



## CITY OF LAWRENCE REDEVELOPMENT COMMISSION MINUTES

November 9, 2023

4:00 p.m.

Public Assembly Room

**COMMISSIONERS PRESENT:** Jerry Clifford, Cheryl Sullivan, Melissa Howard

**COMMISSIONERS PRESENT VIA TEAMS:** Jerrod Klein

**ALSO PRESENT:** Economic Development Director Dan Zuerner, Recording Secretary Joe Murphy, Deputy Controller Humphrey Nagila, Chief of Staff Cori Korn

**CALL TO ORDER & DETERMINATION OF QUORUM:** President Jerry Clifford called the meeting to order at 4:00 p.m. and announced a quorum.

**APPROVAL OF MINUTES:** President Clifford asked that the minutes from the October meeting be approved. Commissioner Howard made the motion; Commissioner Sullivan seconded. The minutes were approved by a unanimous vote.

**APPROVAL OF CLAIMS:** Claims were submitted for \$62,797.84. Following discussion, invoice #3080429 was set aside until further clarification could be provided. President Clifford asked that the remaining claims and purchase orders before the commission be approved. Commissioner Sullivan made a motion for approval of all claims except invoice #3080429; Commissioner Howard seconded. The claims were approved by a unanimous vote. Deputy Controller Nagila provided the commission with an updated financial report.

### **NEW BUSINESS:**

- 1. Dan Zuerner – Services to RDC:** Dan Zuerner informed the commission that as a result of the outcome of the Lawrence election, he has submitted his resignation following the final RDC meeting of the year on December 14<sup>th</sup>. Mr. Zuerner will prepare and hand out a full report of the work completed during his time, as well as ongoing pursuits/opportunities. That report will be shared with staff and the commission on or before his last day of service. All files will also be turned over to the next administration.

### **OLD BUSINESS:**

- 1. CSX Draining Ditch Update:** Dan Zuerner updated the commission that the project is wrapping up, with final walkthrough occurring in the next few days.
- 2. Trades District Development Update:** There is no update. All active items will remain on hold until the new administration decides how they plan to proceed.
- 3. EPA Brownfield Grant Update:** Dan Zuerner shared that he received 5 proposals in response to the RFP that was issued by the commission for grant management services on the \$400,000 EPA Brownfield Grant. A 5 person review committee reviewed and scored all five proposals. The two highest scoring firms were BCA and SME. Those two firms were then invited to an in-person interview, which took place on November 9<sup>th</sup>. The interviews were conducted and scored by a four person review committee. The results of the interview were scores of 393 for BCA and 341 for SME. Based on those outcomes, Mr. Zuerner recommended that the commission authorize he and legal counsel to develop a contract with BCA for management services related to the 2023

EPA Brownfield Grant, and once review and approved by legal counsel, authorize Commissioner Clifford to sign the agreement. Commissioner Clifford made a motion to execute a formal agreement between the RDC and the chosen qualified environmental professional firm (BCA) to serve the City of Lawrence for the duration of 4 year / \$400,000 community wide EPA assessment grant; commissioner Klein seconded. Following a roll call vote, the motion was approved by a 3 to 1 vote.

4. **READI II Grant Pursuit Update:** Chief of Staff Cori Korn provided an update for the commission on the CIRDA committee for READI II. At this time, the City of Lawrence will be stepping back from the working group for READI II. Once the new administration enters office, they will have the opportunity to determine how involved Lawrence will be going forward.
5. **Harris & Ford Expansion Update:** Dan Zuerner shared that this item went before the Common Council and was assigned to the Economic Development Committee, which is scheduled to meet next week. Mr. Zuerner remains confident that project should move forward.
6. **EV Charging Grant Study Presentation:** Cheryl Sharp from Lochmueller Group gave a comprehensive ~30 minute presentation on the findings of the Lawrence EV Charging Study. Following the presentation, commissioners asked the project team questions regarding example communities to study, legislation impacting EV funding, and ownership of charging infrastructure. Following discussion, Commissioner Sullivan made a motion for approval of the 2023 EV Charging Plan produced for the Lawrence Redevelopment Commission by the Lochmueller Group; Commissioner Howard seconded. Following a roll call vote, the motion was approved by a unanimous vote.

#### **ANY OTHER BUSINESS TO COME BEFORE THE RDC**

Dan Zuerner reminded the commission that at 6 p.m. this evening, the Lochmueller group will be holding an open house in the Lawrence Public Assembly Room for anyone to attend and receive the same basic information that was just shared with the commissioners.

There being no other business to come before the Commission, President Clifford concluded business of the meeting. Commissioner Howard motioned for adjournment at 4:50 p.m.; Commissioner Sullivan seconded. The motion passed unanimously.

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Jerry Clifford, President

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Joe Murphy, Recording Secretary

*These minutes are not intended to be verbatim. They are a summary of discussion held, with the exception of motions.*