



**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY (KCBRA)
NOTICE AND AGENDA FOR
COMMITTEE OF THE WHOLE MEETING
April 11, 2024**

PLEASE BE ADVISED that The Kalamazoo County Brownfield Redevelopment Authority Committee of the Whole conducts their meetings on the second Thursday of each month (unless otherwise noted) at 3:00 p.m. The meetings are held in Room 207-A of the Kalamazoo County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, as well as virtually. The KCBRA will meet on April 11, 2024, for the purpose of considering the following items:

1. Minutes from March 14, 2024, KCBRA Committee of the Whole Meeting
2. Teresa's Kitchen Part 1 & Part 2 Project Applications
3. 2024 KCBRA Fund 243 Budget Amendment Draft

Meetings of the Kalamazoo County Brownfield Redevelopment Authority (KCBRA) 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 KCBRA 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 KCBRA. Individuals with disabilities requiring auxiliary aids or services should contact the KCBRA by writing or calling:

Macy Rose Walters, MPA
Brownfield Redevelopment Administrator
Planning & Development Department
Kalamazoo County Government
201 West Kalamazoo Avenue Kalamazoo, MI 49007
Phone: (269) 384-8305, MRWALT@kalcounty.com

A hybrid option is available for members of the public, please click the link below to join the webinar:

<https://us02web.zoom.us/j/88943520438>

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, March 14, 2024
PLACE OF MEETING: 201 W. Kalamazoo Ave. Kalamazoo, MI 49007 Room 207-A
TIME: 3:00 pm

DRAFT – COMMITTEE OF THE WHOLE MINUTES

Present: Christopher Carew, Connie Ferguson, Jared Lutz, Jodi Milks, Jared Lutz, Kenneth Peregon, and David (Wei) Wang

Members Excused: Monteze Morales and Andrew Wenzel.

Vacancies: 1

Kalamazoo Township: none

Oshtemo Township: none

Staff: Rachael Grover, Macy Rose Walters

Consultant: Jeff Hawkins, Fishbeck

Recording Secretary: Macy Rose Walters

County Commissioners: none

County Admin: none

Community: 1

1. Call to Order: **Chair Peregon called the meeting to order at 3:01 p.m.**
2. Roll Call and Members Excused: **Monteze Morales and Andrew Wenzel were excused.** Six (6) of Eight (8) voting were present, there is one (1) vacancy.
3. Public Comments (4 minutes each) **None**
4. Approval of the Agenda:

Staff requested the removal of Item 2 from the Agenda, the Q Corners Brownfield Plan discussion, as it did not receive local support. Staff also requested Item 6 be considered first for discussion, as the Chief Deputy Treasurer was in attendance to join the discussion. **Director Ferguson moved to approve the agenda as amended, Director Lutz seconded. None opposed, motion carried.**

5. Discussion Calendar:

1. Approval of Minutes from January 11, 2024, KCBRA Committee of the Whole

Director Wang moved to approve Item 1 as presented, Director Milks seconded. None opposed, motion carried.

2. Q Corners, LLC Brownfield Plan Final Draft
 3. DRAFT 2 Grant Repayment Agreement 530 S. Rose Street
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4. DRAFT MOU for 530 S. Rose Street
5. DRAFT Loan Repayment Agreement 555 Eliza Street
6. Local Brownfield Revolving Fund (LBRF) Discussion

Items 2-6 were for discussion; no action was taken.

6. Other **None**
7. Closed Session **None**
8. Adjournment **Director Ferguson moved to adjourn at 4:39 p.m. Director Lutz seconded, meeting adjourned.**

Next Meeting: Thursday, April 11th, 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 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

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Brownfield Redevelopment Administrator
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201 West Kalamazoo Avenue
Kalamazoo, MI 49007 TELEPHONE: (269) 384-8305

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
PART I PROJECT APPLICATION

Please provide information in the areas listed below, if available. (Please attach additional pages if needed)

1 Date of Application: 4-1-2024

Business Information

2 Name of Applicant: Maria-Teresa Hernandez

3 Business Address: 821 Fulton Street Kalamazoo, MI 49001

4 Business Telephone Number: (269) 254-4079

5 Contact Person(s) & Title: Maria-Teresa Hernandez (Owner)

6 Contact Person(s) Telephone Number: (269) 254 - 4079

7 Contact Person(s) Fax Number:

8 Contact Person(s) Email Address: teresaskitchenkzoo@gmail.com

9 Entity Type: Proprietorship Partnership Corporation Other (specify)

10 Describe nature and history of business: Teresa's Kitchen, started their business 16 years ago selling tamales, in 2020 they started a food truck business and acquired a second truck. They sell authentic mexican food, they need a commecial kitchen to keep their business growing.

11 List similar projects developed over the last five years (if any): n/a

Proposed Project Site Information

12 Address(es) (if known): 1222 S burdick Street

13 Tax IDs: 06-91-052-720

14 Present Owner(s): Richard and Sarah Miline

15 Date Present Owner(s) Acquired Property (if known):

16 Does applicant have land control: No Yes

If yes, please describe (owner, lessee, option or purchase agreement, etc.):

17 Any currently known environmental issues? n/a

18 Is applicant a liable party for environmental issues at site? No Yes

19 Is access to site permitted? No Yes

20 Project Type: New Relocation Expansion Rehabilitation Food truck business to open into a restaurant

21 Project Size: Parcel Size (acres): .26 acres (11,326 sq ft)
Existing building area (sq ft): 4,987 sq ft
New building area (sq ft): n/a

22 Project timeline (proposed or actual):

Start date: May 2024

Completion Date: May 2028

23

Additional Materials (Please put an X for those items that are available and attach to your application, if possible):

Business Plan

Market Analysis

Architectural/Site Plans

Financial Commitments

Environmental Information/Reports

Tax Base Information

24 Total Investment Anticipated: \$350,000

If available, please attach a detailed projection of project costs and proposed funding sources. Categories of costs may include real estate, demolition, environmental, new construction, renovation, new equipment, and other as appropriate.

25 Eligible activities for which potential funding may be sought:

Phase I ESA	<input checked="" type="checkbox"/>	Phase II ESA	<input checked="" type="checkbox"/>
BEA	<input checked="" type="checkbox"/>	Due Care	<input checked="" type="checkbox"/>
Hazardous Materials Building Surveys (asbestos and Lead)	<input checked="" type="checkbox"/>	Clean-up Planning	<input type="checkbox"/>
Additional Response Activities	<input type="checkbox"/>	Demolition	<input type="checkbox"/>
Lead and Asbestos Abatement	<input type="checkbox"/>	Site Preparation (City of Kalamazoo, City of Portage)	<input type="checkbox"/>
Infrastructure Improvements	<input type="checkbox"/>		

26 Current State Equalized Value: \$260,000

27 Estimated State Equalized Value after Project Completion: n/a

28 Full Time Equivalent (FTE) Employees:

FTE Jobs Retained: 6

FTE Jobs Created: 10-12

Signature on this page is required along with the contact information requested.

I certify that the foregoing is true and accurate to the best of my knowledge and that I am hereby authorized to submit this application on behalf of the proposed project and requesting party

Signature

Title

Direct office or cell number

Fax number

Email address

Date

If you have questions regarding the application, please contact:

Kalamazoo County Government

Macy Rose Walters, Brownfield Redevelopment Administrator

Email: mrwalt@kalcounty.com

Department of Planning and Development
 Kalamazoo County Brownfield Redevelopment Authority
 201 W. Kalamazoo Avenue, Room 207
 Kalamazoo, MI 49007
 Office Phone: (269) 384-8305

**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY
PART II PROJECT APPLICATION**

Please provide information in the areas listed below, if available. (Please attach additional pages if needed)

1 Date of Application:

Business Information

2 Name of Applicant:

3 Business Address:

4 Business Telephone Number:

5 Contact Person(s) & Title:

6 Contact Person(s) Telephone Number:

7 Contact Person(s) Fax Number:

8 Contact Person(s) Email Address:

Proposed Project Site Information

9 Address(es) (if known):

10 Tax IDs:

11 Project timeline (proposed or actual):
 Start date: Completion Date:

12 Additional Materials (Please put an X for those items that are available and attach to your application, if possible):

Business Plan	<input type="text"/>	Financial Commitments	<input type="text"/>
Market Analysis	<input type="text"/>	Environmental Information/Reports	<input type="text"/>
Architectural/Site Plans	<input type="text"/>		

Project Team

Bank/Financing:

Legal Counsel:

Environmental Consultant:

Architect:

Construction Management:

Other:

Proposed Brownfield Funding Requested

13 Total Investment Anticipated:	<input type="text" value="\$ 350,000"/>	-
Land:		\$260,000
New Construction/Site Improvements:		90,000
Eligible Brownfield Activities (Specify):		
Other (Specify below):		
<input type="text"/>		
Total Capital Investment:	<input type="text" value="\$ 350,000"/>	-

Funding Sources Requested:

Kalamazoo County Brownfield Redevelopment Authority

Authority Grant/Loan Funding:

Brownfield Plan and Act 381 Work Plan(s):

Other Funding (example EPA Assessment grant funding):

\$40,000 estimated

Michigan Department of Environment, Great Lakes, and Energy

Brownfield Redevelopment Grant:

Brownfield Redevelopment Loan:

Brownfield Assessment:

Michigan Economic Development Corporation

Community Revitalization Program Loan and/or Grant:

Business Development Program Loan and/or Grant:

Total Brownfield Funding Requested:

\$ 40,000 -

***amount requested is estimated amount based on current costs of environmental surveys, it is not known if a Phase 2 assessment would be needed on site. - Macy Walters BRA Administrator**

If available, please attach a detailed projection of project costs and proposed funding sources. Categories of costs may include real estate, demolition, environmental, new construction, renovation, new equipment, and other as appropriate.

14 Do you intend on or anticipate appealing the property taxes for this project site?

No	<input checked="" type="checkbox"/>
Yes	<input type="checkbox"/>

Signature on this page is required along with the contact information requested.

I certify that the foregoing is true and accurate to the best of my knowledge and that I am hereby authorized to submit this application on behalf of the proposed project and requesting party

Signature		Date	
Title		Owner	
Direct office or cell number		269-254-4079	
Fax number			
Email address		teresaskitchenzoo@gmail.com	

4-1-2024

If you have questions regarding the application, please contact:

Macy Rose Walters, Brownfield Redevelopment Administrator

Email:mrwalt@kalcounty.com
KCBRA Office: (269) 384-8305

Kalamazoo County Government
Planning and Development Department
Kalamazoo County Brownfield Redevelopment Authority
201 W. Kalamazoo Avenue
Kalamazoo, MI 49007
Room 207

Expenditures

Expenses - 243 accounts		2024 Revised	2024 Proposed	2022 Budget
1	Postage	\$ 100	\$ 100	\$ 100
2	Copy Charges	\$ 200	\$ 100	\$ 100
3	Contractual Services	\$ 20,000	\$ 14,000	\$ 107,400
4	Contractual Operations	\$ 10,000	\$ 6,000	\$ 14,000
5	Site Study	\$ 15,000	\$ 6,000	\$ 10,000
6	Contractual Other (legal)	\$ 12,000	\$ 9,000	\$ 9,000
7	Communication Expense	\$ 1,000	\$ 700	\$ 1,700
8	Internal Communication	\$ 2,700	\$ 2,400	\$ -
9	Travel	\$ 1,000	\$ 500	\$ 1,000
10	Marketing program	\$ 1,500	\$ 800	\$ 1,000
11	Employee Training	\$ 1,500	\$ 1,000	\$ 2,000
12	Miscellaneous	\$ 1,500	\$ 500	\$ 500
13	Indirect Costs	\$ 15,000	\$ 8,000	\$ 6,000
14	Office Supply	\$ 500	\$ 200	\$ 200
15	Salary Director (RG)	\$ 6,000	\$ 4,000	\$ -
16	Salaries Other (MW)	\$ 73,000	\$ 68,200	\$ -
17	Fringe Benefits	\$ 35,000	\$ 31,500	\$ -
18	Salaries Other (RC)	\$ 4,000	\$ -	\$ -
19				
20				
21				
22				
23				
24				
25	Total	\$ 200,000		\$ 153,000
28				

Revenues

Revenues - 243	2024 Revised	2023 Budget
Previous Fund trfr	\$ -	\$ -
Service Fees	\$ 10,000	\$ 10,000
TIR Collection	Prop. ADMIN	Prop. ADMIN
100 Island LLC	\$ -	\$ 1,000
232 LLC	\$ 500	\$ 500
381/383 Pitcher	\$ 1,500	\$ 1,000
9008 Portage Rd	\$ 1,000	\$ 1,000
Blackbird	\$ 500	\$ 500
Eliza Street	\$ 10,000	\$ 500
General Mills	\$ 12,000	\$ 6,000
Graphic Packaging	\$ 23,000	\$ 5,000
Holiday Lanes (Delta Conf	\$ 3,000	\$ 2,500
IPUSA	\$ 15,000	\$ -
Kalamazoo West	\$ 500	\$ 500
KALSEE	\$ 1,500	\$ -
Kartar #6	\$ -	\$ -
Metal Mechanics	\$ 500	\$ 500
Midlink	\$ 37,000	\$ 25,000
Parchment Mill/City BRA	\$ -	\$ 4,500
Scannell/FedEx	\$ 30,000	\$ 25,000
Stadium Park Way	\$ 7,000	\$ 4,000
Stryker	\$ 57,000	\$ 65,000
Vicksburg Mill	\$ -	\$ -
Subtotal Admin	\$ 200,000	\$ 142,500
	\$ 210,000	\$ 152,500