
KALAMAZOO COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

MEETING DATE: Thursday, February 22, 2024
PLACE OF MEETING: 201 W. Kalamazoo Ave. Kalamazoo, MI 49007 Room 207-A
TIME: 3:00 pm

February 22, 2024 MINUTES - Final Approved at 3-28-2024 Meeting

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

Members Excused: Kenneth Peregon and Monteze Morales

Vacancies: 1

Kalamazoo Township: Sherine Miller

Oshtemo Township: none

Staff: Rachael Grover, Macy Rose Walters

Consultant: Therese Searles, Fishbeck

Recording Secretary: Macy Rose Walters

County Commissioners: Monteze Morales

County Admin: none

Community: 1

1. Call to Order: **Director Carew called the meeting to order at 3:07 p.m.**
 2. Roll Call and Members Excused: **Gary Barton has submitted a verbal resignation, Kenneth Peregon was excused. Commissioner Morales was excused and joined the meeting virtually, as a member 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 removing item 7a, at the request of the Developer, and consider adding it to the next Regular Meeting Agenda.

Director Ferguson moved to approve item 3 as amended, Director Wang seconded. None opposed, motion carried.
 4. Approval of Minutes: BRA Minutes of **January 25, 2024**

Staff had two changes to the minutes, in Item 4 add the word “meeting” before virtually and Item 7b, correct the misspelling of work to “word”.

Director Wenzel moved to approve item 4 as amended, Director Ferguson seconded. None opposed, motion carried.
 5. Public Comments (4 minutes each) **None**
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6. Consent Agenda – Invoices

a. **From General 243 Fund**

- i. **\$155.00** – Varnum Invoice 1326579 (IPUSA)
- ii. **\$1,142.50** - Fishbeck Invoice 433684 (W.O. 2024-1 General Environmental)

b. **From EPA Grant Fund**

- i. **\$801.25** - Fishbeck Invoice 433683 (W.O. #2 Outreach & Programmatic)
- ii. **\$154.89** – Fishbeck Invoice 433694 (W.O. #15 UEI)
- iii. **\$576.99** – Fishbeck Invoice 433687 (W.O. #16 702 W. Michigan)
- iv. **\$601.14** – Fishbeck Invoice 433688 (W.O. #13 YWCA)

c. **From LBRF 242 Fund**

- i. **\$13,707.93** – Fishbeck Invoice 433674 (W.O. 2023-3 436 W. Willard Street)

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

7. Discussion and/or Action Calendar

a. ~~**Action:** Letter to KCBRA Board from 702 W Michigan Ave. Developer~~

This item was removed from the agenda and will be reconsidered for the April 25th Regular Meeting Agenda.

b. **Action:** \$321,283.51 - Reimbursement to Paper City Development, LLC (Mill at Vicksburg project for Previous EGLE Loan Quarters)

Director Milks moved to approve item 7b as presented, Director Wang seconded, none opposed, motion carried.

c. **Discussion:** Fishbeck

i. YWCA Memo VMS Project & Financial Update Memo

Consultant Searles discussed an anticipated budget shortfall for the YWCA VMS project. The shortfall is projected to occur in 2025, it was discussed whether another funding request from the Developer would be necessary. KCBRA Directors requested Fishbeck prepare an amendment to the existing work order, of \$10,000 from the LBRF, to cover the anticipated shortfall.

Director Lutz made a motion requesting an amendment to the previously approved work order be prepared to be considered at the April 25th Regular Meeting, Milks supported the motion. None opposed, motion carried.

ii. General Environmental Memo & Billing Summary

iii. EPA Grant Memo & Billing Summary

d. **Action:** Formal Resignation of KCBRA Director Gary Barton

Discussion ensued regarding Director Barton's request for resignation and the KCBRA's gratitude for Gary's time with the KCBRA.

Director Milks moved to approve Item 7d, to formally accept the resignation of

Director Gary Barton, creating one (1) vacancy on the KCBRA board. Director Ferguson seconded, none opposed, motion carried.

- e. **Discussion/Action:** Vice-Chairperson of KCBRA Appointment

No Action Taken

- f. **Action:** 2023 Administrative Cost Allocations to Project Accounts

Staff updated the board that the amounts may change as the 2023 budget is closed out and there may be an updated allocation spreadsheet for the April 25th Regular Meeting.

Director Milks moved to approve Item 7f, as presented with the understanding that there may be an updated spreadsheet presented at the April 25th Regular Meeting which would supersede 7f as presented, Director Wenzel seconded. None opposed, motion carried.

- g. **Action:** Admin Charges to Reimbursement Analyses

i. \$2,700.00 – The Mill at Vicksburg (2023)

ii. \$341.00 – Parchment Mill, 100 Island Ave, LLC (2023)

Director Milks moved to approve Item 7g as presented, Director Lutz seconded, none opposed, motion carried.

8. Financial Reports

- a. **Discussion:** Fund 243 Fiscal Year 2023 Quarter 4 Budget Report

- b. **Discussion:** Fund 242 Summary and Investment Discussion

Staff presented financial reports

9. Staff Report/Updates

- a. Presented Brownfields 101 to Texas Township COW on 1/22/2024
b. Pending MOUs to City of Kalamazoo for 2023 KCBRA Funded Projects
c. Vacancy on KCBRA Board open until February 23, 2024
d. State of Economic Development Event Update

10. Committees - times dates and places

- a. Kalamazoo Land Bank Regular Meeting - Thursday, March 14th, 2023, at 8:30 a.m.
b. KCBRA Committee of the Whole – Thursday March 14th, 2024, at 3:00 p.m.

11. Other **None.**

12. Board Member Comments **None.**

13. Adjournment **Director Wang moved to adjourn at 4:15 p.m. Director Milks seconded, meeting adjourned.**

Next Meeting: Thursday, March 28th, 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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