

Agenda

Economic Development Corporation

Board of Directors

City of Kalamazoo



Thursday, April 18, 2024

7:45 AM

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

A. CALL TO ORDER/ROLL CALL

1. Swearing-in of Commissioner Wilson to the EDC/BRA Board of Directors – Scott Borling, City Clerk

B. ADOPTION OF FORMAL AGENDA

C. APPROVAL OF MINUTES

1. Approval of the minutes from the meetings of the Economic Development Corporation held at the regular Board meeting on March 21, 2024. (**Action: Motion to Approve**) - Voice Vote

D. PUBLIC COMMENTS

E. DIRECTOR COMMENTS

F. NEW BUSINESS

1. Approval of a recommendation to the City Clerk to Approve the 1-year renewal of the Adult Use Safety Compliance and Medical Safety Compliance for Laja Investments 2 LLC DBA Puer Lab (**Action: Approval of a recommendation to the City Clerk to Approve the 1-year renewal of the Adult Use Safety Compliance and Medical Safety Compliance Permit for Laja Investments 2 LLC DBA Puer Lab**) - Roll Call Vote
2. Approval of an Amendment to the Approved 2024 Economic Development Corporation Budget (**Action: Approval of an Amendment to the Approved 2024 Economic Development Corporation Budget**) - Roll Call Vote
3. Approval of a One-Year Contract Renewal with Dickinson-Wright to provide legal services to the Economic Development Corporation. (**Action: Approval of a One-Year Contract Renewal with Dickinson-Wright to provide legal**

services to the Economic Development Corporation.) - Roll Call Vote

G. UNFINISHED BUSINESS

H. COMMUNICATIONS AND ANNOUNCEMENTS

1. Staffing Update

I. STAFF REPORTS AND UPDATES

1. Economic Development Strategy Update - Jerrid Burdue

J. ADJOURNMENT

**CITY OF KALAMAZOO
ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING
Thursday, March 21, 2024
Community Planning and Economic Development
245 N. Rose Street, Kalamazoo, MI 49007**

MEMBERS PRESENT: Kevan Hess; Lucas Middleton; Michael Gurnee; Rachel Bair; Jason Novotny; Kyle Gulau; Andrew Schipper

MEMBERS ABSENT: Sharon Ferraro; Qianna Decker; Nathan Bolton; Torean Greeley

CITY STAFF PRESENT: Jamie McCarthy (Sustainable Development Coordinator); PJ Thuringer (Economic Development Supervisor); Jessica Wood (Attorney, Dickinson Wright); David Steggink (Fishbeck, Consultant); Jared Chambers (Business Specialist); Antonio Mitchell (CPED Director); Chelsie Downs-Hubbarth (Community Investment Manager); Heidi Gartley (Brownfield Project Assistant)

Meeting was called to order at 7:46 AM by Chair Hess.

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

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

APPROVAL OF MINUTES: Director Gurnee moved approval of the minutes from the meeting of February 15, 2024 and the retreat of February 29, 2024; seconded by Director Gulau. Motion approved by voice vote unanimously.

PUBLIC COMMENTS

None.

DIRECTORS' COMMENTS

Director Gulau thanked staff for hosting the retreat and shared that he learned a lot.

Director Middleton echoed his thanks, saying he appreciated all the speakers and that he also learned a lot from the presentations.

Chair Hess shared it was great to have the retreat in a space that was a Brownfield project.

NEW BUSINESS

1. Approval of a recommendation to the City Clerk to Approve the 1-year renewal of the Adult Use Retailer Permit for Windsor Township OG, LLC DBA Rair.

Mr. Thuringer presented information on the business, as found in the agenda packet.

Mr. Justin Forrest, representative of RAIR, thanked the board for having him. He explained the industry in Michigan is over-saturated and it is a struggle for cannabis businesses. They had five stores last year and this year they only have two. Getting involved in the community has helped them be successful.

Mr. Thuringer asked what is holding them back from gold certification status, as they are currently silver certified.

Mr. Forrest shared that is a goal of the company to get to gold certification status.

Director Middleton moved approval of a recommendation to the City Clerk to Approve the 1-year renewal of the Adult Use Retailer Permit for Windsor Township OG, LLC DBA Rair; seconded by Director Gurnee.

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

2. Approval of a recommendation to the City Commission to Re-appoint Director Kyle Gulau to a Second Six-Year Term to the Board of Directors for the City of Kalamazoo's Economic Development Corporation and Brownfield Redevelopment Authority.

Chair Hess thanked Director Gulau for his work on the board thus far and shared that he has been invaluable to the board.

Director Bair moved approval of a recommendation to the City Commission to Re-appoint Director Kyle Gulau to a Second Six-Year Term to the Board of Directors for the City of Kalamazoo's Economic Development Corporation and Brownfield Redevelopment Authority; seconded by Director Schipper.

A voice vote was taken, and the motion passed unanimously.

UNFINISHED BUSINESS

None.

COMMUNICATIONS AND ANNOUNCEMENTS

None.

STAFF REPORTS AND UPDATES

Mr. Thuringer shared Mr. Chambers has been working with the Detroit Cannabis Project.

Mr. Chambers shared an update. Rebecca Colett, of the Detroit Cannabis Project, has spoken with approximately 10 local operators. The chamber is planning a community event in May and a business event in June. Webinars will also begin in May. The chamber will have office hours once a month on Fridays once it is up and running. They plan on giving quarterly reports to the EDC board and giving in-person updates twice a year.

ADJOURNMENT: Meeting was adjourned at 7:59 AM by Chair Hess.

Signature

Signature

Printed Name/Chair

Printed Name/Recording Clerk

INTER-OFFICE MEMO

To: The Economic Development Corporation Board of Directors

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

Date: March 14, 2024

Re: Medical & Adult Use Safety Compliance Permit Renewal for Laja Investments 2, LLC dba PuEr Lab.

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: Laja Investments 2, LLC for its facility at 550 E Cork Street and that the EDC Board provide a recommendation regarding the renewal of this permit. The 2 City Operating Permits, issued on April 28, 2023, are scheduled to expire on April 27, 2024, and must be renewed before its expiration for the facility to continue operating. The applicant has submitted the required renewal application and the annual permit fee. Below is the ordinance language that describes the specific role and responsibilities of the EDC in this process:

§ 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 9 full-time employees.
 - 1 Lab Manager earning \$85,000/year.
 - 1 Office Manager earning \$45,000/year.
 - 1 Senior Analyst earning \$65,000/year.
 - 4 Analysts earning \$60,000/year.
 - 2 Technicians earning \$45,000/year.
 - Employee benefits include; discounts on testing services, paid time off, schedule flexibility, & employer-provided stocked breakroom.
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;
 - They bring jobs & clients to Kalamazoo from surrounding areas of St. Joe, Vicksburg, and New Buffalo.
 - They provide services for local businesses.
 - They purchase from local businesses/vendors such as; Linde Gas, Taste of Heaven, Bartholemew HVAC, and Air Gas.

- In January 2024 they hired a new Chemist who is a City resident.
 - They sponsored the Michigan 7 Leaf Cannabis Awards Show March 2, 2024.
 - Worker Training programs include:
 - On-line webinars for employees.
 - Cross-training
 - Weekly meetings
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;
- 100% Minority-owned business.
 - They Support women and minority-owned businesses – Uline, Biomerieux, Emerald Scientific, Alfa Chemistry, Perry Johnson
 - Partnering with Detroit Cannabis Project in 2024 on the following: Community Education Event speaker/presenter, Job Shadowing Opportunities, and Job Board.
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;
- They are in good standing with the City.
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.
- The facility conforms to the City's Nondiscrimination Ordinance provisions.
 - 2 employees in management, both are women.
 - 7 employees in operational positions, 4 are women, 2 are minorities.
 - Their social equity plan reports 100% minority-owned and 85% minority-managed.
6. A statement, with supporting documentation, providing answers to the following questions:
- a. How many City residents do you currently employ?
 - 1 employee.
 - b. How many current employees reside in Census Tracts 1 (Eastside); 9, 10 (Edison), and/or 2.02,3 (Northside)?
 - No employees.
 - c. What is your plan to employ residents of the identified census tracts?
 - They will post future openings on the Cannabis Chamber job board and will have job shadowing opportunities for residents involved in the DCP.
 - d. How many of your employees have prior marihuana convictions (excepting a conviction for delivery or distribution to a minor)?
 - No employees.
 - e. What is your plan for employees with a prior marihuana conviction to move up within your business and/or the marihuana industry?

- “No employees have prior convictions at this time.” They look to promote within whenever possible.
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.
- They are Silver-tier approved.

Please see the attached Marihuana Renewal Application Checklist, completed by City staff to verify if all ordinance requirements 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 1-year approval of the Medical & Adult Use Safety Compliance Permits to Laja Investments 2, LLC.

ATTACHMENTS

Renewal Application, (Staffing Plan), (Community Benefits Statement), and (Social Equity Plan) from the applicant.

Application Checklist – See Next Page

Adult Use & Medical Safety Compliance, Marihuana Renewal Application Checklist for:

Laja Investments 2, LLC DBA Puer Lab

550 E Cork St

Contact: Vincent Yaldo

vinny@puerlab.com

Type: Adult Use Retailer

	Date Received	Received By	Comments	
Renewal Application Received	2/22/2024	Scott Borling		
Inspection Type:	Inspection Date	Completed by:	Satisfactory?	Notes
Zoning Inspection	3/7/2024	Pete Eldridge	Yes	
Fire Inspection	3/7/2024	Scott Brooks	Yes	
	Date	Name	Comments	
Business Community Benefits Check-In	3/14/2024	Jared Chambers		
	Invite Sent	EDC Meeting Date		
Invite to EDC Meeting		4/18/2024		
	Full-Time	Part-Time	Comments	
Jobs Created				
	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	Silver			
Attachments	Staffing Plan	City Economic Benefits Plan	Social Equity Plan	Handbook
	Yes	Yes	Yes	N/A

All Items Complete Yes

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 Laja Investments 2 LLC

Business Address 550 E Cork St

City Kalamazoo **State** MI **Zip Code** 49001 **Business Phone** 269-459-6462

Business E-mail vinny@puerlab.com **Business Website** puerlab.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 550 E Cork St Kalamazoo MI 49001

Real Property Parcel Number 06-91-061-604

Advertised Facility Name PuEr Lab

Manager - Full Name Anne Hirsch

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

Name Vincent Yaldo

Address 1329 Clear Creek Dr **City** Rochester Hills **State** MI **Zip Code** 48306

Phone 702-287-0645 **E-mail** vinny@puerlab.com

Name Danny Isho

Address 5630 Kirkridge **City** Oakland Twp **State** MI **Zip Code** 48306

Phone 702-287-0491 **E-mail** danny@puerlab.com

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 who 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 the 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: 2/15/24
Name (printed): VINCENT YALCO Position: OWNER

STAFFING PLAN

Summary

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

Full-time employees (32+ hours per week) 9 Part-time employees (< 32 hours per week) 0

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: Lab Manager **Annual Average Compensation** \$ 85,000

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 ☐ Partial ☐ None ☐

Position Title: Office Manager **Annual Average Compensation** \$ 45,000

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 ☐ Partial ☐ None ☐

Position Title: Senior Analyst **Annual Average Compensation** \$ 65,000

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 ☐ Partial ☐ None ☐

Position Title: Analyst **Annual Average Compensation** \$ 60,000

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 ☐ None ☐

Position Title: Technician **Annual Average Compensation** \$ 45,000

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 ☐ None ☐

Please provide information on any benefits other than health insurance that are offered to all employees:
Employee discounts on testing services, P.T.O., schedule flexibility, employer provided stocked breakroom.

Attach additional pages as necessary.

ECONOMIC BENEFITS

Please fill out the information below relating to 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

ECONOMIC BENEFITS		
Economic Benefit	Description	Amount
Providing jobs that generate income in the community.	Brings employees to the area that shop local and invest back into the community.	
Brings clients to area	Clients come to Kalamazoo from surrounding area that also visit local business.	
Local Business	Provided service for local businesses so they also may succeed.	
Local Vendors	Purchase from local vendors in the area.	

JOB CREATION FOR LOCAL RESIDENTS		
Initiative/Description	Date(s)	Outcomes
Local residents preferred for hiring opportunities	Jan 2024	Chemist new hire is city of Kalamazoo resident.

COMMUNITY OUTREACH		
Initiative/Description	Date(s)	Outcomes
Providing safe cannabis to the community through testing.	on-going	Providing education to the community.
Support local organizations	on-going	Provide funding for local organizations.
Michigan 7 Leaf Cannabis Awards show	March 02, 2024	Event sponsor

WORKER TRAINING PROGRAMS		
Initiative/Description	Date(s)	Outcomes
On-Line Webinars	on-going	Helps further employee education.
Cross-training	on-going	Having more knowledge on procedures provided.
Meetings	Weekly	Educate staff
Inspections	Yearly	Maintain state standards for lab operations.

SOCIAL EQUITY

Please fill out the information below relating to Social Equity with 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;

SOCIAL EQUITY PLAN INITIATIVE		
Initiative/Description	Date(s)	Outcomes
Giving scientific results	on-going	Community remains informed on product.
Work with local caregivers	on-going	Make sure patients remain protected against harmful additives.

EMPLOYEE DEMOGRAPHIC INFORMATION

Total Number of Employees:		
Employees in Managerial Positions	Total Employees	2
	Number of Women	2
	Number of Minorities	0
Employees in Operational Positions:	Total Employees	7
	Number of Women	4
	Number of Minorities	1

How many City Residents do you currently employ?	Total Employees	1
How many residents do you currently employ from these Census Tracts?	Census Tract 1 (Eastside Neighborhood)	0
	Census Tracts 9 and/or 10 (Edison Neighborhood)	0
	Census Tracts 2.02, and/or 3 (Northside Neighborhood)	0

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

With open positions post locally in the community and continue to purchase from local vendors.

Attach additional pages as necessary.

2. 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 0

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

No employees have prior convictions at this time.

Attach additional pages as necessary.

4. Please attach 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.

Social Equity Plan

PuEr Lab Kalamazoo, MI

PuEr Lab “promotes and encourages participation in the cannabis industry by people from the communities that have been disproportionately impacted by marijuana prohibition and enforcement and to positively impact those communities” as outlined by The Cannabis Regulatory Agency (CRA).

Kalamazoo is a community that is eligible to participate in the CRA’s social equity program. We have submitted our application to the state of Michigan to be a Silver Tiered Community Partner in the CRA Social Equity All-Star Program for 2024.

To be considered for this program we will be outwardly publishing our social equity plan with the CRA on their website, dedicating a percentage of our annual spending to diverse suppliers, and broaden our support by creating long term goals for volunteering time to non-profits and/or charities as well as participate in local community events that promote the inclusion of identified groups.

To accomplish these goals PuEr Lab will provide impartiality, fairness and justice for all persons in the community and in all aspects of business. This includes, hiring of employees on site, selecting suppliers, support professionals and being open and available to all clients. We will never discriminate based on any protected class in choosing member of the community that we will be working with. PuEr Lab also uses social media and attends/supports events in the community with positivity regarding disproportionately impacted individuals. We will treat everyone with respect and consider their own individual needs.

Currently PuEr Lab employs 9 individuals. Of these team members, 67% are women and 11% are minorities. On top being a 100% minority owned and 85% minority managed company, PuEr Lab is represented by minority owned businesses in support professionals (banker, lawyer) and regularly uses women/minority owned suppliers for lab testing products. PuEr Lab is an inclusive and welcoming professional environment to all team members: including our veterans and members of the LGBTQ community. While religion has not been quantified, it is always respected.

In addition to equity inside the walls, PuEr Lab works with several companies, clients and suppliers that are run or owned by minorities and women. The creditation organization used (Perry Johnson) to pass all international standards in training, standard operating procedures, and quality systems is done on site by a minority compliance accreditation specialist that also ensures our training method is precise and tailored to all learning styles. PuEr Lab also does most of its supply purchases with Uline (Women President and CEO), Biomerieux (Women Executive VIP’s), and Emerald Scientific (Woman CEO), just to name a few.

We look forward to continuing and strengthening these trends in Kalamazoo to be a business that is looked upon as not only providing equality but also equity to its community, employees, clients, and suppliers.

Economic Development Corporation (EDC)

Revenues			After adjustments
244-728-00.000-665.001	Interest on Investments	\$ 1,000.00	\$ 1,000.00
244-728-00.000-676.000	Reimbursements	\$ -	\$ -
244-728-00.000-607.001	Application Fee Revenue	\$ 5,000.00	\$ 5,000.00
244-728-00.000-680.000	Bond Issue Revenue	\$ 25,000.00	\$ 25,000.00
244-728-00.000-586.101	Contribution from General Fund - Marijuana Equity Transfer	\$ 280,744.00	\$ 280,744.00
244-728-00.000-586.272	Contribution from Economic Initiative Fund, if EIF loans are approved	\$ 500,000.00	\$ 500,000.00
	Total Revenue	\$ 811,744.00	\$ 811,744.00
Expenses			After Adjustments
244-728-00.000-702.001	Base Pay - Full Time - Exempt	\$ 40,694.00	\$ 40,695.00
244-728-00.000-711.001	Health Benefit Allocation	\$ 6,056.00	\$ 6,056.00
244-728-00.000-711.051	Defined Retiree Health Contribution	\$ 610.00	\$ 1,300.00
244-728-00.000-711.020	Workers Compensation	\$ 252.00	\$ 253.00
244-728-00.000-711.010	Dental Insurance	\$ 446.00	\$ 447.00
244-728-00.000-711.002	HSA Contribution	\$ -	\$ 167.00
244-728-00.000-710.001	Employer Social Security	\$ 2,523.00	\$ 3,114.00
244-728-00.000-711.012	Fringe Benefit Allocation	\$ 1,424.00	\$ 835.00
244-728-00.000-711.011	Group Life Insurance	\$ 113.00	\$ 113.00
244-728-00.000-711.050	Deferred Compensation	\$ 610.00	\$ 611.00
	Total Human Resources	\$ 52,728.00	\$ 53,591.00
			\$ 863.00
Administrative Costs			
244-728-00.000-727.003	Postage	\$ 250.00	\$ 250.00
244-728-00.000-727.001	Office Supplies and Forms	\$ 1,000.00	\$ 1,000.00
244-728-00.000-830.001	Administrative Fees	\$ 4,206.00	\$ 4,206.00
244-728-00.000-880.000	Advertising	\$ 6,500.00	\$ 6,500.00
244-728-00.000-810.000	Other operational (Vehicle Lease)	\$ 4,954.00	\$ 4,954.00
	Total Administrative	\$ 16,910.00	\$ 16,910.00
Professional Development and Memberships			
244-728-00.000-811.000	Professional Development	\$ 9,000.00	\$ 9,000.00
244-728-00.000-810.003	Memberships and subscriptions	\$ 3,000.00	\$ 3,000.00
	Total Professional Development and Memberships	\$ 12,000.00	\$ 12,000.00
244-728-00.000-957.001	Loan Expense (if EIF loans are approved)	\$ 500,000.00	\$ 500,000.00
244-728-00.000-801.000	Professional and Contractual Services	\$ 135,000.00	\$ 135,000.00
244-728-00.000-802.001	Legal Services	\$ 30,000.00	\$ 30,000.00
244-728-00.000-801.000	Marijuana Equity Project ¹ v (Detroit Cannabis Project)	\$ 364,119.00	\$ 364,119.00
	Total Contracted services and Loans	\$ 1,029,119.00	\$ 1,029,119.00
	Total Expenses	\$ 1,110,757.00	\$ 1,111,620.00
Projects			
	State Funding - 315 E Frank ²		
Revenue over (under) expenditures			

²The state funded 315 Frank St Live Work project has received \$259,700.10 in funding and expended \$285,740.30, with encumbrances of \$330,069.07, as of 9/21/23. This project will continue in 2024.



Purchasing Division
241 West South Street
Kalamazoo, MI 49007-4796
Phone: 269.337.8020
Fax: 269.337.8500
www.kalamazoocity.org

INTENT TO RENEW CONTRACT

April 11, 2024

Dickinson Wright
Jessica L. Wood, Member
200 Ottawa Ave., Ste. 100
Grand Rapids, MI 49503

Sent via email: jwood@dickinson-wright.com

PROJECT NAME: Legal Consulting Services for BRA and EDC
BID REFERENCE NO: 91874-001.1
RETURN BY: April 15, 2024

The current contract for *Legal Consulting Services for BRA and EDC* expired March 31, 2024. It is the City's intent to extend this contract. Please complete and return the attached copy of the **"BID FORM FOR CONTRACT EXTENSION."** Any price increases will be carefully verified by checking market trends.

If approved by the City an executed copy of the contract extension will be returned to you.

Please contact me if you have any questions at the above phone number. Thank you for your prompt attention to this matter.

Sincerely,

Michelle Emig
Purchasing Division Manager

Attachment

c: Paul Thuringer, Economic Development Supervisor

BID FORM FOR CONTRACT EXTENSION AWARD

The undersigned agrees to provide Legal Consulting Services for BRA and EDC for the City of Kalamazoo in conjunction with a contract extension to the original contract. The term of the contract extension shall begin on or about April 1, 2024, and expire on or about March 31, 2025, depending on date of approval. The contract provides for changes in requirements and price adjustments based on the City’s needs and changes in cost for the contactor. All other terms, requirements, and conditions of the original contract, including any addendums, are hereby continued in force and effect during the term of this contract extension.

The undersigned having become thoroughly familiar with the original contract documents and any modifications incorporated herein agrees to provide Legal Consulting Services for BRA and EDC to the City of Kalamazoo for the following unit prices as stated below:

LEGAL CONSULTING SERVICES FOR BRA AND EDC:

BILLING RATES	APRIL 1, 2024 – MARCH 31, 2025
Member/Partner Attorney	\$ _____ /hr
Associate Attorney	\$ _____ /hr

CITY OF KALAMAZOO- INTENT TO RENEW
Legal Consulting Services for BRA and EDC

Page 2
Reference No. 91874-001.1

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have the authority to submit this bid which will become a binding contract if accepted by the City of Kalamazoo. I hereby state that I have not communicated with nor otherwise colluded with any other bidder, nor have I made any agreement with nor offered/accepted anything of value to/from an official or employee of the City of Kalamazoo that would tend to destroy or hinder free competition.

The firm's identification information provided will be used by the City for purchase orders, payment and other contractual purposes. If the contractual relationship is with, or the payment made to, another firm please provide a complete explanation on your letterhead and attach to your bid. Please provide for accounts payable purposes:

Tax Identification Number (Federal ID): _____

Remittance Address: _____

Financial Contact Name: _____ Financial Contact Phone Number: _____

Financial Contact Email Address: _____

I hereby state that I have read, understand and agree to be bound by all terms of the original contract and this bid for contract extension.

SIGNED: _____

NAME: _____
(Type or Print)

TITLE: _____

DATE: _____

FIRM NAME: _____
(if any)

ADDRESS: _____
(Street address) (City) (State) (Zip)

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

AWARD (FOR CITY USE ONLY)