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**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, December 19, 2024  
**PLACE OF MEETING:** 201 W. Kalamazoo Ave. Kalamazoo, MI 49007 Room 207-A  
**TIME:** 3:00 pm

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**AGENDA**

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**Link to join Webinar**

<https://us02web.zoom.us/j/82661203045>

Webinar ID: 826 6120 3045

1. Call to Order: 3:00
2. Roll Call and Members Excused
3. Approval of the Agenda
4. Approval of Minutes: BRA Minutes of October 24, 2024
5. Public Comments (4 minutes each)
6. Consent Agenda
  - a. **From General Fund**
    - i. **\$3,600.00** - Varnum Invoice 1354655 (Landscape Forms, Inc.)
    - ii. **\$300.00** – W.P. Engine Invoice 07110602 (Website Platform Renewal)
    - iii. **\$45.34** - Go Daddy Invoice (Website Domain Renewal)
    - iv. **\$2,273.55** - Fishbeck Invoice 444673 (W.O. 2024-1 Gen. Env.)
    - v. **\$2,137.50** – Varnum Invoice 1357568 (Landscape Forms, Inc.)
    - vi. **\$84.00** – Staff Supplies Reimbursement (Dr. Hooks Invoice 142589)
    - vii. **\$131.42** – Staff Reimbursement for Southwest Michigan First State of Economic Development Event Registration (to be held on 1/30/2025)
    - viii. **\$2,792.50** – Fishbeck Invoice 445828 (W.O. 2024-1 Gen. Env.)
  - b. **From Local Brownfield Revolving Fund**
    - i. **\$115.00** – Fishbeck Invoice 445436 (W.O.2024-2 YWCA)
  - c. **From EPA Grant Fund**
    - i. **\$1,182.68** - Fishbeck Invoice 444752 (W.O. #2 Outreach & Programmatic)
    - ii. **\$6,696.61** – Fishbeck Invoice 444701 (W.O.#19 234-238 EM, LLC)
    - iii. **\$3,871.19** – Fishbeck Invoice 444702 (W.O.#18 J Smith Ent.)
    - iv. **\$1,233.43** – Fishbeck Invoice 444699 (W.O. #17 Teresa’s Kitchen)
    - v. **\$5,465.73** – Fishbeck Invoice 445837 (W.O. #18 J Smith Ent.)
    - vi. **\$1,998.39** – Fishbeck Invoice 445835 (W.O.#19 234-238 EM, LLC)
  - d. **KCBRA Business:**
    - i. KCBRA 2025 Meeting Calendar

e. **Project Business:**

- i. **\$39,150.00** - MEDC Invoice 2023 Project Account SET Payment
- ii. **Transfers into the Local Brownfield Revolving Fund (LBRF Fund 242)**
  1. \$119,331.26 – Scannell 2023 Local Tax Increment Revenue

7. Discussion and/or Action Calendar

- a. **Action:** Jeffrey C. Hawkins Recognition
- b. **Action:** Open Roads Bike Program
  - i. Part I & Part II Project Applications
  - ii. \$2,300 - Fishbeck Invoice #442652 Reimbursement to Open Roads
- c. **Discussion/Action:** Fishbeck
  - i. General Environmental Memo & Billing Summary
  - ii. EPA Grant Memo & Billing Summary
  - iii. EPA Grant W.O. #2 Amendment No. 4 Outreach & Programmatic
  - iv. Work Order 2025-1 General Environmental Services Contract
- d. **Action:** Memo of Understanding for Planning Dept & KCBRA
- e. **Action:** Developer Invoice Packets for Eligible Expenses in Brownfield Plans
  - i. IPUSA Invoice Packet #1 total \$2,350,921.26
  - ii. Stadium Park Way, Kalamazoo Storage Invoice Packet #2 total \$145,149.62
- f. **Discussion/Action:** KCBRA Retreat 2025

8. Financial Reports

- a. **Discussion:** KCBRA General Fund 243 Report
- b. **Discussion:** KCBRA Local Brownfield Revolving Fund 242 Report

9. Staff Report/Updates

- a. 2025 EPA Grant Coalition Application submitted on 11/14/2024
- b. KCBRA Letter of Support to Southwest Michigan First “Project Bean”
- c. 530 S. Rose Street LBRF Funding Request Update Memo

10. Other

11. Board Member Comments

12. Adjournment

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***Next Regular Meeting: Thursday, January 23, 2024, at 3:00 p.m.***

***Room 207a, County Admin Bldg - Or alternatively, held electronically or via teleconference. Please see the KCBRA website at [www.kalcountybrownfield.com](http://www.kalcountybrownfield.com) for electronic meeting notice and instructions***

**BOARD MEMBERS:**

**PLEASE CALL 384-8305 OR EMAIL MRWALT@KALCOUNTY.COM  
IF YOU ARE UNABLE TO ATTEND THE MEETING**

Meetings of the Kalamazoo County Brownfield Redevelopment Authority are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, political affiliation, sexual orientation, gender identity, or disability. The Kalamazoo County Brownfield Redevelopment Authority 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 upon four (4) business days' notice to the Kalamazoo County BRA. Individuals with disabilities requiring auxiliary aids or services should contact the Kalamazoo County BRA by writing or calling:

Macy Rose Walters  
Brownfield Redevelopment Administrator  
Kalamazoo County Government  
201 West Kalamazoo Avenue  
Kalamazoo, MI 49007      TELEPHONE: (269) 384-8305

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