

**Lansing Brownfield Redevelopment Authority (LBRA)
Board of Director's Meeting
LEAP Office
Friday, January 11, 2019 – 8:30 AM
1000 S Washington Avenue, Suite #201
Lansing, Michigan 48910**

AGENDA

- 1) Call to Order
- 2) Approval of LBRA Board of Directors Meeting Minutes – Friday, December 7, 2018
- 3) Application to EPA – Assessment Grant Funding (Update)
- 4) Open Forum for LBRA Board Members
- 5) Other Business
- 6) Public Comment
- 7) Adjournment

**Lansing Brownfield Redevelopment Authority
Board of Director's Meeting Minutes
Friday, January 11, 2019 - 8:30 a.m.
LEAP Office- Executive Boardroom
100 S Washington Avenue, Suite #201
Lansing, MI 48910**

Members Present: Andrea Ragan, Calvin Jones, Blake Johnson, James Butler III, Mayor Andy Schor, Shelley Boyd, Fred Schaible, Kimberly Coleman, Thomas Donaldson

Members Absent: None

Temp Members Present: None

Staff Present: Karl Dorshimer, Marchelle Smith, Kris Klein, Anum Mughal

Guests: None

Public Present: None

Recorded by: Tedi R. Parsons, LEAP

Call to Order

Chair Ragan welcomed everyone and called the LBRA Board of Directors meeting to order at 8:48 a.m.

Approval of LBRA Board Meeting Minutes – Friday, December 7, 2018

MOTION: Coleman moved to approve the LBRA meeting minutes from the Friday, December 7, 2018 LEDC Board of Director's meeting as presented. Motion seconded by Johnson.

YEAS: Unanimous. Motion carried.

Application to EPA – Assessment Grant Funding (Update)

Klein provided a brief overview of the application for the EPA Assessment Grant for \$600,000, which has been handled by the LBRA in the past and how this grant will be part of the five member coalition (City of Lansing, City of East Lansing, Clinton, Eaton and Ingham Counties). There is no action required today, as this was approved at the December 7, 2018 LBRA meeting. Klein noted that all the funds from the 2015 grant have been used and allocated for. The City of Lansing will be the fiduciary agent for this grant. Discussion ensued.

Open Forum for LBRA Board Members

Chair Ragan opened the floor to LBRA Board Members who provided the following announcements/updates:

None were provided.

Other Business

No other business was presented.

Public Comment

None was provided.

Adjournment

There being no further business, Chair Ragan declared the LBRA meeting adjourned at 8:53 a.m.



Karl Dorshimer, Director of Economic Development
Lansing Economic Area Partnership (LEAP)

**Lansing Brownfield Redevelopment Authority
Board of Director's Meeting Minutes
Friday, December 7, 2018 - 8:30 a.m.
LEAP Office- Executive Boardroom
100 S Washington Avenue, Suite #201
Lansing, MI 48910**

Members Present: Andrea Ragan, Calvin Jones, Shelley Boyd, Fred Schaible, Mayor Andy Schor, Thomas Donaldson
Members Absent: Blake Johnson, James Butler III, Kimberly Coleman
Temp Members Present: None
Staff Present: Karl Dorshimer, Marchelle Smith, Kris Klein, Anum Mughal,
Guests: Dave Van Haaren, Triterra
Mark Clouse, Eyde Company
Brian McGrain, City of Lansing
Janet Michaluk, State of Michigan-DEQ
Public Present: None
Recorded by: Tedi R. Parsons, LEAP

Call to Order

Chair Ragan welcomed everyone and called the LBRA Board of Directors meeting to order at 8:49 a.m.

LBRA Audited Financial Statements –YE June 30, 2018 (ACTION)

Chair Ragan introduced Will Love, Rehmann Robson who provided an overview of the LBRA Audited Financial Statements Year-End June 30, 2018. He noted the following during his presentation. The following was noted during the presentation:

- Overview of Auditors Communication with Those Charged with Governance, noting suggestion that the LBRA Board review the Upcoming Changes in Accounting Standards (Page 3 of 4)
- Overview of Independent Auditors Report (Page 3 of 30) another clean audit
- Overview of Management Discussion and Analysis (Page 5 of 8)
- Overview of Balance Sheet (Page 12 of 30)
- Noted the Net Change in Fund Balance on Statement of Revenues, Expenditures and Changes in Fund Balance (Page 14 of 30)
- Overview of Notes to Financial Statements (Page 17 – 25)
- Overview of Independent Auditors Report on Internal Controls (Page 29 of 30)

MOTION: Schaible moved to approve the LBRA Audited Financial Statements – YE June 30, 2018, as presented and placed on file. Motion seconded by Boyd.

YEAS: Unanimous. Motion carried.

Meeting Adjourned: 8:59 AM
Meeting Reconvened: 9:21AM

Approval of LBRA Board Meeting Minutes – Friday, November 2, 2018

MOTION: Schabile moved to approve the LBRA meeting minutes from the Friday, November 2, 2018 LEDC Board of Director's meeting as presented. Motion seconded by Boyd.

YEAS: Unanimous. Motion carried.

Amendment to Oliver Tower – Brownfield Plan #62 (ACTION)

Dorshimer provided a brief history and overview of Brownfield Plan #62 – Oliver Tower noting he was bringing this back to the LBRA Board with an amendment for Brownfield Plan #62- Oliver Tower. He introduced Dave Van Haaren, Triterra and Mark Clouse, Eyde Company, who provided a presentation, noting the following:

- Project Name: Oliver Tower Redevelopment Project, located at 310 N Seymour Avenue, Lansing, MI
- Brownfield Plan #62 was approved by the City of Lansing on November 9, 2015
- Project is eligible for being deemed Functionally Obsolete
- Mixed-use development (8-story building)
- Total TIR Reimbursement and BRA Capture \$1,471,110

Clouse noted that the construction fencing is up and all the permits have been filed with the city and demo is currently underway and they are set to meet the deadlines as noted in the timeline. He advise the construction plans have been finalized and the courtyard area has been cleared of all debris and overgrowth. Schaible inquired if the apartments were at market rate and if the retail space will be utilized. Clouse noted yes the apartments are at market rate and they are currently in negotiations with several retail businesses and anticipate this space being filled.

Motion: Boyd moved to approve the amendment of Brownfield Plan #62– Oliver Tower, as presented. Motion seconded by Jones.

Yeas: Unanimous. Motion carried.

Marketplace Development – Riverfront Improvements – Brownfield Plan #52 (ACTION)

Klein provided a brief history and overview of Marketplace Development – Riverfront Improvements – Brownfield Plan #52, noting that the Capital Area Community Foundation approached the LBRA to request reimbursement for eligible activities for public infrastructure improvement for Rotary Park.

Mayor Schor that note there is a clause included in the agreement between the City of Lansing and Vibrant Communities, created by Capital Region Community Foundation, advising that they will use the reimbursed dollars from the LBRA to complete other components of the overall project. Discussion ensued over clean-up efforts and beautification projects taking place along the riverfront. Donaldson inquired about the relationship with Vibrant Cities and their role in this project. Discussion ensued.

Motion: Schaible moved to approve entering into a reimbursement agreement for Marketplace Development – Riverfront Improvements – Brownfield Plan #52, with changes noting the agreement is with Vibrant Communities, as presented. Motion seconded by Boyd.

Yeas: Unanimous. Motion carried.

Recommendation – FY2019 EPA Assessment Grant Application by City of Lansing (ACTION)

Klein provided a brief history and overview of FY2019 EPA Assessment Grant Application by the City of Lansing. He noted that the City of Lansing will be the primary applicant and contract with the LBRA to administer the grant. Klein noted that LEAP will lead the regional efforts for the submission of this application and recommends that the City of Lansing be the 'applicant' on behalf of the region (the five-member coalition).

Motion: Jones moved to approve FY2019 EPA Assessment Grant Application by the City of Lansing as presented. Motion seconded by Schaible.

Yeas: Unanimous. Motion carried.

Open Forum for LBRA Board Members

Chair Ragan opened the floor to LBRA Board Members who provided the following announcements/updates: None were provided.

Other Business

None.

Public Comment

Janet Michaluk: MI DEQ there are programs available at the State of Michigan and Federal to help with Targeted Brownfield Assessments (TBA) and Brownfield Site-Assessment (128A Grant).

Adjournment

There being no further business, Chair Ragan declared the LBRA meeting adjourned at 9:58 a.m.



Karl Dorshimer, Director of Economic Development
Lansing Economic Area Partnership (LEAP)