

**DRAFT – Minutes have not been approved.**

**BATTLE CREEK LOCAL DEVELOPMENT FINANCE AUTHORITY**

**Wednesday, July 28, 2021**

At the regular meeting of the Battle Creek Local Development Finance Authority (BCLDFA) held on Wednesday, July 28, 2021, at 11:30 a.m. via virtual Zoom conference call. The following individuals were in attendance: Mr. Christensen and Mmes. Fleury, Reynolds, Vette and White.

Absent: Mr. Stewart, and Ms. Zator.

Also, in attendance were: Messrs. Sobieralski, and Mmes. Jones, Kourtney Matuschka (City Finance), Nancy Mullett (Clark Hill), and Young.

Ms. White called the meeting to order at 11:30 a.m. Roll call of attendance was recorded. This meeting was originally held on July 20, 2021, with no quorum present.

**APPROVAL OF MINUTES**

MOTION: Ms. Fleury moved that the Battle Creek Local Development Finance Authority Board of Directors approve the minutes of the May 11, 2021, Regular meeting as presented. Ms. Reynolds supported the motion, and it was unanimously approved.

**AMEND BY-LAWS**

Mr. Sobieralski stated that the BCLDFA By-Laws required amending to move the annual and quarterly meetings out an additional month to allow extra time for budgeting process. The proposed amendment would allow more convenience, rather than call a special meeting to adopt the budget. The By-Laws received an update and are clearer and more concise.

Ms. Mullett stated the By-Laws currently in place contained outdated information, the Authority Board desired additional flexibility for meetings, and requested the By-Laws be amended and brought up to date.

MOTION: Mr. Christensen moved that the Battle Creek Local Development Finance Authority Board of Directors approve the Resolution as presented for the Amended By-Laws. Ms. Reynolds supported the motion, and it was unanimously approved.

**SET YEARLY SCHEDULE**

Mr. Sobieralski stated that since we have moved the quarterly meeting schedule out by one month, we need to set the yearly schedule as outline in the board package. The regular schedule monthly meetings are as follows: February, May (Annual), August, and November. Staff can cancel a meeting, as well as hold a special meeting.

MOTION: Ms. Fleury moved that the Battle Creek Local Development Finance Authority Board of Directors approve the yearly schedule as presented. Mr. Christensen supported the motion, and it was unanimously approved.

### **ELECTION OF OFFICERS**

The following slate of officers was proposed: Alana White, Chair; Rod Christensen, Vice Chair; Carla Reynolds, Treasurer; and Kathy Sue Vette, Secretary

MOTION: Ms. Fleury moved that the Battle Creek Local Development Finance Authority Board of Directors approves the slate of officers as presented. Mr. Christensen supported the motion, and it was unanimously approved.

### **LOAN AGREEMENT FOR BCTIFA**

Mr. Sobieralski stated that the BCTIFA Board approved in the Capital Budget to shift up to \$1.7 million to the Battle Creek Local Development Finance Authority (LDFA) to upgrade the Watkins Road that is servicing the spec building and two other parcels. The LDFA will begin capturing some Tax Increment Revenue and will have the ability to pay back the BCTIFA Capital Fund. This is an intergovernmental loan. The LDFA agrees to pay the BCTIFA the full amount of \$1.7 million together with interest rate of 3% per annum. Payments shall be made annually based on the incremental increase in the tax value beginning 12 months after completion on an annual basis until paid in full. The loan may be prepaid in whole or part without penalty. Mr. Sobieralski stated that the loan should be paid off within 10 years, and if additional buildings get added, even sooner.

Mr. Sobieralski stated that Carl Fedders with the City of Battle Creek will be bidding this project out.

The BCTIFA Board suggested that an annual minimum payment of \$150,000 be made to the BCTIFA.

MOTION: Ms. Reynolds moved that the Battle Creek Local Development Finance Authority Board of Directors approve the Loan Agreement for LDFA with the \$150,000 minimum annual payment as presented. Mr. Christensen supported the motion, and it was unanimously approved.

### **PUBLIC COMMENTS**

No comments were made.

### **ADJOURN MEETING**

MOTION: Ms. Vette moved that the Battle Creek Local Development Finance Authority Board of Directors approve to adjourn the regular meeting. Mr. Christensen supported the motion, and it was unanimously approved.

There being no further business, the meeting was adjourned at 11:43 a.m.