

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, November 16, 2023
PLACE OF MEETING: 201 W. Kalamazoo Ave. Kalamazoo, MI 49007 Room 207-A
TIME: 3:00 pm

November 16, 2023 MINUTES – Final Approved at 12-21-2023 Meeting

Present: Gary Barton, Christopher Carew, Connie Ferguson, Jodi Milks, Kenneth Peregon, and Andrew Wenzel

Members Excused: Jared Lutz, Monteze Morales, and David (Wei) Wang

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: 6

1. Call to Order: **Chair Peregon called the meeting to order at 3:08 p.m.**
 2. Roll Call and Members Excused: **Jared Lutz, Monteze Morales, and David (Wei) Wang were excused. Director Milks arrived at 3:10 p.m.**
 3. Approval of the Agenda: **Director Ferguson moved to approve item 3, Director Barton seconded. None opposed, motion carried.**
 4. Approval of Minutes: BRA Minutes of **September 28, 2023**

Director Ferguson noted a correction to the description of item 1, Director Peregon should read as Chair Peregon. Staff noted a correction to the Consent Agenda, by County Finance to items 7ci and 7cii, the amounts should be \$1,663.04 for 7ci and \$1,207.31 for 7cii.

Director Carew moved to approve item 4, as amended, Director Milks seconded. None opposed, motion carried.
 5. Public Comments (4 minutes each) **None**
 6. Disclosure of Interest **Director Carew and Director Wenzel to abstain from item 8d. Director Milks to abstain from item 8b.**
 7. Consent Agenda – Invoices
 - a. **From General 243 Fund**
 - i. **\$93.00 – Varnum Invoice 1318557 (IPUSA)**
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- ii. **\$680.00** – Varnum Invoice 1318466 (Contractual Other)
- iii. **\$652.00** – Fishbeck Invoice 429750 (W.O. 2023-1)
- iv. **\$43.34** – Go Daddy Invoice 2785953678 (Website Domain Renewal)
- v. **\$300.00** – W.P. Engine Invoice 6113575 (Website Platform Renewal)

b. **EPA Grant**

- i. **\$1,487.00** – Fishbeck Invoice 430075 (W.O. #9 555 Eliza Street)
- ii. **\$375.49** – Fishbeck Invoice 429753 (W.O. #10 Midlink)
- iii. **\$10,523.93** - Fishbeck Invoice 429757 (W.O.#8 Comstock)
- iv. **\$2,693.54** – Fishbeck Invoice 429752 (W.O.#13 YWCA)
- v. **\$69.55** – Fishbeck Invoice 429756 (W.O.#11 Redman Ventures)
- vi. **\$4,648.57** – Fishbeck Invoice 429759 (W.O.#12 Legacy Senior Living)
- vii. **\$709.55** – Fishbeck Invoice 429751 (W.O.#16 702 W. Michigan)
- viii. **\$337.40** – Fishbeck Invoice 429758 (W.O.#15 UEI)
- ix. **\$71.63** – Fishbeck Invoice 429755 (W.O.#4 NACD Church & Frank)

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

8. Discussion and/or Action Calendar

a. **Action:** 530 Rose Street Part I & Part II Project Applications

Discussion ensued and the Board requested an updated application and follow up questions be submitted to the Developer.

Director Wenzel moved to table discussion of item 8a until the next Regular Meeting, authorizing Staff to begin working on a draft Grant Repayment Agreement. Director Carew seconded, none opposed, motion carried.

b. **Action:** 200 Lee Street Project Application Part II (Eliza Street Expansion)

Discussion ensued regarding the specifics of item 8ai on the October 26, 2023, Regular Meeting Agenda in relation to this item.

Director Wenzel motioned to approve item 8b, authorizing Staff to draft a Loan Repayment Agreement consistent with the terms outlined in item 8ai on the October 26, 2023, Regular Meeting Agenda. Director Barton seconded, a Roll Call Vote was taken, the motion carried with 5 Yes, and Director Milks abstained.

c. **Action/Discussion: Fishbeck**

i. EPA Grant Work Order #2 Amendment #2 (Outreach & Programmatic)

1. \$1,024.11 Fishbeck Invoice #429749 (EPA W.O. #2)

Director Ferguson moved to approve items 8ci and 8ci1, as presented, Director Milks seconded. A Roll Call Vote was taken, 6 Yes, none opposed, motion carried.

ii. General Environmental Memo & Cost Billing Summary

iii. EPA Grant Memo & Cost Billing Summary

d. **Action:** General Environmental Contract Addendum #2

Discussion ensued regarding editing errors, the removal of asterisks near the signature lines and the deletion of “En” after the word Consultant in the first “WHEREAS”.

Director Ferguson moved to approve item 8d as amended, Director Milks seconded. A Roll Call Vote was taken, 4 Yes, none opposed, and Director Carew and Director Wenzel abstained, motion carried.

9. Financial Reports

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

Staff presented financial reports.

10. Staff Report/Updates

- a. Pending Midlink Development Agreement Amendment #3 w/ Schupan
- b. Pending YWCA Grant Repayment Agreement
- c. Pending IPUSA & KCLBA Reassignment Agreement
- d. Upcoming 436 Willard Street Project Applications (Clark Logic)

Staff presented updates.

11. Committees - times dates and places

- a. Land Bank Report – next meeting, Thursday, December 14th, 2023, at 8:30 a.m.
- b. Project/Finance Committee – Thursday, December 14th, 2023, 4:00 p.m.
- c. Executive Committee – Friday, December 15th, 2023, 9:15 a.m.

12. Other

13. Board Member Comments

14. Adjournment **Director Wenzel motioned to adjourn, Director Ferguson seconded, adjourned at 5:02 p.m.**

Next Meeting: Thursday, December 21, 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 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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Macy Rose Walters
Brownfield Redevelopment Administrator
Kalamazoo County Government
201 West Kalamazoo Avenue
Kalamazoo, MI 49007 TELEPHONE: (269) 384-8305
