

KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

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

December 19, 2024 MINUTES – Final Approved 1-23-25

Present: Christopher Carew, Chad Goodwill, Jared Lutz, Monteze Morales, Kenneth Peregon, and Andrew Wenzel

Members Excused: 2

Vacancies: 1

Kalamazoo Township: Sherine Miller

Oshtemo Township: none

Staff: Macy Rose Walters, Rachael Grover

Consultant: Therese Searles & Jeff Hawkins, Fishbeck

Recording Secretary: Macy Rose Walters

County Commissioners: Monteze Morales

County Admin: none

Community: 2

1. Call to Order: **Chair Peregon called the meeting to order at 3:03 p.m.**
2. Roll Call and Members Excused: **Six (6) of eight (8) voting members were present. Director Gulau and Director Milks were excused. There is one (1) vacancy.**
3. Approval of the Agenda:

Director Lutz moved to approve item 3, Director Carew seconded. None opposed, motion carried.

4. Approval of Minutes: BRA Minutes of October 24, 2024

Director Lutz noted Item 1 should read as Chair Peregon started the meeting.

Director Wenzel moved to approve item 4, the minutes of October 24, 2024, as amended, Director Goodwill seconded. None opposed, motion carried.

5. Public Comments (4 minutes each)

6. Consent Agenda

a. From General Fund

- i. **\$3,600.00** - Varnum Invoice 1354655 (Landscape Forms, Inc.)
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- 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

Director Goodwill moved to approve item 6 as presented, Director Lutz seconded. None opposed, motion carried.

7. Discussion and/or Action Calendar

a. **Action:** Jeffrey C. Hawkins Recognition

In addition to the county and state proclamations presented on 12/17/2024, the board presented Mr. Hawkins with an award for recognition of service to brownfield redevelopment and economic development. The board thanked Mr. Hawkins for his time working with the KCBRA, 2006-2025, and acknowledged his known expertise in the community as a brownfield consultant and his impact on the education and growth of the KCBRA.

- b. **Action:** Open Roads Bike Program
 - i. Part I & Part II Project Applications
 - ii. \$2,300 - Fishbeck Invoice #442652 Reimbursement to Open Roads

Director Carew moved to approve items 7bi-7bii as presented, waiving the application fee, Director Goodwill seconded. None opposed, motion carried.

- c. **Discussion/Action:** Fishbeck **Consultant Searles presented the reports.**

- i. General Environmental Memo & Billing Summary
- ii. EPA Grant Memo & Billing Summary
- iii. EPA Grant W.O. #2 Amendment No. 4 Outreach & Programmatic

Director Lutz moved to approve items 7ciii as presented, Director Wenzel seconded. None opposed, motion carried.

- iv. Work Order 2025-1 General Environmental Services Contract

Director Goodwill moved to approve items 7civ as presented, Director Lutz seconded.

- d. **Action:** Memo of Understanding for Planning Dept & KCBRA

Discussion ensued regarding current HR policies and employee payout benefits. The board requested estimates on pay out amount scenarios.

Director Lutz moved to table item 7d, Director Wenzel seconded. None opposed, motion carried.

- e. **Action:** Developer Invoice Packets for Eligible Expenses in Brownfield Plans

- i. IPUSA Invoice Packet #1 total \$2,350,921.26

Director Goodwill moved to approve item 7ei as presented, Director Carew seconded. None opposed, motion carried.

- ii. Stadium Park Way, Kalamazoo Storage Invoice Packet #2 total \$145,149.62

Discussion ensued regarding the options for reimbursement and the outcomes of the conditional approval waiver and documentation of due care compliance.

Director Wenzel moved to approve item 7eii, the full reimbursement amount presented, Director Lutz seconded. None opposed, motion carried.

- f. **Discussion/Action:** KCBRA Retreat 2025
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8. Financial Reports **Staff presented the financial reports.**
 - a. **Discussion:** KCBRA General Fund 243 Report
 - b. **Discussion:** KCBRA Local Brownfield Revolving Fund 242 Report

9. Staff Report/Updates **Staff presented updates/reports**
 - 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 **Sherine Miller, Ex Officio member for Kalamazoo Township announced the new township representative is now Craig Sherwood. Sherine thanked the board for the opportunity to participate and expressed interest in a township board member becoming a voting member in the future.**

11. Board Member Comments

12. Adjournment **Director Wenzel moved to adjourn at 4:26 p.m. Director Lutz seconded. none opposed, motion carried.**

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 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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