

---

**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

---

**MEETING DATE:** Thursday, January 18, 2024  
**PLACE OF MEETING:** 201 W. Kalamazoo Ave. Kalamazoo, MI 49007 Room 207-A  
**TIME:** 3:00 pm

---

**January 18, 2024 MINUTES – Final Approved at 2-22-2024 Meeting**

---

**Present:** Christopher Carew, Connie Ferguson, Jared Lutz, Kenneth Peregon, David (Wei) Wang and Andrew Wenzel

**Members Excused:** Jodi Milks and Monteze Morales

**Vacancies:** 1

**Kalamazoo Township:** Sherine Miller

**Oshtemo Township:** none

**Staff:** Rachael Grover, Macy Rose Walters

**Consultant:** Therese Searles & Jeff Hawkins, Fishbeck

**Recording Secretary:** Macy Rose Walters

**County Commissioners:** Monteze Morales

**County Admin:** none

**Community:** 6

1. Call to Order: **Chair Peregon called the meeting to order at 3:03 p.m.**
2. Roll Call and Members Excused: **Gary Barton has submitted a verbal resignation, Jodi Milks and Commissioner Morales were excused and attended the meeting virtually as members of the public.** Six (6) of Eight (8) voting were present, there is one (1) vacancy.
3. Approval of the Agenda:

Staff Requested the board consider adding Item 7d, Registration to the State of Economic Development Event, up to \$135 per individual in attendance. To be funded out to the Staff Training Budget.

**Director Wenzel moved to approve item 3 as amended, Director Ferguson seconded. A roll call vote was taken, six (6) Yes, zero (0) No, none abstained, motion carried.**

4. Approval of Minutes: BRA Minutes of **December 21, 2023**

Staff had three changes to the minutes, Item 6civ invoice amount was \$71.63. Item 7lii the state and local amounts were switched, should have read "\$955.89 State and \$3,010.58 Local", and the next meeting date should read as "January 11, 2024" not 2023.

**Director Carew moved to approve item 4 as amended, Director Wang seconded. None opposed, motion carried.**

---

5. Public Comments (4 minutes each) **None**
6. Consent Agenda – Invoices
  - a. **From General 243 Fund**
    - i. **\$20,439.17**- FY 2023 Administrative Reimbursement to Planning Department
    - ii. **\$496.00** – Varnum Invoice 1324349 (IPUSA)
    - iii. **\$1,044.50** – Fishbeck Invoice 432686 (W.O. 2023-1 Gen. Env.)
  - b. **Project Business**
    - i. **Vicksburg Mill** – Paper City Development, LLC
      1. **\$494.99** - FY2024 Q1 EGLE Grant & Loan Admin Invoice
      2. **\$1,147.00** – Varnum Invoice 1304057
      3. **\$1,364.00** – Varnum Invoice 1306567
      4. **\$93.00** – Varnum Invoice 1315147
      5. **\$186.00** – Varnum Invoice 1320977
      6. **FY 2024 Q1** Authorization for Staff to Submit EGLE Grant & Loan Reports
  - c. **EPA Grant**
    - i. **\$1,857.40** – Fishbeck Invoice 432668 (W.O.#13 YWCA)
    - ii. **\$9,832.64** – Fishbeck Invoice 432667 (W.O.#16 702 W. MI)
    - iii. **\$334.25** – Fishbeck Invoice 432665 (W.O.#2 Outreach & Programmatic)
    - iv. **\$641.52** – Fishbeck Invoice 432673 (W.O.#12 Legacy Senior Living)
    - v. **\$1,072.13** – Fishbeck Invoice 432672 (W.O.#15 UEI)

**Director Wang motioned to approve item 6, the Consent Agenda, Director Lutz seconded. None opposed, motion carried.**

7. Discussion and/or Action Calendar
    - a. **Action:** Midlink Development Agreement Amendment #3  
A tracked version from Varnum was presented, the Board approved the changes.  
**Director Wenzel motioned to approve item 7a as amended and Authorizing the Chair to sign the agreement, Director Ferguson seconded, none opposed, motion carried.**
    - b. **Action:** IPUSA Assignment of Brownfield Reimbursement to KCLBA Agreement  
A formatting error was corrected, KCLBA legal counsel to remove the work word “occurs” in section 4.4, and the KCBRA chose the date December 31<sup>st</sup> for Exhibit B.  
**Director Wenzel moved to approve item 7b as presented, contingent upon the approval of the Kalamazoo County Land Bank Authority (KCLBA), the KCBRA Chair is then authorized to sign the agreement. Director Carew seconded, a roll call vote was taken, the motion carried with five (5) Yes, zero (0) No, and one (1) Abstained. Director Lutz abstained from voting and discussion.**
-

c. **Discussion:** Fishbeck

- i. Work Order 2024-1 General Environmental Services Contract

**Director Ferguson moved to approve item 7ci as presented, authorizing the Chair to sign the work order, Director Wang seconded. A roll call vote was taken, the motion carried with four (4) Yes, zero (0) No, and two (2) Abstentions. Director Carew and Director Wenzel both abstained from voting and discussion.**

- ii. 2023 General Environmental Memo & Cost Billing Summary

- iii. EPA Grant Memo & Cost Billing Summary

- iv. **\$ 7,673.31** - Fishbeck Invoice 432687 (Comstock Center)

**Director Lutz moved to approve item 7civ as presented, Director Wang seconded, none opposed, motion carried.**

d. **Discussion/Action:** \$135 - Registration for Southwest Michigan First State of Economic Development event on January 25, 2024, at Radisson Plaza Hotel

**Director Carew moved to fund registration for Staff and up to three (3) board members to attend, Director Ferguson seconded, none opposed, motion carried.**

8. Financial Reports

- a. **Discussion:** Fund 243 Report and Fund 242 Summary

- b. **Discussion:** Local Brownfield Revolving Fund (LBRF) Discussion

- i. Account Management

- ii. Future Uses & Strategies

**Staff presented financial reports and projections for the LBRF.**

9. Staff Report/Updates

- a. There is one (1) vacancy on the KCBRA Board  
b. Pending 436 Willard Street Loan Repayment Agreement  
c. Pending 555 Eliza Street (Lee St) Loan Repayment Agreement  
d. Pending 530 S. Rose Street Grant Repayment Agreement

**Staff presented updates and KCBRA board vacancy open until February 23<sup>rd</sup>.**

10. Committees - times dates and places

- a. Land Bank Report – next meeting, Thursday, February 8th, 2024, at 8:30 a.m.  
b. Committee of the Whole – next meeting, Thursday February 8th, 2024, at 3:00 p.m.

11. Other **Douglas Koop, EGLE Brownfields Region Coordinator, announced an EGLE**

---

**staff training event and Brownfields Tour for March 20-21, 2024, in Kalamazoo.**

12. Board Member Comments **None.**

13. Adjournment **Director Wang moved to adjourn at 5:01 p.m. Director Ferguson seconded, meeting adjourned.**

***Next Meeting: Thursday, February 22nd, 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

