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

MEMBERS PRESENT: Lucas Middleton; Kevan Hess; Michael Gurnee; Rachel Bair; Torean Greeley; Jason Novotny; Nathan Bolton; *Alonzo Wilson; *Sharon Ferraro

MEMBERS ABSENT: Kyle Gulau; Andrew Schipper

CITY STAFF PRESENT: Jamie McCarthy (Sustainable Development Coordinator); Jerrid Burdue (EDC Liaison/Neighborhood Business & Special Projects Coordinator); Jessica Wood (Attorney, Dickinson Wright); Logan Mulholland (Consultant, Fishbeck); Jared Chambers (Business Specialist); Heidi Waffle (Brownfield Project Assistant); Chelsie Downs-Hubbarth (Community Investment Manager)

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

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

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

APPROVAL OF MINUTES: Director Middleton moved approval of the minutes from the meeting of October 17, 2024; seconded by Director Gurnee. Motion approved by voice vote unanimously.

PUBLIC COMMENTS

None.

DIRECTORS' COMMENTS

None.

NEW BUSINESS

1. Approval of a recommendation to the City Clerk's Office for a 2-year approval of the Adult Use Retailer Permit to QPS Michigan Holdings, LLC DBA High Profile (4037 S Westnedge Ave), contingent on the Applicant correcting the Zoning deficiencies by November 30, 2024. If the Applicant fails to correct the deficiencies by that date, then the recommendation is approval of a 90-day probationary renewal.

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

Director Hess moved approval of a recommendation to the City Clerk's Office for a 2-year approval of the Adult Use Retailer Permit to QPS Michigan Holdings, LLC DBA High Profile (4037 S Westnedge Ave), contingent on the Applicant correcting the Zoning deficiencies by November 30, 2024. If the Applicant fails to correct the deficiencies by that date, then the recommendation is approval of a 90-day probationary renewal; seconded by Director Greeley. A roll call vote was taken, and the motion passed unanimously.

*Commissioner Wilson entered the meeting at 7:50AM.

2. Approval of a recommendation to the City Clerk's Office for a 2-year approval of the Adult Use Retailer Permit to QPS Michigan Holdings, LLC DBA High Profile (823 W Michigan Ave).

Director Burdue shared the business is in good standing.

Director Gurnee moved approval of a recommendation to the City Clerk's Office for a 2-year approval of the Adult Use Retailer Permit to QPS Michigan Holdings, LLC DBA High Profile (823 W Michigan Ave); seconded by Director Greeley.
A roll call vote was taken, and the motion passed unanimously.

3. Adoption of the 2025 Annual Meeting Schedule of the Economic Development Corporation.

*Director Ferraro entered the meeting at 7:52 AM.

Director Middleton moved adoption of the 2025 Annual Meeting Schedule of the Economic Development Corporation; seconded by Director Bair.
A voice vote was taken, and the motion passed unanimously.

UNFINISHED BUSINESS

None.

COMMUNICATIONS AND ANNOUNCEMENTS

None.

STAFF REPORTS AND UPDATES

1. 2024 Quarterly Budget Report

Mr. Burdue presented information on the EDC budget. No questions from the board.

2. Economic Development Strategy Update

Mr. Burdue shared staff is working on a 2025 Work Plan highlighting the immediate action items that are highlighted in the strategy and also looking at the long range items that require them to start looking at funding now. They continue to explore different revenue sources for the EDC. Staff also wants to work on reimagining the business grant programs.

3. Obsolete Property Rehabilitation Act (OPRA) DRAFT City Policy

Mr. Burdue shared a high-level explanation on the OPRA tax abatement, as found in the agenda packet. Staff is currently working on an OPRA policy for City Commission to follow. He went over the eligibility requirements per the statute. He also discussed the term of the abatement and what criteria the city is looking at.

Director Middleton said the policy did not seem to address the enforcement of OPRA. He explained OPRA delinquent assessments are collected differently than normal delinquent taxes. The city has to take action to enforce those rather than just turning them over to the county. He said it might be worthwhile to think through briefly what happens if people don't meet their obligations and who do you want to pursue that. It is worthwhile to add that to the policy.

Director Novotny referenced a section in the draft policy and asked if they need to plan in their budget for administrative time.

Mr. Burdue shared the OPRA certificates will have a fee per project.

Ms. McCarthy shared that the monitoring and reporting of abatements will be done through other departments, such as Treasury and Assessing. She said it will be accounted for in the cost allocation plan but they will not see it directly in their budget.

Mr. Burdue shared they will be presenting the OPRA policy to COW and City Commission in December. He said it is a great tool to utilize and make some projects happen.

ADJOURNMENT: Meeting was adjourned at 8:04 AM by Chair Novotny.

E-SIGNED by Jason Novotny on 2024-12-20 11:57:39 GMT	Jason Novotny	Heidi Waffle
Signature	Printed Name/Chair	Heidi Waffle/Recording Clerk