

Meeting Agenda
Brownfield Redevelopment Authority
Thursday October 9, 2024, 8:00 a.m.
Basement Conference Room – Owosso City Hall, 301 W Main Street
Owosso, MI

Call to order and roll call:

Review and approval of agenda: October 9, 2025

Review and approval of minutes: April 10, 2025

Communications:

Public Comments:

Public Hearings:

Items of Business:

1. Approve 2026 Meeting Schedule
2. Approve final reimbursement to BRA 16 – Qdoba: \$5,962.85
3. Approve interfund payment from BRA 17 – Cargill to General Fund: \$60,000

Public Comments:

Board Comments:

Adjournment:

Next Meeting: Jan 8, 2026

[The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon 72 hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids on services should contact the City of Owosso by writing or calling Amy Kirkland, City Clerk, 301 W. Main St, Owosso, MI 48867 (989) 725-0500 or on the Internet. The City of Owosso Website address is www.ci.owosso.mi.us.]

**MINUTES
OWOSSO BROWNFIELD REDEVELOPMENT AUTHORITY
MEETING OF APRIL 10, 2025**

Meeting was called to order at 8:00 a.m. by Chairperson Susan Osika.

Roll Call.

Members Present: Vice Chairperson Janae Fear, Members Gregory Brodeur, Timothy Dame, Michael Dowler and Chairperson Susan Osika.

Members Absent: Authority Members Dallas Lintner and Randy Woodworth.

AGENDA:

It was moved by Vice Chairperson Fear and supported by Authority Member Brodeur to approve the agenda for the April 10, 2025 meeting as presented.

Yeas all. Motion passed.

MINUTES:

It was moved by Authority Member Brodeur and supported by Vice Chairperson Fear to approve the minutes of the January 23, 2025 meeting as presented.

Yeas all. Motion passed.

COMMUNICATIONS:

None.

PUBLIC COMMENTS:

None.

PUBLIC HEARINGS:

None.

ITEMS OF BUSINESS

Approve Developer Reimbursements and Balances

City Manager Nathan Henne indicated this is an annual housekeeping item. He highlighted the instances in which the developers would not be receiving reimbursement this year and the reasons for the lack of payment.

Motion by Authority Member Brodeur to authorize the following resolution approving Brownfield developer reimbursement balances and payments for the fiscal year ending June 30, 2025:

RESOLUTION NO. 2025-02-BRA

**A RESOLUTION OF THE OWOSSO BROWNFIELD REDEVELOPMENT AUTHORITY
TO APPROVE DEVELOPER REIMBURSEMENT BALANCES AND PAYMENTS**

FOR THE FISCAL YEAR ENDING JUNE 30, 2025

WHEREAS, the Owosso Brownfield Redevelopment Authority (OBRA) has undertaken multiple redevelopment projects within the City of Owosso under various approved agreements; and

WHEREAS, the Finance Department has reviewed and calculated the developer reimbursement balances and payments for the fiscal year ending June 30, 2025; and

WHEREAS, the details of these calculations are provided for confirmation and approval by the OBRA.

NOW, THEREFORE, BE IT RESOLVED by the Owosso Brownfield Redevelopment Authority that developer reimbursements and balances for FY 2024-2025 be approved as follows:

1. **OBRA 12 - Woodward Loft**
 - Developer Payment: \$140,434.02
 - Due to Developer Balance: \$1,040,991.80
2. **OBRA 22 - 123 N Washington**
 - Developer Payment: \$0.00
 - Due to Developer Balance: \$402,995.00
3. **OBRA 23 - Shiawassee County Land Bank**
 - Advance from Sewer Fund: \$76,508.76 (actual amount will be booked as of June 30, 2025, once invoices are received)
4. **OBRA 13 - Wesener Building**
 - Developer Payment: \$0.00
 - Due to Developer Balance: \$276,010.00
 - TIF capture is expected next year due to OPRA sunseting
5. **OBRA 15 - Armory Building**
 - Developer Payment: \$78,915.57
 - Due to Developer Balance: \$65,990.07
 - NOTE: Taxes have not been paid so no payment can be made at this time! Once taxes are paid, city will reimburse owner.
6. **OBRA 17 - Cargill**
 - Advancement Payment: \$167,998.20 (Principal & Interest)
 - General Fund Advance Balance: \$1,084,124.73
7. **OBRA 9 - Robbins Loft**
 - No Due to Developer booked because no receipts have been received.
8. **OBRA 16 - Qdoba**
 - Refund: \$8,132.97
 - NOTE: property owner paid off EGLE loan due to sale of property
9. **OBRA 20 - J & H Oil**
 - Developer Payment: \$51,037.62
 - Due to Developer Balance: \$239,971.91
10. **OBRA 3 - Tial**
 - Advancement Payment: \$19,391.28 (Principal)
 - RLF Advance Balance: \$19,381.57

Motion supported by Vice Chairperson Fear.

Roll Call Vote.

AYES: Vice Chairperson Fear, Authority Members Brodeur, Dame, Dowler and Chairperson Osika.

NAYS: None.

ABSENT: Authority Members Lintner and Woodworth.

Motion passes.

PUBLIC COMMENTS:

None.

BOARD COMMENTS:

Authority Member Dowler inquired if the Authority would be amenable to the idea of collecting receipts from the developer for the property at 123 N. Washington Street even though the project is not yet completed. The intent would be to reimburse the developer as the TIF capture allows, up to the amount of the receipts.

Motion by Authority Member Dowler to receive receipts from the developer of 123 N. Washington Street prior to completion of the project and reimburse said developers up to the amount of the receipts on an on-going basis.

Motion supported by Authority Member Brodeur.

Roll Call Vote.

AYES: Vice Chairperson Fear, Authority Member Brodeur, Dame, Dowler, and Chairperson Osika.

NAYS: None.

ABSENT: Authority Members Lintner and Woodworth.

Motion passes.

Authority Member Dowler also noted that he had heard the Washington Park portion of the Woodland Trails/Washington Park Project might be changing due to the receipt of a grant for the installation of utility infrastructure. He asked if this change would require an amendment to the plan. City Manager Henne indicated that no change to the plan would be necessary, the City will simply not be reimbursing the Washington Park project developer for their portion of the plan because the cost is now covered by the grant.

Next meeting: June 12, 2025

ADJOURNMENT:

Motion by Vice Chairperson Fear to adjourn the meeting at 8:14 a.m., supported by Authority Member Brodeur, and concurred in by unanimous vote.

Janae L. Fear, Vice Chairwoman

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301 W. MAIN - OWOSSO, MICHIGAN 48867-2958 - (989) 725-0599 - FAX (989) 723-8854

DATE: October 9, 2025

TO: Owosso Brownfield Authority

FROM: Nathan Henne: City Manager

SUBJECT: BRA Meeting Schedule

RECOMMENDATION:

Approve the resolution to establish quarterly meetings for the Owosso Brownfield Redevelopment Authority for 2026.

BACKGROUND:

The Owosso Brownfield Redevelopment Authority recognizes the importance of regular meetings to effectively oversee and guide redevelopment projects. Quarterly meetings will provide timely opportunities for review and decision-making, ensuring that projects remain on track and issues are addressed promptly. Establishing a regular schedule for meetings will also facilitate planning and attendance for all members.

The proposed schedule for the quarterly meetings is as follows for 2026:

- January 8, 2026 - 8AM in Council Chambers
- April 9, 2026 - 8AM in Council Chambers
- June 11, 2026 - 8AM in Council Chambers
- October 8, 2026 - 8AM in Council Chambers

These dates ensure that meetings are spaced evenly throughout the year, allowing for comprehensive updates and discussions on ongoing and upcoming projects.

FISCAL IMPACTS:

There are no direct fiscal impacts associated with the establishment of a regular meeting schedule. However, regular meetings may contribute to more effective management and oversight of redevelopment projects, potentially leading to better financial outcomes for the Authority and the City.

**RESOLUTION TO ESTABLISH MEETING SCHEDULE FOR OWOSSO
BROWNFIELD AUTHORITY**

WHEREAS, the Owosso Brownfield Redevelopment Authority recognizes the need for regular meetings to effectively oversee and guide redevelopment projects; and

WHEREAS, quarterly meetings will provide timely opportunities for review and decision-making; and

WHEREAS, establishing a regular schedule for meetings will facilitate planning and attendance for all members;

NOW, THEREFORE, BE IT RESOLVED by the Owosso Brownfield Redevelopment Authority that the Authority shall hold quarterly meetings on the second Thursday of the month at Owosso City Hall in Council Chambers. The meeting dates shall be as follows:

- January 8, 2026
- April 9, 2026
- June 11, 2026
- October 8, 2026

Adopted this 9th day of October, 2025.

Susan Osika

Chairperson, Owosso Brownfield Redevelopment Authority

Moved: _____

Supported: _____



301 W. MAIN - OWOSSO, MICHIGAN 48867-2958 - (989) 725-0599 - FAX (989) 723-8854

DATE: October 9, 2025

TO: Owosso Brownfield Authority

FROM: Nathan Henne: City Manager

SUBJECT: BRA 16 – Qdoba Final Reimbursement Authorization

Background

Southwind Restaurants, LLC completed the Qdoba redevelopment project at 1231 East Main Street under Brownfield Plan #16. The project included eligible activities such as demolition, site preparation, and infrastructure improvements.

The developer has submitted a final reimbursement request totaling \$5,962.85, which has been reviewed and verified as eligible under Public Act 381 of 1996, as amended. This payment will satisfy all remaining obligations of the plan.

Recommendation

Approve the attached resolution authorizing payment of \$5,962.85 to Southwind Restaurants, LLC as the final reimbursement for Brownfield Plan #16 and direct staff to close out the plan upon payment.

**RESOLUTION AUTHORIZING FINAL BROWNFIELD REIMBURSEMENT
PAYMENT FOR QDOBA BROWNFIELD PLAN #16**

WHEREAS, the City of Owosso Brownfield Redevelopment Authority (OBRA) entered into a Brownfield Reimbursement Agreement with Southwind Restaurants, LLC, the developer of the Qdoba project located at 1231 East Main Street, Owosso, Michigan, under Brownfield Plan #16; and

WHEREAS, the Agreement provides for reimbursement to the developer of eligible activities as defined in Public Act 381 of 1996, as amended, from tax increment revenues captured from the property; and

WHEREAS, the developer has submitted documentation for reimbursement of remaining eligible expenses totaling \$5,962.85; and

WHEREAS, OBRA staff and the City's Brownfield consultant have reviewed the submitted documentation and determined the expenses to be eligible and consistent with the approved Brownfield Plan and Act 381; and

WHEREAS, this payment represents the final reimbursement for the Qdoba Brownfield Plan, after which the plan will be considered fully satisfied and closed out.

NOW, THEREFORE, BE IT RESOLVED by the Owosso Brownfield Redevelopment Authority as follows:

FIRST: The OBRA hereby authorizes the reimbursement payment of Five Thousand Nine Hundred Sixty-Two Dollars and Eighty-Five Cents (\$5,962.85) to Southwind Restaurants, LLC, for eligible brownfield expenses incurred under Brownfield Plan #16 (Qdoba Project).

Passed and adopted this 9th day of October, 2025.

Susan Osika

Chairperson, Owosso Brownfield Redevelopment Authority

Moved: _____

Supported: _____



301 W. MAIN - OWOSSO, MICHIGAN 48867-2958 - (989) 725-0599 - FAX (989) 723-8854

DATE: October 9, 2025
TO: Owosso Brownfield Authority
FROM: Nathan Henne: City Manager
SUBJECT: BRA 17 Cargill Loan Payment to General Fund

Background

The General Fund provided an interfund loan to support eligible Brownfield activities under Brownfield Plan #17 – Cargill, related to the redevelopment of the property at 1500 West Oliver Street. As the plan has generated sufficient tax increment revenue, funds are now available to make a partial repayment toward the outstanding loan balance.

A payment of \$60,000 from BRA 17 – Cargill to the City's General Fund is proposed. Following this payment, the remaining balance on the interfund loan will be \$1,024,125.

Recommendation

It is recommended that the Owosso Brownfield Redevelopment Authority approve the attached resolution authorizing the interfund payment of \$60,000 from BRA 17 – Cargill to the General Fund and acknowledge the remaining loan balance of \$1,024,125.

**RESOLUTION AUTHORIZING AN INTERFUND LOAN PAYMENT FROM BRA 17 –
CARGILL TO THE GENERAL FUND**

WHEREAS, the City of Owosso Brownfield Redevelopment Authority (OBRA) established Brownfield Plan #17 for the Cargill project to facilitate the redevelopment of the property located at 1500 West Oliver Street, Owosso, Michigan; and

WHEREAS, the General Fund previously provided an interfund loan to BRA 17 – Cargill to cover eligible brownfield expenses incurred in connection with the redevelopment project; and

WHEREAS, Brownfield tax increment revenues have been collected under Plan #17 and are available for partial repayment of the outstanding interfund loan; and

WHEREAS, it is appropriate to make a transfer from the BRA 17 – Cargill account to the City's General Fund to reduce the outstanding balance of that loan.

NOW, THEREFORE, BE IT RESOLVED by the Owosso Brownfield Redevelopment Authority as follows:

FIRST: The Authority hereby authorizes an interfund payment in the amount of Sixty Thousand Dollars (\$60,000.00) from the BRA 17 – Cargill account to the City of Owosso General Fund.

SECOND: Following this transfer, the remaining outstanding interfund loan balance from the General Fund to BRA 17 – Cargill shall be One Million Twenty-Four Thousand One Hundred Twenty-Five Dollars (\$1,024,125.00).

THIRD: City staff are directed to coordinate with the Finance Department to complete the transfer and record the transaction in accordance with applicable accounting standards and Brownfield program requirements.

Passed and adopted this 9th day of October, 2025.

Susan Osika

Chairperson, Owosso Brownfield Redevelopment Authority

Moved: _____

Supported: _____