CITY OF KALAMAZOO
BROWNFIELD REDEVELOPMENT AUTHORITY BOARD MEETING
Thursday, April 18, 2024
Community Planning and Economic Development
245 N. Rose Street, Kalamazoo, MI 49007

MEMBERS PRESENT: Kevan Hess; Michael Gurnee; Jason Novotny; Kyle Gulau; Sharon Ferraro; Torean Greeley; Alonzo Wilson

MEMBERS ABSENT: Nathan Bolton; Lucas Middleton; Rachel Bair; Andrew Schipper

CITY COMMISSIONERS/CITY STAFF PRESENT: John Weiss (Attorney, Dickinson Wright); Jamie McCarthy (Sustainable Development Coordinator); PJ Thuringer (Economic Development Supervisor); David Stegink (Fishbeck, Consultant); Jared Chambers (Business Specialist); Jerrid Burdue (Neighborhood Business & Special Projects Coordinator); Heidi Gartley (Brownfield Project Assistant)

Meeting was called to order at 8:05 AM by Chair Novotny.

Chair Novotny started the meeting by welcoming Commissioner Wilson. He said he did not get the chance to thank Commissioner Decker prior to the end of her board appointment, but for the record, he thanked her for being a part of both boards.

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

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

APPROVAL OF MINUTES: Director Hess moved approval of minutes from the meeting of March 21, 2024 as presented; seconded by Director Gurnee. Motion approved by voice vote unanimously.

PUBLIC COMMENTS

None.

DIRECTOR'S COMMENTS

None.

NEW BUSINESS

1. Approval of a One-Year Contract Renewal with Dickinson-Wright to provide legal services to the Brownfield Redevelopment Authority and authorize the Chair to sign.

Chair Novotny explained this is parallel to the contract renewal agenda item on the EDC agenda.

Ms. McCarthy reminded the board that both Chairs will be signing the contract, as invoices are split between each board. She thanked Dickinson-Wright for itemizing the projects and time spent each month, so it contains billable hours for each one.

Director Ferraro moved approval of a One-Year Contract Renewal with Dickinson-Wright to provide legal services to the Brownfield Redevelopment Authority and authorize the Chair to sign; seconded by Director Greeley.
A roll call vote was taken, and the motion passed unanimously.

2. Adoption of a Resolution authorizing and directing the board chair, or chair designee to sign an EGLE Brownfield Grant Application, upon invitation by EGLE, subject to any modifications to the Proposal not materially adverse to the Authority approved as to substance by the Authority's technical consultant and to legal form by the Authority's legal counsel.

Ms. McCarthy shared that staff, consultants, and the developer have been working closely with EGLE on the grant application requesting up to one million dollars for the Brewster Hotel project. EGLE will be vetting the grant proposal next week, by April 25th. They have been getting positive feedback and will hopefully receive an invitation to put in a full application. Step one is a proposal to application phase. Because the request is over half a million dollars, it has to go to their administration board in Lansing as well. To keep the project on track with timing and avoid having to wait for approval until the May meeting, Ms. McCarthy asked for the board's permission to allow the chair to sign if they receive an invitation from EGLE. If the project is successful with the grant application, the board will see a grant agreement before signing and accepting a grant. She reminded that City Commission has to accept that grant award as well.

Discussion between Director Gulau, Ms. McCarthy, and Director Gurnee regarding the timeline of the EGLE grant process.

Director Hess moved adoption of a Resolution authorizing and directing the board chair, or chair designee to sign an EGLE Brownfield Grant Application, upon invitation by EGLE, subject to any modifications to the Proposal not materially adverse to the Authority approved as to substance by the Authority's technical consultant and to legal form by the Authority's legal counsel; seconded by Director Gulau.
A roll call vote was taken, and the motion passed unanimously.

UNFINISHED BUSINESS

None.

COMMUNICATIONS AND ANNOUNCEMENTS

None.

STAFF REPORTS AND UPDATES

1. Quarter 1 Financial Status Report – Fund 242 (Local Brownfield Revolving Fund)

Ms. McCarthy went over the Quarter 1 financial report for Fund 242, as evident in the agenda packet.

2. Quarter 1 Financial Status Report – Fund 243 (BRA Operations)

Ms. McCarthy went over the Quarter 1 financial report for Fund 243, as evident in the agenda packet.

Director Hess asked if the $300,000 in the sale of properties line item was mostly attributed to the anticipated sale of the River's Edge property. He asked if there has been an update from the developer.

Ms. McCarthy shared they are working on scheduling a meeting. She said they are moving ahead and have hit some milestones with MSHDA. They are looking at their PILOT agreement with the City going forward on the first May meeting with City Commission. They submitted their Work Plan for an EGLE grant and are in their first revision stage. She has no new projections on how close they are to closing with MSHDA.

Director Gulau asked if they are projecting or planning on selling any other properties that the BRA owns.

Ms. McCarthy shared there are small properties for very small amounts that are also anticipated to sell, noting a property that is part of the Legacy Project on the northside. Kal-Recovery has a larger piece of property, but because the affordable housing property discount it is smaller, and she does not know if that will happen this year.

Director Gulau thanked Ms. McCarthy for walking them through the financial reports. He said it is a level of transparency they really haven't had as a board, and he appreciates it.

ADJOURNMENT: The meeting was adjourned at 8:23 A.M. by Director Middleton.

Heidi Gartley
Recording Clerk

Chair Signature

JASON NOVOTNY
Printed Name/Chair