

**KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY**

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**MEETING DATE:** Thursday, October 26, 2023  
**PLACE OF MEETING:** 201 W. Kalamazoo Ave. Kalamazoo, MI 49007 Room 207-A  
**TIME:** 3:00 pm

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**October 26, 2023 MINUTES - Final Approved at 11-16-2023 Meeting**

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**Present:** Christopher Carew, Connie Ferguson, Jared Lutz, Monteze Morales, Kenneth Peregón, and Wei Wang

**Members Excused:** Gary Barton, Jodi Milks, and Andrew Wenzel

**Vacancies:** none

**Kalamazoo Township:** Sherine Miller

**Oshtemo Township:** none

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

**Consultant:** Therese Searles, Fishbeck

**Recording Secretary:** Macy Rose Walters

**County Commissioners:** none

**County Admin:** none

**Community:** 3

1. Call to Order: **Director Chair Peregón called the meeting to order at 3:02 p.m. and noted that the meeting is being recorded.**
2. Roll Call and Members Excused: **Gary Barton, Jodi Milks, Monteze Morales, and Andrew Wenzel were excused. Commissioner Morales arrived at 3:10 p.m. and was excused at 3:55 p.m. Director Carew was excused at 4:15 p.m.**
3. Approval of the Agenda: **Ferguson moved to approve item 3, Wang seconded. None opposed, motion carried.**
4. Approval of Minutes: BRA Minutes of **September 28, 2023**

Director Ferguson noted a spacing error in item 8g, and staff noted the next meeting date should be October 26.

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

5. Public Comments (4 minutes each) **None**
  6. Disclosure of Interest **Director Carew will abstain from item 8a.iii.**
  7. Consent Agenda – Invoices
    - a. **From General 243 Fund**
      - i. **\$20,753.09** – FY23Q3 Administrative Reimbursement to Planning Dept
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(County Fiscal Year)

ii. **\$963.75** – Fishbeck Invoice 429022 (WO2023-1 Gen. Environmental)

b. **Project Business**

i. **\$876.39** – FY23Q4 EGLE Grant/Loan Admin Invoice (State Fiscal Year)

ii. Q4 FY 2023 Authorization for Staff to Submit to EGLE Grant & Loan Reports (State Fiscal Year)

c. **EPA Grant**

i. ~~**\$1,666.04**~~ **\$1,663.04** - Director Reimbursement for Brownfields Conference

ii. ~~**\$1,208.31**~~ **\$1,207.31** - Staff Reimbursement for Brownfields Conference

iii. **\$2,733.55** – Fishbeck Invoice 429024 (W.O.#10 Midlink Expansion)

iv. **\$4,757.52** – Fishbeck Invoice 429320 (W.O. #13 YWCA)

v. **\$546.65** – Fishbeck Invoice 429203 (W.O. #9 555 Eliza Street)

vi. **\$1,322.63** – Fishbeck Invoice 429028 (W.O. #8 Comstock Center)

vii. **\$1,200.18** – Fishbeck Invoice 429026 (W.O. #11 Redman Ventures)

viii. **\$479.03** – Fishbeck Invoice 429030 (W.O. #12 Legacy Senior Living)

**Wang motioned to approve item 7, the Consent Agenda, Ferguson seconded. None opposed, motion carried.**

**Note: At the 11/16/2023 Regular Meeting, amounts of items 7ci & 7cii were adjusted to the correct per diem meal amounts.**

8. Discussion and/or Action Calendar

a. **Discussion:** Fishbeck

i. 555 Eliza Street LBRF Funding Request Evaluation

ii. General Environmental & EPA Grant Memos with Budget Summaries

**Fishbeck presented items 8ai-8aii**

iii. Work Order 2023-2 YWCA Vapor Mitigation System

**Lutz moved to approve item 8aiii as presented, Ferguson seconded. A roll call vote was taken, 5 Yes and Director Carew abstained. Motion carried.**

b. **Discussion:** General Environmental Contract Expiring 12/2023

Discussion ensued about whether to pursue a request for proposals for a new general environmental contract. The consensus of the board was to instead consider an addendum to the existing contract.

**No action, Staff will draft an addendum to be presented at the next regular meeting.**

c. **Discussion/Action:** KCBRA Committee Meetings in 2023

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**No action, Staff will continue to update the board on committee schedules.**

d. **Action:** EGLE National PFAS Summit December 5-7, 2023 \$35 Staff Registration  
**Ferguson moved to approve item 8d as presented, Lutz seconded, motion carried.**

e. **Action:** Developer Tax Increment Financing Reimbursements

- i. **\$7,246.63** - Stryker 5<sup>th</sup> Developer Reimbursement (2022 Local)
- ii. **\$9,269.71** – to KCBRA from Stryker 2022 Local, Plan Related Expenses
- iii. **\$622,628.77** - Scannell 2<sup>nd</sup> TIF Reimbursement (2022 Local)

**Lutz moved to approve items 8ei-8eiii, as presented, Wang seconded, motion carried.**

f. **Action:** Transfers to the LBRF (fund 242)

- i. **\$22,618.90** – Stryker 1<sup>st</sup> LBRF Transfer 2021 State TIF
- ii. **\$2,231,766.94** – Stryker 2<sup>nd</sup> LBRF Transfer 2022 Local TIF
- iii. **\$776,830.38** - Midlink Business Park 2<sup>nd</sup> LBRF Transfer 2022 TIR  
(\$424,073.12 State & \$342,757.26 Local)

**Ferguson moved to approve items 8fi-8fiii, as presented, Lutz seconded, motion carried.**

## 9. Financial Reports

a. **Discussion:** Fund 243 FY23 Q3 Report and Fund 242 Summary

**Staff presented financial reports.**

## 10. Staff Report/Updates

- a. Pending LBRF Requests at November 16, 2023 meeting
- b. Pending Midlink Development Agreement Amendment #3 w/ Schupan
- c. Pending YWCA Grant Repayment Agreement
- d. Pending IPUSA & KCLBA Reassignment Agreement

**Staff presented updates.**

## 11. Committees - times dates and places

- a. Land Bank Report – next meeting, Thursday, November 9<sup>th</sup>, 2023, at 8:30 a.m.
- b. Project/Finance Committee – Thursday, November 9<sup>th</sup>, 2023, at 4:00 p.m.
- c. Executive Committee – Thursday, November 9<sup>th</sup>, 2023, at 2:00 p.m.

12. Other **Planning Director, Rachael Grover, announced that there is a climate action survey available on Kalamazoo County's website.**

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13. Board Member Comments

14. Adjournment Wang motioned to adjourn, Ferguson seconded, adjourned at 4:28 p.m.

***Next Meeting: Thursday, November 16, 2023, 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:

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

