association – Women owned business

Megan Stone, High Roads Studios Interior Design – Women owned business

Amanda Kugler, The Roots Insurance Agency – Women owned business

Membership and Sponsorship of West Michigan Woman Magazine

Social Equity All-Star Program

In order to promote and encourage participation in the cannabis industry by people from communities that have been disproportionately impacted by marijuana prohibition and enforcement and to positively impact those communities, the Cannabis Regulatory Agency (CRA) encourages licensees to be proactive in their diversity, equity, and inclusion initiatives.

This form is for voluntary use by licensees requesting CRA recognition for their social equity efforts. The CRA recognizes its licensees' social equity efforts with three tiers of the Social Equity All-Star Program recognition: bronze, silver, and gold. Each tier represents a particular effort made by the licensee. Through this recognition, the CRA hopes to highlight effective and innovative social equity efforts that may inspire other licensees to engage further in this important work.

Adult-use licensees are eligible for recognition in the CRA Social Equity All-Star Program by meeting the qualifying criteria regarding social equity plans, corporate spend plans, and community reinvestment plans.

Licensee Information

Please provide the following information regarding the Licensee seeking to participate in the Social Equity All-Star Program:

Establishment Name: Windsor Township OG, LLC Other Names (e.g. DBA): Rair

License Number: AU-G-C-000124, 125, 126 List Additional Licenses: AU-R-000315, 372, 442, 544, 685

Mailing Address: 1225 S Dettman Road, Unit A Jackson MI 49203
Street Address City State Zip Code

Phone: 517-395-4324 Email: jyunker@rairco.com

Person Completing Form

Please provide the following information regarding the person completing the All-Star Program form.

Full Name: Patrick F Frakes
First M.I. Last Suffix

Mailing Address: 1225 S Dettman Road, Unit A Jackson MI 49203
Street Address City State Zip Code

Phone: 804-943-5552 Email: pfrakes@rairco.com

Recognition Tier Criteria

Please select the tier you are applying for and attach the following, as applicable.

☒ Bronze – Social Equity Plan	In order to qualify for the bronze level of the All-Star Program, licensees must publish their social equity plan on the CRA website. Licensee's social equity plans should consider the following when developing and implementing their social equity plans – determine if the municipality where the licensee plans to operate has enacted any requirements related to social equity, use the social equity plan to complement the licensee's business strategic goals and objectives, and lastly, identify the primary component(s) of the social equity plan – employment, educational or mentorship programs, monetary assistance, or training. An advisory bulletin detailing guidance regarding social equity plans can be found on the CRA's website here. ☒ I give permission to publish our Social Equity Plan ☒ I attest that our Social Equity Plan is current in its implementation
☒ Silver – Corporate Spend Plan	In order to qualify for the silver level of the All-Star Program, licensees must meet the bronze level requirements and also publish their corporate spend plan on the CRA website. Licensees' corporate spend plans should include a dedicated percentage of the business' annual spending to diverse supplier(s). Licensees can find a list of business certification resources here. There are many ways in which licensees can spend money with diverse suppliers within the cannabis supply chain, including, but not limited to, legal, accounting, real estate, architect, interior designer, security, insurance, marketing, packaging, and printing. Payroll is not considered to be part of a corporate spend plan. ☒ I give permission to publish our Corporate Spend Plan ☒ I attest that our Corporate Spend Plan is current in its implementation
☐ Gold – Community Reinvestment Plan	In order to qualify for the gold level of the All-Star Program, licensees must meet the silver level requirements and publish their community reinvestment plan on the CRA website. Licensees' community reinvestment plans should detail the licensee's volunteer time or donation percentages of their revenue to organizations, non-profits, and/or charities which positively impact any of the groups in these identified categories: Category one: Organizations within communities the CRA has identified as disproportionately impacted by marijuana prohibition. A list of those communities can be found here. Category two: Individuals or groups in any of the following categories: Racial/ethnic minorities, women, veterans, Native American tribes, LGBTQ, people with disabilities, and returning citizens. ☐ I give permission to publish our Community Reinvestment Plan ☐ I attest that our Community Reinvestment Plan is current in its implementation

Consent to Publish

Being duly authorized, I hereby consent to the Cannabis Regulatory Agency (the "CRA") publishing the social equity plan, corporate spend plan, and/or the community reinvestment plan that was included with the licensee's all-star program form to the CRA's website. I understand the social equity plan, corporate spend plan, and the community reinvestment plan is to be made available to the public by the CRA on the CRA's website for the purposes of publicizing the mentioned plans or any other lawful purpose.

I also consent to the CRA publishing additional information, including the name of the licensed establishment and information about the services provided by the licensed establishment.

I acknowledge that my participation is voluntary and that I may decline to participate by not completing and returning this form.

Disclaimer of Endorsement and Partnership

I hereby acknowledge that allowing the CRA to make my social equity plan, corporate spend plan, and/or the community reinvestment plan available to the public does not constitute an endorsement by the CRA or the State of Michigan of me or my licensed establishment.

I further acknowledge that my consent to make the licensed establishment's social equity plan, corporate spend plan, and/or the community reinvestment plan available to the public does not create a partnership with the CRA or the State of Michigan nor is the licensed establishment's participation exclusive.

By participating, I understand that the CRA does not make any warranty, express or implied, and does not assume any legal liability for the accuracy, completeness, or usefulness of any information provided by the licensed establishment, or that may be found in the licensed establishment's social equity plan, corporate spend plan, and/or the community reinvestment plan.

Patrick	Frakes	Chief Revenue Officer
<i>First Name</i>	<i>Last Name</i>	<i>Affiliation with Establishment</i>

Windsor Township OG, LLC dba Rair
<i>Establishment name</i>

	1-10-23
<i>Signature</i>	<i>Date</i>



Rair

AU-R-000315
AU-R-000372
AU-R-000442

AU-R-000544
AU-R-000685
AU-G-C-000124

AU-G-C-000125
AU-G-C-000126

This entity qualifies for the Silver level tier of
the Social Equity All-Star Program



Rair Systems

Social Equity Plan

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Big Rapids	Muskegon Heights
Coloma	Niles
Covert	Pontiac
Detroit	Prescott
Eau Claire	River Rouge
East Lansing	Roscommon
Ecorse	Saginaw
Flint	Shepherd
Fremont	Sodus
Hamtramck	South Haven
Hartford	St. Helen
Highland Park	Sterling
Holton	Twin Lake
Inkster	Watervliet
Kalamazoo	West Branch
Mesick	Ypsilanti

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Megan Stone, High Roads Studios Interior Design – Women owned business

Amanda Kugler, The Roots Insurance Agency – Women owned business

Membership and Sponsorship of West Michigan Woman Magazine



EDC Board of Directors Staff Report

City of Kalamazoo

TO: The Economic Development Corporation Board of Directors

FROM: Antonio Mitchell, Director of Community Planning and Economic Development
Prepared by: Paul Thuringer, Economic Development Supervisor

DATE: March 16, 2023

SUBJECT: Approval of award and contract with Dickinson Wright for legal services for the Economic Development Corporation (**Action: Motion to approve award and contract with Dickinson Wright for legal services for the Economic Development Corporation**) - Roll Call Vote

SUMMARY:

Went through the City's competitive RFP process and received 5 proposals. Following the procurement process, the RFPs were scored for various criteria by a team of staff and Attorney's Office. Staff and a board representative, Director Middleton, interviewed the top two scoring firms. Dickinson-Wright was selected as the top RFP unanimously by the interview team. Dickinson-Wright has extensive experience in municipal law and brownfield and other economic development incentive areas. Additionally, the firm offered the most competitive rates.

BACKGROUND:

Recently, the City Attorney provided feedback to staff that EDC/BRA, as semi-autonomous agencies, are empowered by statute to hire their own legal counsel. The purpose of using third party legal services is to provide dedicated attorney time with specific expertise in economic development and incentives practice areas.

RECOMMENDATION:

City Staff recommends approval of award and contract with Dickinson Wright for legal services for the Economic Development Corporation for the budgeted amount not to exceed \$30,000.